Xerox DocuShare® eForms
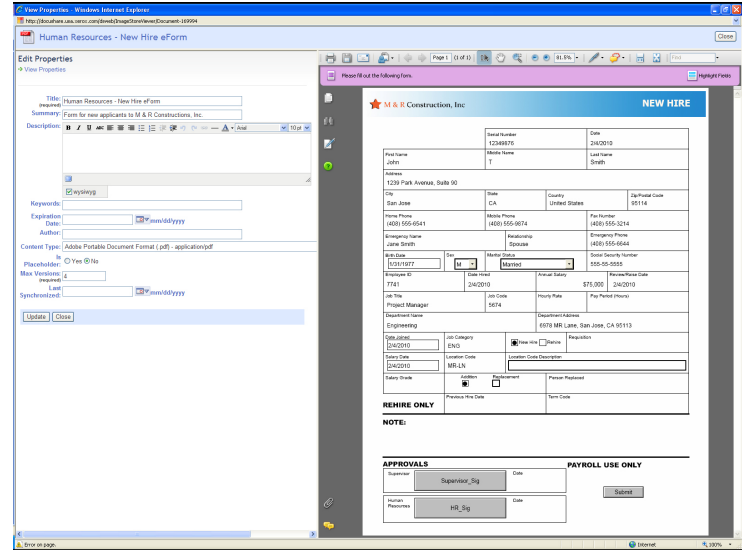## Easily Collect, Manage, and Automate Business-critical Data

Businesses and organizations today are constantly looking for ways to gain efficiencies, enhance accuracy and security, and save money. The Xerox DocuShare enterprise content management platform consistently delivers strong ROI and is rated one of the easiest, most cost-effective content management solutions available today.

Eliminate the cost and time required to process and store paper forms

Now you can gain even greater savings and process efficiencies with DocuShare eForms. By replacing your existing paper forms with electronic forms that are accessible from websites and portals, users can quickly and easily submit information to DocuShare for collection, processing, and management. Data accuracy is improved and forms-driven processes are streamlined because manual steps are eliminated through electronic routing.

Easy, Comprehensive, Affordable

DocuShare eForms uses proven technology and delivers world-class capabilities at an extremely affordable price. Unlike other eForms offerings, it includes both the forms design tool (Form Designer) and a license to deploy an unlimited number of forms, giving you extensive functionality and value.

After a user submits a completed form, it is fully indexed and available in DocuShare, enabling users to quickly find the form, view and edit form properties, and automate business processes.

Key Capabilities and Benefits

- Save time by eliminating the need to print and fill out paper forms
- Reduce the costs associated with printing, storing, and distributing paper forms
- Improve user experience and customer satisfaction through online submission of information 24x7, from any location—inside or outside the firewall
- Accelerate cycles by automating business processes
- Attach documents, storing forms and attachments together
- Validate submitter identity to support processes that require authentication
- Reduce risk by ensuring information is not lost, misplaced, or re-keyed incorrectly
- Meet government-mandated accessibility requirements
- Shrink your organization's carbon footprint by minimizing paper use and waste

Comprehensive Form Design and Publishing Capabilities:

- The Form Designer is a drag-and-drop application that provides an easy-to-use interface for novice users, while offering powerful features for experienced form designers. In addition to enabling form designers to create rich, open standard forms, the Form Designer includes a wide selection of sample forms and a Gallery of pre-made form and field templates.

- Form fields can be easily mapped to DocuShare properties, enabling property searches and workflow automation for form routing.

- The contents of form fields can be used to determine the DocuShare collection into which forms are delivered. If the collection doesn't exist, DocuShare creates it.
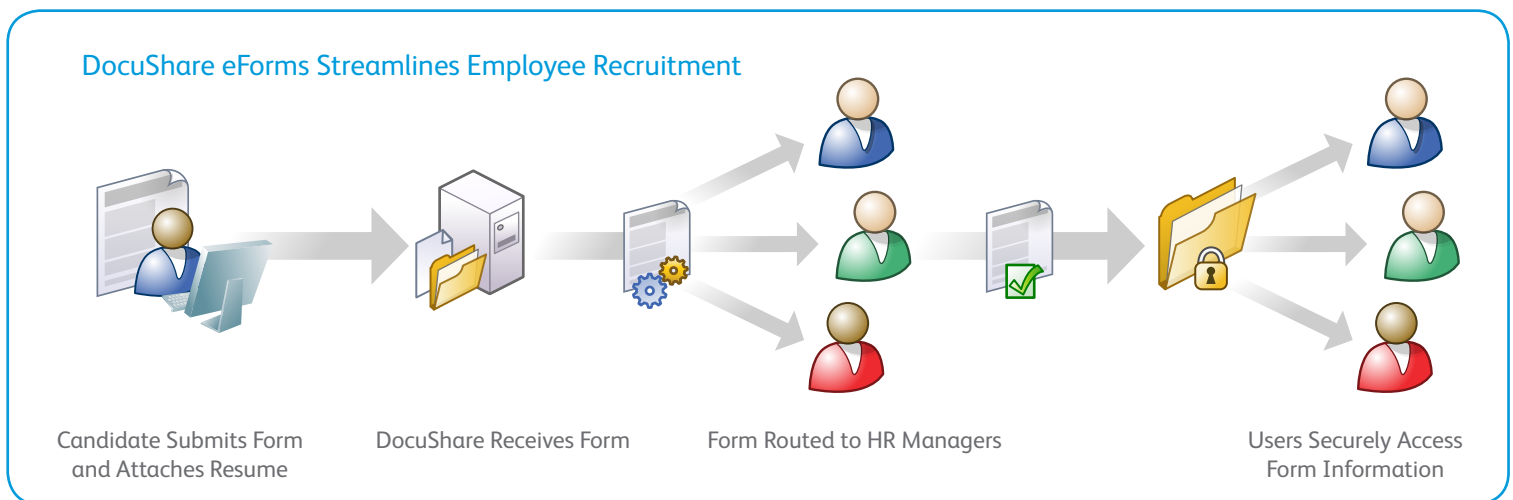
Fully Indexed and Searchable Forms

After forms are submitted, all content is indexed and PDF versions of the forms are stored in DocuShare, so users can:

- Search for and access completed forms anytime, from any location

- Secure forms by applying permissions that limit access to only specific viewers

- Automate business processes by automatically routing forms to the appropriate parties for processing and approval

As an example, HR forms can be provided online to enable faster recruiting and on boarding

1. A job candidate or new hire goes to a website to fill out a required form and submits it along with a resume.

2. DocuShare receives the form and attachment and stores them in the specified collection. Information is saved as both XML data and a PDF representation of the completed form.

3. A predefined content rule routes the form to the appropriate HR or department managers for review.

4. With the form and attachment stored in a collection for employee candidates, DocuShare users on the hiring team with the appropriate permissions can read and process the information at their convenience.

Adding DocuShare eForms to the robust content management power of DocuShare provides an easy, affordable, and reliable data collection, management, and workflow automation solution for small to large companies.

DocuShare eForms Streamlines Employee Recruitment

| Candidate Submits Form and Attaches Resume | DocuShare Receives Form | Form Routed to HR Managers | Users Securely Access Form Information |

Want to learn more?

For more information on how DocuShare eForms can bring greater efficiency and productivity to your organization, please visit www.docushare.com or call 1-800-735-7749 to schedule a live, interactive demo.

xerox