

Enterprise Content Management

ELO professional 9

Software for: Enterprise Content Management



ELOprofessional 9

More efficiency for your business processes

Both small and large companies must deal with the increasing flood of data. For this, it does not matter whether documents are available conventionally on paper, as a digital document or as an e-mail. The volume of data is growing and growing. Only companies that use this information as efficiently as possible and in an automated manner will be successful on the market in the long run.

ELO Digital Office is an experienced manufacturer of solutions for efficient information management and associated business processes. The Enterprise Content Management (ECM) software, which is specially designed for companies, helps users with its components and individually configurable interfaces to optimally implement processes that are designed for the core business.

With its broad range of possible uses, **ELOprofessional** makes business processes more efficient and more productive. Company documents and information are managed securely and legally compliant across the entire life cycle. A particular highlight for this is also the seamless integration into the Microsoft Office suite, which allows users to benefit from the advantages of digital document management with very little training.

Features of ELOprofessional 9

Ease of operation

New design and simplified use

With **ELOprofessional9**, the ELO ECM solution suite also features a newly designed user interface. The new user interface is oriented towards the current trend to airy, simple interfaces. The focus of the new operating concept is on the simple and spontaneous applicability of the ELO products.

Nothing extraneous should distract from what matters most and the functions you need to complete your work should be available instantaneously to you depending on the context. Correspondingly, the trend is going towards an intelligent user interface that adjusts to what you are currently working on. ELO also offers matching configuration and script options for this.

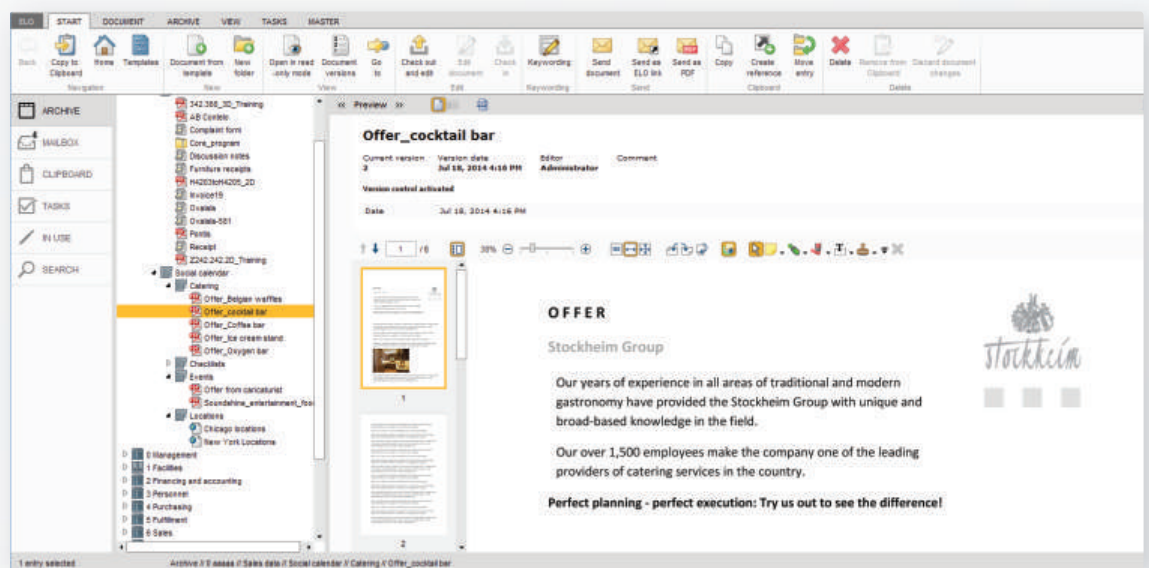


Figure shows: The new interface of **ELOprofessional** shows you what matters most.

ELO Click&Find

When you are processing transactions, it is important to immediately have all required information available without having to search for it extensively. The ELO Click&Find feature is the solution for this. No matter which application you are in: A simple click suffices to communicate to ELO which information and which document data you need. ELO Click&Find offers you a simple option for specifying keyboard and menu definitions. By clicking the order or invoice number of the project order, the users are provided with the documents transaction-related and information is provided in a separate window. ELO Click&Find offers you one-click searches versus the classical slower search methods.

ELO Print&Archive

Filing and sorting important documents, offers, transactions and much more can be very tedious. Life becomes easier for this with the ELO Print&Archive function. In just one step, targeted and customer-specific archiving and filing is performed during source document creation (such as offers). Important tax information and processing rules are freely definable for this. In addition, already finished templates are provided for many expert applications such as ERP systems. A highlight of ELO Print&Archive is that you do not need to keep physical copies of the documents since ELO has a function that converts the documents to a PDF, archives them and makes them available for sending via e-mail.

