



► YOUR WORK FLOWS

► ELO ECM Suite

# Software for digitalizing business processes

Enterprise Content Management

[www.elo.com](http://www.elo.com)



Digital processes for maximum flexibility

## What is ECM?

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. Users can quickly find documents, data, and information of all kinds, link them to workflows, use collaboration tools, and uncover trends with powerful analytic capabilities.

**ELO ECM Suite** offers exactly this, and is the heart of your IT landscape when it comes to digitalizing your company processes. The software integrates with existing systems, ensures more efficient workflows for all departments, and offers a range of technical add-ons to meet all your requirements.

Comprehensive, intelligent information management is delivered in **ELO ECM Suite**.



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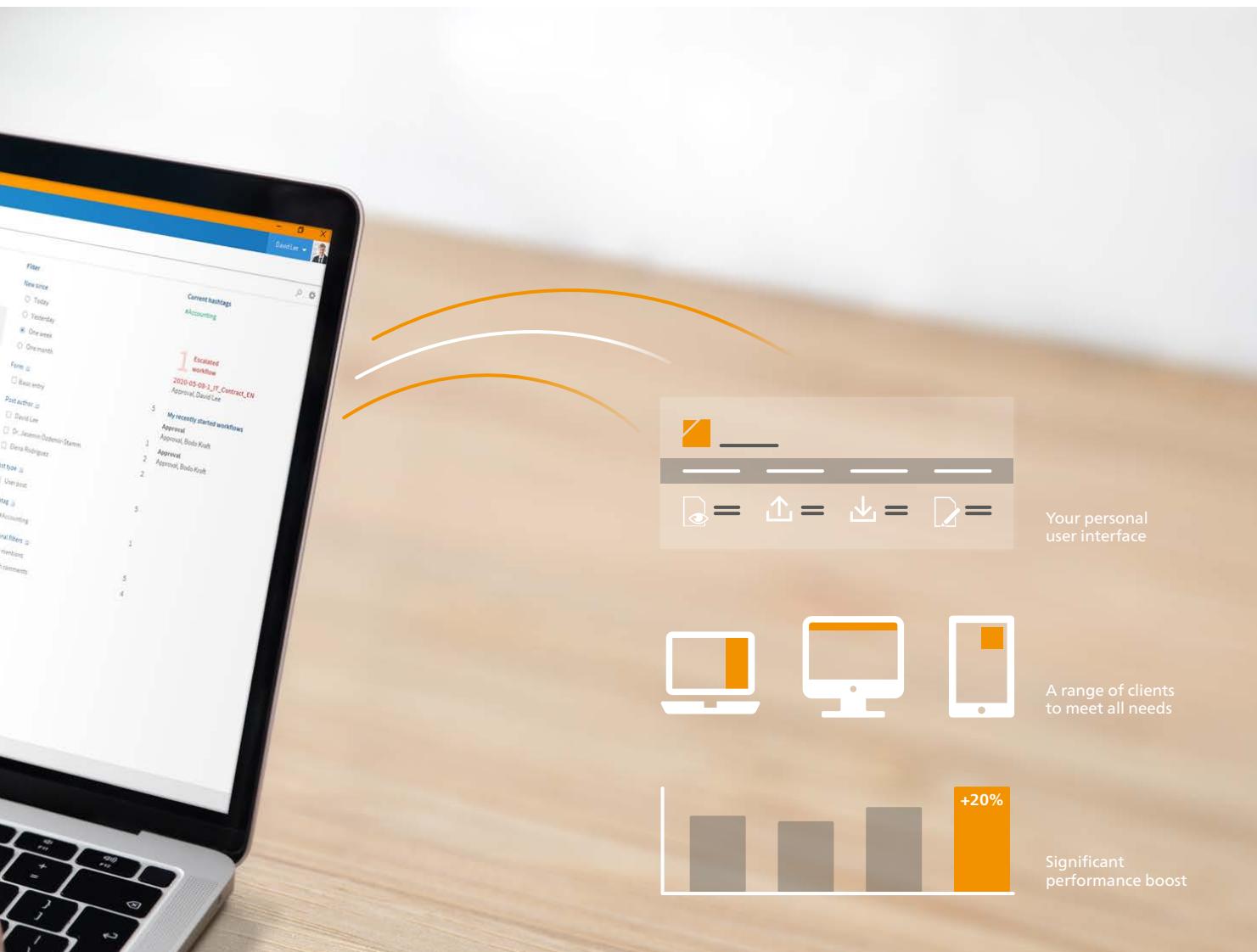
## Digitalization and automation ECM for you

The new **ELO ECM Suite** is the ideal way to digitalize your business today and in the future. With our ECM software, you can digitalize, automate, and analyze business processes and information according to your exact requirements. **ELO ECM Suite** also functions as a central location to securely manage and store your company's data and documents according to legal requirements and compliance guidelines.

