



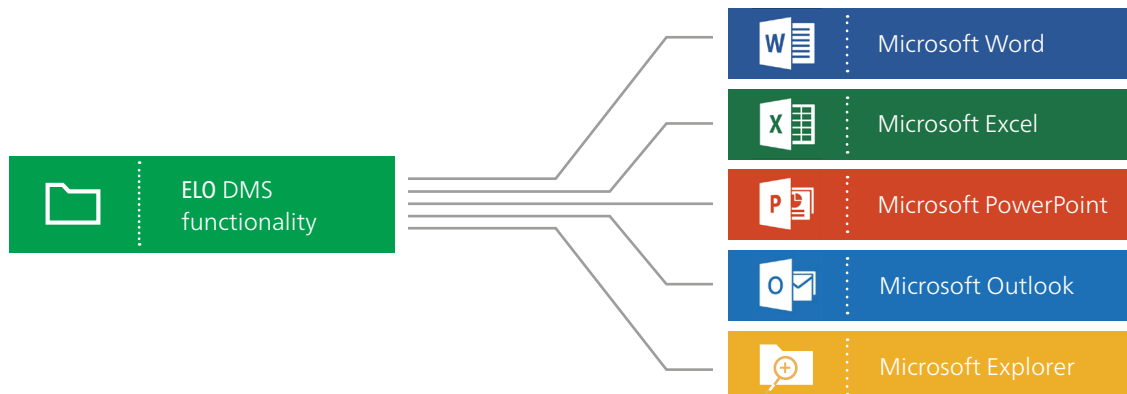
Business Power For Your Workplace

ELO DMS Desktop

Software for: Document Management

ELO DMS Desktop

Document management power for your workstation



ELO DMS Desktop optimally connects Microsoft Office with the world of ELO

ELO DMS Desktop adds powerful document management and archiving functions to your familiar Microsoft Office environment. **ELO DMS Desktop** integrates into trusted office applications like Microsoft Outlook, Word, Excel, PowerPoint, and Explorer like no other solution. This enables you to master your daily work processes better and faster.

These days, it is no longer acceptable to simply create a document and save it somewhere on your computer. The key to success is process-related processing, in which generated information (metadata for a customer or project file, e-mail messages, contracts, correspondence, and so on) exists in a clear context to a business process. Each authorized user must be able to access documents in an instant, while maintaining legal compliance for tax authorities or the courts. **ELO DMS Desktop** takes care of all of this. Added to this is automatic logging and versioning of changes to documents that pass through

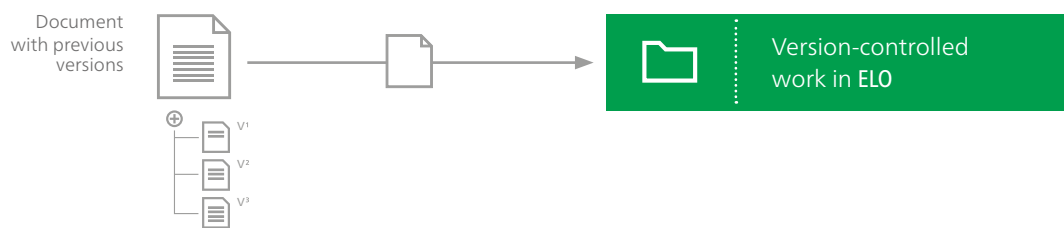
individual business processes. With its seamless integration into the world of Microsoft Office, **ELO DMS Desktop** provides your business with an indispensable tool for daily work.

ELO DMS Desktop highlights

- ▶ Full-value DMS client for Microsoft Outlook
- ▶ Powerful Office clients for Word, Excel, and PowerPoint
- ▶ Provision of enterprise search and analysis functions in a Microsoft Office environment
- ▶ Direct integration of the ELO repository structure in Explorer
- ▶ Version-controlled editing of business cases, documents, and metadata
- ▶ Direct access to customer and project files, contracts, and delivery receipts from within the Office applications

Microsoft Office and ELO

Intuitive productivity



We create and process documents like letters, contracts, memos, tables, and presentations on a daily basis. Microsoft products like Word, Excel, and PowerPoint are long-established standard tools in this area. **ELO DMS Desktop** has intermeshed these products with the ELO world in order to provide the applications with powerful document management capabilities.

