Smarter Document Management
Capabilities Brief

Smarter Document ManagementSM
Adds intelligence and structure to digital and paper documents, and activates the content they contain to streamline document-driven business processes.

CURRENT STATE
Unstructured content (paper and digital)
Manual, labor-intensive business processes
Redundant, non-value-added work steps

SMARTER DOCUMENT MANAGEMENT
Add “intelligence” to documents
Transform and streamline business processes
Make information and content usable and accessible
Integrate with your existing structured data systems

IDEAL STATE
Structured content
Automated and adaptive business processes
Lean, productive work steps
Enhanced decision-making

What is Smarter Document Management?
A suite of services built on proven Xerox document technologies and processes that make documents (paper and digital) accessible and intelligent. Now static, unstructured information can be transformed to enable highly productive, lean business processes.

Many companies have focused on their structured data systems realizing tremendous results in efficiency. Today, the opportunity lies in the unstructured documents found outside these traditional IT systems—from email to faxes, on the Web or on paper.

With Smarter Document Management, Xerox Global Services helps companies leverage documents and the information they contain across the enterprise. Xerox services turn manual, redundant processes into highly automated and productive workflows using proven document technologies.

MEASURABLE RESULTS
- Car rental company saved two million dollars in manual labor costs
- Global financing company reduced process cycle time by 60%
- Leading airline reduced manual audit and document delivery costs $750k annually

There’s a new way to look at it.®
**Services Based on Smarter Processes**

Xerox looks at document-driven processes in a holistic manner, using tools like Lean Six Sigma quantitative methodologies and smarter document technologies. Xerox business process experts work with clients to turn expensive, manual workflows into lean, straight-through processes that result in a competitive advantage for our clients.

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**The Value of Smarter Document Management**

- Unleash information and content found in traditional hard-copy documents
- Improve document processing accuracy and reduce error rates
- Identify and reduce non-value-added work steps and enable adaptive processes
- Cut labor costs through process automation
- Reduce cycle times through accelerating decision-making
- Improve content security and reduce the risk of intellectual property theft
- Improve customer satisfaction by increasing process speed and accuracy
- Minimize cost of printing and storage

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**Technology Behind the Services**

Xerox uses these and other Smarter Document Management technologies to transform static, “unstructured” documents into easily accessible digital information.

- **DataGlyphs**—A technology for embedding computer-readable data on paper and labels to enable secure, automated indexing and tracking of documents
- **Silx**—Software that creates highly compressed images, offering increased rendering speeds and significant savings on storage space
- **CategoriX™**—Software to analyze and filter all types of documents (letters, forms, invoices, etc.) and determine where they fit, what type they are, or whom they belong to, in a business process
- **ClusteriX™**—Technology which reveals unseen patterns in textual information in documents, often used to automate and streamline document management systems
- **FactFinder**—Software that intelligently processes electronic documents to detect and tag text patterns and fields for data extraction and automated indexing
- **Xerox Incremental Parser**—Accurately analyzes the meaning of plain text within documents and turns raw data into manageable knowledge assets and/or intellectual property

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**The Xerox Difference**

Our strength lies in the ability to deliver a comprehensive, integrated solution, from document creation through delivery

- World-renowned Research—PARC (Palo Alto Research Center) and Grenoble, France
- Lean Six Sigma-driven process methodology
- Socio-technical understanding of documents and processes

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