



## OpenText™ Documentum™ Archive Services for SAP® Solutions

### User Guide

Store and view documents using the SAP graphical user interface.

EDCCOSAPAR250400-UGD-EN-01

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## **OpenText™ Documentum™ Archive Services for SAP® Solutions**

### **User Guide**

EDCCOSAPAR250400-UGD-EN-01

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This documentation has been created for OpenText™ Documentum™ Archive Services for SAP® Solutions CE 25.4. It is also valid for subsequent software releases unless OpenText has made newer documentation available with the product, on an OpenText website, or by any other means.

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# Chapter 1

## Introducing Documentum Archive Services for SAP Solutions

### 1.1 Overview

Documentum Archive Services for SAP Solutions (AS SAP) integrates the OpenText™ Documentum™ Content Management system with the SAP R/3 or ECC system. Based on the SAP HTTP ArchiveLink 4.7 interface, Documentum Archive Services for SAP Solutions provides a technology bridge between OpenText Documentum Content Management (CM) and SAP R/3 or ECC.

Documentum Archive Services for SAP Solutions provides the following functions:

- Archives SAP data, reports, and documents through ArchiveLink certified interfaces in OpenText Documentum CM.
- Enables users to access and display documents stored in a OpenText Documentum CM repository from within a variety of SAP modules.
- Supports archiving attachments through GOS menu (GOS Attachments Archiving) from SAP.

### 1.2 Intended audience

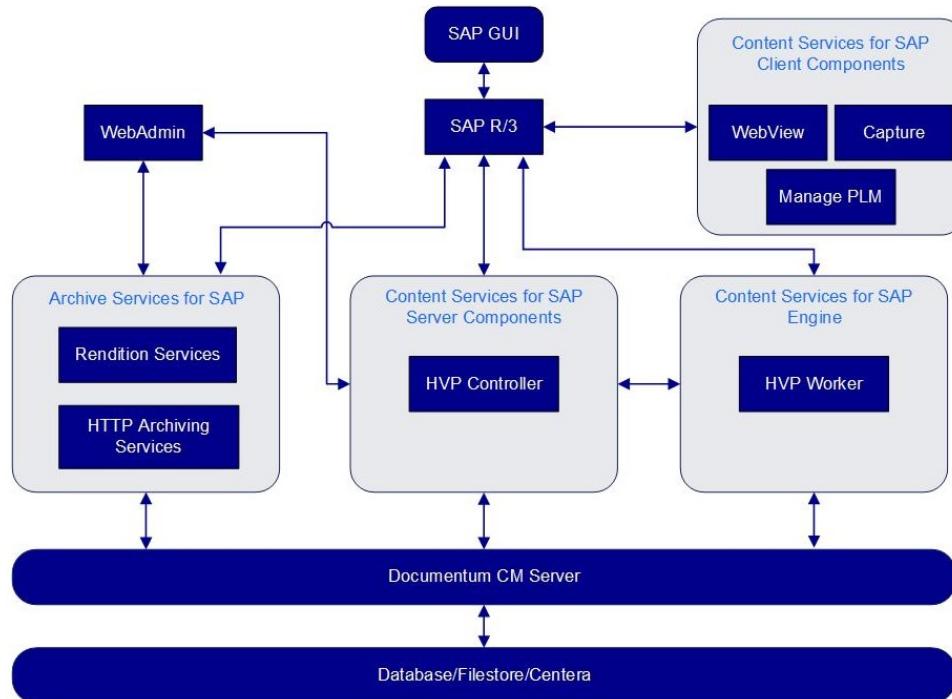
In order to address the manuals to the correct audience, the roles of the users of the manuals have been defined as follows:

- *System Administrator*: This role covers users who install and configure Documentum Archive Services for SAP Solutions. Documentum Archive Services for SAP Solutions integrates OpenText Documentum CM and the SAP R/3 system.
- *Archive Services Administrator*: This role covers users who manage Documentum Archive Services for SAP Solutions using WebAdmin.
- *Standard User*: This role covers users who view documents using SAP GUI.

This document forms part of a documentation suite designed to support those who install, configure, and use Documentum Archive Services for SAP Solutions. The product and documentation suite can be found on OpenText My Support.

This guide is written for standard users.

