

Managing the content lifecycle shouldn't shorten yours.

Complete. Easy. Fully Integrated.



 Captaris
Document
Management

The whole lifecycle. Half the cost. None of the headaches.



There's no getting around the need to manage increasingly huge amounts of documents—from creation through processing to disposition. But there is a way to make it easier—and more cost-effective. Alchemy, the Captaris Document Management solution, lets you easily manage all your documents in a package that is extremely affordable compared to enterprise content management suites.

Solve the document problem.

Most of the information in every organization exists as 'unstructured data'; that is, the documents created every day by people outside of structured databases, containing valuable or even critical content that must be secured, shared and retained. Eventually all documents become 'fixed' content, or content in its final form: images, faxes, emails, PDFs, invoices, CAD files, statements, reports and countless other items. Effectively managing the lifecycle of this massive amount of information is crucial for compliance, risk-reduction and overall corporate efficiency.

Using Captaris Alchemy Document Management solutions to capture, manage, and archive documents, organizations can manage unstructured documents through their entire lifecycle:

Provide a common environment. Regardless of the document, Alchemy provides a single repository and a single, familiar environment for working with it.

Improve customer service and operational efficiency. Customer service representatives can easily and quickly access documents and other information to more effectively respond to customer inquiries.

Reduce risk. Alchemy helps you better maintain documents as records to meet compliance objectives. Its tools support rules-based capture and retention of all kinds of document types, including email, making it easier to provide information necessary for litigation and audits.

Simplify delivery of client information. Easily consolidate documents from multiple systems and deliver them in multiple formats, including Web, CD, or DVD.

Why Alchemy delivers more for less.

Innovation. Alchemy leverages proprietary technologies—including a search engine, document viewers, workflow solutions and more—specifically designed to make it easy to deploy, manage and use. This makes it possible to deliver a full-featured solution in a smaller, easier-to-implement and more affordable package.

Simpler by design. Alchemy is purposely designed to utilize inexpensive archive storage options and imaging hardware, further reducing total cost of ownership.

Modularity. Why buy more than you need? Implement one Alchemy module at first, adding features later as your document and records management needs grow. The entire suite is expandable.

