

Xerox® DocuShare® Private Cloud Service

Xerox® DocuShare Private Cloud Service quickly allows you to gain content management, one-step capture, workflows and mobile access to information—all in a cloud environment. It empowers your workers by providing information management tools and enabling easy, secure online collaboration with your customers, your partners and the public. It also supports bring-your-own-device (BYOD) policies by providing external storage that is easily accessible from mobile devices.

Today's workers have access to many free cloud services—but unfortunately, your organization's information is at risk when your workers store business files into an un-monitored, unsecured cloud file share. You need a simple, secure and easy way to share, access and manage information in the cloud.

Xerox® DocuShare Private Cloud Service gives you a solution with no hardware or software to buy, with a secure cloud infrastructure managed by Xerox. It reduces your IT costs by handling tasks such as administration, management and backup of the solution, and frees workers to focus on their business priorities.

Secure, Cloud-Based Content Management

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

- Enterprise Content Management
- Simple, cloud-based file sharing
- Workflow automation
- Connection to Enterprise Systems
- Mobile productivity
- Scan to the cloud
- Team collaboration
- Enterprise security
- Professional services and support
- Securely managed cloud infrastructure

Based on the award-winning Xerox® DocuShare Enterprise Content Management (ECM) platform, the Xerox® DocuShare Private Cloud Service uses the same ECM platform that offers scalability, ease of use and mobile access to organizations of all sizes.



Deploy world-class ECM and process automation in days, not months.

Organizations using Xerox® DocuShare® Private Cloud Service gain immediate and powerful benefits, including:

- **Collaboration**—Share files through a secure network outside the company, in a fully auditable environment.
- **Mobile Productivity**—Gain flexible, external access to the information that powers business decisions.
- **Security**—Provide backup and redundancy, encryption and continuous network monitoring with cloud systems located in multiple private data centers.
- **Privacy**—Utilize data centers compliant with ISO 27001, HIPAA, PCI-D55 and SOX guidelines.
- **Efficiency**—Audit document use and utilize lifecycle management tools to manage your retention policies simply.
- **Secure File Sharing**—Share large files in the cloud, with version control.
- **Integration**—Connect your content to cloud applications or in-house systems such as CRM or ERP.

Enterprise Content Management

Combine the rich features and functionality of the Xerox® DocuShare ECM platform with flexible, easy access from remote locations:

- Checkin/checkout, file versioning
- Email sending
- Document lifecycle management
- Customizable e-forms
- Routing and automated workflows
- File side-by-side viewer
- HTML preview
- Convert documents to PDF
- Full text and metadata search
- Read-only view and access
- Transfer large files (no FTP)

Workflow Automation

- Route jobs seamlessly through business processes and increase productivity with automated workflows for Contract Management, Accounts Payable and more.
- Deliver business- and industry-specific solutions with Xerox® Professional Services.
- Provide users with an end-to-end solution, from the office to customer sites to home, integrating MFPs, intelligent capture and mobile devices.

Scan to the Cloud

- Easily capture directly from the MFP to the cloud with Xerox® ConnectKey®.
- Integrate paper content into business processes with one-button scan-to-process and scan-to-archive options.

Mobile Access

- Use free Xerox® DocuShare mobile apps to access business documents when you're on the go.
- Participate in workflows when you're mobile through notifications, email sharing of content and mobile e-forms.

Cross-Platform Compatibility

- Access your critical data from different platforms, browsers and mobile devices.
- Manage any content type, including documents, email, scanned paper (fax, mail, copies), digital files, video, graphics and URLs.

Intelligent Collaboration

- Enable collaboration among multiple work groups—internal and external—with team spaces, version file locking and annotation features.
- Improve productivity with routing and approval for document sign-off.

Publishing/Public Portal

- Publish public documents, records, board notes and much more, while linking to other websites and easily updating content in seconds.
- Enable instant, powerful search retrieval over millions of records, with content fully indexed and organized.

Enterprise Security and Governance

- Protect and retain important business information with centralized, secure storage.
- Actively monitor the solution for inappropriate access with full logging and reporting of all system and content actions.
- Easily establish document publishing, versioning, access controls, audit trails and other features to help comply with the security and document management requirements of HIPAA, ISO 9000, OSHA, Sarbanes-Oxley, the Joint Commission and other regulations.
- Help with content discovery, when required, with sophisticated search tools.

ECM in the Cloud—External Sharing, Mobility, Easy Scanning to Cloud



- Secure cloud-based service



- Enterprise Content Management
- Automated process solutions
- External collaboration



- Mobile access to files
- Mobile e-form processes
- One-step scan to the cloud

For more information, visit xerox.com/was

