

Archiving in SAP Records Management



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Icons in Body Text

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

Additional icons are used in SAP Library documentation to help you identify different types of information at a glance. For more information, see *Help on Help → General Information Classes and Information Classes for Business Information Warehouse* on the first page of any version of *SAP Library*.

Typographic Conventions

Type Style	Description
<i>Example text</i>	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Cross-references to other documentation.
Example text	Emphasized words or phrases in body text, graphic titles, and table titles.
EXAMPLE TEXT	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
Example text	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
Example text	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
EXAMPLE TEXT	Keys on the keyboard, for example, F2 or ENTER.



Archiving in SAP Records Management

Purpose

You can use archiving to store records that are no longer required in archives and then physically remove them from the database. You can archive all elements that are based on the generic Service Provider back end. These elements are referred to as all documents in the following. You can archive both document content and all of the document's attributes.

Since the document content (that is, the unstructured content in Knowledge Provider) often represents the most significant share of the data volume, this content can be moved to a content server well before the growth of metadata (document attributes) makes archiving necessary. SAP provides a relocation report for this purpose (see *Process Flow*).

You can archive the logical document (all metadata) using the Archive Development Kit (ADK). Consistency between document content and metadata is therefore assured, even if the content and metadata are in different systems. Once archiving is completed, you still have read access to the documents:

The archiving solution in SAP Records Management is based completely on archiving of the Knowledge Provider (KPro). Archiving is controlled completely by the status and is connected to the [SAP Archive Information System \[Extern\]](#). The archiving object for SAP Records Management is called SRMGSP.



The following restrictions apply to archiving in SAP Records Management:

- Archived documents cannot be reloaded.
- You can only delete archived documents.
- Archived documents can only be displayed in a technical view using the Archive Information System.
- Document contents are not archived, the system only archives the URL.
- Documents and conditions are not archived or deleted.

Prerequisites

You have [activated the archiving functions \[Seite 9\]](#).

Process Flow

Archiving and deletion of SAP Records Management documents takes place in the following asynchronous steps:

Relocation Phase Moving Document Content from the Database

During the relocation phase, you move the physical documents. This is strictly not part of the actual archiving process.

1. Call transaction SE38 and run program SRM_KPRO_CONTENT_RELOCATION.
An entry screen appears.
2. Enter the required data.
During a program run, you can store documents of one element type only. You therefore need to enter the area ID, the RMS ID and the element type ID.
3. To specify which documents are archived, make an entry in *Age in Days*. All documents as old or older than the age you specify will be archived. If you leave this field blank, all documents of the element type in question are archived.

4. Under *Category*, specify the [Content Repository \[Extern\]](#) to which you want to move the documents. (You set up content repositories in the SAP Customizing Implementation Guide under *SAP NetWeaver → Knowledge Management → Content Management Service*).
5. You can use the *Test Run indicator* to define whether the program is run in the test mode or production mode. In test mode, the content is not moved, though you can see how many documents would be archived according to the specified criteria.
6. Run the program.

The program log is displayed. This contains a list of all moved documents. If you have run the program in test mode, each document in the list will be followed by the label *Test Run*.



You can also configure an element type in such a way that the document content will be stored on a content server right from the start. (This setting can be made in the content model). By doing this, you no longer need to move the document content yourself.

Preparation Phase: Flag Documents for Archiving

1. Choose the *Preprocessing* action in the SARA transaction with the archiving object SRMGSP.
2. Choose *Start Date* and *Spool Parameters* and enter the required data.
3. Choose a *Variant*.
4. The initial screen of a program is displayed.

The input parameters correspond to those for the program SRM_KPRO_PRE_PROGRAM. Enter the area in which documents are to be archived. You can enter the RMS ID and the element type to further restrict your selection. You can use *Age in Days* to define the archiving time. Under *Category*, specify the content repository to which you have moved the contents of the documents. The program checks whether the contents of the document are actually situated there. You have defined the content repository where the logical document (metadata) will be archived in the Customizing settings for the ADK.

5. Save your entries.
6. Start the program.

You see the message *System has created new preprocessing job*. Documents are flagged for archiving by setting the *Archivable* status.

Archiving Phase Write: Write Data to Archive

The write program writes data from all objects that are archivable according to their status in the archive file that has been defined for the respective archiving object. The system sets the status of the archiving run to *Incomplete* in Archive Administration in the ADK (transaction SARA).

1. Choose the *Write* action in the SARA transaction with the archiving object SRMGSP.
2. Choose *Start Date* and *Spool Parameters* and enter the required data.
3. Choose a *Variant*.
4. The initial screen of a program is displayed.

The input parameters correspond to those for the program SRM_KPRO_WRITE_PROGRAM. Enter the area in which documents are to be archived. You can enter the RMS ID and the element type to further restrict your selection. You have defined the documents that are actually moved to the archive in advance.

