

FOIAXpress

S2S

Implementation

v11.11.0

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FOIAExpress v11.11.0 S2S Implementation

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1 System to System Implementation

1.1 About This Implementation

System to System (S2S) implementation allows organizations with more than one unique instance of FOIAXpress to connect these systems for the purpose of transmitting requests between systems.

S2S can be implemented for organizations with varying levels of security between FOIAXpress instances. This enables one of the connected systems to exclusively intake our output requests, ensuring data cannot be transmitted from a more highly secured application to the lower side. Additionally, we also allow for S2S where both systems act as Consumer and Provider, pushing requests back and forth as needed.

1.2 S2S Types

There are two types of S2S implementations:

- **Consumer/Provider:** A consumer/provider implementation uses a “high side” (secure) and a “low side” with different capabilities depending on your organization’s requirements and workflow. This version of S2S allows one system to exclusively provide (or send data out), and the other system exclusively consumes (or intakes data).
- **Both:** In a Both-side implementation, each system can consume and provide request data.

There are some differences in the implementation process based on the S2S type you’re using. In the *Enable the S2S Integration* section, follow the process based on the type you’re using.

1.3 Prerequisites

The following are prerequisites for this implementation:

- You must have two installed and configured FOIAXpress applications, both licensed to use S2S. To ensure this feature is licenses for use, go to each system and navigate to **Administration > Features and Licenses > Application Features**. If you have this license, the **S2S Integration** option is selected automatically and cannot be unselected:



System to System Implementation

| | | |
|---|---|--|
| <input checked="" type="checkbox"/> Request Addresses | <input checked="" type="checkbox"/> Request for Documents | <input checked="" type="checkbox"/> Request Owner |
| <input checked="" type="checkbox"/> Response Package Approval | <input checked="" type="checkbox"/> Restrict Description | <input checked="" type="checkbox"/> Review Templates |
| <input type="checkbox"/> RFD Records Provider | <input checked="" type="checkbox"/> S2S Integration | <input checked="" type="checkbox"/> Secondary Assignments |
| <input checked="" type="checkbox"/> Send/Save Consultations | <input checked="" type="checkbox"/> SharePoint Integration | <input checked="" type="checkbox"/> Staff Processing Costs |
| <input checked="" type="checkbox"/> Sub Requests | <input checked="" type="checkbox"/> TeleMessage Integration | <input type="checkbox"/> TimeXpress |
| <input checked="" type="checkbox"/> Transfer Request | | |

- You must have a data exchange solution for the two systems this can be:
 - A shared network location where system accounts have read/write access required to run system jobs.
 - A Cross-Domain Solution which can exchange data between two networks that are not connected.



2 Enabling a Cross-Domain Solution

Given the nature of our FOIAXpress S2S request feature, customers may need to provide their own Cross-Domain Solution (CDS) software to facilitate data transfer between two separate networks. This section provides an overview of the role of CDS in the S2S process and examples of commonly used solutions.

Note: Not all implementations require a CDS. If your connected systems can access a shared network location, a CDS is not required.

2.1 Role of Cross-Domain Solutions

CDS software acts as a secure intermediary that enables data exchange between isolated networks. It ensures that sensitive information can be transferred without compromising security protocols. This type of software is essential for organizations that operate within highly secure environments, such as government agencies or defense contractors, where network segmentation is crucial.

2.2 How Cross-Domain Solutions Work

- **Data Pickup:** The CDS software monitors designated directories or repositories within the source network for new data files (requests) to be transferred.
- **Data Transfer:** Once a file is detected, the software securely transfers the file across the network boundary to the target network. This process may involve encryption, decryption, and inspection for data integrity and security.
- **Data Deposit:** The CDS software then deposits the transferred file into the appropriate directory or repository in the target network, where it can be accessed and processed by the receiving system.

