LOGIT

DOCUMENT MANAGEMENT

Enhance **productivity** and **efficiency** with centralised document **access.**

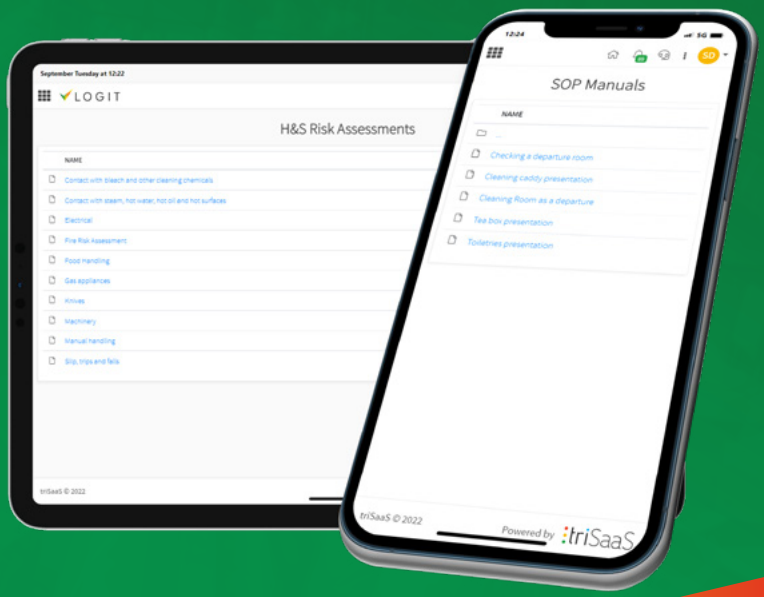
Managing business data from various resources can be a daunting task. One of the key disadvantages of physical paper is that it can be difficult to access information when you or a team member need it. It might be misfiled, left on an employee's workstation or simply lost among the stacks of paper.

Research reveals that nearly 50% of workers have struggled to find documents, whilst more than 40 percent have faced roadblocks with sharing documents and over 30 percent had issues with document versioning. That is a lot of inefficiency!

One place for everyone to access all the data

Logit's centralised document management system solves this problem by providing a single repository for storing, distributing and retrieving digital documents instantly from any mobile device.

- Reduce paper and storage space.
- Improve workflows and compliance.
- Easily backup and protect documents.
- Promote better version control and organisation.
- 24x7 document retrieval from any mobile device.



Save time searching and control document sharing with cloud-based document management system

Logit enables you to store and access documents in one secure place. Empower your team to easily access the right information at the right time – from health & safety policies, SOPs, risk assessments and company news. Logit is the only tool you need to quickly and easily manage all your documents.

- On-demand access for team members to view compliance documents, policies, procedures and manuals.
- Set view-only or view and edit permissions for specified users.
- Share documents with unlimited users.
- Document types include pdf, video, photos, spreadsheets and forms.

Key Features

Unlimited Users

Anyone you give permission can access documents from one to all employees across departments and sites.

Permissions

Control who can access, view and edit each document.

Access Control Functionality

Allows users to access documents associated with their roles.

Document Archives

Previous versions of documents are stored in the archives, ensuring users do not mistake a live version for an obsolete version.

Category Management

Present documents by sections and sub sections for easy navigation.

Auto Tagging

Directly link to checklists, SOPs, audits and other forms to ensure the right users have access when needed most.

File Handling

All formats are supported including Word, Excel, pdf and more.

Digital Media

Share information such as digital photos, SOPS. risk assessments and video tutorials to help team members perform tasks and resolve issues expediently.

Document Import

Upload a large volume of documents and folders in a single operation using the zip file import.

Simplify Document Management in 3 easy steps

1

Manage and configure the document repository

- Organise documents by building bespoke folders and categories.
- Upload documents in any electronic format including Word reports, pdf images and spreadsheets.

2

Manage and create access controls

- Create unlimited access controls.
- Associate documents with access controls such as HR, Sales or Marketing, etc.
- Assign users to specific access controls such as HR, Sales or Marketing, etc.

