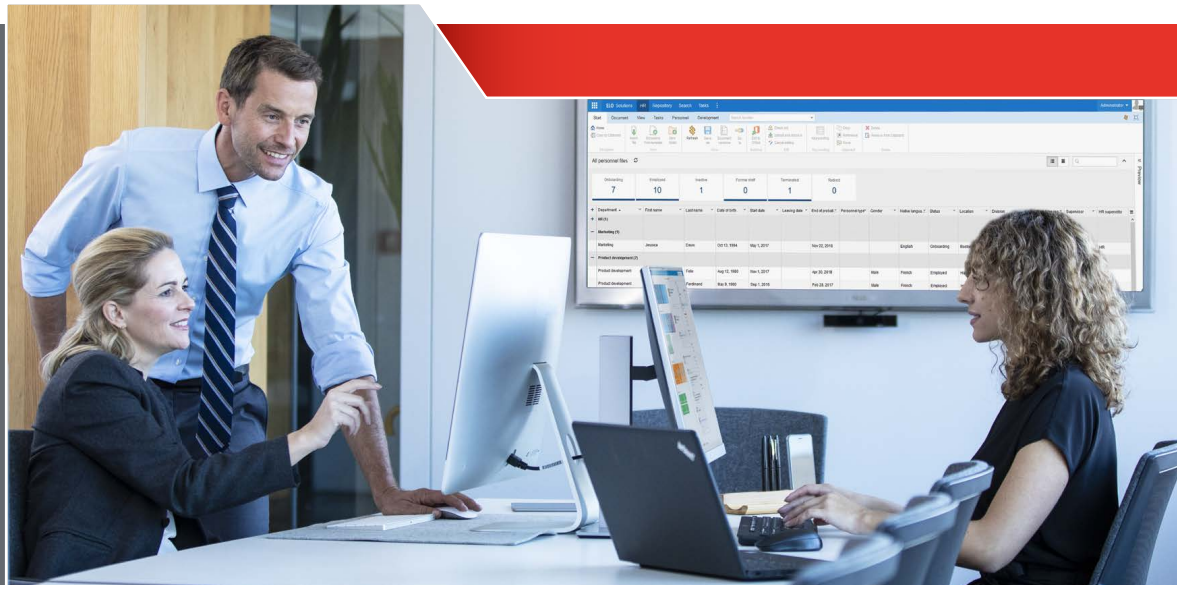

ELOprofessional 12

Software for Enterprise Content Management

ELO Digital Office

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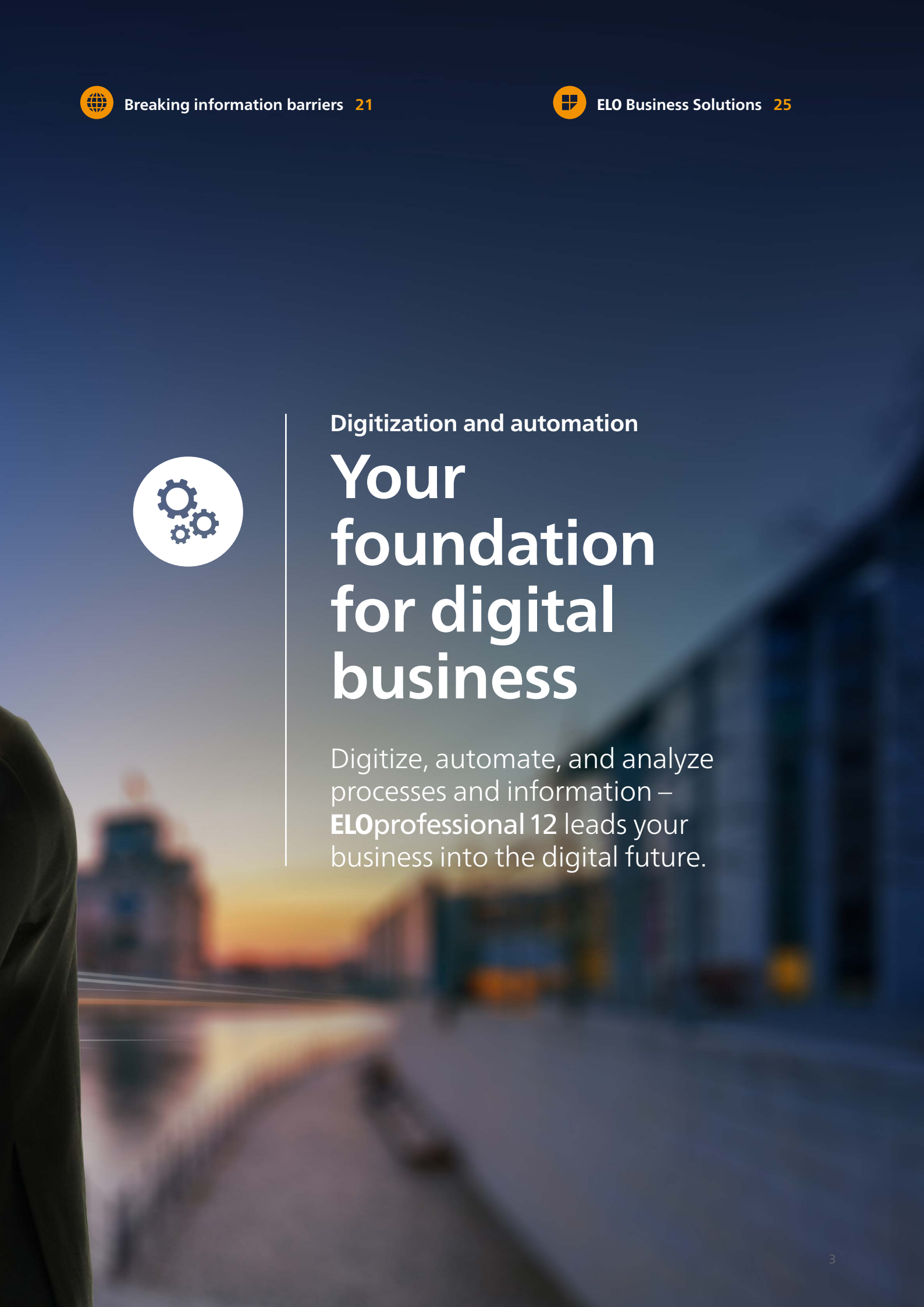
Security and data protection 17



Digitization and automation

Your foundation for digital business

Digitize, automate, and analyze processes and information – **ELOprofessional 12** leads your business into the digital future.

