Quick Reference Guide #4

In This Guide…

Page 2

- Admin Costs Requirement

Page 3

- "Other" Dispositions

As of 8/28/15, several new features were made 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:

- **Require Admin Costs be entered by users before case file close out**
- **Cascade Admin Costs requirement to all sub-agencies**
- **Enter new "Other" Dispositions from the Administration page**

Quick Reference Guide #4

New Feature! *Admin Costs Requirement*

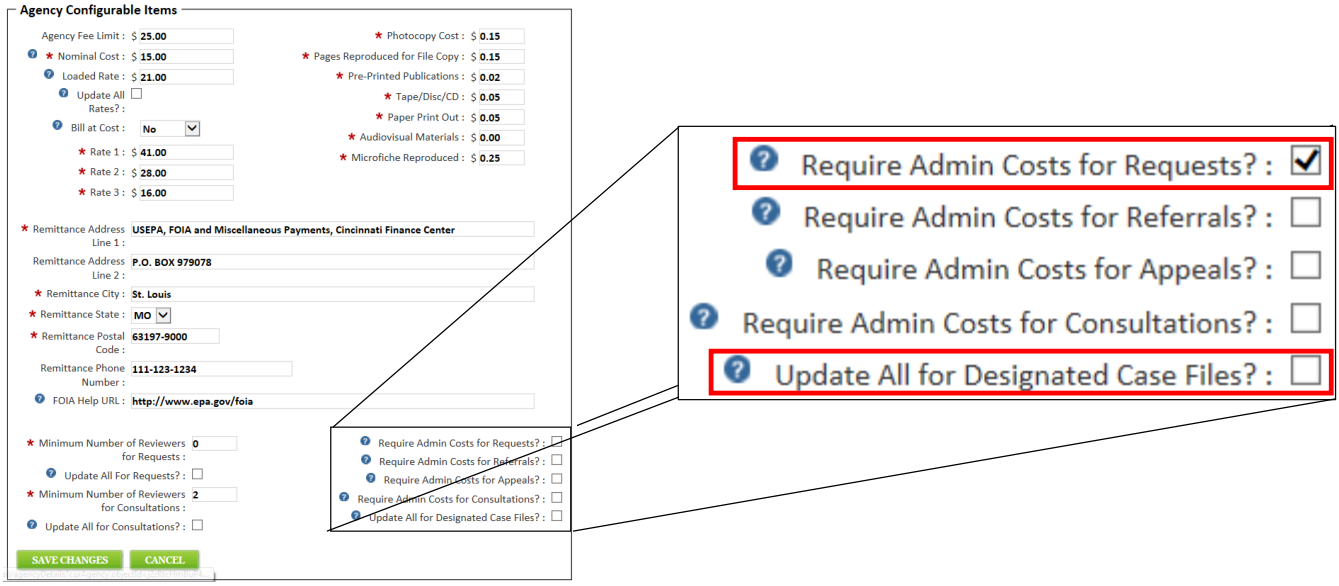
Did you know...?

Administrators can now require agency users to enter admin costs before case file close out.

From the **Administration-Configuration** tab, look for the Require Admin Costs? checkboxes for each case file type. Checking one of these boxes will require users to enter admin costs before close out or an error message will display.

