

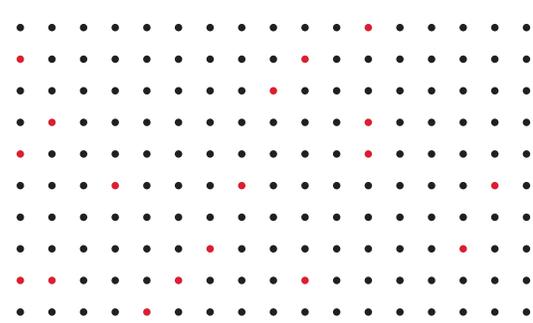
Intelligent Document Management & Workflows

That Works the Way You Do



CAPABILITY BROCHURE

Streamline Your Workday with AI-Powered Workflow Intelligence



Many businesses still rely on paper and manual processes, slowing productivity and business operations. Xerox® DocuShare® Content Management Platform, brings AI-powered document management and automation to help you work smarter, move faster, and focus on what matters most—your customers.

XEROX DOCUSHARE

Xerox® DocuShare® delivers intelligent document management solutions is helping teams work smarter, faster, and more securely. Built for organizations of any size, DocuShare fits right into your operations, helping you do more with the systems you already trust.

AI-powered insights extract key data from your documents, making critical information instantly accessible.

AI-powered contextual search goes beyond keywords to understand meaning and intent—enabling faster, more accurate discovery of information so your team can make confident, well-informed decisions.

AI-powered summarization distills complex content into clear, actionable insights—helping your team quickly understand what matters most.

Automate workflows and content lifecycle management with intelligent routing, customizable rules, and built-in business process tools that drive efficiency and reduce manual effort.

Easily capture, classify, and collaborate on documents from any source—using AI-powered tools that streamline workflows and drive smarter teamwork.

Stay connected to your content anytime, anywhere—with secure, 24/7 access across mobile and multiple devices to keep work moving forward.

Collaborate on PDFs and office documents with advanced viewing, sharing, and annotation tools—keeping your team aligned and productive from anywhere.



Flexible licensing options with both concurrent and named user models to match your access and usage requirements.

Connect DocuShare with leading business applications—such as ERP systems, SAP, DocuSign, and PDF forms—to streamline processes and enhance productivity.

Securely manage and store business content with enterprise-grade controls—including role-based access, audit trails, and compliance-ready features—to ensure full data governance across even the most regulated industries.

Achieve sustainability goals by reducing paper dependency and digitizing manual processes.

Scale effortlessly from small teams to global deployments with a platform that's fully configurable to your environment.

Intelligent Document Processing (IDP) is available as an optional add-on for teams seeking advanced automation—capturing, classifying, and routing documents to streamline workflows, minimize manual effort.

Get ready to see how DocuShare transforms everyday work—turn the page to explore what's possible.

How Enterprises Use DocuShare Every Day.

Xerox DocuShare for enterprise is built to support the way real teams work—across departments, industries, and workflows. Whether you're in HR, Finance, Legal, Government, Manufacturing, or Operations, DocuShare helps you automate tasks, manage content intelligently, and stay productive from anywhere.:



PRODUCTIVITY USE CASES

Xerox® DocuShare® is built to simplify work, boost productivity, and support complex business processes—across departments, devices, and workflows. **Accelerate digital transformation** with an end-to-end solution that simplifies content, workflows, and collaboration on-premises or in your private cloud.

HR TEAMS

Deliver a seamless onboarding experience with AI-assisted routing, e-signatures, and secure document storage.

Extract and summarize data from resumes, forms, and compliance documents to accelerate hiring decisions.

Use AI search to instantly locate employee records and policy files by context, instead of only keyword, enhancing internal service delivery.

FINANCE & ACCOUNTING

Speed up invoice processing with AI-powered classification, routing, and archiving.

Summarize financial reports for faster insights and more responsive decision-making.

Connect with ERP systems to ensure timely payments and accurate reporting—improving vendor and stakeholder trust.

LEGAL & COMPLIANCE

Manage contracts efficiently with automated version control and Docusign integration.

Use AI to extract clauses and summarize agreements—reducing review time and improving client responsiveness.

Maintain full control of sensitive data with enterprise-grade security and audit trails.

GOVERNMENT AGENCIES

Provide faster, more transparent service to citizens by digitizing records, permits, and case files.

