

ELOoffice 11
Simply better organized.



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Take the next step to your digital future

Invest in your business with **ELOoffice**, a document management system that lets you manage and organize all your data in one place. **ELOoffice** transforms paper documents into easily retrievable and searchable electronic files, increasing your company's efficiency.

What's more, you can edit documents in your usual applications, such as Microsoft Office, and then file them straight to **ELOoffice**. The program's intuitive interface and filing structure follows the basic principles of an organized workspace using digital filing cabinets and folders. All this makes **ELOoffice** an effective tool for the modern, paperless office.

Advance your processes with new technologies. For example, you can synchronize important data between **ELOoffice** and a smartphone or tablet, access **ELOoffice** anytime and anywhere, and capture documents and transfer them to **ELOoffice**.

Improve the organization of business documents with **ELOoffice**. A template filing structure helps you keep your data under control. A single click is all it takes to analyze important documents, such as invoices, contracts, and personnel files. **ELOoffice** puts an end to time-consuming searches, allowing you to focus on what matters most.



Manage your inbox with **ELOoffice**

Keep your digital documents under control



ELO Intray



ELO Scan&Archive

Digitize paper documents

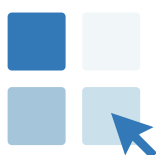
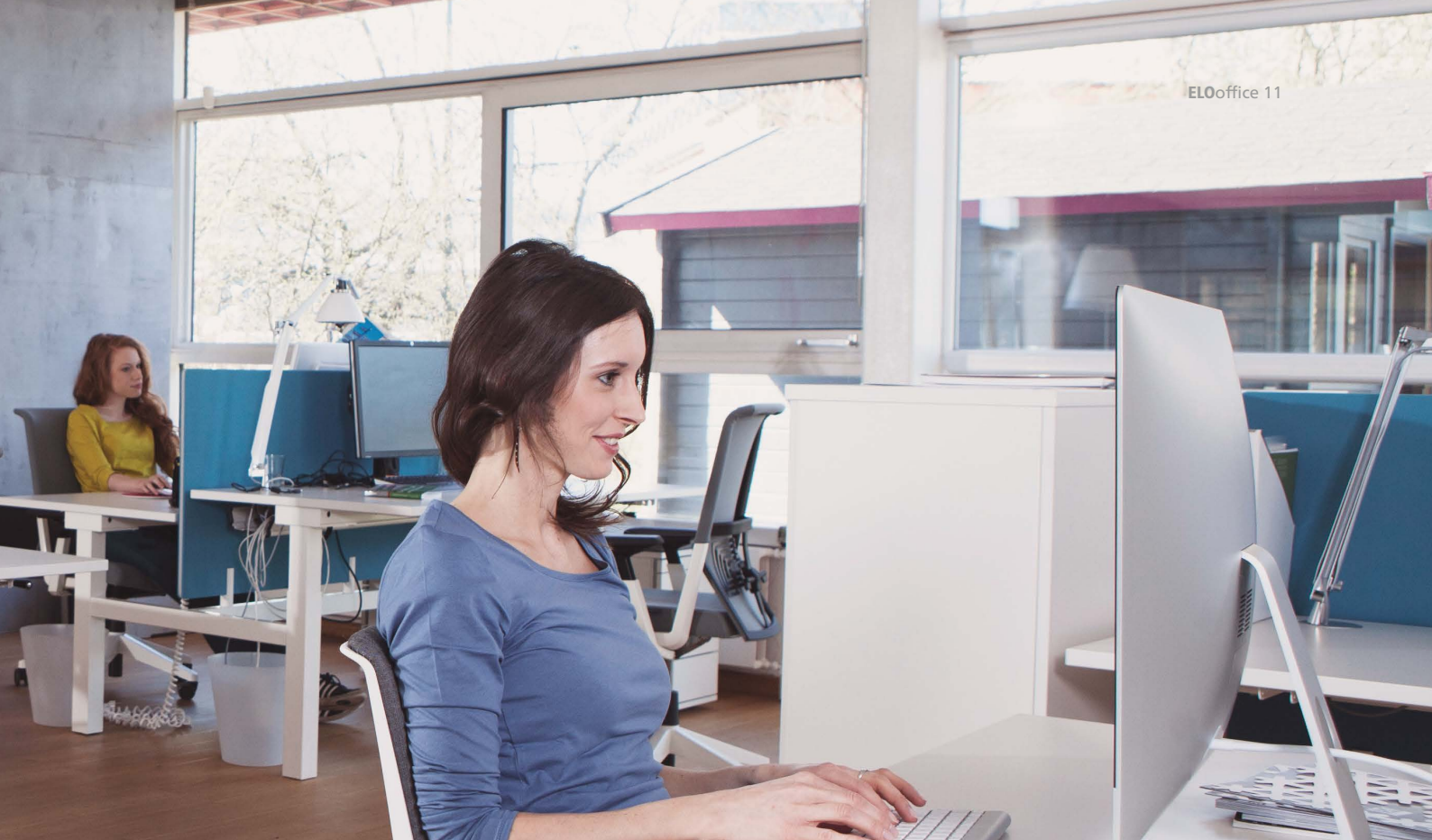
You are bound to have a large amount of paper documents, such as invoices or delivery notes, accumulating in your inbox every day. Checking, filing, and forwarding all of these documents to the right person in the company is a lot of work.

