ELO
Digital Office

Our innovations - Your growth

Product highlights

of the new versions **ELO**professional^{2011}
and **ELO**enterprise^{2011}

ELO
Digital Office

Intuitive user interface

The best ECM technology only benefits users when they understand
it and know how to correctly use it.

User-friendly

The user is at the center of development

We stay in regular contact with our customers and partners and collect valuable feedback. This builds the foundation for continual improvement, which is deeply anchored in our development processes and our philosophy. In addition to a large number of server-based changes and enhancements, practical benefits for users have been placed at the heart of our new developments. Our focus is on increasing the productivity of users and working with them in their familiar work environment. This was made possible in particular by the new integration of ECM functions into Microsoft Office, which is unique in the market. Further highlights such as the new **ELO iSearch** and the form-based workflow provide the user with completely new high-performance tools for handling daily tasks.

Increased automation, efficiency and productivity

With the new **ELO** 2011 versions, immerse yourself into a new effective and convenient way of working. By using **ELOprofessional2011** and **ELOenterprise2011**, experience how easily and efficiently you can maximize your potential with ECM technology – saving you both time and money. Get on board with us; we will guide you through the most important new features of the **ELO** 2011 ECM release.

Intuitive user interface - rapid navigation

When you open the new client, you will immediately notice the most visible change. **ELOprofessional2011** and **ELOenterprise2011** now have a new look. In addition, users intuitively navigate the **ELO** ECM Suite with a multi-functional bar based upon the Microsoft ribbon interface.

As a result commands and functions are accessed much more quickly and easily. New list views and simple groupings also simplify the daily work with the software and save users valuable time.

- Quicker access to the archive
- Intuitive support of work processes
- Increased productivity
- Little or no extra training required
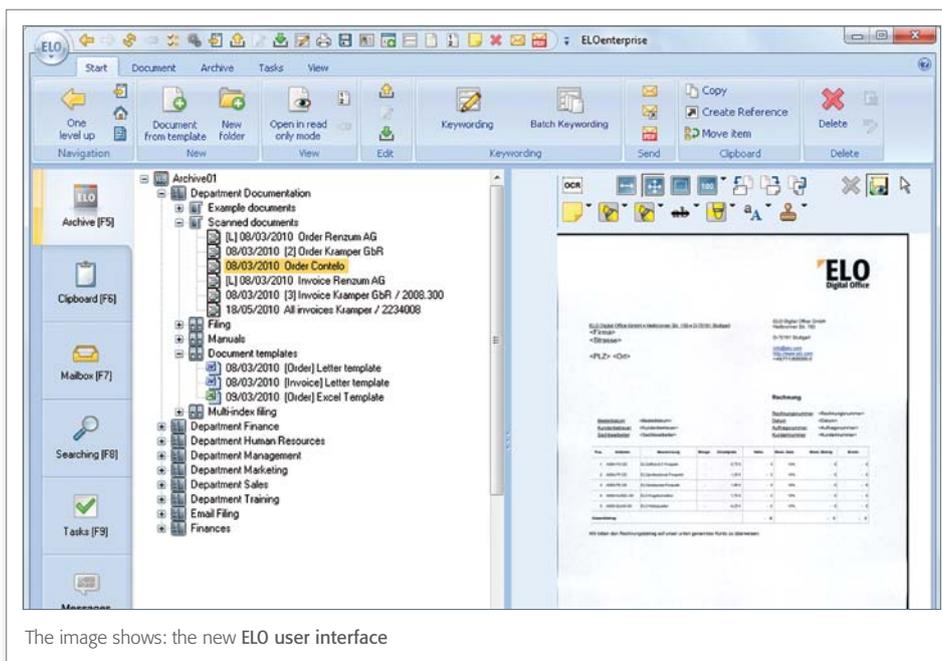
The image shows: the new **ELO user interface**

Multi-client concept

The user is independently capable of employing ECM functions in their preferred application.

Office

Microsoft Office and ELO – a powerful team

Which is your preferred Microsoft Office application? Outlook, Word, Excel? Or, do you like them all equally? This does not matter with **ELO** because the new **ELO** offers you DMS capabilities for the complete Microsoft Office world.

New .NET components allow for seamless integration of **ELO** DMS functions into existing Office applications. Users do not need to install a new client and spend time learning how to use it. They can simply work in the usual way in their preferred application.

Microsoft Outlook and ELO – seamlessly integrated

The new **ELO** Outlook client offers users numerous advantages.
With **ELO**, Microsoft Outlook is expanded to include many valuable DMS capabilities.

- Direct access from within Outlook to the **ELO** archive.

- All common documents from **ELO** are conveniently displayed in Outlook.

- User-friendly transfer of e-mail to the archive with drag and drop.

- Checking documents out of **ELO** and back in again within Outlook.

- High-performance search of the whole archive from within Outlook.

- Clearly organized search results viewable within Outlook.
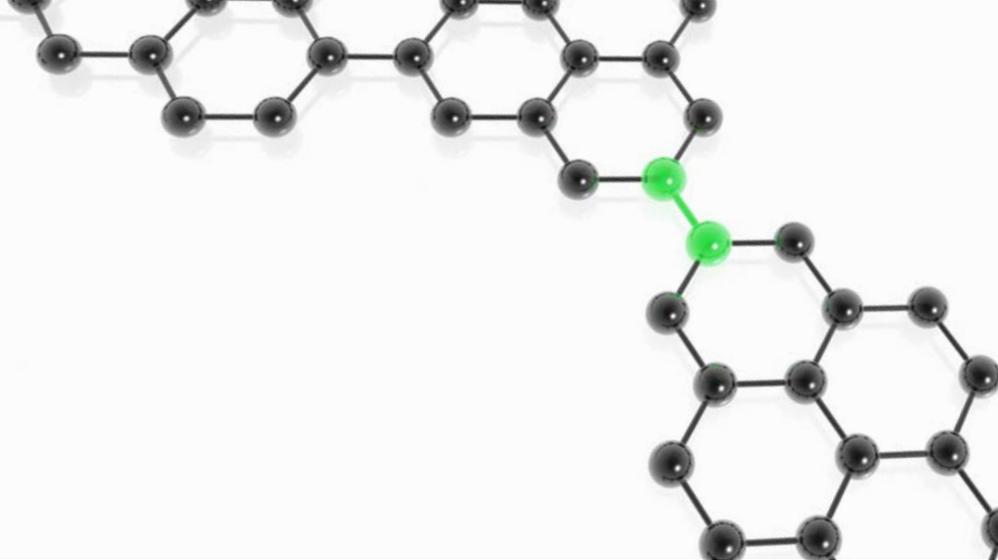
## Microsoft Word and ELO – an efficiency breakthrough

Microsoft Office remains the leader in office communication. Text documents such as contracts, proposals and general correspondence are normally prepared using Microsoft Word.

Say you are tending to customer correspondence and would like to have a quick look at what the wording of the last communication with the same customer was? No problem – **ELO** Integration for Microsoft Word enables you to simply search for the letter in **ELO** via your Word application and display it.

Use DMS functions directly in Microsoft Word

You can open and save your documents in the usual manner. Instead of being saved on a local hard drive or on the file server in the company's network, your documents are securely saved and protected in the central archive. High-performance DMS functions such as document check-in and check-out as well as version history are provided to the user directly within Microsoft Word.

The archive structure can be navigated and documents can be displayed directly from within Microsoft Word in a user-friendly manner. Alternatively, the complete archive can be searched using the new **ELO iSearch** components to display the results or the relevant documents. This means that users do not need to leave their familiar environment and can therefore concentrate on their most important tasks.
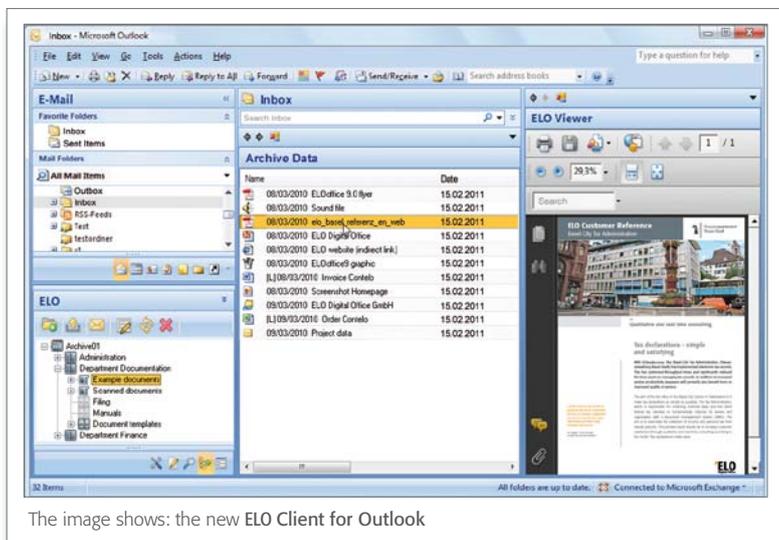
The image shows: the new **ELO Client for Outlook**
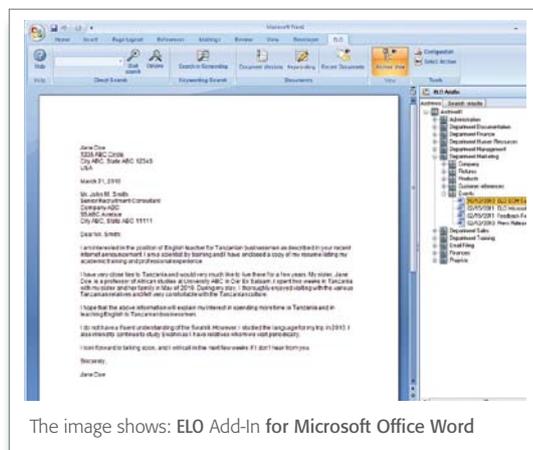
The image shows: **ELO** Add-In **for Microsoft Office Word**

