Start Easy DMS:
Easy DMS in your Desktop

SAP

SAP Easy Doc Mgmt

Double click the icon
Select the client, (Ex:110 SAP Dev Client)
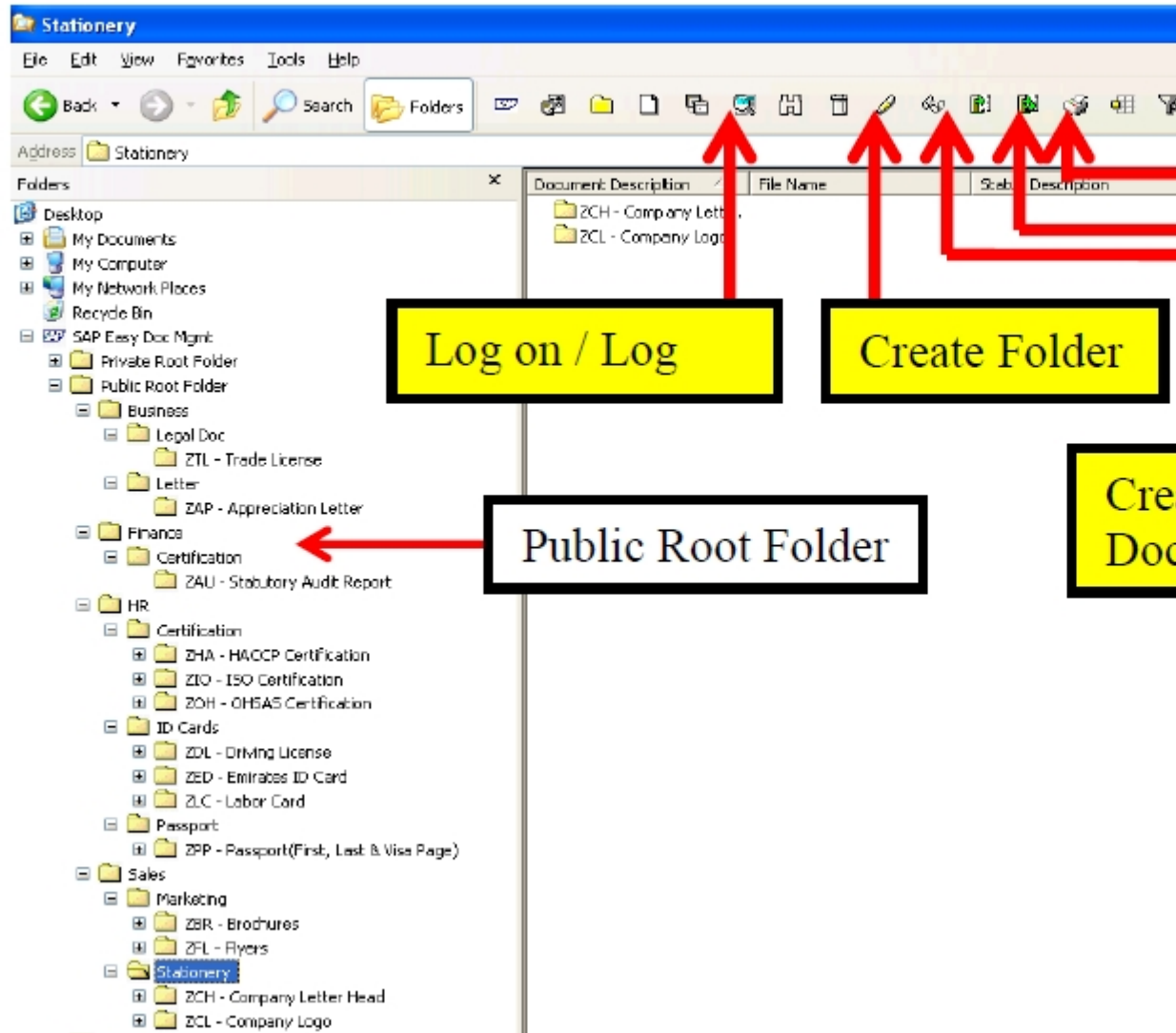Enter the User Name & Password (its same as ECC system)
   Note: After log in it will prompt to create "Private Root Folder" you can ignore this and go ahead.
Click AGI Public Root Folder to create and Save DMS Documents.

