



Document Distribution Client

User Manual

Version 1.0.5

2014-08-20

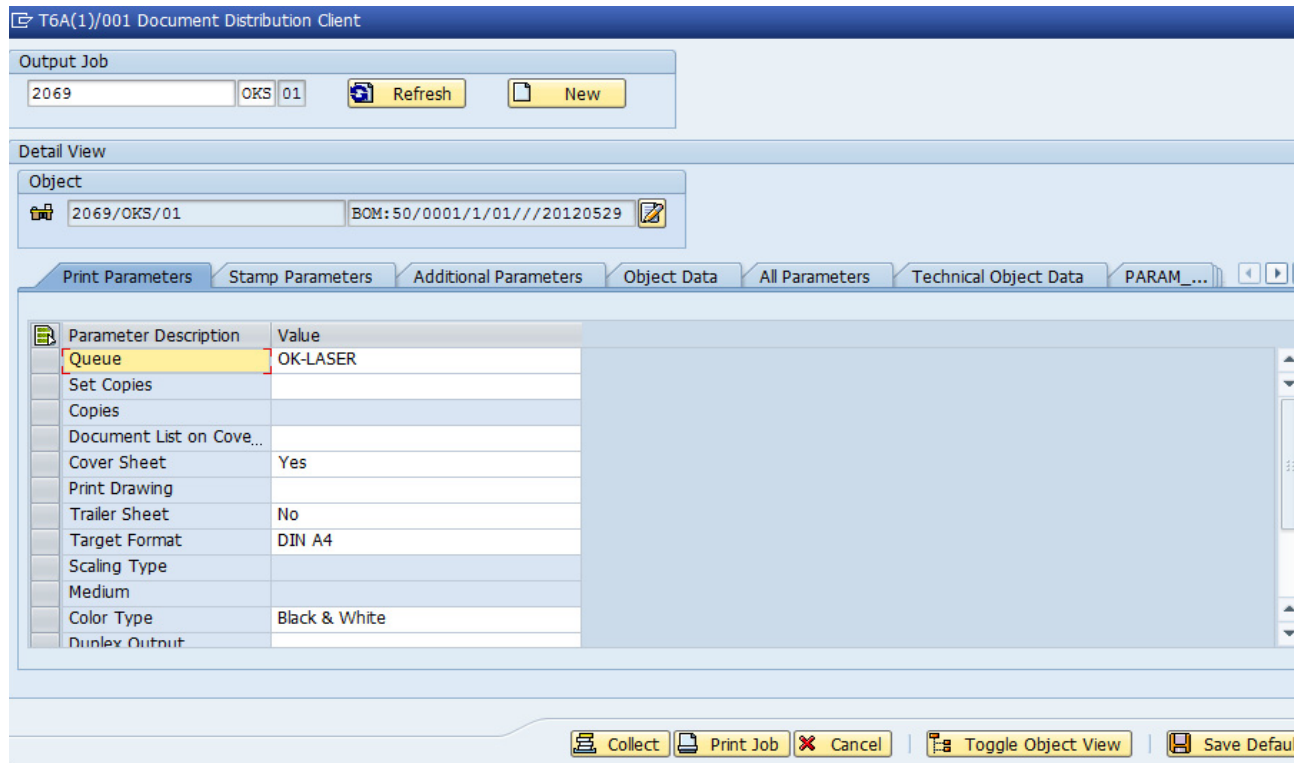
SEAL Systems

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1 Introduction

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



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

This chapter deals with the following topics:

Topic	Page
Conventions in this Documentation	4
Activate the Retrace of your Viewing Path in PDF	5
Overview of Contents	6

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
<i>Consolas italic</i>	Parameters; variables that must be replaced by current values
Consolas <small>small</small>	More extensive scripts and examples

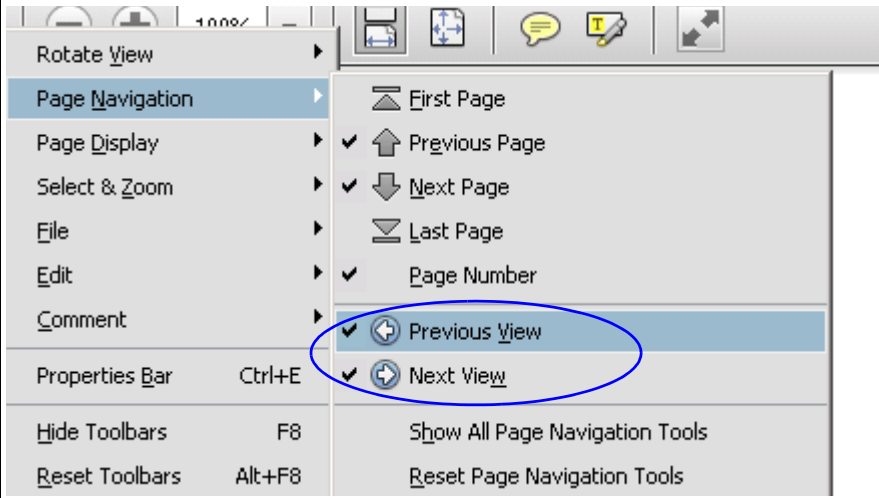
Activate the Retrace of your Viewing Path in PDF

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.

description

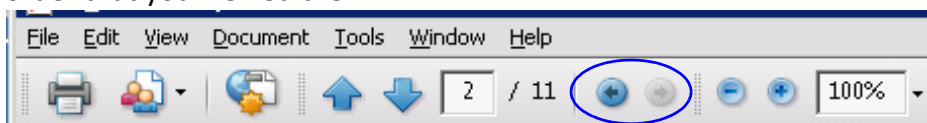
This is how you activate the buttons for retracing your viewing path in the PDF documentation as of Adobe Reader 10:

instructions

Step	Action
1	<p>Activate the following options via the menu:</p> <p>View - Show/Hide - Toolbar Items - Page Navigation</p> <ul style="list-style-type: none"> • Previous View: activate • Next View: activate 

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:

result



Overview of Contents

description

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

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.

lists

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

2 DDC in Use

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

in this chapter

Topic	Page
Start Alternatives	8
First Output Job	14
Additional Options	16

2.1 Start Alternatives

.....

