

Applies to:

This Article applies to Knowledge Management & Collaboration, Enterprise Portal 7.0.

For more information, visit the [Portal and Collaboration homepage](#).

Summary

This article describes about how to define a life time of a document that is residing in the KM repository.

Author: Anil Dichpally

Company: Intelligroup Asia Pvt Ltd

Created on: 21st January 2009

Author Bio



Anil Dichpally is working as Senior Consultant in Intelligroup Inc, Hyderabad. He has worked on EP, KM and collaboration, Webdyn pro Programming and Java Technologies. He is SDN Moderator for Portal, KM & C and Searching Utilities areas. He has completed his M.C.A from Osmania University.

Table of Contents

Introduction	3
Prerequisites	3
Procedure	3
Related Content	7
Disclaimer and Liability Notice	8

Introduction

Earlier in my previous Article I have discussed as how to upload a document in KM (Knowledge Management) repository and if required how to give permissions to those document (read/write).

Please check the below link for the reference.

<https://www.sdn.sap.com/irj/scn/go/portal/prtroot/docs/library/uuid/30669724-8a93-2b10-f0b7-9569f10d08f6>

Note: We need to upload the document before defining the document's lifetime. The above link also explains how to version the document apart from explaining in detail as how to upload the document in KM repository.

When we are defining the documents lifetime, we define when the document is valid from and when the document is valid too for each document.

The documents that are defined in a particular lifetime or time interval are visible to the user's who have read permissions to those documents.

A question arises that why do we need to define document's lifetime.

Let's consider a scenario here where in Your HR department wants to control how long a document is published for users to read, so they want to define the lifetime of a document.

This is be achieved by activating the time-dependent publishing service for a folder. Publish a document within certain time period.

Prerequisites

As mentioned above that we need to have few documents already uploaded in KM repository to work with this scenario.

Also to activate the Time-Dependent Publishing function, you require write permission for the folder which is present in KM repository.

We need to have two roles in the portal

- 1) Content Manager Role and
- 2) Content Administrator Role

Procedure

We can define lifetime to the document individually or set of documents i.e. to a folder as on whole, which gives us flexibility to define time interval to bunch of documents.

If you create a new document and do not enter values for *Valid From* and *Valid Until*, the document is initially only visible to users with write permission.

The document becomes visible to users with read permission when the *Valid From* time is reached. At this point, people who have subscribed are notified about the publication of the document. The document can then be found using the search function or by searching in categories.

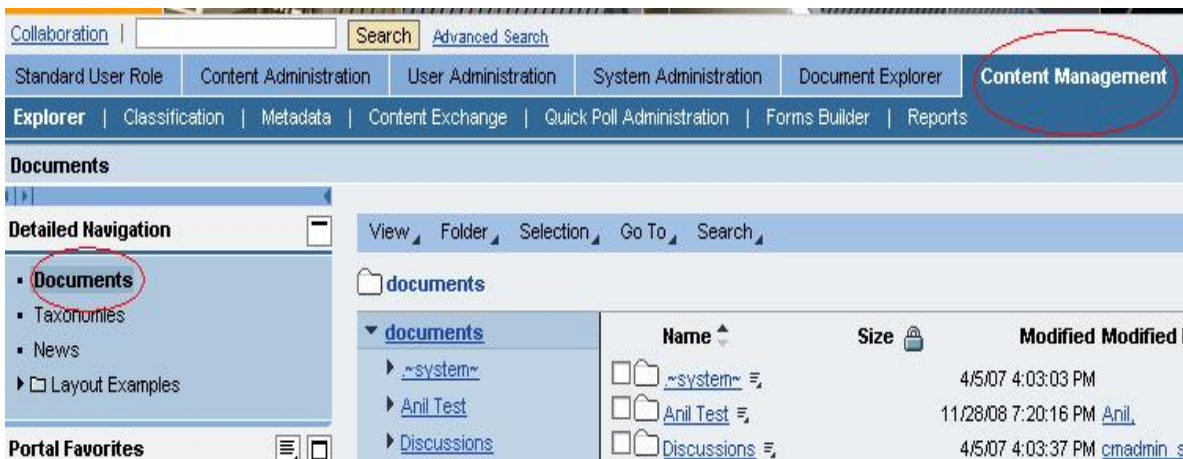
The document becomes invisible to users with read permission when the *Valid Until* time is reached. The document is not deleted. Users with write permission can still see the document.

Also we can define specific time dependent publishing but there will be a time delay of 15min this is because of scheduler pulse.

- 1) After you have been assigned the above mentioned roles (prerequisites) you will observe 2 tabs when you log to portal i.e. Content Administration and Content Management.



- 2) Go to Content Management tab.
- 3) On the Detailed Navigation area, click on Documents.



Note: It is recommended to create a separate folder to do any operations.

To Upload the document, you can check the below link for the reference.

