



Document Management · Archiving · Workflow

ELO*professional*
and the vision for the future

— *We develop solutions*



Innovation based on tradition

For solutions you can rely on

ELO Digital Office GmbH is a former subsidiary of the Leitz Group and is now an independent company. ELO Digital applies a high degree of innovation to the development of technologically leading solutions for the enterprise content management market. **ELO's** solutions optimise business processes, covering the entire spectrum from information acquisition, classification, automated flow control and long-term storage to collaboration and information management mechanisms as well as portal solutions. **ELO's** product portfolio ranges from **ELOoffice**, the DMS entry solution for the individual workstation and small workgroups, and **ELOprofessional**, the modular client/server software for medium-sized and large companies, to **ELOenterprise**. This flagship solution provides the highest degree of scalability for larger scale systems and optimum portal integration achieved through Java based server components. A worldwide network of subsidiaries and certified **ELO** business partners provide a comprehensive customer service.

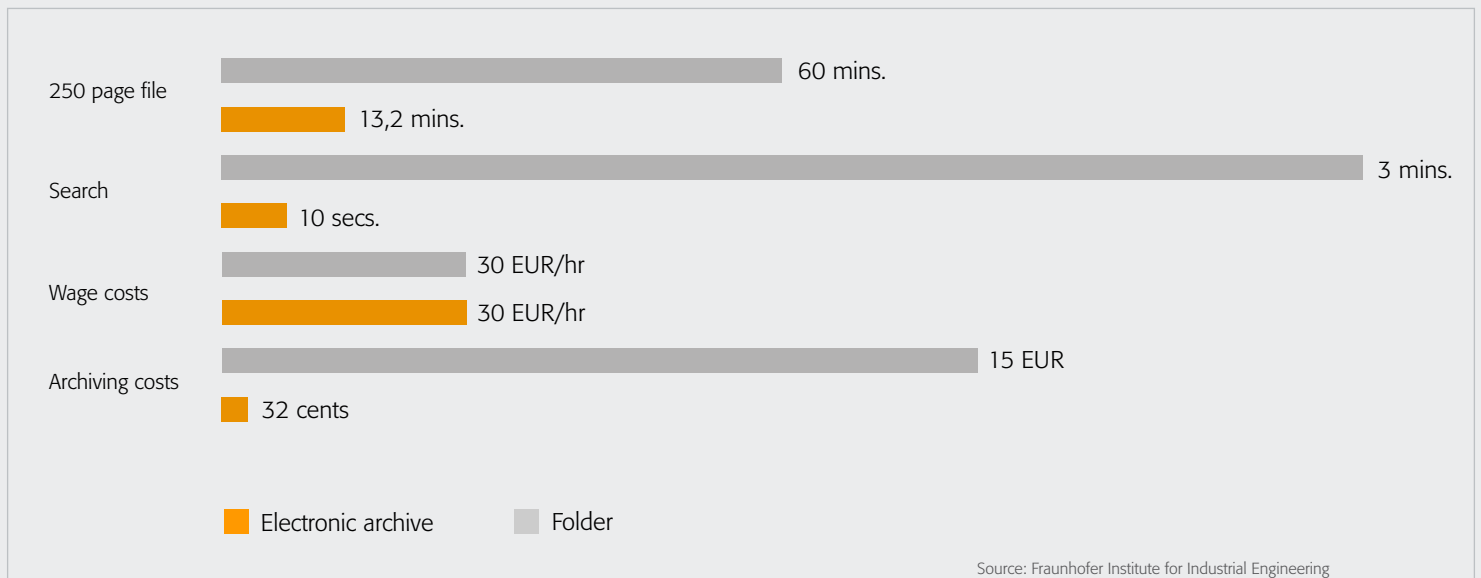
"We feel it is our duty to develop forward-looking, practical ECM solutions for our customers in order to ensure a sustained increase in the success of their companies."

(Karl Heinz Mosbach, CEO of ELO Digital Office)



Competitiveness

For every company



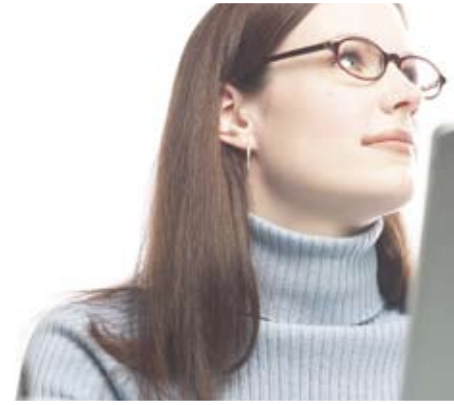
Today, about 70% of all information is already stored electronically. Powerful document management systems (DMS) are proving indispensable for this. The job of intelligent software is to make the interface between man and machine as reliable as possible. This means making document management easy enough for everyone to use. The use of document management systems allows companies to achieve efficiency gains in the areas of workflow and profitability, document security and archiving capacity.

The above comparison between traditional archives and DMS archives shows the following:

Using a DMS means you only need a quarter of the time and 140 times less archiving capacity at a third of the cost. This makes DMS software a key economic factor - experts estimate annual labour cost savings of around 150 billion euros in Germany alone! ELO Digital has integrated these findings into an easy-to-follow user interface and created a powerful software product - **ELOprofessional**.

With this software, your company can take immediate steps towards increasing its competitiveness. You can read more about the **ELOprofessional** solutions over the next few pages ...

— *We develop solutions*



Fast retrieval

The right information, at the right time, at the right place.

