

ProDocument

SAP Solution – Document Management Client



PRODUCT FACTS

ProDocument allows efficient document management in SAP S/4HANA that is integrated into business processes. Thanks to the innovative interfaces, which can be flexibly adapted down to the user level, documents can be easily managed, created and maintained. Further advantages are provided by the uniform organization of documents.

Functions

- Management of documents in definable folder structures
 - Control of document storage
 - Automatic inheritance of attributes
 - Versioning of folder structures and documents to map the change history
 - Multi-level cloning of folder structures with documents
 - Controlling the multiple use of documents
- Management of language-dependent documents
 - Definition of any languages and language names of documents
 - Function for creating language versions
- Template management and control
 - Template management integrated in SAP
 - Definition of templates depending on attributes
 - Administration of folder structures as clone templates
- Mapping of workflow-based test and release processes
 - Easily configurable and flexibly adaptable processes
 - Flexible mapping and processing of status-controlled processes
 - Support of the SAP digital signature
- Role- or job-based assignment within the organisational structure
- Status-controlled controls, actions and checks for documents
 - Automatic generation of archiving and print formats, e.g. PDF
 - Creation of new document versions
 - Status handling of previous versions
 - Copying / synchronizing and checking language-dependent descriptions
 - Assignment of the revision / validity
 - Storage and deletion of originals / content versions
- Integration into SAP S/4HANA
 - Linking documents to SAP business objects
 - Direct access to SAP business objects from the user interface
- Integration into Microsoft applications
 - Access to the Windows file system, for direct transfer of files to the document management system
 - Call-up of Microsoft Word and Microsoft Excel with automatic data transfer from SAP master data
 - Sending original documents with Microsoft Outlook

Technology

- Based on ProFramework from ProNovia
- Extensive development and configuration of cross-object, modular applications possible
- First-class user experience independent of UI technology

User interface

- Configurable interfaces
 - Definition of user- and role-specific interfaces
 - Personalisable interfaces and data contents
 - Management of object selection and favourites
- Simple and intuitive operation
 - Maximum interaction possibilities
 - Double click
 - Dynamic context menus
 - Drag'n'Drop
 - Multiple selection of objects
 - Graphical control elements
- Context-sensitive, dynamic display and hiding of information and functions

Advantages

- Fully SAP-integrated, comprehensive, modern and user-friendly document management system
- Individually configurable solution regarding data model, processes and user interfaces
- Business processes and infrastructure can be easily integrated and extended

Properties

- Customizing environment for extensive configuration
- Integration with other ProNovia products possible
- Business add-ins for implementing customer-specific functions and interfaces
- Delivered GUI language support in German, English and French
- Detailed documentation in German and English
- Authorization objects for integration into the SAP authorization concept

Optional extensions

- MS Office integration and template management
 - **ProOffice**
- Workflow-based testing and approval processes
 - **ProProcess**
- Integrated management of change documentation
 - **ProChangeDoc**

PRIMARY FUNCTIONS

With ProDocument you can manage your documents in SAP S/4HANA in a very simple and user-friendly way. Thanks to the seamless integration of the file system and Microsoft Office applications, it is possible to map document management completely within SAP S/4HANA.

- Definable folder structure for document management
- Function for creating language versions
- Flexibly adaptable processes
- Automatic generation of archiving formats
- Direct access to SAP business objects

Easily manage, create and maintain documents in SAP S/4HANA – this is what ProDocument offers you with maximum user-friendliness. As the document management with ProDocument is integrated into the business processes, you benefit from an increase in efficiency and thus generate time for productive work steps.

