IBM **Information Management** software

Infolinx
WEB

Partner Solution

- **Target Industry**
  Cross Industry

- **Business Application**
  Physical & Electronic Records Management

- **Products**
  IBM Content Manager
  IBM Federated Records Management
  IBM FileNet Content Federation Services
  IBM InfoSphere Enterprise Records
  IBM Records Manager

Business Challenge

Many organization are ill prepared to meet the stringent demands of regulatory compliance. This is due to the fact that their physical records management programs are not integrated with electronic records management systems and other enterprise content repositories, exposing significant failure points.

Disparate records repositories represent a barrier to compliance with records retention policies and the timely disposition of physical records enterprise-wide, and also present significant risk and legal exposure due to non-compliant policies, procedures and applications. Moreover, this makes businesses vulnerable to significant legal penalties and exorbitant discovery costs. Management and maintenance of disparate records repositories is also extremely labor intensive.

Organizations must implement comprehensive records management solutions that integrate both physical and electronic records to support enterprise business needs and strategies. Greater control over records management can also increase operational efficiencies, promote regulatory compliance, improve staff productivity, and deliver significant competitive advantage.

Solution

Infolinx WEB is physical records management software that leverages IBM Enterprise Content Management (ECM) capabilities, enabling organizations to manage physical and electronic records within a single, unified solution for centralized records retention management. It is a true thin-client, web-based application that features an intuitive interface for the tracking of physical boxes, folders, microfilm and documents using barcode or Radio Frequency Identification (RFID) tags, online requesting of materials, integrated label printing, email notifications, collaborative retention schedule development and management, advanced holds management, space management with chargeback capability, and integration with third-party offsite storage vendors.

Infolinx WEB is part of an integral solution for compliance with industry standards such as DoD5015.2, 21 CFR Part 11, Sarbanes-Oxley, Section 508(e), and the Health Insurance Portability and Accountability Act (HIPAA).

The solution features:

- True thin-client application architecture

- Industry's most intuitive interface

- Radio Frequency Identification (RFID) ready

- Full lifecycle tracking from creation to disposition

- Powerful searching with Advanced Query capabilities

- Comprehensive reporting capabilities

- Robust, multi-level security model

- Records storage and activity chargeback capability

Value Proposition

Built on the IBM ECM suite of products, Infolinx WEB provides clients with an industry-leading, technologically advanced records management solution. This solution also provides critical benefits across the enterprise, including:

- Decreased risk and legal exposure

- Reduced IT maintenance costs resulting from true thin-client architecture

- Rapid end-user buy-in via extremely intuitive user interface

- Decreased physical storage costs

- Increased physical records workflow efficiencies

Per incident savings are realized via the increased efficiencies associated with the daily physical records workflow process. Monthly savings are accrued via reduced storage costs (both on and off-site), timely disposition of eligible records, and the reduced IT expenses of managing an LDAP-integrated, true thin-client application.

In addition to these real, immediate benefits, the solution also offers a number of intangible benefits, such as the peace of mind associated with the protection of vital business information.

Company Description

Infolinx System Solutions provides records and information management consulting, software and products to a broad range of commercial and government clients. Infolinx solutions manage critical business documents throughout their entire lifecycle from creation through final document destruction. Infolinx readily enables the execution of records compliance management and even the most complex records retention schedules.

Having been in the records management business since 1987, Infolinx is one of the industry's largest and most well established information and records management organizations. The company is committed to on-going product improvement and leading technological development providing long-term customer relationships.

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