AWAM™
Advanced Workflow Automation Manager

WindowBook
Automating Information

Easily perform both Pre and Post-import tasks for Mail.dat files

Import Mail.dat® files into DAT-MAIL

Automate updates and many other tasks after files are imported

Process post-import tasks for files already imported into DAT-MAIL

PostalOne!®

"Preparing our jobs usually takes three days from start to finish, but the *Batch Processing feature* in AWAM helped us get our job done in less than hour!"
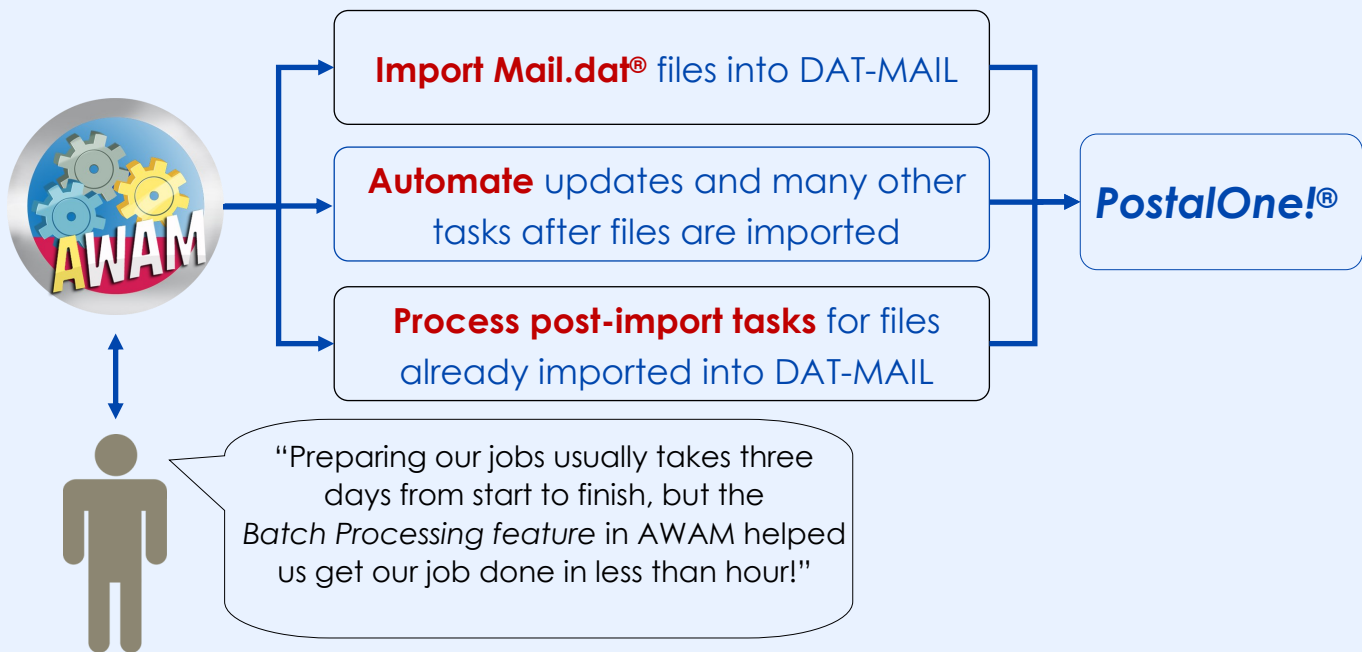
Do you have any of these top challenges when processing Mail.dat files?

- Complex workflows that vary by mail class or client
- Too many extra manual steps after the merge is done due to last minute changes
- Spend too much time looking for the correct Mail.dat files
- Many manual steps required to merge files for copal or statement consolidation
- Many manual steps to update Mail.dat files, run freight plans, run reports and exports
- Mail.dat files are saved in job sub-folders making automated import difficult
- Employees are making mistakes deciding how to process a job

Your Solution: AWAM

AWAM offers the flexibility to automate more of your processing steps, not only when you first import your Mail.dat files, but also after you make any needed changes or after you merge files.

AWAM can reduce keystrokes and manual processing steps <u>by up to 85%</u>!

Test drive AWAM and realize huge man-hour savings, much faster turn-around time, greater process reliability and improved accuracy of the files you send to *PostalOne!*
Call 800-524-0380 or email <u>PostalSpecialist@windowbook.com</u>