Easy DMS – Initial Screen

Search Result		
Private Root Folder	FOL	AGISUPP
AGI Public Root Folder	FOL	EDIPUBLI

Menu Option Details of Easy DMS as follows:

Screen detail:

Stationery

File   Edit   View   Favorites   Tools   Help

Back · → · ⬆ | 🔍 Search 📁 Folders | 🖽 🗗 🗀 🗋 🗂 🖳 🗒 🗑 ✏ ✂ 📇 📇 🖨 🔲 ▼

Address 📁 Stationery

Folders   ✕

🖥 Desktop
  ⊞ 📁 My Documents
  ⊞ 💻 My Computer
  ⊞ 💻 My Network Places
  🗑 Recycle Bin
  ⊟ 📄 SAP Easy Doc Mgmt
    ⊞ 📁 Private Root Folder
    ⊟ 📁 Public Root Folder
      ⊟ 📁 Business
        ⊟ 📁 Legal Doc
          📁 ZTL - Trade License
        ⊟ 📁 Letter
          📁 ZAP - Appreciation Letter
      ⊟ 📁 Finance
        ⊟ 📁 Certification
          📁 ZAU - Statutory Audit Report
      ⊟ 📁 HR
        ⊟ 📁 Certification
          ⊞ 📁 ZHA - HACCP Certification
          ⊞ 📁 ZIO - ISO Certification
          ⊞ 📁 ZOH - OHSAS Certification
        ⊟ 📁 ID Cards
          ⊞ 📁 ZDL - Driving License
          ⊞ 📁 ZED - Emirates ID Card
          ⊞ 📁 ZLC - Labor Card
        ⊟ 📁 Passport
          ⊞ 📁 ZPP - Passport(First, Last & Visa Page)
      ⊟ 📁 Sales
        ⊟ 📁 Marketing
          ⊞ 📁 ZBR - Brochures
          ⊞ 📁 ZFL - Flyers
        ⊟ 📁 Stationery
          ⊞ 📁 ZCH - Company Letter Head
          ⊞ 📁 ZCL - Company Logo

Document Description	File Name	Status Description
📁 ZCH - Company Lett...		
📁 ZCL - Company Logo		

Log on / Log

Create Folder

Public Root Folder

**Cre...
Doc...**

Steps to create Folder creation in Easy DMS:

Click Icon "Create Folder" to create folder

Select required document type for folder creation. Please use below guidelines to create folder creation.

Folder Types:

Region-ZRG

Year-ZYR

Month-ZMT

Remaining Folders-FOL

SAP Easy Document Management - Create Folder

Document Data | Authorizations | Object Links | Technical Details

SAP

Main Data

Document Type: Region (ZRG)

Description: Ireland IP

Status: Creation (CR)

User Name: AGISUPPORT   Version:
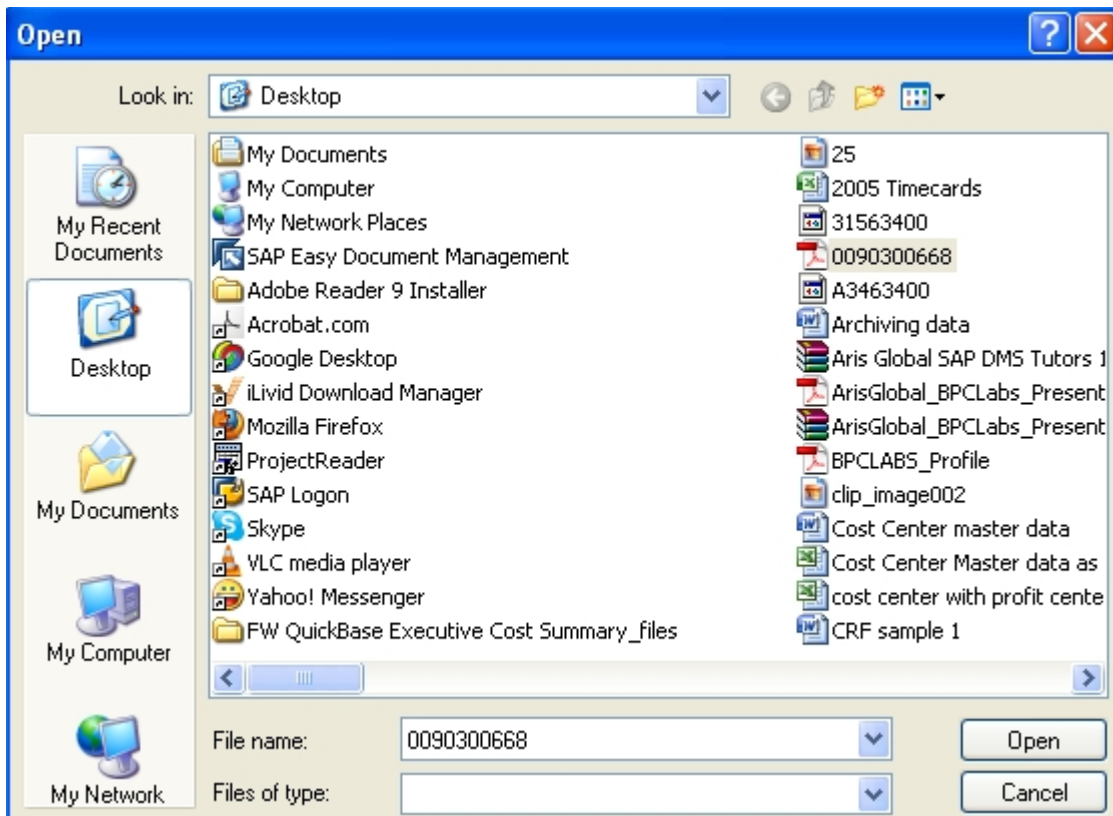
Change Number:
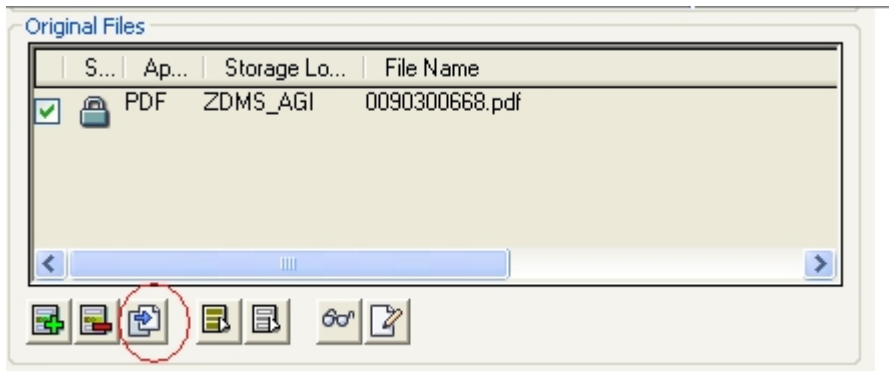
Authorization Group:

Laboratory:

Additional Data

Characteristic	Value		

Original Files

S...	Ap...	Storage Lo...	File Name

OK | Cancel | Apply

Steps to create DMS Document Creation:

Click "Create document" Menu option to create document in Easy dms

Ireland IP

File   Edit   View   Favorites   Tools   Help

Back ▾   ◯ ▾   📁   🔍 Search   📂 Folders   🔑   📇   📁   📄   📄   📄   🔍   🔍   🔍   🗑   📝   👓   📄   📄

Address 📁 Ireland IP

Document Description ▾	File Name	Status Description	Type	Document Number
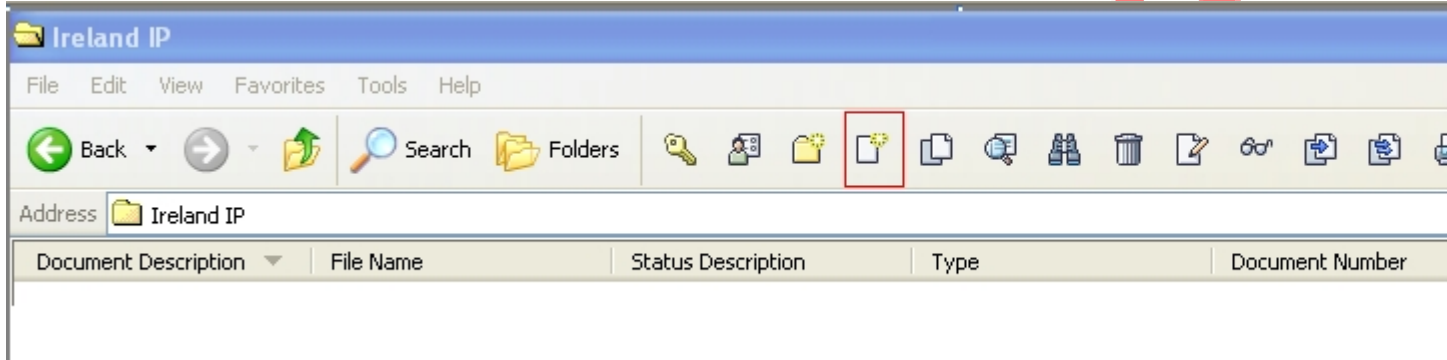
Enter the correct document type, for help check the document type by clicking dropdown list as shown below
Note: Please use only Custom document types that starts with Z*