Search and find

One issue which affects every employee equally, no matter whether they are an office clerk or a manager, is the constant search for the right document and the information that is needed. All too often, a lot of time is lost due to inadequate tools or a lack of organisation, time which could be better spent on productive tasks. Powerful **ELO***professional* search mechanisms can help you find almost any piece of information quickly.

High-performance database technologies

You need high-performance database technology if you are going to be able to filter out the information you require from millions of documents. It is the backbone of any system, the engine for immediate information retrieval. For these purposes, **ELO***professional* supports the leading SQL databases from Oracle and Microsoft. Powerful technologies for full-text searches and searches based on intelligent algorithms have also been implemented.

Structured search

As is the case with a library, it makes sense to classify and structure documents and information. Managing information in this way ensures fast and secure access to it, a factor which is of particular importance for business processes that are critical to your company.

Knowledge management

Intelligent search strategies are an important building block when designing knowledge management in a company or in public administration. Knowledge contained in databases and archived documents can only be accessed through the use of such strategies. They are vitally important for the work of individual employees who need particular information in order to complete their tasks.

In order to assist in this, **ELO***professional* provides customisable index and retrieval templates, keyword lists and a thesaurus function which facilitates the construction of simple multilingual queries. These queries can then be saved and used for subsequent searches.

Full-text search of document content

Along with index searching, **ELO***professional* also supports full-text searches for terms found in the content of documents. If desired, the results can be highlighted in colour to make it easier to recognise them in the text. The full-text search is particularly useful when searching scanned press articles, logs, contracts and archived e-mails. Searches can be combined in **ELO***professional*, allowing you to narrow down your search operations more quickly. More precise search results are the outcome.

Intelligent associative searching

For greater user convenience, **ELO** provides error-tolerant searching, which makes it possible to find documents even if there are typing errors or variations in spelling, such as the name Maier spelt with "ey" instead of "ai". This search facilitates extremely fast information retrieval as the information is stored in an intelligent logical structure. Furthermore, it also tracks down information that is not directly associated with the search term, but is instead part of the logical context for the query.



Electronic document management

For greater efficiency and sustainable commercial success

Document management

Practically every business and administration process comes with a multitude of documents. Whether in paper or electronic form, documents contain important information needed for daily business. Commercial success depends to a high degree on efficient document management. However, it is precisely in this area that there are still too many deficiencies - information is often incomplete and it takes too much time to gather the missing details. Or important documents or information are not accessible as they have been stored by colleagues in personal folders, e-mail directories or some other archive. This results in unnecessary additional work. An electronic document management system (DMS) such as **ELOprofessional** can remedy this situation.

With just a few mouse clicks you can set up a shared project structure, customer or invoice archive which is available to all. Efficient authorisation management controls access to confidential information. There is also the option to encrypt sensitive documents such as personnel files, management reports, etc. There are no limits to how you might choose to organise your archives. It can be done conventionally along the lines of a typical cabinet with folders and registers or based on individually created symbols such as team areas, activities and problem requests.

Integration into leading applications

The benefits of a document management system begin with the consolidation of all documents related to a process, regardless of their origin or format. For these purposes, **ELOprofessional** can be integrated into a multitude of third-party applications, such as CAD, ERP or e-mail systems and also Microsoft Office products. For example, an invoice sent as an e-mail attachment can be saved in the invoice archive while a logical copy of it is also placed in the corresponding project folder.

Thanks to automatic keyword indexing, all other project members can also find the newly filed documents immediately. Another positive aspect of this is the simplicity of uploading paper documents. They can be uploaded using a scan client integrated into every workstation and available file structures can be transferred into **ELO** by simple drag & drop. If the information is being archived in the **ELO** archive structure first of all, then it is even simpler to manage it. The user can use a mouse to page through the customer/project files. The integrated display function shows instantly and conveniently almost every document format. There is an almost limitless repertoire of administrative functions supporting this, ranging from personal filters, dynamic registers and an individual display, to file views grouped as defined by the user and the automatic exclusion of obsolete documents.

Platform for teamwork

As big an advantage as a document management system may be for individual work, its biggest benefits can only be seen in the context of teamwork. Processing steps must go hand-in-hand with each other and you must be certain that you are working with the original document and not a copy. Thanks to sophisticated version management, **ELOprofessional** ensures that there are never any conflicts when changes are being made to contracts, logs or project offers. **ELO** version management keeps full logs of what was modified, by whom, and when. This makes it possible to compare current versions with older ones and to access them at any time. The takes and activity function is also helpful in this context, reminding you of documents and processes that have yet to deal with and even monitoring external activities. For example, if a rental agreement is due to expire in 2009, **ELOprofessional** ensures you receive an automatic reminder of this accordingly, along with information on a possible contract extension. This makes it possible to integrate individual documents into team processes.

— *We develop solutions*



Intelligent information acquisition

Scanning, OCR, COLD, classification, form recognition

Powerful capturing

Capturing documents and information efficiently is the first step in an effective process chain. Another important aspect is to avoid having to change media, as is the case with paper documents, for example. In order to deal with this, **ELOprofessional** has effective capture mechanisms for the efficient processing and archiving of paper and electronic documents.

Scan client already included

A powerful scan client is already included with every **ELOprofessional** workstation licence. All commercially available scanners with TWAIN interfaces are supported. A helpful wizard guides you through the simple task of setting up scan profiles, separation criteria and processing controls. In addition to this, image optimisation routines are integrated, facilitating secure processing even with critical documents. Furthermore, specialised scan clients (such as Ascent Capture) with certified links can be used.

