

# Xerox DocuShare User Access Levels

*Precisely Align Access and Function Based on Organizational Needs*

Xerox DocuShare User Access Levels provide companies with total control over the types of DocuShare users deployed throughout their organization and the capabilities they have. This enables both workgroups and enterprises to precisely align access to content and features based on specific operational needs. For instance, knowledge workers with DocuShare access can review and manage their day-to-day content, while DocuShare CPX “power users” can engage in more sophisticated activities, such as advanced collaboration, workflow, and process management.

In this way, organizations can centrally administer their DocuShare environment for the entire enterprise, including:

- Content publication and distribution
- Secure, specific user access to content
- Secure content contribution and update
- Process definition and implementation

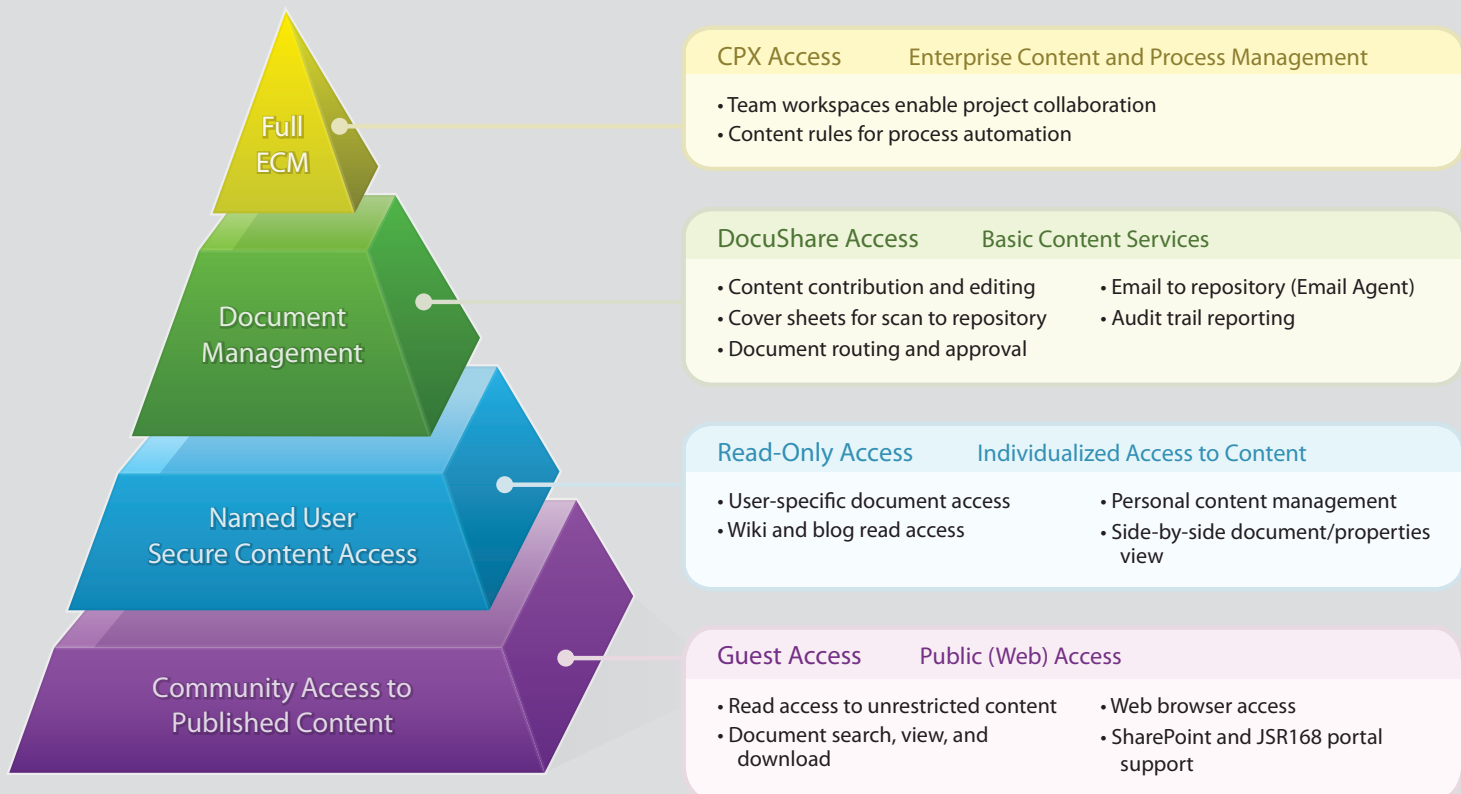
The Xerox DocuShare platform enables four distinct user access levels, each one permitting a unique range of access to functionality—and all of them are available from a single DocuShare server.

