PARADM

ParaDM Document and Workflow Management System

Strengthen your business processes, effectively manage and share your company's knowledge, experience and information

Business Challenges

Processing applications, entering contracts, initiating funds payment and validating data are usually costly and frustrating. Document data can never be shared or used internally for improvements. Searching and retrieving past reference information is another headache to businesses.

What We Offer

ParaDM (pronounced as paradigm), a web-based open-architecture enterprise document management suite, that is truly designed for real-world application, enables enterprises and institutions to become more transparent, effective, flexible, and in-control with their business processes and operations.

How It Works

- Documents can be saved automatically based on pre-set destination or manually to your desired folders.
- Physical documents and graphic layouts can be scanned and turned to digital formats.
- ParaDM also extracts useful data from physical documents and images and key it into a system for future use in a business process.
- Request on pricing or business proposals can be reviewed and approved via the mobile devices.

What You Can Achieve

- Streamline your workflow – change traditional manual workflow to digital document workflow.
- Share experience and knowledge – share past information internally for improvements and references.
- Increase security to document level – determine access, read, download rights for different users.
- Reduce risk of document loss and damage – avoid deterioration of quality of papers.

- Fast retrieval – search stored documents and information in only few seconds.
- Reduce office costs – saved storage space, operation time, administrative resources, etc.
- No place and time restriction – access information and approve requests via the mobile devices anytime, anywhere.
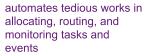
ParaDM Suite's Core Modules:

PARAdoc
Document Management Solution
ensures access to the correct and up-to-date documents at the right moment
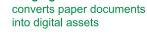
PARAflow
Workflow Management Solution
automates tedious works in allocating, routing, and monitoring tasks and events

PARAform
e-Form Solution
converts paper forms to electronic forms that in turn guarantees a frictionless end users adoption

PARAscan
Imaging Solution
converts paper documents into digital assets

PARAmobile
Mobile Productivity Solution
access information and approve requests via the mobile devices

PARAshare
External Sharing Solution
enables full control of shared documents with complete document management functions

PARAhub
Secure Collaboration Platform
defines and includes internal and external participants of collaboration with ease

已連續三年列入中國政府部門及國營企業採購名單

Silver Award 銀獎
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