



## Since 1987, Infolinx has been providing its clientele with expert records management.

Infolinx solutions encompass the entire lifecycle of physical records including their creation, labeling, viewing, auditing, requesting, movement, and final disposition. We are aggressively committed to ongoing product improvement and leading technological development providing high quality, innovative, and cost effective solutions for our customers.

Our analytical software design team, process implementation strategy, and practical experience are unmatched in our industry. Infolinx offers an industry certified DoD 5015.2 solution providing comprehensive security and compliance with an organization's changing records management initiatives. By partnering with major industry players to provide features such as innovative Radio Frequency Identification (RFID) and wireless or portable scanner integration, Infolinx solutions continue to remain in the forefront of records management technology. Infolinx continually reevaluates its methods, technology and processes to ensure leading edge solutions both for today and well into the future.

Infolinx enables seamless records management for our clients regardless of size and complexity. Whether managing five thousand or five million records, Infolinx is adaptable to your file plan structure and business processes. Proven solutions for rapid design, deployment, and installation of highly configurable software, in conjunction with our reputation for quick and personal technical support, enable our clients to get "up and running" quickly while providing stability for the long term.



## Eliminating risk and ensuring compliance.

Every organization proactively protects the assets and value of their business by standardizing their records management program. To encourage and ensure program integrity, laws and regulations have been enacted governing its best practice. And even though regulations sometimes present ambiguous and vague guidance concerning the specific steps needed to achieve compliance, penalties for non-compliance can be severe. Through Infolinx, compliance with all relevant industry regulations and standards can be implemented into a flexible and complete records management system. By integrating all components of a records management program into a unified solution your organization will maintain complete control over records from creation to final disposition.



## Delivering best practices.

### • **Ensure Regulatory Compliance**

Infolinx software is DoD 5015.2 certified, the records management industry standard. In addition, Infolinx software is designed to be an integral part of internal business practices adhering to regulations such as the Health Insurance Portability and Accountability Act (HIPAA), 21 CFR Part 11, the Sarbanes-Oxley Act (SOX), and section 508 of the Rehabilitation Act.

### • **Eliminate Missing Items**

Our low-impact software encourages end-user buy-in, preventing items from ever going missing in the first place. Moreover, standard Infolinx features like past-due notifications, audit trail histories, and regular interval inventory also significantly contribute to a reduction in frequency of missing items.

### • **Automate Complex Records Series Retention Schedules**

Infolinx software allows users to collaboratively develop and maintain organizational retention schedules. Entire schedules down to individual series may be executed as scheduled, or for upcoming dispositions, reviewed and analyzed as necessary.

### • **Improve Efficiency While Reducing Operation Costs**

Faster data creation, single sign-on technology, timely archive disposition, seamless label printing integration, automated check in and check out, radio-frequency identification, workflow metrics reporting, e-mail notifications, and a host of other standard Infolinx features significantly increase operational efficiency. Ask about our unique Return On Investment (ROI) tool and calculate the savings for yourself.

### • **Minimize Litigation Risks**

Adherence to stringent regulations and standards, coupled with timely and systematic disposition of records which have fulfilled their required life, greatly reduces the legal exposure incurred by antiquated, failing or non-existent organizational records management practices.

### • **Safeguard Vital Information**

Infolinx software includes a very robust security model designed to protect vital or sensitive information. Dynamic, user-definable data restriction templates, in conjunction with integrated authentication of user credentials, allow records administrators to apply security at any level.

### • **Institute Full Life Cycle Records Management**

From point of creation to final disposition of record, Infolinx software maintains a comprehensive and compliant audit history and chain-of-custody.

### • **Assimilate New Technologies**

Designed as a native web application using the very latest in commercial web programming technologies, including Microsoft .Net on an n-tier architecture, Infolinx WEB software provides an unprecedented level of software integration and extensibility.

### • **Implement Easy-to-use Records Management Solutions**

Infolinx software applications are designed with the end-user in mind. Interfaces are contemporary, graphical, and intuitive. Many of the most commonly used features can be accessed via our unique action barcodes without ever touching the keyboard or mouse.

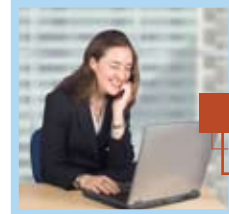


Infolinx provides measurable results.



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records managed



Infolinx partners with organizations to craft innovative approaches that are driven by your organizational goals and based on proven business processes. Our services focus on the three critical steps of the systems life cycle: business analysis, system design and solution implementation.

Additional information including demo CDs, customized web demos, ROI analysis, and trial version software is available.

1-800-251-8399  
www.infolinx.com  
email: info@infolinx.com

10800 Connecticut Avenue  
Kensington, Maryland 20895  
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Business Partner