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

.....

in this chapter This chapter deals with the following topics:



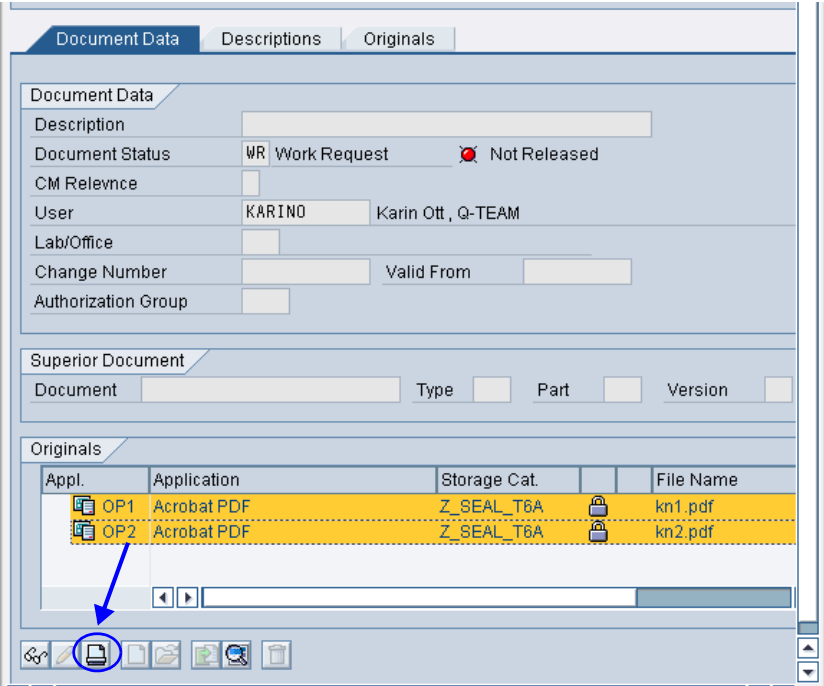
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Output via the Product Structure Browser	11
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Output from the Records Management	13

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Output via the Print Button in cv0xn

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

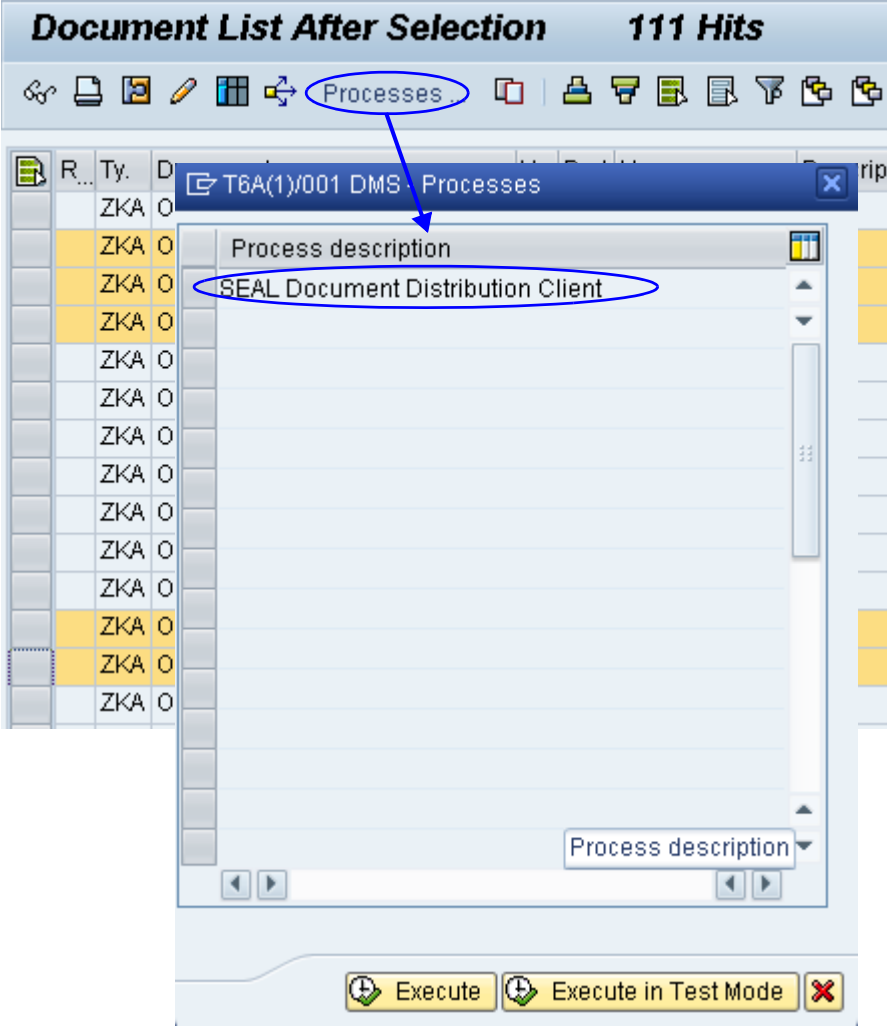
instructions

Step	Action
1	Open a document information record within the cv0xn transactions.
2	<p>Select the desired original files and output them via  (Print Original).</p> <p> Example:</p> 
3	→ <i>Output a Single Job or Create a Collective Job, page 15</i>

