



## FEATURES AT A GLANCE

- Archive-enable Microsoft Office applications
- Check-in and check-out documents
- Version control
- Declare records (with Alchemy Records Manager option installed at the server)
- Search the archives and retrieve vital documents

Now users of Microsoft Word, PowerPoint, Excel and Outlook can work directly with the secure archive repositories in your organization. They can participate in your electronic records filing plan.

Alchemy Document Management Client (DMC) installs as a tool within the Office application and adds the following key archiving functionality:

- Add files to an archive repository using check-in and version controls
- Classify files with profile field metadata
- Browse existing archives
- Search and retrieve archived files using check-out controls
- Create and capture new versions of an archived file
- Controlled under the Alchemy Advanced Server security system
- If the Records Manager module is present on that server, the user can declare records according to a file plan

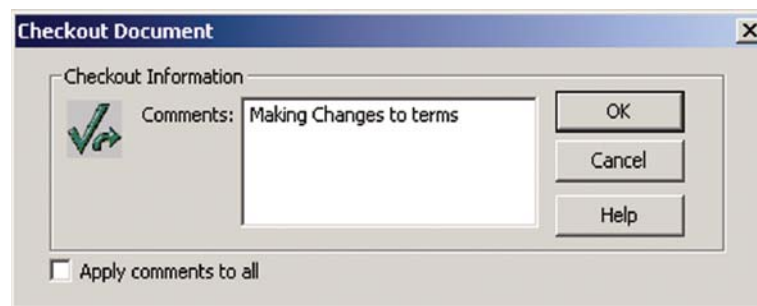
To insure document integrity and compliance with regulations, the system administrator can also limit what the DMC user can see and do through the Role-based access control and repository security settings at the server. DMC activities can also be logged and archived with the Audit Logging feature.

## Captaris® Alchemy® Document Management Client

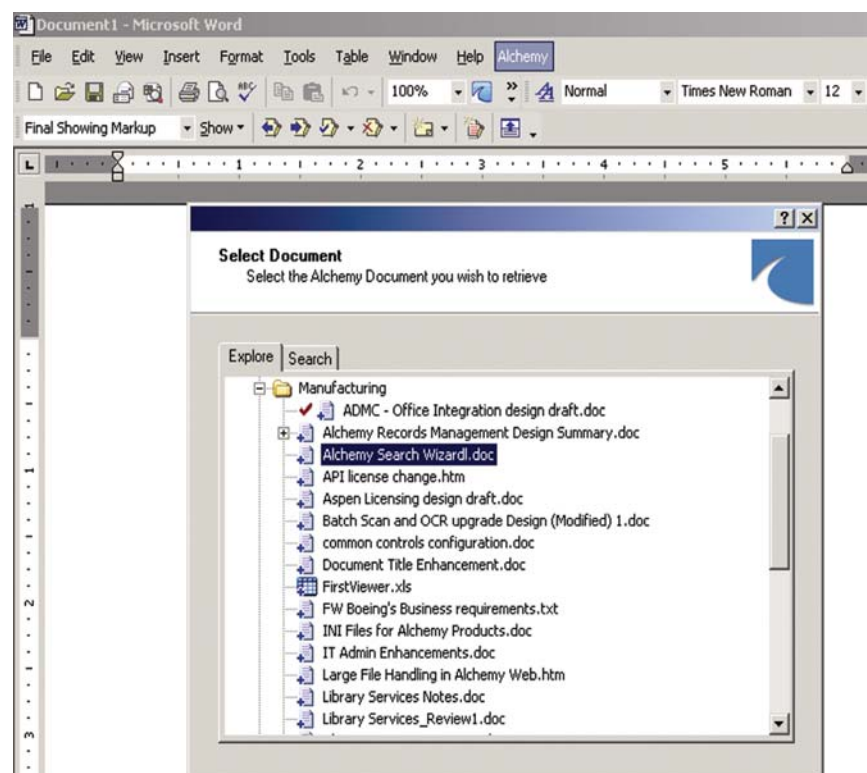
Brings Archiving and Lifecycle Management to Office Users

### CHECKOUT A DOCUMENT FROM THE ARCHIVES

Let others know that you are working on a document, creating a new version of it or simply updating a profile field with new metadata.