Enter Description of DMS Document
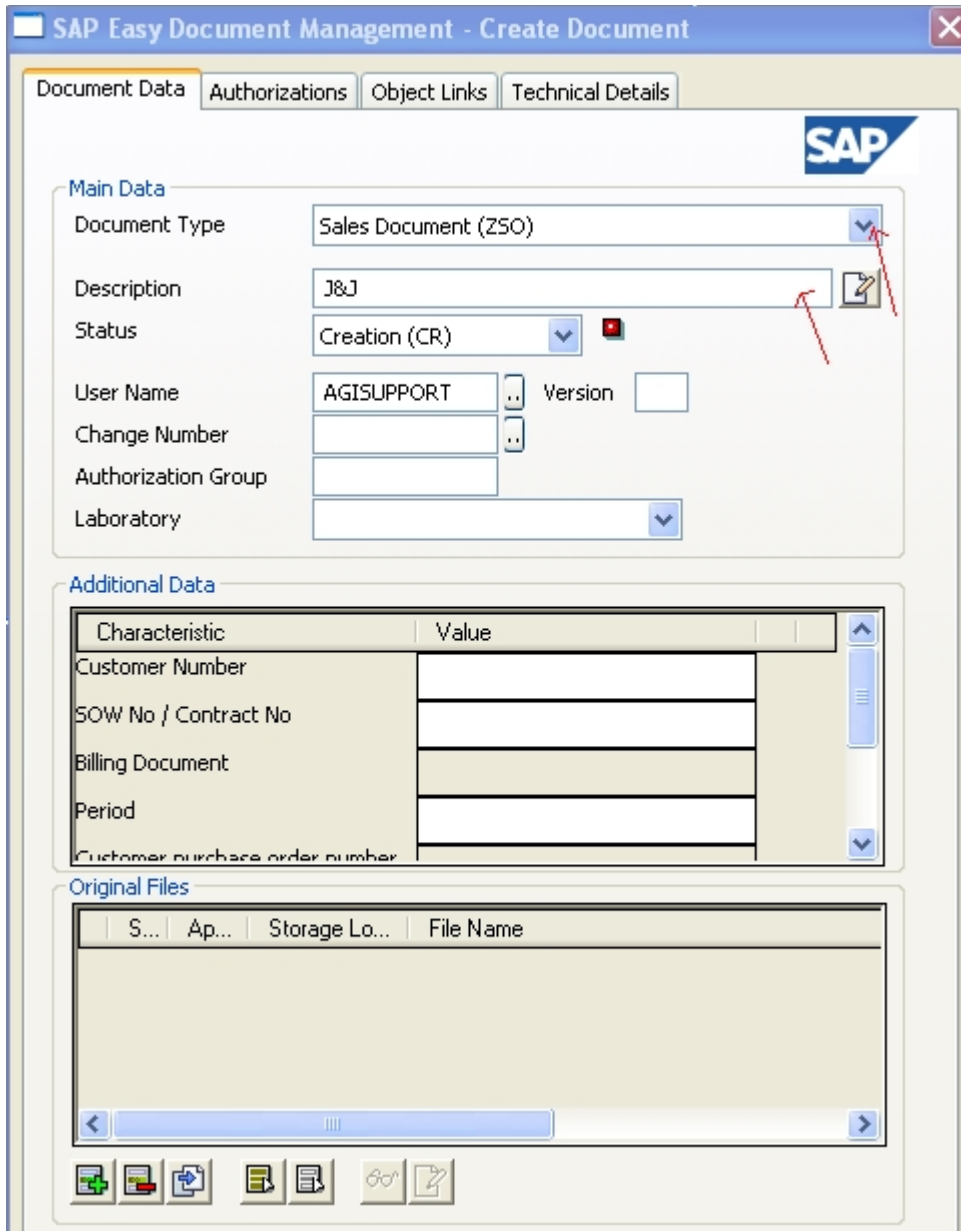
Select "Add a New File" icon to attach file to DMS Document

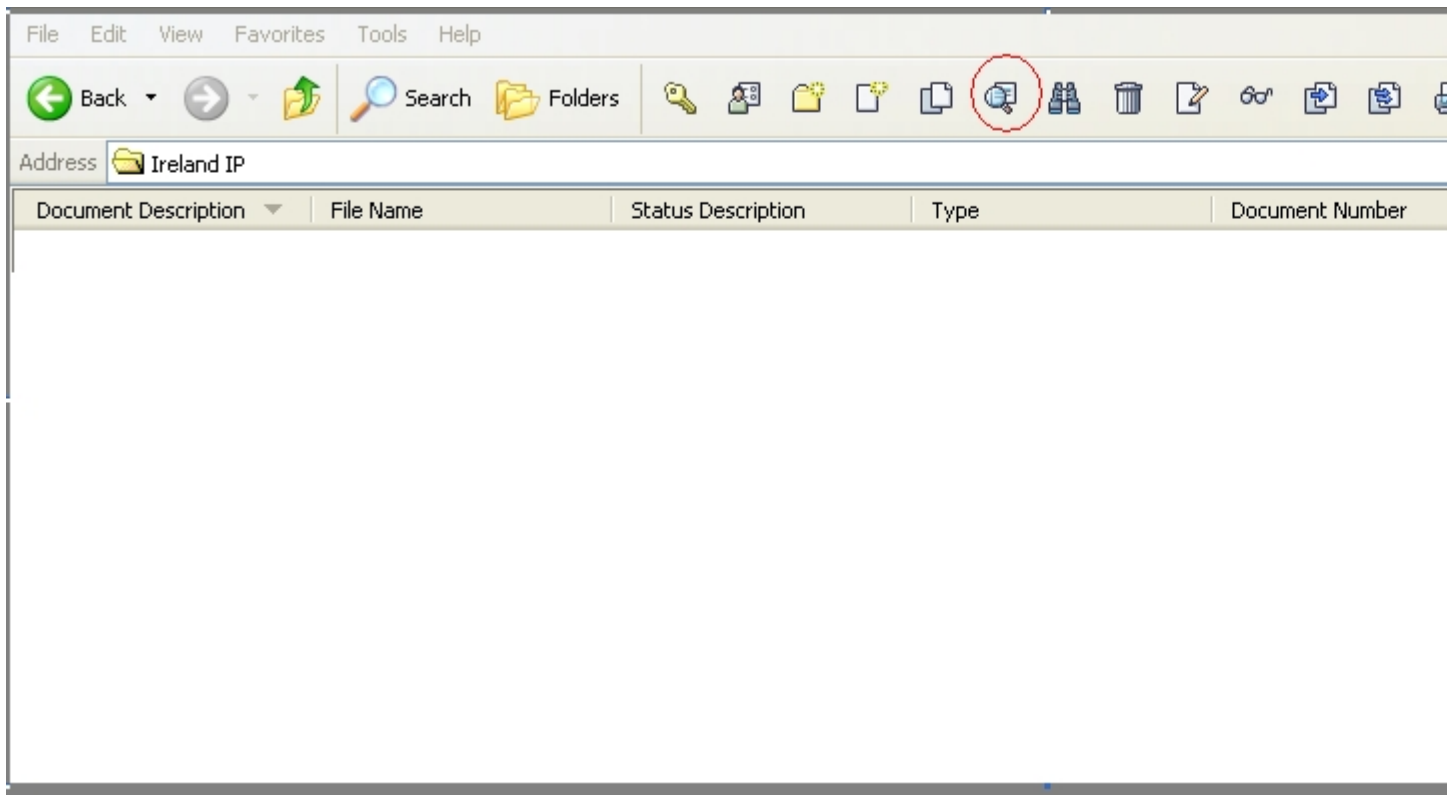Select the required file in this case Invoice-0090300668

