



# FlexStream Introduction

**Flex**Systems™  
**Flex**Stream™

Flex Systems  
April 2012



## Contents

Overview	2
Advantages	3
Processing Steps	4
Summary	12



## FlexStream Introduction Overview

- FlexStream is a document processing solution that adds scancodes to documents to be used by inserters and manipulates and enhances the contents of mail pieces.
- There are three versions available:
  - **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.



## **Flex**Stream Introduction Advantages

- Increases the integrity of mailings by adding scancodes that can be used by inserters.
- Reduces postage costs by combining documents intended for the same recipient into a single mail piece.
- Turns documents into a marketing tools by adding conditional text, graphics and barcodes and by utilizing selective feeding.
- Eliminates the costs of preprinted forms by adding overlays and digital inserts to documents.
- Converts traditional simplex printed documents to duplex to reduce paper costs and provide additional postage savings.
- Save costs by e-mailing all or a selection of your documents.

# FlexStream Introduction

## Processing step 1: Link documents

### Basic

- Open one or more document files in PDF or PDF/A format. Documents may be opened all at once or open one and append additional file(s) to the one(s) already open.
- Process duplex or single sided files and make single sided files duplex.
- Remove leading (cover) and trailing pages from the imported document files.
- Move contents and scale imported documents to a selected output size.
- Use templates for recurring jobs, eliminating the need to set up jobs that are run on a regular basis.

### Advanced

- Link to PDF document files in different layouts. This makes it possible to combine e.g invoices and orders or shipping documents in a single mail piece.



# FlexStream Introduction

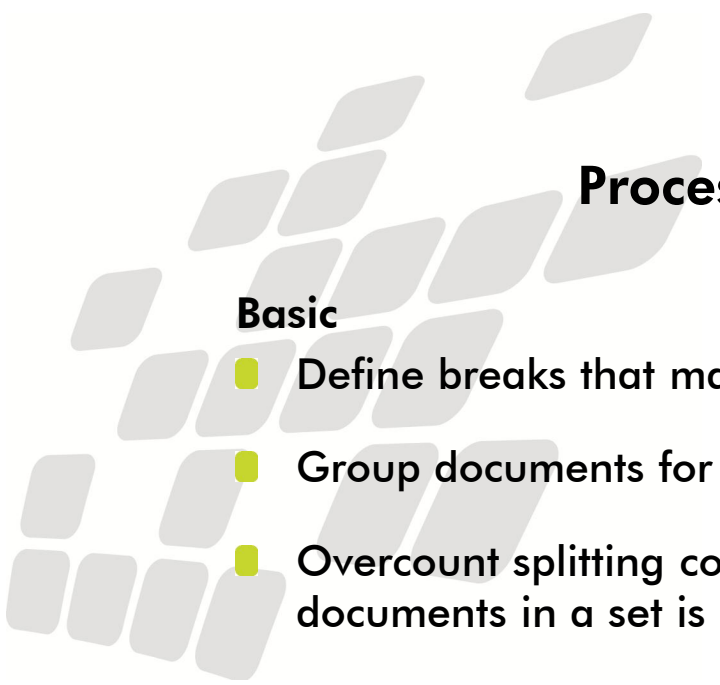
## Processing step 2: Capture document data

### Basic

- Extract data from PDF documents to be used for further processing in print objects or to make comparisons and decisions inside the program.
- Data is retrieved from specified areas and may contain text or graphics.
- Use pattern matching to search for specific data within larger areas, replace parts of the text, and format the result.

### Advanced

- Next to text and graphics captured from the document, data may be based on (decoded) barcodes.



# FlexStream Introduction

## Processing step 3: Process documents

### Basic

- Define breaks that mark the end of one document and the beginning of another.
- Group documents for the same recipient into single mail.
- Overcount splitting controls what is done when the total number of pages of all documents in a set is larger than the maximum for a mail piece.
- A job summary lists the details of the processed input files. It also includes operator instructions for further processing on the inserter.
- Previewing results in a datasheet.

### Advanced

- Sort sets and documents within a set in the required order. E.g. sort sets on postcode and the documents in a set on invoice number.
- Job splitting allows making of multiple groups for processing (e.g based on set size).



