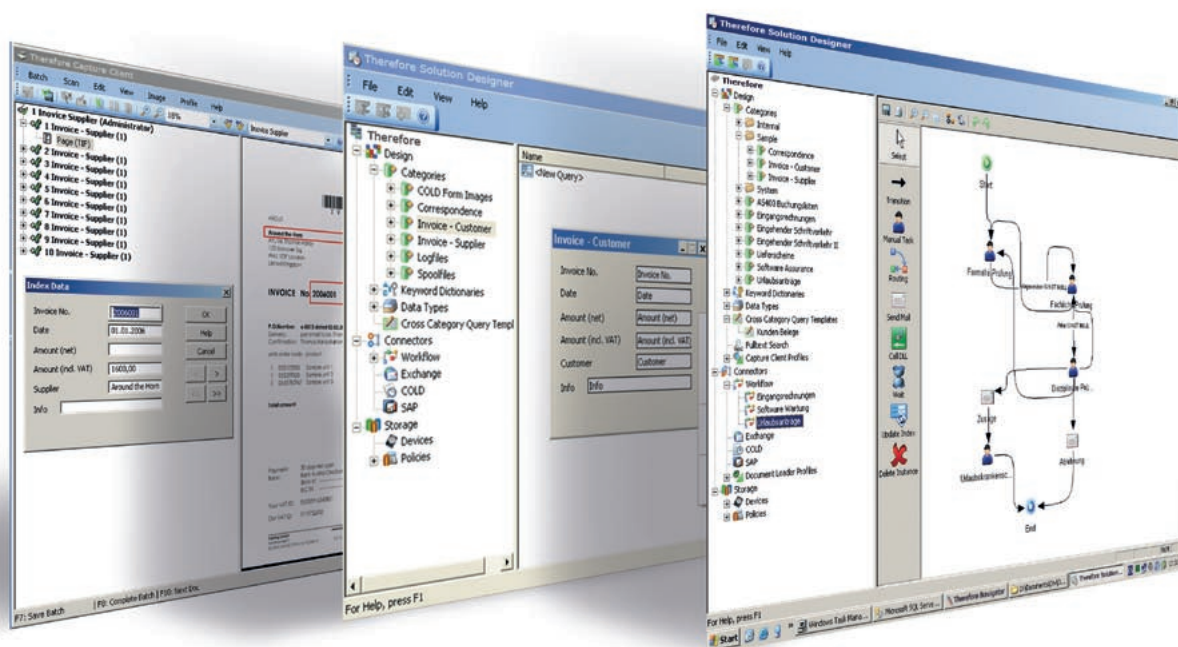


Effective information storage and retrieval

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.



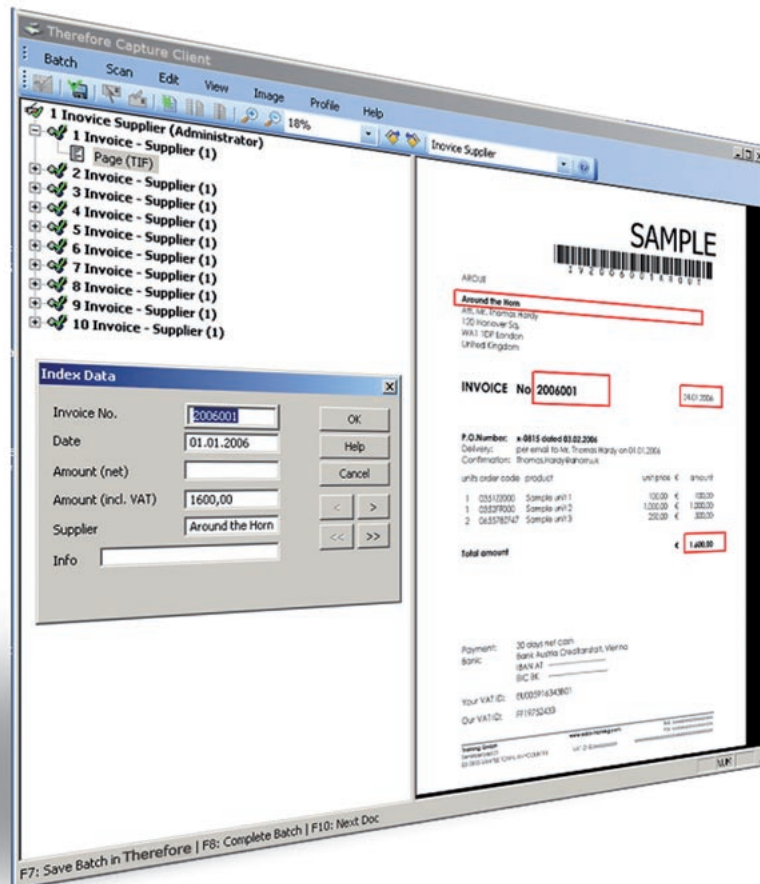
Easy filing the Therefore™ way

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™.

