

## **Document Distribution Client**

**User Manual** 

Version 1.0.5

2014-08-20

SEAL Systems

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## 1 Introduction

This documentation describes the output of single output jobs or collective jobs purpose via Document Distribution Client.

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Cơ Tế	5A(1)/001 Document Dist	tribution Client									
Outp	out Job	0KS 01 🛐 F	Refresh Nev	~							
Data	il View										
Deta	li view				-						
Obj	ect				-						
6	2069/OKS/01	BOM: 5	0/0001/1/01///20120	529 📝							
1	Print Parameters Sta	amp Parameters	Additional Parameters	Object	Data	All Parameters	з Те	chnical Object	Data F	ARAM	
	Parameter Description	Value									
	Queue	OK-LASER									-
	Set Copies										-
	Copies										
	Document List on Cove	e									
	Cover Sheet	Yes									
	Print Drawing										
	Trailer Sheet	No									
	Target Format	DIN A4									
	Scaling Type										
	Medium										
	Color Type	Black & White									-
	Duplex Output										-
			12	Collect	📙 Print	Job 🔀 Cano	el	🖫 Toggle Ob	ject View	H Sav	e Defau

This documentation is intended for use by users you want to print output jobs target - without any configuration - via Document Distribution Client.

target group

This chapter deals with the following topics:

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## **Conventions in this Documentation**

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

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

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### Activate the Retrace of your Viewing Path in PDF

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

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					
	Page Navigation					
	Page Display 🔸 🖌 🏫 Previous Page					
	Select & Zoom 🔹 👻 🕀 Next Page					
	Eile 🕨 🚬 Last Page					
	Edit   Page Number					
	Comment					
	Properties Bar Ctrl+E 🖌 🚱 Next Vie <u>w</u>					
	Hide Toolbars F8 Show All Page Navigation Tools					
	Reset Toolbars Alt+F8 Reset Page Navigation Tools					

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



instructions

### **Overview of Contents**

description	The description deals with the following topics:
	Chapter 2. DDC in Use, page 7, introduces the different

Chapter 2, *DDC in Use*, page 7, introduces the different start options of Document Distribution Client and explains how you output the selected documents immediately or collect them for the later output. In addition to that, the chapter describes additionally options that are provided by Document Distribution Client.

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At the end of the documentation, a bibliography, terminology list, abbreviation list and index are included.

lists

## 2 DDC in Use

This chapter deals with the following topics:

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#### 2.1 Start Alternatives

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description

Your administrator provides one or more of the following interfaces in order to use the DDC module from SEAL Systems for the output.

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in this chapter

This chapter deals with the following topics:

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Output via the Process Button in cv04n		
Output via the Product Structure Browser		
Output via the CAD Desktop		
Output from the Records Management		

## **Output via the Print Button in cv0xn**

This is how you output via the print button in the cv0xn transactions:

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instructions

Step	Action					
1	Open a document information record within the cv0xn transac- tions.					
2	Select the desired original files and output them via (Print Original). Example: Document Data Descriptions Originals Document Data Description Document Status WR Work Request Not Released CM Relevnce User KARINO Karin Ott, Q-TEAM Lab/Office Change Number Authorization Group Superior Document Document Type Part Version					
	Appl.       Application       Storage Cat.       File Name         Image: OP1       Acrobat PDF       Z_SEAL_T6A       Image: Nn1.pdf         Image: OP2       Acrobat PDF       Z_SEAL_T6A       Image: Nn2.pdf         Image: OP2       Acrobat PDF       Z_SEAL_T6A       Image: Nn2.pdf         Image: OP2       Image: OP2       Image: OP2       Image: OP2         Image: OP2       Image: OP					
3	ightarrow Output a Single Job or Create a Collective Job, page 15					

## Output via the Process Button in cv04n

instructions

This is how you output via the process button in the cv04n transaction:

.....

Step	Action						
1	Open a document information record within the cv04n transaction.						
2	Select the desired original files and output them via Processes. (Processes, Ctrl+F2) with DDC.						
Document List After Selection 111 Hits							
	🗞 🗋 🖉 🥖 🛗 🕂 Processes 🖸 🛯 🚔 🐺 🔂 🔁						
	R. Ty. D C T6A(1)/001 DMS Processes						
	ZKA 0 Process description						
	ZKA 0 ZKA 0						
	ZKA 0 ZKA 0						
	Process description						
	🕒 Execute 🕀 Execute in Test Mode 🗶						
3	ightarrow Output a Single Job or Create a Collective Job, page 15						

