

BIT660 - Data Archiving Training

COURSE CONTENT

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Multisoft Systems
B - 125, Sector - 2, Noida



(+91) 9810-306-956



info@multisoftsystems.com



www.multisoftsystems.com

About Multisoft

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About Course

BIT660 – Data Archiving training by Multisoft Systems is designed to help SAP professionals manage rapid data growth, improve system performance, and meet retention and compliance needs using structured archiving practices. The program explains why archiving is essential, how it differs from deletion, and how to plan an archiving strategy that aligns with business, legal, and audit requirements.

Module 1: Basic Principles of Data Archiving

- ✓ Understand Data Archiving and its role in your system
- ✓ Determine the positioning of data archiving in SAP solutions
- ✓ Differentiate between data archiving and document storage

Module 2: The Archiving Object and its Customizing

- ✓ Describe and display the mandatory and optional components of an archiving object
- ✓ Describe the use of transactions SARA and AOBJ
- ✓ Maintain file names and file paths
- ✓ Maintain storage folders if you want to store archive files in a storage system
- ✓ Perform cross-archiving-object customizing
- ✓ Perform archiving-object-specific customizing
- ✓ Name possible variants in Data Archiving
- ✓ Maintain residence times for FI_DOCUMNT archiving object
- ✓ Maintain residence times for SD archiving objects
- ✓ Describe how to use user exits for SD archiving objects
- ✓ Target an existing content repository using the SAP CMS interface

Module 3: Data Assignment to Archiving Objects

- ✓ Determine the critical tables using "size" and "growth"
- ✓ Assign an archiving object to a table
- ✓ Choose one suitable archiving object from several that can be assigned
- ✓ Describe dependencies between archiving objects
- ✓ Use the network graphic to display archiving sequences
- ✓ Identify business, technical and legal considerations in data archiving
- ✓ Use transaction TAANA to determine appropriate selection criteria
- ✓ Use transaction TAANA to determine appropriate archiving objects

Module 4: Data Archiving Transaction SARA

- ✓ Carry out functions in transaction SARA
- ✓ Schedule archiving jobs
- ✓ Maintain variants
- ✓ Describe the authorization checks
- ✓ Monitor archiving jobs
- ✓ Display and interpret logs
- ✓ Interpret data archiving statistics
- ✓ Describe the procedure for errors and restart scenarios
- ✓ Describe how management data is structured
- ✓ Archive management data
- ✓ Interpret the status of archiving sessions
- ✓ Store archive files
- ✓ List possible external storage media
- ✓ Describe the connection between data archiving and system performance
- ✓ Describe the meaning and the requirements of a long-term archiving plan

Module 5: Read Access to Archived Data

- ✓ List the options for accessing archived data
- ✓ Display archived documents directly from the standard display transactions
- ✓ Access archived documents using special read programs
- ✓ Understand the reload function in the context of accessing archived data
- ✓ Describe the components and the usage areas of the Archive Information System
- ✓ Create or adapt an archive information structure
- ✓ Build an archive information structure
- ✓ Search for a document directly using the Archive Information System and displaying it in a technical view
- ✓ Describe the Document Relationship Browser (DRB) and its purpose
- ✓ Use roles in the Document Relationship Browser or personalize its functions

- ✓ Define and explain the purpose of the Data Retention Tool (DART)
- ✓ Describe the connection between data archiving and DART
- ✓ Describe which data DART saves in its extract files and how
- ✓ Explain why you need views of DART extracts