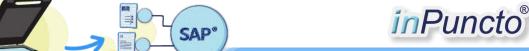
# Scanning and archiving – SAP® ArchiveLink

easy, affordable and safe

How does the **SAP scanning** to business objects work?

- The scanner hardware is located at the employee's workstation (e.g. a simple document scanner). It is connected to the employee's workstation computer via USB- / TWAIN interface.
- The employee wants to allocate a paper document to an SAP-business object.
- The employee is working in SAP identifies the necessary object and accesses "object services " (standard SAP).
- Here he finds a menu entry "biz2Scanner" or "single scan". (The term can be chosen freely).
- Depending on the customizing the menu can display further sub entries (e.g. the various document types that are customized for this object).
- The employee chooses. By clicking on the entry the scan client (biz2Scanner) is opened. This can be carried out: inplace or out-place of the SAP-GUI.







# **Examples of use:**

- Scanning supplier terms & conditions to corresponding master

### **Logistics and Production**

- · Scanning customer orders to the commission.
- Scanning quality certificates to the batch, etc...

#### **Human Resource Management**

- Scanning employee documents to staff/info type.

### Engineering

- Technical material specifications
- A4-A0 drawings/ blueprints to DIR

## Management

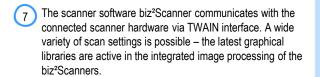
- Scanning official documents to the SAP object.
- Scanning restrictions/legislation/guidelines/norms to SAP objects,

- biz<sup>2</sup>Scanner (Scanner-Client for SAP)
- optional: biz²Archiver (archive for SAP)

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- The employee checks the results now he can intervene in the sense of quality control (delete, rotate, shift, add pages, add digital images, new scan, etc.).
- He clicks on "save" and the image is transferred into the SAP filing/archiving system (e.g. biz<sup>2</sup>Archiver) and a link to the business object is booked via ArchiveLink for example.
- The transfer of the image (TIFF, PDF) is carried out via standard SAP HTTP(S). So suitable security aspects are also considered.

