

Enterprise Content Management Microsoft SharePoint® Integration

Overview

SharePoint® is a web application framework and platform developed by Microsoft as a way for organizations to create secure websites that can store, organize, share and access information. Capable of managing everything from workflows to creating an in-house social network, SharePoint® is used in both public and private sectors and is quickly becoming the enterprise content management solution of choice. And while offering a host of functionality surrounding the collaborative management of corporate digital records, the solution has very little to offer concerning the enterprise life-cycle management of physical records such as file folders and boxes.

Application

Infolinx WEB™ is an industry leading physical records management application offering integration with SharePoint® 2013 and above. The integrated solution provides enterprise-class records management capabilities compliant with industry standards while facilitating rapid retrieval of corporate records information, regardless of media type.

Benefits

Rapid, secured access to physical and electronic records information across the enterprise drives corporate success. A SharePoint®-integrated Infolinx WEB™ application provides the following benefits:

- Regulatory compliance
- Federated searching capability across all record types
- Manage physical records using native SharePoint functionality
- Universally applied records retention schedule
- Extensive physical records disposition process support