Canon

Therefore
online SMB Elite



Therefore™ Online SMB Elite

PEOPLE.
PROCESS.
INFORMATION.

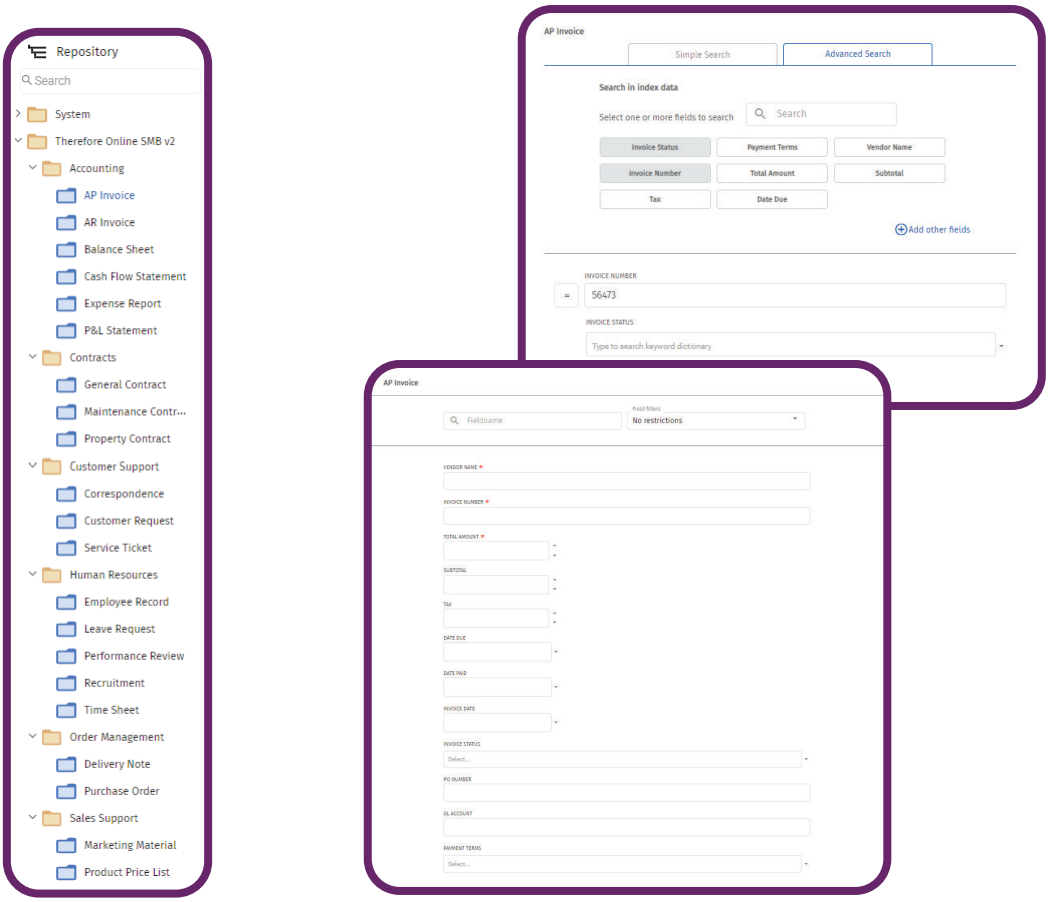
TAKE CONTROL OF YOUR INFORMATION

Many companies struggle to find important business documents, including financial, legal, and human resource information. This can result in compliance problems, financial penalties, and poor customer service. If a disaster such as a fire or flood destroyed your critical documents or displaced your workforce, how would your business recover?

PRODUCT OVERVIEW

Therefore™ Online SMB Elite is a solution that can help your company work more efficiently by changing the way information is managed. It includes preconfigured folders, categories, eForms, and business reports to jump-start your company's digital transformation, saving you time and money.

It helps solve these problems by providing a standardized document repository to securely save your business-critical information. Therefore Online SMB Elite is hosted on Microsoft® Azure, providing a high-performance, secure, and highly available solution.



WHY THEREFORE ONLINE SMB ELITE?

- Preconfigured for immediate use.
- Integrates directly with Microsoft Office.
- Provides disaster recovery for business-critical documents.
- Business analytics with prebuilt reports ready to use.
- No limitations—add workflows, retention policies, Microsoft Power BI reports, and more!
- No minimum number of users required—order as many user licenses as needed to support your business objectives!

CAPTURE

GIVE YOUR INFORMATION PURPOSE

Capture your business information, regardless of its format. Import and index with ease. Organize information within a metadata-driven repository and easily find it later.

PAPER DOCUMENTS

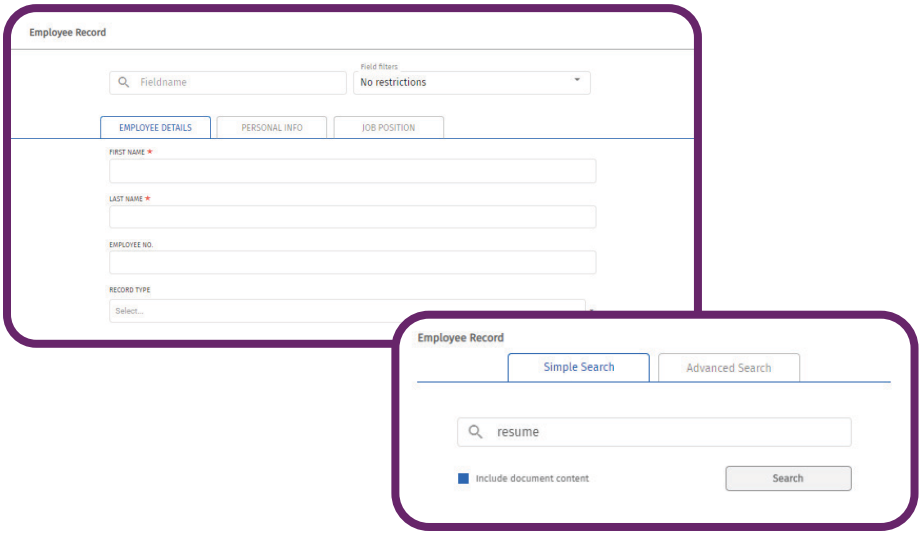
Scan and index directly from MFP devices or desktop scanners. Automatic document classification and OCR extraction are available with advanced scanning solutions.

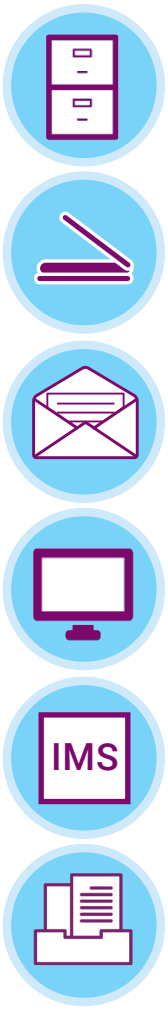
ELECTRONIC DOCUMENTS

Import electronic information into the central repository with a simple “drag-and-drop” motion or save it directly from many native applications.

MICROSOFT OFFICE DOCUMENTS

Therefore Online SMB Elite includes integration to Microsoft Office. Save your Outlook®, Word, Excel®, and PowerPoint® documents directly to Therefore. Profiles can automatically copy Microsoft Office data to Therefore category indexes.





CAPTURE FEATURES

- Capture your business information, regardless of its format. With Therefore Online SMB Elite, documents from different sources can be easily saved and retrieved from one central document repository.
- Organize information within a metadata-driven repository, so it can be easily found.

MEASURE

MEASURE WHAT YOU MANAGE

Paper documents stored in a file cabinet or electronic documents on your computer can't provide real-time reports about your business operations.

Therefore Online SMB Elite provides five preconfigured business analytic reports:* AP Invoices, AR Invoices, Expenses, General Contracts, and Service Tickets.

