



LUIT INFOTECH (P) LTD

# IS SAAS (ON- DEMAND) DOCUMENT MANAGEMENT RIGHT FOR YOU?

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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 the 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 has 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.

## DID YOU KNOW THAT?

Document issues account for more than 21% of daily productivity loss.

## Do you need a SaaS DMS?

All the above reasons are enough to dissuade you from implementing DMS software in your organization. But what about the time and money you spend during compliance audits to track the right version of the document? What about the huge fines you need to pay when the compliance agencies do not get the right document they are looking for? What about all the losses your business has to occur due to disappearing business documents? Instead, a more practical and cost-effective alternative would be to subscribe to 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 document management software with high entry costs?
- Do you need a document management solution immediately and spend a fortune or would like to try out a low-cost solution for some time 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 on 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.

## About Luit Infotech

- Founded In 2004
- Located in Bengaluru (India)
- 100% Founder Owned & Highly Profitable
- Our software "LuitBiz" is an all-in-one platform for businesses
- We empower our customers worldwide to grow their businesses with our sleek software and mind-blowing support
- Thousands of businesses use LuitBiz every day to streamline their business processes and ensure compliance

### CONTACT INFORMATION

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## About LuitBiz DMS

LuitBiz DMS allows you to securely store, retrieve and retain your business documents. It helps maximize your productivity with timely retrieval & distribution of documents. The main features of LuitBiz DMS are:

- Version Control
- Audit Trail & Email
- Advanced Search & Document Tagging
- Document Workflow, Approval & Electronic Signature
- Document Communication & Knowledge Management

LuitBiz DMS is completely responsive and can be accessed via any device (computer/smartphone/tablet) without downloading any mobile apps.

LuitBiz DMS is suitable for organizations of all sizes and verticals and comes in 3 different flavors:

- **LuitBiz DMS Basic:** Document Management Software to easily store & retrieve your documents
- **LuitBiz DMS Enterprise:** Document Management Software to streamline all your documents & approvals & ensure compliance
- **LuitBiz DMS "View" Users:** Document View Software that works with both DMS Basic & Enterprise for sharing & viewing documents securely