External access via temporary document links

Projects and orders today increasingly require that external persons must also be included in business transactions. For this, they also require access to transaction-related documents and information. In ELO, this becomes possible with a function that allows defining temporary document links and provides external employees with access to important information by sending the link via e-mail. The link can be restricted in terms of time or in terms of accesses.

ELO Dropzone

Get to your goal with a single click

Working as efficiently as possible is a highly desirable goal at the workplace. With ELO Dropzone, this becomes more and more of a reality. Every day, we receive a great number of tasks, such as inquiries, orders, returns or building specifications. With ELO Dropzone, processing such transactions almost runs on its own. This way, ELO now also incorporated the proven Dropzone functionality from the Business Logic Provider module into the standard product.

This makes it possible to drag work orders, incoming e-mails, form orders and documents simply to the preconfigured ELO Dropzone tiles. Then, the processing is performed automatically by ELO. If, for example, new documents must be filed for a project, users can simply drag them to the "Project filing" tile. When you receive a new order by e-mail, just drag it to the "New order" tile. The tiles can be freely configured for this. It is uniquely easy to set up a tile with sophisticated processing rules. It is just as easy to use the tiles to optimally manage your daily work.

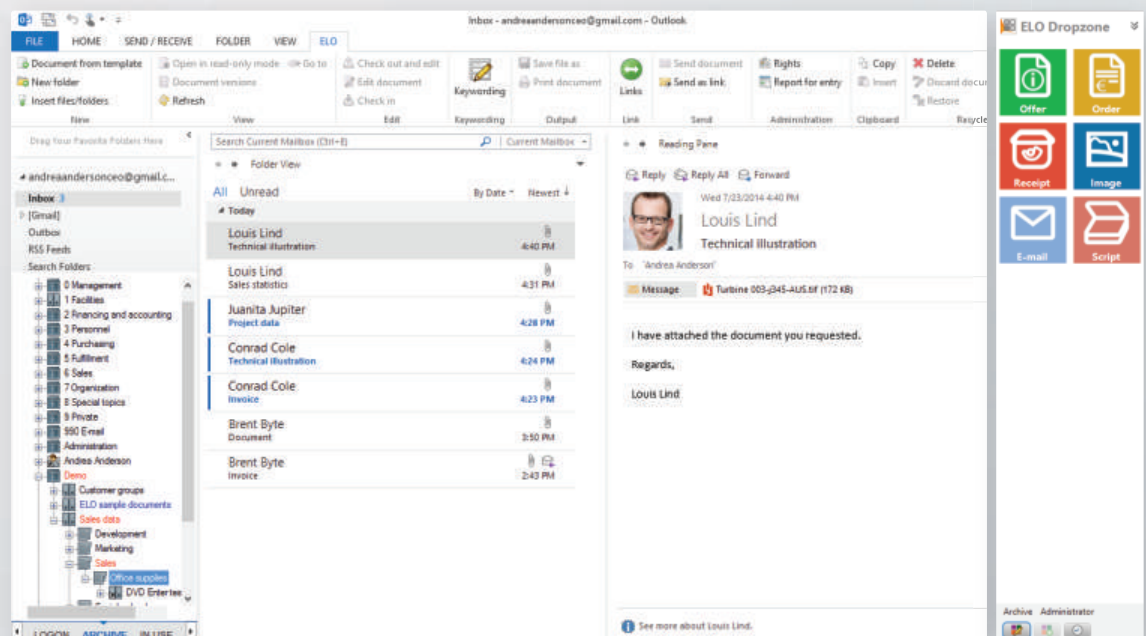
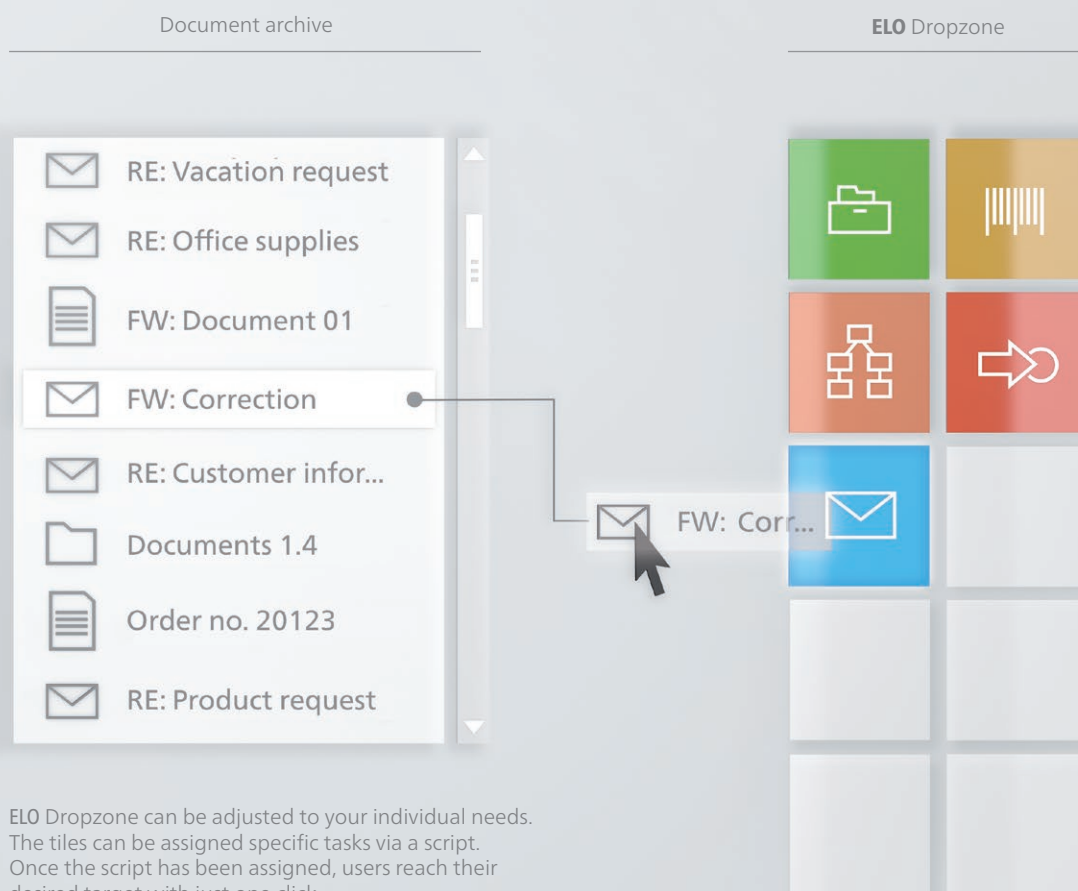


