

ELO Knowledge

ELO[®]
Digital Office



 ELO Knowledge

Digital knowledge management

AT THE  OF YOUR BUSINESS

www.elo.com

Tap into your knowledge assets

The ability to share ideas, knowledge, and best practices is a crucial factor for success. Providing employees with the information they need to complete their daily tasks is essential to achieve the best possible results. This calls for appropriate tools that give people access to all the relevant information they need. **Business Solution ELO Knowledge** integrates all your company's data into a one-stop intelligent knowledge database.

Knowledge management with **ELO** is much more than just collecting and managing information and documents. Powerful interfaces break down in-house data silos to create a centrally accessible information and knowledge repository, ensuring data integration among all departments. Make your knowledge transfer process effective and efficient with **ELO**. This platform forms the foundation for your company's long-term success.

With **ELO**, establish a community where your employees support each other, share their knowledge, and drive good ideas forward – together. Benefit from community-driven knowledge management.

A clear interface for jointly generating knowledge combines discussion forums, Q&A systems, and a knowledge base or idea management.

Employees can always keep an overview of the most important topics for them, as the system always shows the latest posts first and those that are currently in process. It is also possible to subscribe to individual posts and entire spaces to stay up to date with the latest developments. You choose whether users are notified via the **ELO** feed or by e-mail.

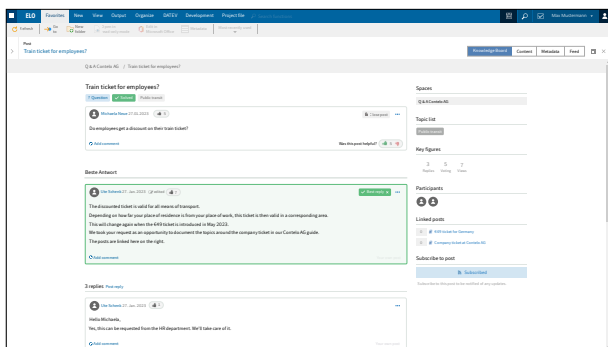


Organize and share knowledge assets

Work together to find solutions

Ask questions, provide answers, post, or contribute new ideas – these realms of knowledge give employees many possibilities to participate. **ELO Knowledge** makes sharing and finding (company) insight among employees or individual teams a structured, extremely efficient process.

Questions, articles, and ideas are shown in the user interface sorted by their ranking. Users can rate questions and answers, giving a quick overview of how many users are interested in a specific topic and whether they find a suggested solution helpful. With the Knowledge Board, users can receive answers to their individual questions. Employees can then mark the answer that solves their question as the solution. Colleagues will immediately see whether a (best) solution has been found. The problem and solution are located on the same page. Assign keywords (tags) to make searching for and finding posts even easier.



A question with an answer marked as a solution

Idea management

Good ideas drive your company's success. Innovative ideas are in higher demand than ever, not least to remain innovative and competitive. Your own employees are your best source of ideas – after all, nobody knows the requirements quite like they do. However, it's not just about gathering new ideas, but also actively promoting them while assessing any proposed ideas. This is why it is essential to find a way to streamline this process for developing and sharing knowledge.

Knowledge base

Companies often have their data scattered across different locations – usually a self-made problem. As a result, information remains isolated in departmental silos. Any knowledge assets are wasted, with data being generated over and over. This takes time and existing, valuable knowledge resources remain unused. Innovations and good ideas fall by the wayside.

ELO is your central knowledge portal, joining and connecting data across your company. Every single employee can contribute their expertise and experience, to the benefit of their colleagues. Having a central information portal allows you to tap into existing knowledge and ideas, find solutions faster, and boost your company's productivity. Need to safeguard specific information or data? Assign rights to make sure critical information stays where it belongs.

Create incentive

The collaboration functions of **ELO Knowledge** encourage employees to contribute new ideas or suggestions for improvement and to share their insight. This gives employees a whole new role helping establish a knowledge and idea platform. Options to provide direct feedback and vote on posts provide a clear indication of which posts are preferred and what ideas should be implemented.

At the same time, this transparency prevents others from claiming your work as their own. Good ideas pay for themselves – motivate users to be even more active with an awards system. In addition, **ELO** calculates a reputation score for each user. Active participation and knowledge sharing is awarded with points. You can even customize the achievements as well as the number of points awarded for answering a question.

Key features



Separate areas for teams

Teams or work groups can use separate spaces.



Central knowledge platform

Make organized knowledge available to the entire company as a central information platform.



Always up to date

New posts and posts currently under discussion are at the very top of the list.



Status of ideas

A customizable status system for ideas helps to generate organized feedback.



Highlight solutions

The most helpful or final answers to posts can be highlighted separately so they stand out in longer discussions.



Stay up to date

Always stay informed about changes in interesting posts with the subscribe function – either via e-mail or in the ELO feed.



Generate and discuss knowledge together

Encourage a dialog through questions or ideas: Depending on the configuration, colleagues can add answers to posts and discuss these.



Discussions on courses in ELO Learning

Connect **ELO Knowledge** with **ELO Learning** so course participants can exchange ideas on the e-learning platform.

Do you want to digitalize more company processes?
Take a look at our other solutions:



ELO ECM Suite

The digitalization platform
www.elo.com/en/ecmsuite



ELO Learning

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



Benefits at a glance

Collaborate to advance ideas

- Find new solutions across departmental boundaries with the integrated idea management function.

Share knowledge

- Collaboration tools enable productive teamwork, allowing users to easily exchange information.
- Use information boards to organize your company's knowledge assets

Give feedback

- Let your employees know when good ideas are implemented.

Motivate employees

- Create an incentive to share knowledge with a sophisticated reward system

Find information fast

- With the powerful search, you can quickly sift through questions, ideas, and articles, making sure you have access to relevant information.
- Stay up to date on the latest information with the subscribe function. Intelligent filter options also help keep an overview.

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