XEROX®

| Technology | Document Management | Consulting Services |

Xerox DocuShare CPX Enterprise Content and Process Manager
Integrating People, Processes, and Content

There's no avoiding it: to remain competitive in today's economy, companies must do more with less. This is especially true when it comes to harnessing the information found in various paper and digital documents spread throughout an organization. The documents and content that feed many of the"transactional" business processes that are central to an organization's operational activities. From invoices to contracts, to email-based communications, a staggering amount of paper and digital information must be captured, organized, indexed, and made available for retrieval at a moment's notice. Moreover, cuts in staffing and IT spending further limit a company's ability to properly address these issues from an operational perspective.

Enterprise Content Management (ECM) applications help organizations gain control of information by automating processes, reducing replication of content, and ensuring the right people receive the right data for faster response and better decision making. However, document and content management alone isn't enough to increase productivity. Businesses also need to automate the flow of these vast numbers of documents through established operational processes. The result is a more nimble, accountable, and competitive organization.

Meeting the Next Challenge of Enterprise Content Management

Xerox DocuShare CPX is a scalable Web-based application that offers a feature-rich toolset for applying business process management with minimal IT support and training.

The content that fuels transactional business functions, such as contracts, invoices, applications, and forms, can be leveraged more effectively and with greater flexibility using Docushare CPX.

DocuShare CPX delivers an intuitive, project-oriented dashboard that presents a unified portal view of the content, people, and tasks associated with any process or project. It allows process managers to automate the handling or review of content passing through or generated by business processes using simple content rules instead of intensive IT configurations. And it enables users to initiate online Web meetings regarding specific documents, giving all team members an opportunity to discuss content, or its impact, in real time.

With DocuShare CPX, organizations can access and reuse information locked inside documents—both hard copy and electronic—and make it available for reassembly in composite reports. They can also easily establish and link document-centric business processes into the larger document, content, and records management strategy of the entire enterprise. In fact, DocuShare CPX supports the automation of a number of critical ECM needs, including document management, business collaboration, compliance and records management, business process management, content automation, and the integration of collectively authored content in blogs and wikis—introducing companies to a new level of ECM at an affordable price.

Accelerating High-Value, Document-Centric Business Processes

DocuShare CPX extends core DocuShare technology to deliver four key capabilities that allow organizations to rapidly realize faster, more effective collaboration, increased efficiency, and greater information access
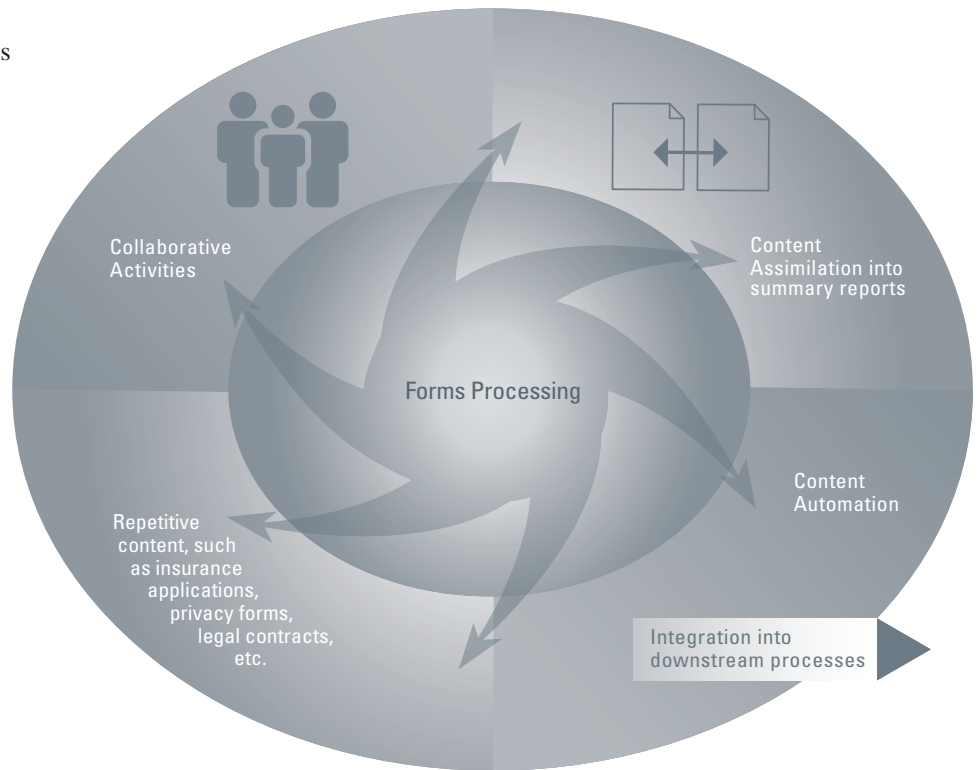
Content-Centric Collaboration

