FlexSystems™

FlexStream™

Document Enhancement

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.

- Turn your document into a marketing tool by adding conditional text, graphics and barcodes and by utilizing selective feeding.

- 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 e-mailing 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 so, 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, e-mail capabilities, archiving documents, and closed loop processing.

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.
- Process duplex or single sided files and make single sided files duplex.
- Remove leading (cover) and trailing pages from the imported document files.
- Scale imported documents to a selected output size and move contents on the page.
- Use templates for recurring jobs, eliminating the need to set up jobs that are run on a regular basis.

Document Data

- Extract data from your 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.
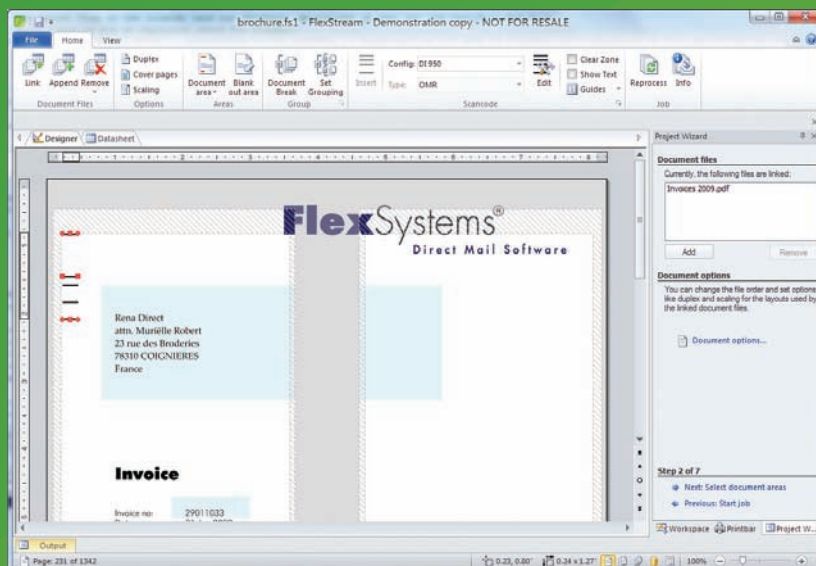
Breaks and Grouping

- Define breaks that mark the end of one document and the beginning of another. Breaks can be based on a fixed number of pages, data contained on a page, or data changing between pages.
- Group documents for the same recipient into single mail items (sets) based on data contained in the documents.

Overcount

- Overcount splitting allows you to control what is done when the total number of pages of all documents is larger than the maximum for a mail piece. They may be split into multiple items or processed separately.
- Previewing 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.
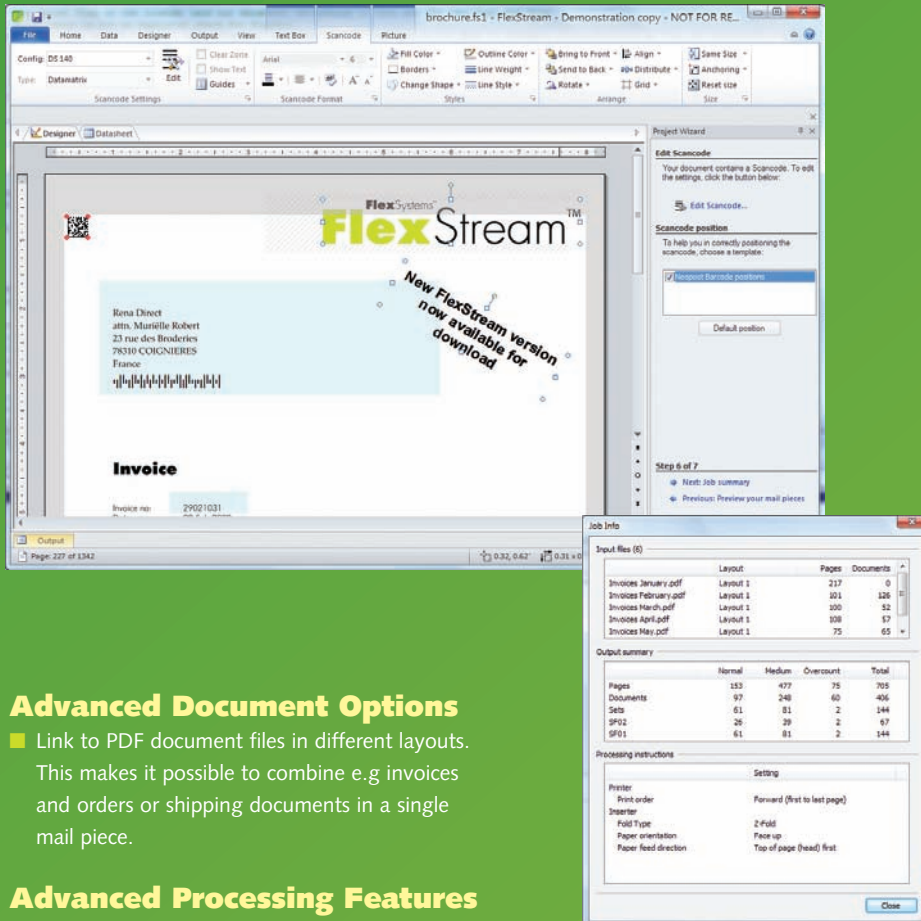
Scancodes

