



Xerox DocuShare 6.0

Enable, Manage, Automate,
Save.



Xerox DocuShare: Affordable, easy content management for companies of all sizes

Information is power, and harnessing that power is critical in today's fast-paced and global business environment. To succeed, your organization needs practical, affordable ways to manage the vast amount of paper and digital content that is critical to your business. Now you can use all of that content in more strategic, efficient ways while allowing secure, 24/7 access to both workers and partners.

Xerox DocuShare is a proven, award-winning content management software platform known for delivering value. Used by thousands of companies to capture, manage, share, and protect vital information, it significantly increases productivity and efficiency. DocuShare provides trademark ease of use and superior paper-to-digital content management capabilities at an affordable price.

Companies using DocuShare have realized dramatic benefits, including:

- Up to 80% reduction in the amount of time it takes to find needed information
- Up to 25% savings in operational spending
- Carbon footprint reduction and significant ROI resulting from less paper and energy consumption and transit
- Fail-safe, disaster recovery repositories so information is always protected and accessible
- Accurate compliance with comprehensive audit trails
- Improved standardization and accuracy
- Minimal impact on IT resources and systems



Xerox DocuShare was Recently Awarded
Buyers Lab "Pick" for Best ECM Software

Evaluated on:

- Ease of use / Ease of administration
- Integration with multi-function device imaging
- Security
- Value



Enterprise-class Imaging Performance at an Extraordinary Value

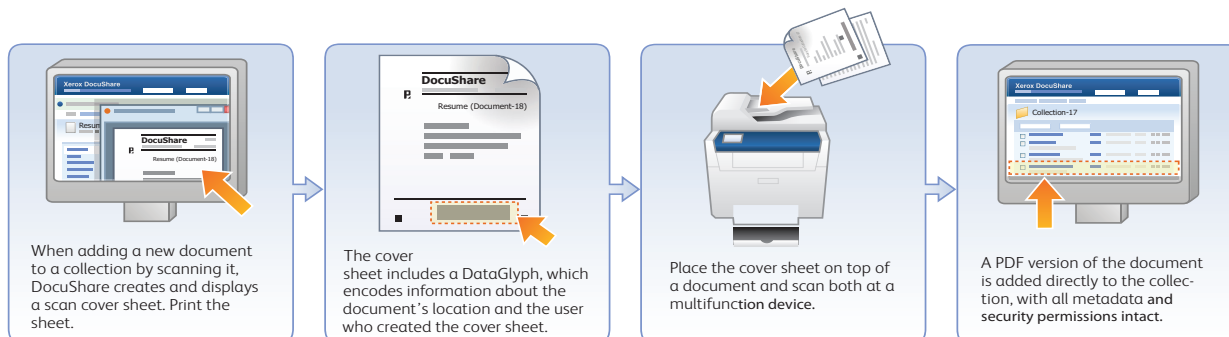
- **Production quality imaging performance** processes more than 350 images per minute. High volume scanning enables customer self-serve scenarios such as loan application submissions and other automated document processing
- **Support for a wide range of scanning interfaces**, includes scan to email, and for third-party devices, enables both hard copy and electronic document capture and control from devices distributed around your organization.
- **Scalability**—DocuShare easily scales from hundreds to tens of thousands of users in every part of the extended organization. DocuShare has been performance-tested to support 20 million documents per server.



Versatility and Ease of Use

- **Fast deployment and rapid adoption** —Can be implemented in hours; workers are up and running on the first day and fully operating in a week. Adoption rates are high because it's easy to use and is securely accessible from any browser.
- **Flexibility**—DocuShare can be customized to support a variety of industries and line-of-business applications, and can operate with all commonly used hardware and software platforms. DocuShare's open platform is designed to flexibly meet today's content challenges and grow to address future needs.
- **Easy access to DocuShare through the Microsoft Office SharePoint Server (MOSS) or any JSR168 compliant portal.**
- **Rich developer toolset** enhances business application integration and enables customize solutions specifically to your business.

Scanning paper documents into DocuShare's electronic repository



Features

Document Management

Easily and securely capture, manage, and share electronic content across the organization. Significantly increases efficiency and productivity while reducing the costs associated with maintaining paper files. Includes:

- Version control
- Document check-in / check-out
- Document and version-based permission
- Simple, single word and advanced searches

Imaging

Enables desktop through production-level image capture capabilities via a broad range of scanning interfaces. Includes:

- Desktop imaging through client software at individual workstations
- Workgroup imaging with multifunction devices (MFDs) and using scan cover sheets
- Distributed scanning from multiple remote job sites into a single DocuShare instance
- Production, high-volume scanning into transaction-oriented business workflows

Workflow

Enables automation of paper-heavy business processes including multi-step review, approval, and distribution activities. Accelerate both simple and sophisticated collaboration on transaction-related business documents and content. Includes:

- Sophisticated review, approval, and distribution cycles of all types of content
- Conversion of paper-heavy business processes into fast-turn digital workflows
- Automated collaboration on key business content and documents

Search

Provides full-text and metadata based search capabilities.

- Near-instantaneous for retrieval of relevant content.
- Find documents by name, description, values, or the content of the document itself
- For any search, use any of simple, intermediate, or advanced specification of search criteria
- Supports “search within search” to drill down to the specific document you want
- Powerful search engine that lets you find what you need in seconds (or less)

Collaboration

Supports employee collaboration through easy-to-use document routing and workflow capabilities that help speed content development and enhance project management.

- Easily automate document routing and approval through both basic or multi-step business workflows
- Automatic email notification of content additions and modifications

- Wikis and blogs for team collaboration and group messaging
- Threaded discussions
- Enable all team members to submit content through direct upload or through email

Web Content Publishing

Supports rapid dissemination of information on company intranets or externally facing Web sites.

- Ensures that all team members have Web-based access to the latest, approved versions of content
- Automates the publishing of documents and content to internal or publically-facing Web sites
- Controls the availability of content and allows different groups of users to see specific content—all at the same Web location
- You choose how to secure your content—provides for both registered user (authenticated) and Guest (unauthenticated) access

Security

Allows secure 24/7 access from any browser, anywhere in the world.

- Permissions-based access control to all content
- Password management and password rules enforcement
- Integration with LDAP and Active Directory
- SSL encryption

Easy upgrades and expanded use—DocuShare is built on a highly-scalable platform, so upgrading from a basic DocuShare installation to DocuShare CPX for more advanced process automation can be accomplished through a simple license key, eliminating the need to migrate content or endure system downtime.

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For more information, call [1.800.735.7749](tel:18007357749) or visit docushare.xerox.com

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Just imagine what your organization can do when everyone has the information they need at their fingertips.

