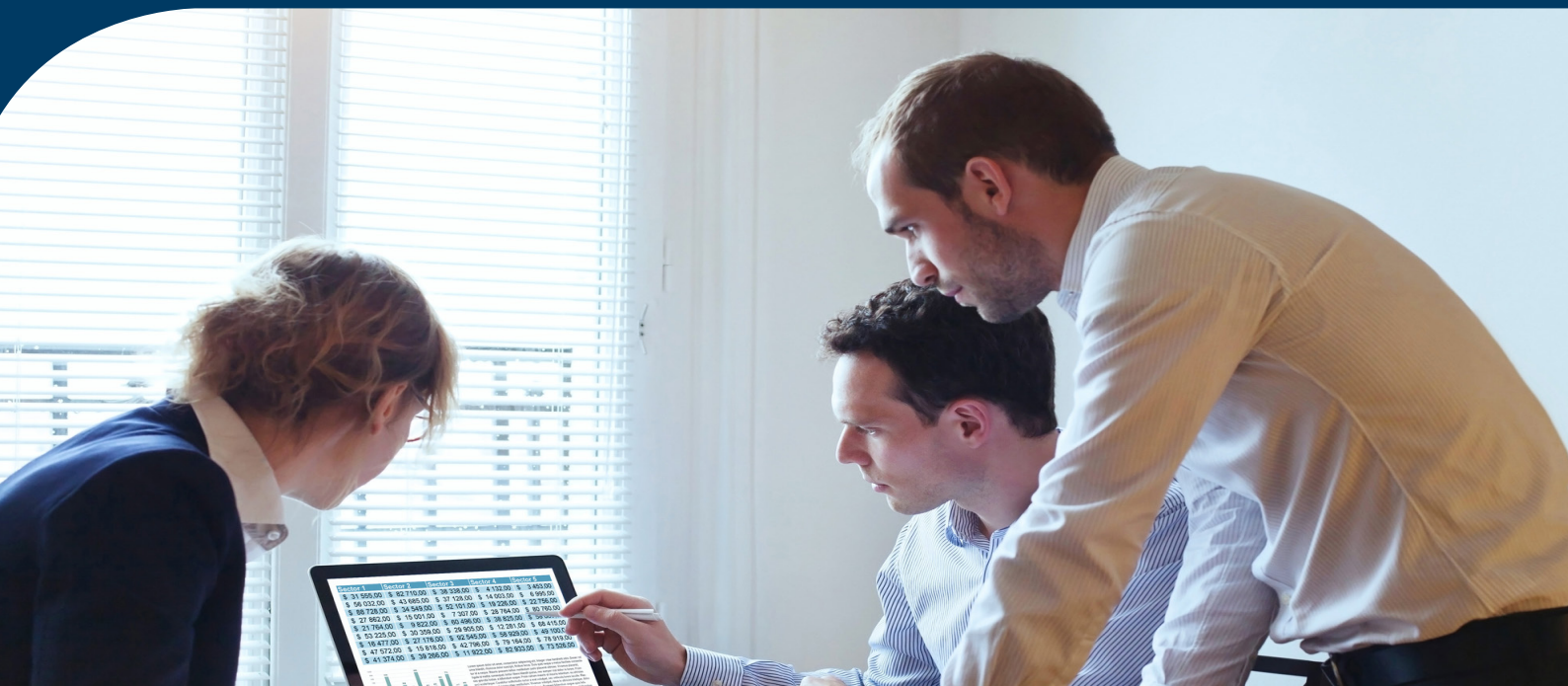


GDO Knowledge Management

grace: digital office

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Digital Office



Collaboration through connected information

GDO Knowledge Management provides a centralised portal that eliminates data silos to connect information across your organisation. Every employee can contribute their expertise and experience, sharing knowledge and ideas to find solutions faster and boost your company's productivity

GDO Knowledge Management will help you establish a community where your employees support each other, share knowledge and drive good ideas. Employee participation is encouraged through asking questions, providing answers, posting suggestions and contributing new ideas.

This central portal makes sharing and finding company insights a structured and efficient process, whether it's between individual teams, across larger departments or involves the entire company.

For more information on how Grace Digital Office can help you, call 1300 164 614 or information@grace.com.au

Benefits:

Community driven knowledge management

- » Encourage knowledge sharing amongst employees
- » Drive good ideas and increase buy in
- » Combine discussion forums, Q&A systems, a knowledge base and idea management process in a single interface

Information accessibility

- » Powerful search functions allow for a rapid review of questions, ideas and articles, accessing relevant information in seconds
- » Inform employees of when ideas are implemented
- » Remove departmental boundaries with integrated idea management

Integrate other modules into Knowledge Management

- » GDO Analytics provides data analysis to identify topics of focus, frequently asked questions and innovative ideas
- » Enable productive teamwork and information exchange through collaboration tools

Grace Digital Office

Powered by **ELO®**
Digital Office

Grace offers an integrated solution encompassing the digitisation of documents from any medium for on demand access from any location, at any time via our data centre

Your Grace Digital Office will give you one central hub for managing data and documents, providing intelligent solutions to support your daily business processes. Grace Digital Office is an open architecture suite of world-class technologies providing storage, scanning, process improvements and compliance for the digital transformation of businesses. processes.

Grace's partners are 'best-of-breed' technologies, including ELO® Digital Office, which is one of the world's most successful document and records management developers.

Together, we have integrated the ELO® product suite into our solution ensuring a seamless experience for our customers.

The strong Grace and ELO® partnership provides our customers with the benefit of world leading technologies with Australian expertise.

iSearch

iSearch features numerous functions to help you find the information you need even faster, such as a range of intelligent filters for narrowing down the possible matches.

And, as soon as you start to type a search term, iSearch automatically displays suggestions related to the search term you entered as well as synonyms.

The search function in our solution not only looks up the metadata or keywording information, but also searches the full text contents of the actual document. The software then presents you with the most relevant information at a glance, so you can focus on your core business.

Business Solutions

With the Grace Digital Office in place we will be laying the groundwork for your success. Grace Digital Office helps you build the foundation for growing your business thanks to fast search functions, however, can be further enhanced with multiple tools for collaboration, automation and workflow and a range of different clients and mobile apps.. Your Digital Solutions Specialist will be able to show you how any of the Business Solutions can be included in your Grace Digital Office.

Get to know the extensive portfolio of Grace Digital Office Business Solutions:

