Our Innovations - Your Growth

ELOprofessional 2011

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

ELO
Digital Office

Business

Dear Sir or Madam,

Thank you for considering an **ELO** DMS/ECM solution to help you optimize your business processes and advance your enterprise. When business is good, and even more so when business is not so good, it is crucial that your workflows and business processes are aligned with the current market challenges if you are to retain your competitive advantage. By opting for a DMS/ECM solution by ELO Digital Office, you are taking an important step towards establishing a future- and growth-oriented infrastructure. As suggested by the **ELO** catchphrase "Our Innovations - Your Growth," the first and foremost task of our company is to develop outstanding, groundbreaking modules that will improve your business processes for you.

The results speak for themselves: Successful companies across the world are using our innovative, award-winning software solutions to their advantage. Our goal is really very simple—to make our customers' business activities faster, better, more efficient, more secure, and more cost-effective, and to ultimately increase their growth. This is what **ELO** and its innovative product range stand for, and this is also why we maintain an extensive network of certified business partners. The professional expertise of our specialized DMS/EMS solution partners ensures the successful and reliable implementation of all **ELO** products.

The right time to optimize your business processes and working methods is now. Get in touch with us to find out how we can help—that's what we're here for.

Kind regards,

Karl Heinz Mosbach
Managing Director
ELO Digital Office GmbH

Our INNOVATIONS -
Your GROWTH

Optimizing Business Processes

ELO Enterprise Content Management (ECM) provides efficient management, fast access, and secure control of all your business data throughout its lifecycle. Our software takes advantage of the latest technologies to let you quickly capture, manage, store, archive, and recall your data and documents. This is the most fundamental aspect of optimizing your business processes.

Focusing on Individual Users

Different users place different demands on an ECM system. Regardless of whether your users require their ECM services in the Windows client, in Windows Explorer, within their web browser, wirelessly on their smartphone or tablet PC, or simply within their usual Microsoft Office environment: **ELO**'s multi-client concept provides access options and technologies to match all requirements.

Every one of our technologies is designed so that the user can access the centralized company archive as well as all data contained in the **ELO** system and all connected business applications such as ERP or e-mail.

Comprehensive Solutions Portfolio

To match your company's specific requirements, **ELO** offers a wide range of solution scenarios that foster business success on different levels. Our solutions range from simple, legally compliant document archiving through to company-wide knowledge management and support of all your existing business applications. A network of **ELO business partners** is available to provide competent, experience-based implementation of all technical aspects. **ELO** will provide you with consistently reliable services in successful as well as difficult times and will help you to increase your success rates thanks to improved and optimized business processes.

More Structure and Organization

Time is money. And still, companies are spending far too much of their time on inefficient document management. Paper-based documents are being filed in physical folders, electronic documents are amassing in e-mailboxes, and file servers are based on structures that virtually nobody understands. A powerful ECM solution like **ELO**professional is designed to provide much-needed structure and organization for all those everyday document routines.

Efficient Business Processes

One of the core qualities of **ELO**professional is to unite all the different types of documents that may occur in your office within a standardized storage structure. To this effect, the **ELO** system integrates seamlessly into the large majority of business applications commonly used today. It doesn't matter if the documents are Microsoft Office files, e-mails, physical paper documents, technical drawings, or ERP records; all of them are collected in the central **ELO** ECM archive, at the touch of a button or through automated routines.

With **ELO**, you can automate all your business processes, ensure their compliance with statutory documentation regulations, provide data across different locations, and establish greater business transparency. This ranges from simple data capture right through to complex data preparation using automated classification processes. The **ELO** ECM Suite is a solution tailored to your business, enabling you to work even more efficiently and productively in the future.

CREATING ORDER and STRUCTURE

Transparent and Comprehensible

ELO supports your everyday work through a range of powerful ECM functions. Whenever you modify any of your documents, ELO automatically updates the documents' change history. Thanks to a two-sided comparison function, you can easily track your changes whenever you need to. An automatic reminder function signals important dates to you, such as deadlines, before they happen. When a user creates a processing copy of one of their files, a reference link to the source file is created automatically. This prevents the creation of redundant data.

