

# In This **Guide...**

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There are several new, interesting features now available in FOIAonline. This quick guide serves as an introduction to these features and how they can help FOIA processing in the system.

## With these new features, you can:

- Make an assignment for several requests at once.
- Copy existing requester information when entering a new request.
- Specify record release types.
- Opt out of system emails.
- Release records directly to a requester.



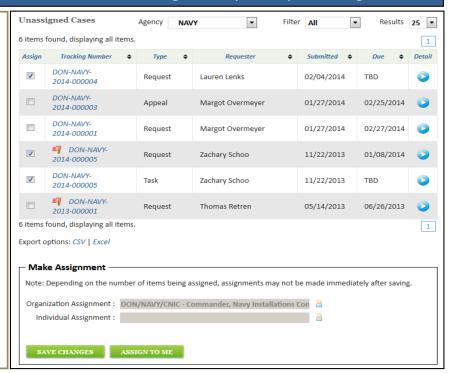
#### New Feature!

#### Save Clicks and Assign Multiple Requests Together

## Did you know...?

You can now assign multiple requests to an organization or individual at the same time?

Make multiple assignments from either the Unassigned Cases dashboard or Custom Report Results using checkboxes under the Assign column and the Make Assignment section.



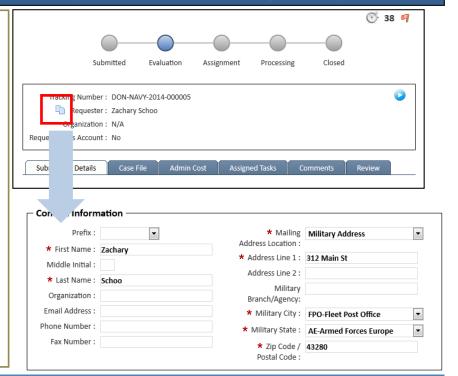
#### **New Feature!**

#### Copy a FOIA Request - Don't Re-Enter Requester Information

## Did you know...?

You can now **automatically populate request information** for repeat requesters?

Look for the *new* icon next to the Requester field on *any* request.





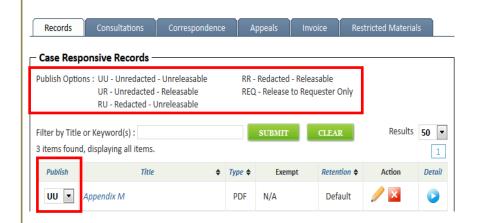
#### New Feature!

#### Organize Your Responsive and Unresponsive Records

## Did you know...?

Did you know.....You can now specify **record release types** in the case file?

Upload batches of the same release type at the same time. This can then be individually modified on the Case File – Records page using the Publish dropdown menu.



#### New Feature!

#### Opt Out of System Notifications

## Did you know...?

Did you know...You can now **opt out of system emails**?

Users assigned to a request or FOIA officers receive an email when the **clock auto starts**.

Users assigned to a request receive an email when a **task is generated**.

Users assigned to a request receive an email when a **task is closed.** 

Edit User Account	
* indicates a required field.	
User Information ———	
* First Name : Turner	* Address 12601 Fair Lakes Circle
Middle Initial :	Line 1:
* Last Name : Roberts	Address Line 2:
Organization :	* City: Fairfax
* Email Address : t.roberts@go	* State/Province : VA
* Confirm Email t.roberts@go	* 7in Code / 22022
Address :	Postal Code :
Phone Number :	
Fax Number :	
Email Preferences	
Check notifications to receive from FOIAonline :	
Clock A	uuto-Start : 📝
Ocase File Modification Alerts :	
Ocase File Items Completed Alerts :	



#### **New Feature!**

#### Release Records Directly to the Requester

### Did you know...?

You can now release records directly to the requester if they have an account?

Select **REQ** from the Publish dropdown menu to make records only available in the system to the registered user.

#### Agency User View

**UU and RU** – These records will not be visible by any member of the public.

UR and RR – These records will be visible by the general public. REQ – These records will only be visible by the requester, if the requester has a registered account.



#### Registered Requester View



#### **General Public View**

