

Xerox DocuShare 3



the most **intuitive** way to
capture, manage and **share** documents and
content



With DocuShare, the information that powers business is more powerful than ever...



Enhanced business efficiency...

Work smarter with DocuShare

Affordable—DocuShare's affordability extends beyond initial acquisition to deployment, development, and overall cost of ownership. DocuShare can be installed on a low-end server and doesn't require additional software or hardware, such as databases or Web servers.

Ease of Implementation—DocuShare provides an "out-of-the-box" solution requiring minimal overhead to configure, deploy, use, and administer. It leverages familiar desktop tools to limit the learning curve for both user and administrator. DocuShare is tightly integrated with Windows applications and Xerox multifunction systems, and provides a simple and familiar Web user interface.

Ease of Use—Once installed on a server, all users in an organization can immediately access and use DocuShare without training or additional software. Anyone who can use a Web browser can use DocuShare—most users are up and running toward peak productivity in a matter of minutes.

Scalability—DocuShare's Java code base, modular architecture, and adherence to standards allow it to grow with your requirements. DocuShare rapidly scales from ten to thousands of users and easily handles millions of documents. Its all new platform supports enterprise-level installations, enabling continuous, seamless scalability for the life of the product.

Flexibility—DocuShare permits flexible deployment to meet the needs of every organization—as a secure document and content management system, an information portal, an information distribution environment, or a collaborative project management application. It supports storing and managing any kind of content and offers a fully-customizable Web UI for seamless integration with your existing Web infrastructure.

Security—DocuShare offers multiple levels of security to protect content from access or modification, provides its own permission controls, and supports Secure Socket Layer (SSL) encryption. You can even integrate DocuShare with an enterprise LDAP or Active Directory database to enforce corporate-mandated security levels.

Companies small and large in virtually every industry still generate huge amounts of paperwork—letters, contracts, notes, quotes, patient records, personnel files, memos, blueprints, product specs, project plans—all of which must be stored, shared, and securely managed for later retrieval and use. In addition, workers create and save enormous amounts of data on their computers—where no one else can get to it. Effectively managing information can be an organization's greatest challenge—and its greatest opportunity for improved performance.

Industry statistics show that:

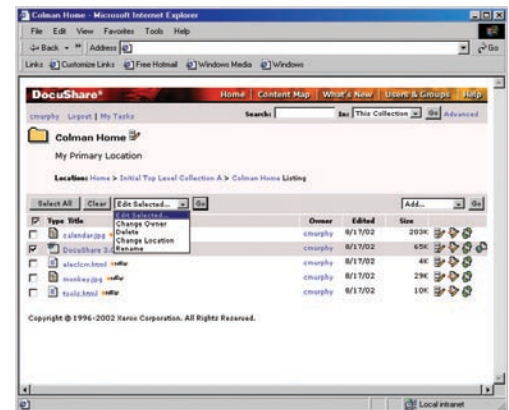
- The average office worker spends 40% of their time looking for information.
- The average document is copied or reproduced 11 times.
- It costs \$20 to manage a paper document through its life.
- When an employee leaves a company, 70% of their knowledge leaves with them.

Introducing DocuShare

Introducing DocuShare 3, an innovative document and content management system that helps organizations lower costs, increase productivity, and leverage corporate assets. DocuShare harnesses the power of the Web to provide global information management and access to all levels of your organization.

DocuShare builds on the way organizations already do business. DocuShare is tightly integrated with desktop applications and mail systems, as well as most major imaging and scanning applications and devices, allowing you to manage both hard-copy and electronic content with unsurpassed ease and convenience.

DocuShare enables organizations of all sizes, from small workgroups to global enterprises, to dynamically capture, store, share, manage, retrieve, and distribute information regardless of information source, corporate infrastructure, or user skill level or location.



DocuShare provides an intuitive Web UI that makes users instantly more productive, without having to learn new tools or change the way they work.

Leading the industry in speed of deployment and ease of administration and use, DocuShare is the only cross-platform document management solution that significantly reduces IT requirements, lowers the total cost of ownership (TCO), and provides an immediate return on investment (ROI).