## **Output via the Product Structure Browser**

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This is how you output via the product structure browser:

instructions

Step	Action					
1	Start the cc04 transaction and select a document information record in the $\tt Document$ tab.					
2	Print the document information DDC. Example:	Print the document information record via the print button by with DDC.				
	Product Structure: Validity date 20.03.2012					
	Product Structure	EAL Document Distribution	Client Single>			
	✓ □ ZKA OK ZKA 10 MIX 00	EAL Document Distribution	Client Struct			
	▼ G→ Source Document	utput using SEAL Structure	Explosion			
		utput using SEAL DMS Plot	GUI			
	• 🖻 ZKA OK ZKA 1	0 MIX 000 -				
	🕨 🖬 ZKA OK ZKA 1	1 MIX 000 -				
	🕨 🕒 🕅 🕨 🕨	2 MIX 000 -				
	TKA OK ZKA 1	3 MIX 000 -				
	L P C C C C C C C C C C C C C C C C C C	5 MIX UUU -				
3	ightarrow Output a Single Job or Creat	e a Collective Job, page	15			

# **Output via the CAD Desktop**

instructions

This is how you output via the CAD desktop:

Step	Action						
1	Start the cdesk transaction, switch to the Document List tab and search for document information records.						
2	Select the desired document information records and print them						
	via the print button 昌 with DDC.						
<b>Example</b> :							
	CAD Desktop						
	🛗 Find 📑 📑 🎰 🕂 Where-Used List 🔶 L	ast Documen	nt List 🛛 🔀 SAP	View 📑			
	Working Directory						
	Change Number	68 0 🗋	<b>W</b>				
	SAP View Document List	<b>6</b> . <b>()</b> .		🔟   🖉 Ed			
	🙀 Originals 🦼 🛛 👹 Material 🦨 🛛 👫 Material BOM	-   Print	(DDC)	>			
	Description	User 🔽		Laboratory			
	OK ZKA 1 MIX	KARINO	Print via DDC				
	OK ZKA 10 MIX	KARINO					
	OK ZKA 11 MIX	KARINO	IR				
	OK ZKA 12 MIX	KARINO	IR				
	OK ZKA 13 MIX		IR				
	UK ZKA 14 MIX	KARINU	IR				
3	ightarrow Output a Single Job or Create a Coll	ective Job	o, page 15				

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# **Output from the Records Management**

This is how you output via the Records Management:

Step	Action		
1	Start the RM organizer with the organizer transaction.		
2	Open the context menu for the created RM object in the history on the bottom left via the right mouse button and select the item for DDC:		
	Beisp Löschen		
	Beisp Document Distribution Client		
	Demo Information		
	Demo in neuem Modus		
	Verwendungsnachweis		
	aus Historie löschen		
	zu Favoriten hinzufügen		
	Wiedervorlage		
3	ightarrow Output a Single Job or Create a Collective Job, page 15		

#### 2.2 First Output Job

#### requirement

You have started DDC via one of the integration options provided for you:

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ightarrow Start Alternat	tives, page 8
☞ T6A(1)/001 Document Distribution Client	
Output Job 2069 OKS 01 Refresh	New New
Detail View	
Object	
BOM: 50/0001/1	/01///20120529
Drint Daramators Stamp Daramators Additiona	
Philit Parameters Stamp Parameters Additiona	
Decomptor Description     Value	
Set Copies	
Copies	
Document List on Cove	
Cover Sheet Yes	
Print Drawing	
Trailer Sheet No	
Target Format DIN A4	
Scaling Type	
Medium	
Color Type Black & White	A
Duplex Output	
	🚊 Collect 📋 Print Job 🛛 🛪 Cancel 🛛 🛛 🔚 Toggle Object View 🖉 🖓 🔚 Save Defaul

in this chapter

This chapter deals with the following topics:

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Output a Single Job or Create a Collective Job	15

## **Output a Single Job or Create a Collective Job**

The DDC module allows to print an output job immediately or first collect description several documents in one output job and print them then.

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.....

This is how you output a single or collective job:

instructions

Step	Action
Step 1	Action Check the settings:   Output Job   2069   OKS 01   Refresh   New   Detail View   Object   2069/OKS/01   BOM: 50/0001/1/01///20120529   Print Parameters Stamp Parameters Additional Parameters Object Data All Parameters      Parameter Description   Value   OK-LASER   Set Copies   Caution - mandatory parameters:
	You have to select one output device.
2	<ul> <li>Afterwards, you have the following alternatives:</li> <li>Output the job via  (Print Job, Ctrl+F3)</li> <li>Save but not output the job (collective job) via  (Collect, Shift+F1)</li> </ul>
	Hint - output a collective job: Finally, a collective job is also output via (Print Job, Ctrl+F3).