Output via the Process Button in cv04n

instructions


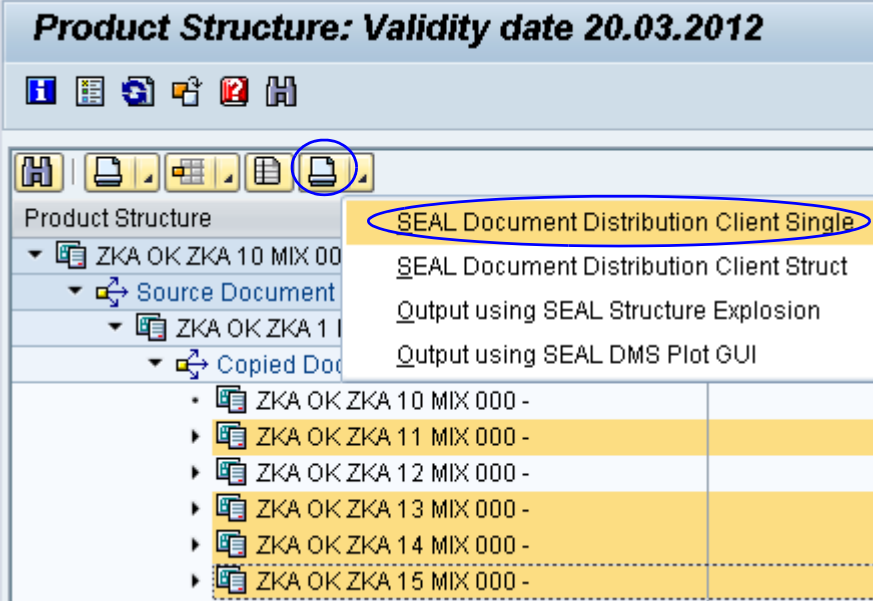
This is how you output via the process button in the cv04n transaction:

Step	Action
1	Open a document information record within the cv04n transaction.
2	<p>Select the desired original files and output them via Processes (Processes, Ctrl+F2) with DDC.</p> <p>Example:</p>  <p>The screenshot shows a window titled 'Document List After Selection' with '111 Hits'. The toolbar includes a 'Processes' button circled in blue. Below the toolbar is a table with columns 'R...', 'Ty.', and 'D'. The table contains multiple rows with 'ZKA O' entries. One row is highlighted in yellow and labeled 'SEAL Document Distribution Client', also circled in blue. At the bottom of the window are 'Execute' and 'Execute in Test Mode' buttons.</p>
3	→ <i>Output a Single Job or Create a Collective Job</i> , page 15

Output via the Product Structure Browser

This is how you output via the product structure browser:



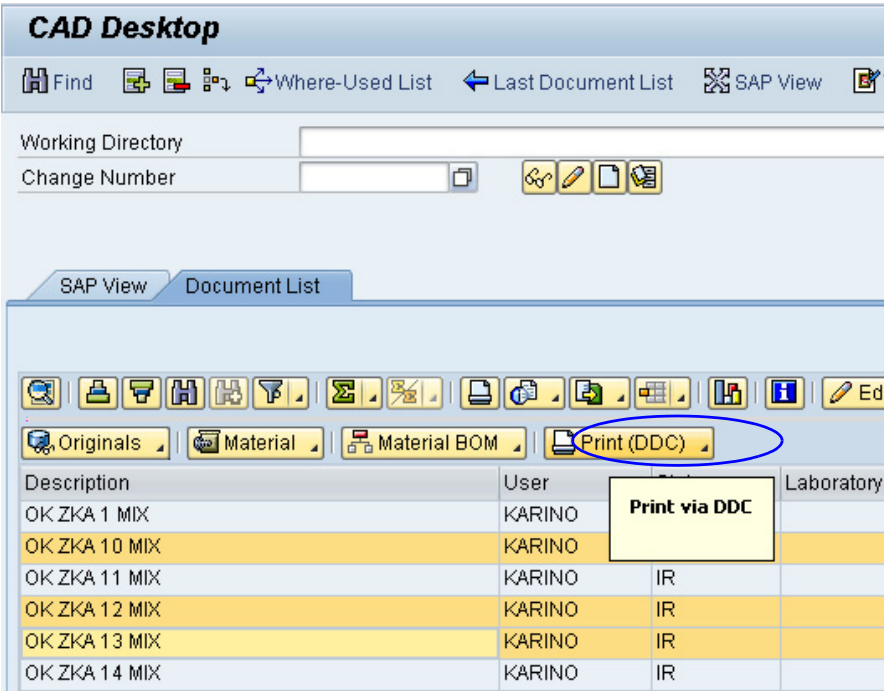
instructions

Step	Action
1	Start the <code>cc04</code> transaction and select a document information record in the <code>Document</code> tab.
2	<p>Print the document information record via the print button  with DDC.</p> <p>Example:</p> 
3	→ <i>Output a Single Job or Create a Collective Job</i> , page 15

