



# OpenText™ Alchemy: A complete archiving solution for OpenText™ RightFax™

RightFax fax management and record keeping is easier than ever

Constantly evolving government regulations are affecting how businesses around the world secure and manage information. The requirements for effectively securing, exchanging and auditing communications for compliance can be complex. Maintaining the history of these communications, and keeping records of the exchange and its content in long-term storage, add to the challenge.

OpenText Alchemy provides long-term, secure fax storage for faxes exchanged with RightFax fax server, enabling organizations to improve RightFax performance, support compliance requirements and decrease risk. With fast and easy search and retrieval capabilities, it reduces the time, cost and complexity of accessing archived faxed documents.

Organizations leverage Alchemy to control the entire lifecycle of documents within an organization. It includes server-side functionality, which is important in controlling and auditing document access for compliance, and supports applications that require integrated document and record management. Alchemy can be easily expanded to create and manage other repositories for archived content, such as scanned documents, PDFs, email and other content.

## BENEFITS

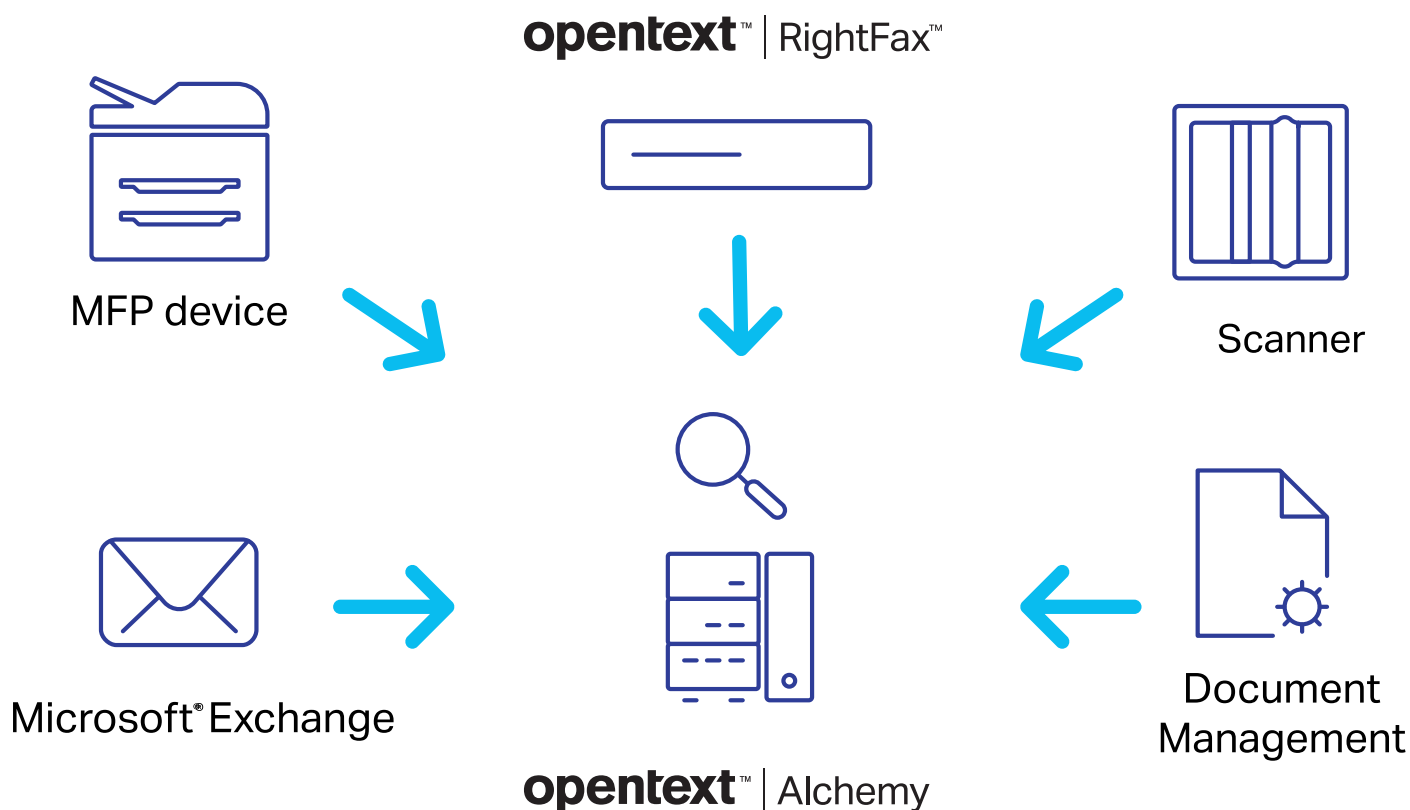
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- Provides an integrated, long-term archiving solution to quickly search, sort and index OpenText™ RightFax™ documents and other content
- Reduces costs by replacing paper filing systems and other inefficient storage options with a single, extendible and scalable archiving solution
- Improves retention capabilities for policies governing your organization
- Increases security and privacy of archived faxes
- Decreases risk of non-compliance and non-secure personal storage devices
- Improves efficiency by managing and automating highly repetitive tasks such as document indexing, routing and matching

Alchemy includes an easy integration with RightFax and can be configured for intelligent and automated archiving from RightFax directly into secured and highly scalable repositories. With Alchemy, administrators can:

- Scale archiving quickly based on business and compliance requirements
- Provide easy archiving capabilities to groups and users with Role-based Access Control (RBAC) with Microsoft® Active Directory® integration

- Track and trace activities with library services (check-in, check-out and version control)
- Deliver backup, SMS support and remote administration as required
- Access a full audit log of a document's history
- Develop rules-based or age-based retention, migration and destruction of documents



*OpenText Alchemy integrates with RightFax and other sources for long-term storage of documents*

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