

DDD

User Manual

version 1.0.5

2014-08-20

SEAL Systems

Copyright

This document and all its parts are protected by copyright. Their use without prior written consent by SEAL Systems is prohibited and subject to prosecution. In particular, this applies to reproduction, translation, microfilming and the storing and processing in electronic systems.

Customers that currently own a valid SEAL Systems software license for the product(s) described within the contents of this document, may freely distribute this documentation in electronic form (i. e. CD/File Server or Intranet) for internal usage only.

All product names mentioned are the registered trademarks of the associated companies.

Copyright 2013-2014

SEAL Systems AG
Lohmühlweg 4
D-91341 Röttenbach
Germany

Contents

1	Introduction.....	5
	Conventions in this Documentation	7
	Activate the Retrace of your Viewing Path in PDF	8
	Structure of the User Interface	9
	Hints Concerning the Handling.....	10
	Overview of Contents	11
2	DDD in Use.....	12
2.1	From Start to Output.....	13
	Start DDD.....	14
	Create and Print an Output Job	15
	Search Output Job for Changing, Printing, Deleting	18
2.2	Logging	21
	Display Output Status in OMS Log (Reply).....	22
	Display Status Changes of the Output Job.....	24
	Display Changes of the Output Job in the Change Document.....	25
	Display the Application Log	27
2.3	Parameters and Their Defaults	28
	Change Parameter Value	29
	Change Parameter Value - Multiedit	31
	Modify Parameter Defaults - Generally.....	34
	Create/Delete Named Receiver Lists	36
	Specify Defaults for the Job Check	38
	Specify Processing of Missing Original Files/Documents	40
	Parameter Hierarchy - Background Knowledge	41
2.4	Layout Customizing.....	43
	Layout - Modify the Displayed Views and Their Widths.....	44
	Layout - Modify Displayed Columns and Order.....	45
3	Extended Options and Background Knowledge	46
3.1	Around the Output Job	47
	Check the Output Job Explicitly	48
	Specify Long Text for the Job Description	49
	Enter Multiple Receiver Addresses for E-Mail Output	50
	Output Only the Assembly List Without Documents.....	51
	Remove Duplicates	52
	Update of an Output Job	53
3.2	Information About the Different Views	54
	Use the Favorite View.....	55
	Use the List View	56
	Save Lists as Local Files	58
4	Changes	59
	Changes with Release 1.0.5	60
	Bibliography.....	61
	Terminology	62
	Abbreviations.....	63
	Keywords	64
	Index.....	65

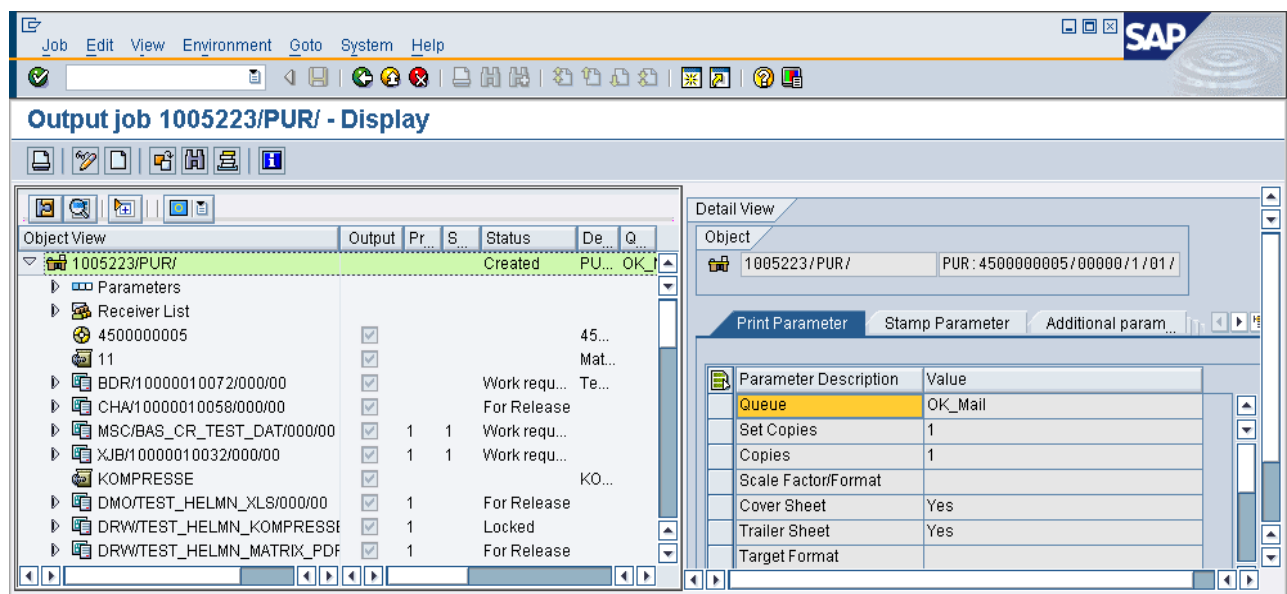
1 Introduction

DDD manages output jobs. Output jobs contain lists of document like objects (DMS, Folders Management, SAPscript data, PDF) and their structures, which are created by SAP applications or manually. These output jobs are created and stored for distribution processes. Therefore, output jobs contain implicit or explicit recipient information. The most important distribution processes are output via PLOSSYS netdome (on paper and electronically), DPF4Publish or SAP spool and via export in a file system.

description

This is the layout of the DDD user interface:

example



This documentation describes the essential functions and the most important operating steps of DDD.

purpose

This documentation is intended for use by users who want to search explicitly for documents in order to compile output jobs and output them via DDD.

target group

The installation and configuration of DDD is described in [SAP_DDD_TEC].

further information

To be continued

Introduction, Continuation

in this chapter

.....
This chapter deals with the following topics:

Topic	Page
Conventions in this Documentation	7
Activate the Retrace of your Viewing Path in PDF	8
Structure of the User Interface	9
Hints Concerning the Handling	10
Overview of Contents	11

.....

Conventions in this Documentation

.....

The following table lists the typographical conventions employed in this documentation. typography

Typographical Convention	Meaning
<code>Consolas</code>	File names, paths, commands, menu items, keywords, special values, short scripts and examples
<code>Consolas italic</code>	Parameters; variables that must be replaced by current values
<code>Consolas small</code>	More extensive scripts and examples

.....

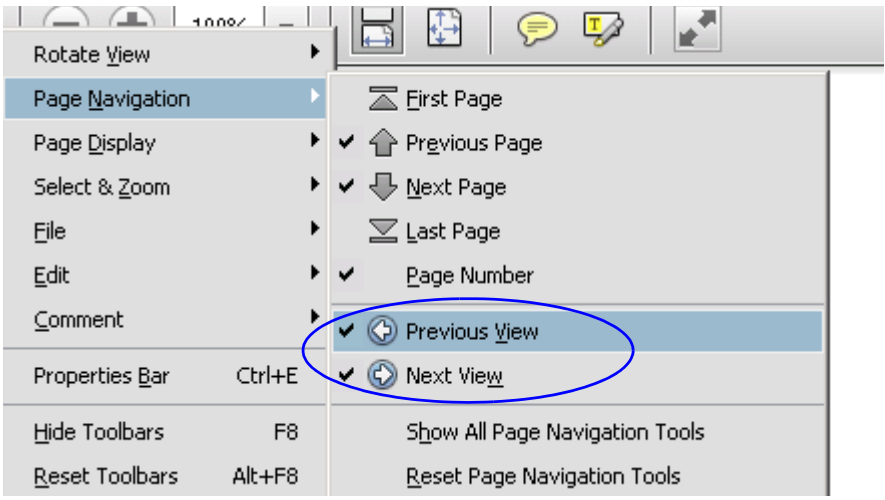
Activate the Retrace of your Viewing Path in PDF

description

Adobe Reader provides buttons to retrace your viewing path of PDF pages that you viewed earlier. This makes the reading easier and helps to keep the central theme.

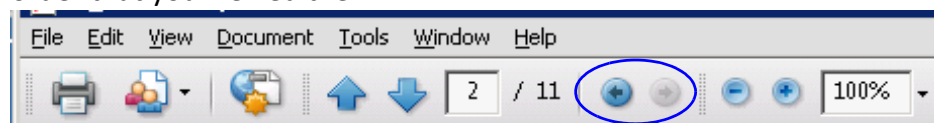
instructions

This is how you activate the buttons for retracing your viewing path in the PDF documentation as of Adobe Reader 10:

Step	Action
1	Activate the following options via the menu: View - Show/Hide - Toolbar Items - Page Navigation • Previous View: activate • Next View: activate 

result

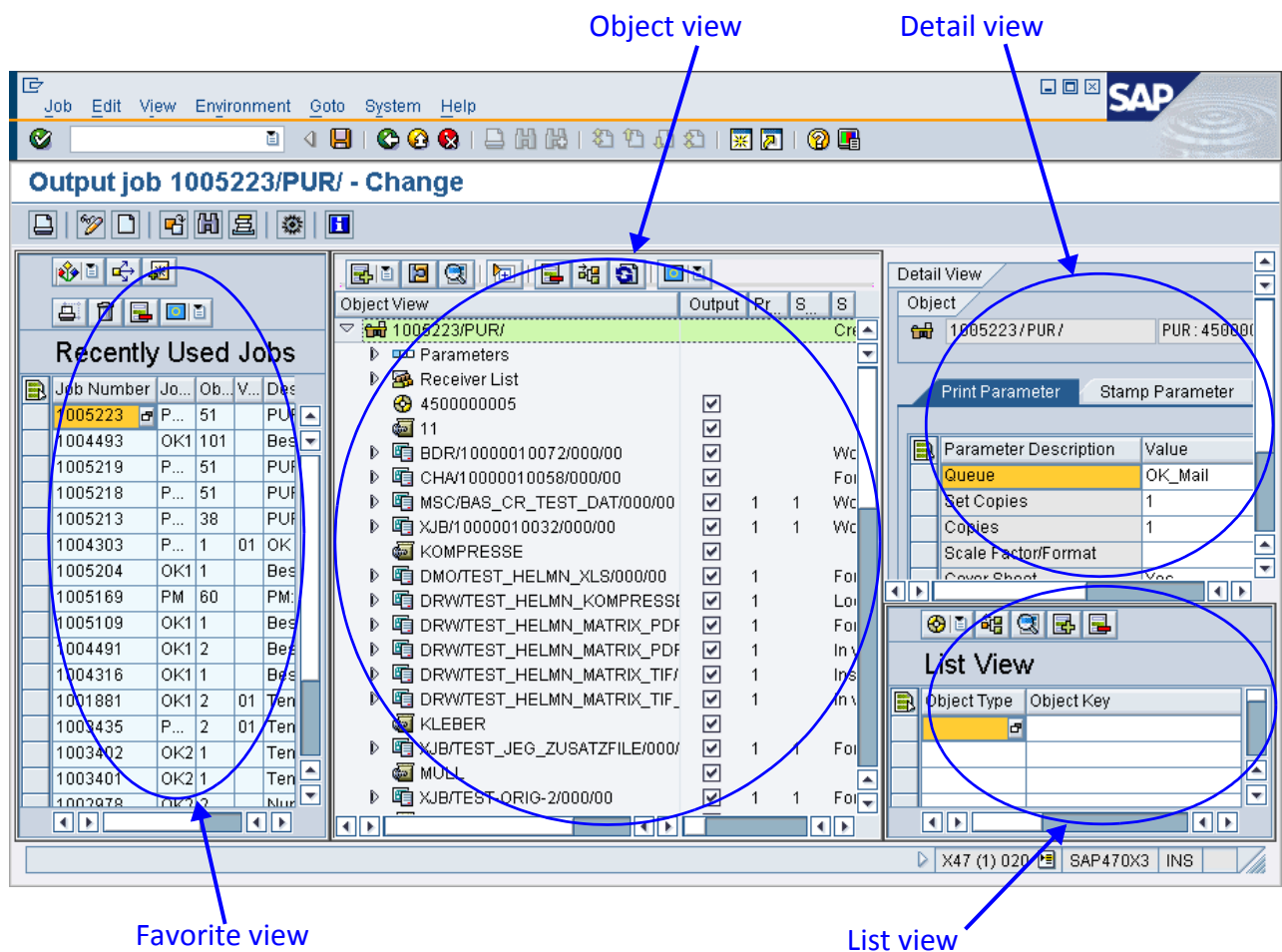
Adobe Reader offers the following buttons to allow you jumping forward and backward in the document while showing pages you viewed in the reverse order that you viewed them:



Structure of the User Interface

The user interface of DDD contains the following views:

overview



Display	Description
Object view	Display of the objects of an output job as tree structure
Detail view	Detailed data of a selected object of the output job
List view	Display of the selected objects of an output job in a list view, input possibility for new objects
Favorite view	Display of a list of output jobs in different modes (last used, favorites, search)

Hints Concerning the Handling

starting functions
- alternatives

.....
Most of the functions of DDD can be started via the following alternatives:

- Menu item
The general functions can be started via a menu item.
- Context menu item
The context menu contains all context-specifically provided functions.
- button
The most important functions are provided via buttons. Depending on the button position the function refers only to the associated view (object view, favorite view, list view) or the current output job.

This documentation describes only the start via the menu item, even if other alternatives for starting would exist.

view -
GOS objects

.....
If an output job contains several GOS objects, only the first GOS object is displayed with `Display Object` even if another one is selected. At the output, the different GOS objects are processed correctly.
.....

Overview of Contents

.....
The description deals with the following topics:

description

Chapter 2, *DDD in Use*, page 12, provides essential basic knowledge on the general handling of DDD. It presents the different start options of DDD and summarizes the most important issues concerning the creation and output of output jobs via DDD.

Chapter 3, *Extended Options and Background Knowledge*, page 46, deals with topics that are of interest at the in-depth dealing with DDD.

.....
Chapter 4, *Changes*, page 59, describes the most important changes for each released module version.

changes

.....
For an easier overview, a terminology list, bibliography, and index are included at the end of the documentation.

lists

2 DDD in Use

in this chapter

.....
This chapter deals with the following topics:

Topic	Page
From Start to Output	13
Logging	21
Parameters and Their Defaults	28
Layout Customizing	43

.....

2.1 From Start to Output

.....

This chapter deals with the following topics:

in this chapter

Topic	Page
Start DDD	14
Create and Print an Output Job	15
Search Output Job for Changing, Printing, Deleting	18

.....

Start DDD

instructions

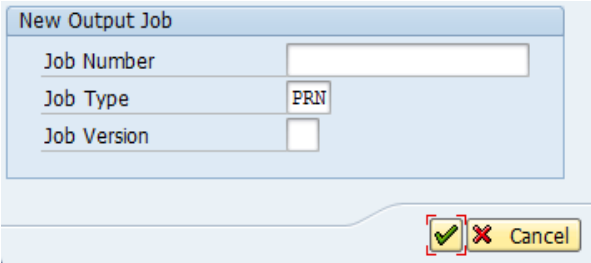
This is how you start DDD:

Step	Action
1	Choose one of the following start transactions: • <code>/seal/ddd</code> Start DDD with the recent job in display mode • <code>/seal/ddd01</code> Start DDD with a new job • <code>/seal/ddd02</code> Start DDD with the recent job in change mode • <code>/seal/ddd03</code> (this corresponds to <code>/seal/ddd</code>) Start DDD with the recent job in display mode • <code>/seal/ddd0e</code> Start DDD without a job  Hint - prefixed <code>/n</code>: The start transactions have to be prefixed by <code>/n</code>, for instance <code>/n/seal/ddd</code>. This is necessary because the namespace starts with <code>/s</code>.

Create and Print an Output Job

This is how you create and output an output job:

instructions, part
1

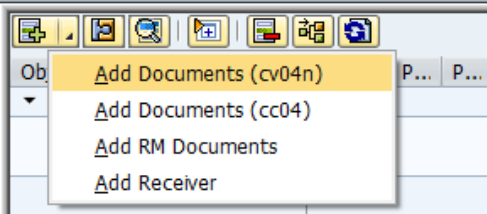
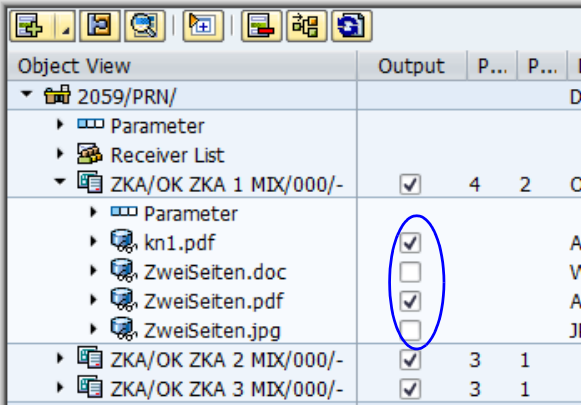
Step	Action
1	→ <i>Start DDD</i> , page 14
2	Click .  Hint - template: Alternatively you may use an existing job as template via Job → Create from Template.
3	Create the job via .  Example:   Hint - defaults: The standard uses the PRN job type without versioning and with internal number assignment. You may use different job types as - user-specifically - defaults which optionally require the input of a job number and job version.

..... To be continued

Create and Print an Output Job, Continuation

instructions, part
2

Continuation:

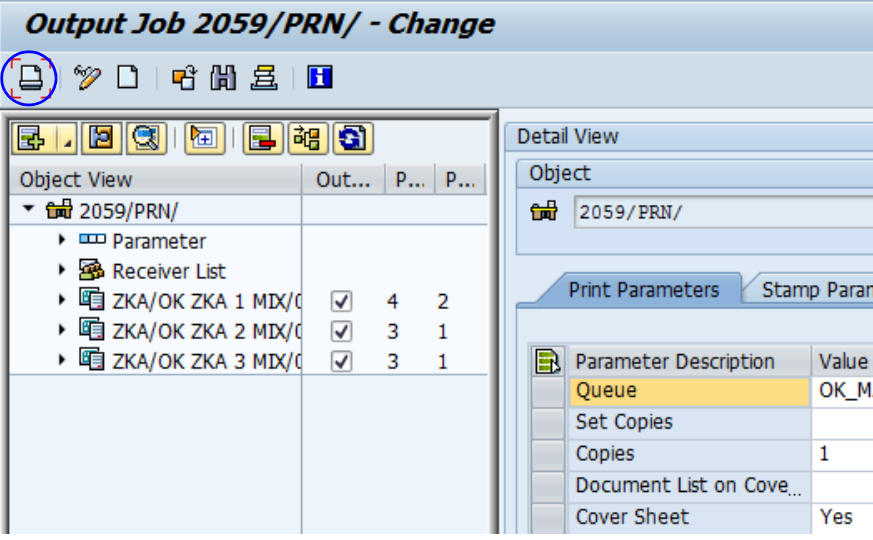
Step	Action
4	Add documents or other object via: View → Object View → Add Document ()  Example:   Hint - receiver: The originator of the output job is automatically entered as receiver, if no other defaults exist. You may add further receivers or named receiver lists - proceed as described for adding documents.
5	The original files are marked for output automatically depending on the workstation application and other criteria. You may check and modify the original file selection manually in the <code>Output</code> column of the object view.  Example:   Hint - automatic original file selection: The configuration specifies which of the original files are marked for output depending on the workstation application. If you have any questions contact your administrator or Technical Proiect Manager at SEAL Systems.

