



ParaDM Case Study – Media & Communications Industry

Next Media

Next Media Limited ("Next Media"), Hong Kong largest publicly listed Chinese-language print media company, publishes eight newspapers and magazines in Hong Kong and Taiwan. The company was incorporated and listed on the Hong Kong Stock Exchange in 1981.

The Challenges

Next Media were facing a big storage problem. Their manual document filing system required huge amount of space in the office. To reduce the storage cost, the company had decided to move some of the old documents to a document warehouse. However, it was time consuming to physically transfer all the documents. Also, the company found that it was getting harder to retrieve old files for reference. "It was such a pain to find documents with our manual filing system. Retrieval problem had become another issue for us...", said Mr Alven Li, Information Technology Manager.

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Why ParaDM

Next Media found that they needed to solve such problems as soon as possible. It took the company about six months before they made their final decision. "One of the reasons we chose ParaDM was because it was an user-friendly software. Our users would not need too much time and effort to adopt the new system.", stated Mr Alven Li.

Mr Alven Li
Information Technology
Manager
Next Media

ParaDM Solution

The solution to Next Media included ParaDM suite's ParaScan and ParaDoc.

Next Media first uses ParaScan to convert the company's paper documents into digital documents. All documents can then be saved in ParaDoc, a document management solution that can ensure Next Media's users access correct and up-to-date documents at the right moment. It helps to save all documents automatically based on pre-set destination or manually to the users' desired folders.

The Solution:
ParaDoc –
Document Management
Solution
ParaScan –
Imaging Solution

The Results

Reduced operation cost

ParaDM had helped to save both office and the warehouse space. It directly reduced expense on the office rental. Also, cost of human resources, transportation, and time of transferring document from offices to the warehouse had been reduced after adopting the system.

Fast Retrieval

Searching old document is longer a headache to the company. Users can easily retrieve documents that they need for reference by the search functions of the system.

Reduced human error and risk of information damage

Digitized documents such as invoices, vouchers and claim forms had reduced errors that would occur during manual filing process. Also, digital filing system had helped to avoid loss and deterioration of quality of paper documents.

Improved security level on individual documents

The audit trail can be recorded while ParaDoc can proactively notify relevant parties if there are suspicious actions done to the document. All applications and personal information stored in ParaDoc are completely protected from unauthorized access.

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Information Technology
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For more information, please contact:

Company: ParaDM Co., Ltd
Address: 32/F Times Tower, 391-407 Jaffe Road, Wanchai, HONG KONG
T: 852 2866 8611 F: 852 2861 3433
Website: www.paradm.com Email: info@paradm.com