2.3 Examples of Cross-Domain Solutions

Here are some examples of CDS commonly used to facilitate secure data transfers between segregated networks:



| Product | Description | Features |
|--|--|---|
| Radiant Mercury by Raytheon Technologies | Radiant Mercury is a cross-domain solution that provides secure data transfer between different security domains | Real-time data filtering, support for multiple data types, high throughput, and robust security protocols |
| Forcepoint Data Guard | Forcepoint Data Guard is designed to securely transfer data between networks of differing security levels | Bidirectional data flow, real-time policy enforcement, high availability, and comprehensive audit logging |
| Owl Cyber Defense DualDiode Technology | Owl's DualDiode Technology provides hardware-enforced, one-way data transfer for secure network isolation | High-speed data transfer, minimal latency, robust security, and support for various data formats |
| IBM Guardium Data Protection | IBM Guardium offers comprehensive data security solutions, including secure data transfer capabilities for cross-domain environments | Real-time monitoring, automated data classification, policy-based controls, and detailed auditing |



2.4 Configuring Cross-Domain Solutions for FOIAXpress S2S

To configure your chosen CDS for use with FOIAXpress S2S requests, follow these general steps:

| Installation | Install the CDS software on both networks according to the vendor's instructions. |
|---------------|---|
| Configuration | <ul style="list-style-type: none">▪ Define the directories or repositories to be monitored for file pickup and deposit (See the <i>File Repositories</i> section for details)▪ Set up security policies and rules for data transfer, ensuring compliance with organizational security requirements.▪ Configure encryption and decryption settings to protect data during transfer |
| Testing | <ul style="list-style-type: none">▪ Perform initial tests to verify the correct configuration and functionality of the CDS software.▪ Ensure that files can be picked up from the source network, transferred securely, and deposited in the target network. |



3 Enable the S2S Integration

The S2S integration requires actions on both connected applications.

3.1 File Repositories

You'll need to create file repositories to support this integration regardless of whether you're using a cross-domain solution or your connected systems can access a shared network location.

The directories required depend on the type of integration you're using.

| Type | Directories |
|-------------------|--|
| Consumer/Provider | <ul style="list-style-type: none">▪ Consumer side (S2S Parent Directory)<ul style="list-style-type: none">○ Inbound Path○ Archive Path▪ Provider side (S2S Parent Directory)<ul style="list-style-type: none">○ Outbound Path○ Archive Path |
| Both | <div>Side 1 (S2S Parent Directory)<ul style="list-style-type: none">○ Outbound Path○ Inbound PathArchive Path</div> <div>Side 2 (S2S Parent Directory)<ul style="list-style-type: none">Outbound PathInbound PathArchive Path</div> |

Note these paths (or URLs if using a CDS) as they'll be used in the following section.



3.2 FOIAXpress Configuration

There are two options for configuring this integration. If you are using a Consumer/Provider solution, see the *Enabling Consumer/Provider* section. Otherwise, see the *Enabling Both Sides* section.

3.2.1 Enabling Consumer/Provider

Follow the steps below to enable System to System configuration using a consumer/provider setup:

1. Log in to the High side (Consumer) system.
2. Navigate to **Administration > System Administration > System to System Configuration**.
3. The *System to System Configuration* screen appears, as shown below. Here you'll enter details about the connected Provider system:

System to System Configuration

☒ Enable System to System Integration

Outbound System Name*: DEMO-FOIACSX

Outbound Path/URL*: \\Demo-foiacsx\S2S\Outbound\

Outbound Web API Method:

Inbound Path*: \\Demo-foiacsx\s2s\Inbound\

Archive Path*: \\Demo-foiacsx\S2S\Archive\

System to System Role*: Consumer

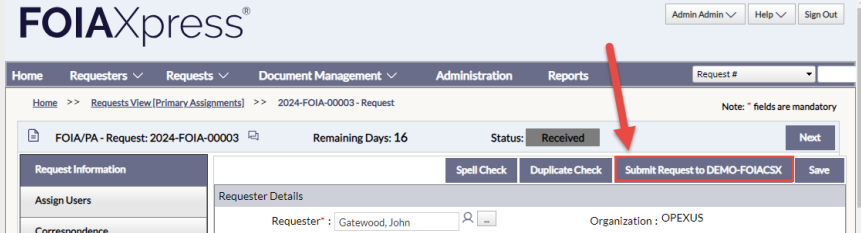
File Cabinet Drawer for S2S Documents*: S2S Documents

Save Close

4. Fill out each of these fields. See the table below for details each.



Enable the S2S Integration

| Field | Description |
|---------------------------------------|--|
| Outbound System Name | <p>This is the name that appears within your application when your users have the option to send the request to the connected system, as shown below:</p>  |
| Outbound Path/URL | The location where requests being sent out from your system are picked up and moved to the connected system. |
| Outbound Web API Method | Enter the API method for the CDS solution, if using one for this implementation. |
| Inbound Path | Enter the path where requests incoming from the connected system are stored for pickup and transfer. |
| Archive Path | Provide an archiving path |
| System to System Role | Select Consumer |
| File Cabinet Drawer for S2S Documents | <p>Select a file cabinet drawer where S2S documents will be stored.</p> <p>Note: A dedicated file cabinet drawer is recommended for S2S</p> |

- Click **Save** to save the changes.
- Next, move over to the Provider system. Log in and navigate to **Administration > System Administration > System to System Configuration**.