Reports can be used as is or enhanced to meet your business requirements. Additional reports can be added for any category or workflow process.

AP Invoice Status
July 14 2015 - to - July 14 2017

Vendor Name	Invoice Status	Invoice Amount	Invoice Count
Cold Fusion Inc	Paid	($185.00)	2
	Total	($185.00)	2
Henry's Kayak Tours Inc	Overdue	$2,340.00	3
	Paid	($2,100.00)	1
	Unpaid	$175.00	1
	Total	$415.00	5
Iron 2 Anvils Inc	Overdue	$310.00	2
	Paid	($525.00)	1
	Unpaid	$400.00	1
	Total	$185.00	4
Titantic Shipping LLC	Overdue	$3,810.00	3
	Paid	($2,200.00)	2
	Unpaid	$540.00	2
	Total	$2,150.00	7
Total (unpaid, overdue)		$7,575.00	12
Total (paid)		($5,010.00)	6

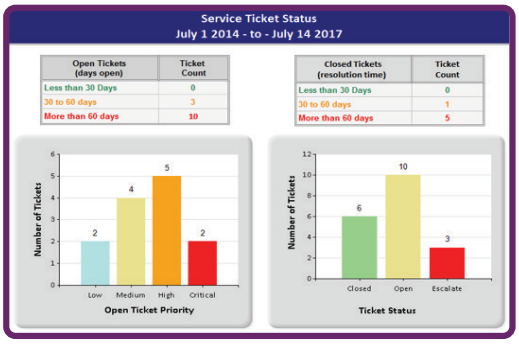
AR Invoice Status
July 14 2015 - to - July 14 2017

Vendor Name	Invoice Status	Invoice Amount	Invoice Count
Asteroid Mining R&D Inc	Overdue	($1,735.00)	3
	Paid	$1,300.00	2
	Unpaid	($2,300.00)	2
	Total	($2,735.00)	7
Autonomous Hovercrafts Inc	Overdue	($1,440.00)	2
	Paid	$80.00	1
	Unpaid	($600.00)	1
	Total	($1,960.00)	4
Labrador Rescues	Overdue	($1,630.00)	3
	Paid	$175.00	1
	Unpaid	($99.00)	1
	Total	($1,554.00)	5
Tepid Fusion Inc	Paid	$3,150.00	2
	Total	$3,150.00	2
Total (unpaid, partial, overdue)		($7,804.00)	12
Total (paid)		$4,705.00	6

Expense Status
July 14 2015 - to - July 14 2017

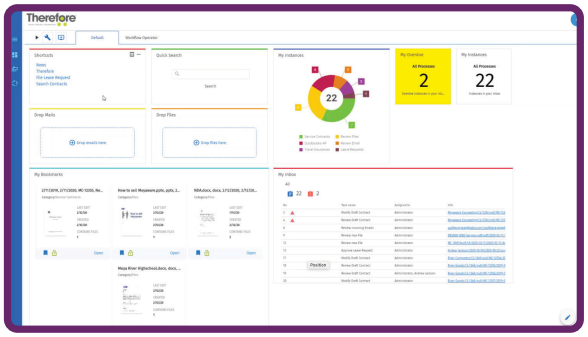
Employee Name	Expense Status	Expense Amount	Expense Count
Beth Taylor	Approved	$1,050.00	2
	Rejected	($750.00)	1
	Under Review	($150.00)	1
	Total	$150.00	4
Bob Krieger	Approved	$1,055.00	3
	Under Review	($230.00)	1
	Total	$825.00	4
Harry Tavarez	Approved	$58.00	2
	Total	$58.00	2
Henry Pitmarsh	Approved	$2,750.00	2
	Missing Info	($40.00)	1
	Rejected	($141.00)	2
	Under Review	($599.00)	2
	Total	$1,970.00	7
Total (processing)		($1,019.00)	17
Total (approved)		$4,913.00	17