Empower your organization

DocuShare 3 is more flexible, powerful, cost-effective, secure, and easier to use than ever before. Built on an all-new, industry-standard platform, DocuShare 3 delivers better document management, more effective collaboration, and improved content distribution and publishing.

Document routing and workflow—DocuShare's user-defined document routing capabilities can save significant time and effort. Accelerate multi-step processes that require document review or approval by generating an ad-hoc workflow—all without programming skills or administrator intervention.

Direct scan from Xerox multifunction devices—Easily capture and share hard-copy documents without middleware or client software. With DocuShare 3 and a scan-enabled Document Centre or WorkCentre Pro, you get a direct scan-to-Web solution that is the first in the industry to run on Windows NT, 2000, Solaris, or Linux. DocuShare 3 makes scanning as easy as printing.

More intuitive, more logical Web UI—Significant improvements in the presentation and performance of routine tasks mean faster, easier operation and a reduced learning curve. You realize productivity gains at once.

Enhanced desktop integration—DocuShare's native WebDAV support lets you save directly to DocuShare through the software applications you use every day—Adobe Acrobat, Microsoft Word, Microsoft Outlook, and hundreds more—on the latest Windows and Apple platforms, without additional client software.



Xerox WorkCentre Pro

Success speaks for itself

If your business runs on the fuel of documents and information, let the success of several organizations show you the impact that DocuShare can have on your bottom line.

Algoma Insurance saves more than space

Algoma Insurance digitizes, stores, and shares claims and policies with clients and staff using DocuShare. By moving from paper to digital content, they saved up to \$40,000 per year in storage and retrieval costs.

Cisco improves their legal process

Cisco, a worldwide leader in Internet networking, saved 37 steps in their contract management process and more than \$100,000 annually by storing, handling, and sharing legal documents using DocuShare.

Honeywell stores 30,000 documents in DocuShare

Honeywell, a \$24 billion global company, employs over 100,000 people in 95 countries. With DocuShare, Honeywell eliminated geographic boundaries and opened up important information and documentation to worldwide access. Honeywell reduced file storage by 70% and order fulfillment time by 80% by making more than 30,000 documents—ranging from engineering drawings to marketing literature—available online through DocuShare.

Nevada County reduces traffic and pollution

Nevada County, California became an eGovernment by moving literally tons of paperwork to a community information Web site built in DocuShare. The solution reduced pollution by 2.2 tons per year and reduced vehicle traffic to the county offices by 857,000 miles.

From workgroups...

Transform content into powerful business information



Most workers manage their information locally on their computer, cloistered in different buckets—e-mails in the e-mail application; Word, PowerPoint, Excel, PDF, AutoCAD and other file types in folders; Web URLs in their browser; calendars and contacts in a dedicated application. And some content types, such as threaded discussions and hard-copy documents, simply are not managed at all. This makes it extremely difficult to effectively manage related information, retrieve the most current information, or share it with others.

With DocuShare, all your information is effectively, securely, and easily stored on the DocuShare server, where it is instantly accessible to all authorized users. Mail messages, office files, URLs, scanned images, video, audio and other rich media, e-mails and discussion topics can all be stored together in a DocuShare folder where they are easily retrieved, searched, shared, backed up, transferred to others, or deleted as corporate or government requirements dictate. You can do this through your Web browser, from within Microsoft Outlook, from Windows Explorer or your Mac desktop, or directly from within hundreds of desktop applications.

The benefit to you? Instant productivity enhancements. Greater collaboration *with* increased security. More effective knowledge sharing and transfer. Better regulatory compliance. All without requiring employees to learn new applications or change the way the work.

Straight out of the box for instant productivity

DocuShare is the only Web-based document management product on the market that provides everything you need right out of the box. Simply set up your physical server, insert the DocuShare CD in the drive, and you are up and running in as little as an hour. Compare this ease of implementation to other systems that promise you can be running in under *one month* and you'll see why organizations worldwide turn to DocuShare to meet both their immediate needs and the demand for a solution that can scale as needs grow.



