

Alchemy

Overview

Alchemy Document Management creates an electronic file cabinet for your organization, a trusted archive where you can securely store any document type and then find it within seconds, even years later. Alchemy is very good at capturing, indexing and managing scanned paper documents, faxes, emails, PDF's, computer reports and anything else in its final form.

Why use Alchemy?

Save time: Significantly reduce the time it takes your employees or customers to find archived documents of interest - speeding up this process by as much as 90 percent.

Save money: Significantly reduce paper storage, resulting in impressive cost savings and reclaimed office space.

Provide better document security: A trusted document archive helps you comply with government regulations and legal retention requirements.

Why choose Alchemy?

With over 13 years in service, more than 11'000 systems sold into every industry and size of company, and mission-critical uses such as the International Space Station project, the US Nuclear Weapons test data archive and patient records retrieval at many healthcare facilities - be assured that you can trust your documents to Alchemy.

Current issues

The majority of the unstructured content in an organization is „fixed“ content. Examples include contracts, invoices, statements, reports, technical documentation and even email. There are a number of challenges related to this content:

Lost or misplaced information:

Knowledge workers spend several hours per week searching for information that is never found and recreating that lost content.

Information overload: Knowledge workers spend a lot of time searching, gathering and analyzing information. Fixed content is often left out because it is not well organized.

Inefficient business processes: Just one example: it costs more than CHF 50 on average to process and manage a paper invoice.

Compliance issues: Organizations are under more pressure than ever before to manage fixed content for compliance and risk reduction purposes.

Lack of integration with other applications: CRM, ERP, HR, ECM, claims processing, health information systems, etc. - all these applications need fast and accurate access to archived content but it is rarely accessible.

Benefits of the solution

- Increases productivity by speeding up document retrieval and finding „lost“ information
- Saves money by reducing the need for paper supplies, paper delivery and storage
- Streamlines business processes by eliminating paper
- Helps with compliance by creating a secure archive
- Connects the archived content to other applications that need it

Key features and options

- **Capture:** Imaging, OCR, barcode recognition, PDF conversion, fax archive from RightFax, email archive from Exchange and Outlook, Microsoft Office docs using Office or SharePoint connectors, computer report processing
- **Manage:** Library services, records management, full-text indexing, integrated security, audit logging, backup
- **Deliver:** Search and retrieval programs for Web and Windows, CD/DVD, custom integration with other applications
- **Archive:** Secure repository, viewing and retrieval software, removable media support

How Alchemy works:

