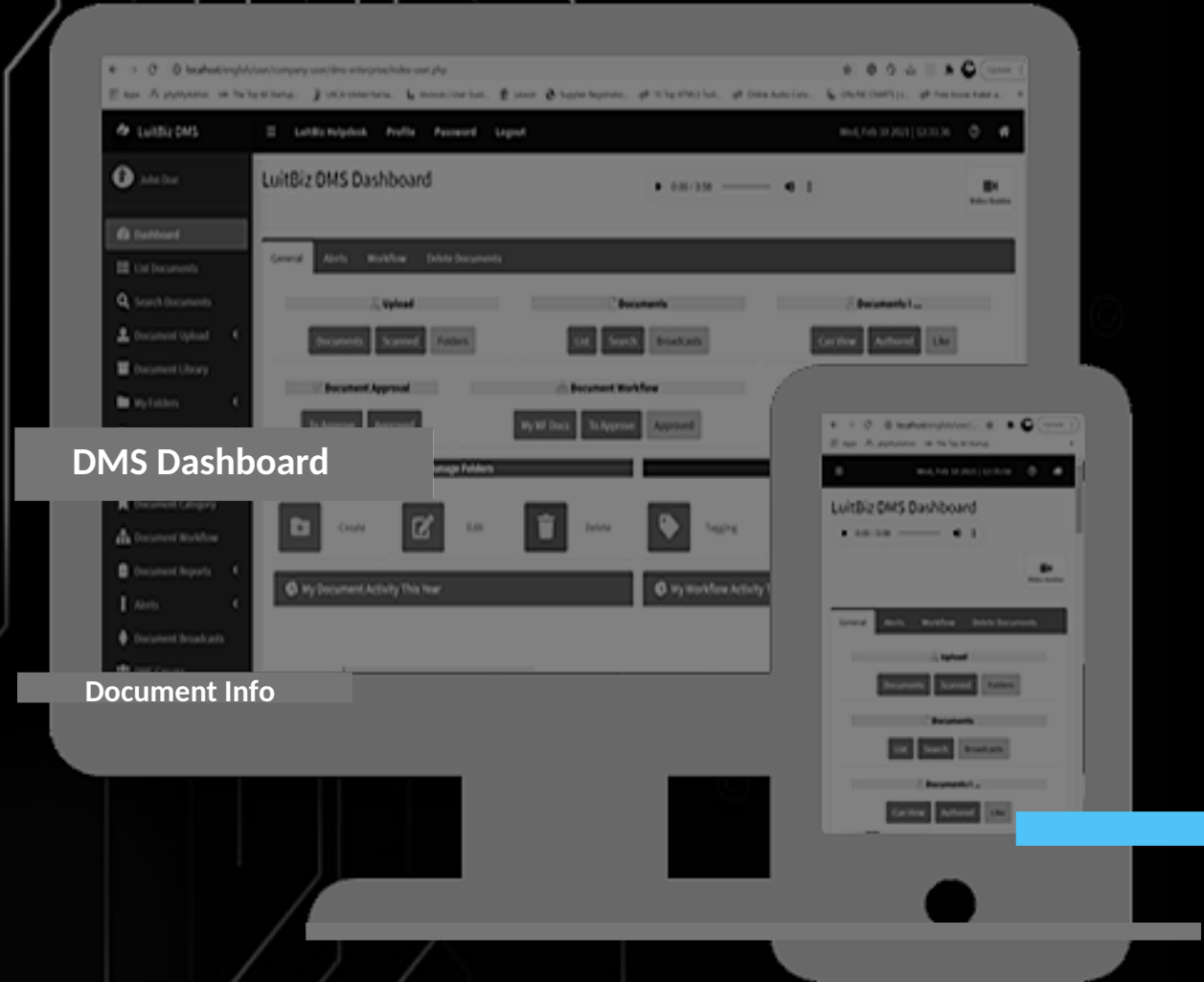# RELIANCE LUITBIZ - DMS

DOCUMENT MANAGEMENT SYSTEM

Reliance LuitBiz DMS is a web-based document management system for sharing documents using any device connected to the Internet.

RELIANCE CORPORATION
Let's Grow Together

DMS Dashboard

Document Info

FEATURES

Web-Based & Anytime Anywhere Access
Mobile Friendly
Easy-to-use Interface
File format independent
Hierarchical File Structure
Version Control
Document Approval & Workflows
Electronic Signatures
Automatic OCR of scanned documents
Document Tagging & Metadata
Document Retrieval & Advanced Search
Document Library
Full-Text Search Through Content
Role-Based User Management
Document Audit Trail with Time Stamp
Email Documents from DMS
Document Hiding & Rollback
Secured Hosting in Cloud Servers
Document Reports
Knowledge Base & Communication
Compliance Templates
Document Security With Encryption

Save Time &

Money and

streamline your

documents with

Reliance LuitBiz - DMS

to ensure compliance

RELIANCE LUITBIZ - DMS MODULES

RELIANCE LUITBIZ DMS BASIC

LuitBiz DMS Basic allows users to upload and share documents with LuitBiz DMS View Users, search and retrieve those documents and manage different versions of the documents. Additionally, it allows users to tag documents and manage documents communications & knowledge base.

RELIANCE LUITBIZ DMS ENTERPRISE

In addition to the features of LuitBiz DMS Basic, LuitBiz DMS Enterprise allows users to approve documents with electronic signatures without any manual intervention. Workflow templates can be defined by Document Group Leaders for streamlining the approval process.

RELIANCE LUITBIZ DMS VIEW USER

The "View User" module of LuitBiz DMS becomes handy when you want to share only certain documents with some users either forever or for a finite time period. The "View Users" can be connected either to LuitBiz DMS Basic or Enterprise and they can only view documents intended for them and ask questions.