



Project – BSPTCL

User Manual

Documents Management System



Documents Management System

Introduction:

DMS is used to store the documents with the help of document type

Even the different versions of documents can be upload by the users

The total documents which are uploaded in the DIR(Document Info Record) can be easily trace/Search at any point of time based on the different characteristics provided by sap.

Different Types of Document types for Module Specific:



DMS Document
Types.xlsx

CreateProcedure:

Users can upload the documents by using below Codes.

To Create a Document:

T code: **CV01N**

Initial screen is displayed as shown below.

For creating Equipment Documents

Select a specific document type:ZEQ. From Drop down list.



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Document

Document Type

Document part

Document version

Template

Document

Document part

Document version

Click on enter

Document Data Field:

In the document data field give the Required details as Description, Document Status& Lab/Office

Document

Document

Part

Version

Document Structure

Hierarchy

Document Data

Descriptions

Object Links

Originals

Description

Equipment Document

Document Status

IW In Work

CM Relevant

User

YASH_PM

YASH_PM

Lab/Office

001

Change Number

Valid From

Authorization Group

Superior Document

Document

Type

Part

Version

Originals

Appl.	Application	Storage Cat.	S...	M...	File Name
-------	-------------	--------------	------	------	-----------



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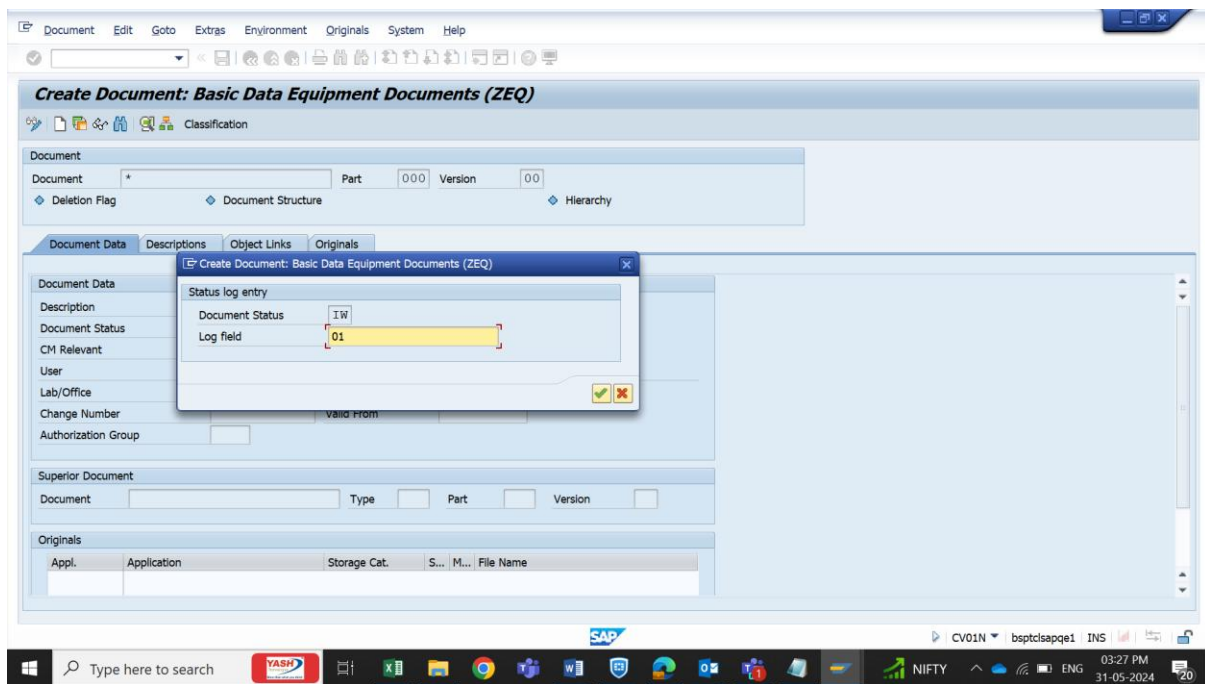
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Go to Object Links Tab

In the log field give any number like: 01 to upload the first document



Click enter

Object Linking:

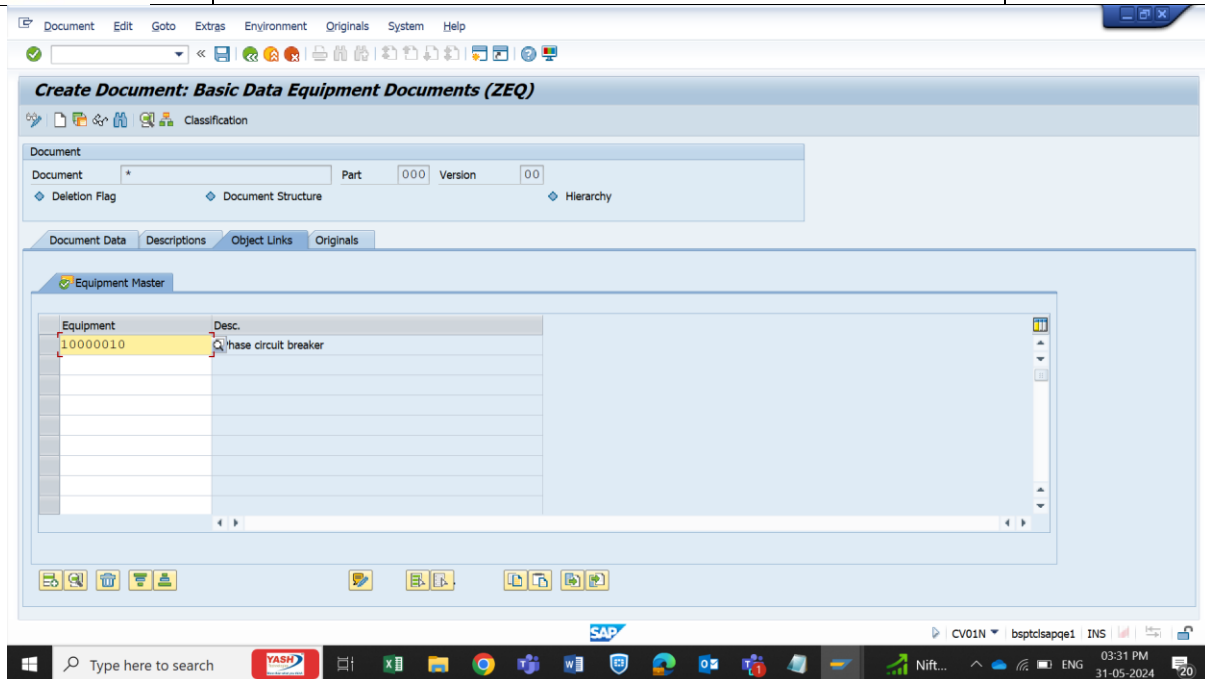
Select the respective Equipment Number from Drop Down and click enter.



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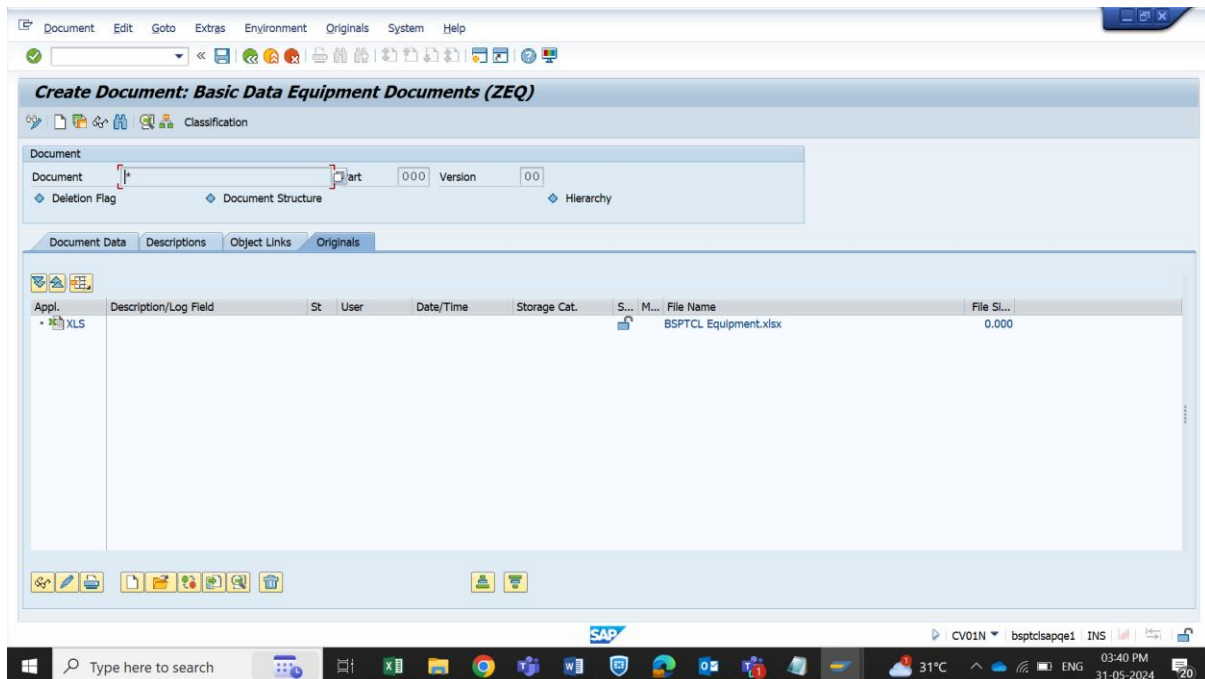
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Go to Originals Tab:

Upload the respective Document by clicking the Create Button
Click the 5th button open tab at extreme left of screen to upload document





