

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

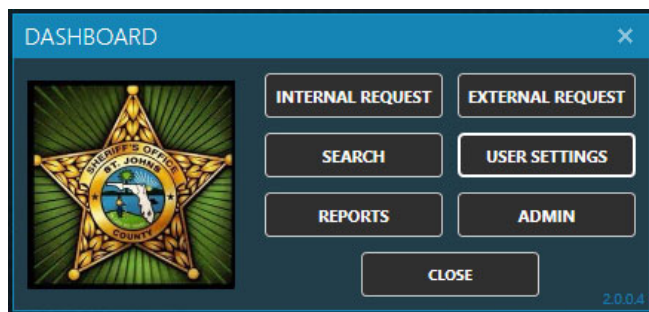
Cost

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

How It Works

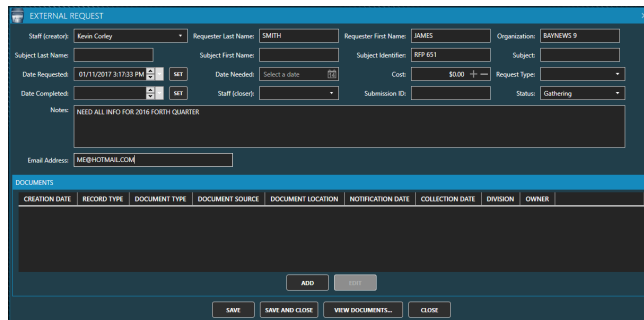
DASHBOARD

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



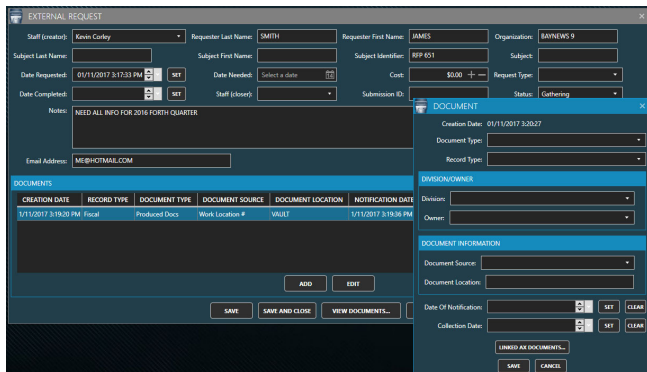
EXTERNAL RECORD REQUEST

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



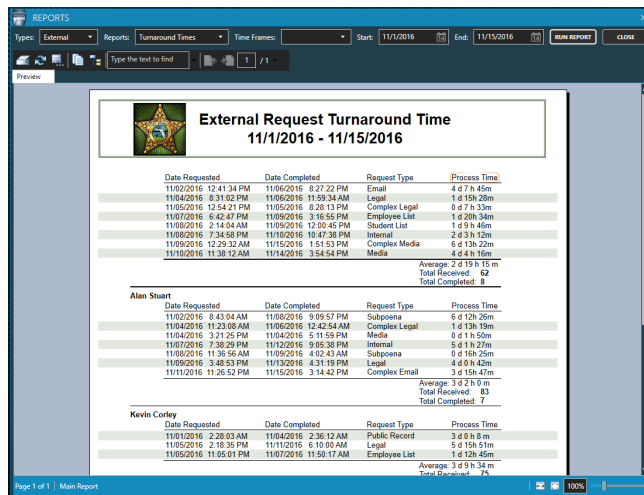
EXTERNAL RECORD REQUEST DOCUMENT TYPE

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



REPORTING

Users can quickly run reports and adjust automated settings.



Date Requested	Date Completed	Request Type	Process Time
11/02/2016 12:41:34 PM	11/05/2016 8:27:22 PM	Email	4 d 7 h 45m
11/04/2016 8:31:02 PM	11/06/2016 11:59:34 AM	Legal	1 d 15h 28m
11/05/2016 12:54:21 PM	11/05/2016 8:28:13 PM	Complex Legal	0 d 7 h 32m
11/07/2016 6:42:47 PM	11/09/2016 3:16:55 PM	Employee List	1 d 20h 34m
11/08/2016 2:14:04 AM	11/09/2016 12:00:45 PM	Student	1 d 9 h 46m
11/08/2016 7:34:58 PM	11/09/2016 10:47:38 PM	Internal	2 d 3 h 12m
11/09/2016 12:29:32 AM	11/15/2016 1:51:53 PM	Complex Media	6 d 13h 22m
11/10/2016 11:38:12 AM	11/14/2016 3:54:54 PM	Media	4 d 4 h 45m
			Average: 2 d 19 h 15 m
			Total Received: 62
			Total Completed: 8

Date Requested	Date Completed	Request Type	Process Time
11/02/2016 8:43:04 AM	11/05/2016 9:59:57 PM	Subpoena	6 d 12h 35m
11/04/2016 11:23:08 AM	11/06/2016 12:42:54 AM	Complex Legal	1 d 13h 19m
11/04/2016 3:21:25 PM	11/04/2016 5:11:59 PM	Media	0 d 1 h 35m
11/07/2016 7:38:29 PM	11/12/2016 9:05:38 PM	Internal	5 d 1 h 27m
11/08/2016 11:36:56 AM	11/09/2016 4:02:43 AM	Subpoena	0 d 16h 25m
11/08/2016 3:48:53 PM	11/13/2016 4:31:18 PM	Legal	4 d 0 h 42m
11/11/2016 11:26:52 PM	11/15/2016 3:14:42 PM	Complex Email	3 d 15h 47m
			Average: 3 d 23 h 7 m
			Total Received: 83
			Total Completed: 7

Date Requested	Date Completed	Request Type	Process Time
11/01/2016 2:28:03 AM	11/04/2016 2:36:12 AM	Public Record	3 d 0 h 8 m
11/05/2016 2:18:35 PM	11/11/2016 6:10:00 AM	Legal	5 d 15h 51m
11/05/2016 11:05:01 PM	11/07/2016 11:58:17 AM	Employee List	1 d 12h 45m
			Average: 3 d 9 h 34 m
			Total Received: NA
			Total Completed: NA

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.