



TAKE BACK CONTROL WITH THEREFORE

A Microsoft-Integrated Workflow Engine

SIMPLIFY YOUR BUSINESS PROCESSES

In today's business environment, many corporations use Microsoft Office products to conduct their business. These processes typically involve filling out Word or Excel templates and depend on an exchange of emails in Outlook for approval processes.

This approach can be labor intensive, prone to errors, and may cause delays that are costly to the company. Most importantly, the high e-mail volume takes time away from productive work and doesn't provide clear visibility into the approval process.

Take back control of your work from email intensive business processes with Therefore™. Therefore's Microsoft-integrated workflow engine allows you to simply fill out a Word or Excel template and submit it directly to an automated workflow that routes, notifies, updates, and compresses processing time. This solution takes the typical six-step process of the average business process down to two, giving the user time to focus on core business rather than jockeying through emails trying to track where their form is in an approval process.

DID YOU KNOW?

The average worker spends 4.1 hours a day checking email! That's over 1,000 hours a year per employee.

- Washington Post,
2016 survey of 1000
office workers

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Business process with no automated workflow engine:

- 1

<p>User fills out document in Office® App.</p>	<div style="text-align: center; margin-bottom: 5px;"></div> <p><i>User must first locate the correct and most current form.</i></p>
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- 2

<p>User saves to local workstation.</p>	<div style="text-align: center; margin-bottom: 5px;"></div> <p><i>Saving locally opens the company to potential security risks.</i></p>
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- 3

<p>User opens Outlook.</p>	<div style="text-align: center; margin-bottom: 5px;"></div> <p><i>Inefficiency introduced by use of multiple applications.</i></p>
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<p>User writes email, navigates for attachment, then sends for approval.</p>	<div style="text-align: center; margin-bottom: 5px;"></div> <p><i>User could forget to send the email or sends the incorrect attachment.</i></p>
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- 5

<p>User sends possible request for update.</p>	<div style="text-align: center; margin-bottom: 5px;"></div> <p><i>No visibility on status, may create a bottleneck.</i></p>
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- 6

<p>User must navigate email to find confirmation of approval.</p>	<div style="text-align: center; margin-bottom: 5px;"></div> <p><i>Poor traceability on whether tasks were completed.</i></p>
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With Therefore's Microsoft-integrated workflow engine:

- 1

<p>User fills out document in Office® App.</p>	<div style="text-align: center; margin-bottom: 5px;"></div> <p><i>User can access most current form from Therefore™ or Office®.</i></p>
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 - 2

<p>User saves to Therefore™</p>	<div style="text-align: center; margin-bottom: 5px;"></div> <p><i>User saves using a template.</i></p>
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- ### Automated

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| <ul style="list-style-type: none"> • Key data fields are pulled from form and sent directly to workflow engine. | <div style="text-align: center; margin-bottom: 5px;"></div> <p><i>Validation screen allows user to modify any info, if desired.</i></p> |
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| <ul style="list-style-type: none"> • Document is routed for approval. User receives automatic notification on status or can check realtime updates. | <div style="text-align: center; margin-bottom: 5px;"></div> <p><i>Workflow can route document using any value in the index data.</i></p> |
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| <ul style="list-style-type: none"> • Once process is complete, user receives completion notification. | <div style="text-align: center; margin-bottom: 5px;"></div> <p><i>Entire process is documented, in case of audit.</i></p> |
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