To be continued

Create and Print an Output Job, Continuation

Continuation:

instructions, part
3

Step	Action
6	Check the parameters in the detail view - the <code>Queue</code> output device in the <code>Print Parameters</code> tab has to be specified at least - and print the output job: Job → Print ()  Example:   'Hint - job status: As soon as the output is started, the job status changes from <code>Created</code> to <code>Processed</code>.

→ *Logging*, page 21

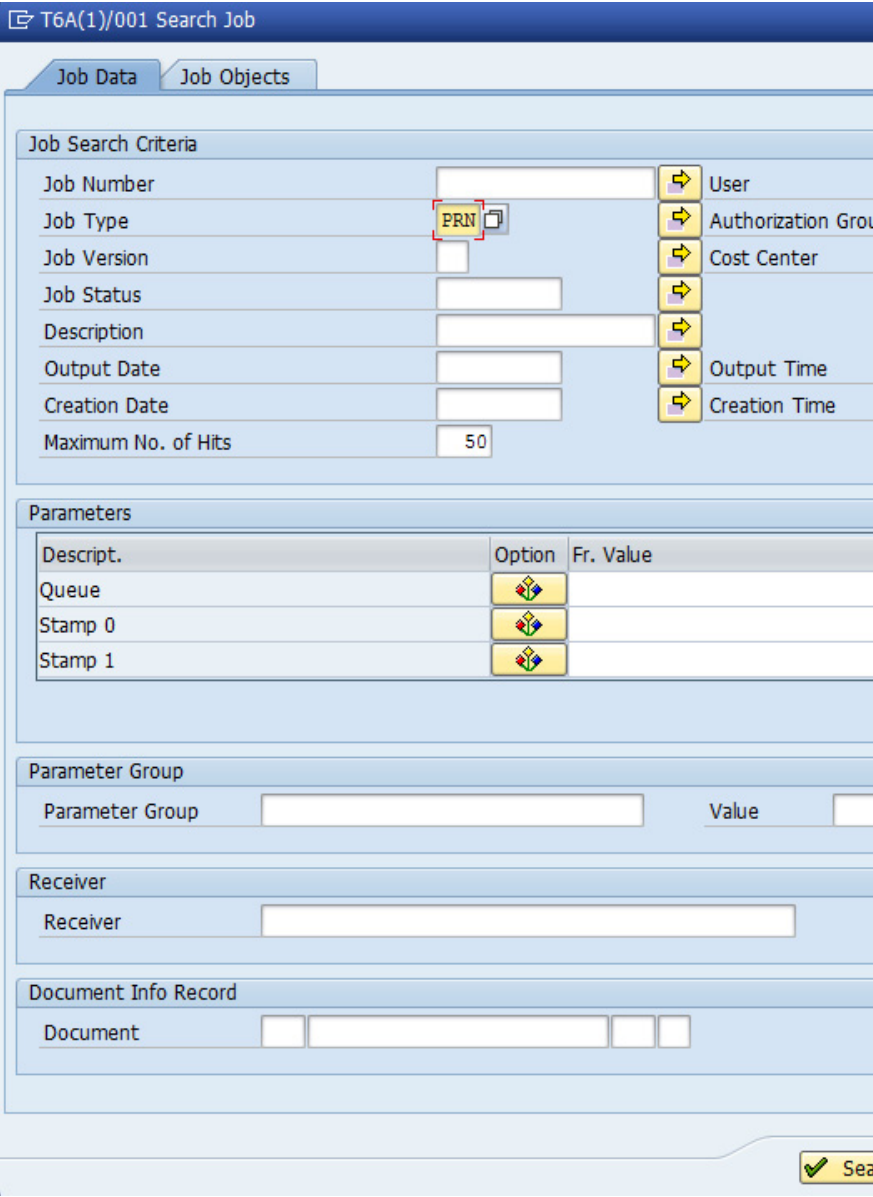
→ *Parameters and Their Defaults*, page 28

 related top-
ics

Search Output Job for Changing, Printing, Deleting

instructions, part
1

This is how you search for an output job:

Step	Action
1	→ Start DDD, page 14
2	Open the search dialog (job search) via: Job → Search( , Shift+F7)
3	Specify the search criteria and start the search via  .  Example: 

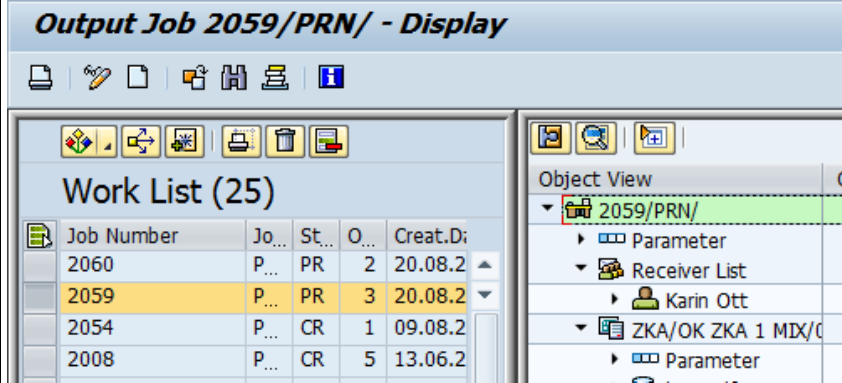
To be continued

Search Output Job for Changing, Printing, Deleting,

Continuation

Continuation:

instructions, part
2

Step	Action
4	The found output jobs are displayed in the favorite view. You have the following options for further processing: - Print one or several output jobs directly from the favorite view via View → Favorites View → Output Selected Jobs () - Display one output job in the object view in order to modify and output the job via View → Favorites View → Display in Object View () - Delete one or several output jobs via View → Favorites View → Delete Selected Jobs ()  Example: 

You may save the values entered in the job search as variant via **Save** and reuse them via **Select**. variant

To be continued

Search Output Job for Changing, Printing, Deleting,

Continuation

background knowledge

.....

The values of the previous search are entered in the `Job Data` tab, `Job Search Criteria` area, when open the job search again, with the following exceptions:

- Only the first value is used of original multiple values.
- The maximum number of hits is set to the default value.

All other fields in the other areas and other tabs are set to blank.

You may set all fields to empty via `Reset`.

.....

2.2 Logging

.....

This chapter deals with the following topics:

in this chapter

Topic	Page
Display Output Status in OMS Log (Reply)	22
Display Status Changes of the Output Job	24
Display Changes of the Output Job in the Change Document	25
Display the Application Log	27

.....

Display Output Status in OMS Log (Reply)

requirement

The reply of the output from the output management system to SAP (OMS reply) has to be activated for the output type before the creation of the output job.

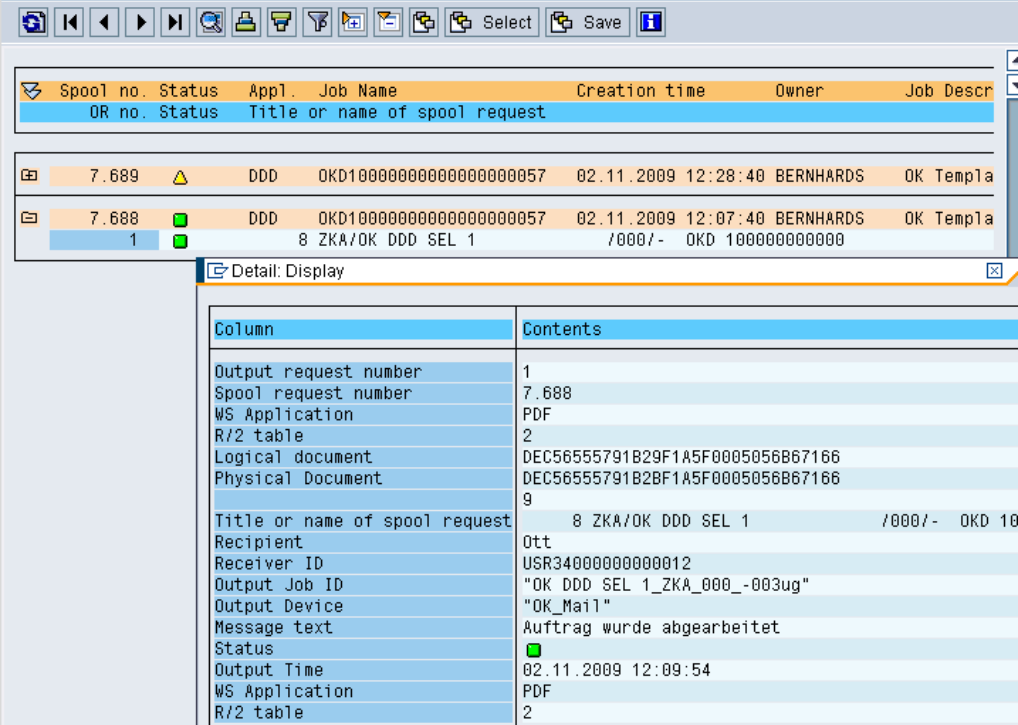
description

The OMS log shows the output status of a job which the output management system replies to SAP:

Status	Meaning
 (=5)	The job has been transferred to the Output Management System. No reply has been received from the Output Management System yet.
 (=7)	The job is output at the moment.
 (=8)	An error has been reported from the Output Management System during output.
 (=9)	The job has been output successfully.

example

Output Job - Logs



Spool no.	Status	App1.	Job Name	Creation time	Owner	Job Descr
OR no.	Status	Title or name of spool request				
7.689		DDD	OKD10000000000000000057	02.11.2009 12:28:40	BERNHARDS	OK Tempa
7.688		DDD	OKD10000000000000000057	02.11.2009 12:07:40	BERNHARDS	OK Tempa
1		8 ZKA/OK DDD SEL 1 /000/- OKD 100000000000				

Detail: Display

Column	Contents
Output request number	1
Spool request number	7.688
WS Application	PDF
R/2 table	2
Logical document	DEC56555791B29F1A5F0005056B67166
Physical Document	DEC56555791B2BF1A5F0005056B67166
	9
Title or name of spool request	8 ZKA/OK DDD SEL 1 /000/- OKD 10
Recipient	Ott
Receiver ID	USR340000000000012
Output Job ID	"OK DDD SEL 1_ZKA_000_-003ug"
Output Device	"OK_Mail"
Message text	Auftrag wurde abgearbeitet
Status	
Output Time	02.11.2009 12:09:54
WS Application	PDF
R/2 table	2

To be continued

Display Output Status in OMS Log (Reply), Continuation

.....
This is how you display the OMS log containing the reply of the output status:

instructions

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Search the desired output job and display the job in the object view: → <i>Search Output Job for Changing, Printing, Deleting</i> , page 18
3	Open the OMS log via: Environment → Display OMS Log

.....

Display Status Changes of the Output Job

description

The status log shows when and by whom the status of the output job was changed.

example

 Status log

	Status Log Counter	Job Status	Status Description	Date	Time	User Name
	8	PR	Processed	30.10.2009	08:59:51	SEAL5
	7	PR	Processed	30.10.2009	08:58:54	SEAL5
	6	PR	Processed	30.10.2009	08:56:58	SEAL5
	5	PR	Processed	30.10.2009	08:53:19	SEAL5
	4	PR	Processed	30.10.2009	08:52:41	SEAL5
	3	PR	Processed	30.10.2009	08:51:14	SEAL5
	2	PR	Processed	28.10.2009	13:21:32	SEAL5
	1	CR	Created	28.10.2009	13:21:05	SEAL5

instructions

This is how you display the status log of an output job:

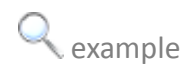
Step	Action
1	→ <i>Start DDD</i> , page 14
2	Search the desired output job and display the job in the object view: → <i>Search Output Job for Changing, Printing, Deleting</i> , page 18
3	Open the status log via: Environment → Display Log - Status

Display Changes of the Output Job in the Change Document

The logging of changes in the change document has to be activated for the requirement

The change document shows which changes were performed for the output job. The following changes can be retraced: description

- Changing the header
- Changing the output job's structure
- Changing the parameters



Changes to output job 10000000000000000073/OKD/						
Switch view						
	O	Field	ChDo	Old value	New value	Name
Changes to Output job header						
	1	OBJ_PROCESSING	Chang...		pass	KARINO
	1	OBJ_NO_PRN_DATA	Chang...		W	KARINO
	1	OBJ_NOT_EXIST	Chang...		W	KARINO
	1	JOBSTATUS	Chang...		CR	KARINO
Changes to Output job texts						
	1	DESCRIPTION	Chang...		OK DDD 0...	KARINO
Changes to Structure						
10000000000000000073/OKD/	1		Created			KARINO
Receiver List	3		Created			KARINO
Prof. Dr. Karin Ott	4		Created			KARINO
ZKA/OK DDD BMP 1/000/-	5		Created			KARINO
kn1.bmp	6		Created			KARINO
kn.pdf	7		Created			KARINO
ZDA/ZDIS_D1/2_2/000/00	8		Created			KARINO
kn2.bmp	9		Created			KARINO
kn2_newer.pdf	10		Created			KARINO
Changes to Objects						
kn2.bmp	9	OUTPUT_FLAG	Chang... X			KARINO
Changes to Parameters						
Comment 1	1	Comment 1	Chang...		Test DDD ...	KARINO
Copies	1	Copies	Chang...		1	KARINO
Cover Sheet	1	Cover Sheet	Chang...		Y	KARINO
Trailer Sheet	1	Trailer Sheet	Chang...		N	KARINO
Queue	1	Queue	Chang...		OK_MAIL	KARINO
Set Copies	1	Set Copies	Chang...		01	KARINO

To be continued

Display Changes of the Output Job in the Change Document, Continuation

instructions

.....

This is how you display the change document of an output job:

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Search the desired output job and display the job in the object view: → <i>Search Output Job for Changing, Printing, Deleting</i> , page 18
3	Open the change document via: Environment → Display Change Head.

.....

Display the Application Log

The application log has to be activated for DDD.

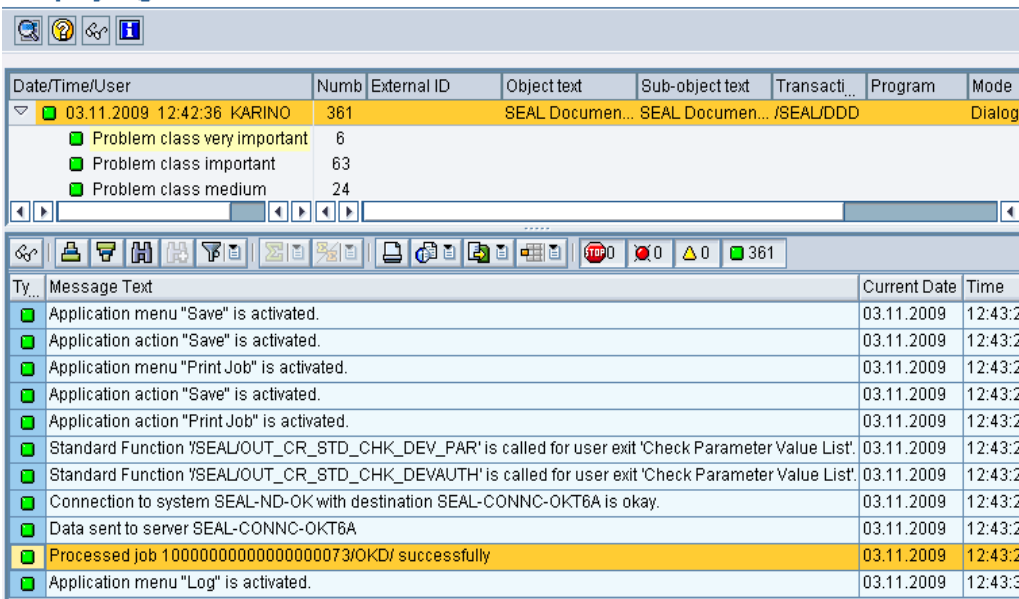
requirement

The application log contains the operations executed within DDD during a session.

description

 example

Display logs



Date/Time/User	Numb	External ID	Object text	Sub-object text	Transacti...	Program	Mode
03.11.2009 12:42:36 KARINO	361		SEAL Documen...	SEAL Documen...	/SEAL/DDD	Dialog	
Problem class very important	6						
Problem class important	63						
Problem class medium	24						

Ty...	Message Text	Current Date	Time
	Application menu "Save" is activated.	03.11.2009	12:43:2
	Application action "Save" is activated.	03.11.2009	12:43:2
	Application menu "Print Job" is activated.	03.11.2009	12:43:2
	Application action "Save" is activated.	03.11.2009	12:43:2
	Application action "Print Job" is activated.	03.11.2009	12:43:2
	Standard Function 'YSEAL/OUT_CR_STD_CHK_DEV_PAR' is called for user exit 'Check Parameter Value List'.	03.11.2009	12:43:2
	Standard Function 'YSEAL/OUT_CR_STD_CHK_DEVAUTH' is called for user exit 'Check Parameter Value List'.	03.11.2009	12:43:2
	Connection to system SEAL-ND-OK with destination SEAL-CONNC-OKT6A is okay.	03.11.2009	12:43:2
	Data sent to server SEAL-CONNC-OKT6A	03.11.2009	12:43:2
	Processed job 10000000000000000073/OKD/ successfully	03.11.2009	12:43:2
	Application menu "Log" is activated.	03.11.2009	12:43:3

This is how you display the application log:

instructions

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Open the application log via: Environment → Display Application Log

2.3 Parameters and Their Defaults

in this chapter

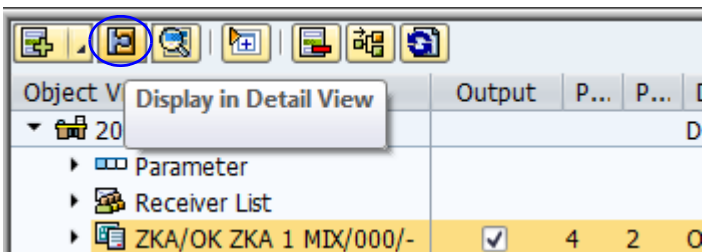
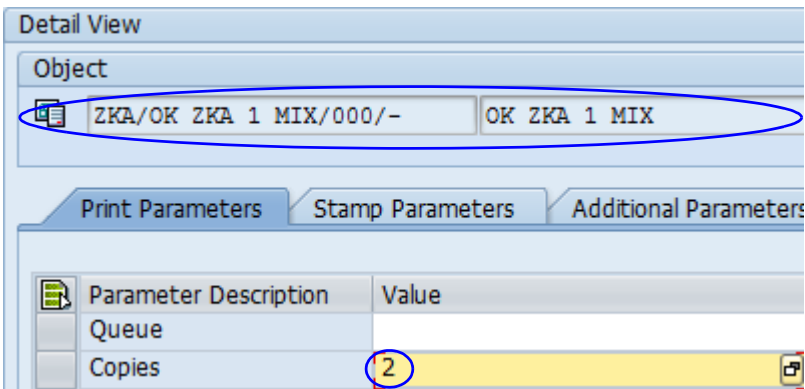
This chapter deals with the following topics:

Topic	Page
Change Parameter Value	29
Change Parameter Value - Multiedit	31
Modify Parameter Defaults - Generally	34
Create/Delete Named Receiver Lists	36
Specify Defaults for the Job Check	38
Parameter Hierarchy - Background Knowledge	41

Change Parameter Value

You modify parameter values in the detail view. In the object view, parameters are only displayed.

This is how you modify a parameter value:

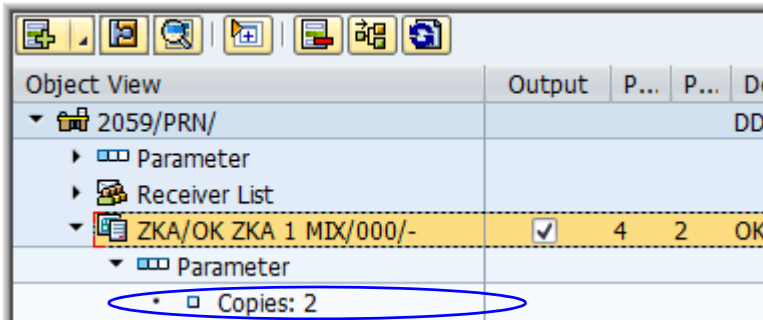
Step	Action
1	→ <i>Start DDD</i> , page 14
2	Open the desired output job in the change mode.
3	Select the object in the object view for which you want to modify the parameter value and display the object in the detail view via: View → Object View → Display in Detail View Example: 
4	Change to the tab containing the parameter which you want to modify, enter the value and confirm via return key. Example:   Hint - processed object: The object whose parameter is modified is displayed in the Object area.

..... *To be continued*

Change Parameter Value, Continuation

result

The new parameter value is displayed in the object view after the confirmation via return key in the detail view:



data evaluation

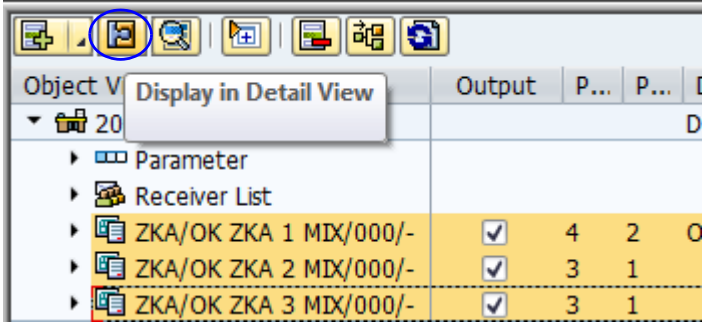
Some of the parameter values are set automatically via the data evaluation. In general, these parameters are only displayed and can not be modified.

Change Parameter Value - Multiedit

Multiedit has to be allowed for the parameter. requirement

You may modify parameter values simultaneously for several selected objects. description

This is how you modify the parameter value simultaneously for several objects: instructions, part 1

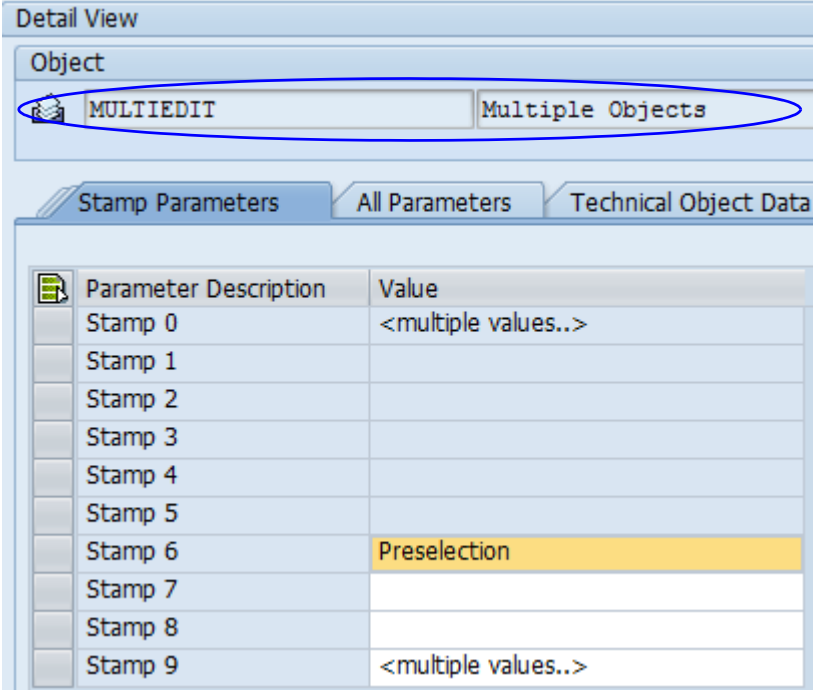
Step	Action
1	→ <i>Start DDD</i> , page 14
2	Open the desired output job in the change mode.
3	Select the objects in the object view for which you want to modify the parameter value and display the selected objects in the detail view via: View → Object View → Display in Detail View  Example: 

..... *To be continued*

Change Parameter Value - Multiedit, Continuation

instructions, part
2

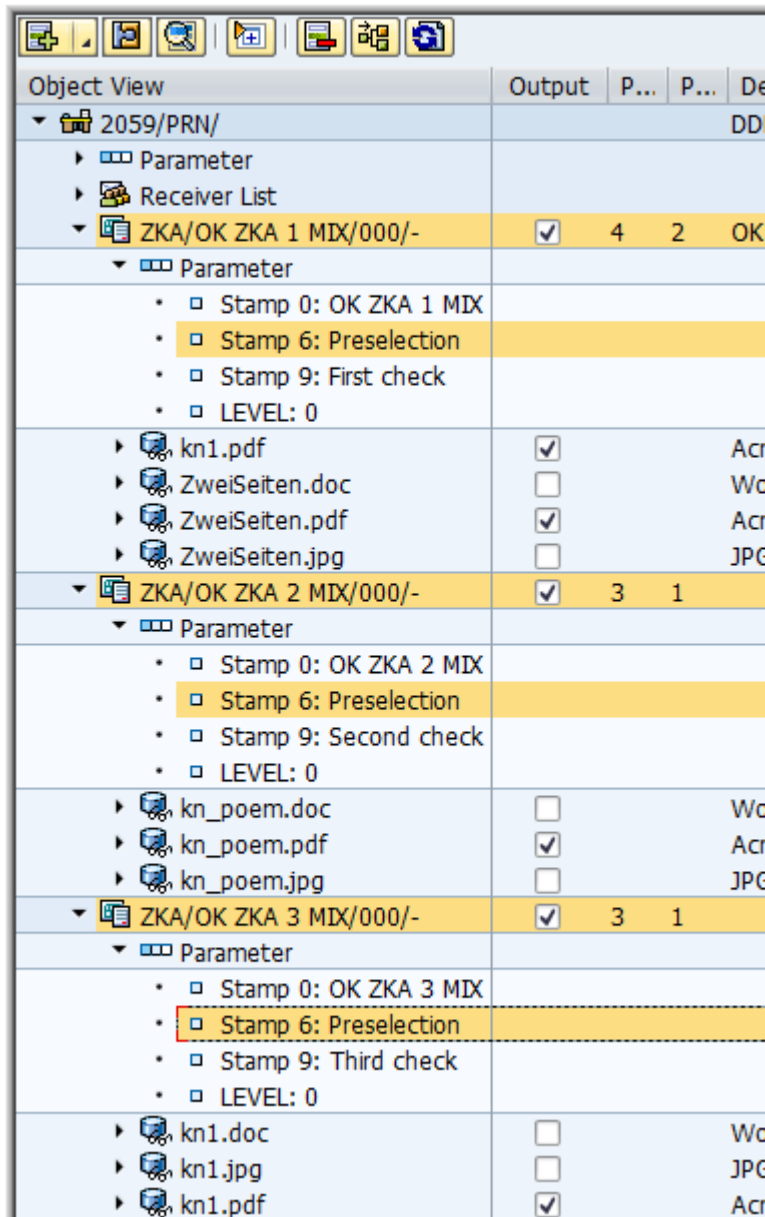
Continuation:

Step	Action
4	Change to the tab containing the parameters which you want to modify, enter the value and confirm via return key.  Example:   Hint - hint to active multiedit: If <code>MULTIEDIT Multiple Objects</code> is shown in the <code>Object</code> area of the detail view the multiedit mode is active. The <code><multiple values..></code> value marks parameters who have different values for the selected objects.

