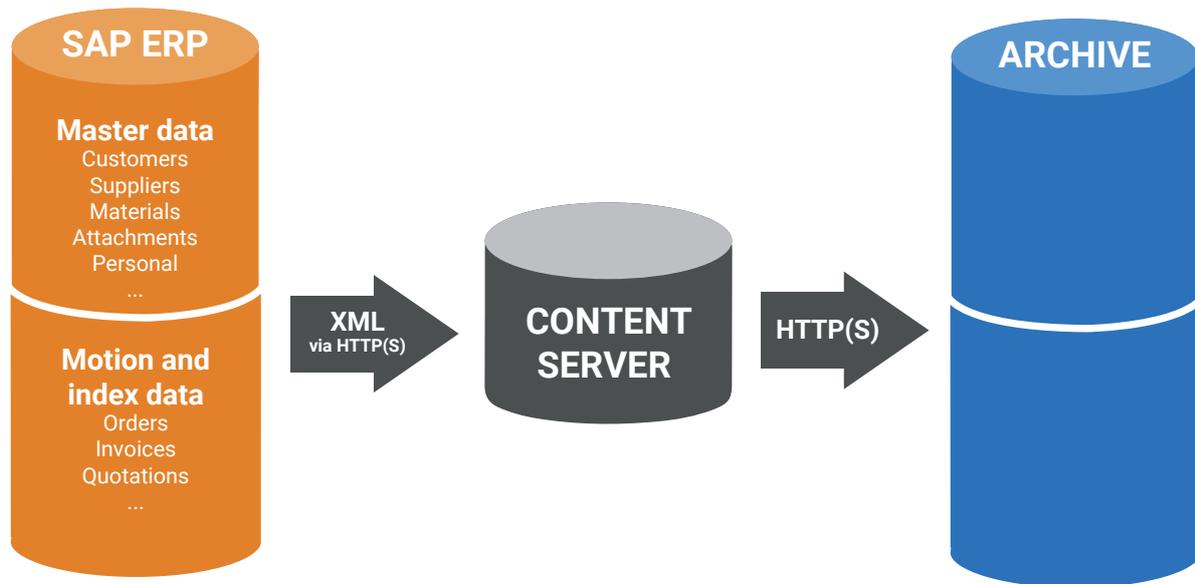# Document Indexing

Alongside the audit-proof storage of documents from SAP via Connect to SAP Version 2, it is often necessary during business processes to also access the documents in other ways. Indexing the documents vastly improves search results.

Document indexing optimises search results

A full-text search provides the option of searching through the entire content of archived documents. However, this type of search is frequently too imprecise and can find documents that are irrelevant to the specific process. You can achieve better results using the index fields in DocuWare. Document indexing ensures the index fields are filled appropriately for a document. When documents are stored, index data is transferred from SAP to DocuWare. This data can be e.g. customer numbers, document numbers, document dates etc. With the aid of indexing, both non-SAP users and external users can access the documents. Additional access rules can be implemented in DocuWare via user-defined queries. The software's high flexibility means that any type and volume of data from SAP can be transferred to DocuWare with real-time updating. Furthermore, this tool can also fill indexing aids in DocuWare. Examples are business partner names and numbers or general ledger accounts and cost centres.

SAP ERP

Master data
Customers
Suppliers
Materials
Attachments
Personal
...

Motion and index data
Orders
Invoices
Quotations
...

XML
via HTTP(S)

CONTENT SERVER

HTTP(S)

ARCHIVE

Functions in detail

▟ Enables data to be transferred to DocuWare index fields

▟ Can be used to fill indexing aids

▟ Can also trigger workflows in DocuWare by creating e.g. status fields

▟ Highly flexible adaptation at any time

▟ Even at a later date, document indexing can still be adapted or supplemented

▟ Integrated in SAP event control

▟ All programmes are contained in a protected namespace

DocuWare

AUTHORIZED PARTNER