

# Infolinx WEB™ Standard Feature Set

### **Browser-Agnostic Intuitive Interface**

Based on Web 2.0 standards and browser-agnostic, 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.

### **Advanced Retention Schedules/Legal Holds Management**

An unlimited number of retention schedule record series and legal holds, each defined by an unlimited number of meta-data fields may be configured. Time, event, and event/time based series are all supported. Advanced legal holds management, along with citation or authority support may be included.

### **Advanced Physical Records Disposition Process Support**

Extensive support includes user-level filtering of available records series, auto-calculation of disposition dates, global recalculation of disposition dates, disposition process workflow, and multiple disposition reports including disposition approval, disposition picklist, and certificate of destruction.

### **Space Management/Cost Center Chargeback**

Designed for records centers, this module allows for the configuration of an unlimited number of storage units, identifying remaining space and suggesting allocations for incoming boxes. Optional storage and activity based chargeback capability may also be integrated.

### **3rd Party Off-Site Storage Provider Integration**

Seamlessly request and approve pickup or delivery of off-site records via technologies like Iron Mountain Connect™ O'Neil oneilBridge, and Andrews Software.

### **ECM Integration**

Infolinx WEB™ has been DoD 5015.02 certified, and may be integrated with various enterprise content management systems such as Microsoft SharePoint and Laserfiche Records Manager.

### **Advanced Integrated Data Sharing**

Existing client data (trackable items, locations, or item requests) may be imported (on-demand, scheduled, or via directory monitoring). Additionally, Infolinx maintains a growing library of web services and can create database triggers for the near real-time sharing of data from legacy host systems.

### **Flexible Security**

An unlimited number of role-based security groups available via Forms or any LDAP or SAML-compatible single sign-on repository. 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.

# Product Profile

## **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.

## **Supply Item Request**

Enables end-users to request the materials (e.g. empty boxes, file folders, or barcode labels) required to fulfill their records management duties. Records officers can acknowledge, note fulfillment and track history of all requests over time.

## **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.

## **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 and integration with 3rd party offsite storage providers 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 with optional incremental field manipulation. Employ bulk update or search and replace functionality on multiple records simultaneously.