

**Canon**

**Therefore**<sup>™</sup>  
PEOPLE PROCESS INFORMATION ●●

smart information management

easily access your data

improve document security

optimize your workflows



**People. Process. Information.**

# Instantly access all the information dispersed throughout your organization.

Information is one of your organization's most valuable assets and, as with any asset, it should be thoroughly protected, meticulously managed, and easily accessible. However, as your organization grows, so does your volume of information. This can quickly become cumbersome, especially when employees apply their own disparate filing methods.

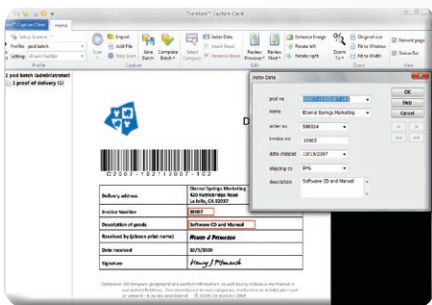
Without instant access to information, your employees waste valuable time searching for documents they know exist but cannot find, ultimately leading to inefficiencies company-wide. Moreover, business decisions suffer due to the inability to obtain needed information quickly.

## Therefore™, you can

With Therefore™ information management solution, you can revolutionize the way information is managed throughout your organization. Therefore™ instantly provides your employees with the ability to capture, archive, retrieve, edit, and process documents and information quickly, efficiently, and securely, helping you to enhance productivity and reduce costs.

## Conveniently capture and classify

Users are provided with a variety of methods for entering information into Therefore™. They can simply “drag and drop” files into a specific category within Therefore™, or save documents directly from Microsoft® Office applications by using the integrated “Save to Therefore™” button. Paper documents can be conveniently scanned and classified into Therefore™ directly from your Canon MFP, or use the Therefore™ Capture Client, in conjunction with a document scanner, for high-volume scanning and processing. Whichever method is chosen, all of your information is centrally archived and appropriately classified for easy retrieval.

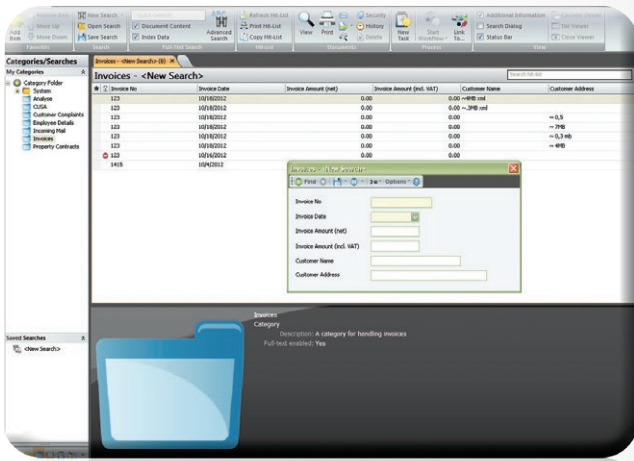


Therefore™ Capture Client



## Instantly find what you need

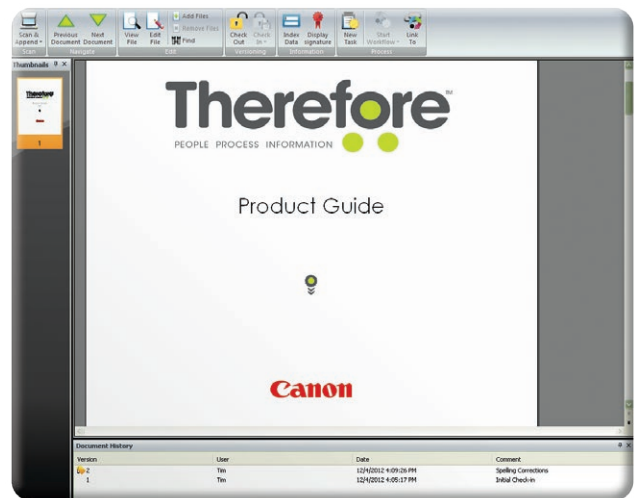
With all your information securely stored and appropriately indexed within Therefore™, retrieving the data you need—when you need it—is easy. The Therefore™ Navigator enables you to easily find your information. You can simply perform a full-text search just as you would in your favorite search engine, or use the user-defined index data associated with the document you're seeking, for more precise search results. The flexibility of the Navigator allows you to search using the method most convenient for you.



