

# ELO Customer reference

Ewert Ahrensburg Electronic GmbH



Reference

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**Secure file handling**

## Lean processes and efficiency in HR



*“The staff in HR can now organise and manage their tasks easily and file documents directly in the system; there is no longer any need for lengthy searches to find documents in the personnel files.”*

Thomas Otten,  
Project Manager, EAE GmbH

Thanks to ELO<sup>professional</sup>, EAE has reduced its administrative costs and streamlined its processes. The ECM solution has been linked to the Varial HR software. Existing staff files have been digitised and new data is archived automatically. The documents are now accessible to the staff at any time, complete and in optimum quality, with a very small search effort. EAE also benefits from secure file handling.

Ewert Ahrensburg Electronic GmbH (EAE) was established in 1962 and its offices in Ahrensburg and Coswig form the technological core of the EAE Group. All its electronic know-how in development and construction and in the key production areas are supported by hardware and software. The core competences of the group are in printing and publishing, stage management systems and industrial automation. EAE's success is built around some 400 employees in Germany and around the world.



# The solution

practical added value



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## Reducing the volume of paper

### Overview

Country: Germany  
Industry: Manufacturing

### The company

EAE was established in 1962 and its offices in Ahrensburg and Coswig form the technological core of the EAE Group. The core competences of the group are in printing and publishing, stage management systems and industrial automation. EAE has around 400 employees around the world.

### The challenge

Administration costs in the HR area need to be trimmed while also reducing the volume of paper. Information should be centrally available to the staff while complying with all the data protection rules.

### The solution

Introduction of **ELOprofessional**. The ECM solution is linked to the existing Varial HR software and the Microsoft Office applications.

### The benefits

Fast, centralised access to documents. Security in file handling. Data protection rules are complied with and the security factor is there in the event of fire or break-in.

### The challenge of the personnel file

The customer wanted to reduce its administrative costs in the HR department and streamline its processes. Before the introduction of **ELOprofessional** as an Enterprise Content Management (ECM) system, HR and Financial Accounting worked with physical personnel files. The daily volume of paper was very large. Deadlines and tasks had to be entered and processed manually. The relevant personnel files had to be laboriously searched for in the filing system or the archive, which was extremely time-consuming for the staff. Introducing **ELOprofessional** reduced this time and effort to a minimum. As Project Manager Thomas Otten explains: "The staff in HR can now organise and manage their tasks easily and file documents directly in the system; there is no longer any need for lengthy searches to find documents in the personal files." As the structure of the former physical file has been copied over, user acceptance is very good and training costs are small.

### Saving time and finding documents with one mouse-click

The greatest added-value for the staff and the company is the time factor. The documents are now accessible to all users at any time, complete and in optimum quality, with a very small search effort. "The security of the file handling increases the benefit of the project. Data protection rules are complied with and the security factor is assured in the event of a fire or break-in", continues Otten.



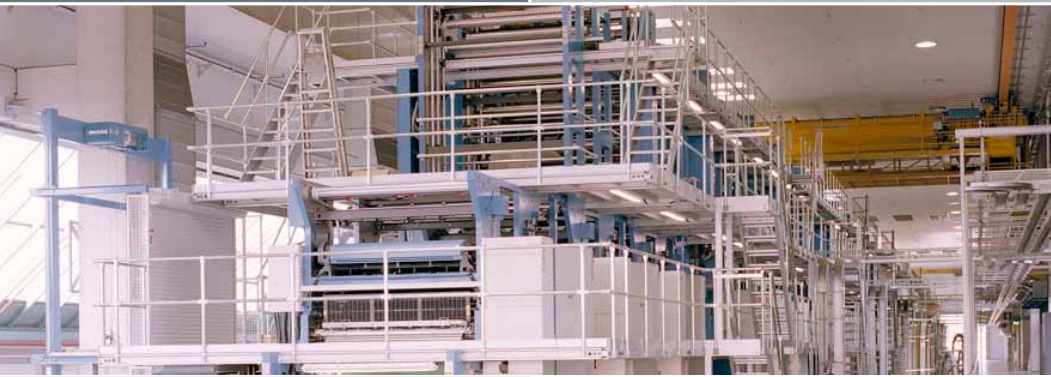
## A one-stop solution

Needless to say, Thomas Otten also looked at other ECM providers. The experience and knowledge of the **ELO** business partner, in combination with the flexibility of the system, won him over. The functionality of **ELO** and the fast and cost-effective deployment met the objectives, particularly as the system can be expanded at any time. The filing structures in **ELOprofessional** generate a uniform document pool, are intuitive to use and so gain a high level of user acceptance.

The **ELO** business partner has already integrated **ELOprofessional** into a number of systems, so it constitutes a real enhancement. EAE obtains the services 'from a single source'; this covers not only the services themselves but also the deployment, installation and user training for the Enterprise Content Management and archiving system. "A fantastic concept", says Thomas Otten.

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*Thomas Otten,  
Project Manager, EAE GmbH*



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## Flexibility for the future

### Outlook

Mr. Otten, head of the IT department, is excited at the potential that **ELO***professional* can release within a company. An absolute plus for the work process, with a very pleasant and simple structure to work with. He can well imagine expanding within EAE to take in other departments and staff.