You can use process control to define whether the report is run in the test mode or production mode. Data is not written to the archive in the test mode. You can however determine how many documents would be written using the criteria specified.

5. Run the program. You now see the message *System has created new archiving job*. Document data with the status *Archivable* is written in an archive file. The system does not modify the status of the document.

Archiving Phase Delete: Delete Archived Data

The deletion program opens the archive files that were previously created by the write program and reads the data again. These files are flagged by the system to prevent archive files being read several times. The system sets the product status *Archived*, *Locked* and *Deleted* for objects that were successfully read to the archive.

The system sets the status of the archiving run to *Complete* in Archive Administration in the ADK (transaction SARA).

1. Choose the *Delete* action in the SARA transaction with the archiving object SRMGSP.
2. Choose *Start Date* and *Spool Parameters* and enter the required data.
3. Choose a *Variant*.

You can use process control to define whether the program is run in the test mode or production mode. The system does not delete data from the database in the test mode. You can however determine how many cases would be deleted using the criteria specified.

4. Run the program.

You see the message *New deletion jobs scheduled*. The system now compares the data in the local archive with data in the local database and sets the product status *Archived* for objects that are found in both the archive and the database. The documents are deleted from the database.

Display Archived Objects in Product Maintenance

There are two different means of displaying documents:

- In program SRM_KPRO_READ_PROGRAM (see below for details)
- In the electronic desk in Records Management

Archived documents are still integrated in the history. These are flagged with the label *Archived*. By double-clicking on a document, you can display it.

To display archived documents using the program SRM_KPRO_READ_PROGRAM, proceed as follows:

1. Choose the *Read* action in the SARA transaction with the archiving object SRMGSP.
2. Decide whether you want to read the archived documents in the *Background* or in *Dialog*.

The system starts program SRM_KPRO_READ_PROGRAM.

3. The dialog box *Archive Management: Select Files to Read* appears.

This contains a list of all archiving sessions. You can identify archiving sessions using the archiving date and the note. You can select productive archiving sessions using an indicator. Archiving sessions that have been run in test mode are flagged as *Failed*.

Select an archiving session and choose *Continue*.

4. You now see a list containing all archived documents in the chosen archiving session. All documents are displayed as folders. If you expand a folder, you can see the versions of the document in the hierarchy level below it. All attributes for the documents are also displayed.

See also:

[Introduction to Data Archiving \(CA-ARC\) \[Extern\]](#)

[SAP Content Server \[Extern\]](#)



Technical Details About Archiving

Overview of the Archiving Status

Archiving Status

Archiving Steps	Resulting Product Status	Status of Archiving Run in Archiving Administration (ADK)	Physical Location of Data
Preprocessing (can be scheduled periodically)	<i>Archivable Locked To be deleted</i>	-	Database
Write (can be scheduled periodically)	<i>Archivable Locked To be deleted</i>	<i>Incomplete</i>	Archive file and database
Delete (can be scheduled manually)	<i>Archived Locked Deleted</i>	<i>Complete</i>	Archive file and database

Programs and Functions

The following programs and functions are used for archiving in SAP Records Management:

Archiving Programs

Archiving Function	Program	User Interface / Use	Execution Type
Archive administration preprocessing	SRM_KPRO_PRE_PROGRAM	Transaction SARA	Job
Archive administration write	SRM_KPRO_WRITE_PROGRAM	Transaction SARA	Job
Archive administration delete	SRM_KPRO_DELETE_PROGRAM	Transaction SARA	Job
Display products from the archive	SRM_KPRO_READ_PROGRAM	Transaction SARA	Job
Customer-specific usage checks	Implementations of the Business Add-In ARC_SRM_GSP_CHECK	BAdI method CHECK	Implicit usage: Point of access in preprocessing program SRM_KPRO_PRE_PROGRAM

Business Add-Ins for Extending Archiving

Archiving in SAP Records Management can be extended using the following Business-Add-In:

Business Add-Ins

Business Add-In	Method / Use
ARC_SRM_GSP_CHECK	You can use the CHECK method to define your own usage checks for SAP Records Management.

You access this Business Add-In using transaction SE18 in the enhancement spot ARC_SRM_GSP.

Structures for SAP Records Management Archiving Objects

You use the following structures to define the archiving object:

Structures

Archiving Object [Extern] Defines the archiving framework	SRMGSP
Archive Information Structure [Extern] For more information, see Archive Information System [Extern] .	SAP_RM_GSP_ARC SAP_RM_GSP_ATTR
Field catalog Structure of an archive index that is maintained in the SAP Archiving Information System. A field catalog always belongs to an archiving information structure. An archiving information structure always belongs to an archiving object.	SAP_RM_GSP_ARC SAP_RM_GSP_ATTR

Tables for the Archiving Object SRMGSP

Data that is deleted and archived in the archiving object SRMGSP comes from tables that are assigned to the archiving classes listed below. All of the table structures that are to be archived are defined when the archiving write program is run.

