

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.

Image One Corporation

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REQUEST MANAGER

Streamline Recording & Reporting

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.

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EXTERNAL RECORD REQUEST DOCUMENT TYPE

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

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REPORTING

Users can quickly run reports and adjust automated settings.

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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.

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