

Enterprise Content Management



# ELO ECM Suite 10 - Highlights

Experience digital innovation



## ELO ECM Suite 10

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**ELO ECM Suite 10** offers you a complete package for the way forward in digital information management within your company. The suite can be adapted to your individual needs for efficient processes and an effective information flow.

All important business documents are saved in one central location using a logical structure and in compliance with legal obligations across the entire lifecycle. This way, the **ELO ECM Suite 10** bundles the entire company knowledge as a central information platform and gives you easy and immediate access to required information, allowing you to react quickly and retrieve information. Intelligent search mechanisms support you with this.

The **ELO ECM Suite 10** integrates company documents and information into business processes – even from third-party applications. These are then available to you at the right time in the right

process step. Benefit from accelerated processes and value-adding information systems.

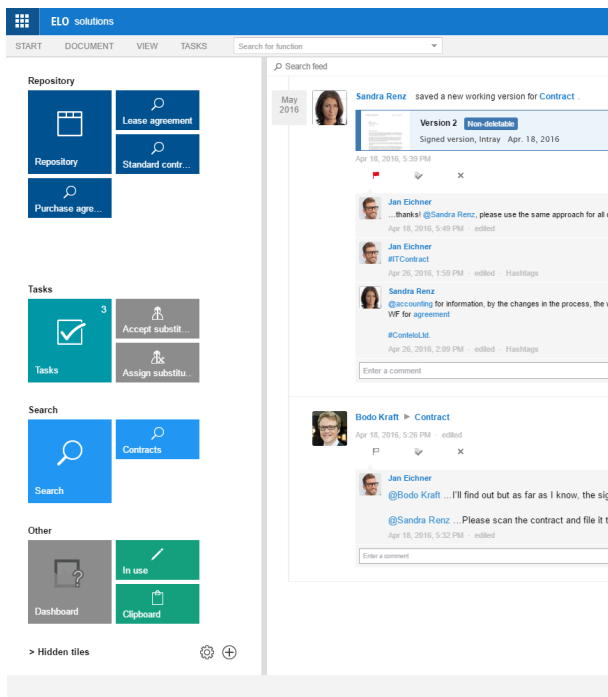
Digitizing manual tasks and paper-based repositories saves valuable time and reduces costs while increasing transparency within the company. All changes to documents are recorded and can be traced back.

### Learn more?

Further information can be found at:  
[www.elo.com/en/ecm-suite-10](http://www.elo.com/en/ecm-suite-10)

# The user interface

Information at a glance



Customize the user interface to best suit your needs by placing particular functions where you want so you can get to them easily.

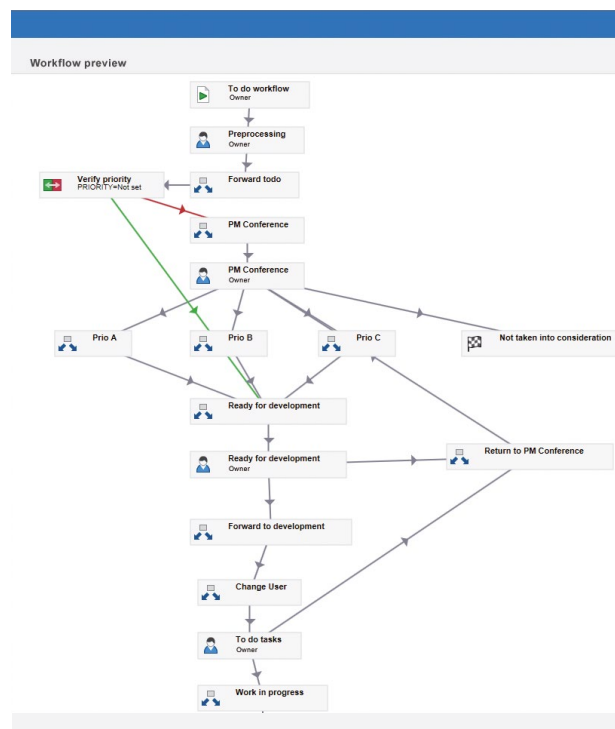
- A clean and easy-to-use interface.
- Based on the interfaces of Microsoft Office 2016 and Windows 10.
- Numerous customization options.
- Simple and intuitive tile navigation.