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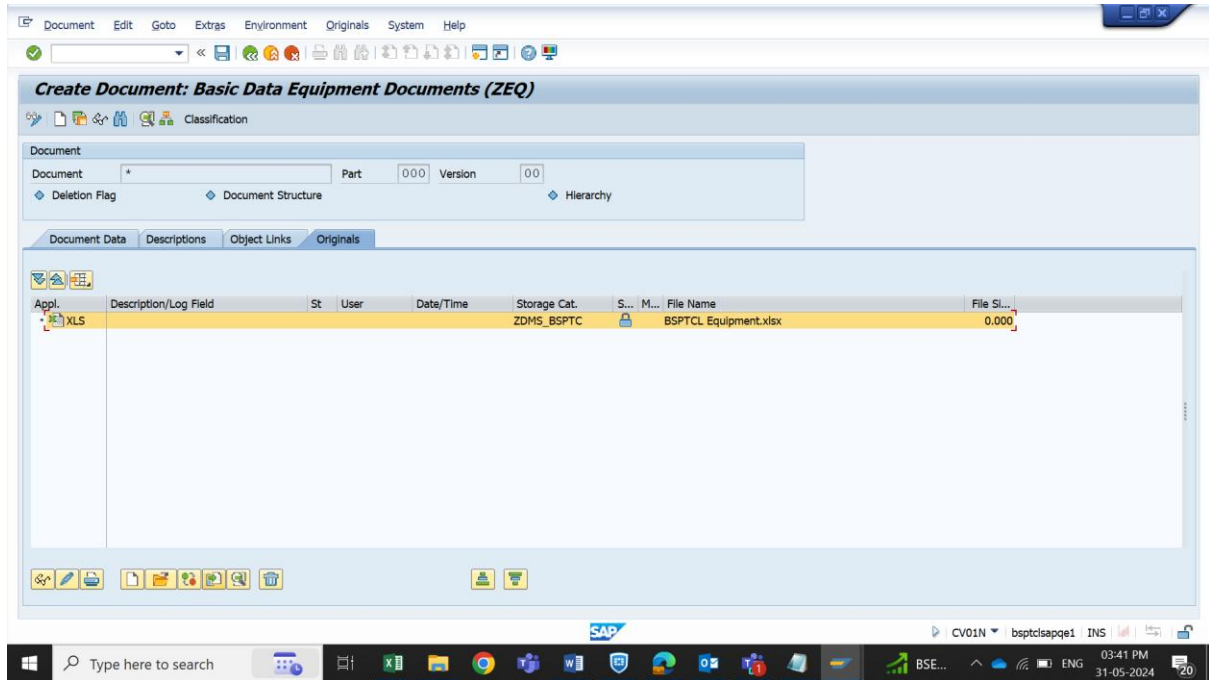
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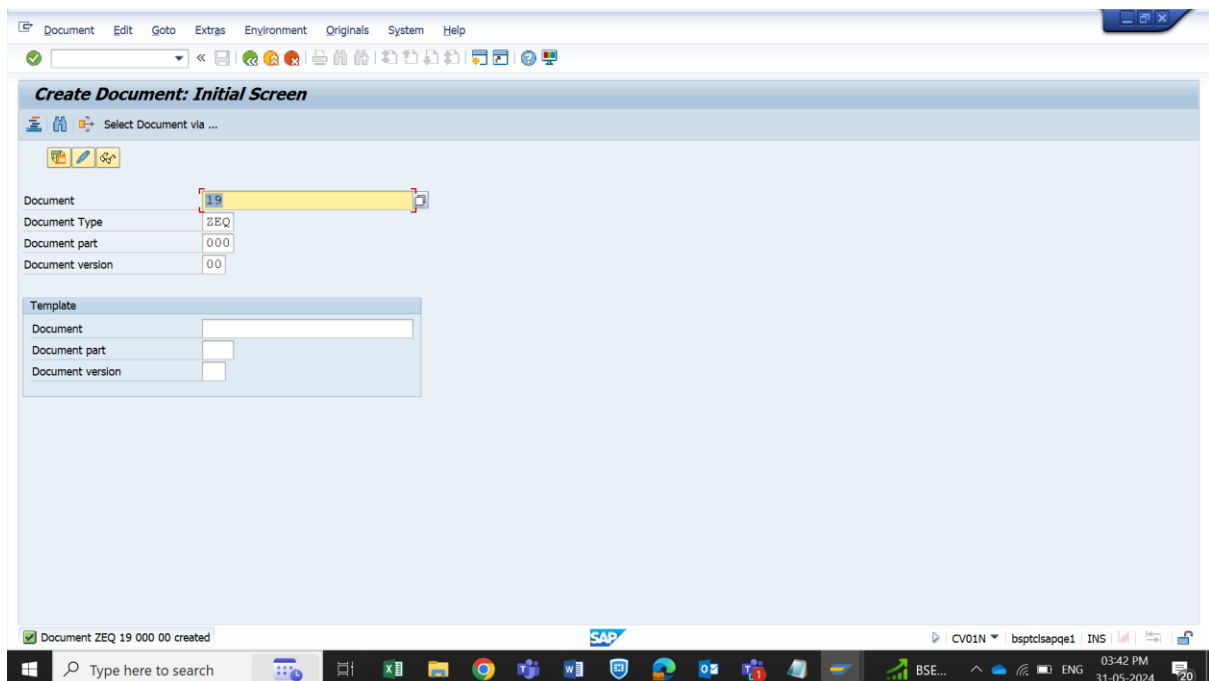
After uploading of Documents click on Click on Check in original at the extreme left of screen

Click the 7th button from the left.

After Check in the documents will be Stored in the DMS server as below.



After clicking the save button, the DMS document number will be generated.





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To create a New Version of Document:

Version of Document upload with in Document Number:

T-Code: CV01N

Create Document: Initial Screen

Select Document via ...

Document: 19
Document Type: ZEQ
Document part: 000
Document version: 00

Template

Document:
Document part:
Document version:

SAP

CV01N | bsptclsapp01 | INS | 03:44 PM | 31-05-2024

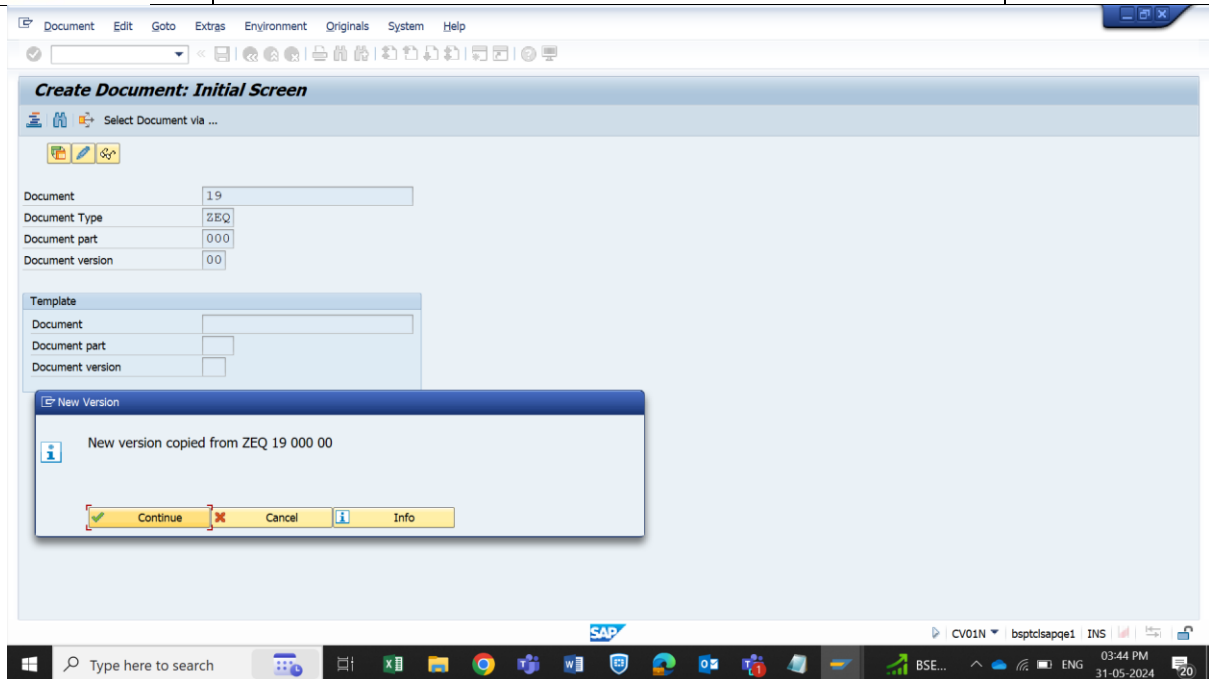
Click on enter



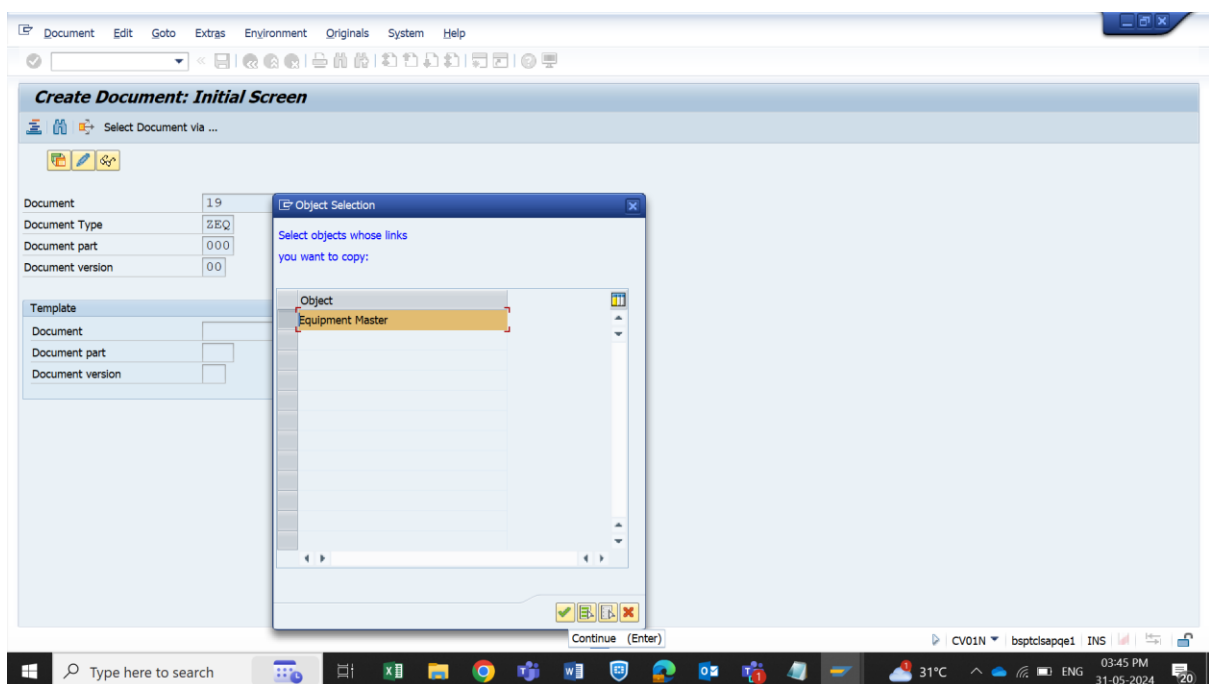
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Click on continue



Click on continue

Go to Originals Tab:



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Document: 19 Part: 000 Version: 01

Document Data Descriptions Object Links Originals

Document Data

Description

Document Status

CM Relevant

User

Lab/Office

Change Number

Authorization Group

Superior Document

Document Type Part Version

Originals

Appl.	Application	Storage Cat.	S...	M...	File Name
XLS		ZDMS_BSPTC			BSPTCL Equipment.xlsx

In the log field give number like: 02 to upload the second document
Click on continue

Upload the respective new Document by clicking the Create Button
Click the 5th button open tab at extreme left of screen

Document: 19 Part: 000 Version: 01

Document Data Descriptions Object Links Originals

Document Data

Description

Document Status

CM Relevant

User

Lab/Office

Change Number

Authorization Group

Superior Document

Document Type Part Version

Originals

Appl.	Description/Log Field	St	User	Date/Time	Storage Cat.	S...	M...	File Name	File Si...
XLS		IA	YASH_PM	31.05.2024 15:42:0	ZDMS_BSPTC			BSPTCL Equipment.xlsx	0.062
XLS								BSPTCL Equipment_1.xlsx	0.000



