

FOIAXpress

Collaboration User Manual

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FOIA^Xpress 11.8.0 Collaboration User Manual

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1 Introduction

1.1 About FOIAXpress Collaboration

Welcome to the FOIAXpress Collaboration User Manual. FOIAXpress (FX) Collaboration provides a platform for FOIAXpress users to work together on requests with others outside the primary FOIAXpress application to collaborate on Requests for Documents (RFDs) and Consultation reviews. This document provides instructions for FOIAXpress Collaboration users, including an overview of the Collaboration UI, and steps to collaborating on document requests and reviews, and other Collaboration features.

1.2 How to Use this Manual

This manual focuses on the Portal user experience, with instructions for receiving and fulfilling tasks, and utilizing the tools available to make collaboration effective. It includes topics for:

- Accessing the Collaboration Portal
- Request for Document (RFD) Tasks
- Consultation Tasks
- Sending Messages Using the Portal
- Using Attachments in Tasks
- Notes Log

1.3 Typography

The following formatting conventions are used in this manual to highlight important information:

- *Italicized* text indicates a location, for example a particular *Folder*, *Tab*, or *Window*.
- **Bold** text indicates a specific user action, such as clicking a **button**.
- **Red** text is used in *Notes* to bring attention to **crucial information**.



2 Accessing FOIAXpress Collaboration

When your Collaboration account has been created by your Administrator, you will receive an email with login instructions. An example login screen is shown below:



To access Collaboration, provide your email address (the one associated with Collaboration, where you received the initial email) as well as your password, then click **Sign In**. After signing in, the *Collaboration Dashboard* appears:

Task Summary

Task ID	Request #	Tasked By	Received Date	Due Date	Status
00000087	25-FOI-00073	HQ	09/24/2024	09/24/2024	Received

Request for Documents Tasks

Task ID	Request #	Tasked By	Received Date	Due Date	Status
00000084	25-FOI-00073	HQ	09/24/2024	09/24/2024	Received
00000079	25-FOI-00073	HQ	09/20/2024	09/20/2024	Submitted

Completed Tasks

Task ID	Request #	Tasked By	Task Type	Received Date	Due Date	Status
No records to display.						

The main areas of the Dashboard are described in the following table:



Ref	Element	Description
A	Tabs	The dashboard contains two tabs: the main <i>Home</i> tab and the <i>Tasks</i> tab, which consolidates all your current tasks into one location.
B	Task Summary	The <i>Task Summary</i> widget provides links to your Inbox , Overdue tasks, and tasks that Arrived Today .
C	Message Summary	The <i>Message Summary</i> widget provides quick links to Unread messages, All your messages, and your Outbox .
D	Tasks	Ongoing <i>Consultation Tasks</i> and <i>Request for Document Tasks</i> are listed here. There is also a list of your <i>Completed Tasks</i> .

The next sections provide steps to complete Request for Documents Tasks and Consultation Tasks.



3 Request for Documents Tasks

3.1 Accessing a Request for Documents Task

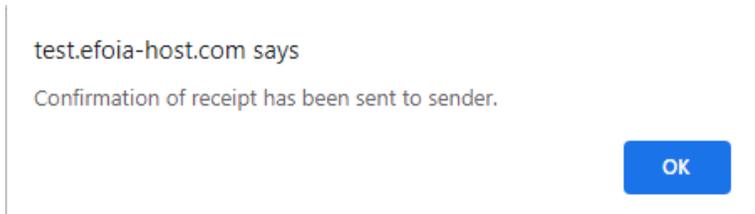
After you log in to FX Collaboration, there are a few indicators that a new request is waiting for you. New tasks arrive in your *Task Summary*, as an unread message in your *Message Summary*, and in your *Request for Document Tasks* list.

In this example, we'll double click the request listed in the *Request for Documents Tasks* list.

The screenshot shows the 'Collaboration Dashboard' with a 'Task Summary' bar chart and a table of 'Request for Documents Tasks'. The bar chart shows 2 'Request for Documents' tasks and 1 'Consultations' task for the 'HQ' office. The table below has columns for Task ID, Request #, Tasked By, Received Date, Due Date, and Status. A red arrow points to the first row of the 'Request for Documents Tasks' section.