Therefore™ Navigator

## Effortlessly work with documents

The Therefore™ Viewer displays documents within the Therefore™ system, where they can be viewed, annotated, distributed, or printed. If you want to make revisions to a document, you can open it in its native application and make all edits using the application's inherent functionality. You also have the ability to view previously stored versions of a document, edit the index fields, or create a new version. Utilizing this functionality is easy and intuitive, so your employees don't require any previous experience with information management tools, thus allowing your organization to quickly benefit.



Therefore™ Viewer

## Therefore™ Online

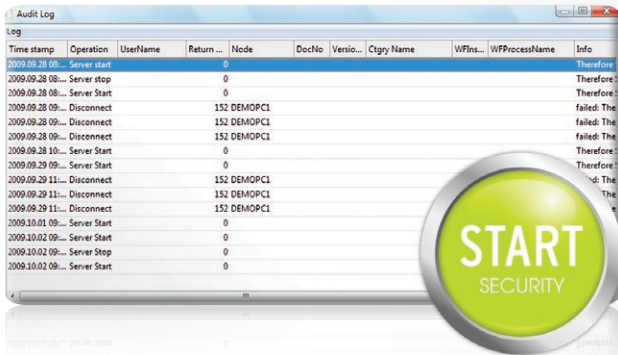
A highly attractive option for many businesses, Therefore™ Online provides all the same robust functionality of the Therefore™ Enterprise Edition, including the powerful Workflow capabilities. The key difference is where it's hosted—in the cloud.

Therefore™ Online is offered as an annual subscription, providing customers with an easy and affordable method of managing their information. This is ideal for organizations that would prefer not to invest in their own IT infrastructure nor endure the perpetual costs of managing and maintaining one.



## Improve document security

Therefore™ not only stores your documents securely, but it also gives you complete control over document access. Permission settings are easy to configure and highly customizable, helping to ensure that only authorized persons are given access to view and/or modify specific documents. Permission settings can be applied on multiple levels, starting at the document level, ranging to entire categories of documents or anywhere in between. It's also possible to determine who has accessed a specific document, and administrators can track all documents accessed by a particular user. Security and accountability are further enhanced with its version control features, and every document is automatically assigned a digital signature. In addition, retention policies can be designed, allowing documents to be destroyed after a predetermined time, thereby strengthening your compliance strategy.



Audit Trail

## Seamless software integration

Therefore™ is designed to integrate and complement many of the software applications your organization currently uses. It can integrate with your company's existing ERP or CRM system, including Microsoft® SharePoint® and SAP NetWeaver®. Microsoft® Office integration comes standard, and the optional Therefore™ Universal Connector allows integration with many other Windows® and Web-based applications. Scanning integration is also possible by using either a Canon imageRUNNER ADVANCE MFP to scan, index, and save documents directly from the device's display, or a Canon DR Scanner for high-speed batch scanning. You can also integrate other third-party scanning solutions. Additionally, Therefore™ seamlessly integrates with the most popular e-mail clients, including Microsoft® Outlook and IBM Lotus® Notes, as well as Microsoft® Exchange Server, to help satisfy your e-mail archiving and compliance needs.



Therefore™ MFP Application Displays (MEAP Application on imageRUNNER ADVANCE)



## Access your information anywhere

Extend productivity outside the office by remotely accessing your information from anywhere via Therefore™ Web Access, Therefore™ Mobile App, or Therefore™ Anywhere.

Therefore™ Web Access enables you to remotely access your Therefore™ system with full functionality. Simply log-in to your account via any Web browser and conduct business as usual.

The Therefore™ Mobile app enables you to search and view documents, and participate in workflows, all from your Android™, iPhone®, or iPad® device. In addition, the mobile app is now available on Windows® Phone 8, Windows 8, and Windows RT devices. The Therefore™ Mobile app is available for download on the App Store™, Google Play™, or the Windows Phone Store.

