

Infolinx and Professional Business Records Management Solutions

In an increasingly competitive market, firms must access information quickly and efficiently. Lost files take up valuable time, cost the firm money, and damage their reputation. Also of critical importance is the ability to keep a file secure. A client must know their information is safe. Moreover, all of this applies to active as well as closed files. The capability to access information quickly and securely is a prerequisite in demonstrating credibility and reliability to the client.

Under new guidelines, professional businesses must include policies and practices that while providing efficient access also ensure appropriate safeguards to sensitive information. Included in this is the ability to restrict, locate, track, and audit access to all client information. Records management software provides this ability. Increasingly, the legal industry is turning to companies like Infolinx to ensure compliance, as well as to establish programs reflecting best records management practices.

Having provided records management consultation and software services for nearly twenty years, Infolinx has considerable experience helping law firms implement strategic and scalable records management solutions to meet today's competitive market requirements.



Infolinx records management solutions enable clients to:

- Implement Radio-Frequency Identification (RFID) for state-of-the-art tracking of files as well as accomplishing integrity sweeps in a fraction of the time
- Manage client information while maintaining the traditional client-matter hierarchical relationship
- Implement a browser-based, true thin-client application
- Track records from point of creation through 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 including content management, conflicts resolution, time and billing, etc.
- Seamlessly integrate barcoding and color-coded labels
- Encourage end-user “buy-in” with intuitive interface
- Implement an unlimited number of security groups restricting access to sensitive records and/or data
- 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

