



## SAP DOCUMENT MANAGEMENT SYSTEM FUNCTIONALITY

- Flexible Authorisations
- Versioning/Revisoning
- Document Lifecycle Management
- Classification
- Workflow
- Full Text Retrieval
- Integration to all SAP areas
- Distribution
- Digital signatures
- Archiving
- Document Change Control
- CAD integration
- Microsoft Office integration
- Thumbnails
- Integrated visualisation/viewer
- Secure storage

## SAP Document Management System – It Just Makes Sense In Troubled Times.

Under the prevailing tight economic climate, organisations that use SAP as business ERP systems can make significant cost savings and productivity improvements by using the SAP Document Management System to manage their documents and records.

Many organisations are unaware that the standard SAP system includes a very powerful and full function document management system that can be switched on with no additional SAP license cost.

### Using the SAP document management system has three killer benefits:

#### FULL DMS FUNCTIONALITY

The SAP DMS is robust and fully scalable with all the functionality expected of a modern document management system. It is widely used by major organisations worldwide, and functionality is equivalent to any modern stand-alone document management system.

#### LOW COSTS

In the current economic climate, the biggest driver to considering the SAP DMS is without doubt the massive cost savings it can bring to companies already using SAP. The SAP DMS is a core part of SAP and it requires no additional licensing or support and maintenance.

#### FULL BUSINESS INTEGRATION

The one area that really sets the SAP DMS apart from the competitors is its natural integration into the SAP business systems. Using the SAP DMS, documents can be linked directly to virtually any SAP object. This means that business users in finance, HR, logistics, engineering, maintenance and virtually all business areas can access the latest released version of any document they need. Users can perform normal work tasks directly from the SAP screen – without ever having to access a document management system. Most organisations find the productivity benefits from integrating documents with business systems the most compelling driver to change to SAP DMS.



## ENGINEERING INFORMATICS

Engineering Informatics is a product independent Enterprise Content Management (ECM) consulting firm.

The company provides independent advice on

- ECM strategies
- ECM business processes
- ECM systems selection
- ECM implementations

## ENTERPRISE CONTENT MANAGEMENT

ECM is defined by AIIM, the independent ECM industry body ([www.AIIM.org](http://www.AIIM.org)) as "... the technologies, tools, and methods used to capture, manage, store, preserve, and deliver content across an enterprise. At the most basic level, ECM tools and strategies allow the management of an organisation's unstructured information, wherever that information exists"

ECM includes

- Document Management
- Records Management
- Document Capture and Imaging
- Web Content Management
- Document centric Collaboration
- Workflow

## SAP ECM

SAP has all the requirements for a modern ECM system contained in the following functional areas

- SAP Document Management System
- SAP Records Management System
- SAP ArchiveLink (document capture)
- SAP Imaging and scanning interfaces
- SAP Knowledge Management (including web content management)
- SAP cProjects (collaboration)
- SAP Business Workflow
- SAP Portal
- SAP Adobe Interactive Forms and SAP Smartforms
- Digital Signatures/Biometrics

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[www.ei-anz.com](http://www.ei-anz.com)

## COST SAVINGS BY USING THE SAP DMS

- **No DMS license fees**, because the SAP DMS is part of the standard SAP system and every SAP license owned by an organisation contains the rights to use the DMS.
- **No DMS support and maintenance fees** because it is covered by the normal SAP support and maintenance fees.
- **No additional backup costs** because being part of the core SAP system, the DMS will be backed up as part of the SAP backup routine.
- **No interface or middleware cost** because the SAP DMS is fully integrated in the SAP business systems. Using an external DMS system often requires interfacing with SAP, and although interfaces are available for most DMS systems, they are generally expensive and temperamental.
- **Data duplication eliminated**, because the SAP DMS makes extensive use of standard SAP functionality and data entered in other functions like workflow, authorisations, chart of accounts, classification fields and the HR structure without the need for it to be duplicated in a DMS system.
- **Minimal hardware requirements**: ECM systems are notoriously hardware intensive, requiring many expensive servers and an extensive network to operate efficiently. The SAP DMS, being part of the core SAP system, requires no additional system hardware, as it runs on the existing SAP infrastructure.
- **No additional SAP system resources**: The SAP DMS system can be configured to be very efficient in terms of SAP database resource requirements, and there is normally no additional system resources required when the SAP DMS functionality is added to an existing SAP installation.
- **No additional document viewers required**: The standard SAP GUI contains a document viewer that can view a very wide range of standard document formats, including most popular CAD packages. This means that all users of SAP will, for example, be able to view and redline CAD drawings on their local machine, without a license for the expensive CAD package or viewer.
- **Limited network requirements**: The SAP DMS system is operated through standard SAP metadata searches and movement. Implemented efficiently it has very low bandwidth and computing power requirements. Network impact of moving large document files can be mitigated and minimised by the intelligent usage of content and cache servers, which is fully catered for by the SAP DMS.
- **Low additional skill requirements**: The DMS being a native SAP module, the additional skills required by an organisation using SAP is very low. The DMS uses standard SAP functionality like Basis, Authorisations, Workflow, HR, Classification etc., for which organisations normally already have skills working in other modules.
- **Low training and re-training requirements**: Because the system builds on the standard SAP skills that employees gain through their normal work, the additional document management system training requirement for SAP workers is very low, and skills retention is very high post-training.

Engineering Informatics is part of the international NokusaEI group that is internationally recognised as the foremost experts in implementing the SAP Enterprise Content Management functionality, which includes the SAP Document Management System. Contact us to arrange an obligation and cost free meeting to discuss how you can unlock the DMS value in the your SAP system.



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