When a source file is modified, all the references/copies are updated to display the current status. ELO also provides a subscription function so that you can receive reports whenever important documents or data have been modified. For cases where multiple users are processing a document simultaneously, ELO provides a check-in/check-out function to ensure there are no change conflicts.

Efficient Teamwork

Efficient teamwork requires standardized methods, and it requires shared document and data management. This is exactly what ELO's ECM system provides. The ECM system facilitates flexible project structures and concurrent processing of important planning documents, as well as full traceability of when which changes were made by whom in which application.

Familiar Work Environments

The archive structure within ELO is based on familiar organizational elements (archive, filing cabinet, folders, index, etc.). Our approach here is to make the work paradigms as familiar as possible and to keep new concepts to a minimum. To this end, we are continually conducting usability tests to ensure that all user experience of our software is as easy and convenient as possible. This also extends to the wide range of access methodologies provided by ELO – including web browsers, notebook mobile clients, smartphones, as well as Linux, Mac, and Windows clients. It couldn't be more flexible.

Office

Microsoft Office and ELO - A Powerful Team

Which is your preferred Microsoft Office application? Outlook, Word, Excel, or a combination of all three? With **ELO** it really doesn't matter, as **ELO** is now offering DMS functions for the entire range of Microsoft Office products. The new .NET components permit seamless integration of **ELO**'s DMS functions into the existing Office applications. There is no need to install a new client and familiarize yourself with it. You can simply continue to work in your preferred application as usual.

Microsoft Outlook and ELO - Seamless Integration

The new **ELO** Outlook client offers users numerous advantages. **ELO** enhances Microsoft Outlook with a number of important DMS functions:

- Direct access to the **ELO** archive from Outlook.
- All common documents from **ELO** can easily be viewed within Outlook.
- E-mails can be added to the archive via easy drag and drop.
- Outlook can be used to check documents in and out of **ELO**.
- Advanced, high-performance searches of the entire archive from within Outlook.
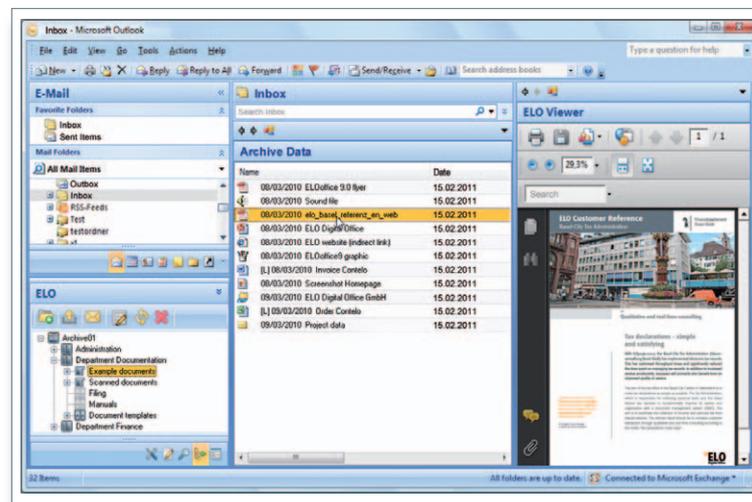- Easy-to-read search results directly in Outlook.

Figure:
the new
**ELO Client for
Microsoft Outlook**

Microsoft Office and ELO –
SEAMLESS INTEGRATION

Microsoft Word and ELO - Unbeatable for Efficiency

Microsoft Office is the undisputed leader in office communication software. Most texts such as contracts, proposals, and letters in general correspondence are created using Microsoft Word. Let's say you are working on a letter to a customer and want to quickly check your previous correspondence with this customer. It couldn't be easier than using the **ELO** integration for Microsoft Word—while in Word, simply select the document in question directly from the **ELO** archive and view it in Word. You can open and save all your documents just like you usually do. The only difference is that instead of being located on your local hard drive or on the company network's file server, your documents are stored safely and securely in the central archive.