Output via the CAD Desktop

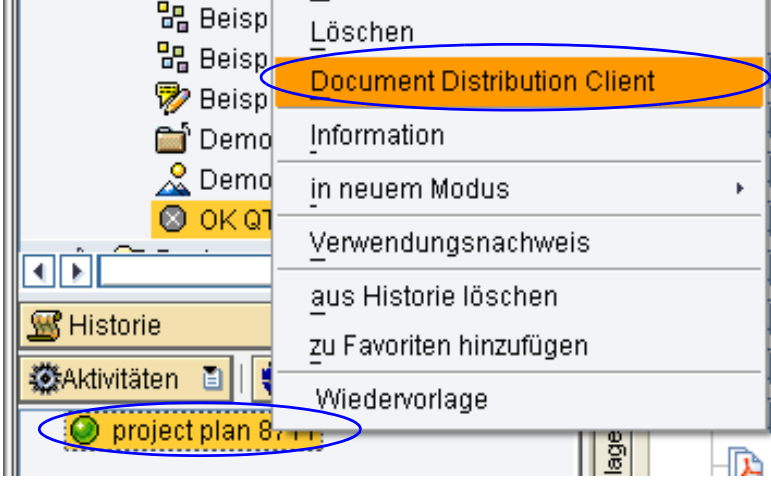
instructions

This is how you output via the CAD desktop:

Step	Action																												
1	Start the <code>cdesk</code> transaction, switch to the <code>Document List</code> tab and search for document information records.																												
2	<p>Select the desired document information records and print them via the print button  with DDC.</p> <p> Example:</p>  <p>The screenshot shows the CAD Desktop interface with the 'Document List' tab selected. The table below is a representation of the data shown in the screenshot:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>User</th> <th>Print via DDC</th> <th>Laboratory</th> </tr> </thead> <tbody> <tr> <td>OK ZKA 1 MIX</td> <td>KARINO</td> <td></td> <td></td> </tr> <tr> <td>OK ZKA 10 MIX</td> <td>KARINO</td> <td></td> <td></td> </tr> <tr> <td>OK ZKA 11 MIX</td> <td>KARINO</td> <td>IR</td> <td></td> </tr> <tr> <td>OK ZKA 12 MIX</td> <td>KARINO</td> <td>IR</td> <td></td> </tr> <tr> <td>OK ZKA 13 MIX</td> <td>KARINO</td> <td>IR</td> <td></td> </tr> <tr> <td>OK ZKA 14 MIX</td> <td>KARINO</td> <td>IR</td> <td></td> </tr> </tbody> </table>	Description	User	Print via DDC	Laboratory	OK ZKA 1 MIX	KARINO			OK ZKA 10 MIX	KARINO			OK ZKA 11 MIX	KARINO	IR		OK ZKA 12 MIX	KARINO	IR		OK ZKA 13 MIX	KARINO	IR		OK ZKA 14 MIX	KARINO	IR	
Description	User	Print via DDC	Laboratory																										
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OK ZKA 11 MIX	KARINO	IR																											
OK ZKA 12 MIX	KARINO	IR																											
OK ZKA 13 MIX	KARINO	IR																											
OK ZKA 14 MIX	KARINO	IR																											
3	→ <i>Output a Single Job or Create a Collective Job</i> , page 15																												

Output from the Records Management

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This is how you output via the Records Management:

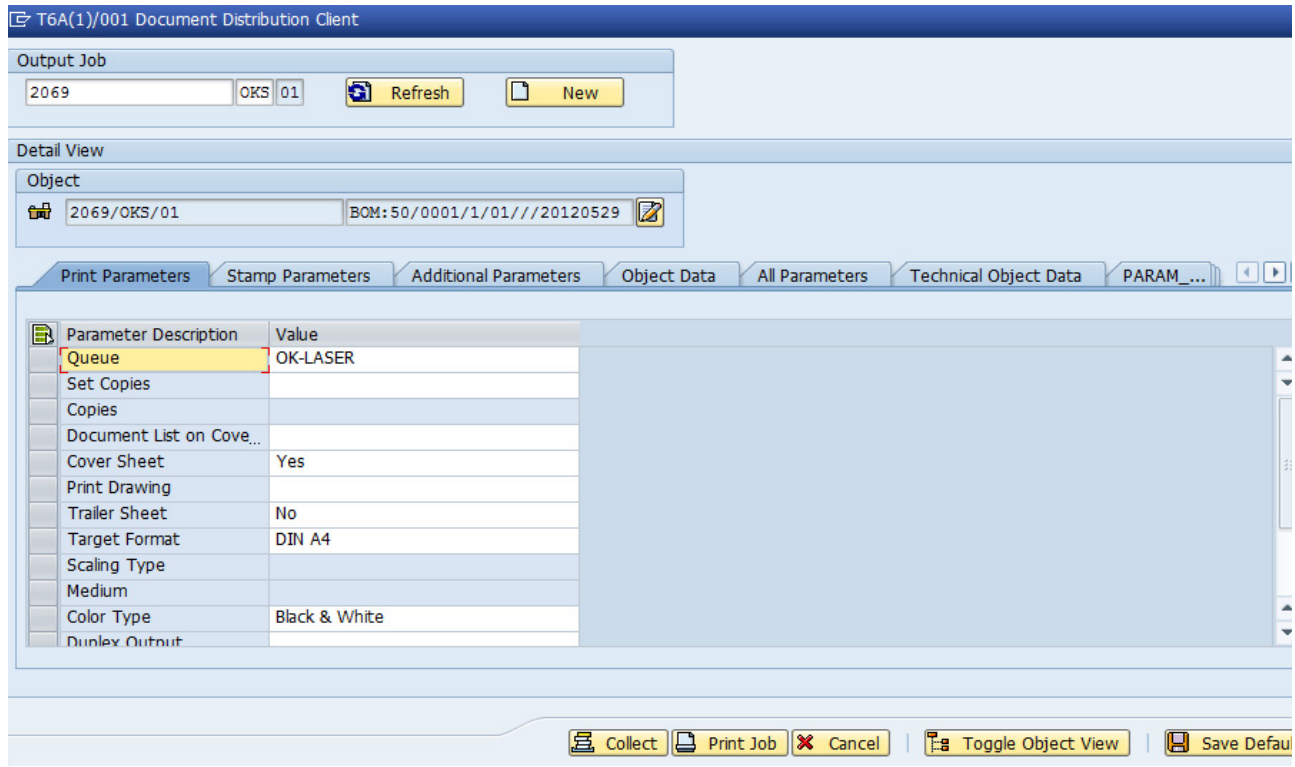
Step	Action
1	Start the RM organizer with the <code>organizer</code> transaction.
2	Open the context menu for the created RM object in the history on the bottom left via the right mouse button and select the item for DDC: 
3	→ <i>Output a Single Job or Create a Collective Job</i> , page 15

