

# Therefore™

PEOPLE. PROCESS. INFORMATION.





Access your information in an instant



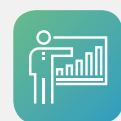
Share information with clients easily and safely



Automate daily document-centric processes



Access your data on the go



Analyse your key business processes



Reinforced data security

In today's competitive business environment, it is vital for businesses to maintain efficient information management. An innovative information management system, Therefore™ is created precisely for businesses to manage all types of information.

Whether they are paper or electronic documents, Therefore™ enables users to save, organise, share, and access all content and other vital business information instantly. Therefore™ has gone through vigorous QA testing to ensure that our product remains reliable throughout its use.

Therefore™ information management software helps companies of all sizes optimise their processes and document workflows.

By increasing their visibility, traceability, and productivity, businesses can gain a competitive edge, improve customer service, and make their employees' work processes easier and more efficient.

With the injection of efficiency into your business, it will be sure to reinforce the confidence your staff and clients have in you. A computer can start working more efficiently immediately.

## Your Challenges



### PRODUCTIVITY, EFFICIENCY, AND RESPONSE TIMES

- Employees not being able to access the right information at the right time from a single source



### SECURITY

- Confidentiality, data backup, and disaster protection



### COMPLIANCE

- Retaining information for legal or retention purposes
- Ensuring the most recent document version is being referenced during communication



### HIGH STORAGE COSTS

- Physical storage
- Demand for storage in multiple locations

## THEREFORE™ FEATURES

### Therefore™ Mobile App

Enjoy ultimate file management on the go with the Therefore™ Mobile App. With the app, you can view and edit documents and cases with the extensive search technology, process workflows, and even take photos that can be utilised in Therefore™. Stay in touch with your workflow, cases, and documents, all from the palm of your hand.

### Therefore™ Case Manager

Manage your documents efficiently with the Therefore™ Case Manager. Providing an overview of every document related to a case, record, or project, the Case Manager lets you spot missing documents in a glance, and even lets you start and process workflows on the case level.

### Digital Signing

Streamline your contract management process with E-Signatures. By integrating with DocuSign®, Therefore™ users are now able to manage contracts online, gathering legally binding signatures in a timely and reliable manner. Not only does this save on time and cost, it will also improve productivity and customer satisfaction, as well as shorter sales cycles and higher rates of conversion.

## Therefore™ Gives You

### PRODUCTIVITY

With Therefore™, its intuitive interface, workflow designer, seamless integration, and powerful search engine lets you capture, store, and access information easily, ensuring your business operates with more efficiency than ever before.

### REACTIVITY

React to your client's needs quickly with Therefore™. Keeping your documents organised and accessible, any information you need on Therefore™ can be retrieved easily. Embed a portal on your website, and your clients can even upload and access their own documents, ensuring a more reactive relationship between them and your business.

### VISIBILITY

Keep track of your workflow, and ensure your business processes remain legally compliant with Therefore™. This is made possible by letting you track your actions and processes with audit trail and workflow histories, as well as generating reports of data and processes with business analytics tools.

### SECURITY

Keep all your important documents safe with secure logins, file permissions, scheduled automatic backups, as well as document signatures that detect document tampering and validity.

### FLEXIBILITY

Therefore™ can be accessed anywhere using its web client or mobile app. Files can also be edited offline if without Internet, and synced later when back online. Easy to upgrade and expand, Therefore™ lets you grow your ECM solution alongside your business.

# THEREFORE™ MEANS OPTIMISATION

## Reach New Heights of Efficiency

*Instant access to relevant data is often a deciding factor in important decision-making. Often, valuable information is not readily available in the right format.*

Therefore™ enables you to digitise your business processes. By moving away from a physical, paper-based process to an optimised electronic process, you can easily decrease the time needed to complete the process, increase accuracy, as well as enhance customer service experience.

VALUE

### OPTIMISE BUSINESS



#### STREAMLINE COMPLEX BUSINESS PROCESSES

##### Strategic benefits with full information control and visibility

Therefore™ software comes with a built-in Business Analytics tool for gathering and reporting data saved in the archive, turning it into an asset for making critical business decisions. The new Microsoft® Power BI integration enhances the analytic capabilities of Therefore™ by providing a real-time, interactive dashboard of the company's data that is simple to configure and use. Users can effortlessly gather and view their data. Businesses can therefore maintain a clear overview of their KPIs and immediately see which areas call for improvement.

