



How do you ensure that your information is securely stored? How do you prevent unauthorized access to sensitive information?

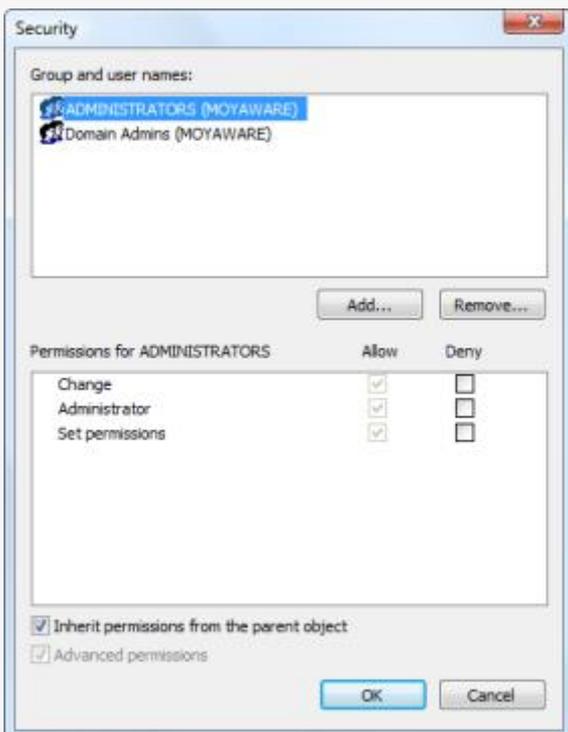
Being able to manage information securely is a fundamental aspect of Therefore™. It is just as crucial to ensure that sensitive information is only available to those who have permission to find it, as it is to ensure information is securely stored and backed up. Therefore™ also allows retention policies to be designed to allow documents to be deleted after a predetermined time.

- **Fully Customizable Access Permissions**
- **Version Check-In Control**
- **Automatic Document Back-Up**
- **Track what users have been doing and what processes documents have gone through with Audit Trail**
- **Integrates with Windows® Security and LDAP for Single Sign-On**

Permissions

Therefore™ allows you to customize who is able to access and view information. Document permissions can be defined down to a single document level, based on defined groups or individual users.

In addition, it is possible to restrict permissions on workflows, as well as the permissions on who is able to tag documents with certain index information. For example, you may want to set a certain document tag as read-only to prevent users from changing it, for example, the status of a contract. But at a certain point in a business process, you may want this tag to be changeable by certain users. Both of these scenarios are supported by Therefore™.



Version Check-Out

After a document has been edited, users can be required to provide extra information about changes that have been made before checking a document back into Therefore™.

Old document versions are not destroyed, and can still be viewed. This is a safety feature to prevent old versions of documents from being lost while ensuring that new information can easily be found and accessed.

Digital Signature

Therefore™ signs each document immediately after receiving it. The signature includes a time stamp, name of the server and a username to prevent the creation of invalid copies.

Personal Signatures

When exporting documents saved in Therefore™ as PDFs, it is possible, starting with Therefore™ 2013 to sign them with a personal signature and external timestamp. In addition, it is possible to sign documents when receiving them using the Capture Client.

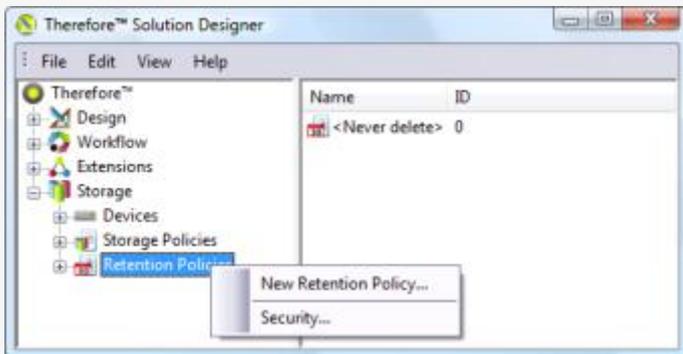
Retention Policies

Therefore™ retention policies allow administrators to move documents to the retention queue. Once they have been moved, they are no longer possible to find in Therefore™. They will be deleted completely at the next scheduled migration.

Audit Trail

The audit trail feature allows the administrator to oversee who has viewed and edited documents as well as the process the document has gone through.

In addition, starting with



Therefore™ 2013, it is now possible to create reports about various workflow processes, such as the maximum/minimum/average duration of a task or instance, using a 3rd party reporting tool.

Account Lockout and Passwords

After a number of failed login requests an account of an internal user can be locked. In addition, it is possible when creating a Therefore™ internal user to force the user to change their password when first logging in.

Additional Security Settings

In addition, Administrators have the ability to create many more specialized security settings. For example, certain extensions, can be prohibited from being saved to Therefore™. For more information, please see the Administration Manual.

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