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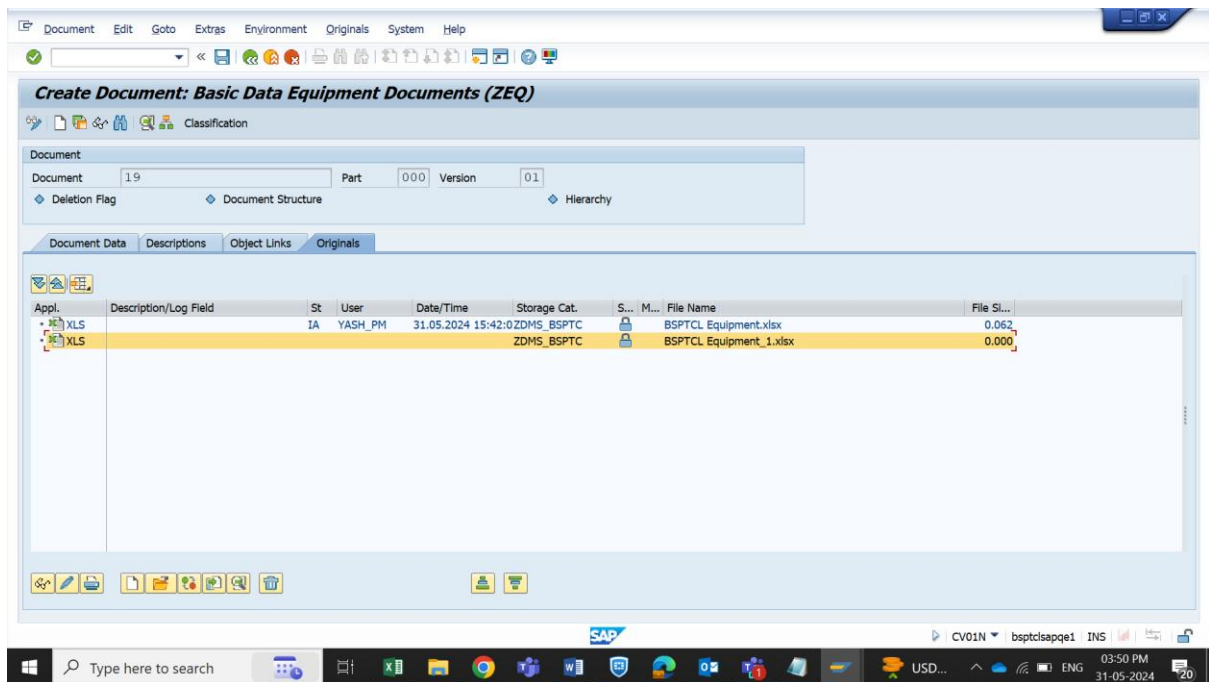
Documents Management System



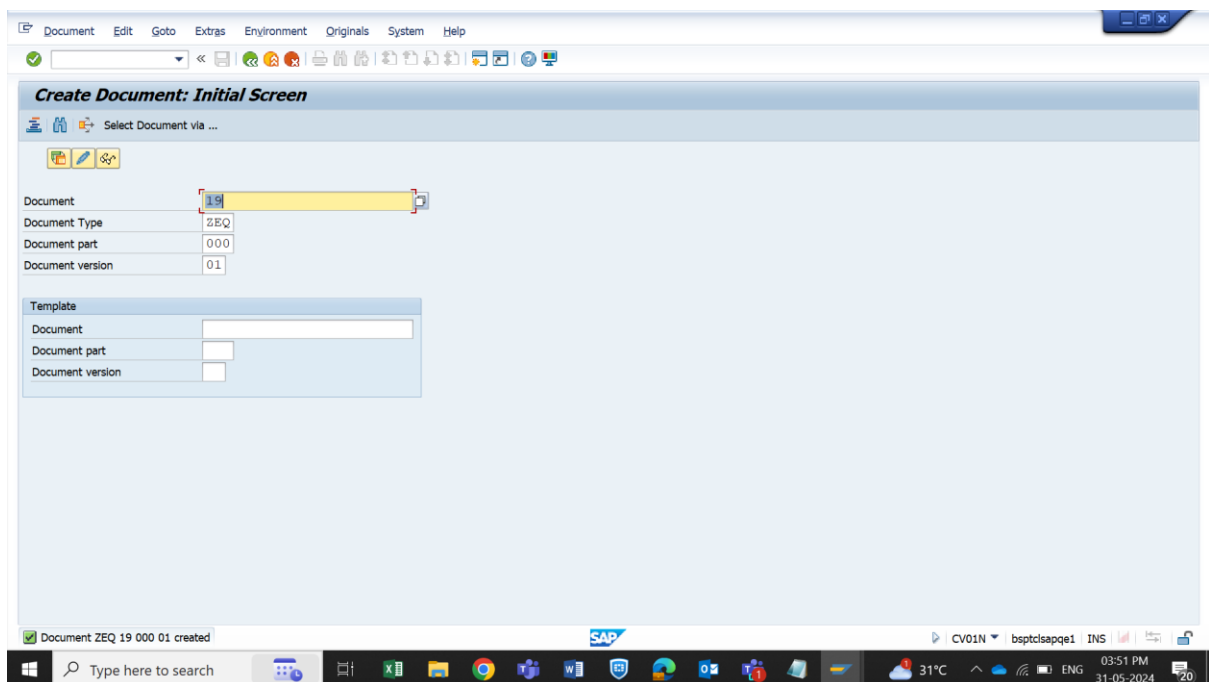
After uploading of Documents click on Click on Check in original at the extreme left of screen

Click the 7th button from the left.

After Check in the documents will be Stored in the DMS server as below.



After clicking the save button, the DMS document number will be generated.





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Change Procedure:

To Change a Document:

Transaction Code: CV02N

Give the Document Number and click enter.

The screenshot displays the SAP 'Change Document: Initial Screen' for transaction code CV02N. The interface includes a menu bar (Document, Edit, Goto, Extras, Environment, Originals, System, Help) and a toolbar with various icons. The main area is titled 'Change Document: Initial Screen' and contains a search bar with the text '15'. Below the search bar, there are fields for 'Document Type' (ZEQ), 'Document part' (000), and 'Document version' (01). The bottom status bar shows the transaction code CV02N, the user 'bsptclsapqe1', and the date '31-05-2024'.

Document data:

Give the Required description name



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Appl.	Application	Storage Cat.	S...	M...	File Name
XLS		ZDMS_BSPTC			BSPTCL Equipment.xlsx
XLS		ZDMS_BSPTC			BSPTCL Equipment_1.xlsx

Go to Original Tab:

Give the required New document.

Upload the respective new Document by clicking the open create
Click the 5th button from the left.

Appl.	Description/Log Field	St	User	Date/Time	Storage Cat.	S...	M...	File Name	File Si...
XLS		IA	YASH_PM	31.05.2024 15:42:0	ZDMS_BSPTC			BSPTCL Equipment.xlsx	0.062
XLS		IA	YASH_PM	31.05.2024 15:51:3	ZDMS_BSPTC			BSPTCL Equipment_1.xlsx	0.062

After uploading of Documents click on Click on Check in original at the extreme left of screen

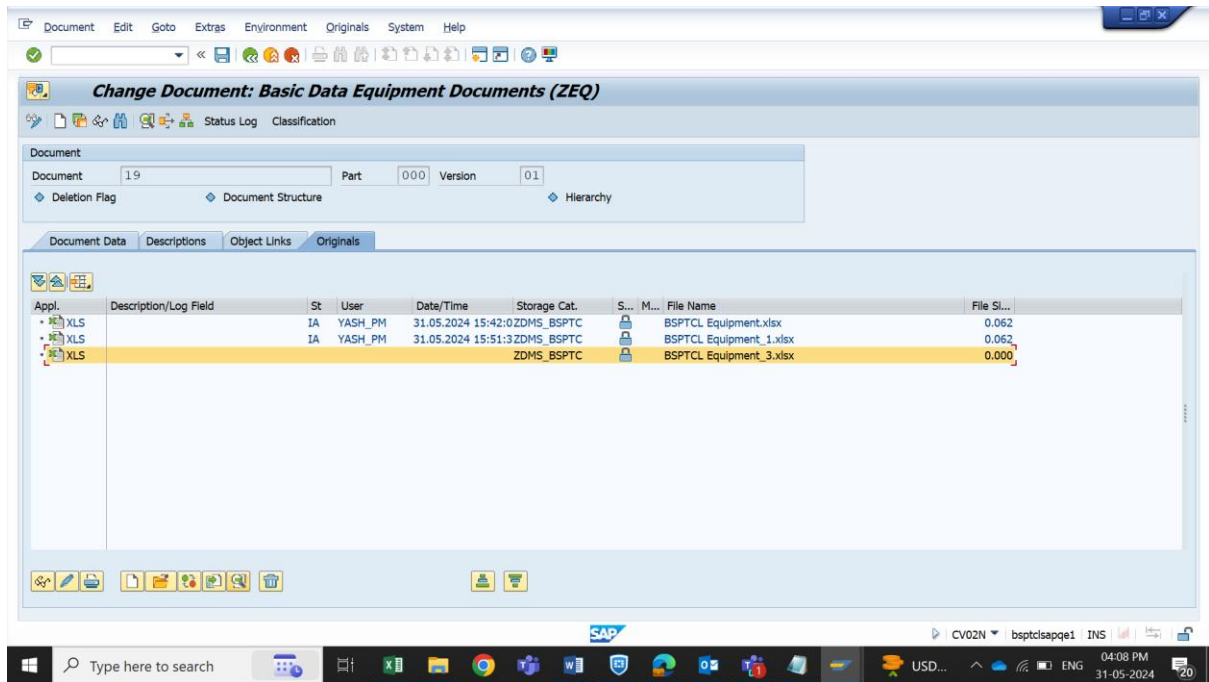
Click the 7th button from the left.



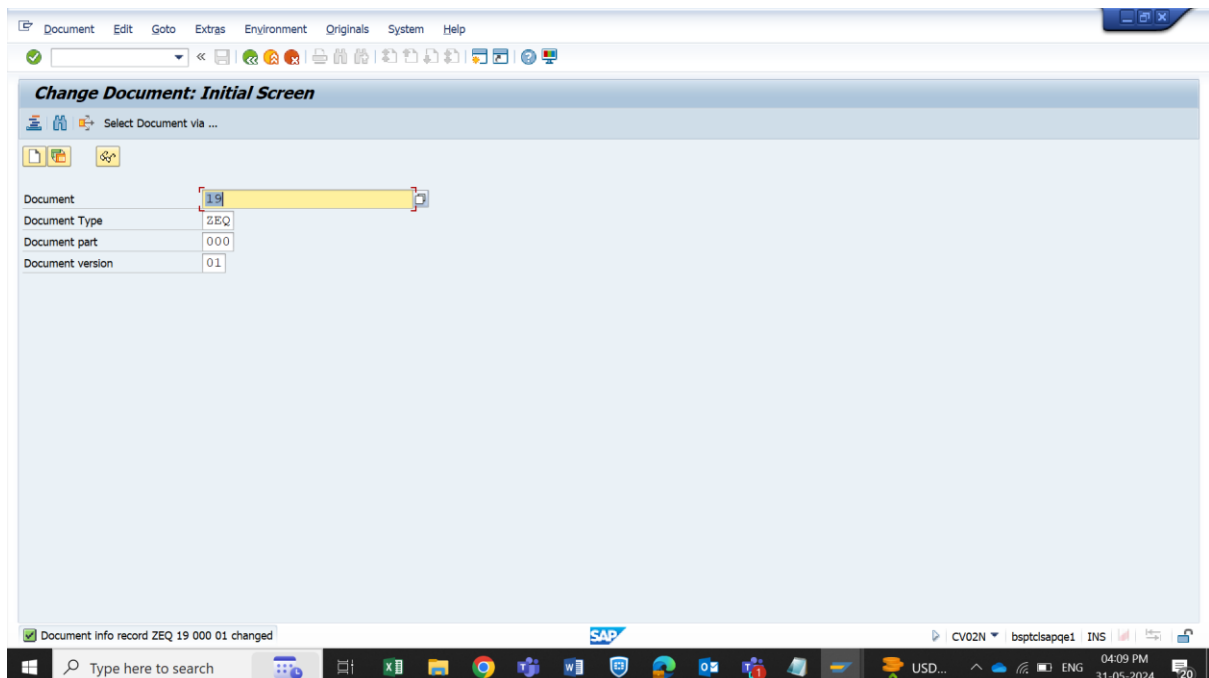
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After clicking the save button, the DMS document version number will be generated.