AWAM™
Automate Pre and Post-import tasks for Mail.dat processing

Faster and easier Mail.dat import and processing saves time and improves productivity
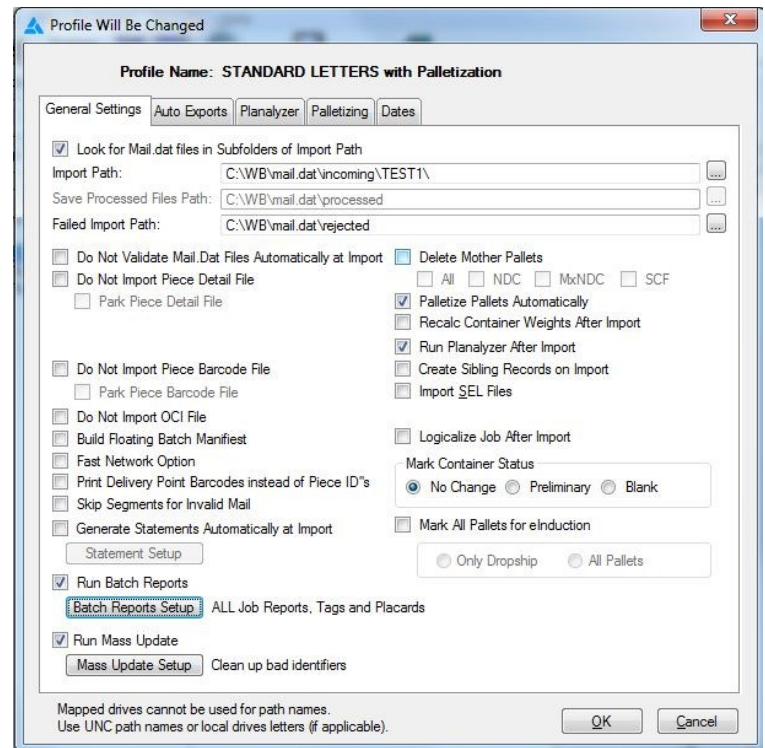
AWAM is the fastest

- Dramatically reduce time and labor involved with importing and processing Mail.dat files
- Process up to 20 Mail.dat files at once
- Server-based for maximum speed and reliability
- Processing large jobs won't delay the processing of smaller jobs
- With AWAM Post-import processing, your server does the work instead of your workstations, freeing up your users for other tasks!

### AWAM is flexible and lets you perform a huge variety of automated tasks

- Perform mass updates – helps clean up incorrect or missing data or help with By/For identification
- Batch print your reports, tray tags and pallet placards automatically
- Set your mailing date(s) automatically
- Perform automated Mail.dat exports to *PostalOne!* or other applications
- Automatically palletize your mailings
- Automatically do entry point optimization for both drop shipping and copal
  - Can use different freight tables and options for different clients or logistics companies!
- Build floating batch manifests only for the jobs that need them
- Automated statement generation and ready -to-pay update submission to *PostalOne!*
- *AWAM File Manager* lets you to easily select and stage the Mail.dat files which will be imported

* *Some features require additional DAT-MAIL modules.*

Easily set up profiles for mail classes and clients

DAT-MAIL users can see AWAM status and update its settings!

AWAM™
Automate Post-import tasks for a single or many jobs at the same time
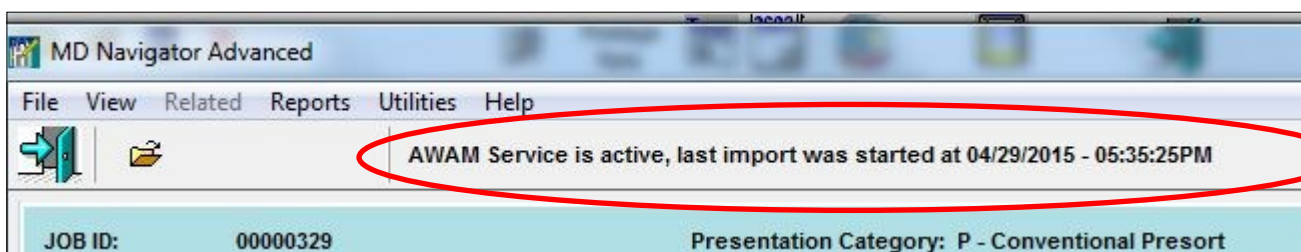
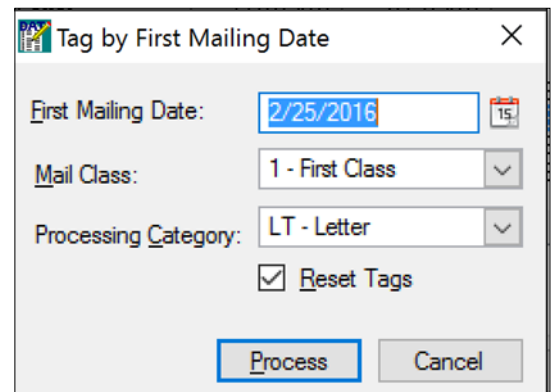## AWAM automates many Post-import functions

AWAM is a powerful automated processing tool that uses "profiles" you create to perform a large variety of tasks on Mail.dat files either during the importing process or after they are imported into DAT-MAIL.

AWAM Merge Mail.dat Files Utility: Incredible time saver for anyone who merges jobs either to consolidate postage statements or to do internal copal.

Mailers can now select an <u>AWAM Merge Profile</u> after selecting files to merge and let their server process the merge and all the steps defined in the Merge Profile. The Merge profile lets you do most of the same things you can do during an import and much more (see below).