Using DMS Functions Directly in Microsoft Word

Powerful DMS functions such as checking documents in and out and viewing the version history are available directly within Microsoft Word. Simply navigate through the archive and view the relevant documents as needed.

Alternatively, use the new **ELO iSearch** tool to search the archive in its entirety. The search results are also displayed within Word. There is no need to leave your usual working environment at any point, and you are free to concentrate on your core activities.
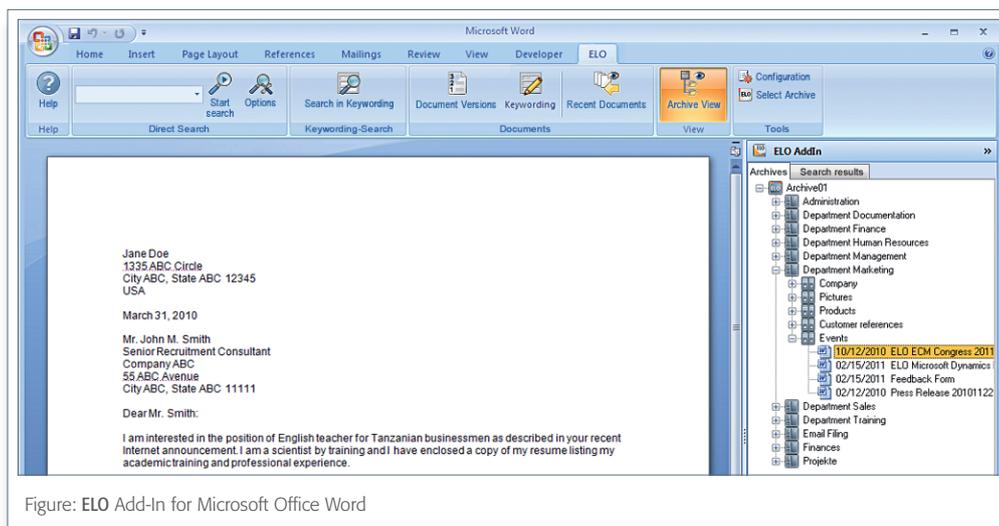
Figure: **ELO** Add-In for Microsoft Office Word

Knowledge

Instantaneous Data Access

Powerful modern database technologies permit incredibly fast data searches. The search mechanisms in **ELO**professional are based on these technologies and ensure that any bit of data is never more than a mouseclick away, no matter where in the company you are. This saves valuable work time, quickly provides new knowledge in and outside of business processes, and thus contributes to the long-term success of your company.

Efficient Data Searching

ELO iSearch provides you with intelligent, easy-to-understand support throughout the search process, and helps you get to crucial data as quickly as possible. **ELO iSearch** is based on a multitude of search functions. These are part of all versions of **ELO**professional and make data searching a thoroughly satisfying experience. As well as tools such as auto complete, auto correct, and intuitive search term linking, the software provides linguistic search methods, filter functions, and a pre-installed thesaurus of synonyms to help you find the information you need quickly and reliably. The **ELO iSearch** module, which ships with the standard software version, employs a wide range of highly effective data search methods to produce just the right results.

Company-Wide Scope

The standard version of the already very powerful **ELO iSearch** toolkit can be further enhanced by adding specialized functions such as semantic searching, and integrating in-house abbreviation lists and knowledge maps. Optionally, other data storage systems such as databases, e-mail systems, accounting and other business applications can also be integrated. Thus expanded, **ELO iSearch** is a powerful platform for a company-wide enterprise search strategy.

