

Alchemy Document Management Software

A Trusted Archive Solution



Application Overview

Captaris Alchemy Document Management software creates an electronic file cabinet for your organization, a trusted archive where you can securely store any document type and then find it within seconds, even years later. Alchemy is very good at capturing, indexing and managing scanned paper documents; faxes; emails; PDFs; computer reports; and anything else in its final form.

Why use Alchemy?

Save Time Significantly reduce the time it takes your employees or customers to find archived documents of interest—speeding up this process by as much as 90 percent.

Save Money Significantly reduce paper storage, resulting in impressive cost savings and reclaimed office space.

Provide Better Document Security A trusted document archive helps you comply with government regulations and legal retention requirements.

Why choose Alchemy?

With over 13 years in service, more than 11,000 systems sold into every industry and size of company, and mission-critical uses such as the International Space Station project, the US Nuclear Weapons test data archive and patient records retrieval at many healthcare facilities—be assured that you can trust your documents to Alchemy.

Current Issues

The majority of the unstructured content in an organization is 'fixed' content.¹ Examples include contracts, invoices, statements, reports, technical documentation and even email. There are a number of challenges related to this content:

Lost or misplaced information Knowledge workers spend 3.5 hours weekly searching for information that is never found and 3 hours a week recreating that lost content.²

Information overload Knowledge workers spend more than 27 hours a week searching, gathering and analyzing information.³ Fixed content is often left out because it is not well organized.

Inefficient business processes Just one example: it costs more than \$50 on average to process and manage a paper invoice.⁴

Compliance issues Organizations are under more pressure than ever before to manage fixed content for compliance and risk reduction purposes.

Lack of integration with other applications CRM, ERP, HR, ECM, claims processing, health information systems, etc.—all these applications need fast and accurate access to archived content but it is rarely accessible.

One study concludes that eliminating information retrieval tasks that waste time will increase productivity and could save organizations millions of dollars.⁵

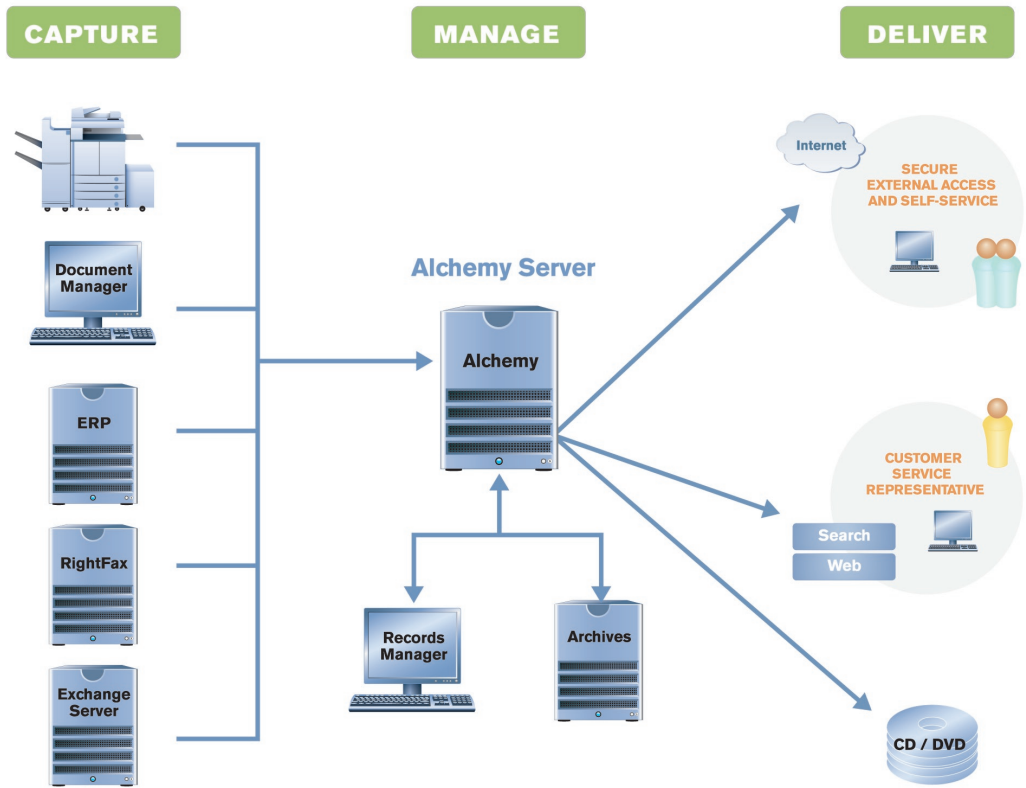
The Benefits of Alchemy

Benefits	Customer Examples
Increases productivity by speeding up document retrieval and finding 'lost' information	An office equipment dealer cut file retrieval time from 1 hour to 3 seconds. A hospital reduced patient record retrieval by 50 percent.
Saves money by reducing the need for paper supplies, paper delivery and storage.	A state transportation department cut printing and delivery costs in half. A hospital saved hundreds of thousands of dollars by eliminating a records storage warehouse and cancelling its off-site storage vendor contract.
Streamlines business processes by eliminating paper	A credit union verifies account signatures in seconds now. An insurance agency reviews policy documents in 2 minutes, as compared to 2 weeks.
Helps with compliance by creating a secure archive	Hospitals and medical clinics use it to create secure archives that protect patient information. State government offices use it to comply with records retention policies. Airlines use it to comply with FAA regulations.
Connects the archived content to other applications that need it	A district council integrated 850,000 property files with its Geographic Information System (GIS). A hospital integrated patient records with its Health Information Management System.

¹ Doculabs Market Focus White Paper on Fixed Content Management, Feb. 2005; ² The hidden costs of information work, International Data Corporation (IDC), March 2005; ³ Ibid.

⁴ Institute of Management and Information (IOMA), Dec. 2005; ⁵ The hidden costs of information work, International Data Corporation (IDC), March 2005

How Alchemy Works



Key Features and Options

Capture Imaging; OCR; barcode recognition; PDF conversion; fax archive from RightFax; email archive from Exchange and Outlook; Microsoft Office docs using Office or SharePoint connectors; computer report processing

Manage Library services; records management; full-text indexing; integrated security; audit logging; backup

Deliver Search and retrieval programs for Web and Windows; CD/DVD; custom integration with other applications

Archive Secure repository; viewing and retrieval software; removable media support

Market Penetration

Since its introduction in 1994, more than 11,000 organizations around the globe have selected Alchemy for their document management and archiving needs. Alchemy is adaptable to any vertical industry need. Customer case studies from different industries are available on the Captaris Web site at www.Captaris.com.

System Requirements: Quick Overview

- Alchemy Server software works on Microsoft Windows Servers.
- Alchemy desktop client software works on Microsoft Windows desktop systems. Alchemy Web client software works with Microsoft Internet Explorer.
- Microsoft SQL Server is required for Alchemy Server configurations that use the Records Management, Library Services (checkin/checkout/version control), or Audit Logging options.
- Alchemy can create self-contained archive databases including a search and retrieval program, and store this all on removable storage media. The recipient needs only a compatible Windows desktop operating system to view the archive contents; This does not require an Alchemy Server, so it is portable.

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 Document Management 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.

Alchemy is
Represented by: