



PARAshare



Take Control of Your Document Sharing with Next-Gen eDMS

Challenges of Business Document Exchange

Most companies use email as a mean of exchanging business documents due to its convenience and ubiquitous availability. However, the spontaneous and scattered nature of incoming and outgoing mails makes it very difficult to track, search, file, sort, archive and audit the correspondences between business counterparts. Other factors like staff turnover often complicate the matters resulting in lost mails and may render important documents untraceable. Confidential documents sent by error to unintended recipients are not uncommon which can be disastrous to the business.

Business counterparts may also use FTP as another mean of document exchange for large files. This, however, suffers from the problems of access control, inability to track and log file access history etc. Even worse, cloud-based drop-and-share consumer applications may even be used by some users for convenience sake which seriously breaches the company's security guidelines.

Business will prefer a more secure, controlled, continuous and collaborative document sharing solution with external parties instead of relying on these uncoordinated, unreliable and error-prone email, FTP or cloud-based methods.

ParaShare – Effective Document Sharing with Full Control – from Uncoordinated to Deliberate

Business can now have full control of their document sharing with complete document management functions. The innovative ParaShare document sharing solution provides businesses with a new level of control, security and versatility of your business document sharing with external parties with unmatched productivity and ROI.

ParaShare can be effectively integrated with your core business activity to control and track the document sharing and delivery to external parties. It supports simultaneous file and share of documents to simplify work processes. It supports document approval workflow. It ensures the document has been delivered and keeps track if the document has been viewed.

ParaShare maintains and controls the properties and life cycle of the shared documents. You control whether a document can be viewed only, printed, or downloaded by specific recipients. You may add watermark for higher security documents such as important design files. You can revise a shared document to ensure its recipients can receive the right document and version and perform only the permitted functions on it. You can expire a document to render it no longer available to the recipients.



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Key Benefits of ParaShare

- Full control of document sharing with external parties
- Replace Dropbox types of cloud-based file sharing applications
- No learning required – intuitive to use by external recipients with auto account creation and full self-service
- Powerful T2 functions – wrong document or version sent can be retrieved and replaced before it is read to avoid unwanted troubles
- Full external access control and identity check of recipients
- Easy to track and log document delivery and access
- Complete document life cycle management – full control of permitted functions on shared document – view-only, print, download etc. by its target recipients
- Effective integration with core business activities to put all external document sharing processes under control
- Continuous collaboration to replace uncoordinated document delivery
- Unmatched productivity and ROI

In case a wrong document or version is sent to a recipient, this can still be retrieved and replaced before the recipient has read it – to rescue you or your subordinates from the unwanted troubles which are inevitable with mail-based document delivery.

Online policy controller is employed for full identity check and access control of the external recipients. The target external recipients can easily register and activate their accounts for document sharing with full self-service functions. Its use is intuitive and no learning is required to enjoy its benefits.

Key Features of ParaShare

Full Control on External Sharing of Documents

- Permission control down to each external sharing transaction setting
- Able to set external parties for view-only of a shared document but not able to download
- Able to set auto expiry date for each shared document
- Retrieve and revise function – external version control which allows sending the precise version of the document or most updated document. Any outdated or wrong documents or versions sent can be retrieved and replaced before the recipient has read them

Management on Shared Documents

- Easy to track if a shared document is viewed or not
- Forced identity – each download or view is logged with identity
- Able to view and keep track of status of documents shared by your sub-ordinates
- Activity reports – for personal and management report on sharing activities, you will know how many times and when the documents are being viewed

Security and Housekeeping

- Encryption – files are encrypted during transfer or at storage
- Auto retention of externally shared documents for housekeeping purpose

External Accessibility

- Easy management of external accounts – self registration, activation, and auto deactivation of external accounts
- Invitees allow to view the sharing history
- Copy link – allow sharing through other medium such as email, LinkedIn, WhatsApp etc, with authority and identity control
- Intuitive user interface for both PC, mobile tablet and handheld devices

Contact Management

- Personalized external address book
- Auto suggest available for invitee selection while sharing
- Allow import and export of contacts in Excel format
- Add contacts on the fly – contacts could add into address book on the fly while you send out a document



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