Simply use a scanner to capture and digitize your paper documents in **ELOoffice**. Scanned documents are placed in the **ELO Intray** for further processing. Here, you can extract relevant data from your documents. This will help you find them quickly and easily later. After capturing your documents, you can file them to your custom ELO repository and then share them with other employees in your company in digital form.

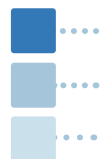
Automate your inbox

Oftentimes, you receive documents such as invoices or delivery notices from the same business associates. Entering recurring data, such as customer numbers or addresses, over and over can cost you a lot of time – time you could be using more effectively.

ELO Scan&Archive automatically recognizes recurring documents and reads the relevant information. The documents are then filed to the right location in your ELO repository, bringing order to your inbox.



ELO Dropzone



Microsoft Office integration

Drag-and-drop filing

While many business documents are already digitized, processing e-mail attachments, offers, or registrations from new customers is time-consuming.

With ELO, you can drag digital documents from your file system straight to your **ELOoffice** repository. Or, you can use the convenient **ELO Dropzone** module. Simply define custom filing tiles for specific document types. Drag incoming offers to the corresponding Offers tile. **ELOoffice** will automatically keyword your document and file it to the right place in your repository.

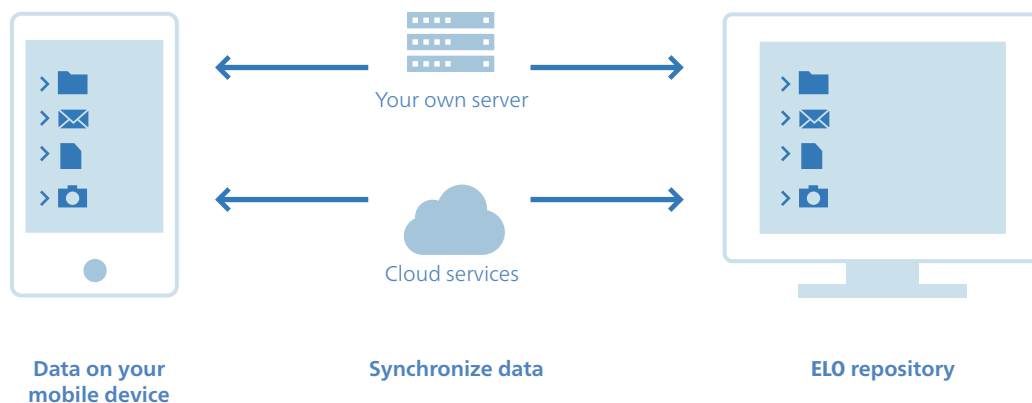
Optimize existing processes

Microsoft Word, Excel, or PowerPoint files are standard in today's business environment. The large number of employees working on documents in Microsoft Office often results in multiple versions stored in different locations.

ELOoffice is fully integrated into Microsoft Office, meaning you can keep working as usual. Transfer your documents from Word, Excel, or PowerPoint to **ELOoffice** with a single click. You benefit from a central storage location and a version history function, and your employees are always up-to-date.

On the go with **ELOoffice**

Tap into your resources no matter where you are



Take your documents with you

For appointments outside of the office, you need specific information and documents. Gathering and printing all this beforehand is tedious and time-consuming as you never know which documents you may need. Such meetings often give rise to new issues or requirements. Without immediate access to required information, you may not achieve desired goals.

ELO MobileConnector lets you easily transfer documents and folders to your smartphone or tablet, giving you access to them while on the go – even offline.

Capture documents while on the go

Processing forms, signed contracts, or data collected with a smartphone can take a while once you are back at the office as you have to check, sort, and scan all this information. You lose valuable time saving files to the correct repository folders.