Companies can have as many, or as few, users at each level as necessary. It’s based entirely on organizational needs and individual responsibilities. Some businesses may be more focused on content consumption, while others

may have greater need for collaboration and workflow, while still others are more concerned with managing processes and teams. Whatever operational structure is in place, DocuShare User Access Levels can be aligned to support it.

The simple scalability of DocuShare User Access Levels also makes it easy to manage and evolve user-level choices to meet changing business needs. Moreover, no IT resources are necessary to add new access levels; companies merely activate them through purchase of a customized license key that enables the appropriate mix of licensed users required.

## Key Features Enabled by User Access Level



## Guest Access—Community Access to Published Content

Easy-to-use, unregistered public (Web) access that:

- Allows users to search, retrieve, and download documents
- Offers users read access to Weblogs (blogs) and wikis
- Enables file access via a Web browser, Microsoft SharePoint portal, or a JSR168-compliant portal

Guest access supports delivering information to large audiences who interact with DocuShare infrequently, such as those accessing commonly requested forms and information available for download on a public information portal or Web site. Users with Guest access can't see any controlled content.

## Read-Only Access—Named User and Secure Content Access

Individualized, registered content access that includes:

- Search, view, and retrieve capabilities including read access to blogs and wikis
- User-specific document access or restriction
- User-specific activity tracking and logging
- Personal portal support (My DocuShare)
- Integration with user authentication servers (LDAP)

Read-Only access is ideal for users who don't need to modify or add documents, yet require the ability to frequently view and utilize content within DocuShare as part of their job function. Because Read-Only users require individual authentication, any specific user can be granted access to a single document or document collection. And users of this level or above are tracked on a name-specific basis.

## DocuShare Access—Secure Content and Contribution Update

Access to basic content services, including:

- Content contribution and editing
- "Scan to New Document" and "Scan to Collection" cover sheet capabilities
- Audit trail reporting
- Content submission via Email Agent
- WYSIWYG-enabled blog and wiki contribution
- Document routing and approval

With full DocuShare access, knowledge workers can easily increase personal productivity by applying a full range of document management tools to their daily business activities, including ad hoc collaboration and approval workflow.

## CPX Access—Process Definition and Implementation

Access to enterprise content and process management that includes all DocuShare access capabilities as well as:

- Team workspaces for project collaboration
- Process automation using content rules

CPX users can establish and manage sophisticated content workflows, define content intake paths, and determine how documents move through the organization.

Of course, the administrator can upgrade (or downgrade) the access level of any user at any time. User access to content is maintained, while their ability to create or modify content will be changed to match their new access level. This unique ability to start users at one level and "instantly upgrade" them as their business needs change eliminates disruptive site reconfiguration and the re-entry of user information.

## Creating New Users

Xerox DocuShare also allows the site administrator to set a policy that controls what types of users (Guest, DocuShare, or Administrator) are able to create new users. If this policy is enabled, users are allowed to create other users of their level or lower.

In highly dynamic organizations, distributed user registration greatly simplifies the job of the site administrator since the task of creating new users can be shared and completed by the managers or users closest to the task. Of course user creation and authentication can also be achieved using an external user directory service (LDAP or similar).

User Access Levels is just one of the key features available in Xerox DocuShare products, enabling organizations to more efficiently capture, share, automate, and leverage the content that drives critical business functions.

For more information, call [1.800.735.7749](tel:1.800.735.7749) or visit [docushare.com](http://docushare.com)