Intelligent inbox

Automate right from the start

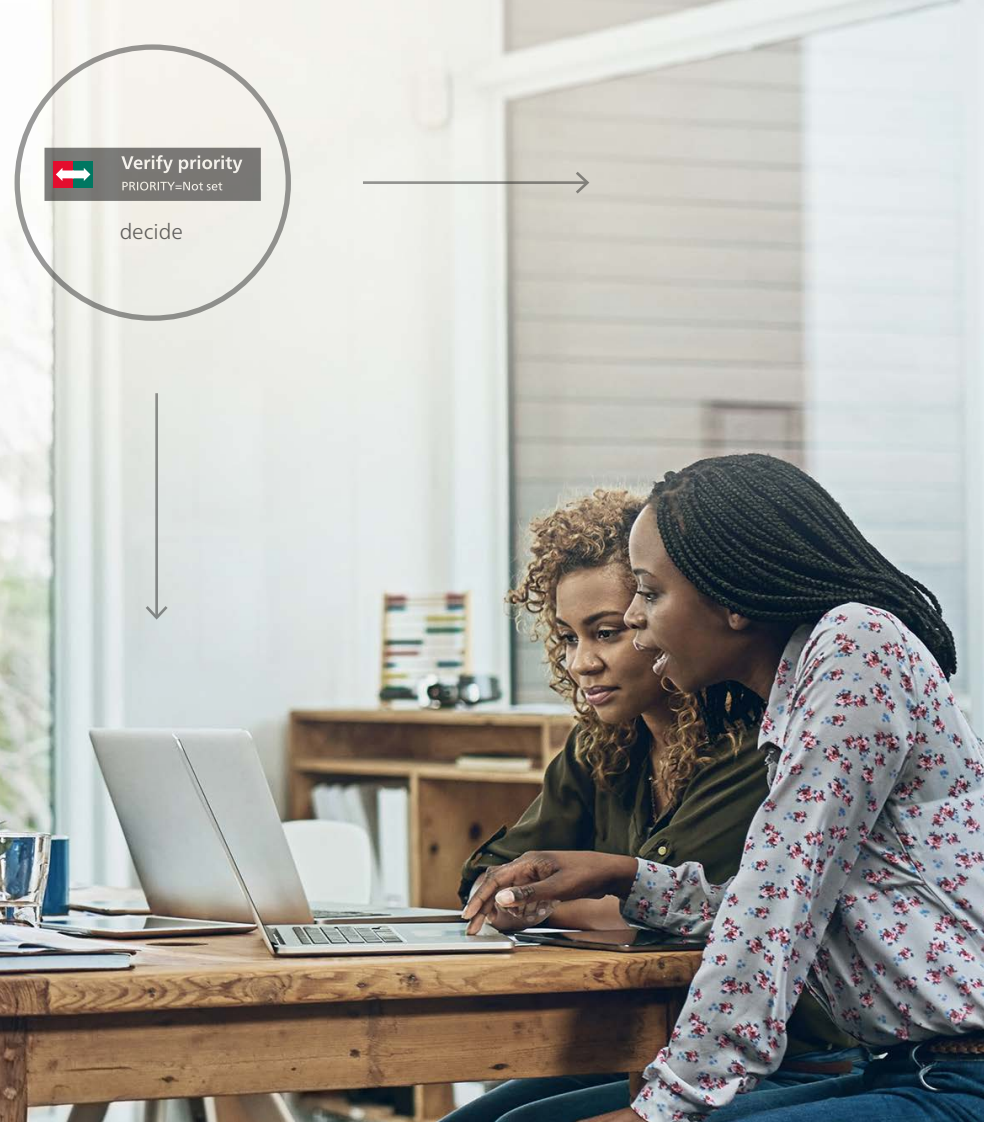
With **ELO**professional 12, you can digitize and classify incoming documents, no matter the format or input channel, and forward them to a downstream business process. **ELO**professional 12 provides the perfect digital medium for handling daily tasks such as signing off invoices, submitting offers, or processing orders.

Our intelligent modules and interfaces accelerate incoming document processing according to your requirements: **ELO DocXtractor** automatically classifies incoming invoices and compares the invoice data with the information stored in your ERP system. The **ELO Barcode** module processes documents automatically, assigning them to the correct folder based on the retrieved barcode information.

Digitize your mailroom

- Digitize incoming documents and replace manual tasks with automated processes
- You decide how much you want to automate
- Use a combination of additional modules and interfaces to further streamline processes

For more information, go to:
www.elo.com/en/mailroom



With **ELO**professional 12, you can complete workflow tasks even while out of the office.

ELO workflow

Accelerate your processes

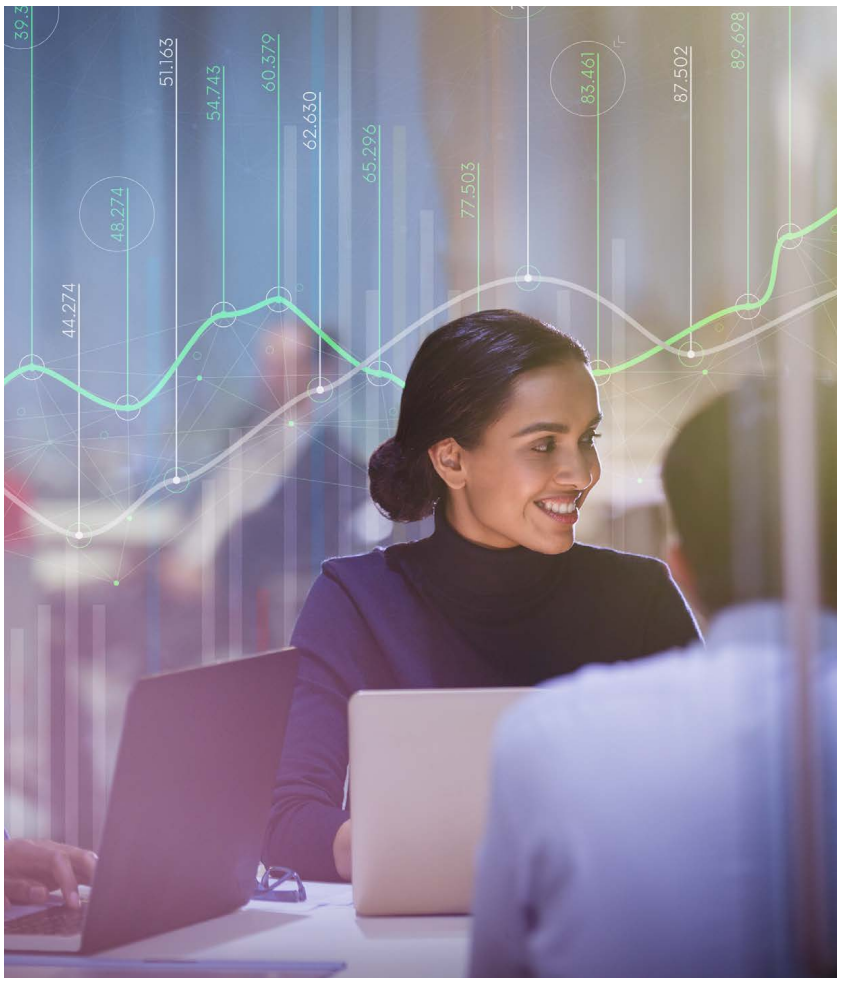
Agile processes are a key factor in saving time and money and, ultimately, running a successful business. Companies need to automate certain tasks so that documents and information get to where they are needed — fast. This is where the **ELO Workflow** comes into play: It provides the framework for building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

ELOprofessional 12 has a built-in form designer that provides multiple options for integrating your own scripts. In combination with the ability to incorporate server-side processing rules, the **ELO Workflow** is 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

For more information, go to:
www.elo.com/en/workflow



ELO Analytics

Your business metrics in one place

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**professional 12 enables you to connect data from different sources within your ELO system to maintain a clear picture of your company's performance.

