



Bezpečný a důvěryhodný archiv nejen pro faktury

SAP Document Archiving by OpenText –
SAP certifikované úložiště pro
dokumenty

Martin Hanusek

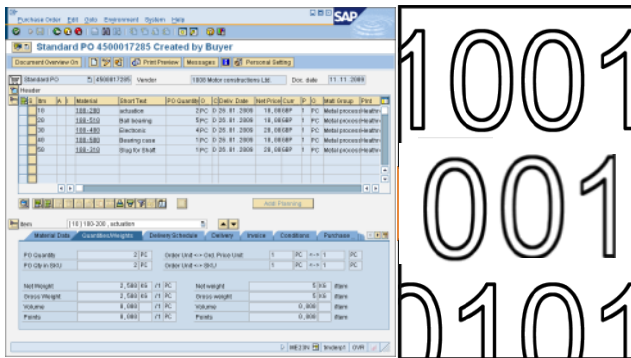
Head of ECM Business Unit

sabris
friendly professional

Nové SAP Technologie – příležitost ke změně

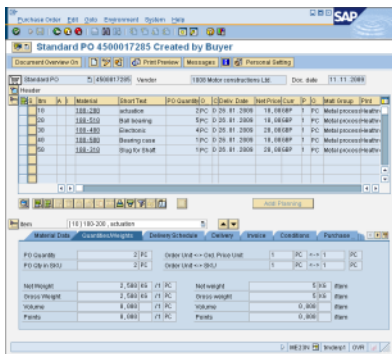


SAP archivace – dva významy



Datová archivace

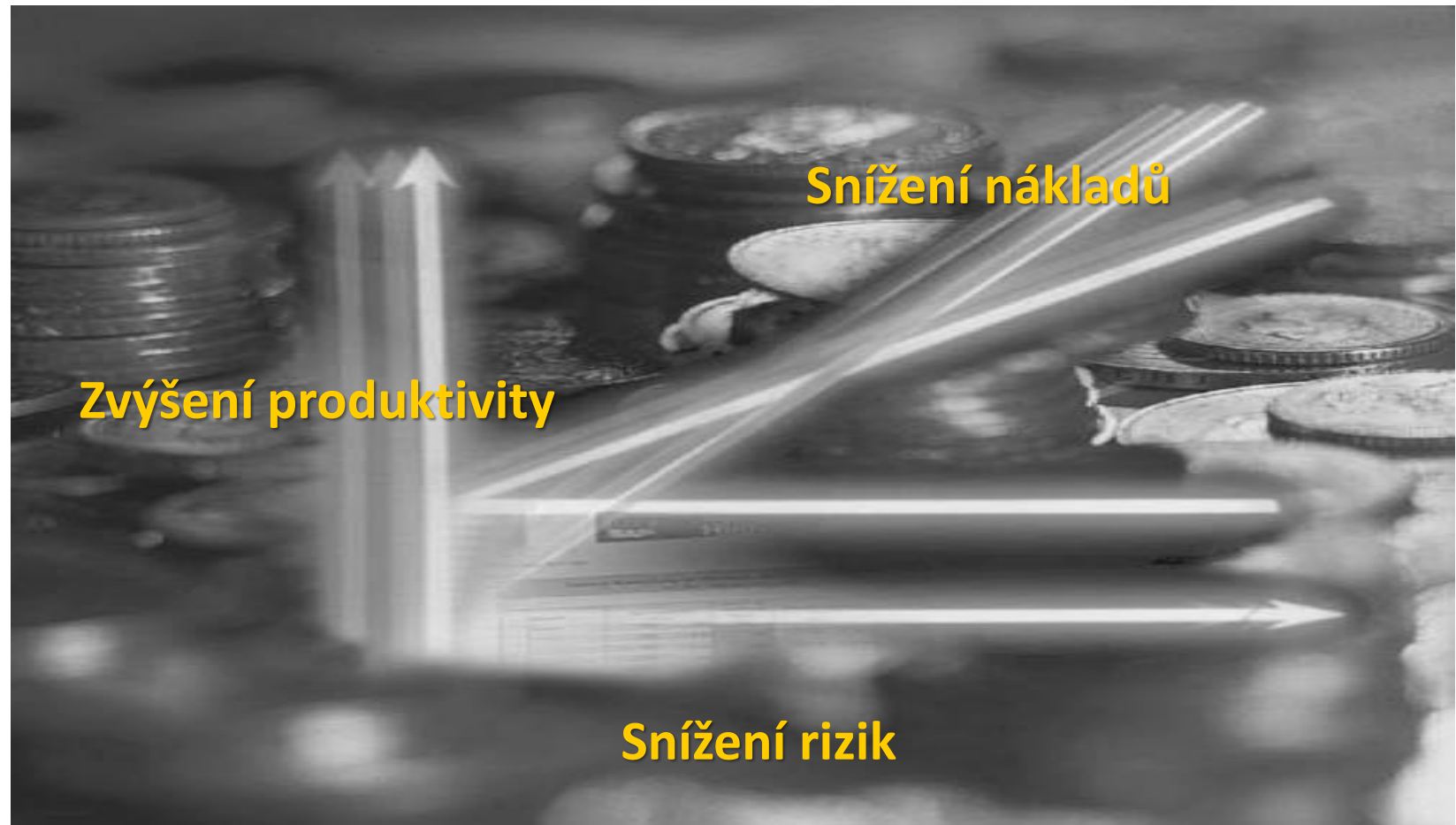
- Zmenšuje velikost SAP databáze
- Klíčové oddělení: IT
- Hlavní důvody: výkon SAP, cena úložiště, migrace na SAP HANA



