



# Xerox® DocuShare® Flex Content management platform

For the digital workplace

# Content management made easy

Managing a business is getting more complicated every day. Content is exploding. Mailboxes are overloaded. Locating documents can be challenging.

For a small to medium-size business (SMB) or enterprise department, finding the right solution – one that's affordable, easy to adopt and ready for your day-to-day business – makes all the difference.

## XEROX® DOCUSHARE® FLEX MAKES IT SIMPLE.

The Xerox® DocuShare Flex Content Management Platform is a new cloud-based Software as a Service (SaaS) application.

Designed to help SMBs and enterprise departmental teams easily manage and organise their business content and set up business rules to automate and drive common processes, it has the tools you need to help you manage your business effectively.

With its advanced capabilities, you can connect to line-of-business applications and create custom document types to support your unique departmental needs. Deployment takes days, not months, and requires little to no IT support or employee training thanks to its cloud-based, intuitive design. Users can get started immediately.

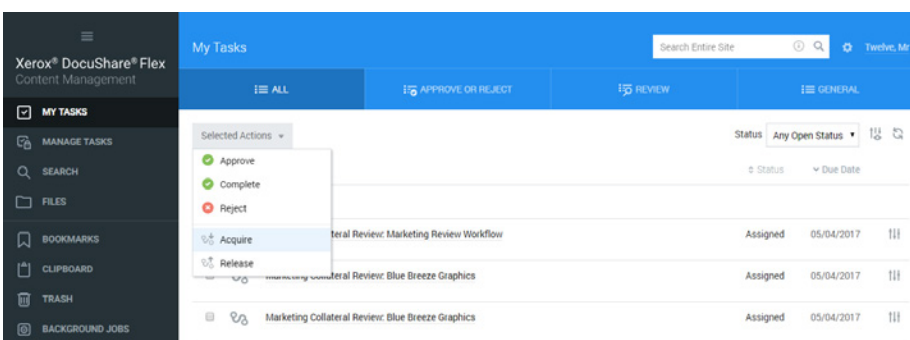
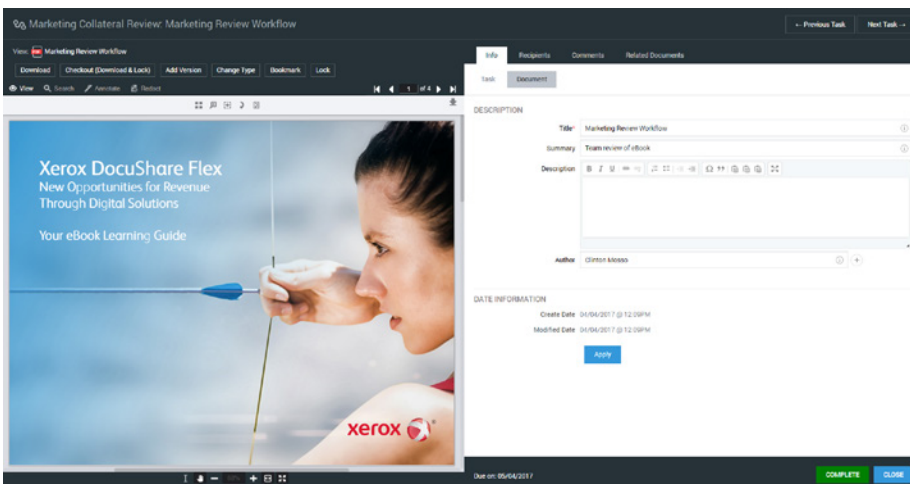
Most importantly, DocuShare Flex is highly scalable, handling changes in user numbers, storage space and specific process requirements.

## WHAT'S NEW ABOUT DOCUSHARE® FLEX?

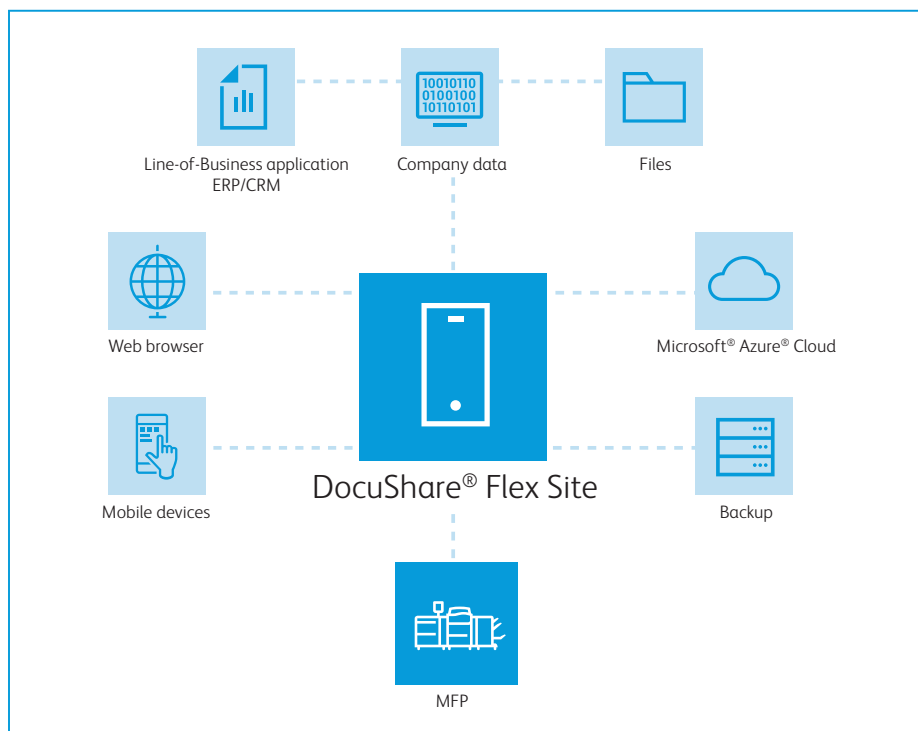
DocuShare Flex is the next-generation platform that carries over many aspects of the classic, award-winning DocuShare.

