



# Document Manager

Build, deliver, and manage your organization's documents in a secure web-based environment



Integrated Print Management<sup>®</sup>

# Document Manager

An overview of highlighted features

Document Manager supports the entire life cycle of a document to effectively manage an organization's communications in a simple, secure environment.

## Build

Document Manager begins with a library of controlled documents. Proper management of your documents is key to maintaining your strategy. BFC understands how vital these centric communications can be and has built a platform for managing your corporate approved documents. Using the Document Manager, users can build personalized and variable documents to effectively manage their customer communications.

## Deliver

Effectively deliver across different mediums. Now more than ever, when postal costs are at their highest, Document Manager's robust delivery framework allows for options in evaluating today's most effective delivery methods. Document Manager offers both traditional mail and/or electronic delivery.

## Manage

Maintain detailed and versioned controlled documents with just a few clicks. Proper document management requires maintaining a detailed history of your communications. Document Manager solves this problem by dynamically recreating documents from stored data making your documents available for redelivery on-demand.

**Core Strengths**

- ✓ Compliance & regulatory control
- ✓ Manage brand, content & versioning
- ✓ Consistent messaging

**Core Strengths**

- ✓ Single or multiple records
- ✓ Traditional mail or electronic delivery

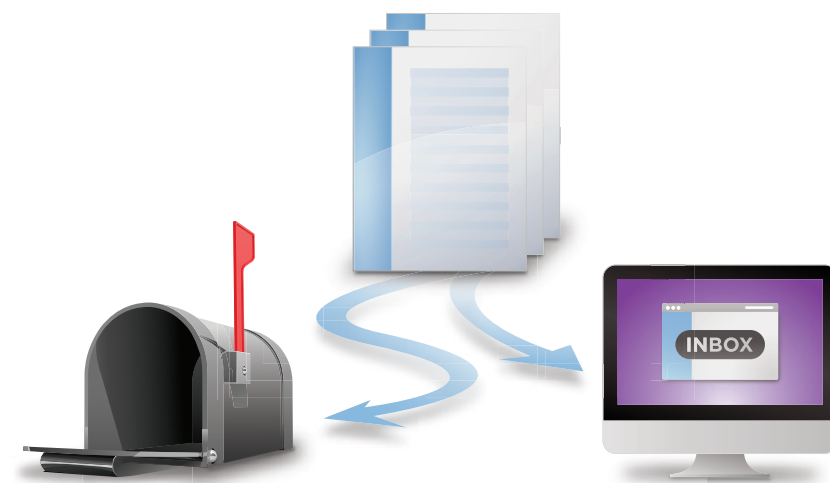
**Core Strengths**

- ✓ Audit compliant
- ✓ Recall/View
- ✓ Redeliver



### Create and proof personalized documents

Merge customer data with controlled and approved documents to create personalized and dynamic communications.



### Flexible delivery options

Offer your client the option of receiving materials in the mail or via electronic delivery.



### Manage versioning with full recall controls

Recreate historical communications on-demand available for review and redelivery.

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## Highlighted features

- ✓ Compliance & regulatory controls
- ✓ Encrypted storage
- ✓ Flexible delivery options



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To demonstrate our commitment to the environment, BFC is proud to be certified by the organizations shown above.

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