

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

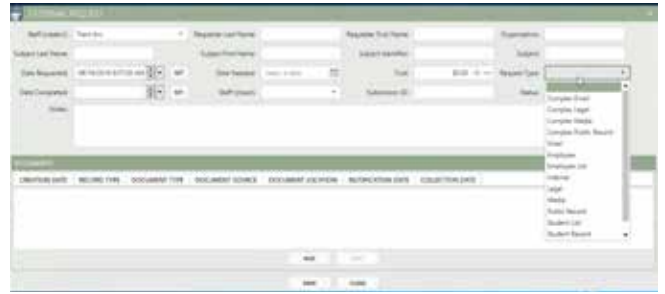
DASHBOARD

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



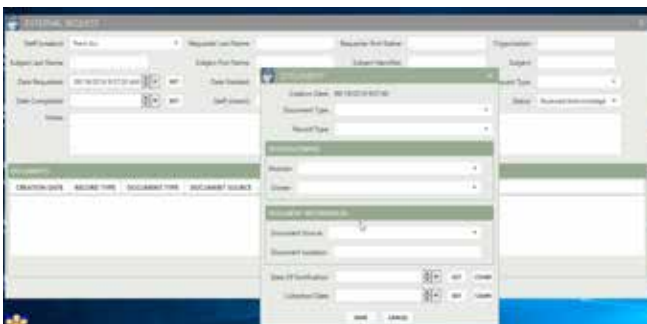
EXTERNAL RECORD REQUEST

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						
Facilities Services						
Capital Renewal and Perishable	Request Number	Collection Date	Document Type	Record Type	Document Source	Document Location
	00110016 01 03 2016	07/20/2016 11 19 21AM	Doc Collection	Change	Box #	902016
	00160016 08 11 08AM		Correspondence	Letter of Escrow/Commitment	Work Order #	204862
	00110016 08 11 08AM		Correspondence	Letter of Escrow/Commitment	Work Order #	879621
	00110016 08 11 08AM		Correspondence	Training and Learning	Box #	902017
	00110016 08 11 08AM		Doc Collection	Change	Box #	948056
	00160016 07 05 08AM	08/22/2016 08 03 20AM	Doc Collection	Personnel	Work Order #	14 7201
	00160016 07 05 08AM	08/22/2016 08 03 20AM	Correspondence	Work Orders	Work Location #	111908
	00160016 07 05 08AM		Correspondence	Daily Address	Work Location #	12861
Capital Renewal and Perishable Summary - Total: 6 Records - Average Turnaround: 11.68 Days						
Facilities Communication						
	Request Number	Collection Date	Document Type	Record Type	Document Source	Document Location
	00160016 07 05 08AM		Correspondence	Evaluation	Work Order #	181168
	00110016 07 05 08AM		Doc Collection	Workers Compensation	Work Location #	524962
	00160016 07 05 08AM	08/08/2016 10 55 20AM	Doc Collection	Facilities	Work Order #	187763
	00160016 07 05 08AM	08/08/2016 11 07 01AM	Correspondence	Daily Address	Work Location #	648012
	00160016 07 05 08AM		Correspondence	Operations	Box #	44811
Facilities Communication Summary - Total: 4 Records - Average Turnaround: 7.73 Days						
Facilities Construction						
	Request Number	Collection Date	Document Type	Record Type	Document Source	Document Location
	00160016 07 05 08AM		Correspondence	Employee	Work Order #	88859
	00110016 07 05 08AM		Correspondence	Construction		
	00160016 07 05 08AM		Doc Collection	Evaluation		
	00160016 07 05 08AM		Correspondence	Health Facilities	Box #	827861
Facilities Construction Summary - Total: 4 Records - Average Turnaround: 0 Days						

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.