Enable the S2S Integration

- The *System to System Configuration* screen appears, as shown below. Here you'll enter details about the connected Consumer system:

| Field | Description |
|-------------------------|---|
| Outbound System Name | <p>This is the name that appears within your application when your users have the option to send the request to the connected system, as shown below:</p> |
| Outbound Path/URL | The location where requests being sent out from your system are picked up and moved to the connected system. |
| Outbound Web API Method | Enter the API method for the CDS solution, if using one for this implementation. |



| Field | Description |
|---|---|
| Inbound Path | Enter the path where requests incoming from the connected system are stored for pickup and transfer. |
| Archive Path | Provide an archiving path |
| System to System Role | Select Provider |
| File Cabinet Drawer for S2S Documents | <p>Select a file cabinet drawer where S2S documents will be stored.</p> <p>Note: A dedicated file cabinet drawer is recommended for S2S</p> |
| Request Default Assignee | <p>Select Same as Consumer if the default assignee should be the same assignee as in the consumer system.</p> <p>Note: The user must exist in both systems</p> <p>Use the User selection to select a specific user as default assignee for S2S requests.</p> |
| Enable System to System Document Delivery | Select this checkbox to enable to ability to deliver documents between the connected systems. |

8. Click **Save**. The systems are now configured and connected.

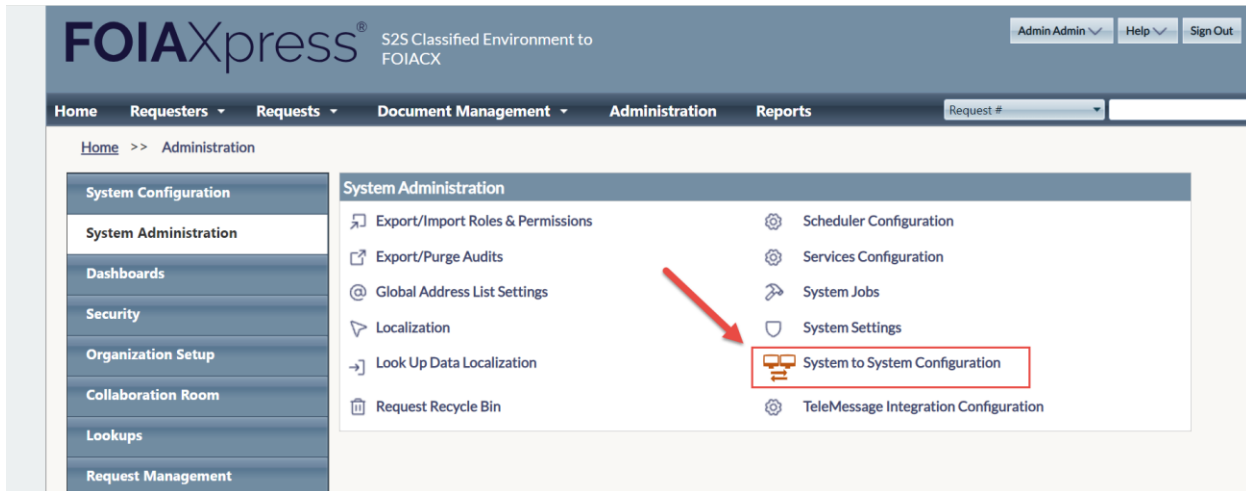
3.2.2 Enabling Both Side

This is an example of a Both sides configuration, where both sides of the connected systems can send and receive requests.