If you want to work on a document outside the office but don't have access to the Internet, you can utilize Therefore™ Anywhere. This feature is ideal for sales reps and other employees who, due to travel, are unable to stay connected to the Therefore™ server. Documents can be taken off-line, accessed when away from the network, edited, and then synchronized once reconnected to the network. Whatever the scenario, Therefore™ helps to keep you connected.



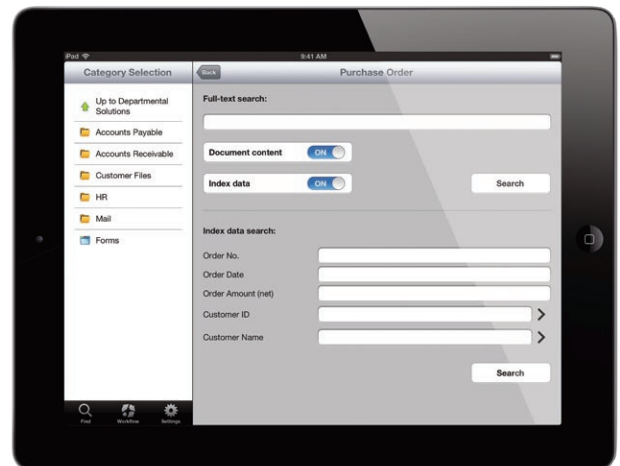
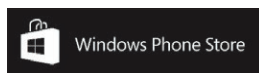
Therefore™ Mobile Application – Document View



Therefore™ Mobile Application – Workflow Approval



Therefore™ Mobile Application Category View



Therefore™ Mobile Application – Full Text Search

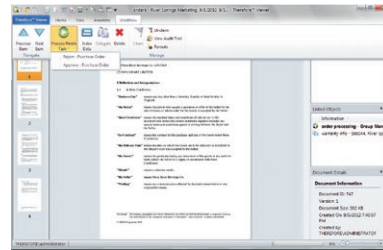
## Therefore™ Workflow

Every organization has business-critical processes that are usually divided into individual tasks, distributed, and dependent on the timely performance of numerous colleagues. While the number of steps and employees involved can differ from one process to the next, the thing that remains constant is that if one link in that chain breaks, the whole process is affected. The key to keeping business-critical processes flowing smoothly lies in smart design, transparency, and accountability—enter Therefore™ Workflow.

Available with Therefore™ Essentials Edition, Enterprise Edition, and Therefore™ Online, Workflow gives you the ability to design and optimize your specific business processes, thus helping to eliminate inefficiencies and increase productivity. Each employee knows which task needs to be completed, the date it's due, and who's next in the process. Managers can monitor the progression of the workflow process, while administrators can keep a bird's-eye view of the entire system to help prevent bottlenecks from occurring, thereby helping to ensure that work flows smoothly.

