

# OpenText Archiving and Document Access for SAP Solutions

Combines data and document archiving with business document access for SAP applications



**Reduces** the TCO of SAP applications



**Increases** process efficiency and user productivity



**Ensures** compliance and reduces risk



**Enables** seamless integration and offers certified quality

**As an enterprise grows, so does the amount of unstructured content, such as paper documents, electronic files and emails, relevant to the business. Without proper management of business content and integration with leading applications, information silos build up, decisions are made based on incomplete or outdated information and paper-based processes slow down business. In addition, if government mandates for content retention cannot be fulfilled or content cannot be produced in a timely fashion, fines or lawsuits may ensue.**

Enterprises using OpenText™ Archiving and Document Access for SAP® Solutions can manage increasing amounts of structured and unstructured SAP®-related content efficiently, with minimum effort and resources and increased operational efficiency. The solution enables compliant data and business document archiving, integrates business documents with SAP transactions and provides comprehensive imaging capabilities for SAP applications. With business process views, full text access and an enhanced attachment list, it gives SAP users easy access to SAP data and documents anytime, anywhere in the right business context for better and faster decision making and higher user productivity.

## Reduces the TCO of SAP applications

Every business transaction generates additional data. An organization's SAP database is always growing, and so are administrative efforts. Backups and recoveries take longer, database upgrades require more time and resources and user response times become prohibitive. Adding hardware drives up the total cost of ownership (TCO) of an SAP application, specifically when run on an SAP HANA® database, which requires an expensive appliance upgrade.

Keep a grip on TCO by archiving data with standard SAP data archiving and Archiving and Document Access for SAP Solutions. SAP data archiving minimizes database growth and improves performance. The archiving service securely stores the data and it is conveniently available directly from the SAP user interface when it is later required. Users can also access archived data alongside online data from the SAP database in the respective business context, while data extracts, reports and print lists provide an overview of business information. This enables IT departments to proactively archive data and ensure continuous high performance and lower TCO for the SAP system.

## Increases process efficiency and user productivity

Archiving and Document Access for SAP Solutions boosts process efficiency and productivity through the seamless integration of business documents into SAP. It provides direct access to all documents, reducing cost per transaction and enabling shared service centers. The solution integrates business documents with SAP transactions via the SAP ArchiveLink® interface. Content of any type, such as paper documents, office documents, emails, outgoing documents or SAP generated print lists, are securely stored and linked to the SAP business context. As a result, SAP users can directly access these documents via SAP transactions, anywhere and anytime, making global business processes now possible. Incoming paper documents and entire paper archives can be digitized, paper handling inefficiencies reduced and formerly paper-based processes accelerated.

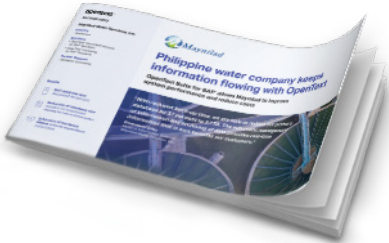
The solution goes far beyond the SAP ArchiveLink method of accessing documents via SAP transactions by providing business process-oriented folder views of SAP data and documents. SAP users can access transactional data with linked business documents in the correct business context and along business processes. This includes, for example, a Procure-to-Pay or Order-to-Cash process, and a 360-degree view of customer, supplier or employee information. And even if data is already archived, business process views still provide direct access to the offline data and attached content.

SAP ArchiveLink PLUS provides the capability to assign and display additional attributes for associated documents. This enables new, compelling attachment lists in the SAP GUI, which displays additional attributes and uses thumbnails to show a preview of the documents for a fast and targeted selection. Enhanced user experience is also provided by the business object browser, an SAP Fiori® app to access content in the context of SAP business objects along the business relationships.

## Ensures compliance and reduces risk

While regulations may vary from country to country, all require that organizations track, manage and retain critical business information and make it available upon request, for example, during tax audits or in case of product liability. Developing and implementing compliance best practices protects organizations from the risk of non-compliance and helps streamline operations, reduces administrative costs and proactively prepares for the emergence of new regulations. Archiving and Document Access for SAP Solutions addresses evolving legal requirements by securely storing content for designated periods, even decades, linking related information to SAP and enabling organizations to quickly access any document on-demand.

