

THE DOCUMENT COMPANY

XEROX®

DocuShare Business Unit

What's the difference between DocuShare 3.1 and 4.0?



New Web UI

XEROX DocuShare®

Home | Content Map | What's New | Users & Groups | Help

sparks Logout My Tasks

Search: Advanced

Login:

Username

Password

Domain

☐ retain login for future

You must login to add content or see restricted content.

What's New:

Lists all modified content. See what's new today!

Getting Started:


Not sure what to do?
[Take a Tutorial](#)


Related Links:


[About DocuShare](#)
[DocuShare Downloads](#)
[WorkCentre Scans](#)


Welcome to DocuShare!


Providing essential tools to improve the efficiency of document-intensive processes throughout your enterprise.

 **My DocuShare**
Your personalized DocuShare home page...

 [Initial Top Level Collection A](#)

 [Initial Top Level Collection B](#)

 [Initial Top Level Collection C](#)

 [Initial Top Level Collection D](#)



My DocuShare – a portal view of your site

XEROX DocuShare®

Home | Content Map | What's New | Users & Groups | Help

dsuser Logout My Tasks Search: Go ▲ Advanced

My DocuShare

Location: [Home](#) My DocuShare

Favorites (Page 1 of 1)
View: Go
 [Registration](#) *NEW!
 [Training Guide](#) *NEW!
 [Training Schedule](#) *NEW!

History (Page 1 of 1)
View your browsing history.
 [My DocuShare](#)
 [Training Listing](#)
 [Initial Top Level Collection D Listing](#)

Tasks (Page 1 of 1)
View your current tasks.

Personal Collection (Page 1 of 1)
View: Go

Title	Owner	Date	Size
Presentations *NEW!	dsuser	09/27/04	3
Course Agenda *NEW!	dsuser	09/27/04	61 KB

Favorite Calendars (All your favorite calendars combined)
View: Go Refresh
◀ Previous **October 3, 2004 - October 9, 2004** Next ▶

Sunday, October 3, 2004	
Monday, October 4, 2004	9:00 am - 4:00 am User Training Class dsuser
Tuesday, October 5, 2004	9:00 am - 4:00 am User Training Class dsuser
Wednesday, October 6, 2004	9:00 am - 4:00 am User Training Class dsuser
Thursday, October 7, 2004	9:00 am - 4:00 am User Training Class dsuser
Friday, October 8, 2004	9:00 am - 4:00 am User Training Class dsuser
Saturday, October 9, 2004	



Access your favorites from other Web pages

Change Access List

Show: ☒ Users ☐ Groups ☐ Both

Search: Go

Show All Show Favorites

Possible Users/Groups:

- Jones, Bob (User-13, bjones:DocuShare)
- Roberts, Susan (User-20, sroberts:DocuShare)
- Tsang, Victor (User-19, vtsang:DocuShare)

List your favorite accounts when changing an object's access list.

View Edit Permissions Subscriptions Locations

Current Locations: Initial Top Level Collection A

Sort By: Title Go

Search: Go

Show All Show Favorites

Possible Locations:

- Customer Support (Collection-20)
- Training (Collection-18)


Add V Remove ^

List your favorite collections when changing an object's location.










Threaded discussions replace bulletin boards

A discussion provides users with an online forum for exchanging ideas. All topics and replies are threaded and fully searchable.

 **Product Feedback** [Edit Properties...](#)

Location: [Home](#) » [Initial Top Level Collection A](#) » [Product Feedback Discussion](#)