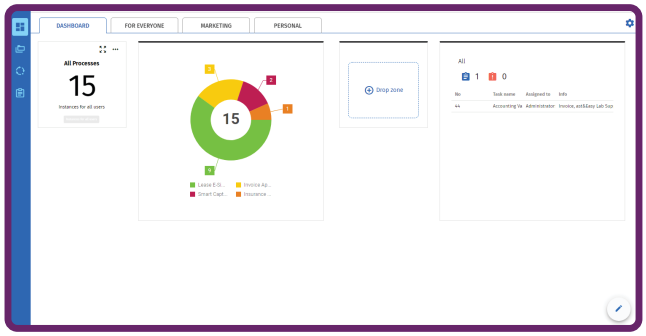




REPORTING BENEFITS

- Brings your data to life with real-time dashboards using Microsoft Power BI.
- Gives you visibility into your organization's inner workings for insight-driven business decisions.
- Allows for immediate reaction to changes in performance indicators.
- Helps you comply with governmental and security regulations using security features and audit trails.





* Therefore Reporting tool currently available only on the installed client; not yet available on Therefore Web Client.

NO LIMITATIONS

POWERFUL FEATURES

Therefore Online SMB Elite includes all these powerful features available in the standard Online solution.

MOBILE AND WEB CLIENTS

Included with Therefore Online SMB Elite are mobile and Web client access to all your documents. Access anytime and anywhere using your Apple® iPhone® or iPad®, Android™, and Windows® mobile devices.

BUSINESS PROCESS AUTOMATION

Does your company manually process invoices, expense reports, contracts, or HR requests? Therefore Online SMB Elite can be expanded to automate your current manual business processes using powerful workflow features.

NO MINIMUM NUMBER OF USERS

Designed to meet your business needs and objectives, Therefore Online SMB Elite does not require a minimum number of users. Order as many user licenses as you need!

eForms SUPPORT

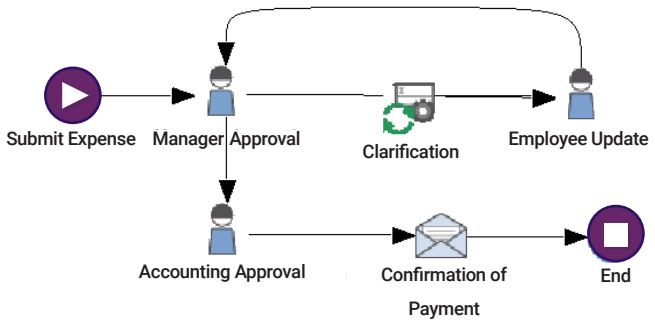
Therefore Dynamic eForms provides an intuitive way to save information in Therefore Online SMB Elite. eForms are easily designed and customized, helping to make processes—such as employee vacation requests and customer satisfaction surveys—fast, smart, and reliable. eForms can also be added to your company's website.

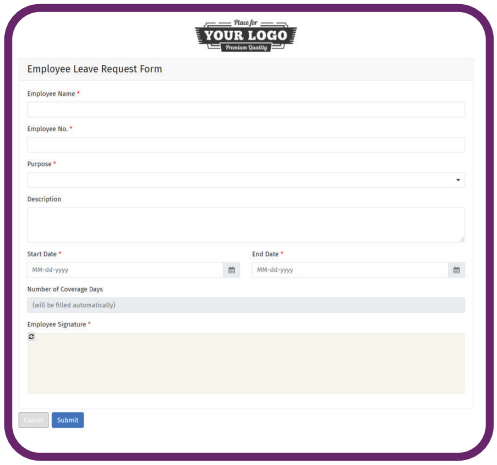
RETENTION POLICIES

Help ensure that you retain information in a compliant manner by managing your retention policies.

CANON MFP INTEGRATION

Make the most of your investment in Canon imageRUNNER ADVANCE devices. Save new documents to, and print existing ones directly from, your imageRUNNER ADVANCE MFP.





WHAT ELSE IS INCLUDED?

