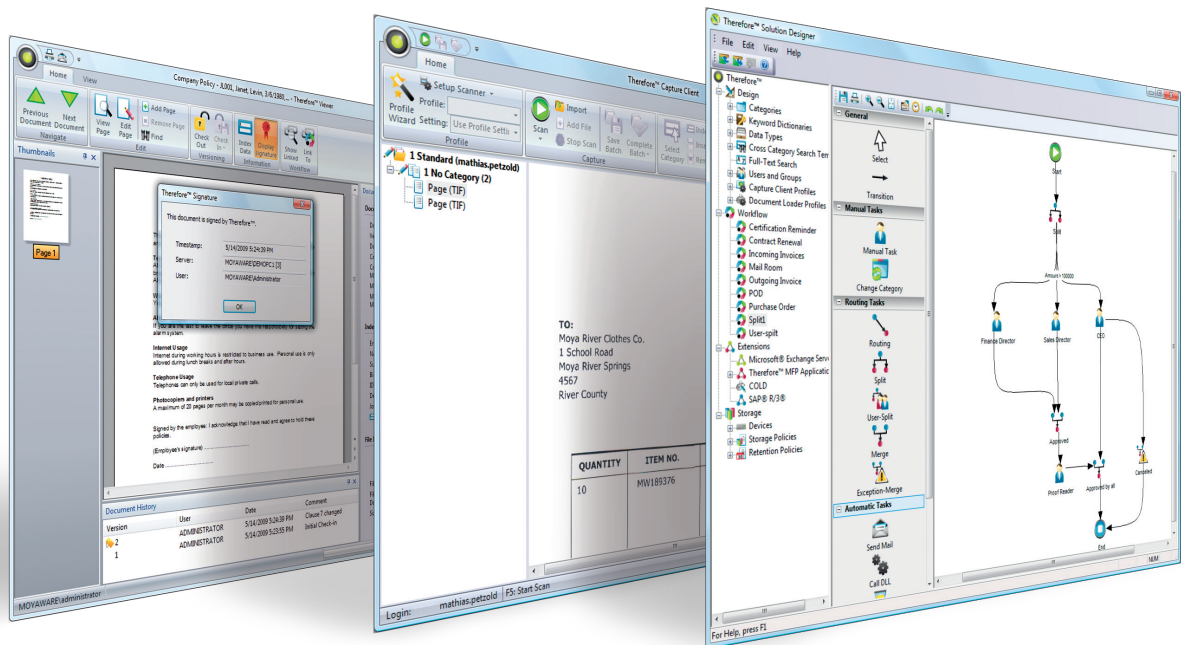# Intelligent Document Solutions

Therefore™

you can

Canon

Instant access to key information **maximises efficiency**

Information is the lifeblood of your business – the backbone of effective decision-making. So it's frustrating when on average people spend over four hours per week looking for information*. Therefore™ quickly overhauls these inefficiencies with an easy-to-implement storage and retrieval system, giving everyone instant access to all the information they need efficiently, economically and securely.

Capture

Store

Search

Retrieve

Collaborate

Manage

Therefore™ Server

Distribute

Easy filing the Therefore™ way

Put simply, Therefore™ allows you to create an electronic filing cabinet for all your business information. With it, you can capture, organise and access fixed content, images, documents, reports and other business-critical information. Locating stored information is simple via a universal interface, or even the web, so staff require minimal training resulting in a far more efficient way of working.

Electronically file all types of information

These days information comes in many formats and from many different sources. With Therefore™ that's not an issue. Paper documents, electronic files, barcodes, and emails – they're all effortlessly manageable with Therefore™.

* AIIM Europe 2009

Therefore™ allows you to capture, organise and access fixed content, images, documents, reports and other business-critical information.
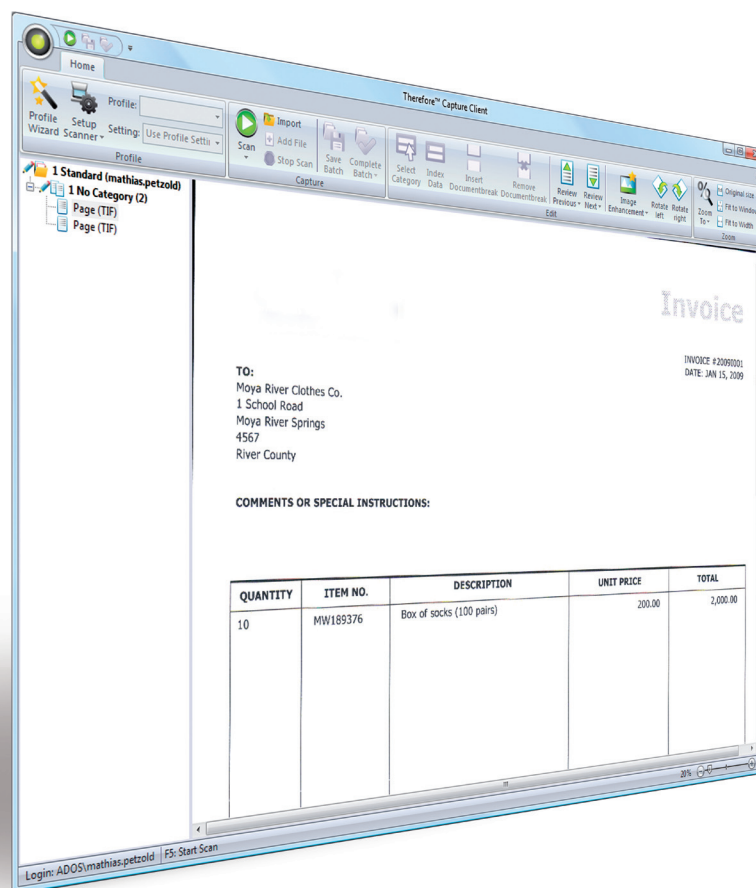
Extra security and flexibility

Therefore™ allows you to accurately and easily define the permissions for each user for enhanced security. Administrators can centrally configure business rules, and see who has accessed a specific document, or check all the documents a particular user has accessed. Furthermore, a digital signature is automatically applied to every document.

Regulatory compliance

To assist your business in meeting today's document compliance regulations, the new retention policy feature allows documents to be deleted, or old versions to be purged, after a specified period.

Fit for your business

From one-user entry-level systems to enterprise wide deployments handling thousands, Therefore™ is a totally scalable solution. Your head-office can centrally run Therefore™ to host multiple branch office systems. Users and input devices, such as scanners and multifunctional printers (MFPs), can all be added to grow in-line with your business.

Therefore™
provides permissions based access and filing for all document formats.

Your staff don't need any previous experience of document management to revolutionise the way information is managed and shared in your business. Capturing, storing and retrieving information is completely intuitive so that any PC-competent user can quickly get to grips with a far more effective way of working.

'Now it's easy for everyone to get what they need

Search, sort and group

Therefore™ Navigator allows you to refine searches in real-time, and keep multiple search results open. Searches can also be saved as global or local templates, allowing you to tailor them to your specific needs.

OCR support

The market leading OCR engine in Therefore™ enables captured documents to be saved as either searchable PDF or PDF/A. You can quickly and easily search for text, and documents can be indexed by the Microsoft® Indexing Service for full text searches.

View, send, change and print

Therefore™ Viewer displays documents within the Therefore™ system, enabling them to be edited, distributed or printed. The native application associated with a document is also invoked, providing full access to its inherent functionality, including editing capabilities within the application.

Capture, index and archive

Documents can be scanned quickly using a Canon MFP or scanner, and Capture Client, with its barcode and OCR functionality, allows auto-indexing to save you time. Image enhancement even enables you to improve the quality of the scanned file.

Therefore™ web access

A web client allows secure access to your information anytime and anywhere, providing the same functionality as the Therefore™ Navigator and Viewer.

Therefore™
revolutionises the way information is managed and shared in your business.
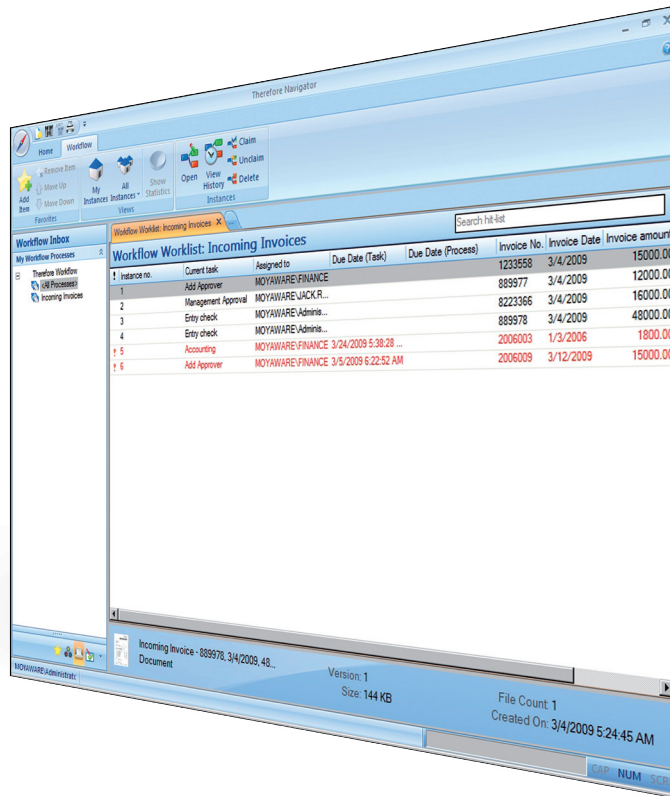
Therefore™ Navigator allows you to refine your searches in real-time and to open multiple searches concurrently.
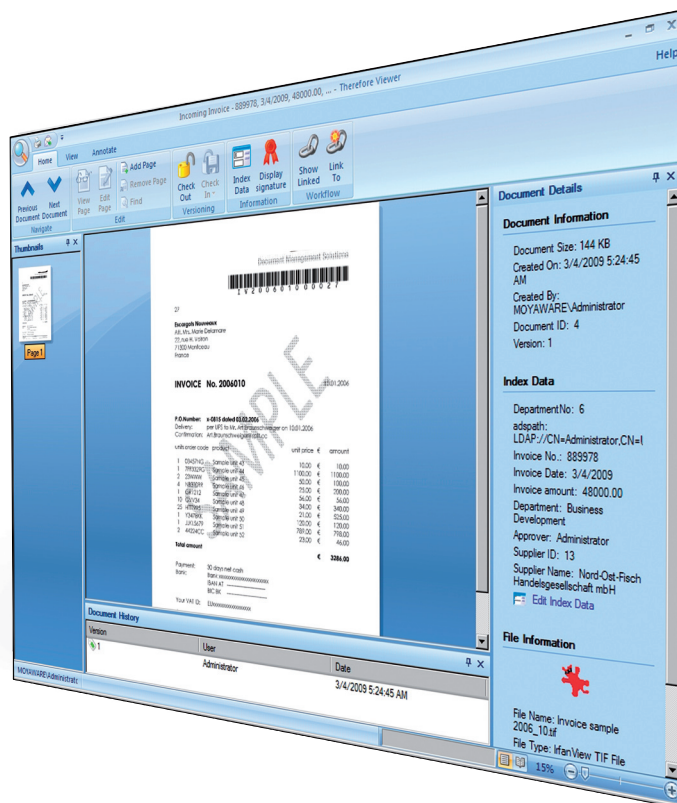
Therefore™ Viewer displays, rotates, annotates and prints documents that have been saved to Therefore™, and you can view documents created in over 250 different file formats even if the native application is not installed on your PC.

Improve efficiency with Therefore™ Workflow

This powerful feature allows you to create multiple workflows, transforming the way information flows through your business*. Editable templates allow you to visualise processes, and drag and drop functionality makes it easy to transform paper-based workflows into streamlined digital ones. Since tasks can be expressed in days, hours or minutes, it's easy to see who's doing what and when, enabling quick resolution of process inefficiencies.
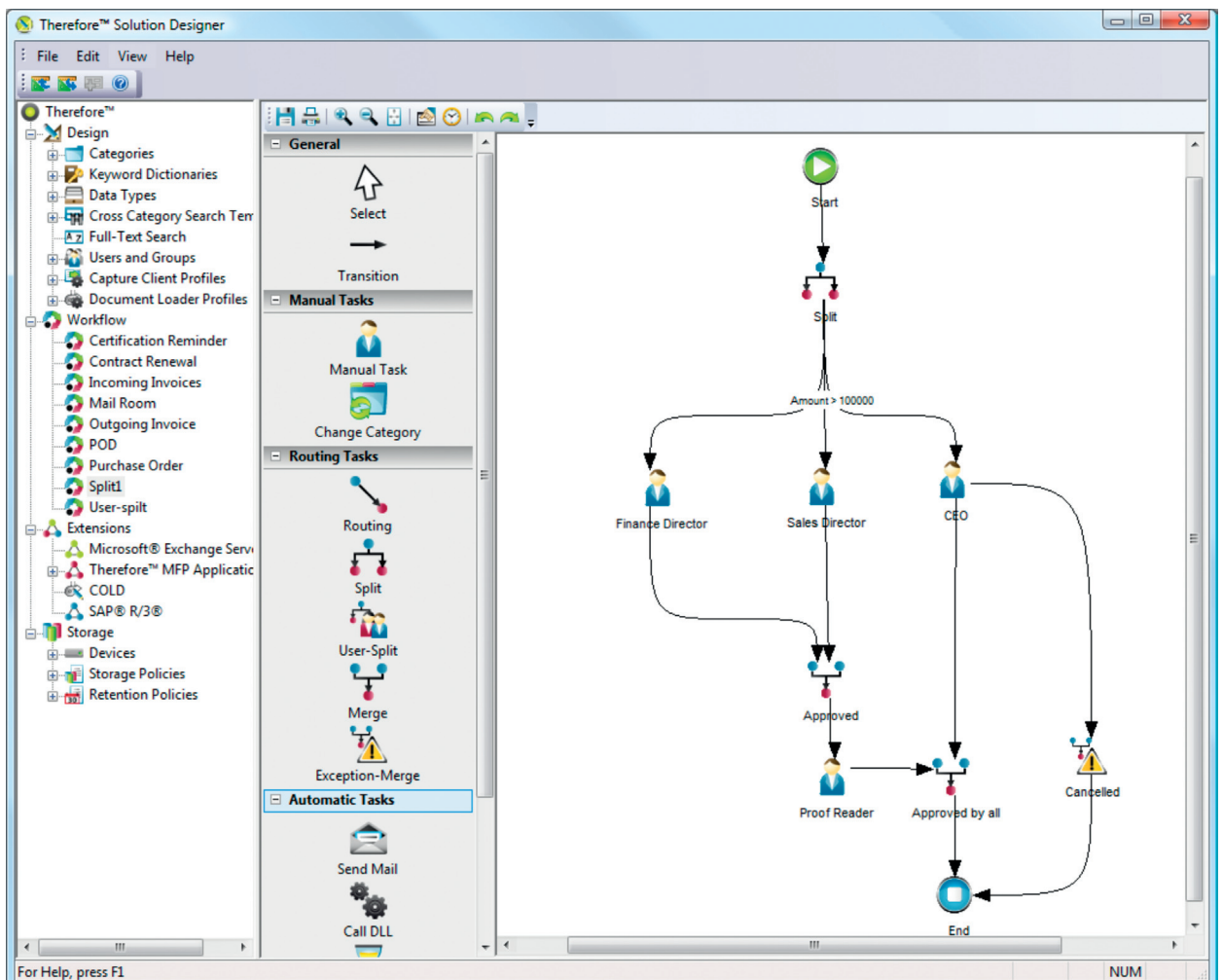
Design new workflows using drag and drop

Therefore™ integrates seamlessly with Windows® applications including PowerPoint®, Word and Excel®.

Files

ERP Applications

Multifunctional Device

COLD/ERM Mainframe Output

Therefore™ Server

Back-up

Web Browser Access

Document Scanner

Workstation
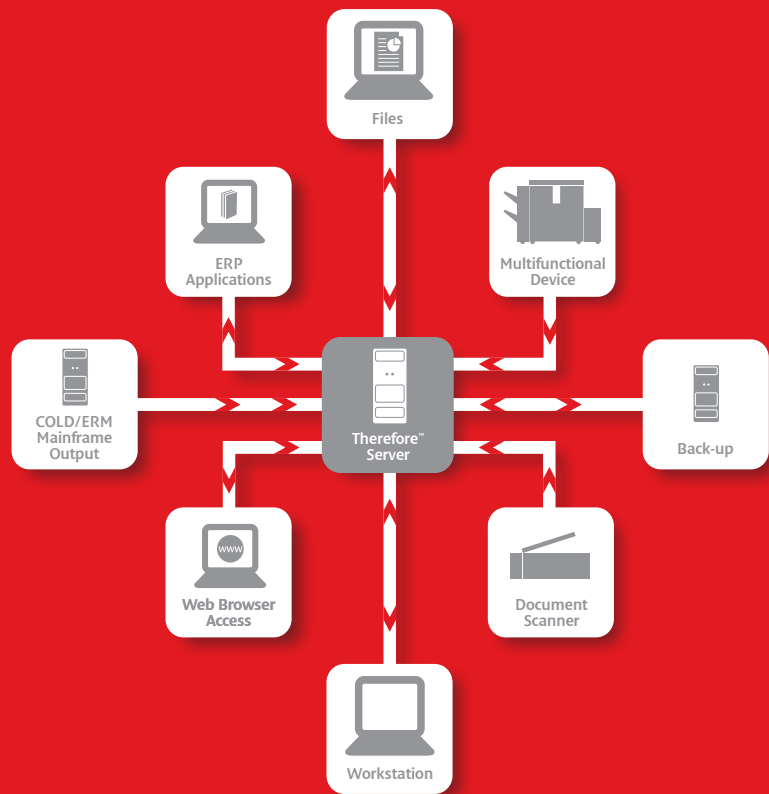
Integration with how you work means quick results

Therefore™ dramatically improves the way you use information but more importantly it pays heed to the way you currently work. At its heart is the powerful Therefore™ Solution Designer giving you the flexibility to define workflow processes and storage policies, manage settings, and import new licenses. This way, you're in complete control, enabling you to realise a faster return on investment.

Seamless integration with Microsoft® SharePoint® 2007

SharePoint customers can benefit from seamless integration with Therefore™, improving the capture and management of business-critical paper based information. Therefore™ sits beneath SharePoint to formalise the indexing and storage of documents. This means customers continue to enjoy the user interface and functionality of SharePoint, but gain the additional benefits of effective document capture, storage and integration provided by Therefore™. It also reduces the size of the SharePoint database, which allows it to keep running at top speed, irrespective of data volume.

Desktop integration with Windows® applications

Therefore™ integrates with all Windows® applications including PowerPoint®, Word and Excel®. The system stores documents and their associated index data using standard Windows applications' menus. This provides full revision control and a complete audit history.

SAP® certified integration

Therefore™ allows for direct integration into your existing SAP system. It acts as the central repository of critical business information making it far easier to share and act upon.

Email storage

Email audit trails are increasingly important for compliance reasons. Therefore™ integrates seamlessly with Microsoft® Outlook®, Microsoft® Exchange Server and IBM® Lotus Notes®, enabling you to store your emails and attachments easily, safely and securely.

Because Therefore™ can integrate with your existing workflows it's easy to make "quick wins" in many departments within your company such as:

- HR
- Finance
- Legal
- Logistics
- IT

* Multiple Workflows are included free as part of Therefore™ Business Edition.

Specifications: Therefore™

	Personal Edition One user	Workgroup Edition 5-10 users	Business Edition 5 - Unlimited users
Server			
Windows® XP, Windows Vista®, Windows® 7, (32/64-bit)	•		
Windows Server® 2003/2008/2008 R2, (32/64-bit)		•	•
Multi-servers in different locations			optional
Client			
Windows® XP, Windows Vista®, Windows® 7, (32/64-bit)	•	•	•
Multi-language support	•	•	•
UI skins (Navigator, Viewer & Capture Client)	•	•	•
Web Access			
Internet Explorer® 7.0 and up		•	•
Google™ Chrome 3.0 and up		•	•
Mozilla® Firefox® 3.5 and up		•	•
Opera 9.6 and up, Safari 4.0 and up		•	•
Integrated Workflow			
Therefore™ Document Workflow			•
GUI drag & drop workflow designer			•
Security & Permissions			
Windows® integrated security		•	•
Therefore™ user management		•	•
Document Features			
Open file format	•	•	•
Multi-format content viewer	•	•	•
Annotations (TIFF documents)	•	•	•
Version control (including comments)	•	•	•
Digital signatures	•	•	•
Document Administration			
Information Lifecycle Management	•	•	•
Audit Trail	•	•	•
Scan Formats			
Single/multi-page TIFF, PDF, Searchable PDF and PDF/A	•	•	•
Electronic Formats			
All document formats	•	•	•
Database Support (minimum supported version)			
Microsoft® SQL Server® 2005/2008 (32/64-bit)1	•	•	•
ORACLE® 9i (32-bit), 10.2(64-bit)			•
IBM® DB2® 9 (32-bit), 9.5 (64-bit)2			•
Storage Support			
DAS, NAS, SAN & local RAID		•	•
NetApp®		•	•
Integrated scanning			
Therefore™ Capture Client (barcode/OCR)	•	•	optional
Additional capture integration			
Kofax® Capture®	•	optional	optional
Kofax® Adrenaline® support in Capture Client		•	•
Therefore™ MFP Application	optional	optional	optional
eCopy™ ShareScan®	optional	optional	optional
eCopy™ Desktop™	•	•	•
Batch document loading (Document Loader)	•	•	•
Spoolfile Parsing (COLD)			
ASCII text, plain text, XML & PDF			optional
E-mail archiving			
Microsoft® Outlook®	•	•	•
Microsoft® Exchange Server			optional
IBM® Lotus Notes®			optional
Additional 3rd Party Integration			
Microsoft® Office	•	•	•
Windows® Explorer	•	•	•
Microsoft® Dynamics® NAV			optional
Microsoft® SharePoint® Server 2007			optional
SAP® R/3® certified			optional
Plug-ins from 3rd Party Providers			
Objectif Lune® PlanetPress®	optional	optional	optional
IRISPowerscan™	optional	optional	optional
Custom Integration			
Therefore™ API	optional	optional	optional

¹ Microsoft® SQL Server® Express is also supported, but restrictions apply. Please contact Microsoft for more information.
² IBM® DB2® Express-C is also supported, but only for the Business Edition.

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Therefore
PEOPLE PROCESS INFORMATION

ISO 14001:2004 SGS

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