The highly versatile tool lets you build and configure different data views so that you can analyze 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 from your ELO system
- Visualize data with the help of diagrams, tag clouds, or metrics
- Dashboard auto-refresh function

For more information, go to:
www.elo.com/en/analytics

ELO e-mail management

Total e-mail control

Storing e-mails according to retention policies poses a challenge for every company. There are two important factors to consider: statutory retention periods for business-related documents and personal data protection. With **ELO**professional 12 and the e-mail management solutions **ELOxc for Microsoft EWS** and **ELO for IBM Notes**, your business is well equipped to overcome this challenge.

ELOprofessional 12 offers e-mail archiving for long-term storage and automatically saves e-mail messages to the folders you specify, 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 for all correspondence and are compliant with data protection regulations such as **GDPR.**

Harness the potential of information in e-mails

- Integrate e-mails in business processes
- Automate e-mail archiving with retention policies
- Seamlessly integrate with Microsoft Outlook and IBM Notes

For more information, go to:
www.elo.com/en/e-mail

ECM highlights

The foundation for your success

ELOprofessional 12 helps you build the foundation for growing your business with efficient digital information management, maximum data security, and flexible, compliant workflow control.

Collaboration with ELO

Make collaboration happen on all levels

Effective teamwork and collaboration among employees, service providers, and customers are the cornerstones of any successful business. **ELO**professional 12 offers tools that empower employees to effectively engage on projects.

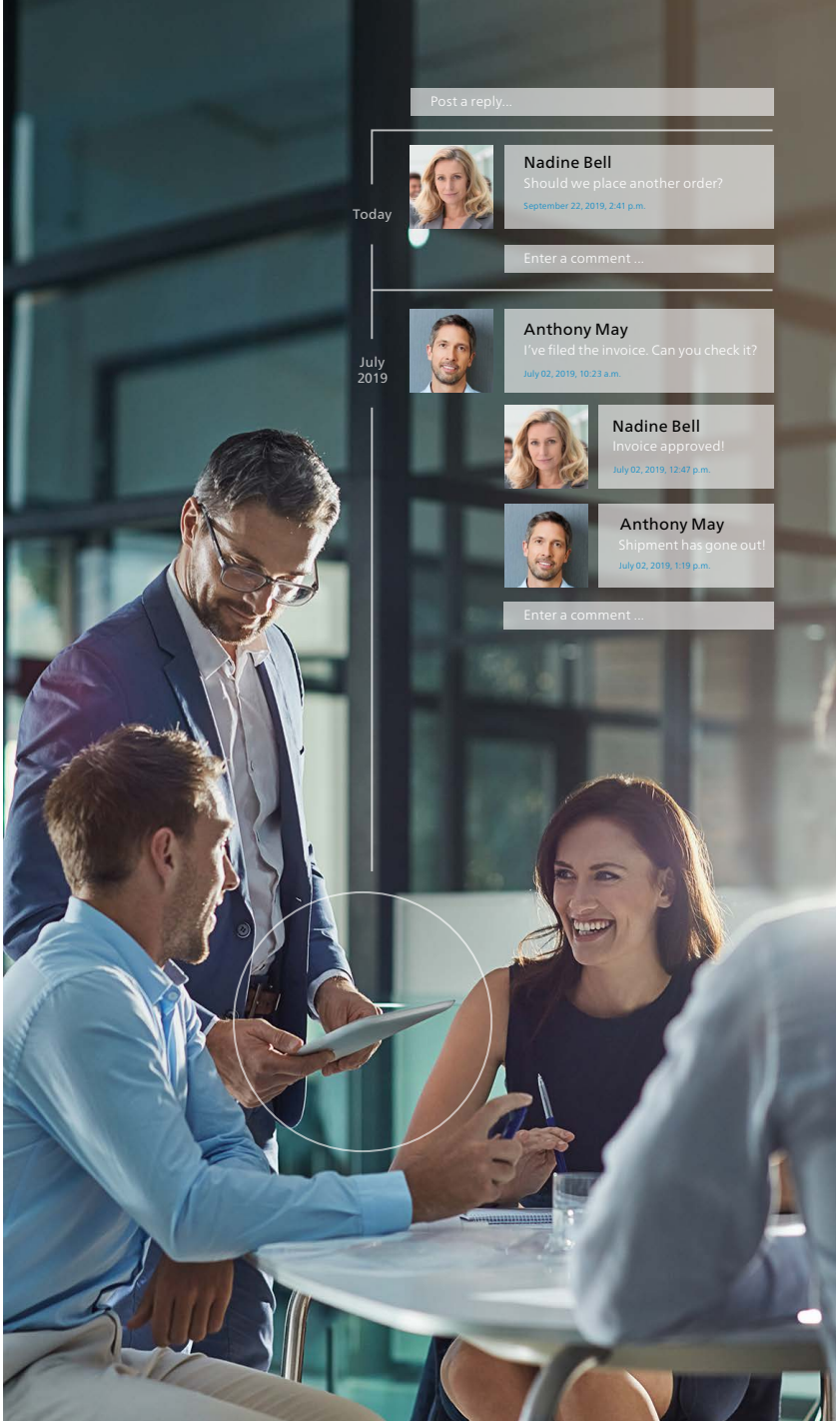
With **ELO Teamrooms**, **ELO**professional 12 offers a universal platform for employees and external stakeholders to work on joint projects and much more. **ELO Teamrooms** can be accessed in a browser-based Teamroom Client, allowing users who are not part of the ELO system to contribute.

ELO Teamroom enables employees to easily collaborate with geographically dispersed colleagues, customers, and service providers – all of whom can edit Microsoft Office documents or other files stored in ELO. Another feature is the moderator function, which allows the inclusion of contributors to a virtual project room at any time.

Optimize collaboration

- Create virtual project rooms
- Collaborate on documents
- Easily access via a web browser

Learn more:
www.elo.com/en/teamroom



More efficient teamwork

- Exchange information within the ELO repository
- See who has made changes to documents
- My ELO gives you important information at a glance

For more information, go to:
www.elo.com/en/collaboration

The **ELO Feed** provides a platform for exchanging information about documents. In ELO or **ELO Teamrooms**, employees can use the feed to discuss project details, collaborate on documents in real time, or involve other colleagues on a particular idea or process.

The tool also enables users to carry out polls and link additional documents as well as add hashtags to categorize documents under a specific topic.

My ELO is a personalized information hub that 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.

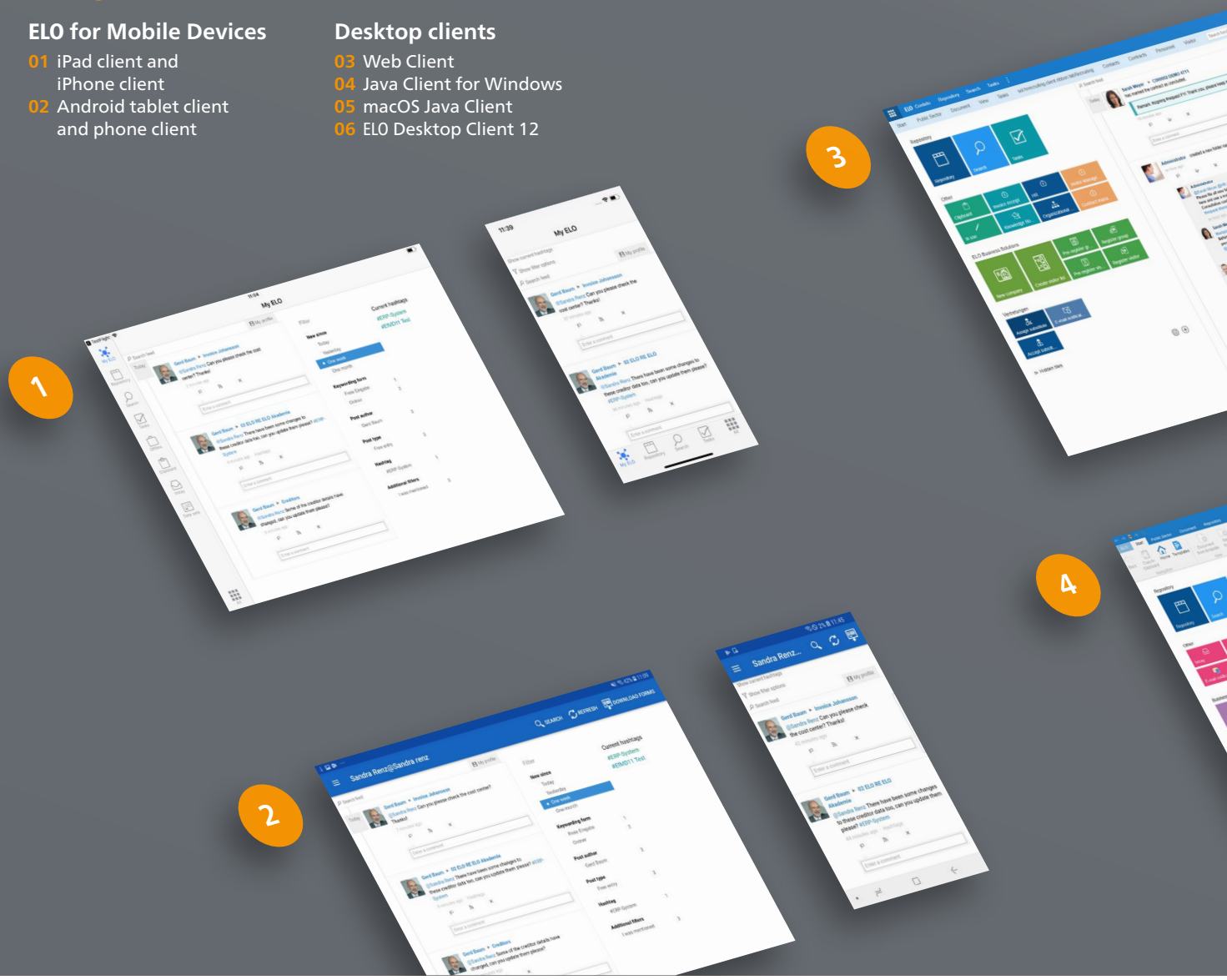
A range of ELO clients to meet all needs

