

TREAT YOUR
INFORMATION,
AS AN ASSET.

THEREFORE™ Online SMB

canon.com.au/business

ONLINE *SMB*

We get it. It's tough to be a small, medium-size, or even Fortune 100 enterprise in today's economy. Fierce competition and the increasing role of technology make it difficult to stay afloat. Are antiquated, paper-based processes bogging you down? Is it difficult to locate critical business information when you need it? Do you want to reduce your company's administrative burden and focus on your core business instead? What if there were an easy way to do just that?



Canon

achieve more.

TAKE CONTROL OF YOUR *INFORMATION*

Therefore™ Online SMB has been developed to specifically address your business needs.

With Therefore™ Online SMB, you can:

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

Therefore™ Online SMB's preconfigured document categories allow you to use this 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 help make both saving, and searching for information as easy as 1-2-3!

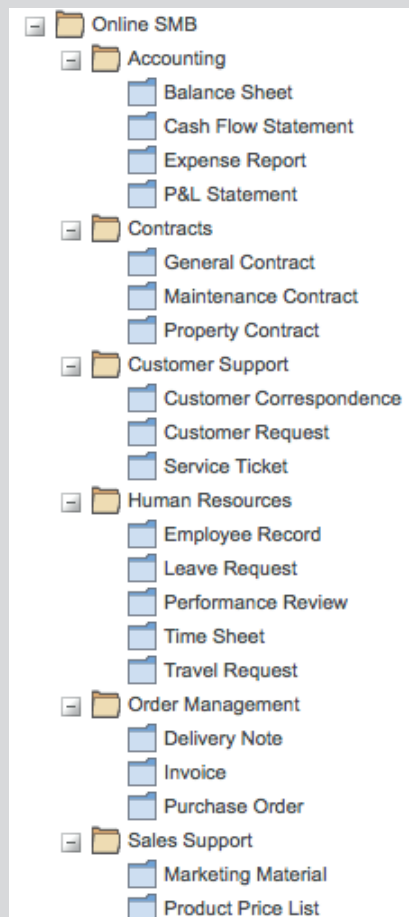
Best of all, Therefore™ Online SMB is hassle-free and easy to implement, and it expands with your business.

THEREFORE™ ONLINE SMB BENEFITS

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

- **Ready to 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—help limit the need for server administration and expensive hardware.
- **Business Growth:** Ready to start automating your processes? No problem! A work flow 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.

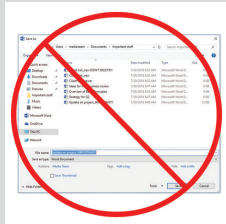
FOLDER AND CATEGORY STRUCTURE



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 also 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	7/26/2015 1:44:29 PM	Third revision
2	Administrator	7/26/2015 1:44:09 PM	Second revision
1	Administrator	4/1/2015 3:38:58 PM	Initial check-in

STRUCTURED INDEX FIELDS

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

Contract Details

Contract No. ID

Contract Type

Start Date

End Date

Client

Client Name

Phone No.

Email

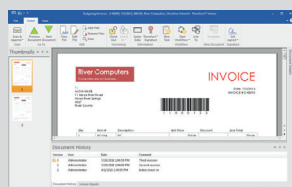
AUTOMATIC LINKING

Records are automatically linked to gain traceability and help improve organisation.

Linked Objects	
Information	
Quotes - River Computers, 6/5/2016, 8633	
Orders - 99645, 5, Completed, Confirmed Order, River Computers, 8633	

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.



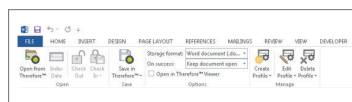
ANALYTICS

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 issues.



E-MAIL AND OFFICE INTEGRATION

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



FULLY UTILIZE YOUR CANON INVESTMENT

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

For more information on how Therefore™ Online SMB can help transform your business, please contact your local Authorised Canon Dealer.

- 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
- OPTIMISE YOUR WORKFLOWS



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