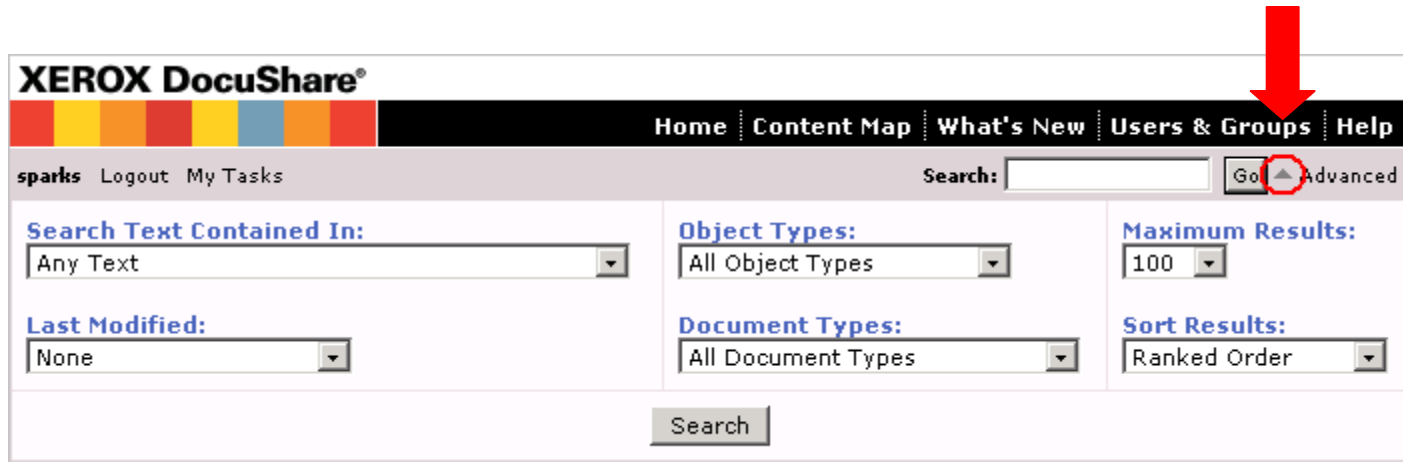


	Owner	Message	
<input type="checkbox"/>	sparks Posted: 11/12/04 11:00 AM	 Add color choices Why not offer several color choices, such as blue, green and red? 1 replies <input type="button" value="Hide Replies"/> <input type="button" value="Reply"/>	
<input type="checkbox"/>	vtsang Posted: 11/12/04 11:02 AM	 Good idea Silver is a popular color. <input type="button" value="Reply"/>	
<input type="checkbox"/>	sparks Posted: 11/15/04 11:58 AM	 Display area Is the current size okay? <input type="button" value="Reply"/>	



Redesigned search – new search options

Clicking the small triangle next to the search area displays several menus that let you quickly narrow a search and control how search results are displayed.



The screenshot shows the XEROX DocuShare search interface. At the top, there is a navigation bar with links: Home, Content Map, What's New, Users & Groups, and Help. Below this, there is a search bar with a text input field, a 'Go' button, and a small upward-pointing triangle icon. A red arrow points to this triangle icon. To the right of the triangle is a link labeled 'Advanced'. Below the search bar, there are six dropdown menus arranged in a 2x3 grid. The first row contains 'Search Text Contained In:' (set to 'Any Text'), 'Object Types:' (set to 'All Object Types'), and 'Maximum Results:' (set to '100'). The second row contains 'Last Modified:' (set to 'None'), 'Document Types:' (set to 'All Document Types'), and 'Sort Results:' (set to 'Ranked Order'). At the bottom center of the form is a 'Search' button.



Redesigned search – advanced search page

Advanced Search

Location: [Home](#) » [Initial Top Level Collection A Listing](#) » [Product Feedback Discussion](#) » [Search](#)

Search Within:
☒ DocuShare

Maximum Results:
Sort Results:






Search Text Contained In:

[+ add search term](#)

Limit Search to Date Range: (use the following date format: mm/dd/yyyy)

[+ add date range](#)

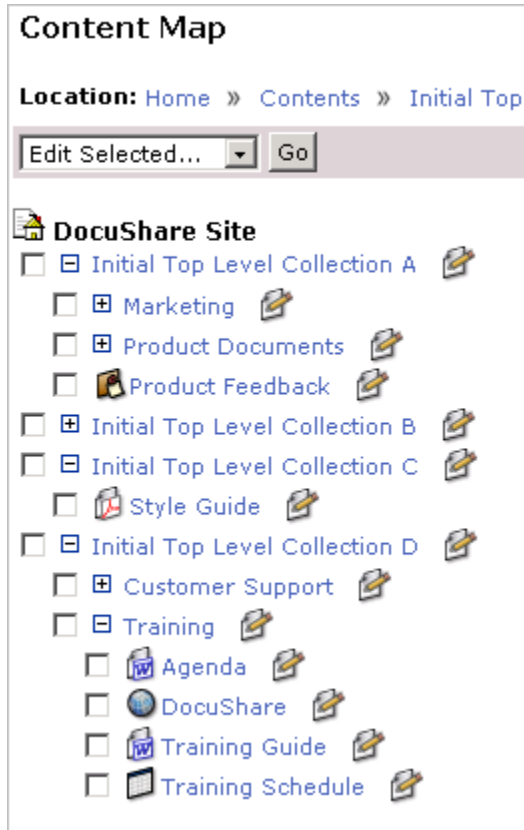
Object Types to Search:
☒ Search all object types
☐ Limit search to selected object types

