

Creating Predefined Properties in Knowledge Management - Step by Step Guide



Applies to:

This article applies to SAP Enterprise Portal 7.0. For more information, visit the [Portal and Collaboration homepage](#).

Summary

This document shows the step by step procedure to create Predefined Properties in Knowledge Management of SAP Enterprise Portal.

Author: Sreeram Kasturi

Company: Infosys Technologies Limited

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Author Bio



Sreeram Kasturi is working as Technical Architect in Infosys Technologies Limited, Bangalore. He has worked on EP, KMC and Java/J2ee Technologies. He has conducted trainings on behalf of SAP Education Center on EP KMC.

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Introduction

SAP Enterprise Portal comes with a set of standard predefined properties for each resource for example: created by, modified by. Most of the implementations we might require to create our own properties to appear and this are possible as explained in this document.

To create, manage and structure your own predefined properties, you can make use of the KM global services **property metadata service** and **property structure service**.

The **property metadata service** offers the opportunity to use your own predefined properties in the Knowledge Management platform, in addition to standard properties.

The **property structure service** allows you to group together predefined properties in an ordered fashion.

Step 1: Creation of Namespace

Whenever we create properties in KM, we need to assign to namespace to avoid conflicts with properties from SAP.

To maintain namespaces, open the Configuration iView by choosing System Administration → System Configuration → Knowledge Management → Content Management. Then choose Content Management → Global Services → Property Metadata → Namespaces. When creating a new namespace you have to choose an Alias for the namespace (for example, mynamespace) and the Namespace itself.

(for example, .http://mycompany.com/xmlns/mynamespace)

The screenshot shows the SAP Enterprise Portal interface for managing namespaces. The breadcrumb navigation is: System Administration → System Configuration → Knowledge Management → Content Management → Global Services → Property Metadata → Namespaces. The main content area shows a list of namespaces with the following data:

Alias	Namespace
acc	http://sapportals.com/xmlns/cm/acc_stat
attachment	http://sapportals.com/xmlns/cm/attachment
col	http://sapportals.com/xmlns/cm/collaboration
crit	http://sapportals.com/xmlns/cm/crit
cust	http://sapportals.com/xmlns/cm/custom
default	http://sapportals.com/xmlns/cm
edit	http://sapportals.com/xmlns/cm/edit
ep	http://sapportals.com/xmlns/cm/entrypoints

At the bottom, the 'New Namespaces' form is shown with the following values:

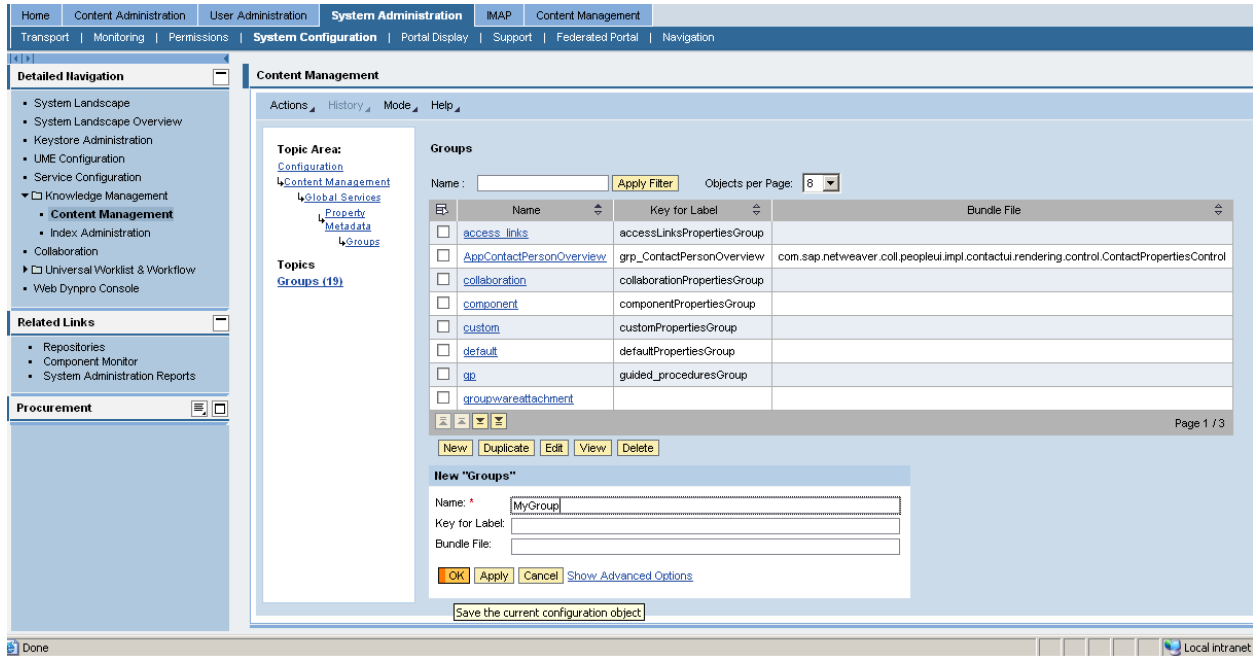
- Alias: mynamespace
- Namespace: http://mycompany.com/xmlns/mynamespace