### AUTOMATE PROCESSES



#### IMPROVE DOCUMENT-INTENSIVE WORKFLOWS

##### Reduce costs, increase productivity, and strengthen compliance

Workflows can be easily designed using our drag and drop user interface. No programming! Easily create parallel workflow paths, escalation routes, exceptions, and even e-mail notifications for new tasks, late tasks and overdue tasks.

Therefore™ workflows can be configured to improve process efficiency, decrease delays, and improve the visibility and transparency of an endless number of processes. Users will also be able to delegate workflow tasks to individuals or groups, as well as validate contracts, approve invoices, and receive notifications when a file process has been completed.

### MANAGE DOCUMENTS



#### SIMPLIFY DAILY DOCUMENT MANAGEMENT TASKS

##### More time to focus on higher value work

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. With the universal interface or web client, locating stored information is simple and effortless, so staff require only minimal training, therefore creating a far more efficient way of working.

## Manage Department Tasks with Therefore™

To keep a business running smoothly, every department has to be running at peak efficiency. However, each department faces its own challenges and difficulties when it comes to achieving that. Below are some examples on how Therefore™ can help your department accomplish optimum productivity.



### FINANCE DEPARTMENT

#### CHALLENGES

- ▶ Detailed financial documentation in hard copy leads to huge printing costs and the need for large amounts of storage space.
- ▶ Payment that needs approval from several parties may result in delay due to its complicated process, which may then lead to service disruptions and/or a wastage of resources.
- ▶ Companies with many employees may experience payroll delays, as a large headcount leads to a more protracted payroll process.

#### SOLUTIONS

- ▶ Therefore™ allows for the creation of financial documents in digital formats, which will ensure decreased printing costs and need for storage space
- ▶ Therefore™ allows for easy tracking of payment approvals, as well as detailing the exact location of relevant payment documents.
- ▶ The Therefore™ automatic monthly payroll system makes payroll processing seamless and painless, ensuring no delays in salary payments.



### HR DEPARTMENT

#### CHALLENGES

- ▶ The department receives a large amount of job applications and HR management documents, which requires a large amount of time and manpower to process and file.
- ▶ Without an efficient document management system, the department may incur wastage in resources due to high printing and paper costs.
- ▶ With large amounts of hard copy and digital data, consolidating them into a common database can be both time-consuming and ineffective.

#### SOLUTIONS

- ▶ Therefore™ allows users to create HR workflows and documents, leading to increased work productivity and efficiency.
- ▶ The creation of new HR documents in Therefore™ will lead to less print resources used, while reduced storage space usage also results in lower rental costs.
- ▶ The Therefore™ document management system consolidates new digital documents into one centralised location, making it easy and convenient for users to access any documents.



### LOGISTICS DEPARTMENT

#### CHALLENGES

- ▶ The department requires manpower to manually process and store the large amounts of hard copy Point-of-Delivery (POD) notes they receive regularly.
- ▶ The storage of POD notes also creates the need for storage spaces, incurring additional operational costs.
- ▶ The hard copy POD notes may be stored in locations such as file cabinets, which does not protect against unauthorised access.

#### SOLUTIONS

- ▶ Digitised POD notes are stored in Therefore™ centralised document management system, making for fast and easy processing, saving, and retrieval of POD notes.
- ▶ The Therefore™ document system is stored online, eliminating the need for physical storage of POD notes, cutting down on operation costs.
- ▶ The Therefore™ document system can be configured to only allow access to authorised personnel, providing document security for potentially sensitive POD notes.

## USER LICENCES

To use Therefore™, you have to be a user from Active Directory®, LDAP/SAMBA, Therefore™ internal users, or a local user group. You will also need to possess a Named, Concurrent, or Read-only licence in order to access any Therefore™ client applications.

#### Named User Licences

A Named user licence can be assigned to a Therefore™ user who frequently accesses the system.

#### Concurrent User Licences

Not assigned to any single user, Concurrent user licences belong to a licence pool that can be accessed by multiple users. When a user signs out from Therefore™, the Concurrent user licence returns back to the licence pool. Another user can then utilise the same licence to access the Therefore™ system.

