



Correspondence System[®]

Managed, Collaborative, Document Editing

Bring the content contributors and decision makers into your document editing workflow. Distribute the editing, approval, and production activities on a per-user basis.

Lock or unlock document elements: allow marketing to change promotional information; limit legal to editing the fine print; creatives manage the images and color. Secure approvals online and print.

The Elixir Correspondence System is a web-based system for document editing that supports distributed content creation, change-tracking, review, and approval processes. This template-based approach skips lengthy design cycles in favor of event-driven edits where authorized users can make document edits based on their level of authority.

Each template can contain any number of editable and non-editable areas which allows the template to be released to a variety of team members for modification. This means the marketing team can control the promotional messaging easily leaving the rest of the template intact. In fact, other areas on the document may not be open for editing depending on the rules embedded in the template.

Once the proofing process is complete the document is released into production which can include print and web-based distribution.

💡 Key Benefits

Dynamic Document Editing No Coding

Templates already include the business rules required to format personalized documents including transpromo, letters, policies – you name it!

Protects Critical Design Elements and Brand

Any section of the document can be protected from editing or released to only a select group of editors. This ensures that corporate branding stays intact and design consistency across documents.

Increases Efficiencies

Improves the process by distributing relevant activities appropriately such as template design, content management, and approvals.

Multichannel Output

Archive: PDF, TIFF
Print: AFP, Metacode, PCL, PDF, PPML, PostScript, VIPP, VPS
Web: Email, HTML, PDF

Ensures Appropriate Editing

The administrator modules provide for a variety of roles both on the content creation side as well as the content delivery and approval side. These tools allow the administrator 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 selects the document type for proofing. All document elements are pulled from the library of approved components and formatted with an appropriate template.

□ 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.



System Requirements

□ Template Editors

- Single Core 2+Ghz
- 1 GB RAM
- 250 GB HDD
- XP or Vista
- Internet Explorer 7 or higher

□ Template Developers

- Single Quad 2+Ghz
- 4 GB RAM
- 250 GB HDD
- Windows 2003 Server with most recent service pack

The power of web-based document creation, content management, and workflow --- delivering print on demand, high-volume production, and web communications.

For more information on Elixir Solutions

call: + 1 805 641 5900

email: sales@elixir.com