We have created the namespace and the same will be used while creating the property.

Step 2: Creation of Property Metadata Groups (Called as “Groups” in KM)

After creating a namespace it is necessary to create your own group (property metadata group) for your properties.

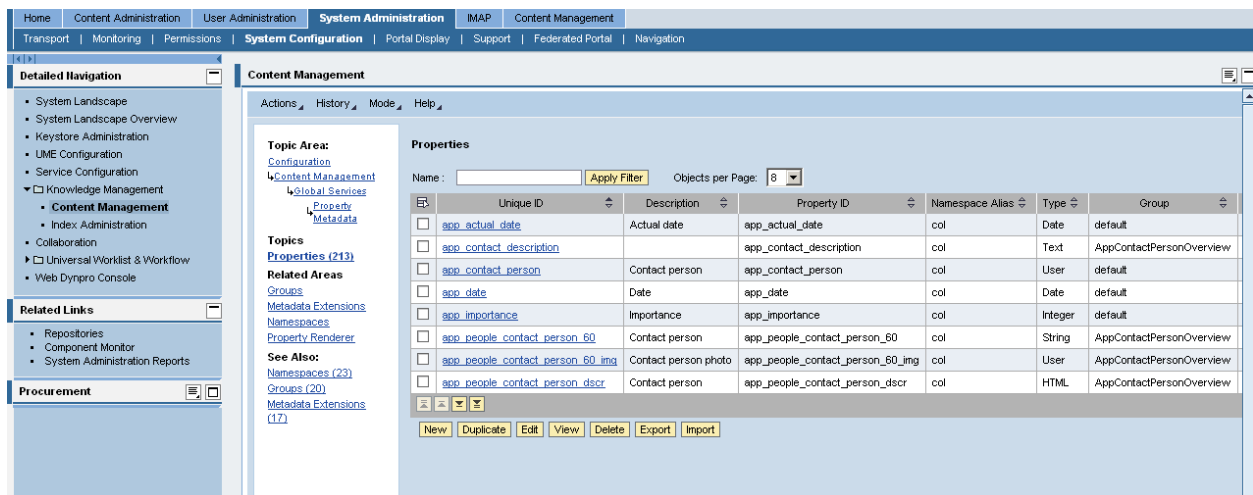
To maintain groups, open the Configuration iView by choosing System Administration → System Configuration → Knowledge Management → Content Management. Then choose Content Management → Global Services → Property Metadata → Groups. When creating a new group, you only have to choose a Name for the group (for example, .MyGroup.).



Step 3: Create of Properties

Create new properties and assign a namespace and a group to them.

To maintain predefined properties, open the Configuration iView by choosing System Administration → System Configuration → Knowledge Management → Content Management. Then choose Content Management → Global Services → Property Metadata → Properties



Click on “New” button to create the property.

New "Properties"

Unique ID: *

Description:

Property ID: *

Namespace Alias: *

Type: *

Group: *

Mandatory:

Multi-Valued:

Read Only:

Maintainable:

Indexable:

Default Value:

Allowed Values (csv):

Key for Label:

Meta Data Extension:

Folder Validity Patterns (csv):

Document Validity Patterns (csv):

Resource Types (csv):

[Show Advanced Options](#)

- Enter the values for Unique ID, Property ID.
- Select the Namespace Alias and Group from the list created in the previous steps
- Select the Type of the Property (In this Example its String)
- Allowed Values (CSV): Its an optional field and I have entered the country names with comma separated.