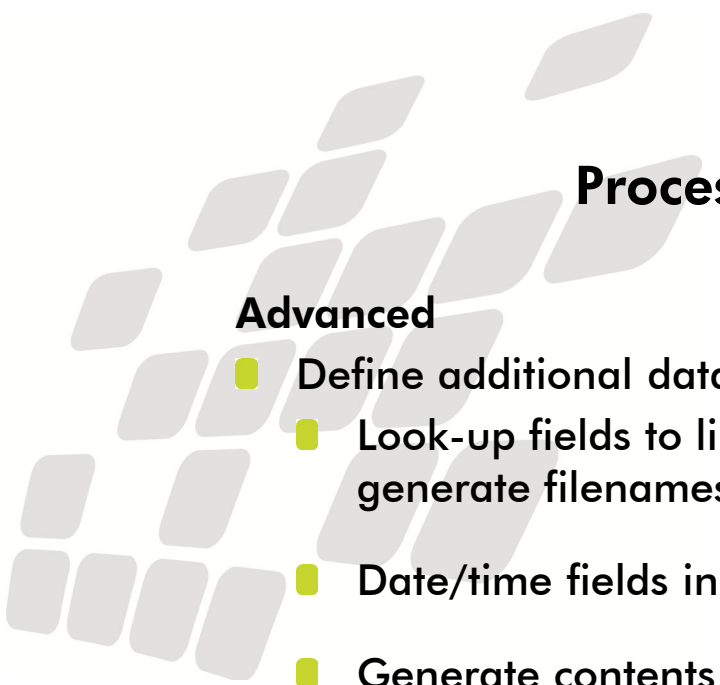
## **FlexStream Introduction**

### **Processing step 4: Add scancode**

#### **Basic / Advanced**

- Add scancodes for an inserter. Pre-defined scancodes for inserters of all major manufacturers are included in the program. FlexStream supports OMR and scancodes based on 1-D and 2-D barcodes.
- Set up scancode configurations that match the options of an inserter and modify them to meet specific needs.
- All features usually found in scancodes are supported: Integrity features like page-, document- and set-numbering; Selective operations like divert, sort, seal etc.; Selective feeds based on any condition you specify.
- Guides help in positioning the scancode according to the specifications of the inserter.
- Scancodes can be made opaque and blank out areas can be added to cover unwanted elements on a layout.





## **FlexStream Introduction**

### **Processing step 5: Enhance document**

#### **Advanced**

- Define additional data
  - Look-up fields to link document data to other data contained in databases or to generate filenames for variable graphics.
  - Date/time fields in any format.
  - Generate contents for postal barcodes and indicia.
  - Calculated fields based on Visual Basic procedures.
  
- Change documents
  - Add any fixed or variable text based on a condition.
  - Supports over 80 different barcodes, including 2-D barcodes and postal barcodes.
  - Add postal indicia.
  - Include fixed and variable graphics in a wide variety of formats.
  - Add overlays to documents.



## **Flex**Stream Introduction

### Processing step 5: Enhance document

#### **Professional**

- Digital Inserts
  - (Conditionally) add pages from PDF-files to a document before the document is printed.
  - Digital inserts can be variable and dependent upon the contents of a document.
  - Add digital inserts per documents or only once per mail piece.



## **Flex**Stream Introduction

### Processing step 6: Output

#### **Basic**

- Print output on any Windows supported printer.
- Save modified documents as PDF-file.

#### **Advanced**

- Conditional input tray selection.
- Print output on multiple printers.
- Export data from the generated datasheet.

#### **Professional**

- Closed loop processing:
  - Export Mail piece data for use by the inserter.
  - Import data for verification and re-printing.



## **Flex**Stream Introduction

### **Processing step 7: Document Management**

#### **Professional**

- Email all or a selection of the documents:
  - Remove documents from the print stream to be e-mailed based on any condition.
  - E-mail with attached document using SMTP or Exchange Pickup directory.
  - Include digital inserts and digital versions of selective feeds in e-mailed document.
  
- Save documents for archiving:
  - Save digital copies of (e-)mailed documents to a directory for archiving.
  - Include digital inserts and digital versions of selective feeds in archived document.



## **Flex**Stream Introduction Summary

- FlexStream is easy to use because of clear procedures and modern user interface.
- Makes all features of inserters available without the need to modify existing processes or documents.
- Makes transpromotional mailings possible.
- Can help reduce mailing costs.
- Prepares documents for archiving.
- Translated, localized versions (Chinese, Dutch, English, French, German, Italian, Spanish) available.



**FlexSystems**<sup>TM</sup>  
Mail & Print Solutions



**Flex Systems BV**  
Laan van Zuid Hoorn 27  
2289 DC Rijswijk (ZH) - Netherlands  
Tel +31 (0)70 - 340 1770



**Flex Systems Trading Inc.**  
3197 Ducan Lane, Suite A  
San Luis Obispo, CA 94301, USA  
Tel +1 805 888 0014

E-mail [info@flex-systems.com](mailto:info@flex-systems.com)  
[www.flex-systems.com](http://www.flex-systems.com)