Figure shows. Simplified work with the ELO Dropzone tile system.



Modern workflows

for handling incoming invoices

Companies today face all manner of challenges. One challenge in particular is how to logically structure incoming and existing information. This information must not only be stored securely, but must also be organized and processed. **ELOprofessional 9** offers a tailor-made solution for every challenge in your business.

Incoming invoice processing

Invoices pass through different divisions within the company. This often costs time and money. The incoming invoice solution from ELO significantly reduces these throughput and processing times.

In ELO, the incoming invoices and receipts are recorded automatically and passed on to the correct employee after classification. All relevant document data, such as position data, value added tax, etc. are recognized correctly and undergo plausibility checks. Invoices with an existing purchase order reference in the ERP system can be processed fully automatically by an automated process, if required.

ComputerPalisade

From: ComputerPalisade
Address Line 1
123 Rine Ave
Anytown, PA 32104

Invoice # 20507
Issue Date 10/25/2010
PO Number 880705
Due Date 10/27/10

Invoice # 1 of 1 Acme Publishing Co.
14 Mozart St.
Cleveland, OH 59640
City/State/Zip Code

Subject: Purchase order ACME2010

Description	Quantity	Unit Price	Amount
Multimedia	1	69.00	69.00
PCX10000 RAM	1	59.00	59.00
Operating system, Windows 7	1	299.00	299.00
Software: Microsoft Office	1	99.00	99.00
No. Pay Item	1	129.00	129.00
USB Mouse/Keyboard setup	1	69.00	69.00
Subtotal			765.00
Discount (1.25 + 2.75)			0%
Amount Due			765.00

Notes
Please pay the amount shown above upon receipt of this invoice. Thank you for shopping at ComputerPalisade.

Invoice number: 20507

Invoice recipient:

Company: Acme Publishing Co.
Street: 14 Mozart St.
City/Zip/Country: US 59640 Cleveland
Company Code: 1000
Customer-No.: ABC 123

Invoice items:

Item	Amount	Price	Unit	Total
1	1	69.00	1	69.00
2	1	59.00	1	59.00
3	1	299.00	1	299.00
4	1	99.00	1	99.00
5	1	129.00	1	129.00

Figure shows: The ELO DocXtractor classifying an incoming invoice.