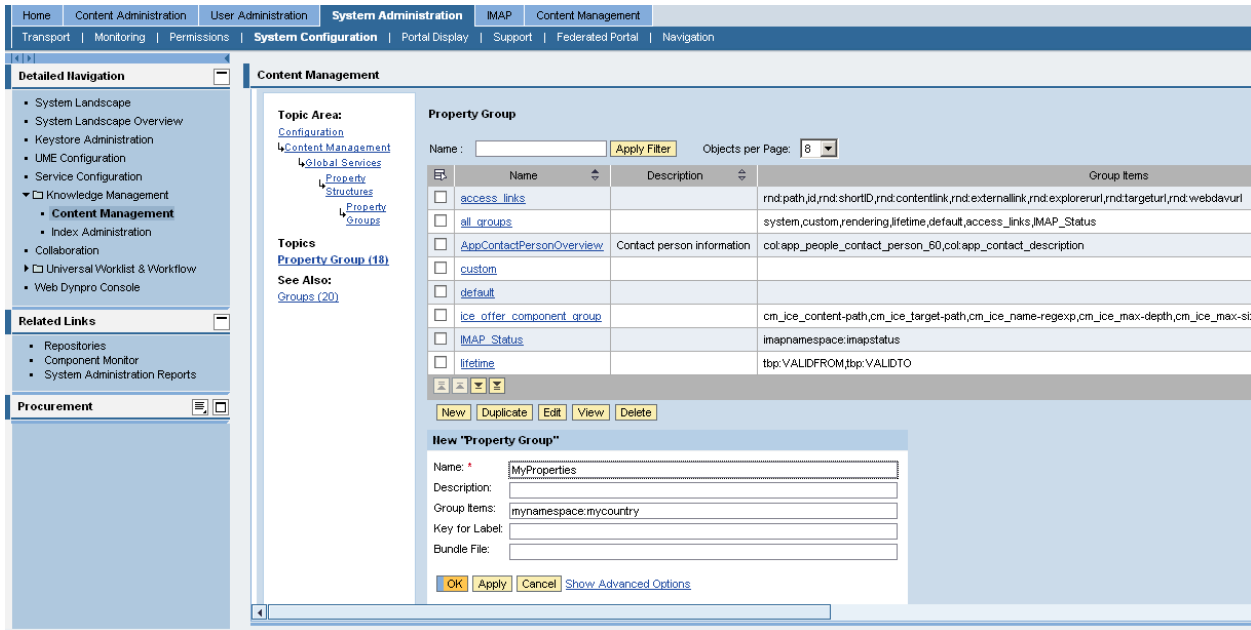
Step 4: Property Structure Groups (Called as "Property Groups" in KM)

To realize an ordered display of the properties, you have to create a new property structure group and assign the newly created properties to it.

Once you have created your predefined properties, the next step is to tell KM how to display your properties; for this you use property structures. A property structure can be displayed in the following places in the system:

- In the Details screen of a resource under Settings → Properties
- When creating or editing a document or folder, using the Show Properties link

You can maintain property groups in the Configuration iView by choosing System Administration → System Configuration → Knowledge Management → Content Management. In the Configuration iView, choose Content Management → Global Services → Property Structures → Property Groups.



- Enter the Property Group Name in the Group Field.
- Enter the values in the Group Items in the following order <Namespace>:<PropertyName>

Example:- mynamespace: mycountry

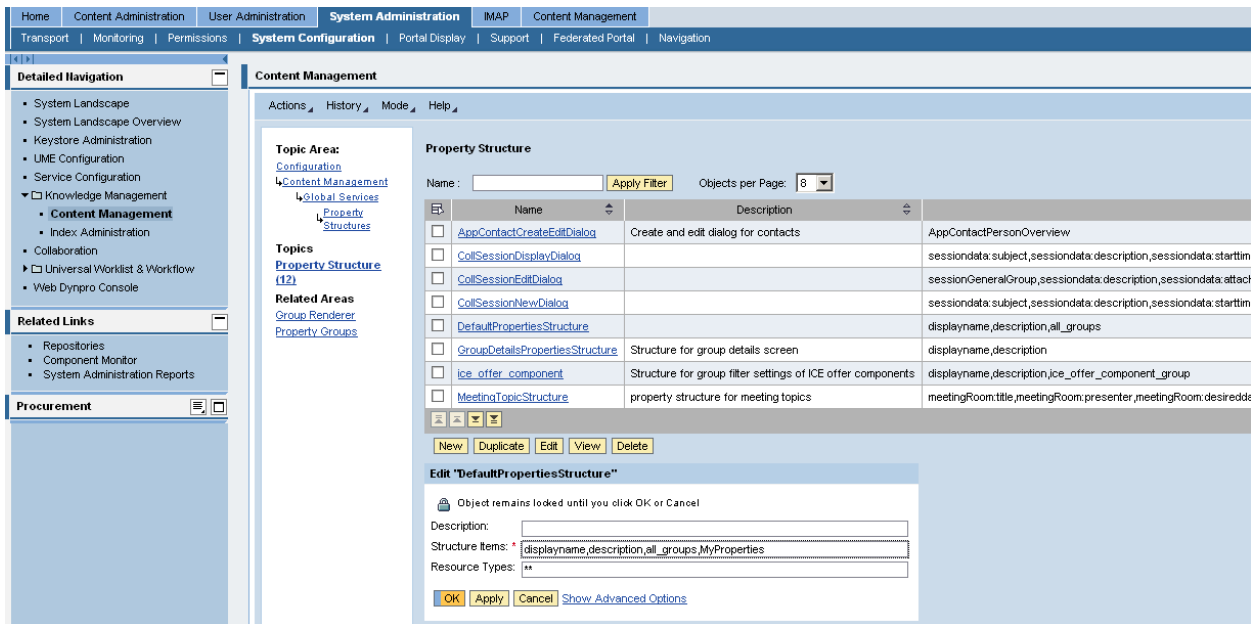
Step 5: Display in Details Screen

Depending on how you want the properties to be displayed on the Details screen, you choose either a) or b):

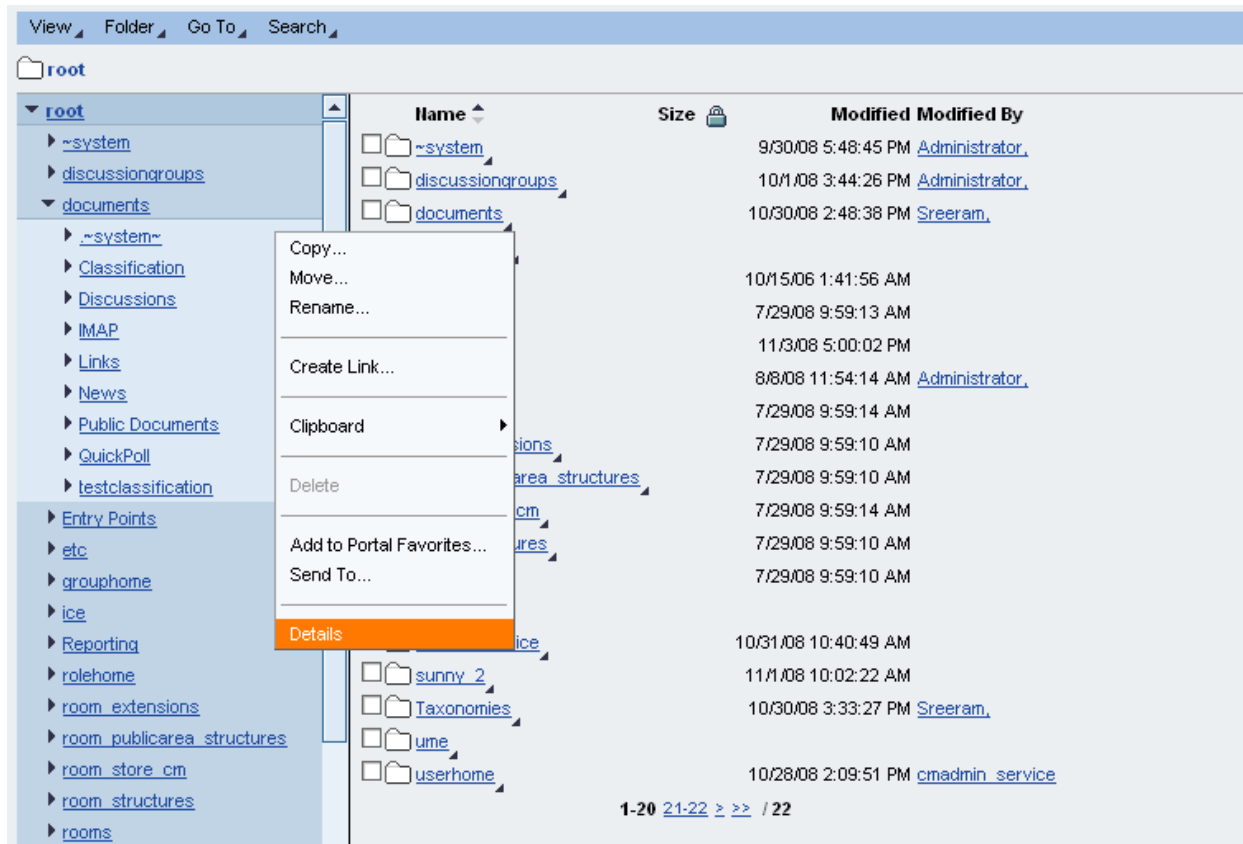
a) You can assign your new property group to the default property structure DefaultPropertyStructure.