But that's not all: **ELO ECM Suite** actively supports your daily work routine with numerous functions for efficient document management and intelligent tools that get critical

data and documents into business workflows such as processing invoices or managing contracts faster. The version management function integrated in **ELO ECM Suite** ensures you always have an overview of the current status of your business transactions.

There is no other system that can compare with **ELO ECM Suite** when it comes to comprehensive solution software for intelligent enterprise content management. The new version brings a completely redesigned, leaner user interface that offers even easier access to the most important functions.



Another highlight is the new Favorites menu item that allows you to customize your workspace and transform **ELO ECM Suite** into your very own personal ECM system.

Different employees, different tasks – **ELO ECM Suite** has a multi-client strategy designed to meet all your requirements. These include the new **ELO Desktop Client** for employees who complete a large part of their tasks with Microsoft Office, the new **ELO Workflow Client** for employees who are involved in approval processes, and a wide range of other client solutions, as well as for mobile working.

## ELO ECM Suite highlights

- Modern user interface
  - Multi-client strategy to fit all requirements
  - More power for your processes
- [www.elo.com/us/  
ecmsuite20](http://www.elo.com/us/ecmsuite20)

## Collaboration with ELO

# Teamwork goes digital



**E**ffective teamwork is the secret to a successful business. **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 details or changes relating to documents. Employees can use the feed in **ELO** 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 as well as add hashtags to categorize documents under specific topics.

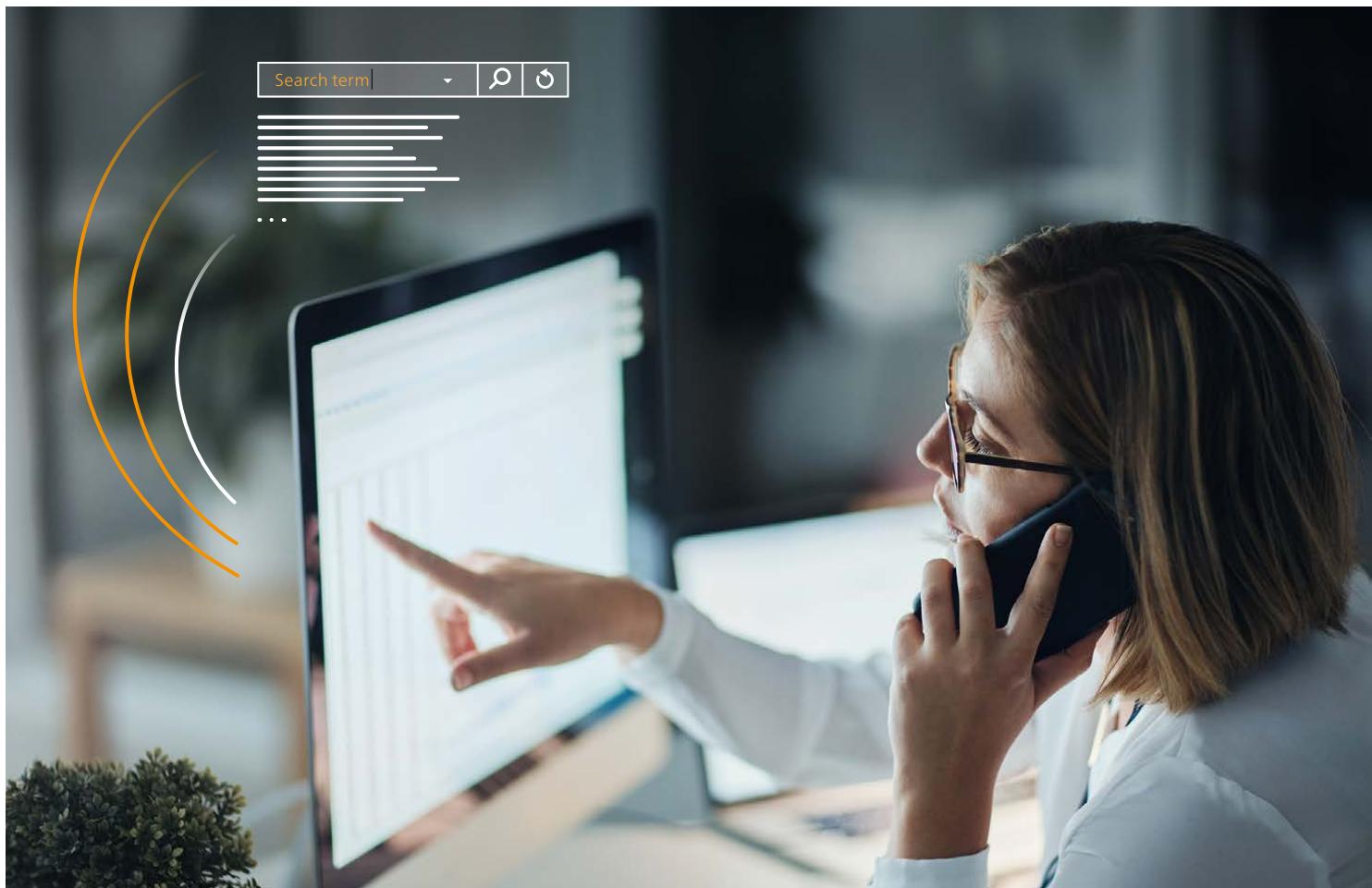
Your personal information hub **My ELO** opens when you start **ELO ECM Suite**. This space offers each user an at-a-glance view of upcoming tasks, new posts in the **ELO feed**, or recently used documents. **ELO** is simply a great way to stay organized.

