



HOW CAN LUITBIZ DMS

Help Your Company Organize & Manage
ISO Procedure Documents?

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No matter whatever vertical your company is in, competition is forcing you to do more with less and bring quality products and services to the market faster. Products and services that are better than their competition in quality but cost less are always in demand. Your customers are always comparing the quality of your products and services with your competition. An ISO quality certification will ensure the high quality standard that will help you stay ahead of your competition.

Why does your company need to be ISO certified? Simply put, ISO certification will help your company to:

1. Meet customer requirements
2. Get more revenue and business from new customers
3. Improve company and product quality
4. Increase customer satisfaction with your products
5. Document, understand, and communicate your company processes
6. Develop a professional culture and ensure better employee morale
7. Improve the consistency of your operations
8. Keep management and employees focused on quality
9. Improve efficiency, reduce waste and save money
10. Achieve international quality recognition

ISO certified organizations are much more competitive, as the certification demonstrates a commitment to providing quality products that goes beyond consumer expectations. Yet, despite a company's best intentions, becoming ISO certified can be very difficult. Efficiency and quality complications present themselves everyday in business. In the ISO certification process, document control and availability could prove to be the greatest threat to your company's non-conformance.

It could be that an important document cannot be found on time or a customer complains that a product is not up to the mark. If you are managing your ISO procedure documents in the traditional paper format or partially in electronic format, the job of managing all these procedure documents with your ever increasing work load is daunting! This will increase the chances of your company's non-conformance to the ISO quality procedures.

Document management software makes the ISO certification part of your business easier. It creates a secure central repository of consistent information processes with complete audit trail. After all, documentation control and management is a must to get and maintain ISO certification.

Once your company is ready to go for ISO certification, your ISO consultant will tell you that one of the most difficult tasks is building a mechanism in which procedure documents are managed and periodically reviewed. This requires a robust secure version controlled central repository of all your business procedure documents combined with metadata and powerful search mechanism. Additionally, if documents can be recovered from anywhere via the Internet, it is an added advantage. The advent of cloud computing has been a huge advantage in this front.

LEAN DOCUMENTATION IS THE KEY TO A SUCCESSFUL QMS SYSTEM



LuitBiz DMS is the ideal choice for your company in this case because with LuitBiz DMS you can:

- * Create folders to store ISO procedure documents
- * Create sub-folders to group procedures related to different activities of your company
- * Have multiple levels of user roles and security that allow the setting of permissions to be set restrictively (read, write, modify or full permission)
- * Grant controlled user rights to ensure that only people who need to view or even edit documents have the right to do so
- * Have automatic versioning of your procedure documents with the built-in version-control mechanism of LuitBiz DMS
- * Attach your own meta-tags to documents for document classification & fast retrieval
- * View a complete audit trail of all your procedure documents to ensure integrity of the information about every action on a document (changed, added, or removed)
- * Create workflows & attach them to documents in these folders for review
- * Send out reminder alerts to document reviewers
- * Ensure that documents are reviewed within the defined timelines
- * Access your ISO procedure documents from anywhere in the world via any device connected to the Internet
- * Grant access rights of procedure documents to your ISO consultants anywhere in the world for approval and corrections



The best part is that all these can be accomplished at a very low entry cost and you do not have to worry about hardware / software purchase and maintenance. LuitBiz DMS is designed to effectively manage the CAPA (corrective action / preventive action) process of all your ISO process documents and eliminate causes for other undesirable situations. All your company needs to do is to subscribe to LuitBiz DMS and you are ready to take your first step in managing your ISO process documents! Moreover, as LuitBiz DMS is completely responsive, it can be accessed via any device connected to the Internet anytime, anywhere. There is no need to download and install any mobile apps to access LuitBiz from mobile devices.

About LuitBiz DMS:

LuitBiz DMS is an easy to use web based document management system built from ground-up using SaaS (Software-as-a-Service) technologies and offered in the cloud computing (SaaS) model. This intuitive software offers powerful document management features that include all tools a business requires to digitally manage their documents over the cloud and can be used by companies of all sizes across all verticals. It is especially very useful for companies that are ISO compliant or are planning on being ISO compliant to manage and control their documentation processes. LuitBiz DMS is completely responsive and can be accessed via any device connected to the Internet anytime anywhere.

Try LuitBiz For FREE
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For more information on LuitBiz DMS, please visit <http://www.luitinfotech.com>

You can also write to sales@luitinfotech.com or call us at +91 80 4206 1217 for more information and a demo of LuitBiz DMS.

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