

## Cut Time Spent on Managing Public Records Requests by 50% OR MORE

Due to the Freedom of Information Act (FOIA) and other legal requirements, it's imperative for public institutions to operate transparently.

To do so, public institutions need to record, respond and report on public requests as expediently as possible—while operating on shoestring budgets.

**Records Manager from Image One** recoups thousands of hours of employee productivity by addressing three main issues:

### CHALLENGE 1

#### Recording Requests

##### SOLUTION:

We eliminate the use of Excel spreadsheets and Access databases with software that scales to an unlimited number of records.

We also streamline searching and retrieval of public records requests.

### CHALLENGE 2

#### Reporting

##### SOLUTION:

Our software automates reporting to management and any other overseeing body to prove fulfillment meets deadlines.

Reports can be customized and sent on a regular schedule (daily, weekly, monthly, etc.).

### CHALLENGE 3

#### Data Entry

##### SOLUTION:

We eliminate data entry by creating online forms to be filled out by constituents.

We then securely capture form data with automated workflows notifications to alert your employees of new record requests to fulfill.

## THE ULTIMATE CHALLENGE

### Cost

**SOLUTION:** We achieve all of the above without breaking the bank and Request Manager pays for itself.

## How It Works

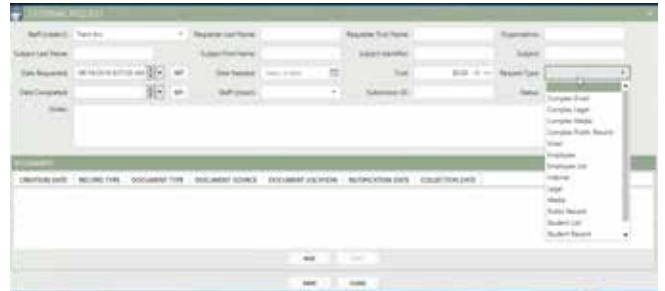
### DASHBOARD

Users log in and enter records requests, search records, run reports, or change settings.



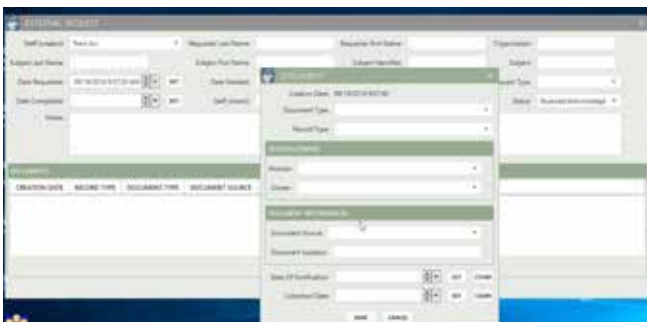
### EXTERNAL RECORD REQUEST

Users quickly enter each public records requests through a series of fields and drop-down menus.



### EXTERNAL RECORD REQUEST DOCUMENT TYPE

Users quickly enter document level information for both internal and external requests.



### REPORTING

Users can quickly run reports and adjust automated settings.

Collection Turnaround Time 9/1/2016 - 9/30/2016							
<b>Facilities Services</b>							
<b>Capital Renewal and Perishable</b>							
Requester Date	Collection Date	Document Type	Record Type	Document Source	Document Location	Turn Around (Days)	
07/1/2016 01:53:30PM	07/20/2016 11:19:28AM	Doc Collection	Change	Box #	902218	8.41	
08/20/2016 08:11:05AM		Correspondence	Letter of Escrow/Commitment	Work File #	204882		
		Correspondence	Letter of Escrow/Commitment	Work File #	879621		
		Correspondence	Training and Learning	Box #	902207		
07/1/2016 08:47:51PM	08/1/2016 08:58:03AM	Doc Collection	Change	Box #	348558	21.42	
08/24/2016 07:00:30PM	08/22/2016 05:43:30PM	Doc Collection	Personnel	Work File #	147201	15.82	
07/20/2016 10:49:48PM		Correspondence	Work Orders	Work Location #	111938		
08/05/2016 02:52:24PM		Correspondence	Daily Address	Work Location #	12861		
<b>Capital Renewal and Perishable Summary - Total: 6 Records - Average Turnaround: 11.49 Days</b>							
<b>Facilities Communication</b>							
Requester Date	Collection Date	Document Type	Record Type	Document Source	Document Location	Turn Around (Days)	
08/04/2016 11:02:20PM		Correspondence	Evaluation	Work File #	181168		
08/1/2016 10:22:08PM		Doc Collection	Workers Compensation	Work Location #	524982		
08/04/2016 07:55:20PM	08/02/2016 10:55:20PM	Doc Collection	Facilities	Work File #	187783	6.15	
07/14/2016 03:43:07AM	07/28/2016 11:07:04AM	Correspondence	Daily Address	Work Location #	648212	11.34	
		Correspondence	Change	Box #	44811		
<b>Facilities Communication Summary - Total: 4 Records - Average Turnaround: 7.73 Days</b>							
<b>Facilities Construction</b>							
Requester Date	Collection Date	Document Type	Record Type	Document Source	Document Location	Turn Around (Days)	
08/08/2016 03:38:18PM		Correspondence	Employee	Work File #	88859		
07/1/2016 02:21:20PM		Correspondence	Qualification				
08/05/2016 03:02:20PM		Doc Collection	Evaluation				
08/05/2016 02:21:08PM		Correspondence	Health Licenses	Box #	827803		
<b>Facilities Construction Summary - Total: 4 Records - Average Turnaround: 0 Days</b>							

## ABOUT IMAGE ONE

Image One Corporation is Florida's leading provider of document scanning services, workflow automation software and document storage solutions in hardware and the cloud. Our mission is to streamline invoice processing, new employee onboarding and benefits enrollment, claims processing, and other manual, document intensive workflows. The impact for our clients includes saving them thousands of hours of productivity, avoiding or eliminating costly software and hardware and ensuring HIPAA, FOIA and all other forms of compliance.