Go to System Administration → System Configuration → Knowledge Management → Content Management. In the Configuration iView, choose Content Management → Global Services → Property Structures → Property Structure

Edit the “DefaultPropertiesStructure” by adding the “MyProperties” group as shown below.

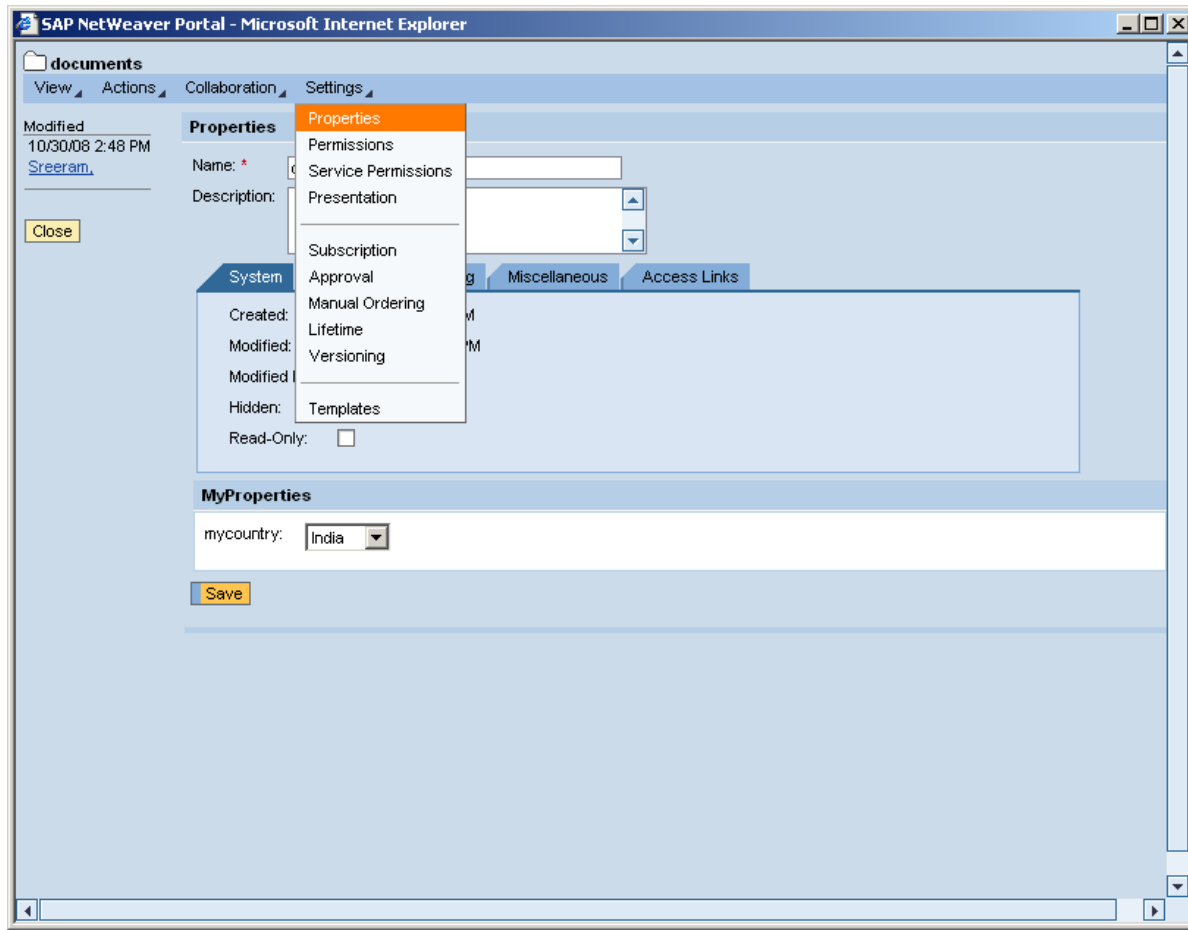


