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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**

New Feature!

Admin Costs Requirement

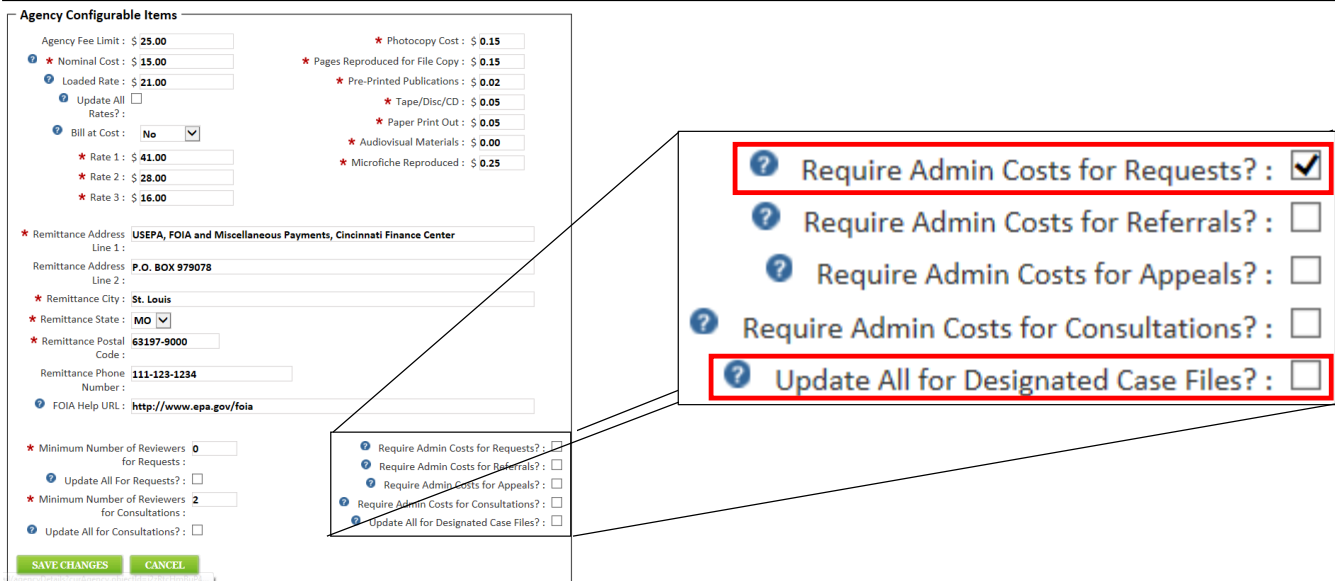
Did you know...?

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



Agency Configurable Items

Agency Fee Limit : \$ 25.00

* Nominal Cost : \$ 15.00

* Loaded Rate : \$ 21.00

Update All Rates? ☐

Bill at Cost : No ☐

* Rate 1 : \$ 41.00

* Rate 2 : \$ 28.00

* Rate 3 : \$ 16.00

* Photocopy Cost : \$ 0.15

* Pages Reproduced for File Copy : \$ 0.15

* Pre-Printed Publications : \$ 0.02

* Tape/Disc/CD : \$ 0.05

* Paper Print Out : \$ 0.05

* Audiovisual Materials : \$ 0.00

* Microfiche Reproduced : \$ 0.25

* Remittance Address : USEPA, FOIA and Miscellaneous Payments, Cincinnati Finance Center