### 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/us/  
collaboration](http://www.elo.com/us/collaboration)

**ELO iSearch**

# Stop searching, start finding



The **ELO iSearch** module integrated in **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 the search results that are returned, ensuring you quickly locate the correct information in the right context.

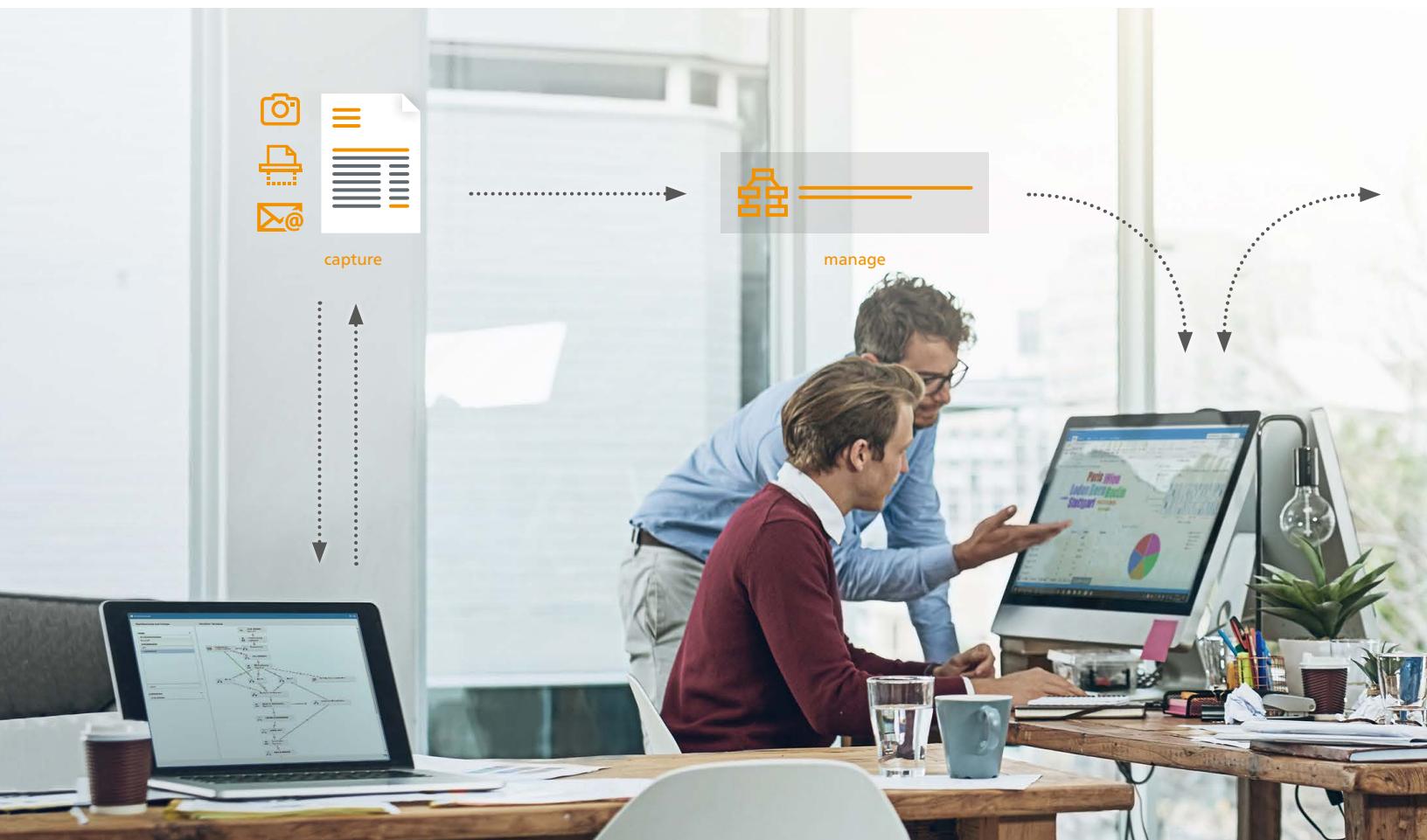
**ELO iSearch** features numerous functions to help you find the information you need even faster, such as a range of intelligent filters for narrowing down possible matches. As soon as you start to type a search term, **ELO iSearch** automatically displays suggestions and synonyms related to the search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

