Xerox DocuShare® Lifecycle Manager

Efficiently manage critical documents that require periodic review, distribution, and retention

Are you confident that your organization is meeting all of your business or regulatory compliance obligations?

Do you need to conduct regular document reviews and automate time-based events such as publication, distribution, and expiration of these documents?

Now you can streamline the process of reviewing and updating business critical documents and reduce the cost of regulatory compliance

Organizations in industries such as government, legal, healthcare, education, and manufacturing need a cost-effective, easy system that automates time-based events such as publication, distribution, and expiration of compliance-related documentation.

With Xerox DocuShare Lifecycle Manager, you can efficiently manage documentation from the moment it is created or updated to the time it is no longer needed and destroyed. DocuShare Lifecycle Manager automates critical time-based events such as document aging and related actions like date-based reviews and expirations. Now you can automatically enforce and manage document lifecycle events including release, periodic review, and document retention.

DocuShare Lifecycle Manager enables organizations to:

- Automate retention and periodic review of content to ensure it is current and compliant.
- Automate timed-based events such as publication or expiration.
- Change the state or visibility of content based on specific dates.
- Ensure that users focus on needed, current content.
- Extend the scalability and optimize the performance of your content management system.

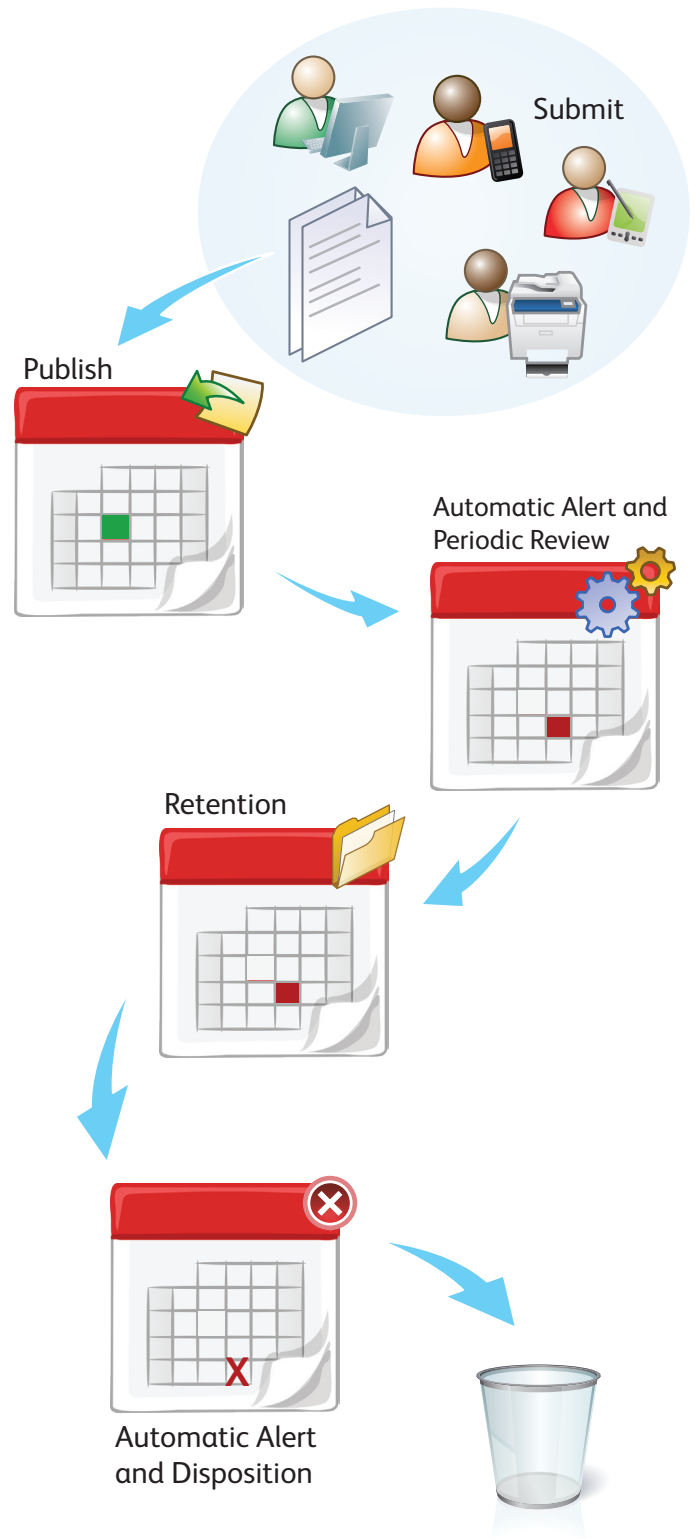## Stay compliant with the regulations that apply to your industry

DocuShare Lifecycle Manager enables records retention that supports compliance with Sarbanes Oxley, SEC, JCAHO, HIPAA, MoReq, ISO 15489, and other regulations.

For instance, the Securities and Exchange Commission's Rule 17a-4 specifies retention periods of three and six years for specific types of financial records. DocuShare Lifecycle Manager can accurately track documents against specific requirements, ensure proper reviews are conducted, and retention requirements are met prior to removal of records from the system.

DocuShare and Lifecycle Manager automates the entire lifecycle of your documents, images, and forms

DocuShare Lifecycle Manager helps monitor, manage, alert, and disposition different types of content to support your business requirements and regulatory compliance. DocuShare and Lifecycle Manager make it easy to capture images from multifunction printers as well as electronic documents and eForms that are submitted online. DocuShare content rules and advanced workflows accelerate your business processes from days or weeks to minutes, saving tremendous amounts of time and money each year.

Stay compliant with DocuShare Lifecycle Manager so your team can focus on moving your business forward.

Submit

Publish

Automatic Alert and Periodic Review

Retention

Automatic Alert and Disposition

Xerox DocuShare®
Content Management and Process Automation for Real Business

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