The Infolinx Digital Content Management module allows you to track and manage physical and digital records from a single interface.

**KEY FEATURES**

- Associate digital content with physical records in Infolinx
- Apply retention schedules to digital content
- Checksum validation for security of digital content
- Search content of digital records
- Create and associate emails and attachments automatically
- Outlook plug-in to facilitate digital content creation
- Version control of digital content
- Redaction functionality
- Simple document check-in/out
- Hit count provided when searching content of digital records
- Easily export digital content from the Infolinx application
Outlook Plug-In
A dedicated Infolinx tab in Outlook includes search and settings for seamless document management.

Associate Emails & Attachments with Physical Records
From Outlook, easily associate emails and attachments with physical records. This function queries Infolinx and matches the selected email item with a physical record.

Version Control
View previous versions of digital content from the Infolinx application.