Task ID	Request #	Tasked By	Received Date	Due Date	Status
00000074	2025-FOIA-00019	HQ	09/11/2024	09/11/2024	Received
Request for Documents Tasks					
00000078	25-FOI-00071	HQ	09/18/2024	09/18/2024	Received
00000077	2025-FOIA-00019	HQ	09/18/2024	09/18/2024	Received

When you access a request for the first time, a pop up appears letting you know that confirmation of receipt has been sent to the person who made the RFD:



Click **OK** to dismiss the message and view the task. The *Tasks* tab appears as shown below:



Request for Documents Tasks

Home Tasks

Task ID: 0000078

Upload Records Messages 1/1 View/Add Attachments (0) Notes Log (1) Change Status Submit Completed Task Back

Request Information	
Request for Documents ID	111
Request #	25-FOI-00071
Status	Received
Received Date	09/18/2024
Task Due Date	09/18/2024
Request Type	FOIA
Request Description	Request for documents

Sender Information	
First Name	Shannon
Last Name	Murphy
Email	shannon.murphy@opexustech.com
Tasked By	HQ
Phone Number	-
Comments	-

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The *Task Details* page includes all the information provided by the user who sent the RFD. In the next section, we'll cover each of the available actions on this page.

3.2 Request for Documents Task Dashboard

There are a variety of actions you can take on the *Task Details* page using the task toolbar. They are described in the following sections.

Task ID: 0000084

Upload Records Messages 1/1 View/Add Attachments (0) Notes Log (2) Change Status Submit Completed Task Back

Request Information	
Request for Documents ID	118
Request #	25-FOI-00073
Status	Received
Received Date	09/24/2024
Task Due Date	09/24/2024
Request Type	FOIA
Request Description	Date: September 19, 2024 To: FOIA Officer U.S. Department of Environmental Protection 123 Freedom Street Washington, D.C. 20001 Subject: Freedom of Information Act Request Dear FOIA Officer, Pursuant to the Freedom of Information Act, 5 U.S.C. § 552, I am requesting access to any and all records from January 1, 2020, to the present regarding: Internal communications, reports, or studies related to the environmental impact of the proposed Green River Dam project in Jefferson County, Colorado. Correspondence between the U.S. Department of Environmental Protection and private contractors involved in the construction of the Green River Dam. Any assessments, memos, or recommendations concerning the dam's effect on local wildlife habitats, particularly endangered species. Documentation on any public comments or hearings held in relation to the environmental review process for this project. I am willing to pay any reasonable fees incurred in the processing of this request. However, if the cost

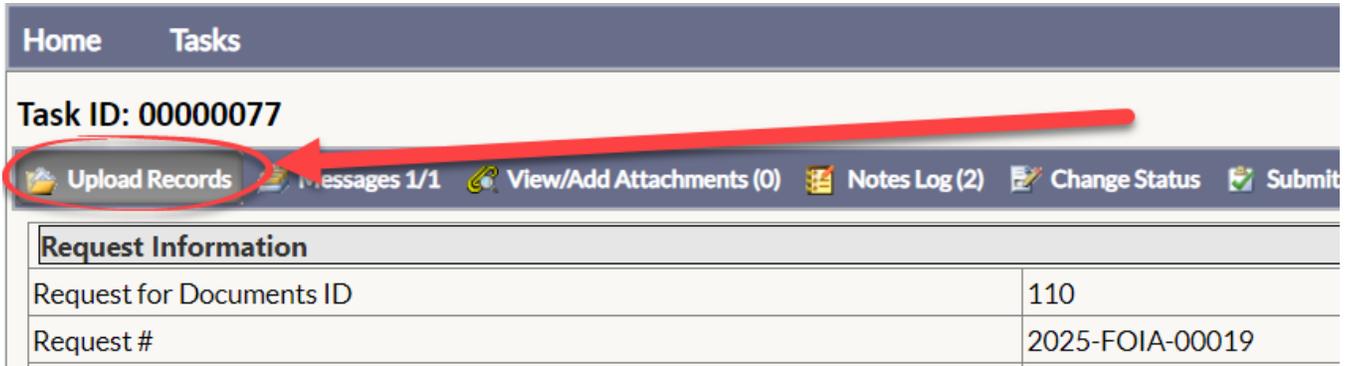
3.2.1 Upload Records

You can upload documents, add redactions, and more, directly from the Collaboration when processing a Request for Documents.

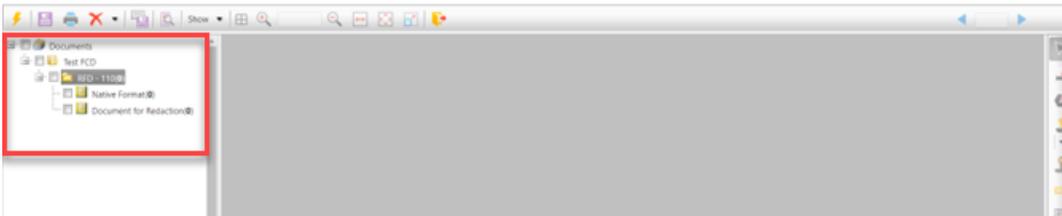


Note: Make sure you have all files you'd like to submit to the RFD ready at this point. You cannot upload additional documents to the request later.

