

Xerox DocuShare® 6.6 delivers robust content management capabilities at an extraordinary value.

DocuShare 6.6 provides capabilities in five major areas of content management that are most critical for work groups and organizations.

Core Content Management

Teams can easily access any type of document, image, or video securely, any time, from any location. You can:

- Organize by creating an intuitive collection hierarchy
- Index and classify using specific object types and properties
- Distribute with the intuitive, permissions-based Web interface
- Search using properties and keywords
- Ensure security with authenticated access, roles, groups, and permissions
- Control access and collaborate using check-out/check-in, versioning, and preferred versions
- Work in familiar environment(s) such as Microsoft Windows, Office, and Outlook with the DocuShare Client
- **Add-On:** Public Web Access – to grant unauthenticated “guest” permissions for self-service access to a wide range of information, forms, etc.



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Business Process Automation

DocuShare provides robust and easy to use tools for routine and complex automation of workflow and transactional business processes. Customers see significant improvements in efficiency and accuracy and a reduction in cycle times and costs.

- Includes document routing and notifications.
- **Add Ons:** Enterprise Workflow, Content Rules Manager, eForms.

Intelligent Capture

Gain efficiencies with a wide range of document and distributed imaging and capture solutions.

- Multiple tools for document and image capture help organizations improve efficiency and accuracy, and reduce errors, cycle times, and paper consumption.
- DocuShare provides end-to-end content capture, processing, storage, distribution, and retention.
- Includes scan cover sheets, Xerox MFP touch screen integration (EIP), Quick Search & side by side view, Xerox and 3rd-party middleware integrations, content intake manager-based high-speed ingestion (>1 million images / day).
- **Add-Ons:** Enterprise Capture, OCR, eForms, Email Agent.

Collaboration

DocuShare capabilities enable secure content sharing and collaboration on content and projects to help organizations and users be more effective, efficient, empowered, and knowledgeable.

- Includes routing and workflow, comments, discussions, blogs, wikis.
- **Add-Ons:** Content Rules Manager, Public Web Access.

Governance, risk and compliance

DocuShare incorporates tools that protect and retain important business information, implement business rules, and provide control and visibility into who did what, when with your content. DocuShare enables you to maintain compliance with a host of industry and government regulations such as HIPAA, Sarbanes-Oxley, OSHA, ISO 9000, SaS70, FDA 21 CFR Part 11.

- Includes versioning and version history, permissions, access tracking and audit reporting.
- **Add-Ons:** Lifecycle Manager, Content Encryption.