Automation through barcodes

The use of barcode recognition is practical whenever paper documents have to circulate through various company departments. Examples include the capture of invoices, or documents which require handwritten changes or corrections. As a rule, a unique barcode is generated in connection with a lead application (e.g. ERP system) and applied to the document. If the barcode on a document is scanned subsequently, the **ELO** system will recognise it automatically and assign it to the right process. Normally, this would then launch a workflow for managing the processing of the scanned document. Feedback is sent to the lead application and the keyword data from the document is imported.

Simple processing of standardised forms

Cost-effective automation can be used when standardised documents are available as forms. Scanning facilitates zoned document analysis and classification. The **ELO** system provides an easy to configure form recognition tool, allowing documents to be analysed based on text variables and content read using text recognition software. Data obtained in this fashion can be used for automatic archiving and additional processing.

Intelligent processing of unstructured documents

ELOprofessional DocXtractor has been specially designed for the intelligent recognition of information in unstructured documents. A cost reduction is particularly noticeable when large quantities of documents are being processed. The self-learning DocXtractor is based on intelligent networks. These future-orientated technologies only need a short training period before they are able to recognise document classes and contents, even for brand new documents. As an example, incoming invoices can be allocated to an order in the ERP system and posted immediately – all fully automated. DocXtractor can also be used to forward customer queries or complaints directly to the appropriate department depending on their content – they need not be manually assigned.



Seamless integration

For the continuity of business processes

Many companies are using CAD systems on building sites, in industry and in administration. There are no limits to the fields of application, which range from product design, system engineering and the administration of real estate to the construction area. Frequently they are an important part of the overall product lifecycle management chain. So it is only natural that **ELOprofessional** should also have a powerful CAD integration tool on offer.

CAD data archiving

ELOprofessional CAD is a state-of-the-art software module for archiving and managing CAD data throughout the entire process. **ELOprofessional** CAD analyses the 2D/3D component structure of CAD files and maps these in **ELOprofessional**. Classification features are extracted as metadata from the parameters and headers of the drawings and are imported into the **ELO** file screen for automatic keyword indexing. When checking in a new component, all previously stored parts are not imported again into **ELO**, instead a relationship is set up with the new component. The summary of parts used provides the user at the touch of a button with a list of components which have a relationship to these objects.

Supported CAD systems

ELOprofessional CAD has interfaces to the most common CAD systems. The following formats are currently supported:

AutoCAD (dwg, dxf)	Catia (CATproduct, CATpart, CATdrawing)
Mechanical Desktop (dwg)	Nemetschek (000, NID)
Inventor (iam, ipt, idw, ipn, idv, ide)	Bocad (bmf_, hp2)
Microstation (dgn)	Solid Works (sldasm, sldprt, slddrw)
Unigraphics (prt)	ProEngineer (asm.1, prt.1, drw.1)
Plan · Caddy (mod)	Solid Edge (asm, par, dft, psm, pwd)

... more systems available on request

Secure processing of design data

If documents are imported or sent, **ELOprofessional** automatically checks all components and nested drawing structures for completeness. When importing, a duplicate check is carried out to prevent redundant archiving of components and drawings. This saves expensive storage space and avoids errors in CAD management. Drawing lists and dispatch reports are generated automatically when the files are sent. Red-lining, comparisons and plotting functions are made available through special viewer plug-ins. The advantage of this is that expensive CAD licences are not required for each workstation in order to view and process CAD documents. The **ELO** workflow facilitates fast and simple release in approval processes. The internal version management and the new activity management system provide an optimum overview of the respective status and versions of the drawings.

— *We develop solutions*



E-mail management

Not just archiving

E-mail management, not just archiving

E-mails have practically replaced conventional business letters. All important information accompanying a business process is exchanged via e-mail, including offers, order processing details and minutes from meetings. E-mail is an important communication tool. However, there are generally significant deficiencies in e-mail management, i.e. the way in which e-mails are dealt with within a company. For instance, process-related e-mails may be managed in personal inboxes to which the project team as a whole wouldn't have access. It's common for e-mails to be printed for management or processing. However, it is even more problematic when important e-mails, or those which must be kept for a certain period of time, are deleted for convenience or by accident. **ELO's** document management solution can plug all of these gaps.

Revision-proof and legally compliant archiving

Whichever type of e-mail management is preferred, **ELO** can handle most of the administrative work and also ensures that all legal requirements are fulfilled. For instance, the Principles of Data Access and Verification of Digital Documents stipulates that tax-relevant e-mails must be kept for a period of up to ten years. **ELO** provides the means for archiving these e-mails in a revision-proof manner. In order for the data to be legible in the future and regardless of the e-mail system used, **ELO** can save these in a long-term format such as TIFF or PDF/A.

The same applies for file attachments in different formats, which can also be allocated independently from a process without losing their link to the e-mail concerned. **ELO** always archives and manages the information regarding the relationship between the e-mail and attachment, even if these documents are being stored separately from one another. Thus, the e-mails can be conveniently queried and accessed from the respective e-mail system. In addition to this, they are available to all applications connected to **ELO**.

Client- and server-based archiving strategies

E-mails are always related to a process. E.g., confirmations of orders or dates which are received by e-mail can always be allocated to the relevant business process or administrative file. The user can do this by assigning the e-mail and attachment to the **ELO** customer file or an **ELO** workflow, or a server process can take care of this fully automated. In the case of server-based e-mail archiving, **ELO** can archive all e-mails. A simple-to-operate control configurator can be used to set up the archiving parameters (time-delayed, only e-mails that have been read, blacklist, etc.). Existing access rights are maintained with this. A high degree of automation can be achieved in particular if **ELO** independently analyses the content of the e-mails (e.g. based on order or project numbers) and then automatically assigns the e-mails to a process or initiates a workflow.