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 be assigned to centrally configure and define business rules. 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. 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

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, 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

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

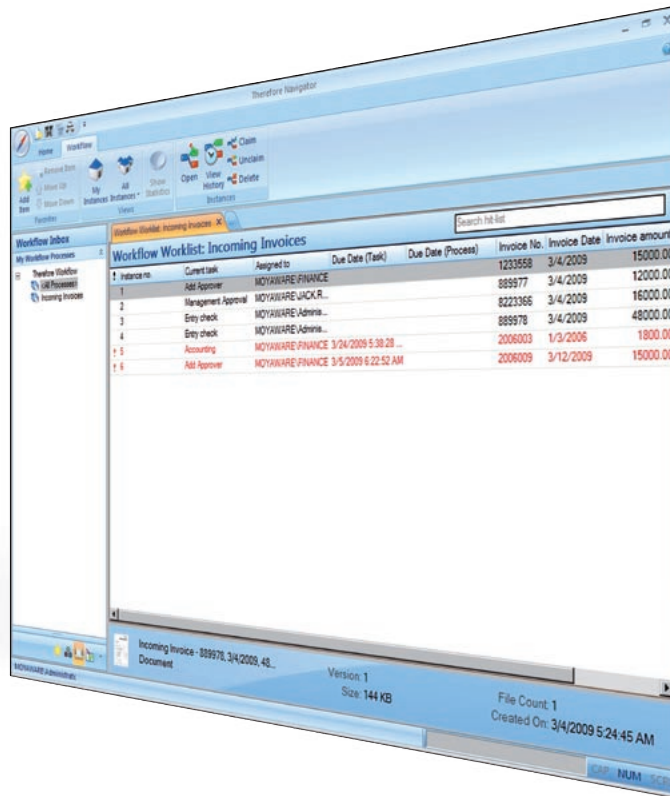
Documents can be scanned quickly using a Canon MFP or scanner, the Capture Client also allows auto-indexing to save you time. Image enhancement even enables you to improve the quality of the scanned file.

Therefore™ web access

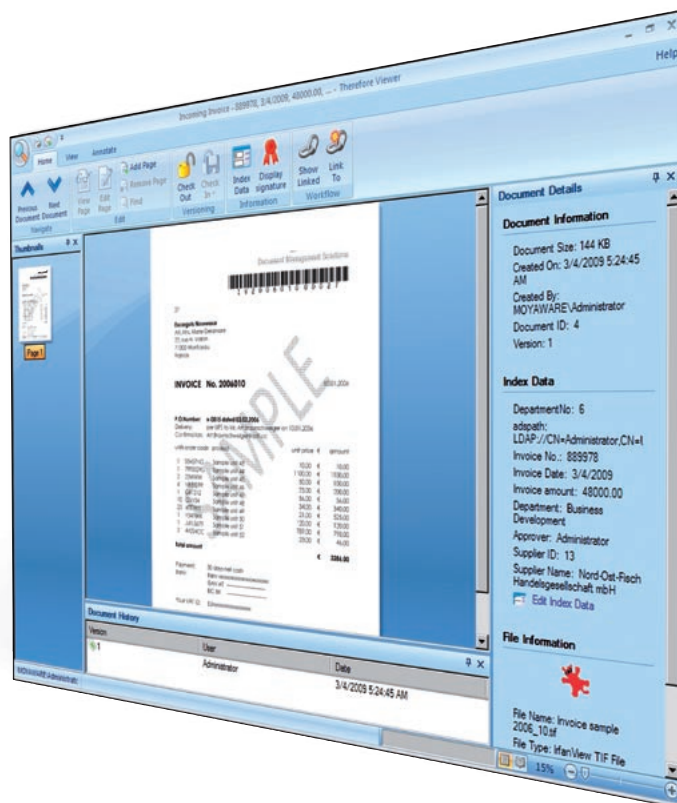
A web client allows secure access to your information anytime and anywhere, providing the same functionality as the Therefore™ Navigator and Viewer.

