



■ ELO ECM Suite

Software for digitalizing business processes

AT THE  OF YOUR BUSINESS

www.elo.com

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The ELO ECM Suite

The heart of your IT landscape

Enterprise content management (ECM) is much more than just the digital archiving of documents: ECM is working with living documents and important business data within an intelligent software system.

The **ELO ECM Suite** offers exactly this, and is the heart of your IT landscape when it comes to digitalizing your company processes. It integrates with existing systems, ensuring more efficient workflows for all departments.

Digitalization beat by beat

Accelerate the pace of your digital transformation: The **ELO ECM Suite** offers an extensive range of functions that are continuously updated and extended.

Stay up to date with all the latest news and innovations at:

www.elo.com/en/whats-new

Collaboration with ELO

Teamwork goes digital



Effective teamwork is the secret to a successful business. The **ELO ECM Suite** offers numerous powerful collaboration tools that allow your employees to work as efficiently and productively as possible.

The **ELO feed** provides a central platform for exchanging document details and changes. Employees can use the **ELO feed** to collaborate on documents in real time, or @mention colleagues to notify them of important information or new ideas.

The tool also enables users to carry out polls and link additional documents, and add hashtags to categorize documents under specific topics.

Your personal information hub, **My ELO**, opens when you start the **ELO ECM Suite**. This space offers each user an at-a-glance view of upcoming tasks, new posts in the **ELO feed**, or recently used documents. **ELO** is simply a great way to stay organized.

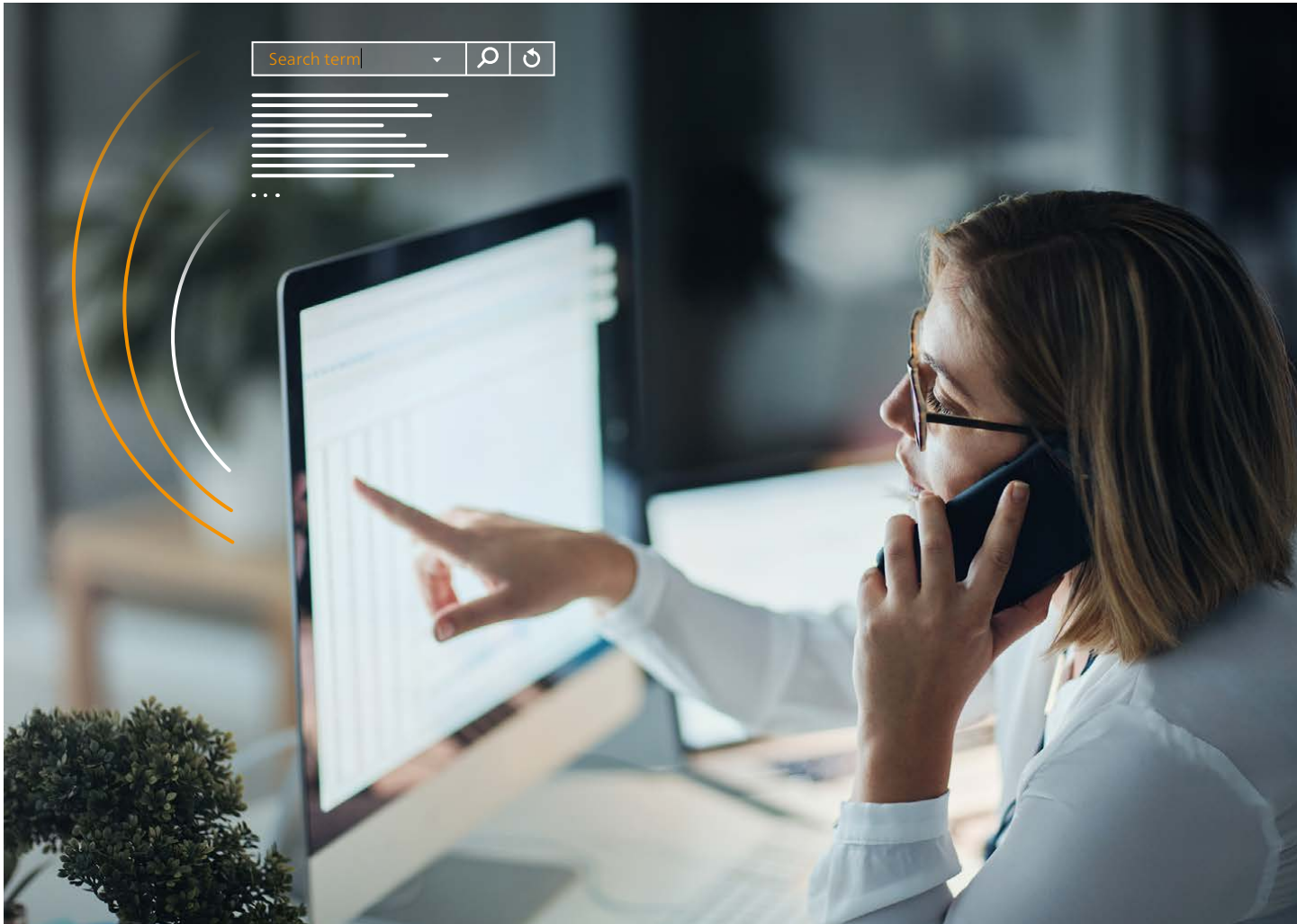
More efficient teamwork

- > Exchange information directly in **ELO**
- > Stay informed of the current status of documents
- > See important information at a glance in **My ELO**

