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CAPTARIS ALCHEMY -
DOCUMENT
MANAGEMENT

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Captaris® Alchemy®: Document Management Software

Captaris Alchemy document management software creates a digital file cabinet for your organization, a trusted digital archive where you can securely store any document type and then find it within seconds, even years later.



[Document Management Solution ROI Calculator](#)

Alchemy is the document management software solution for thousands of small and mid-size businesses, providing document scanning, document imaging, document archiving, fax archiving and electronic records management capabilities.



[Alchemy Document Management Flash Demo](#)

Use Alchemy document management software to solve regulatory compliance problems, to improve productivity and operating efficiency, to provide a disaster recovery plan for documents and as advanced preparation for an electronic discovery request.



[Justify Your Document Imaging Project](#)

What can Alchemy do for you?

- Reduce costs while increasing productivity and efficiency
- Improve customer service and your competitive advantage
- Reduce risk and address compliance

Alchemy helps your operation to grow without constantly adding more clerical staff, and it produces tangible hard dollar cost savings from reduced expenses on supplies, floor space and labor costs. Alchemy saves you time, money, provides better document security and helps you better maintain documents as records to meet compliance objectives. You have several easy ways to capture documents into the Alchemy archive: Scan paper in from just about any document scanner; drag-and-drop files from Windows Explorer; check documents in from within Microsoft Word, Excel and PowerPoint; or add the entire contents of a network folder. Alchemy is very good at capturing, indexing and managing scanned paper documents, faxes, emails, PDFs, computer reports and anything else in its final form. Once in the archive, anyone in your organization can find a file in seconds without leaving their PCs and there are no more lost documents to kill your productivity.

Alchemy Benefits

- "Retrieval time was cut in half"

- "Saved \$50,000 a year by eliminating off-site records storage"
- "Reduced our paper supply costs by \$75,000"
- "Freed up an entire office by replacing file cabinets"
- "Saved us a full-time position"

These well-documented claims come from organizations who have implemented Alchemy for their document management solution. Your organization can recognize these impressive benefits too and more.

Alchemy will grow with your business while minimizing the need to invest in additional IT resources. Imaging, capture, indexing, archival and retrieval, document management, records management, integration and distribution functions are available when and where you need it. To provide additional flexibility for your business, the document management software runs either on a server or as a stand-alone desktop configuration, and can be deployed over the Web for remote user or self-service scenarios as well. By providing access to Alchemy through a drive letter in Windows, Alchemy enables users to interact with their documents through familiar interfaces such as Windows Explorer, My Computer and Microsoft Office along with almost any other business application.

Regardless of the document type, Alchemy provides a centralized digital archive and a familiar folder-based user experience. Use Alchemy to consolidate documents from multiple systems and then deliver them to anyone who needs them via multiple delivery channels, including Web, CD, or DVD. As the choice of more than 11,000 organizations worldwide since 1993, Alchemy is a name you can trust in document management software.

PROBLEMS and SOLUTIONS – [Is My World Auditable?](#)

FEATURED CASE STUDY

- [Esquire Title Escapes Dusty Basement Storage with Captaris Alchemy](#)

[Click here](#) to contact an Enterprise Sales Manager to find out more about what Captaris Alchemy can do for your organization.

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