

Infolinx and Real Estate Records Management Solutions

Whether managing the initial development of residential or commercial property through the surveying and permitting processes, or overseeing the acquisition and management of existing properties, real estate investment and property management firms are turning to companies like Infolinx to ensure regulatory compliance and establish records management programs incorporating the industry's best practices.

While providing regulatory compliance, Infolinx solutions also enable our clients to manage the multi-leveled relationships between projects, centers, lenders and individual properties, as well as automate the creation of standard document sets for increased efficiency and process completion.

Having provided records management consultation and software services for nearly twenty years, Infolinx has considerable experience helping property management companies implement strategic and scalable records management solutions, meeting today's stringent requirements.

Infolinx records management solutions enable clients to:

- Manage all property file data including multi-level project, lender, and property relationships
- 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 project management, imaging, and archive storage, etc.
- 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
- 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

