



Complete e-FOIA Management Solution

GLOBAL LEADER

The Ultimate Solution for State and Local FOI Management

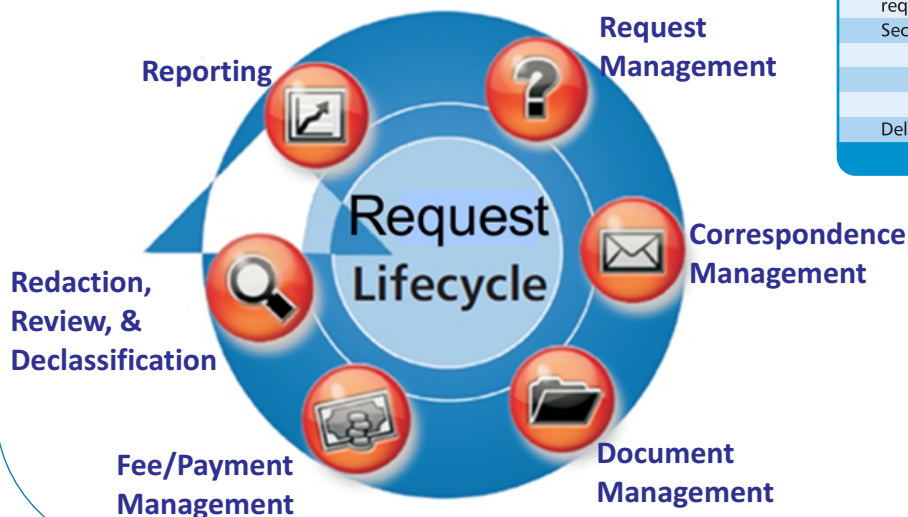
FOIAXpress is the most comprehensive web-based Freedom of Information Act (FOIA), Public Information Act (PIA) and Public Records Act (PRA) request processing system for state and local governments. The robust, user-friendly system tracks request and requester information, generates correspondence letters, provides secure redaction capability and quickly runs reports. FOIAXpress transforms traditional, cumbersome and labor-intensive Freedom of Information (FOI) compliance into an automated and efficient

With FOIAXpress, your organization can:

- Automatically generate compliance reports.
- Electronically store, retrieve, redact and print documents for delivery to public information requesters.
- Track appeals.
- Manage access control/privileges.
- Easily communicate and collaborate using correspondence templates.
- Receive and log requests.
- Stay 508 compliant.

Advanced Technology, Improved Process

With over 150 installations, FOIAXpress has the largest installed customer base of any eFOI software product on the market today. FOIAXpress is a one-stop software that manages the entire lifecycle of an information request from initial request to final delivery of documents, including request management, correspondence management, document management, fee/payment management, document review and redaction, and reporting.



Key Features

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Case Tracking Enhancements

| | |
|---|---|
| Ability to transfer cases | ✓ |
| Calculates Expedite and Fee Waiver adjudication periods | ✓ |
| Use email templates to deliver documents to multiple email recipients | ✓ |
| Link related requests | ✓ |
| Links original FOIA request w/ Appeal request | ✓ |

Document Management Enhancements

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|---|---|
| Find & Redact, Strike Through, or Highlight one document or many documents simultaneously | ✓ |
| Create custom redaction template | ✓ |
| 508 compliant redacted PDF | ✓ |
| 508 compliant application | ✓ |
| Document header and footer options for Bates Stamping, Watermarks, and Review Flags | ✓ |
| Blank exemption code for redactions | ✓ |
| Folders listed in tree view alphabetically | ✓ |
| Document History Report | ✓ |
| Deskew for all pages in a single action | ✓ |

Reports Enhancements

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|---|---|
| Custom Reports: multi-select request types | ✓ |
| Volume Report: pie and bar chart metrics | ✓ |
| Annual Report: monthly, quarterly, half-yearly, and annual time range for progress monitoring | ✓ |

Admin Enhancements

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|---|---|
| Annual Report Configuration - Agency header | ✓ |
| Agency privacy disclaimer and login page banner configuration | ✓ |
| General Configuration - Login Page display options | ✓ |
| Automated estimated responsive document delivery date calculation | ✓ |
| Case Processing Configuration | ✓ |
| • Open Government Act | ✓ |
| • Automatic interest calculation | ✓ |
| • Case Lock Date for Amend/Close | ✓ |
| • Duplicate Search options | ✓ |
| • Request retention policy configuration | ✓ |
| Automated target date approaching and expedite request decision date user notifications | ✓ |
| Security Configuration | ✓ |
| • Correspondence and document encryption | ✓ |
| • Alert User Before Session Expires | ✓ |
| • Web Vulnerabilities Validation | ✓ |
| Delinquent request tracking and reports | ✓ |

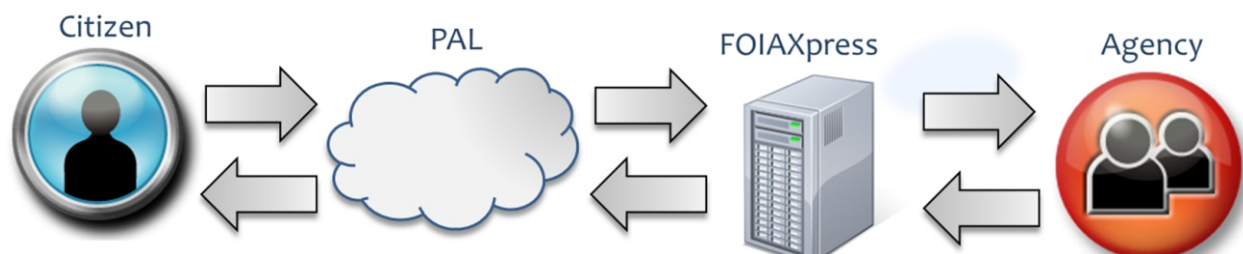


A Citizen-Centered Solution

Designed to meet Executive Order 13,392 requirements and to facilitate government openness and transparency, FOIAxpress + Public Access Link (PAL) allows the public to submit and track the status of Freedom of Information (FOIA), Public Information Act (PIA), and Public Records Act (PRA) requests over the internet. The requester, through a link on your agency's Service Center or other website, creates a user account with a corresponding login ID and password. Once logged in, PAL allows the requester to submit their request electronically, check the status of their request and post their request response for download. Requests submitted via PAL are delivered to FOIAxpress automatically, greatly reducing the data entry time for your agency. PAL also provides a Reading Room where your agency can easily post and manage frequently requested documents with only a couple clicks of a mouse.

With FOIAxpress + PAL your agency can:

- Cut FOIA processing time, delays, and backlogs.
- Automate compliance and statistical reporting.
- Provide citizen-centered, online FOI access.
- Automate and expedite communication with the public.
- Increase efficiency and productivity in processing requests.
- Reduce or eliminate backlog.
- Conserve resources.



Be Proactive, Not Reactive.

PAL's integration with FOIAxpress automates and expedites request case creation for agencies, providing efficient communication between the public and agencies. In addition, PAL's Public



Reading Room allows citizens to acquire documents with minimal agency support. By creating an online portal for citizens to request information and track their cases, PAL puts agencies on the forefront of public access to information.



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