Automate retention policies to ensure compliance with public sector mandates.

Use AI-powered search and summarization to respond quickly to public inquiries and internal audits.

MANUFACTURING OPERATIONS

Ensure quality and safety by capturing and managing production records and inspection reports.

Connect with ERP and supply chain systems to streamline procurement and inventory—keeping customer orders on track.

Use AI to extract key metrics and summarize compliance data for faster reporting and issue resolution. Provide faster, more transparent service to citizens

by digitizing records, permits, and case files.

OPERATIONS & PROCUREMENT

Digitize and automate purchase order workflows, from request to approval to archiving.

Connect with SAP or other ERP systems to move documents seamlessly across platforms.

Enable mobile access for field teams to upload, review, and approve documents on the go.

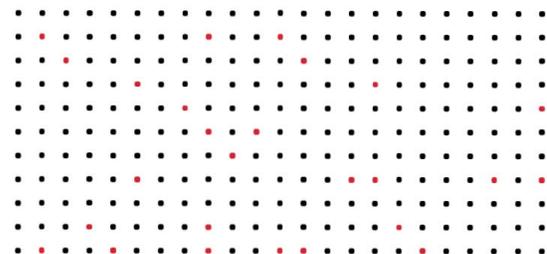
EVERYDAY PRODUCTIVITY

Empower employees to work efficiently with drag-and-drop uploads and smart metadata organization.

Use Xerox® ConnectKey® apps to scan directly into workflows from MFPs—reducing delays and manual steps.

Collaborate in real time with side-by-side document views and related content suggestions.

Enable hybrid and remote teams to access business content anytime, anywhere—keeping everyone connected and productive.



Components of Xerox[®] DocuShare[®]



CAPTURE SIMPLY AND SEAMLESSLY WITH AI-ENHANCED INTELLIGENCE

Capture, index, and store structured and unstructured content for streamlined downstream use.

Intelligent Document Processing (IDP) support—Automatically classify and extract key data from documents, an add-on.

AI-Powered Data Extraction—Automatically extract key info instantly for faster indexing and workflow automation with AI.

Mobile Capture—Use your smartphone to submit documents instantly to DocuShare[®].

Email Integration—Send attachments directly to a DocuShare[®] inbox for automated AI-based processing and categorization.

PDF forms—Capture information using PDF forms with the DocuShare[®].

Third-Party Capture Integration—Seamlessly connect with existing document capture tools to accelerate digital workflows.

Fully integrated Xerox[®] MFP experience—Scan documents from your MFP with included or add-on ConnectKey[®] capabilities.



MANAGE INFORMATION INTELLIGENTLY ACROSS ITS LIFECYCLE

Organize, classify, and govern business content with AI-driven insights and automation.

AI-Advanced Search—Quickly find relevant documents using intelligent, context-aware AI-driven semantic search.

Lifecycle Management—Automate review, archiving, and secure disposal with the Lifecycle Manager.

Central Repository—Simplify access with a unified content hub.

Data Insights—Make reviewing and analyzing information easier.

Annotate and Redact—In the Document Viewer, add notes, redact sensitive data, and preserve document integrity directly within the viewer.



COLLABORATE INTELLIGENTLY. DECIDE FASTER. WORK ANYWHERE.

Enable seamless cross-team collaboration and accelerate decisions with AI-powered document summarization.

AI-Advanced Summarization—Use AI-powered summarization to distill key insights from lengthy documents.

Team Collaboration Tools—Use shared folders, notifications, wikis, and blogs to foster teamwork.

Email Collaboration—Share documents as attachments, zip files, or secure URLs.

Multi-Language Support—Optical character recognition (OCR)-processed documents are eligible for utilizing the DocuShare AI Data Extraction, followed by AI Summarization to generate summaries in multiple supported languages.

Xerox[®] Mobile App for DocuShare—Securely search, retrieve, and share files using your iOS or Android devices.

Xerox[®] MFP Access—Print and e-mail documents directly from DocuShare[®] via your Xerox[®] MFP control panel.

PDFs & Office Documents—Advanced Viewing, sharing and annotation.



EFFECTIVELY AUTOMATE WORKFLOWS

Transform core business processes into automated workflows that are predictable and efficient.

PDF forms—Replace paper processes with convenient PDF forms that capture information and trigger automated workflows.

Task Management—Assign and track document-related tasks and approvals.

