Xerox® DocuShare®
Content Management Platform

ENTERPRISE CONTENT MANAGEMENT FOR EVERY ORGANIZATION.

Parmetech
Office Technology Solutions

xerox

Digital Transformation

The digital tools we have at our disposal are more advanced than ever. Yet a surprising amount of businesses still struggle to go fully digital and rely heavily on paper and labor-intensive processes that can stifle growth.

In fact, many digital transformation efforts fizzle out completely. And only 7%[1] of companies have fully implemented their digital transformation. It's time for a better way of working.

XEROX® DOCUSHARE® PLATFORM

Xerox® DocuShare is a content management platform designed to make digital transformation effortless. Whether you have 10 employees or 100,000, it can help you start working better with minimal disruption. It's the easiest way to digitize, automate and manage your content and business processes:

- Manage and store the information in a secure central repository on premise or in your private cloud.
- Share information in context with co-workers, customers and partners.
- Process documents with user-friendly routing tools, content rules and automated workflows.
- Collaborate with co-workers and partners on business information with intuitive document viewing tools.
- Find the information you need with powerful tagging and search tools.
- Capture paper and digital documents from any source, multifunction printer (MFP), desktop or mobile apps or any twain-approved scanner.

The Biggest Digital Transformation Challenges[2]

52% Legacy systems that make it difficult to digitize, automate and integrate processes.

46% Change management capabilities.

34% Detecting and responding to information privacy and security challenges.

[1] http://www.forbes.com/sites/blakemorgan/2019/12/16/100-stats-on-digital-transformation-and-customer-experience/#2643cbe73bf3
[2] https://www.techrepublic.com/article/the-top-10-barriers-to-digital-transformation/

Enterprise content management (ECM) for work made simple

Businesses today have more information at their disposal than ever before. But what good is all that information when you can't find what you need when you need it? DocuShare® makes capturing, converting and sharing hard copy documents simple while allowing you to organize existing digital content effortlessly. So you can stop working harder and start working smarter.

KEY FEATURES OF THE PLATFORM

New for DocuShare 7.5

- Integrate with DocuSign Signatures in contract management and other processes
- Improved content rules for auto folder creation and inheritance
- Usability enhancements with multi-select view, copy / paste actions and document uploading through the third-party application connector
- Pre-configured content rules that automate and simplify frequent workflows to save time
- Workflow reporting

OFFICE PRODUCTIVITY

User-configurable routing and content rules, and sophisticated workflows, support an organization's business process management needs:

- Automate key back-office processes in, Accounting, Legal, Finance, Operations and HR
- Start uploading quickly to meet your archiving and audit requirements thanks to a "three-click" design with intuitive features that make adoption easy
- Quickly and easily drag-and-drop files in the DocuShare web interface and upload with a click
- Add details as you upload to organize and file documents as you choose
- Integrate with DocuSign Signatures in contract management and other processes
- Use with existing ERP or CRM platforms to move documents seamlessly and build efficiency

EASY, INTUITIVE CONTENT MANAGEMENT

DocuShare is all about making your work life easier. Less frustration. More productivity. It works exactly the way you and your employees want it to:

- Add personalization, graphics, branding and library view customization as an individual or a team
- Go mobile and access business content 24/7 with apps and a responsive web user interface
- Use intelligent capture from Xerox® MFPs via Xerox® ConnectKey® for DocuShare to streamline information flow across paper and digital processes
- Automate and simplify key business processes with workflow capabilities for accounts payable, employee onboarding, contract management and policy management with workflow reporting and new content rules
- View and collaborate on captured documents in the Document Viewer — and display related documents together with matching properties

Transformation through automation with DocuShare®

Stop moving at the speed of paper. With Xerox® DocuShare, you can accelerate and simplify business processes in key departments with next-level workflow automation. Start with one department to automate a process quickly; then expand use to other departments as your enterprise evolves into a fully digital workplace.

BUSINESS SOLUTIONS

EXECUTIVE

Reduce legal risk by centrally managing contracts.

- Vendor Management
- Contract Routing and Approval

FINANCE

Control expenses by automating the accounts payable process.

- Accounts Payable
- Expense Report Processing

OPERATIONS

Improve operations by managing policies and procedures.

- Policy and Procedure Management
- Community Engagement, Portal
- Intranet

HUMAN RESOURCES

Streamline and secure the onboarding process.

- Personnel File Management
- Employee Time

SALES

Streamline the order approval and signature process.

- CRM Integration
- E-Signature

INTEGRATION AND MOBILITY

With DocuShare, the optional Application Connector add-on lets you access client or case files directly from an Enterprise Resource Planning (ERP) system, Customer Relationship Management (CRM) system and other business systems you use every day. The Application Connector can link to applications and open documents with a click — or upload the documents from the application into DocuShare.

A responsive web UI means you can access files on the go from your smartphone or tablet. And if you want even more flexibility, you can download the mobile app, Xerox® Mobile for DocuShare. It lets you access, manage, share and print content from Android or iOS devices.

