MAKE YOUR INFORMATION WORK FOR YOU
THEREFORE™

No one does it like you

Canon

ACCESS YOUR INFORMATION
IN AN INSTANT

A smarter way to file

Put simply, Therefore™ allows you to create an electronic filing cabinet for all your business information. It lets you capture, organise and access fixed content, images, documents, reports and other vital information with superb efficiency. Stored information can be swiftly and easily located via a universal interface, or even the web. New features like Therefore™ Mobile free your staff to be more productive than ever before. And because it's so user-friendly, all your staff can start utilising it immediately, with minimal training and zero frustration.

Easily manages information in different formats

Today's information comes in many formats, from many sources. With Therefore™, that's not a problem. Paper documents, electronic files, barcodes and emails – they're all effortlessly manageable.

Extremely secure and flexible

With Therefore™, it's easy to define unique permissions for each user for enhanced security. Administrators can be assigned to centrally configure and determine business rules. Furthermore, a digital signature is automatically applied to every document.

Scalable to save you money

As well as saving your organisation precious time and money searching and accessing information, Therefore™ is a completely scalable solution. Whether you require a one-user entry-level system or an enterprise-wide deployment handling thousands of users, Therefore™ can be easily tailored to suit your needs. And as your business evolves and grows, users and input devices such as scanners and multifunctional devices (MFDs) can all easily be added.
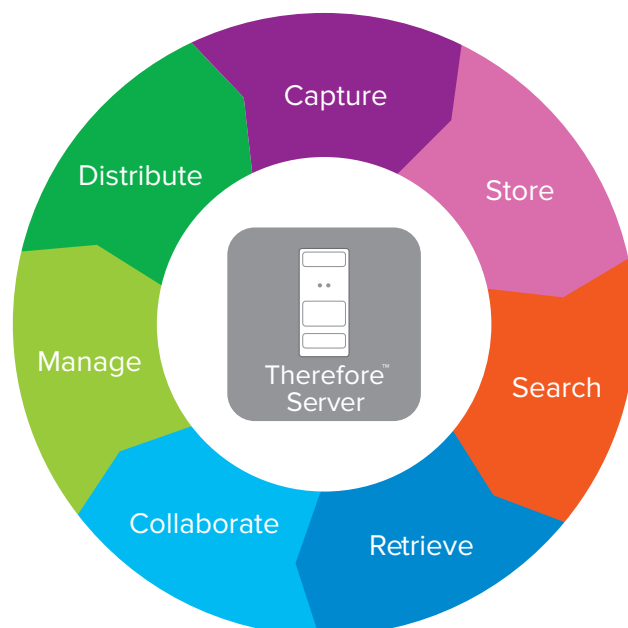
Regulatory compliant

To help your business meet today's document compliance regulations, Therefore™ has a new retention policy feature that enables documents to be deleted, or old versions to be purged, after a specified period.
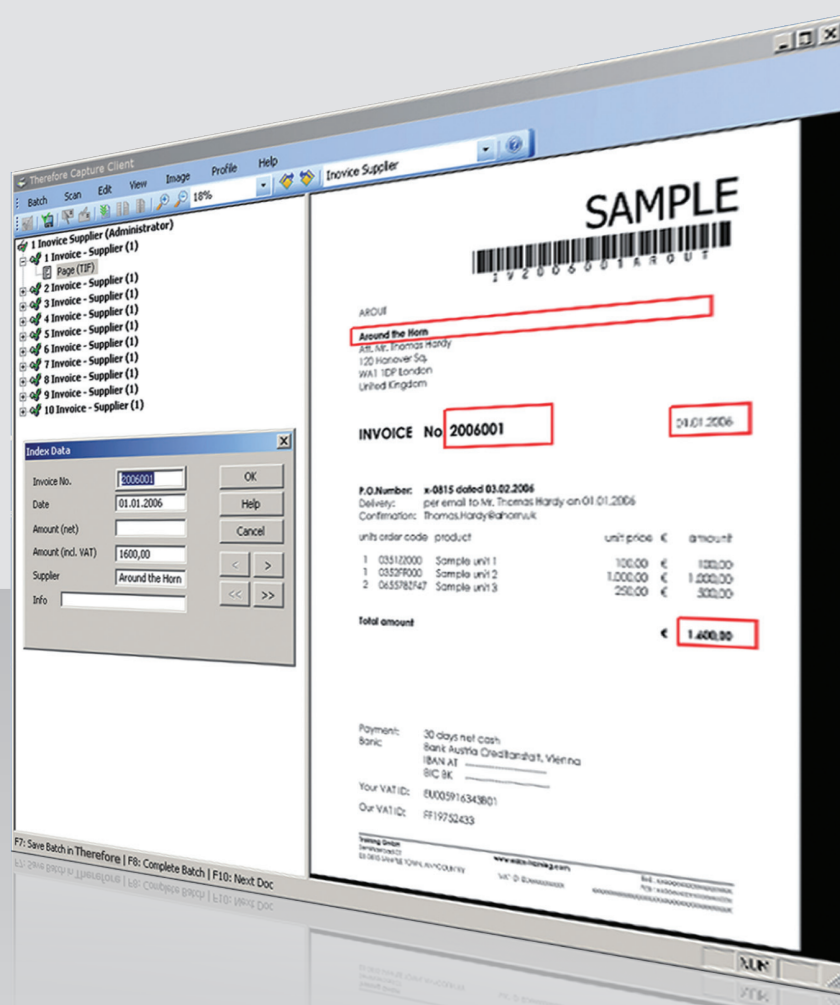
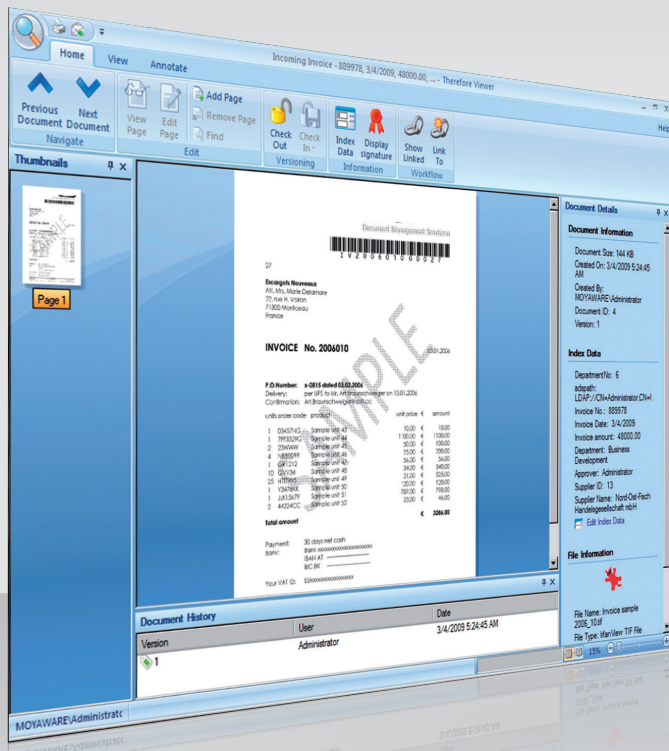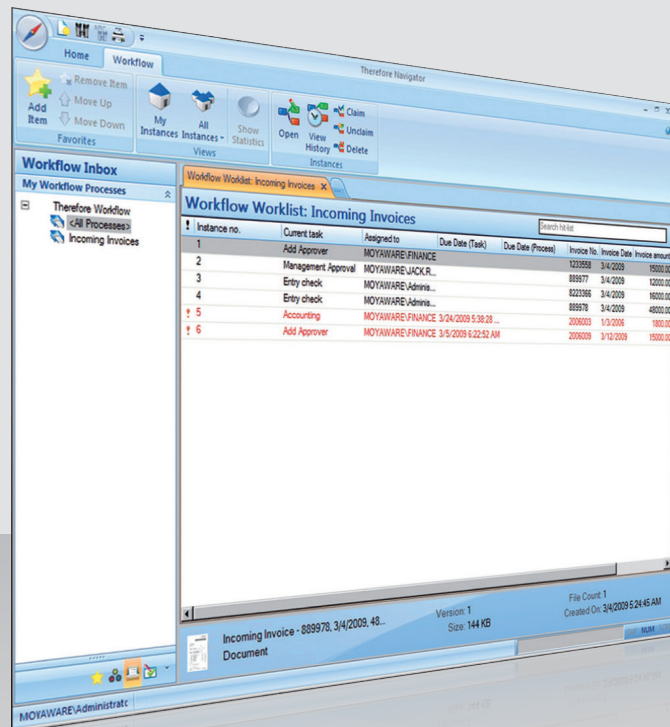### Intuitive and user-friendly

