



## YOUR CURRENT DOCUMENT MANAGEMENT PROCESS...

- Do you invest a lot of time in generating letters, documents & templates each day?
- Are your written communications consistent to customers? Employees? Vendors?
- Can you create tailored written communications with your current systems?
- Is it difficult to find documents already sent to a customer?
- Do all of your communications successfully promote your business?

If you answered **YES** to any of these questions, then you need

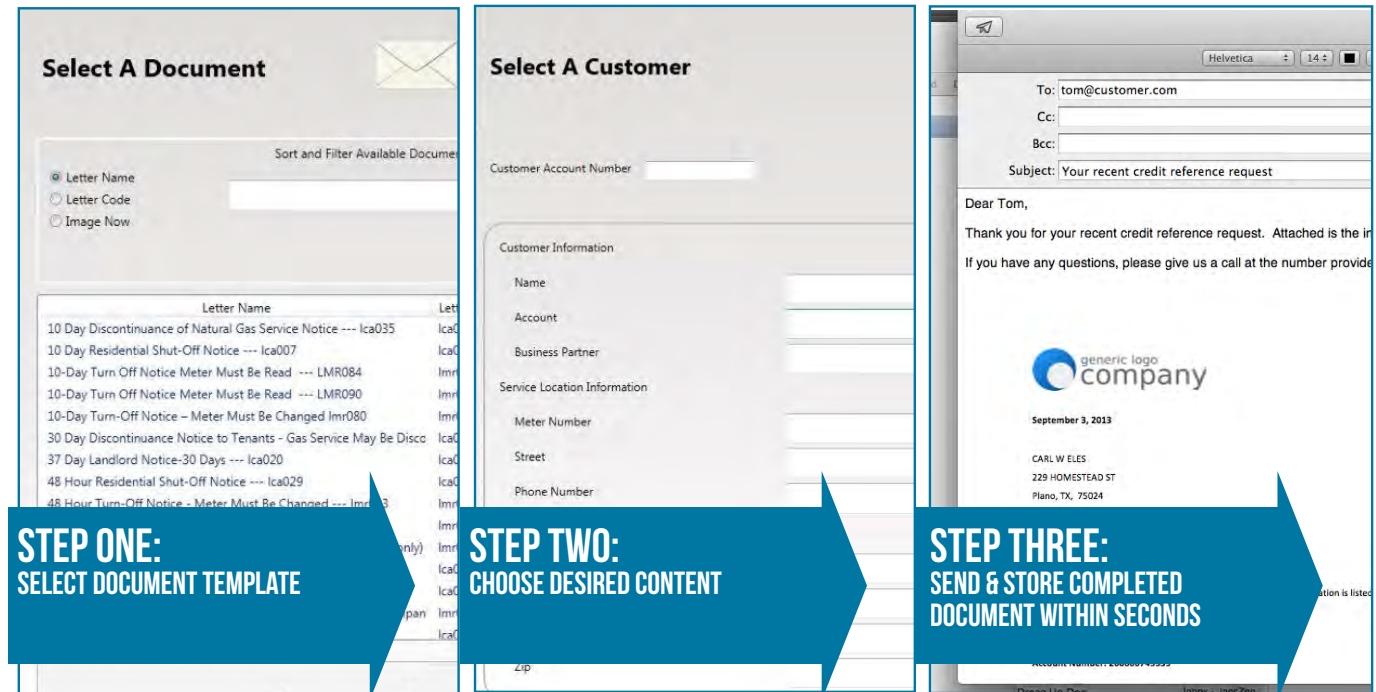
**COMPOSER**  
POWERED BY DOCOLOGY

# COMPOSER

Communicate Better. Respond Faster. Work Smarter.

Composer, powered by Docology, allows you to easily create and modify documents, templates and reports into professional communications while using tools you already have (ERP system, CRM, Microsoft Office, etc).

Composer creates a standardized business and communication process for every department in your organization. By integrating your systems, necessary information and documents, your employees can access what they need to get the work done with just a few clicks of a button.



## COMMUNICATE BETTER.

Composer creates a standardized business process for your department by going directly to where the action is. Through the Composer platform, users can eliminate duplication and unnecessary steps to get only the document and information they need.

