

A reliable, easy-to-implement retention management software that puts you in control of document lifecycle, from approval to flexible disposition.

ILINX Export Retention Management provides a streamlined alternative to complex, expensive and hard-to-manage records management systems. Designed to help your organization stay compliant, ILINX Export Retention Management replaces manual retention practices with an automated solution for the proactive management of your records. This highly scalable solution can be easily configured without special programming, and seamlessly integrates with your current line-of-business systems.

Benefits & Features

Flexible Settings & Configuration

- › Easily configure retention conditions, with no programming
- › Various options for documents that match selected conditions
 - › **Delete** documents (files and index metadata)
 - › **Export** and save document index metadata
 - › **Modify** documents (leaving index metadata in the system)
 - › Replace document image with a replacement file
 - › Lock document
 - › Update document index fields
- › Pre-test your defined retention criteria
- › Enable email notifications and confirmations
- › Require a single- or multiple-user confirmation process to approve changes or deletion

Customizable Conditions

- › Select by date conditions
 - › Days, weeks, months and years
 - › Date received, entered date and modified date
- › Set conditions by additional user-defined index fields
- › Track documents that have been removed or are scheduled for removal

Meet Regulatory Compliance

Decrease legal compliance risks by eliminating manual retention practices

Meet requirements mandated by state and federal laws and internal policies

Ensure documents are not deleted until their official retention period has expired

Software automatically watches and takes action on documents based on settings, like date conditions shown here

Configure additional conditions to match metadata fields associated with your documents in a repository or a batch

Name	Operator	Value	
Date of Birth	Older Than		Days
ICS_EnteredDate	Older Than	7	Years
ICS_ModifiedDate	Older Than	5	Months

Name	Operator	Value
Name	=	John
ID Number	>	123
SS Number	>=	987-65-4321
Address	=	