

Xerox® Software and Services

# Xerox® DocuShare® Content Management Platform



ENTERPRISE CONTENT MANAGEMENT FOR EVERY ORGANIZATION.

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# Digital Transformation

The digital tools we have at our disposal are more advanced than ever. Yet a surprising amount of businesses still struggle to go fully digital and rely heavily on paper and labor-intensive processes that can stifle growth.

In fact, many digital transformation efforts fizzle out completely. And only 7%<sup>1</sup> of companies have fully implemented their digital transformation. It's time for a better way of working.



## XEROX® DOCUSHARE® PLATFORM

Xerox® DocuShare is a content management platform designed to make digital transformation effortless. Whether you have 10 employees or 100,000, it can help you start working better with minimal disruption. It's the easiest way to digitize, automate and manage your content and business processes:

- Manage and store the information in a secure central repository on premise or in your private cloud.
- Share information in context with co-workers, customers and partners.
- Process documents with user-friendly routing tools, content rules and automated workflows.
- Collaborate with co-workers and partners on business information with intuitive document viewing tools.
- Find the information you need with powerful tagging and search tools.
- Capture paper and digital documents from any source, multifunction printer (MFP), desktop or mobile apps or any twain-approved scanner.

## The Biggest Digital Transformation Challenges<sup>2</sup>

**52%** Legacy systems that make it difficult to digitize, automate and integrate processes.



**46%** Change management capabilities.



**34%** Detecting and responding to information privacy and security challenges.



<sup>1</sup> bit.ly/3chY6tZ  
<sup>2</sup> tek.io/3ALFArN

# Enterprise content management (ECM) for work made simple

Businesses today have more information at their disposal than ever before. But what good is all that information when you can't find what you need when you need it? DocuShare® makes capturing, converting and sharing hard copy documents simple while allowing you to organize existing digital content effortlessly. So you can stop working harder and start working smarter.

## KEY FEATURES OF THE PLATFORM

### New for DocuShare

- Improved content rules for auto folder creation and inheritance
- Pre-configured content rules that automate and simplify frequent workflows to save time
- Workflow reporting

## OFFICE PRODUCTIVITY

User-configurable routing and content rules, and sophisticated workflows, support an organization's business process management needs:

- Automate key back-office processes in, Accounting, Legal, Finance, Operations and HR
- Start uploading quickly to meet your archiving and audit requirements thanks to a "three-click" design with intuitive features that make adoption easy
- Quickly and easily drag-and-drop files in the DocuShare web interface and upload with a click
- Add details as you upload to organize and file documents as you choose
- Use with existing ERP or CRM platforms to move documents seamlessly and build efficiency

## EASY, INTUITIVE CONTENT MANAGEMENT

DocuShare is all about making your work life easier. Less frustration. More productivity. It works exactly the way you and your employees want it to:

- Add personalization, graphics, branding and library view customization as an individual or a team

# Transformation through automation with DocuShare®

Accelerate and simplify business processes in key departments with next-level workflow automation. 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

EXECUTIVE	OPERATIONS	HUMAN RESOURCES	SALES
Reduce legal risk by centrally managing contracts.	Improve operations by managing policies and procedures.	Streamline and secure the onboarding process.	Streamline the order approval and signature process.
<ul style="list-style-type: none"> <li>• Vendor Management</li> <li>• Contract Routing and Approval</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>• Personnel File Management</li> <li>• Employee Time</li> </ul>	<ul style="list-style-type: none"> <li>• CRM Integration</li> <li>• E-Signature</li> </ul>

## INTEGRATION AND MOBILITY

With DocuShare, the optional Application Connector add-on lets you access client or case files directly from an Enterprise Resource Planning (ERP) system, Customer Relationship Management (CRM) system and other business systems you use every day. The Application Connector can link to applications and open documents with a click — or upload the documents from the application into DocuShare.

# ECM Components



## CAPTURE SIMPLY AND SEAMLESSLY

Capture, index and store structured and unstructured content for simpler downstream use.

Email—Send attachments directly to a DocuShare® inbox for processing.



## MANAGE INFORMATION AND COMPLIANCE

Categorize, store, organize and manage business content throughout its lifecycle.

Lifecycle Management—Automate review, archiving and destruction with the Lifecycle Manager for Xerox® DocuShare add-on.

Central Repository—Make it easier to find information with a central repository.



## COLLABORATE BETTER

Promote communication through document-level collaboration that help departments and distributed teams work efficiently.

Email Collaboration—Share documents via email as attachments, zip files or URLs.

Team Collaboration—Share documents via team folders, notifications wikis and blogs.



## AUTOMATE EFFECTIVELY

Make core business processes predictable, trackable and efficient.

Task Management—Assign document processing to specific users when tasks or approvals are required.

Ad Hoc Routing and Content Rules—Empower users to automate daily processes.



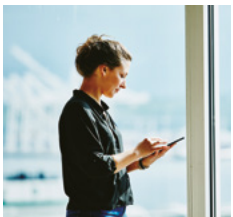
## KEEP INFORMATION SECURE

Protect sensitive data and minimize risk through user- and group-based access, auditable tracking and reporting and retention.

Multi-Level Permissions—Control which types of users can view certain document types.

Audit Trails—View a complete immutable record of document access and edits.

Backup and Disaster Recovery—Create redundant copies of important files for disaster recovery.



## ACCESS ANYTHING, ANYTIME, ANYWHERE

Use powerful search to find business-critical content online and offline, whether at your PC or MFP, or on a mobile device.

ERP and CRM Integration—Integration with key line-of-business applications with the Application Connector gives you fast access to information when you need it.

LDAP Integration—Simplify user administration with your network user directory.

Application Connector—Link to CRM, ERP and other applications.

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