WHY THEREFORE™
YOUR CHALLENGES

EFFICIENCY
- Difficulty accessing correct information
- Slow, chaotic processes

SECURITY
- Preventing unauthorized access
- Data backup
- Disaster recovery

COMPLIANCE
- Information retention for legal purposes
- Confidentiality

COST EFFECTIVENESS
- High physical storage costs
- Time and labor-intensive processes

Staying ahead in a competitive marketplace requires efficient processes and the ability to use information as a strategic asset. With Therefore™ you'll gain:

PRODUCTIVITY
Recoup the time you lose to information searches and chaotic processes.

SECURITY
Keep your information safe, secure, and confidential.

REACTIVITY
React to your customers’ needs in a timely, professional manner.

FLEXIBILITY
Access your information anytime, anywhere. Easily upgrade and expand.

VISIBILITY
Maintain a clear overview of your processes, track business-critical metrics.

Protect yourself from data security breaches, gain visibility into your operations, and boost productivity through flexible and intuitive information management!
WHY THEREFORE™

FLEXIBLE.  
On-premise or in the cloud, for single-department to multi-site deployments.

INTUITIVE.  
Users quickly and easily learn how to use the system.

SCALABLE.  
Start simple and add more as your business grows.

WITH THEREFORE™

Secure data within a central, digital repository.

Capture and utilize paper and electronic information.

Manage information as a strategic asset.

Access your data anytime, anywhere.

Automate and optimize core business processes.

Analyze and react to key performance indicators.
CAPTURE

CAPTURE AND UTILIZE YOUR INFORMATION

Leverage your business information, regardless of its format.

• Electronic documents – Efficiently import electronic information with simple manual or streamlined automatic importing options.

  Integrations allow seamless saving directly from third party software, including Microsoft® Office.
  The Microsoft® Exchange connector automatically secures and centralizes strategic email communications.

• Paper documents – Scan and index directly from scanning devices. Automatically classify and extract data with advanced scanning solutions.

FEATURE FOCUS: THEREFORE™ FORMS

Quickly and intuitively capture data with Therefore™ Forms. Forms are easily designed and customized, and can be used either internally or on an external website. Forms make employee vacation requests, customer satisfaction surveys, and many other processes faster, smarter, and more reliable.
SECURE
A SECURE, DIGITAL REPOSITORY
Privacy by default. Privacy by design.

- Access controls and permissions – Only authorized users can access the system. Permissions on content can easily be defined for individual users or user groups.
- Anti-tamper measures – The system verifies the authenticity of documents each time they are retrieved.
- Disaster recovery – Automatic backup storage ensures your data can be recovered in case of drive failure.

THEREFORE™ AND GDPR COMPLIANCE
Therefore™ has been audited by independent third party experts who attest that Therefore™ enables clients to comply with the data protection requirements for software solutions as per the EU Data Protection Regulation (EU GDPR).
MANAGE

LEVERAGING INFORMATION AS A STRATEGIC ASSET

Update, refresh, and manage information effectively across all areas of your business.

- **Collaborate** – Work simultaneously on documents with internal or external personnel. Easily track changes, assign tasks, and process information with workflows.

- **Integrate** – Seamlessly integrate with any third party software, leveraging native integrations, the Therefore™ Universal Connector, or the Therefore™ API.

- **Retain** – Comply with legal and regulatory requirements regarding confidentiality and document retention.

**FEATURE FOCUS: THEREFORE™ CASE MANAGEMENT**

Organize and manage related documents logically and intuitively! With Case Management, you can:

- Group interrelated documents for better visibility and faster retrieval.
- Open/close cases, link them to workflows, and utilize retention policies for lifecycle management.

**Collaborate**
- Version Control & Histories
- Simultaneous Collaboration
- Tasks and Workflows

**Integrate**
- Microsoft® Office
- Microsoft® Exchange
- Microsoft® SharePoint
- Microsoft Dynamics® NAV
- SAP NetWeaver®
- External Databases
- Cloud Storage (EFSS)
- Additional 3rd Party Integrations
  - Therefore™ Universal Connector
  - Therefore™ API
  - Therefore™ Web API

**Retain**
- Retention Policies
ACCESS

ACCESS YOUR INFORMATION ANYTIME, ANYWHERE

Information that moves with you!

• **Search** – Find information based on a document's metadata or its contents, regardless of where it’s saved in the system.

• **Access** – Access your information in the office, on the web, or with Therefore™ Go. Therefore™ Anywhere allows you to edit documents offline and re-synchronize them later.

• **Share** – Easily share information with those inside or outside of your organization. It’s simple to export, email, or share information from Therefore™!

**FEATURE FOCUS: THEREFORE™ PORTAL**

An efficient and secure way to share and receive information directly with external parties. Embed the Portal into your website and customize it to fit the look and feel of your company. External parties can sign on with secure login credentials and will only be able to view or upload documents that pertain to them.
AUTOMATE

STREAMLINE CORE BUSINESS PROCESSES

Gain greater efficiency, visibility, and consistency.