Optimal control thanks to workflows

Workflows are used to pass on invoices to a specialist or a particular department. Invoices can also be approved without a direct order correlation via a digital and standardized invoice approval workflow. ELO offers an excellent cost/benefit ratio since the effort to record invoices, and therefore overall throughput time is reduced. Furthermore, process costs are reduced while at the same time increasing process and data quality and avoiding discount and liquidity losses.

An up-to-date overview of incoming liabilities creates transparency within the company. ELO seamlessly integrates into common commercial ERP systems, such as SAP, Microsoft and Sage. Process-related correspondence such as estimates, offers, e-mails, etc. is filed legally compliant and assigned an electronic signature as needed.

ELO modules for incoming invoice processing are:

Microsoft ERP interface

Seamless integration into the Microsoft Dynamics Navision world. Documents are recorded securely and filed in ELO in compliance with legal guidelines.

ELO workflow

Electronic workflows control company processes across departments and provide for timely and secure processing of business events.

SAP interface

Interface to SAP R/3 for convenient transfer of SAP documents and comprehensive handling of commercial processes.

ELO iSearch

Efficient and powerful search technology leads you quickly and targeted to the searched information by way of semantic and linguistic processes.

ELO Business Logic Provider (BLP)

A unique solution for a comprehensive as well as flexible configuration of business logic and process support by design as well as comprehensive integration with existing business solutions.

ELO DocXtractor

Intelligent and automated classification and processing of incoming documents.

Working on the go

Business without borders

Today's trending topic is mobile working. Mobility, intelligence and flexibility are features that have revolutionized our information processing. At the same time, these attributes are the basis for the success of smartphones, tablet PCs, etc. This success has also spilled over from personal use to companies. Despite all of the advantages, there also are a few drawbacks: The business environment in particular requires data security and solutions for the mobile area tailored to company processes. This is the only way to guarantee transparency, effectiveness and security for employees. Whether it is form-based business process controlling, or offline operation – ELO offers all of this for popular mobile devices with its mobile solutions (ELO for Mobile Devices app, Web Access) in the ELO ECM Suite.

ELO can be used on almost all popular smartphones and tablet PCs via an intelligent software component. In this line, there are specialized apps for the Apple iPhone, Apple iPad and also for Android devices that you can download for free directly from the App Store or Google Play. Users then simply connect to the central ECM server on the Intranet and receive permission-controlled access to the desired files. Data confidentiality is maintained by combining password protection with specially secured transmission protocols.

Workflows with a tap

Of course, mobile applications are not restricted to accessing documents. Moreover, mobile end devices can be used to control workflow functions and tasks. This way, business processes remain active and interruptions are kept to a minimum. Users navigate between the current tasks to be completed with a finger tap. Users can add annotations and then approve the workflow process and/or forward the task to the next processing step. This stays true to the motto "Complete your tasks while on the go".

ELO modules for mobile working:

ELO Workflow

Mobile, digital workflows control company processes across departments and provide for timely and efficient processing of business events.

ELO for Mobile Devices

The tailor-made ECM app for Android, iOS and other platforms.

ELO iSearch

ELO iSearch helps the users to find searched content and information targeted and quickly with the use of linguistic and semantic processes.



The synchronization function in the ELO for Mobile Devices app makes company documents available for all employees at any time.

E-mail management

with maximum benefit

E-mails contain a wealth of business-critical information. This is why e-mail management is fundamentally all about integrating information with regular business processes. The server-based e-mail components offer comprehensive options via freely configurable rulesets for automatic e-mail processing. This incorporates important content in running business processes in a targeted and transaction-based manner.

The ELO ECM solutions provide all necessary functions for comprehensive e-mail lifecycle management (ELM). This includes the option for legally compliant storage and high-performance e-mail process management. All e-mails, from creation through to removal, are processed, archived and managed in coordination with process links and pursuant to legal regulations. With this, you benefit from secure, transparent and compliance-conform business processes.

The central e-mail management in the ELO ECM Suite lowers costs and saves time. Depending on the requirement, ELO allows for the combination of two e-mail archiving strategies, client- or server-based. Users can also access archived documents and data at any time from the e-mail system via efficient access tools.

ELO Client for Microsoft Outlook and IBM Notes

The direct integration of the ELO functionality is available for both the Microsoft Outlook/Exchange and the IBM Notes environments. Both integrations allow for seamless working from within your usual environment and accessing the existing ELO archive and document processes.

