



## Imaging Solutions Brief

Regardless of industry, geography, size, or mission, every business in operation today must handle the day-to-day management of paper documents. From sales orders, to account information, to patient invoices, to contracts, to marketing brochures, the creation, storage, indexing, and retrieval of paper records and documents can mean a significant expenditure in time and personnel to manage. Gartner estimates the average knowledge worker spends 40% of their time looking for information locked in documents.

As more organizations bring their business processes to the Web, the reliance on paper can be a logistical dinosaur—too big to integrate into new systems and too dangerous to ignore. Regulatory and certification requirements around security and confidentiality heightens the urgency to find a powerful document management solution that can manage hardcopy documents as easily as electronic content, provide secure storage, routing and handling, and enabling instant search and retrieval when required.

### A powerful platform offering a range of imaging solutions

Xerox DocuShare®, a highly intuitive and secure Web-based document management application, enables enterprise workgroups and document-intensive small to medium businesses to dynamically capture, manage, retrieve, and distribute paper documents in digital format, regardless of user skill-level or location. DocuShare is an ideal platform for businesses looking for a document and content management solution that can be deployed easily and affordably, and can also scale to meet more advanced requirements for imaging, archiving, workflow, forms processing, or secure messaging for compliance with a growing list of industry regulations.

### Simple to sophisticated integrated scanning with DocuShare

Deployed in combination with complementary imaging and document management applications, DocuShare provides a powerful alternative to paper documents that can immediately deliver cost savings. DocuShare enables quick capture of paper content into a searchable electronic database that can be organized into business

collections, assigned access permissions and security protocols, and made available for search and retrieval by authorized users anywhere on the globe.

Support for this functionality begins with a scanner or a scan-enabled Xerox multifunction device such as a Xerox Document Centre or WorkCentre Pro, with which DocuShare is tightly integrated. Next, choose a scanning solution that meets your needs.

### Direct Scan to DocuShare

With DocuShare 3.0 and a scan-enabled Xerox multifunction device, users can quickly capture hard copy documents for publishing to the Web, editing at the desktop, or storage in DocuShare without installing middleware or client software. Any user running DocuShare on Windows NT/2000, Solaris or Linux, can effortlessly capture and share hard copy documents without setting up complex scanning templates or bogging down their e-mail system with large attachments. The DocuShare direct scan-to-Web solution makes scanning as easy as printing. It can be used with a wide range of scanners and scan-enabled Xerox multifunction devices.



New WorkCentre Pro

### Integrating DocuShare with Xerox CentreWare Scanning Services

Xerox CentreWare Network Scanning Services provides tools that assist users in automating the scanning process and gives system administrators control and flexibility in maximizing workgroup productivity. Xerox multifunction devices offer a CentreWare Scanning Service add-on module with two components—a server component that lets one create individual directories for each user, and a workstation component that includes a retrieval agent and ScanSoft PaperPort desktop image management application.

With a Xerox multifunction device equipped with both CentreWare and ScanSoft PaperPort (see back for more details), users can take advantage of the full range of PaperPort capabilities, including ScanSoft's OmniPage Pro optical character recognition (OCR) engine and the ability to render PDF files.



## **Integrating DocuShare with Xerox Flowport**

Xerox FlowPort features a unique interface that gives users the capability to access and control documents without using a PC, enabling the integration of paper documents with groupware, e-mail/ messaging, and document management systems like DocuShare, anywhere on the globe. Using a Xerox patented dataglyph technology, Flowport employs simple paper forms that let you capture, convert, and distribute information with checkbox simplicity—scanning, performing OCR, saving documents to a desired format, and sending to multiple destinations, all in one step. This integration lets businesses leverage networked digital devices, such as Xerox multifunction devices and Internet fax machines, with DocuShare's powerful document management capabilities, allowing even paperless content to be captured, stored, searched, and retrieved on demand.

## **Powerful solutions to meet evolving business requirements**

DocuShare's industry-leading document management solution, flexible interface, advanced java platform and open APIs make it a powerful tool for automating and supporting advanced document processes. DocuShare is highly scalable, integrated, fault-tolerant, and configurable, and can grow as business needs evolve, supporting many thousands of users from the work-group through the enterprise.

**For more information on DocuShare, contact a Sales Representative at 1-800-428-2995, or visit us online at <http://docushare.xerox.com>.**

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## **Industry-leading add-on functionality**

### **ScanSoft PaperPort**

ScanSoft PaperPort saves time by making it easy to organize documents and files on any PC. Its intuitive thumbnail-based Visual Desktop allows documents of all kinds—including scanned paper, TIFF, PDF, Microsoft Word, Excel, PowerPoint, and more—to be viewed instantly and organized without launching the associated application. DocuShare can integrate directly with PaperPort, enabling effortless migration of documents from the PaperPort desktop to DocuShare. Simply drag a document from the PaperPort desktop onto the PaperPort-DocuShare link and it is automatically saved into the desired location, complete with any metadata such as keywords, title, author and summary information. With PaperPort Pro 9 Office, documents are automatically converted to PDF, providing a one-step publish to Web solution when used in conjunction with DocuShare.

### **Omtool Accuroute**

Omtool designs, develops, markets, and supports open, client/server software solutions that enable secure, business-to-business electronic document exchange. Accuroute provides secure routing of business documents from and to a DocuShare collection through an intuitive tabbed interface, enabling employees in regulated, document-intensive environments to effectively and securely capture, route, store, and share sensitive content in DocuShare. Adding AccuRoute integration enables businesses to comply with a wide range of regulations for privacy and security across different industries, meeting or exceeding regulations such as:

- HIPAA (Healthcare)
- FDA 21 CFR Part 11 (Pharmaceutical, Life Sciences)
- E-sign Act (Government)
- Gramm-Leach-Bliley Act (Financial Services)

Omtool's Accuroute product is built upon the FlowPort platform and significantly aides in the creation of FlowPort coversheets, so that any user should feel comfortable creating sheets quickly and easily. Accuroute also saves time by enabling full profiling of a document before it is scanned and stored to DocuShare. The user only needs to press the scan button to complete the process.

### **Kofax Ascent Capture**

Kofax is the leading provider of image capture software in the U.S. Kofax Ascent Capture enables the capture of hand-written or typed information stored in hard copy forms, documents, checks, invoices and other business documents, using advanced intelligent character recognition (ICR) and optical character recognition (OCR).

The Kofax to DocuShare release script enables hard-copy content to be captured, converted, and automatically saved into DocuShare for secure, instant access and retrieval. Kofax Ascent Capture works with popular high-volume ISIS and TWAIN-compliant capture devices, as well as Xerox Document Centre and WorkCentre Pro products, providing a fully-integrated front end for ad-hoc and production scanning to DocuShare. Working with Kofax enables companies to engage in production-volume scanning at the office level, with an imaging and document management solution that is lower in overall cost, fast to implement, and requires little administration or training.