



**Who should generate documents in the organization?**

**The people closest to the customer.**

- **Customer Support Reps**
- **Agents**
- **Sales Reps**
- **Customer Relationship Managers**
- **Account Managers**
- **... anyone responsible for producing documents**

The Elixir Correspondence System is a web-based system for document production that supports distributed content creation, versioning, review, and approval processes. This template-based approach skips lengthy design cycles in favor of event-driven documents where an interaction, i.e. a customer address change or other event requiring follow-up, drives the contents of the document. The contents may be entirely dynamic and pre-determined based on the event or a combination of predefined content and ad hoc text. In all cases the document can require approvals prior to release for distribution



*The Boss is Happy*

**Company-approved documents in three steps**

1. **Select a document** from a menu of appropriate document types.
2. The **document is automatically composed** from company-approved text and graphic elements **and a PDF is routed electronically for approval.**
3. The **approved document is released into production** for printing, email, or web distribution.



**The Staff is Happy**

*"We can't make a mistake! We choose the document needed and the Elixir system composes it in seconds, displays a proof, and sends the file for approval. Once approved the document is printed, emailed or placed on our web site for the customer."*



## Elixir Correspondence System Workflow

The Elixir workflow consists of five areas:

- **System Administration**
- **Content Creation**
- **Document Proofing**
- **Document Approval**
- **Document Production**

### System Administration

The Elixir Correspondence System workflow provides for a variety of use roles both on the content creation side as well as the content delivery and approval side. This module provides the tools necessary to create users, assign roles, establish groups and set security levels.

### Content Creation

Users assigned to this group have specific roles and system access regarding the type of content they can produce and manage including document templates and text elements. All content carries versioning and effective date flags to determine their release for availability into the system. Documents are personalized dynamically for each recipient based on business rules set within the document design.



### Document Proofing

The end-user responsible for determining which document should be produced. This individual selects the document type. All document elements are pulled from the library of approved components and formatted with e appropriate template. A PDF proof is produced for viewing and approval routing.

### Document Approval

Users set as approvers view the document proof and make the approval decision. Only approved, documents go through a release process in preparation for production.

### Document Production

The final step is the production of the approved document either to print, the web or both. Documents may be released for batch production printing or to local or network printers for smaller print runs. Documents may also be released for distribution as an email attachment or made available via the web.

Bring the content contributors and decision makers into your document creation workflow with the Elixir Correspondence System.

**Contact Elixir Today at [Sales@Elixir.com](mailto:Sales@Elixir.com)**

**ELIXIR TECHNOLOGIES CORPORATION**

721 EAST MAIN STREET, VENTURA, CA 93001 · +1 805 641 5900 EXT. 5 · SALES@ELIXIR.COM · WWW.ELIXIR.COM