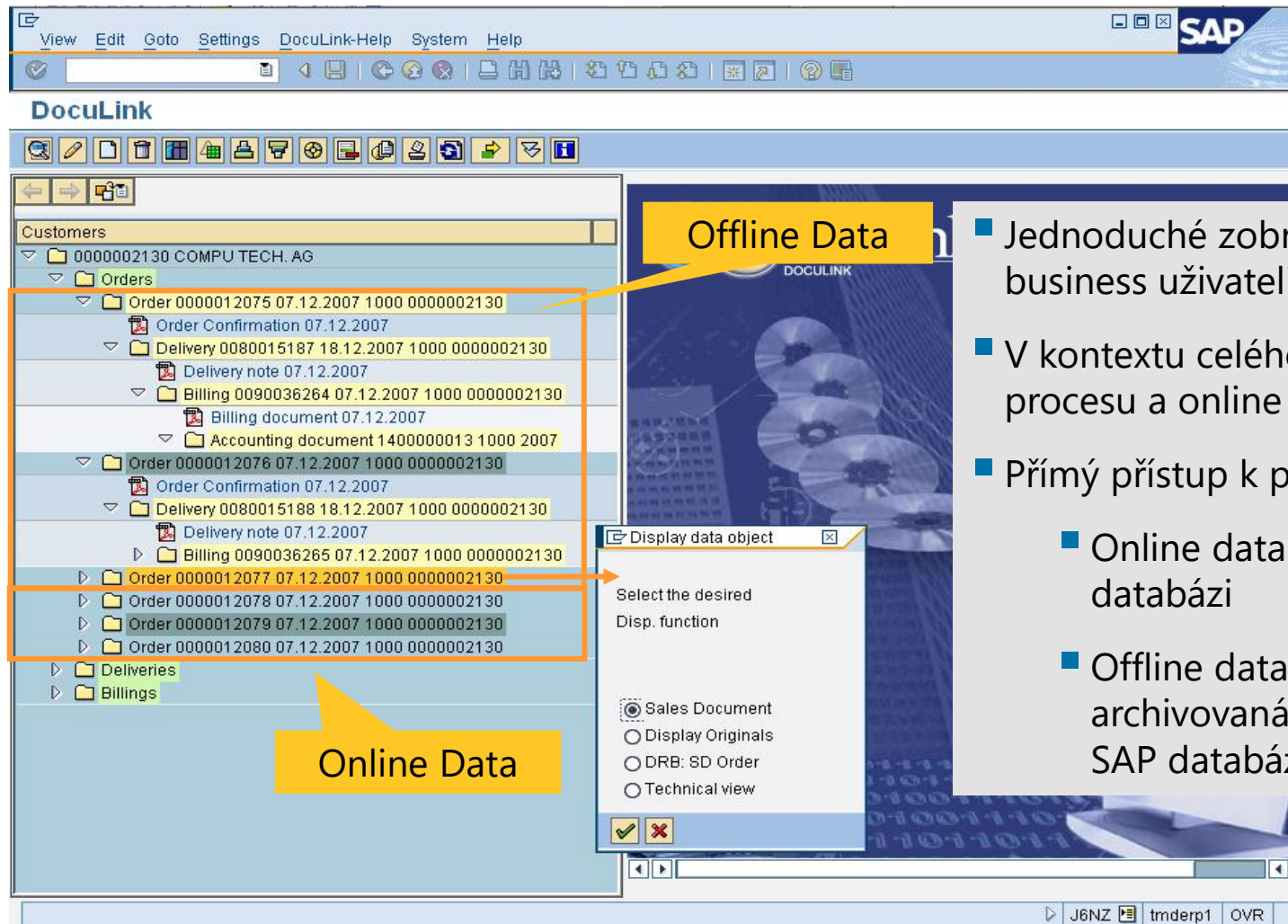
Dokumentová archivace

- Integruje business dokumenty
- Klíčové oddělení: Business
- Hlavní důvody: efektivita procesu, soulad s předpisy

DŮVODY ARCHIVACE DOKUMENTŮ A DAT



Přístup k datům přes sap document access Zobrazení dat ve virtuálních složkách



