

## Is SaaS (On Demand) Document Management Right For You?

Documents, whether in paper or digital format, are the most valuable assets of an organization. However, with each passing day, the volume of this valuable organizational asset is growing enormously. It is becoming increasingly difficult for organizations to effectively manage and collaborate on these documents and ensure that the right document is available to the right person at the right time so that a right decision can be made.

However, for organizations with limited IT resources, it might not be very optimal to have an on-premise document management system because of the following reasons:

**Cost:** Implementation of an on-premise enterprise document management system is very expensive. It involves a high entry cost (in the form of hardware and software purchases) and high maintenance costs (in the form of hardware / software upgrades and IT personnel to manage the system)

**Time to implement:** Traditional on-premise document management systems take a long time to implement and to adapt. Implementation time also includes the purchase and deployment of the requisite hardware and infrastructure and hiring resource personnel to manage them.

**IT resource Prioritization:** Limited IT resources of organizations need to prioritize projects for different time periods. The IT departments of these organizations hardly have any budget allocation for purchasing and deploying new software. Additionally, financial restraints, cumbersome approval processes for justifying the purchase also impede the implementation of new innovative software.

**Obsolescence:** Usually software companies release product updates once every 12 to 18 months. They want their deployed software to be distributed to customers who must perform upgrades to the installed software. The cost of implementing these upgrades puts the burden on the customer. In case the customer resists, the vendor responds with fewer product updates which in turn have a direct impact on product innovation cycles.

**Hardware infrastructure maintenance:** On-premise implementation of enterprise document management systems require continuous upgrades and maintenance of hardware and this becomes an added headache for the organization

Instead a more practical and cost-effective alternative would be to subscribe for an on-demand SaaS (Software-as-a-Service) model of document management system. But, is this model right for you? Well, before you proceed further, just answer the following questions with a 'yes' or a 'no':

- > Do you want to share documents electronically with people in multiple locations around the world without spending on a document management software with high entry cost?
- > Do you need a document management solution immediately and spend a fortune or would like to try out a low-cost solution for sometime to check its benefits?
- > Is it critical that your document management software application gets updated along with the emergence of new technologies and you still do not have to pay a fortune for that upgrade?
- > Can you accomplish your goals with a document management solution that has all the key functionalities but may not have every bell and whistle that you desire?

If your answer to any of the above questions is 'yes', then a SaaS document management model may be more useful for your organization than an on-premise model.

Document Management is especially suited for your organization in an on-demand SaaS model because deploying an on-premise document management system is extremely challenging and it requires dedicated hardware and personnel to manage the system. By taking care of these requirements for you, the on-demand service provider helps you manage all your documents and concentrate your IT resources in your business critical work. As your organization grows and generates more documents, you can increase the number of web space and users or opt for more transmission capability to suit your requirements. That is the power of on-demand. Additionally, collaboration and knowledge sharing capabilities on document management systems make it especially well suited for an online application.

The best way to determine whether a document management system deployed in a SaaS model is right for your organization is through vendor discussions and free trials that expose you to working software. You need to get a good perspective of the service from the provider and if you are convinced, you should go for it. You will then realize the benefits of improved productivity, increased efficiency and revenue at a lower cost very soon.

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