ELO for Mobile Devices

01 iPad client and iPhone client
02 Android tablet client and phone client

Desktop clients

03 Web Client
04 Java Client for Windows
05 macOS Java Client
06 ELO Desktop Client 12

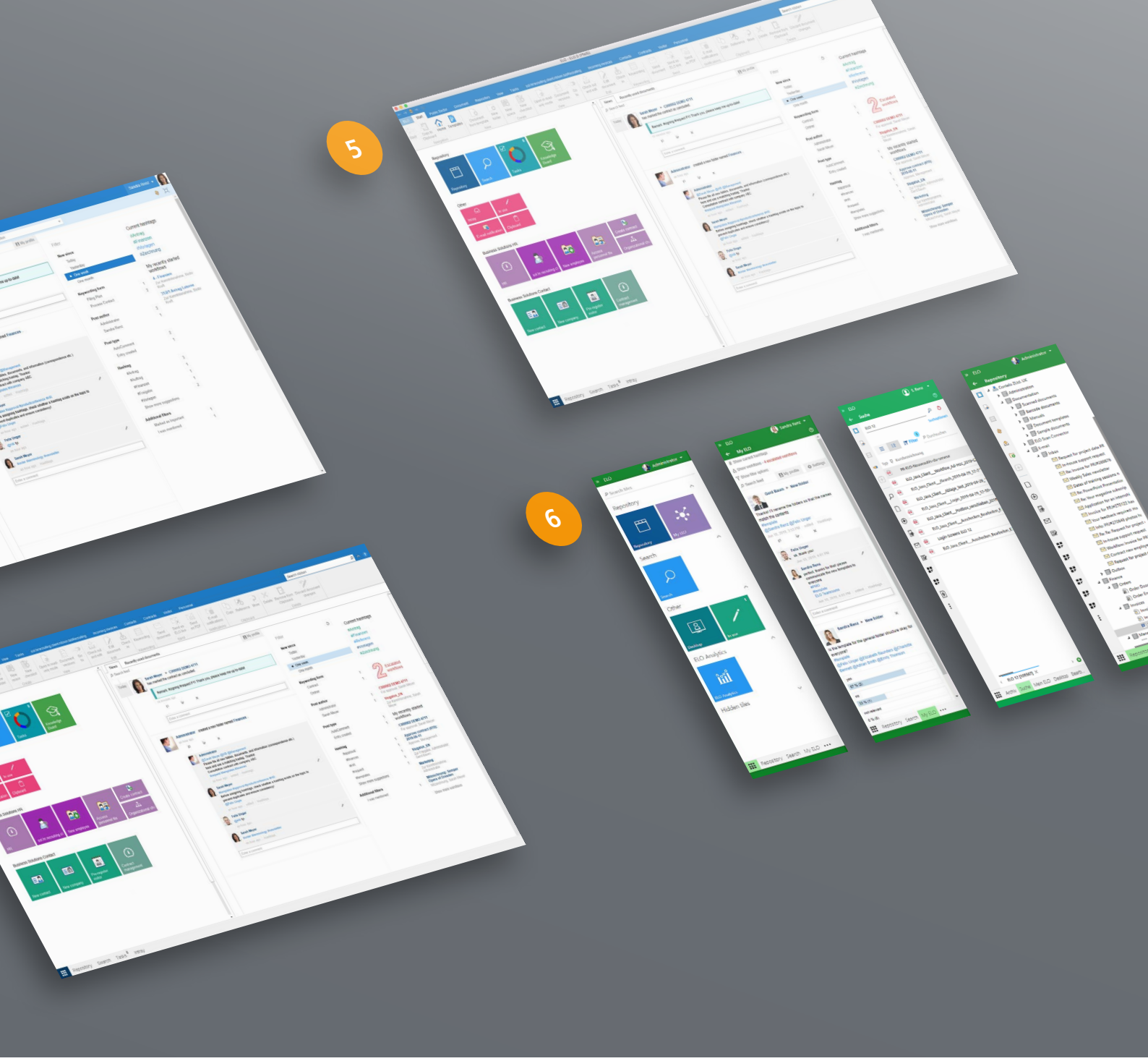


ELO clients

Flexibility for your business

The option to work on different devices and across multiple platforms has become the norm for most companies. ELO's multi-client strategy supports this approach: Not only have we developed a range of clients for different operating systems, but the **ELO Web Client**, which supports all popular browsers and mobile platforms, provides a flexible option for accessing data.

You benefit from the entire portfolio of ECM functions and components in all clients. The easy-to-navigate



menu structure ensures you will find your way around functions such as the workflow or the ELO Feed without any issues – no matter which ELO client you are using.

ELOprofessional12 enhances your usual workspace with a wide range of ECM functions on the spot. The new **ELO DMS Desktop** provides ELO functions integrated in Microsoft Windows: **ELO Desktop Client 12** is displayed as a sidebar in your Windows desktop and is optimized for working with Microsoft Office documents. Transfer files from Microsoft Word, Excel or PowerPoint, as well as all other document types, to your ELO repository with a single click.

Among new version features – the **ELO Integration Client**, which integrates ECM functionalities directly into popular business applications such as SAP Business One, Microsoft Dynamics NAV, and Salesforce – simplifying your day-to-day work.

ELO for Mobile Devices keeps you connected to your data and colleagues – wherever you are.

Mobile working with ELO

Mobile solutions offer new opportunities

Mobile productivity is fundamental in today's workplace. **ELO**professional 12 provides all the tools needed to work from any place, at any time, on any device.

Thanks to our smartphone and tablet apps **ELO for Mobile Devices**, **ELO QuickScan**, and **ELO Connect,** users have access to all the ECM functions they need to do their jobs effectively. No matter whether you are working from home, on the train, on the way to a meeting, or need to transfer documents to the ELO repository with your smartphone camera — mobile solutions with **ELO**professional12 provide maximum flexibility.

The ELO ECM apps for iOS and Android

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

For more information, go to:
www.elo.com/en/mobility

ELO iSearch

Don’t search, find

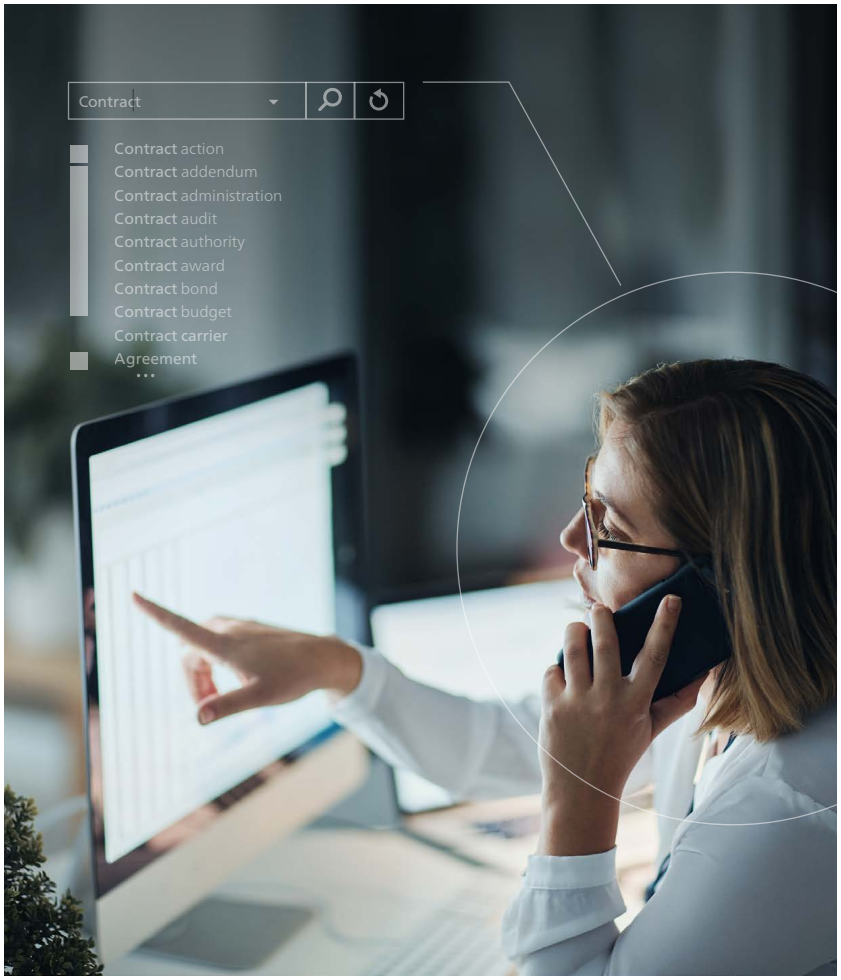
The ELO iSearch module integrated in **ELO**professional 12 lets you find important business information and documents in an instant, saving you time and resources. **ELO iSearch** searches your entire ELO repository as well as integrated third-party applications such as ERP, CRM, and e-mail systems. This greatly improves the quality of the search results that are returned, giving you 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. And, as soon as you start to type a search term, **ELO iSearch** automatically displays suggestions related to the search term you entered as well as synonyms.

The search function in **ELO**professional 12 not only looks up the metadata or keywording information, but also searches the full text contents of the actual document.

ELOprofessional 12 presents you with the most relevant information at a glance, so you can focus on your core business.

