

Alchemy[®] from IMR – Document Management Software with the Power to Please.

Think about it. What makes you feel good when you're on the job? Organization? Efficiency? Productivity? Speed? With Alchemy document management software from IMR, you can have all of the above. That's because Alchemy gives you the power to organize and store your company's critical documents in exciting, new ways. Better ways and more cost-efficient ways.

- **Do you need to comply with government regulations for retaining electronic records?**
Since 1992, Alchemy has preserved documents in cost-effective ways that helped thousands of organizations comply with records-keeping laws and produce legally accepted documents.
- **Do you need to scan and archive documents to support vital business processes?**
Alchemy gives you fast access to all your historical documents and data, for as long as you need to keep them.
- **Do you need to distribute paper-based documents electronically?**
Alchemy captures and organizes documents and makes them instantly available on a network, over the Internet, or even when you're offline.
- **Are you simply trying to reduce your materials and storage costs?**
Alchemy saves paper and storage space by replacing physical file cabinets and off-site storage warehouses with cost-efficient electronic files.

How does Alchemy do it?

Alchemy document management software from IMR helps you create the electronic file cabinets we've all been talking about for years. By scanning, capturing and storing documents in secure digital archives, Alchemy makes physical storage space unnecessary and frees up computer disk space, too. Alchemy is flexible enough to create unique solutions that even a government compliance auditor can appreciate. And your colleagues will appreciate Alchemy too, because it provides instant access to critical documents, at workstations, desktops or via the Web. Which means vital business processes are supported and the profits can be realized.

What about Alchemy can make people smile?

Flexible — Alchemy can preserve and manage everything from scanned documents to Microsoft[®] Word documents, Adobe Acrobat Files, CAD drawings, mainframe reports, charts, graphs, email, forms and more on CD-ROMs, server hard disks or networked optical libraries.

Scalable — Alchemy can start small and easily expand, deftly handling from one to one billion documents. And, it's easy to deploy across all departments with anywhere from one to thousands of users.

Mobile — With Alchemy, repositories can fit on a single CD-ROM or be accessed via the Internet.

Intuitive — Alchemy is simple to implement, easy to learn and use...with little or no training at all. And when software is this easy to deploy and use, your return on investment (ROI) is much faster compared to other complex software solutions.

Speedy — Data stored in Alchemy repositories is compressed by a ratio of up to 10:1, which means Alchemy performs lightning-speed searches, rapid retrievals and also saves space.

Secure — Documents are protected by Alchemy with secure data containers, password protection down to the documents themselves, plus an extra layer of Windows security.

Searchable — Hundreds of built-in viewers allow users to easily display and retrieve documents. Full text indexing is included so searches can be performed by content as well as file type, file name or date created. Searchable document profiles, folder profiles and annotations are supported as well.

Expandable — By combining Alchemy products and extensions, you can create a total document management solution with functionality that's customized to your company's needs.



Alchemy Premium and Pro System Requirements

ALCHEMY SERVER REQUIREMENTS

Supported Server Operating Systems

- Microsoft Windows NT Server 4.0 with Service Pack 6a or higher
- Microsoft Windows 2000 Server with Service Pack 1
- Microsoft Windows 2000 Pro or Windows XP Pro may be used, however the operating system limits network connections to 10.
- Microsoft Windows 2003 Server

Note: It is recommended that the Systems Administrator assign a data port number for the Alchemy Server.

Processor

700 mHz or higher Intel Pentium or Intel compatible processor. The Server also supports multi-processor systems.

Memory

- 256 MB minimum
- Microsoft Management Console version 1.2 or higher
- Winsock 2.0 or higher
- Internet Explorer 5.0 or higher (required for the Help files)

ALCHEMY CLIENT REQUIREMENTS

Supported Client Operating Systems

- Microsoft Windows NT 4.0
- Microsoft Windows 2000 Professional
- Microsoft Windows XP Professional

Processor

Intel Pentium or Intel compatible processor

Memory

- RAM requirements for NT/2000/XP Professional: 64 MB RAM minimum, 128 MB recommended
- Winsock 2.0 or higher - Winsock 2.0 is normally installed with Windows NT, 2000 or XP Professional