1. To add documents to the RFD, click **Upload Records** from the toolbar.

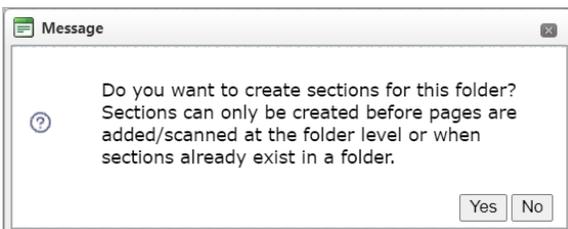


2. The Document Management interface opens in a new tab, as shown below. The document tree on the left side panel is used to navigate between folders, sections, and pages.



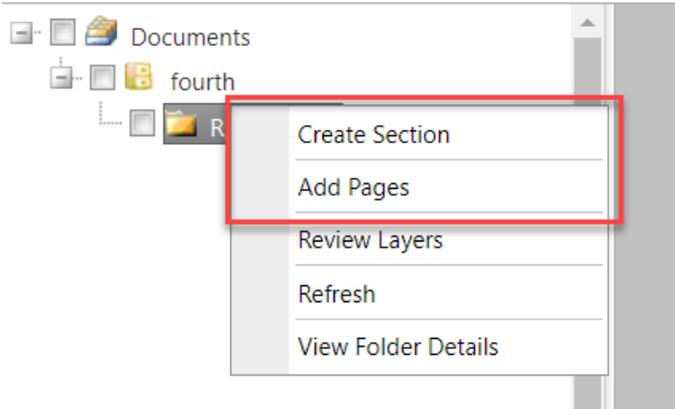
3. Determine whether you'd like to create **Sections** to organize the pages within the folder. Sections allow you to segment the documents within a folder.

Note: If you'd like to create sections in the folder, you must do so before adding pages.



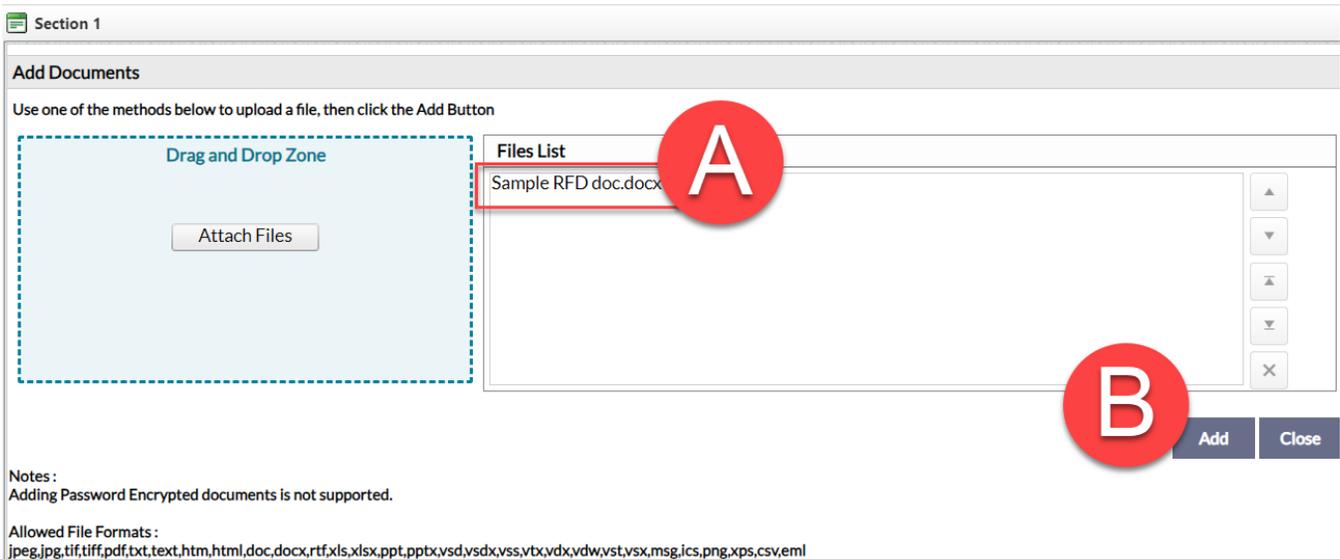
- a. To add a new section, right click on a folder and click **Create Section**. Then, right click on the new section and click **Add Pages**.