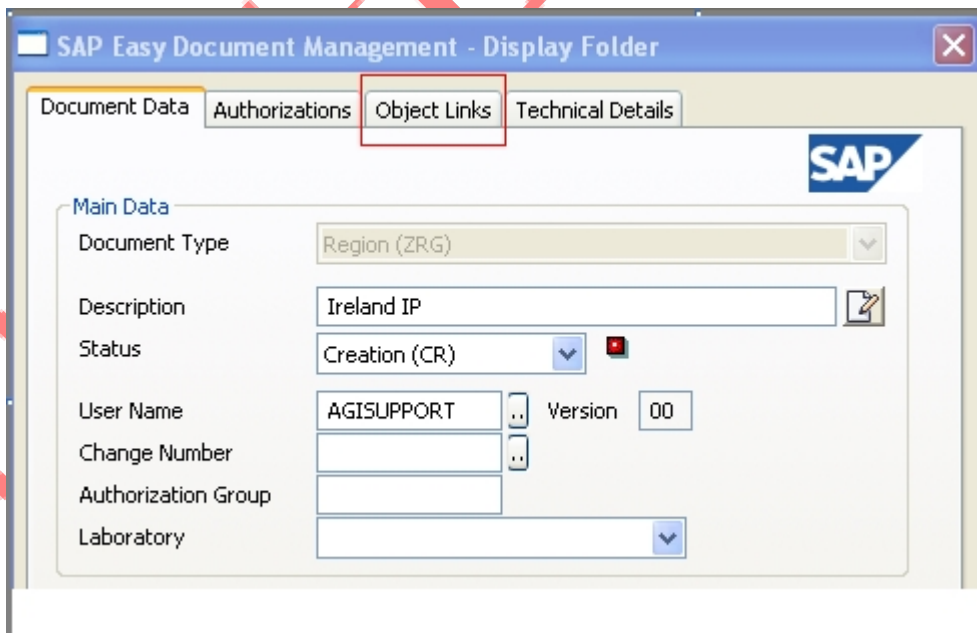Click "Check In Selected File(S)" to copy the file in content server.

Click "Apply" and "OK" to save the changes.
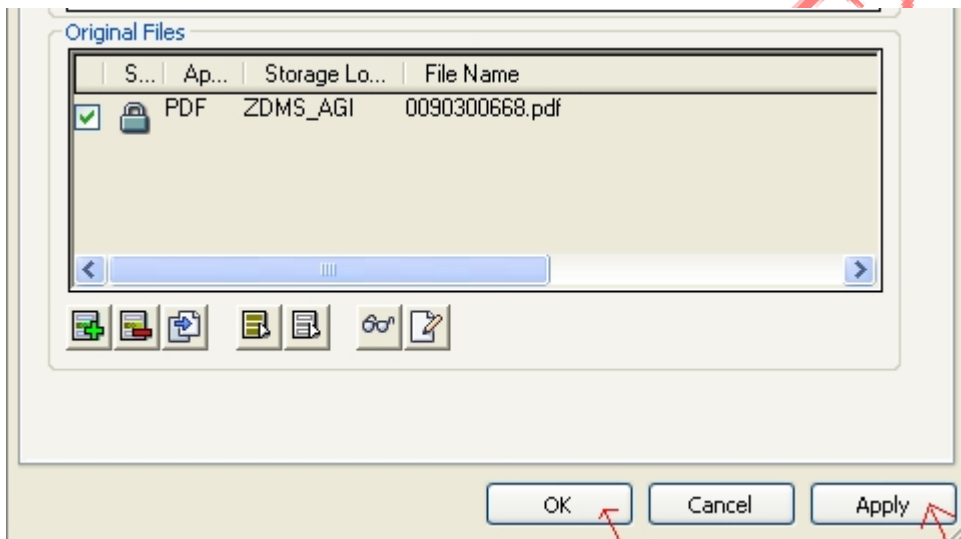
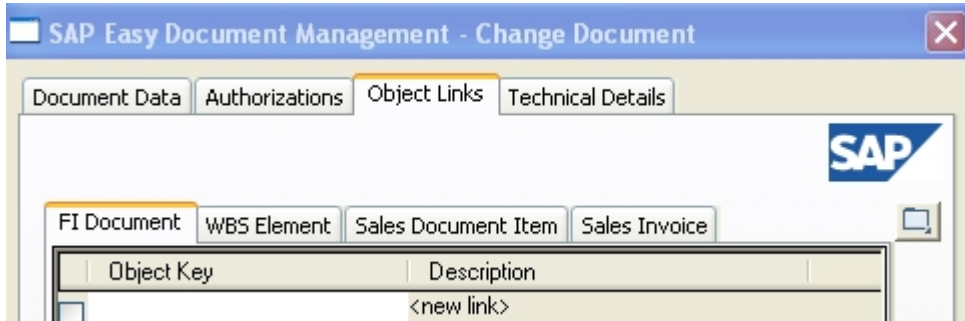Click "SAP Properties" to attach the DMS Document to required SAP Object links.

