

Is too much time  
being spent searching  
for, accessing, editing,  
and combining documents  
and information between  
you and multiple  
co-workers?

*Solved.*



## INFORMATION MANAGEMENT AND WORKFLOW

For many organizations, the ability to capture, store, retrieve, edit, and approve information can pose a bottleneck in day-to-day operations. For today's modern workplace, there's a requirement for key documents and data to be securely stored for a specific time period and, when erased, the existence of an audit trail for proof of disposal. Clients expect their records to be accessible. Employees expect simple access to their internal documents. How can all these considerations be accommodated and managed?

### COMMON WORKFLOWS AND APPLICATIONS

Think about the time spent searching for and accessing information in departments where secure record keeping and up-to-date document access are key.

#### **ENGINEERING FIRM OR MARKETING DEPARTMENT**

When multiple users need to access and edit the same file, they need to ensure that the most current version is being accessed, edited, and stored.

#### **FINANCE DEPARTMENT IN A LARGE ORGANIZATION**

Clients require remote access to their records and files on demand. Employees require the ability to review the status and approval of their purchase orders and expenses.

#### **LEGAL OR MEDICAL OFFICE**

Legacy documents take up too much physical space in the office, but must be securely stored and/or disposed of at specified intervals.

#### **SMALL, INDEPENDENT BUSINESS**

Limited financial and IT resources make it difficult to justify the expense to employ systems that can manage data and documents electronically.

# INFORMATION MANAGEMENT AND WORKFLOW SOLUTIONS FROM CANON

Managing information is not simply a matter of storing it so that it can be accessed when needed. The information stored in various documents often requires the ability to be searched, indexed, and retrieved efficiently. Without a clear strategy for simplifying document storage and retrieval, users may be wasting their most valuable resource—time. Information Management and Workflow Solutions from Canon offer powerful, end-to-end solutions that help not only to retrieve information quickly, but also to organize and streamline the content management process. This offers several key benefits for your business.

- Information that's set up in, and routed to, a secure database can make the search and retrieval process faster, helping to reduce the unnecessary time spent gathering information.
- Digitized information can be queried and monitored to help spot data trends quickly.
- Users can be enabled and empowered to access data directly, instead of needing to initiate a request to another employee to provide information.

STANDARD ON SELECT imageRUNNER ADVANCE SYSTEMS	SERVERLESS SOLUTIONS	SERVER-BASED SOLUTIONS	CLOUD-BASED SOLUTIONS
<b>ADVANCED BOX</b> Stores files for customer collaboration on the MFP Save/retrieve files from a networked PC or compatible imageRUNNER ADVANCE model in their original format Easy remote access can help accelerate document sharing workflows PC-like operation for easy management of stored files	<b>WORKFLOW COMPOSER</b> Simplify complex workflows Create and register frequently used functions on device Documents can be scanned and transmitted using SMB, FTB, or WebDAV protocols	<b>THEREFORE™</b> Capture, archive, search, access, and share information regardless of format Help automate and optimize business processes, and gather business analytics Help address document security concerns with the ability to set access control, digital signatures, and retention policies Can integrate with multiple ERP and CRM back end systems Onsite server-based implementation	<b>THEREFORE™ ONLINE</b> Capture, archive, search, access, and share information regardless of format Help automate and optimize business processes, and gather business analytics Help address document security concerns with the ability to set access control, digital signatures, and retention policies Can integrate with multiple ERP and CRM back end systems Online cloud-based implementation



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