



OVERVIEW



FEATURES AT A GLANCE

ALCHEMY SERVER

- **Administrator** for repository managers
- **Index Station** for content contributors
- **Document Management Client** for Microsoft® Office integration
- **Search** for read-only access on LAN/WAN or CD/DVD
- **Web Client** for content contributors via Internet access
- **Mix Client Licenses** on the same server

Captaris® Alchemy® 8.2 Client

End-user client programs come in a variety of flexible options to meet the diverse needs of content management.

THE REPOSITORY MANAGER

This person has several responsibilities: create and maintain databases; select the storage destination; set folder and document security privileges; modify database properties; burn CDs and DVDs; and run the Build Database operation that updates the full-text index.

Captaris Alchemy Administrator (formerly called "Build") is the license for the Repository Manager. An Administrator license is not included with a Server (Advance or Standard), but does come with Pro or Gold purchase. Additional licenses are available. The DataGrabber module requires an Administrator license at runtime. The Scan module can also run on an Administrator license. Library services are available through Advanced Server.

THE CONTENT CONTRIBUTORS

Contributors will add documents to the repository; classify them by entering metadata in the profile fields; add annotations to images; search and view documents and other similar functionality. Alchemy offers three contributor options.

- **The Index Station** allows users to add, annotate, index, create versions of, and view documents, and is ideal for imaging or workflow applications. It also supports the Scan input module and library services through Advanced Server.
- **The Document Management Client** is an add-on to Microsoft Office applications (Microsoft Office Word, Microsoft Office Excel®, Microsoft Office PowerPoint® and Microsoft Office Outlook®) that adds document and records management functionality and repository access.
- **The Alchemy Web** browser client allows users to add documents and metadata and has an option for simple indexing, annotation, and metadata editing over the Internet.

THE CONTENT CONSUMERS

Consumers are searching for the information they need for research or to complete a task. They typically search for content by metadata and/or full-text, browse a results list, and then, view selected document content. They may print it or email it as an attachment. To ensure document integrity and comply with regulations, they are not permitted to add, modify or delete anything in the repository. The system administrator can also limit what they can see and do through role-based access control and security settings at the server.

Alchemy consumers have read-only access to repository content that is stored on a Windows server, on portable optical discs, such as CD, DVD or PDD, or on a Web server. Alchemy offers two consumer options.

- **The Alchemy Search Client for Windows** A Windows desktop client to view repositories on a Windows server, or to distribute on portable optical discs, such as CD, DVD or PDD.
- **The Alchemy Search Client for Web** A browser-based client for Internet access to repository content (comes with the Alchemy Web server option).
- Additional functionality can be provided by the administrator through permission settings.

CLIENT CUSTOMIZATION

Developers can use the Alchemy Software Developer Kit to customize the Windows clients and create vertical applications. The Alchemy system administrator can also customize client functionality, using the role-based access control on the Alchemy Advanced Server.

CLIENT FUNCTIONALITY OVERVIEW

FEATURES AND OPTIONS	ADMIN (BUILD)	INDEX STATION	DM CLIENT	SEARCH FOR WINDOWS	WEB CLIENT
Search the repository	✓	✓	✓	✓	✓
Add files	✓	✓	✓		✓
View image files	✓	✓		✓	✓
View PDFs	✓	✓		✓	✓
View Microsoft Office documents	✓	✓	✓	✓	✓
View CAD files (DWG, DXF and DGN)	✓	✓		✓	✓
View computer report archiving ASCII text with overlays	✓	✓		✓	✓
View email files	✓	✓	in Outlook	✓	✓
Thumbnail viewing	✓	✓		✓	✓
Create and manage databases	✓				
Modify database properties	✓				
Run the Build Database operation	✓				
Delete files	✓	✓			
Email documents as attachments	✓	✓		✓	✓
Index documents using profile fields	✓	✓	✓		✓
Run Alchemy Scan	✓	✓			
Run DataGrabber	✓				
Retrieve files	✓	✓	Office only	✓	✓
Write to CD or DVD	✓				
Choose storage destination for repository	✓				
Annotate images	✓	✓			✓
Check-in/check-out documents (Advanced Server)	✓	✓	✓		✓
Version control (Advanced Server)	✓	✓	✓	read-only	✓
View repository over the Internet					✓
Archive and search from within Microsoft Office			✓		
Declare records (Advanced Server with Record Mgr)	✓	✓	✓		

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Alchemy is Represented by:

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