

# Xerox® DocuShare® 7.0

Enterprise Content Management for Every Organisation

# Digital Transformation

Despite huge advances in the technology and tools used by knowledge workers, a recent AIIM survey<sup>1</sup> commissioned by Xerox suggests today's office and business processes are still heavily dependent on "paper-based" ways of working. Whether sharing meeting notes with colleagues, or manufacturing documents with vendors on the other side of the globe, workers default to printing, copying, emailing and passing around documents, whether paper based or digital. The AIIM survey reveals surprising information about the office of today, shown in the chart below. At Xerox, we know there's a better way to work.

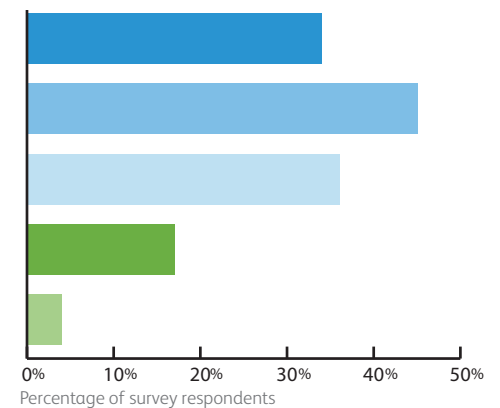
## XEROX® DOCUSHARE® 7.0 PLATFORM

Designed from the ground up with usability, flexibility and convenience in mind, DocuShare helps knowledge workers be more efficient every day by focusing on the intersection of people, paper and processes – the lifeblood of today's work environment. DocuShare's intuitive tools are designed to ensure knowledge workers extract the greatest value from business documents, while minimising the challenges associated with legacy paper-based ways of working:

Capture paper and digital documents from any source, via multifunction printer (MFP), desktop or mobile apps.

- Manage and store the information in a secure central repository, on-premises or in the cloud.
- Share information in context with colleagues, customers and partners.
- Process documents with user-friendly routing tools or automated workflows.
- Collaborate with colleagues and partners on business information.
- Find the information needed with powerful tagging and search tools.

**Figure 1:** Which of the following best describes your office or organisation?



- Piled high with paper, paper processes
- Contracts, orders, etc., signed via paper
- Most important stuff still filed as paper
- Mostly paper-free office
- Digitised mailroom (mail pre-scanned)

<sup>1</sup> "The Digital Office – Improving the Way We Work."  
(La oficina digital: Mejorando la forma en que trabajamos).  
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“DocuShare supports our ability to provide the best document services possible to the university.”

**Michael Britt**

Vice President, University Services  
Tulane University, New Orleans, Louisiana  
Computerworld Honors Laureate

**Business Challenge and Solution:**

Leverages Enterprise Content Management (ECM) to solve daily business challenges across university departments, with such benefits as:

- Faster Federal Emergency Management Association (FEMA) claims processing, speeding the payment process
- Faster response to regulatory audit requests
- Improved efficiency in Student Affairs and Advising by replacing paper with more dependable, accelerated access and review by multiple campuses
- Assisting research teams to collaborate and prepare research grants

**About Tulane University**

Founded in 1834, Tulane University is a private, four-year university and one of the top research and educational institutions in the United States.



**PERSONAL AND OFFICE  
PRODUCTIVITY**

- Intuitive, out-of-the box capabilities support workers' need for efficiency in their always-connected world.
- Intelligent capture from Xerox® MFPs via Xerox® ConnectKey® for DocuShare® streamlines information flow across paper and digital work practices.
- Integrated with Xerox® Digital Alternatives so workers can read, annotate and sign documents – without printing.

**BACK-OFFICE SOLUTIONS**

- DocuShare's enterprise class ECM platform includes all the components necessary to automate key back-office processes in HR, Accounting, Legal, Finance and Operations.
- With over 5,500 customers across 90 countries, we have the domain knowledge you expect of Xerox.
- We offer professional services, cloud hosting and support 24/7.