..... To be continued

Change Parameter Value - Multiedit, Continuation

The new parameter value is displayed in the object view after the confirmation result via return key:



Modify Parameter Defaults - Generally

job- and recipient-specific defaults

The following parameter defaults are distinguished:

- Job-specific parameter values
- Receivers and receiver-specific parameter values
- Named receiver lists

The defaults can be saved differently depending on the job type and the user creating the output job.

default by administrator

Your administrator has specified parameter defaults. You may modify these defaults via DDD and save them for your user.

instructions, part 1

This is how you specify the defaults via DDD:

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Open the output job in the change mode.
3	Specify the desired job-specific parameter values in the detail view.
4	Save the job-specific values as defaults for the current job type or independently of the job type. Job → Save Defaults → Save Header Parameters (Generic) OR Type-Specific  Hint - device parameters: The current values of the device parameters of the current output device may optionally be saved additionally depending on the job type and user: Job → Save Defaults → Save Device Parameters
5	Assign the desired recipients to the job and specify the recipient-specific parameter values in the detail view.

To be continued

Modify Parameter Defaults - Generally, Continuation

Continuation:

instructions, part
2

Step	Action
6	Save all current recipients and the recipient-specific values as defaults for the current job type or independently of the job type: Job → Save Defaults → Save Receivers (Generic) or Type-Specific  Hint - automatic default: The recipients and their values, which are saved in this way, are automatically used when creating an output job.
7	Alternatively, you may select the desired recipients and save them with the current values as named receiver list: → <i>Create/Delete Named Receiver Lists</i>, page 36  Hint - manual selection: The named receiver list has to be selected explicitly via: View → Object View → Add Objects → Add Named Receiver List

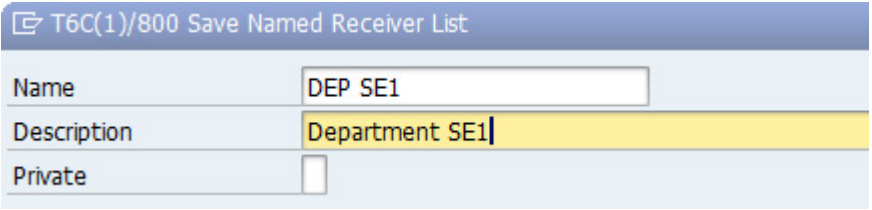
Create/Delete Named Receiver Lists

purpose

You may collect multiple receivers with different parameter values to named receiver lists and reuse them.

create

This is how you create a named receiver list via DDD:

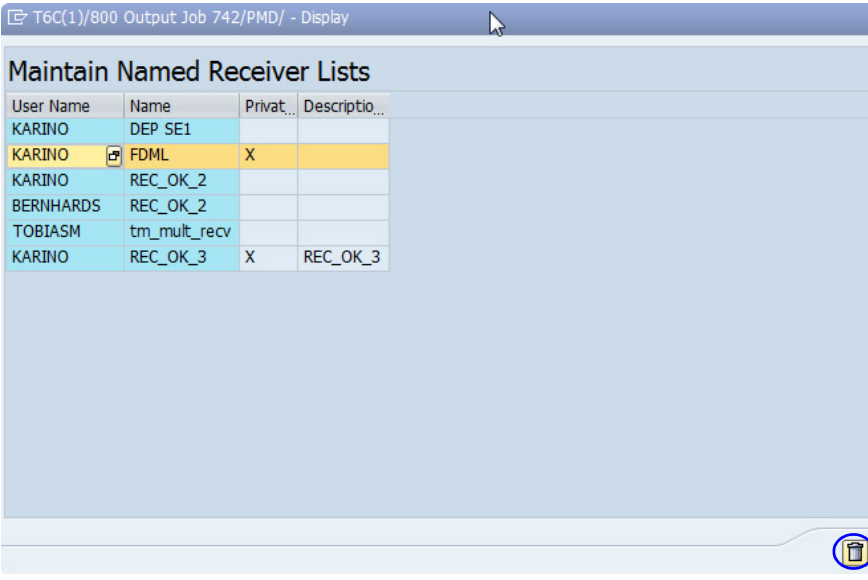
Step	Action
1	→ <i>Start DDD</i> , page 14
2	Open the output job in the change mode.
3	Assign the desired recipients to the job and specify the recipient-specific parameter values in the detail view.
4	Select the desired receivers for the named receiver lists in the object view and create the named receiver list via: Job → Save Defaults → Save Named Receiver Lists
5	Specify the properties and save the named receiver lists with : - Name: Name of the named receiver list - Description: Descriptive text - Private: - activated: The named receiver list is user-specific. It is visible for the current user only. - deactivated: The named receiver list is global. It is available for all users.  Example: 

To be continued

Create/Delete Named Receiver Lists, Continuation

This is how you delete a named receiver list via DDD:

delete

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Display the named receiver list via: Environment → Manage Named Receiver Lists
3	Select the desired receiver list and delete it with .  Example: 

Specify Defaults for the Job Check

check contents

.....
You can specify that specific situations cause a warning or an error or are ignored.

- A document information record does not exist in the output job.
- A document information record in the output job is not released.
- A document information record does not have printable original files or none of the original files has been marked for output.

Additionally, the following situations are checked automatically and cause an error:

- No output device is specified in the output job.
- No recipient has been selected for output.
- No printable object has been selected for output.

check time

.....
The check is performed at the following times:

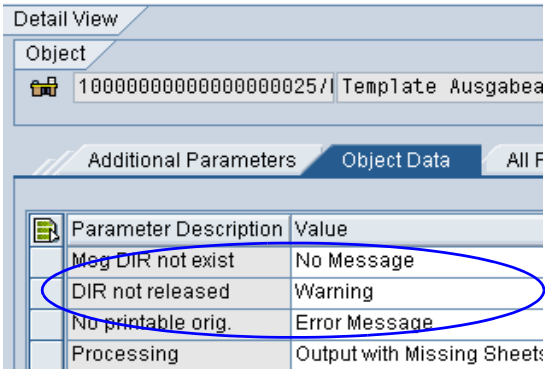
- When checking explicitly with `Edit → Check`
- Before output
- When updating an output job
- When adding new objects to the output job
- When switching to the change mode

..... *To be continued*

Specify Defaults for the Job Check, Continuation

This is how you specify the defaults checked in the output job:

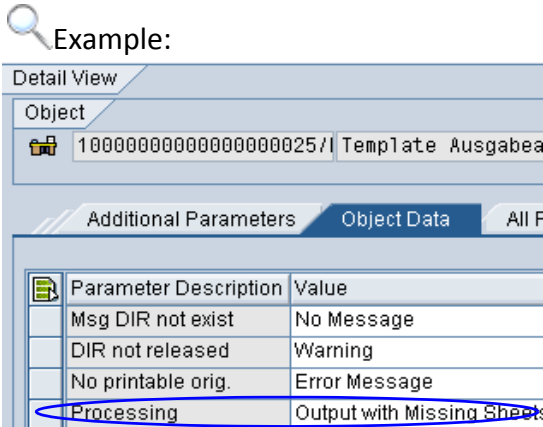
instructions

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Open the output job in the change mode.
3	Specify the desired values - warning, error or ignore - for the output job in the Object Data tab in the detail view: • Msg DIR not exist • DIR not released • No printable original  Example: 
4	Save the values as defaults: → <i>Modify Parameter Defaults - Generally</i>, page 34

Specify Processing of Missing Original Files/Documents

instructions

This is how you specify the processing of missing original files/documents:

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Open an output job in the change mode and display the job in the detail view.
3	Change to the Object Data tab and enter: - Processing: - pass Output with Missing Sheets - scan Create Scan List and Wait - split Output and Scan List 
4	Save the value as default: → <i>Modify Parameter Defaults - Generally</i>, page 34

 related topics

→ *Use the List View*, page 56

Parameter Hierarchy - Background Knowledge

.....
An output job consists of multiple levels. Parameters can be specified on all levels

Level	Description
1	Job (highest level)
2	Receiver
3	Document, for instance DMS document, RM document
4	Original file of the document

.....
If a parameter is specified on the highest level it is valid for all sublevels. evaluation

As soon as a different value is specified on a lower level it overwrites the general value of the higher level. This allows to specify a general output device on the highest level (output job) and modify it for one original file or one document.

.....
If a parameter value is specified, the parameter is displayed in the object view under `Parameter` of the actual level. display in the object view

 example

Object View	Out...	P...	P...	I
▼  DDD USR 20130820 1/OKD/				C
▼  Parameter				
•  Queue: OK_MAIL				
•  Copies: 3				
•  Cover Sheet: Yes				

..... To be continued

Parameter Hierarchy - Background Knowledge, Continuation

 example -
different output
devices

The following example specifies `OK_MAIL` as output device for the complete output job. It is valid for all receivers and documents except for the `Entwickler5` receiver and the `ZKA/OK ZKA 1 MIX/000/-` document for which a different output device is specified explicitly:

Object View	Out...	P...	P...	I
- DDD USR 20130820 1/OKD/ - Parameter - Queue: OK_MAIL - Copies: 3 - Cover Sheet: Yes - Trailer Sheet: No - Target Format: - Medium: Default - Color Type: Default - Stamp 5: CHECK - Stamp 6: Bitte bis Ende des Monats - Sender 1: Karin Ott - Sender 2: QT ROE9 - LEVEL: 0 - E-mail Sender: karin.ott@sealsystem.com				C
- Receiver List - Karin Ott - Parameter - Stamp 2: KARINO 03.09.2013 - Address 1: Karin Ott - Address 2: QT ROE9 - LEVEL: 0 - E-mail Receiver: karin.ott@sealsystem.com - Entwickler5 SEAL5 - Parameter - Queue: OK_EXPORT_LOCAL - Stamp 2: KARINO 03.09.2013 - Address 1: Entwickler5 SEAL5 - Address 2: SAP SE - LEVEL: 0	☒			Ir
- ZKA/OK ZKA 1 MIX/000/- - Parameter - LEVEL: 0 - Queue: OK_PDFOUT - Stamp 0: OK ZKA 1 MIX ZKA 000	☒	4	2	C
kn1.pdf	☒			A

2.4 Layout Customizing

.....

