COLLABORATION. SECURITY. PRODUCTIVITY.

THEREFORE™ ONLINE SMB

SMART CHANGE STARTS HERE.

CANON SEE IMPOSSIBLE

ONLINE SMB

Transitioning from a highly structured corporate environment with IT and technology resources readily available to a remote home office can be stressful. Therefore Online SMB is a cloud based information management platform designed to help make the transition as seamless and painless as possible.

TAKE CONTROL OF YOUR INFORMATION

Therefore™ Online SMB has been developed to specifically address remote workers' business needs. With Therefore™ Online SMB you can:

- Quickly save business-critical information and documents within a secure, organized system.
- Find the information and documents you need in seconds.
- Access and edit documents from anywhere with your smartphone, tablet, web browser, or Windows® PC.

Therefore™ Online SMB's preconfigured document categories allow you to use your system according to your needs. The solution covers common business functions, like Accounting, Contracts, Customer Support, Human Resources, Order Management, and Sales Support. Each folder is also preconfigured with common subcategories, all set up with index fields, to make both saving and searching for information as easy as 1-2-3!

Best of all, Therefore™ Online SMB is hassle-free and easy to implement. It can expand with your business and is built to adapt to both remote and corporate office environments.
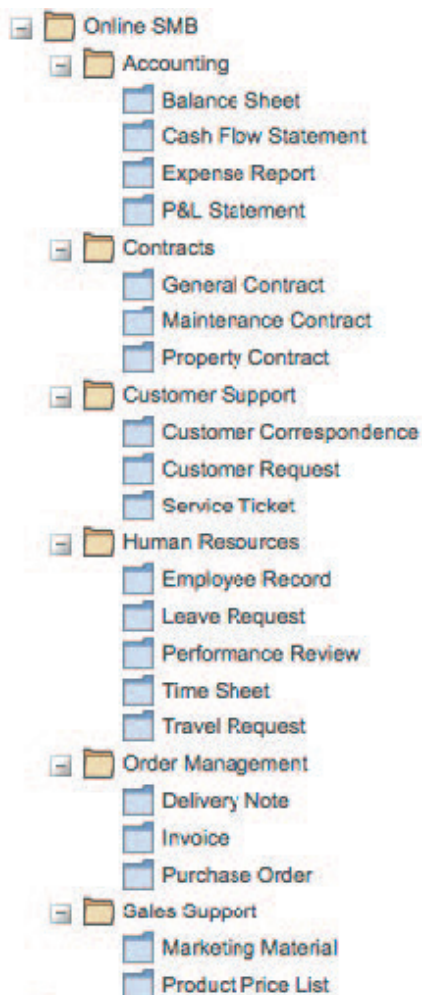
Therefore™ Online SMB Benefits

With Therefore™ Online SMB, there are so many advantages:

- **Immediate Use:** Therefore™ Online SMB is preconfigured and ready to use. Make use of 20 document categories, across six business areas, all of which have index fields ready to start saving information immediately.
- **Minimal IT Expenditures:** Lengthy and expensive IT projects are a thing of the past—eliminate the need for server administration and expensive hardware.
- **Business Growth:** Ready to start automating your processes? No problem! A workflow or electronic signature component can easily be added when you need it. Use Therefore™ Online SMB's flexibility—its uses, features, and functions can scale from small businesses to Fortune 100 companies.
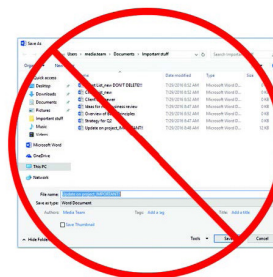
FOLDER AND CATEGORY STRUCTURE

- Online SMB
  - Accounting
    - Balance Sheet
    - Cash Flow Statement
    - Expense Report
    - P&L Statement
  - Contracts
    - General Contract
    - Maintenance Contract
    - Property Contract
  - Customer Support
    - Customer Correspondence
    - Customer Request
    - Service Ticket
  - Human Resources
    - Employee Record
    - Leave Request
    - Performance Review
    - Time Sheet
    - Travel Request
  - Order Management
    - Delivery Note
    - Invoice
    - Purchase Order
  - Sales Support
    - Marketing Material
    - Product Price List

KEY FEATURES

Secure, central repository

Store your documents in a secure, central repository, regardless of the source or format. Offsite storage provides immediate disaster recovery benefits.

Version control

Track changes to documents with automatic version control. Since only one person can edit a document at a time by "checking it out", there's no confusion over which is the updated version. You can always go back and view past versions, which are date and time stamped with the name of the user who made the edits.