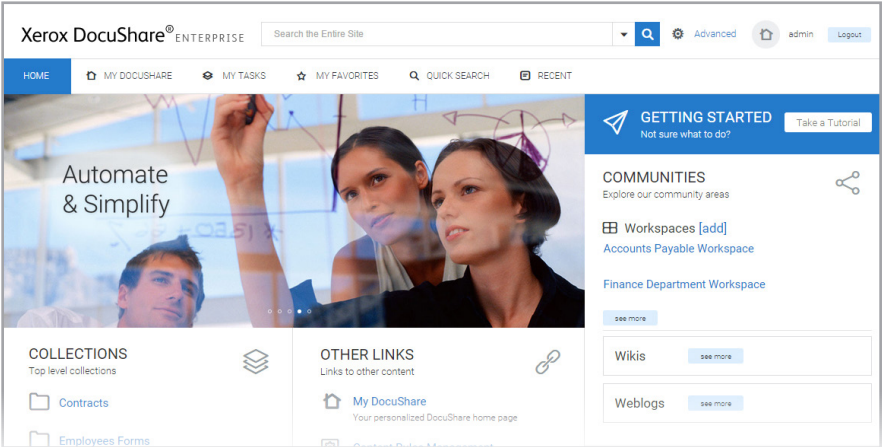


# Enterprise Content Management for Every Organisation

Data, data everywhere – but accessibility is key to insights. When your organisation can manage content effectively and derive value from it, you gain efficiency and potential competitive advantage. Xerox® DocuShare® solves business problems by capturing, processing and sharing content, making you more agile and efficient.

### Highly Configurable and Rapidly Deployed

In the world of complex software systems, businesses need a flexible, convenient and easy-to-adopt, yet comprehensive ECM solution to manage documents and automate critical business processes. DocuShare 7.0 provides the flexibility to help your organisation be more productive, immediately.

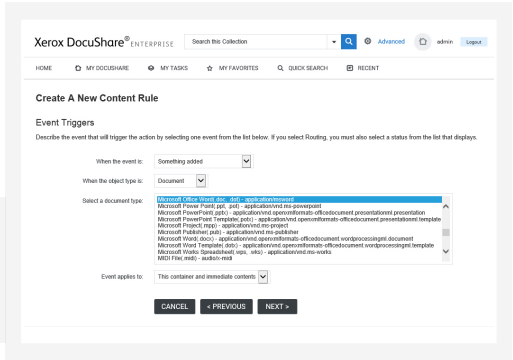


## Key Features of the Platform

### EASY, INTUITIVE CONTENT MANAGEMENT

DocuShare 7.0 is about ease and flexibility, with a configurable user interface that works how your employees want to use it. Teams and individuals can add personalisation, graphics and branding, and customise their view of libraries. DocuShare is cloud and mobile-friendly, with mobile apps and a responsive Web user interface so you can use business content 24/7.

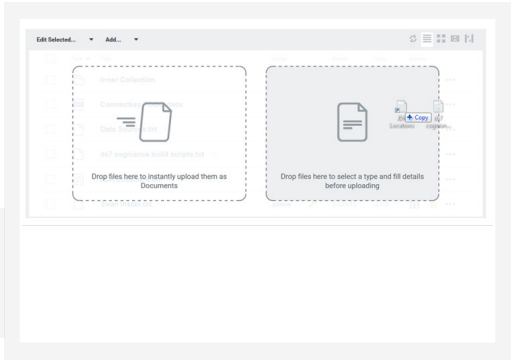
Content Rules are a user-configurable workflow feature that allows business managers easily to set automated actions that occur when an event happens. For example, an approval workflow may start automatically when a new invoice is uploaded. You don't need coding – just specify a series of steps to automate for a document.



### OFFICE PRODUCTIVITY

DocuShare's user-configurable routing and content rules, and sophisticated workflows, support an organisation's business process management needs. Designed to a "three-click" rule, intuitive features make adoption easy – helping users upload quickly to meet archiving and audit requirements.





The Web interface offers speedy, convenient drag-and-drop of many files at once, uploading them with a click into DocuShare. Optionally, add details as you upload to help you organise and file documents as you choose.



# Cross-Industry Solutions with Xerox® DocuShare®

If your organisation is looking for ways to streamline processes as part of a digital transformation, the DocuShare ECM platform provides the capabilities you need to meet document-centric challenges. Start with one department to automate a process quickly, then expand use to other departments as your enterprise evolves into a fully digital workplace.