THEREFORE™

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



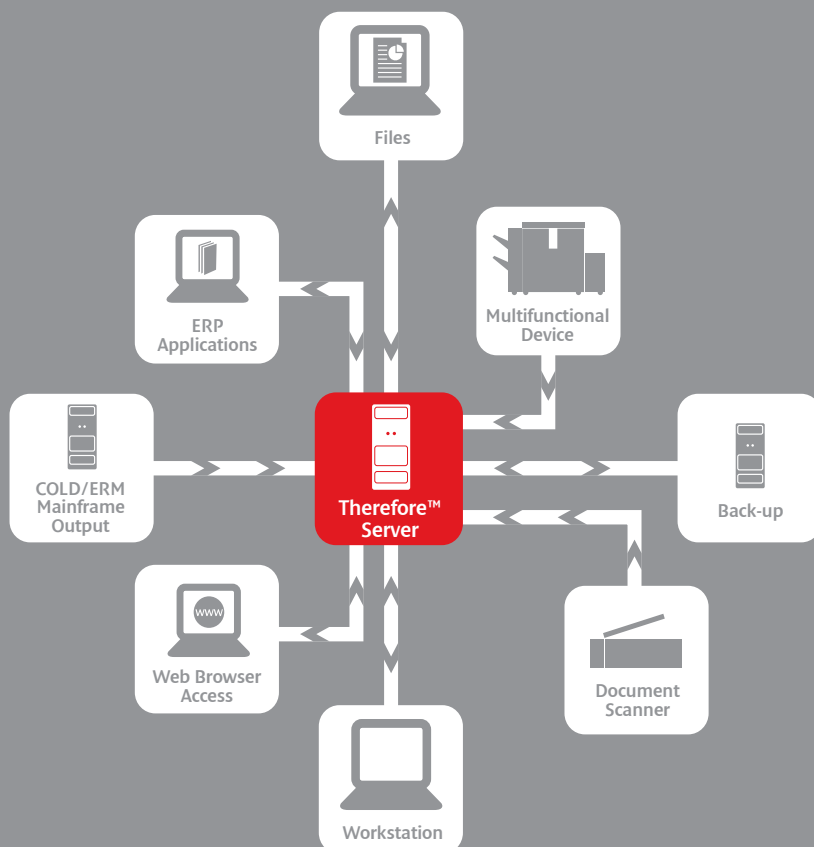
The new look Navigator allows you to refine your searches in real-time and to view multiple searches at once.



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 .

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.



THEREFORE™

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

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.

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® 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™ enables you to store your emails easily, 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™ permits users to store emails and attachments in the document archive.

Specifications: Therefore™

Edition	Personal Edition One user	Workgroup Edition 5-10 users	Business Edition 5+ users
Server Windows® XP, Vista® 32 bit Windows Server® 2003 Windows Server® 2008 Windows Server® 2003 64 bit Windows Server® 2008 64 bit Multi-servers in different locations	•	• • •	• • • • optional
Client Windows XP, Vista® 32 bit Microsoft® IE 6 and higher (Web Access) Mozilla® Firefox® 1.04 and higher (Web Access) Multi-language support Customisable skins (Navigator & Viewer)	• • •	• • • •	• • • • •
Integrated workflow Therefore™ document workflow GUI drag & drop workflow designer			• •
Security & permissions Windows® integrated security Therefore™ rights server		• •	• •
Document administration Version control Digital signatures Annotations (TIFF documents) Retention period management (ILM)	• • •	• • • •	• • • •
Document formats Non-proprietary file format Single/multi-page TIFF PDF, Searchable PDF and PDF/A Original format (electronic documents)	• • • •	• • • •	• • • •
Database Microsoft® SQL Server 2005/2008 Microsoft® SQL Server Express Edition¹ ORACLE® 9 or later IBM DB2® 8 or later	• •	• •	• • • •
Storage Common types (e.g. DAS,NAS,SAN & local RAID)		•	•
Integrated scanning Therefore™ Capture Client (barcode/OCR)	•	•	optional
Additional capture integration Kofax® Capture® Therefore™ MFP Application eCopy™ ShareScan® eCopy™ Desktop™ Batch document loading		optional optional optional • •	optional optional optional • •
Spoolfile parsing (COLD) ASCII text, plain text, XML & PDF			optional
E-mail archiving Microsoft® Outlook® Microsoft® Exchange Server IBM® Lotus Notes®	•	•	• optional optional
Third party integration Microsoft® Office Windows® Explorer Microsoft® Dynamics® NAV SAP® R/3® Microsoft® SharePoint® Server 2007	• •	• •	• • optional optional optional
Plug-ins from third party providers PlanetPress®		optional	optional
Custom integration Therefore™ API	optional	optional	optional

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