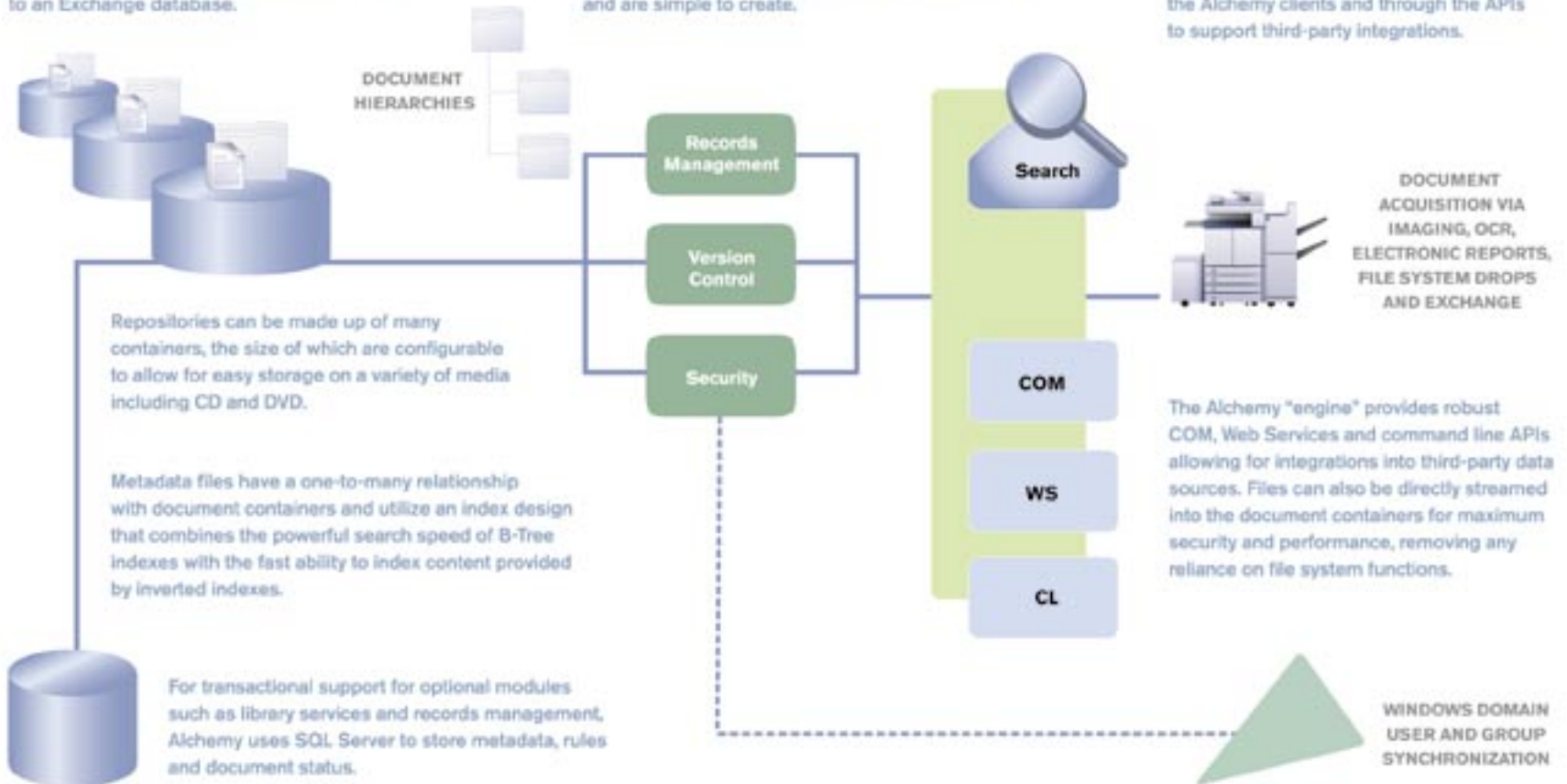
With Alchemy, it's all about managing the document, in the easiest most flexible way possible. The Alchemy repository forms the foundation of Alchemy solutions and sits on the Windows file system in a way similar to relational databases. The Alchemy repository was built for efficient management and retrieval of millions of any type of document—scanned images, native Office files, PDF files, CAD drawings, electronic faxes, media files—allowing for the utmost in efficiency and portability.

How Alchemy Works.

Alchemy repositories allow for creation of "containers" that stores native documents in an encrypted, compressed fashion similar to an Exchange database.

Templates for the collection of index fields are designed in a simple WYSIWYG fashion. Directories allow for hierarchical management of documents and are simple to create.

Document retrieval is supported by the rich search engine of Alchemy allowing for a variety of cross-repository search options in the Alchemy clients and through the APIs to support third-party integrations.



The total solution that is totally scalable.



Alchemy is a complete product suite, so you don't have to manage products from multiple companies. It's a single server with tools to manage any kind of document.

Alchemy's modular design—with modules for capturing, indexing and displaying documents—lets you implement features and functionality as your needs grow and change, no matter how big—or small—your organization might be.

Totally easy.

Alchemy Document Management solutions are remarkably easy to deploy, manage and use, so the payback on your investment is fast. No need for a database administrator or other scarce IT resources for operation; Alchemy is simple enough that even busy managers with no IT or records management skills can manage and use it.

Document storage is easy, too: Alchemy turns any device into a secure archive repository. Choose hard drives, CDs, DVDs, UDO, PDD, RAID, tape drives, SANs—even USB memory sticks. Whatever fits your needs and your budget.

Totally integrated.