Regardless of what information or documents are processed (contracts, meeting notes, cost calculation, etc.), they are always clearly linked with their underlying business process. This is exactly where the ELO Clients for Microsoft Office come into play. They add DMS functionality to the Microsoft products, enabling users to access process files, page through them, and with a single click to start editing them in Microsoft Word, Excel, and PowerPoint in their day to day work. The integrated check-in and check-out mechanisms ensure collaborative document editing (such as contracts within a team). The

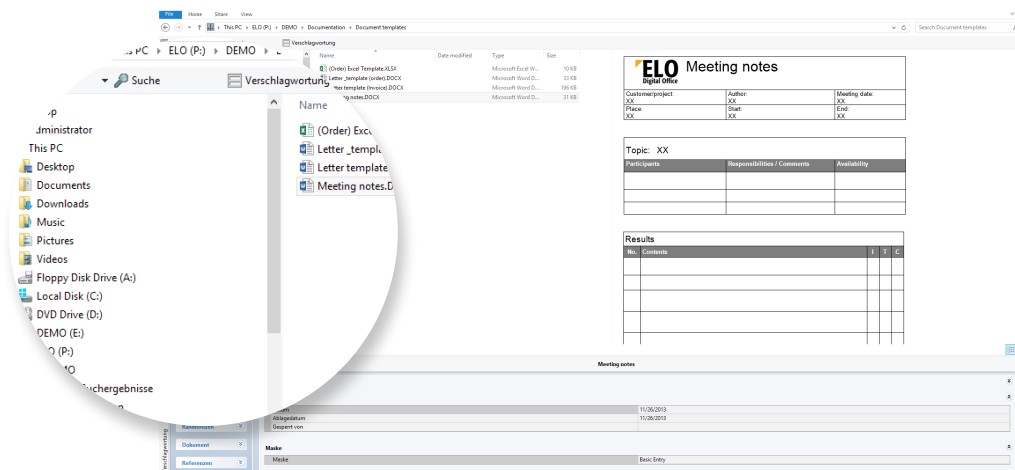
integrated ELO template management system also enables personal, departmental, and company-wide templates to be managed effectively and used for automated business processes. An important point when creating and editing a document is the traceability of individual version states. To achieve this, **ELO DMS Desktop** contains powerful version, history, and reporting functions.

Highlights of the Microsoft Office clients

- ▶ Direct integration of the ELO repository / filing structure into Word, Excel, and PowerPoint
- ▶ Convenient navigation within existing customer / project / contract files and much more
- ▶ One click to quickly open and edit Office documents
- ▶ Secure collaborative editing with check-in / check-out functions
- ▶ Integrated version management for comprehensive document history
- ▶ Simple management of individual and business-wide Office templates

ELO File System

The ELO drive for everyone



ELO File System: The ELO repository in Windows Explorer, including document preview

Microsoft Windows Explorer is a handy tool to store documents and data. However, what works for a single user at home brings with it uncertainty and disadvantages for a business. Information islands, long access times, non-logged and non-audit-proof storage are often problems that companies have to face when this method is scaled up to corporate use. **ELO DMS Desktop** provides assistance here with its complete integration into the file system.

With the integration of ELO File System into Windows Explorer, the user sees ELO as a completely normal drive on the computer. The user can then save, organize, move, or pass on a copy of documents and data from applications (such as CAD, CRM, etc.) as usual. The difference between the two is the powerful DMS functionality. If you are dealing with an order from a customer, important customer data that is generated automatically from the ERP/CRM system is now saved to the repository. Filed documents instantly include additional important information that is automatically inherited

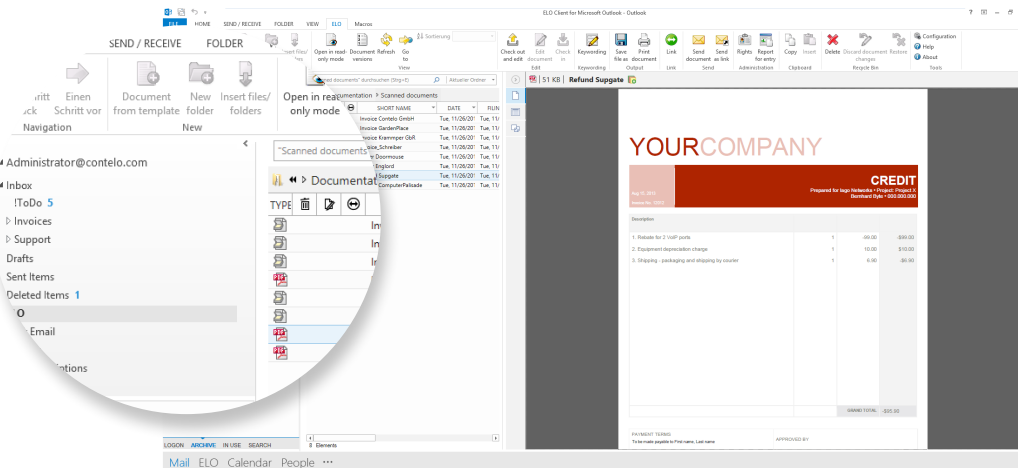
from central project or customer folders. The enterprise search ensures that every document is located immediately, even in a repository with millions of other documents. A rights management system individually designed for business processes ensures that information is secured when working across different departments. The central ELO repository back end ensures that documents are managed in audit-proof and legally compliant ways through comprehensive reporting and version management.