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To check the uploaded document in the Equipment Master Screen:

T code: IE03

Provide Equipment number or search from drop down list.

Press Enter



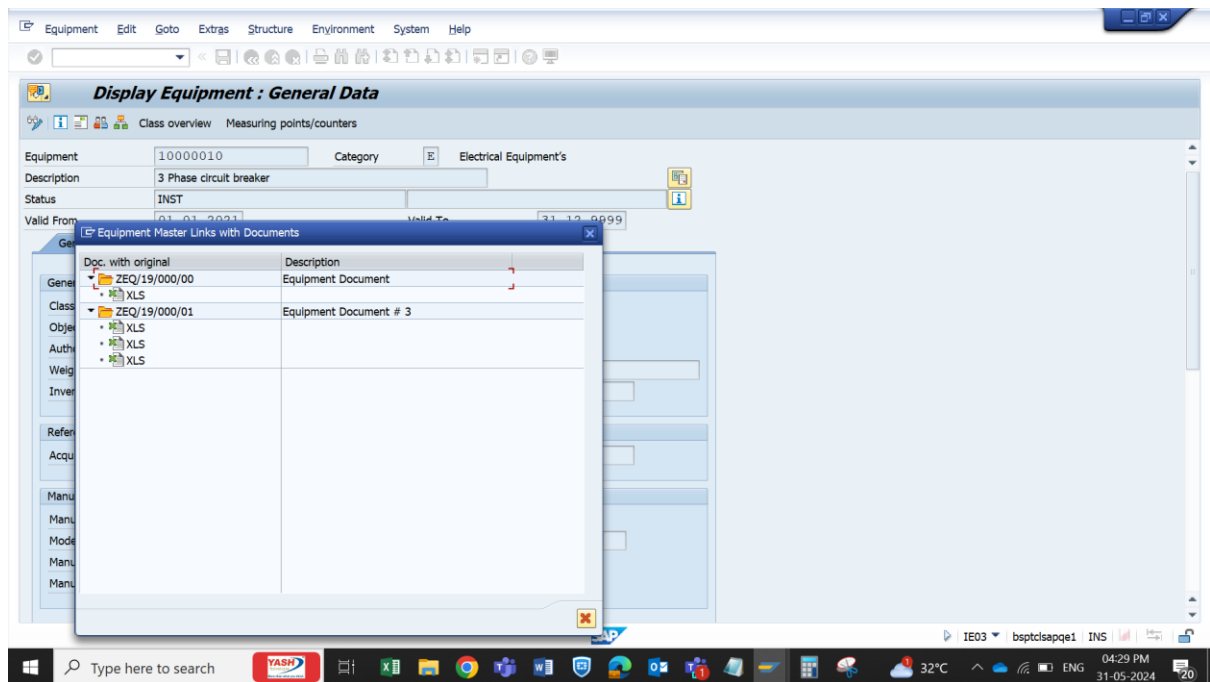
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Click the highlighted red box to see the documents attached.



Double click on the file to see the file uploaded.

Display Procedure:

To Display a Document:

T code: **CV03N**



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Document: 19
Document Type: ZEQ
Document part: 000
Document version: 01

Click on enter.

Document Data:

The respective data can be viewed as below.

Document: 19, Part: 000, Version: 01

Document Data

Description: Equipment Document # 3
Document Status: IW In Work
CM Relevant: Not Released
User: YASH_PM
Lab/Office: 001 Laboratory 1
Change Number: Valid From:
Authorization Group:

Superior Document

Document: Type: Part: Version:

Originals

Appl.	Application	Storage Cat.	S...	M...	File Name
XLS		ZDMS_BSPTC			BSPTCL Equipment.xlsx
WPS		ZDMS_BSPTC			BSPTCL Equipment 1.xlsx

Go to Original Tab:

The respective documents can be viewed.

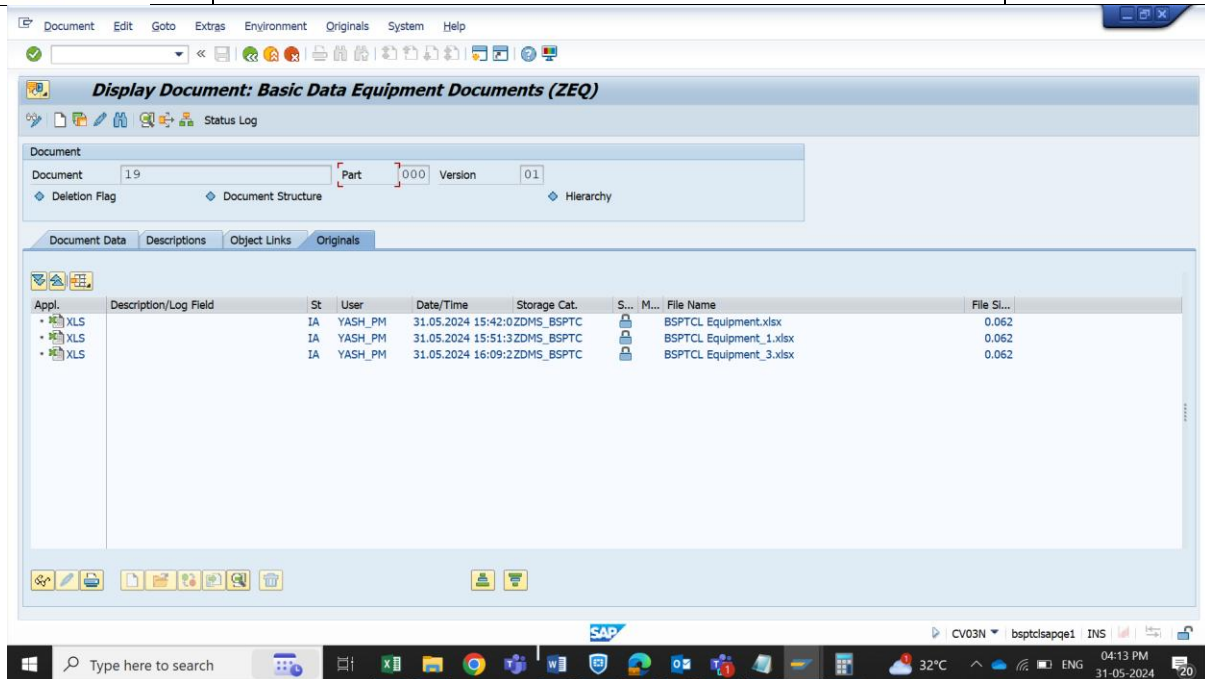
You can check the documents as per your wish.



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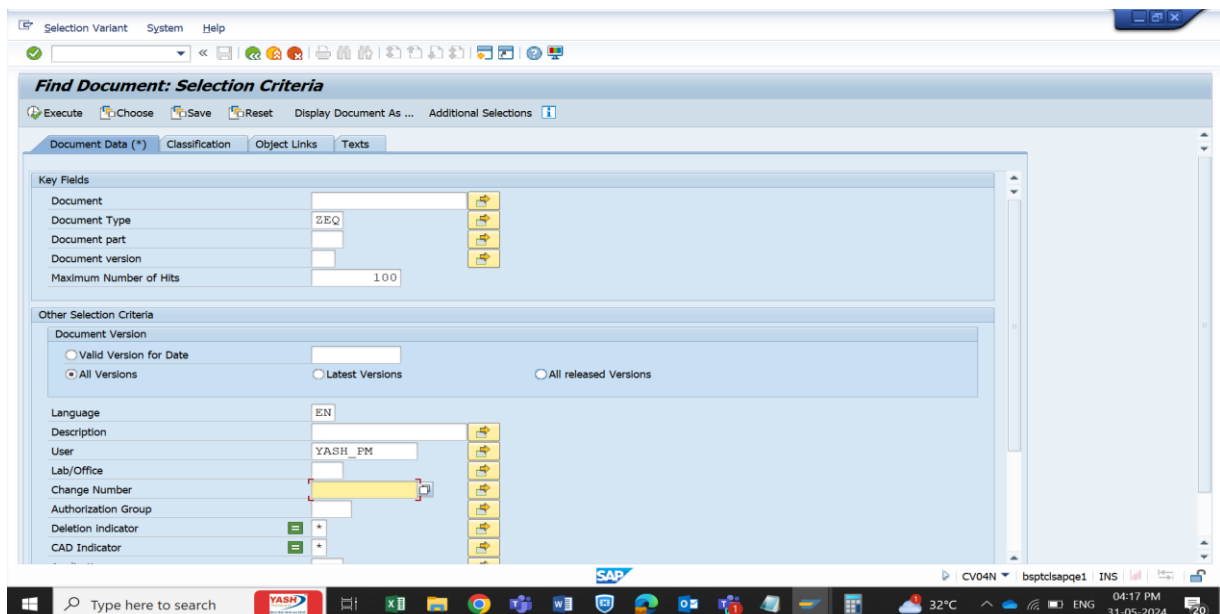
Documents Management System



SearchProcedure:

To Search a Document:

T code: CV04N



To search the Document, enter the selection parameters (Ex: Document Number, Document Type, Part, Version, User name etc.) and Execute the report.



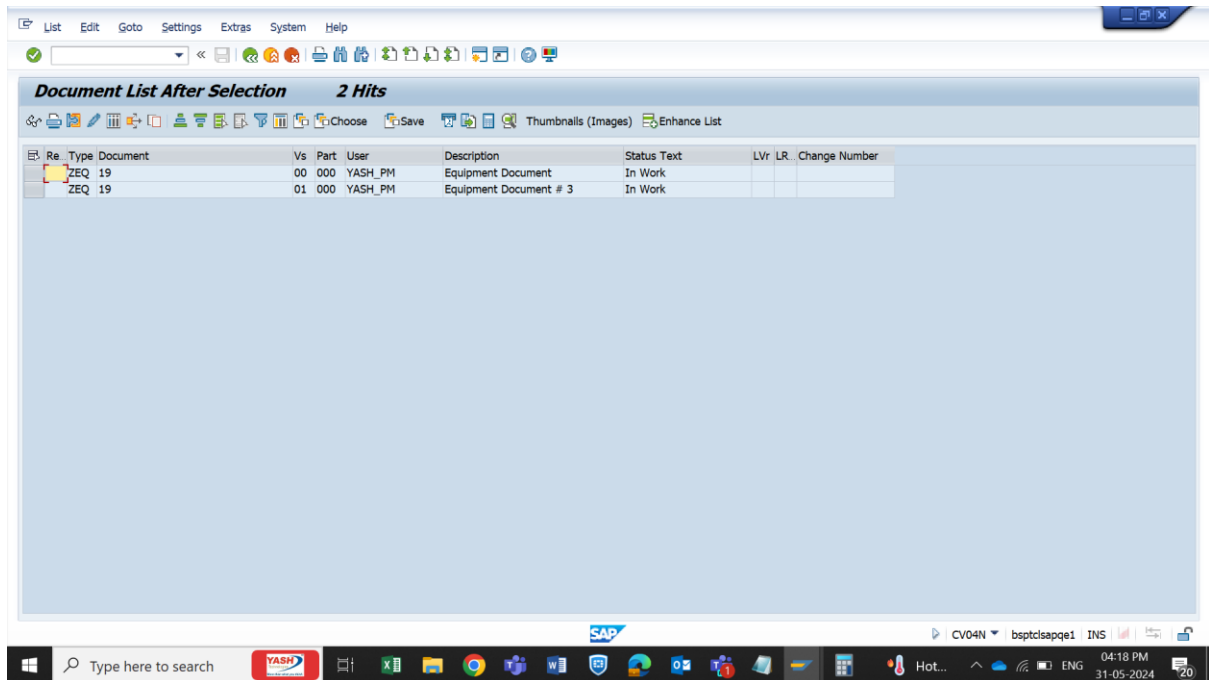
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The respective Document only will open



When click on the respective document it will be opened in Detailed way.

