



# Xerox DocuShare® CPX 6.5

Integrating Content, People, and Processes



If your organization could reduce the time it takes to complete vital processes from weeks to minutes, just think how productive everyone could be.

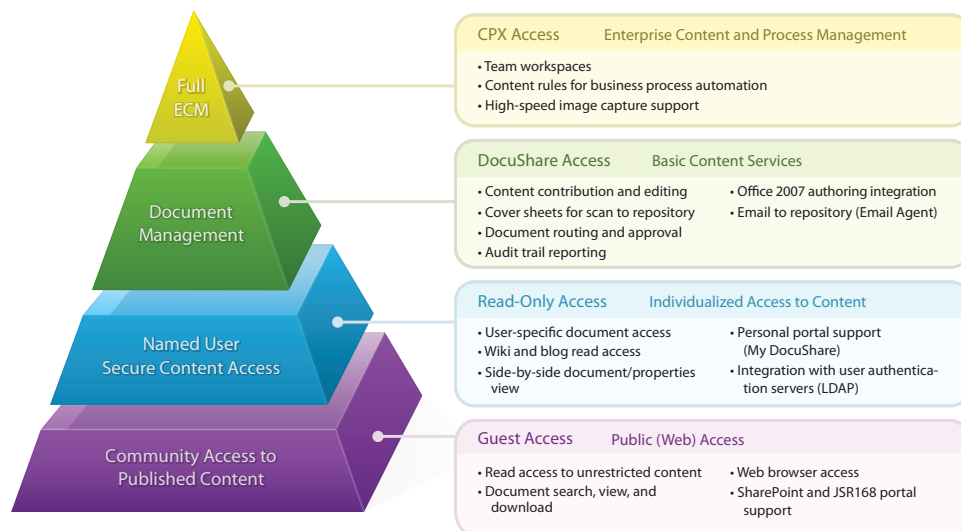
Xerox DocuShare CPX is a proven, award-winning application that brings new efficiencies and business value to organizations of all sizes. DocuShare CPX delivers an expanded set of advanced capabilities that allows users to build best practices into automated business processes. Companies experience much greater efficiencies and gain ROI within the first months of use.

## Accelerating High-Value, Document-Centric Business Processes From Weeks to Minutes

DocuShare CPX turns slow, paper-based processes that take weeks into fast, automated steps that take seconds or minutes. Transactional documents such as invoices, contracts, specifications, and reports can be captured and automatically routed through approval, distribution, and archiving so no paper is handled. This not only improves compliance and saves tremendous amounts of time and money, but it also minimizes your company's carbon footprint, proving that what's good for business can also be good for the environment.

### Content-Centric Collaboration

DocuShare CPX enables any user—regardless of skill set—to easily collaborate on content, while the organization secures and maintains the content for future reference and possible re-use. With DocuShare CPX, organizations can assemble task-specific information, people, and reference material into centralized workspaces that facilitate access and elevate focus on key business activities and processes.



### Engaging in Process Management with DocuShare CPX

DocuShare CPX offers the advanced ECM functionality necessary for integrating and automating transactional content and applying sophisticated collaboration and business process management to specific tasks, making it an ideal environment for a number of repetitive content processes, including:

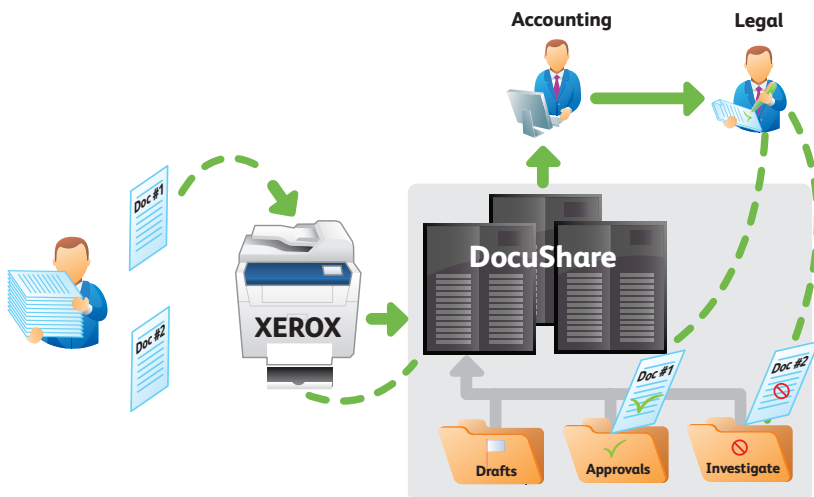
- Mortgage loan applications
- Life insurance forms
- Claims processing
- Due diligence support
- Resume/job applications
- Healthcare privacy forms
- Student grade reports
- Jury summons
- Brokerage trading orders/contracts
- Government permits
- Employee evaluations
- SOPs/ISO manuals and handbooks
- Contract renewals
- Accounts payable and receivable
- And much more

### Image Capture and Processing

DocuShare CPX offers image capture capabilities that meet high volume production standards and support a wide range of scanning interfaces, including scan to email, and third-party devices. Using scan cover sheets, workers can rapidly scan multiple documents directly to a pre-existing DocuShare collection or add a version to an existing document. This enables both hard-copy and electronic documents to be captured and controlled through a unified management console and rapidly brought in to larger business processes. Scanning is highly secure yet fully personalized; individuals control the creation and distribution of each scan cover sheet and can revoke usage at any time.