#### Read-only User Licences

Enforcing read-only limits on a user's document permissions, the Read-only user licences are assigned to users who are registered under the read-only group. Like the Concurrent user licence, multiple users can use the same licence to access the Therefore™ system.

As illustrated, Therefore™ can be configured and customised to suit every company's department requirements, making it an indispensable organisational tool for any smart businesses.

# THEREFORE™ MEANS INTEGRATION



## FORMS

Therefore™ administrators can use Therefore™ Solution Designer to create customisable forms to upload on websites, giving your clients the means to submit information such as client feedback that will be automatically saved to Therefore™. This allows for the secure collection of potentially valuable data into the system, maximising the use of its workflow and analytic tools. Usage examples include procurement and purchase requests, as well as external client surveys.



## THEREFORE™ PORTAL

Using Therefore™ Portal, users can now share information from their Therefore™ applications and make it accessible to external parties like their customers. In Therefore™ Portal, administrators can make customers' documents available to them for read-only access, ensuring a high level of security while providing great flexibility.

The Therefore™ Portal can be embedded into a website, and is easily customised to fit the look and feel of your company.

## INTEGRATION WITH CAPTURE SOLUTION

Therefore™ is equipped to save and index documents properly. Our Capture Client is able to import and index paper documents, while electronic documents are automatically extracted for index information to facilitate smooth processing.

Once imported, these documents can be incorporated into Therefore™ workflows and cases, as well as retention policies for safekeeping and deletion. With support for barcode recognition as well as OCR, Therefore™ can integrate with scanning systems such as Kofax® and I.R.I.S. to further automate scanning needs.

## THEREFORE™ UNIVERSAL CONNECTOR

Easily configured in minutes, users can now integrate Therefore™ with 3rd party Windows® applications using the Therefore™ Universal Connector, making it possible to configure dialogue profiles, associate keyboard shortcuts, and use them for their chosen action.

Available in both Business and Workgroup Editions, the Connector offers users capabilities such as:

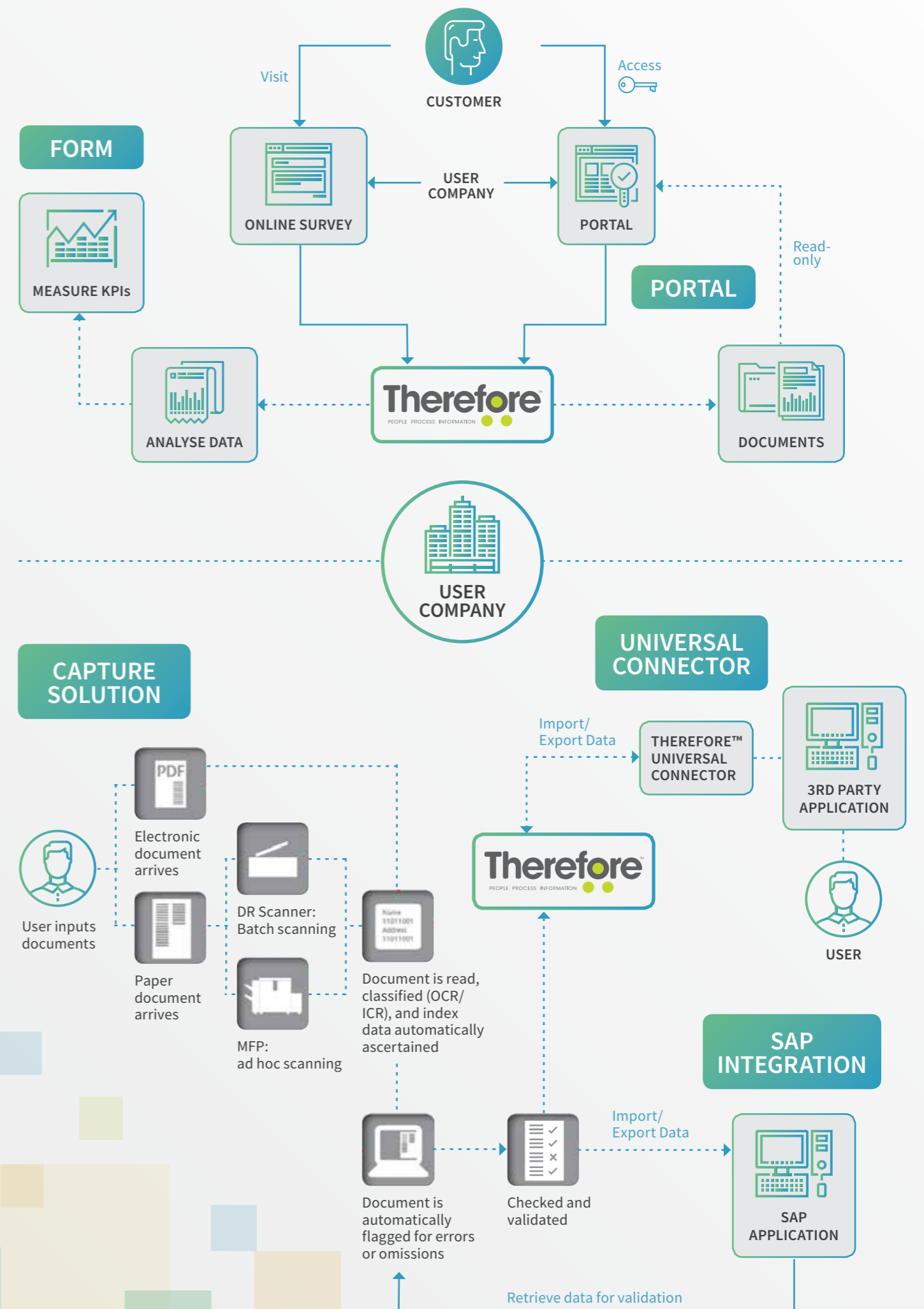
- Finding documents stored in Therefore™ while working in 3rd party applications
- Scan, save, and categorise documents to Therefore™ from 3rd party applications
- Save time by removing the need to switch between applications to find required information
- Auto-populating fields and reducing manual output, improving accuracy and customer service