Use the **ELO QuickScan** app (iOS) to take a snapshot of documents or images with your smartphone. The automatic image recognition function detects borders and creates the perfect scan. Simply transfer the documents and images you captured to your **ELOoffice** repository. The files are stored in the filing location you selected as PDFs.

With the **ELO Connect** app (Android), you can gather files from different sources and quickly and easily transfer them to **ELOoffice**.



Working with **ELOoffice**

Powerful tools save valuable time

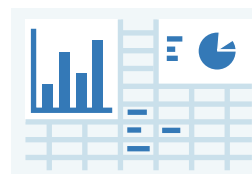


ELOoffice text recognition

Apply data automatically

ELOoffice offers a wide range of functions allowing you to automatically process documents. Eliminate as many manual tasks for your employees as possible and focus on what is most important.

The new **text recognition** function in **ELOoffice** lets you transfer information to a document effortlessly with just a single click. You can also save templates for the **ELOoffice text recognition** function, allowing you to keyword recurring documents even faster. Your documents are instantly available in **ELOoffice**, saving time you'd otherwise spend on manual tasks.

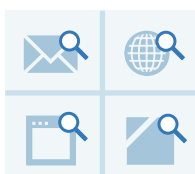
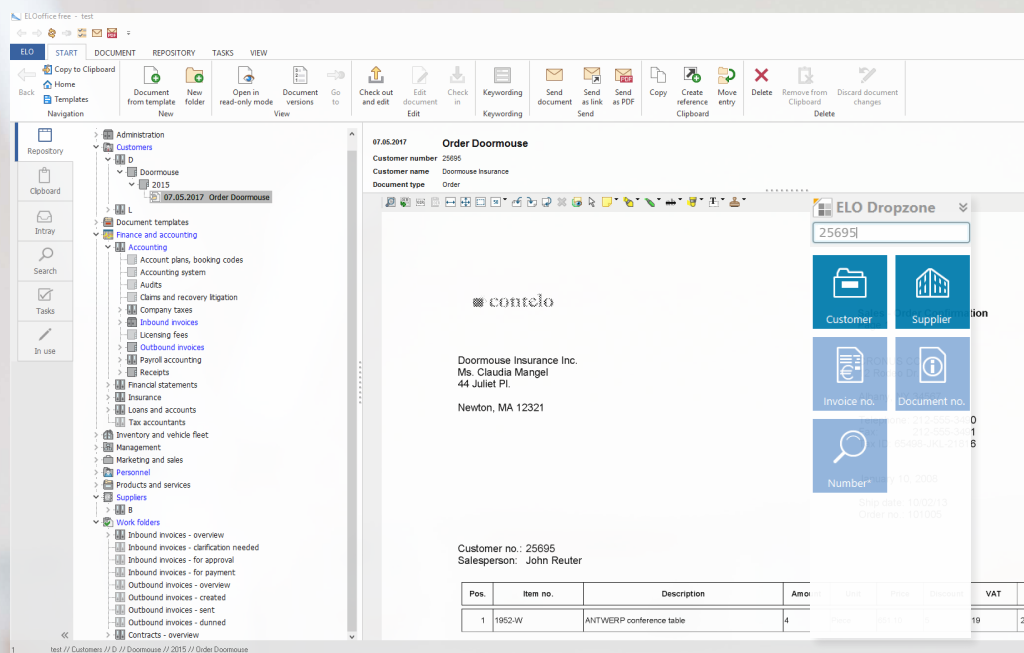


ELOoffice repository template

Organize and analyze your data

With **ELOoffice**, you can easily file and organize your documents in digital filing cabinets, binders, and folders.

The new **ELOoffice** offers a practical repository template, which can be tailored to your needs so that you can standardize company records. You can also analyze important documents, such as invoices, contracts, and personnel files, with a single click, allowing you to keep an overview of all your business transactions.



ELO Click&Find



ELO Print&Archive

Find what you're looking for with a single click

Today, fast access to business information is a key success factor. Responding to customers quickly gives you a competitive edge.

Mark a search term, for example your customer's order number, and **ELO Click&Find** immediately calls up the relevant correspondence at the click of a mouse. It doesn't matter whether you select the search term on a website, in an e-mail, or in another application. **ELO Click&Find** searches the ELO repository for all relevant information in a matter of seconds.

Bring order to your outgoing mail

Outgoing mail, such as offers or invoices, also play a crucial role in day-to-day business. Many steps are required from creating to sending documents.