www.elo.com/en/collaboration

ELO iSearch

Stop searching, start finding



The **ELO iSearch** module integrated in the **ELO ECM Suite** lets you find important business information and documents in an instant, saving you time and resources. **ELO iSearch** not only searches the ELO environment but also extends to integrated third-party applications such as ERP, CRM, and e-mail systems. This greatly improves the quality of returned search results, ensuring you quickly locate the correct information in the right context.

ELO iSearch features numerous functions to help you find the information you need even faster, such as a range of intelligent filters for narrowing down possible matches. As soon as you start to type a search term, **ELO iSearch** automatically displays suggestions and synonyms related to the search term you entered. The search function in the **ELO ECM Suite** not only looks up the metadata or keywording information, but also searches the full text contents of the actual document.

The **ELO ECM Suite** presents you with the most relevant information at a glance, allowing you to focus on your core business.

Fast document search tool

- > Use intelligent integrated search functions
- > Integrate easily with third-party applications
- > Locate information in full text contents and metadata

www.elo.com/en/isearch



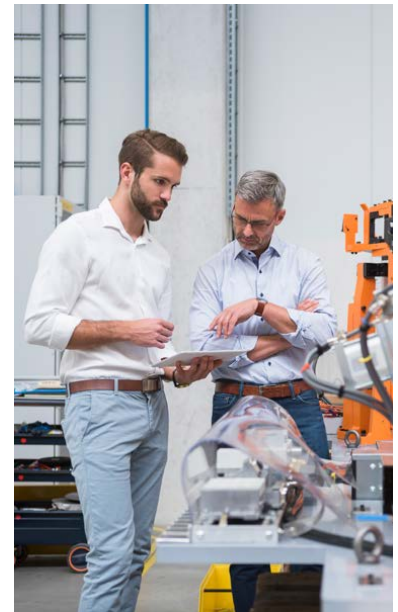
Intelligent ECM

Automate right from the start

With the **ELO ECM Suite**, you can digitalize and classify incoming documents, no matter the format or input channel, and forward them to a downstream business process. The **ELO ECM Suite** provides the perfect digital medium for handling daily tasks such as signing off invoices, submitting offers, or processing orders.

Our intelligent digital mailroom solutions streamline document-centric business processes at the point of entry. The **ELO DocXtractor** module analyzes and processes documents from different incoming channels, extracts information from the respective document, checks it against the data in an ERP system, and reconciles it with AI technology. As a result, you can route business documents to the corresponding business process or department automatically. The new **ELO Smart Input** is your easy-to-use assistant for adding metadata to your documents: The tool intelligently recognizes document types and extracts all relevant text information. Automating this process saves valuable time that you can devote to other tasks.

The optional e-mail management package **ELO XC** reduces the load on your Exchange server and enables you to meet retention requirements. At the same time, you ensure that information in e-mails is readily available to all employees. The system integrates easily with Microsoft Outlook and the **ELO ECM Suite**, providing a superior platform for managing information across your organization.



With the **ELO ECM Suite**, you can just as easily manage processes and make informed decisions even while out of the office.

ELO workflows

Mobilize your processes

Agile processes are a key factor in saving time and money and, ultimately, running a successful business. Companies need to automate certain tasks so that documents and information get to where they are needed fast. **ELO workflows** provide the perfect framework for building workflows to replicate and automate internal procedures and processes so that you can streamline repetitive, manual tasks, make informed decisions, and approve requests quickly.

The **ELO ECM Suite** comes with a built-in form designer that provides multiple options for integrating your own scripts. In combination with the option to incorporate server-side processing rules, **ELO workflows** are the ideal tool for automating your business processes. Once you have triggered a workflow, you can view the status of a process any time thanks to numerous analysis and visualization options.

Automate your business

- > Automate processes according to your needs
- > Track decisions and establish accountability
- > Analyze processes via multiple options

www.elo.com/en/workflow



ELO Analytics

Real-time data analysis

To succeed in today's business world, you need real-time actionable data with facts and figures at your fingertips. The **ELO Analytics** component integrated in the **ELO ECM Suite** enables you to connect data from different sources within your **ELO ECM Suite**. For example, you can analyze the current cashflow or ongoing contracts and generate valuable insights for your business.

The highly versatile tool lets you build and configure different data views so that you can evaluate and use information to suit your purposes. It takes just a few clicks to create custom dashboards for invoice ledgers, contract management reports, personnel files, and much more, all the while ensuring strong security for sensitive information.

