# PARAdm

## PARAdoc

**Document Management Solution**

## Enterprise Document Management Solution

ParaDoc, a web-based core module of ParaDM, empowers your organization to become more transparent and effective that any relevant documents can be located at the right moment with perfect confidence that they are correct and information readily available to make the most informed decision. What requires days or even weeks to accomplish in the past can now be completed in seconds.

## Benefits

### Improve Satisfactions
Customers, suppliers, partners and everyone in your organization will be more satisfied due to improvement in overall quality by ensuring your quality of managing documents and drastically eliminate human errors in tedious work.

### Robust Security
Well-designed architecture and critical documents can only be retrieved by the right persons at the right time ensures robust security.

### Improve Compliance
Ensures that critical documents will not be inadvertently deleted and when necessary, critical evidences are readily available on timely manner.

### Boost Efficiency
Instead of going through piles after piles of paper and numerous levels of inefficient approvals, locating your critical documents can now be just a feel clicks away. Collaborations are also much more effective and important knowledge becomes your organization long term asset that traditionally leaves with your experts.

### Centralized Data Retrieval
It does not matter how disperse your documents are stored, you can easily access all your documents through a single gateway. With ParaDoc's high clustering availability, work can be un-interrupted in case of network failures.

## Features

### Search and Collaborate

**Full Text Search**
Can't recall the files' names? All you need to remember is any relevant words in the content, and your required information will be found within seconds. ParaDoc can also be educated such that keyword of similar could be searched in parallel automatically.

**Profile Search**
Documents can be searched by your freely pre-defined profiles that in turn contribute to great relevancy in search results that improves collaboration. More advance users can leverage its multiple combinations searching mechanism such as "AND", "OR", "Exact Match", "Wildcard", range search and etc.

**Batch Operation**
Eliminates the need to work on vast amount of documents separately, you can now perform actions such as batch move, to name a few, or say, 50 documents simultaneously, like working with a single document.

**Discussion Forum**
Threaded discussions ensure relevant dialogues can be easily traced and stored. The function dramatically increases collaborative efficiency and improve organizational knowledge accumulation.

### Server side OCR (Optional)
The ParaScan RE plug-in provides server side OCR which futher enriches the content extraction capabilities of ParaDoc. The textual content of document images from various sources, such as MFD, desktop scanner, etc, can be extracted which enables you to search images by full text searching.

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## Document Management Solution

## Features (con't)

### Robust Security and Consistent Repository

**File Level Security**
Multiple levels of documents access rights can be defined down to file level.

**Virtual Filing**
Your existing central filing procedures and structures for sensitive documents can be simulated to streamline your filing process consistently.

**Unlimited File Hierarchy**
Unlimited tree-style hierarchy ensures eases of use and high scalability.

### Ease of Use

**WebDAV and ODMA Compliance**
Documents can be easily navigated directly between MS applications and ParaDoc; they can also be easily managed by drag and drop between folders in Windows Explorer.

**Document Subscription**
By subscribing to documents, users can get proactive alerts when certain pre-defined actions are being performed on pre-defined documents.

**Version Control**
Both major and minor version updates are available to ParaDoc users.

**Compound Documents**
Base on different objectives, say a project, multiple documents can be combined for collaboration.

**Document Relationship**
By logically linking related documents, any alterations that affect multple documents can easily be traced.

**Shortcut Link**
Shortcut can freely be set to avoid the need to do multiple filing.

### User-friendly Advance Administration

**Intelligent Archiving**
As documents become less relevant over time, they can be automatically moved to less costly storage mediums to optimize the usage for high performance storage servers while they can still be located in ParaDoc; restoring archived documents can also easily be done by non-technical users.

**Comprehensive Audit Trails**
All actions performed to any documents by any persons are all logged down. Managers can easily have a detail comprehensive view on what have been done to their crucial assets.

**Print Control**
Print controls can be set to prevent printing of sensitive document.

**Document Invitation**
By inviting users to read the document, the security rights could easily be controlled, deadline could be managed while user could keep track on the responses to the invitation easily.

**Email Archiving**
Emails could be filed into ParaDoc. Indexes will be built automatically on the email and attachments for faster retrieval.  Rule-based auto archiving could even automate the filing and handling process of project emails, users simply create rules and ParaDoc will do the rest.

**Folder Auto Indexing**
Folders can be configured with pre-defined index template such that users can focus on filing document to right place and ParaDoc will do the indexing for the user.  Which reduces the burden of users greatly.

**Bulk Searching**
By filing in XLS template of search criteria, user could perform tens / hundreds index search simultaneously and send to relevant parties at a time.

**Indexes Export**
Indexes could be exported as XLS file for users to perform analysis on documents and create reports tailor for their needs simply by searching.

**Document Lifecyle**
Documents could be assigned with lifecycle setting so that documents kept for compliance needs will be trashed / archived automatically.