



INFOLINX PRODUCT FEATURE SET

Access and manage important records, documents, and information with industry-leading records management software from Infolinx.



Track Files & Boxes



Integrated Barcode & RFID Technology



Workflow Notifications



Native & Integrated Content Management



Space Management

CORE FEATURE SET

Physical records management
Retention schedule management
Legal holds management
Disposition support
Comprehensive audit trail
Integrated barcode & RFID technology
Flexible security model
Single sign-on authentication
Extensive reporting capabilities
Workflow email notifications
Full-text, keyword searching
Online requesting & approvals
Check-in/Check-out/Transfer
Bulk update functionality
Intuitive, browser-based interface

ADVANCED FEATURE ADD-ONS

Physical records & content management
Advanced retention schedule management
Advanced legal holds management
Advanced disposition support
Enterprise content management integration
Off-site storage provider integration
Space management
Cost-center charge-back
Advanced integrated data sharing
Supply item requesting
Multi-language capabilities