Document management, records management, imaging, email archiving and information delivery are completely integrated. Alchemy functionality also integrates seamlessly with the rest of your technology, including intelligent capture, forms, transform engines, enterprise applications such as ERP, productivity applications like Microsoft Office, portals, storage systems, and, of course, other Captaris products. Alchemy has flexible SDKs and powerful, open APIs for Visual Basic, C++, Web, and .NET programmers.

"I have to be able, at a moment's notice, to retrieve any document associated with a part, even if the vendor is out of business...."

We never forget a life might be at risk. —Records Management Adviser, Boeing North American

Intuitive interface.

Capture data from email, paper forms, electronic documents and enterprise reports.

Manage user access, storage options and indexing.

Retrieve and share data with an intuitive and easy-to-use interface.



Proven in demanding markets.



Alchemy Document Management solutions have helped thousands of organizations manage ever-increasing amounts of documents with greater efficiency and lower cost.

Tracking parts at the International Space Station.

Ashok Kohli's challenge is truly mission-critical: he provides International Space Station astronauts with the history of troublesome parts to avoid another Apollo 13 near-disaster. Kohli is the records management adviser at Boeing North American, prime contractor to NASA for the space station's electrical power system. He chose Alchemy to manage the power system's vital documents. Over 2 million documents are already stored for online use by the Kennedy Space Center in Cape Canaveral, Florida, and are also available on CDs for use aboard the station. "I have to be able, at a moment's notice, to retrieve any document associated with a part, even if the vendor is out of business," Kohli said. "We never forget a life might be at risk."

University of Louisville Hospital meets HIPAA challenges. For the U of L Hospital, like health care facilities everywhere, document management takes on a whole new meaning under the Health Insurance Portability and Accountability Act. Alchemy, with its role-based access control and audit tracking features, provides compliant delivery of Patient Health Information (PHI).

Alchemy creates a secure PHI archive, including medical images, paper-based documents, forms, enterprise reports, email and hard-to-access legacy system data. It manages the information in a centralized and secure location, all addressable by common identifiers. Plus, compared to complex enterprise imaging products, Alchemy is a snap to install and end-users love its friendly interfaces. "We've saved many thousands of dollars in storage costs alone," says the hospital's clinical system analyst.

TxDOT streamlines bid solicitation. The Texas Department of Transportation—or TxDOT—uses Alchemy to streamline the work of its Reprographics and Records Management units. Through its Plans Online Web site, powered by Alchemy, TxDOT makes bid documents available to contractors across the state. "The Alchemy repository allows us to retrieve, organize and retain documents in a format most useful to our growing number of diverse users," notes the systems analyst for TxDOT's general services division. "We're saving time and money while also procuring more competitive bids from our contractors." The division has also eliminated 50 percent of their plan-printing budget, and sharing knowledge via the intranet and on CDs to its contractors also provides considerable cost savings to the state.

Read more case studies at www.captaris.com/alchemy.

Part of a total solution for Business Information Delivery.

Alchemy Document Management solutions integrate with other Captaris products to provide a single source for fax, workflow, document management and Business Information Delivery solutions.