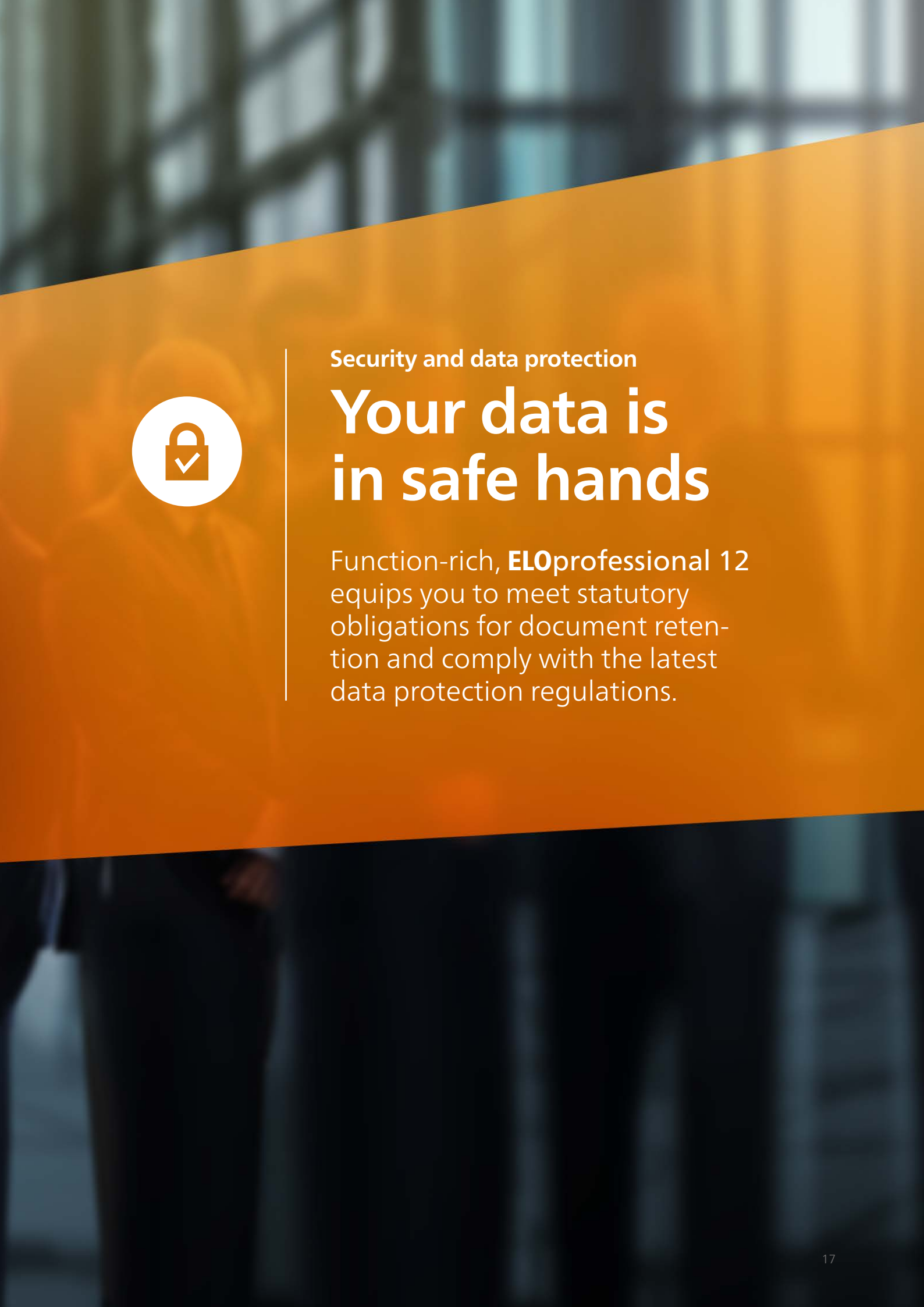
For more information, go to:
www.elo.com/en/iSearch



Other state-of-the-art ECM functions

- Document storage in line with retention policies
- Version control and version history
- ELO permissions
- Automation with server-side processing rules
- Document check-in and checkout
- Customizable notes and stamps
- Easy document exchange with ELO links
- Duplicate check to prevent redundant data
- Workflow functionality for automated processes

... and much more!



Security and data protection

Your data is in safe hands

Function-rich, **ELOprofessional** 12 equips you to meet statutory obligations for document retention and comply with the latest data protection regulations.

- GDPR
- Accounting principles
- Compliance

Compliance

Get data security right

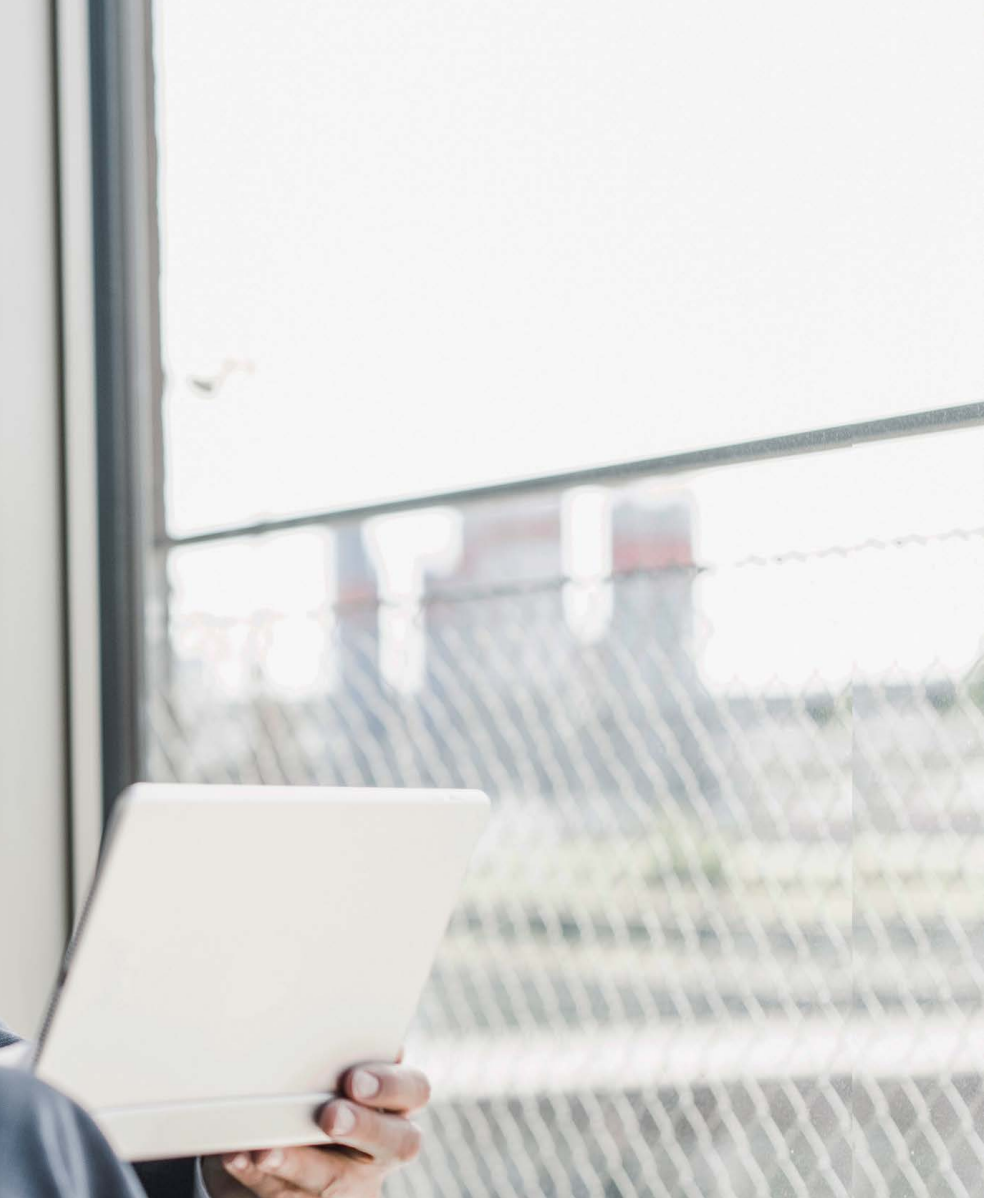
Data security and privacy are increasingly integral parts of the information policy landscape. When it comes to storing important or sensitive data and business documents, **ELO**professional 12 offers the necessary platforms and tools to ensure that you are able to meet statutory regulations. In addition, 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, which help you meet legislative criteria for storing data and documents. These built-in functions, easily configured to meet your requirements, lay the groundwork for successful compliance.

Data security with ELOprofessional 12

- Safeguard against data loss
- Audit trail of changes and non-modifiable version history
- Compliance with and monitoring of retention obligation and deadlines
- Permanently accessible documents

For further information, go to:
www.elo.com/en/compliance



Manage data protection with ELOprofessional 12

- Set permissions to prevent unauthorized access
- Encrypt sensitive data
- Keep a log of data access
- Mark personal data manually or automatically
- Erase data after a specific time period or event
- Document the associated processes
- Separate data into what is personally identifiable and what is not
- Form database for processing activities

Secure your data with ELO

Handle personal data efficiently

The demand for businesses to protect users' personal data has become a central concern for companies across all industries, especially since the European Union's General Data Protection Regulation (**GDPR**) came into effect. Those companies that can ensure the safety of their users' personal data will be one step ahead of the competition.

The standard software package already comes with a wide range of functions to enable companies and data protection officers to implement regulatory requirements, such as assigning permissions to prevent unauthorized employees from accessing data. In addition, **ELO**professional12 lets you easily tag data as personal and delete it after a certain amount of time according to the limits specified under **GDPR**.

With just a single click in **ELO**professional 12 you can protect your employees' personal data.

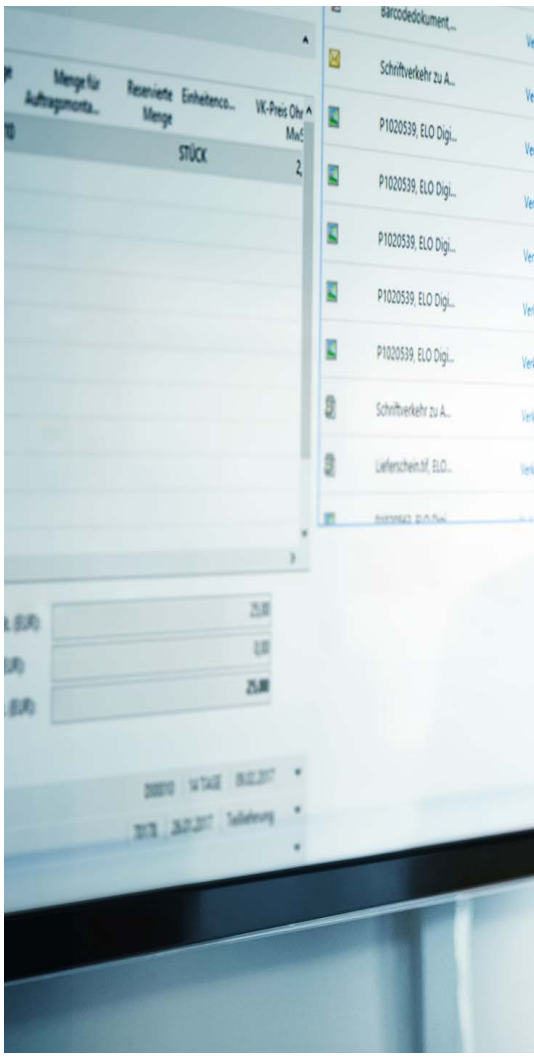
Breaking information barriers

Seamless integration with your processes

Enable information to travel easily among systems with numerous modules and interfaces that blend perfectly with your existing IT infrastructure.

Connect processes across systems

Let integration work for you



ELO ECM Suite 12 extracts data from different sources and feeds it into a central information hub. Among new version features – the **ELO Integration Client**, which integrates ERP and CRM systems such as SAP Business One®, Microsoft Dynamics NAV, Salesforce, and more. These integration capabilities allow you to benefit from the many advantages an ECM system offers without leaving your usual work environment. **ELO**professional 12 lays the foundation for connecting your IT systems, the key to your company's success.

The upgraded **ELO for SAP® ERP** interface ensures perfect integration with **ELO**professional 12: Documents created by SAP® systems or filed via an SAP object can be transferred straight to your ELO system without switching programs. Additional SAP integration tools that drive efficiency across systems include **ELO Toolbox for SAP® ERP** and **ELO Indexdownload for SAP® ERP**.

Make **ELO**professional 12 and the wide range of adaptable modules and interfaces the ECM system of choice for your organization.

Your one-stop information platform – ELOprofessional 12

- Seamlessly integrate different software systems and components
- Easily multitask across systems
- Create holistic views by combining business information

For more information, go to:
www.elo.com/en/integration

Modules, interfaces, and mobile apps

ELO Backup Server
- Long-term storage of documents the easy way

ELO Barcode module
- Automatically keyword, index, and archive documents with barcode scanning

ELO Business Logic Provider (BLP)
- Intelligent middleware for connecting processes

ELO COLD
- Fully automated bulk import of printer output and spool data

ELO Connect (Android)
- Transfer documents from your smartphone to the ELO repository

ELO DocXtractor (DocX)
- Intelligent, automated analysis and processing of inbound documents

ELO for Mobile Devices
- Stay connected, any place, any time

ELO Notebook Client
- Knowledge at your fingertips

ELO Notes Server (SAND)
- Advanced e-mail management for IBM Notes

ELO QuickScan (iOS)
- Scan documents with your smartphone and file them to ELO

ELO Replication
- Automatic data comparison between multiple locations

ELO for SAP® ERP
- An entire suite of solutions for integrating ELO with SAP environments

ELO for SharePoint
- Two systems – one world

ELO XML Import
- Import bulk data the fast way

Find out what our additional modules can do and configure **ELO**professional12 to match your business needs:

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

ELO Solutions
Repository
Search
Tasks
Start
Document
View
Tasks
VerRe Metric
Administrator
80
Current Invoices
380,131.52
Total Outstanding
632.75
Min Amount
11,989.75
Max Amount
VerRE Bar Graph
VerRe Invoice Proportional
VerRe Bar/Line
Invoices per day
1–50 of 60
Invoice data
Total amount
LNE_STATUSIN
Customer number
January 21, 2018
1,800.9
Fachliche Prüfung
448044
January 17, 2018
7,215.28
Erfassung
598006
January 10, 2018
6,574.75
Fachliche Prüfung
398030
January 18, 2018
6,574.75
Formelle Prüfung
118011
January 26, 2018
5,714.75
Erfassung
598055

ELO Business Solutions

Application-specific solutions

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

ELO Business Solutions in practice

Digitization strategies for every day

Companies looking to digitize end-to-end 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 digitize specific areas of your company. Trust in ELO to optimize your HR, invoice, and contract management processes, and much more.