The best-in-class ELO permissions system guarantees that users are only able to view and edit documents and data that they are authorized to access.

One-click data analysis

- > Analyze data with customizable options
- > Visualize data with diagrams, tag clouds, or metrics
- > Auto-refresh from your dashboard

www.elo.com/en/analytics



Data privacy and security with ELO ECM Suite

- > Encrypt sensitive data and label personal data
- > Control access with role-based permissions
- > Safeguard against data loss
- > Audit trail of changes and non-modifiable version history
- > Comply with and monitor retention obligation and deadlines
- > Access documents permanently

www.elo.com/en/compliance

Compliance and data privacy

Get data security right

Data security and privacy are increasingly integral parts of the information policy landscape. When it comes to storing important or sensitive data and business documents, the **ELO ECM Suite** offers the necessary platforms and tools to ensure that you are able to meet statutory regulations and data privacy laws such as the General Data Protection Regulation (GDPR). In addition, there are numerous **ELO** functionalities that enable you to implement internal compliance guidelines quickly, transparently, and securely.

The solution incorporates a range of basic functions, such as version control, logs, permissions, and sophisticated encryption technology with up to 2 million possible encryption keys, helping you to meet legal requirements for storing data and documents. These functions come as standard with the **ELO ECM Suite** and are easily configured to match your requirements, laying the groundwork for successful compliance.



With the **ELO ECM Suite**, you can protect your employees' personal data with just a single click.





Breaking information barriers

Flexible solutions for seamless processes

Enhance the functionality of your **ELO ECM Suite**: Connect data among systems with numerous modules and interfaces that blend perfectly with your existing IT infrastructure.

Custom client solutions

Beyond an ECM system

Transform the **ELO ECM Suite** into your own personal ECM system. With our individual client solutions for different requirements and tasks, you can add the functionalities you need for your daily work to the **ELO ECM Suite**.

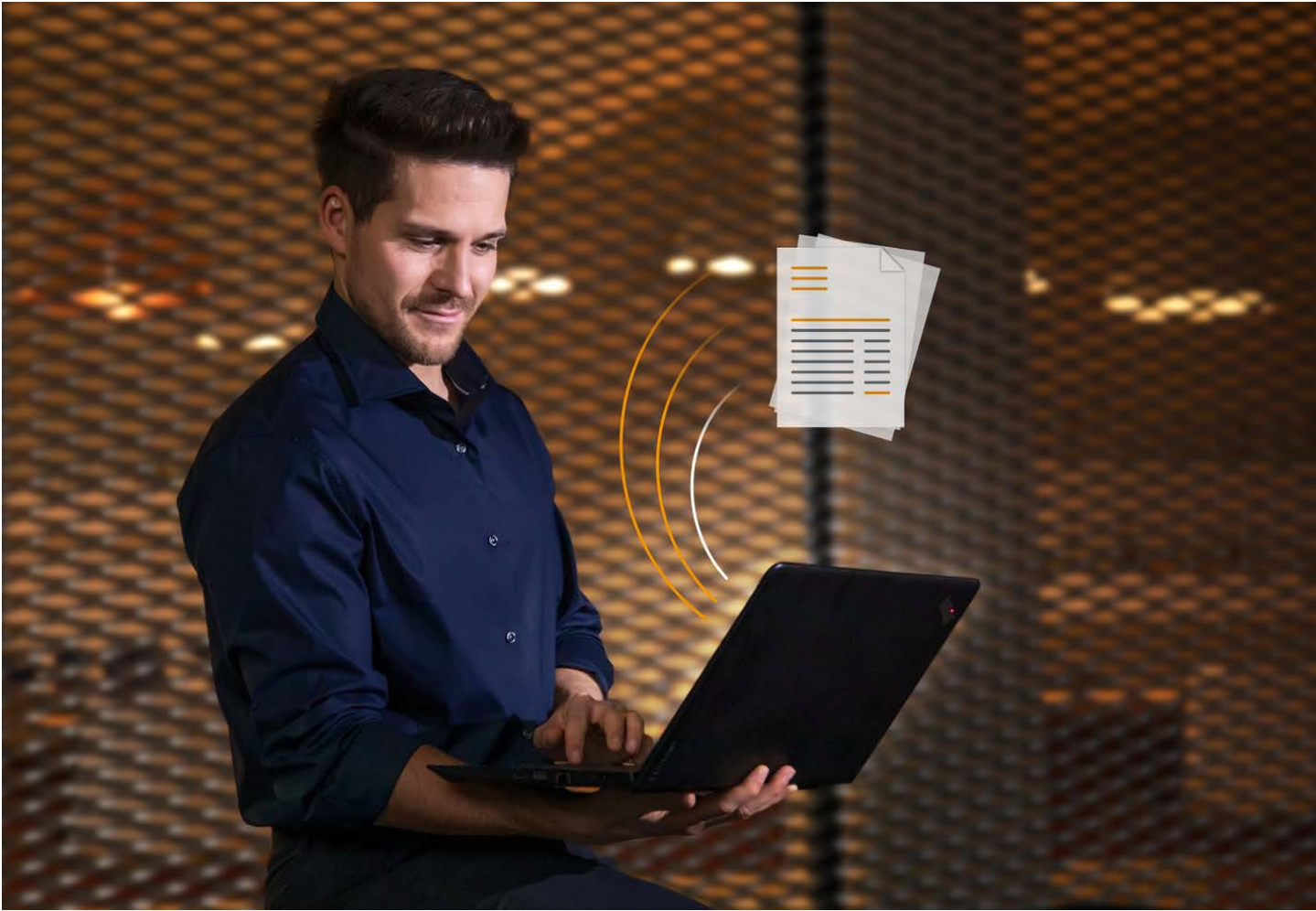
The **ELO Desktop Client** is directly integrated into the desktop as a dynamic sidebar. Optimized for intuitive use with Microsoft Office products such as Outlook, Word, Excel, and PowerPoint, it also allows you to edit other documents and file types easily and efficiently. With the **ELO Desktop Client Plus**, you also have access to your reminders and workflows, and can view them in full-screen mode.