2.2 First Output Job

requirement

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

→ *Start Alternatives*, page 8



in this chapter

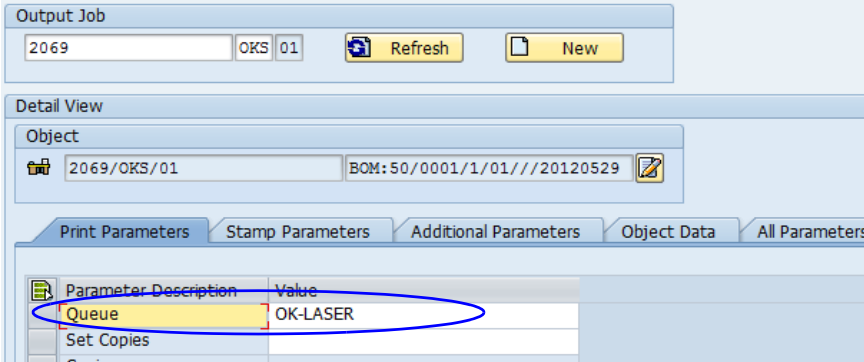


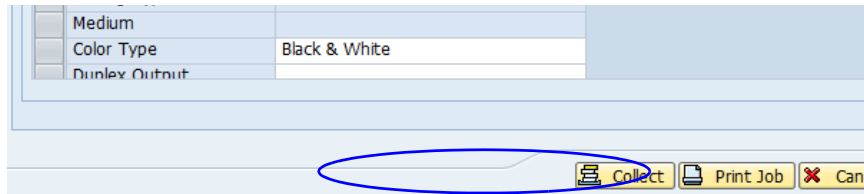

This chapter deals with the following topics:

Topic	Page
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 several documents in one output job and print them then.

This is how you output a single or collective job:

Step	Action
1	<p>Check the settings:</p>  <p>Caution - mandatory parameters: You have to select one output device.</p>
2	<p>Afterwards, you have the following alternatives:</p> <ul style="list-style-type: none"> Output the job via  (Print Job, Ctrl+F3) Save but not output the job (collective job) via  (Collect, Shift+F1)  <p>Hint - output a collective job: Finally, a collective job is also output via  (Print Job, Ctrl+F3).</p>

2.3 Additional Options

requirement

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

→ *Start Alternatives*, page 8
.....

in this chapter

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

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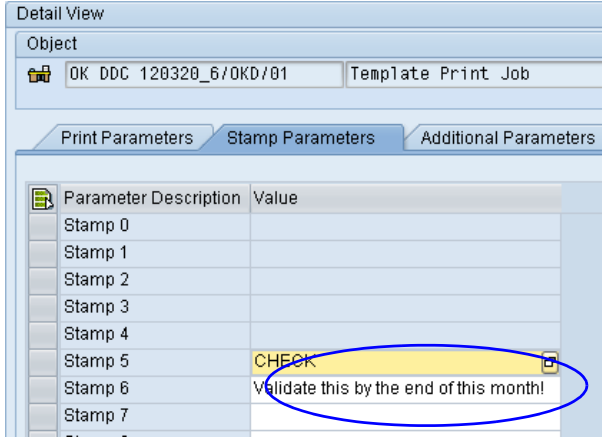

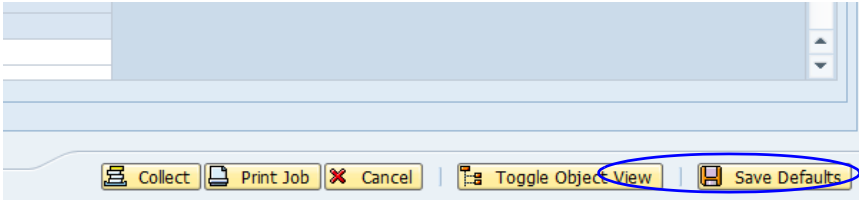

Save Defaults

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

description

.....
This is how you modify the defaults:

instructions

Step	Action
1	<p>Select the desired tab in the detail view and change the parameter value in the Value column:</p> 
2	<p>Save the settings by clicking  (Save Defaults, F8).</p>  <p> Hint - next output job: The modified values are provided as defaults in the next new output job.</p>


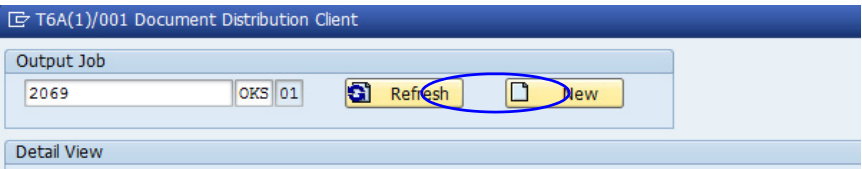
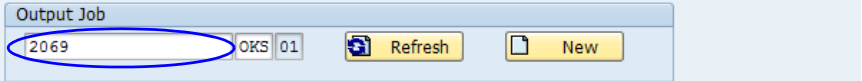
Select a New Job

description

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

instructions


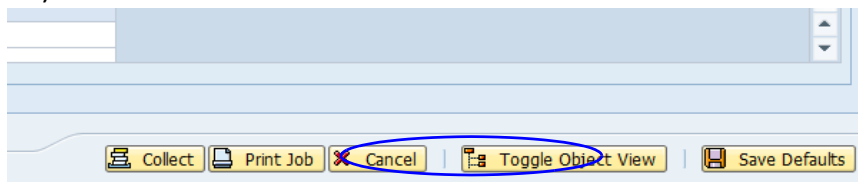
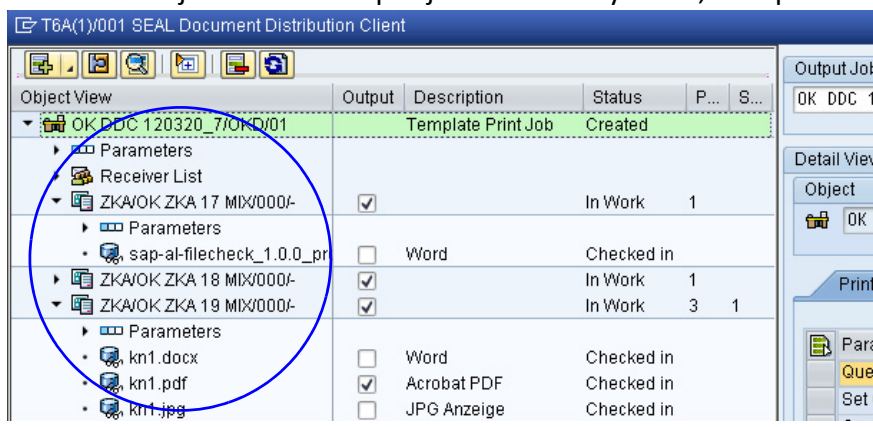
This is how you may select a new job even if the recent not yet printed output job is selected because of the configuration settings:

Step	Action
1	Click the button  (New): 
2	Enter a new job name: 
3	→ <i>Output a Single Job or Create a Collective Job</i> , page 15

Open an Output Job

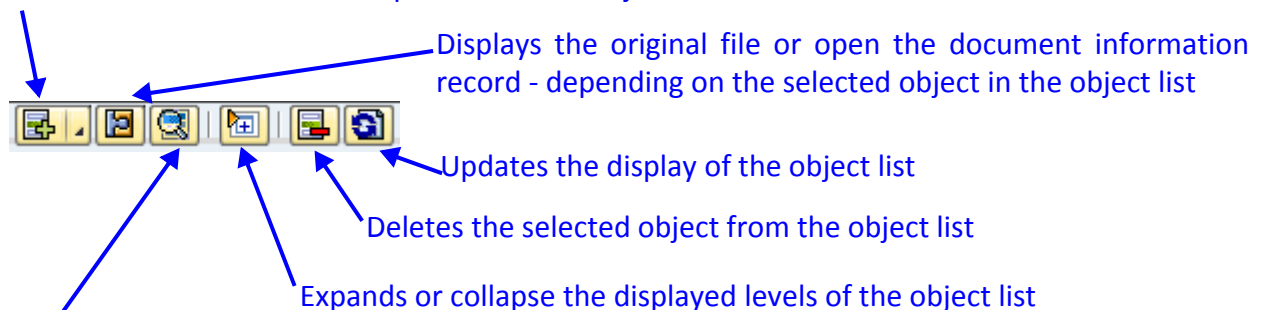
You may display the current output job in order to check whether it contains all desired objects. You may modify the job, if required, and delete or insert documents for instance. description