- ☒  Collection
- ☒  Document
- ☒  URL
- ☒  Discussion
- ☒  Topic

A new Advanced Search page lets you combine search terms and create date ranges, and search for specific objects and document types.



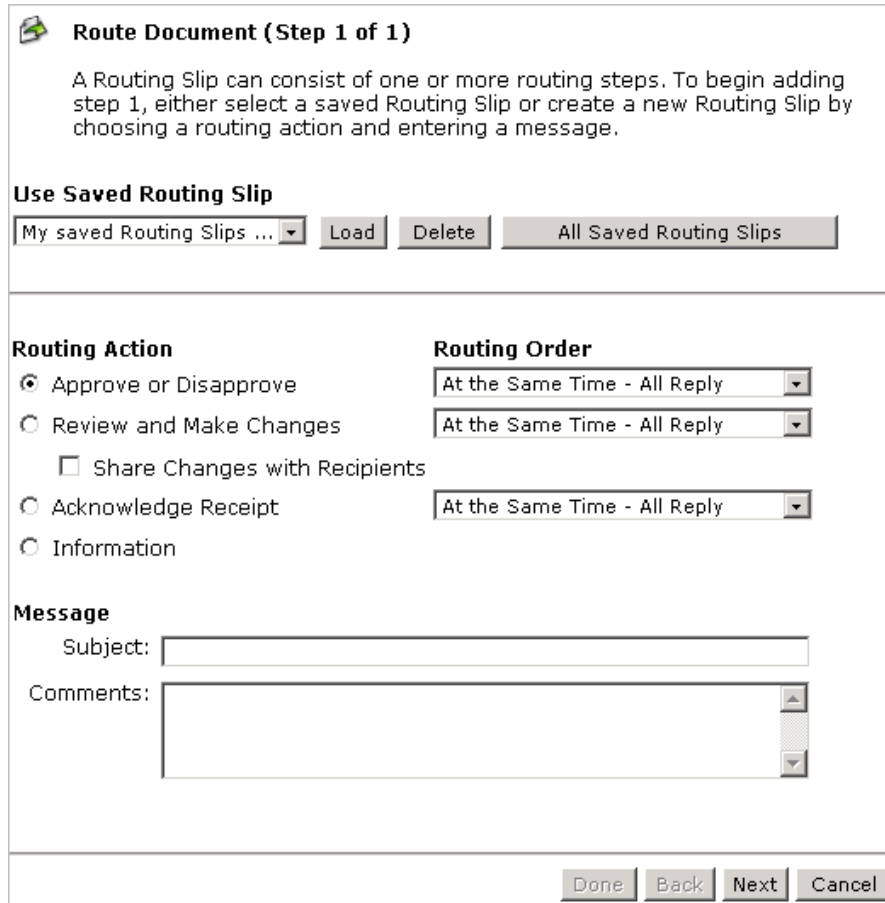
Expandable Content Map shows all site objects



An expandable Content Map allows you to view all site objects from a single page and easily edit multiple objects in different locations.



New Document Routing and Approval features



Route Document (Step 1 of 1)

A Routing Slip can consist of one or more routing steps. To begin adding step 1, either select a saved Routing Slip or create a new Routing Slip by choosing a routing action and entering a message.

Use Saved Routing Slip

My saved Routing Slips ...

Routing Action

☒ Approve or Disapprove

☐ Review and Make Changes

☐ Share Changes with Recipients

☐ Acknowledge Receipt

☐ Information

Routing Order

At the Same Time - All Reply

At the Same Time - All Reply

At the Same Time - All Reply

Message

Subject:

Comments:

A new wizard-based Routing Slip lets you create multi-step workflows. The wizard provides new routing actions, and notification and escalation options. Additionally, the wizard checks whether or not the recipients have appropriate access to the routed document.