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

### Fast document search tool

- › Use intelligent integrated search functions
- › Easily integrate third-party applications
- › Locate information in full text contents and metadata

[www.elo.com/us/isearch](http://www.elo.com/us/isearch)



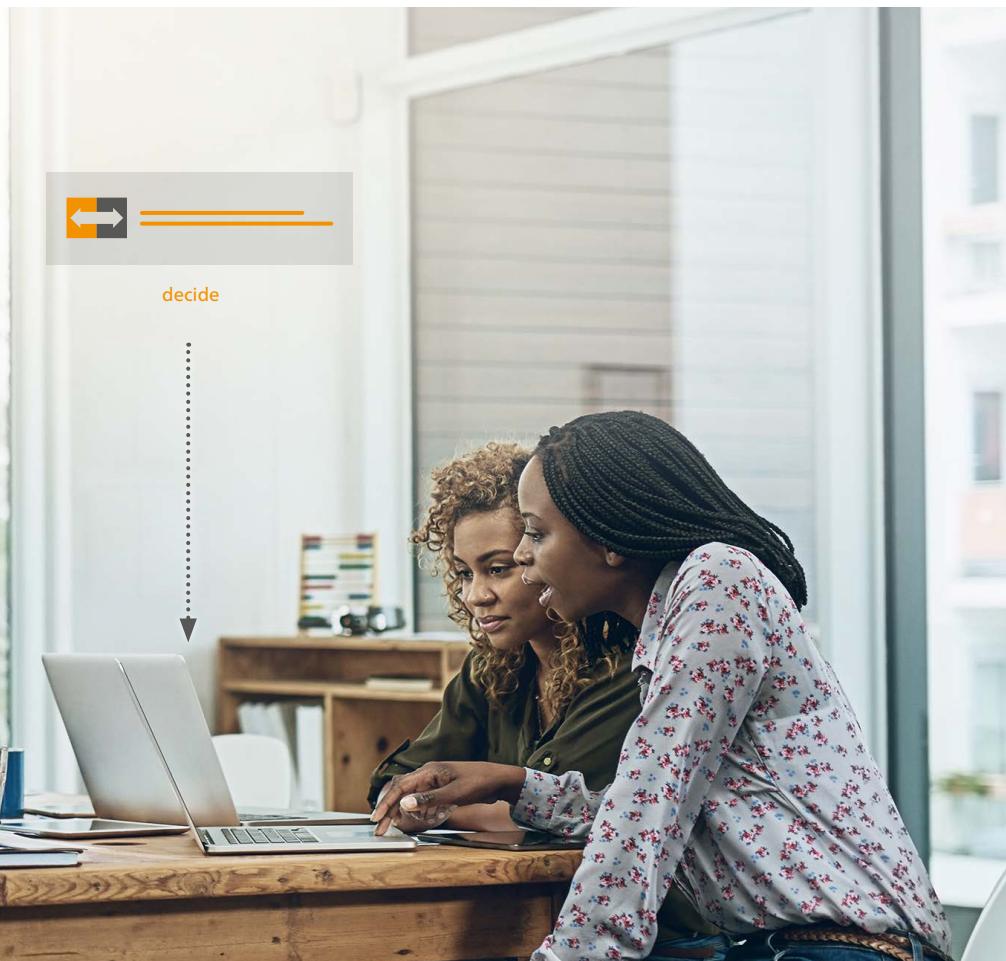
## Intelligent ECM

# Automate right from the start

With **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. **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 DocX-Tractor** 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 almost fully 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 **ELO ECM Suite**, providing a superior platform for managing information across your organization.



With **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.

**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
- › Multiple options for analyzing processes

[www.elo.com/us/  
workflow](http://www.elo.com/us/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 **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

- > Customizable options for analyzing data in your ELO system
- > Visualize data with the help of diagrams, tag clouds, or metrics
- > Dashboard auto-refresh function

[www.elo.com/us/analytics](http://www.elo.com/us/analytics)



## Data privacy and security with ELO ECM Suite

- › Encrypt sensitive data and label personal data
  - › Use role-based permissions to control access
  - › 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/us/compliance](http://www.elo.com/us/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, **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 **ELO ECM Suite** and are easily configured to match your requirements, laying the groundwork for successful compliance.



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





Breaking information barriers

## Flexible solutions for seamless processes

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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

# An ECM system that can do more

Transform **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 **ELO ECM Suite**.

