



## OVERVIEW

### SYSTEM REQUIREMENTS

#### ALCHEMY SERVER

- **Administrator** No server required
- **Index Station** Alchemy Standard or Advanced Server
- **DM Client** Alchemy Advanced Server
- **Web Search** Alchemy Standard or Alchemy Advanced Server with Alchemy Web option
- **Windows Search** No server required

## Captaris® Alchemy® 8.2 Client

Alchemy provides multiple end-user clients giving flexible options to meet the diverse needs of your companies content management requirements.

### END-USER ROLES AND CLIENTS AT A GLANCE

#### ALCHEMY REPOSITORY MANAGER

- **Administrator Client** The person using the Alchemy Administrator Client is typically responsible for creating and maintaining databases; selecting the storage destination; setting folder and document security privileges; modifying database properties; burning CDs and DVDs; and running the Build Database operation that updates the full-text index.

#### CONTENT CONTRIBUTORS

These are people who will add documents to the repository; classify them by entering metadata in the profile fields; add annotations to images; search and view documents and other similar functionality. Alchemy offers three contributor options.

- **Index Client** This desktop client allows users to add, annotate, index, check in/out documents, search, scan, and view documents. It also supports library services and audit history through Advanced Server; is ideal for imaging or workflow.
- **Web Client** This Web client allows users to add, annotate, index, check in/out documents, search and view documents over the Internet. The system administrator can also limit what features and functions that the users can access through permission and security settings at the server making the Web client a search-only client.
- **Document Management Client** is an add-on to Microsoft® Office applications (Microsoft Office Word, Microsoft Office Excel®, Microsoft Office PowerPoint® and Microsoft Office Outlook®) that adds document and records management functionality and repository access.

#### CONTENT CONSUMERS

Consumers are searching for the information they need for research to complete a task. They typically search for content by metadata and/or full-text, browse a results list, and then view selected document content. They may print or email documents once found.

- **Search Client** This desktop client allows the user to browse repositories, search and view documents. It also supports library services and audit history through Alchemy Advanced Server. To ensure document integrity and comply with regulations, they are not permitted to add, modify or delete anything in the repository. The system administrator can also limit what they can see and do through role-based access control and security settings at the server.
- **Web Client** The system administrator can limit features and functions so that the Web client is a search-only client allowing the user to browse repositories, search and view documents. Additional functionality can be provided by the administrator through permission settings.

#### CLIENT CUSTOMIZATION

Developers can use the Alchemy Software Developer Kit (SDK) to customize the Windows clients and create vertical applications. The Alchemy system administrator can also customize client functionality, using the role-based access control on the Alchemy Advanced Server.

## CLIENT FUNCTIONALITY OVERVIEW

FEATURES / FUNCTIONALITY	ALCHEMY CLIENTS				
	ADMINISTRATOR	INDEX	SEARCH	WEB	DOC MGT
Search Alchemy repository	✓	✓	✓	✓	✓
Preview images, PDFs, Microsoft Office documents, CAD files (DWG, DXF and DGN), Outlook email files, ASCII text with overlays	✓	✓	✓	✓ No DGN	
View thumbnails	✓	✓	✓	✓	
Email documents as attachments	✓	✓	✓	✓	
Retrieve files	✓	✓	✓	✓	Office only
Add files	✓	✓		✓	✓
Delete files	✓	✓			
Index documents using profile fields	✓	✓		✓	✓
Alchemy Scan	✓	✓			
Annotate images	✓	✓		✓	
Check-in/check-out documents*	✓	✓			✓
Version control*	✓	✓	Read-only	✓	✓
Declare records*	✓	✓			✓
Audit History*	✓	✓	✓		
Create, delete and manage databases	✓				
Configure database properties	✓				
Run database Build operation	✓				
Write to CD or DVD	✓				
Choose storage destination for repository	✓				
DataGrabber	✓				
Archive and search from within Microsoft Office					✓

CLIENT LICENSES	ADMINISTRATOR	INDEX	SEARCH	WEB	DOC MGT
Require license to use client	Admin	Index*	Search	Search*	DM
Other licenses the client can consume	Scan, DataGrabber	Scan			

## 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 Global Market under the symbol CAPA. For more information, please visit [www.Captaris.com](http://www.Captaris.com).

**Alchemy is Represented by:**

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