



# OVERVIEW

## FEATURES AT A GLANCE

- For Content Contributors
- Ideal client for imaging and workflow applications
- Enter index data for any document
- Add annotations to image files
- Checkin/checkout/version control with Alchemy Advanced Server
- Declare records with Alchemy Records Manager

## KEY FUNCTIONALITY INCLUDES

- Add any file to a repository
- Index files using the document profile fields
- Add annotations to image files
- Create new folders
- All the Search and View functionality of Alchemy Search
- Scan files into a repository or apply OCR indexing (with optional Scan module)

To ensure document integrity and comply with regulations, the system administrator can also limit what the Index Station user can see and do through the Role-based access control and repository security settings at the server.

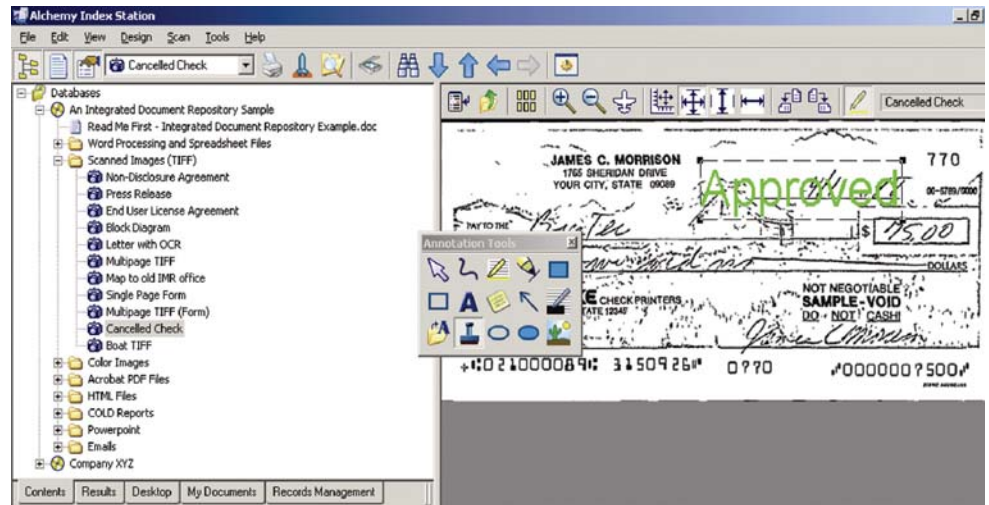
**Alchemy is Represented by:**

## Captaris® Alchemy® Index Station Client

**Alchemy Index Station allows content contributors to add, annotate, index and view documents, and is ideal for imaging and workflow applications. It also supports the Alchemy Scan input module and Library Services through the Alchemy Advanced Server.**

Content Contributors are end-users who add documents to the repository, classify them by entering and modifying metadata in the profile fields, add annotations to images, search and view documents and perform other similar content management tasks. Alchemy Index Station provides this functionality out of the box.

You can add from one to many Alchemy Index Stations to an Alchemy Server. An Alchemy Scan input module can also be added to an Index Station license, creating a complete imaging-OCR-indexing station.



## DOCUMENT AND RECORDS MANAGEMENT

When an Alchemy Index Station is connected to the Alchemy Advanced Server, the user inherits Library Services (checkin/checkout/version control). If the Alchemy Records Manager module is present on that server, the user can declare records according to a file plan. This makes Alchemy Index Station an ideal client to capture and declare images, PDFs or any other file type as a record.

## 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).