Finding All **INFORMATION**
In Relation To **PROCESSES**

Intelligent E-mail Management

Today, e-mail is the preferred method of business communication. **ELO XC** provides you with a wide range of intelligent archiving strategies, which together constitute a full-scale E-mail Lifecycle Management system (ELM). This starts with simple e-mail archiving, and reaches all the way to targeted e-mail management of correspondence related to crucial business processes.

Adherence to Legal Documentation Requirements

There are numerous legal regulations that prescribe secure storage of business-related e-mails. Using server and client-based e-mail archiving strategies, **ELO XC** facilitates reliable, tamper-proof storage of all your e-mails for the stipulated storage period.

ELO XC also integrates seamlessly with most common e-mail systems, including Microsoft Exchange, IBM Lotus Notes, and Novell GroupWise. Access and management take place via the user's existing e-mail client. Powerful indexing and search mechanisms ensure that even if there are millions of archived e-mails, any individual e-mail can be located within seconds.

In order to guarantee e-mail readability in the long-term future, **ELO** additionally offers the option to automatically convert the data into TIFF or PDF/A format for future-proof compatibility.

Process-Related Storage

Archiving e-mails securely and in accordance with statutory requirements is one important aspect. Even more significant for increasing a company's productivity, however, is an intelligent, business-based approach to organizing e-mails. Only when all the important data and documents received via e-mail are transferred directly to their corresponding business processes will the company experience a significant gain in efficiency.

Central, rule-based e-mail management via **ELO XC** is therefore an invaluable tool for increasing the transparency of the data flow, and ultimately for saving valuable resources.

Mobility

Web-Based Access to the Archive

The **ELO Internet Gateway** permits fast, platform-independent access to the central **ELO** archive. With a browser you can access the **ELO** archive from anywhere. If you are located on-site, you can also access the archive via the company intranet. This is especially suitable for team members who do not require the full range of **ELO** functions. The big advantage of this is that users only get to see the functions that they actually use.

Using the **ELO** Web Server, the **ELO Internet Gateway** translates the entire archive into HTML code. The **ELO** Search Client accesses the **ELO** Web Server directly via the web browser, independently of any platform restrictions (Windows, Linux, Macintosh). **ELO** supports all common browsers such as Mozilla Firefox and Internet Explorer. Other modern browsers which support CSS 2.0 can also be used. The user interface provides superb layout and readability, as the Internet clients have virtually the same software elements as the Windows client. Useful functions such as search forms, a reminder function, a workflow function, and priority management complete the tool palette.

Web Content Publication Made Easy

The Internet has become an irreplaceable platform for communicating business content. No ECM/DMS solution would be complete without addressing this need. As a result, even the standard version of **ELOprofessional** includes **ELO WCM**, a powerful, user-based content management environment. With this, you can create data and communication portals quickly and easily, with the content coming directly from the **ELO** archive.

UNLIMITED ACCESS
to Business Data

Mobile and Flexible Access with Smartphone and Tablet PCs

Easy real-time access to all relevant data from anywhere—thanks to our multi-client strategy and the **ELO for Smartphone** solution, this is not just wishful thinking but a reality. Completely unrestricted by network access methods and locations, you can use your smartphone or tablet PC to navigate through your **ELO** archive as you please and view the results of your searches directly on your mobile device.

Thanks to the powerful integrated **ELO** Workflow functions, you can authorize tasks from the road or even create new tasks yourself. As a mobile user, your work is highly dynamic and fully integrated with your business processes.

Mobile Accessibility of All Documents

ELO Mobil provides centralized data management via your notebook. No matter where you are, you always have full access to the complete set of **ELO** ECM functions. What's more, you can also use **ELO** to connect and replicate multiple sites.

Through the use of defined replication cycles, intelligent replication mechanisms can automatically match documents and data between multiple archive servers. This process ensures that all team members, at all locations, can immediately access the documents that have been created or updated remotely.

