Therefore™
Managing HR Documentation

Is paper taking over your office? Are documents stored in different locations, making them difficult to find? Can you find documents filed by others? Do you easily have an overview of all candidates when recruiting? Finally, can you be sure documentation is stored for the mandatory amount of time and eventually deleted?

Therefore™ enables you to store, process and archive all HR records electronically. This can help you significantly decrease your paper usage, thereby eliminating the potential for loss and errors.

By optimizing these HR processes and utilizing workflows, tasks can be completed on time, and employees' schedules can be freed up for more strategic tasks. Compliance with industry norms and governmental regulation can be achieved, and documentation can be found with a few mouse clicks. The end result: happier, more productive staff!

Therefore
PEOPLE PROCESS INFORMATION
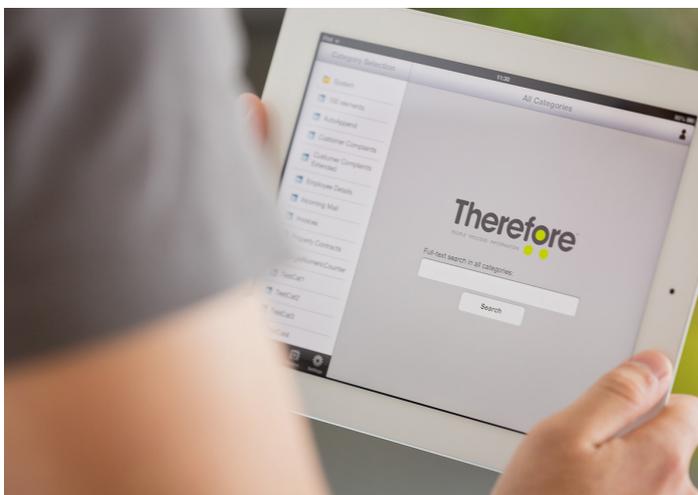
Canon

Why Information Management?

Therefore™ is the ideal solution for storing, filing and processing all kinds of information ranging from employee payslips, reviews, and certificates, including process approvals and contract management. By saving all your relevant HR files in a single location, you can make the information easier to find and access, and create streamlined processes to ensure documentation is processed in a secure, yet efficient manner. Free your office of unnecessary paper, and protect yourself against breaches of liability or privacy.

Suited to your Needs

Save time, decrease errors, and streamline your correspondence.
No matter if your organization has just a handful or even thousands of employees, Therefore™ can manage all their HR documentation. Employee data can be conveniently entered using an automatic import tool, or manually using drag and drop.

Organize your Information

Therefore™ enables documents to be tagged with various information to make finding and sorting it convenient and fast, even years later. And, of course, Therefore™ can work with your HR software to make saving and viewing information in both systems seamless. Eliminate the need to look in various applications, email accounts, and storage cabinets to retrieve all your information. Therefore™ delivers all of your information, regardless of format, to your fingertips within seconds.
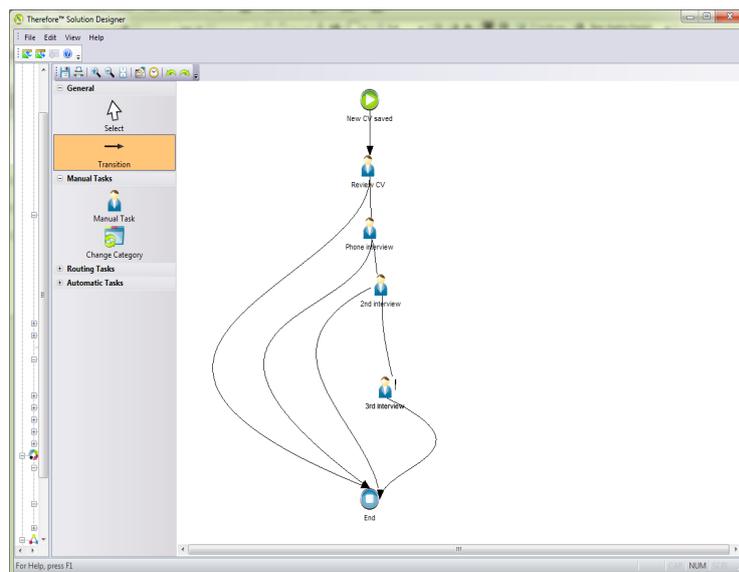
Mobile Access

Therefore™ makes it possible for users to access and edit documents on the go, even if they're not in the same network. When using a PC, documents can be taken offline, and any changes made will be synchronized once reconnected to the server. The Therefore™ Mobile App also makes it possible to take pictures and save them immediately to Therefore™, or even scan contracts at the customer site using third-party apps. The App is available on iOS, Android, and select Windows mobile platforms for a wide range of devices.

Notifications and Workflow

Manage all of your information from a single user interface, get a quick overview of missing forms, and receive notifications when a file is complete, or a contract is about to expire. Easily set up workflows for your common processes, such as recruiting, employee reviews, or simply send reminders to ensure certifications stay up to date. Electronically managing all this data ensures a smoother and easier process. Free up your time and provide higher levels of service to your staff and customers.

Employee Satisfaction

By enhancing your control of HR files, staff can provide answers to employee questions more rapidly, enhancing the service offered. HR staff can eliminate time currently spent searching archives for old employee files, and use that time instead for strategic tasks, which make a real difference in the performance and satisfaction of team members.