Click "Object Links" tab

Attach the DMS Document to Respective SAP Objects like FI Document,WBS Element, Sales Document Item ,Sales Invoice.

Note: SAP Objects in Object Links tab will appear based on document type(Ex: ZSO in this case) selected.
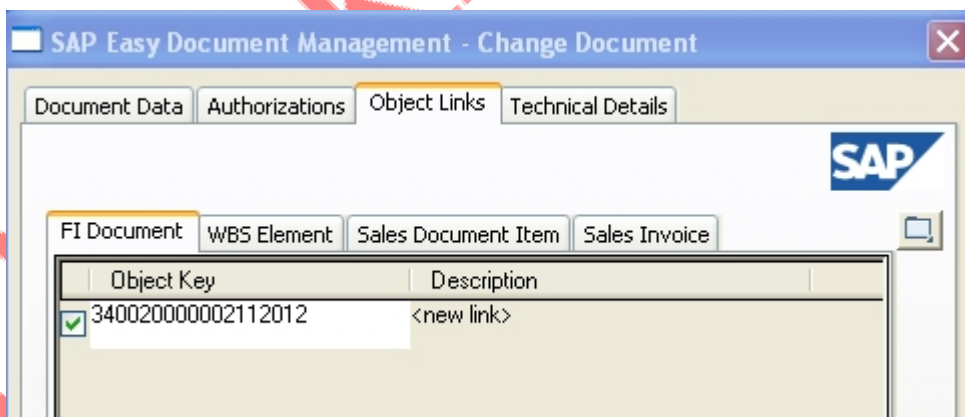

FI Document:

Use below Format while attaching finance document (via Object link) to DMS Document in Easy DMS

CCODE followed by FINANCEDOCUMENT followed by YEAR

EX:5100 20000002112012

Note: This format is only for FI Doc number in Easy DMS.There is no restrictions for remaining object links.
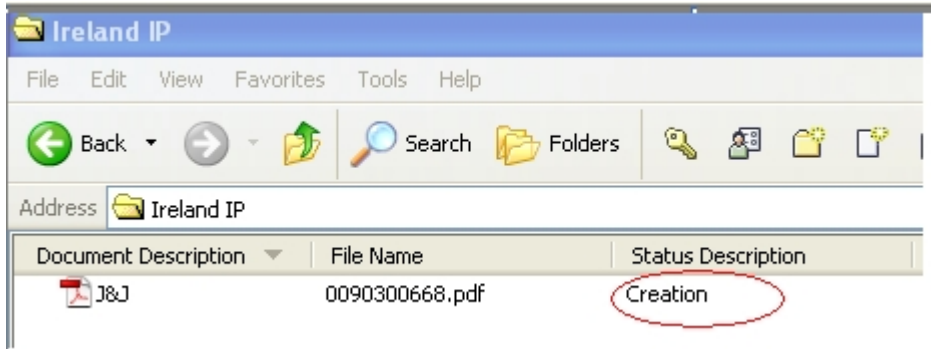

Find Object option is inactivated for most of the documents like FI Document, Sales document Item, Sales Invoice except for WBS element:

Ex: Find Object is inactivated for FI document in Easy DMS as highlighted in below screenshot.
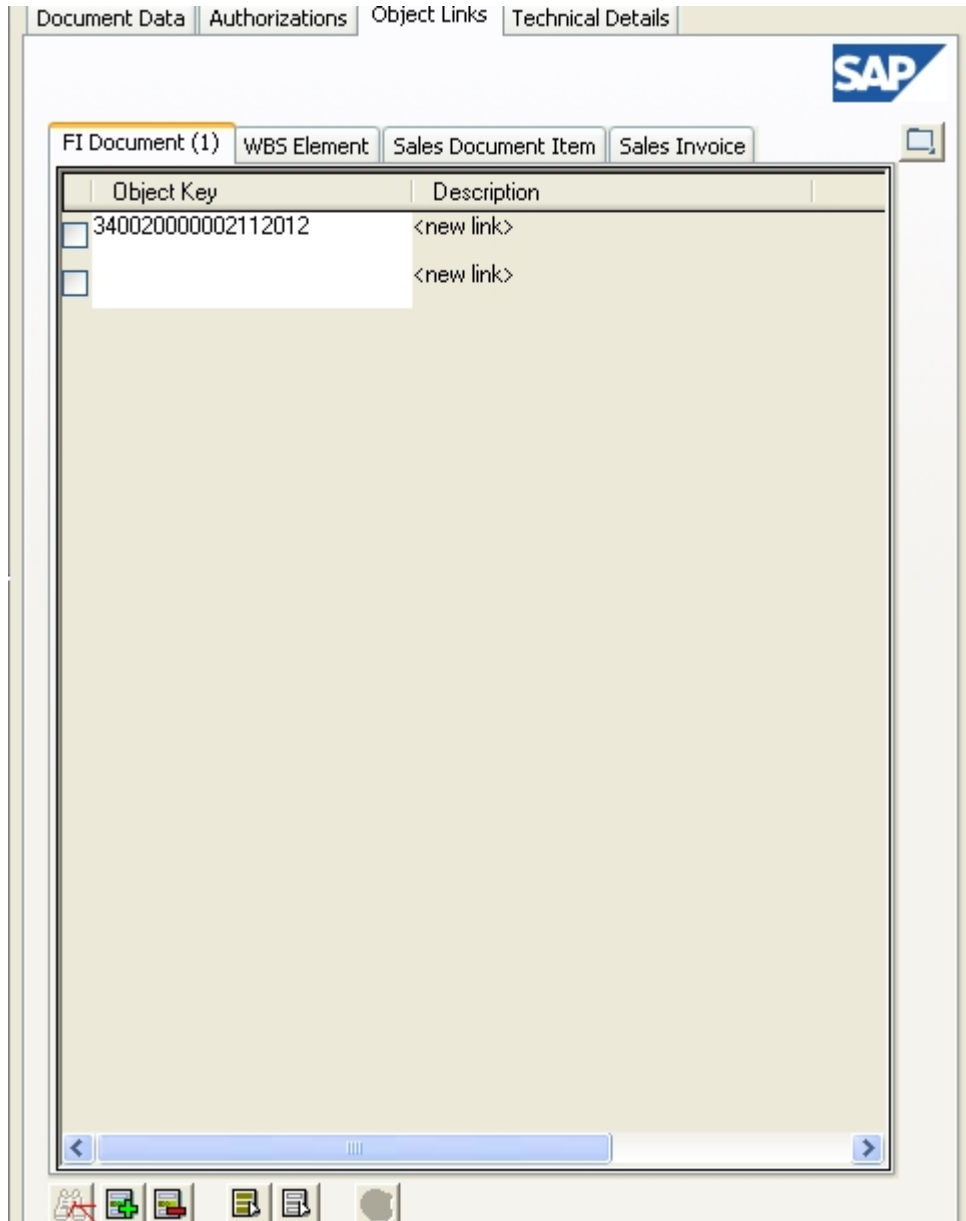
Once DMS Document is attached to file and assigned to respective SAP Objects, kindly change the status to "released"
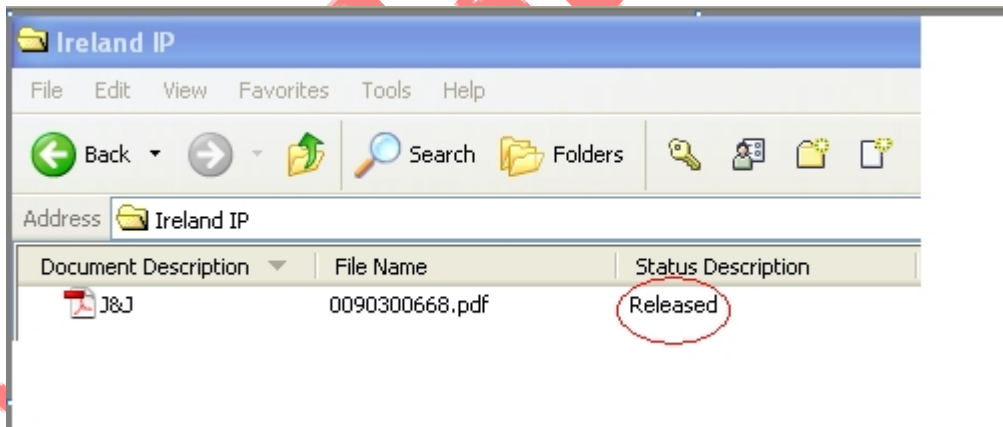
Change Status:

Right click on document and select "Change Status" option .It displays two options to select: Creation (CR) and IN Review (IR).Please select IN Review (IR) to change the status to In Review
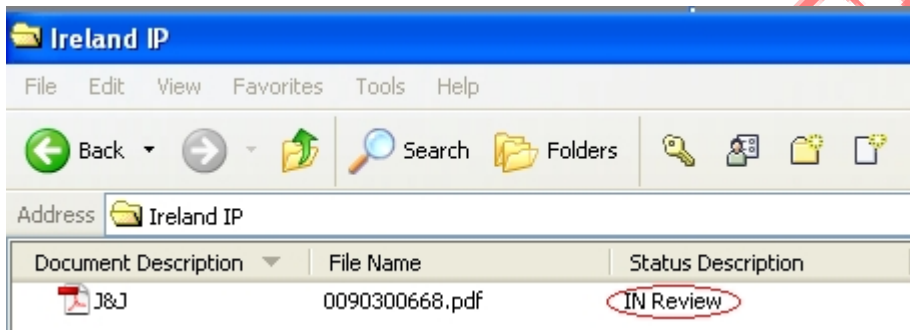
Right click on document and select "Change Status" option .It displays two options to select: Creation (CR) and Released (RE) .Please select Released (RE) to change the status to Released.

Note: If any additional file needs to be attached, please make document status as creation, attach the additional file and repeat the above change status steps.

To view DMS document (created in SAP R/3) in Easy dms.

1. Consider some created dms document as shown below:

Change Document: Initial Screen

Change Document: Initial Screen

Select Document via ...

Document	70000004
Document Type	ZJV
Document Part	000
Document version	01

2.Requirement to view the above dms document in below easy dms folder.

02 Feb

File   Edit   View   Favorites   Tools   Help

Back   •   Search   Folders

Address   02 Feb

Document Description	File Name	Status Description	Type	Document Number
PO		Creation	ZPO	20000193

This folder"PO" contains no dms document yet.
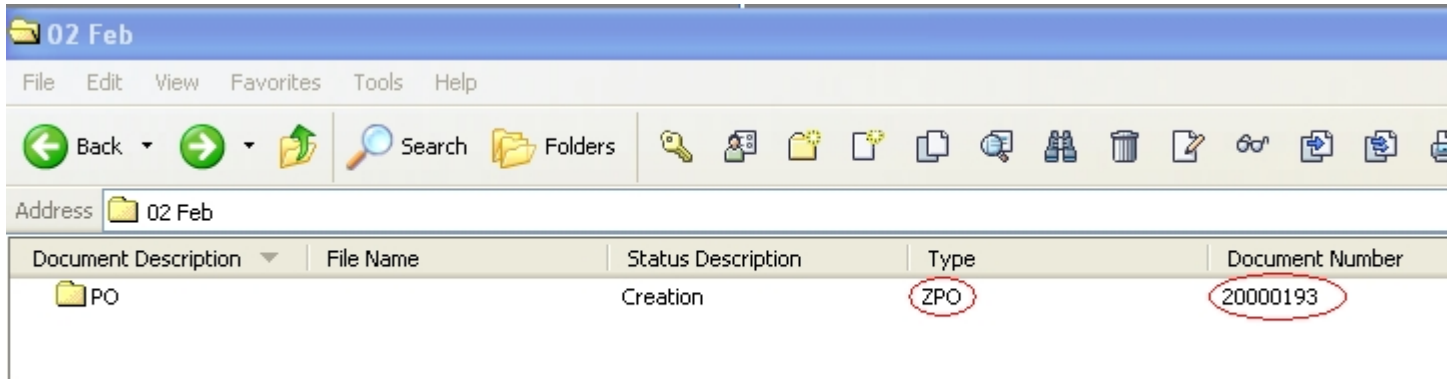
PO

File   Edit   View   Favorites   Tools   Help

Back   •   Search   Folders

Address   PO

Document Description	File Name	Status Description	Type	Document Number

Copy the "PO" folder document number and document type and paste it in transaction code CV12 in SAP R/3

Click enter icon

Change document structure: Initial Screen

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Change document structure: Initial Screen

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Document	20000193
Document Type	ZPO
Document Part	000
Doc. Version	01

Validity

Change Number	[ ]
Valid From	12.07.2012

Change document structure: General Item Overview

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Change document structure: General Item Overview

📋 📋 | 🗐 🖨 | New entries | 🗑 | 🛈 Header | 🔽 Validity

Document	20000193 ZPO 000 00
	PO

Document	General

Item	ICt	Document	Ty.	DPt	Vr	Component description	Valid From	Valid to	Change No.
0010									
0020									
0030									
0040									
0050									
0060									

Enter "DMS Document "to view in this folder in Easy dms.

Always enter "d" as item category, document as 70000004 and document type as ZJV (sample example)
,click "save" icon" to save the dms document in "20000193" folder.

Now we can able to view the same document in 20000193 folder in easy dms