## SAP INTEGRATION

Therefore™ allows users to directly integrate into their existing SAP NetWeaver® system. This in turn designates it as the central repository of critical business information, while giving you a live view of entire document workflows throughout the organisation. This thus allows users to easily share and access stored organisational information.

Available in both Business and Enterprise Editions, the Therefore™ Connector for SAP Netweaver® supports SAP barcode, business workflow/webflow, and manual storage. It thus enables users to:

- Increase value of existing SAP Business Suite software installations
- Use Therefore™ multi-format viewer to view SAP documents
- Save and view SAP Netweaver® print lists
- Archive SAP Netweaver® files
- Directly save incoming invoices from SAP applications



# THEREFORE™ SPECIFICATIONS

	Personal Edition (1 user)	Workgroup Edition (5 - 50 users)	Essentials Edition (5 - 50 users)	Business Edition (2 - unlimited users)
<b>SERVER / DATABASE / STORAGE</b>				
Windows® Server 32/64-bit*	✓	✓	✓	✓
Support for Multiple Servers				✓
Microsoft® SQL Server*	✓	✓	✓	✓
Oracle				✓
IBM® DB2®*				✓
DAS, NAS, San and Local RAID, NetApp® Snaplock		✓	✓	✓
<b>THEREFORE™ CLIENTS</b>				
Navigator, Viewer, and Case Manager*	✓	✓	✓	✓
Web Access (Web Navigator & Viewer)*		✓	✓	✓
Gadget (Web and Installed)*	✓	✓	✓	✓
Mobile App (Tablet, Phone)*		✓	✓	✓
Therefore™ Portal (Unlimited Read-Only External)				optional
<b>PRODUCTIVITY TOOLS</b>				
Business Analytics	✓	✓	✓	✓
Therefore™ Workflow			✓	✓
GUI Drag & Drop Workflow Designer			✓	✓
Therefore™ Tasks		✓	✓	✓
<b>SECURITY &amp; PERMISSIONS</b>				
Windows® Local Users and Groups	✓	✓	✓	✓
Active Directory®	✓	✓	✓	✓
Therefore™ Internal Users	✓	✓	✓	✓
LDAP/SAMBA Support		✓	✓	✓
<b>DOCUMENT ADMINISTRATION</b>				
Information Lifecycle Management	✓	✓	✓	✓
Audit Trail	✓	✓	✓	✓
<b>CAPTURE INTEGRATION</b>				
Therefore™ Capture Client (Barcode/OCR)	✓	✓	✓	optional
Therefore™ MFP Application	optional	optional	optional	optional
Kofax® Capture® and VRS		optional	optional	optional