The new **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, or PowerPoint, it also allows you to edit other documents and file types easily and efficiently. With **ELO Desktop Client Plus**, you also have access to your reminders and workflows, and can view them in full-screen mode.

For employees who only need to use **ELO ECM Suite** for approval processes, we have launched the new **ELO Workflow Client**. 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 it arrives in the mailroom. Especially if you receive a high volume of documents, **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

- Accurately extract document contents
- Make information readily available
- Route data to the correct process or department
- Seamlessly integrate with third-party systems

[www.elo.com/us/docx](http://www.elo.com/us/docx)

## Mobile working with ELO

# Mobility means flexibility



In today's workplace, people need to make informed decisions on the move. **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. No matter whether 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 **ELO ECM Suite** provide maximum flexibility.

In addition, the new module **ELO Replication** 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 to hand. **ELO ECM Suite** brings flexibility to the way knowledge is organized in your company.

### The ELO ECM apps for iOS and Android

- > [ELO for Mobile Devices](#)
  - > [ELO QuickScan \(iOS\)](#)
  - > [ELO Connect \(Android\)](#)
- [www.elo.com/us/mobility](http://www.elo.com/us/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.

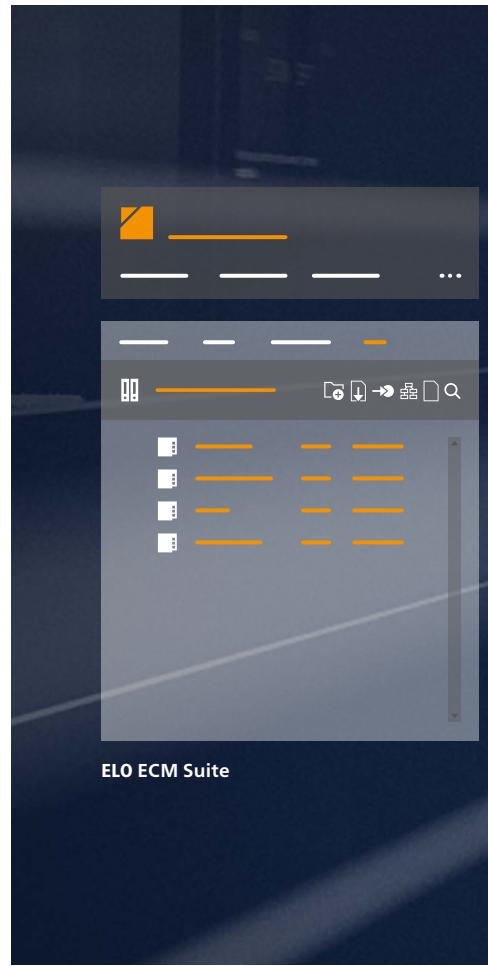
Optimized for **ELO ECM Suite**, **ELO Teamroom** offers a universal platform for employees and external stakeholders to work on joint projects and much more, even if the users are not connected to the ELO system. The technology is based on virtual project rooms that enable ELO users in your company 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/us/  
teamroom](http://www.elo.com/us/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 **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 **ELO ECM Suite** include **ELO Toolbox for SAP® ERP** and **ELO Connectivity Pack for SAP® ERP**.