3

Teams Interact with system and permitted documents

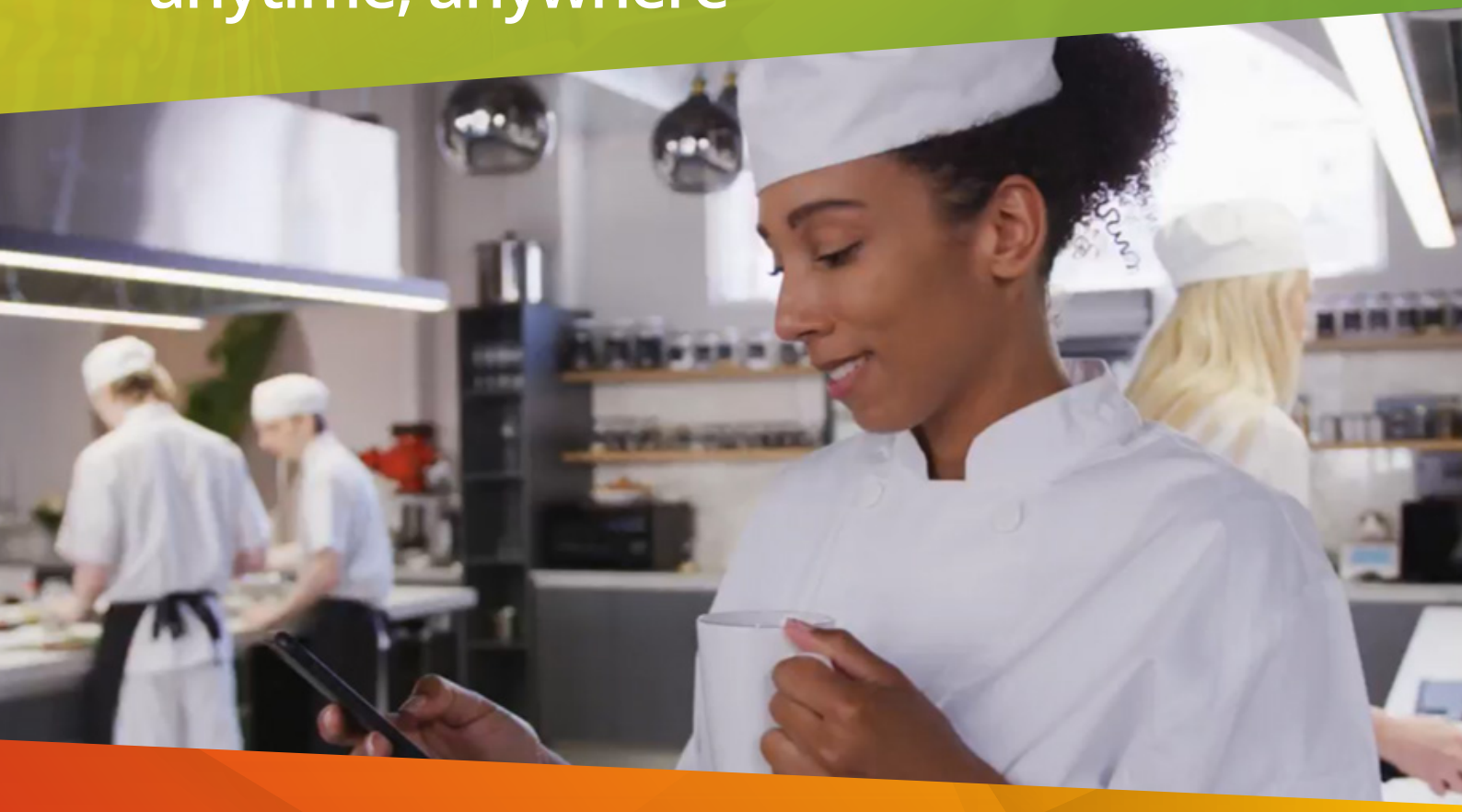
- Team members with permitted access can view and download associated documents with the click of a button.

Document management made easy and no training required

Logit offers an intuitive user interface that makes it easy to get started. There is nothing to download. All you need is an internet-enabled device.

If you have questions or require any assistance, the triSaaS team is always here to support you.

Manage all your documents anytime, anywhere



One digital solution is all your business needs to securely store and manage documents whilst restricting access to team members so that they see only what you want them to. Everyone saves time with the ability to easily search through stored data to quickly find what they need.

- Streamline workflows and save time by eliminating paperwork.
- Assign documents to particular teams, departments or functional areas.
- Build your own custom categories for easy navigation.
- Improve security and regulatory compliance.
- Enhance collaboration by sharing documents across departments and sites.

LOGIT

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