Output Management

Output management comprises all activities related to the output of documents. Form-based documents can be output on an ad hoc basis or as an integrated part of a business process.

Maintain Main Templates

As an administrator, you can create company-specific main templates for use in form templates.

Form main templates are used to define the logo, header, sender address, and language-dependent footer that are used in form-based business documents.

SAP provides one default form main template for your solution. If you require a different logo or sender address for different companies or org units in your organization, you can create additional form main templates. These can then be assigned to the relevant company/org unit.

If you do not want to use any form main template for a business document, you can deactivate the use of main templates in the form template. If you specify that a main template must not be used for a form template, then you can alternatively create a unique header, logo, and footer for the form template using Adobe® LiveCycle Designer.

When a business document is output, the system uses the following logic to determine which form main template to use:

- The system searches for a form main template assigned to the company/org unit in which the business document was created. For example, if an invoice is created in the invoicing unit **Sales US West Coast** and is to be sent by email, the system tries to find a main template assigned to the org unit **Sales US West Coast**.

- If no match is found, the system searches upwards in the organizational structure for a main template assigned to a higher-level org unit.

- If no match is found, the system uses the default main template.

Create New Form Main Templates

If you use templates, creating company-specific main templates makes all templates consistent, saving you time. You can define company-specific main templates to use as a basis for other forms.

Procedure

1. Go to your user profile and select **Settings All Settings Output Management Maintain Main Template** .

2. Show **Form Main Templates**.

3. Click **New**.

4. In the **Create Main Template View** tab, enter a name and assign org unit (if any) for your new main template.

Use the **Is Default** toggle button to mark the template as the default template.

5. In the **Design Main Template** tab, enter the header and footer information.

   a. In the **Header** tab, upload a logo.

Adjust the size and alignment of the logo, as required. The file formats .gif, .bmp, .jpg, .png, and .tif are supported. The logo must be lesser than 40 mm in width and 20 mm in height. If you upload a graphic that is larger than 40 mm x 20 mm, it is resized automatically.

   b. Use the **Header Divider** toggle button to add a graphical divider on your form.

   c. Enter your company's address as the sender address. The sender address is shown above the recipient's address in a letter.

   d. In the **Footer** tab, choose the number of footer columns you want to display.

Enter the footer text exactly as you would like it to appear on the form. You can maintain up to four footer blocks with a maximum of 10 lines per footer.

Note that the width of each footer block is equally divided over the available space. If a line of text in the footer is too long for the current font size, the system automatically enters a line break. If this automatic line break does not meet your needs, you can enter the text after the line break as a separate line.

6. Preview your changes by refreshing the screen.

7. Save your changes.

You can now assign the main template to one or more companies, org units, or output channels.

Edit Form Main Templates

As an administrator, you can update the main template design or assign organizational units to the template.

Procedure

1. Go to your user profile and navigate to **Settings All Settings Output Management Maintain Main Template**.

2. Select any main template that you want to edit and click .

3. Update the name and org unit details in the **Create Main Template View** tab or the header and footer details in the **Design Main Template** tab.

4. Save your changes.