DocuShare—the smart choice

For small to medium businesses and enterprise workgroups, one of the great values of DocuShare is its simplicity, which delivers more capabilities than ever:

- More access to critical documents, 24/7.
- More security and peace of mind—with all of your hard-copy files digitized and safely stored in the event of a disaster.
- More flexibility in searching and accessing documents from multiple sites and remote locations.
- More capabilities and independence in managing documents for every user of the system and more free time for IT and managers, which can be used on other productive tasks.

At the same time, DocuShare streamlines your work processes and makes managing business information a lot less challenging than in the past:

- Less replication of information, which leads to version control issues and maintenance headaches.
- Less time, cost, and space associated with managing and storing information compared to existing processes.
- Less time spent routing documents to team members for critical reviews and signoffs.
- Less expense in deploying, administering, and using the system.

...To the enterprise

Remarkable document and content management power

DocuShare 3 is built on an enterprise-class Java platform, leverages the latest protocols and standards, integrates easily with enterprise and line of business applications, and runs on a broad range of enterprise servers. Now businesses can deploy DocuShare out of the box for immediate productivity enhancements across the enterprise, and extend the core capabilities with add-ons from Xerox or third parties as their needs require. Designed from the ground up for extensibility, DocuShare helps organizations stay productive by minimizing migration, user retraining, and system downtime.

Rich, deep feature set

DocuShare offers more out of the box than any competitively-priced product, and does not require complex client-side software or extensive training.

Versioning and version control—All content in DocuShare is version controlled, giving its owners control and collaborators, users, and recipients access to the most current version. Authorized users can check out a document, edit it, and check it back in as a new version.

URL-addressable object handles—Every object in DocuShare is assigned a unique URL-based “handle.” Content can be moved, renamed, or the owner changed, but it is still accessible to any authorized user, avoiding confusion and replication of data.

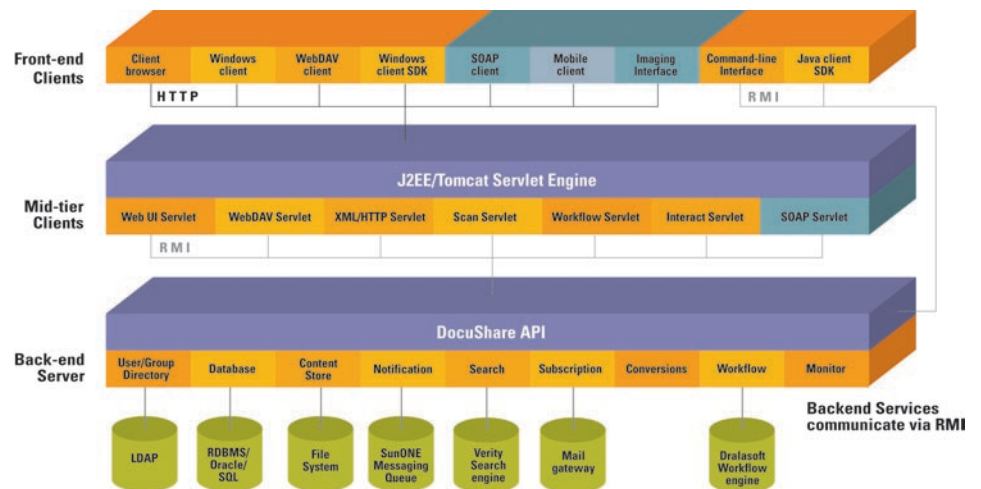
Customizable metadata—Content in DocuShare can easily be assigned custom metadata fields such as employee or contract number to facilitate rapid search and effective content management.

Multi-level security—All content is controlled down to the document level, so users can get access to any relevant content without exposing other content to non-authorized users. Unlike networked file systems where a user has to get access down from the root level, DocuShare provides explicit access to content wherever it is stored in the system.

User managed content and permissions—DocuShare puts the power and control in the hands of those who need it most—the users themselves. Users can add content, update versions, change permissions, and assign ownership to others, without involving IT or requiring special clearance.

Flexible site access and configuration—DocuShare offers significant flexibility in deployment. It can be set up on the Internet to allow public “guest” access to content or very tightly restricted to just named users behind a firewall. If authorized, users can create user accounts for others, accelerating inter-organizational collaboration.

