



## TaskMaster™

BCC Mail Manager™ Option



## Transform your mailroom into a productivity powerhouse

Now that BCC Mail Manager™ has increased your mailing efficiency, all you need to take on additional jobs are more hours in a day. With BCC Software's TaskMaster™ option for BCC Mail Manager, even that goal is within reach. Transform a single-shift mailroom into a 24x7 operation and turn your overworked staff into a highly-organized and prepared team, all with the help of TaskMaster.

TaskMaster brings high-end automation to any BCC Mail Manager-equipped workflow. This first-rate option makes it easy to record individual tasks or whole jobs, and set them to playback anytime, day or night, with little or no operator attention.

### TAKE YOUR BUSINESS TO THE NEXT LEVEL

- » Job-specific variables can allow automation of very complex or last-minute jobs
- » Intuitive record/playback function stores individual tasks, or entire jobs, to run unattended
- » Create, edit, or run jobs outside of BCC Mail Manager's menu-driven environment using text editor, built-in editor, or another third-party editor

### YOUR COMPREHENSIVE AUTOMATION SOLUTION

The TaskMaster option is included as a standard feature in BCC Mail Manager Full Service™, BCC Software's premier solution for top-tier mailers. BCC Mail Manager Full Service offers greater processing speed, exclusive functionality and a comprehensive set of features to meet your needs.

### FEATURES

- » Automated preparation of files for data service processing
  - Send files automatically
  - Retrieve files automatically
  - Process results and produce reports automatically
- » Mailpiece tracking
  - Ability to automatically submit Track N Trace® jobs through BCC Mail Manager
- » Advanced presorting
  - Presort specification settings (manifest/batch presorts and SCF/BMC/DDUs) can be saved via pre-recorded tasks
  - Easily batch print presort documentation, saving time by turning many print jobs into one



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TaskMaster makes these and other high-productivity scenarios not only possible, but easy, giving you dramatic control over your mailings and the extra time you need to take on new jobs. Need to adjust parameters from job to job? Looking to let a complex or time-consuming job run unattended while you handle other work? Do you need the skills of your most experienced workers distributed more evenly? TaskMaster can do that, all with the complete confidence you've come to expect from BCC Software.

### TIME-SAVING FUNCTIONS

- » Specify and quickly run jobs based on selected parameters
- » Generate, name, and format blank lists
- » Add, update, or remove companies for postage statements or change of address processing
- » Back up or delete lists after jobs are complete
- » Create presorted and non-presorted label output

All from inside TaskMaster—without needing to open BCC Mail Manager.

### HOW CAN WE HELP?

BCC Software prides itself on our in-house, local customer support team, who are all USPS Mailpiece Design certified. Need assistance? Never hesitate to give us a call.



For more information on improving your business with TaskMaster, visit: [bccsoftware.com](https://bccsoftware.com)



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