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 bar-codes 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 a Secure & Tracked email service. Additional postal processing services are available for the USA.

- **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 Basic

FlexStream Basic is the solution for users who need to add scancodes (OMR, 1D or 2D BCR) to their documents to increase integrity and enable automatic processing on inserters and who want to reduce costs by combining documents for the same addressee into a single mail piece.

Document Files

- Open one or more document files in PDF or PDF/A format.
- Change the input document to duplex, remove leading and trailing pages and scale and move the contents of the pages.
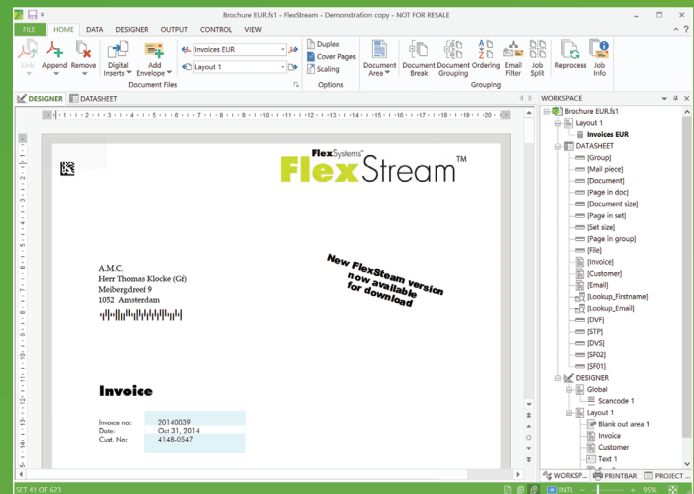
Document Breaks and Grouping

- Extract text or graphics from your PDF documents to be used for further processing in print objects or to make comparisons and decisions inside the program.
- 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.
- Preview results of breaking, grouping, sorting and conditional scancode marks in a datasheet.
- A job summary lists the details of the processed input files, the documents and sets made, and selective feeds. It also includes operator instructions.

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.

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.
- Scancodes can be made opaque and blank out areas can be added to cover unwanted elements on your layout.

FlexStream Advanced

FlexStream Advanced is designed to manipulate and enhance existing PDF documents. All features of the basic edition to add scancodes to documents are available. On top of that the Advanced edition enables users to add (conditional) text, graphics and barcodes to the document to turn documents into promotional tools.

Advanced Document Options

- 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.

Advanced Processing Features

- Document break definition and grouping features as in FlexStream Basic.
- Sort sets and documents within a set in the required order. E.g. sort your sets on postcode 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.

Additional Data Fields

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

- Calculated fields based on Visual Basic procedures.
- Postal functions to generate contents of indicia and postal barcodes.

Document Enhancement

- Add scancodes (for a full description, see FlexStream Basic).
- 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 to your documents.

Output

- Dynamic (conditional) input paper tray selection (e.g to print first or last page of a document on specific paper).
- Print output on multiple printers.
- Output to multiple PDF files.
- Export data from the generated datasheet.

FlexStream Professional

FlexStream Professional adds document management features like adding digital inserts, email capabilities and preparing documents for archiving. FlexStream Professional also offers features for closed loop processing with verification and reprints.

Digital Inserts

- Add empty pages or pages from other PDF files to the documents before they are printed.
- Digital inserts can be conditional and variable. Inserts can be added depending on the contents or number of pages of the main document.
- Digital inserts can be added to each document or once per mail piece only.

Closed Loop Processing

- Export job and set data to a file for processing by the inserter in any user defined format.
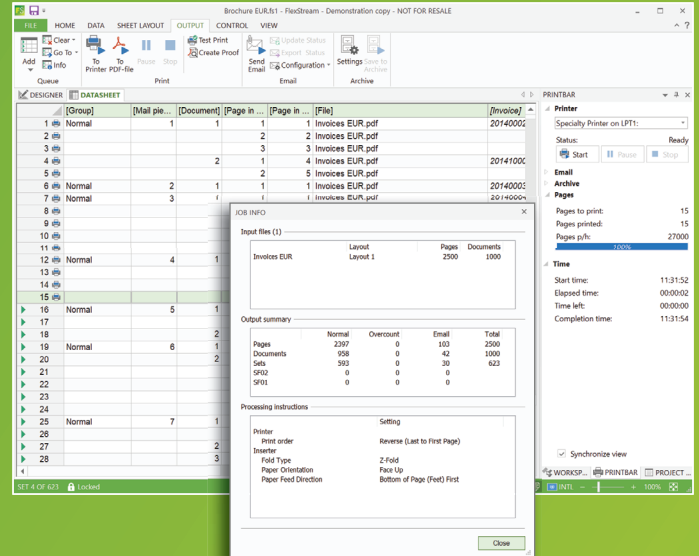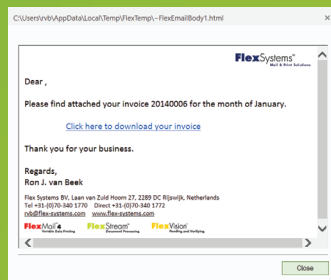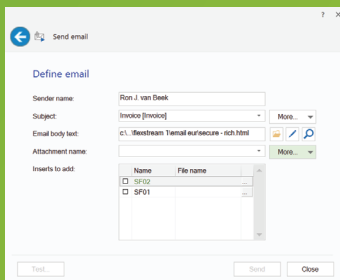- Import job and set data for comparison with the printed job for verification and reprinting.

Email

- Documents can be removed from the print stream and be emailed instead. Documents may also be emailed and printed. All based on a condition you specify.
- The email with the attached documents can be sent using SMTP or an Exchange pick-up directory, or by using the Secure and Tracked email service.
- Digital inserts and digital versions of selective feeds can be included in the emailed document.

Archiving

- Digital copies in PDF format of the (e)mailed documents can be saved to a directory to be archived.
- Optionally include digital inserts and/or digital versions of any selective insert which was added on the inserter to the archived documents.

Secure & Tracked Email

FlexStream offers a robust secure and tracked email add-on service for emailing 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.

World Class Email Security and Tracking

FlexStream uses the SSLPost service for its secure and tracked email. This service is a sophisticated system of processes, which deliver electronic mail in a highly secure environment ensuring end-to-end encryption and maximum security. The service is deployed as a public SaaS solution.

- Significantly reduce costs by saving printing, material, and postage.
- No investment in email infrastructure required, no email server needed. No special setup, the service can be used without intervention of IT specialists. No worries about becoming blacklisted when sending large amounts of emails.
- No workflow intervention. Processes PDF documents generated by any system. Complete flexibility in selecting documents to be emailed.
- Prevents any blocking by the recipient's email server because of file attachment size limits or other email settings.
- Track and trace sent emails with no recipient intervention. Recording of date and time the email was sent, delivered, and when the attached document was opened and read.
- Easy to use for the recipient. Looks like a 'normal' email and can be used without additional software installed.

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 modules that plug seamless into 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**.

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