



OVERVIEW

Captaris® 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

Alchemy 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

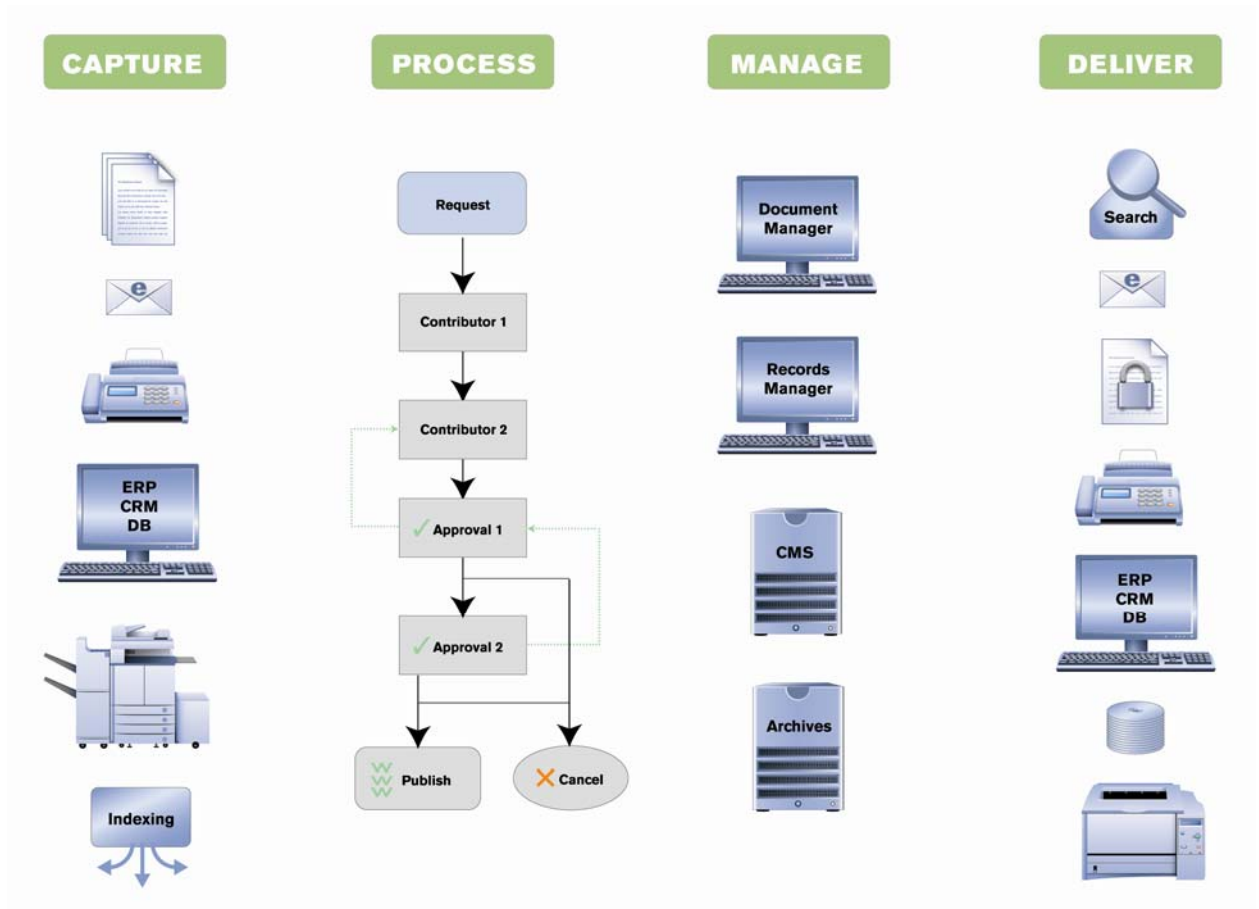
- Imaging: scanning, OCR, barcode recognition
- Email archiving: Exchange and Outlook
- Computer report archiving/ERM processing: statements and reports
- Microsoft Office add-ons
- PDF file conversion and indexing
- CAD file indexing: DWG, DGN
- Windows Explorer drag and drop
- Integration to leading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

ABOUT CAPTARIS, INC.

Captaris, Inc. is a leading provider of software products that automate business processes, manage documents electronically and provide efficient information delivery. Our product suite of Captaris RightFax[®], Captaris Workflow and Captaris Alchemy[®] is distributed through a global network of leading technology partners. We have customers in financial services, healthcare, government and many other industries, and our products are installed in all of the Fortune 100 and many Global 2000 companies. Headquartered in Bellevue, Washington, Captaris was founded in 1982 and is publicly traded on the Nasdaq National Market under the symbol CAPA. For more information, please visit www.Captaris.com.

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