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 midsize business (SMB) or enterprise department, finding the right solution—one that's affordable, easy to adopt, and ready for your daily business—makes all the difference.

XEROX® DOCUSHARE® FLEX MAKES IT SIMPLE

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 organize their business content and set up business rules to automate and drive common processes, it has tools you need to help you manage your business effectively.

With its advanced capabilities, you're empowered to 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.
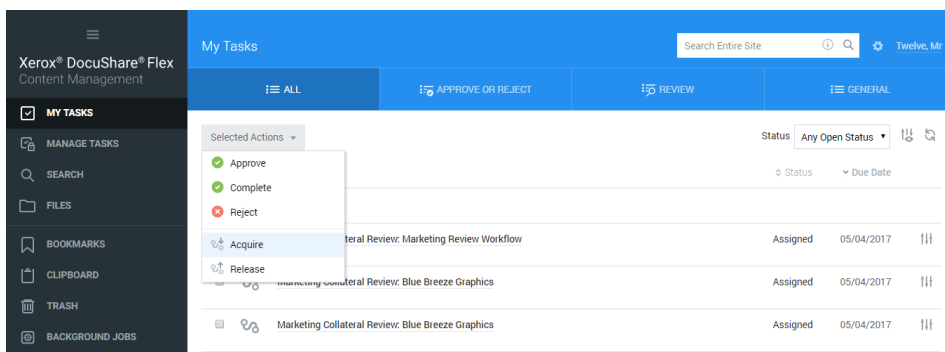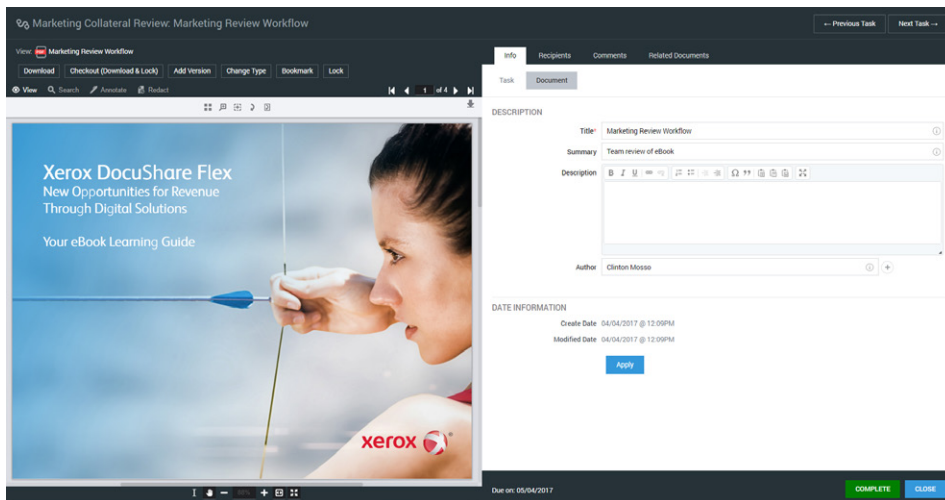
Most importantly, DocuShare Flex highly scalable to meet changes in user numbers, storage space and specific process requirements.
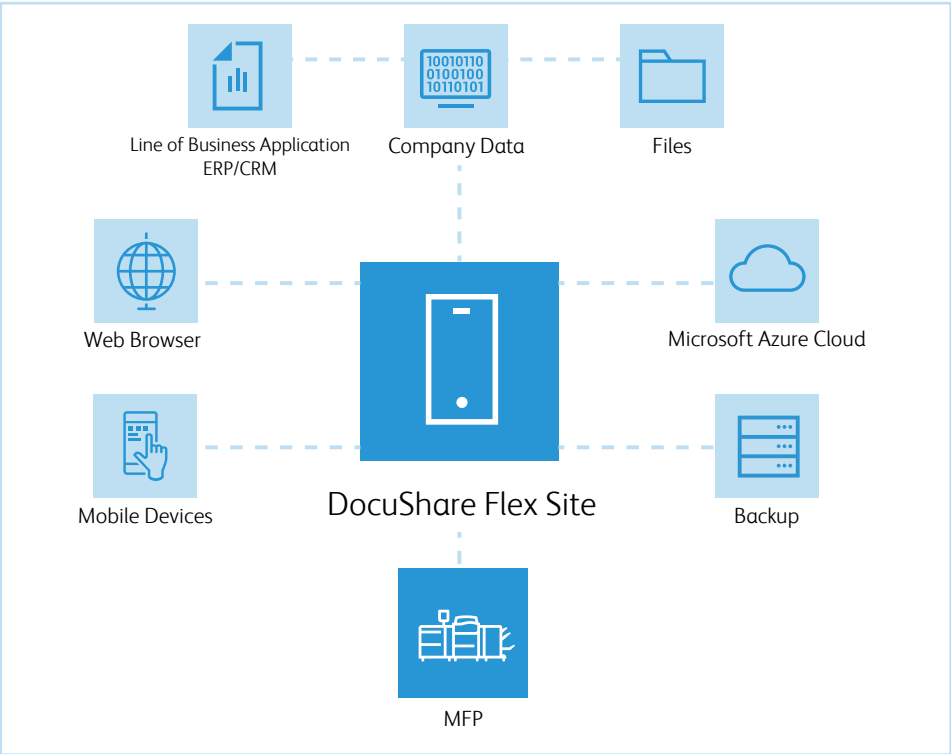
WHAT'S NEW ABOUT DOCUSHARE® FLEX?

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
- Higher scalability, to grow with your business
- Extensibility to connect to your line-of-business systems, such as enterprise resource planning (ERP)
- Portability to save your business rules and reapply them in other departments
- Optional built-in user management
- Permission enhancements for elevated security

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

Line of Business Application ERP/CRM

Company Data

Files

Web Browser

Microsoft Azure Cloud

Mobile Devices

Backup

DocuShare Flex Site

MFP

KEY FEATURES AND FUNCTIONALITY

- **Intuitive interface** to promote adoption and minimize 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 organizational 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 easily convert information to knowledge

MANAGE AND COLLABORATE

DocuShare® Flex helps you categorize, store, organize 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 organize files.

Manage document properties, permissions and tasks

Assign tasks and manage employee workloads

Email content from your repository as an attachment, zip file or URL, or into a workflow

Create team folders that **drive notifications and email collaboration**

Cloud access and URLs for content empowers workers to manage business content in DocuShare®, internally share links to content (rather than attachments)

CAPTURE AND INDEX

One of the most challenging parts of content management is fielding the massive influx of documents—paper and digital—flowing through your organization 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—from on-site and off
- **Database integration** to auto-index key document properties
- **Multi-file drag-and-drop** for instant upload of documents

Securely Access Content, and Manage Its Lifecycle

No matter where your employees are or what device they're on, 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 just 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.

PROCESS EFFICIENTLY

Xerox® DocuShare® Flex is not just a central platform to store, share and edit 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 categorize your processing tasks

- **Business rules** designed for business-level use let you quickly automate processes

- **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** enabling 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 frees up your IT staff from the burden of inefficient administrative management. Additionally 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 safety and availability of our customer's data.

To learn more about DocuShare® Flex, visit xerox.com/ecm or docushare.com.

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