



## OVERVIEW

# Alchemy Suite

## Software for Managing the Content Lifecycle

### BUSINESS BENEFITS

Captaris Alchemy 8.0 provides a full-featured solution to handle a wide range of fixed content management applications, in a straightforward implementation that makes great sense for organizations with limited IT resources.

- **Provides a common fixed content environment.** For capturing and managing a wide range of fixed content management 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 distribution of client information.** Makes great sense for organizations to easily consolidate documents from multiple systems and distribute 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.

### THE KEY ISSUES OF THE DAY

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

Alchemy 8.0 was developed to address these key issues, by providing a fully integrated Fixed Content Management suite to provide organizations with one software solution and one repository for all their fixed content needs. Fixed content management is a new term that embraces 'enterprise content' in its final (fixed) form. According to ECM industry analysts, most enterprise content exists as fixed content such as images, email, PDFs and COLD/ERM.

The Alchemy 8.0 product suite handles multiple types of content, and manages the content through the Information Lifecycle Management (ILM) stages –including capture, workflow, document management, archive, records management, retrieval and distribution. The solution provides a far lower cost of ownership than enterprise content management solutions.

## FEATURES AT A GLANCE

### Input Modules

- Imaging – scanning, OCR, barcode recognition
- Email archiving – Exchange and Outlook
- COLD/ERM processing – statements and reports
- Microsoft Office add-ons
- PDF file conversion and indexing
- CAD file indexing – DWG, DWF, 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

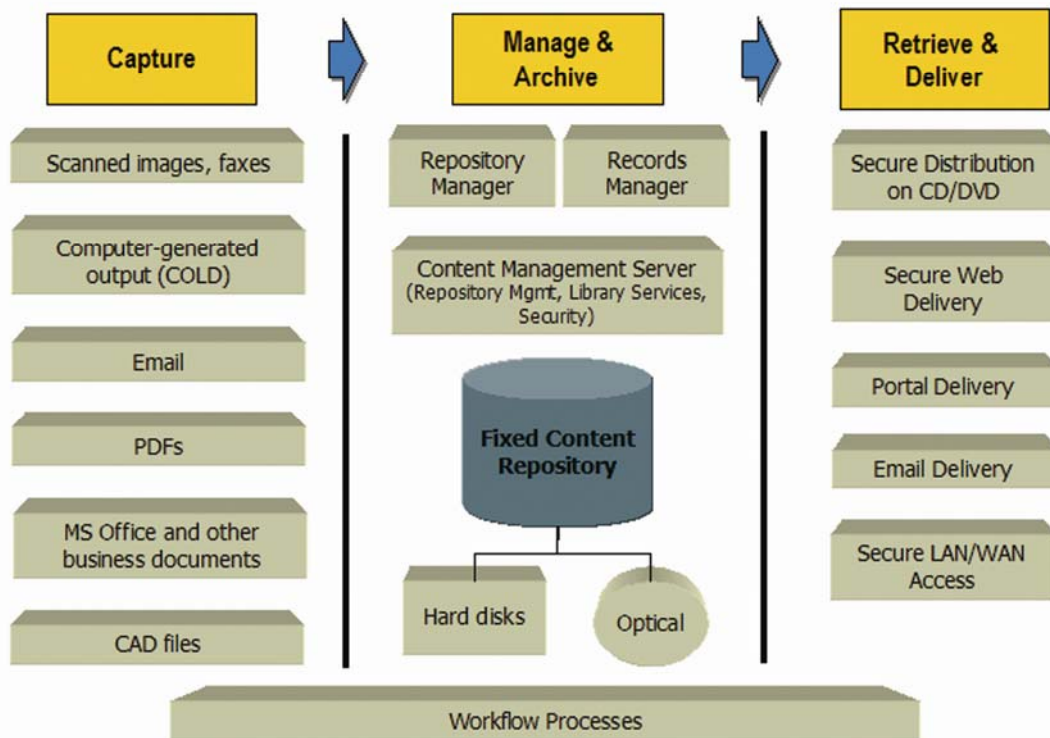
### Output Options

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

### Special Configurations (available in select markets)

- Workflow solutions
- High volume computer output
- Small office edition

## Alchemy 8 Fixed Content Management Suite



## THE BUSINESS CASE FOR FIXED CONTENT MANAGEMENT

The majority of the unstructured content in an organization is "fixed" content, which is content that is in its final form. Examples include contracts, invoices, statements, reports, technical documentation and even email. Organizations are under more pressure than ever before to manage this content effectively, not only for compliance and risk reduction purposes, but also to improve operational efficiency and productivity while reducing costs. Of course, organizations need to manage their fixed content using cost-effective technology solutions that work well in their existing IT environments and are straightforward enough to leverage existing skills.

Alchemy provides technology that is specifically designed to address the sophisticated needs of fixed content management applications. The company's Alchemy product suite provides capabilities to handle multiple types of fixed content and to manage it through its various life cycle stages—including capture, management, archive, retrieval and distribution. In addition, the solution is designed to be easy to implement and easy to use, providing a far lower cost of ownership than other content management solutions.

#### POPULAR APPLICATIONS FOR ALCHEMY 8.0

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

#### INDUSTRY INTEREST

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

#### FOR MORE INFORMATION

Captaris Business Information Delivery solutions capture, process, archive and deliver data and documents enabling customers to reduce costs and increase the performance of critical business information investments. Through its global distribution network, Captaris delivers cost-effective software products and services that help organizations manage and leverage the value of corporate information. In partnership with leading enterprise technology companies, Captaris has installed more than 90,000 systems in 95 countries in companies of all sizes, including the entire Fortune 100. For more information please contact us at [www.Captaris.com/Alchemy](http://www.Captaris.com/Alchemy) or +1.303.689.0022.

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