But that's not all. **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.

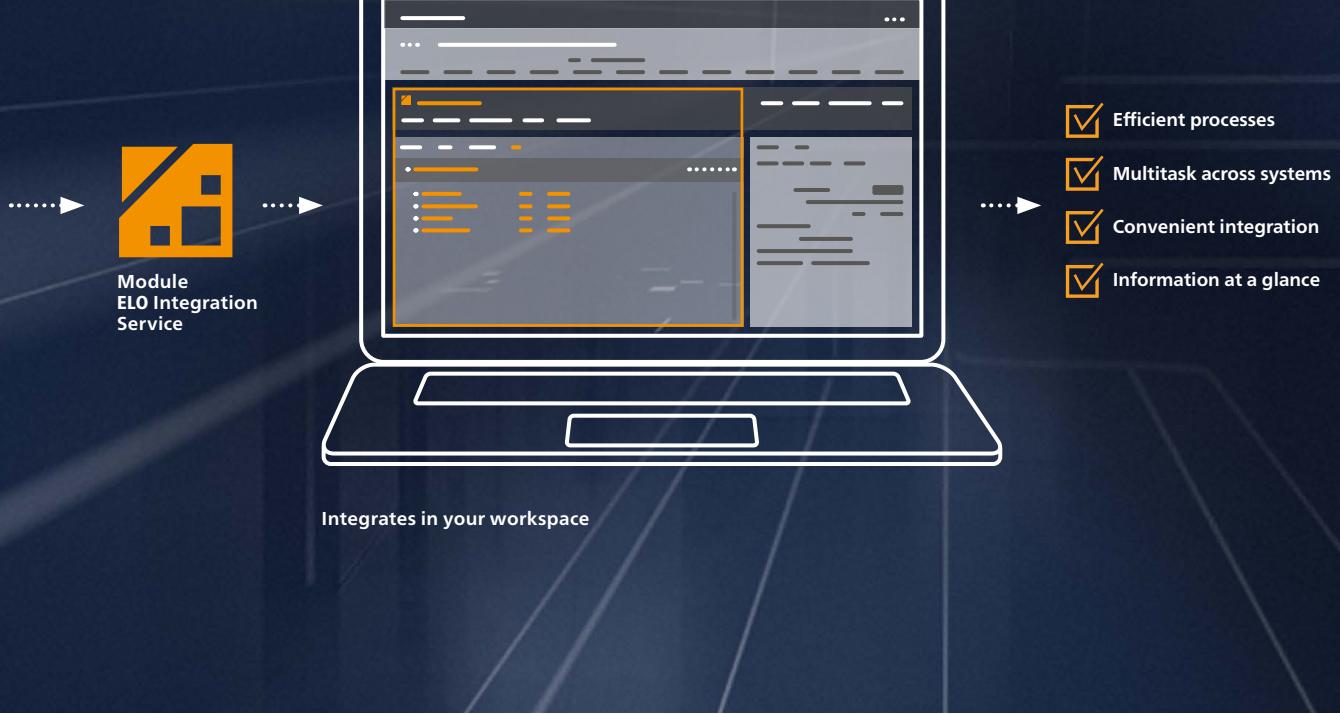
### ELO for SAP® ERP

#### › 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/us/sap](http://www.elo.com/us/sap)



## ELO Integration Service

# ECM functionalities in ERP and ECM

Optimal interaction among IT systems is essential for efficient business processes. For **ELO ECM Suite**, we have gone 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. **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

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

[www.elo.com/us/integration](http://www.elo.com/us/integration)

## ELO e-mail management

# Get your e-mail under control

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

**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. Thanks to automated, rule-based and server-based 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
- › Automatically archive e-mails in line with regulations
- › Seamlessly integrate with Microsoft Exchange, HCL Notes, and Domino

[www.elo.com/us/e-mail](http://www.elo.com/us/e-mail)





## Our other modules and interfaces

# Broaden your horizons

**M**ake **ELO ECM Suite** and the wide range of adaptable modules and interfaces the ECM system of choice for your organization. The new suite features an updated version of **ELO for Microsoft SharePoint**, which enables you to archive documents from Microsoft SharePoint libraries to ELO. The module also provides you with the convenient option to access ELO folders and documents integrated in a SharePoint site from a browser.