The refreshingly simple and easy-to-use interface has a common look and feel across all devices including MFDs, desktops and mobiles. Capturing, storing and retrieving information is completely intuitive so users can perform tasks in minutes with minimal training, and enjoy a far more effective way of working.

Capture · Store · Search · Retrieve · Collaborate · Manage · Distribute · Therefore™ Server

THEREFORE™ provides permissions-based access and filing for all document formats. Therefore™ allows you to capture, organise and access fixed content, images, documents, reports and other business-critical information.

The new look
Navigator allows
you to refine your
searches in real-time
and view multiple
searches at once.

Therefore™ View displays,
rotates, annotates and
prints documents that
have been saved to
Therefore™, and lets you
view documents created
in over 250 different
file formats.

NOW IT'S EASIER TO BE **EFFICIENT**

Your staff don't need any previous experience with document management for you to revolutionise the way information is managed in your business. Capturing, storing and retrieving information is completely intuitive so that any user that's PC-competent can start working far more effectively right away.

Search, sort and group

The new look Navigator allows you to refine searches in real-time, and the results of many document searches can be viewed at once. Searches can also be saved as global or local templates, so you can tailor them to your specific needs.

OCR support

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

View, send, change and print

The newly designed Therefore™ Viewer shows 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 MFD or scanner, and auto-indexed with the Capture Client to save 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, with the same functionality as the Therefore™ Navigator and Viewer.

Therefore™ Mobile

Therefore™ makes it easy to manage information remotely, and lets you access files on the move with your smartphone or Tablet PC.

THEREFORE™

Therefore™ will transform the way information is managed and shared in your business.

SMOOTH INTEGRATION, SWIFT RESULTS

Not only does Therefore™ dramatically improve the way you use information, it pays heed to the way you currently work. The powerful Therefore™ Solution Designer gives you the flexibility to define workflow processes and storage policies, manage settings, and import new licenses. That way, you're in complete control, so you can realise a faster return on your investment.

Reach new heights of efficiency with Therefore™ Workflow

Powerful and practical, Therefore™ Workflow lets you 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 convert paper-based workflows into streamlined digital ones. And as tasks can be displayed in days, hours or minutes, it's easy to see who's doing what and when, for fast resolution of process inefficiencies.

Smoothly integrates with Microsoft® SharePoint®

If your business uses SharePoint®, you can enjoy seamless integration with Therefore™ to improve the capture and management of your paper-based information. Therefore™ sits beneath SharePoint® to formalise the indexing, storage and integration it provides. 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® integration

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

Email storage

Email audit trails have become increasingly important for compliance reasons. With Therefore™, it's easy to store your emails safely and securely.

- Microsoft® Exchange – Therefore™ allows emails and their attachments to be automatically stored in the Therefore™ document archive without any change to the Microsoft® Outlook® interface