Document routing and workflow—DocuShare includes a powerful workflow engine, and exposes this to end users as an easy-to-use routing application. Like permissions, users themselves create workflows to route content for review, approval, publishing, or acknowledgement.





More features... more enterprise productivity

WebDAV support—Large organizations can now take advantage of DocuShare's desktop integration without having to install client software. Workers using Windows 2000, Windows XP, or Apple Mac OS X can now access and save content in DocuShare directly from the editor application or from the desktop.

Multiple sources of image input—DocuShare offers multiple ways for users to save hard-copy content from their scanner or Xerox multifunction device.

-Direct Scan from Document Centre/ WorkCentre Pro. From any scan-enabled Xerox multifunction device, users can scan content directly to DocuShare with just two clicks.

-Scan via ScanSoft PaperPort. PaperPort offers bi-directional support for scanning, document conversion, desktop application integration, and enterprise-wide content distribution.

-Kofax Ascent Capture. Capture, convert, and automatically save hard-copy into DocuShare for secure, instant access, and retrieval. Ascent Capture provides a fully-integrated front end for production scanning to DocuShare.

-Omtool AccuRoute. AccuRoute enables employees in document-intensive environments to effectively and securely capture, store, route, and share sensitive content and to meet a growing list of regulatory guidelines.

Full-text and metadata search—DocuShare indexes over 200 different office document types including Microsoft Office, Lotus, and Corel Office. Users can enter a single word or a string of text and DocuShare quickly returns the exact document match from different content types including e-mail, scanned hard-copy, and



text documents. Images or non-indexed files such as executables can be searched by metadata such as title, owner, and file type or custom fields, such as invoice or employee number.

Customizable, complete Web UI—DocuShare was the first Web-based document management system on the market, and still leads the way. When content is added, DocuShare automatically updates the site. In addition, the entire Web UI is customizable, enabling organizations to seamlessly integrate it into their existing Web environment. Remote administrators can effectively manage any DocuShare site from any location.

HTML renditioning—DocuShare automatically converts hundreds of file types to HTML. So even if you don't have the source application, you can still view, save, print, or forward content in HTML format.

Notification and alerts—Receive notification when content is added, updated, or deleted using DocuShare's sophisticated e-mail based notification system.

Auditing and reporting—DocuShare provides administrators with a set of content usage reports that can be run at any time. All transactions in DocuShare can be logged for future reporting via high-end reporting applications such as Crystal Reports®.

Multiple administrator types—DocuShare distributes administration tasks across an organization. Group or department leaders can sign up to be user or content administrators, freeing IT from routine tasks such as resetting passwords or re-assigning content when employees leave or change roles.

Powerful Windows client—For users requiring functionality beyond that offered through the WebDAV interface, DocuShare includes a full Windows client. Users can upload new versions of content, change permissions, run searches, and even create new user accounts without leaving their familiar Windows desktop and applications.



A modular solution for growing demands

Deploy DocuShare out of the box and you will immediately see productivity enhancements throughout your organization. As your needs grow, DocuShare's modularity and scalability allow you to easily extend its capabilities using these powerful add-ons:

Outlook client—Use DocuShare to store your mail in the same place you store office documents, scans, URLs and other content types. Simply configure the DocuShare Outlook client, and mail messages—and their attachments—can effectively be managed and shared in your own secure, Web-based location.

Enterprise database connector (Oracle and SQL server)—Maximize your investment in enterprise databases such as Oracle or SQL server and significantly enhance upload and query performance in very large DocuShare installations.

Enterprise Directory Services Connector (SunONE LDAP/Microsoft Active Directory Server)—Leverage your investment in User/Group directory applications by connecting to your existing network directories. You save significant time configuring and administering large DocuShare sites and easily comply with your corporate security policies for access control to content.

Guest/Web access—Whether you need an internally-focused HR site or need to share “right to know” information with a broad audience, DocuShare's guest access allows everyone access, without forcing them to login. But because guests only have read access and must be explicitly added, information is still protected.

Enterprise Workflow—Streamline and accelerate your document-centric business processes. By leveraging the embedded workflow engine administrators, VARs and developers can extend DocuShare's core document approval and routing capabilities through features such as conditional loops, time-based events, dynamic workflow instantiation, and workflow sub-routines. Whatever your workflow requirements, from ad-hoc routing of content to enterprise-level document transactions, DocuShare Enterprise Workflow can make it happen.

DocuShare Interact—Enable the development, deployment, and management of embedded collaborative business applications such as project management, meeting management, threaded discussion, or real-time content development. DocuShare Interact pages are Web page-based portable applications that structure content, interact with authors and readers, and drive back-end activities such as notifications, workflows and custom business logic. Users interact through a standard Web UI, and can edit content with just three clicks. In addition, multiple users can edit content concurrently on the same page.

Note: Interact is available in English only.

DocuShare Developer Environment—Simplify and accelerate the development of solutions built on DocuShare through this robust set of developer tools. It includes Software Developer Kits (SDKs) for core DocuShare, Interact, and Workflow. Developers get access to DocuShare customizations, utilities, extensions, and add-ons that have been developed by Xerox, as well as direct access to the DocuShare Developer Organization.

Xerox VIPP (Variable-data Intelligent Postscript PrintWare) Thin Printer—Integrates DocuShare into high-volume printing environments and provides a secure, Web-based solution for custom, single-use documents such as personalized marketing materials, itemized bills, one-to-one marketing, and customer support.

Third-party applications—DocuShare works with a broad range of products—from Xerox and third parties—that continues to grow.

Look for more announcements and partners at <http://docushare.xerox.com>

Xerox DocuShare 3

Minimum System Configuration

Windows

- 1 Ghz Pentium III or higher
- 1 GB RAM
- 600 MB free disk space
- Windows NT Server 4/SP 6a or higher, or Windows 2000 Server

UNIX (Solaris)

- Sun Ultra Sparc II
- 1 GB RAM
- 600 MB free disk space
- Sun Solaris 7, 8, or 9

UNIX (Linux)

- 1 Ghz Pentium III or higher
- 1 GB RAM
- 600 MB free disk space
- Red Hat Linux 7.1, 7.2, 8, or 9

These specifications apply to DocuShare; other third-party products may require different configurations. Please visit http://docushare.xerox.com/ds30/system_requirements.html for the latest information.

Minimum Client Platform Requirements

Web Interface

- Any platform (Windows, Mac OS, UNIX) with a current Web browser (Internet Explorer 4.x or higher, Netscape Navigator 4.7 or higher recommended)

WebDAV (Web Folders) Interface

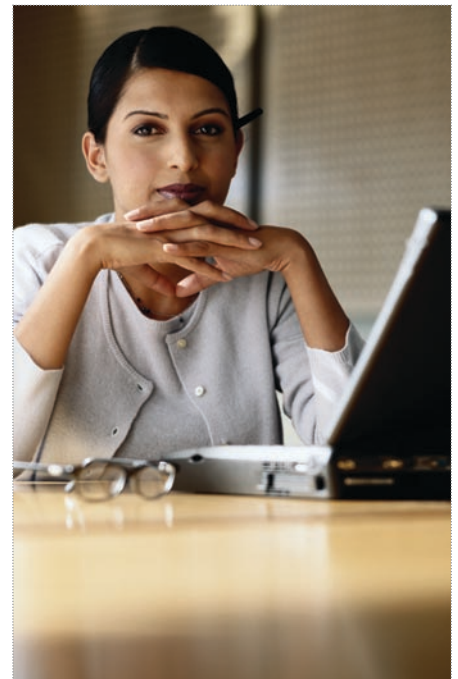
- Any platform (Windows, Mac OS, UNIX) with native support for WebDAV/Web Folders. Tested with Microsoft Windows 2000, XP, Apple Mac OS X.

Windows Interface

- Microsoft Windows NT4, 2000, XP
- Internet Explorer 5.x or higher (required)
- Microsoft Office 2000 or XP

Email Interface

- Microsoft Outlook 2000 or XP



For more information please visit <http://docushare.xerox.com> or contact your authorized Xerox sales representative:
U.S. and Canada: 1-800-428-2995
Outside the U.S.: 011-800-428-2995 (not toll free) or visit: www.xerox.com/contact
Europe: 44 (0) 1332 666552 or visit: http://docushare.xerox.com/ds30/reseller_europe.html



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