Automated business processes

With **ELO**'s ECM technology you will improve the transparency and efficiency of your company processes over the long term.

Process

Form-based workflows – seamlessly integrated into your processes

For many business workflows and processes – like holiday requests, purchase requisitions or invoice verifications – documents have until now only played a secondary role. Electronic control of these procedures saves a company a great deal of time and makes work more efficient and transparent. **ELO** has been inspired by day-to-day, real-world experience and has expanded its existing workflow features with high-performance, form-based workflow capabilities. Form-based workflows make high-performance process management simpler than ever.

Stress-free holiday requests

Imagine you have an important personal appointment come up, and you want to take a two day holiday at short notice. You simply open your **ELO** holiday-request form, where your name is already pre-entered. You can immediately view how many unused vacation days you have left and your accumulated overtime. **ELO** retrieves this information automatically from the company's HR system using preestablished rules and **ELO Automation Services**.
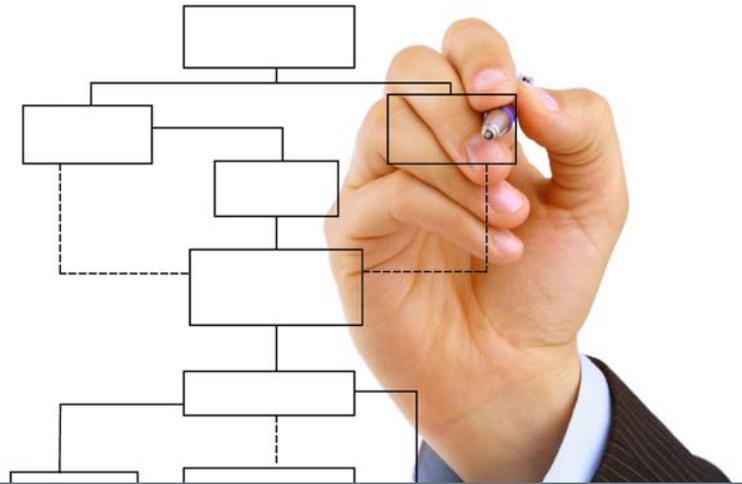
Using the form's selection dialog box, you simply select the holiday period. The number of days are immediately deducted from your unused holidays, taking into account weekends and public holidays. Your will also find that your vacation replacement has already been entered. You then click on send, the workflow starts, and the form lands in your manager's task list. Your manager opens the form and can now "accept/reject" the request as well as insert a comment. Once a decision has been made, you then automatically receive an e-mail informing you whether your holiday request has been accepted or rejected.

Your own form – created with ease

Everything that was done quickly, easily and transparently with the holiday request can of course also be done with other processes such as purchase requisitions or invoice verifications. With the **ELO** form editor, you can create your own form with minimal effort and assign a workflow to it. It is then easy to create lists of keywords or subsets, which are displayed according to the workflow nodes. The workflow editor is based upon HTML forms, which can easily be customized with the **ELO** Editor using selection lists. The form-based workflow is thus quickly and seamlessly integrated into your processes and applications.

Purchase requisition made simple

Purchase requisition, for example, is a process which runs in the ERP system, but which often contains upstream processes which are not included in the ERP application. The form-based workflow can perfectly map such scenarios and transfer the information to the commercial application. Important information such as cost centers or price lists is obtained directly from the ERP system, which eliminates the need for maintaining redundant information. For very complex workflows, the Bird View pro-vides an overview of the current workflow nodes.