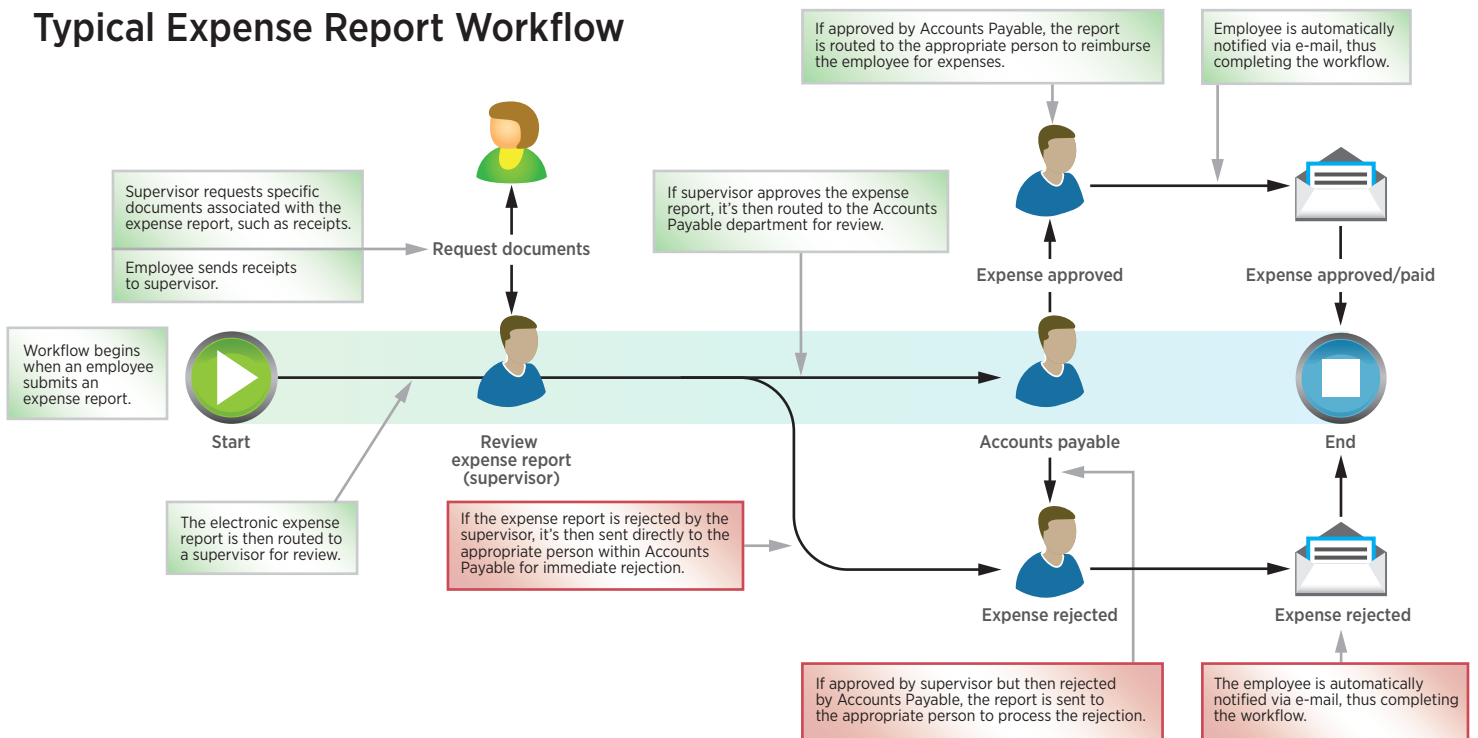
Take a specific document, such as an employee's expense report, for example. That document must pass through the appropriate internal channels before being rejected or approved. If even one person in the chain fails to take action, the whole process comes to a standstill and productivity suffers. Apply that same scenario to an even more critical business process and that standstill can have a much greater impact on your organization.

Utilizing the Therefore™ Solution Designer, you can digitally design your existing paper-based business processes, transforming them into electronic-based, fully transparent workflows. Documents and approvals are electronically routed to each individual involved in the process; the result is increased accuracy, transparency, and efficiency of your business processes.



Therefore™ Workflow Approval

## Typical Expense Report Workflow



Specifications	Personal Edition	Workgroup Edition	Essentials Edition	Enterprise Edition	Online Edition
<b>User License Types</b>					
Named	•	•	•	•	•
Concurrent		•	•	•	•
Read-Only				•	•
Total License Count = Named + Concurrent + Read-Only	1	5 - 50	5 - 50	2 - Unlimited	5 - Unlimited
<b>Integrated Workflow</b>					
Therefore™ Workflow			•	•	•
GUI Workflow Designer			•	•	•
Number of Workflows in Base Product			5 Workflow*	No Limit	No Limit
<b>Security and Permissions</b>					
Windows Integrated Security (Active Directory)	•	•	•	•	
LDAP/SAMBA Support		•	•	•	
PDF Signatures	•	•	•	•	•
Therefore™ User Management		•	•	•	•
<b>Product Capabilities</b>					
Offline Access of Documents		•	•	•	•
Web Access of Documents		•	•	•	•
Open File Format	•	•	•	•	•
Multi-format Content Viewer	•	•	•	•	•
Annotations (TIFF and PDF documents)	•	•	•	•	•
Version Control (including comments)	•	•	•	•	•
Therefore™ Tasks		•	•	•	•
Digital Signatures	•	•	•	•	•
Audit Trail		•	•	•	•
Multilanguage Support	•	•	•	•	•
UI Skins (Navigator, Viewer, and Capture Client)	•	•	•	•	•
Therefore™ Gadget (Windows Desktop)	•	•	•	•	•
Therefore™ Case Management	•	•	•	•	•
<b>Scan Formats</b>					
Single/Multipage TIFF	•	•	•	•	•
PDF	•	•	•	•	•
PDF/A-1b	•	•	•	•	•
Searchable PDF	•	•	•	•	•
<b>Electronic Formats</b>					
Document Archived in Native Format	•	•	•	•	•
<b>Database Support (minimum supported version)</b>					
Microsoft SQL Server Express 2005+**	•	•	•		
Microsoft SQL Server 2005+	•	•	•	•	•
ORACLE® 10.2+				•	
IBM® DB2 9.5+				•	
<b>Storage Management</b>					
Primary/Backup Support		•	•	•	•
Migration of Documents to Storage Devices		•	•	•	•
Retention Policies		•	•	•	•
DAS, NAS, SAN, and Local RAID		•	•	•	•
NetApp as Part of Service		•	•	•	•

