

# Policy Manager for Xerox® DocuShare® Flex

## Transforming Your Approach to Policies

From the mailroom to the CEO, policies influence everything about how an organization operates. Unfortunately, if you rely on manual processes to manage your policies, maintaining consistency across your business, and assuring that policies are accessible and up to date, can be a never-ending struggle.



Policies are essential for empowering employees with the most current standards and guidelines, and ultimately for supporting organizational goals, from patient safety to maintaining HR guidelines and protecting company interests. When consistency's not maintained, things start to fall through the cracks. Day-to-day operations get disrupted. And sensitive information can get exposed — putting you at risk of non-compliance penalties or even lawsuits.

### POLICY MANAGER FOR XEROX® DOCUSHARE FLEX CAN AUTOMATE YOUR APPROACH TO POLICIES.

Policy Manager for Xerox® DocuShare Flex is a purpose-built solution, providing a flexible framework for creating and managing policies. It makes every step of the process — from authoring and review to publishing and implementation — simple, collaborative and secure.

- Create, update, review, approve and acknowledge policies and manuals in one location
- Automate the timely review of policies, so the right version is always available
- Accelerate reviews and updates with automated workflows and alerts
- Personalize access by role and easily share useful content with others
- Monitor real-time reporting and analytics from the dashboard viewer
- Organize and store organizational policies in a secure, centralized repository
- Quickly retrieve policies at the moment they're needed with powerful search features
- Access policies on the go from your smartphone or tablet

#### MOTIVATING TRENDS

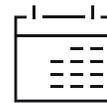
Current trends motivating C-Level and IT leaders to digitize their policy processes, according to AIIM:\*



**40%** of companies find policy management to be a top challenge to governance



**Only 15%** have automated processes to approve policies



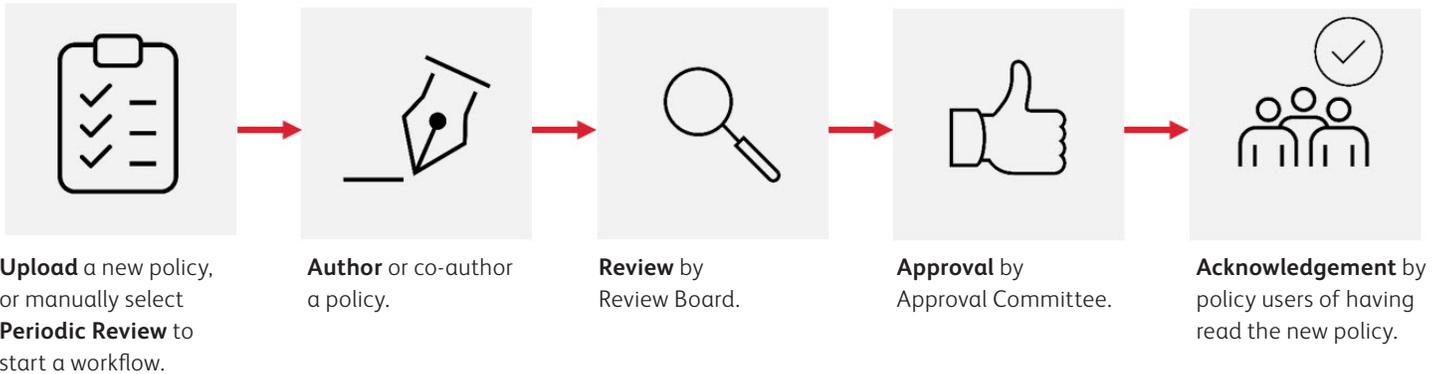
**Just 9%** are certain their own policies are up to date



**Over 50%** said their organization is under more regulatory pressure than ever before

# Let's get your policies back on track.

Policy Manager for Xerox® DocuShare Flex makes it easy to accurately define your organization's goals, protect your interests and be better prepared for whatever the future has in store. With this intuitive solution, you can build and manage policies that meet evolving employee, business and regulatory needs — and ensure everyone in your organization is always able to find the right policy, right when they need it.



## WE CAN HELP YOUR POLICIES WORK BETTER.

Let us put our experience in automation and our technology expertise to work streamlining the creation and management of your organization's policies.

## POLICIES ARE IMPORTANT IN MANY INDUSTRY AND BUSINESS AREAS.

Here are just two areas where it's critical to have the most current policy available, and effectively track acknowledgments.

### Healthcare Policies

- Procedural guidelines for clinical areas such as Patient Intake, Nursing, Emergency Room and more.
- Pharmacy Guidelines
- HIPAA Policies

### Human Resources

- Code of Conduct Policy
- Health & Safety Policy
- Security Policies
- Privacy Policy

## TRANSFORM YOUR WORKPLACE.

Stem the tide of documents flooding your office and enhance the way you work with document capture, document automation and cloud-based sharing made easy. Agile and adaptive, Xerox® DocuShare Flex Content Management Platform can help organizations of any size achieve lower costs and higher results.

Learn more at [xerox.com/DocuShareFlex](https://xerox.com/DocuShareFlex)

\*"Managing Governance, Risk and Compliance with ECM and BPM," AIIM, 2015. [www.aiim.org](http://www.aiim.org)