



Xerox DocuShare® 6.5

Share, Search, Automate, Save



Xerox DocuShare:

Affordable, easy content management for companies of all sizes

In today's fast-paced and challenging business environment, your organization needs practical, affordable ways to manage the vast amount of paper and digital content that is critical to your business. Now you can use that content much more efficiently while allowing secure, 24/7 access to both workers and partners.

Xerox DocuShare is a proven, award-winning content management software platform known for delivering value. Used by thousands of companies to capture, manage, share, and protect vital information, it significantly increases productivity and efficiency. DocuShare provides trademark ease of use and superior paper-to-digital content management capabilities at an affordable price.

Companies using DocuShare have realized dramatic benefits, including:

- Up to 80% reduction in the amount of time it takes to find needed information
- Up to 50% savings in operational spending
- Significant ROI and carbon footprint reduction resulting from less paper, energy, and shipping consumption
- Fail-safe disaster recovery so information is always protected and accessible
- Accurate compliance with comprehensive audit trails
- Improved standardization and accuracy
- Minimal impact on IT resources and systems
- Rapid adoption—easy web-based interface requires little to no training



"DocuShare was a complete, affordable solution out-of-the-box. With other solutions like Documentum you pay per user, and pay add-on charges for the workflow engine. We estimate we'll reach ROI 50% faster with DocuShare."

- Colby Giles, IT Manager,
OwnerGUARD

Xerox DocuShare was Awarded
Buyers Lab "Pick" for Best ECM Software

Evaluated on:

- Ease of use / Ease of administration
- Integration with multi-function device imaging
- Security
- Value



High Volume Imaging at an Extraordinary Value

Production quality imaging performance lets you process more than 1000 images per minute. High volume scanning enables customer self-service such as loan application submissions and other automated document processing.

Support for a wide range of scanning interfaces, including scan to email, and for third-party devices, enabling both hard copy and electronic document capture and control from devices distributed around your organization.

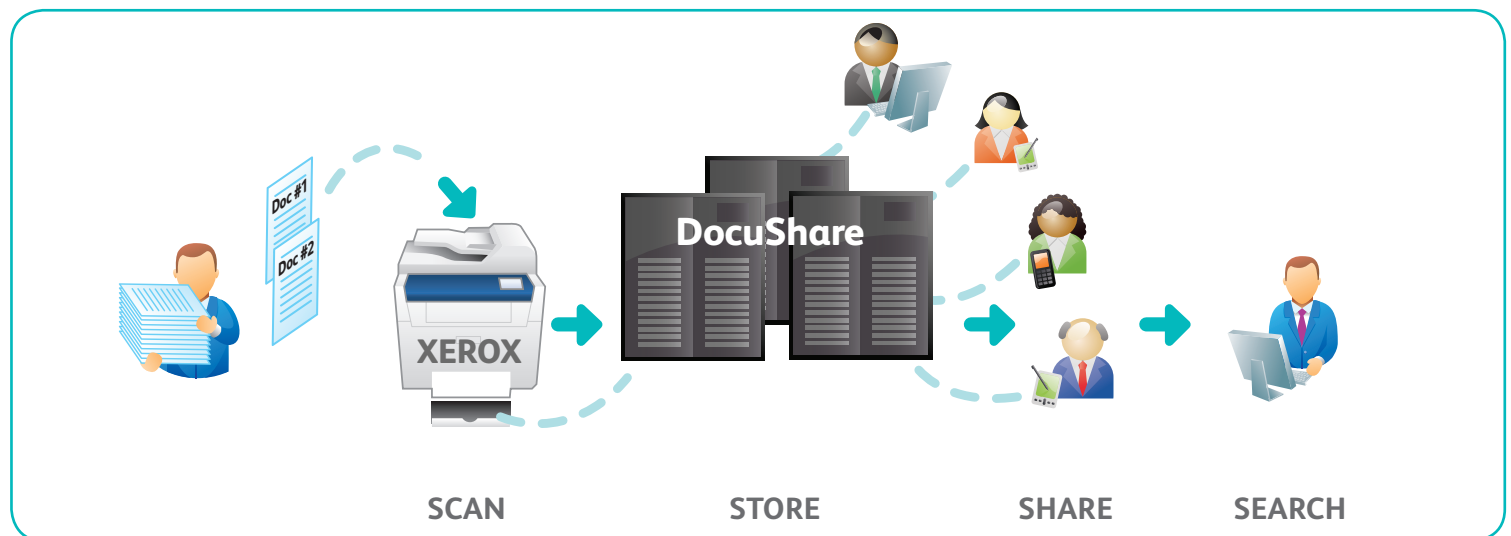
Scalability—DocuShare easily scales from hundreds to tens of thousands of users into every part of the extended organization. DocuShare has been performance-tested to support over 50 million documents per server.