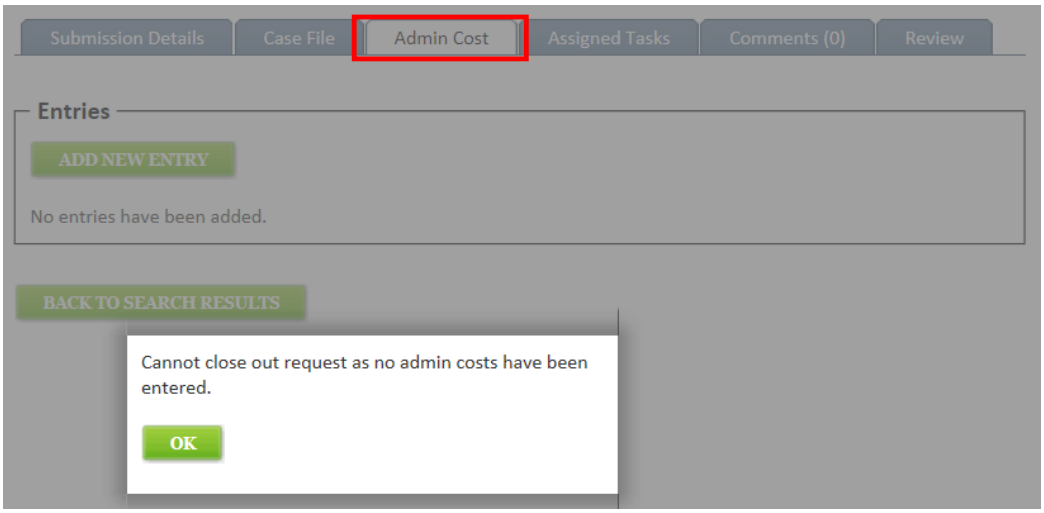
Checking the Update All for Designated Case Files? checkbox will cascade your selections to all sub-agencies below yours in the agency hierarchy.

Administration-Configuration tab



Request Details-Admin Cost tab

Prior to clicking the Begin Close Out Button on the **Request Details** page, Admin Costs must be entered if the designated checkbox has been selected on the **Administration** page or an error message will display.



Quick Reference Guide #4

New Feature! — "Other" Dispositions

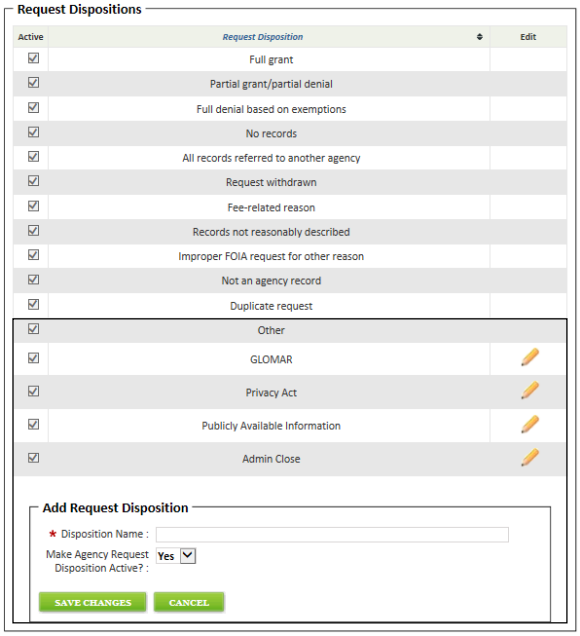
Did you know...?

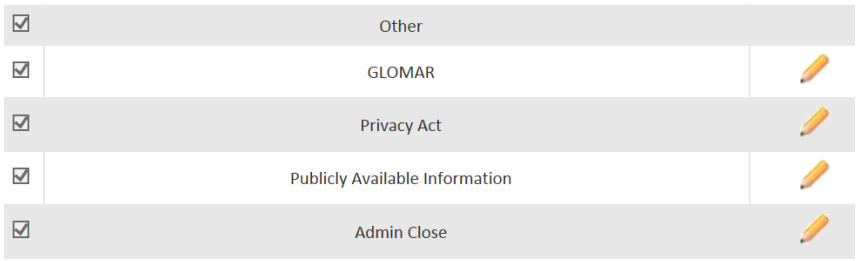
You can now create and manage agency specific "Other" Dispositions for requests and appeals.

