PARA*scan*

Imaging Solution

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ParaScan, a core module of ParaDM that is tightly integrated with ParaDoc, flawlessly converts your paper-based documents into digital assets and provides robust mechanisms in defining document profiles that feed into ParaDoc, ensures that critical information is readily available when needed. Scanning is a crucial step in deploying DMS solution that is often overlooked, if it's done improperly without good advice, its effects can be long lasting. With ParaScan, both centralized and distributed scanning can be flexibly deployed to different environments; it spans all the way from very small scale to enterprise level to professional imaging center.

Benefits

Minimize Risk of Document Loss and Damage
Losses can be avoided with digital documents if they are properly managed and the quality of documents will never deteriorates with increases in usages as it cannot be avoided for paper document.

Increase Value of Productive Asset
Digital documents take up a tiny fraction of space that is utilized by its paper-based counterparts; freed up space could be used productively.

Easy Retrieval
Locating paper documents that are situated in different physical locations, such as across the street or in different countries or time zones, could be a daunting task; with authorization, locating digital documents, on the other hand, are just a few clicks away.

Improve Collaborations
For digital format as supposed to physical copies, annotations and remarks can be freely made on documents without altering its original substance.

Increase Manageability of Document
Imagine the level of control you have in a paradigm where all sorts of documents can be centrally and transparently managed electronically, such as emails, faxes, reports and etc.

Features

Ease of Use

Multiple Scan Options
Support various paper-based materials such as books, brochure, or forms; it could also perform page reorganization for different types of paper-based materials.

Easy Document Manipulation
Drag and drop page manipulation to reduce effort on correcting errors due to insufficient document preparation.

Flexible Document Routing
Documents could be flexibly routed or protected.

Scanning Preference Definition
Scanning preferences can be freely pre-defined to ease, automate, and speed up scanning processes.

Full-Text OCR Setup
Image content can be easily extracted into text files that serve as a base to be searched in ParaDoc.

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Features (con't)

Multilingual Recognition
Support multiple languages such as English, Simplified Chinese, Traditional Chinese and other Western European languages.

Zonal OCR Setup
Templates can be pre-defined for automatic recognition of indexes for further streamlining.

Image Optimization
On top of ParaScan's rollback flexibility for image processing, degraded documents can be restored with features such as deskewing, intelligent cropping, despeckling, character completion and smoothing options.

Color Document Capture
Used in combination with color scanners, color images can be captured with its original colors unaltered.

Centralized and Distributed Capturing

Scalability
With its component based design, different steps in scanning procedures such as scanning, indexing or verifying can be centralized or decentralized.

Centralized Administration
User friendly graphical interface allows administration to define scanning profiles to determine the method of document capture easily

Intelligent Batch Processing and Separation
Batches of documents can be automatically separated by means of barcodes and form recognitions.

Converts Different File Formats
Image content can be easily extracted into text files that serve as a base to be searched in ParaDoc. Administrator could setup template for different types of documents with different layout.

Duplex Scanning
Used in combination with duplex scanner, duplex scanning can easily be performed without extra configuration.

Page Orientation and Image Deskew
Once documents have been scanned, ParaScan can automatically detects the orientation of the image and performs image deskewing for optimal OCR result if necessary.

Lookup Index from Legacy system
With the ability to connect to ODBC compliant databases using rich UI configuration panel, administrators could easily setup index bridges to ease the indexing workload of users and improve indexing accuracy.

Signature cropping
Signatures on application forms could be cropped automatically and stored on ParaDoc as signature database for later signature matching.