Flexibility—DocuShare can be customized to support a variety of industries and line-of-business applications, and can operate with all commonly used hardware and software platforms. DocuShare's open platform is designed to flexibly meet today's content challenges and grow to address future needs.



"In the first nine months, we estimate that we saved 3,000 hours of scanning and 2,000 hours of copying time. We can now process a court order in five to ten minutes instead of 30 to 45 minutes."

- Abdiel Ortiz, Court Technology Officer



Capabilities

Search and index—Rapid content retrieval through full-text and metadata indexing via the embedded search engine.

Web content publishing and sharing—Enables organizations to securely implement corporate blogs and wikis in a controlled, auditable environment.

Workflow—Embedded routing and approval tools allow each user to initiate or participate in routine content routing and approval workflows to streamline ad-hoc business processes.

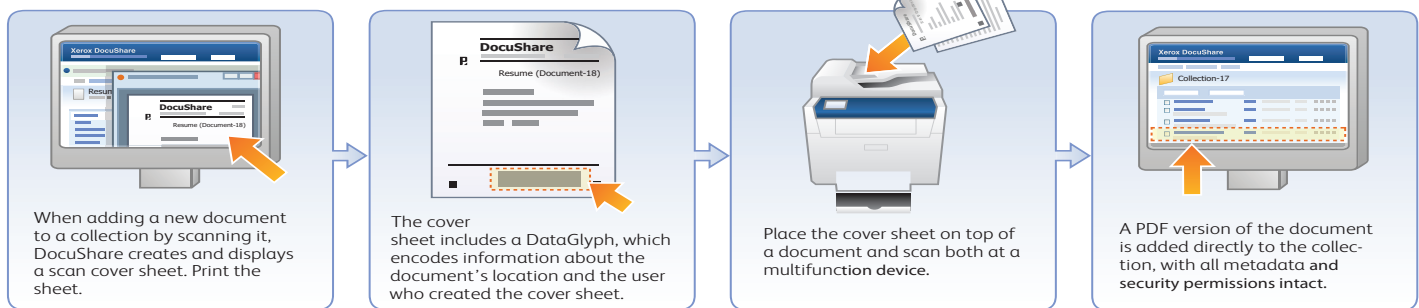
Fast deployment and rapid adoption—Can be implemented in hours; workers are up and running on the first day and fully operating in a week. Adoption rates are high because it's easy to use and is securely accessible from any browser.

Easy access to DocuShare through the Microsoft Office SharePoint Server (MOSS) or any JSR168 compliant portal.

Rich developer toolset to enhance business application integration.

Easy upgrades and expanded use—DocuShare is built on a highly-scalable platform, so upgrading from a basic DocuShare installation to DocuShare CPX for more advanced process automation can be accomplished through a simple license key, eliminating the need to migrate content or endure system downtime.

Scanning paper documents into DocuShare's electronic repository



Features

Content management capabilities

- Document check-in/check-out
- Versioning and version control
- Document permissions for access, editing, and routing
- Email notifications of new content or version changes
- End-to-end content capture, processing, and distribution
- Content indexing and metadata tagging
- Search features make content easy to find
- Disaster recovery/high availability

Image capture

- Capture paper content into a searchable document management system
- Desktop through production-level image capture capabilities via a broad range of scanning interfaces

Collaboration support

- Create ad-hoc workflows using wizard-based document routing and approval tool
- Content submission via email
- Weblog and wiki content management

Security features

- Password management and password rules enforcement—required for HIPAA compliance
- Audit and event logging for accountability
- SSL encryption
- Permissions-based access control by role, document, or collection level

Just imagine what your organization can do when everyone has the information they need at their finger tips.

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For more information, call **1.800.735.7749** or visit **www.docushare.com**

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