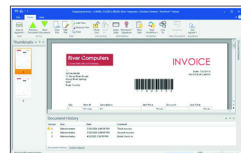| Document History			
Version	User	Date	Comment
3	Administrator	7/28/2016 1:06:59 PM	Third revision
2	Administrator	7/28/2016 1:04:00 PM	Second revision
1	Administrator	4/1/2015 2:30:58 PM	Initial check-in

Document History Linked Objects

Structured index fields

Structured index fields make saving and finding information a breeze. Say goodbye to spending hours, even days, trying to decipher your colleagues' naming conventions.

Full text search

Retrieve your files in seconds using full text search or index data. The multiple format Therefore™ Viewer allows you to view over 400 different document types, even if you don't have the correct application to open it.

Email and office integration

Therefore™ Online SMB integrates with Microsoft® Office applications, allowing you to save your documents to Therefore™ directly from Microsoft Word®, Outlook®, Excel®, and PowerPoint®.

Automatic linking

Records are automatically linked to gain traceability and improve organization.

Analytics

Keep an eye on the performance of your business with reporting and real-time analytics. You can't manage what you don't measure and you can't improve your processes if you don't track them.

Through the built-in Business Analytics feature, you can see where bottlenecks occur in the processes you automated and take the appropriate actions to resolve any issues.

Dynamic eForms

Dynamic, responsive eForms increase operational efficiency and enable greater employee productivity. They are easy to design and deploy and can be used to quickly gather large quantities of validated data from external parties. As this data is already in a structured, electronic form, it can easily feed directly into downstream electronic workflows for processing.

	Therefore™ Online SMB Unlimited Users
Configuration	
Six Preset Folders	•
20 Preset Categories	•
Preset Index Fields	•
Server/Database/Storage	
Windows® Server 32/64-bit*	
Support for Multiple Servers	
Microsoft® SQL Server*	Server infrastructure provided as part of service
Oracle	
IBM® DB2®**	
DAS, NAS, San and local RAID, NetApp® SnapLock	
Therefore™ Clients	
Navigator, Viewer, and Case Manager*	•
Web Access (Web Navigator and Viewer)*	•
Gadget (Web and Installed)*	•
Mobile App (Tablet, Phone)*	•
Therefore™ Portal (Unlimited Read Only External Access)	optional
Productivity Tools	
Business Analytics	•
Therefore™ Workflow	•
GUI Drag and Drop Workflow Designer	•
Therefore™ Tasks	•
Security and Permissions	
Windows® Local Users and Groups	
Active Directory®	
Therefore™ Internal Users	•
LDAP/ SAMBA Support	
Document Administration	
Information Lifecycle Management	•
Audit Trail	•
Capture Integration	
Therefore™ Capture Client (Barcode/OCR)	optional
Therefore™ MFP Application	optional
Kofax® Capture® and VRS	optional
eCopy® ShareScan®	optional
Support for ISIS, TWAIN and Kofax® drivers	•
Scan Formats TIFF, PDF, PDF/A	•
Electronic Document Import	
Therefore™ PDF Printer	•
Therefore™ Document Loader	•
Therefore™ Content Connector	optional
Email Archiving	
Microsoft® Outlook® •	•
Mailbox Monitoring	optional
Microsoft® Exchange Server	
IBM® Lotus Notes®	
Additional Third-Party Integration	
Integration with External Databases •	•
Microsoft® Office •	•
Windows® Explorer •	•
Third-party applications using Universal Connector*	optional
Microsoft Dynamics® NAV*	
Microsoft® SharePoint® *	
SAP Netweaver®	
eCopy® PDF Pro Office •	•
Custom Integration Using Therefore™ API	
Plug-Ins from Third-Party Providers	
Objectif Lune® PlanetPress® optional	optional
uniFLOW Capture optional	optional
All Document Capture Solutions by I.R.I.S. optional	optional
User Licenses	
Named	five standard**
Concurrent	optional
Read-Only	optional

FULLY UTILIZE YOUR CANON INVESTMENT

Canon imageRUNNER ADVANCE devices can save hard copies directly to Therefore™ Online SMB through the Therefore™ embedded application, uniFLOW scan capture, or other third-party connectors.

Therefore™

PEOPLE PROCESS INFORMATION

- Cloud-based information management

- Easily access your data

- Ready in 24-48 hours from the time of purchase

- Scalable from small to Fortune 100 Companies

- Improve document security

- Optimize your workflows

*Contact your Canon Solutions America representative for details.
**Comes standard with five users but can add as many as needed.*

Canon

CANON SOLUTIONS AMERICA

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