Processes

Automated Processes

Automated business processes are an important part of ensuring long-term market success. All versions of **ELOprofessional** include a powerful workflow server. With the help of an integrated graphical toolset, you can easily map and control even the most complex business processes and matrix structures. The workflow engine is used to incorporate assigned team members within the workflow and controls all your business events in response to current business activities. You can furthermore use the **ELO** workflow system to integrate, monitor, and control all existing business applications and application data, including e-mail, ERP, and CRM.

Unlimited Workflows

For many business workflows and processes including holiday requests, purchase requisitions, or invoice verifications, documents have until now only played a secondary role. With a form-based workflow, you can automate such processes quickly and efficiently. Simply create a process form in the easy-to-use form editor and link it to a workflow. When creating a holiday form, for example, you can set all the relevant data like "Name," "Remaining holiday time," etc. to be filled in automatically. **ELO** retrieves all these details from the archive, in this case from the personnel database.

With the form editor, you can easily create keyword lists and sub-forms to be displayed for the different workflow nodes. Form-based workflow management is one of the most efficient approaches to advanced process management. It permits highly detailed changes and updates on many different levels. You can also convert all your workflows into PDF files for meticulous process documentation, which more than meets all the corresponding legal requirements.

TRANSPARENT and EFFICIENT PROCESSES

Ad-hoc (Re)actions

The ad-hoc workflow offers even greater flexibility and dynamics. Here, you can respond to challenges in your business processes as they arise. For example, you can create new incident management processes with a mouseclick, and **ELO** automatically generates a matching workflow.

Added Transparency

Work processes are often too complex to permit a clear overview. The answer to this is **ELO** workflow monitoring. This tool shows you both the current processing status as well as the previous workflow steps in an easy-to-understand graphical layout. Thanks to flexible filters and sorting functions, you never lose track of your workflow even when there are multiple, competing business processes active at the same time. Your company will benefit from higher processing speeds and quality levels —which in the long term also leads to higher levels of customer and team satisfaction.

Illustration: an example for a vacation request using the form-based workflow

Integration

Intelligent, Automated Document Processing

When dealing with large numbers of documents, automated processing can greatly increase productivity. **ELO DocXtractor** is an intelligent solution for automatically capturing, classifying, and processing incoming documents of any kind. The system autonomously learns all the relevant structural and identifying features. It can furthermore analyze and evaluate new documents by content, and accurately allocate them to the corresponding business processes through advanced classification. Manual, error-prone entry of document data into live processing systems is now consigned to the past. **ELO DocXtractor** has a highly flexible system architecture, which makes it a versatile solution for the capturing of invoices, incoming mail, forms, and many other document types.

Efficient Invoice Processing

One of the most powerful applications for **ELO DocXtractor** is the intelligent processing of incoming invoices in the ERP environment. Once scanned, the documents and all their contents are immediately transferred to the relevant processing stages. All the data required for ERP entry, such as order and invoice number, bank details, payment conditions, etc., is extracted from the invoices automatically. **ELO DocXtractor** then compares the extracted data to the existing master data of the creditor stored in the ERP system, checks it against the contract and order systems, and prepares the invoices for payment. Errors are avoided thanks to the system's internal plausibility checks, and any duplicates are detected and removed automatically.

Electronic Signatures - Flexible and Legally Binding

More often than not, processing of paper-based documents is inefficient and time-consuming. This is especially true when the documents involve signatures. Whenever a signature is required, there are a number of drawbacks: the document needs to be printed out, put in a envelope, and stamped.

SEAMLESS INTEGRATION
With Your Applications and Processes

An electronic signature makes all this unnecessary. With an electronic signature, there is no conversion between different formats, which means there is less administrative involvement, and the costs for stamps and stationery can be avoided altogether. Documents of any kind can be signed electronically with astounding ease, and after archiving, e-mailed directly to the appropriate recipient. Conversely, **ELOprofessional** can also check any incoming invoices or other documents containing electronic signatures to ascertain whether the signature is valid and conforms to legal requirements.