All workflows can be converted into PDF format and used to optimize procedural documentation, thus representing an important and valuable contribution which assists towards complying with legal requirements.

The right time

ELO iSearch guides users quickly and reliably to the information they need to make critical decisions. Finding means success.

Knowledge

Are you still searching or are you finding?

Finding the right information in a company remains a major challenge – on average users spend about 20% of their daily work time searching for information – this is now a thing of the past.

With **ELO iSearch**, it is no longer a challenge to find information. This module, which has been integrated into the standard fulltext, will revolutionize your daily work. If you like Google search, you will love **ELO iSearch**.

Important functions at a glance

- AutoComplete
  As you enter a search term, **ELO iSearch** starts suggesting possible matching terms.

- Typing error corrector
  "Did you mean...?" For example, if you make a typing error while entering a search term and type "policiy" instead of "policy", **ELO iSearch** immediately asks if you meant "policy."

- Boolean search functionality
  With **ELO iSearch** you can link several terms with the usual operators, such as AND, OR, and NOT, simply and intuitively with the click of a mouse.

- Synonym thesaurus
  Searches for similar terms.

- **Linguistic search**
  ELO iSearch breaks the terms down into their basic forms. The search returns the hits "book," "books" or "handbook" for the search term "book."

- **SimFinder**
  Finds documents with similar content.

- **Semantic search**
  Searches for documents with related content. If, for example, the user enters the search term "Salzburg," the result list also includes suggestions such as "Mozart," "festival" or "artistic director." These terms are not added by the user, but are extrapolated from the content.
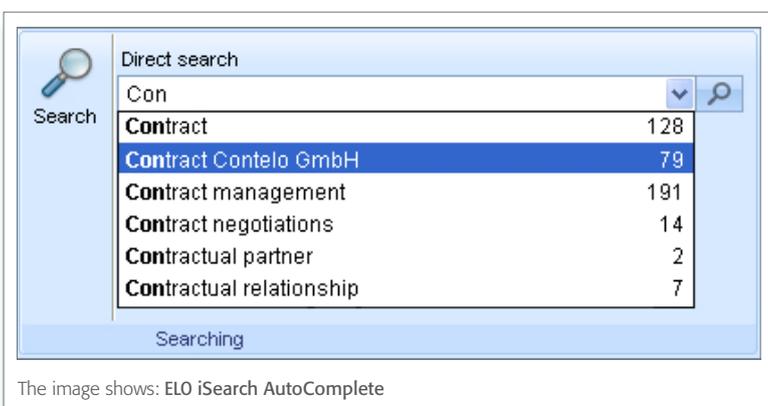
- **Thesaurus port**
  The thesaurus port is an extension of the synonym thesaurus. With it there is the possibility to integrate custom thesauruses, e.g. internal lists of company abbreviations.

- **OntologyNet**
  This searches for terms which have related content. For example, when searching for "summer", the results will include such items as "barbecue" or "picnic."

- **KnowledgeMaps**
  The search as a voyage of discovery. Instead of specifically searching for something, one can browse through their company's information according to preset filter criteria.

Search	Direct search	
	Con	
	Contract	128
	Contract Contelo GmbH	79
	Contract management	191
	Contract negotiations	14
	Contractual partner	2
	Contractual relationship	7
	Searching	