The **ELO Workflow Client** is designed for employees who only need to use the **ELO ECM Suite** for approval processes. With its tailored range of functions, the client is optimized for participation in workflow-based processes, making for faster approval times and allowing your employees to work on other tasks.

A range of ELO clients to meet all needs

- > ELO Java Client
- > ELO Web Client
- > ELO Desktop Client and ELO Desktop Client Plus
- > ELO Workflow Client





Intelligently process information

AI power for your document processes

Businesses today need to be able to rapidly analyze, process, and deliver information. As such, the demand is high for intelligent systems and solutions that automatically sort and route data from the moment they arrive in the mailroom. If you receive a high volume of documents, the **ELO ECM Suite** offers digital solutions for automatically capturing and processing incoming documents.

For example, the **ELO Barcode** module streamlines the document capture workflow by assigning documents to the correct transaction based on the retrieved barcode information.

The **ELO DocXtractor** module uses state-of-the-art AI technology to analyze and process documents from different incoming channels such as e-mails, PDFs, Microsoft Office documents, and paper-based documents including scanned mail, invoices with or without a QR code, or faxes. The tool extracts the required information from the document, checks it against the data in an ERP system, and reconciles it. Finally, the document is transferred to downstream systems and processes. Invoices, for example, are automatically fed into the corresponding review and approval workflow. All this empowers you to manage information more efficiently and cost-effectively across your organization.

Let incoming data work for you

- > Extract document content accurately
- > Make information readily available
- > Route data to the correct process or department
- > Integrate with third-party systems seamlessly

www.elo.com/en/docx

Mobile working with ELO

Mobility means flexibility



In today's workplace, people need to be make informed decisions on the move. The **ELO ECM Suite** provides invaluable tools that empower you to work from any place, at any time, on any device.

Thanks to our phone and tablet apps **ELO for Mobile Devices**, **ELO QuickScan**, and **ELO Connect**, you have access to all the ECM functions you need to do your job effectively. Regardless of where you are — working from home, or on the way to a meeting and need to transfer documents to ELO with your phone camera — mobile solutions with the **ELO ECM Suite** provide maximum flexibility.

In addition, the **ELO Replication** module allows you to synchronize data between repositories at different business locations. This way, you can be sure that employees working in different offices all have the same information on hand. The **ELO ECM Suite** is inherently flexible enabling you to organize knowledge in a way that best suits your company.

The ELO ECM apps for iOS and Android

- > **ELO for Mobile Devices**
- > **ELO QuickScan (iOS)**
- > **ELO Connect (Android)**

www.elo.com/en/mobility

ELO Teamroom

Collaboration at all levels

Effective teamwork and collaboration among employees are the cornerstones of any successful business. However, making sure that your employees are given the tools they need to effectively engage with service providers and customers across organizational boundaries is equally important.

Optimized for the **ELO ECM Suite**, **ELO Teamroom** offers a universal platform for employees and external stakeholders to work on joint projects and much more, even if the users are not connected to the ELO system. The technology is based on virtual project rooms that enable ELO users in your company and external project stakeholders with access privileges to work together. An **ELO Teamroom** can be easily accessed from any browser using the **ELO Teamroom Client**.