This is how you open the current output job: instructions

Step	Action																																																																														
1	<p>Start the display of the output job via  (Toggle Object View, F5).</p> 																																																																														
2	<p>Check the objects of the output job and modify them, if required:</p>  <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Object View</th> <th>Output</th> <th>Description</th> <th>Status</th> <th>P...</th> <th>S...</th> </tr> </thead> <tbody> <tr> <td>OK DDC 120320_7/OK/D/01</td> <td></td> <td>Template Print Job</td> <td>Created</td> <td></td> <td></td> </tr> <tr> <td>Parameters</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Receiver List</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ZKA/OK ZKA 17 MIX/000/-</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>In Work</td> <td>1</td> <td></td> </tr> <tr> <td>Parameters</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> sap-al-filecheck_1.0.0_pr</td> <td><input type="checkbox"/></td> <td>Word</td> <td>Checked in</td> <td></td> <td></td> </tr> <tr> <td>ZKA/OK ZKA 18 MIX/000/-</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>In Work</td> <td>1</td> <td></td> </tr> <tr> <td>ZKA/OK ZKA 19 MIX/000/-</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>In Work</td> <td>3</td> <td>1</td> </tr> <tr> <td>Parameters</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> kn1.docx</td> <td><input type="checkbox"/></td> <td>Word</td> <td>Checked in</td> <td></td> <td></td> </tr> <tr> <td> kn1.pdf</td> <td><input checked="" type="checkbox"/></td> <td>Acrobat PDF</td> <td>Checked in</td> <td></td> <td></td> </tr> <tr> <td> kn1.jpg</td> <td><input type="checkbox"/></td> <td>JPG Anzeige</td> <td>Checked in</td> <td></td> <td></td> </tr> </tbody> </table>	Object View	Output	Description	Status	P...	S...	OK DDC 120320_7/OK/D/01		Template Print Job	Created			Parameters						Receiver List						ZKA/OK ZKA 17 MIX/000/-	<input checked="" type="checkbox"/>		In Work	1		Parameters						sap-al-filecheck_1.0.0_pr	<input type="checkbox"/>	Word	Checked in			ZKA/OK ZKA 18 MIX/000/-	<input checked="" type="checkbox"/>		In Work	1		ZKA/OK ZKA 19 MIX/000/-	<input checked="" type="checkbox"/>		In Work	3	1	Parameters						kn1.docx	<input type="checkbox"/>	Word	Checked in			kn1.pdf	<input checked="" type="checkbox"/>	Acrobat PDF	Checked in			kn1.jpg	<input type="checkbox"/>	JPG Anzeige	Checked in		
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3	→ <i>Output a Single Job or Create a Collective Job</i> , page 15																																																																														

The toolbar or the context menu provides the following operations: operations

Inserts new documents or recipients into 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

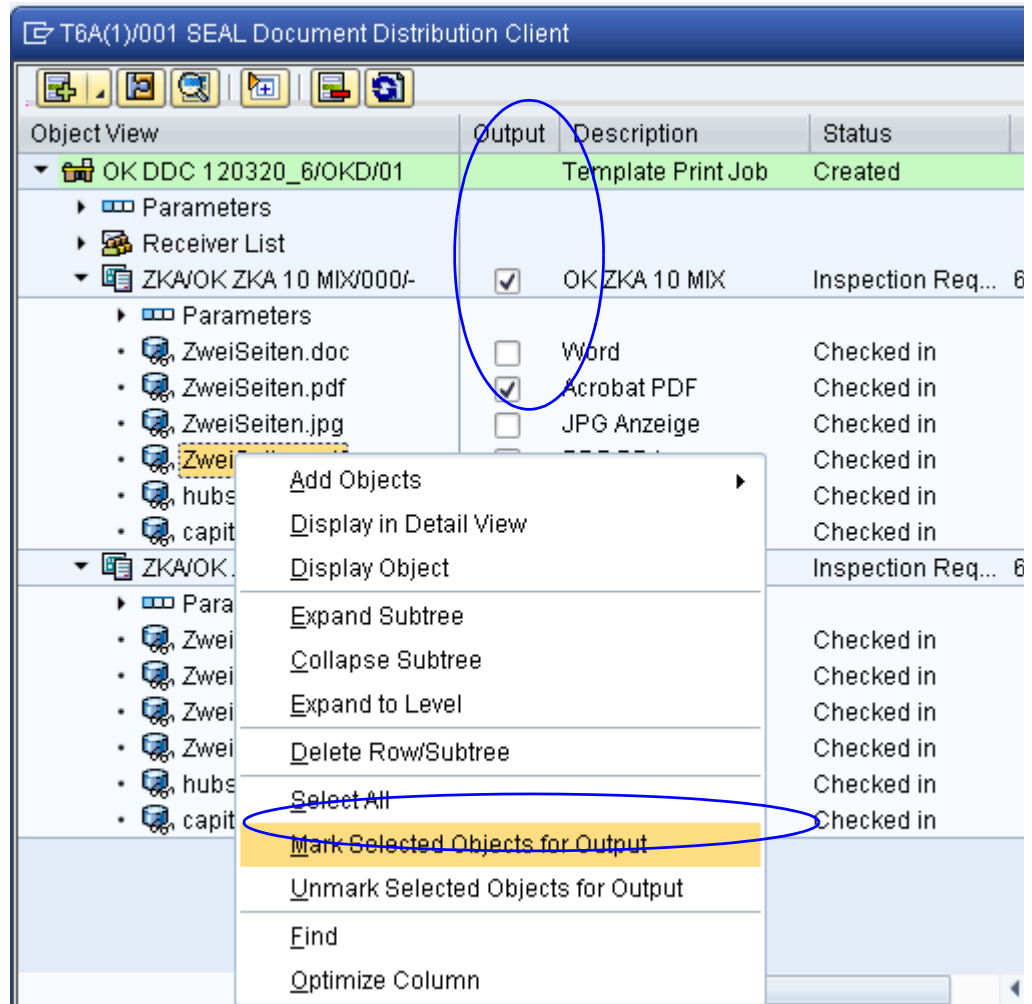
To be continued

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.




