

# ELO ECM Suite 9

Just Better Business



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## Just Better Business

Intelligent information management has developed into a major factor for success. Since speed is key in business environments, we need solutions and tools for our daily work that help us to act faster, better and more efficiently.

Our **ELO ECM Suite 9** shows you that this does not require a major financial investment. The suite is a powerful package that offers out-of-the-box solutions for many challenges for businesses, ranging from contract files, customer management, automated invoice processing, archiving new commercial documents and much more.

A prominent feature of **ELO ECM Suite 9** for this is the flexibility to adjust the software for individual requirements. Our extensive ELO business partner network is an essential component for successful use of ELO within your company in this context. This network does not just offer you the software solution: you receive a complete package that includes consulting, implementation and primarily ongoing support.

This helps you to focus on your core business. We manage your information and automate business processes for you.

I hope to have sparked your interest in our new **ELO ECM Suite 9**.

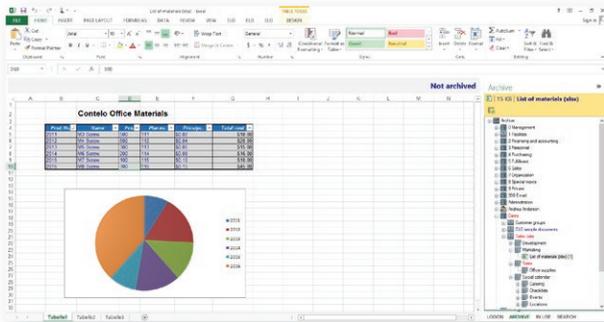
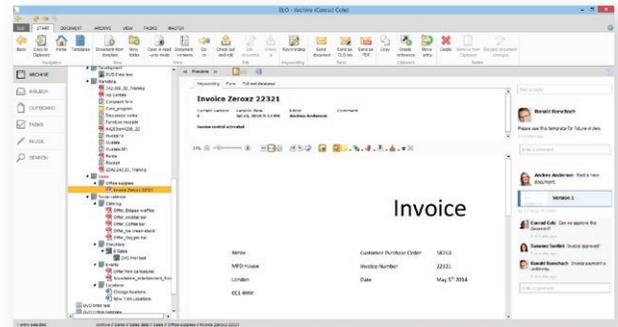
Kind regards,



Karl Heinz Mosbach  
CEO, ELO Digital Office GmbH

## ELO Collaboration

Collaboration continues to gain in importance in the field of business. The new **ELO ECM Suite 9** therefore offers a great number of new collaboration functions. Users can comment on documents in a feed function. This creates immediate information transparency on a document's version history for available document versions (and is integrated into all clients).

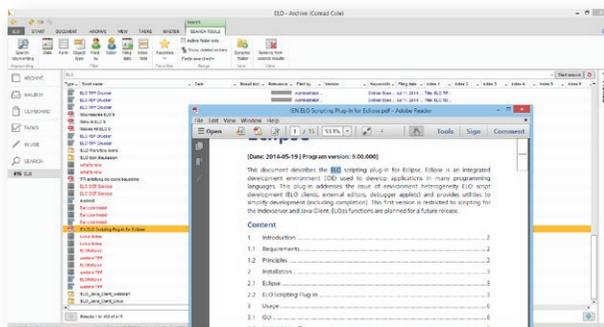
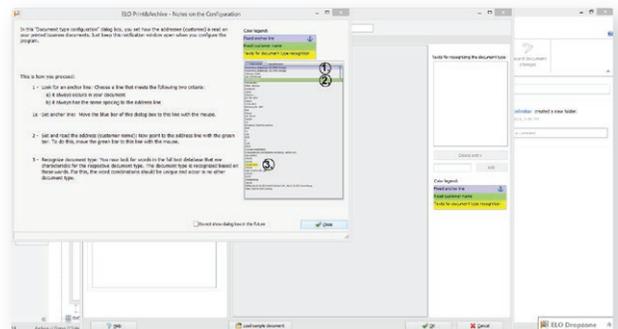


## Document management in Microsoft Office

The new ELO DMS Desktop now offers users important ELO DMS functionality fully integrated in Microsoft Outlook, Word, Excel and PowerPoint. This makes working much easier since users do not have to switch applications, making work much faster and easier.

## ELO Print&Archive

The primary objective of the ELO Print&Archive module is the automated archiving of receipts and documents that are printed or created as a PDF. This avoids many manual work steps. Templates are supplied for the most important standard cases. Business rules configured by the user assure that these processes run automatically.

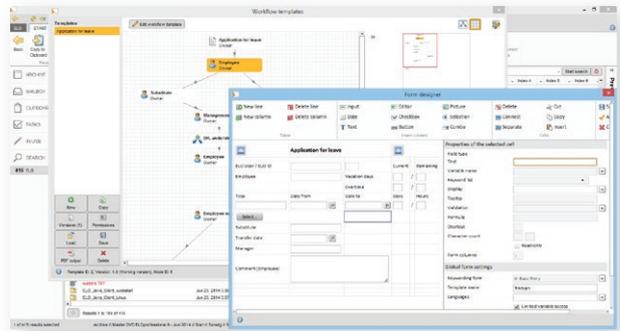
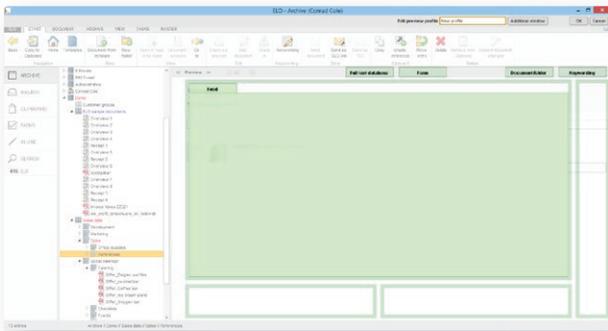


## ELO Click&Find

The new Click&Find function in ELO 9 lets users jump directly from third-party applications to all documents associated with a process in ELO. This makes work simpler and faster at the same time. Complicated searches are now no longer necessary.

## Extended workflow functions

The new functions allow for both increased flexibility and a faster depiction of company processes. Selecting an option in one part of a workflow can be used to directly deactivate other workflow nodes, or even change active, running processes, depending on the situation. The integrated form designer allows you to digitize business processes simply and quickly.

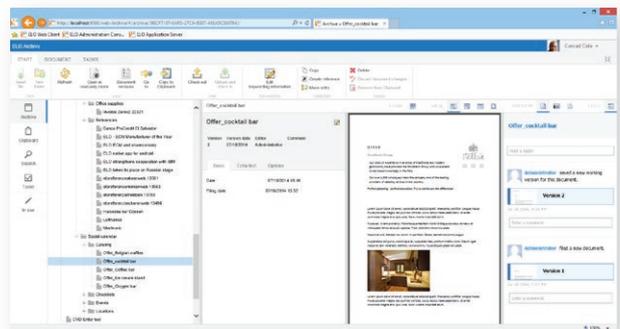


## Defining views

ELO 9 provides additional improvements in regard to user interface customization. This now makes it possible to individually create your own profiles and to, for example, configure preview components and the order in such a way that makes the most sense for your own work.

## The new ELO Web Client

The new ELO Web Client 9 gives companies impressive flexibility when using ELO. With powerful functionality, it makes it possible to open the world of electronic processes to entire company divisions with very little administrative effort.

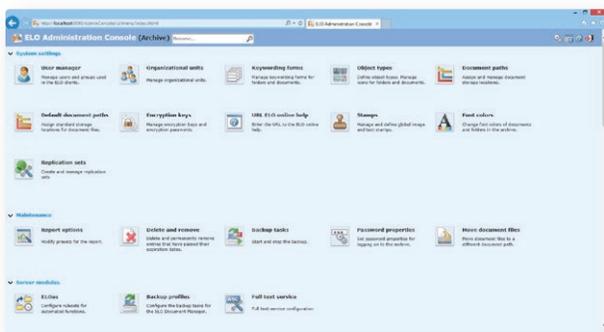


## Mobile offline forms

With version 9 of ELO's mobile app, quite a bit has changed for mobile end devices. For example, electronic forms can now be edited and changed offline on mobile devices (Android). These forms are then automatically synced with the central archive system and the associated workflow processes during the next connection to the server.

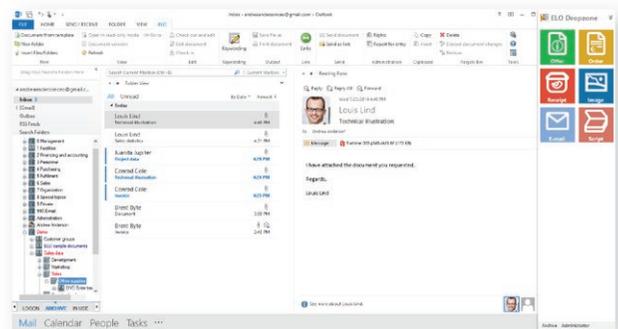
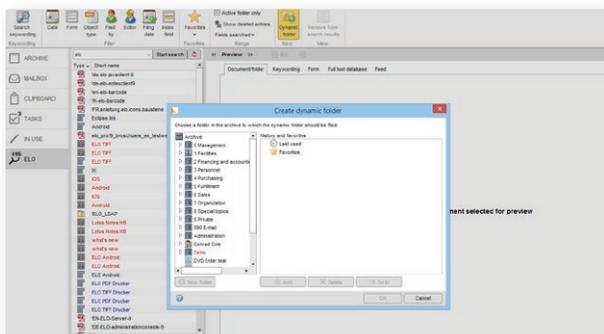
## ELO Dropzone

ELO Dropzone provides users with a new concept of use that shows dedicated individual functions as tiles. The business logic behind every tile can be freely defined. With this, a large variety of processing functions can be set up for which the user, for example, only has to drag a document to the respective tile to start the processing, such as archiving and starting a workflow.



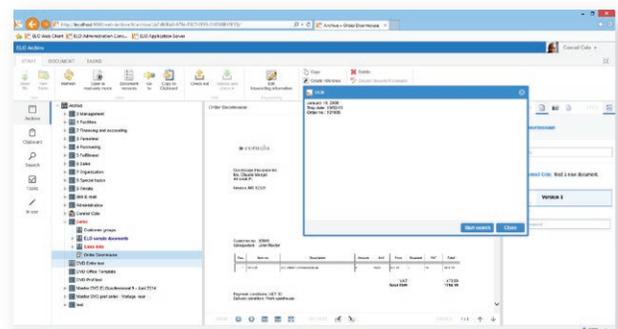
## Server-side Click OCR

ELO ECM Suite 9 enables multiple chained OCR detection routines. For this, it suffices to select the relevant text sections in the document. The actual recognition work takes place automatically in the background as a server process, allowing users to quickly process multipage documents.



## New administration interface

The objective of redesigning the new Administration Console was to manage all ELO modules from within one administration interface. Not only is the program better organized, you can jump right to the settings you want with the integrated function search.



## Creating dynamic folder structures

Particularly when it comes to ever-changing business situations, dynamic folder structures that refresh automatically make it possible to stay current. It is very easy to create these folders automatically with a click from within a search query.

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ELO® is available from:

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