### **ELO Backup Server**

- Easily store documents long term

### **ELO Business Logic Provider (BLP)**

- Intelligent middleware for connecting processes

### **ELO CMIS Interface**

- Integrates 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**

- Open, 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 XML Import**

- Import bulk data the fast way

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

[www.elo.com/us/modules-and-interfaces](http://www.elo.com/us/modules-and-interfaces)





ELO Business Solutions

## Our solutions for specialist applications

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 thanks to 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-the-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.



### Hire the best candidates with ELO HR Recruiting

- Automated recruitment process
- Easily transfer candidate data
- Extensive ranking system
- Compliance with statutory obligations for data privacy and protection

[www.elo.com/us/recruiting](http://www.elo.com/us/recruiting)



Applications to the posted position are now received online and processed with **ELO HR Recruiting**. Once the relevant documents have been 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. 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



### Welcome your guests with ELO Visitor

- › Coordinate visits easily
- › Personal welcome
- › Personalized visitor badges
- › Up-to-date visitor lists
- › Ensure data privacy

[www.elo.com/us/visitor](http://www.elo.com/us/visitor)

professional first impression. Employees at the front desk are prepared for the appointment, issuing the candidate a personalized visitor badge on arrival.





### Modern knowledge management with ELO Knowledge

- › Share knowledge company-wide
- › Collaborate to advance ideas
- › Quickly find information
- › Build a central knowledge portal
- › Empower employees

[www.elo.com/us/knowledge](http://www.elo.com/us/knowledge)



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 de-

partment 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



### The future of training with ELO Learning

- > Digitally manage content
- > Smart qualification management
- > Seamlessly integrate with HR solutions
- > Capitalize on social learning advancements

[www.elo.com/us/learning](http://www.elo.com/us/learning)

of their format, including the 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 proba-



### Redefine 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/us/personnel-file](http://www.elo.com/us/personnel-file)



tionary period, to upcoming anniversaries, to retirement – with ELO Contract, you can keep an eye on all dates related to an employment contract.

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 information 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 invoice 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.

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 ELO ECM Suite, streamline your processes.

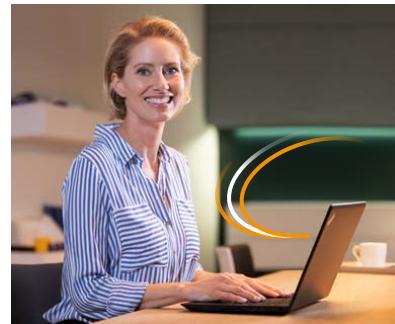




### Accounting pays off with ELO Invoice

- > Automated invoice processing
- > Seamless integration with your ERP system
- > Manage incoming invoices and monitor deadlines

[www.elo.com/us/invoice](http://www.elo.com/us/invoice)





### Keep an eye on the fine print with ELO Contract

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

[www.elo.com/us/contract](http://www.elo.com/us/contract)

The ELO ECM portfolio

# The world of digitalization

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**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.

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



## Additional information

### Get to know ELO



#### Find the partner that meets your requirements

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/us/partnerfinder](http://www.elo.com/us/partnerfinder)



#### Keep up to date with ELO webinars

Take advantage of our free webinars and find out everything you need to know about document management and enterprise content management with ELO.

[www.elo.com/us/webinars](http://www.elo.com/us/webinars)





## Customers and their success stories

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/us/referencefinder](http://www.elo.com/us/referencefinder)



## Experience ELO live at numerous events

We take part in a large number of national and international trade fairs and events. Plus, we organize our own events, such as the **ELO ECM Tour**, the **ELO ECM Conference**, or the virtual fair **ELO Digital EXPO** — we look forward to seeing you join us!

[www.elo.com/us/events](http://www.elo.com/us/events)





# ELO ECM Suite

## Software for digitalizing business processes

EIO® is available from:

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