## Business Solutions

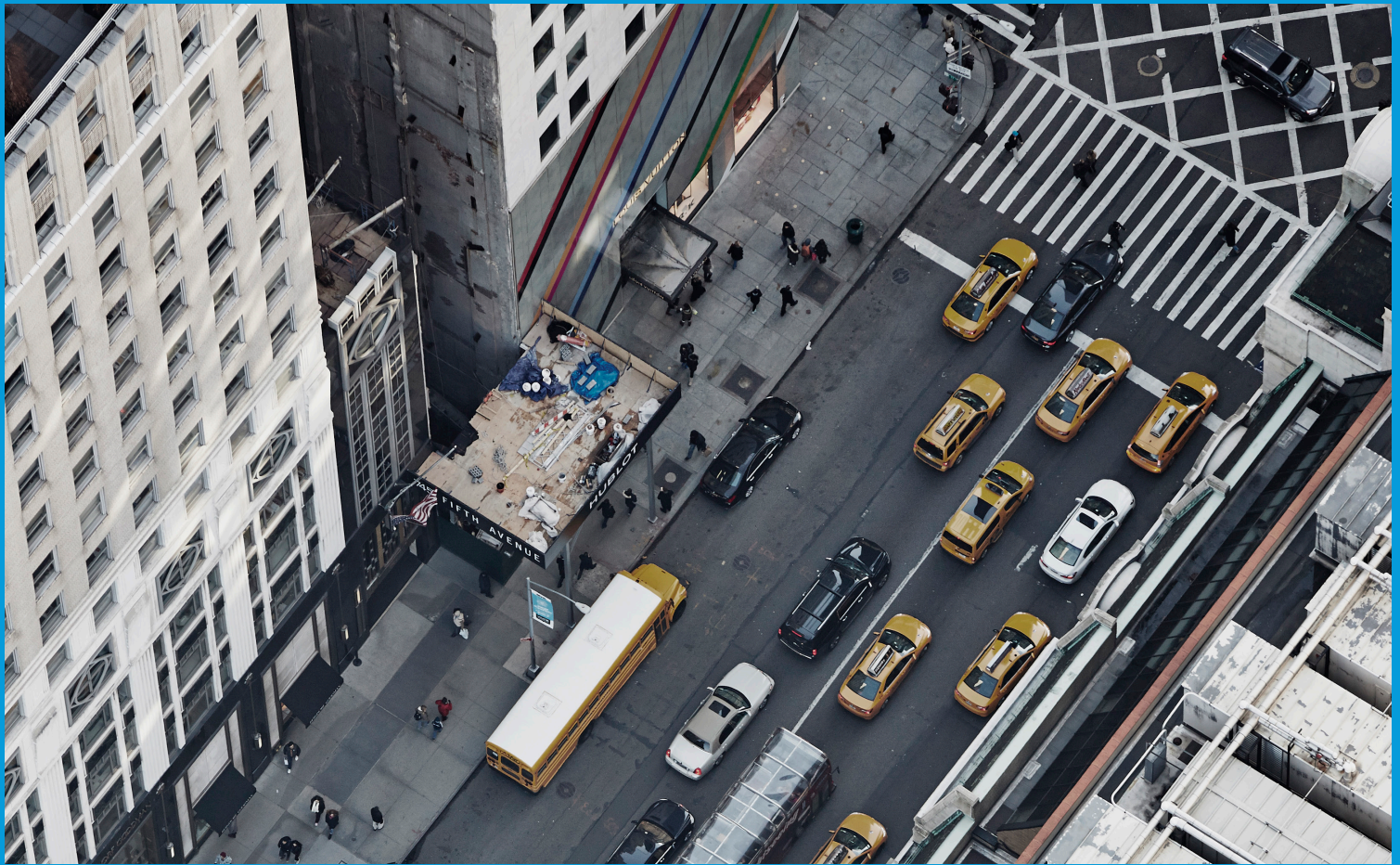
CONTRACT MANAGEMENT	FINANCE AND ACCOUNTING	HUMAN RESOURCES	OPERATIONS	GOVERNANCE
				
<ul style="list-style-type: none"><li>• Vendor Management</li><li>• Contract Routing and Approval</li></ul>	<ul style="list-style-type: none"><li>• Accounts Payable</li><li>• Expense Report Processing</li></ul>	<ul style="list-style-type: none"><li>• Personnel File Management</li><li>• Employee Time</li><li>• HR Onboarding</li></ul>	<ul style="list-style-type: none"><li>• Policy and Procedure Management</li><li>• Community Engagement, Portal</li><li>• Intranet</li></ul>	<ul style="list-style-type: none"><li>• Compliance and Accreditation Management</li><li>• Storage and Policies</li></ul>

### INTEGRATION AND MOBILITY

Your business users gain efficiency by accessing content such as client or case files directly from enterprise resource planning (ERP) and other business systems. The Application Connector links from any application, opening documents with a click.

Because work is now everywhere, DocuShare 7.0's responsive Web UI allows smartphone and tablet access, and the Xerox® Mobile Client for DocuShare lets you access, manage, share and print content from any Android™ or iOS device.





# Enterprise-Class Platform

Xerox® DocuShare® is a feature-rich ECM solution that offers the flexibility organisations need. DocuShare can be used out of the box to meet the requirements of departments or smaller businesses, but easily adapts to meet enterprise requirements around specific business processes. You can scale it up with additional seats, and leverage the advanced features of DocuShare to build sophisticated solutions as your requirements change and grow.





# ECM Components



**Capture** – Capture, index and store unstructured and structured content to facilitate downstream use.

**One-Step Scanning from a Xerox® MFP**

Xerox® ConnectKey® for DocuShare® enables scanning into workflows, on site or in the cloud, selecting values such as patient ID from a database.

