

Simple and cost-effective way for end-users to collate multiple documents into a single, secure and shareable file.



capSpire Bulk Document Manager

The simple, out-of-the-box solution for collating and printing documents of multiple formats

For many individuals and industries the conversion of multiple, related documents of different formats into a single file is desirable and often mandatory. In addition, the creation of a single collated document that contains all the converted originals increases their combined usability and shareability. With sharing comes an increased security risk so it is also possible to add a watermark, encryption, and password protection to mitigate this.



Better Bulk Document Sharing

Bulk Document Manager gives end-users the ability to collect multiple documents, collate them into a single file and print or share with others. This ensures that everybody has exactly the same documentation, structured in the same fashion and easily viewable on multiple devices.



Project Archiving

It is often the case that documents related to a completed project need to be archived and stored for many years. Through its ability to merge multiple documents from within a project structure into a single PDF file, Bulk Document Manager delivers hassle-free paper and electronic archiving. It also helps when printing multiple files in one batch. If a paper copy, consisting of multiple documents needs to be printed, Bulk Document Manager ensures that there is no risk of extraneous printouts appearing in the middle of your long print job.



End-User Control

The collation and merging of electronic documents of multiple formats can often be a complex process requiring specialist knowledge or applications. However, with Bulk Document Manager, it is readily available to all users thanks to its tight integration into the OpenText™ Content Server interface.

How does it work?

- Bulk Document Manager leverages Adlib Server™ to enable users to transform multiple document formats into a **single consolidated PDF**.
- Document conversion can be performed on single documents or an entire collection of documents located in a folder hierarchy.
- Seamlessly integrated directly into Content Server interface allowing users to order, collate, and consolidate multiple documents.

Benefits

- Quickly find any component document thanks to an automatically created table of contents.
- Make every reader aware of a document's status through the addition of a watermark.
- Documents can be shared more securely thanks to document encryption and password protection.
- Simple, familiar interface combined with Content Server integration makes this available for end-users.
- Print jobs of collated documents cannot be interspersed with extraneous documents.

For further information on reducing your operational delays by allowing end-users to collate multiple documents to a single shareable file with options to watermark, password protect and encrypt, please visit www.capspire.com

capSpire provides the unique combination of industry knowledge and business expertise required to deliver impactful ECM business solutions.

Trusted by some of the world's leading companies, capSpire's team of industry experts and ECM consultants empower our clients with the business strategies and solutions required to effectively manage and utilize documents and optimize the business processes they support.

Whether they use OpenText Content Server or Microsoft SharePoint, we ensure the success of our clients and help them deliver the maximum return on their ECM platform investment.