Highlights of the ELO repository Explorer integration

- ▶ Display the central ELO repository structure directly in Windows Explorer
- ▶ Comprehensive rights management to protect documents, customer / contract / project files and much more
- ▶ Drag and drop for simple, audit-proof document and data storage
- ▶ Convenient metadata management for documents and process files
- ▶ Direct filing and storage for existing enterprise applications, including CAD, CRM and more

Microsoft Outlook and ELO

Seamlessly integrated



ELO Client for Microsoft Outlook: Integrated repository view with document preview

Microsoft Outlook is the most important application used for communication. It is where we turn to when we start work in the morning and we return to it all throughout the day. We use it to send and receive important business information. That is why we have added powerful document management functions to Microsoft Outlook in order to effectively leverage processes in the workplace.

The administrative overhead for documents and other important information grows in proportion to the amount of e-mails and tasks. After a certain point, they can no longer be handled without powerful DMS functions. The ELO Client for Microsoft Outlook provides this in a program users are accustomed to using. Users can simply drag important e-mail messages into their corresponding customer file. Customer, job, or project data is processed automatically to keyword e-mail messages in an existing folder. ELO can automati-

cally trigger a work process to audit or approve an e-mail, or even put separate documents into circulation. The goal is to work faster, more effectively, and above all with automation. One benefit for daily work here is the universal enterprise search integrated into **ELO DMS Desktop**. Instead of wasting precious time on locating important stored information, you can now find it in an instant.

Highlights of ELO Outlook integration

- ▶ Adds a fully fledged document management client to Outlook
- ▶ Display central repository, file, and business structures directly in Outlook
- ▶ Drag-and-drop filing of process-related e-mail messages and other documents
- ▶ Integrated display of all business documents and formats in the filing structure
- ▶ Universal search in Outlook for both information in e-mails and in documents stored in ELO

ELO DMS Desktop | Document Management

ELO® is available from:

—|

|—

—|

|—

USA

ELO Digital Office Corporation,
214 Lincoln Street, Suite 304, Boston,
MA 02134, USA; info-usa@elo.com

Europe

ELO Digital Office GmbH, Tübinger Strasse 43,
70178 Stuttgart, Germany; info@elo.com

Asia

ELO Digital Office Indonesia, Graha Kencana Building, 2nd Floor,
Raya Perjuangan 88 Kebon Jeruk, 11530 Jakarta, Indonesia; info@elo.co.id

Asia-Pacific

ELO Digital Office AU/NZ Pty Ltd, Level 14, 221 Miller Street,
North Sydney NSW 2060, Australia; info@elodigital.com.au



For further
information, go to:
[www.elo.com/en/products/
elo-dms-desktop](http://www.elo.com/en/products/elo-dms-desktop)

ELO Digital Office, the ELO logo, elo.com, ELOoffice, ELOprofessional and ELOenterprise are trademarks of ELO Digital Office GmbH in Germany and/or other countries. Microsoft®, MS®, Windows®, Word® and Excel®, PowerPoint®, SharePoint®, Navision® are registered trademarks of Microsoft Corporation in the USA and/or other countries. Other company, product, or service names may be trademarks of other companies. This publication serves only as non-binding general information and is not a substitute for a detailed, individual consultation. The information contained in this publication can be changed at any time without prior notice. Technical characteristics and functions may vary, particularly from country to country. You can obtain the latest information on ELO products, contract conditions, and prices from the ELO companies and the ELO business partners, and/or from the ELO channel partners. The product information shows the present status. Subject and extent of the services are exclusively defined in the respective contracts. ELO does not guarantee, warrant, or assure as specific properties that its products or other services provide compliance with specific laws or regulations. The customer is responsible for compliance with security regulations and other regulations defined by national and international law. The right to make changes, errors, and misprints is reserved. Reproduction and distribution, in part or in whole, is only allowed with written consent from ELO Digital Office GmbH.

© Copyright ELO Digital Office GmbH 2015. All rights reserved.

