

# Intelligent Document Solutions

Therefore™

**you can**



**Canon**

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

# 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.

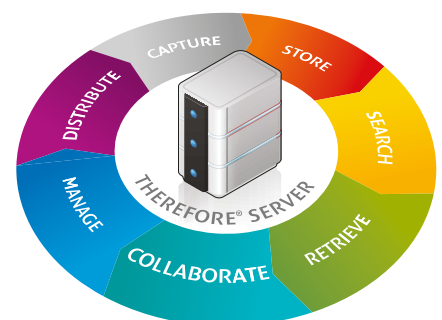
## **Easy filing the Therefore™ way**

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™.

With Therefore™ Anywhere, users can search, edit and view documents while not being connected to a Therefore™ server. When they reconnect, all changes are synchronized. This feature enables staff to access and edit documents even when away from the office.



\*AIM Europe 2009

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



**Therefore™** revolutionises the way information is managed and shared in your business.

Your staff don't need any previous experience with document management to revolutionise the way information is managed and shared in your business. Capturing, storing, retrieving and processing 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

Users can search for information as easily as for information on the web. Other than providing good search results, the full text search can even pull out text from image files. Search results are presented like popular internet searches, making it more intuitive.

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 run 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 can also be invoked, providing full access to its inherent functionality and editing capabilities.

## Capture, index and archive

Documents can be scanned quickly using a Canon MFP or scanner, and Therefore™ 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™ Online

Organisations looking for an alternative investment to IT infrastructure will be attracted to Cloud Computing, which provides management-free, maintenance-free service, while giving the flexibility to quickly increase user licenses and document storage as and when it is needed.

Therefore™ Online is best suited for Small and Medium size organizations. It provides similar functionality to the boxed version but, instead of being installed on your network, it is installed in a highly secure hosting centre. Low start-up costs and monthly payments make it economically viable even for companies on a tight budget. Therefore™ Online is also easy to integrate into your current workflow and existing imageRUNNER ADVANCE fleet.

Therefore™ Online technology comes with capturing, indexing, searching and storing functionalities. Users can access the documents at any time, and any place with an Internet connection.

Simply login to your account to access the Therefore™ Online service, and perform your tasks as usual.

## Mobile Device Support

Therefore™ Web Access supports smaller displays of mobile devices like iPad® and supported smart phones. Users can view documents and participate in workflow processes from any place where Internet access is available.





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

# 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.

## 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® 2010

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. 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 Microsoft® Office applications including PowerPoint®, Word and Excel®. The system stores documents and their associated index data using standard menus. This provides full revision control and a complete audit history.

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

Therefore™ integrates seamlessly with all Microsoft® Office Applications

### Therefore™ Universal Connector

Customers can now integrate Therefore™ with other 3rd party Windows® applications without the need to code. It is possible to configure profiles for dialogs in other applications and associate keyboard shortcuts, and use them for the chosen action.

This Connector can be configured in minutes, and can be used with many Windows® based applications using keyboard shortcuts. Available in Business and Workgroup Edition, this offers users many benefits:

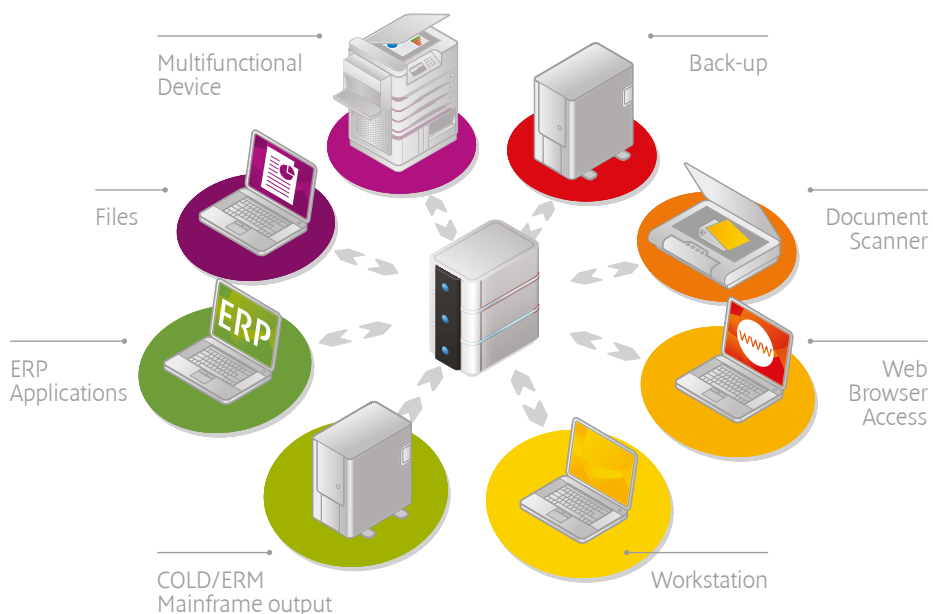
Find documents stored in Therefore™ while working in a 3rd party application.

Scan or Save a document to Therefore™ and tag it with information from the 3rd party application.

Save time because it is not necessary to switch between applications to find information.

Improve accuracy and customer service by auto-populating fields and reducing manual input.

### Therefore™ Server



### SAP certified integration

Therefore™ allows for direct integration into your existing SAP NetWeaver® 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.

### Integration with eCopy® ShareScan® and eCopy® PDF Pro Office

To further your information management capabilities, integration with eCopy® ShareScan® allows users to scan, index and save documents from Canon MFP devices directly to Therefore™. And Therefore™ also automatically integrates with eCopy PDF Pro Office allowing you to edit PDFs before saving them straight back into Therefore™.

# Specifications: Therefore™

	Personal Edition One user	Workgroup Edition 5 - 50 users	Business Edition 2 - Unlimited users	Therefore™ Online 10 to Unlimited users
<b>Server</b> Windows Server® 2003/2008/2008 R2, (32/64-bit) Multi-servers in different locations		•	• optional	Infrastructure provided as part of service
<b>Client</b> Windows® XP, Windows Vista®, Windows® 7, (32/64-bit) Multi-language support UI skins (Navigator, Viewer & Capture Client)	• • •	• • •	• • •	• <sup>3</sup> • <sup>3</sup> • <sup>3</sup>
<b>Web Access</b> Internet Explorer® 7.0 and up Google™ Chrome 6.0 and up Mozilla® Firefox® 3.5 and up Opera 9.6 and up, Safari 4.0 and up		• • • •	• • • •	• • • •
<b>Integrated Workflow</b> Therefore™ Document Workflow GUI drag & drop workflow designer			• •	• <sup>3</sup> • <sup>3</sup>
<b>Security &amp; Permissions</b> LDAP / SAMBA support Signed PDFs Windows® integrated security Therefore™ user management		• • • •	• optional • •	optional •
<b>Document Features</b> Offline Access of documents Open file format Multi-format content viewer Annotations (TIFF documents) Version control (including comments) Digital signatures	• • • • •	optional • • • •	optional • • • •	• • • <sup>3</sup> • •
<b>Document Administration</b> Information Lifecycle Management Audit Trail	• •	• •	• •	
<b>Scan Formats</b> Single/multi-page TIFF, PDF, Searchable PDF and PDF/A	•	•	•	•
<b>Electronic Formats</b> All document formats	•	•	•	•
<b>Database Support (minimum supported version)</b> Microsoft® SQL Server® 2005 (32/64-bit) <sup>1</sup> ORACLE® 9i (32-bit), 10.2(64-bit) IBM® DB2® 9 (32-bit), 9.5 (64-bit) <sup>2</sup>	•	•	• • •	Infrastructure provided as part of service
<b>Storage Support</b> DAS, NAS, SAN & local RAID NetApp®		• •	• •	Infrastructure provided as part of service
<b>Integrated scanning</b> Therefore™ Capture Client (barcode/OCR)	•	•	optional	optional <sup>3</sup>
<b>Additional capture integration</b> Kofax® Capture® Kofax® Adrenaline® support in Capture Client Therefore™ MFP Application eCopy™ ShareScan® eCopy® PDF Pro Office Batch document loading (Document Loader)	• optional optional • •	optional • optional optional • •	optional • optional optional • •	optional • <sup>3</sup>
<b>Spoolfile Parsing (COLD)</b> ASCII text, plain text, XML & PDF			optional	
<b>E-mail archiving</b> Microsoft® Outlook® Microsoft® Exchange Server IBM® Lotus Notes®	•	•	• optional optional	•
<b>Additional 3rd Party Integration</b> Therefore™ Universal Connector Microsoft® Office Windows® Explorer Microsoft® Dynamics® NAV Microsoft® SharePoint® Server 2010 SAP NetWeaver®	• •	• •	• • • optional optional optional	• <sup>3</sup> • <sup>3</sup>
<b>Plug-ins from 3rd Party Providers</b> Objectif Lune® PlanetPress® IRIS CapturePro, IRISXtract, IRISPowerscan™	optional optional	optional optional	optional optional	optional optional
<b>Custom Integration</b> Therefore™ API	optional	optional	optional	optional

<sup>1</sup> Microsoft® SQL Server® Express is also supported, but restrictions apply. Please contact Microsoft for more information.

<sup>2</sup> IBM® DB2® Express-C is also supported, but only for the Business Edition.

<sup>3</sup> With client installed locally.

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