FlexSystems™

FlexStream™

Document Processing

A Complete Solution for Document Processing

FlexStream is a document processing solution, unmatched in its versatility and performance. FlexStream lets you add scancodes to your documents to be used by your inserter and manipulate and enhance the contents of your mailing. With FlexStream you can:

- Increase the integrity of your mailings by adding scancodes that can be used by inserters.
- Reduce postage costs by combining documents intended for the same recipient into a single mail piece.
- Save postage by using the optional postal presort modules.
- Turn your document into a marketing tool by adding conditional text, graphics and barcodes and by utilizing selective inserts.
- Eliminate the costs of preprinted forms by adding overlays and digital inserts to your documents.
- Convert traditional simplex printed documents to duplex to reduce paper costs and provide additional postage savings.
- Save costs by emailing all or a selection of your documents.

FlexStream loads existing PDF files and runs independently of existing software, so there is no need to change existing systems. Files are processed at high speeds and the result may be printed on any printer.

There is no need for specialized personnel to operate the software. FlexStream is easy to use because of its intuitive user interface incorporating ribbons, tooltips, context sensitive help, and wizards that take users through more complex tasks. Because of its close similarity to the latest Microsoft Office, it is very easy to understand FlexStream's user interface and operation. The FlexStream software is available in several languages.

FlexStream comes in three different editions. Depending on your production requirements you can select a FlexStream solution that fits your needs:

- **FlexStream Basic**
  FlexStream Basic is the solution for users who need to add scancodes (OMR, 1D or 2D BCR) to PDF files without the need to change the existing documents.

- **FlexStream Advanced**
  In addition to adding scancodes, FlexStream Advanced offers extended document manipulation and enhancement features for users who need to add additional contents or want to change the layout of documents.

- **FlexStream Professional**
  FlexStream Professional adds document management features like digital inserts, email capabilities, archiving documents, and closed loop processing.

FlexStream can be extended with with additional services to prepare mail according to the USPS® postal standards, create and track Certified mail, and email your documents.

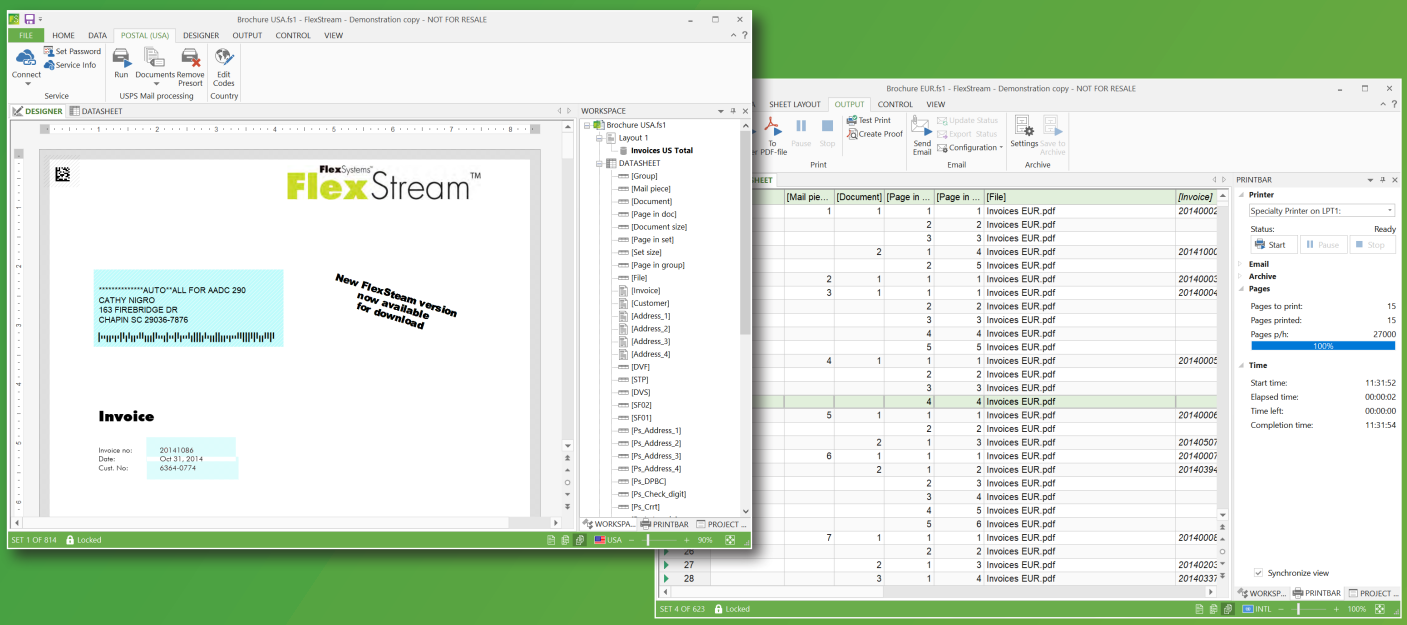
- **USPS® Mail Processing**
  The Address hygiene and Presort services available through Flex Systems' USPS mail processing module give you an unsurpassed solution for USPS mail preparation. The service produces all necessary output to meet mailing regulations to get maximum postage discounts and fast and accurate delivery of your mail.