- **Therefore™ Workflow** – Therefore™ automates core business processes with its powerful workflow engine. Multiple people can work simultaneously on a process, and the system automates many tasks in the background. Ensure that you never miss a deadline again!

- **Therefore™ Content Connector** – The Content Connector continually saves and indexes information from watched folders, email boxes, digital signature providers, or cloud storage accounts. Automate the flow of information coming into your company!
ANALYZE

ANALYZE AND REACT TO KEY PERFORMANCE INDICATORS

Stay on top of the metrics most valuable to you!

- **Report** – Schedule reports to be automatically delivered at regular intervals. Gain visibility and make insight-driven decisions.

- **Track** – Take advantage of audit trails on document and user actions for compliance with privacy and security regulations.

- **React** – Bring your data to life with dynamic, real-time dashboards. Immediately react to changes in performance indicators.
HOW THEREFORE™ HELPS

HUMAN RESOURCES
• Streamline recruiting, onboarding, and off-boarding processes
• Manage leave requests
• Keep employee records secure, confidential, and easy to retrieve

FINANCE
• Optimize invoice processing with workflows and automatic linking
• Track approvals and payment records
• Automate payroll and integrate with existing ERP software

MANUFACTURING
• Securely store and quickly retrieve material certificates, SOPs, and training records
• Automate product warranty registration
• Ensure all health and safety information is easily accessible

CUSTOMER SERVICE
• Easily group customer documents into digital binders
• Ensure the most current information is easily retrievable
• Inform customers instantly on the status of their orders or requests

LOGISTICS
• Digitize the approval of invoices, credit notes, and hauler payments
• Streamline customer invoicing and transport documentation
• Maintain a complete audit trail on all document actions

OPERATIONS
• Multi-site architecture, remote access options, and integration options allow coordination in disperse organizations
• Analytic dashboards enable immediate reactivity to changes in operational metrics

AND THAT’S JUST THE BEGINNING!
Therefore™ can be configured and customized to suit just about any departmental need or process, leading to streamlined operations, increased productivity, and higher customer satisfaction.
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<tbody>
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</tr>
<tr>
<td>1</td>
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</tbody>
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**Server / Database / Storage**
- Windows® Server 32/64-bit* • • • •
- Support for multiple servers •
- Microsoft® SQL Server* • • • •
- Oracle •
- DAS, NAS, SAN and local RAID, NetApp® SnapLock • • •

**Therefore™ Clients**
- Navigator, Viewer, and Case Manager* • • • • •
- Web Access (Web Navigator & Viewer)* • • • • •
- Mobile App (Tablet, Phone)* • • • • •
- Therefore™ Portal (Unlimited Read Only External) optional optional

**Productivity Tools**
- Business Analytics • • • • •
- Therefore™ Workflow* • • • •
- GUI Drag & Drop Workflow Designer • • •
- Therefore™ Tasks • • • • •

**Security & Permissions**
- Windows® Local Users and Groups • • • •
- Active Directory* ** • • • • •
- Therefore™ Internal Users • • • • •
- LDAP/ SAMBA Support • • •

**Document Administration**
- Information Lifecycle Management • • • •
- Audit Trail • • • • •

**Electronic Document Import**
- Therefore™ PDF Printer • • • • •
- Therefore™ Document Loader • • • • •
- Therefore™ Content Connector optional optional optional optional

**Capture Integration**
- Therefore™ Capture Client (Barcode/OCR, support for ISIS & Kofax® drivers) • optional optional optional optional
- uniFLOW Capture optional optional optional optional
- Therefore™ MFP Application optional optional optional optional
- I.R.I.S. PowerScan optional optional optional optional
- Kofax® Capture® and VRS optional optional optional optional
- eCopy® ShareScan® optional optional optional optional
- Support for TWAIN drivers • • • • •
- Scan Formats TIFF, PDF, PDF/A • • • • •

**Email Archiving**
- Microsoft® Outlook* • • • • •
- Mailbox Monitoring optional optional optional optional
- Microsoft® Exchange Server optional optional optional optional

**Additional 3rd Party Integration**
- Integration with External Databases • • • • •
- Microsoft® Office • • • • •
- Windows® Explorer • • • • •
- 3rd party applications using Universal Connector* optional optional optional optional
- Microsoft Dynamics® NAV* optional
- Microsoft® SharePoint® * optional optional
- SAP Netweaver* optional
- eCopy® PDF Pro Office • • • • •
- Custom integration using Therefore™ API Optional as part of the Therefore™ SDK, purchased with a Therefore™ Developer Edition*
- Plug -Ins from 3rd Party Providers† optional optional optional optional
- Objectif Lune® PlanetPress® optional optional optional optional
- All Document Capture Solutions by I.R.I.S. optional optional optional optional

**User Licenses**
- Named • optional optional optional optional
- Concurrent optional optional optional optional
- Read Only optional optional

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* Contact your local Canon Solutions America office for details
** Available for Therefore™ Online installations running on Microsoft® Azure
† Available for purchase through 3rd party supplier
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