

RECORDS CENTER SPACE MANAGEMENT & BILLING

Overview

Organizations that manage boxed records within their own warehouse, as opposed to storing them offsite, realize the advantages of increased records information access and retrieval times, but also incur significant capital and personnel expenses to maintain the facility. In such a scenario, the implementation of contemporary technology may be applied to maximize the available space while also increasing the workflow efficiency of the warehouse staff. When feasible, the integration of billing and invoice services related to the monthly storage and activity fees associated with the housed records should be considered.

Application

In addition to providing the basic capabilities for our warehouse clients such as barcode labeling and scanning, pickup and delivery reports, and complete location history of all boxes and files, Infolinx WEB also offers an advanced space management module, along with an optional billing component.

The Infolinx WEB™ Space Management module enables our clients to efficiently manage the available space in their warehouse, identifying contiguous or readily accessible open spaces in anticipation of incoming inventory, as well as analyze space usage and view trend analyses over time, providing insight into future facility needs.

The Infolinx WEB™ billing component allows for the dynamic configuration of both storage and activity based fees while also providing robust invoicing functionality. Designed with flexibility in mind, an unlimited number of customers can be defined, charges automatically assigned reflective of work performed, and invoices seamlessly generated and tracked.

Benefits

- Management of multiple warehouses or storage areas
- Graphical representation of both filled and empty spaces
- Limiting searches for available space to particular areas, aisles, or bays
- Excluding hard-to-access top or bottom shelves from available space queries
- Facility space needs forecasting via trend analysis
- Detection of over-capacity shelves resulting from user inventory error
- Identification of contiguous open spaces for incoming accessions
- Fully integrated storage and activity based chargeback capability