For Creating Functional Location Documents: -

Select a specific document type:ZFL. From Drop down list.



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Document Edit Goto Extras Environment Originals System Help

Create Document: Initial Screen

Select Document via ...

Document
Document Type **ZFL**
Document part
Document version

Template
Document
Document part
Document version

CV01N bsptclsapqe1 INS 28°C 06:52 PM 31-05-2024

Click on enter

Document Data Field:

In the document data field give the Required details as Description, Document Status& Lab/Office

Document Edit Goto Extras Environment Originals System Help

Create Document: Basic Data Functional Locations (ZFL)

Classification

Document
Document * Part 000 Version 00
Deletion Flag Document Structure Hierarchy

Document Data Descriptions Object Links Originals

Document Data
Description Functional Location Document
Document Status IW In Work Not Released
CM Relevant
User YASH_PM YASH_PM
Lab/Office **001**
Change Number Valid From
Authorization Group

Superior Document
Document Type Part Version

Originals
Appl. Application Storage Cat. S... M... File Name

CV01N bsptclsapqe1 INS 28°C 06:54 PM 31-05-2024



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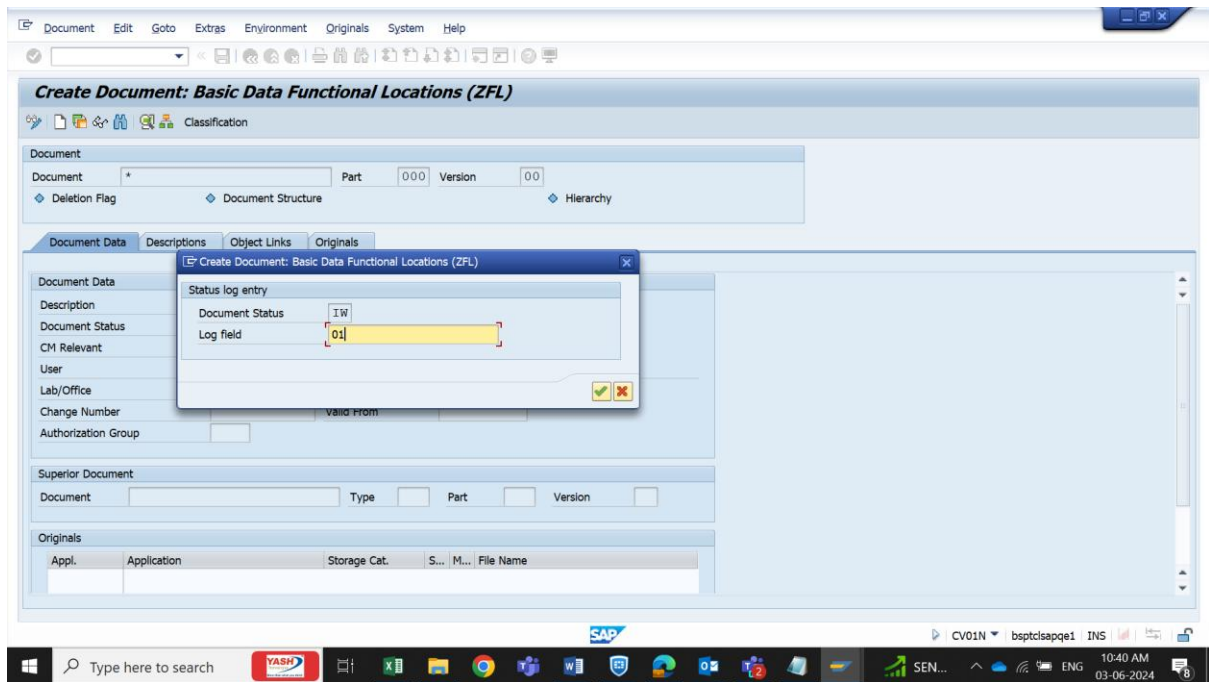
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Go to Object Links Tab

In the log field give any number like: 01 to upload the first document



Click enter

Object Linking:

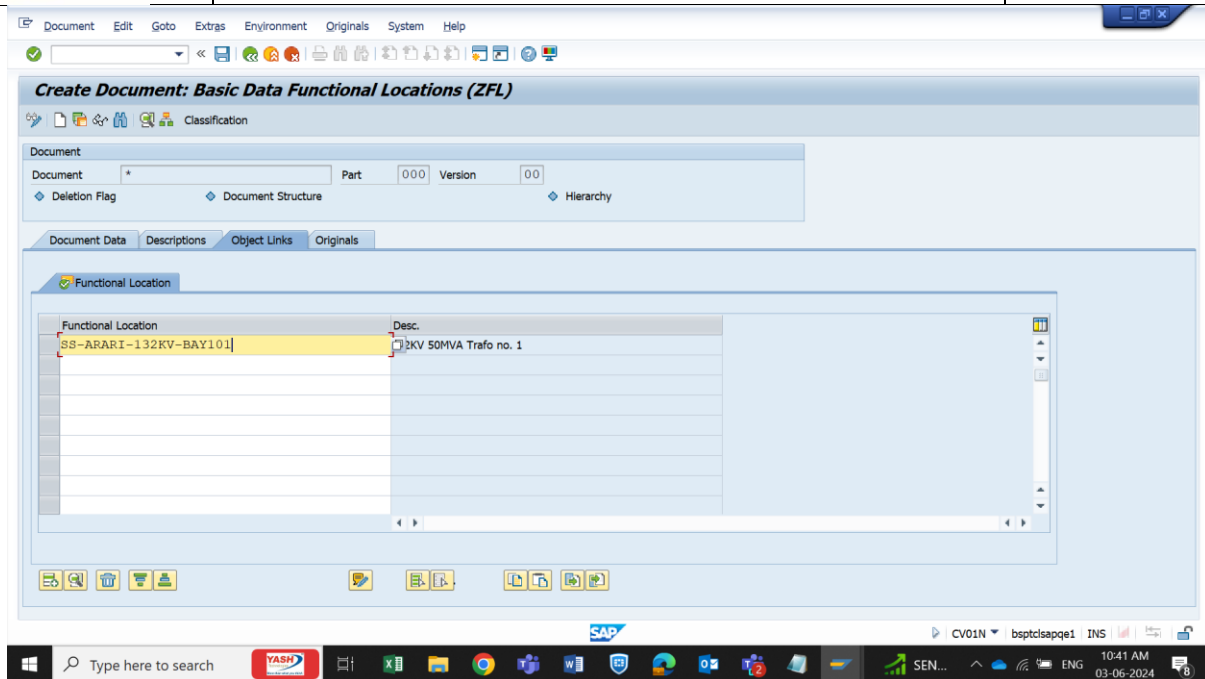
Select the respective Functional Location from Drop Down and click enter.



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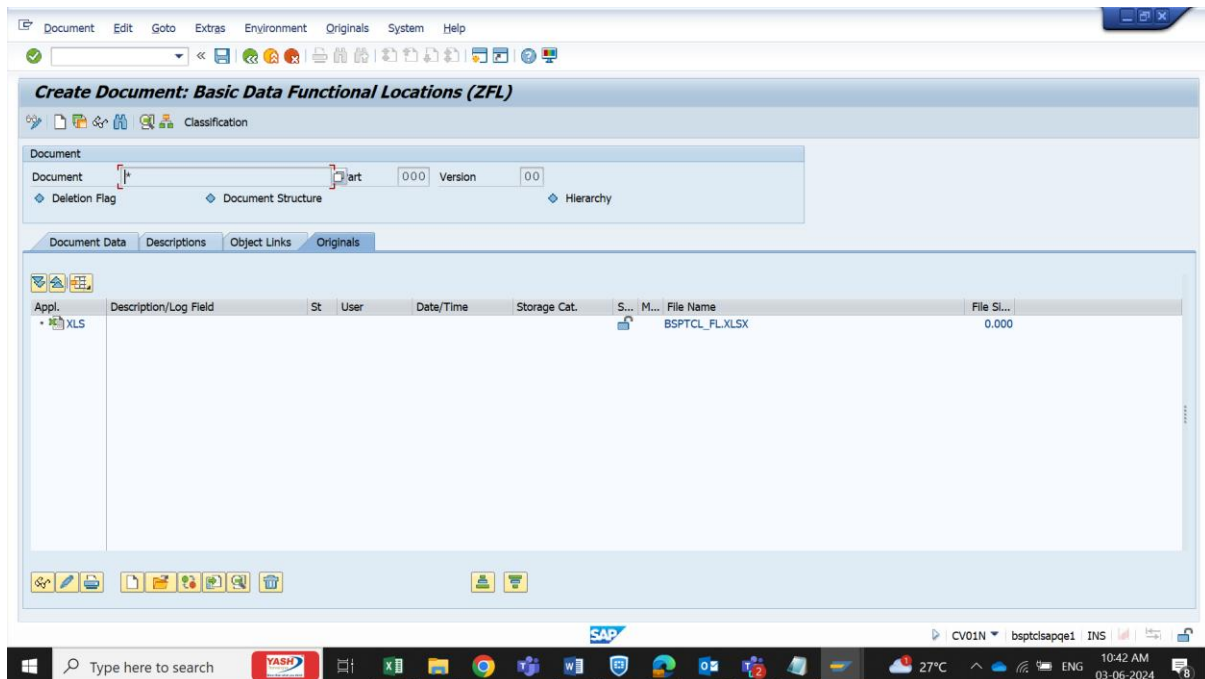
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Go to Originals Tab:

Upload the respective Document by clicking the Create Button
Click the 5th button open tab at extreme left of screen to upload document