Ad Hoc Routing & Content Rules—Empower users to automate daily processes.

Workflow Queues & Reporting—Track activity to identify bottlenecks in processes.

Business Process Automation—Streamline operations like accounts payable, policy management, and contract lifecycle management with purpose-built solutions.



KEEP INFORMATION SECURE & COMPLIANT WITH CONFIDENCE

Protect sensitive data and ensure compliance with robust security and governance features.

Role-Based Access Control—Define multi-level permissions for users and groups and control which types of users can view certain document types.

Immutable Audit Trails—Maintain a complete record of document access and edits.

Advanced Encryption—Safeguard PII with 128-bit AES encryption.

Cloud Security—Benefit from enterprise-grade protection with Microsoft Azure hosting.

Backup & Disaster Recovery—Ensure business continuity with redundant file storage.

Governance and Compliance—Meet legal, audit, and archiving requirements and add eSignatures with DocuSign.



ACCESS ANYTHING, ANYTIME, ANYWHERE

Find and interact with business-critical content across platforms and devices, online or offline.

LDAP Integration—Simplify user management with centralized authentication.

SAML—based single sign-on (SSO), enabling secure, seamless access.

Mobile Apps—Convenient mobile app for both iOS and Android.

Application Connector—Link to CRM, ERP, and other enterprise applications for unified workflows.

Named & Concurrent Licensing Models—allow organizations to optimize access based on user roles and usage patterns, maximizing value and scalability.

Delivered in a Package that Fits Your Needs

No matter what your technical, financial, or organizational requirements are, there's a Xerox® DocuShare® configuration tailored for you. Enjoy the same intuitive user experience, scalability, robust performance, and trusted support — wherever and however you deploy it.

CLOUD DELIVERY OPTIONS

DocuShare is available both on-premises and via DocuShare Online — formerly known as DSPC or DocuShare Private Cloud — hosted securely on Microsoft Azure.

Our fully managed cloud service offers flexibility and frees your IT team to focus on strategic, high-impact initiatives. It's built with security at its core:

- Encrypted user authentication
- Scheduled backups and offsite storage
- Site replication and disaster recovery
- Industry-standard protection against unauthorized access and malicious threats

With professional services, cloud hosting, and 24/7 support, help is always just a call or click away.

SCALABLE PERFORMANCE FOR ENTERPRISE WORKFLOWS

Designed for organizations that handle large volumes of information and complex workflows, DocuShare Enterprise is built to scale:

- Supports thousands of workflows
- Processes tens of thousands of documents daily
- Handles files of any size with ease

Whether you're managing enterprise-wide content or automating document-centric processes, DocuShare Enterprise delivers the performance and flexibility you need.

STREAMLINED ACCESS WITH SINGLE SIGN-ON

Save time and simplify your workflow with secure single sign-on (SSO) for DocuShare®. Authenticate once using your card badge or mobile device, and instantly access DocuShare content and services — no repeated logins, no extra steps.



Accelerate Your Digital Transformation with DocuShare®

No matter your organization's size or industry, Xerox® DocuShare® helps you simplify workflows, boost productivity, and take control of your content — all as part of your digital transformation journey. Start improving how your team works today.

READY FOR THE WAY YOU WORK

The ConnectKey® App for DocuShare® and the DocuShare® Mobile App give you the freedom to work wherever and however you choose — from your desktop, mobile device, or directly at a Xerox® MFP.

- Scan, store, and share documents instantly
- Access DocuShare folders and workflows on the go

- Streamline approvals and collaboration from any location
- Use mobile capture to digitize paper documents directly into DocuShare
- Stay connected to your content — whether you're in the office, remote, or on the move

SMART CONTENT GOVERNANCE AT ENTERPRISE SCALE

DocuShare® gives organizations the power to manage content with precision through intelligent, highly configurable rules. These content rules govern every stage of the document lifecycle — from automated classification and metadata tagging to retention schedules and access controls — ensuring that files are consistently stored, shared, and archived according to your business standards.

By streamlining compliance, reducing manual effort, and improving content discoverability, DocuShare helps enterprises stay organized, efficient, and in control of their information at scale. Whether you're managing thousands of workflows or processing tens of thousands of documents daily, DocuShare Enterprise delivers the structure and scalability needed to keep your content ecosystem running smoothly.

To learn more about Xerox® DocuShare®, go to www.xerox.com/ecm.