The new platform introduces:

- SaaS-based cloud delivery for quick adoption
- 100 % web-based, updated user experience
- User-driven workflows that do not require costly professional services
- Greater scalability, to grow with your business
- Ability to connect to your line-of-business systems, such as enterprise resource planning (ERP)
- Ability to save your business rules and reapply them to other departments
- Optional built-in user management
- Permission enhancements for increased security



For the SMB or department, Xerox® DocuShare® Flex offers basic, intermediate and advanced features to adapt to your increasing requirements.



#### KEY FEATURES AND FUNCTIONALITY

- **Intuitive interface** to promote adoption and minimise training requirements
- **Scan to file folder** in a secure, shareable cloud
- Document version control
- **Task assignment**, management and escalation
- **Multi-file drag-and-drop** for instant upload of documents
- **Smart document viewer** with annotation and redaction
- **Mobile-friendly** interface
- Actions to manage and align your organisational content to your business processes
- Full **integration** with your corporate directory services
- **Advanced security framework** to promote governance and content collaboration
- **Full text search** capability to convert information to knowledge easily

#### CAPTURE AND INDEX

One of the most challenging parts of content management is handling the massive influx of documents – paper and digital – flowing through your organisation every day. But with DocuShare Flex, capturing, indexing and storing these files is a breeze. DocuShare Flex is compatible with imaging and scanning devices designed to streamline document capture. It boasts powerful capture features including:

- **One-step scanning** from Xerox® MFPs that enables scanning into workflows, file folders and individual folders in the cloud – both on and off site
- **Database integration** to auto-index key document properties
- **Multi-file drag-and-drop** for instant upload of documents

#### MANAGE AND COLLABORATE

DocuShare Flex helps you categorise, store, organise and manage the full lifecycle of your business content in a secure central repository in the cloud. Employees manage their content through the intuitive interface where they can easily organise files.

	<b>Manage document properties, permissions and tasks</b>
	<b>Assign tasks and manage</b> employee workloads
	<b>Email content from your repository</b> as an attachment, zip file or URL, or into a workflow
	Create team folders that <b>support notifications and email collaboration</b>
	<b>Cloud access and URLs for content empower workers</b> to manage business content in DocuShare; internally share links to content (rather than attachments)

# Access content securely, and manage its lifecycle

No matter where your employees are or what device they're using, they can have quick and secure access to individual or team content. This is available across desktops, browsers and mobile devices 24/7. And with a powerful full-text search engine, employees can easily find files in a matter of seconds.

Of course, you control who can access, author and view documents. You can conveniently protect content with user and group ability to set access controls, as well as an administrator view of all permissions. In addition, you can enable automated data archiving, reviews and destruction, and benefit from reporting and security audit trails.



## EFFICIENT PROCESSING

Xerox® DocuShare® Flex is not just a central platform for the storage, sharing and editing of content. It is also designed to boost productivity through user-friendly routing tools and automated workflows:

- **Intuitive routing** helps you create and manage tasks and escalate for non-responses
- **Configurable task management** to categorise your processing tasks
- **Business rules** designed for business-level use let you automate processes quickly
- **Global business rules** work across all folders and teams
- **Automated periodic document** review and disposition policies make lifecycle management simple
- **Update of external databases** through business rules
- **Business process automation** enables solutions such as contract management and HR onboarding

## THE POWER OF THE CLOUD

In addition to easy configuration and setup, as well as the ability to scale, the cloud also saves your IT staff the burden of inefficient administrative management. Furthermore, there's no need to worry about security. Xerox follows industry best practices in cloud security processes, procedures, technology and physical measures – from encrypted user authentication to scheduled backups, off-site storage and site replication – to ensure the securing and availability of our customers' data.

To learn more about Xerox® DocuShare® Flex, visit [xerox.com/ecm](http://xerox.com/ecm) or [docushare.com](http://docushare.com).