

Article Number: 19006948

Alchemy Document Server - Description of the Settings in an Alchemy Advanced Server Security Role

Functional Settings	
Can Write	Ability to modify Alchemy Databases (must have an appropriate license)
Overwrite Document during check-in	Overwrite the document at check-in, do not create a new version
View Document versions	Ability to view all document versions
Delete document versions	Ability to delete all document versions
Modify Audit Logging	Ability to toggle Audit logging on/off
Database History	Ability to view database history
Retrieve Documents	Ability to save and email documents
Print Documents	Ability to print documents
Edit documents	Ability to edit image documents
Annotate Documents	Ability to annotate image documents
Scan Documents	Ability to scan documents into the database
OCR Documents	Ability to OCR documents
Foreign metadata lookup	Ability to perform a foreign database metadata lookup
Product-Specific settings	
Alchemy Web	
Add Documents	Ability to add documents through AlchemyWeb
Check out information	Ability to view check out information in AlchemyWeb
Version information	Ability to view version information through AlchemyWeb
Library Services Search	Ability to perform a Library Services search through AlchemyWeb
Alchemy Records Management	
Edit Records	Ability to edit file record metadata
Edit Record Status	Ability to edit file record status
Execute retention rules	Ability to edit retention rules
Create File plan	Ability to create a file plan

Create File plan Attributes	Ability to edit file plan attributes
Declare Record	Ability to declare documents as records
Search Record	Ability to search record metadata
Alchemy Document Management Client	
Add	Ability to add documents through Alchemy Document Management Client
Retrieve From Alchemy	Ability to retrieve documents through Alchemy Document Management Client
Check out / Check In	Ability to check-in/check-out documents through Alchemy Document Management Client
Alchemy GUI	
Functions	
Desktop Tab	Desktop tab is displayed
Security Tab	Security tab is displayed
Overlay Tab	Overlay tab is displayed
Database log tab	Database log tab is displayed
Datagrabber log tab	Datagrabber log tab is displayed
Database properties	Database properties is displayed
Search folder profiles tab	Search folder profiles are displayed
Search documents profiles tab	Search document profiles are displayed
Search options tab	Search options tab is displayed
Complex Search	Ability to perform a complex search
Simple Search	Ability to perform a simple search
Tear-off Viewer	Ability to tear off a viewer window
Move items	Ability to move documents and folders inside a database
Drag from database	Ability to drag documents out of a database
Drop into Database	Ability to drop files and documents into a database
OCR text	Ability to view OCR text
Edit Document profiles	Ability to edit document profiles
Edit folder profiles	Ability to edit folder profiles

Edit built document profiles	Ability to edit built document profiles
Edit built folder profiles	Ability to edit built folder profiles
Rearrange panes	Ability to rearrange view panes and profile panes
Search Settings tab	Search settings tab is displayed
saved search tab	Saved Search tab is displayed
thumbnail settings tab	Thumbnail viewer settings tab is displayed
CAD settings tab	CAD settings tab is displayed
Check out tab	Check out tab is displayed
Version tab	Version tab is displayed
Library Services tab	Library Services tab is displayed
Main Menu	Alchemy Application menu bar
File	File pull-down menu
New Database	Create a new database
Open database	Open an existing database
Close Database	Close a selected database
Clear Database	Clear a current database
Delete Database	Delete a current database
Add Files	Add files and directories to the database
Purge Files	Purge built files from the hard drive
Retrieve Files	Retrieve files and folders from the database to another location
Launch Application	Launch associated application
Print	Print current document
Print Preview	Print Preview current document
Print Setup	Set up printer
Send To Mail Recipient	Send an email with attached documents
Run Explorer	Run Explorer for drag and drop
Exit	Close the current database and exit

Edit	Edit pull-down menu
Copy	Copy selection to Clipboard
Gather	Start the Gather editor and append the selection
Select All	Select all of the text
New Folder	Create a new folder at a cursor location
Delete	Delete a selected document or folder
Check out	Ability to check out documents
Check in	Ability to check in documents
Undo Check out	Reverse a document check-out
Delete version	Delete a document version
Publish	Publish a document version
View	View pull-down menu
Next	View the next document
Previous	View the previous document
Tree	Activates the Tree-View window
Viewer	Activates the Viewer window
Profile	Activates the Profile window
Refresh	Refreshes the contents of the current database
Disable Overlays	Disable or enable the forms overlay
Disable annotations	Disable or enable annotations
Reset Panes	Reset the Alchemy application panes
Design	Design pull-down menu
Stop List	Edit the current Stop List
Lookup Tables	Create or edit lookup tables
Indexing Methods	Create or edit indexing methods
CAD settings tab	Set the CAD XREF path
Fields	Design shared profile fields

Document Profile	Design a document profile
Folder Profile	Design folder profiles
Query Profile	Design a search dialog template
Overlays	Design form overlays
OCR Templates	Design OCR templates
Database Lookups	Design database lookups
Tools	Tools pull-down menu
Build	Update the selected database
Search	Activates the search dialog box
Replace	Search and replace text/values in the document or folder profiles
Datagrabber	Run Datagrabber to import data and build a database
CD Copier	Make copies of Alchemy CDs or copy ISO images to CD
Copy/move	Copy/Move a database
Settings	Modify current settings
Help	Help pull-down menu
Contents	Display help contents
Datagrabber	Display Datagrabber help
Alchemy Scan	Display Alchemy Scan help
Obtaining Technical Support	Display information on the available support
About Alchemy	Display copyright information