- **USPS® Certified Mail**
  Take advantage of the added security of Certified Mail from within FlexStream on your PC. Creating, tracking, and managing Certified Mail with FlexStream is much simpler and more streamlined than the traditional method.

- **Secure & Tracked Email**
  FlexStream offers a robust secure and tracked email service for sensitive business documents. FlexStream makes it easy to select the documents to be emailed, send the emails with the confidence that they will reach their intended recipients without passing into the wrong hands, and offers extensive tracking, audit, and follow-up functionality.

FlexStream Features

FlexStream offers all functionality to manipulate your document files, the logic to define which pages make up a document and which documents can go together in the same envelope. You can add scancodes for your inserter and further enhance your documents with texts, graphics and additional barcodes. Output can be printed or emailed and the documents can be prepared for archiving.



Document File Processing

- Open one or more document files in PDF or PDF/A format. The files can be in different layouts to combine different documents in a single mail piece.
- Change the input document to duplex, remove leading and trailing pages, and scale and move the contents of the pages.
- Add empty pages or pages from other PDF files to the documents before they are printed. These digital inserts can be conditional and variable. Inserts can be added depending on the contents or number of pages of the main document.

Document Breaks and Grouping

- Extract text, graphics or barcodes from your PDF documents to be used for further processing logic or to be printed elsewhere on the document.
- Define breaks that mark the end of one document and the beginning of another.
- Group documents for the same recipient into single mail items (sets) based on data contained in the documents.
- Sort sets and documents within a set in the required order. E.g. sort your sets on size and the documents in a set on invoice number.
- Job splitting based on any condition (e.g. set size) to divide a job in batches to be handled separately.
- Presort your mail pieces to meet mailing regulations and get maximum postal discounts.
- Select documents to be emailed instead of being mailed by physical mail.
- Previewing results of breaking, grouping, sorting and conditional scancode marks in a datasheet and job summary.

Scancodes

- Add scancodes for your inserter. Predefined scancodes for inserters of all major manufacturers are included in the program. FlexStream supports OMR and scancodes based on 1D and 2D barcodes.
- Define custom scancodes if necessary.
- Guides help you in positioning the scancode according to the specifications of your inserter.

Document Enhancement

- Add any fixed or variable text based on a condition.
- Support for over 80 different barcodes, including 1D and 2D barcodes and postal barcodes.
- Include fixed and variable graphics in a wide variety of formats.
- Add postal indicia and postage paid imprints.
- Add overlays/backgrounds to your documents.

Output

- Print on any Windows supported printer or output to PDF.
- Dynamic (conditional) input paper tray selection.
- Print output on multiple printers.
- Export data from the generated datasheet.
- The email selected documents using your own email server or by using the Secure and Tracked email service.
- Archive digital copies of the (e)mailed documents in PDF format.

Processing

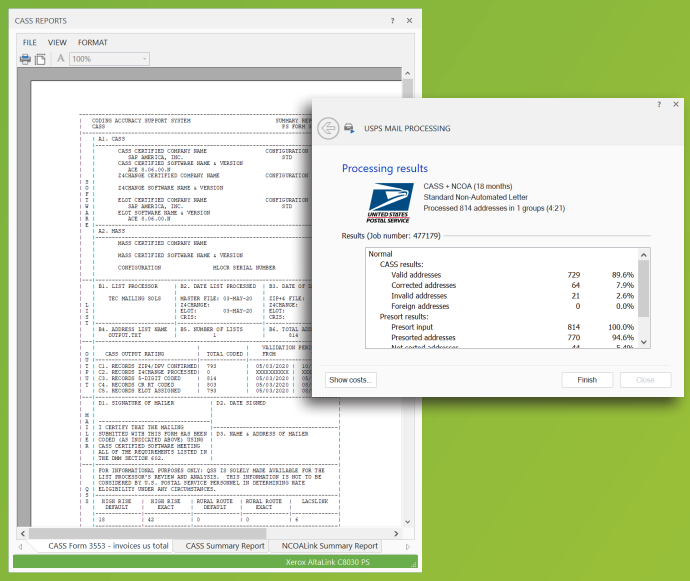
- Use templates for recurring jobs, eliminating the need to set up jobs that are run on a regular basis.
- Automate processing by using FlexStream's powerful batch processing feature.

Add-On Cloud Services

Flex Systems offers a full set of add-on services that enble you to produce and manage the distribution of your documents: The USPS mail processing service allows for comprehensive address quality and mail processing features, a Certified Mail service that allows you to create and track Certified Mail, and a Secure and Tracked email service to email and track sensitive documents.

USPS® Mail Processing

Flex Systems' USPS mail processing service allows for comprehensive address quality and mail processing features. The service gives you access to services such as CASS™, NCOA, DSF2®, presort and more, enabling you to generate the highest possible discounts through the USPS®.



- Addresses can be captured from the PDF document for USPS processing and replaced by the corrected address.
- CASS Certified™ for address correction - Standardize address formats to USPS guidelines, and verify deliverability.
- Add missing postal data including nine-digit ZIP codes™, carrier route numbers, delivery points and more.
- Move Update service - Process lists against the limited 18-month or full 48-month NCOALink® data set.
- Optional file enhancement functions include DPS (Delivery Point Sequencing), Apartment append, Phone append, and Geocoding.
- PAVE™ certified postal presorting - Sort address lists for the lowest possible postal rates and generate all required USPS documentation, reports and postage statements.

USPS® Certified Mail

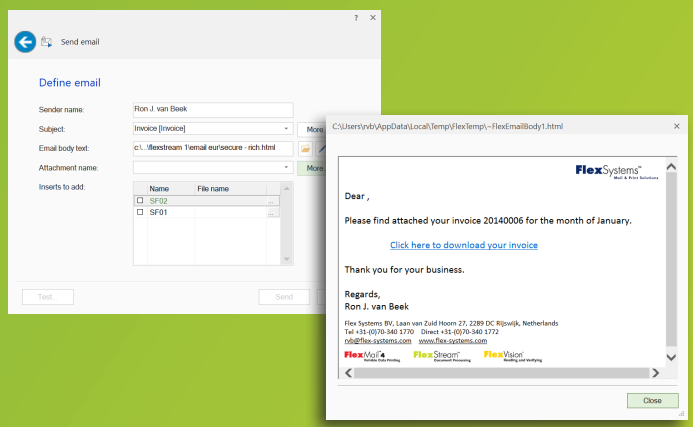
The Certified Mail® service combined with the powerful design, printing, and mail production features of FlexStream make creating, tracking, and managing Certified Mail easier and more streamlined than ever before.

- Make a selection or send all documents as Certified Mail.
- Select additional services for Electronic Return Receipt and Restricted Delivery.
- Automatically create USPS Form 3877 (Firmbook).
- Add a cover sheet or place the Certified Mail barcode directly on the first page of your document.
- Detailed tracking information available about every step of the delivery.
- Direct access to digital signatures.

