

# Alchemy 9.0

## Features & Benefits

Alchemy's many features provide significant measurable benefits to your document management processes.

CAPTURE	
<b>Single Click Entry</b>	Single Click Entry OCRs documents, identifies potential index values based on patterns and enables users to complete the indexing process with a few mouse clicks. Quickly and accurately complete the indexing of any document regardless of format without investing in costly and complex capture solutions.
<b>External Database Lookup</b>	The External Database Lookup capability indexes documents using data from an external data source such as ERP, CRM or other line-of-business system. Reduce indexing cycle times and improve data consistency between your key business and content platforms.
<b>Automated Document Splitting</b>	Automated Document Splitting enables documents to be split based on the number of pages or when a particular value is captured from the document during OCR. Reduce batch sorting errors and make documents available more quickly.
<b>Automated Folder Creation</b>	Automatically create folder structures for documents based on their metadata. Reduce post-scan document administration costs and create an intuitive document repository for users to search and browse through.
<b>Fax Appliance Capture</b>	The Fax Appliance Capture feature captures and archives documents from OpenText Fax Appliances. Transform the fax appliance into a vital capture device and protect the long term value of every fax.
ACCESS	
<b>Alchemy Enhanced Web</b>	Alchemy Enhanced Web provides access to documents through Chrome, Firefox & Internet Explorer. Provide fast and efficient document access to any user, anywhere.
<b>File Connector</b>	File Connector presents Alchemy to users as simply another Windows drive letter and enables users to work with the document repository as if it were a standard Windows folder. Centralize and gain control of company content without disrupting the user community.
WORKFLOW	
<b>Document Routing:</b>	Document Routing efficiently transitions documents through business processes based on user actions and automated business rules. Execute document-centric business processes more efficiently, capture user decisions and quickly identify exceptions.
<b>Document Matching</b>	Document matching allows relationships to be defined between document types (e.g. the relationship between an invoice, purchase order and packing)
LIFECYCLE	
<b>Document Retention</b>	Document Retention automates the retention and disposition of documents using timers and business rules. Manage documents in accordance with company policies and external regulations without increasing IT and administrative costs.