



OVERVIEW

Alchemy Suite 8.X

Software for Managing the Content Lifecycle

KEY BUSINESS DRIVERS

- How to reduce risk surrounding documents
- How to improve customer service and operational efficiency
- Facing the reality of constrained IT resources

Alchemy was developed to address these key drivers, by providing a fully integrated document management suite to provide organizations with one software solution and one repository for all their document management needs. The Alchemy product suite handles multiple types of content, and manages the content through the Information Lifecycle Management (ILM) stages—including capture, document management, archive, records management, retrieval and distribution. The solution provides a far lower cost of ownership than enterprise content management solutions.

BUSINESS BENEFITS

Captaris Alchemy Document Management provides a full-featured solution to handle a wide range of document management applications, in a straightforward implementation that makes great sense for organizations with limited IT resources.

- **Provides a common document management environment** For capturing and managing a wide range of document types.
- **Contributes to improved customer service and operational efficiency** Helps customer service representatives resolve customer inquiries more quickly, giving them online access to the same documents that customers may be referencing.
- **Reduces risk** Helps in business continuity as well as records management and compliance. Supports rules-based capture and retention of all fixed content types, including email. Makes it easier to discover and produce information as required for litigation or audit purposes.
- **Simplifies the delivery of client information** Makes great sense for organizations to easily consolidate documents from multiple systems and deliver them in multiple formats, including Web and CD or DVD distribution.
- **Saves money** By reducing costs in areas such as paper processing, paper storage, printing and distribution. Is significantly more affordable than most enterprise content management solutions, and customization/integration requirements are minimal.

FEATURES AT A GLANCE

Input

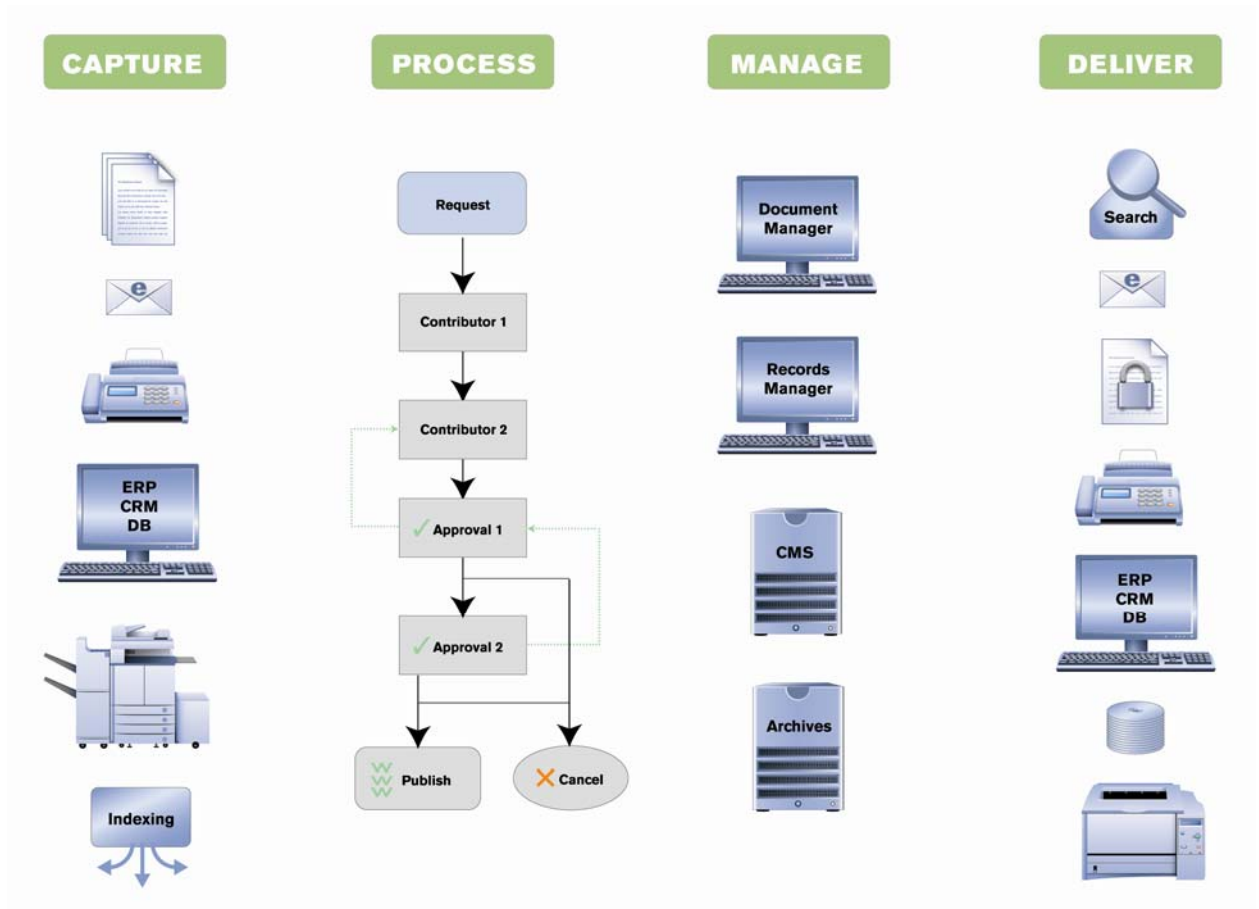
- Imaging: scanning, OCR, barcode recognition
- Email archiving: Exchange and Outlook
- Computer report archiving/ERM processing: statements and reports
- Microsoft Office add-ons
- PDF file conversion and indexing
- CAD file indexing: DWG, DGN
- Windows Explorer drag and drop
- Integration to leading capture products

Repository Management

- Content management server
- Integrated document management
- Records management
- Security management
- Archive and storage management

Output Options

- Web publishing
- CD/DVD publishing
- LAN/WAN access
- Portal integration
- Enterprise application integration



POPULAR APPLICATIONS FOR ALCHEMY

- Imaging
- Document Management
- Records Management
- Email Archiving
- Enterprise Report Management
- Publishing content to the Web

INDUSTRY INTEREST

- State and Local Government
- Financial Services
- Healthcare
- Legal
- Insurance
- Service Bureaus

FOR MORE INFORMATION

Captaris Business Information Delivery solutions help organizations automate the information and document flow throughout the information lifecycle (capture, process, manage, deliver). With a comprehensive suite of software and services, Captaris helps organizations to grow revenues and increase profits while meeting compliance goals. Through a global distribution network of leading enterprise technology partners, Captaris has installed more than 90,000 systems in 95 countries in companies of all sizes, including the entire Fortune 100. For more information, visit www.Captaris.com or call 1.800.443.0806.

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