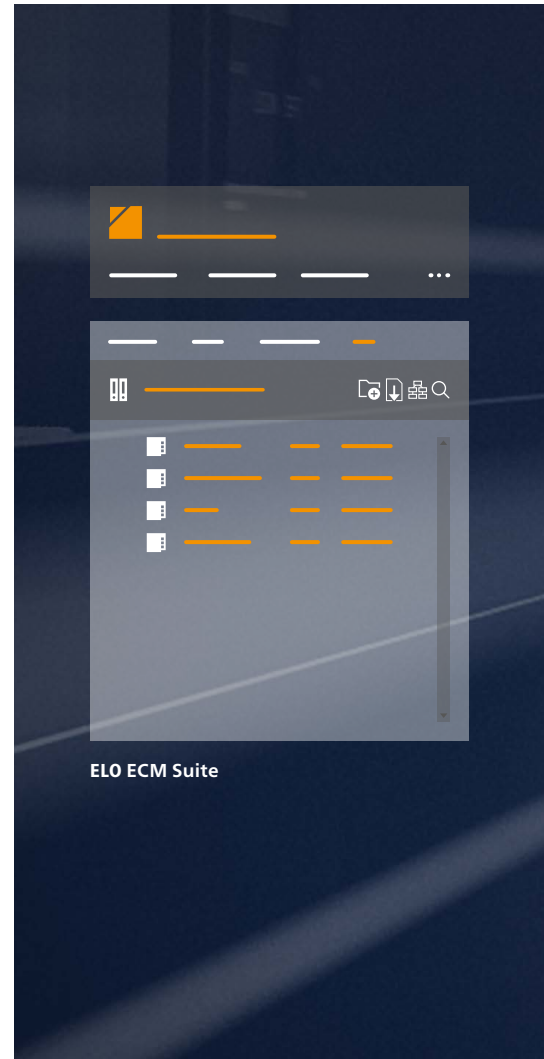
Users with a moderator role can add participants to a virtual project room at any time. Thanks to **ELO Teamroom**, you can work on shared documents in an **ELO Teamroom** with colleagues at other locations, as well as with customers and external service providers. Easy collaboration, no limits.

Teamwork without boundaries

- > Create virtual project rooms
- > Collaborate on documents
- > Access **ELO Teamroom** via a web browser

www.elo.com/en/teamroom





Connect processes across systems

Let integration work for you

The information platform **ELO ECM Suite** connects data from multiple sources in one place. Not only that, our range of flexible additional modules and intelligent solutions allow you to integrate your ELO landscape with other systems for efficient, streamlined digital processes.

ELO for SAP® ERP offers solutions for connecting the **ELO ECM Suite** to your SAP system. The **ELO Smart Link for SAP® ERP** interface transfers documents created in SAP or filed via an SAP object straight to your ELO system conveniently and without switching programs. Additional SAP tools that enable integration of ERP data sets in the **ELO ECM Suite** include the **ELO Toolbox for SAP® ERP** and the **ELO Connectivity Pack for SAP® ERP**.

But that's not all. The **ELO ECM Suite** integrates with the certified interface **ELO WebDAV for SAP® ILM** for GDPR-compliant storage of SAP® ILM projects and scenarios. You can be sure all your data is processed and managed in accordance with data protection regulations.

ELO for SAP® ERP

- > **ELO Suite for SAP ArchiveLink®**
 - **ELO Smart Link for SAP® ERP**
 - **ELO Connectivity Pack for SAP® ERP**
 - **ELO Toolbox for SAP® ERP**
- > **ELO WebDAV for SAP® ILM**

www.elo.com/en/sap



ELO Integration Service

ECM functionalities in ERP and CRM

Optimal interaction among IT systems is essential for efficient business processes. The **ELO ECM Suite** goes one step further with our **ELO Integration Service**. This service, directly integrated with SAP® Business One, Microsoft Dynamics 365 Business Central, and Salesforce, enables you to use a wide range of ECM functionality in your ERP and CRM systems.

These integration capabilities allow you to benefit from the many advantages an ECM system offers without leaving your usual work environment. The **ELO ECM Suite** lays the foundation for connecting your IT landscapes, giving you the tools you need to drive efficiency across different systems – the key to your company's success.

Your one-stop information platform – the ELO ECM Suite

- > Integrate different software systems and components
- > Multitask easily across all systems
- > Merge ELO with your ERP and CRM systems
- > Create holistic views of business information

www.elo.com/en/integration

ELO e-mail management

Get your e-mail under control

Storing e-mails in accordance with retention policies poses a challenge for every company. There are two important factors to consider: statutory storage periods for business-related documents; and the protection of personal data. With the **ELO ECM Suite** and the e-mail management solutions for Microsoft Exchange, HCL Notes, and Domino, your business is well-equipped to overcome these challenges.

The **ELO ECM Suite** offers e-mail archiving for long-term storage and automatically saves e-mail messages to specified folders, making e-mail management an integral part of your company's ECM strategy. With automated rules-based and server-side e-mail archiving, you maintain a complete and accurate audit trail of all correspondence and are able to meet data protection and compliance regulations.

