

# Xerox® Content Management Services

Xerox® Content Management Services is a content management and workflow system with consultative services that help automate and simplify document processes within the enterprise. It offers the ability to easily capture, store, share and transform paper-based and electronic documents from a variety of sources—web, desktop applications, tablets, smartphones and MFPs.

## Workflow Automation for Faster, More Streamlined Processes

Dramatically increase the speed, accuracy, repeatability and accountability of your document-centric work processes with the following capabilities:

- Document and Content Management
- Workflow Automation
- Intelligent Document Capture
- Team Collaboration
- Secure File Sharing
- Mobile Productivity
- Security and Compliance

Based on the award-winning Xerox® DocuShare® Enterprise Content Management platform, Xerox® Content Management Services offers scalability, ease of use and mobile access to organizations of all sizes.



# Create consistency, clarity and efficiency with improved content management.

Companies using Xerox® DocuShare have realized dramatic benefits, including:

- Up to 80% reduction in time spent finding information.
- Up to 50% savings in operational costs.
- Reduced cost and environmental impact associated with printing, shipping and storing paper documents.
- Reduced risk and increased control over where and how documents are used and shared.
- Efficient compliance with comprehensive audit trails.
- Rapid adoption and ROI—easy web-based interface lets distributed workforce and customers access and share information from any browser when they need it, in an intuitive environment.

## Document and Content Management

Store, manage and share all your business content in a flexible, secure and scalable environment. Features include:

- Manage any content type, including scanned paper (fax, mail, copies), digital files, video, images and email.
- Content fully indexed and organized for easy retrieval via the web, mobile devices or desktop applications.

## Workflow Automation

- Streamline document-centric business processes by automating routing, approval and disposition.
- Content rules and sophisticated workflows support all of your organization's workflow automation needs.
- Integration with MFPs and mobile devices provide users with an end-to-end solution from the office to customer sites to home.

## Intelligent Capture

- Supports a wide range of scanning needs with tools for both distributed and centralized capture.
- Integrating hard copy content into business processes with scan-to-process and scan-to-archive capabilities.
- Store digital copies of business records for instant retrieval; content can be replicated for disaster recovery.

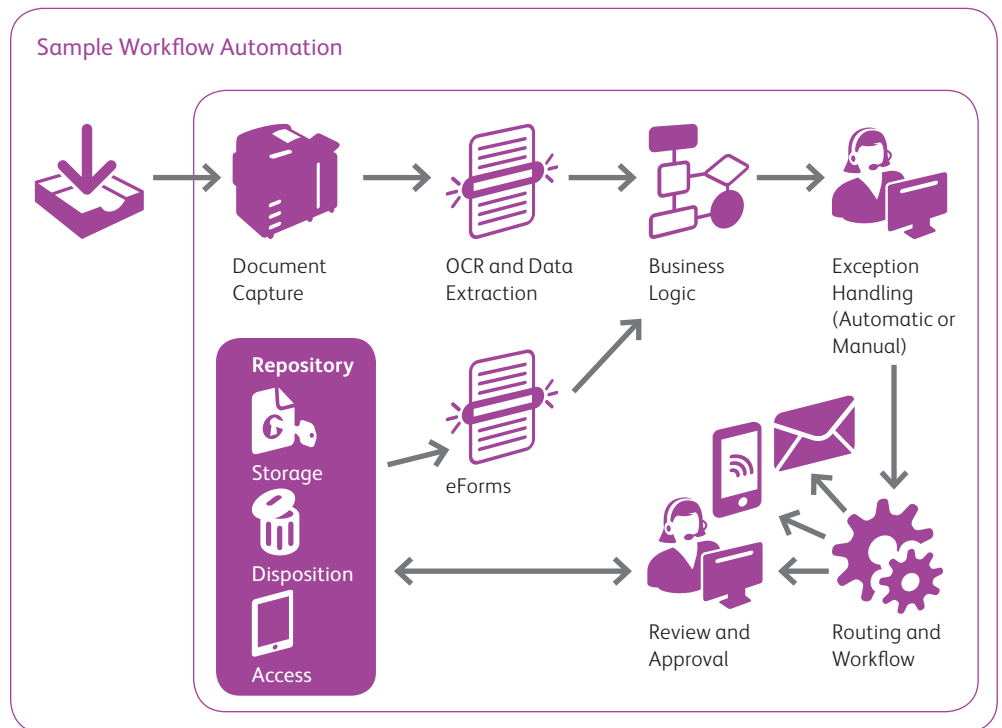
## Enhance Employee Productivity

- Instantly share information across distributed workgroups.
- Version management, file locking and annotation features support collaboration among highly diverse groups.
- Improve communication and knowledge transfer with wikis, blogs and dedicated workspaces.

- Document routing and approval for document sign-off.
- Engage and share information with external users via secure access.

## Improve Governance and Reduce Risk

- Centralized, secure storage helps organizations protect and retain important business information.
- Full logging and reporting of all system and content actions.
- Easily enforce their internal policies to comply with HIPAA, JCAHO, ISO 900, OSHA, Sarbanes-Oxley, and other regulations.
- Sophisticated search tools help with content discovery when required.



To learn how Xerox® Content Management Services can benefit your organization, visit us online at [xerox.com/ecm](http://xerox.com/ecm)