**High-Volume Capture of Paper, E-Forms, Fax, Mainframe Files and More**

Eliminate legacy paper, applying optical character recognition (OCR) for searchability. Third-party solutions connect to any multifunction printer.

**Mobile Capture**

The Mobile Client, mobile E-Forms, and Xerox® Safe Courier® enable mobile capture.



**Manage** – Categorise, store, organise and manage the lifecycle of your business content.

**Easy, Personalised Content Management**

Intuitive Web UI offers preferred publishing, customisation, exporting, My DocuShare portal view.

**Document Management, File Sharing**

Library services (check-in/out, versions, notifications, PDF rendering) with scalability to millions of documents.

**Index and Search**

Industry-leading search retrieves in seconds. Assign metadata to classify documents, federating search enterprise-wide.



**Collaborate** – Promote communication through document-level collaboration capability.

**Team, Social and Email Collaboration**

Workspaces let teams share project work with wikis, blogs, discussions and RSS.

**Public Web Access**

Manage business content in DocuShare and link to it “invisibly” from a public website.

**Xerox® Digital Alternatives Software**

For collaboration on Office documents across desktop and mobile devices.



**Process** – Automate data-intensive business processes for efficient and accurate decision making.

**Intuitive, Ad-Hoc Routing and Rules**

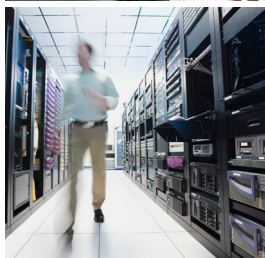
Powerful tools let workers or business analysts automate office processes, boosting productivity.

**Xerox® Process Automation**

A business process management (BPM) toolset for fully automated processes, with a developer Workflow Design Studio.

**Electronic Forms**

E-forms can cut a process from weeks to just minutes. Optionally add electronic signatures.



**Secure** – Secure sensitive data through user/group-based access and automate retention and disposition.

**Multi-Level Permissions**

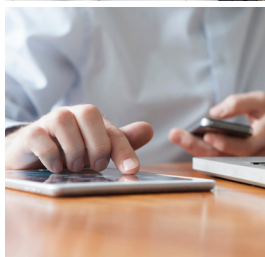
Protect content with user/group access controls up to six levels, and a convenient administrator view of all permissions.

**Lifecycle Manager, Retention/Policy Management**

DocuShare Lifecycle Manager automates reviews, data archiving and destruction.

**Notificaciones y seguridad**

Audit trails and reporting enable content tracking. Add secure socket layer (SSL), Lightweight Directory Access Protocol (LDAP) integration or Disaster Recovery/High Availability.



**Access** – Access your business critical content both online and offline, through desktop and mobile devices.

**Cross-Platform Web Access, MFP Browsing, Desktop Clients**

Access content from any browser, Xerox® MFP panel or Microsoft® Office application.

**Mobile Access**

Use free mobile apps to access business content 24/7. DocuShare 7.0's responsive Web UI also supports seamless mobile use.

**Integration with ERP, Enterprise Applications, Microsoft SharePoint®**

Link from business applications with the Application Connector, and from SharePoint via Web Parts.

# Delivered in the Package That Meets Your Needs

Xerox® DocuShare® is available in a range of configurations to meet your technical, financial and organisational requirements. You still get great ease of use, scalability and robustness, and Xerox® service and support.



## CLOUD DELIVERY OF DOCUSHARE

DocuShare is available both on-premises and via a secure private cloud. Our fully managed cloud service offers increased organisational flexibility and reduced IT load in a managed environment. Xerox follows industry-best practices in security processes, procedures, technology and physical measures – from encrypted user authentication to scheduled backups, offsite storage and site replication – to ensure the safety and availability of our customers' data. The Xerox® DocuShare Private Cloud is hosted in Xerox data centres in the United States, Canada and Europe.

## XEROX® DOCUSHARE® ENTERPRISE

DocuShare Enterprise is for organisations that manage significant volumes of information and processes. It is flexible and scalable enough to manage thousands of workflows, processing tens of thousands of documents daily, regardless of file size.

DocuShare Enterprise includes:

- High scalability to tens of millions of documents and thousands of users
- Ability to manage high volumes of automated business processes
- Production imaging and content intake
- Xerox® services by certified technical teams to analyse requirements

## ONE SERVER, MULTI-LANGUAGES

Install multiple languages so your users in the organisation can select the language of their choice.

DocuShare is a part of the Xerox® Workflow Automation Services portfolio. Whatever your business size, in the public or private sector, we help knowledge workers simplify and streamline their personal and office work experience, and help enterprises optimise and automate key business processes.

For more information, visit [xerox.com/ecm](https://xerox.com/ecm)  
and [docushare.com](https://docushare.com)