DocuShare CPX enables any user—regardless of skill set—to easily collaborate on content generated by specific operational tasks, while the organization secures and maintains the content for future reference and benefit.

With DocuShare CPX:

- Launch real-time Web collaboration at critical points in a process using integrated online meeting services, such as WebEx™.

- Engage in swift asynchronous collaboration through advanced routing and approval capabilities and by adding comments to any document.

- Facilitate the collective authoring and publishing of content by external constituents and internal teams using blogs, wikis, and structured workspaces.

- Enable multiple team members to participate in or contribute to existing and/or evolving business processes.

Collaborative Activities

Content Assimilation into summary reports

Forms Processing

Repetitive content, such as insurance applications, privacy forms, legal contracts, etc.

Content Automation

Integration into downstream processes

Content Process Automation

DocuShare CPX allows business process managers to establish content rules that determine how content moves through an organization. For example, these rules can let users trigger a series of easily predefined actions automatically when they add or modify documents in a DocuShare collection. When used in conjunction with the built-in email agent, it allows individuals to submit content via email and have that content initiate a complex process. Process managers can even establish rules for exporting documents downstream, creating links to third-party applications or processes that require content but live outside the firewall.

Content Assimilation

The content needed to support numerous business processes typically resides inside documents with various file formats and layouts. With DocuShare CPX, these document variations are a non-issue. Xerox DocuShare Knowledge Network Engine expands traditional content management capabilities, allowing the retrieval and reassembly of specific content elements to create concise summaries of related information. Whether it is text from a document, slides from a presentation, or data ranges from a spreadsheet, the Engine turns the information into reusable XML components against which users can easily run queries. This dramatically improves collaboration and workflow efficiency by

creating a vast knowledge network that can be rapidly leveraged to support the creation of new documents and processes. For example, DocuShare CPX can capture common sections (expiration date, assignment clauses, due date) from thousands of contracts– regardless of formatting differences or document type- and create a summary report. This makes it exceptionally easy for knowledge workers/project managers to quickly compile summary due diligence reports on all existing contracts, when they will expire, or the status of all assignment clauses. They can also make reports viewable by others based on the collections and workspaces each individual can access.

Xerox DocuShare® CPX

cmorgan Logout | My DocuShare | My Tasks ▾ | [Search] In: This Workspace ▾ Advanced

Location: Home » Top Level Team Space » Our Project Home Page

Our Project Home Page
A team collaboration area

Properties
Add to Favorites
Meet Online…

▽ Content [Edit]

Show [All Types ▾] [Go] Add [Calendar ▾] [Go]

View [1 - 4 of 4 ▾] ◁ ▷

Type	Title	Owner	Edited	Size	Actions
📁	Meetings for Our Project *NEW	cmorgan 🔍	03/29/06	2	
📁	Project Materials *NEW	cmorgan 🔍	03/29/06	3	
📅	Team Calendar *NEW	cmorgan 🔍	03/29/06	2	
📖	Workspace Wiki *NEW	cmorgan 🔍	03/29/06	2	

▽ Calendar [Edit]

Show [All Calendars ▾] [Go]

◁ March 26, 2006 - April 1, 2006 ▷

March 26, 2006		
March 27, 2006		
March 28, 2006	09:00 AM - 10:00 AM **Team Meeting**	cmorgan
March 29, 2006		
March 30, 2006	01:00 PM - 03:00 PM **Project Review**	hsantos
March 31, 2006		
April 1, 2006		

▽ Shortcuts [Edit]

Show [All Types ▾] [Go]

View [1 - 3 of 3 ▾] ◁ ▷

📁 **Documents**	
📊 **Program Resources**	
📕 **Proposal**	

▽ Membership [Edit]

a|b|c|d|e|f|g|h|i|j|k|l|m|n|o|p|q|r|s|t|u|v|w|x|y|z|0-9|all

View [1 - 5 of 5 ▾] ◁ ▷

👤 **Buckner, Jane**	✉
👤 **Jones, Lee**	✉
👤 **Morgan, Cathy**	✉
👤 **Santos, Henry**	✉
👤 **Wang, David**	✉

Advanced Content Management

DocuShare CPX makes it easy to share ad hoc, everyday business information more efficiently, allowing organizations to minimize or do away with the time, labor, and cost of maintaining paper files. Knowledge workers can quickly bring diverse content types into a secure, indexed, and searchable repository; share them with others; and effectively manage them using routing and approval, check-in/check-out, version control, and other collaboration capabilities. And with DocuShare CPX, users can convert TIFF files to PDF or Microsoft Excel and other MS Office documents to PDF, XML, or HTML.

DocuShare CPX also includes built-in records management, a function that is particularly crucial for users responsible for tracking and controlling documents related to Sarbanes-Oxley and other government regulations, as well as Electronic Records Management. It not only simplifies the classification, declaration, and administration of records, but also integrates into existing work activities. As a result, users will likely declare more documents as records, leading to greater compliance and efficiency.

DocuShare CPX in Action— Automating the Employee Application Process

Managers can customize DocuShare CPX to match the way information flows in their organization, enabling them to easily stream-line routine processes. A perfect example is the acceptance, acknowledgment, review, and referral of jobapplications/resumes. DocuShare CPX can automatically:

• Send resumes via email to a designated DocuShare folder and automatically generate an email acknowledgement to the applicant

• Route applications to appropriate hiring managers for multiple jobs

• Distribute documents to the appropriate department and staff for consideration, after review and approval

• Summarize the objectives, experience, or education of numerous applicants in a single, self-updating overview report

• Place the application/resume into an interview folder, if approved for an interview

• Move the resume to a hold file if rejected, and mail a response letter to the applicant