Our range of out-of-box solutions can be adapted to meet individual requirements, ideally complementing the **ELO**professional platform and enabling you to digitize your business.

Hire the best possible candidates with ELO HR Recruiting

- Automated recruitment process
- Easily transfer candidate data
- Extensive ranking system
- Compliance with statutory obligations for archiving documents

For more information, go to:
www.elo.com/en/recruiting

Every day, your company can benefit from our out-of-the-box, best practice 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 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, with **ELO Visitor** making 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 an excellent interview and after analyzing the results, the team leader and supervisor decide to hire the candidate. The application process is completed in **ELO HR Recruiting** and HR starts a custom onboarding process. Thanks to **ELO HR Personnel File**, the candidate data can be transferred straight to a digital personnel file containing

Modern knowledge management with ELO Knowledge

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

For more information, go to:
www.elo.com/en/knowledge

Welcome to the digital future with ELO Visitor

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

For more information, go to:
www.elo.com/en/visitor

all HR-related documents, regardless of their format – including the new employee's contract.

ELO Contract not only creates the contract, but also manages it digitally over its lifetime. From the end of the probationary period, to upcoming anniversaries, to retirement – with **ELO Contract** you can keep an eye on all contract-related dates. 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. Invoices received in accounting are then automatically processed with **ELO Invoice**. From capture to approval, the entire invoice process is ultra-efficient.

Onboarding new hires as quickly as possible requires them to complete a range of training programs. As most of the sessions are available in e-learning

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

For more information, go to:
www.elo.com/en/contract

Redefining 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

For more information, go to:
www.elo.com/en/personnel-file

ELO Business Solutions

ELO Invoice – innovative accounting pays off

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

For more information, go to:
www.elo.com/en/invoice

modules, **ELO Learning** was developed to efficiently manage training content. Supervisors have an overview of what sessions employees have completed as well as their progress – this is 21st century learning management.

At the end of the day, the entire company benefits: The team leader from accounting is pleased with the new hire, who has quickly learned the company ropes all 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**professional, streamline your processes.

The future of training with ELO Learning

- Digitally manage content
- Optimize training management
- Seamlessly integrate with HR solutions
- Capitalize on social learning advancements

For further information, go to:
www.elo.com/en/learning

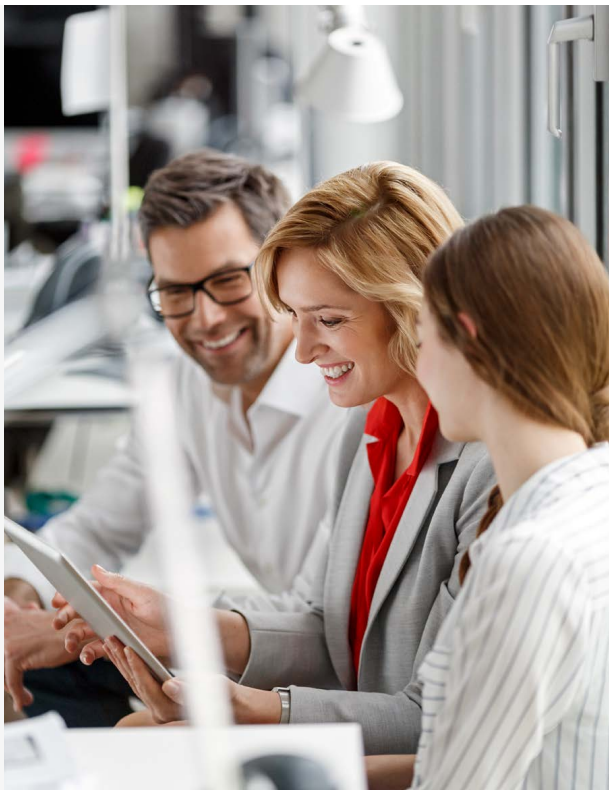
Get to know ELO

ELO certified BUSINESS PARTNER

Find the partner that meets your requirements

There are more than 1000 certified ELO Business Partners worldwide, giving you the assurance of a competent, trusted partner, wherever you are.

www.elo.com/en/partnerfinder



With ELO webinars, it's easy to keep up to date

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/en/webinars

Our customers, their success stories

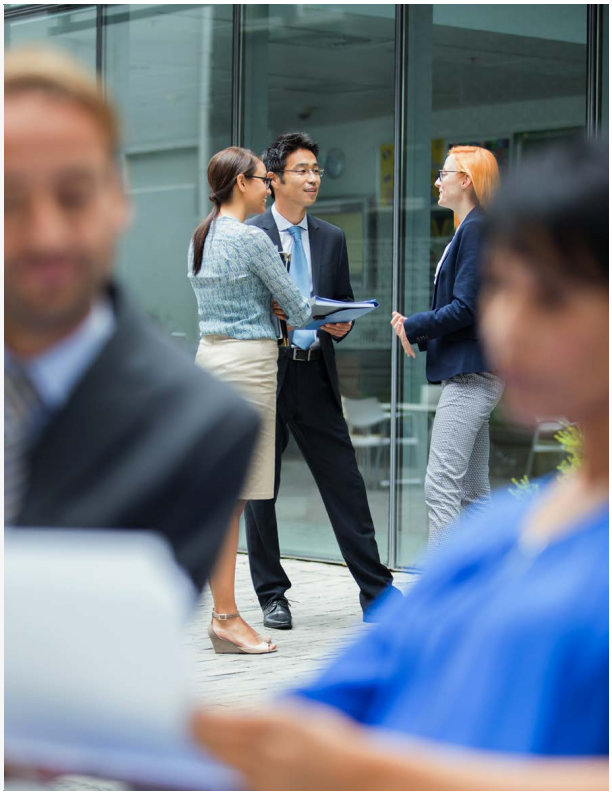
Companies of all sizes and industries already run better thanks to ELO products and solutions. Read how our customers successfully use ELO to optimize their business.

www.elo.com/en/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** – and many more — we look forward to seeing you join us!

www.elo.com/en/events



ELOprofessional 12

Software for Enterprise Content Management

ELO® is available from:

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

North America
ELO Digital Office Corporation
50 Milk Street, 16th floor
Boston MA 02109, USA
info-usa@elo.com

Asia–Pacific
ELO Digital Office AU/NZ Pty Ltd
Level 7, 146 Arthur St
North Sydney NSW 2060, Australia
info@elodigital.com.au

Asia
PT ELO Digital Office Indonesia
AKR Tower (Gallery West),16 A Floor
Jl. Panjang No.5 Kebon Jeruk
Jakarta Barat 11530, Indonesia
marketing@elo.co.id

For more information, go to:
www.elo.com/en/eloprofessional

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