

Open Text Document Server, Alchemy Standard Edition

Provides centralized management services and control for document server repositories

FEATURES AT A GLANCE

- [Alchemy Advanced Edition](#) for records management and integrated document management applications
- [Alchemy Standard](#) for imaging, email archiving and computer report archiving applications
- [Web Access Module](#) option for Internet access to repositories
- [Document Server Records Manager](#) option
- [Database Encryption](#) option for highest data security

The Open Text Document Server, Alchemy® Edition family provides repository management functionality including access control, backup, library service functions and management of all content objects/metadata. All server components reside on a Windows Server.

There are two main server configurations: Standard and Advanced. Both servers provide the functionality for

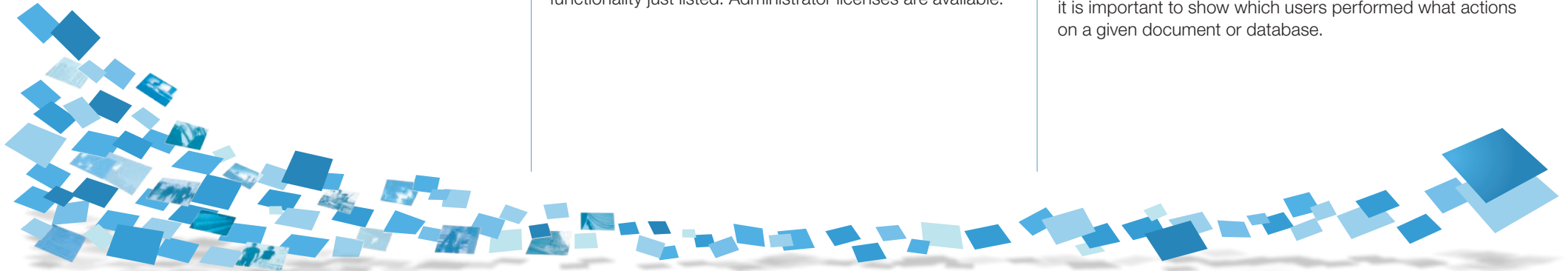
- Managing a large number of repositories located on diverse storage options
- Managing a large number of user connections
- Managing input module and client licenses
- Integrating Windows security
- Providing Hot backup, SMS support, and remote administration
- Hosting the Exchange Archive Link for Document Serverinput module

The Alchemy Standard is the basis for classic fixed content management applications such as imaging, email archiving and computer report archiving which includes the functionality just listed. Administrator licenses are available.

The Alchemy Advanced Edition is the basis for applications requiring integrated document management and records management. It includes server-side functions which are important in controlling and auditing document access for compliance purposes, in order to support applications requiring integrated document management and records management. The license includes:

- Library Services (check-in, check-out, and version control)
- Audit Logging
- Role-Based Access Control (RBAC)
- Support for the optional Document Server Records Manager module
- And the Alchemy Standard functionality

The Audit Logging feature tracks user activities in Document Server repositories. The administrator can configure the user actions or events that should be logged. This information can be used to generate reports using standard reporting software such as Crystal Reports. This capability is extremely helpful in compliance or audit scenarios, where it is important to show which users performed what actions on a given document or database.



RBAC gives the system administrator control over 140 unique end-user functions in Document Server clients. For example, an employee in an Accounts Payable department needs to find and read contracts or purchase orders but should not be able to print, email, extract, copy, or annotate the documents. RBAC can control that.

The **Web Access Module** server option can be added to an Alchemy Standard or Alchemy Advanced Edition. The Document Server Records Manager option can be added to the Alchemy Advanced Edition. See the respective data sheets for more information.

The **Database Encryption** option encrypts repositories with a very high level of encryption and is recommended for applications where sensitive content is distributed outside the server on CD/DVD.



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