Managing Blogs & Wikis in DocuShare CPX

DocuShare CPX brings the power of collective content authoring and rapid dissemination through blogs and wikis to the enterprise level. The review and approval, version tracking, access control, and automation capabilities native to DocuShare CPX—as well as the ability to capture critical information such as date/time, author, topic, and amended comments make it easy and safe for knowledge workers to use blogs and wikis as a convenient collaboration tool. And its full spectrum of policy and control-ranging from open participation and immediate publication to secure access, restricted contribution, and required review and approval of blog entries prior to publication—ensures advanced social collaboration that is seamless, secure, and easy to use.
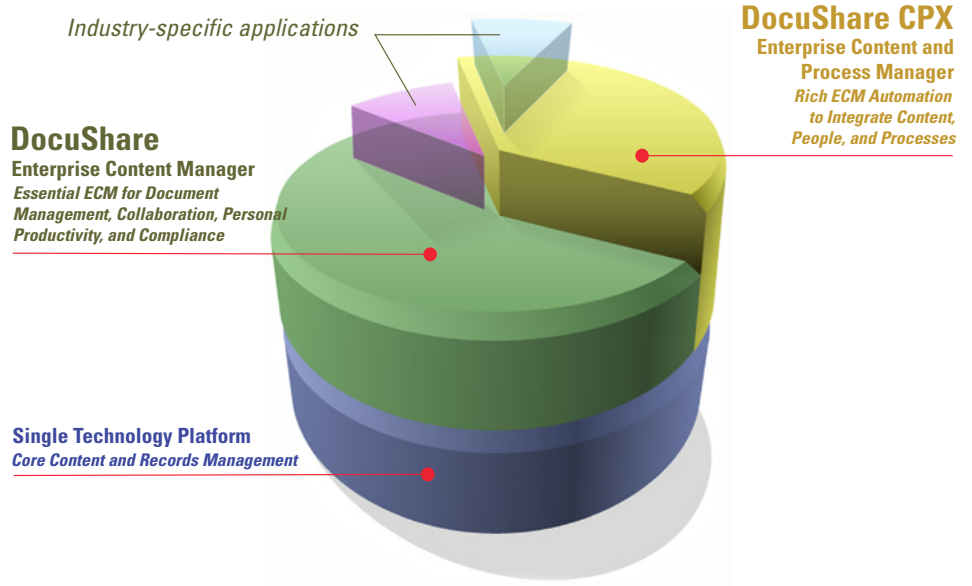
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Engaging in Process Management with DocuShare CPX

DocuShare CPX offers the advanced ECM functionality necessary for integrating and automating transactional content and applying sophisticated collaboration and business process management to specific tasks, making it an ideal environment for a number of repetitive content processes, including:

- Mortgage loan applications
- Life insurance forms
- Claims processing
- Due diligence support
- Resume/job applications
- Healthcare privacy forms
- Student grade reports
- Jury summons
- Brokerage trading orders/contracts
- Government permits
- Employee evaluations
- SOPs/ISO manuals and handbooks
- Contract renewals
- Accounts payable and receivable
- And much more

Products Specific to Enterprise Needs

Industry-specific applications

DocuShare CPX
Enterprise Content and Process Manager
Rich ECM Automation to Integrate Content, People, and Processes

DocuShare
Enterprise Content Manager
Essential ECM for Document Management, Collaboration, Personal Productivity, and Compliance

Single Technology Platform
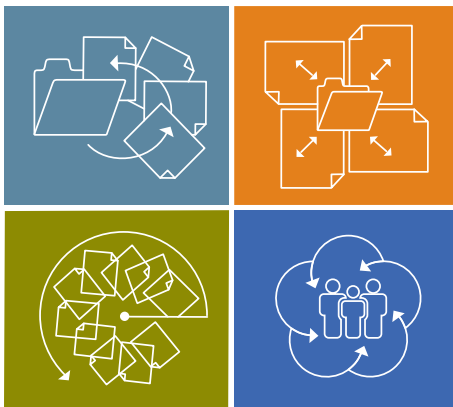*Core Content and Records Management*

One Platform, Two Applications, Infinite Possibilities

The Xerox DocuShare family of products, including Xerox DocuShare and Xerox DocuShare CPX, enables you to take on the dual challenges of enterprise content management. The advanced ECM capabilities of DocuShare CPX perfectly compliments the core ECM functionality that Xerox DocuShare offers every knowledge worker. Both products are built on the same open, scalable, contemporary, and easy-to-use platform, enabling tight integration with existing applications, other DocuShare products, a variety of image capture applications, and Xerox multifunction and production printing devices.

Xerox offers decades of experience delivering real-world document solutions to some of the most prestigious businesses and government agencies in the world. The Xerox DocuShare family of products continues this tradition of excellence with critical ECM solutions, giving you control of your information—a key component to staying competitive and improving productivity.

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DocuShare® CPX

For more information on DocuShare and how it can bring greater efficiency and benefit to your department, agency, or organization, contact a Sales Representative at 1-800-735-7749, or visit us at http://docushare.xerox.com.