Improve Productivity and Business Processing with Advanced Capture

Xerox® DocuShare® for Enterprise Capture – Solutions that Optimize.

XEROX DOCUSHARE AND ENTERPRISE CAPTURE OFFERINGS

Xerox DocuShare Content Management Platform combines with Enterprise Capture services offerings to integrate imaging and capture, eliminate paper, increase productivity, and cut costs.

The solution is ideal for paper-intensive transaction processing in virtually any industry, in applications such as case management, claims processing, accounts payable, and much more. The offering allows capturing both paper and digital-based documents and forms of many types and intelligently extracting data that can be used to analyze the document, automate approvals or other business processes around it, and share the extracted information with back-end enterprise systems.

Enterprise capture capability offerings can be Xerox and/or third-party software to configure intelligent capture solutions. Other imaging and capture tools may also be integrated, depending upon customer requirements, including:

- PDF Forms for Xerox® DocuShare®
- Xerox® ConnectKey® for DocuShare

Data capture and document processing solutions convert many document types into business-ready data, reading the content of documents and delivering the electronic documents and metadata to the Xerox DocuShare Content Management Platform. throughout the enterprise. It supports large workforces of employees and external partners who submit and manage thousands of documents daily across the enterprise

Capture tools enable organizations to:

- Automate manual tasks, including pre-sorting and data entry for business-critical documents.
- Ensure accurate, business-ready data output
- Provide recognition technologies and rules-based automated verification methods.
- Customize and integrate with DocuShare business processes.

XEROX DOCUSHARE CONTENT MANAGEMENT PLATFORM

Xerox® DocuShare® is a proven, reliable, and high-value enterprise content management (ECM) application designed to support complex business processes.

DocuShare is for organizations that want to need to:

- Reduce costs related to existing paper-based business processes.
- Provide document management and process automation capabilities to a large, distributed user community.
- Support multiple, simultaneous processes and workflows that easily

integrate with enterprise CRM and ERP systems, including human resources, finance, sales, procurement and customer support applications.

- Standardize methods of collecting, routing, reviewing, approving, and distributing digital and paper documents.
- Improve employee effectiveness and customer response times.

> DocuShare customers consistently reduce time spent finding information by 80% percent and reduce operational costs by 50%.

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STREAMLINE WORKFLOWS

With business-critical data scanned and stored, organizations can deliver faster service. Data collected at the point of capture can be automatically imported into the ECM system, triggering other processes without manual intervention.

- **Unprecedented productivity:** Enable immediate, secure access to information 24/7 from any device. Cut business process management from weeks to days or minutes.

- **Enhanced security and protection:** Create a disaster recovery system and support regulatory compliance so you never have to worry about protecting and accessing business-critical information. Automate Your Paper-to-Digital Workflow Improve Productivity and Information Access

- **Scalability:** Manage tens of millions of documents for thousands of users.

- **Management of high volumes and complex business processes:** Automate processes for countless documents and workflow requirements of any complexity.

- **Confidence:** Ensure your business has the right capabilities with a custom-configured solution based on an established

MANAGE THE DOCUMENT LIFECYCLE

In addition to the day-to-day management of information and business processes, Xerox DocuShare enables organizations to automate retention and periodic review of content to ensure it is current and compliant with Sarbanes-Oxley, Joint Commission, HIPAA, MoReq, ISO 15489, and other regulations, such as SEC requirements. You can:

- Automate timed-based events such as publication or expiration.

- Change the state or visibility of content based on specific dates.

- Ensure that users focus on needed, current content.

- Extend the scalability and optimize the performance of your content management system.

FIND INFORMATION FASTER

Eliminate paper with minimal manual effort with the power of Enterprise Capture scanning and data capture, and manage the processes associated with the documents more efficiently through Xerox DocuShare Content Management Platform capabilities. Automated workflows replace the need to retrieve and distribute paper documents manually.

Once documents are in the DocuShare system, knowledge workers can find them by searching for keywords captured when the document is entered into the system. Users can even search for specific content within documents saved as searchable PDFs.

Examples include:

Accounts Payable departments can:
- Avoid late payment penalties
- Improve their ability to collect early-pay discounts
- Have better cash flow visibility with digital invoice processing.
- Invoices that match up to purchase orders in the system can be processed automatically,
- Free up employees to do more rewarding tasks.

Insurance Claim Processing can:
- Process faster when claims are captured from physical mail and then processed digitally.
- Increase customer satisfaction by empowering customer service with faster response times from easier record lookup capability.

Human Resource departments can:
- Boost satisfaction levels when service levels.
- Streamline new employee onboarding.
- Open positions can be filled faster when paper-based approval processes are eliminated.

PROFESSIONAL SERVICES FOR XEROX DOCUSHARE

Our Professional Services team can help you deliver even greater efficiency and ROI to your organization, maximizing the performance of your content management solution. We provide initial implementation services, system "Tune Ups," upgrades, migration, integration and workflow services. We also deliver business and industry solutions to meet your specific requirements. We provide training workshops for your teams so end users adapt quickly and easily, and administrators know the full range of Xerox DocuShare features, customizations, updates, database optimizations, and capabilities to help you effectively manage your information.

We can help you automate and simplify a broad range of document processes in your organization by combining our content management and workflow platforms with our professional services organization's technical and domain expertise. The award-winning Xerox DocuShare content management platform helps your enterprise capture, store, share, and transform paper and electronic documents from a variety of sources—web, desktop applications, tablets, smartphones and MFPs.

[1] As rated by Gartner, IDC, Forrester and Quocirca.

Learn more today. Visit **xerox.com/ecm** for additional information on Xerox® DocuShare® Content Management Platform, workflow, and capture services.

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