

LUITBIZ DOCUMENT MANAGEMENT SOFTWARE

Centralize documents, automate approvals, and maintain complete control over document lifecycles.

- ✓ Version Control
- ✓ Workflow Automation
- ✓ Compliance Ready
- ✓ Audit Trails
- ✓ Secure Access
- ✓ Cloud-Based
- ✓ Mobile-friendly



About **LuitBiz DMS**

Transform The Way Your Organization Manages Documents.

Organizations create and manage thousands of critical documents every day, including:

- SOPs
- Policies
- Contracts
- Engineering Drawings
- Quality Records
- Work Instructions
- Training Documents
- Compliance Documents

Managing these across email systems, local folders and shared drives often creates challenges.

LuitBiz Document Management Software provides a centralized platform to organize, manage, secure and automate document-related processes.



LuitBiz DMS

Control Documents. Automate Workflows. Improve Compliance.

Request A Demo of LuitBiz DMS at

www.luitbiz.com

Let's Organize



COMMON BUSINESS CHALLENGES

Are These Challenges Slowing Your Organization Down?

- ⚠ Employees spend too much time searching for documents
- ⚠ Multiple copies of the same file create confusion
- ⚠ Approvals happen manually through emails
- ⚠ No visibility into document status
- ⚠ Difficult audit preparation
- ⚠ Missing document revision history
- ⚠ Compliance risks increase
- ⚠ Poor collaboration between departments

Without a structured document management process, productivity and compliance can suffer.



We are ready to support your business digitization journey

Key Capabilities

Powerful Document Management Features

- ✓ Centralized Document Repository
- ✓ Document Version Control
- ✓ Document Check-In / Check-Out
- ✓ Workflow-Based Approvals
- ✓ Role-Based Permissions
- ✓ Full Text Search
- ✓ Metadata Management
- ✓ Document Templates
- ✓ Audit Trails
- ✓ Notifications & Alerts
- ✓ Electronic Signatures
- ✓ Mobile Access
- ✓ Document Archival
- ✓ Access History Tracking

DOCUMENT LIFECYCLE MANAGEMENT

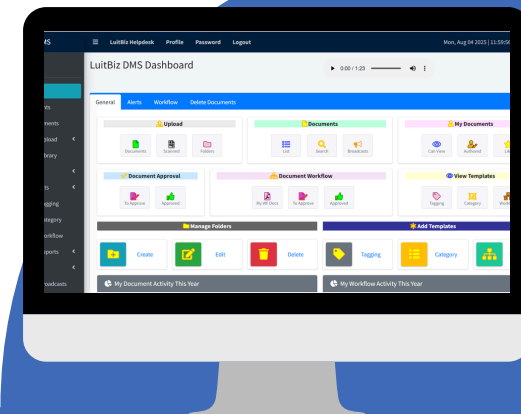
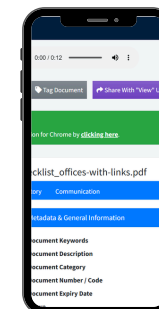
Manage Documents From Creation To Archival with LuitBiz DMS:



LuitBiz DMS provides complete visibility and control throughout the document lifecycle.

Benefits:

- ✓ Eliminate manual handling
- ✓ Reduce errors
- ✓ Improve visibility
- ✓ Increase process consistency



WORKFLOW AUTOMATION

Automate Document Approvals

Configure automated workflows for:

- SOP approvals
- Contract approvals
- Engineering document reviews
- Quality document approvals
- Policy updates
- Compliance document workflows

Workflow capabilities:

- ✓ Multi-level approvals
- ✓ Notifications
- ✓ Escalations
- ✓ Approval history
- ✓ Status tracking



Version Control

Powerful Document Management Features

Always Work With The Latest Document

Document versioning helps organizations:

- ✓ Eliminate duplicate files
- ✓ Maintain document history
- ✓ Track revisions
- ✓ Compare document changes
- ✓ Restore previous versions

Example:

SOP-001 Rev 1.0

↓

SOP-001 Rev 2.0

↓

SOP-001 Rev 3.0

Complete revision visibility is maintained automatically.