ELO modules for mobile working:

ELO Client for IBM Notes

The ELO interface to IBM Notes creates a powerful DMS platform. The ELO data import reduces the load on the Notes database. The ELO Client for IBM Notes is a powerful program that also offers full ECM functionality directly in the IBM Notes user interface.

ELO XC

ELO XC allows for e-mail management in addition to automatic and revision-controlled e-mail archiving. It is possible to define processing rules down to the last detail with the ELO XC EWS interface. By using "actions", individual filing standards can be defined based on rules. The service will be provided as a Windows console application.

ELO Client for Microsoft Outlook

The ELO Client for Microsoft Outlook focuses on the ease of exchanging content (entire e-mails or individual attachments) via dragging between the ELO system and the e-mail inboxes as well as the high-performance parallel search in Outlook and ELO.

ELO DMS Desktop

This product makes it possible to integrate the ELO archive into Microsoft Office (Outlook, Word, PowerPoint, Excel) and IBM Notes and you remain in your usual work environment.

ELO Collaboration

The new flexible option for transaction management

Collaboration is an issue that is of high importance in the business environment. The ELO developers have also focused heavily on this for **ELOprofessional9**. In a first step, a feed was created. The feed can be used to communicate news so that all recipients are up to speed. This approach provides ELO users with great added value. The feed is available in all ELO clients (Java, Windows, Web).

Communication that refers to specific documents as well as events is aggregated in an easy-to-read format. At the same time, these documents are stored available at any time in the archive so that the flow of information is always traceable and has a maximum degree of transparency. While you previously had to look up e-mails to get a piece of old information, the feed is a convenient tool for doing this. The feed takes on this task and makes cooperating on projects smoother, faster and more efficient in so doing.

In addition, business process-specific activities can be added to the feed, either through workflows, ELO clients, or third-party applications. One of the functions displays all posts and activities in a chronological list. The feed settings can be made in such a way that it cannot be deleted.

It doesn't matter whether a new project is being planned or process optimization within the company is required – the success of such a project always depends on the cooperation of the participating persons. This often becomes evident in reality. Complicated processes and department and division barriers prevent fast progressing and therefore success. In places where previously a slew of e-mails had to be exchanged on a transaction or communication was performed with rigid processes via workflow, ELO Collaboration offers new options for cooperation. Comments on a new project that is described in a document can be posted, evaluated and changed, or added to in a transparent manner.

It doesn't matter whether this is professional implementation, controlling for cost evaluation or marketing aspects introduced by sales. For all, there is a permissions-based overview, you can filter by detail/subject area and there is clarity and transparency for all participants why you decided for one or the other option. No matter whether you need to send off tasks nationally or internationally, the ELO Collaboration function gives you a tool that helps you use entirely new aspects of cooperation.

[illegible]

The screenshot shows a Microsoft Teams chat window with a header bar containing a 'Post a reply' button. The chat history includes:

- Today:**
 - Lind** (blue header): "Important, should we order more?" (with a red exclamation mark icon)
 - Administrator** (grey header): "Enter a comment."
- 2014:**
 - Administrator** (blue header): "filed a new document"
 - Version 1** (grey header): "July 23 2014, 06:28 a.m."
 - Lind** (blue header): "Is the invoice OK like this?" (with a red exclamation mark icon)
 - Cole** (blue header): "Invoice approved!"
 - Rorschach** (blue header): "Delivery has been completed."

At the bottom, there is a text input field with the placeholder text "Enter a comment."

The ELO Collaboration feature helps employees to exchange information on a transaction. The feed provides for transparency and shows comments in chronological order.

Workflows

Structure and overview for all areas

ELOprofessional comes with a powerful workflow module for efficient controlling of your business processes. The objective of **ELO** workflows is to handle work processes faster and more efficiently. **ELO** has a number of important features for this. With the help of the graphic designer, existing work processes can be defined digitally in very little time.

The integrated form designer makes it simple and quick to define transaction-based forms with which all information applicable for processing (particularly for secondary systems such as the purchasing department and HR, etc.) is available.

The third important component of the workflow is **ELOas** (Automation Services). It makes it possible to define processing rules for each business process (such as the underlying business logic). In combination with individual scripting options, all these functions serve to provide business processes digitally and automated. This results in faster, better and more cost-efficient transaction processing. Even though business processes now run much faster, you still always have transparency and overview at all times, since the **ELO** workflow has graphical monitoring and reporting and notifies you upon request should an important transaction come to a stop.