**Learning Services** offers a wide range of training programs for Archiving and Document Access for SAP Solutions.



***"With increased backup time, we are able to reduce our primary database by 37 percent to 2.7TB. The automatic management of information and archiving of data provides realtime information that, in turn, benefits our customers."***

**Emmanuel Diloy**

Head of Information Systems  
Maynilad

[Read the full Success story](#)

Content replication and distribution, as well as disaster recovery mechanisms, are built into the product. The operational risk associated with storing paper documents or electronic content in a single location is eliminated, and all documents are securely archived and available in the event of disaster. Content is stored on disk-based systems with immutability features from leading storage vendors. Advanced security features, such as encryption, timestamps, content distribution and replication, further enhance the offering.

## Enables seamless integration and offers certified quality

Archiving and Document Access for SAP Solutions seamlessly integrates with SAP applications. It is based on SAP NetWeaver® technology and uses the SAP ArchiveLink interface to integrate business documents with SAP transactions. The business process views and the business object browser are fully embedded in the SAP application, reusing the existing SAP user management and authorization model to ensure data security and regulatory compliance, with no additional user management required.

SAP users can work in the SAP user interface of their choice. The intuitive user interface eliminates the need for extensive user training. Even occasional users can easily retrieve content using the simple to use and customizable navigation for folder hierarchies.

The solution is SAP certified in many categories, most notably for SAP NetWeaver, SAP NetWeaver® ABAP, SAP HANA, SAP S/4HANA®, SAP ArchiveLink and SAP Information Lifecycle Management (ILM).

By utilizing more than two decades of experience, Archiving and Document Access for SAP Solutions is the most comprehensive archiving solution for SAP in the industry and trusted by thousands of customers. Its functionality covers the complete set of SAP ArchiveLink scenarios and much more. Included in the standard product offering are imaging viewers with notes and annotations, mass document scanning, local scanning for confidential documents, batch input interfaces and desktop document and email integration. The solution can be easily extended to encompass OpenText's full spectrum of Enterprise Content Management (ECM) options for SAP.

Built on a highly scalable technology foundation, the solution provides a unified platform, enabling organizations running the SAP S/4HANA on-premises or SAP Business Suite applications to securely manage all SAP related content within a single content repository. Superior technology, exceptional integration and global enterprise experience ensures the highest levels of scalability, the fastest ROI and outstanding levels of customer satisfaction.

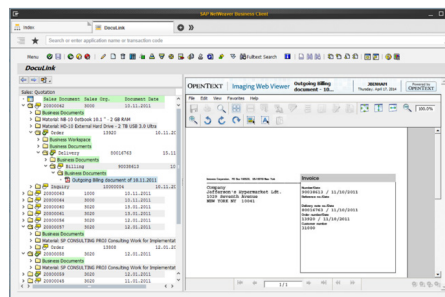


## Product features

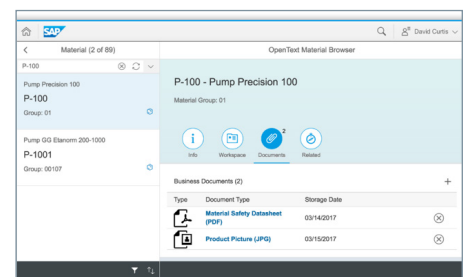
<b>Business process views</b>	Single point of access to SAP and non-SAP data and documents in the business context, spanning SAP modules and applications, for both online and offline data.
<b>Business object browser</b>	Provides access to archived content in the context of the SAP business object.
<b>SAP ArchiveLink</b>	Full text search and extensible attributes for SAP ArchiveLink documents, combined with an enhanced attachment list and thumbnail preview.
<b>Imaging viewer</b>	Window- and web-based viewers for a set of core formats, which supports notes and annotations.
<b>Scanning</b>	High volume scanning application with document cleansing and manipulation, indexing and barcode recognition.
<b>Office and email integration</b>	Attaches office documents, emails or email attachments to an SAP business object, with long-term retention capabilities.
<b>Document pipeline</b>	Automates mass-input of content with attributes provided by or extracted from COLD files.
<b>SAP ArchiveLink interface</b>	Securely stores SAP data archiving files, print lists and incoming and outgoing documents on a compliant archiving platform.
<b>WebDAV ILM interface</b>	Securely stores SAP ILM data files, enforces retention and holds and executes deletions for SAP data files and related attachments.
<b>Archive center</b>	Highly scalable and secure repository, managing content on storage platforms from leading vendors with immutability and retention features.

 Success stories

 Learn more



Business process view



SAP Fiori app's business object browser