\* Support for additional workflows can be purchased.

\*\* Maximum database size of 10 GB per database in SQL Server 2008 R2 (4 GB for SQL Server Express 2008 and earlier). Hardware-utilization limits: Single physical CPU, but multiple cores allowable (SQL Server Express 2005), 1 GB of RAM (runs on a system with any RAM amount, but uses only at most 1 GB).

<b>Specifications</b> <i>(continued)</i>	<i>Personal Edition</i>	<i>Workgroup Edition</i>	<i>Essentials Edition</i>	<i>Enterprise Edition</i>	<i>Online Edition</i>
<b>Integrated Scanning</b>					
Therefore™ Capture Client (Barcode/OCR)	•	•	•	Optional	Optional
Therefore™ Viewer	•	•	Optional	Optional	Optional
<b>Additional Capture Integration</b>					
Kofax Capture®		Optional	Optional	Optional	
Kofax® VirtualReScan® in Capture Client	•	•	•	•	•
Therefore™ MFP Application (Canon MEAP)	Optional	Optional	Optional	Optional	Optional
eCopy® ShareScan	Optional	Optional	Optional	Optional	Optional
eCopy PDF Pro Office	•	•	•	•	•
Batch Document Loading	•	•	•	•	•
uniFLOW		•	•	•	•
<b>Automatic Importing of Documents</b>					
Content Connector		Optional	Optional	Optional	
Batch Document Importing from Watched Folders		Optional	Optional	Optional	Optional
Capture Client (OCR/Barcode) Watched Folders		Optional	Optional	Optional	Optional
<b>E-mail Archiving</b>					
Microsoft Outlook	•	•	•	•	•
Automatic Indexing of E-mail (Outlook Profiles)	•	•	•	•	•
Microsoft Exchange Server				Optional	
IBM Lotus Notes				Optional	
<b>Additional Third-Party Integration</b>					
Therefore™ Universal Connector		Optional	Optional	Optional	Optional
Microsoft Office	•	•	•	•	•
Microsoft Windows® Explorer	•	•	•	•	•
Microsoft Dynamics NAV				Optional	
Microsoft SharePoint Server				Optional	
SAP NetWeaver				Optional	
Objectif Lune® PlanetPress	Optional	Optional	Optional	Optional	Optional
<b>Server Requirements</b>					
Microsoft Windows Server 2003/2008/2012 (32/64-bit)		•	•	•	•
Distributed Servers (multiple servers in different locations)				•	
<b>Microsoft Windows Client</b>					
Windows Vista®, Windows 7, Windows 8 (32/64-bit)	•	•	•	•	•
<b>Web Browser Client</b>					
Microsoft Internet Explorer 7.0+		•	•	•	•
Google Chrome™ 20.0+		•	•	•	•
Mozilla® Firefox 10.0+		•	•	•	•
Safari 5.0+		•	•	•	•
Opera 12.0+		•	•	•	•
<b>Mobile App Client</b>					
Apple iOS 5.0+ (iPhone, iPad)		•	•	•	•
Android 2.2+ (smartphone, tablet)		•	•	•	•
Windows® Phone 8, Windows® 8, and Windows® RT		•	•	•	•
<b>Custom Integration</b>					
Therefore™ SDK and API	Optional	Optional	Optional	Optional	Optional

