

## Imaging Solutions Brief

Regardless of industry, geography, size, or mission, every business in operation today must manage all types of documents and content from the moment of creation to eventual destruction. However, the vast amount of paper documents companies can create—sales orders, confirmation emails, account information, patient invoices, contracts, and marketing collateral—can mean a significant expenditure in time and personnel to manage. Neglecting this task can harm the enterprise: industry analysts at Gartner estimates the average knowledge worker spends 40% of their time looking for information locked in documents, more and more organizations rely on complex workflow processes to do business, and regulatory requirements around security and confidentiality can mean stiff penalties if critical information is lost or stolen.

Xerox DocuShare® allows companies of every size to easily and affordably deploy a content management solution that enables the capture, management, retrieval, and delivery of paper documents in digital format, regardless of user skill-level, platform, or location.

### Simple to sophisticated integrated scanning with DocuShare

Deployed in combination with complementary imaging and document management applications, DocuShare's integrated solutions provide a powerful alternative to manual handling of paper documents. DocuShare enables quick capture of hard copies into a searchable electronic database that can be organized into business collections, assigned access permissions and security protocols, and made available for search and retrieval by authorized users anywhere on the globe.

Support for this functionality begins with DocuShare and any Xerox scanner or a scan-enabled Xerox multifunction device. Then choose from a number of Xerox and 3rd party solutions to provide a range of document capture capabilities.

### Direct Scan to DocuShare

With just DocuShare and a scan-enabled Xerox multifunction device, users can quickly capture hard copy documents for publishing to the Web, editing at the

desktop, or storage in DocuShare without installing software. Any middleware or client DocuShare user can effortlessly capture and share hard copy documents without setting up complex scanning templates or bogging down their e-mail system with large attachments. The DocuShare direct scan-to-Web solution makes scanning as easy as printing. It can be used with a wide range of Xerox scanners or scan-enabled Xerox multifunction devices.



### Integrating DocuShare with Xerox FreeFlow

The Xerox FreeFlow suite of services offer advanced document scanning and handling capabilities when integrated with DocuShare and Xerox multifunction devices. This enables businesses to leverage all of their Xerox scan-enabled devices with DocuShare's powerful document management capabilities, allowing users to instantly make more information available to more people with just the push of a button.

*Xerox FreeFlow SMARTsend* is a Web-based imaging solution that enables the capture of scanned hard copy documents and conversion into various digital file formats for secure, simultaneous routing to multiple destinations. SMARTsend lets any approved user convert paper files into digital documents for immediate storage into a DocuShare collection, while simultaneously routing for review, attaching to an e-mail, sending to a remote printer, or placing into a collaborative process or workflow chain. SMARTsend supports scanning documents in a variety of industry standard formats like TIFF, PDF and JPEG, and its powerful OCR capability (in the Pro version) converts scanned documents into editable PDF, Word, Excel, and PowerPoint files, among others. Users can also add metadata including DocuShare Custom Object metadata to any scanned document, making it ready for quick search and retrieval. And like DocuShare, SMARTsend is easy to implement, manage and use.

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*Xerox FreeFlow Scan to PC Desktop* is a complete network-to-desktop office scanning solution that provides delivery of scanned images from the scanning device right to the desktop—automatically. Scan to PC Desktop lets users scan a document, then instantly retrieve it on their desktop for quick revisions, comments, or other types of handling before sending it on to DocuShare for secure storage. FreeFlow Scan to PC Desktop also lets DocuShare users take full advantage of ScanSoft PaperPort, which provides even more handling capabilities for scanned documents on the desktop (see sidebar for more details.)

### **CentreWare Internet Services**

In addition to being tightly integrated with DocuShare, Xerox scan-enabled multifunction devices also include CentreWare Internet Services, an embedded Web server that provides tools to assist users and systems administrators in automating the network scanning process. CentreWare Internet Services can be used to set up scanning templates that automatically distribute scanned documents directly to DocuShare at the touch of a button.

### **Powerful solutions to meet evolving business requirements**

DocuShare's industry-leading document management solution, flexible interface, advanced java platform and open APIs make it a powerful tool for automating and supporting advanced document processes. DocuShare is an ideal platform for document and content management end-to-end that can also scale to meet more advanced requirements for imaging, archiving, workflow, forms processing, and compliance with a growing list of industry regulations.

## **Xerox DocuShare®**

**Essential Enterprise  
Content Management**

## **Industry-leading add-on functionality**

### **ScanSoft PaperPort**

ScanSoft PaperPort saves time by making it easy to organize documents and files on any PC. Its intuitive thumbnail-based Visual Desktop allows documents of all kinds—including scanned paper, TIFF, PDF, Microsoft Word, Excel, PowerPoint, and more—to be viewed instantly and organized without launching the associated application. DocuShare can integrate directly with PaperPort, enabling effortless migration of documents from the PaperPort desktop to DocuShare. Simply drag a document from the PaperPort desktop onto the PaperPort-DocuShare link and it is automatically saved into the desired location, complete with any metadata such as keywords, title, author and summary information. With PaperPort Professional 9 or 10, documents can be automatically converted to fully text-searchable PDF, providing a one-step publish to Web solution when used in conjunction with DocuShare.

### **Omtool Accuroute**

Omtool designs, develops, markets, and supports open, client/server software solutions that enable secure, business-to-business electronic document exchange. Accuroute provides secure routing of business documents from and to a DocuShare collection through an intuitive tabbed interface, enabling employees in regulated, document-intensive environments to effectively and securely capture, route, store, and share sensitive content in DocuShare. Adding AccuRoute integration enables businesses to comply with a wide range of regulations for privacy and security across different industries, meeting or exceeding regulations such as:

- HIPAA, JCAHO (Healthcare)
- FDA 21 CFR Part 11 (Pharmaceutical, Life Sciences)
- E-sign Act (Government)
- Gramm-Leach-Bliley and Sarbanes Oxley Acts (Financial Services)

Accuroute also saves time by enabling full profiling of a document before it is scanned and stored to DocuShare. The user only needs to press the scan button to complete the process.

### **Kofax Ascent Capture**

Kofax is the leading provider of image capture software in the U.S. Kofax Ascent Capture enables the capture of hand-written or typed information stored in hard copy forms, documents, checks, invoices and other business documents, using advanced intelligent character recognition (ICR) and optical character recognition (OCR).

The Kofax to DocuShare release script enables hard-copy content to be captured, converted, and automatically saved into DocuShare for secure, instant access and retrieval. Kofax Ascent Capture works with popular high-volume ISIS and TWAIN-compliant capture devices, as well as Xerox Document Centre and WorkCentre Pro products, providing a fully integrated front end for ad-hoc and production scanning to DocuShare. Working with Kofax enables companies to engage in production-volume scanning at the office level, with an imaging and document management solution that is lower in overall cost, fast to implement, and requires little administration or training.

**For more information on scanning solutions and DocuShare, contact a Sales Representative at 1-800-735-7749, or visit us online at <http://docushare.xerox.com>.**

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