Thereore Online SMB Elite offers all the features you need to manage your information, including the ability to add an unlimited number of workflows, integration with external databases, mobile and browser-based access, eForms support, retention policies, and integration with your Canon imageRUNNER ADVANCE devices!

CLOUD FEATURES

POWERED BY MICROSOFT AZURE

Therefore Online SMB Elite is hosted on Microsoft Azure, a leading cloud service provider. Microsoft continuously develops and maintains Azure for the highest in industry standards.



HIGH AVAILABILITY

Microsoft Azure boasts 99.95% uptime and a strict SLA. Standard failover clusters in the Therefore Online system ensure the highest reliability and data availability. Live, 24-hour, redundant system monitoring helps ensure any and all system anomalies or changes are reported to technical experts and acted upon in the shortest possible time frame.



SECURITY

System data is fully encrypted based on multiple industry standards. Microsoft Azure SSE (Storage Service Encryption) is used to encrypt data at rest using 256-bit AES encryption, one of the strongest cyphers available. In transit, data is encrypted using HTTPS and SMB 3.0.



GEO-REDUNDANCY

Geo-redundant storage replicates data to a secondary location that's hundreds of miles away from the primary location, helping to ensure that your data is securely backed up, even in the event of a natural disaster.



COMPLIANCE

The Microsoft Azure platform has been certified with many global certifications, including ISO 27001/27017/27018 and U.S.A.-specific certifications, including FERPA, DOD, FDA, IRS 1075, PCI, and SOC 1-3.



ON-DEMAND SCALABILITY

Microsoft Azure allows Therefore to easily scale resources to optimize system performance and helps ensure that customers get the best online experience possible.



GLOBAL REACH

Microsoft Azure has data centers around the world, including the U.S.A. (nationwide), Canada, Latin America, Europe, and Asia-Pacific.

BENEFITS OF MICROSOFT AZURE

- High system performance.
- Impressive uptime and reliability.
- Robust data security, both in transit and at rest.
- Active Directory Federation Services (ADFS) provide single sign-on and security for Active Directory users.
- A broad range of platform compliance offerings.

GET STARTED FAST

The Therefore Online SMB Elite Quick Start Guide includes multiple videos to get you started and show you the powerful capabilities of your new information management, workflow, and business analytics solution.

The Therefore Online SMB Elite Video Guides provide a quick introduction to your Therefore system to help you jump-start your productivity.



VIDEO 1: GETTING STARTED

Download Therefore and prepare your workstation.



VIDEO 2: EXPLORING CATEGORIES

Discover where you'll be saving your information.



VIDEO 3: UNDERSTANDING SECURITY

Ensure easy accessibility while maintaining tight security.



VIDEO 4: THE USER EXPERIENCE

Start your journey by saving your first document.



VIDEO 5: ADVANCED FEATURES

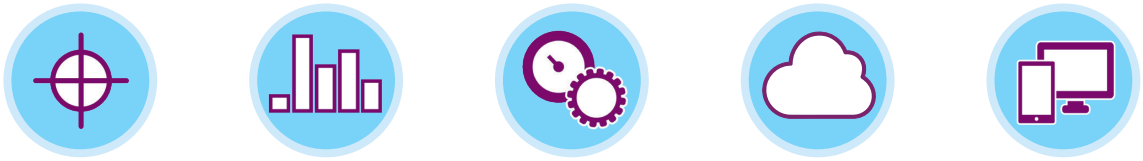
See what else Therefore can offer to improve your business.

FAST, EASY, EFFICIENT

- Therefore Online SMB Elite comes prebuilt, with no initial setup required. The ease of use will help your company work more efficiently by changing the way information is managed.
- And that's just the beginning! Therefore can be configured to support any departmental need, leading to streamlined operations, increased productivity, and higher customer satisfaction.

THEREFORE ONLINE SMB ELITE

Therefore Online SMB Elite
6 Preconfigured Folders
21 Categories Preset with the Appropriate Index Values
5 Built-in Reports



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