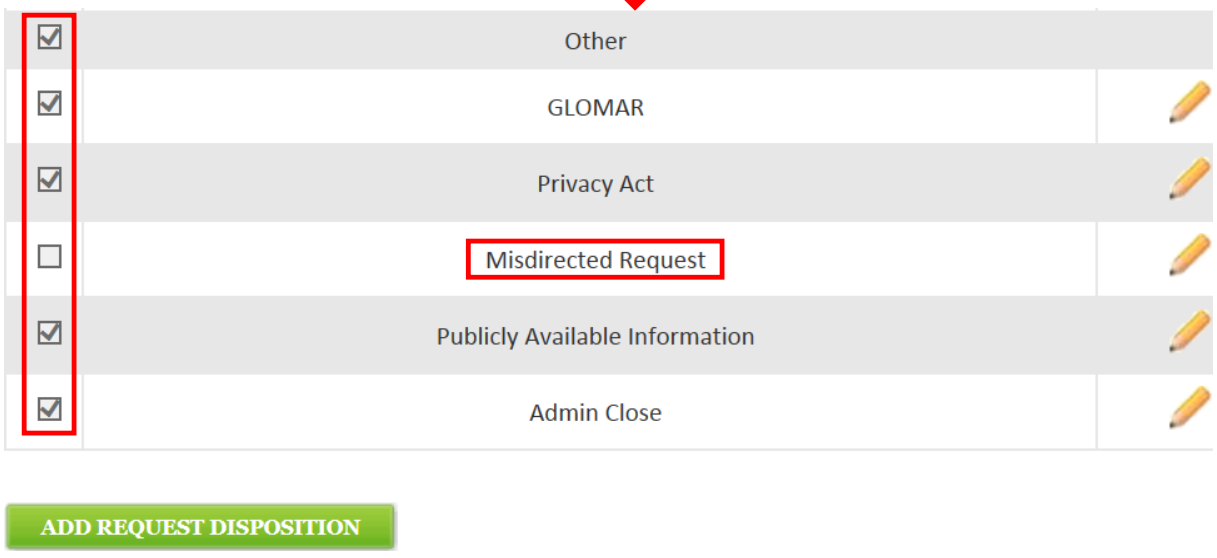
From the **Administration-Configuration** tab, look for the Request and Appeal Disposition sections. These sections allow you to create new dispositions and edit existing dispositions.

The checkboxes in the Active column allow you to choose whether or not a disposition will be available to agency users in the "Other" Disposition dropdown on the **Final Disposition** page.

Administration-Configuration tab



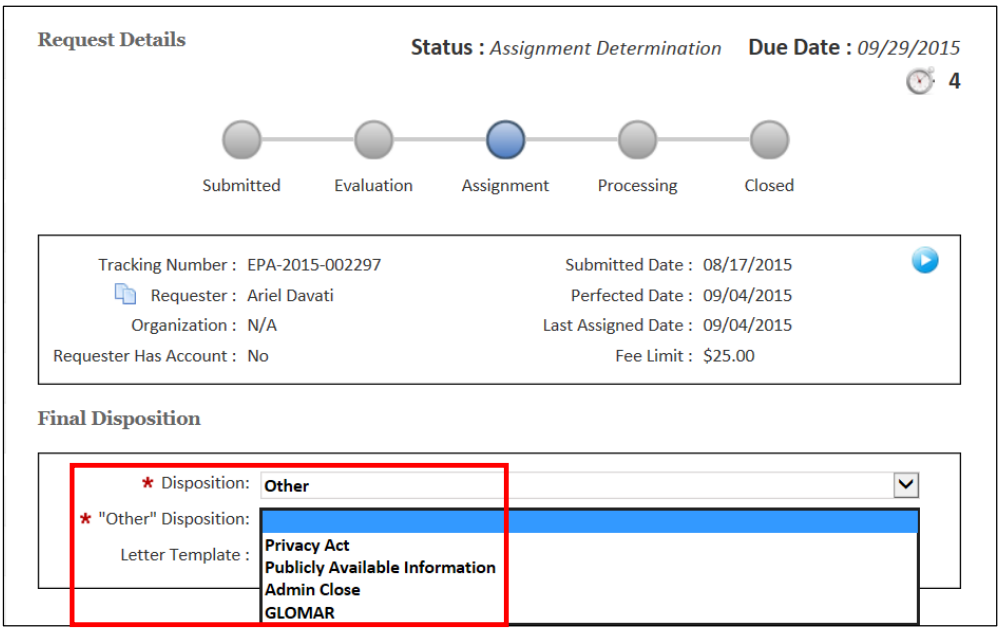




ADD REQUEST DISPOSITION

Quick Reference Guide #4

Final Disposition page

Dispositions that are checked in the Active column on the **Administration** page will display in the "Other" Disposition dropdown of the **Final Disposition** page.

Dispositions left unchecked in the Active column are considered inactive and will not display in the "Other" Disposition dropdown of the **Final Disposition** page.