

Xerox® DocuShare® 7.0

Enterprise content management for every organization

The Xerox® DocuShare 7.0® Platform provides your organization with a central enterprise content management (ECM) repository, on-premise or in the cloud, helping you effectively manage information and providing a central location for all your business content.

24/7 Information, On-Site or in the Cloud

With the amount of information your organization handles, both paper and digital, you need tools that help you store, manage and access content centrally rather than in dispersed file shares or siloed applications. The flexible, feature-rich DocuShare 7.0 Platform helps your organization automate business processes around your content, for greater agility.

Easy, Intuitive Content Management

In today's digital workplace, workers want convenient information management tools that give them autonomy to organize their work as they wish. DocuShare provides engaging, user-friendly interfaces that help people streamline office processes and become more efficient.

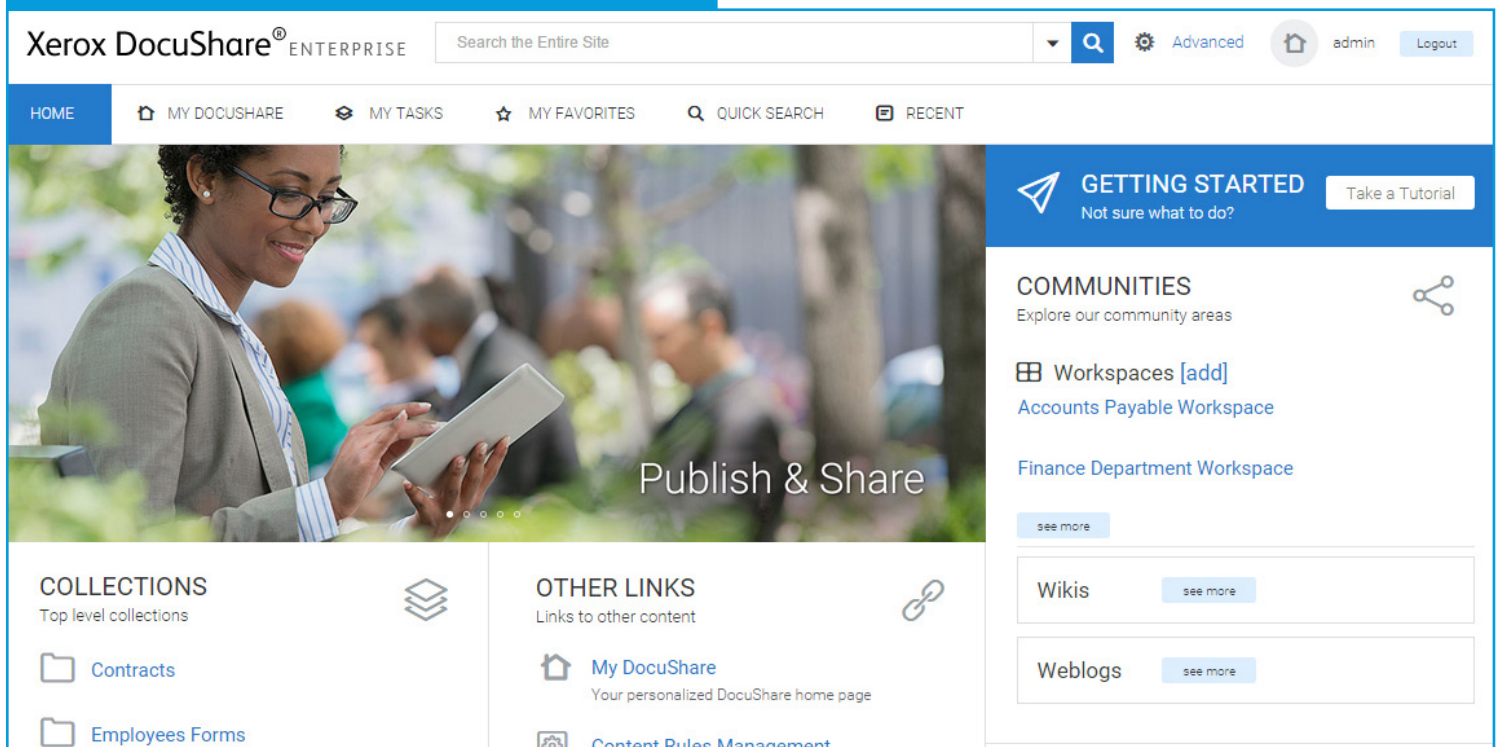
User Productivity — Office, Mobile, Everywhere

Productivity and easy adoption are cornerstones of the DocuShare user experience. A “three-click” interface offers convenient multi-file download/upload and Web-based drag-and-drop of content. A responsive user interface and apps enable mobile access. Powerful workflow capability includes user-controlled routing and content rules, automating office processes. Xerox® Process Automation for DocuShare also offers business process management (BPM) tools.