Productive Integration Into Your IT Environment

The optimization of business processes is one of the keys to increasing your competitiveness. An important part of this is how the ERP applications integrate with the ECM system. **ELO** is an excellent platform for seamlessly integrating a diverse range of business applications. The result is a homogeneous IT infrastructure that accurately reflects all of your business processes without requiring any non-electronic formats.

A unique product on the market, the **ELO Business Logic Provider** (BLP) represents a powerful solution for integrating core business applications such as CAD, CRM, and ERP systems. By treating application logic and business logic as separate stages, **ELO** is pursuing an innovative technological concept that differs significantly from conventional fixed-interface designs.

Increased Flexibility and Future Compatibility

Configuring business logic via intelligent middleware is an approach that facilitates easy, fast implementation of ECM projects in your business.

An integrated graphical design interface lets you model and automate your business processes quickly and transparently. This eliminates the spiralling costs and dependencies so often caused by rigid, pre-programmed interfaces.

Importing

Powerful Importing and Processing

As your central business platform, **ELO** needs to integrate with many different business applications. Data and documents from ERP systems, an AS/400 mainframe computer, or any other sources are analyzed for content, captured, and then automatically imported, indexed and archived as necessary. In such a business workflow, all data and documents are handled electronically. When it comes to the automated processing of paper-based documents, barcodes are a very important aspect. Usually, barcodes are generated within an ERP application, from where they are added to the documents.

When documents with barcodes are scanned, **ELO Barcode** automatically detects the barcode and assigns the document and all its indexing data to the relevant workflow process. Sophisticated OCR technology is used to automatically recognize the document's contents after scanning. The extracted data is then added to the full-text database, where it is available for searches and other tasks. The data can furthermore be used for automatic indexing.

Workflow AUTOMATION and PROCESSING

Automating Processes

Repetitive processing tasks and routine activities are ideal candidates for streamlining through automation.

ELO Automation Services provides an easy-to-use configuration interface that supplies processing templates for you to apply and edit as you see fit—without requiring any programming expertise. This lets you automate individual processing steps right through to entire processing workflows. You only need to define a process once, and the software will subsequently apply it as specified. This significantly reduces error rates and speeds up workflows.

Fast, Intelligent Archiving

With this module, you can also add new documents to the archive as may be required for different processes, including automatic post indexing. The target path is determined automatically, and the folder and directory structure are created automatically. You can configure all the software options without requiring any programming expertise. For more advanced tasks, you may also implement Java scripts.

Always Up To Date

Another advantage of **ELO Automation Services** is that you can specify sections of the archive to be periodically checked.

Should the software detect that new documents have been added or that someone else has modified an existing document, you automatically receive a report specifying the details. This way, you are kept up-to-date at all times, allowing you to respond to any changes instantly.

Security

Your Data is Important to Us

With **ELO**professional, you can control the lifecycle of your data according to statutory and company-specific requirements. Our services range from automatic indexing through to an advanced authorization management system. Additionally, the **ELO**professional archive server protects your documents from being viewed or manipulated by unauthorized third parties. If you have sensitive data to protect, **ELO** lets you encrypt selected sections of the archive with a secure 128-bit key.

This prevents unauthorized access very effectively, and also protects your storage media. For data destined for long-term archiving, **ELO**professional provides conversion to long-term display formats such as TIFF, PDF, and PDF/A. These ensure that the documents remain electronically legible for many years to come. **ELO**professional also supports a wide range of formats and concepts for your backup needs. It is entirely feasible to integrate long-term storage media such as juke boxes, tape libraries, and magnetic disk-based media (such as those by EMC, IBM or NetApp). Another option is to distribute the server processes across multiple hardware platforms.