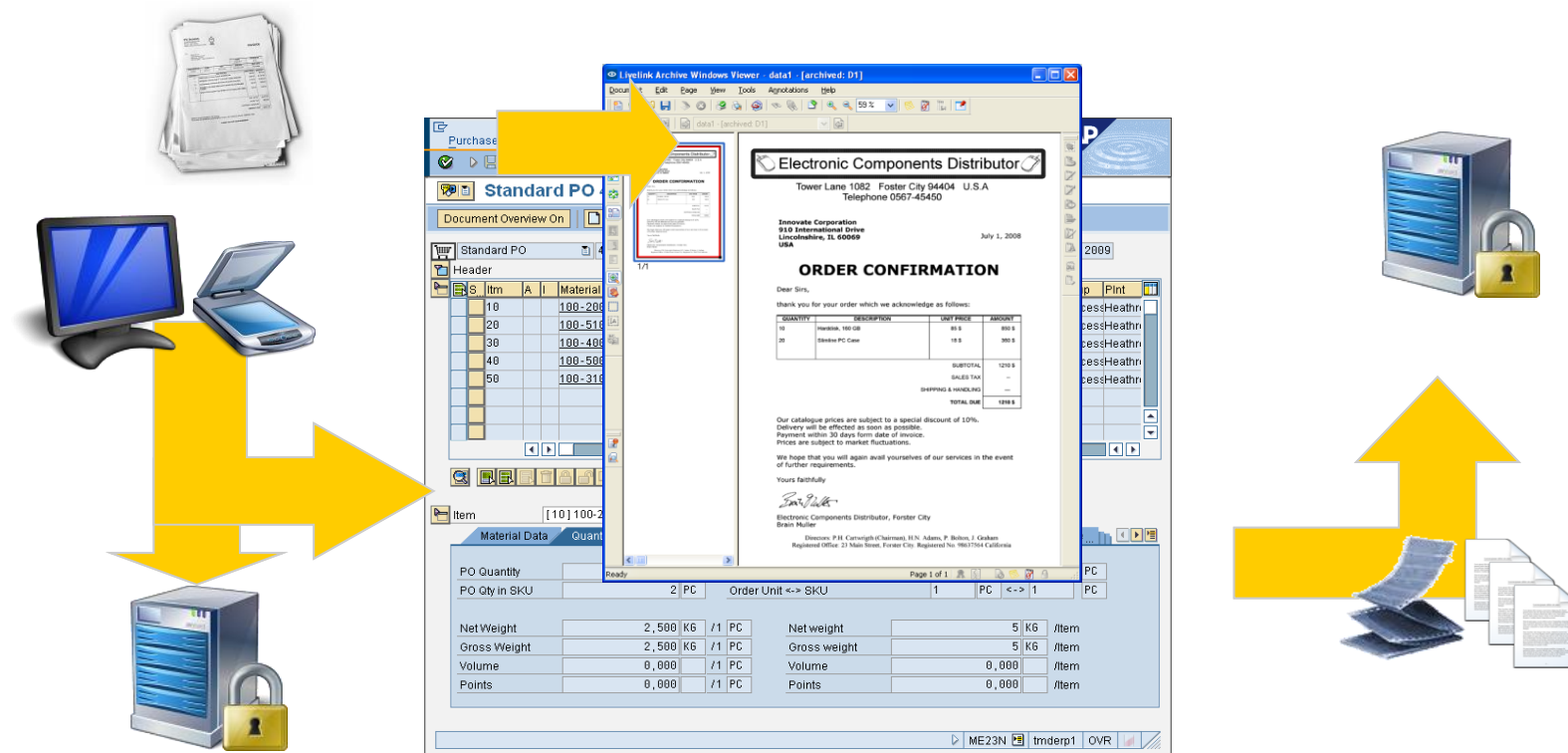
- Jednoduché zobrazení dat business uživateli
- V kontextu celého business procesu a online dat
- Přímý přístup k přílohám
 - Online data = data v SAP databázi
 - Offline data = archivovaná data mimo SAP databázi