Expanded document version features

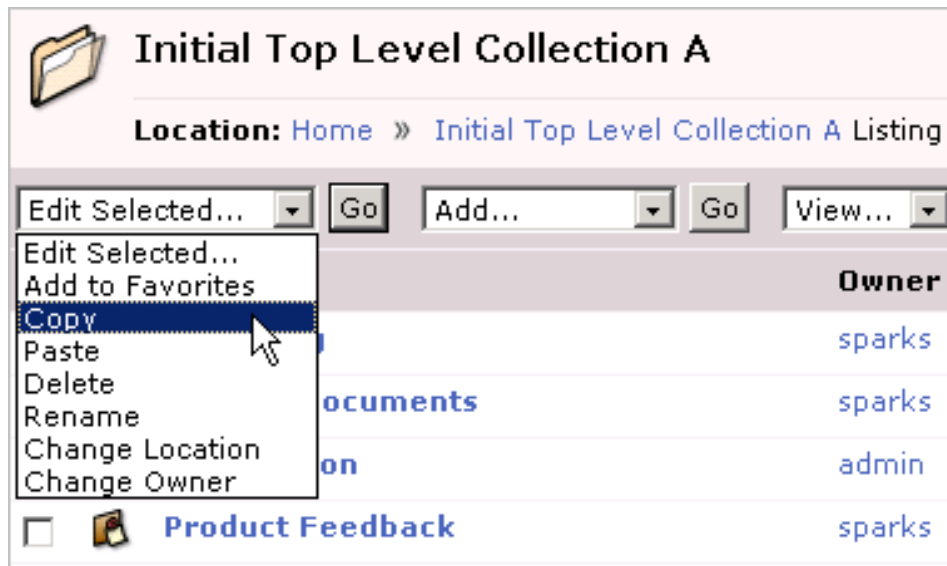
New document version features enable you to:

- Edit a version's properties and permissions.
- View a version's rendition—its display format, such as Word.
- Set a preferred version—the version that opens when users view and check out the document.
- Route an individual version.

View	Edit	Permissions	Subscriptions	Locations	Version History	Routing
Preferred Type	#	Version	Owner	Created	Size	
	2	Competitive Info Added feature comparison table	sparks	11/15/04 01:55 PM	24064	 
	1	Competitive Info Initial Version	sparks	11/15/04 01:54 PM	24064	 
		Change Preferred Version	Show Renditions			
Lock	Delete	New Version	Add to Favorites			



New Copy and Paste commands



Copy and Paste commands added to the Edit Selected menu let you easily copy multiple objects to another collection.



DocuShare Windows Client – new features

- The Add-in for Microsoft Word provides two new File|DocuShare commands: Save As New Version and Open Offline.
- The Version History provides a hierarchical display of document versions, renditions, and content elements.
- Windows Client supports the new Mail Message object.
- Windows Client supports roaming profiles by storing user profiles on a network location.
- Windows Client automatically updates a mapped server's objects and properties when the administrator updates the server's schema.
- New integrated logging features help with troubleshooting tasks.



DocuShare Admin UI 3.1 – 4.0 differences

The screenshot displays the Xerox DocuShare administration interface. On the left is a vertical navigation menu with the following items: Administration Menu, Object Properties, Account Management, Services and Components, Content Management, and Site Management. The main content area has a header with the Xerox logo and 'DocuShare' text, followed by a navigation bar with 'Home', 'Logout', and 'Help' links. The central text block identifies the version as 04.00.00.C1.473 for Windows, lists updates as '[]', and states the copyright from 1996 to 2004 for Xerox Corporation. Below this, there are three paragraphs of text: the first explains the license agreement, the second points to release notes, and the third directs users to the DocuShare website for updates. A fourth paragraph provides a link to customer support pages. The fifth paragraph states that Xerox, DocuShare, and the X logo are trademarks of Xerox Corporation. At the bottom, there are two logos with associated text: 'Verity' for search and conversions, and 'dralasoft' for document routing and workflow. Both logos include copyright information from 1997-2004 and 2003-2004 respectively.

XEROX DocuShare®

Home Logout Help

DocuShare®

Version 04.00.00.C1.473 Windows (Build 04.00.00.C1.473)
Updates: []
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This software is subject to the license agreement set forth in the [license](#). Please read carefully. By installing or otherwise using this software, you agree to be bound by the license.

See the [Release Notes](#) for a description of the new features and known issues in this release.