INVESTMENT SECURITY
Through Open Standards

Secure Archive Access

The monitoring and management of access privileges is a sensitive issue that is heavily regulated by national and international laws. **ELO** fulfills all civil and tax law requirements for correct, tamper-proof accounting in accordance with the German "Generally Accepted Principles of Computer-assisted Accounting Systems" (GoBS), as well as the current changes to German fiscal law (introduced in "Principles of Data Access and Auditing of Digital Documents" / GDPdU).

Legally Compliant Archiving Strategy

ELO provides the software basis for implementing a revision-proof, comprehensive DP solution that includes process documentation, secure data storage according to statutory requirements, and safekeeping of storage media. This provides administrators with rule-based management of file structures and permissions, as well as with extensive reporting and auditing functions.

In terms of international standards and laws, **ELO**professional provides all the functions that are required in most countries for legally compliant archiving. Depending on the country, inspection and certification may only be applicable to the system in its entirety, i.e., software, hardware, and workflow processes.

With **ELO** you can create system transparency even when working with large quantities of data from multiple sources, and archive your data with long-term security and legal validity.

Future-Proof Through Open Standards

Data storage in **ELO** archives conforms to globally streamlined file formats such as TIFF and PDF/A. The advantages of this are that your documents remain legible for many years to come and that they can be imported into different systems. Conversely, **ELO** offers a wide range of importing options to aid you in migrating existing third-party or legacy archives into your new system.

Overview

Multi-Client Strategy

- Windows client: Standard client for the Windows environment
- Java client: Platform-independent client for Windows, Linux, Mac OS
- Internet gateway: Browser-based HTML access to **ELO** archive
- Microsoft Office client: Document management with Microsoft Outlook, Microsoft Office Word, and Microsoft Office Excel
- Explorer client: **ELO** access through Windows Explorer
- **ELO Mobil** for Notebook: Mobile processing and synchronization of documents (optional)
- Smartphone client: Mobile processing with all popular smartphones
- Tablet client: Mobile processing with a tablet PC

  All clients feature an intuitive, user-friendly interface.

Archive

- Tamper-proof archiving of data for the prescribed life cycle
- Secure storage of documents with hash values and certificates, on all commercially available storage media
- Certified long-term storage support of all leading suppliers including NetApp, IBM, EMC, HP, Hitachi, and supplementary long-term storage systems such as WORM, UDO, DVD Jukebox
- Parallel management of multiple archives and storage paths
- Full reporting and auditing functions for all archive functions
- Replication of archive contents for geographically distributed locations (**ELO**enterprise)
- High availability and load stability

Document Management

- Freely definable classification structures
- Fast scrolling within documents
- Application of stickies and stamps directly onto image documents
- Document display using logical copies in different folders
- Linking of related documents via hyperlinks
- Duplicate check to avoid multiple filing of documents
- Color coding of different documents and folders
- User definition of index forms for documents and structural elements such as folders and files

- Check-in and check-out for transparent management of different document versions
- Dynamic folders for user-defined views
- Freely definable standard indexes for different users
- Adaptive filing wizard
- Dragging & dropping e-mails and attachments directly from Microsoft Outlook
- Automated management of version history when changing documents
- Comparison of different versions of a document
- Conversion of documents into long-term formats such as TIFF and PDF/A
- Automatic filing folder creation
- Multilingual index forms and keyword lists
- Structuring according to document type
- Task management and task reminder dates
- Restoring of deleted documents
- Simplified processing of different documents and folders for transaction processing within the clipboard
- Keyword list filter
- Versioning of index data

Document Viewing

- Display of all leading document formats in the original format
- Different views such as zoom, full screen, and partial view
- TIFF preview for multi-page documents
- Slide preview for graphic documents, images, and PDF files
- Ruler function for better readability of lists

Web Content Management (ELO WCM)

- Support of multilingual websites
- Create, change, and translate content directly on the website
- Integration of all document management functions such as check-in, check-out, versioning, workflow, and tamper-proof archiving
- Integrated searching in the ELO archive
- Fast installation
- Very user friendly

Search Functionality (ELO iSearch)

