



OVERVIEW

Alchemy 8.2 Product Configuration Guide

The Captaris Alchemy Document Management product suite has several features and options available to build the solution that fits you best. Start by selecting a server, then pick the clients, input modules and server options. Special configurations are also available for service bureaus, small offices and workflow applications, as noted.

ALCHEMY CONTENT MANAGEMENT SERVERS

- The Alchemy Advanced Server is the basis for applications requiring integrated document management, records management, and compliance, along with archive management. The license includes one Advanced Server license with Library Services, Audit Logging and Role-based Access Control, the Standard Server functionality and one Alchemy Administrator (formerly called "Build") client license. Additional Administrator licenses are available.
- The Alchemy Standard Server is the basis for archiving applications such as imaging and computer report archiving. The license includes one Standard Server license with multi-user repository management and integrated Windows security and one Alchemy Administrator (formerly called "Build") client license. Additional Administrator licenses are available.

ALCHEMY CLIENTS

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

- **For content contributors** The Index Station allows users to add, annotate, index and view documents and is ideal for imaging and workflow applications. The Document Management Client is an add-on to Microsoft Office applications (Word, Excel, PowerPoint, and Outlook) that adds document and records management functionality and repository access. It requires the Alchemy Advanced Server.
- **For content consumers** The Alchemy Search Client is for content consumers, providing read-only access to Alchemy repositories on a LAN/WAN or on portable optical discs such as CD, DVD or UDO. There are two types of search clients, a Windows desktop client to view repositories on a LAN/WAN or on portable optical discs such as CD, DVD or UDO and an Internet Explorer client for Web access. Search client licenses allow for access using both types of clients on the same Alchemy Server. Web access also requires the Alchemy Web license.

ALCHEMY INPUT MODULES

- **Alchemy Scan** Captures paper documents into an Alchemy repository using a wide range of scanners. Includes advanced OCR for full-text OCR or zone OCR. Includes bar code recognition. Requires an Alchemy Administrator or Index Station license.
- **DataGrabber** Development license to write definition files to import large ASCII or EBCDIC computer output files into an Alchemy repository. Includes the Runtime license for same workstation. Requires an Alchemy Administrator license. DataGrabber Runtime is the license needed to run predefined definition files within Alchemy Administrator.
- **Exchange Archive Link** A "back-office" archiving server that captures emails from one or more Exchange servers and stores them into Alchemy repositories. The server license includes one Alchemy Standard Server license and one Administrator license.

- PDF, CAD file and Windows Explorer drag and drop input are available with the Alchemy Administrator or Index Station.
- Microsoft Office document input is available with the Document Management add-on, Alchemy Administrator or Index Station.

ALCHEMY SERVER OPTIONS

- **Alchemy Web** The middleware services layer that publishes Alchemy repositories to the Internet using an Internet Explorer browser for access. Requires the Alchemy Standard or Advanced Server and Alchemy Search client access licenses.
- **Alchemy Records Manager** For records managers to create and manage record file plans and retention schedules that are applied to content stored in Alchemy repositories, as well as physical files and electronic files stored on the Windows file system. Requires the Alchemy Advanced Server.
- **Database Encryption Module** Adds an additional layer of very high security to Alchemy repositories by using a 256 byte Blowfish based security algorithm. Requires the Alchemy Standard or Advanced Server.

INTEGRATION SOLUTIONS FOR SOFTWARE DEVELOPERS

- The Alchemy Software Development Kit (SDK) includes documentation and code samples to assist developers in writing custom Windows-based solutions using the rich and extensive Alchemy APIs. Popular uses include integrating repository content or client functionality into other Windows applications, as well as creating custom interfaces for vertical applications.
- The Alchemy Web Engine Platform is an XML-based, Web Services-compliant and scalable development platform. Popular uses include integrating repository content into Web portals or other Internet applications.

SERVICE BUREAU SOLUTIONS

Alchemy Pro is a special annual and renewable license for imaging, Computer report archiving and COM bureaus. It includes the Alchemy Standard Server and the required number of Alchemy Administrator licenses. The Pro license can be expanded with Alchemy Scan, DataGrabber, Index Stations and the Alchemy Web module. Bureaus are licensed to distribute the data and the Alchemy Search client for Windows on CD or DVD.

FEATURES AND OPTIONS	ADVANCED SERVER	STANDARD SERVER	GOLD
Create and manage repositories	X	X	X
Archive any file type	X	X	X
Full text indexing and retrieval	X	X	X
Search engine	X	X	X
Standard document viewer package	X	X	X
CD/DVD archive and publishing	X	X	X
Email document as attachment	X	X	X
PDF indexing and viewing	X	X	X
CAD file indexing and viewing (DWO, DXF, DON)	X	X	X
Alchemy SDK (optional)	X	X	X
Alchemy Scan imaging module (optional)	X	X	X
DataGrabber Computer report archiving input module (optional)	X	X	X
Alchemy Search client for Windows (optional)	X	X	X

FEATURES AND OPTIONS	ADVANCED SERVER	STANDARD SERVER	GOLD
Supports multi-user consumer access	X	X	X
Supports multi-user contributor access	X	X	
Microsoft Management Console	X	X	
Integrated Windows security	X	X	
Web access to browse, search and add files (optional)	X	X	
Index Station (optional)	X	X	
Exchange email archiving module (optional)	X	X	
Database encryption (optional)	X	X	
Web Engine Platform (optional)	X	X	
Library Services (checkin/checkout/version control)	X		
Audit Logging	X		
Role-based Access control	X		
SQL Server integration	X		
Document Management Client for Microsoft Office (optional)	X		
Records Manager application (optional)	X		

CLASSIC STAND-ALONE SOLUTIONS

Alchemy Gold is the original "electronic file cabinet," managing simple imaging and computer report archiving applications without a server. It is ideal for small offices where one person handles the input and repository management tasks, with read-only access by a small Windows workgroup. The Gold license includes one Administrator (formerly called "Build") and one Windows Search license. Gold can be expanded with an Alchemy Scan or DataGrabber module, or additional Search licenses.

FOR MORE INFORMATION

Captaris sales representatives are eager to answer your questions and recommend solutions that can help meet your specific needs. If you are interested in finding more information about Captaris solutions, locate the product sales representative for your region.

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