

FOIAXpress

Release Notes

V11.13.3.0

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OPEXUSTECH.COM

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FOIAExpress v11.13.3.0 Release Notes

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Product Enhancements

1.1 New Consultations Workflow

ID# 1275604

We have introduced a new approach to Consultations by enabling page-level selections in a more efficient UI.

There are separate permissions for the old workflow and the new workflow, enabling you to use the new workflow from certain areas while still using the old workflow from other areas.

File Cabinet Drawer Roles

Role Information

Role Name*: CPHQ

Description :

Role Assignment

☒ Manually To Each File Cabinets(Go to Document Management > File Cabinets > Permissions)

☐ Automatically To All File Cabinets

Role Permissions ☒ Select All

<input checked="" type="checkbox"/> Add Documents to Request Folder	<input checked="" type="checkbox"/> Add Documents to Review Log	<input checked="" type="checkbox"/> Add/Insert Pages
<input checked="" type="checkbox"/> Annotations	<input checked="" type="checkbox"/> Create Folder/Section	<input checked="" type="checkbox"/> Declassification
<input checked="" type="checkbox"/> Delete Any Review Layer	<input checked="" type="checkbox"/> Delete Folder/Section	<input checked="" type="checkbox"/> Delete Pages
<input checked="" type="checkbox"/> Deliver Documents	<input checked="" type="checkbox"/> Lock/Unlock Review Layer	<input checked="" type="checkbox"/> Modify Folder/Section
<input checked="" type="checkbox"/> Modify Pages	<input checked="" type="checkbox"/> Move/Copy Folder	<input checked="" type="checkbox"/> Page-level Consultations
<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> Redactions	<input checked="" type="checkbox"/> Review Templates
<input checked="" type="checkbox"/> Save as ADX	<input checked="" type="checkbox"/> Save to Disk	<input checked="" type="checkbox"/> Send/Save Consultations
<input checked="" type="checkbox"/> Unlock Any Review Layer	<input checked="" type="checkbox"/> View Documents	

Save Back Close

Note: * fields are mandatory

To enable the old Consultations workflow, navigate to **Administration> Document Management> File Cabinet Drawer Roles> Role** and select **Send/Save Consultations**. Click **Save**. If you use consultations, you must enable this permission.

Similarly, to enable the new Consultations workflow, navigate to **Administration> Document Management> File Cabinet Drawer Roles> Role** and select **Page-level Consultations**. Click



Save. This will enable the new page-level workflow from only specific areas. You must also have the **Send/Save Consultations** permission enabled.

Once a consultation package has been created for a request, there will be a tab called **Consultations** within the request that allows you to manage the consultations.

There are two ways to create a consultation package:

- Search and select documents from **Document Management**. Select one or more pages, or a document, and right-click to select **Save/Send for Consultation**.
- Alternatively, from within a request, using the **Review Log**, select one or more documents and click on open documents. Then select one or more pages, or a document, and right-click to select **Save/Send for Consultation**.
- Click the **Plus** button to create a new consultation package.
- Complete the rest of the form and details, then click **Save**.

You can now manage these consultations from the **Consultations** tab from within a request with the following capabilities:

- You can withdraw a consultation package that has already been sent from the Consultation tab.
- You can add more documents to an existing package.
- To remove pages from a consultation package which has not been sent or has been withdrawn, click on the **Consultations** tab within the request, and click **Edit**.



Edit Consultation Package

Package Details : Adding 8 pages from 1 documents

Action	File Cabinet Name	Document Name	Section Name	Selected Page
✖		Audit Log (3)		1-8

Consultation Details

Request ID: 25-FOI-00865

Select Consultation: * zaq123 +

Consultation Mode: * Send via Collaboration Room

Select Consultation Location: * Divya

Email Template: * &lt;div style="background:red"&gt;HACKED&lt;/div&

Spell Check Save Cancel

Note: * fields are mandatory

Click the **Gear** icon to delete or modify pages. You can also modify package details such as **Program Office, Consultation Mode**, etc.

- You can delete page-level and legacy (old workflow) consultation packages directly from the **Consultations** grid if they have not been sent or if they have been withdrawn.
- The **Consultations** grid now includes all page-level and legacy (old workflow) consultations, along with all necessary fields such as **Contact Name, Review ID, Last Action Date**, etc., providing a holistic view.
- You can perform various actions from the **Consultations** grid such as **Delete, Edit, Send, Preview, View**, view **Messages**, and view **Actions Logs**. Depending on the consultation type and status, relevant actions will be displayed.
- You can now view all **Action Logs** across all consultations for a selected request, improving transparency and traceability.



1.2 Enhanced Application Logs

ID# 1275264

With our continued commitment to provide logs throughout the system, we have stayed focused on implementing logs for the majority of items in the FOIAXpress.

1.3 Improved Review Flag behavior for 'Duplicate' and 'Not Relevant' flags

ID# 1278036

With this feature, we have enhanced the behavior of review flags. When 'Duplicate' and 'Not Relevant' flags are applied to a document and then actions such as applying redaction from **Document Management** or **Find and Redact** is performed, the system will not automatically change these flags.



Security Updates

We've made the following security updates in this version of FOIAXpress:

ID	Description
1308406	Sanitized all user inputs rendered into HTML, used templating engines with auto-escaping, and limited rendering of untrusted content.
1308408 1308412 1308416	Introduced output encoding (e.g., HTML entity encoding), input validation, and Content Security Policy (CSP) headers.
1311328	Reviewed and corrected access control policies, implemented deny-by-default strategies, and validated user roles per request.
1306813	Enforced MFA, applied rate-limiting, secured session tokens, and adopted robust password policies.