Integration of leading business applications

For all important business processes

ERP link

Linking an ERP system from SAP, BaaN, Microsoft, etc., to a document management and archiving system such as **ELO** has recently acquired increased importance due to the Principles of Data Access and Verification of Digital Documents coming into force. This regulation stipulates that all tax-relevant information must be kept in an electronic, analysable form for the required retention period. A print-out of a document that has been created or electronically stored is no longer sufficient. **ELOprofessional** imports the ERP data for this in accordance with the IDEA standard. This has the advantage that an IDEA-compatible DVD with the relevant data can be generated at the touch of a button for the auditor if required - for verification according to the Z3 data medium provision. In addition to this, the evaluation components of Audicon GmbH can be incorporated into the archive. This facilitates the full verification of tax-relevant data in accordance with indirect access (Z1) and direct access (Z2), even independently of the respective ERP system. In this way, companies can identify weak points of a potential audit in advance.

Automated processes

However, compliance with Principles is just one aspect of the **ELO** archive's interaction with the ERP system. The true operational benefits derive from the automation of business processes, which is made possible by linking to **ELO** via global interface standards such as XML, Web services and SOA. Where incoming invoices might previously have been posted manually in a time-consuming manner, these can now be scanned simply with the aid of **ELO**. The content of the invoices is then automatically analysed and the necessary posting information is intelligently classified. An approval process can then be managed in conjunction with the **ELO** workflow, at the end of which the invoice document can automatically be posted. Manual input is minimised as the employee only needs to manage and control the process.

The paper archive is made redundant for queries as invoices archived in **ELO** can be displayed extremely quickly at the touch of a button directly from the accounting software, along with all information such as comments, sticky notes, etc., which have been electronically attached during processing. The conventional archive can be replaced by inexpensive long-term storage, such as a jukebox or a specialised long-term disk array. In doing so, companies only need a fraction of the archiving space previously required. If the company wishes to send electronic customer invoices from the ERP system in a format such as PDF/A - thus saving on processing and postage costs - **ELO** can also handle this conversion. The system can automatically generate a qualified digital signature for this purpose so that the requirements for the input tax deduction are met. Verified and certified signature solutions are a fixed component of **ELOprofessional** for this.

Interwoven processes

It makes sense to link accounting software with **ELO** and the same applies to all other ERP software modules, such as procurement, where full and fast access is needed to all customer files at all times, including all documents, contractual agreements, etc. and design and production management, where it must always be possible to access the most up-to-date and revision-checked design and production documents, regardless of whether these are needed internally, in the production hall or on a building site at the other end of the world. **ELOprofessional** ensures that the information in the production process is consistent as it interacts with the ERP system and all other applications.

— *We develop solutions*



Team-oriented work

Through efficient collaboration management

Teamwork with collaboration management

Nowadays, collaboration management is the key to success, helping you achieve your project goals more quickly, and streamlining product cycles. However, powerful information management tools are needed in order for you to work ever more closely with cooperation partners, suppliers and customers. Without these, you just can't achieve efficient collaboration. A powerful document management system such as **ELO***professional* is the base for this, laying the foundations for shared document management, regardless of whether a leading archive backend exists for this or whether any of the companies involved are using their own archiving systems. Typical examples of this are manufacturing plants or even comprehensive project management in which tasks are dealt with internally but are still connected to one another through overlapping processes.

Securing the shared database

It makes sense to use distributed archive servers for projects in which a shared database and the autonomy of the internal document database are a necessity. The **ELO** replication module ensures that each company has the latest documents available to it, e.g. planning documents, work instructions and plans, in accordance with specific processing rules. The advantage is that documents don't need be exchanged via e-mail, something which can generate a significant amount of administrative work in the case of extensive documentation due to the high transaction volumes. And the **ELO** workflow server is in place for approval processes - it sends out the project orders via the e-mail system, and then monitors the process. As all data and documents are continuously stored in the central archive system, the completeness of all documents is assured on the one hand and, on the other, the duplicate check integrated into **ELO** ensures that there is no redundant storage of duplicate documents.

Where documents are shared for processing, **ELO** eliminates misunderstandings by using integrated version management, and ensures there is transparency on the employees who have made changes at what point in time. In addition to this, the central file code generator can automatically assign a unique document number to each document.