Enable the S2S Integration

1. Log in the FOIAXpress Administration then access System Administration > System to System Configuration:



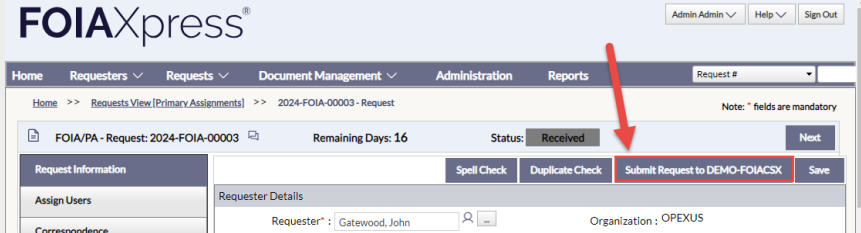
2. The *System to System Configuration* screen appears, as shown below. Here you'll enter details about the connected system.

The screenshot shows the 'System to System Configuration' form. It includes a checkbox for 'Enable System to System Integration'. Below this are several input fields: 'Outbound System Name*' (DEMO-FOIAC SX), 'Outbound Path/URL*' (\\Demo-foiacsx\S2S\Outbound\), 'Outbound Web API Method:', 'Inbound Path*' (\\Demo-foiacsx\S2S\Inbound\), 'Archive Path*' (\\Demo-foiacsx\S2S\Archive\), 'System to System Role*' (Both), 'File Cabinet Drawer for S2S Documents*' (S2S Documents), and 'Request Default Assignee*' (Same as Consumer, User, Admin, Admin). There is also a checkbox for 'Enable System to System Document Delivery :'. At the bottom are 'Save' and 'Close' buttons.

3. Fill out each of these fields. See the table below for details each.



Enable the S2S Integration

| Field | Description |
|---------------------------------------|--|
| Outbound System Name | <p>This is the name that appears within your application when your users have the option to send the request to the connected system, as shown below:</p>  |
| Outbound Path/URL | The location where requests being sent out from your system are picked up and moved to the connected system. |
| Outbound Web API Method | Enter the API method for the CDS solution, if using one for this implementation. |
| Inbound Path | Enter the path where requests incoming from the connected system are stored for pickup and transfer. |
| Archive Path | Provide an archiving path |
| System to System Role | Select Both |
| File Cabinet Drawer for S2S Documents | <p>Select a file cabinet drawer where S2S documents will be stored.</p> <p>Note: A dedicated file cabinet drawer is recommended for S2S</p> |



| Field | Description |
|---|---|
| Request Default Assignee | <p>Select Same as Consumer if the default assignee should be the same assignee as in the consumer system.</p> <p>Note: The user must exist in both systems</p> <p>Use the User selection to select a specific user as default assignee for S2S requests.</p> |
| Enable System to System Document Delivery | Select this checkbox to enable to ability to deliver documents between the connected systems. |

- Click **Save**.
- Next, move over to the connected system. Log in and navigate to **Administration > System Administration > System to System Configuration**.
- Configure this screen as described in step 3 above, using the details from the other system.
- Click **Save**.
- The systems are now configured and connected. Both systems should have buttons reading **Submit Request to <connected system>**.