The latest information about DocuShare can be found at the [DocuShare web site](#). Please visit the DocuShare web site regularly to obtain the latest software updates and news.

For problems, suggestions or general inquiries, visit the DocuShare [customer support](#) pages.

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More defined administrator roles

Site
Content
Account
Limited Site


In 4.0 there are more defined roles for Site, Content, and Account Administrators, plus the addition of the concept of a Limited Site Administrator.



The Mail Message object class added


- [-] Administration Menu
 - [-] Object Properties
 - [-] Calendar
 - [-] Collection
 - [-] Discussion
 - [-] Document
 - [-] Event
 - [-] Group
 - [-] MailMessage
 - [-] SavedQuery
 - [-] Subscription
 - [-] Topic
 - [-] URL
 - [-] User
 - [-] Custom Object
 - [-] Global Properties
 - [-] Update Properties
 - [+] Account Management
 - [+] Services and Components
 - [+] Content Management
 - [+] Site Management

A new first-class object class named **Mail Message** is added to support the new Mail Agent service.


Like the other object classes, the Mail Message object class has its own properties, ACL, and identifying icon — 



Bulletin Board object class renamed “Discussion”

- [-] Administration Menu
 - [-] Object Properties
 - Calendar
 - Collection
 - Discussion
 - Document 
 - Event
 - Group
 - MailMessage
 - SavedQuery
 - Subscription
 - Topic
 - URL
 - User
 - Custom Object
 - Global Properties
 - Update Properties
 - [+] Account Management
 - [+] Services and Components
 - [+] Content Management
 - [+] Site Management

The 3.1 Bulletin Board object class is now called the **Discussion** object class.


All characteristics of the Bulletin Board object class remain, except a Discussion now has new identifying icon — 



The Bulletin object class renamed “Topic”

- [-] Administration Menu
 - [-] Object Properties
 - [-] Calendar
 - [-] Collection
 - [-] Discussion
 - [-] Document
 - [-] Event
 - [-] Group
 - [-] MailMessage
 - [-] SavedQuery
 - [-] Subscription
 - [-] Topic
 - [-] URL
 - [-] User
 - [-] Custom Object
 - [-] Global Properties
 - [-] Update Properties
 - [+] Account Management
 - [+] Services and Components
 - [+] Content Management
 - [+] Site Management

The 3.1 Bulletin object class is now called the **Topic** object class.

All characteristics of the Bulletin object class remain, except a Topic now has new identifying icon — 



Global Properties tool added to Admin Menu

- [-] Administration Menu
 - [-] Object Properties
 - [-] Calendar
 - [-] Collection
 - [-] Discussion
 - [-] Document
 - [-] Event
 - [-] Group
 - [-] MailMessage
 - [-] SavedQuery
 - [-] Subscription
 - [-] Topic
 - [-] URL
 - [-] User
 - [-] Custom Object
 - [-] Global Properties
 - [-] Update Properties
 - [+] Account Management
 - [+] Services and Components
 - [+] Content Management
 - [+] Site Management

A new tool called **Global Properties** was added to the Object Properties menu items.

Use Global Properties to either edit or create common default properties on all site object classes. Changes made to object properties through Global Properties appear as changes to all objects that have those properties; such as changing the property “Title” to “Caption” in one object class changes “Title” to “Caption” in all object classes.



HTML Conversion tool added to Admin Menu












- [-] Administration Menu
 - [+] Object Properties
 - [+] Account Management
 - [-] Services and Components
 - Administration
 - HTML Conversion
 - Image Conversion
 - Database
 - [+] DocuShare Interact
 - Logging
 - Scan
 - Search
 - Subscription
 - WebDAV
 - [+] Workflow
- [+] Content Management
- [+] Site Management

A new tool called **HTML Conversion** was added to the Services and Components menu items.

Use HTML Conversion to enable or disable the High Fidelity Filter for a more faithful conversion of PDF documents into HTML format.




Interact Verification tool added to Admin Menu

- [-] Administration Menu
 - [+] Object Properties
 - [+] Account Management
 - [-] Services and Components
 -  Administration
 -  HTML Conversion
 -  Image Conversion
 -  Database
 - [-] DocuShare Interact
 -  Configuration
 -  Verification
 -  Logging
 -  Scan
 -  Search
 -  Subscription
 -  WebDAV
- [+] Workflow
- [+] Content Management
- [+] Site Management

A new tool called **Interact Verification** was added to the Services and Components menu items.

