

# TOSHIBA



## Tosh PostMaster

Tosh PostMaster is an electronic document distribution system that enables users to streamline their document workflows, information delivery and effectively enhancing their overall productivity and efficiency.

As part of Toshiba's document management suite, PostMaster enables organisations to easily automate the bulk distribution of documents, such as invoices, marketing material and client communications, to multiple clients and suppliers. It achieves this by collating documents with dynamically extracted content and automating the distribution of these documents to the required recipients, efficiently, in batch electronic mail-outs.

### So, who benefits?

#### **Organisations with need of periodic document distribution**

Businesses that are required to provide clients with monthly statements or tax invoices can use PostMaster to automate this process.

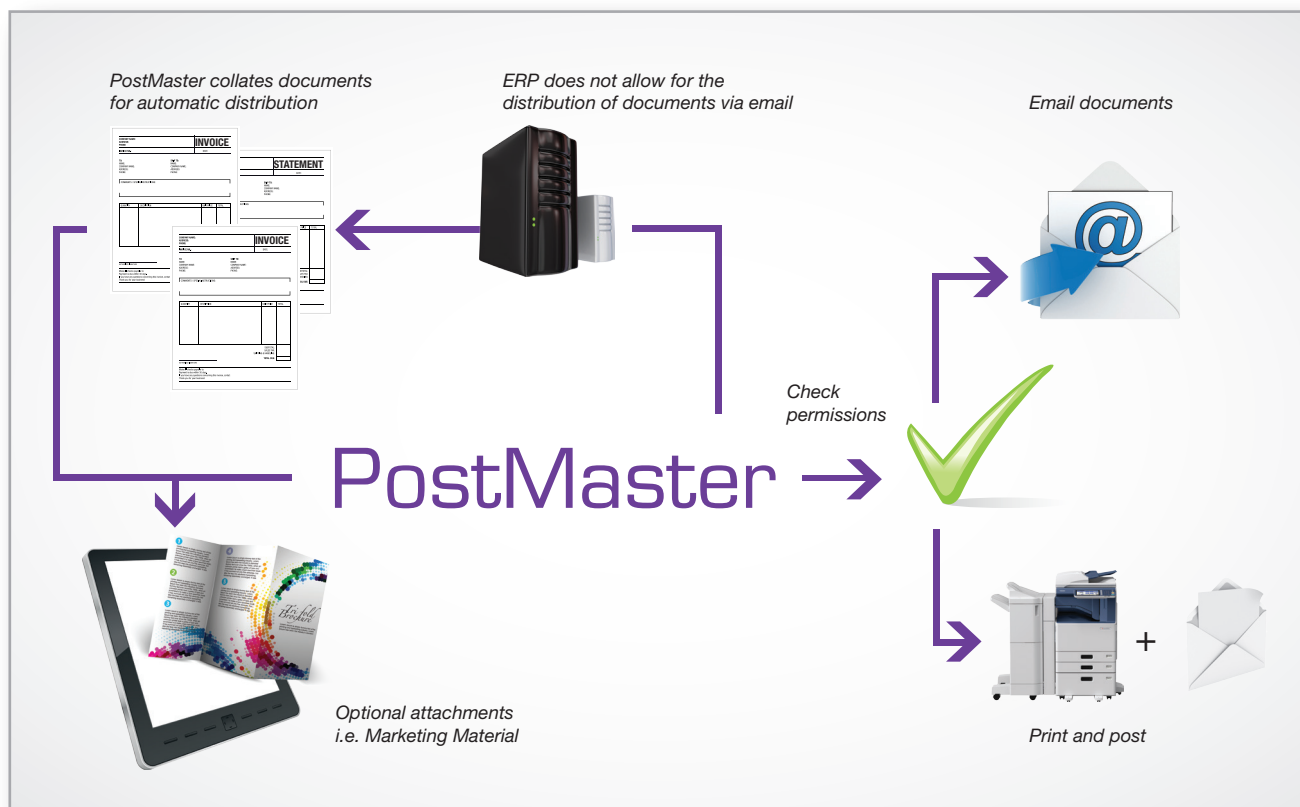
Toshiba's document capture middleware allows for these organisations to scan and tag the documents, and by integrating PostMaster, will also have the ability to automate grouping and distribution of these documents to the owners in batch electronic mail outs.

Where the size of the grouped documents is too large for electronic distribution, PostMaster allows for the document set to be redirected to a print device for hard-copy creation and subsequent mailing. PostMaster integrates with existing resource management systems (including popular strata management applications) to automatically locate email addresses and the permission to distribute documents electronically, ensuring you remain compliant with Australia's anti-spam legislation.

#### **Standard Businesses without batch email automation capabilities**

In some cases, an organisation's ERP solution does not allow the distribution of invoices and other documents by any means other than print and post. PostMaster can help reduce the costs associated with printing and posting by automating the delivery of electronic documents to customers. In addition, Postmaster keeps a record of client and supplier email preferences and automatically e-mail or print document sets, based on these settings, so that future distributions require little user intervention.

## Tosh PostMaster workflow



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