Access and manage your most important records and information with records management software that’s built to streamline, integrate, and automate. With a powerful core feature set and optional advanced feature add-ons, Infolinx delivers a comprehensive, scalable solution, aligned with your industry and business objectives.

### Core Feature Set

**Physical Records Management**
- Track files and boxes with unlimited user-defined fields
- Simple check-in/check-out and transfer of records
- Create color and barcode labels
- Online pickup and delivery requesting with optional request approval workflow

**Retention Schedule & Legal Holds Management**
- Create and apply records retention schedules
- Calculate retention based on time period
- Place records on legal hold
- Produce destruction reports

**Full-Text, Keyword Searching**
- Search using all data fields in the application
- Supports keyword, full-text, range, wild card, Boolean logic, comparison operators, and partial strings
- Saved search capability included
- Easily view, sort, and export search results

**Barcode & RFID Integration**
- Fully integrated barcode and Gen II RFID functionality for fast, efficient tracking
- Supports tethered, wireless, and/or portable devices
- Check items in or out instantly at workstations, file rooms, or records centers bypassing manual data entry

**Comprehensive Audit Trail**
- Detailed, permanent history of all data activity, including user ID and date & time stamp
- Searchable history with export option
- Capture all system configuration changes, user sessions, login history, and reason for changes

**Workflow Notifications**
- Create custom email notifications for specific users
- Configure notifications based on user actions, data changes, or events
- Easily add new notifications from user-defined fields

**Extensive Reporting**
- Includes 20 standard reports
- Create unlimited user-defined reports
- Export reports into Excel, PDF, or .csv formats

**Bulk Update Functionality**
- Create an unlimited number of similar items instantly with optional incremental field manipulation
- Update or perform search and replace functionality on multiple records instantly

**Flexible, Role-Based Security**
- Configure an unlimited number of role-based security groups via LDAP or SAMLv2-compatible SSO system
- Restrict views at the table, row, or field level, as well as any function in the application
Infolinx WEB™ is a powerful, configurable records management platform built to address the complex business challenges and regulatory environment faced by organizations today.

## ADVANCED FEATURES

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| **Advanced Retention Schedules & Legal Holds Management** |  - Create an unlimited number of retention schedule records series and legal holds  
   - Configure retention schedules based on unlimited number of meta-data fields  
   - Supports time, event, and event + time-based series  
   - Includes advanced legal holds and citation or authority support |
| **Digital Content Management** |  - Apply records retention schedules to physical records & digital content  
   - Auto-fill fields from barcodes or common document fields via OCR capability  
   - Locate files faster with full-text, content searching functionality  
   - Ensure quality control with redaction and tracked version control  
   - Create and associate emails and attachments via Outlook Plug-in |
| **Advanced Physical Records Disposition Support** |  - Auto-calculation of retention dates  
   - Easily filter and find available records series based on user  
   - Create and view multiple disposition reports including disposition approval, disposition pick list, and certificate of destruction |
| **Enterprise Content Management Integration** |  - Associate electronic records stored in Microsoft SharePoint®, Laserfiche® and NetDocuments® with physical records stored in Infolinx  
   - Federated searching across applications  
   - Manage retention schedules from the Infolinx application  

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| **Off-Site Storage Provider Integration** |  - Seamlessly request and approve pickup or delivery of off-site records via integrations with storage providers  
   - Available integrations include Iron Mountain Connect™, O'Neil onelBridge™, and Andrews Software InfoKeeper™ |
| **Advanced Integrated Data Sharing** |  - Sync and index data from multiple repositories and shared drives  
   - Synchronize client/matter management from other systems  
   - Import files & boxes and request data |
| **Space Management & Cost Center Charge-back** |  - Identifies available space in storage facilities and suggest allocations for incoming boxes  
   - Configure for unlimited number of storage units  
   - Integrate optional storage and activity-based charge-back capability |
| **Supply Item Requesting** |  - Request delivery of new boxes, file folders, or barcode labels  
   - Allows records managers to track history of supplies over time |

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