ELO Print&Archive prints, archives, and sends your file in a single step. Personalized filing rules automatically ensure that invoices, offers, and other documents are filed correctly. At the same time, the document can be printed or sent as a PDF by e-mail, enabling you to manage your outgoing mail within seconds.

Grow with **ELOoffice**

Meet ever-changing requirements

ELOoffice is the ideal solution to get you started with digital document management. With **4 repositories** and **32 repository levels** each for up to **10 users** per network, you can manage up to **800,000 documents**.

But, what if your requirements change? All you have to do is switch from **ELOoffice** to **ELOprofessional** or **ELOenterprise** – we have the right solution for your business.



More about ELO products

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





Data security with **ELOoffice**

Protect your data



User rights and compliance



ELOoffice backup

Data security guaranteed

While a structured repository streamlines business operations, document and data security are of paramount importance. It doesn't matter how well your files are organized if unauthorized users can gain access to relevant data.

ELOoffice helps you securely file your business documents in line with legal requirements. You can also define who can access and edit your document by assigning user permissions. Stay in control of your sensitive business data.

Protection against data loss

Fire, theft, or water damage are common causes of data loss. Protect your business against these types of risks and secure your data with the new **ELO** backup function.

This saves your data along with all additional information on a medium of your choice, including the option for storage in a secure cloud environment. It's easy to configure at the click of a mouse. Recover your database easily from the Windows Start menu.



**More on the topic of
compliant archiving**

For more information, go to:
www.elooffice.com/en/compliance



Benefits of **ELO**office

At a glance



Capture information and access your documents everywhere you go



Intuitive user interface



Integrates with Microsoft Office and other software solutions



Collaborate on documents and stay up-to-date



Scan paper documents at the press of a button and file them to the correct folder automatically



Organize and analyze your invoice and contract data



File documents to a centralized repository where they can be managed appropriately



Find your documents in seconds with powerful search tools



Print, archive, and send in a single step



Convenient data backup at the click of a mouse, locally or in the cloud

Get started with **ELOoffice**

Begin your journey now



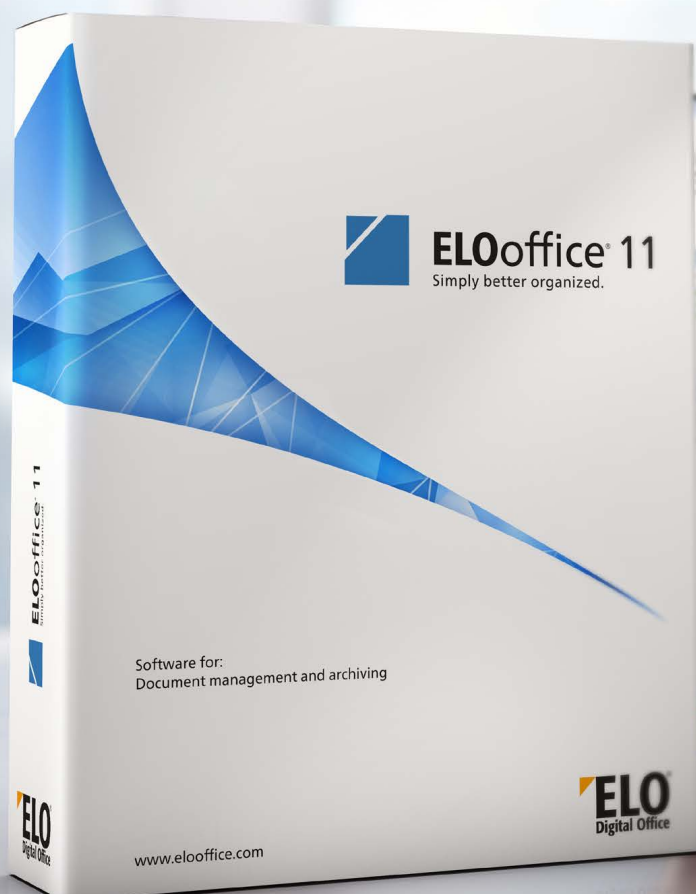
With the **ELOoffice free** version, you can manage up to 500 documents with the full scope of functions. You can unlock the unlimited version at any time. Download **ELOoffice free** and join the era of digital document management: www.elooffice.com/en/eloooffice-free



Purchase the unlimited **ELOoffice** version in our online shop at www.elooffice.com/en/shop or from a certified reseller in your area.



Contact us by phone at +49 711 806089-0 or by sending an e-mail to info@elooffice.com. Visit www.elooffice.com/en for more useful information on the topic of digital document management.



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ELO® is available from:

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