MEDIALINE

Business Software

Company manual from the cloud with ELOprofessional

Depending on the industry and its requirements, corporate manuals are also referred to as operations or production manuals. The manuals contain a wide range of company information that must always be readily available for employees, departments, and productions. This can ensure, among other things, the smooth operation of business processes.

The manuals are either managed internally by quality management or by responsible individuals. Maintaining and providing such company information poses some difficulties in practice. This is exactly why Medialine AG has developed a simple, modular solution using ELOprofessional.

What is ELO?

ELO is an Enterprise Content Management (ECM) system used for electronic archiving and management of business documents and information. It offers all functionalities for effective management, quick access, and secure control of information throughout its entire lifecycle. With ELO, employees work faster, more efficiently, cost-effectively, and more securely. An ECM forms the central knowledge platform where all information, both paper-based and digital, converge and are immediately available to employees when needed.

The ELO Enterprise-Content-Management (ECM) system includes all functions for efficient management and control of the entire corporate knowledge. This knowledge is embedded in the employees' minds as well as in various business data and document formats. ELO ECM solutions are designed to bring together the relevant content, business processes, and people in a targeted manner for efficient processing.

How does the company manual in ELOprofessional work?

The company manual in ELOprofessional consists of a filing structure / registry, which is divided into two areas: the publicly accessible area, where approved company information is provided to authorized employees in the form of PDF / PDF-A files, and the editing area, which is only accessible to document creators, authors, and QM officers. The provision of new company information is carried out via an ELO standard or form workflow, which is divided into several user nodes in the process chain, such as creator, reviewer, and approver.

Enable your employees to make independent decisions based on the company manual if their direct supervisor is not available. With the ELO cloud solution, you make the company manual accessible to every single employee - no matter where they are. Simple and secure with ELO UHB from the cloud. The finished solution is adapted to your needs and structures with little effort, offering a quick and cost-effective entry into document management.
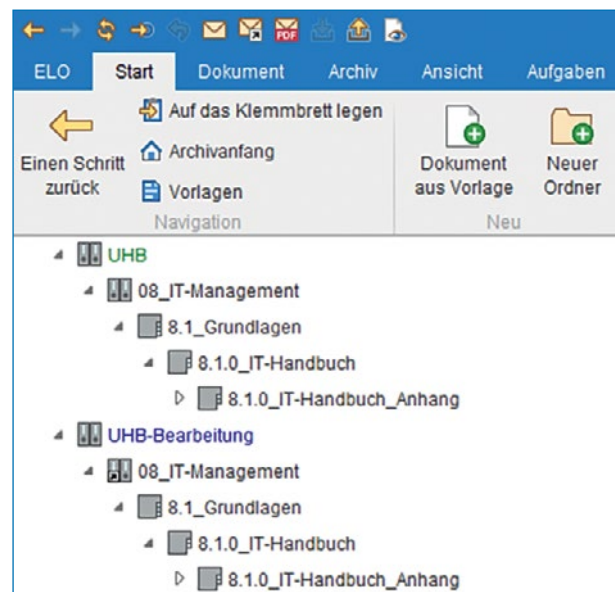
Below you will find an overview of the most important information provided in a UHB, as well as all the modular functions and benefits that the Medialine AG designed company manual within ELOprofessional offers.

Possible Contents of Your UHB

Corporate Image & Behavior
Values, Vision & Mission

Social & Institutional Framework
Legal form, company address, branches

Organizational Charts & Descriptions
Individual departments & divisions

Operating Instructions
Instructions for each position in the company - what is expected of you?

Business Processes
Description of individual activities for an efficient value chain

Technical Descriptions
Operating manuals and safety data sheets of equipment, machinery, and software

Complaints Management
Procedure for handling complaints

Risk Management
Procedure for unexpected events -e.g. disasters, etc.

List of Management Executives
Contact details, responsibilities, etc.

QM documents

Overview of all key features

- Automated filing structure / registry
- Automated folder and document indexing
- Representation of document status
- Authorization concept based on ELO user management and Active Directory connection via LDAP
- Publication of main and sub documents (attachments)
- Modular standard or form-based workflow for the UHB process
- Process chain quickly and easily represented in ELOprofessional (creator, reviewer and approver)
- Representation of workflow tasks in ELOprofessional
- Escalation management
- Email notifications for workflow tasks and escalations

- Multiple approvals required between workflow participants
- Query function with possible change note in the workflow process
- Validation of form index fields
- Definition of permissions on index field level in the form
- Depiction of marginal notes
- Depiction of a comment history
- Reporting of approved documents including keyword information
- Versioning of main and sub documents
- Revision-proof archiving of main and sub documents
- Monitoring of expired UHB documents via a dynamic folder

Benefits of the modular UHB solution:

- Low initial investment costs due to the modular UHB cloud solution
- More transparency through fast and standardized provision of company information
- Increased internal productivity through more efficiency

- Access and workflow usage via web-based SSL client and mobile phone app
- Easy and intuitive operation
- Flexible contract terms

Monthly costs:

Cloud UHB infrastructure (including 50 GB storage)	€279.00
Per user with writing access	€34.00
Per user with reading access	€9.00

One-time costs:

Cloud UHB infrastructure	€1,990.00
Per user	€49.00