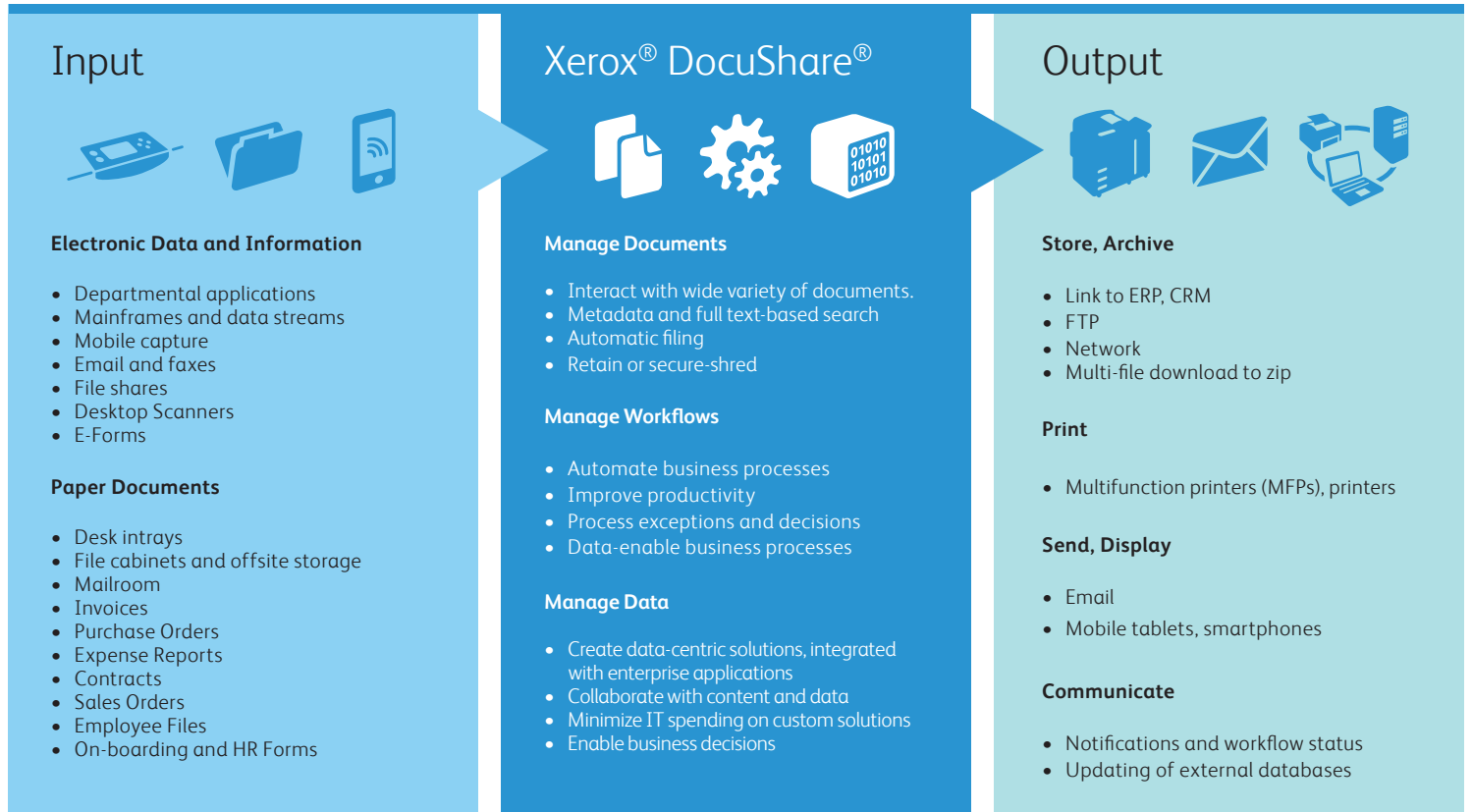
Rapid Deployment, True Agility

DocuShare can be installed in hours, letting your teams start collaborating quickly. To create business solutions, the platform's intuitive workflow and customization features mean you may not need extensive professional services often typical of enterprise content management.

- Comprehensive Content Management
- Intelligent, One-Step Scan to Workflow
- Workflow Automation for Faster Processes
- Lifecycle Management for Security and Archiving
- Access from Web, Mobile, Business Applications



Increase productivity and workplace efficiency with innovative content management.



Your Digital Office On-ramp

Gain value from Xerox® multifunction printers (MFPs) simply:

- **Scan** office documents to DocuShare.
- **Store**, increasing protection against document loss.
- **Share**, improving collaboration.
- **Search** millions of documents in seconds, accessing them on-site or in the cloud.

Use **Xerox® ConnectKey® Software for DocuShare** for one button scan to ECM, email, or workflow.

Enterprise Capture

Support both distributed and centralized capture:

- **Capture** paper or digital content directly into business processes.
- Integrate DocuShare with **MFPs and mobile devices** to provide an end-to-end solution from the office to customer sites to home.

Manage Information

Manage **documents**:

- Store and share business **content of any type**: scanned paper, digital files, images, email, URLs, forms, and more.
- **Index** for retrieval via web, mobile or desktop applications.

Manage **processes**:

- Cut cycle time, increase productivity.
- **Automate** routing and approval.
- Comprehensively support all of your organization's automation needs with content rules and sophisticated **business process management (BPM)** workflows.

Manage **data**:

- Give users access to all data, documents, tasks and conversations for a customer, case or project – from one interface.
- Create data-centric applications.
- Replace antiquated databases, spreadsheets and legacy systems.

Enhance Productivity

Collaborate among diverse groups, improving communication with wikis, blogs and team workspaces.

- **Instantly share** information with version management, file locking and annotation.
- Use routing and approval for document sign-off.
- **Engage external users**, sharing information securely.

Store, Protect, Retain Information

- **Log, audit and report** all system and content actions.
- Specify review, archiving and destruction dates with Lifecycle Manager.
- Use search tools for content discovery.
- **Replicate content** for disaster recovery.

For more information visit xerox.com/was and docushare.xerox.com.