Harness the potential of information in e-mails

- > Incorporate e-mails into business processes
- > Archive e-mails automatically according to regulations
- > Integrate seamlessly with Microsoft Exchange, HCL Notes, and Domino

www.elo.com/en/e-mail

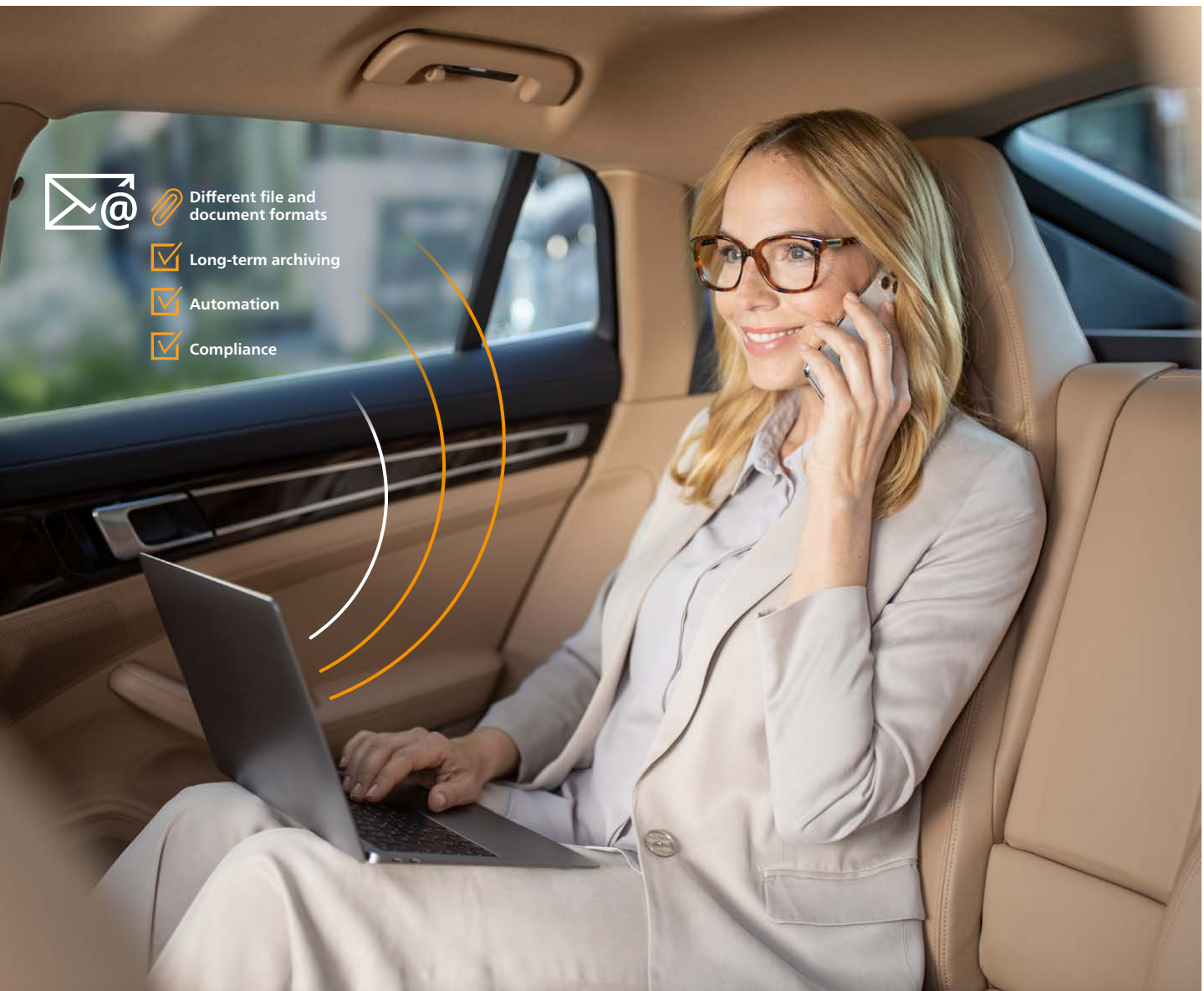


 Different file and document formats

 Long-term archiving

 Automation

 Compliance





Our other modules and interfaces

Broaden your horizons

Make the **ELO ECM Suite** and the wide range of adaptable modules and interfaces the ECM system of choice for your organization.

ELO Backup Server

- Easily store documents long term

ELO Business Logic Provider (BLP)

- Intelligent middleware for connecting processes

ELO CMIS Interface

- Integrate content management systems

ELO COLD

- Fully automated bulk import of spool and printer data

ELO Health Check Service

- Centralized, configurable monitoring of system parameters

ELO Interface for Microsoft Office Online

- Edit and collaborate on Microsoft Office documents in a browser

ELO Notebook Client

- Full ECM functionality for the office and field

ELO Server for Notes and Domino (SAND)

- E-mail management for HCL Notes and Domino

ELO Productivity Tools

- Smart solution packages and web applications for ELO projects

ELO REST Service

- Interface for easy integration of third-party programs and web apps

ELO for Microsoft SharePoint

- Easily transfer documents from SharePoint libraries to ELO and access ELO folders and documents in SharePoint

ELO XML Import

- Import bulk data the fast way

Find out what our additional modules can do and configure the **ELO ECM Suite** to match your business needs:

www.elo.com/en/modules-and-interfaces





ELO Business Solutions

Know where to digitalize

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Your daily processes are at the heart of our offering: Get to know the extensive portfolio of **ELO Business Solutions**.

