

# Infolinx WEB™ Express Feature Set

### **Browser Based Intuitive Interface**

Based on Web 2.0 standards and available via Internet Explorer, Firefox, or Chrome, the user-friendly interface encourages rapid end-user buy in, improving accuracy and efficiency. Hover text, context-sensitive help, item cart, and personal dashboard provide rapid access to vital information.

### **Retention and Legal Holds Management**

Create and apply records retention series. Place records on hold. Produce records destruction reports.

### **Integrated Data Sharing**

Existing client data (trackable items, locations, or item requests) may be imported (on-demand, scheduled, or via directory monitoring).

### **Flexible Security**

An unlimited number of role-based security groups available via Forms or Windows authentication may be configured and optionally integrated with client LDAP, single-sign on architectures. All application functionality, as well as data at table, row, or field levels may be restricted. Conditional functional restriction based upon record meta-data is also supported.

### **Extensive Reporting**

Infolinx WEB™ utilizes Microsoft reports supporting Excel and pdf output formats. Approximately 20 standard reports are included. Additional reports may be designed either by client or Infolinx staff and embedded into the application or executed directly against the database. Ad-hoc reports may also be constructed, saved, and either printed or exported to a csv file.

### **Workflow Notifications**

Broadcast messages, instant chat, and configurable email notifications based on user-defined actions and/or data changes are included.

### **Fully Integrated Barcode and Radio-Frequency Identification (RFID) Technology**

Infolinx fully integrated barcode and Gen II RFID functionality provides the fastest, most efficient method of tracking items. Using barcode/RFID readers - tethered, wireless, and/or portable, items may be instantly checked in or out of the workstation, file room, or records center bypassing manual data entry.

### **Robust Searching Capability**

All data fields, business and system are fully searchable. Range searching, variable wildcard, comparison operators, partial strings, Boolean logic, and saved query capability are included. Search results are returned in grid format allowing easy navigation to the desired record.

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## Product Profile

### **Online Pickup and Delivery Requesting**

Pickup and delivery request supporting reason for request, multiple fulfillment methods, configurable expiration date, and automated email notification are included. Optional request approval workflow is also available. Request responders may query existing requests online, print pull, re-file, and delivery lists, or be notified via email of incoming requests.

### **Simple Check-in/Check-out/Transfers**

Whether packing boxes with files, placing boxes on shelves, or moving items from one user to another, Infolinx includes Action Barcode technology, allowing for the transfer of materials without touching the mouse or keyboard.

### **Comprehensive Audit Trail**

Detailed, permanent history of all data activity is maintained and includes user id and date/time stamp for each action. Previous and current values along with reason for change are supported. History may also be searched and exported. Additionally, system configuration changes as well as user session and login history are maintained.

### **Bulk Data Manipulation**

Create an unlimited number of similar items instantly. Employ bulk update or search and replace functionality on multiple records simultaneously.