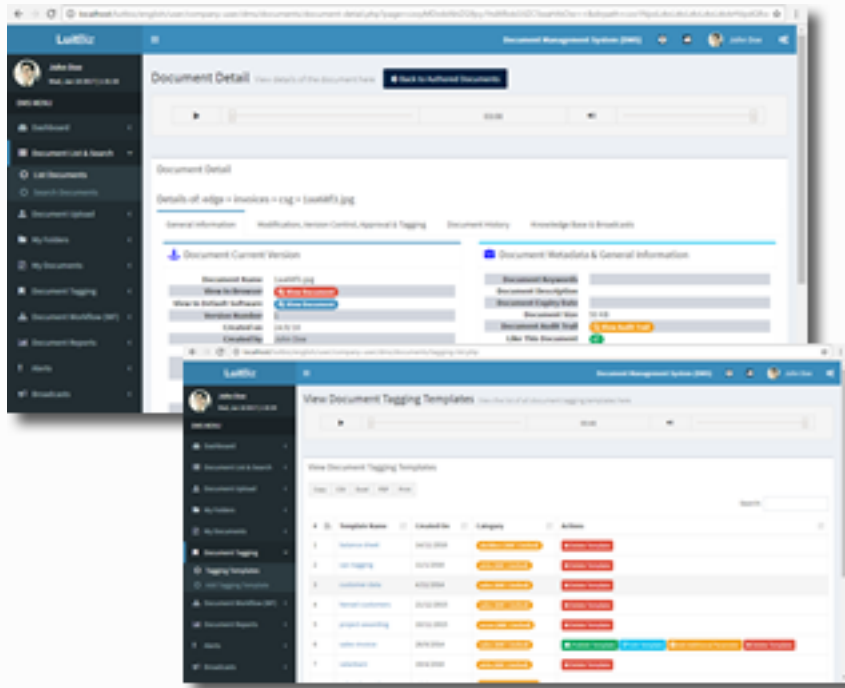# LuitBiz DMS

BROCHURE

Most businesses are faced with the challenge of securing, centrally managing and quickly disseminating critical business documents. Businesses spend considerable amounts of time and money in locating the most recent as well as historical records of their business critical documents. LuitBiz DMS can help businesses tackle this challenge efficiently.

LuitBiz DMS is a web-based document management system for sharing documents across different user groups via any device connected to the Internet. LuitBiz DMS is offered in the SaaS (Software-as-a-Service) model over the cloud. Using LuitBiz DMS, organizations can streamline their document filing & approval processes and access their business critical documents from anywhere in the world.

Features:

* Completely responsive - works with any device connected to the Internet, anytime, anywhere
* Easy to use interface with complete audio guides in each screen
* Organized user management
* Hierarchical file structure

* Comprehensive "Search" mechanism
* Full text search functionality
* Access control
* Built in version control system
* Historical records of documents
* Knowledge base associated with documents

* Document "Lock" ,"Unlock" &"Rollback"
* Document tagging
* Documents alerts and reports
* Integrated workflow process

Benefits:

* Manage documents efficiently
* Avoid loss of business critical documents
* Affordable and quick to deploy (SaaS model)
* Zero infrastructure cost
* Zero software / hardware maintenance and upgrade costs
* Seamless upgrades
* Access controlled security to protect content
* Guaranteed levels of service
* Boost productivity with workflow
* Backups and data recovery all done for you
* Critical business documents on the go
* Cost savings through structural changes in the way documents organized, communicated and stored
* Low TCO and rapid ROI

DID YOU KNOW THAT ?

Professionals Spend 50% of Their Time Searching for Information and Take an Average of 18 Minutes to Locate Each Document

83% of Knowledge Workers Lose Time to Versioning Issues, Every Day

Document Challenges Account for 21.3 Percent Productivity Loss

Why Use LuitBiz DMS?

÷ Your business critical documents are vulnerable to being corrupted, deleted or stolen

÷ You have no clue about the location and retrieval of your important business documents

÷ Your IT infrastructure maintenance costs seems endless

÷ You know a document exists, but you cannot find it when you need it most

÷ Your manual paper approval processes are inefficient and slows down your business processes

÷ Paper-based processes can be halted when critical people are on vacation or off-site

DELIVER MORE WITH LESS

Financial Benefits of LuitBiz DMS

• Reduce or eliminate costs for photocopying, courier and microfilm services

• Space savings by eliminating file cabinets, thus eliminating need to rent office space

• Parallel electronic access to documents by all users rather than serialized paper access

• Directing relevant information to the right people when they need it

• Reducing the amount of unproductive time searching for information

• Enabling new activities as a result of more free time

• Improved document control and security

ABOUT US

Luit Infotech Pvt. Ltd., a Bangalore (India) based company was established in 2004. Luit Infotech's web based software are extremely user friendly and easy to implement and manage. The

company's SaaS Document Management System "LuitBiz DMS" has a very low total cost of ownership (TCO) and enable organizations to increase their return on investment (ROI), improve productivity, and enhance their relationships with customers, employees and partners.

Try LuitBiz For FREE Click Here

Contact Us

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Save Papers
Save Trees
& Save Money