## 1.3 Documentum Archive Services for SAP Solutions architecture



**Note:** Capture component is not present in the 16.4 and later releases.

Documentum Archive Services for SAP Solutions consists of these components:

- HTTP archiving services

A server component that, using an HTTP connection to SAP, enables you to archive reports, data, and incoming and outgoing documents from SAP to the OpenText Documentum CM repository. Documentum Archive Services for SAP Solutions is a Java servlet that communicates with SAP ArchiveLink. The reports and archived documents can later be retrieved and viewed through SAP GUI.



### Notes

- OpenText recommends to move from RFC- to HTTP-based archiving. No data migration is required. However, you cannot move back from HTTP archive to RFC because HTTP-archived documents are not accessible through RFC. HTTP and RFC can coexist in different archives.
- If you migrate from RFC-based archiving to HTTP-based archiving, you do not need to convert pre-existing links from RFC to HTTP. The

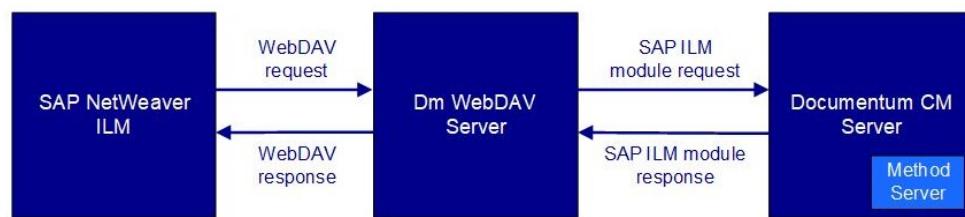
migration from RFC– to HTTP-based archiving will ensure that all pre-existing links continue to work.

- WebAdmin

An administrative tool hosted within the Documentum Administrator console that allows you to:

- Create, configure, and manage archives.
- Manage certificates for the archive.
- Create repository connections for Documentum Archive Services for SAP Solutions.
- Configure document archival for Documentum Archive Services for SAP Solutions.

## 1.4 Documentum Archive Services for SAP Solutions ILM architecture



- DM WebDAV Server: A web application, which acts as an interface between SAP ILM and OpenText Documentum Content Management (CM) Server.
- SAP Netweaver: A third-party system, which provides SAP ILM capabilities.

## 1.5 Supported SAP document formats

OpenText Documentum CM supports the following SAP document classes/formats:

- Incoming or Scanned Documents (FAX class, Tiff format)
- Outgoing Documents (OTF class, PDF format)
- Archived Data (REO class, REO format)
- Reports or Print Lists (ALF class, ALF format)

## 1.6 SAP and Documentum Archive Services for SAP Solutions terms and definitions

**Table 1-1: Terms and definitions**

Term	Definition
AS SAP	Product that inter-connects OpenText Documentum CM and SAP.
HTTP Archiving Services	Server component that, using an HTTP connection to SAP, enables you to archive reports, data, incoming and outgoing documents from SAP to the OpenText Documentum CM repository. HTTP Archiving Services is a Java servlet that communicates with SAP ArchiveLink. The reports and archived documents can later be retrieved and viewed.
WebAdmin	An administrative tool hosted within the Documentum Administrator console that allows you to: <ul style="list-style-type: none"><li>• Create and manage archives</li><li>• Manage certificates for the archive</li><li>• Create repository connections for Documentum Archive Services for SAP Solutions</li></ul>
OpenText™ Documentum™ Content Management Foundation Java API	Documentum Client Library manages communication between clients and Documentum CM Server. It contains a library of API calls that are used by clients for execution on the Documentum CM Server. All client requests to the Documentum CM Server go through the OpenText Documentum Content Management (CM) Foundation Java API.
ArchiveLink	Cross-functional interface that is part of the SAP Basis System. ArchiveLink handles storing and retrieving documents and data to and from a repository external to SAP.
SAP Documentum Management System	Document Management System (DMS) that is part of the SAP Basis System. Presents a logical layer to integrate with external systems such as AutoCAD or OpenText Documentum CM. Not directly related to ArchiveLink.

Term	Definition
SAP Product Life-Cycle Management	SAP Product Life-Cycle Management (PLM) provides an integrated environment that ensures all people involved in product development, manufacturing, and service have quick and secure access to current information. It provides a set of BAPI calls that can be used by external systems. For example, OpenText Documentum CM.
SAP Master Record	A set of master data, such as customer or vendor data, which is used in the creation of SAP documents.
SAP GUI	SAP Graphical User Interface is a graphical menu/screen tool that connects a client to the SAP server.
Original Document	Paper-based version of a document.  For example, an invoice may consist of two sheets of paper received from a supplier. Paper documents are scanned in and stored as electronic originals in OpenText Documentum CM.
SAP Document	An electronic transactional record of header data and line items in SAP.