#### **Additional Options** 2.3 ..... .... ..... requirement You have started DDC via one of the integration options provided for you: $\rightarrow$ Start Alternatives, page 8 ..... in this chapter This chapter deals with the following topics: Topic Page Save Defaults 17 Select a New Job 18 Open an Output Job 19 **Create a Personal Printer List** 21

### **Save Defaults**

Your administrator already has saved useful parameter defaults. You may description modify them.

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instructions

This is how you modify the defaults:

Step	Action
1	Select the desired tab in the detail view and change the parameter value in the Value column: Detail View Object I OK DDC 120320_6/OKD/01 Temp1ate Print Job Print Parameters Stamp Parameters Parameter Description Value Stamp 0 Stamp 1 Stamp 2 Stamp 3 Stamp 4 Stamp 5 CHECK Stamp 6 Validate this by the end of this month!
2	Save the settings by clicking (Save Defaults, F8).

### Select a New Job

description By default depending on the configuration, a new output job is created or the recent not yet printed output job is used.

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instructions

This is how you may select a new job even if the recent not yet printed output job is selected because of the configuration settings:

Step	Action
1	Click the button (New):
	Output Job 2069 OKS 01 Refresh Lew Detail View
2	Enter a new job name: Output Job 2069 OKS 01 Refresh New
3	ightarrow Output a Single Job or Create a Collective Job, page 15

### Open an Output Job

You may display the current output job in order to check whether it contains all description desired objects. You may modify the job, if required, and delete or insert documents for instance.

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This is how you open the current output job:

Action Step 1 Start the display of the output job via 🛅 (Toggle Object View, F5). Ŧ 🗟 Collect 🕒 Print Job 🗶 Cancel 🕴 🔚 Toggle Object View 🕴 📙 Save Defaults 2 Check the objects of the output job and modify them, if required: C T6A(1)/001 SEAL Document Distribution Client 🛃 , 🖪 🕲 i 🔄 🔂 Output Jok Object View Output Description Status P... S.. OK DDC 1 OK DOC 120320\_7/OKD/01 Template Print Job Created 🚈 Parameters Detail Viev 🚳 Receiver List Object 💼 ZKA/OK ZKA 17 MIX/000/-In Work  $\checkmark$ 1 🔒 ОК Derameters 🕵 sap-al-filecheck\_1.0.0\_p Word Checked in TRAVOK ZKA 18 MIX/000/- $\checkmark$ In Work 1 Print 💼 ZKA/OK ZKA 19 MIX/000/-In Work 3  $\checkmark$ 1 Derameters 🖹 Para 🔍 kn1.docx Word Checked in Que Acrobat PDF Checked in 🔍 kn1.pdf  $\checkmark$ Set • 🥥 kn1.jpg JPG Anzeige Checked in 3  $\rightarrow$  Output a Single Job or Create a Collective Job, page 15

The toolbar or the context menu provides the following operations:

operations

instructions

Inserts new documents or recipients into the object list

Displays the original file or open the document information record - depending on the selected object in the object list

Updates the display of the object list

Deletes the selected object from the object list

Expands or collapse the displayed levels of the object list

Displays the parameters of the output job in the detail view on the right, or the parameters of the recipient/document information record and so on - depending on the selected object in

## Open an Output Job, Continuation

output mark

You have the following alternatives to modify the output mark:

- You change the mark in the Output column.
- You select the desired objects manually or all objects via the context menu and mark the selected objects for output via the context menu.

🔄 T6A(1)/001 SEAL Document	Distribution Clie	ent	
	8	<u></u>	
Object View	Øutpu	t Description	Status
🝷 歸 OK DDC 120320_6/OKD	/01	Template Print Job	Created
Parameters			
🕨 🚰 Receiver List			
🔹 🖷 ZKAVOK ZKA 10 MIX/0	00/- 🔽	OK <mark>ZKA 10 MIX</mark>	Inspection Req 6
<ul> <li>Parameters</li> </ul>	_		
• 🐙 ZweiSeiten.doc		Word	Checked in
• 🦏 ZweiSeiten.pdf		Acrobat PDF	Checked in
- Weiselten.jpg		JPG Anzeige	Checked in Checked in
Add Ob	iects	+	Checked in Checked in
i Gal canit Display	in Detail View		Checked in
<ul> <li>T I ZKAVOK. Display</li> </ul>	Object		Inspection Req 6
Para Expand	Subtree		
• 🔍 Zwei Collans	o Subtree		Checked in
• 😡 Zwei 🖸 Swaad			Checked in
• 🕵 Zwei 🔤 Expand	to Level		Checked in
• 🐙 Zwei <u>D</u> elete	Row/Subtree		Checked in
• 🐙 hubs			Checked in
• 🥨 capit	Hected Objects	for Output	Checked in
Unmari	Selected Obje	cts for Output	
Eind			
<u>O</u> ptimiz	e Column		4