ELO Business Solutions in practice

Digitalization strategies for everyday situations

Companies looking for end-to-end digitalization face a wide range of challenges. Help is at hand with standardized solutions that you can implement quickly and easily in different departments.

Our tailored **ELO Business Solutions** are based on best practice approaches, allowing you to digitalize specific company processes and tasks. If you want your business to benefit from digitalization, look no further than the ELO range of specialist applications for optimizing your HR, invoice, contract management processes, and much more.

Our range of out-of-box solutions can be adapted to meet individual requirements, ideally complementing the **ELO ECM Suite** platform and helping you to digitalize your business.

Every day, employees in all areas of your company can benefit from our best practice-based ECM solutions – from the front desk to accounting to HR. Here's an example of how ELO Business Solutions can streamline your operations.

A team leader wants to post a new position and consults with the company **ELO Knowledge** community to learn about the current recruitment process. The knowledge database provides instruction to simply click the "Submit personnel request" button in ELO.

This action triggers the digital recruitment process in **ELO HR Recruiting**. The team leader's supervisor approves the request, forwarding it to the HR department. Once approved, a posting is created and the position is uploaded to linked job portals.



Applications to the posted position are now received online and processed with **ELO HR Recruiting**. Once the relevant documents are reviewed, the team leader and supervisor decide to invite their preferred candidate for an interview. **ELO HR Recruiting** offers customizable e-mail templates for candidate correspondence, allowing interviews to be quickly and professionally scheduled.



Hire the best candidates with ELO HR Recruiting

- > Automate recruitment processes
- > Transfer candidate data easily
- > Leverage a ranking system
- > Maintain compliance with data privacy and protection regulations

www.elo.com/en/recruiting



On the day of the interview, the candidate is greeted on a welcome screen in the lobby – the digital candidate management solution **ELO Visitor** makes for a positive and professional first impression. Employees at the front desk are prepared for the appointment, issuing the candidate a personalized visitor badge on arrival.

Following a successful meeting and after a short appraisal of the interview data, the team leader and supervisor decide to hire the candidate. The application process is completed in **ELO HR Recruiting** and the HR department starts a custom onboarding process. Thanks to **ELO HR Personnel File**, the candidate data can be transferred straight to a digital personnel file. The digital personnel file contains all HR-related documents, regardless of their format, including the



Welcome your guests with ELO Visitor

- > Coordinate visits easily
- > Personalize welcomes
- > Customize visitor badges
- > Create up-to-date visitor lists
- > Ensure data privacy

www.elo.com/en/visitor

new employee's contract. The digital contract management solution **ELO Contract** not only creates the digital record, but also manages it throughout its life cycle. From the end of the probationary period, to upcoming anniversaries, to retirement – with **ELO Contract**, you can keep an eye on all dates related to an employment contract.




Modern knowledge management with ELO Knowledge

- > Share knowledge company-wide
- > Collaborate to advance ideas
- > Find information quickly
- > Build a central knowledge portal
- > Empower employees

www.elo.com/en/knowledge



The future of training with ELO Learning

- > Manage content digitally
- > Track qualifications intelligently
- > Integrate seamlessly with HR solutions
- > Capitalize on social learning advancements

www.elo.com/en/learning

And that's not all – **ELO Contract** manages much more than just employment contracts – it handles all other contracts in a central file, from leasing agreements to company cell phone contracts. In **ELO**, the contract file is linked to the digital personnel file, making all employee informa-

tion available in one location at all times. In addition to a company cell phone, the new employee also receives a laptop ordered by the IT department. The solution **ELO Invoice** is used to automatically process the invoice received by accounts. From capture to approval, the entire in-