Three Easy Time Saving Steps

1. From DAT-MAIL's Utility Menu select *AWAM Processing*, then *Merge Mail.dat files*.
2. Select the files you want to merge. Use the "special tag" button to pick Mail.dat files with the same mailing date, processing category and mail class.
3. Select the *AWAM Merge Profile*. Your merge will be queued for processing by your server and will follow the instructions you provided in the profile.

AWAM Post-import Process Mail.dat Utility: Automate your Mail.dat processing steps, not only when you first import Mail.dat files, but also after you make any needed changes or after you merge files:

- Supports an unlimited number of import hot-folders, each linked to a different workflow process for multiple clients or job types
- Delivers blazing speed thanks to its ability to process many jobs at the same time!
- Performs mass updates
- Sets your mailing dates automatically
- Corrects bad container data
- Prints reports, tray tags, pallet placards
- Exports XML postage data and freight plan CSV's
- Automatically does entry point optimization for both drop shipping and copal
- Automates statement generation and ready-to-pay update submission to *PostalOne!*
- Automates many post-import functions: exporting Mail.dat files, palletization, report printing

AWAM™
Hands-off processing of the most complex workflows

AWAM File Rules Manager - automatically stage your Mail.dat files

AWAM File Rules Manager is a robust *staging utility* in AWAM that lets you copy your Mail.dat files to the designated hot folder(s) with its own workflow.

This option eliminates the single biggest challenge to using multiple import folders, when moving your Mail.dat files to the correct folders!

- Dramatically reduces the amount of information you must edit
- Import is much faster and you to perform other tasks on your workstation without interference
- Uses 'rules' you create and define with visual interface
- Rules can be specific to different Mail.dat versions
- Can move Mail.dat files to a reject folder when certain conditions are present
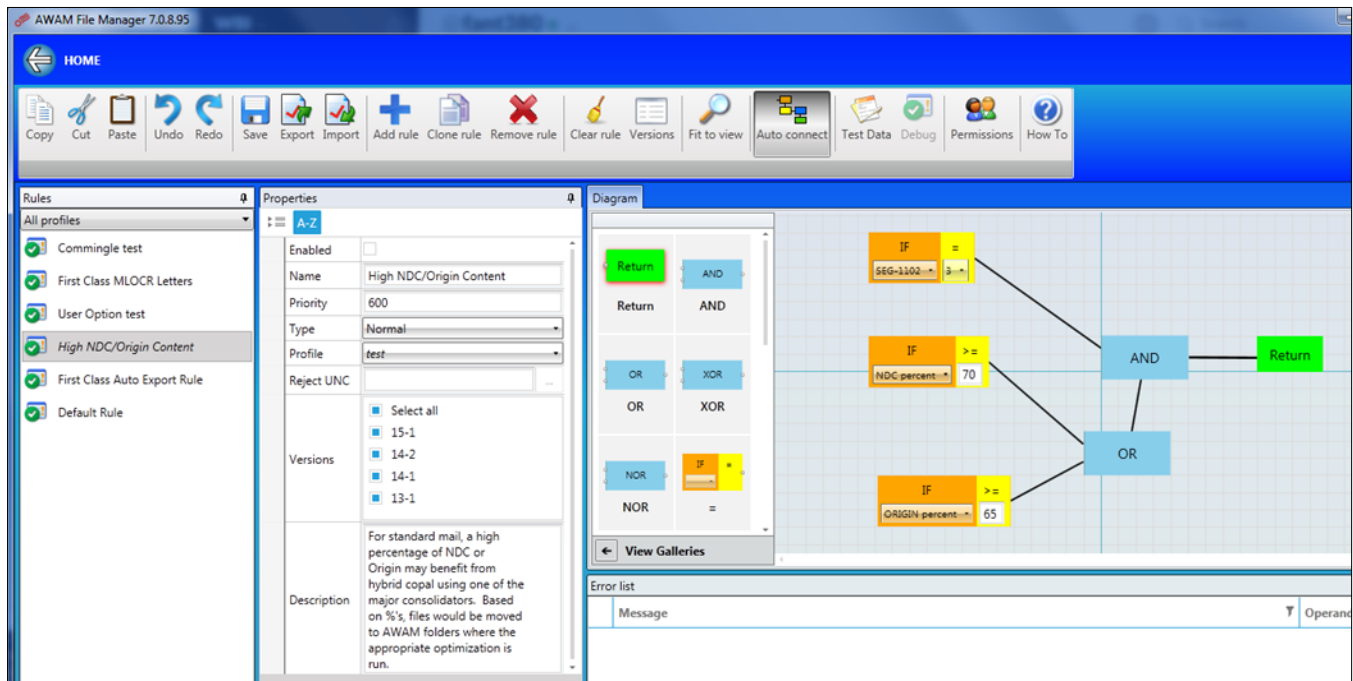
Some examples of staging scenarios:

- Determine if a file should be commingled based on mail class and percentage of mail getting 5 Digit discounts
- Determine if a file should be optimized for drop ship or copal based on percentage getting SCF discounts
- Identify a mail owner based on user information and move it to the designated folder which will update it with Mail Owner by/for information
- Automate different workflows for different mail classes and processing categories

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