### Business Process Automation

DocuShare CPX allows business process managers to establish content rules that determine how content moves through an organization. For example, these rules can trigger a series of easily predefined actions automatically when they add or modify documents in a DocuShare collection. When used in conjunction with image capture, scan cover sheet capabilities, and the built-in Email Agent, it allows individuals to submit content via a broad range of scanning interfaces or email and have that content initiate one or more complex processes. Process managers can even establish rules for exporting documents downstream, creating links to third-party applications or processes that require content but are less accessible to most corporate end-users.



### Compliance and Auditable History

DocuShare CPX supports compliance and accountability by offering tracking and reporting features that capture all user activity and events that view, touch, or modify DocuShare content or properties (metadata). This information is captured for all registered levels of access (Read-Only, DocuShare, CPX), ensuring that the activities of each named user on each piece of content are reliably tracked.

Additionally, DocuShare CPX seamlessly integrates with Xerox DocuShare Records Manager, a capability that is particularly crucial for users responsible for tracking and controlling documents related to Sarbanes-Oxley and other government regulations, as well as Electronic Records Management. It not only simplifies the classification, declaration, and administration of records, but also integrates into existing work activities. As a result, users will consistently declare more documents as records, leading to greater compliance and efficiency.

### DocuShare CPX in Action— Automating the Employee Application Process

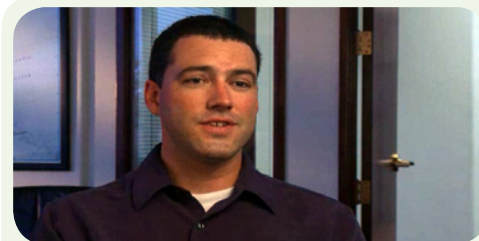
Managers can customize DocuShare CPX to match the way information flows in their organization, enabling them to easily streamline routine processes. A perfect example is the acceptance, acknowledgment, review, and referral of job applications/resumes.

#### DocuShare CPX can automatically:

- Accept applications with resumes via scanning stations, fax server, or email into a designated DocuShare collection and automatically generate an email acknowledgment to the applicant, and even perform OCR on the resume content to support precise search and matching of applicant experience with job requirements
- Route applications to appropriate hiring managers for multiple jobs
- Distribute applications to the appropriate department and staff for consideration, after review and approval by hiring managers
- Place the application and resume into an interview collection, if approved for an interview
- Move the application and resume to a hold file if rejected, and mail a response letter to the applicant

## DocuShare CPX boasts a rich feature set that ensures greater personal productivity for every user.

- Core content library features, such as version control, check-in/check-out, and routing and approval, enable easy document management and ad-hoc collaboration
- Easy, secure access and usability through any standard Web browser—no need for added software or IT support
- High-performance imaging with capture rates of over 1000 images per minute in continuous operation modes
- Performance-tested to support over 50 million documents per server
- Ability to automate image capture, document management, business collaboration, content automation, as well as compliance and records management
- “Guest” and “Read-Only” access supports Web information publishing for external and internal constituents
- Audit history tracking, query, and reporting support compliance and security
- High-capacity indexing with the Autonomy IDOL search engine enables fast search and retrieval
- Server-based OCR option converts imaged documents into indexed files that can be searched and edited
- Federated searches across multiple DocuShare servers support scalability and growth
- Integration with multiple Web portal systems, including Microsoft Office SharePoint Server 2007 and JSR168 compliant portals, ensures easy Web browser access to DocuShare CPX content and processes through familiar departmental and corporate portal interfaces
- Conversion of TIFF files to PDF or Microsoft Excel, and other MS Office documents to PDF, XML, or HTML to enable flexible access to content by all users
- Seamless records management with Xerox DocuShare Records Manager brings ECM and records management into a single, easy to manage user interface



“DocuShare was a complete, affordable solution out-of-the-box. With other solutions like Documentum you pay per user, and pay add-on charges for the workflow engine. We estimate we’ll reach ROI 50 % faster with DocuShare.”

- Colby Giles, IT Manager,  
OwnerGUARD

Xerox DocuShare was Awarded  
Buyers Lab “Pick” for Best ECM Software

Evaluated on:

- Ease of use / Ease of administration
- Integration with multi-function device imaging
- Security
- Value



## Xerox DocuShare® CPX Integrating Content, People, and Processes

For more information, call 1.800.735.7749 or visit [www.docushare.com](http://www.docushare.com)

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