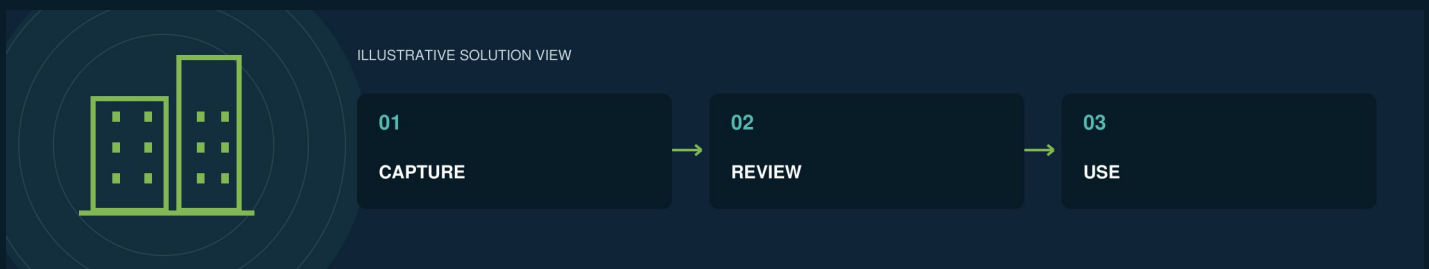


DRMS

Document & Records Management

Find records and control their lifecycle

Give teams a controlled environment for capturing, organizing and using documents. DRMS combines a searchable repository with review workflows, version history and records governance, helping organizations keep information accessible throughout its approved lifecycle.



CONNECTED CAPABILITIES

01

Repository and access

Centralize documents and apply role-based access so authorized teams can use the records relevant to their work.

02

Search and tagging

Organize documents with metadata and tags, then locate relevant records through advanced search.

03

Review and approvals

Coordinate document review and approval workflows so teams can follow the required decision process.

04

Versions and audit

Keep version history and audit logs available to trace document changes and activity.

05

Retention and governance

Manage retention, archiving and controlled disposal according to the organization's approved records policies.

06

Connected document work

Support mobile-ready access and scoped API connections with ERP, HR and CRM systems.

BUILT AROUND YOUR OPERATIONS

For enterprises, financial institutions, cooperatives and government agencies that need controlled document access, review workflows and records governance.

From capture to governed retention

Connect document content, approvals and lifecycle controls as records move through the organization.

A TYPICAL OPERATING JOURNEY

01

CAPTURE

Documents and retrieval metadata

02

REVIEW

Review routing and approvals

03

USE

Controlled access and version history

04

RETAIN

Retention, archiving and disposal

Illustrative workflow. Final sequence follows the agreed scope.

BUSINESS BENEFITS

Easier retrieval

A searchable repository helps staff locate relevant records without relying on scattered copies.

Clearer accountability

Visible routing, approvals and history help teams follow document ownership and progress.

Stronger governance

Consistent permissions and lifecycle rules support disciplined handling of organizational records.

Integration and deployment

Plan ERP, HR and CRM connections around agreed APIs and data exchanges. Confirm roles, retention policies and migration quality during solution design.

Select cloud or on-premise deployment around your architecture, security and support needs. Validate configured controls before production use.

Scope to confirm

Illustrative scope. ERP, HR and CRM connections and records policies require configuration and validation.

The iThink approach

ASSESS

Documents, repositories, approvals and retention needs.

DESIGN

Metadata, permissions, workflow rules and interfaces.

CONFIGURE & VALIDATE

Routing, access, search and migrated records.

DEPLOY & SUPPORT

User training, cutover and support responsibilities.

Discuss your records priorities

Let us review document types, approval workflows and retention needs to define a practical implementation scope.

Jun Mercader +63 917 867 2222

contact@ithinkph.com

ithinkph.com