<https://wiki.sdn.sap.com/wiki/x/ik>

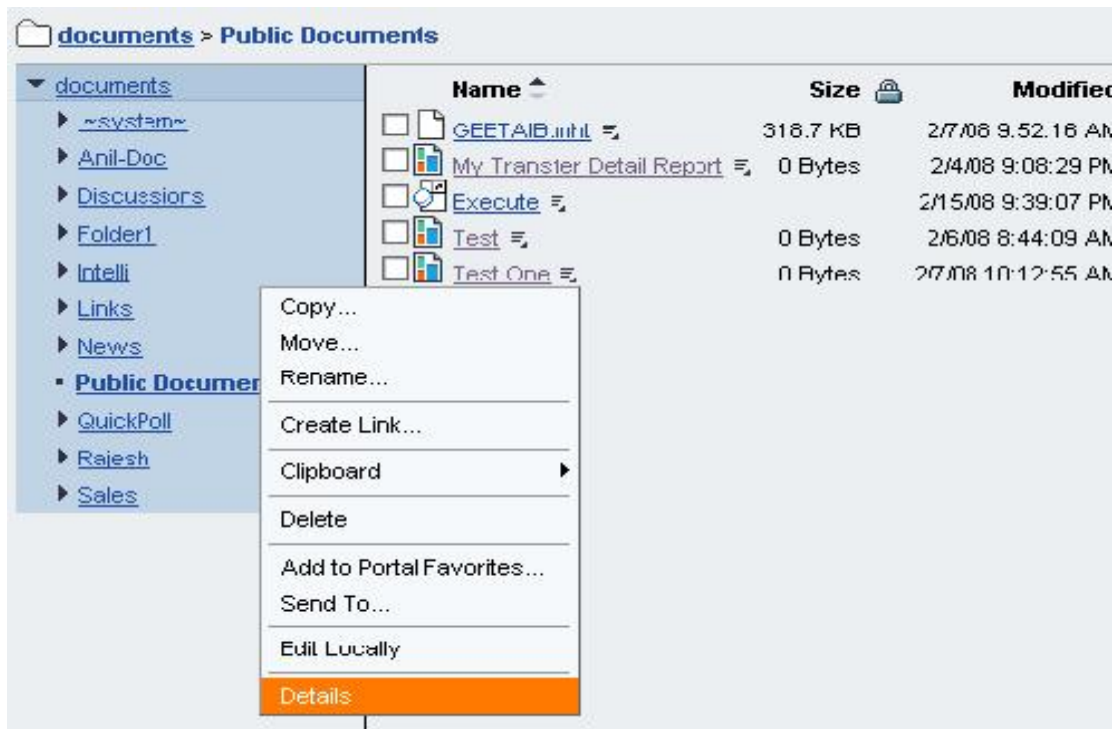
- 4) Now when we are ready with separate folder and also few documents in it, now your task is to give a time frame for the document in that folder.

As you can see in the below figure you will observe a separate folder "Anil-Doc" has been created and there are few documents (text documents as well as word documents) which are uploaded.



- 5) Now select one of the documents in the list of the documents available, for which you need to define the lifetime.

Choose Document (which we wanted to define lifetime) > Details.



- 6) On the Details page (a new window is opened), choose Settings > Lifetime.



7) When you click on the properties, you will observe lifetime tab showing on the bottom of the view.

The screenshot shows the 'Properties' dialog box in SAP Collaboration. The 'Name' field is 'Test One' and the 'Description' is 'This is for Defining Lifetime of the Document.'. Below the description are five tabs: 'System', 'Custom', 'Lifetime', 'Miscellaneous', and 'Access Links'. The 'Lifetime' tab is selected and shows two date fields: 'Valid From' with the date '01/21/2009' and 'Valid Until' with the date '01/31/2009'. Each date field has a calendar icon to its right. A 'Save' button is located at the bottom left of the dialog.

8) Select the Valid Date from and Valid Until and save the settings.

Note: The Valid Date must not be lesser than the current date but can be greater than or equal to the current date and Valid Until will be till the requirement.

9) Now the document for which we have defined the lifetime will be visible with the certain time frame which we have given.

Related Content

http://help.sap.com/saphelp_nw04/helpdata/en/e8/a9a76828b8dc469969ff450ec81ced/frameset.htm

<https://wiki.sdn.sap.com/wiki/x/mYCLAq>

For more information, visit the [Portal and Collaboration homepage](#).

Disclaimer and Liability Notice

This document may discuss sample coding or other information that does not include SAP official interfaces and therefore is not supported by SAP. Changes made based on this information are not supported and can be overwritten during an upgrade.

SAP will not be held liable for any damages caused by using or misusing the information, code or methods suggested in this document, and anyone using these methods does so at his/her own risk.

SAP offers no guarantees and assumes no responsibility or liability of any type with respect to the content of this technical article or code sample, including any liability resulting from incompatibility between the content within this document and the materials and services offered by SAP. You agree that you will not hold, or seek to hold, SAP responsible or liable with respect to the content of this document.