ELO
Digital Office®

ELO eRecords

Digitizing records management

E-records are the future

The **ELO eRecords** solution enables flexible, compliant records management. With powerful and intelligent search capabilities, it covers all tasks on every administrative level, from virtual mailrooms to records management, file and case processing, and case-related e-mail management. Inefficient, paper-based processes are a thing of the past with **ELO eRecords**.

Head of department
Notification

Main mailroom   **Employee**
Processing   **Head of department**
Review reply   **Head of office**
Sign reply   **Outgoing mail**

Head of office
Notification
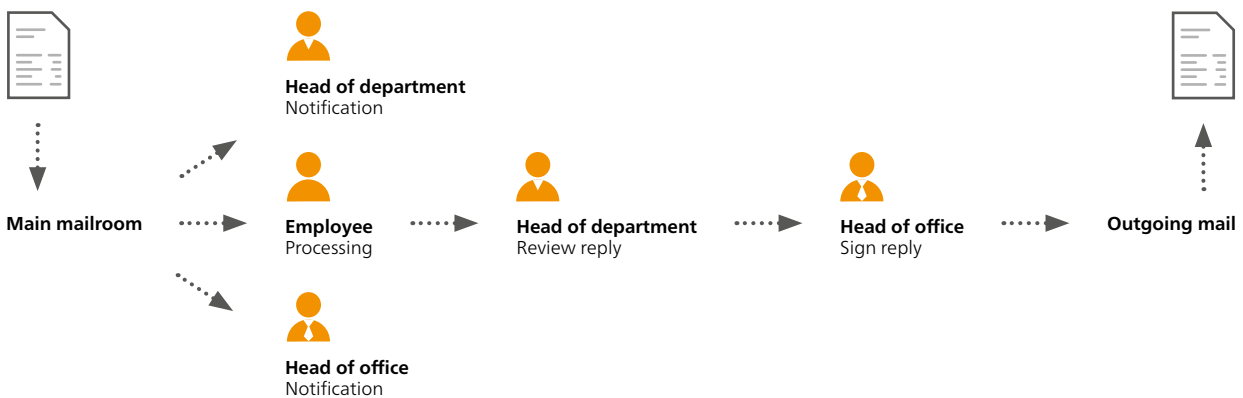
Map administrative processes digitally

The powerful **ELO workflow** component maps routines within the e-record. Signing processes, reminders, and interagency collaboration are controlled and visualized with just a few clicks based on the department or case.

ELO eRecords features a streamlined and user-friendly interface aligned with current trends.

Multi-client strategy

While different ELO clients are available for different applications, the interfaces feature an end-to-end operating concept that ensures user acceptance over time.

The benefits

> Seamless integration in modern administrative workplaces
> Efficient, structured case processing
> End-to-end digital routines, including templates
> Transparent signing and directive processes
> Structured dashboard with reminder and deadline functions
> Feed for streamlined communication with comment, post, and subscribe functions for records, files, and cases
> Automatic, structured reporting functions with various views
> Integration with a wide range of administrative processes

