

Scanning and archiving – SAP® ArchiveLink

easy, affordable and safe



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

- 1 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.
- 2 The employee wants to allocate a paper document to an SAP-business object.
- 3 The employee is working in SAP – identifies the necessary object and accesses "object services" (standard SAP).
- 4 Here he finds a menu entry "biz²Scanner" or "single scan". (The term can be chosen freely).
- 5 Depending on the customizing the menu can display further sub entries (e.g. the various document types that are customized for this object).
- 6 The employee chooses. By clicking on the entry the scan client (biz²Scanner) is opened. This can be carried out: in-place or out-place of the SAP-GUI.
- 7 The scanner software biz²Scanner communicates with the connected scanner hardware via TWAIN interface. A wide variety of scan settings is possible – the latest graphical libraries are active in the integrated image processing of the biz²Scanners.
- 8 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.).
- 9 He clicks on "save" and the image is transferred into the SAP filing/archiving system (e.g. biz²Archiver) and a link to the business object is booked via ArchiveLink for example.
- 10 The transfer of the image (TIFF, PDF) is carried out via standard SAP HTTP(S). So suitable security aspects are also considered.

Examples of use:

Accounting

- Scanning supplier terms & conditions to corresponding master record
- Scanning the supplier's signed framework contract
- Scanning notifications of bank /account changes, etc.

Logistics and Production

- Scanning customer orders to the commission.
- Scanning delivery notes to the order.
- Scanning quality certificates to the batch, etc...

Human Resource Management

- Scanning employee documents to staff/info type.
- Scanning application documents to the stock of applicants.
- Scanning travel documents to the trip, etc...

Engineering

- Technical material specifications
- A4-A0 drawings/ blueprints to DIR
- Scanning measurement protocols to product, etc.

Management

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

Configuration / Products:

- biz²Scanner (Scanner-Client for SAP)
- optional: biz²Archiver (archive for SAP)