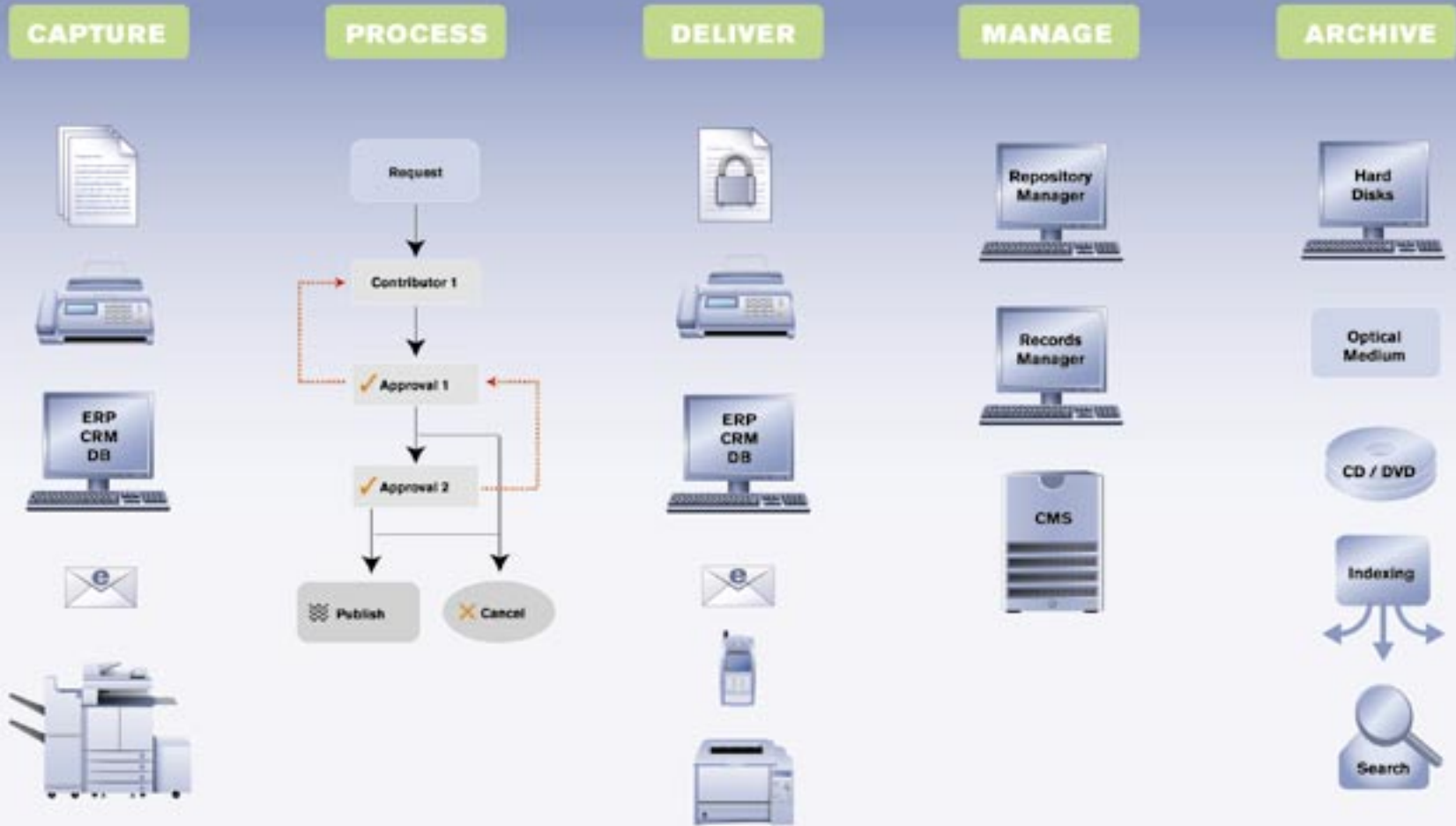
- Captaris Workflow integrates with Alchemy to automate and bring structure and accountability to document-intensive processes.
- Captaris RightFax, the market leader among enterprise fax servers, integrates fax and electronic document delivery into document management and workflow processes.

Get the total story.

Visit www.captaris.com/alchemy to read Alchemy case studies, watch a demonstration and more. Or call 1.425.455.6000.

About Captaris.

With 90,000 systems installed and more than three million users, Captaris is the single source for fax, workflow, document management and Business Information Delivery solutions. Captaris products help organizations of any size manage document flow across the information lifecycle so they can drive revenue, cut costs and meet compliance goals while conserving IT resources and rapidly maximizing ROI.



Captaris Document Management

Captaris Business Information Delivery solutions help organizations of all sizes automate the information and document flow throughout the information lifecycle (capture, process, deliver, manage and archive). 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.

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