### **Create a Personal Printer List**

The value help for the output devices can be restricted user-specifically via creating a personal printer list which may be useful if the list of the available output devices within large output management systems is very long.

description

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This is how you create a personal printer list:

Step	Action			
1	Open the val	ue help for the	e ou	tput device (F4).
2	Select the desired output device and insert it to the persona printer list via:			
	Context menu: Insert in Personal List			
	(Alternative:	<b>(</b>		
	✓ X (1)	H 🔣 🚱 🗋		
	Device Na	Description	Sys	Сору
	HP1050	A0-Ink-Farbe	SEA	Help
	HP4050_1	HP 4050	SEA	Create Values
	LOCL	PDF/A-Output	SEA	Insert in Personal List
	MAIL	PDF-Output	SEA	Sort in Ascending Order
	PDF-OK	PDF-Output	SEA	Close
	PDFOUT	PDF-Output	SEA	Personal Value List
3	Change to th	e personal pri	nter	list via:
	Context men	U:Personal	Valu	le List
	(Alternative:	<b>199</b> )		
	🖌 🛛 🕅 (	H 😹 😰 🗅		
	Device Na 🕈	Description	Sys	Сору
	HP1050	A0-Ink-Farbe	SEA	Help
	HP4050_1	HP 4050	SEA	Create Values
	LOCL	PDF/A-Output	SEA	Insert in Personal List
	MAIL	PDF-Output	SEA	Sort in Ascending Order
	MAIL-OK	PDF-Output	SEA	Close
		PDF-Output	SEA	Personal Value List
	101001	- Di-Output	500	

instructions, part

1

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## Create a Personal Printer List, Continuation

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instructions, part Continuation:

2

Step	Action				
4	Delete output devices from the personal printer list via: Context menu: Delete from Personal List				
	(Alternative: 圈)				
	Device Na Descriptio Syste	Сору	PI		
	MAIL-OK PDF-Output SEAL-	Help			
	PDF-OK PDF-Output SEAL-	Create Values	- 1		
		Delete from Personal List			
		Sort in Ascending Order	- 1		
		Close	- 1		
		Display All Values	- 1		
5	Change to the complete printer Context menu: Display All Va (Alternative: )	list via: lues			
5	Change to the complete printer of Context menu: Display All Va (Alternative: )	list via: lues Copy			
5	Change to the complete printer I Context menu: Display All Va (Alternative: ) V X Alternative: ) Device Na Descriptio Syste MAIL-OK PDF-Output SEAL-	list via: lues Copy Help	PI		
5	Change to the complete printer Context menu: Display All Va (Alternative: )	list via: lues Copy Help Create Values	PI		
5	Change to the complete printer Context menu: Display All Va (Alternative: (20)) (Alternative: (20)) (Alter	list via: lues Copy Help Create Values Delete from Personal List	PI		
5	Change to the complete printer Context menu: Display All Va (Alternative: )	list via: lues Copy Help Create Values Delete from Personal List Sort in Ascending Order	PI		
5	Change to the complete printer Context menu: Display All Va (Alternative: )	list via: lues Copy Help Create Values Delete from Personal List Sort in Ascending Order Close	PI		

## **Bibliography**

[SAP_DDD_TEC]	<i>Document</i> Systems	Distribution	Director,	System	Description,	SEAL
[SAP_DDD_USR]	Document L	Distribution D	irector, Use	er Manua	l, SEAL System	ıs

## Terminology

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

Output job	Comprises all the data required for output as a logical unit. This include the $\rightarrow$ document, the originals assigned to the documents, the $\rightarrow$ recipients, and the $\rightarrow$ output parameters
Output manager	System for output documents
Output parameter	Parameters that control the way in which a $\rightarrow$ output job will be output; output parameters are specified for the $\rightarrow$ document, the $\rightarrow$ recipient, or to the $\rightarrow$ output job.
CV <xx>, CV<xx>N</xx></xx>	$\rightarrow$ Transaction used for document search and management within the context of document management in SAP DMS (refer to the SAP online documentation)
CV04, CV04N	ightarrowTransaction to start the search function in SAP DMS
Document	$\rightarrow$ Document information record
Document	A master record in the $\rightarrow$ 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 managemer	nt system
	→DMS
DMS	Here, the $\rightarrow document$ information records and their assigned files are managed.
Recipient	The individual or location to which the original files of a $\rightarrow \text{document}$ will be output.
Transaction	Means of executing programs
Transaction code	Identifier naming a $\rightarrow$ transaction in the SAP system

### **Abbreviations**

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
OSS	Online Support Service
PDF	Adobe Portable Document Format
PDF/A	Adobe Portable Document Format
PDM	Product Data Management
PLM	Product Lifecycle Management
PLOSSYS®	Product family by SEAL Systems

## **Keywords**

#### D

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