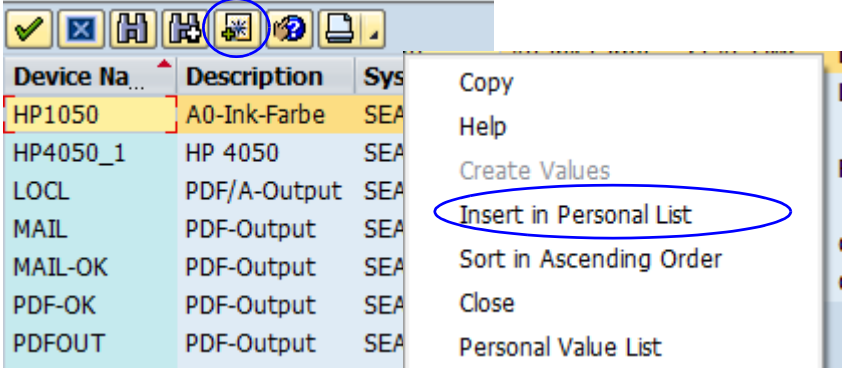

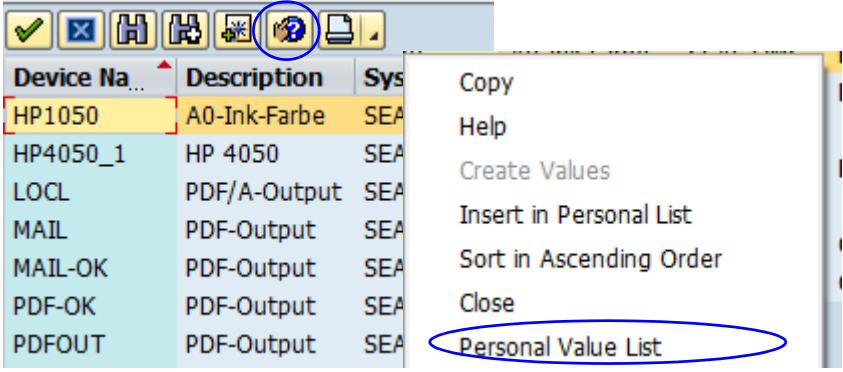
Create a Personal Printer List

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

This is how you create a personal printer list:

instructions, part
1


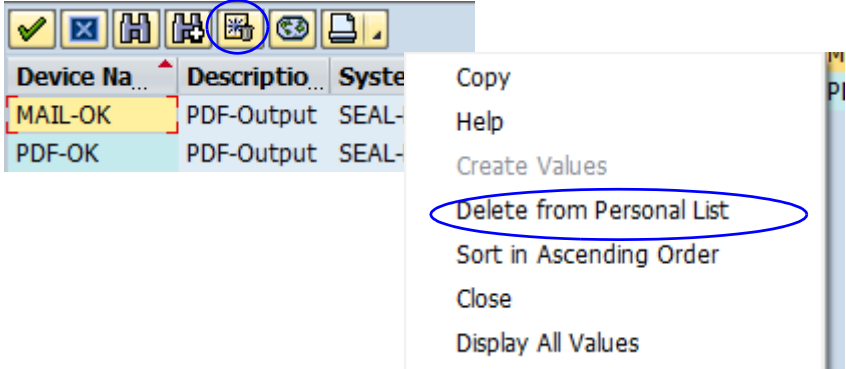

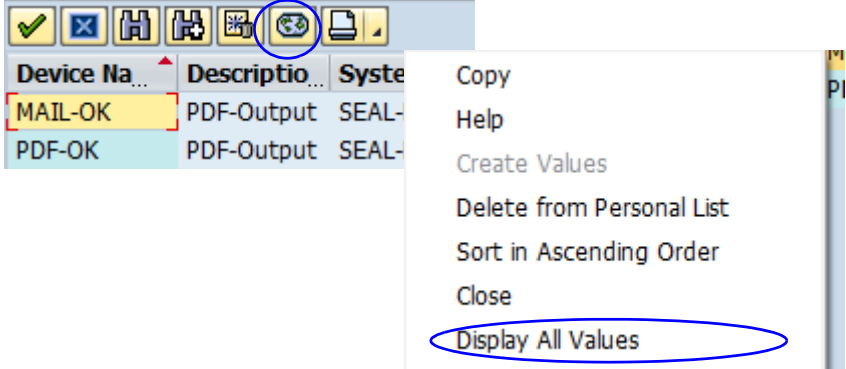
Step	Action
1	Open the value help for the output device (F4).
2	<p>Select the desired output device and insert it to the personal printer list via:</p> <p>Context menu: Insert in Personal List</p> <p>(Alternative: )</p> 
3	<p>Change to the personal printer list via:</p> <p>Context menu: Personal Value List</p> <p>(Alternative: )</p> 

To be continued

Create a Personal Printer List, Continuation

instructions, part
2

Continuation:

Step	Action
4	<p>Delete output devices from the personal printer list via:</p> <p>Context menu: Delete from Personal List</p> <p>(Alternative: )</p>  <p>The screenshot shows a table with columns 'Device Na...', 'Descriptio...', and 'Syste...'. Two rows are visible: 'MAIL-OK' and 'PDF-OK', both with 'PDF-Output' and 'SEAL-'. A context menu is open over the table, listing options: Copy, Help, Create Values, Delete from Personal List (circled in blue), Sort in Ascending Order, Close, and Display All Values.</p>
5	<p>Change to the complete printer list via:</p> <p>Context menu: Display All Values</p> <p>(Alternative: )</p>  <p>The screenshot shows the same table as in step 4. A context menu is open, listing options: Copy, Help, Create Values, Delete from Personal List, Sort in Ascending Order, Close, and Display All Values (circled in blue).</p>

Bibliography

[SAP_DDD_TEC]	<i>Document Distribution Director, System Description, SEAL Systems</i>
[SAP_DDD_USR]	<i>Document Distribution Director, User Manual, SEAL Systems</i>

Terminology

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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.
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.
Transaction	Means of executing programs
Transaction code	Identifier naming a →transaction in the SAP system

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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

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