Click on the “Details” command on the folder/file using context menu (right click) as shown below



Select the “Settings” and click on “Properties” command.

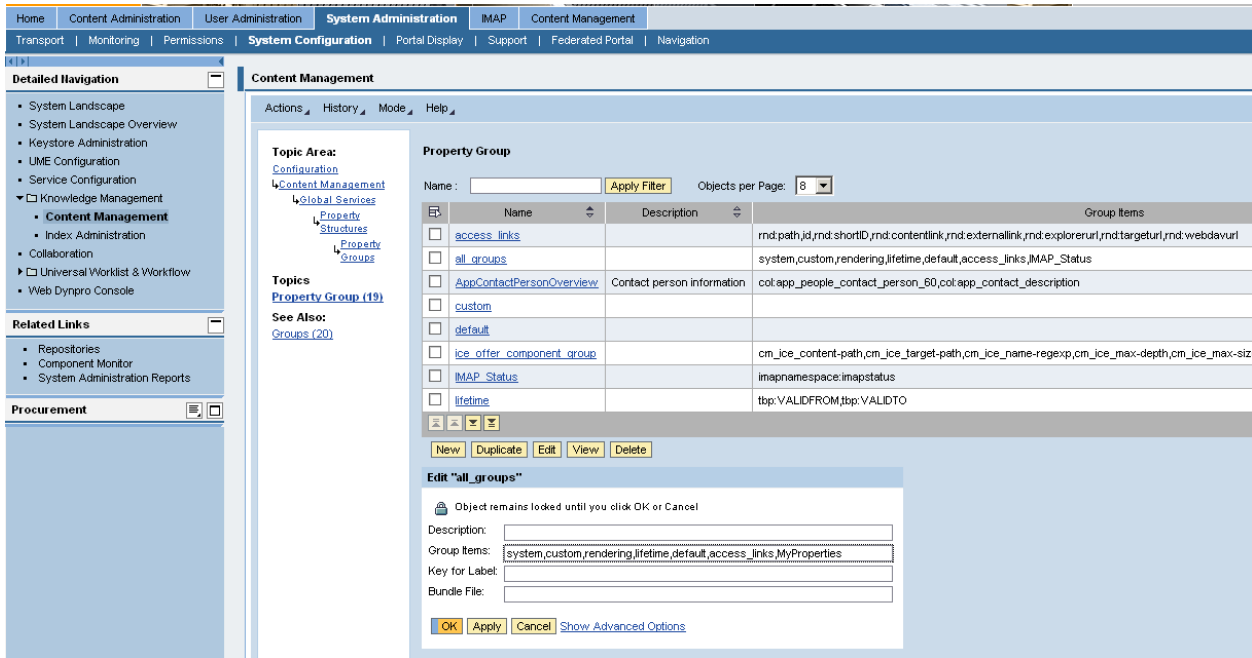
The newly added Predefined Property (“mycountry”) is shown under the Property Group (“MyProperties”) separately. The Property values (India, Russia, USA) are shown as dropdown list for the predefined property (“mycountry”).