SAP Document Archiving by OpenText

Zahájení procesu -
Vstup dokumentů

Optimalizace procesu -
Kontrola a doplnění dokumentů
kdykoli, kdekoli

Archivace –
Tiskové sestavy
a odchozí dokumenty



Document access for SAP Solutions

Podpora
dlouhodobé
archivace

Strukturované i
nestrukturované
dokumenty

360° pohled podle
SAP procesů a
objektů

Integrace do SAP
aplikací

Základem je SAP
NetWeaver
technologie

Přístup k
dokumentům
kdykoli z transakcí

Document access for SAP Solutions

SAP uživatel využívá:

SAP Gui

SAP web UIs

SAP Portal

Zákaznickou webovou aplikaci

Jednoduché rozhraní

Snižuje požadavky na školení.

ArchiveLink PLUS - rychlé pořízení dokumentu

The screenshot shows the 'Add Document' window. It has a title bar with a close button. The main area is divided into two sections: 'Document' and 'Document Attributes'.

Document Section:

- Browse Document:** A text field containing the path 'D:\Users\thomasde\Documents\99 Presentation Support\Test...'. To its right is a button labeled 'Or Drop Document Here'.
- Document Type:** A dropdown menu currently showing 'AL Attributes Notice'.

Document Attributes Section:

This section contains a table with two columns: 'Attribute Name' and 'Attribute Value'.

Attribute Name	Attribute Value
Category	CAT_GREEN
CreatDate	04.07.2011
Confidence	
Creator	BASELER
Save time	
Description	This is the updated invoice sent from Mr. Miller at Innovate Inc.
Test Material	350-160
Piece	

At the bottom right of the window are two small icons: a green checkmark and a red X.

Callouts:

- A yellow callout points to the 'Or Drop Document Here' button with the text: 'Vkládání drag & drop'.
- A yellow callout points to the 'Document Attributes' table with the text: 'Nastavení atributů se definuje podle objektu a/nebo typ Archivelink objekt'.
- A yellow callout points to the 'Description' row in the table with the text: 'Další dokumenty pro ArchiveLink dokumenty'.

ArchiveLink PLUS – jednoduché zobrazení a třídění příloh

OpenText Attachment List PLUS

OPENTEXT | Document Access™

• Business Documents

Atributy

Ext.	Description	Storage date	Creator	CreatDate	MatNr	Save time	Size	Category	Confidence
	Test Pictures	11.07.2011				00:00:00	0		
	Test xls	12.07.2011				00:00:00	0		
	Test Pictures	15.07.2011				00:00:00	0		
	Test PDF	15.07.2011				00:00:00	0		
	Test PDF	15.07.2011				00:00:00	0		
	Test PDF	21.07.2011				00:00:00	0		
	Test PDF	21.07.2011				00:00:00	0		
	TXT document for elib tests with FI	08.07.2011				00:00:00	0		
	TXT document for elib tests with FI	08.07.2011				00:00:00	0		
	AL Attributes Notice	08.07.2011				00:00:00	0		
	AL Attributes Notice	15.07.2011	SMILE	14.07.2011		10:47:17	0	CAT_RED	SECRET
	Test for LLSAPS-2373 (*.PDF)	15.07.2011				00:00:00	0		
	Test for LLSAPS-2373 (*.PDF)	15.07.2011				00:00:00	0		

Náhled na ArchiveLink documents



ArchiveLink PLUS – umožňuje fulltextové vyhledávání

OPENTEXT Document Access

Search for: employee

Search Template: Employee File Managem...