- IBM® Lotus Notes® – Therefore™ enables users to store emails and attachments in the document archive
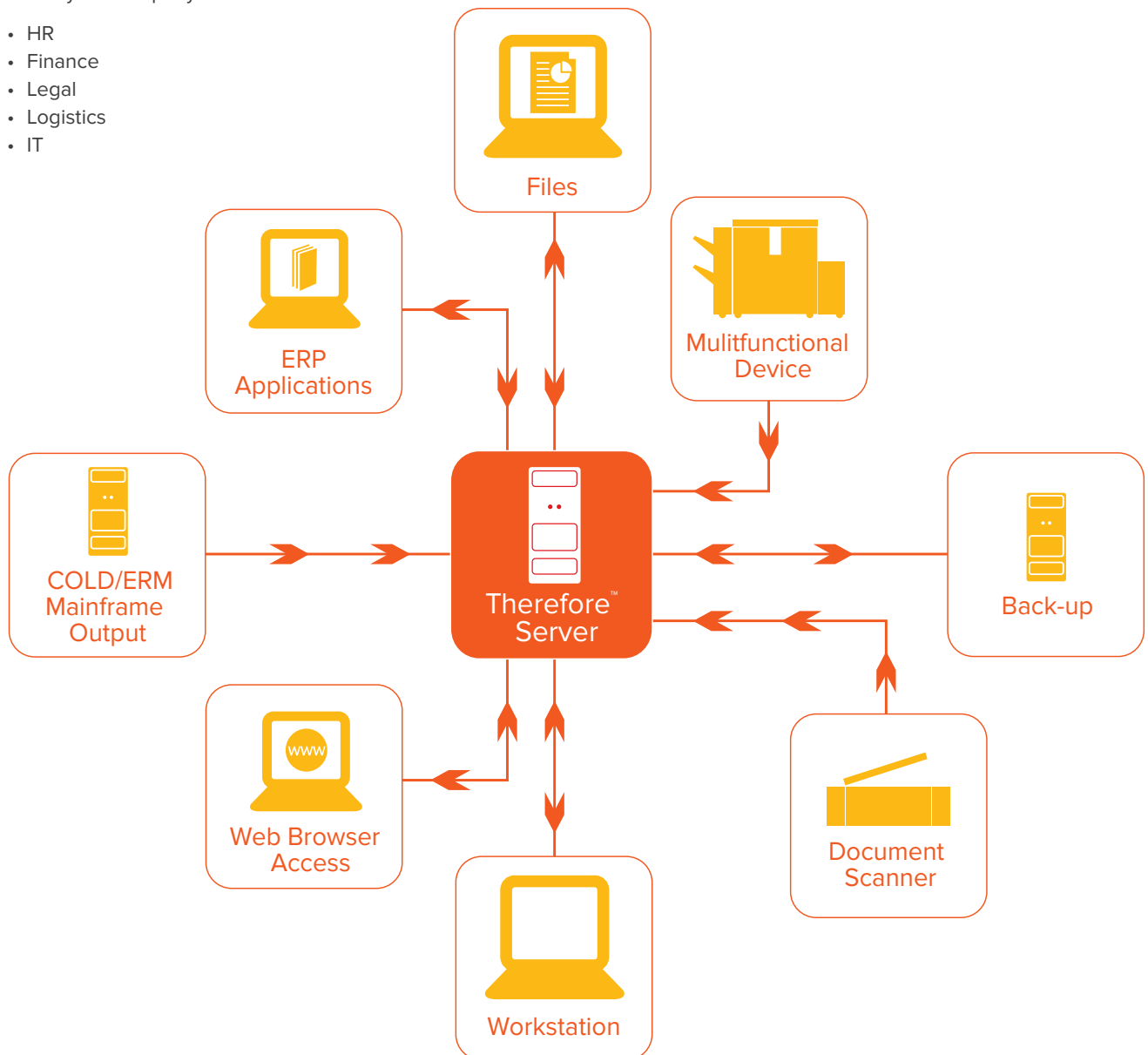
MEAP client

Therefore™ 2011 has its own Multifunctional Embedded Application Platform (MEAP) client embedded in the MFD. This can be used to capture documents at the MFD and automatically send them, already indexed, to the Therefore™ database. The Therefore™ MEAP client even allows you to print files from Therefore™ directly at your Canon MFD.

THEREFORE™ WORKFLOW
AT A GLANCE

As Therefore™ smoothly integrates with your existing workflow, it's easy to make a swift improvement in many departments within your company such as:

- HR
- Finance
- Legal
- Logistics
- IT

Files

ERP Applications

Mulitfunctional Device

COLD/ERM Mainframe Output

Therefore™ Server

Back-up

Web Browser Access

Workstation

Document Scanner

No one does it like you

Canon

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1800 444 199

No one does it like you