ELO customer reference
Filmakademie Baden-Württemberg

FILMAKADEMIE
BADEN-WÜRTTEMBERG

Film academy uses **ELO**professional

Filmakademie Baden-Württemberg is one of the most renowned and most creative film academies in Germany, and also enjoys an excellent international reputation. Both the film academy and its graduates have won numerous national and international film and media awards. The Hollywood Reporter magazine listed the institution as one of the world's best film academies in 2010. To make sure it upholds this image, the academy uses **ELO**professional as its document management system.

The film academy in Ludwigsburg offers over 450 students a comprehensive, practically oriented, almost unique study and training program. The academy concept focuses on team and project-based learning and over 400 high-caliber professionals from the film and media industry appear as guest lecturers every year. In addition, the film academy has its own institute for animation, visual effects, and digital post-production, as well as offering the postgraduate course Atelier Ludwigsburg-Paris. Every year, the academy produces around 250 films from all genres, many of which win prizes at film festivals.

"We love working with ELO: It's like a filing cabinet, only better."

Sabine Nicke,
Head of administration,
Filmakademie Baden-Württemberg

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The solution | Practical added value

Swabian talent pool of renown

Since it was founded in 1991, Filmakademie Baden-Württemberg has grown from a mere 25 students in improvised classrooms into a prosperous academy with around 100 employees. Housed in a renovated former barracks with a cinema and bistro, the film academy is ranked as one of the top film schools and is one of the most internationally renowned institutions for film education.

Students enrolled in the three courses of studies, film and media, production as well as film music and sound design, jointly work on films from day one. The teachers play a significant role in helping students to develop personality and an attitude, to find their own style and to show the courage to take risks. The wide range of subjects, the project-style teaching concept and the teachers themselves are all factors that contribute to the academy's success — in addition to the philosophy of balancing the fine line between art and commerce and the international focus of the film academy. Exchange programs with prestigious partner universities, such as in the USA, Canada, Israel, Poland or France, also enable students to gain insights into world cinema.

Award-winning success story

The film academy is regarded as a first-class talent pool, and every year the students win top prizes at renowned film festivals. Three films from the Ludwigsburg film academy have been awarded a coveted Academy of Motion Picture Arts and Sciences Student Academy Award: Thomas Stuber's "Of Dogs and Horses" (2012), Thorsten Schmid's feature film "Rochade" (1998), and Toke Constantin Hebbeln's "Nimmermeer" (2007).

A total of nine student productions have already made it into the finals of the world's most important newcomer competition since the film academy was established. Numerous prizes such as the Adolf Grimme award, a Golden Bear from the Berlinale film festival, or a Golden Leopard from the Locarno International Film Festival, round off the academy's awards to date.

Organized for success with ELO

The rapid success story of Filmakademie Baden-Württemberg led to a significant increase in the amount of administrative tasks. There were more and more film projects and contracts to manage, and hence a huge increase in the number of incoming invoices to be processed and files to be archived. The paper archive in the basement was bursting at the seams.

The academy was on the lookout for an enterprise content management system that would put an end to the days of manual filing, enable them to archive documents so that they cannot be modified afterwards, and integrate the financial accounting processes.

Enhanced usability based on familiar organizational principles as well as having an ELO Business Partner, EVIATEC, close at hand, were the main reasons why the academy chose **ELO**professional. In addition, **ELO**professional fulfilled all the academy's requirements: a future-proof solution with various options for additional modules, and the price tag was right.

ELO workflow

A workshop by ELO Business Partner EVIATEC kicked off the ECM project at the beginning of 2011 — the system was ready to go live at the end of the year. Following a test phase, the system was put into productive operation, although the focus was initially on digitizing inbound invoices with **ELO**professional. Thanks to the integrated workflow function in ELO, the process of passing inbound invoices from department to department is almost entirely automated.

Invoices are scanned in the mailroom, automatically triggering an ELO workflow containing nodes that carry instructions for what to do with the invoice next.

Nodes route the workflow

The first node checks if the document was scanned at sufficient quality. The workflow is then passed forward to the employee in accounts at the next node. This employee indexes the invoice at node three by entering relevant information such as the document number, supplier, and amount etc.

The workflow is then forwarded to node four, which is when the invoice is formally verified by the department that placed the order. Finally, at node five, the invoice is checked by the financial accounts department. If there are no objections, the invoice is then posted to accounts (node six). The workflow for this invoice has then been completed successfully. The invoice is archived in its original state and employees can search for it using the keywording data.

Integration with financial accounts software

Once the invoice workflow was successfully implemented, the ELO Business Partner EVIATEC focused on integrating the financial accounting software with **ELO**professional. The academy currently uses ELO Click&View to retrieve documents from the program.

This module reads fields from Windows applications and then shows the relevant document that is linked to the information in the field. It is therefore possible to integrate virtually all Windows applications in ELO without the need for special interfaces and program modifications.

ELOprofessional is now also used to archive the academy's procurement files as well as all project-related insurance documents.

ELO Click&View

Connects almost any Windows
application to ELO.

*"I can finally find the documents I need
instead of looking in every file. That
saves me a lot of time."*

Sabine Nicke,
Head of administration
Filmakademie Baden-Württemberg

Summary and outlook

Thanks to **ELO**professional, Filmakademie Baden-Württemberg has an entirely paperless workflow for processing inbound invoices and without the need to use multiple programs. Automation means that invoice are verified faster and the process of archiving documents is transparent and in line with legal requirements. Contract management files and the documentation for the film projects are also archived in **ELO**professional.

When documents are digitized, the employees always designate a substitute to ensure that important processes continue if someone is sick or on vacation.

And, employees can access all the documents they need in just a few seconds. All in all, **ELO**professional saves the film academy a great deal of manual work, space, and resources, there is now much less paperwork to file, and who knows, maybe the film academy will dedicate their next Oscar to **ELO**professional!

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