



## OVERVIEW

# Alchemy Index Station Client

## FEATURES AT A GLANCE

- For Content Contributors
- Ideal client for imaging and workflow applications
- Enter index data for any document
- Add annotations to image files
- Checkin/checkout/version control with Advanced Server
- Declare records with Records Manager

**Captaris Alchemy Index Station allows content contributors to add, annotate, index and view documents, and is ideal for imaging and workflow applications. It also supports the Scan input module and library services through the Advanced Server.**

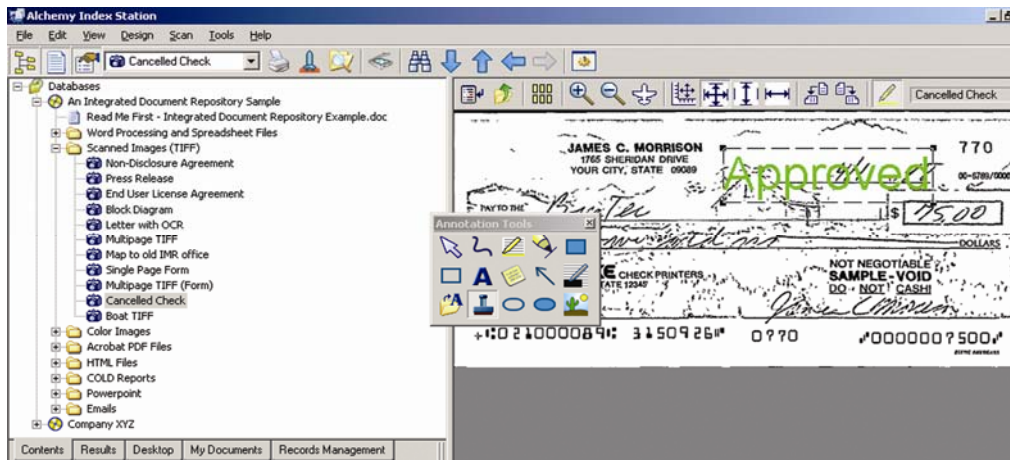
Content Contributors are end-users who add documents to the repository, classify them by entering and modifying metadata in the profile fields, add annotations to images, search and view documents, and perform other similar content management tasks. The Index Station provides this functionality out of the box.

You can add from one to many Index Stations to an Alchemy Server. A Scan input module can also be added to an Index Station license, creating a complete imaging-OCR-indexing station.

Key functionality includes:

- Add any file to a repository
- Index files using the document profile fields
- Add annotations to image files
- Create new folders.
- All the Search and View functionality of Alchemy Search
- Scan files into a repository or apply OCR indexing (with optional Scan module)

To insure document integrity and comply with regulations, the system administrator can also limit what the Index Station user can see and do through the role-based access control and repository security settings at the server.



## DOCUMENT AND RECORDS MANAGEMENT

When an Index Station is connected to the Alchemy Advanced Server, the user inherits library services (checkin/checkout/version control). If the Records Manager module is present on that server, the user can declare records according to a file plan. This makes Index Station an ideal client to capture and declare images, PDFs or any other file type as a record.

## SYSTEM REQUIREMENTS

### Alchemy Server

- Standard or Advanced Server

### Operating System

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

## 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](http://www.Captaris.com/Alchemy) or +1.303.689.0022.

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