

**Flex**Systems™  
**Flex**Stream™

**Secure and Tracked Email**



# Securely Deliver Documents by Email

Conventional email is just like sending a postcard – anybody could potentially read it along its delivery path from the sender to intended recipient. FlexStream now 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.

## Channel Selection

FlexStream has output management features that allow you to process documents and distribute them using multiple methods: email, secure and tracked email, output to printer or PDF-file, and archiving.

FlexStream allows you to select which documents from a document stream you want to be emailed, based on information contained in the document or over a linked database. This allows for a transition from paper to email based on your or the recipients preferences.

## Secure Email

Secure and tracked email is a simple and cost effective method by which you can safely send documents, even very large files, over the Internet in a secure, managed and audited manner. All attachments are encrypted to ensure complete confidentiality using high-grade encryption algorithms.

Recipients receive a personalized, standard email containing a link, which is used to access their encrypted file held on the secure server and download the content over a secure (HTTPS) Internet connection.

## Tracking, Audit and Follow-up

With full delivery and receipt audit reporting included, you are able to track and trace the document throughout the delivery process. FlexStream will show you time of sending, delivery, and the date and time the attached document was opened by the recipient.

If you have sent the document through secure and tracked email, and the recipient does not open it within a certain time frame, which you can monitor through the built-in audit process, you can choose to reissue using the same or a different method. Audit reports can be exported.

## FlexStream Document Processing with World Class Email Security

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.

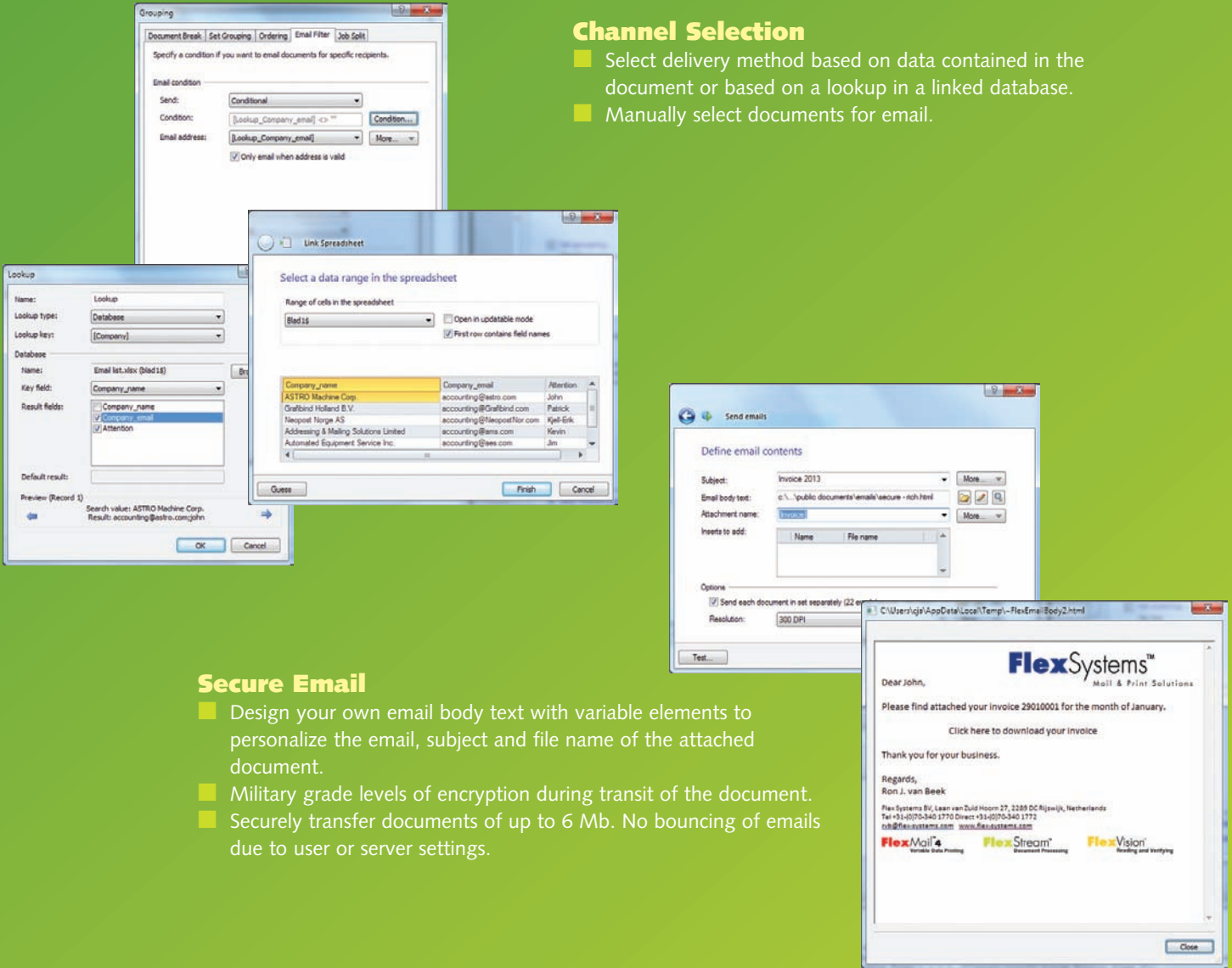
- Significantly reduce costs by saving printing, material, and postage.
- No investment in email infrastructure required, no email server needed. No special setup, the service can be used without intervention of IT specialists. No worries about becoming blacklisted when sending large amounts of emails.
- No workflow intervention. Processes PDF-documents generated by any system. Complete flexibility in selecting documents to be emailed.
- Securely send emails with attached documents up to 6Mb. Sending large document attachments in this manner will prevent 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.

