Alchemy

Benefits

Process Efficiency

- Streamline and automate transactional document processing
- Utilize simple business rules to manage document workflows
- Ensure related documents remain together

Information Governance

- Track documents from capture to destruction
- Capture information about how users access and interact with documents
- Readily respond to audit and discovery requests

Cost Savings

- Reclaim expensive file storage real estate
- View more than 300+ file types without buying application-specific software licenses
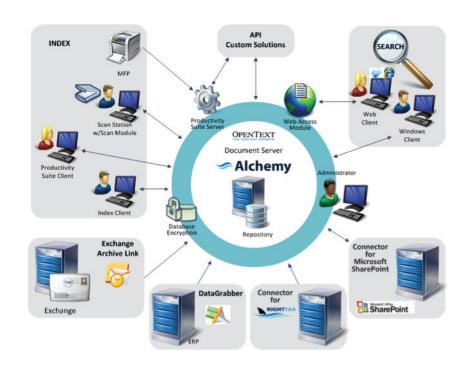- Reduce payroll hours on document handling & administration

Complete Control

- Unify multiple information sources with a single, secure & centralized document repository for everyone
- Access documents from desktop, web or mobile devices
- Gain a complete document audit trail

OpenText Document Server, Alchemy Edition

OpenText Alchemy enables organizations to simplify how they manage documents and other unstructured data with a rapidly deployable, simple-to-use document management solution.

Reduce the total cost of ownership and capital expenditures related to fax management by saving on both the upfront and ongoing costs of infrastructure, staff, training, and compliance.

OpenText's document management solutions

- Reduce costs by replacing the expense of paper filing systems, ad-hoc personal storage, and unmanaged desktop folders with a single solution designed to capture, process and share critical documents.

- Increase efficiency by managing and automating highly repetitive tasks like document indexing, routing, matching, and retention, greatly reducing the likelihood of user error while enabling employees to concentrate on higher value activities.

- Improve process transparency and document security by capturing information about how users access and interact with documents, automating document archiving and destruction schedules, and reporting missing documents or changes to existing documents.

Key Capabilities

Multiple Capture Sources
- OpenText Fax Appliances
- Direct Attached Scanners (TWAIN, ISIS)
- MFP Devices
- RightFax
- ASCII Reports (COLD)
- Batch Document & Metadata Imports
- Email Servers (Microsoft Exchange)
- Windows Desktop & Folders

Flexible Capture Options
- Rapid Click-Indexing with Single Click Entry
- Third Party Database Metadata Lookup
- Save or "Print" To Alchemy from almost any Windows Application (Third Party Print Drivers Required)
- Full Page & Zonal OCR
- Barcode Support
- Support for Third Party Capture Tools (Kofax, Psigen Etc.)

Different Interfaces for Different Users
- Browser Independent Web Interface
- Rapid Indexing Interface With Single Click Entry
- Transparent Desktop Interface With File Connector
- Multiple Desktop Client Options for Casual & Power Users

Security and Privacy
- User & Group Level Security
- Active Directory Integration
- Feature Level Rights Management
- Optional Blowfish Encryption Layer

Platform & Application Integrations
- Email Archiving For Microsoft Exchange
- Web Parts For Microsoft SharePoint
- Document Management Integration with Microsoft Office
- Middleware Integrations with E-copy/Nuance & NSI Autostore
- Rich API And Web Services Toolkit for Custom Integrations

Simple Document Workflow
- Automated, Rule-Based Document Routing
- User-To-User Document Routing
- Matching of Transactionally Linked Documents
- User Definable Email Notifications

Retention and Distribution
- Age-Based Document Retention, Migration or Destruction
- Rule-Based Retention, Migration or Destruction
- Migration & Destruction Eligibility Notifications
- Repository Export with Search Client using any Media Format (DVD, CD, USB Key/Drive, SSD, FTP Etc.)

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