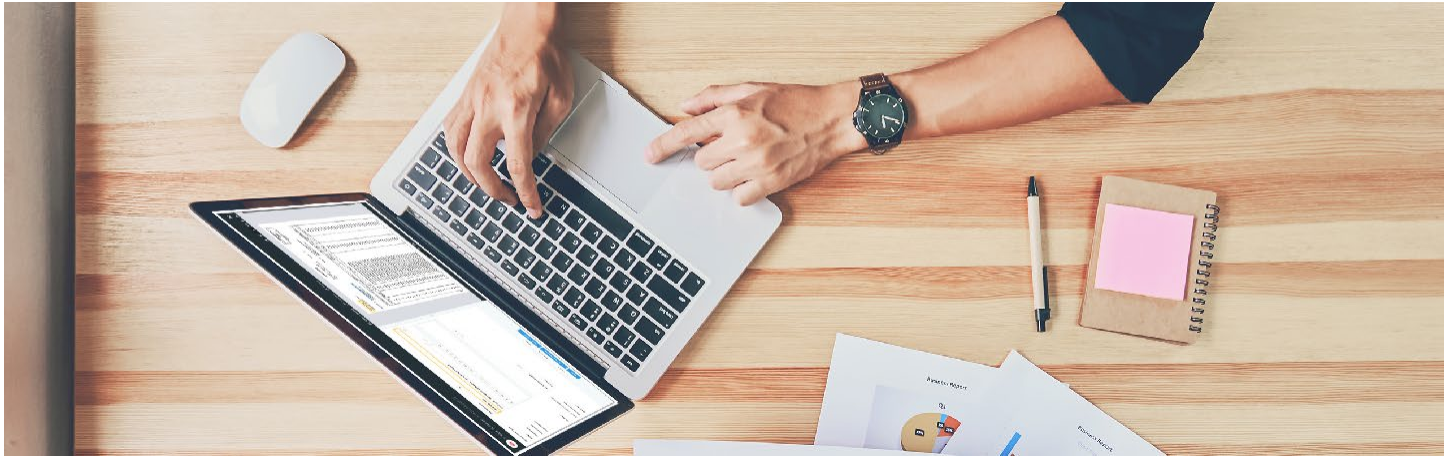


# Streamline Scanning to the Cloud with Capture for Xerox® DocuShare® Flex



Xerox® DocuShare® Flex Content Management Platform helps SMB, enterprise, and 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 delude business organizations—from small to medium-sized 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 FROM ANY TWAIN-CERTIFIED DEVICE

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. Viewing and indexing capabilities are seamlessly integrated into the DocuShare Flex web interface.

Almost two-thirds

# 65%

of organizations have achieved significant digital transformation, up from 46% in 2018.

AIIM, 2023

Only

# 26%

of document, content, and records management systems integrate with other core applications.

AIIM, 2023

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

## FEATURES

- Fast, easy setup 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 refinement with de-skew, de-speckle, compression and rotation, 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

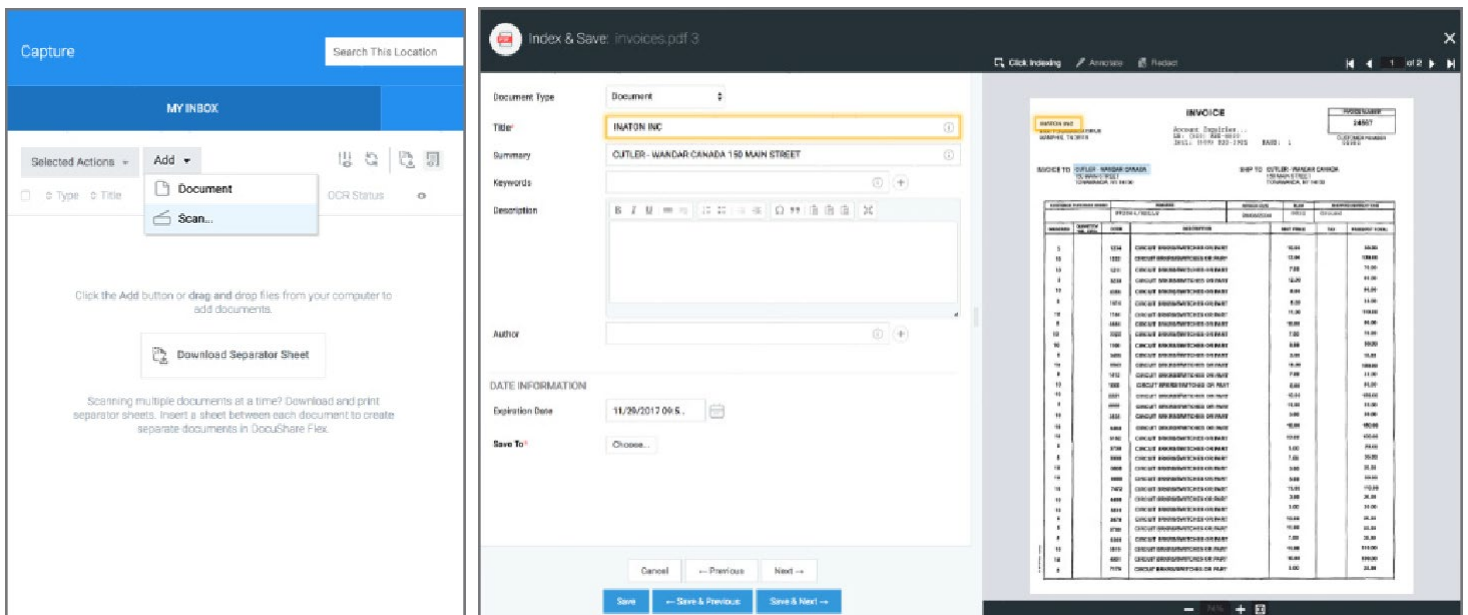
## COLLABORATION

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

Technology is proving to be a double-edged sword for many. A huge majority (78 %) feel that technology usage is driving the vast volume, velocity, and variety of information that is flooding their organizations.

However, just over half (55 %) also believe technology is winning the war against information chaos.

**AIIM, 2023**



Simply select Scan from the Add menu to start a capture workflow.

Easily index documents such as invoices, 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, visit: [xerox.com/ecm](http://xerox.com/ecm)

<sup>1,2,3</sup> AIIM, "2023 State of the Intelligent Information Management Industry," [www.aiim.org](http://www.aiim.org)