- Add scancodes for your 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 your inserter and modify them to meet your 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 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.
- Supports over 80 different barcodes, including 2-D 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.
- 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 digital inserts. These are pages from PDF-files that are (conditionally) added to the documents before the documents are printed.
- Digital inserts can be conditional and variable, so inserts can be added depending on the contents of the main document.
- Digital inserts can be added to each document or once per mail piece only.
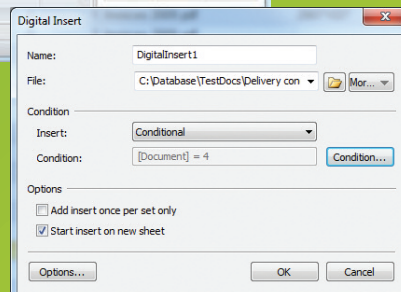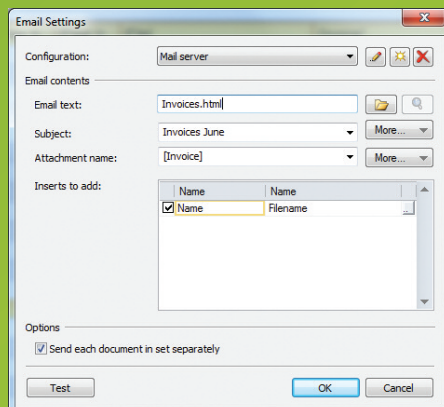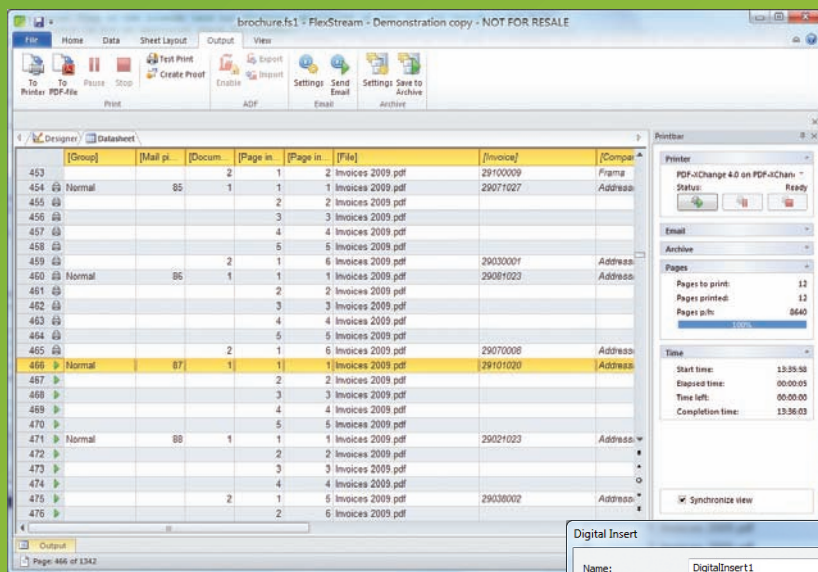
Closed Loop Processing

- 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 mailed using SMTP or an Exchange pick-up directory, making integration easy.
- 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.
- You may choose if you want to include digital inserts and/or digital versions of any selective insert which was added on the inserter to the archived documents.

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)			■
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)		■	■
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		■	■
Preview			
Preview processed documents per page, document or set.	■	■	■
Dataheet view displaying all document data in table format	■	■	■
Printing			
Print on any windows supported printer	■	■	■
Print/save project to PDF	■	■	■
Dynamic input paper tray selection		■	■
Multiple printer support		■	■
Closed loop processing			■
Other output			
Email all or selection of the documents			■
Save documents for archiving			■

Licensing and Maintenance

Licensing – Buy Only What You Need

FlexStream is available in three editions. This gives you full flexibility in choosing the functionality you need. FlexStream is licensed per PC. Discounts are available for multiple installations.

You can upgrade at any moment you want. Just call your supplier. Within minutes you will be able to use the edition 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.

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Print & Mail Solutions

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