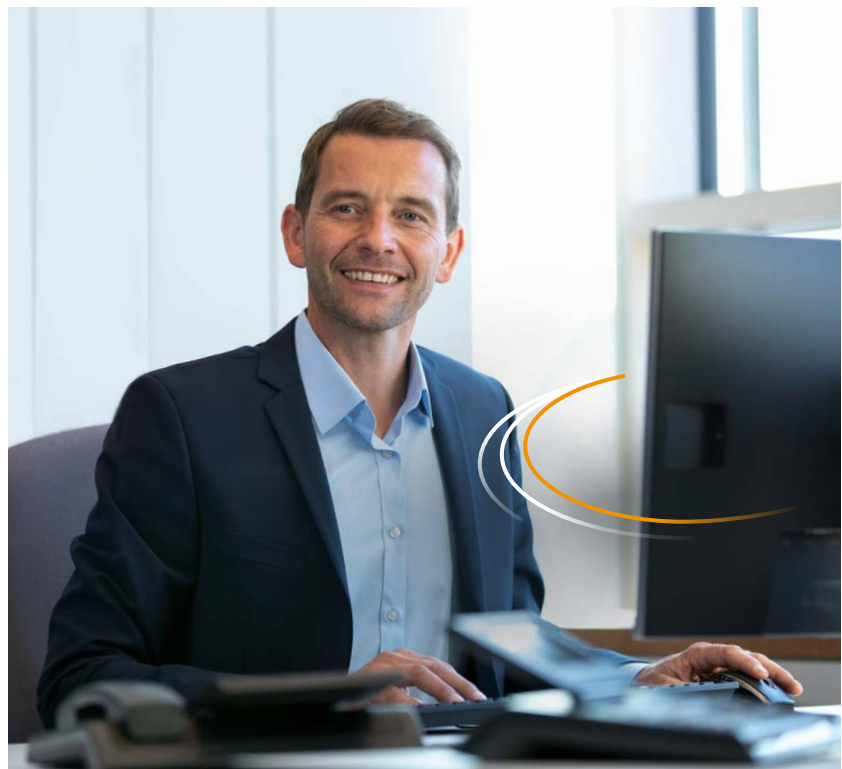
voice process is ultra-efficient thanks to **ELO Invoice**. Onboarding new hires as quickly as possible requires them to complete a range of training programs. As most of the sessions are available as e-learning modules, **ELO Learning** is integral to the **ELO Business Solutions** portfolio.



Keep an eye on the fine print with ELO Contract

- > Contract governance and evaluation options
- > Contracts managed in one location
- > Practical integrated calendar
- > Digital contract files
- > Compliant contract management

www.elo.com/en/contract





Accounting pays off with ELO Invoice

- > Automate invoice processing
- > Integrate seamlessly with your ERP system
- > Manage incoming invoices and monitor deadlines
- > Invoice easily with simple forms

www.elo.com/en/invoice

ELO Learning is a digital qualification and training management system to manage training content efficiently. Supervisors have an overview of sessions completed by employees and their progress – this is 21st century learning management. At the end of the day, the entire company

benefits. The team leader from accounts is pleased with the new hire, who has quickly learned the ropes and become accustomed to the new working environment. As an entrepreneur, you know that your internal processes are sound and efficient thanks to an end-to-end

digital workplace. You and your employees can focus on your core business while **ELO Business Solutions**, a complement to the **ELO ECM Suite**, streamline your processes.



Redefine HR processes with ELO HR Personnel File

- > Capture and securely manage HR data
- > Access organizational charts at the press of a button
- > Analyze processes
- > Integrate with existing HR systems
- > Meet deadlines and ensure legislative compliance

www.elo.com/en/personnel-file

Enterprise content management with ELO

An all-in-one solution

The **ELO ECM Suite** opens up an entire world of digital business processes. You can extend the software at any time with numerous **apps, modules**, and **interfaces** that integrate seamlessly with your systems. Benefit from digital **solutions** for key departments at your company.

The **ELO ECM Suite** comes in two server technologies depending on your requirements: **ELOprofessional**, the standard solution for businesses; and **ELOenterprise** for unlimited scalability.



ELO Business Solutions

Digital software solutions for company departments

Mobile apps

ECM for smartphones and tablets



ELO ECM Suite

Software for digitalizing business processes



Modules

Added functions for the ELO ECM Suite

Interfaces

Integration with third-party systems (e.g. ERP, CRM)



Keeping a finger on the

pulse of your organization:

Digital solutions

AT THE  OF YOUR BUSINESS

Our hearts beat for the digital future. For your business too. We provide products and solutions that fit your needs and drive your organization's heartbeat, allowing your operations to thrive. Begin your digital journey now. We're right where you need us. At the heart of your business.

Successful digitalization – ELO customer references

Companies of all sizes and industries already run better thanks to ELO products and solutions. Read how our customers successfully use ELO to optimize their business.

www.elo.com/en/referencefinder



Your partners for digitalization

There are more than 1,000 certified ELO Business Partners worldwide, giving you the assurance of a competent, trusted partner, wherever you are.

www.elo.com/en/partnerfinder



The ELO magazine for topics at the heart of your business

Read all about the latest topics and developments in digitalization in our online magazine ELOquent.

www.elo.com/en/eloquent

■ ELO ECM Suite

Software for digitalizing business processes

AT THE  OF YOUR BUSINESS

Europe (Headquarters)
ELO Digital Office GmbH
www.elo.com/en/contact

North America
ELO Digital Office Corporation
www.elo.com/us/contact

Asia-Pacific
ELO Digital Office AU/NZ Pty Ltd
www.elo.com/au/contact

Asia
PT ELO Digital Office Indonesia
www.elo.com/id/contact

Africa
ELO Digital Office (Pty) Ltd.
www.elo.com/za/contact

 **Worldwide**
Find more locations
www.elo.com/en/locations

More information:
www.elo.com/en/ecmsuite