## Chapter 2

# Archived documents in SAP GUI

## 2.1 Storing documents

### To store the documents:

1. Start SAP GUI and connect to R/3.
2. In the transaction code field, execute any ArchiveLink enabled transaction in the transaction code field; for example: fbo3.
3. Type the search criteria and press **Enter**.
4. Select **System > Services for Object**.
5. Click the **Create** icon.
6. From the pop-up menu that appears, select **Store business document**.  
The **Archive from Frontend** dialog box appears.
7. In the **Document Type** pane, double-click on the required document type.  
This determines the document type that you intend to archive.  
The **Storing Files in Documents** dialog box appears.
8. Select the document from your file system.
9. Click **Open**.
10. Click the **Enter** icon.  
The document is archived according to the configuration of the document type.

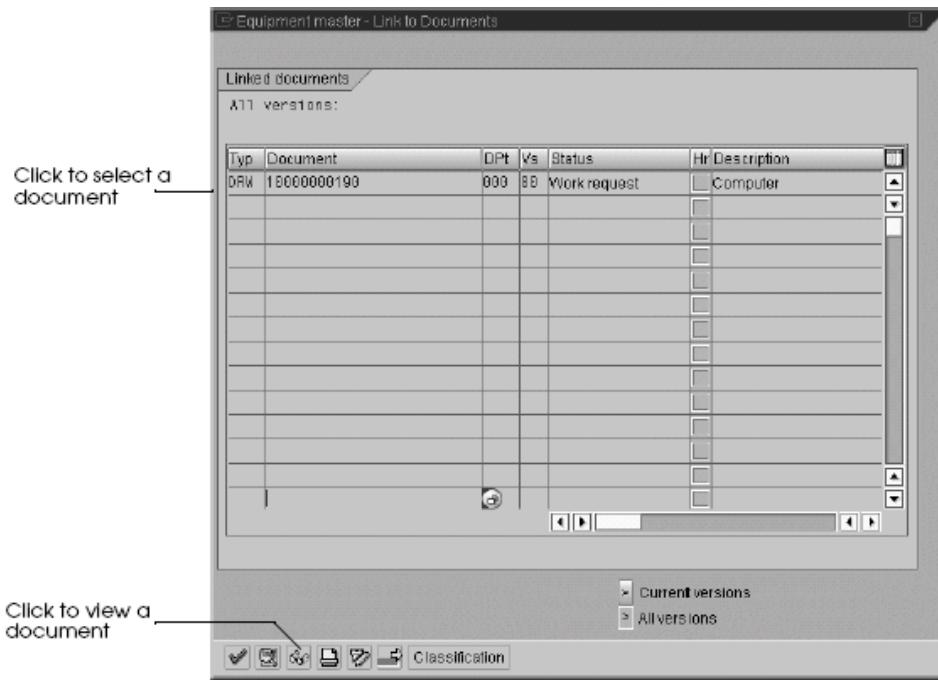
For more information on storing documents, see the SAP Help website.

## 2.2 Finding and viewing linked documents

### To view the linked document in SAP GUI:

1. Start SAP GUI and connect to R/3.
2. Type the transaction code that shows newly released documents or otherwise shows the material basic data.
3. Select the tab for document data.

In some SAP modules (for instance, the Customer module), you can alternatively select **Extras > Document Data** from the menu. The Linked document DIR is displayed as follows:



4. Select the document.
  5. Click **Display**.

The document is displayed using the appropriate viewer application.

For more information on understanding and using the Document Finder component of SAP, see the SAP Help website.

## 2.3 Finding and displaying Print Lists

### To find and display Print Lists in SAP GUI:

1. Start SAP GUI and connect to your R/3 server.
  2. In the transaction code field, execute the following transaction: oadr.
  3. To find a particular Print List, type search parameters in the appropriate fields. SAP GUI returns a list of items that matched your search parameters.
  4. Click an item in the list to select it and then click **Display from Archive**.

The archived Print List is retrieved from the repository and displayed in SAP GUI.

When a Print List is displayed in SAP GUI, you have the following options:

- Adding and editing notes
  - Free search

Free search refers to a full-text search.

- Attribute search

Attribute search is applicable for indexed Print Lists.

For more information on finding and displaying Print Lists in SAP, as well as for adding and editing notes in a Print List, free search in a Print List, and attribute search in a Print List, see the SAP Help website.

