

Infolinx and Manufacturing Records Management Solutions

Faced with an ever-growing base of information, from hard-copy to email to word processing documents, manufacturing organizations are looking for solutions providing ready access to this vital information necessary for the continued prosperity of the company. And confronted with new and constantly changing regulations such as Sarbanes-Oxley and the Patriot Act, manufacturers need a comprehensive, simplified solution to manage, retrieve, and dispose of their information assets. Central to the solution must be standardized input and robust security to protect this sensitive material.

As a result, the manufacturing industry is turning to Infolinx, a streamlined records management solution that supports mission critical information processes. Having provided records management consultation and software services for nearly twenty years, Infolinx has considerable experience helping manufactures implement strategic and scalable records management solutions.

Infolinx is made to meet the most stringent compliance, as well as offer the newest information technologies, like Radio Frequency Identification, the increasing standard for many manufactures. With all this, Infolinx integrates multiple divisions' records into a single enterprise application.



Infolinx records management solutions enable clients to:

- Comply with regulatory requirements such as DoD 5015.2 and Section 508e.
- Manage records from multiple departments all within a single application.
- Implement a browser-based, true thin-client application
- Track records from point of creation through archiving and final disposition
- Maintain complete audit histories for every record.
- Minimize “lost” records with low-impact user compliancy and proven recovery strategies
- Integrate with existing software applications
- Seamlessly integrate barcoding, color-coded labels, and Radio Frequency Identification (RFID)
- Encourage end-user “buy-in” with intuitive interface
- Collaboratively design and implement an unlimited number of retention schedules for the archiving or destruction of records
- Maintain record integrity via proven inventory practices
- Maximize end-user accuracy and efficiency through workflow improvements including automated data entry, records requesting, bulk updating, and merging of duplicate records
- Analyze process metrics identifying bottlenecks and potential workflow improvement areas