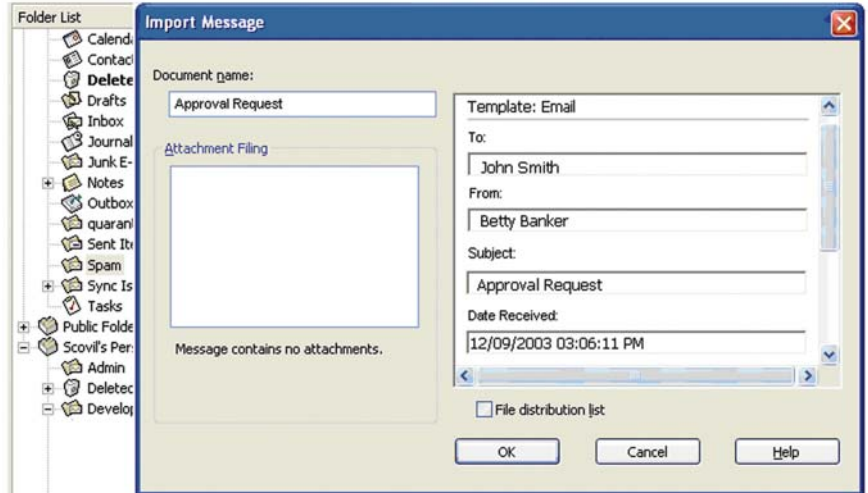
The Alchemy Document Management Client provides easy access to documents within the archive, directly from Word and other Microsoft Office applications.



# Captaris Alchemy Document Management Client

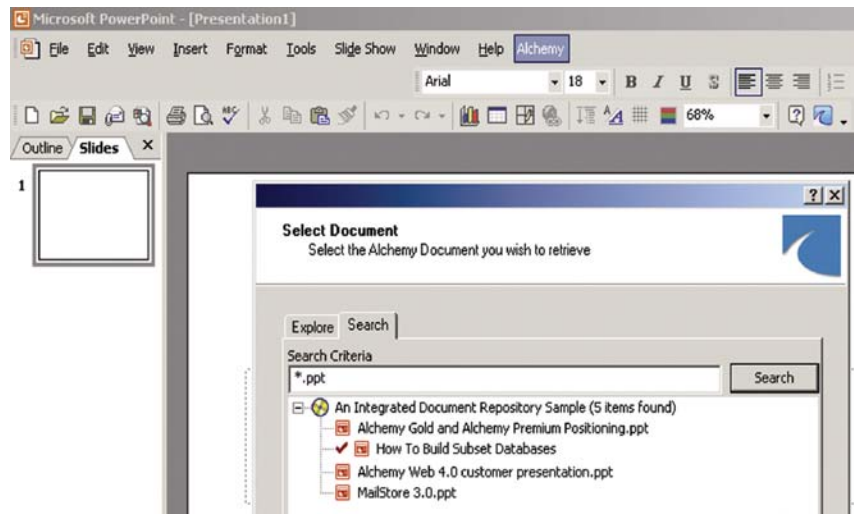
## ARCHIVE FROM OUTLOOK

File emails and attachments from your inbox or Personal Folders directly into your organization's central archives. With the Records Manager option, you can also declare emails and attachments as records that are managed under a file plan.



## A SOLUTION FOR MANAGING ALL THE POWERPOINTS

Imagine having immediate access to every PowerPoint (PPT) in your department, no matter the date and without a long network directory search. Imagine finding relevant PPTs using a full-text search and using version control to keep track.



## 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](http://www.Captaris.com).

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