# Workflows

Accelerate business processes

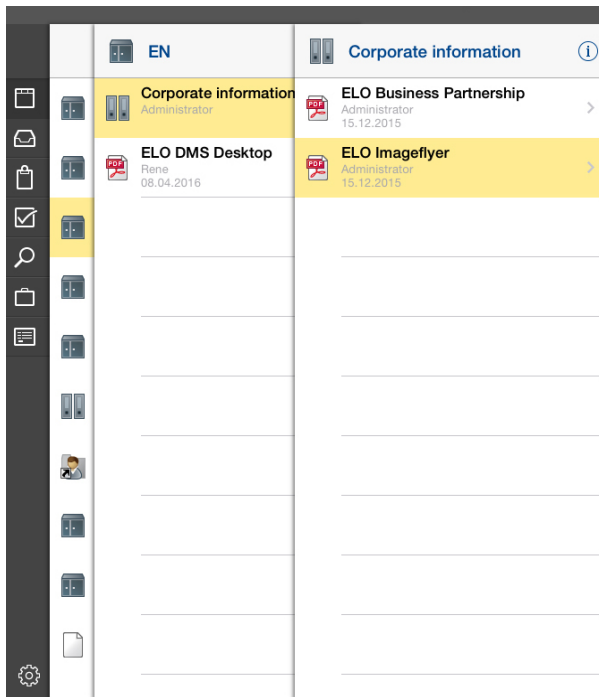
Workflows are used to automate business processes and integrate relevant information based on specific transactions. This improves quality while reducing the editing time of your processes. This results in increased transparency, faster decisions and greater efficiency within your company.

- Create workflows based on needs and control processes.
- Initiate and pass forward approvals.
- Set permissions and integrate those persons into workflows.
- Check the processing status at any time.
- Add background activities.
- Can be adapted in the case of unexpected events.



# Mobile solutions

Work while on the go



The ELO 10 for Mobile Devices and ELO QuickScan apps for smartphones and tablet PCs allow for mobile working and comprehensive access to relevant information. This allows you to react to inquiries while out of the office and to continue processes and discussions without losing any time.

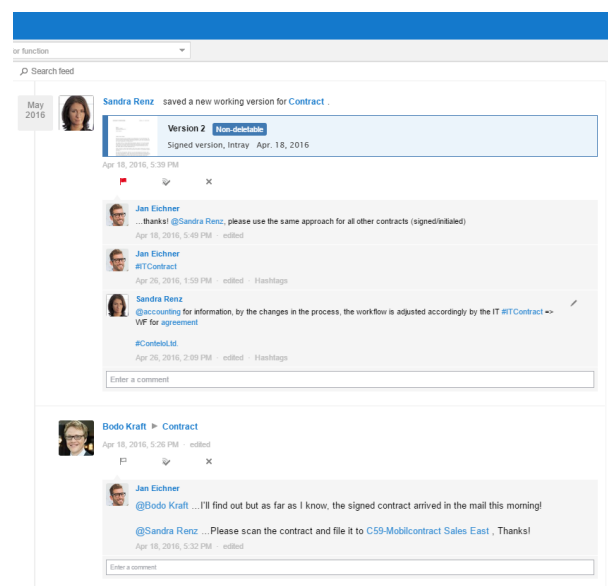
- Manage and participate in business processes while out of the office.
- Initiate workflows and trigger processes without any delay.
- Record, create and file documents on mobile end devices.
- Access company knowledge from anywhere and also offline.
- Continue document and process-based communication without any delays.
- Connect functions with other apps.

# Collaboration

Share knowledge and information

Projects and tasks completed as a team require a high degree of communication, coordination and cooperation. With the corresponding collaboration tools, **ELO ECM Suite 10** supports a collaborative environment and communication within teams and increases productivity.

- Work on documents together and share knowledge.
- Exchange information quickly and in a traceable manner.
- Comment on a document or post replies to those comments.
- Mention colleagues in a comment and refer to posts.
- Subscribe to, share and filter relevant topics as needed.
- Assign permissions and lock documents during editing.
- Stay on top of changes.



# Tailor-made for your requirements

ELO ECM Suite 10 offers the following options:



## Integration of third-party systems

Holistic process due to the seamless integration into additional IT applications, such as ERP systems.



## Filing

Secure, long-term archiving of documents and according to legal provisions.



## E-mail management

Efficiently integrate content from incoming and outgoing e-mails into business processes.



## Invoice management

Process invoices automatically for more transparency and shorter processing times.



## Intelligent search

Quickly find required information with innovative search functions.



## Records management

Manage files digitally for faster processes and unrestricted access to information.



## Contract management

Manage contracts across the entire life cycle and stay on top of the current status at all times.



## Compliance

Fulfill legal requirements and routinely implement compliance requirements.

## ELO ECM Suite 10

The best ECM solution for your company.

With the **ELO ECM Suite 10**, we offer you a powerful and trendsetting system for enterprise content management. Choose from numerous flexible components to adjust the suite to match your individual needs.

Get advice from our experts without any obligations and find the right approach for your company.

Contact us: [info@elo.com](mailto:info@elo.com)

# ELO ECM Suite 10 - Highlights

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