

Streamline Scanning to the Cloud with Capture for Xerox® DocuShare® Flex

XEROX® DOCUSHARE® FLEX
CONTENT MANAGEMENT
PLATFORM



Xerox® DocuShare® Flex Content Management Platform helps SMBs and enterprise departments deliver digital transformation to both customers and employees.

Xerox® DocuShare® Flex is a software as a service (SaaS) content management offering, backed by Microsoft® Azure®, that lets your organization capture, extract and process information, transforming it into usable intelligence and enabling your staff to work smarter, faster and more productively.

CAPTURING CONTENT AND EXTRACTING DATA FROM PAPER DOCUMENTS IS AN EVER-INCREASING CHALLENGE.

Despite today's digital-driven environment, paper documents continue to deluge business organizations—from small-to-medium size businesses to departments within larger enterprises. The resulting paper-based processes are slow, labor intensive and error prone.

The ability to efficiently digitize these documents and automate these antiquated processes will reduce costs and improve productivity by helping workers find information faster, collaborate more effectively, and perform business activities more accurately and efficiently.

INTRODUCING AD-HOC DATA CAPTURE

Capture for Xerox® DocuShare® Flex Content Management Platform allows on-demand capture, classification and validation of a wide array of documents—from invoices and sales orders to contracts and legal files—with automatic cloud-based OCR, into Xerox DocuShare Flex. Plus, viewing and indexing capabilities are seamlessly integrated into the DocuShare Flex web interface.

42%

of respondents to an AIIM survey say that contracts, orders and other documents are still signed on paper.

AIIM, 2017

1/3rd

According to AIIM, nearly a third of offices are piled high with paper and bogged down with paper processes.

AIIM, 2017

The key features of Capture for Xerox® DocuShare® Flex increase your image processing capabilities, and also improve your workflow and collaboration efforts.

FEATURES

- Fast, easy set up without IT involvement
- Effortless creation and storage of searchable PDF documents
- Seamless integration with DocuShare Flex interface
- Easy capture, indexing and saving of scanned documents, as well as documents uploaded from a mobile device or dragged and dropped from your PC desktop
- Automatic, cloud-based OCR in all languages
- Barcoded separator sheets for faster batch scanning
- Image compression and PDF export

WORKFLOW

- Integrated document viewer with simplified, click-based and lasso metadata selection, to help organize information and workflows
- Ability to write custom workflow steps that follow upon capture
- Delivery of captured documents into validation and approval workflows

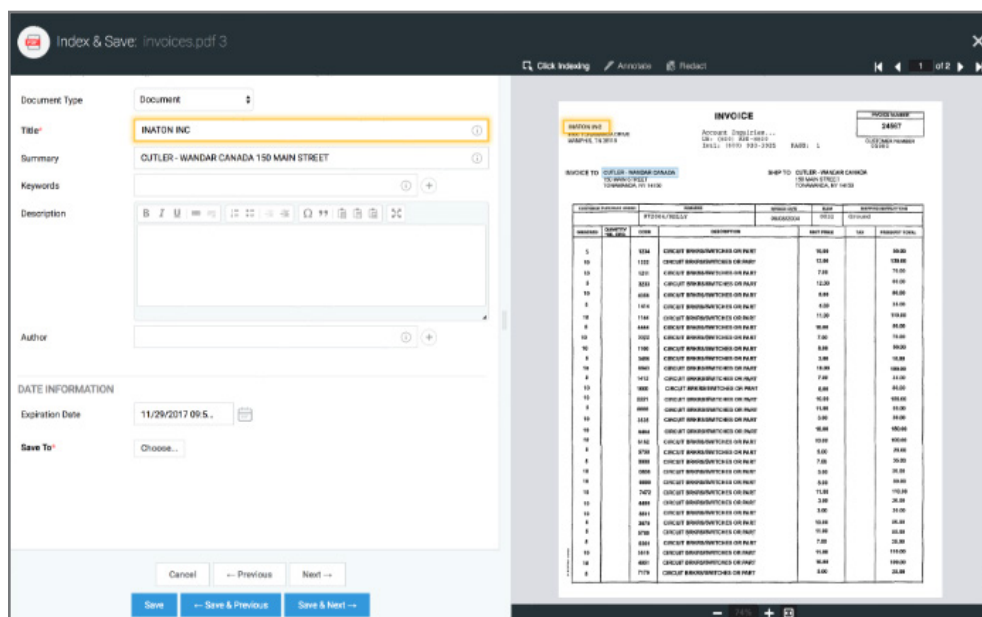
COLLABORATION

- Easy annotation of images to share insights
- Redaction to help control what's communicated to whom

44%

of those surveyed say enabling anywhere, anytime access to content is the top benefit driving capture in their companies. Over 40% cite improved process productivity.

AIIM, 2017



For easy indexing of documents such as invoices, simply select, lasso, or highlight text on the image to assign a property.

To learn more about how Capture for Xerox® DocuShare® Flex can help your business or department take control of your paper-based processes to boost productivity and cut costs, simply contact us at docushare.info@xerox.com or visit www.docushare.com.

^{1,2} AIIM, "Work Made Better: 4 Critical Elements of Intelligent Capture and Workflow," 2017. www.aiim.org

³ AIIM, "Improving Business Operations in 2017: Capturing Vital Content." 2017, AIIM Industry Watch. www.aiim.org