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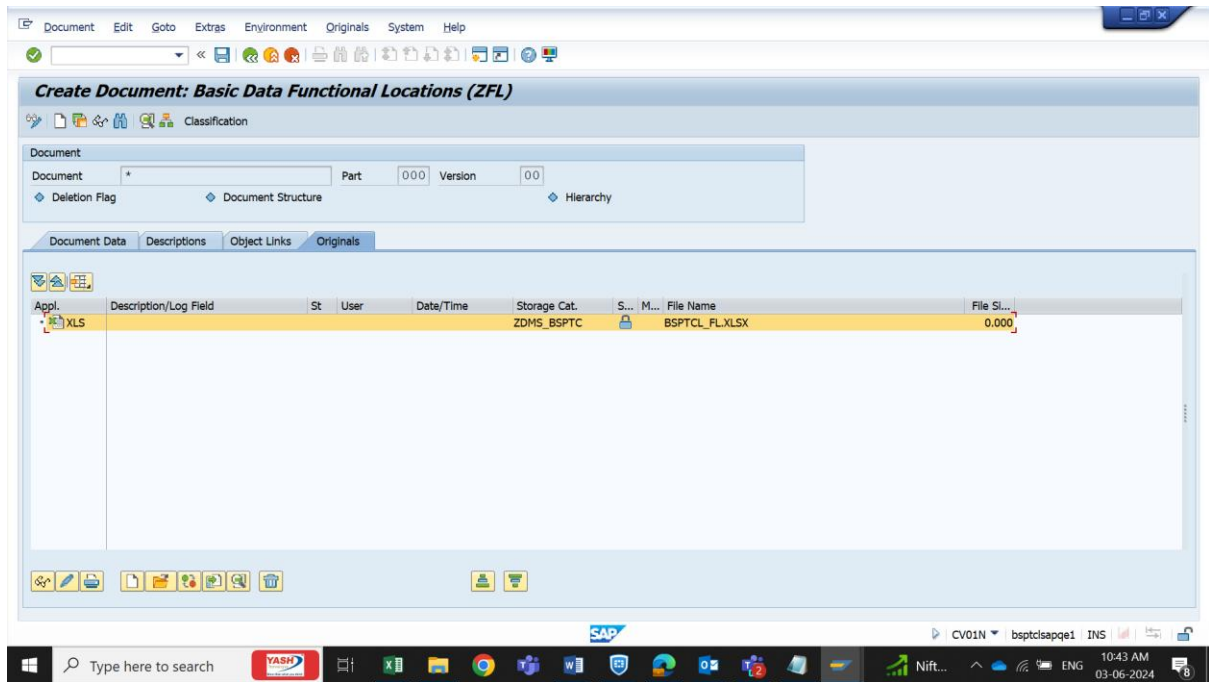
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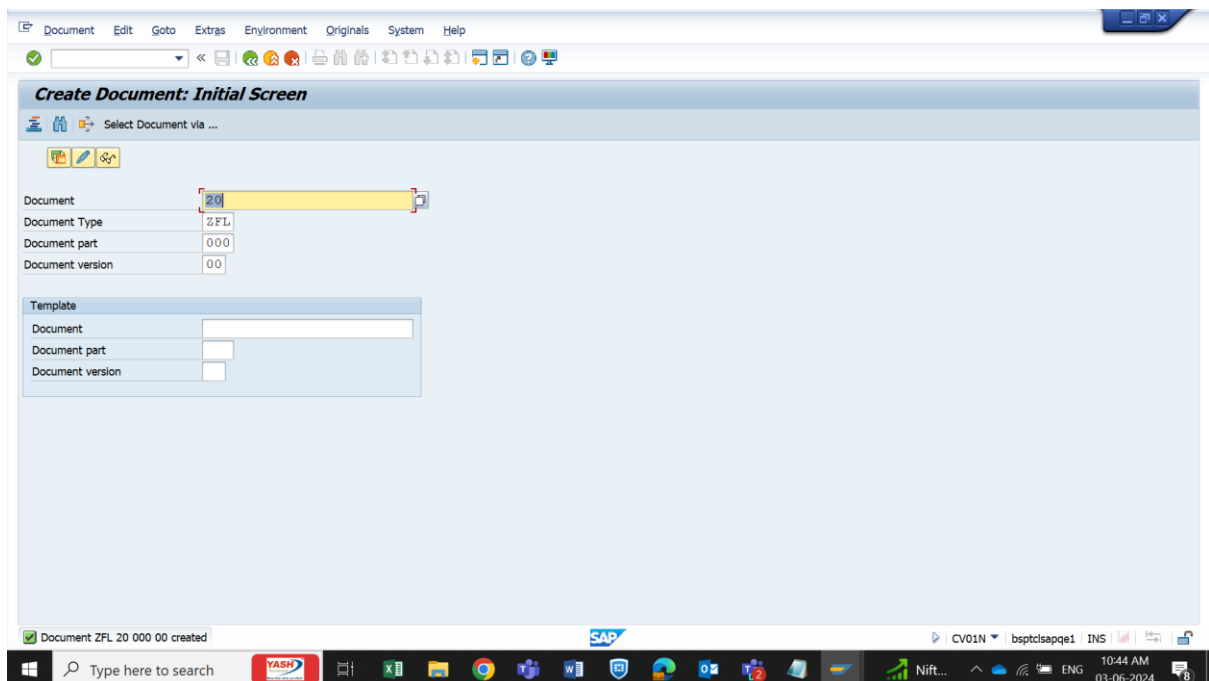
After uploading of Documents click on Click on Check in original at the extreme left of screen

Click the 7th button from the left.

After Check in the documents will be Stored in the DMS server as below.



After clicking the save button, the DMS document number will be generated.





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To check the uploaded document in the Functional Location Screen:

T code: IL03

Provide Functional Location or search from drop down list.

Functional loc. SS-ARARI-132KV-BAY101

Edit mask XXXXXXXXXXXXXXXXXXXXXXXX

HierLevels 1

StrIndicator BSPTCL BSPTCL Functional Location Structure

Press Enter

Functional loc. SS-ARARI-132KV-BAY101

Description 132KV 50MVA Trafo no. 1

Status CRTE

Cat. M Technical system - GSS

General Location Organization Structure Additional data 2

General data

Class

Object Type 132BAY 132kv BAY

AuthorizGroup

Weight 0.000

Inventory no.

Size/dimension

Start-up date 01.01.2021

Reference data

AcquistnValue 0.00

Acquisition date

Manufacturer data

Manufacturer

Model number

ManufPartNo.

ManufSerialNo.

ManufCountry IN

Constr.yr/mth

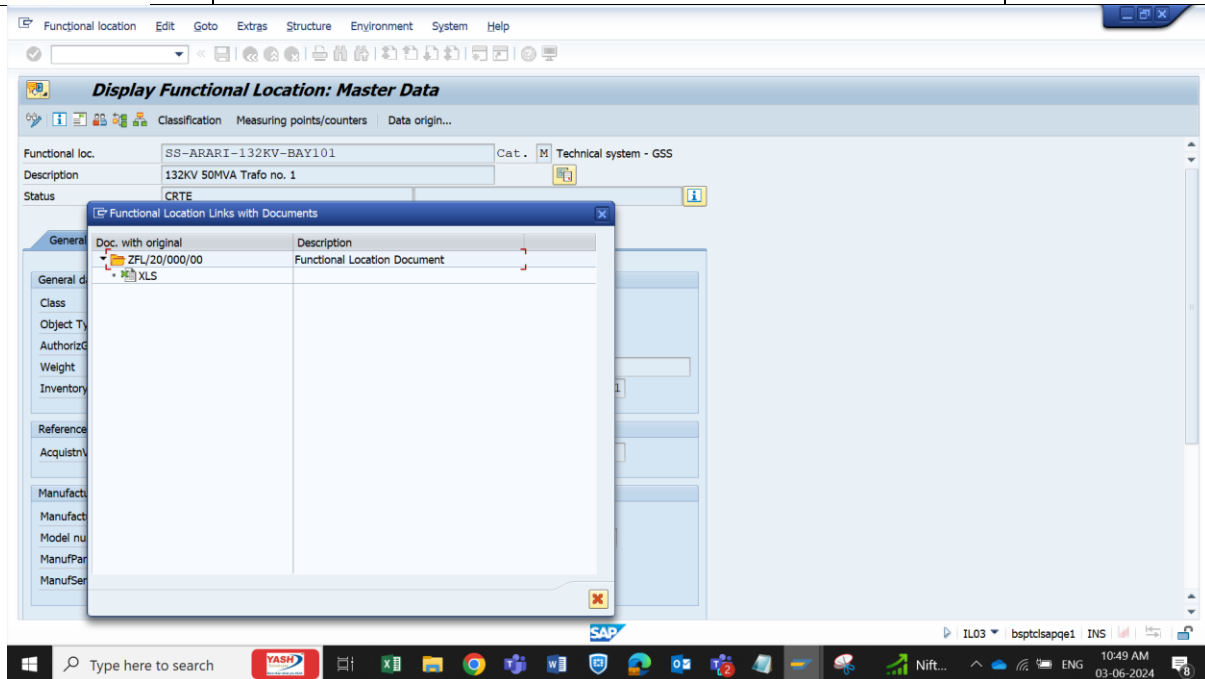
Click the highlighted red box to see the documents attached.



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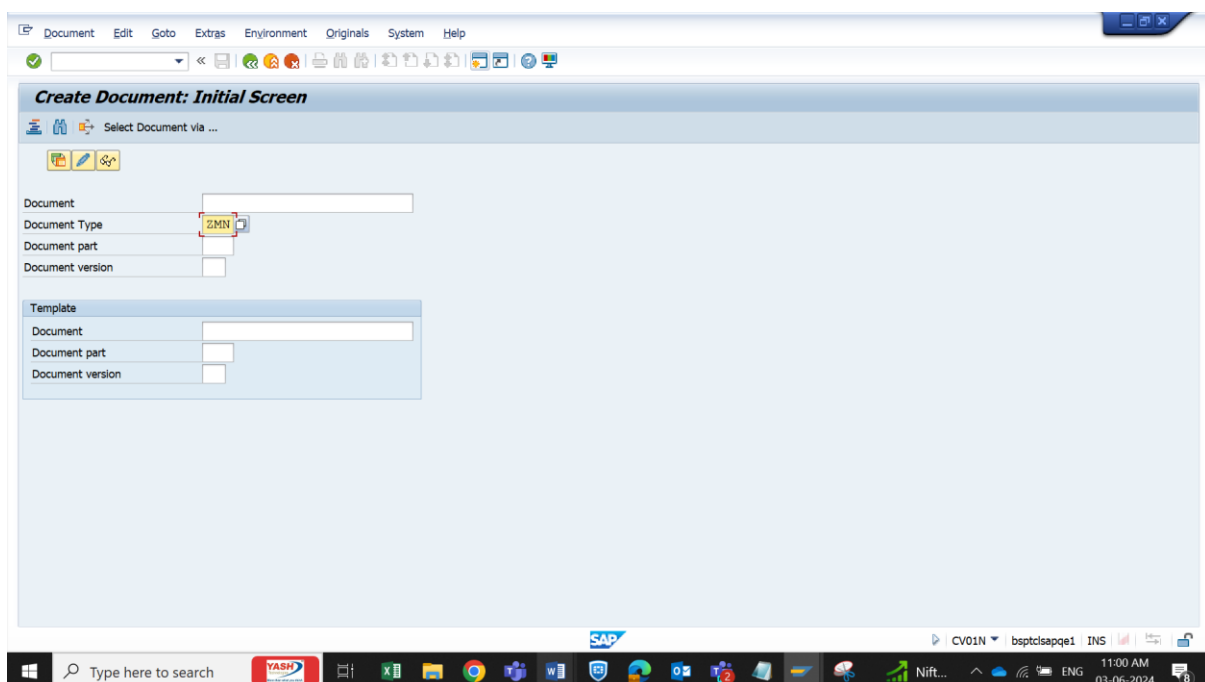


Double click on the file to see the file uploaded.

Note: - For using T-Code CV02N Change Document, CV03N Display Document, CV04N Display Procedure, please check the equipment document changing and display procedure.

For Creating Notification Documents: -

Select a specific document type:ZMN. From Drop down list.





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Click on enter

Document Data Field:

In the document data field give the Required details as Description, Document Status& Lab/Office

The screenshot shows the SAP 'Create Document: Basic Data Maint. notif. Doc (ZMN)' form. The 'Document Data' tab is selected, displaying the following fields:

- Description: Notification Document
- Document Status: IW In Work (with a red 'Not Released' indicator)
- CM Relevant: ☐
- User: YASH_PM
- Lab/Office: 001 (highlighted with a red box)
- Change Number:
- Authorization Group:
- Superior Document: Document Type Part Version
- Originals table with columns: Appl., Application, Storage Cat., S..., M..., File Name

Go to Object Links Tab

In the log field give any number like: 01 to upload the first document



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Document: * Part: 000 Version: 00

Document Status: IW

Log field: 01

Click enter

Object Linking:

Select the respective Notification from Drop Down and click enter.