- Auto-complete
- Auto-correct [Do you mean…?]
- Thesaurus of synonyms
- Linguistic searching
- SimFinder (optional)
- Semantic searching (optional)
- OntologyNet (optional)
- Knowledge maps (optional)
- Master searches across all documents
- Tagging of search hits within documents
- Advanced searching with logical operators
- Storage of standard search queries
- Additional search functionality to refine results
- Full text searching for keywords in the whole document
- Combined searching in full text and index data
- Direct searching of all index fields
- Fault-tolerant searching
- Sorting and exporting hit lists
- Use of thesaurus for multilingual texts and for specialist terms (optional)

Overview

Workflow Functions

- · Dedicated, integrated workflow server
- · Form-based workflow including editor
- · Ad-hoc workflow for spontaneous business processes
- · Graphical toolset for defining standard workflows
- · Management of different workflow templates and versions
- · Delegation of tasks within a standard workflow
- · Visual monitoring of workflow processes
- · Management of ongoing and finalized workflows
- · Transparent logging of the entire workflow process
- · Multi-stage escalation management for exceeded deadlines
- · Substitution arrangements in the event of illness or holidays
- · User and group-specific nodes
- · Any number of distribution and collection nodes
- · Index field-supported comparison and decision nodes
- · Monitoring of a workflow node's maximum session length
- · Integration of script extensions at the start and end of a workflow node

Electronic Signatures – Optional

- Integrated individual signatures for workflow processes
- Batch signatures for bulk documents such as invoices
- Automatic signature verification for incoming documents
- Automatic signature renewal when signature validity expires

Paper Document Scanning

- Integrated scanning function
- Support of all commercially available document and network scanners as well as multifunction printers (MFP)
- Support of standard interfaces (TWAIN)
- Scanning of single and multi-page documents
- Rotating, sorting, and filtering of scanned pages

- Direct management of different scanning profiles
- Automatic detection of separator pages
- Image optimization for black-and-white scans
- Automatic page straightening
- Automatic stapling and de-stapling of scanned pages

Integrated Text Recognition (OCR) – Optional

- Automatic pre-processing for fast indexing of documents
- Text recognition for document sub-sections
- Integration into the full text database

Document Importing and Exporting

- Direct document storage from Microsoft Office and Outlook
- Transfer of documents from Windows Explorer via Drag & Drop
- Automatic data import in XML format (optional)
- Direct printing/exporting to **ELO** archive in TIFF or PDF/A format
- Direct storage from all applications via the Explorer client
- Automatic synchronization of archive folders with Microsoft Outlook
- Standard import and export functions for **ELO** archive
- Import filter for numerous third-party archive systems

Automatic Capturing of Bulk Data – Optional

- **ELO DocXtractor** for intelligent organization and indexing of scanned documents and e-mails
- **ELO Business Logic Provider** for process-related document archiving
- **ELO COLD** for importing print spool data

- **ELO XC** for server-based e-mail archiving of e-mailboxes
- **ELO Barcode** for additional automated processing of scanned documents
- Rule-based automation of processes using **ELO Automation Services**

User and Authorization Management

- Allocation of authorizations for index fields and forms, documents, folders, users, and groups
- Optional definition of sub-administrators
- Integration with all conventional directory infrastructures
- Optional Single-Sign-On (SSO) for users
- Structural elements are hidden when access authorization is not present
- Secure 128-bit encryption for sensitive archive areas
- Detailed report options

Expansion Options

- Client-based scripting environment for automation and program expansion
- Comprehensive interface for integration of complete **ELO** functionality into other applications
- Integrated testing environment for newly created scripts
- Integration of event-driven script calls through icons and menu commands
- Comprehensive regulation of script authorizations
- Direct programming of the application server via standardized protocols such as HTTP and SOAP
- Support of common platforms such as SAP Netweaver and Microsoft Office SharePoint Server

ELOprofessional²⁰¹¹

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

ELO
Digital Office