Use Interact Verification to check the configuration and operational status of a site Interact service.

Although not considered a separate first-class object class, Interact pages are now identified by a special icon — 



Logging page added to Admin Menu

- [-] Administration Menu
 - [+] Object Properties
 - [+] Account Management
 - [-] Services and Components
 - [-] Administration
 - [-] HTML Conversion
 - [-] Image Conversion
 - [-] Database
 - [+] DocuShare Interact
 - [-] **Logging**
 - [-] Scan
 - [-] Search
 - [-] Subscription
 - [-] WebDAV
 - [+] Workflow
- [+] Content Management
- [+] Site Management

A new tool called **Logging** was added to the Services and Components menu items.

Logging takes all of the individual logging level pages that were in the 3.1 Administration Menu and combines them into one easy-to-use page.



Scan page added to Admin Menu

- [-] Administration Menu
 - [+] Object Properties
 - [+] Account Management
 - [-] Services and Components
 - [-] Administration
 - [-] HTML Conversion
 - [-] Image Conversion
 - [-] Database
 - [+] DocuShare Interact
 - [-] Logging
 - [-] Scan
 - [-] Search
 - [-] Subscription
 - [-] WebDAV
 - [+] Workflow
- [+] Content Management
- [+] Site Management

A new tool called **Scan** was added to the Services and Components menu items.

Use Scan to set the properties of the Scan to DocuShare service.



Workflow management added to Admin Menu

- [-] Administration Menu
 - [+] Object Properties
 - [+] Account Management
 - [-] Services and Components
 - [+] Administration
 - [+] HTML Conversion
 - [+] Image Conversion
 - [+] Database
 - [+] DocuShare Interact
 - [+] Logging
 - [+] Scan
 - [+] Search
 - [+] Subscription
 - [+] WebDAV
 - [-] Workflow
 - [+] Workflow Server
 - [-] Workflow Manager
 - [+] List Workflows
 - [+] Dashboard
 - [+] Engine Activity Report
 - [+] Content Management
 - [+] Site Management

A new tool set was created under the **Workflow** menu item in the Services and Components menu.

— Use **Workflow Server** to configure the workflow engine.

— Use **List Workflows** to view and manage workflow instances.

— Use **Dashboard** to see a summary of workflow engine activity and resource use.

— Use **Engine Activity Report** to see a summary of workflow activity and user activity.



Changes in the Trashcan tools

- [-] Administration Menu
 - [+] Object Properties
 - [+] Account Management
 - [+] Services and Components
- [-] Content Management
 - [-] Repository Use
 - [+] Orphaned Content
 - [-] Trashcan
 - [+] Trashcan Contents
 - [+] Trashcan Properties
- [+] Site Management

New features are added to the **Trashcan** tools in the Content Management menu.

— **Trashcan Contents** now has a field that allows the administrator to search the trashcan for a specific object class.

— **Trashcan Properties** now allows the administrator to enable paging and paging size for displaying a specific number of trashcan items on each page.



Changes in the Class Icons tool

- [-] Administration Menu
 - [+] Object Properties
 - [+] Account Management
 - [+] Services and Components
 - [+] Content Management
- [-] Site Management
 - [-] About DocuShare
 - [-] Access Policies
 - [-] Class Icons
 - [-] Small Class Icons
 - [-] Large Class Icons
 - [-] Site Configuration
 - [-] Installed Languages
 - [-] License
 - [-] Repository Log Files
 - [-] MIME Types
 - [-] Site Operations
 - [-] Directory Paths

The 3.1 Class Icons page is now divided into two pages under **Class Icons** in the Site Management menu.

— **Small Class Icons** displays the pathnames and images of all 18x18 pixel object icons.

— **Large Class Icons** displays the pathnames and images of all 36x36 pixel object icons.

4.0 has all new icons and all icon art files now have **png** extensions. The 3.1 icon art files had gif extensions.



New Command Line Utilities

- **dsinfo**

- Use to identify information about each DocuShare jar file

- **dssetup**

- Use to change the DocuShare configuration properties and values

- **dsstats**

- Use to list DocuShare server statistics

- **dsupload**

- Use to upload multiple documents into multiple collections