Alchemy Gold System Requirements

ALCHEMY REQUIREMENTS

Supported Server Operating Systems

- Microsoft Windows 2000 Professional (SP2 recommended), Windows NT 4.0 SP 6a, or Windows XP Professional
- Microsoft Winsock 2.0
- Microsoft Windows NT, and 2000 normally include Winsock 2.0 or higher
- Microsoft Internet Explorer 5.5 or 6.0 (required for the Alchemy HTML viewer)

Memory

- 64 MB RAM minimum, 128 MB recommended

Processor

Pentium processor

Other

- At least 50 MB free hard disk space for programs (check the install screen for disk space requirements for Alchemy components)
- Free temporary space for building databases: at least twice the size of the database buffer setting
- For building databases to removable media, a supported CD writer or other media drive
- For PDF indexing: NT Workstation with 128 MB RAM highly recommended; Adobe Acrobat Reader 4.0, 5.0 or 6.0
- Minimum resolution: 800 x 600 x 256 colors for images, 800 x 600 x 16 colors for text
- If scanning, scanner that supports ISIS or TWAIN drivers.

Alchemy Search Requirements

64 MB RAM minimum, 128 MB recommended

NOTE: Viewing large files, e.g., multipage TIFF, PDFs, etc., might require the use of temporary hard disk space. A good practice is to reserve free disk space at least twice as large as the largest file in the database that you will open for viewing. For example, if the largest file is 10 MB, keep at least 20 MB free on the hard disk.

What's the right Alchemy® solution for you?



Alchemy Premium is a scalable, multi-user, Windows server solution. It's perfect for small enterprises and departments within medium or large companies. And it's easy to integrate with Windows server security. Alchemy's security model supports Microsoft's Active Directory and a wide range of applications. Alchemy Premium supports multiple workstations so several users can add documents and perform other tasks with multiple repositories. It also supports hundreds of clients with read-only access. With the Alchemy Server console, you can control user access and limit functionality when necessary to ensure maximum performance. As your organization grows, you can easily add client licenses to handle increased data volume. All of the Alchemy extensions can be added to broaden Alchemy Premium's functionality.



Alchemy Pro is the leading solution for service bureaus that manage documents for customers via CD/DVD service, an Internet data service, or in hosted off-site data vaults. Alchemy CD/DVD distribution is unique in its ability to automatically create portable media for your customers that include all the necessary software to manage documents. And you don't need a separate SQL or relational database license, so there's no extra software or hidden fees. If your customers have more data than a CD can hold you can offer them automatic media spanning, which creates CD sets that are easy to search. And Alchemy Pro can be expanded with any of the other Alchemy products or extensions.



Alchemy Gold is perfect for small work groups or businesses in which one document manager can handle all the incoming files at a single input station. It also provides read-only access for up to 25 users. And Alchemy Gold can run on a Windows network or even a laptop; no server is required. Its functionality can also be increased with the Alchemy Scan or DataGrabber extensions. And, at any time it's easy to upgrade to the power of Alchemy Premium.

Build your solution with other Alchemy Products and Extensions:

Alchemy Products:

MailStore – Advanced archiving and compliance software for enterprise email.

RecordCare – Delivers HIPAA compliant document management for Healthcare.

Alchemy Extensions:

Audit Logging – Tracks and logs Alchemy repository user activities.

Database Encryption – Protects secure documents with absolute confidence.

DataGrabber – Offers high-speed capture and import of ERM (COLD) application data.

Document Routing – Automates your document flow processes.

Role Based Access Control – Offers compliance with legal and government privacy regulations by controlling access to documents at the user level.

Scan – Interfaces with popular scanners to capture paper documents.

Web – Provides easy Internet access to your document repositories.

Other Products – The Alchemy Software Developer Kit makes the possibilities endless.

Get AMP'd

To capitalize on your software investment, be sure to sign up for the Alchemy software Annual Maintenance Program (AMP). AMP gives you access to the latest software upgrades from IMR, as well as unlimited technical and customer support.

For more information about Alchemy from IMR, contact your authorized reseller or visit www.imrgold.com.