Your administrator has specified layout defaults. If your administrator has not locked or write-protected the layout, you may modify it via DDD and save it for your user. If the layout is write-protected, you may modify it via DDD, but you cannot save your changes. If the layout is locked, you cannot change it via DDD.

.....

default by administrator/lock/write protection

This chapter deals with the following topics:

in this chapter

Topic	Page
Layout - Modify the Displayed Views and Their Widths	44
Layout - Modify Displayed Columns and Order	45

.....

Layout - Modify the Displayed Views and Their Widths

requirement

.....

Your administrator has not locked or write-protected the layout.

.....

instructions

This is how you specify which of the views with which width is displayed at the next start of DDD:

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Open the desired views: • Favorite view View → Toggle Favorites View (Ctrl+Shift+F1) • Object view View → Toggle Object View (Ctrl+Shift+F2) • Detail view View → Toggle Detail View (Ctrl+Shift+F3) • List view View → Toggle List View (Ctrl+Shift+F4)
3	Set the desired width and height of the individual views.
4	Save the current settings by leaving DDD via  (F3).

.....

Layout - Modify Displayed Columns and Order

.....
Your administrator has not locked or write-protected the layout.

requirement

.....
This is how you specify which of the columns within the favorite/object/list view in which order are displayed:

instructions

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Specify the columns which are to be displayed, and their order per each view via: View → Favorites View Object View List View → Layout → Change Layout  Hint - parameters available: It depends on the configuration which of the parameters are available for the view.  Hint - object view: As soon as a value is assigned to a parameter, the parameter is displayed in the tree structure of the object view. This display can not be suppressed in contrary to the display of an additional column in the object view.  Hint - detail view: The displayed tabs and parameters in the detail view are specified via configuration. They can not be modified via the user interface.
3	Save the current layout per each view via: View → Favorites View Object View List View → Layout → Save Layout  Hint - list view: Within the list view, a separate layout is saved for the receiver, document and object view.

3 Extended Options and Background Knowledge

in this chapter

This chapter deals with the following topics:

Topic	Page
Around the Output Job	47
Information About the Different Views	54

3.1 Around the Output Job

.....

This chapter deals with the following topics:

in this chapter

Topic	Page
Check the Output Job Explicitly	48
Specify Long Text for the Job Description	49
Enter Multiple Receiver Addresses for E-Mail Output	50
Output Only the Assembly List Without Documents	51
Remove Duplicates	52
Update of an Output Job	53

.....

Check the Output Job Explicitly

instructions

.....
This is how you check an output job explicitly:

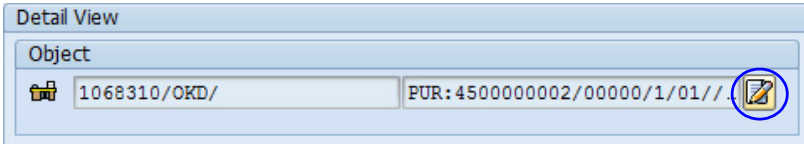
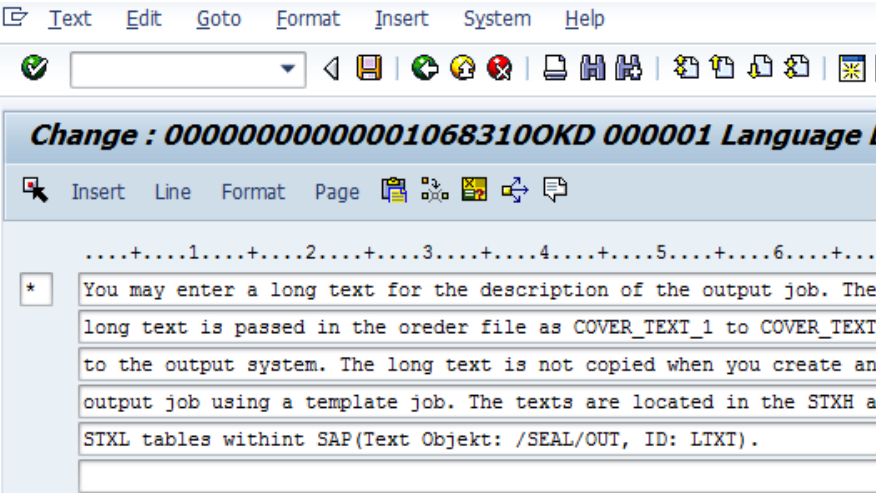
Step	Action
1	→ <i>Start DDD</i> , page 14
2	Search the desired output job and display the job in the object view: → <i>Search Output Job for Changing, Printing, Deleting</i> , page 18
3	Check the output job via: Edit → Check

.....

Specify Long Text for the Job Description

This is how you specify the long text for the job description:

instructions

Step	Action
1	→ Start DDD, page 14
2	Open the desired output job in the change mode and display the job in the detail view with: View → Object View → Display in Detail View
3	Open the editor for the long text via   Example: 
4	Enter the long text and save it.  Example: 

The log text is passed as `COVER_TEXT_1` to `COVER_TEXT_n` in the job file to the output system. The long text is not considered at the output job creation using a template. The texts are saved within SAP in the `STXH` and `STXL` tables (Text Object: `/SEAL/OUT, ID: LTXT`).

background
knowledge

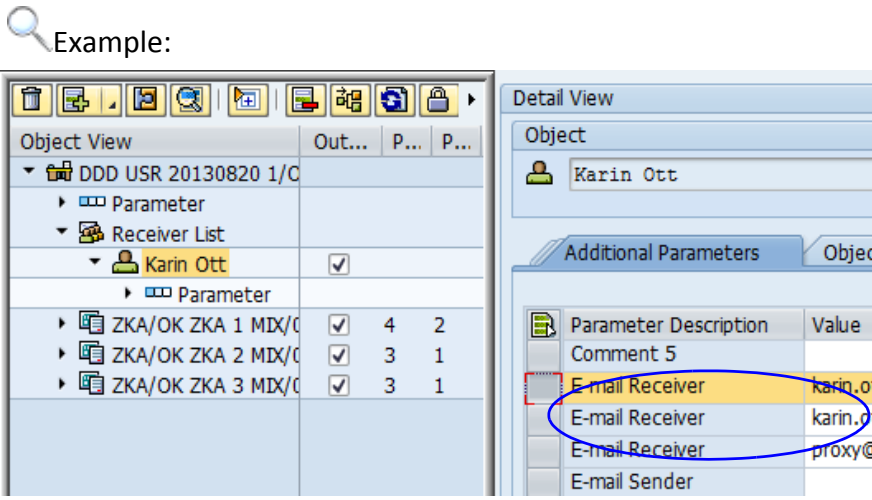
Enter Multiple Receiver Addresses for E-Mail Output

requirement

The standard configuration of the e-mail output is used. If a modified configuration exists, ensure that `MAILRECEIVER` is specified as multiple-value parameter.

instructions

This is how you enter multiple e-mail receiver addresses for e-mail output:

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Open the desired output job and display the receiver, for which you want to specify multiple e-mail addresses, in the detail view via: View → Object View → Display in Detail View
3	Change to the <code>Additional Parameters</code> tab, select the <code>E-mail Receiver</code> parameter and add the desired new lines via context menu.  Example:

Output Only the Assembly List Without Documents

.....

You may output a cover sheet with the complete list of the documents marked for output (assembly list, drawing list) without printing the documents themselves.

.....

description

This is how you output the assembly list without documents:

instructions

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Open the desired output job and display the output job in the detail view via double-click.  Hint - per receiver: You may specify the setting also on the receiver level instead of the output job level.
3	Change to the <code>Print Parameters</code> tab and enter: Cover Sheet: Yes Print Drawing: No
4	In the object view, mark all documents, which are to be listed on the assembly list, for output

.....

Remove Duplicates

description

You can remove duplicate documents in the output job via a function. Only the first document remains in the job.

instructions

This is how you remove duplicates in the output job:

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Open the desired output job in the change mode.
3	Start the function for removing duplicates: View → Object View → Remove Duplicates  Hint - duplicate check, background knowledge: The duplicate check is only performed for printable objects (<code>DRAW</code>, <code>DOCUMENT</code>, ...) but not for the job object, the receiver list and the receivers. Objects with a "strong" connection to their parent object (for instance original files to DMS documents) are processed via the parent object.

Update of an Output Job

.....
The following types of update are provided:

types of updates

- Automatic
An automatic update is performed after loading an output job.
 - Via button
The update can be started explicitly via button. It considers also the status information of the output job objects.
 - Via parameter change
Depending on the configuration, an update is started after changing a parameter value. This update corresponds to the update via button. However, status information is not updated.
-

3.2 Information About the Different Views

in this chapter

This chapter deals with the following topics:

Topic	Page
Use the Favorite View	55
Use the List View	56
Save Lists as Local Files	58

Use the Favorite View

The favorite view provides the following view variants:

variants

- Favorite list
- List of recently used output jobs
- Work list with jobs of the recent search

This is how you select the view variant of the favorite view:

choose view variant

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Select the desired view variant: • Favorite list: View → Favorites View → Select Favorites • List of recently used output jobs: View → Favorites View → Select Recently Used Jobs • Work list with jobs of the recent search: View → Favorites View → Select Work List  Hint - within the favorite view: If the favorites view is displayed you may change to the individual views via .

This is how you add jobs to the favorite list of the favorite view:

add job to favorite list

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Search for output jobs, see step 1 to 3 in: → <i>Search Output Job for Changing, Printing, Deleting</i>, page 18
3	Select the desired output jobs in the list of search results (work list) of the favorite view and add them to the favorite list: View → Favorites View → Add Selected Jobs to Favorites 

Use the List View

requirement

The list view is only provided in the change mode.

description

You can add multiple objects from the object view to the list view. There, you may modify the parameters in a quick and easy way.

instructions

This is how you work with the list view:

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Open the desired output job in the change mode.
3	Select several receivers or documents and add them to the list view: View → Object View → Add Selected Objects to List View 
4	Modify the objects in the list view and display the modifications in the object view: View → List View → Add New Objects to Job   Hint - changed object key: If you modify the object key in the list view the original object in the object view is removed and replaced by the object with the modified object key.  Hint - new objects: You may enter one or several document keys/receivers/objects in the list view. These are added as new documents/receivers/object to the object view at the end of the list.  Hint - scan list: You may create a scan list by entering the keys of the documents to be scan in the list view, add them to the object view and print the output job.

background
knowledge

You can only modify parameters in the list view. The modification of attributes in the list view is not supported.

..... *To be continued*

Use the List View, Continuation

.....
→ *Specify Processing of Missing Original Files/Documents*, page 40
.....



related top-
ics

Save Lists as Local Files

description

You may save the current list of the favorite, object and list view as local file.

instructions

This is how you save the list of the favorite, object and list view as local file:

Step	Action
1	→ <i>Start DDD</i> , page 14
2	Save the desired lists as local files via: - List of the favorite view: View → Favorites View → Save as Local File - List of the object view: View → Object View → Print Preview System → List → Save → Local File - List of the list view: View → List View → Save as Local File

example - favorite view

Example for a list of the favorite view:

12.01.2011

Dynamic List Display

1

Recently Used Jobs

Job Number	Objects	Job Type	Description	Version
1000000000000000000412	4	OKD	OKD Ausgabebauftrag	01
1000000000000000000443	2	OKD	OKD Ausgabebauftrag	01
1000000000000000000432	14	OKS	PUR:4500000000/00000/1/01//20110110	
1000000000000000000442	1	OKD	OKD Ausgabebauftrag	01
1000000000000000000441	3	OKD	OKD Ausgabebauftrag	01
1000000000000000000440	3	OKD	OKD Ausgabebauftrag	01
1000000000000000000439	11	OKD	OKD Ausgabebauftrag	01
1000000000000000000438	1	OKD	OKD Ausgabebauftrag	01
1000000000000000000430	1	OK1	OK1 Ausgabebauftrag	04
1000000000000000000437	1	OK1	OK1 Ausgabebauftrag	01
1000000000000000000430	1	OK1	OK1 Ausgabebauftrag	01
1000000000000000000436	0	OKS	OKS: SASE-Auftragsart	
1000000000000000000435	0	OK1	OK1 Ausgabebauftrag	01
1000000000000000000434	1	OK1	OK1 Ausgabebauftrag	01
1000000000000000000430	1	OK1	OK1 Ausgabebauftrag	03
1000000000000000000430	1	OK1	OK1 Ausgabebauftrag	02

4 Changes

.....

This chapter describes the most important changes for each released module in this chapter version:

Version	Page
Changes with Release 1.0.5	60

.....

Changes with Release 1.0.5

receiver

.....
Named receiver lists are supported.
.....

Bibliography

[SAP_AUTH_TEC]	<i>SAP Authorizations for SEAL Applications</i> , System Description, SEAL Systems
[SAP_BASECONF_SAP_TEC]	<i>SAP Basis Configuration - SAP</i> , System Description, SEAL Systems
[SAP_DDD_TEC]	<i>Document Distribution Director</i> , System Description, SEAL Systems

Terminology

The following section explains the most important terms that are used in this documentation. Terms marked by → refer to other terms within this section.

Output job	Comprises all the data required for output as a logical unit. This include the →document, the originals assigned to the documents, the →recipients, and the →output parameters
Output manager	System for output documents
Output parameter	Parameters that control the way in which a →output job will be output; output parameters are specified for the →document, the →recipient, or to the →output job.
Customizing	Configuring the SAP system
CV<XX>, CV<XX>N	→Transaction used for document search and management within the context of document management in SAP DMS (refer to the SAP online documentation)
CV04, CV04N	→Transaction to start the search function in SAP DMS
Document	→Document information record
Document	A master record in the →DMS system containing management data for a document and original files. Each document is assigned a key for identification purposes, consisting of four partial keys: type, number, part and version.
Document management system	→DMS
DMS	Here, the →document information records and their assigned files are managed.
Recipient	The individual or location to which the original files of a →document will be output.
IMG	The implementation guide (IMG) is the tool which adjusts the SAP system to the requirements of a company.
Client	A unit within an SAP system that is independent with regard to action, organization, and data functions. It also has separate master records in a table within the SAP system
System user	User, who is used by the output management system for the access to the SAP system. These accesses are performed without dialog with a user of the <code>System</code> type (previously <code>CPIC</code>).
Transaction	Means of executing programs
Transaction code	Identifier naming a →transaction in the SAP system

Abbreviations

ABAP	Advanced Business Application Programming (SAP system programming language)
DIR	Document Information Record (meta or master data related to a document)
DIS	German equivalent of DIR
DMS	Document Management System
DMS	Document Management System
KPRO	Knowledge Provider
OSS	Online Support Service
PLM	Product Lifecycle Management
PLOSSYS®	Product family by SEAL Systems

Keywords

Symbole

/seal/ddd 14

/seal/ddd01 14

/seal/ddd02 14

/seal/ddd03 14

/seal/ddd0e 14

A

ABAP 63

D

DIR 63

DIS 63

DMS 63

DVS 63

K

KPRO 63

O

OSS 63

P

PLM 63

PLOSSYS 63

S

Systembenutzer 62

Index

A

- application log
 - display 27
- assembly list
 - output without documents 51

C

- change document
 - display 26
- check
 - output job 38
 - output job, explicitly 48
- client 62
- customizing 62
- cvxx transaction 62

D

- data evaluation
 - parameter 30
- DDD
 - start transactions 14
- default
 - job check 38
 - layout, change 43
 - parameter
 - job-specific 34
 - named receiver list 34
 - recipient-specific 34
 - specify
 - columns, order 45
 - layout 44
 - parameter 34
- delete
 - output job 19
- detail view
 - parameter 45
 - term 9
 - toggle 44
- device parameter
 - save 34
- DMS 62
- document 62
 - add, output job 16
 - missing at output, processing 40
 - output only assembly list 51
 - remove duplicates in output job 52
- document information record 62
- document management system 62
- duplicates, remove 52

E

- e-mail
 - multiple receiver addresses 50

F

- favorite view
 - add jobs to favorite list 55
 - save list as local file 58
 - select view variant 55
 - toggle 44
- favorites view
 - term 9

G

- GOS object
 - display 10

I

- IMG 62

J

- job tracking, see reply

L

- layout
 - change
 - default 43
 - default
 - columns, order 45
 - views 44
- list view
 - requirement 56
 - save list as local file 58
 - term 9
 - toggle 44
 - use 56

M

- missing sheet
 - instead of scan list, specify processing 40

O

- object view
 - parameter in tree structure/column 45
 - save list as local file 58
 - term 9
 - toggle 44
- OMS log
 - display 23
- original file

- mark for output 16
- missing at output, processing 40
- output
 - output job
 - favorite view 19
 - object view 17
- output device
 - specify 17
- output job 62
 - add
 - document 16
 - receiver 16
 - check 48
 - check, specify default 38
 - create 15
 - create from template 15
 - delete 19
 - job status 17
 - long text for description, specify 49
 - output
 - favorite view 19
 - object view 17
 - parameter defaults 34
 - search 18
 - update 53
- output manager 62
- output parameter 62
- overview
 - parameter, hierarchy, levels 41
 - structure of the user interface 9

P

- parameter
 - data evaluation 30
 - default
 - job-specific 34
 - named receiver list 34
 - recipient-specific 34
 - hierarchy, levels 41
 - modify
 - individual 29
 - multiedit 31

PDF

- button for retrace the viewing path, as of Adobe Reader 10 8

R

- receiver
 - add, output job 16
- receiver list
 - named
 - add, output job 16

- create 36
- delete 37
- load 35
- parameter defaults 34
- recipient 62
 - parameter defaults 34
- remove
 - duplicates in output job 52
- reply
 - display OMS log 23
- requirement
 - list view 56
 - scan list 40

S

- scan list
 - create 56
 - requirement, specify processing 40
- start
 - DDD, transactions 14
- status log
 - display 24

T

- term
 - detail view 9
 - favorites view 9
 - list view 9
 - object view 9
- transaction 62
- transaction code 62