Digital administration with ELO eRecords
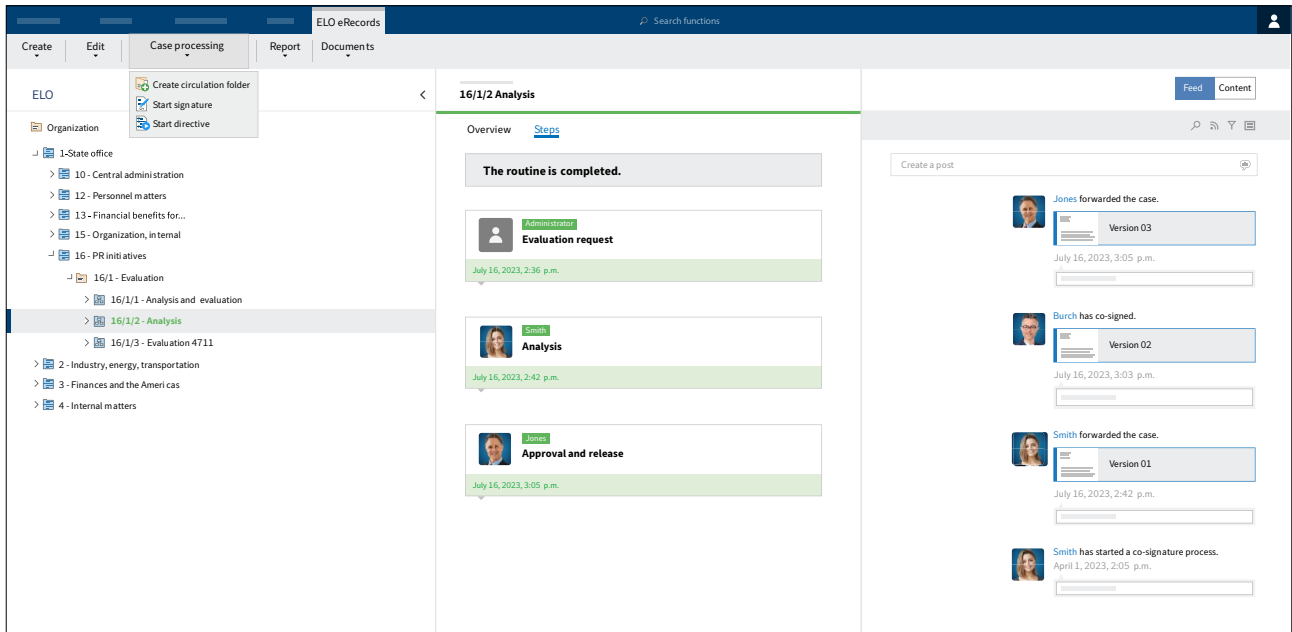
Structure
Simple navigation and customizable menu bars ensure transparency.

Cases
Dynamic views of routines or forms allow for secure, targeted digital processes.

Collaboration
Comments on files or cases with a subscribe function. All information remains transparent throughout its entire lifecycle.

Seamless integration

ELO eRecords is platform-independent and can be integrated with industry leading storage systems. Access is authenticated via a high-performance internal user manager or directly through the operating system and the defined user identity.

The agency-specific version of the standard product includes all highlights of **ELO ECM Suite**, enabling operation as an on-premise, cloud, or hybrid solution.

Compliance

ELO solutions help offices address challenges such as the requirements of various data protection regulations, laws, and acts.

End-to-end digitalization with ELO

A smooth flow of information and options for collaboration are crucial when it comes to the digital workplace – regardless of location or device. ELO meets the needs of today's workforce with mobile solutions for a variety of devices. Virtual project rooms can also be created to give external project stakeholders access to cases.

But that's not all: From invoice management with electronic invoices, to budget planning, all the way to financial management, ELO has efficient products to digitalize all kinds of business processes. These include software solutions for personnel files, candidate management, meeting management, knowledge management, and many more.

Additional departmental solutions

Companies looking to digitalize end-to-end operations face numerous challenges. ELO enables businesses to meet these challenges with standardized solutions that you can implement across different departments – quickly and easily. Every day, employees in all areas of your company can benefit from our best practice-based ECM solutions – from the front desk to accounting to HR.

ELO Contract
Digital contract management
www.elo.com/en/contract

ELO Invoice
Digital invoice management
www.elo.com/en/invoice

ELO HR Personnel File
Digital HR management
www.elo.com/en/personnel-file

ELO HR Recruiting
Digital candidate management
www.elo.com/en/recruiting

ELO Knowledge
Digital knowledge management
www.elo.com/en/knowledge

ELO Visitor
Digital visitor management
www.elo.com/en/visitor

ELO Learning
Digital training management
www.elo.com/en/learning

ELO eRecords
Records management
www.elo.com/en/erecords