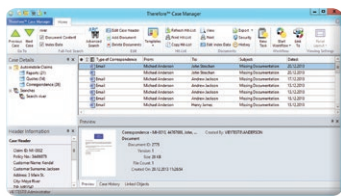


## What's new in Therefore™ 2014?

Therefore™ 2014 offers new features to help simplify how information is managed and business gets done. With so many upgrades, users can better organize related documents, create new documents, and enhance the overall mobile app experience.

### Case Management

The new Case Management feature helps provide users with an easy way to organize and manage a group of related files, collectively, within Therefore™. A "case" is defined as a group of related documents, such as all files associated with a specific project or all relevant pieces of information connected with a particular insurance claim. Regardless of the case type, users can now group, view, and process files collectively, providing even greater visibility and control over the information.



### Creating New Documents

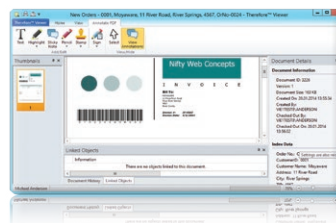
In previous versions of Therefore™, it was already possible to automatically extract information from e-mails and Microsoft® Office documents and use it as index data when saving documents to Therefore™. New in Therefore™ 2014, the reverse is now possible. Users can automatically create a new Microsoft® Office document from the index data associated with an existing Therefore™ document. This saves users time and helps reduce errors by eliminating the need to manually enter relevant information from an existing Therefore™ document. In Therefore™ 2014, let the index data do the work for you.

### Therefore™ Mobile App Enhancements

The Therefore™ Mobile App has a number of new enhancements in 2014 to help users stay connected and increase productivity. Users can now take a photo using the camera on their mobile device and properly categorize, index, and save the photo directly to Therefore™. The Mobile App also supports the new Case Management feature, enabling users to search, edit, and participate in workflows on the case level. In addition, Therefore™ 2014 brings support to Windows® Phone 8, Windows® 8, and Windows® RT devices.

### PDF Annotations

It's now possible to make PDF annotations in Therefore™ 2014. Users can annotate PDF documents using a variety of tools, including Text Boxes, Highlight, and Sticky Notes, directly from within the Therefore™ Viewer. And, for extra security, it's also possible to add a visual personal signature and even digitally sign the PDF.

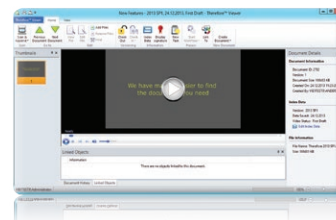


### Therefore™ Universal Connector

The Therefore™ Universal Connector helps integrate Therefore™ with many Windows®-based applications, without the need for coding. Enhanced for 2014, the Universal Connector now supports the ability to integrate with many Web-based applications, such as Salesforce.com®, providing an even greater user experience.

### Multimedia and Large File Handling

Improvements to multimedia and large file handling have been implemented, increasing retrieval speed of larger files and optimizing overall performance of the Therefore™ system. Users can now play video files directly within the Therefore™ Viewer and even display thumbnail previews of videos for easy identification. In addition, large files can now be configured by the administrator to be saved to Therefore™ only once, thereby reducing the amount of storage used.




## Behind the Name

The name Therefore was chosen due to the word's meaning and use in grammar and mathematics. The word, "therefore," in grammatical terms, connects an instance or action and that action's logical consequence.

For example:

"Our company needs to improve its methods of managing information; **therefore**, we consulted Canon for a solution."

In mathematics, the term, "therefore," is used in a similar way by connecting a preceding equation with its implied result, using the mathematical symbol for "therefore," represented by three dots in triangular form: 

For example:

$X + 1 = 6$    $X = 5$

The developers of Therefore also liked that the word, "therefore," and its symbol have universal recognition and so provided the opportunity to graphically illustrate this in the company's logo.

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**Canon**

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