SECURITY & COMPLIANCE

Secure Access And Compliance Support

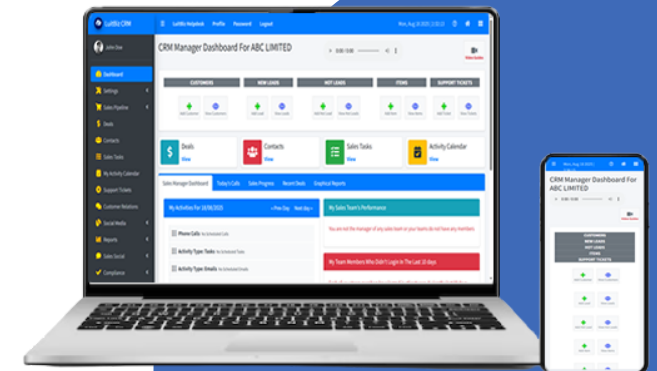
LuitBiz DMS includes:

- ✓ Role-based access control
- ✓ User permissions
- ✓ Audit trails
- ✓ Electronic signatures
- ✓ Activity logs
- ✓ Secure document storage

Supports organizations requiring controlled documentation processes.

Suitable for:

- ISO 9001
- FDA 21 CFR Part 11
- GMP
- IATF
- Quality management initiatives



BUSINESS BENEFITS

Why Organizations Choose LuitBiz DMS

- Reduce document search time
- Improve employee productivity
- Accelerate approval cycles
- Improve collaboration
- Reduce manual effort
- Increase visibility
- Improve compliance readiness
- Reduce operational risks
- Support digital transformation initiatives

Industries Served

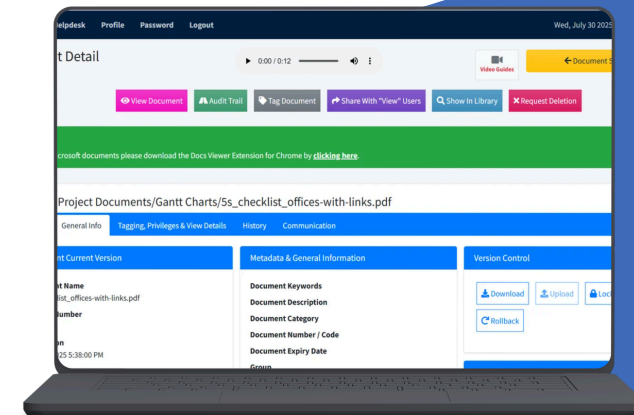
Built For Multiple Industries

- Manufacturing
- Pharmaceutical
- Medical Devices
- Healthcare
- Automotive
- Engineering
- Food Processing
- Technology
- Professional Services
- Government

WHY LUITBIZ DMS?

Why LuitBiz DMS?

- ✓ Easy implementation
- ✓ Flexible workflows
- ✓ Scalable architecture
- ✓ Secure platform
- ✓ User-friendly interface
- ✓ Industry-specific use cases
- ✓ Reporting and dashboards
- ✓ Enterprise-ready capabilities





Why Choose Us

- Professional and experienced team
- Client-focused approach
- Data-driven strategies
- Transparent communication
- Reliable long-term partnership

Our Mission

Our mission is to simplify complex business operations through intelligent, scalable, and integrated enterprise software solutions.

Our Vision

To empower organizations worldwide through intelligent enterprise software that enables operational excellence, compliance, collaboration, and sustainable business growth



About Luit Infotech

Founded in 2004, Luit Infotech is a leading enterprise software company headquartered in Bengaluru, India. For more than two decades, we've helped organizations streamline operations, improve compliance, automate business processes, and accelerate digital transformation.



Ready To Improve Document Management?

See how LuitBiz DMS can help your organization centralize information, automate processes, and improve control.

Request a Personalized Demo

Luit Infotech Pvt. Ltd.

GoodWorks Infinity Park,
Tower 1,

92/A 2nd Main Road,
Electronic City, Phase 1,

Bengaluru - 560100 (India)

Phone : +91 88613 47114

Email: info@luitinfotech.com

Website: www.luitbiz.com