Tables

Class	Description
LOIO	Knowledge Provider: Logical Info Object
PHIO	Knowledge Provider: Physical Info Object



Activating Archiving Functions

Use

To use archiving in SAP Records Management, you must first activate the archiving function. To do so, perform the following steps:

Modify the Archive File Name and Path (Mandatory)

Before performing archiving, you must adjust the definition of the archive file so that it is suitable for your system landscape. To adjust the definition of the archive file SRMGSP, proceed as follows:

5. Select the archiving object SCMG in archive administration (transaction SARA).
6. Choose *Customizing*.
7. On the *Data Archiving Customizing* screen, choose *Basis Customizing* → *Client-Specific File Names*.
8. Enter the necessary data.

For more information, see [Defining Logical Path and File Names \[Extern\]](#).



Archive files for the archiving object SRMGSP are created with the logical file name ARCHIVE_DATA_FILE under the logical path ARCHIVE_GLOBAL_PATH.

Modify Runtime Settings for Archiving Object SRMGSP (Mandatory)

Before performing archiving, you should check the runtime settings for the archiving object SRMGSP and modify them so they are suitable for your system. You should check specifically that the settings for the logical file name are correct. This enables you to define where the data is archived.

To check the technical data for the archiving object SRMGSP, proceed as follows:

1. Select the archiving object SRMGSP in archive administration (transaction SARA).
2. Choose *Customizing*.
3. On the *Data Archiving Customizing* screen, choose *Cross-Archiving Object Customizing* → *Technical Settings*.
4. Check the following system settings:
 - Logical file name
 - Size of the archive file
 - Settings for the delete program
 - File storage to storage system

Save your settings.

Create Program Variant for Program SRM_KPRO_PRE_PROGRAM (Optional)

SAP recommends creating a variant for the program SRM_KPRO_PRE_PROGRAM that you can use to restrict archiving to specific documents (such as specific document types).. You can select this variant as a variant for checking objects.

To create a program variant, proceed as follows:

1. Select the archiving object SRMGSP in archive administration (transaction SARA).
2. Choose *Customizing*.
3. On the *Data Archiving Customizing* screen, choose *Cross-Archiving Object Customizing* → *Check and Delete*.
4. On the *Customizing for Cross-Archiving-Object Programs* screen, choose *Create Variant* in the *Check* screen area.

Enter a variant name and choose *Create*. Define the additional data required. Choose *Attributes* to create attributes for this variant.
5. To define a variant as an active variant for archiving, select this variant in the *Active Variant* field on the *Customizing for Cross-Archiving-Object Programs* screen.
6. Save your settings.

Activate Archive Information Structure SAP_RM_GSP_ARC (Optional)

The archive information structure SAP_RM_GSP_ARC is supplied in an inactive format with the field catalog SAP_RM_GSP_ARC. The information structure must be activated before the archive is read for the first time. The information structure (if it is active) can be updated automatically during the archiving deletion run, and is required to display archived objects using the Archive Explorer in the SAP Archive Information System. You can also create the index specifically for the SRMGSP archive once archiving is complete.

To activate the archive information structure, proceed as follows:

1. In *Archive Administration* (transaction SARA), choose *Goto* → *Information System*.
2. Choose *Customizing*.
3. In the *Archive Infostructure* field, enter SAP_RM_GSP_ARC.
4. Now choose *Archive Infostructure* → *Activate*.



Monitoring

Use

The following describes the functions available for monitoring archiving in SAP Records Management.

Features

Usage Check

During the usage check, the system makes a note in the application log of the documents that could not be archived. Use transaction SLG1 to evaluate the application log and enter the sub-object SRMGSP. You should also check the date and time of the usage check.

Archiving Job

To display the status of jobs that were generated using transaction SARA to write and delete the archive, call transaction SARA and choose *Goto* → *Job Overview*.

Archive File

To display the status of archive files, call transaction SARA and choose *Goto* → *Statistics*.

Archive Information System

You use the Archive Information System to display archive files in SAP Records Management. The following prerequisites must be met to display data in the Archive Information System:

- Check whether the archive information structure SAP_RM_SGP_ARC has already been activated:
 - a. Choose Archive Information System (transaction SARI).
 - b. Choose *Customizing*.
 - c. In the *Archive Infostructure* field, enter SAP_RM_SGP_ARC.
 - d. Choose *Activate*.
 - e. Check the system message.
- Check whether index structures have been created for archive files:
 - a. Return to the initial screen of the Archive Information System (transaction SARI).
 - b. Choose *Status*.
 - c. In the *Archiving Object* field, enter SRMGSP.
 - d. Choose *Status per Archive*.
 - e. If the fill status is incomplete, select the archive required.
 - f. Choose *Create Structures*.