



## OVERVIEW

### FEATURES AT A GLANCE

- **Advanced Server** for records management and integrated document management applications
- **Standard Server** for imaging, email archiving and computer report archiving applications
- **Web server** option for Internet access to repositories
- **Records Manager** option
- **Database Encryption** option for highest data security

### 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<sup>®</sup>, Captaris Workflow<sup>™</sup> 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).

#### Alchemy is Represented by:

## Captaris<sup>®</sup> Alchemy<sup>®</sup> Server Family

### Provides Centralized Management Services and Control for Alchemy Repositories

The **Alchemy Server** family provides repository management functionality including access control, backup, library service functions and management of all content objects/metadata. All server components reside on a Windows Server.

There are two main server configurations: Standard and Advanced. Both servers provide the functionality for:

- Managing a large number of repositories located on diverse storage options
- Managing a large number of user connections
- Managing input module and client licenses
- Windows security integration
- Hot backup, SMS support and remote administration
- Hosting the MailStore for Exchange input module

The **Standard Server** is the basis for classic fixed content management applications such as imaging, email archiving and computer report archiving which includes the functionality just listed. Administrator licenses are available.

The **Advanced Server** is the basis for applications requiring integrated document management and records management. It includes server-side functions which are important in controlling and auditing document access for compliance purposes, in order to support applications requiring integrated document management and records management. The license includes:

- Library Services (check-in, check-out, and version control)
- Audit Logging
- Role-based Access Control (RBAC)
- Support for the optional Alchemy Records Manager module
- And the Standard Server functionality

The Audit Logging feature tracks user activities in Alchemy repositories. The administrator can configure the user actions or events that should be logged. This information can be used to generate reports using standard reporting software such as Crystal Reports. This capability is extremely helpful in compliance or audit scenarios, where it is important to show which users performed what actions on a given document or database.

RBAC gives the system administrator control over 140 unique end-user functions in Alchemy clients. For example, an employee in an Accounts Payable department needs to find and read contracts or purchase orders but should not be able to print, email, extract, copy or annotate the documents. RBAC can control that.

The **Alchemy Web** server option can be added to a Standard or Advanced Server. The Alchemy Records Manager option can be added to the Advanced Server. See the respective data sheets for more information.

The **Database Encryption** option encrypts repositories with a very high level of encryption and is recommended for applications where sensitive content is distributed outside the server on CD/DVD.