	Personal Edition (1 user)	Workgroup Edition (5 - 50 users)	Essentials Edition (5 - 50 users)	Business Edition (2 - unlimited users)
<b>CAPTURE INTEGRATION</b>				
eCopy® ShareScan®		optional	optional	optional
Support for ISIS, TWAIN & Kofax® drivers	✓	✓	✓	✓
Scan Formats TIFF, PDF, PDF/A	✓	✓	✓	✓
<b>ELECTRONIC DOCUMENT IMPORT</b>				
Therefore™ PDF Printer	✓	✓	✓	✓
Therefore™ Document Loader	✓	✓	✓	✓
Therefore™ Content Connector		optional	optional	optional
<b>E-MAIL ARCHIVING</b>				
Microsoft® Outlook®	✓	✓	✓	✓
Mailbox Monitoring		optional	optional	optional
Microsoft® Exchange Server				optional
IBM® Lotus Notes®				optional
<b>ADDITIONAL 3RD PARTY INTEGRATION</b>				
Integration with External Databases	✓	✓	✓	✓
Microsoft® Office	✓	✓	✓	✓
Windows® Explorer	✓	✓	✓	✓
3rd Party Applications using Universal Connector*		optional	optional	optional
Microsoft® Dynamics® NAV*				optional
Microsoft® Sharepoint®*				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*			
<b>PLUG-INS FROM 3RD PARTY PROVIDERS</b>				
Objectif Lune® PlanetPress®	optional	optional	optional	optional
uniFLOW Capture	optional	optional	optional	optional
All Document Capture Solutions by I.R.I.S.	optional	optional	optional	optional
<b>USER LICENCES</b>				
Named		✓	optional	optional
Concurrent	✓		optional	optional
Read-Only				optional

\* Contact your local Canon office for details

Certain limitations may apply. Please see the Therefore™ 2016 Installation Manual for further information. Final specifications are subject to change without notice.

™ and ®: All company and/or product names are trademarks and/or registered trademarks of their respective manufacturers in their markets and/or countries.

© Therefore Corporation 2016

## CANON OFFICES

### SINGAPORE

Canon Singapore Pte. Ltd.  
Tel : 65-6799 8888  
Fax : 65-6799 8882  
www.canon.com.sg

### MALAYSIA

Canon Marketing (Malaysia) Sdn Bhd  
Tel : 60-3-7844 6000  
Fax : 60-3-7845 0505  
www.canon.com.my

### THAILAND

Canon Marketing (Thailand) Co. Ltd  
Tel : 66-2-344 9999  
Fax : 66-2-344 9960  
www.canon.co.th

### INDIA

Canon India Pvt. Ltd.  
Tel : 91-124-416 0000  
Fax : 91-124-416 0011  
www.canon.co.in

### VIETNAM

Canon Marketing (Vietnam) Co. Ltd  
Tel : 84-8-3820 0466  
Fax : 84-8-3820 0477  
www.canon.com.vn

### HONG KONG

Canon Hongkong Co. Ltd  
Tel : 852-3191-2388  
Fax : 852-2369-3800  
www.canon.com.hk

### PHILIPPINES

Canon Marketing (Philippines), Inc.  
Tel : 632-884-9090  
Fax : 632-556-1456  
www.canon.com.ph

### TAIWAN

Canon Marketing (Taiwan) Co. Ltd  
Tel : 886-2 6632-8888  
Fax : 886-2 7725-5860  
www.canon.com.tw

DEALER'S STAMP	<p>Final specifications are subject to change without notice. ™ and ®: All company and/or product names are trademarks and/or registered trademarks of their respective manufacturers in their markets and/or countries.</p> <p>This document is for information only. The contents are subject to change without notice. Product options and availability may vary by country. We expressly disclaim any liability or contractual obligations with respect to this document.</p> <p>Canon and Business can be simple are trademarks of Canon Inc. and/or its affiliates. Other names may be the trademarks of their respective owners. Therefore is an independent party software distributed by Canon Singapore Pte. Ltd.</p>
----------------	---