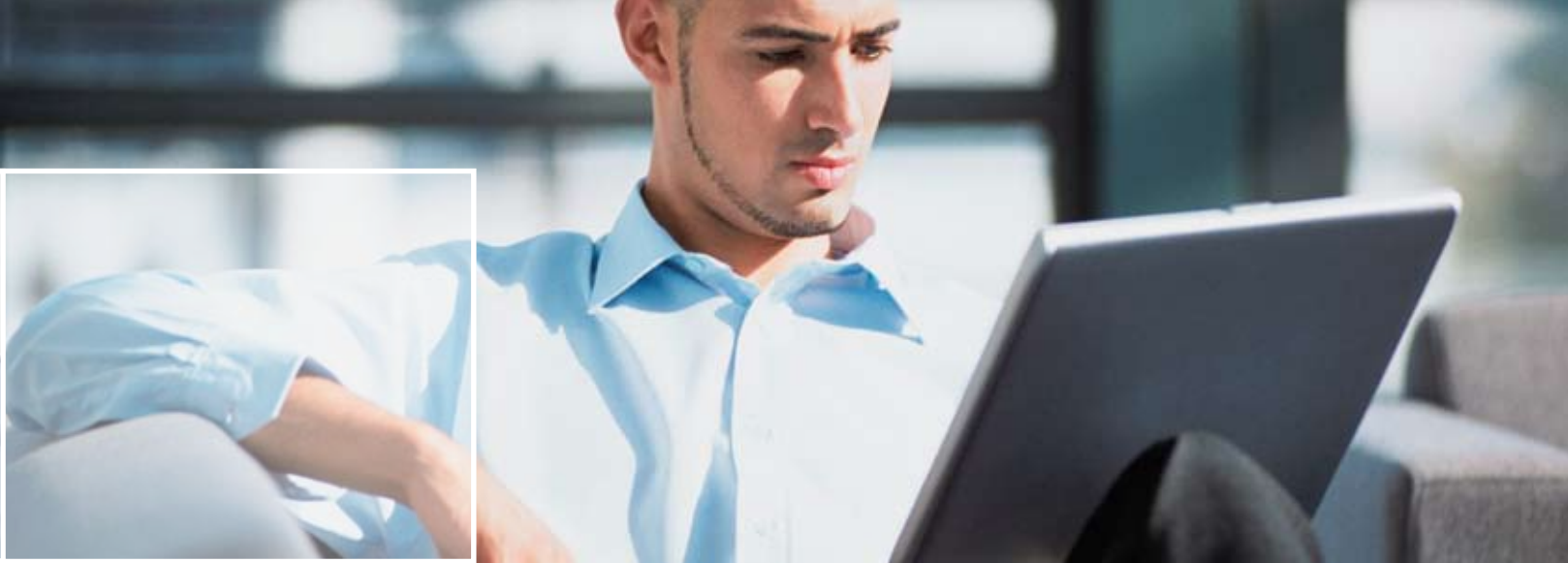
Integration into the Microsoft SharePoint server

In the case of collaboration management, it is particularly useful to use the Microsoft SharePoint server as a portal front-end for **ELO***professional*. For these purposes, **ELO** has developed an interface which seamlessly links the SharePoint server to **ELO**. In this way, simple SharePoint templates can be created which supply the powerful **ELO** document management functions for optimum business process handling. In addition to this, the SharePoint server itself is extended by a powerful and revision-proof archive back-end and workflow system. Project teams benefit from the link to the SharePoint server as they have access to the project calendar, project plans and the like.

Integrate existing portals

If a company already has its own web portals, the entire functional spectrum of **ELO***professional* can easily be integrated. **ELO***professional* allocates each individual function in the form of services. These services can then be integrated very simply into existing portals. Existing environments can be extended to include powerful document management and archiving functions.

Moreover, a system link can be set up to applications (such as ERP, CAD, CRM) which have an interface to the **ELO** system but not to the portal. Here **ELO** acts as a middleware; passing on documents and data.



Work on the go

For greater freedom and flexibility

Mobile

Mobility has become a crucial success factor in today's corporate world. Whether in the context of sales or projects, it is now more important than ever to have access to the latest data and information, anytime and regardless of your location. This is the only way to ensure you will be able to react quickly to requests which arise when you are on the move, thus increasing your efficiency. Mobile access to information is an enormous competitive advantage in today's global business world. **ELOprofessional** can help you achieving this.

Portable document archive

ELOmobile is useful for all **ELOprofessional** users who need access to company documents and data when away from the office. The full range of **ELOprofessional** functions can be accessed from your laptop, even when offline from the main archive. All of the documents and data you require are automatically stored in an offline archive via integrated data replication / synchronisation mechanisms. The user can specify which documents or sections of the archive he would like to have available while he is travelling. If documents are changed or generated offline, these will be automatically synchronised with the central **ELO** archive servers the next time the laptop is connected. Data synchronisation can also take place via a dial-up network or VPN connection over the internet. If data needs to be changed while away from the office and centrally at the same time, **ELO** immediately implements a replication conflict management process in which the user can decide which is the most current version.

The primary advantages of the mobile version are the convenient synchronisation of the offline archive on the laptop with the main archive, and also the availability of the full DMS functionality, such as search options, version management and task functionality. Also, the archived sections can be encrypted using **ELO** and operating system functions so that the data will still remain protected even if the laptop goes missing. This is a standard security feature of **ELO**.

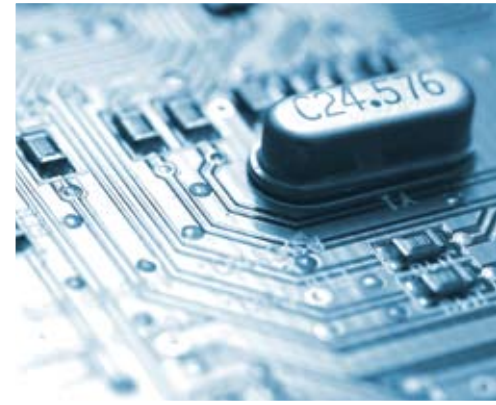
Offline folder

For simple work processes, the standard version of **ELOprofessional** enables users to check out folders and edit these offline from the main archive. This ensures that the documents can still be viewed centrally but cannot be edited concurrently. On return to the company, the folders that were checked out for offline use can simply be checked back into the main archive again.

Storage of archive sections on CD/DVD

If large amounts of data (such as system documentation) must be circulated, it is convenient to simply burn archive sections onto CD or DVD with just a simple mouse click by using the **ELO** export function. Nowadays, it is possible to conveniently store hundreds of folders on one disk, which can easily be duplicated, giving the user the opportunity to freely search in the document folders without having an **ELO** system installed. The so-called portable archive DVD displays the archived documents directly by using a self-launching **ELO** viewer.