Multi-client strategy

The right frontend for each need

Flexibility is an important feature of our work environment. We have long ago grown used to work with e-mails independent of location and device. With this trend in mind, ELO already started many years ago to develop a multi-client strategy for its product suite. This is a functionality that allows users to access their documents, data or active workflows independent of the system and where they are located. Whether it is a preferred expert application such as an enterprise resource planning system, an active Outlook or Office application or the mobile client on a smartphone or tablet PC. The ELO multi-client strategy flexibly provides the required environment depending on the need.

Smartphone and tablet client

When you are on the road or at a meeting, ELO for Mobile Devices is a useful tool to access important meeting protocols, upcoming approvals, etc. A particular feature of ELO for Mobile Devices (for Android and iOS systems) is their offline capability, which provides for access to information even when there is a bad connection or no connection at all.

ELO application clients

Office staff desire integrated working which gives them access to important, archived information from within their preferred ERP environment – whether it is SAP, Navision, Axapta or another ERP system. With specific interfaces and ELO BLP, specialists also have complex ELO functionality within their enterprise resource planning system. This may include archiving individual receipts or displaying an invoice and the associated accompanying documents with a click. Integrated and process-related working is the objective of the ELO application clients.

ELO for Microsoft Office

What applies to Microsoft Outlook users applies to the same extent for Word/Excel and PowerPoint users. They too would like to manage their important Microsoft Office documents from within their application. This applies whether this is direct assigning in a customer file or convenient browsing through existing contract documents that can be checked and edited with a click of the mouse when there is a need for changes. The ELO for Microsoft Office clients make your life easier. Document handling becomes significantly easier with ELO for Microsoft Office and the user gets a large number of additional functions such as contract management, managing templates and much more.

ELO Client for Microsoft Outlook

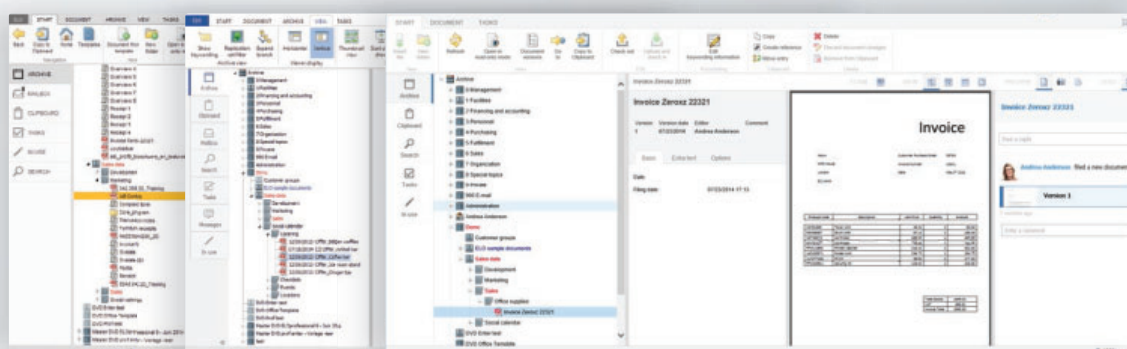
For many users, Microsoft Outlook is the central work tool. An integration of ELO functionality into this program therefore certainly makes sense. The ELO Client for Microsoft Outlook allows users to remain in their familiar working environment for things like looking up important information on an archived meeting protocol to answer an e-mail or if you want to sort incoming invoice via drag-and-drop to the correct project file. Everything goes much easier with the ELO Outlook Client without requiring users to leave their familiar environment. The comprehensive integration into Microsoft Outlook also minimizes the need for training.

ELO Web Client

The objective of the ELO Web Client is to provide access to information in ELO independent of a PC via a standard web browser. Thanks to the improved functionality of web browsers, the Client has developed into a powerful user interface that acts like a full client in many ways. The ELO Web Client allows for efficient working with the ELO system without a client installation despite very little computing power, such as for viewing documents, versioning them, approving them or submitting intelligent searches.

ELO full clients

The ELO full client versions are state-of-the art when it comes to customization. Comprehensive customization options, script extensions, etc. make it possible to specifically use the ELO full client as an expert application, such as for customer management, contract management, incoming invoice management, etc. Its strengths are in being able to display company-specific business logic. This is rounded off by the highly flexible user interface design. It allows users to choose a view that is adjusted to their preferred way of working.



ELO Java Client ELO Windows Client ELO Web Client



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