Line 1 : P.O. BOX 979078

Line 2 : St. Louis

* Remittance City : St. Louis

* Remittance State : MO ☐

* Remittance Postal Code : 63197-9000

Remittance Phone Number : 111-123-1234

FOIA Help URL : http://www.epa.gov/foia

* Minimum Number of Reviewers for Requests : 0

Update All For Requests? ☐

* Minimum Number of Reviewers for Consultations : 2

Update All for Consultations? ☐

Require Admin Costs for Requests? ☒

Require Admin Costs for Referrals? ☐

Require Admin Costs for Appeals? ☐

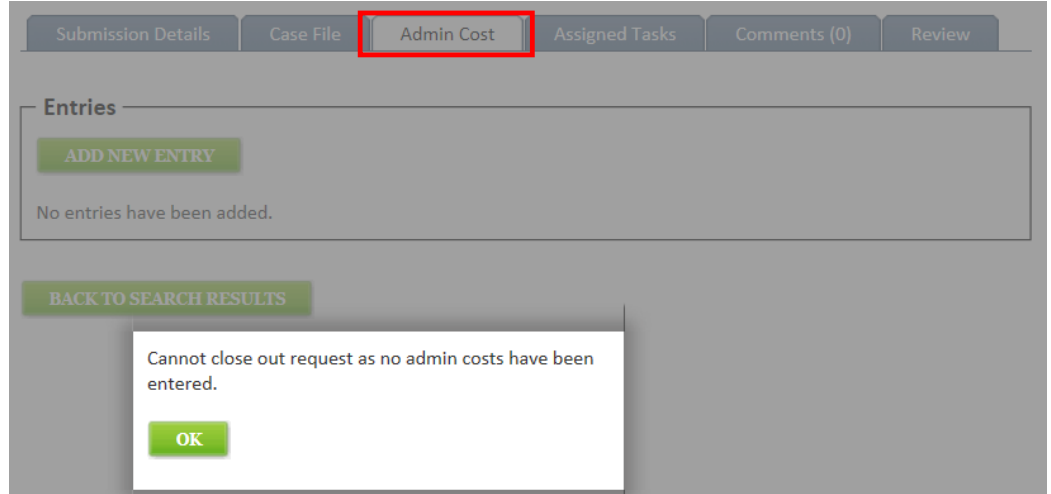
Require Admin Costs for Consultations? ☐

Update All for Designated Case Files? ☐

SAVE CHANGES CANCEL

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.



Submission Details Case File **Admin Cost** Assigned Tasks Comments (0) Review

Entries

ADD NEW ENTRY

No entries have been added.

BACK TO SEARCH RESULTS

Cannot close out request as no admin costs have been entered.

OK

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

Request Dispositions

Active	Request Disposition	Edit
<input checked="" type="checkbox"/>	Full grant	
<input checked="" type="checkbox"/>	Partial grant/partial denial	
<input checked="" type="checkbox"/>	Full denial based on exemptions	
<input checked="" type="checkbox"/>	No records	
<input checked="" type="checkbox"/>	All records referred to another agency	
<input checked="" type="checkbox"/>	Request withdrawn	
<input checked="" type="checkbox"/>	Fee-related reason	
<input checked="" type="checkbox"/>	Records not reasonably described	
<input checked="" type="checkbox"/>	Improper FOIA request for other reason	
<input checked="" type="checkbox"/>	Not an agency record	
<input checked="" type="checkbox"/>	Duplicate request	
<input checked="" type="checkbox"/>	Other	
<input checked="" type="checkbox"/>	GLOMAR	
<input checked="" type="checkbox"/>	Privacy Act	
<input checked="" type="checkbox"/>	Publicly Available Information	
<input checked="" type="checkbox"/>	Admin Close	





Add Request Disposition

★ Disposition Name :

Make Agency Request ☐ Yes ☒ No

Disposition Active? : ☐

SAVE CHANGES **CANCEL**

<input checked="" type="checkbox"/>	Other	
<input checked="" type="checkbox"/>	GLOMAR	
<input checked="" type="checkbox"/>	Privacy Act	
<input checked="" type="checkbox"/>	Publicly Available Information	
<input checked="" type="checkbox"/>	Admin Close	

Add Request Disposition






★ Disposition Name : **Misdirected Request**

Make Agency Request ☐ No ☒

Disposition Active? : ☐

SAVE CHANGES

CANCEL

<input checked="" type="checkbox"/>	Other	
<input checked="" type="checkbox"/>	GLOMAR	
<input checked="" type="checkbox"/>	Privacy Act	
<input type="checkbox"/>	Misdirected Request	
<input checked="" type="checkbox"/>	Publicly Available Information	
<input checked="" type="checkbox"/>	Admin Close	

ADD REQUEST DISPOSITION

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.

Request Details

Status : *Assignment Determination* **Due Date :** 09/29/2015

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Tracking Number : EPA-2015-002297	Submitted Date : 08/17/2015
 Requester : Ariel Davati	Perfected Date : 09/04/2015
Organization : N/A	Last Assigned Date : 09/04/2015
Requester Has Account : No	Fee Limit : \$25.00

Final Disposition

* Disposition:	Other
* "Other" Disposition:	<div> <div>Privacy Act</div> <div>Publicly Available Information</div> <div>Admin Close</div> <div>GLOMAR</div> </div>
Letter Template :	