— *We develop solutions*



Process automation

Instead of troublesome manual work

Workflow

Efficient business processes play a crucial role in a company's success or lack thereof. It used to be enough to examine the details of a division's process, but that is no longer sufficient. Regardless of whether it is a development, production, marketing or distribution process, optimum results can only be achieved if all processes are working in harmony with one another – in the form of an overall company process which relies on a shared database. Otherwise, there are a multitude of shortcomings which will need to be overcome, such as duplicate information entry, contradictory data content, multiple work and process interruptions. Thanks to shared cross-divisional information and document management in the **ELO** archive, a DMS system such as **ELOprofessional** increases process optimisation. Furthermore, with its integrated workflow components, **ELO** provides a tool for graphically displaying and managing the process flow. This gives companies access to the overview they need of the current situation.

Lightning-fast information flow

One significant advantage of a workflow-managed and monitored business process is that documents can pass more quickly from employee to employee. Invoices that have been scanned or orders received by e-mail are directed straight to the employee responsible for them, and can then be sent on to another colleague with just a mouse click after they have been processed. If somebody is out sick or on holidays, a substitute system can be used so that the incident to be worked on (e.g. an order or complaint) is automatically sent to their substitution. On the whole, this leads to higher process quality, and ultimately to increased customer and employee satisfaction.

Moreover, process steps that were previously carried out manually can now be automated. Even forms that already exist, such as production reports and usage logs, can be integrated simply into the workflow. In addition to this, data need not be entered manually but can be directly imported from existing business applications. This saves on time and money and reduces the amount of errors caused by incorrect data entry. Furthermore, e-mails can automatically be generated in one single process step in order to inform customers in advance of important processing details or to obtain necessary approvals.

Adhoc workflow, when it has to get done quickly

Many business processes can be handled quickly and efficiently through workflows that have been created in advance. However, when mapping very dynamic distribution or approval chains, the Adhoc workflow shows its strengths. The user simply picks the required people from a list and sets out the sequence. **ELO** then automatically generates the desired workflow.



The internet

As a powerful communication platform

Internet Gateway

The internet has had a huge revolutionising effect on businesses. Whether you are looking for the latest product information, a new vendor or are on the hunt for a bargain, the internet is the first place you'll look for that information. It has become a global information platform and the marketplace for all of our everyday needs. Many business transactions are now exclusively carried out over the World Wide Web. Online train and cinema bookings have been around for a long time, saving us long queuing times at the ticket counters. Many things have become simpler, more convenient and more cost-effective with the internet.

ELOprofessional can also offer a great deal of flexibility via its internet connection.

If companies wish to set up a shared communication platform for business or cooperation partners, an internet gateway is what they need. It doesn't take a great deal of configuration setting up a shared information platform which all involved can access from anywhere via a standard browser. Access control is taken care of by the controlled login dialogue so that only authorised personnel can access the platform. The maintenance and organisation of new documents requires no knowledge of website creation.

Flexible document access

The internet gateway can also be used to access the central document archive when on the move. A standard internet browser is all that is needed. All essential **ELO** functions are available via the internet gateway. Thus, the user can navigate the archive, create new documents and carry out extensive searches. Employees can also access their active workflows via the internet gateway, check these and issue approvals.

In the case of project work it is often more practical for employees to simply be e-mailed a link for this. In this way, it is not necessary to send the full document. If necessary, the employee can access the document by clicking on the link. This saves storage space in the e-mail system and also ensures that the documents are accessible to everyone in a central archive structure.

Integration into a company's own portal

An in-house portal offers the widest range of possibilities for business processes with external partners in particular. Thus, the functional spectrum of **ELOprofessional** can be provided simply via standard protocols, such as http SOAP in the form of portlets. Furthermore, external business events can also be easily integrated into the **ELO** workflow, regardless of whether an enquiry relates to an offer, support or an order which must be processed internally in the **ELO** workflow and then put into the central ERP system at the end. Even if a pure information request is concerned which an employee can answer by sending out a personalised information package, the possibilities available to you from the integration of **ELOprofessional** are practically limitless.

— *We develop solutions*



Simple administration and maintenance

For smooth system operation

Robustness with low maintenance needs

Regardless of whether an installation is large or small, the desire for ease of administration and update along with operation as maintenance-free as possible is a given. The **ELOprofessional** product line is designed to reduce the workload on administrators.

Simple user-friendly administration

Graphical interfaces and a wizard support the system managers responsible for configuring the system, e.g. in creating scanner profiles or barcode definitions, or setting up form recognition. With the aid of comprehensive authorisation control for documents, keyword indexing data, structural elements, input fields and functions, authorisations can also be automatically inherited. The **ELOprofessional** system supports both role and group definitions.

LDAP connection and single sign-on

With larger installations in particular, it is important that existing users and group definitions can be automatically imported from the existing directory structure. A continuous comparison between the active directory and the **ELO** application is possible. In order to keep the number of access passwords to a minimum, **ELOprofessional** also facilitates single sign-on.

Software distribution and user profile maintenance

If Windows PCs are used, **ELOprofessional** can support all conventional software distribution tools. In the case of smaller installations, **ELOprofessional** distinguishes itself by the fact that the **ELO** client has automated distribution and update functions. The functionality which makes it possible to centrally maintain groups of user settings and profiles is also very useful. All essential program settings are maintained in a central database, allowing for quick alterations to individual user group configurations.

Convenient storage management

Unlike the familiar management of files in shared file systems, the **ELOprofessional** system provides you with the possibility of decoupling physical data storage from the user level. With **ELO**, the system administrator is free to choose which data media or server systems to use to archive or store documents. The user works with a logical administration structure which is separate from the physical storage space. This facilitates very convenient data management in which the system administrator is free to decide how long data should be held on fast RAID systems or whether it should be stored on more cost-effective storage media (such as a jukebox).