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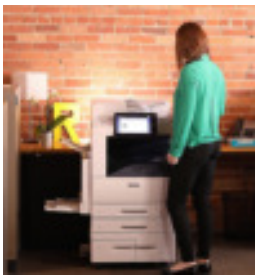
ECM Components



CAPTURE SIMPLY AND SEAMLESSLY

Capture, index and store structured and unstructured content for simpler downstream use.

Fully integrated Xerox® MFP experience—Scan documents from your MFP with included or add-on ConnectKey® capabilities.
Mobile Capture—Take a photo of documents using a mobile device.
Email—Send attachments directly to a DocuShare® inbox for processing.
Webforms—Capture information using simple Webforms for Xerox® DocuShare add-on.
Third-Party Capture—Integrate with document capture applications you're already using to accelerate workflows.

MANAGE INFORMATION AND COMPLIANCE

Categorize, store, organize and manage business content throughout its lifecycle.

Lifecycle Management—Automate review, archiving and destruction with the Lifecycle Manager for Xerox® DocuShare add-on.
Central Repository—Make it easier to find information with a central repository.
Index and Search—Use metadata to classify documents for easy retrieval.
Annotate and Redact—In the Document Viewer, layer notes and redact files to protect sensitive information as well as original document integrity.
Governance and Compliance—Meet legal, audit and archiving requirements and add e-Signatures with DocuSign.

COLLABORATE BETTER

Promote communication through document-level collaboration that help departments and distributed teams work efficiently.

Email Collaboration—Share documents via email as attachments, zip files or URLs.
Multi-Language Support—Convert scanned text into editable text in the language of your choice using optical character recognition (OCR).
Xerox® Mobile for DocuShare—Securely search and retrieve files using your iOS or Android smartphone.
Team Collaboration—Share documents via team folders, notifications wikis and blogs.
Access from Xerox® MFP—Print and e-mail files from DocuShare via the control panel of your Xerox® MFP.

AUTOMATE EFFECTIVELY

Make core business processes predictable, trackable and efficient.

Webforms—Replace paper processes with convenient webforms that capture information and trigger an automated workflow.
Task Management—Assign document processing to specific users when tasks or approvals are required.
Ad Hoc Routing and Content Rules—Empower users to automate daily processes.
Workflow Queues and Reporting—Track activity to identify bottlenecks in processes.
Business Process Automation—Use purpose-built solutions to simplify core processes like accounts payable, policy management and contract management.

KEEP INFORMATION SECURE

Protect sensitive data and minimize risk through user- and group-based access, auditable tracking and reporting and retention.

Multi-Level Permissions—Control which types of users can view certain document types.
Audit Trails—View a complete immutable record of document access and edits.
Encryption—Protect personally identifiable information (PII) with the latest 128-bit AES encryption standards.
Cloud Security—Enhanced cloud security with Microsoft Azure hosting.
Backup and Disaster Recovery—Create redundant copies of important files for disaster recovery.

ACCESS ANYTHING, ANYTIME, ANYWHERE

Use powerful search to find business-critical content online and offline, whether at your PC or MFP, or on a mobile device.

ERP and CRM Integration—Integration with key line-of-business applications with the Application Connector gives you fast access to information when you need it.
LDAP Integration—Simplify user administration with your network user directory.
Desktop and Mobile Apps—DocuShare Drive for convenient desktop integration and apps for both iOS and Android.
Application Connector—Link to CRM, ERP and other applications.

Delivered in a package that meets your needs

Whatever your technical, financial or organizational requirements, there's a DocuShare® configuration for you. Count on the same great ease of use, scalability, robust performance and Xerox® support — no matter what.

CLOUD DELIVERY

DocuShare is available on premise and via the Xerox® DocuShare Private Cloud hosted on Microsoft Azure.

Our fully managed cloud service is a good option for those who want more flexibility as well as those who want to free their IT staff to focus on more high-value, high-impact work. Plus, it's totally secure.

From encrypted user authentication to scheduled backups, offsite storage and site replication, we follow industry best practices to prevent unauthorized access, detect malicious attacks and protect your sensitive documents and data. And with professional services cloud hosting and 24/7 support, help is just a call or click away.

XEROX® DOCUSHARE ENTERPRISE

DocuShare® Enterprise is for organizations that manage significant volumes of information and processes. It is flexible and scalable enough to manage thousands of workflows and process tens of thousands of documents daily, regardless of file size.

DocuShare Enterprise includes:

- High scalability for tens of millions of documents and thousands of users
- Ability to manage high volumes of automated business processes
- Production imaging and content intake
- Xerox® Services by certified technical teams to analyze requirements

ONE SERVER, MULTIPLE LANGUAGES

Install multiple languages so users can select the language of their choice.

Xerox® DocuShare is a content management portfolio designed to spark digital transformation at any organization. Whatever your business size, we can help you start working better today as part of your digital transformation journey.

For more information, contact your Xerox representative from Pametech today.
Call us at (800) 727-6383 or send us an email to info@parmetech.com

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