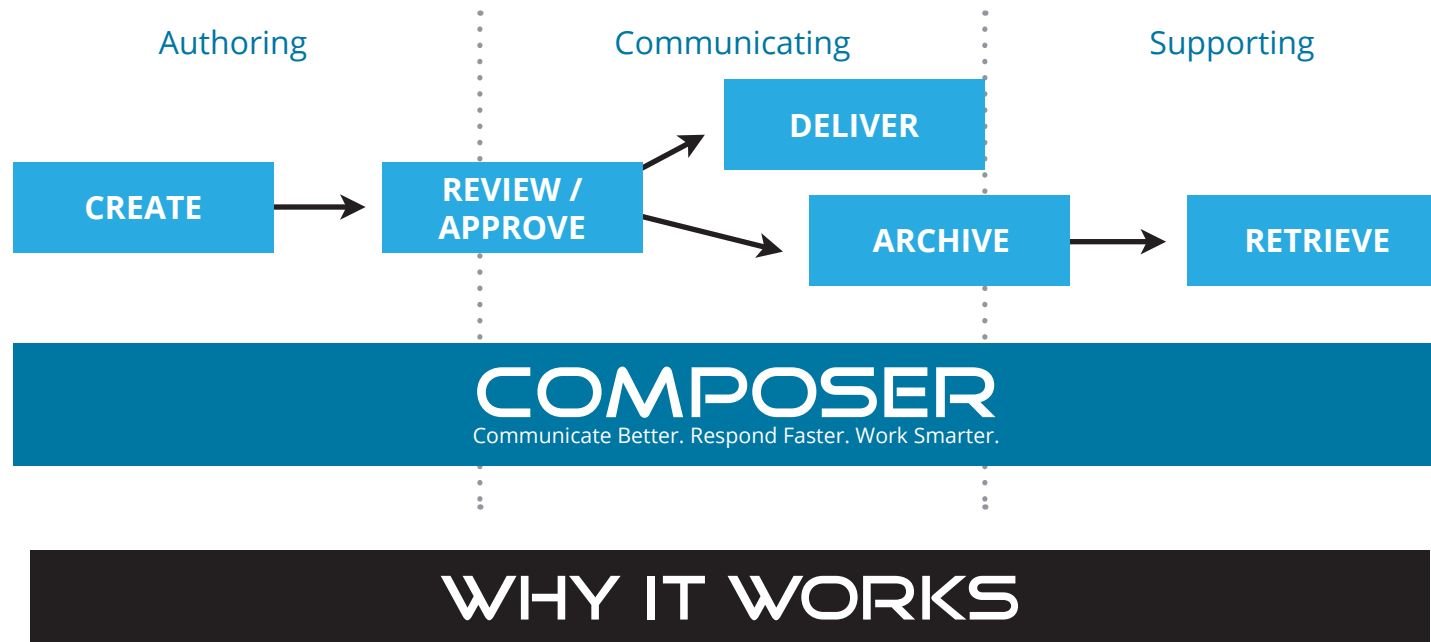
## RESPOND FASTER.

With just a few clicks, users quickly search and find templates approved by management, populate the template with accurate information and process a document ready to save, send and/or store on your desired system platform... within seconds.

## WORK SMARTER.

Composer automates the time-consuming composition of documents while supporting rule-based business logic for generating document content. Your management team gets real-time data and metrics on the documents and user activity, giving you the ability to pull useful reports anytime. Your document composition truly becomes a measurable process in your organization. Document management will be a measurable process for your organization; providing key performance indicators on customer behavioral trends, employee proficiency and document impact.

# THE DOCUMENT LIFECYCLE



## Adaptable

Changes to a document template can happen on an individual basis or as a global change to all templates with little or no IT expertise needed.

## Accurate

Because Composer seamlessly integrates with all systems, the user interface makes it easy for employees to make the right decisions quickly. Simple document and template search functionality, provides a clean selection process and visual feedback aids help reinforce correct usage from users through your organization.

## Rapid

Composer streamlines your processes to ensure you get the information and document when you need it ... just in time. All documents generated by the system are rendered in Microsoft Word and/or secure PDF for delivery through various print and send options: local printing, print to batch, print to 3rd party, fax, email and SMS... ensuring quick response to internal and external customers.

## Intuitive

Composer creates "smart documents" and "smart templates" in your organization because it knows what needs to be completed, where it is going and what has to happen after it is completed. For example, users can simply type in what they "think" the document is called... and the smart search will find it.

Because the knowledge and training are built into the documents, user training is easy and quick (usually 15 minutes or less).

## Strategic

Composer gives you quick reporting capabilities to measure correspondence metrics: from user proficiency and statistical data to the volume and types of documents generated. You can now measure your complex document assembly and track processes to help find areas for improvement and growth.

Visit us online at [www.docology/composer](http://www.docology/composer)

# COMPOSER

Communicate Better. Respond Faster. Work Smarter.

**Finally there is a solution to your labor-intensive, error prone and expensive document creation and tracking.**

Composer improves processes and solves problems throughout your organization. No more frustration looking for the right document at the right time. No more unknowns on the effectiveness of your correspondence to internal and external customers.

Configurable to meet your organizations needs and size, Composer deployment and initial set-up of up to 200 documents can be completed in less than 3 weeks.

Reduce your time and money spent on fixing mistakes and searching for data and give your organization the ability to create consistent, accurate and professional documents that grow your business... contact us today for a 30 minute Composer demo to show you how!



**CONTACT US TODAY  
FOR A 30 MINUTE DEMO.**  
[DOCOLOGY.COM/COMPOSER](http://DOCOLOGY.COM/COMPOSER)



**COMPOSER IS POWERED BY DOCOLOGY:  
THE SCIENCE OF COMPLEX TRANSACTIONS TO WRITTEN COMMUNICATION.**

Docology is the result of years of studying how documents are developed, used and filed/stored. This ongoing study has revealed that there is truly a science behind managing documents in every phase within any enterprise system. When Docology is applied, document lifecycle management becomes easy, carefree, clear and organized. Docology is a comprehensive collection of all of the best-known document and record management methods used to solve even the most complex documentation issues.

Composer, powered by Docology,  
is a solution provided by:



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