System monitoring

The sensitivity of a system to disruption makes availability an important issue. The early detection of malfunctions and outages plays a major role in this regard. **ELOprofessional** has a multitude of internal control and reporting mechanisms on offer. In addition, any monitoring system can be integrated via a configurable interface, which facilitates graphical system monitoring with an automatic notification system, for example.



The right archiving strategy

For critical data

Archive server

The archive server is the core of the **ELO***professional* system. As an integral part of the company's central administration, it provides long-term secure management of all documents and data that are important to the company, and can rapidly make these available on demand.

Compliant with auditing and signature requirements

The **ELO***professional* archive server has built-in mechanisms to prevent documents from being tampered with or viewed by unauthorised personnel. State-of-the-art hash value and encryption mechanisms, which can immediately detect subsequent documentation manipulation, are used for this. Moreover, a legally-compliant digital signature can be used as an individual or batch signature. The **ELO** system integrates certified signature solutions into **ELO** as standard. This is especially needed for invoicing so that an input tax deduction is possible.

High data throughput and load stability

The **ELO***professional* archive server has an asynchronous pipeline design which ensures high load stability and data throughput, making it particularly well suited for archiving large quantities of documents. In addition, its high-capacity interfaces allow for the use of special data import and integration modules as required. For example, the XML import module imports documents and descriptive data in a single operation. Moreover, the use of the XML standard as the import format also ensures that external applications can quickly be linked to the **ELO***professional* archive server.

Confidentiality and data loss protection

For particularly sensitive data, **ELO***professional* provides the possibility of protecting selected archive sections using 128-bit encryption. This ensures greater protection from unauthorised access. **ELO***professional* supports various backup strategies.

There is also the option to incorporate long-term storage tools such as jukeboxes, automated tape libraries and long-term storage based on magnetic discs such as EMC Centera, for example. **ELO** archive servers administer terabytes of data in archives worldwide with the highest degree of efficiency and security. **ELO***professional* allows server processes to be distributed over multiple hardware platforms. The system can also be used in server clusters.

Hot standby system

A particular highlight of **ELO***professional* is the option to use broker and replication modules to create a hot standby system with an archive server which can be housed at a separate location to the productive server. All documents and associated metadata on the main system can be replicated onto the hot standby system by using the replication module. If there is an outage on the main server, the users can automatically be switched to the hot standby server.

Distributed archive server

The **ELO** replication module enables reciprocal replication of important data among **ELO** archive servers worldwide. This is of particular interest when the field offices only have a slow connection to the headquarters. Thus, the data that is needed right now for quick processing can be held locally and then replicated to the main archive at night. In this way, only the information that is currently being used needs to be held locally, while long-term archiving can be carried out centrally. All field offices still have the possibility at all times to access the centrally archived data, via remote access for example.

— *We develop solutions*



Modular and scalable

For growing and individual requirements

Uniform centralised data management

ELO*professional* can be considered the central base for managing all important company documents. It consolidates all relevant commercial data into one repository, a central company archive. In this way, the system ensures that the data as a whole is immediately available when required for a business process.

ELO*professional* therefore replaces distributed document storage, whether in inboxes, file directories or folder archives. A positive side-effect of this is that it also makes it simple for a company to comply with legal compliance requirements, such as the Principles of Data Access and Verification of Digital Documents, the guidelines from the US Food & Drug Administration (FDA) with regard to food, and the Generally Accepted Principles of Computer-Assisted Systems (GoBS). These are guidelines which it would be difficult to adhere to without using a powerful DMS/archive system such as **ELO**.

Process-oriented linking

Another strength of **ELO***professional* is the ease with which it can be harmonised to work with all of the applications used in a company, regardless of whether these are from the Microsoft world or are existing CAD or ERP systems. This is facilitated by the service-oriented system architecture (SOA) from **ELO** on the one hand, and on the other, by the use of globally recognised interface standards such as XML, http SOAP, Web services and many more. As all leading application manufacturers use a service-oriented architecture approach, IT will increasingly focus on the actual business processes in the future.

Modular scalability and safeguarding the future

The user gets a high degree of future security when he chooses the document management system from **ELO**. Regardless of whether the software is initially used in the finance division or in purchasing, quality assurance, sales or marketing, **ELO***professional* can be integrated into all business divisions. It is not an isolated application but rather a module scalable system. Highly specialised modules can easily be linked, depending on the requirements of the division. In a technical division, this might be a CAD module, in the case of a law firm, it may be a specialised law office module. Along with the modules provided by **ELO** as standard, there are also a multitude of developers across the globe who are creating additional industry-related modules for the **ELO** world, thus covering practically all industry-specific requirements. Individual adjustments can also be made by using the script environment integrated into **ELO**.

Ability to Migrate

ELO manages documents and data in a non-proprietary format so these can also be migrated to other systems without a great deal of effort. If a company's requirements increase and it becomes bigger internationally, it is simple to upgrade to the java-based **ELO***enterprise* product line. Along with being platform independent, it can also manage very large numbers of users, amongst other things. **ELO** also provides a multitude of import filters which can be used to import existing external archives, while simplifying the import of old established archives into the **ELO** system.



A focus on cost savings

For greater performance while reducing costs

Cost factor: media change

If you measure the actual transaction costs of a business process, these are often much too high in relation to the value they add to the company. The usual reason for this is that the process chain is not continuous and a great deal of manual input is required, arising from changes of media and processing paper-based documents and the individual electronic document. A simple example of this is the processing of incoming invoices. These are procedures which generate significant work when there are high volumes of documents. But this need not be the case. **ELO***professional* has intelligent solutions on offer which can quickly address these deficits.