Personnel Number: 00001000

Infotype:

Subtype:

Object ID:

Date of origin:

Position:

Organizational unit:

Job key:

Document type:

Storage date:

Results 1 to 3 displayed of 3 found search hits

Show: 10 View: Less Detail More Detail

Appraisal with DocID E06C1C1D8D7E21F1AB680050569E20F9

Employer shall employ **Employee** in the capacity set forth above commencing on 1012004 (or such other date as the Parties may agree to) and continuing, with no fixed termination date, until either Party shall give proper notice of termination of this employment agreement to the other. Furthermore, **Employee** specifically waives any rights he or she may or may not have under state law (such as the Model Employment Termination Act or like legislation) requiring that any and all termination of employment be "for good cause". Also, in the case of termination for cause, **Employee** shall reimburse **Employer** for all reasonably documented expenses incurred by **Employee** before the termination date that are otherwise the responsibility of **Employer**. **Employer** must give actual notice to **Employee** of termination for cause but may not terminate **Employee** without cause. Should **Employee** breach this agreement, **Employer** shall be indemnified by **Employee** for all out-of-pocket costs which in any way relate to, or were precipitated by, the breach of this agreement.

82% - 21.04.2011 - Start PA30 - Login to HR Portal

Appraisal with DocID E07BA85AFA6E98F1AB680050569E20F9

The following employment contract has been agreed upon Between Ms. Anja Mueller - Referred to hereinafter as "The **Employee**" and Innovate Corporation USA - Referred to hereinafter as "Innovate" or "The Company" -. Furthermore, Innovate reserves the right to assign the **Employee** other or additional duties, which correspond to his or her educational background and competencies. The **Employee** may instruct Innovate to make direct payment from his or her salary claim to a third party with prior written consent from the Executive Board of Innovate. The **Employee** promises to keep confidential any Company business – including the amount of his/her salary and other benefits – even after the employment relationship has been terminated; **Employee** is liable to pay compensation for damages caused by external use of Innovate materials. The **Employee** promises not to remove Innovate property from Innovate premises without expressed permission, supply it to third parties, or store it at his/her home - particularly: All forms of hardware, with the exception of permissible Laptops, mobile telephone, etc.).

82% - 11.05.2011 - Start PA30 - Login to HR Portal

Appraisal with DocID E07561C573A3FBF1AB680050569E20F9

OpenText Archiving and Document Access for SAP Solutions prerequisites Prior to installation of **Employee** File Management, OpenText Archiving and Document Access for SAP Solutions 9.8 SP1 must be installed on the SAP system; this can be downloaded from the

Personnel Number: 00001000 Anja Müller

Organizational unit: 00001001 Human Resources (D)

Document type: HREVALUAT Appraisal

Personnel Number: 00001000 Anja Müller

Infotype: 0025 Appraisals

Date of origin: 11.05.2011

Position: 50000052 Director of Human Resource

Organizational unit: 00001001 Human Resources (D)

Job key: 50011878 Director

Document type: HREVALUAT Appraisal

Personnel Number: 00001000 Anja Müller

Organizational unit: 00001001 Human Resources (D)

Kombinace fulltextového vyhledávání a dle atributů

Vyhledávání dle atributů

Vyhledávací šablona

Uživatelské rozhraní SAP GUI

Miniatura dokumentu

Atributy dokumentu

Jaká je hodnota archivace management?

Zrychluje odezvu
SAP

Snižuje náklady
na infrastrukturu
a její správu

Snižuje požadavky
na interní IT
podporu

Zvyšování výkonu
vnitrofiremních
procesů



A běží to taky v cloudu?

ANO

Děkuji za pozornost!



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