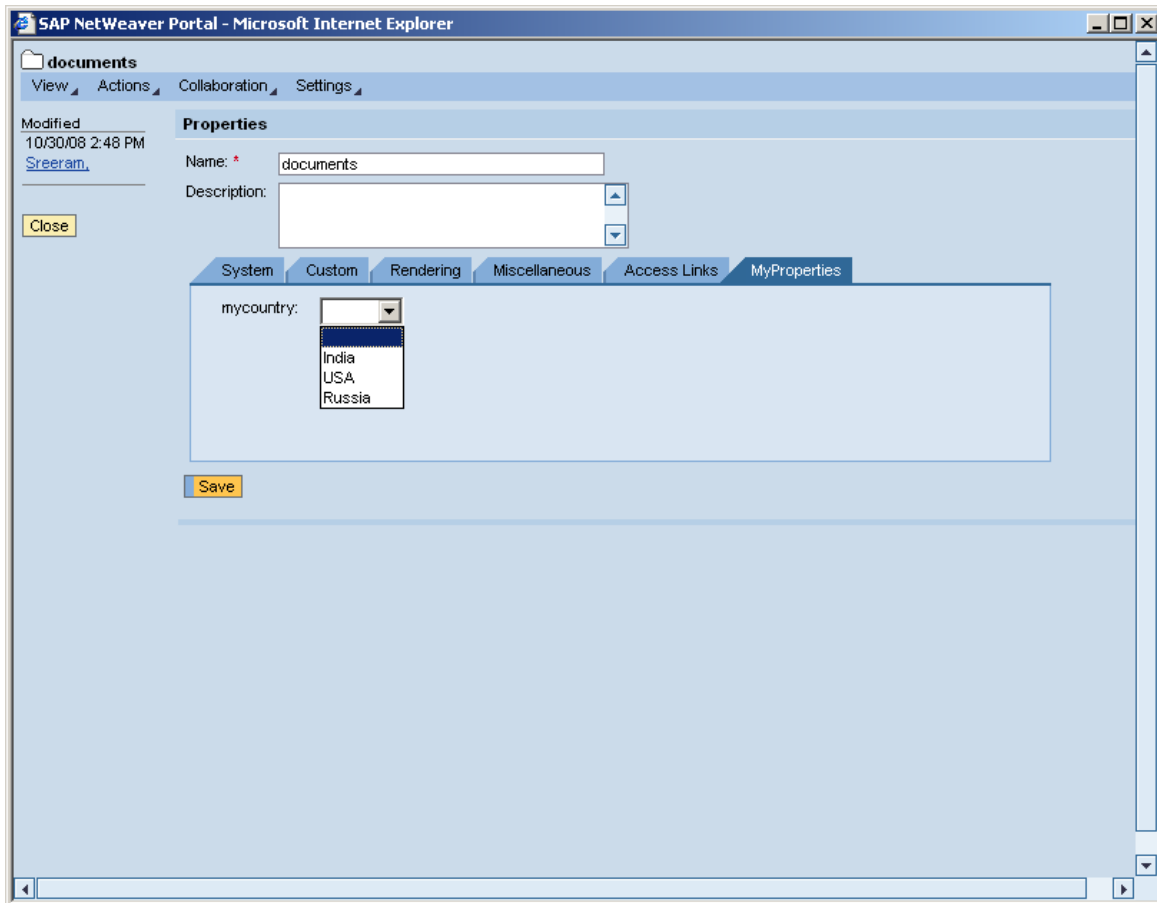
b) You can assign your new property group to the all_groups property group. Your group will appear as a tab on the Details screen.

Go to System Administration → System Configuration → Knowledge Management → Content Management. In the Configuration iView, choose Content Management → Global Services → Property Structures → Property Groups → Property Group.

Edit the “all_groups” by adding “MyProperties” properties group.



Go to "Details" screen of the file/folder and click on Settings → Properties to see the newly added Property Group ("MyProperties") shown as separate Tab.



Thus we can create Predefined Properties and assign to the KM folders/files.

Related Content

http://help.sap.com/saphelp_nw70/helpdata/EN/1a/9a4a3b80f2ec40aa7456bc87a94259/frameset.htm

http://help.sap.com/saphelp_nw04s/helpdata/en/3d/51812c9ba14f4fa104fe3971d5507b/content.htm

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