



DATASHEET

Alchemy Document Management Client

Brings Archiving and Lifecycle Management to Office Users

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 e-records filing plan.

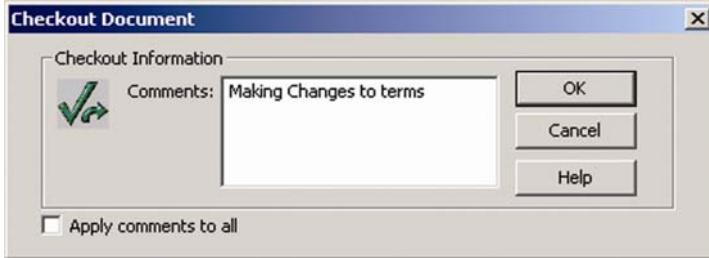
Captaris Alchemy Document Management Client (DMC) installs as a tool within the Office application and adds the following key archiving functionality:

- 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.

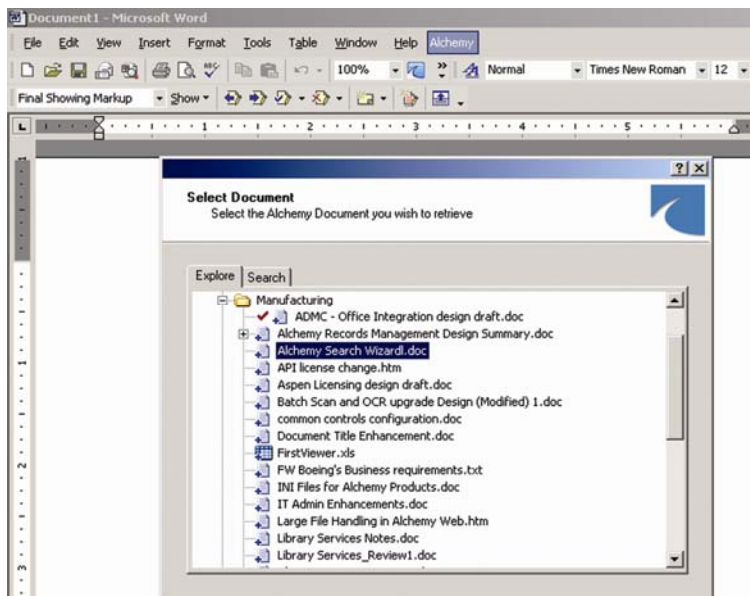
To insure document integrity and compliance with regulations, the system administrator can also limit what the DMC user can see and do through the Role-based access control and repository security settings at the server. DMC activities can also be logged and archived with the Audit Logging feature.

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 document management client provides easy access to documents within the archive, directly from Word and other MS Office applications.



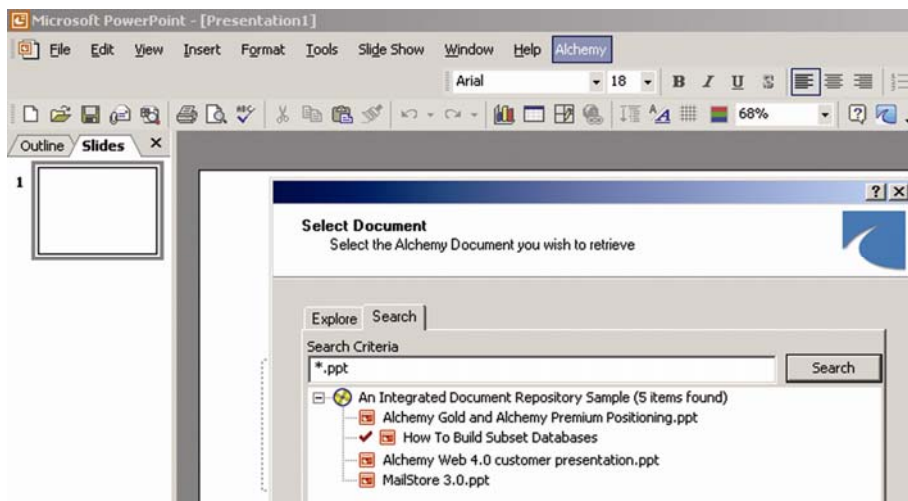
ARCHIVE FROM OUTLOOK

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.



SYSTEM REQUIREMENTS

Alchemy Server

- Advanced Server 8.0 or later
- To declare records, requires the Alchemy Records Manager option

Operating System

- Windows 2000 Pro, XP Pro
- 128MB RAM min, 256MB recommended

Microsoft Office applications

- Office 2000 and 2002 (2003 supported in next release)

FOR MORE INFORMATION

Captaris Business Information Delivery solutions capture, process, archive and deliver data and documents enabling customers to reduce costs and increase the performance of critical business information investments. Through its global distribution network, Captaris delivers cost-effective software products and services that help organizations manage and leverage the value of corporate information. In partnership with leading enterprise technology companies, Captaris has installed more than 90,000 systems in 95 countries in companies of all sizes, including the entire Fortune 100. For more information please contact us at www.Captaris.com/Alchemy or +1.303.689.0022.

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