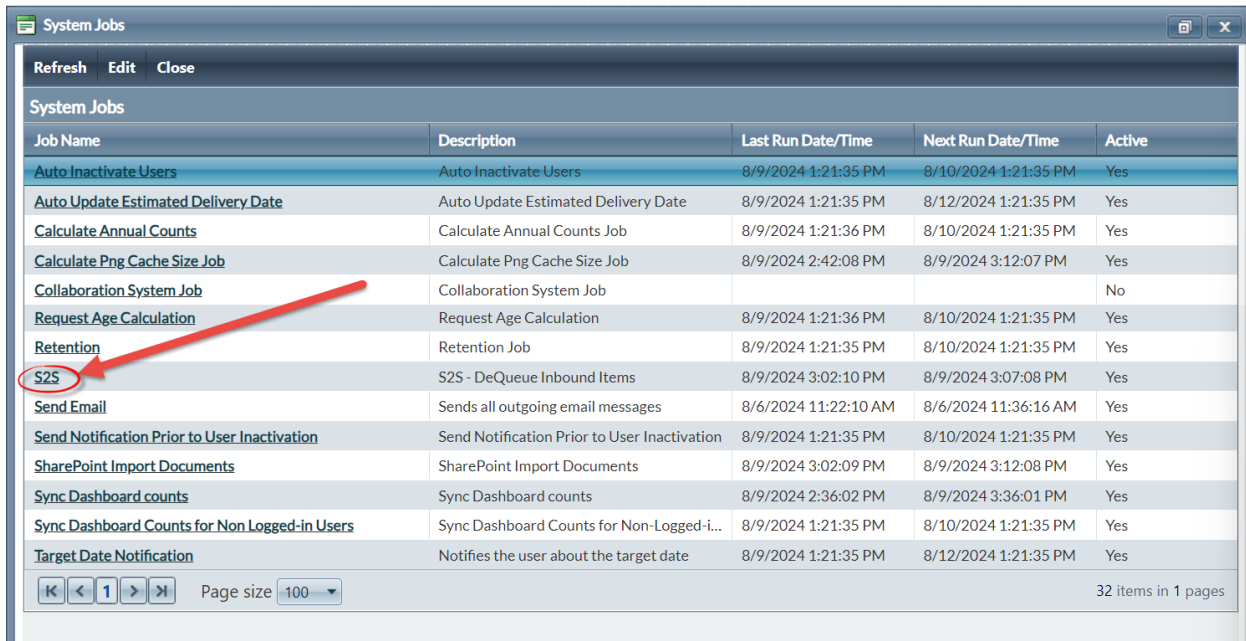
3.3 Enable System Jobs

Navigate to System Administration > System Jobs.

- Select **S2S**:



Enable the S2S Integration



System Jobs

Refresh Edit Close

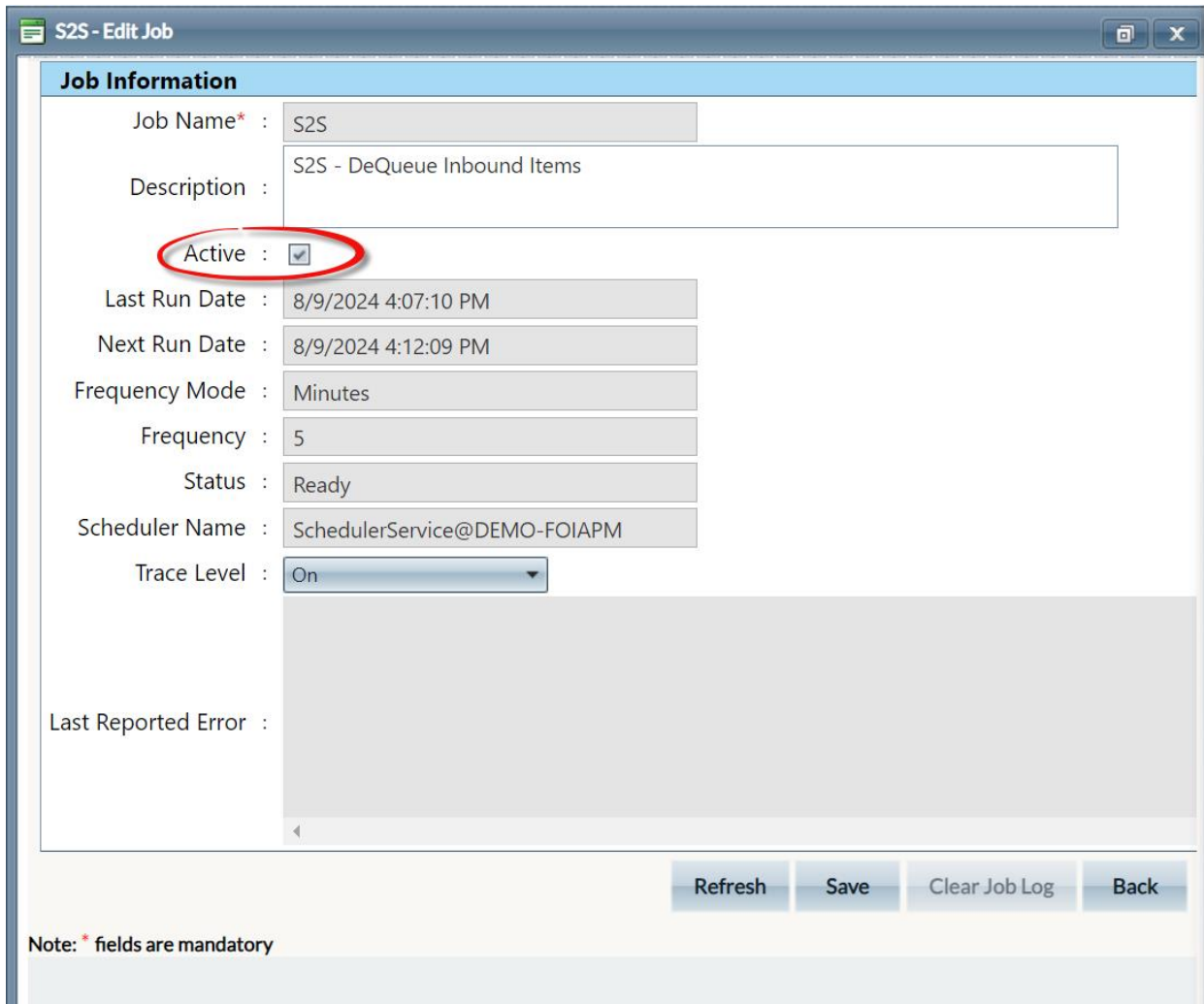
| Job Name | Description | Last Run Date/Time | Next Run Date/Time | Active |
|---|--|----------------------|----------------------|--------|
| Auto Inactivate Users | Auto Inactivate Users | 8/9/2024 1:21:35 PM | 8/10/2024 1:21:35 PM | Yes |
| Auto Update Estimated Delivery Date | Auto Update Estimated Delivery Date | 8/9/2024 1:21:35 PM | 8/12/2024 1:21:35 PM | Yes |
| Calculate Annual Counts | Calculate Annual Counts Job | 8/9/2024 1:21:36 PM | 8/10/2024 1:21:35 PM | Yes |
| Calculate Png Cache Size Job | Calculate Png Cache Size Job | 8/9/2024 2:42:08 PM | 8/9/2024 3:12:07 PM | Yes |
| Collaboration System Job | Collaboration System Job | | | No |
| Request Age Calculation | Request Age Calculation | 8/9/2024 1:21:36 PM | 8/10/2024 1:21:35 PM | Yes |
| Retention | Retention Job | 8/9/2024 1:21:35 PM | 8/10/2024 1:21:35 PM | Yes |
| S2S | S2S - DeQueue Inbound Items | 8/9/2024 3:02:10 PM | 8/9/2024 3:07:08 PM | Yes |
| Send Email | Sends all outgoing email messages | 8/6/2024 11:22:10 AM | 8/6/2024 11:36:16 AM | Yes |
| Send Notification Prior to User Inactivation | Send Notification Prior to User Inactivation | 8/9/2024 1:21:35 PM | 8/10/2024 1:21:35 PM | Yes |
| SharePoint Import Documents | SharePoint Import Documents | 8/9/2024 3:02:09 PM | 8/9/2024 3:12:08 PM | Yes |
| Sync Dashboard counts | Sync Dashboard counts | 8/9/2024 2:36:02 PM | 8/9/2024 3:36:01 PM | Yes |
| Sync Dashboard Counts for Non Logged-in Users | Sync Dashboard Counts for Non-Logged-i... | 8/9/2024 1:21:35 PM | 8/10/2024 1:21:35 PM | Yes |
| Target Date Notification | Notifies the user about the target date | 8/9/2024 1:21:35 PM | 8/12/2024 1:21:35 PM | Yes |

Page size 100 32 items in 1 pages

2. Ensure the job is **Active**:



Enable the S2S Integration



The screenshot shows a web application window titled "S2S - Edit Job". It contains a "Job Information" section with the following fields:

- Job Name* : S2S
- Description : S2S - DeQueue Inbound Items
- Active : ☒ (This checkbox is circled in red in the original image)
- Last Run Date : 8/9/2024 4:07:10 PM
- Next Run Date : 8/9/2024 4:12:09 PM
- Frequency Mode : Minutes
- Frequency : 5
- Status : Ready
- Scheduler Name : SchedulerService@DEMO-FOIAPM
- Trace Level : On (dropdown menu)
- Last Reported Error : (empty text area)

At the bottom right of the form are four buttons: "Refresh", "Save", "Clear Job Log", and "Back". A note at the bottom left states: "Note: * fields are mandatory".

3. Click **Save** to save any changes.

3.4 Testing the Integration

After you've completed the integration, you can test the integration to ensure it's functioning correctly. See the [System to System Requests section of the FOIAXpress User Manual](#) for testing steps.