Notification	Desc.
10000216	placement of tower member



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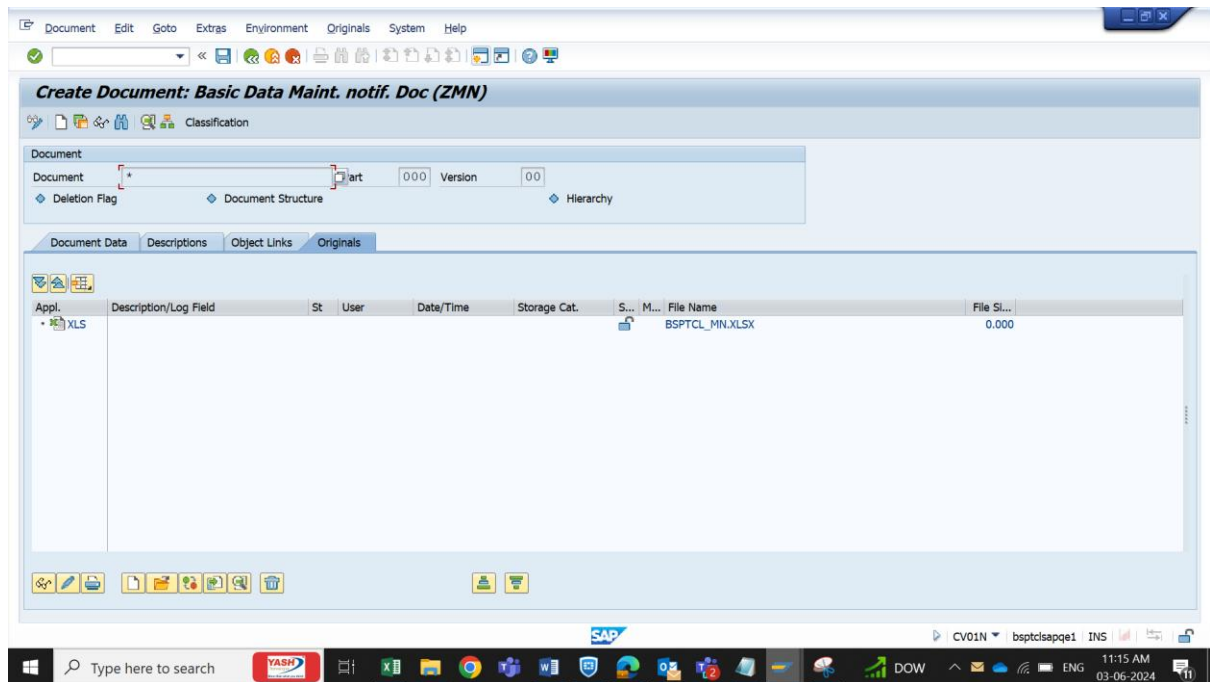
Documents Management System



Go to Originals Tab:

Upload the respective Document by clicking the Create Button

Click the 5th button open tab at extreme left of screen to upload document



After uploading of Documents click on Click on Check in original at the extreme left of screen

Click the 7th button from the left.

After Check in the documents will be Stored in the DMS server as below.



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Document Edit Goto Extras Environment Originals System Help

Create Document: Basic Data Maint. notif. Doc (ZMN)

Classification

Document

Document * Part 000 Version 00

Deletion Flag Document Structure Hierarchy

Document Data Descriptions Object Links Originals

Appl.	Description/Log Field	St	User	Date/Time	Storage Cat.	S...	M...	File Name	File SI...
XLS					ZDMS_BSPTC			BSPTCL_MN.XLSX	0.000

CV01N bsptclsapqe1 INS 11:16 AM 03-06-2024

After clicking the save button, the DMS document number will be generated.

Document Edit Goto Extras Environment Originals System Help

Create Document: Initial Screen

Select Document via ...

Document 22

Document Type ZMN

Document part 000

Document version 00

Template

Document

Document part

Document version

Document ZMN 22 000 00 created

CV01N bsptclsapqe1 INS 11:17 AM 03-06-2024

To check the uploaded document in the Notification Screen:

T code: IW23

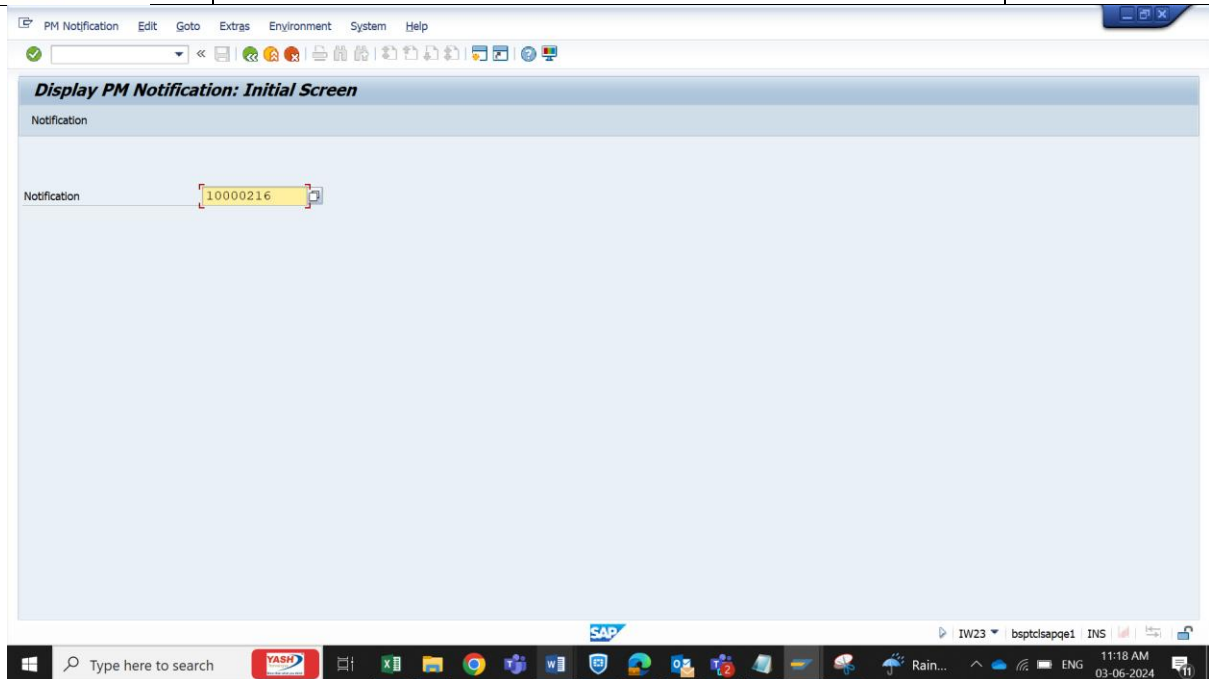
Provide Notification number or search from drop down list.



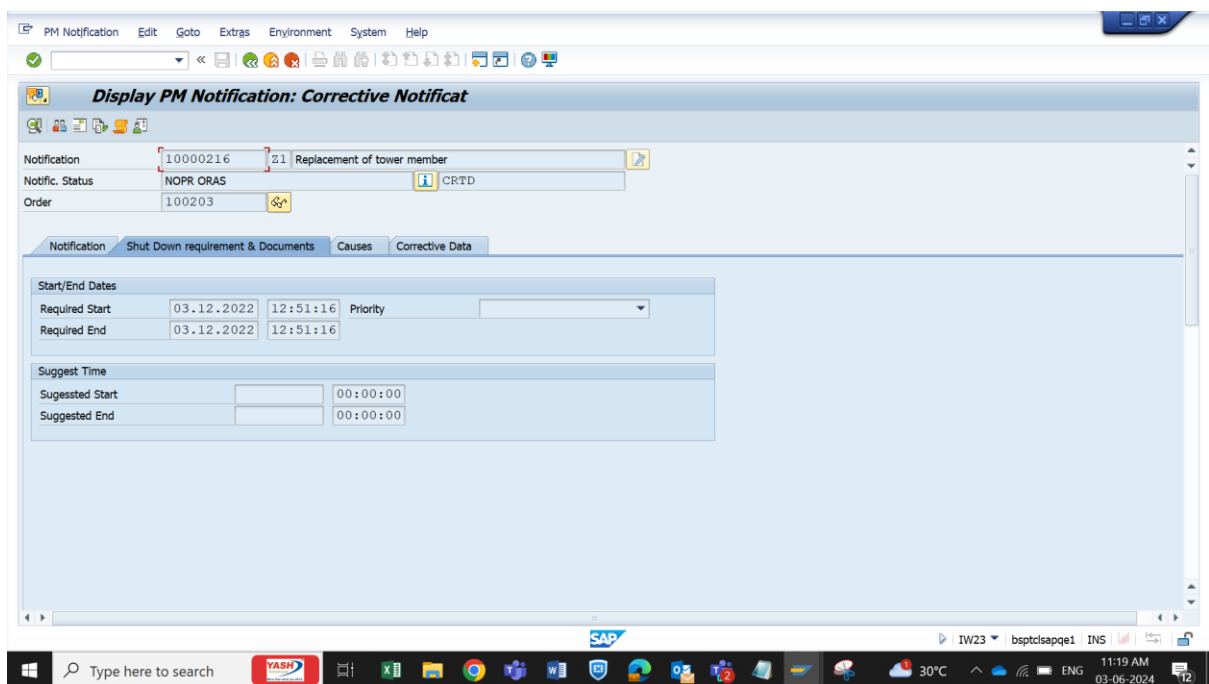
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Press Enter



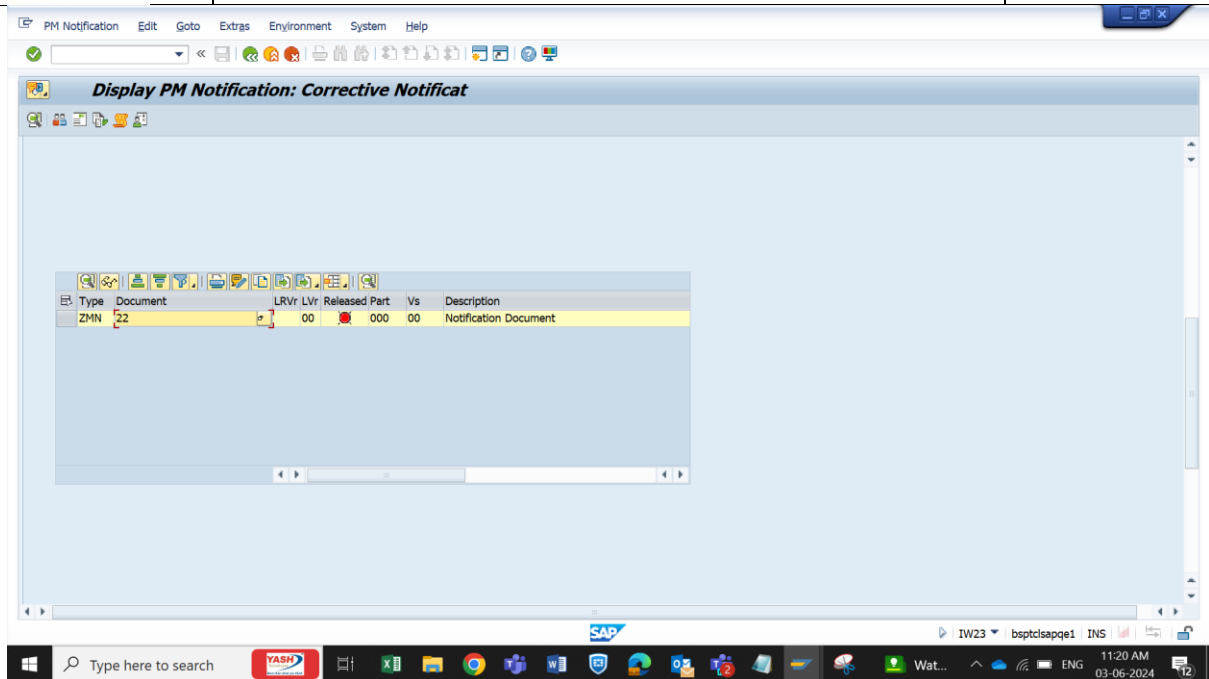
Go to Shut Down requirement & Documents Tab and scroll down to see the document number.