Intelligent system components

If a document previously had to be saved first and then manually distributed, an intelligent classification and extraction software can handle the capture and allocation of the document. A new technological development based on advanced algorithms makes it possible for the content of the documents to be read and understood. Documents are no longer processed on the base of fixed logic, but with the aid of self-learning mechanisms which recognise logical connections and can automatically select important data for further processing.

Continuous process chains

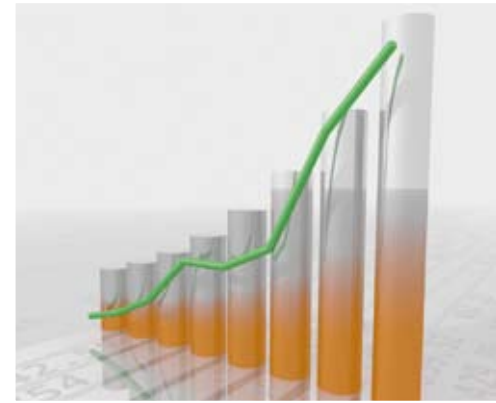
Once the documents have been scanned, automatically classified and indexed, the invoices can then be archived. From this point on, a document can be accessed quickly without having to go to the archive. By using integrated **ELO** workflow components, the rest of the business process can then be automated. The system automatically generates the right process for this and assigns the relevant tasks to the people and divisions concerned. All commercially relevant documents are linked to the ERP system and the internal posting assigned there via the standard ArchiveLink interface. Thanks to the digital workflow, each business event can be dealt with more quickly, as there are no longer paper documents just lying around or waiting to be handed on.

Optimum alignment to the business process

ELO*professional* has integrated a script programming environment to ensure optimum alignment. This facilitates the rapid expansion of functionality and the generation of additional functions which are targeted to a company's own needs. Scripts that have been generated can be launched manually or automatically, or can be kicked off by a particular event. Self-programmed functions can also be integrated into the menu and icon bar and equipped with authorisation controls which determine who may use these expansions.

Every company has its own individual commercial and organisational requirements. Thus, a DMS solution which can be optimally aligned to a company's specific business processes should be the only option. The **ELO** system is characterised by high flexibility with regard to its configuration.

— *We develop solutions*



The finer difference

And how the solution fits your company

There are a multitude of DMS solutions on the market. The price / performance ratio, functionality and ease of use are certainly important factors when evaluating the products on offer. However, of far greater importance is the degree to which the solution matches specific corporate requirements, and particularly those of your company. This insight is reflected in the **ELO** product portfolio.

Tailor-made product lines

"One size fits all" is no more true for a DMS solution than an oversized ERP system is appropriate for a small or medium-sized company. This is why ELO Digital Office has developed three product lines:

- **ELO***office* for small companies
- **ELO***professional* for medium-sized and larger companies
- **ELO***enterprise* for large companies and enterprises

Investment security

The special feature of these product lines is that the data and structure can easily be interchanged because the system architectures are build on one another. Regardless of the customer's entry-level product line, the initial investment is always secure.

Powerful and robust

Large companies such as Lufthansa, MAN, Südzucker, Goodyear, Airbus, Preciosa, etc. are currently using **ELO***professional* as their DMS solution in very large installations worldwide. **ELO***professional* systems run reliably even under extreme loads, serving thousands of users and managing many millions of documents and records – 24 hours a day, 365 days a year. These features prove the quality of **ELO***professional*.

Migration to **ELO***enterprise* possible

Many millions of Euros are invested annually just in the development of new products and technologies. As with vehicle development, software can continuously be improved with further development, but a quantum leap in performance requires completely new technology. The **ELO***enterprise* solution represents exactly this. Based on platform-independent Java server technology, it sets new standards. With its technology designed for integration into large portals, this product line has practically no limits. Migration to the **ELO***enterprise* server is possible at any time.

Made in Germany

Product quality and reliability are important features of **ELO**. But we can offer even more than that - proximity to our customers. Together with our certified partners, we are there for our customers. We try to understand their business so that together we can solve their problems and improve their business processes. We have more than just software products on offer.

We can offer our customers solutions, expertise and the motivation to find the best solution for their needs and requirements.



With professional support

Successfully achieve your goals with confidence

Two things in particular are expected of professional document management systems. On the one hand, they must perfectly fulfil specific requirements, on the other, they must be reliable in all conceivable situations. The **ELO** product line is a guarantor of this, with **ELO***professional* as the forward-looking solution for almost any corporate requirement. However, the customer is not only the focus of our software developers, but of our **ELO** business partners also. This is the best way to ensure that you are not only getting perfect technology but also a personal service. **ELO** business partners ensure you receive professional advice, from the selection to the operation, and they react with well-directed support for your individual requirements and requests.

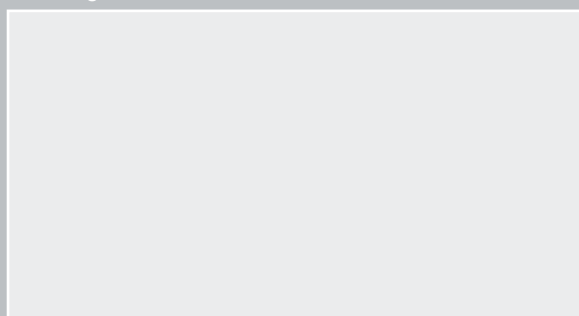


ELO*professional*

and the vision for the future

Document Management · Archiving · Workflow

You can get ELO from:



ELO Digital Office GmbH · D - Stuttgart · www.elo.com · info@elo.com
ELO Digital Office CH AG · CH - Zürich · www.elo.ch · info.ch@elo.com
ELO Digital Office AT GmbH · A - Linz · www.elo.com · info-austria@elo.com

