



ELOoffice
Reference

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Professional Implementation of Integrated Solutions

Simple Archiving and Security

Bofferding Sicherheitstechnik GmbH uses ELOoffice to archive all relevant business documents, allowing the company to significantly cut down on the paper used in the office.

Bofferding Sicherheitstechnik GmbH offers a broad range of services targeted at protecting personal property. This business relies on increasingly sophisticated technical measures, because security cannot be taken for granted nowadays.

And this also applies to document management and archiving, because legal compliance provisions are becoming increasingly more demanding. Simple and secure filing of all relevant business documents goes a long way towards ensuring compliance. In addition to reducing the amount of paper used to file business documents, Bofferding Sicherheitstechnik is also aiming to gain DIN-ISO certification, and one step in this direction is to introduce a document management system (DMS).

“I knew from the start that my specifications could be implemented. But employees were at first reluctant to accept the DMS initially installed without external help. However, now everyone appreciates fast access to information and the improved workflows that simplify daily routine tasks. This is in great part owing to the professional integration and training performed by our ELO business partner.”

Lars Hirte,
Managing Director of Bofferding Sicherheitstechnik

The Solution

More Real-World Value

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Fast Answers at Any Time

After sounding out the market for a viable solution, the security expert quickly decided in favor of the **ELOoffice** DMS, which was successfully integrated by an **ELO business partner**. Lars Hirte, Managing Director of Bofferding Sicherheitstechnik: "I knew from the start that my specifications could be implemented. But employees were at first reluctant to accept the DMS initially installed without external help. However, now everyone appreciates fast access to information and the improved workflows that simplify daily routine tasks. This is in great part owing to the professional integration and training performed by our **ELO business partner**."

Transparent Management of Order Documents

The customer also benefits from various useful applications developed by the external service provider and **ELO business partner** based on **ELOoffice**. For example, they allow all incoming receipts (correspondence, customer documents, delivery notes, etc.) to be stored in **ELOoffice** such that they are linked to the relevant customer. The most important information for structuring receipts is the order number, which is generated by order management. Thanks to the open interface of **ELO**, all documents related to an order can be immediately accessed in the METROPOLIS order management and ERP application. Employees can readily answer any query concerning an ongoing project or requests for on-site services by taking a quick glance at associated documents (key record, locking or circuit diagrams, safety system specifications).

E-mail Archiving

E-mail messages are archived using the business partner interface for David from Tobit Software. The data required for 'contact-based storage' in **ELO** is made available via a customer-specific database view. This allows for the automatic generation of 'virtual customer records' for the entire customer correspondence of the company (incl. order reference).

ELOoffice for Accounting

Incoming invoices are marked with barcodes uniquely associating them with a client. The barcode is imported into the Syska EURO FIBU accounting software to act as an 'internal receipt number' (referred to as a so-called 'counter' in earlier times). The receipts are scanned, together with the barcode, and archived in **ELOoffice** before being transferred to the financial accounting system. The 'Tagesabschluss FIBU' (day-end closing FIAC) **ELOoffice** module reads the information relevant for creating a keyword index for the barcode documents from the FIAC application and then 'moves' the archived receipts according to the stored configuration.

Data Security Is a Matter of Course

The relevant data is backed up regularly. For a company specializing in theft and burglary prevention, this goes without saying.