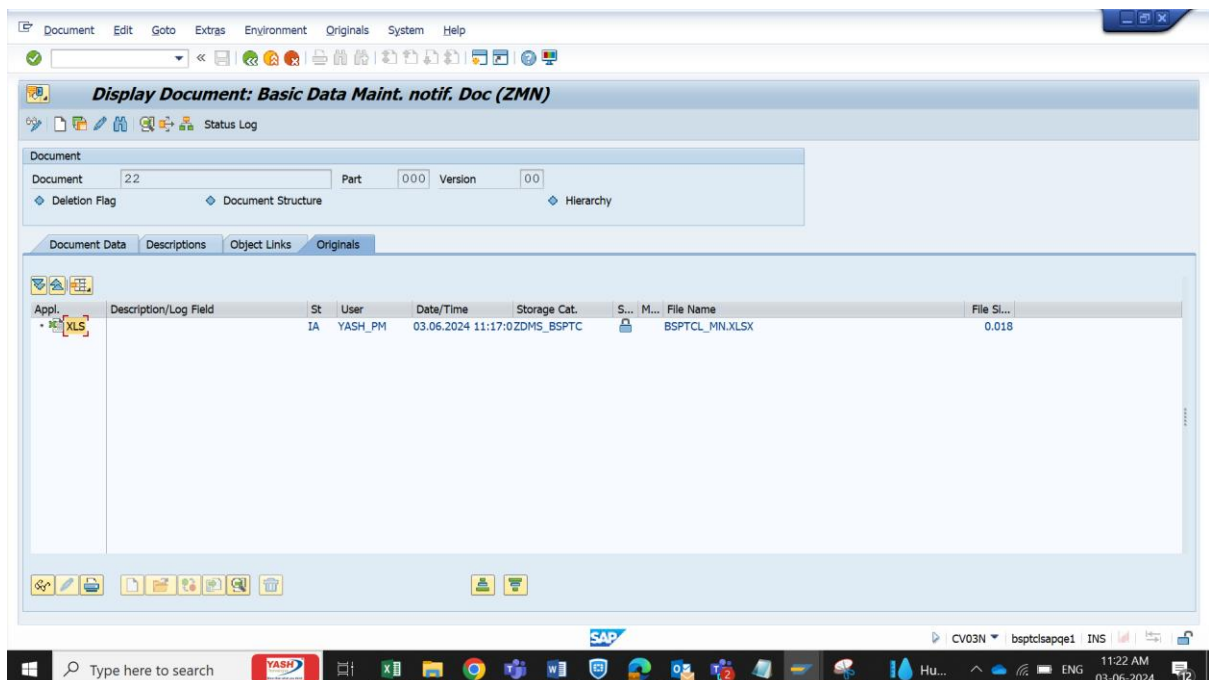
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Double click on the document number to see the attached file. It will take you to document display screen.



Go to Originals Tab and double click on the document to see the attached file.



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Note: - For using T-Code CV02N Change Document, CV03N Display Document, CV04N Display Procedure, please check the equipment document changing and display procedure.

For Creating Maintenance Plan Documents: -

Select a specific document type:ZMP. From Drop down list.

The screenshot shows the SAP 'Create Document: Initial Screen' interface. The 'Document Type' field is set to 'ZMP'. The 'Template' section shows fields for Document, Document part, and Document version. The interface includes a menu bar (Document, Edit, Goto, Extras, Environment, Originals, System, Help) and a toolbar with various icons. The status bar at the bottom shows the SAP logo, document type 'CV01N', user 'bsptclsapqe1', and the date '03-06-2024'.

Click on enter



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Document Data Field:

In the document data field give the Required details as Description, Document Status& Lab/Office

Document Data

Description: Maintenance Plan Document

Document Status: IW In Work

CM Relevant: ☐

User: YASH_PM

Lab/Office: 001

Change Number:

Authorization Group:

Superior Document

Document:

Type:

Part:

Version:

Originals

Appl.	Application	Storage Cat.	S...	M...	File Name
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Go to Object Links Tab

In the log field give any number like: 01 to upload the first document

Document Data

Description: Maintenance Plan Document

Document Status: IW In Work

CM Relevant: ☐

User: YASH_PM

Lab/Office: 001

Change Number:

Authorization Group:

Superior Document

Document:

Type:

Part:

Version:

Originals

Appl.	Application	Storage Cat.	S...	M...	File Name
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Status log entry

Document Status: IW

Log field: 01



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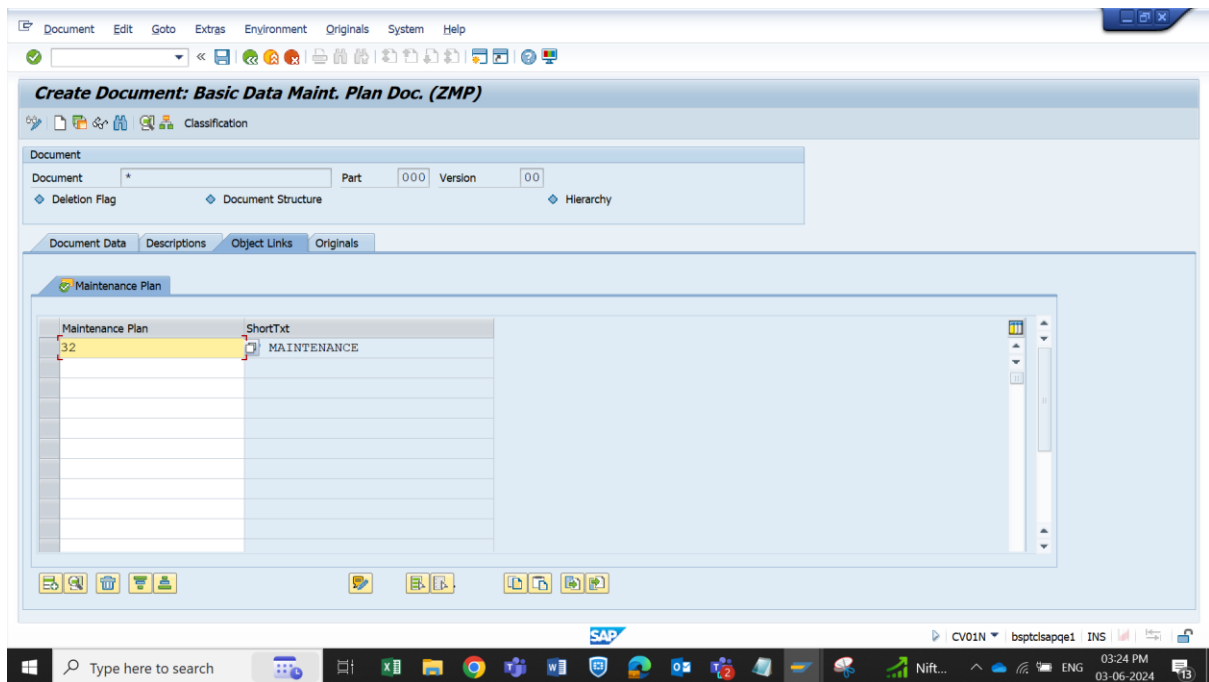
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Click enter

Object Linking:

Select the respective Notification from Drop Down and click enter.



Go to Originals Tab:

Upload the respective Document by clicking the Create Button

Click the 5th button open tab at extreme left of screen to upload document



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Appl.	Description/Log Field	St	User	Date/Time	Storage Cat.	S...	M...	File Name	File Si...
XLS								BSPTCL_MN.XLSX	0.000

After uploading of Documents click on Check in original at the extreme left of screen

Click the 7th button from the left.

After Check in the documents will be Stored in the DMS server as below.

Appl.	Description/Log Field	St	User	Date/Time	Storage Cat.	S...	M...	File Name	File Si...
XLS					ZDMS_BSPTC			BSPTCL_MN.XLSX	0.000

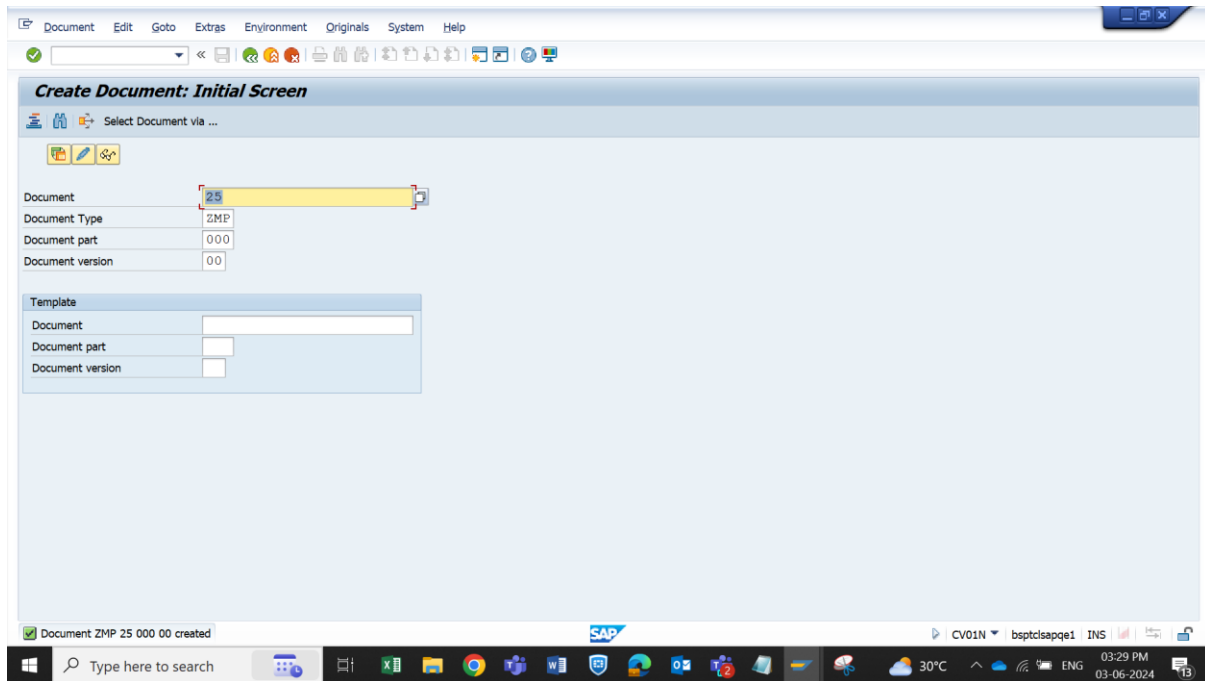
After clicking the save button, the DMS document number will be generated.



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Note: -In a standard, there is no provision to see the uploaded document in the Maintenance Plan screen (IP03 T-Code). It can only be viewed through DMS T-Code CV03N or CV04N

Also Note: - For using T-Code CV02N Change Document, CV03N Display Document, CV04N Display Procedure, please check the equipment document changing and display procedure.