The image shows: **ELO iSearch AutoComplete**

Optimize processes

Routine tasks harbor a potential for automation with which companies can save time and significantly increase the quality of their processes.
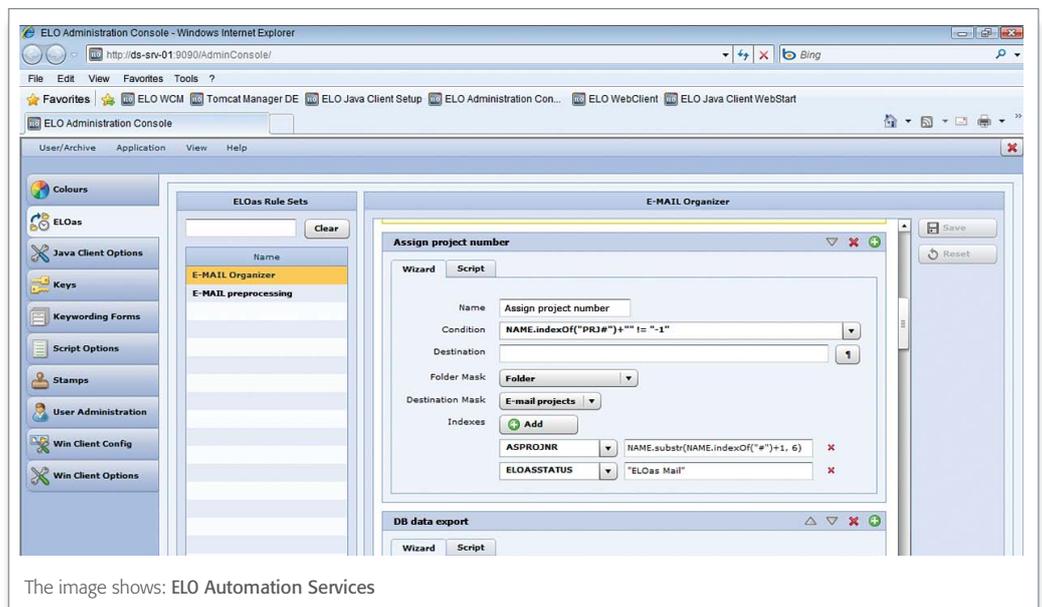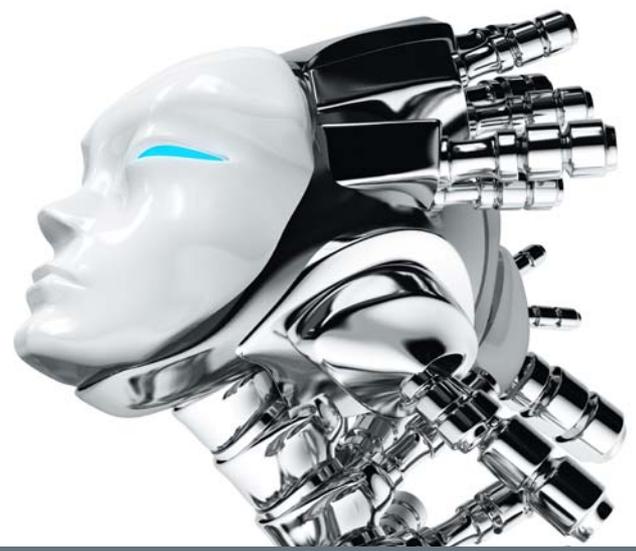
Automation

More automation means more performance

In times in which the economic demands upon companies change so quickly as in today's globalized environment, it is important to remain flexible. Organizational structures must be adapted, and new challenges continue to appear. This is precisely why **ELO** conceived of its tool **"Automation Services"**: to help ECM users make any required modifications to the ECM system as easily and efficiently as possible.

Automate processes

Repetitive work steps or routine activities are ideal for automation, which increases efficiency. Without any time-consuming programming, the provided rules can be easily activated and processed via **ELO Automation Services**' easy-to-use configuration interface – thus automating individual processing steps into entire process chains. The process must only be defined once and is then implemented by the software. Result: the error rate is significantly reduced and the workflows get streamlined.

The image shows: **ELO Automation Services**

Fast and automated archiving

With the module's help, a precise and transaction-specific filing of new documents in the archive – with automated subsequent keywording – is made possible. The target path is thereby determined automatically, with automatic creation of folders and filing structures.
The configuration of this can be modified without the user needing any programming knowledge. For more complex tasks, the usage of JavaScripts is also possible.

Always up-to-date

An additional advantage of **ELO Automation Services** is the option of specifying selected areas in the archive to be checked by the software at preset time intervals. If in the meantime new documents have been filed or a colleague has edited a document, the user automatically gets informed of this. Therefore the person always has a current overview and can accordingly react quickly to changes.

ELO AS – A complete solution

With **ELO Automation Services** companies get a high-performance server module which gives them the ability to automatically control business processes. They gain time, which reduces process costs in the long term.

ELO ECM Suite ^{2011}

Software for: Enterprise Content Management
Document Management · Archiving · Workflow

ELO is available through:

ELO Digital Office Australasia - www.elodigital.com.au - info@elodigital.com.au
ELO Dig ital Office GmbH · D - Stuttgart · www.elo.com · info@elo.com
ELO Digital Office CH AG · CH - Zurich · www.elo.ch · info@elo.ch
ELO Digital Office AT GmbH · A - Linz · www.elo.at · info@elo.at

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