Secure & Tracked Email

FlexStream offers a robust secure and tracked email service for sensitive business documents. FlexStream makes it easy to select the documents to be emailed, send the emails with the confidence that they will reach their intended recipients without passing into the wrong hands, and offers extensive tracking, audit, and follow-up functionality.

- Select documents for emailing based on document contents or data contained in a database.
- Design personalized emails in your company house-style, with links, buttons etc.
- Military grade levels of encryption during transfer of documents.
- Recorded date and time of sending, delivery, opening of email, and downloading of the document.
- Select follow-up action based on email status of a document for a recipient.



FlexStream Feature Comparison

	Basic	Advanced	Professional
Input files			
Open (multiple) PDF files of any number of pages	■	■	■
Support of different layouts for each input file		■	■
Digital inserts (conditional)			■
Add envelopes to sets (includes RISO WEF support)			■
Read and Manipulate Data			
Read text from input document	■	■	■
Check for images on input document	■	■	■
Read/decode barcodes from input document		■	■
Generate dates and times in any format		■	■
Generate contents for postal barcodes and indicia		■	■
Define functions in Visual Basic		■	■
Use/add look-up tables for translations and file look-up		■	■
Grouping and Sorting			
Define document breaks	■	■	■
Group documents in sets	■	■	■
Overcount splitting	■	■	■
Overcount separation	■	■	■
Order documents within sets		■	■
Sort sets		■	■
Split job in multiple groups (e.g. based on set size)		■	■
Select documents for email			■
Preview processed documents per page, document or set	■	■	■
Dataheet view displaying all document data in table format	■	■	■
Summary report	■	■	■
Operator instructions	■	■	■
Scancode Generation			
Select and configure inserter properties	■	■	■
Define divert and feed options	■	■	■
Create Scancodes (OMR, 1D Barcodes, 2D Barcodes)	■	■	■
Scancode design forms for correct Scancode placement	■	■	■
Document Layout			
Remove cover (leading and trailing) pages from input documents	■	■	■
Document scaling (fit to paper) and moving of contents	■	■	■
Duplexing of document	■	■	■
Add overlays to the document (front- or backside)		■	■
Blank out areas	■	■	■
Add (conditional) shapes		■	■
Add (conditional) text		■	■
Add (conditional and variable) pictures		■	■
Add (conditional) barcodes		■	■
Add postal indicia		■	■
Output			
Print on any windows supported printer	■	■	■
Print/save output to PDF	■	■	■
Dynamic input paper tray selection		■	■
Multiple printer support		■	■
Closed loop processing			■
Email all or selection of the documents			■
Save documents for archiving			■
Processing			
Define and use templates for recurring jobs	■	■	■
Batch processing for 'lights-out' operation	■	■	■
Add-on Services			
USPS® mail processing	■	■	■
USPS® Certified Mail			■
Secure and Tracked Email			■

Licensing and Maintenance

Licensing – Buy Only What You Need

FlexStream consists of a main program in different editions and a set of optional services that connect seamless to the main program, offering one completely integrated environment. This allows you full flexibility in choosing the functionality you need. FlexMail is licensed per PC. Discounts are available for multiple installations.

You can upgrade and add services at any moment you want. Just call your supplier. Within minutes you will be able to use the functionality you need.

FlexStream Maintenance – For On-going Value

To be sure that you always have the latest versions of FlexStream, Flex Systems offers FlexStream Maintenance. Subscribers will receive any upgrade or new version of the FlexStream software completely for free during the maintenance period. On top of this, maintenance entitles you to direct support from Flex Systems, the developers of FlexStream.

Technical Information

For a full technical specification, system requirements, and other latest information, check out our Flex Systems web-site at **www.flex-systems.com**.

FlexSystems™
Mail & Print Solutions

ADDREX
ADDRESSER SALES COMPANY
Innovative Mailing Technologies Since 1970

13864 Bennett Road, Cleveland OH 44133
Phone: (440)230-1455
www.addrex.com