# All Secure and Tracked Email Features Needed

FlexStream's powerful document output processing features that allow you to dynamically select the delivery method of each document, together with the highly secure email and tracking service give you an unsurpassed solution for emailing your documents.

## Channel Selection

- Select delivery method based on data contained in the document or based on a lookup in a linked database.
- Manually select documents for email.

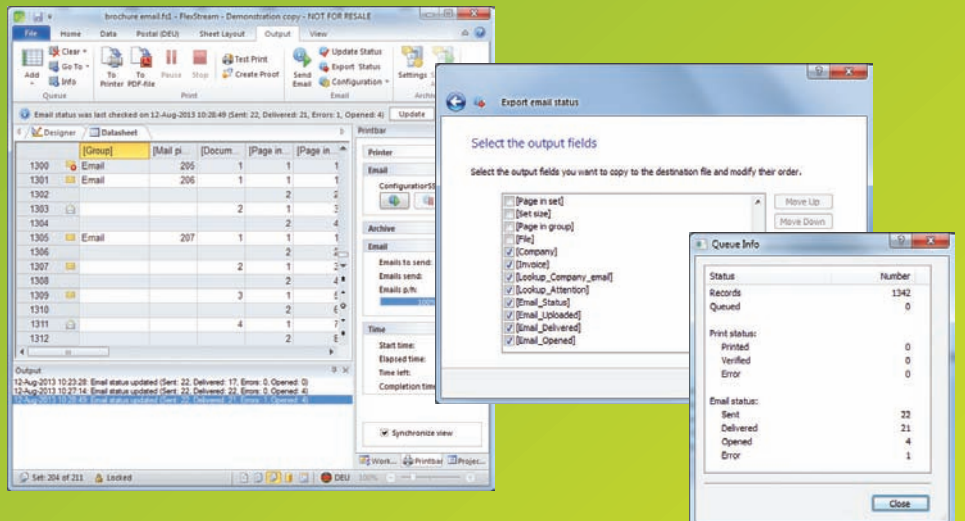


## Secure Email

- Design your own email body text with variable elements to personalize the email, subject and file name of the attached document.
- Military grade levels of encryption during transit of the document.
- Securely transfer documents of up to 6 Mb. No bouncing of emails due to user or server settings.

## Tracking and Audit

- The FlexStream datasheet shows delivery status, including date and time of sending, delivery, and opening of the attached document by the recipient.
- Select a follow-up action based on the email status of a certain document for a recipient, e.g. reissue a mail or send the document by post if the document was not opened.
- Export an audit report of all emailed documents.



## Usage and Subscription

### Subscriptions for any need

A subscription for the secure and tracked email service can be purchased for an additional fee. Subscriptions are based on pay per use pricing. There are no fixed costs for using the service. Subscriptions for low to high volumes are available making the service attractive for both smaller and large users. Subscriptions can be started and upgraded on line with payment by credit card.

### Technical Information

For a full technical specification, system requirements, and any other latest information on FlexStream, check out Flex Systems' web site [www.flex-systems.com](http://www.flex-systems.com)

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