Request for Documents Tasks

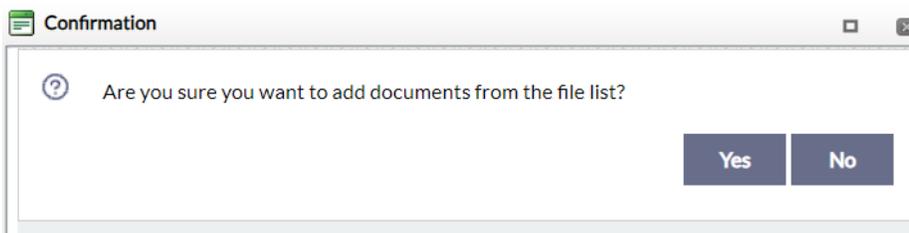


- b. If you do not want to create sections in the folder, you can add pages directly to a folder by right clicking on the folder and clicking **Add Pages**.
4. After clicking Add Pages, the *Add Documents* screen appears, prompting you to upload the requested documents. You can pull files from your desktop into the *Drag and Drop Zone* or click **Attach Files** to browse your computer's files. As you add files, they will display in the **(A) Files List**. When you've uploaded all the requested files, click **(B) Add**.

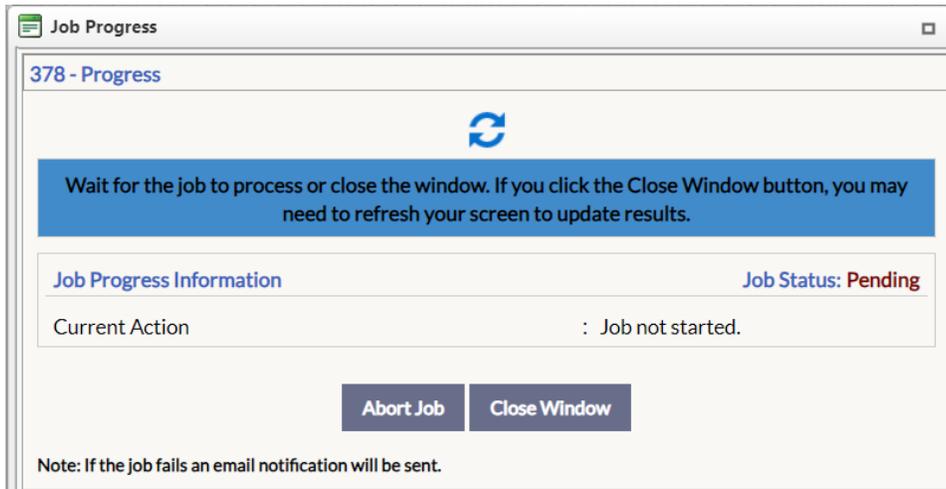
Note: You must add all files for the RFD at this point. You cannot go back and add more files later.



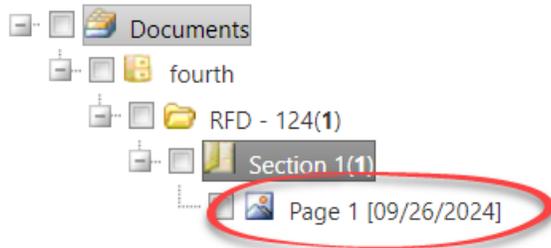
5. Click **Yes** on the confirmation box.



6. The *Job Progress* window appears, displaying the status of your document upload.



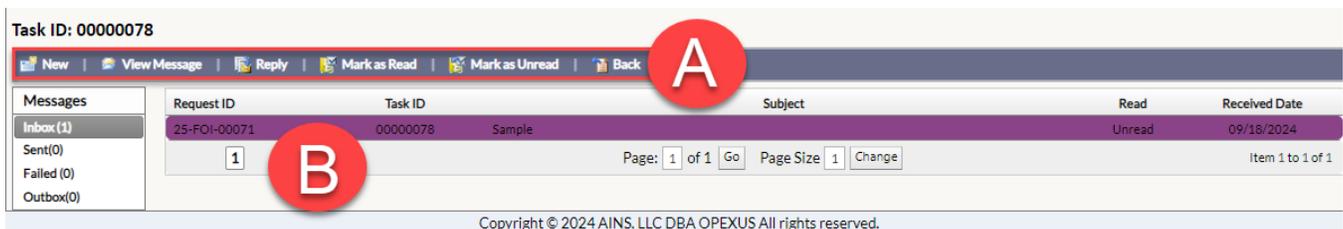
7. Once the job completes, the pages appear in the document tree:



8. There are additional options to review and redact these records before completing this RFD. See the *Document Management* section for more details.

3.2.2 View & Send Messages

Click **Messages** from the task toolbar to open the *Messages* page. From here, you can use the **(A) message toolbar** to send a new message or send a reply to the user who sent you the Request for Documents. You can also view the **(B) list** of all received, sent, failed, and outbox messages.



Double click on a message from the list to view details.



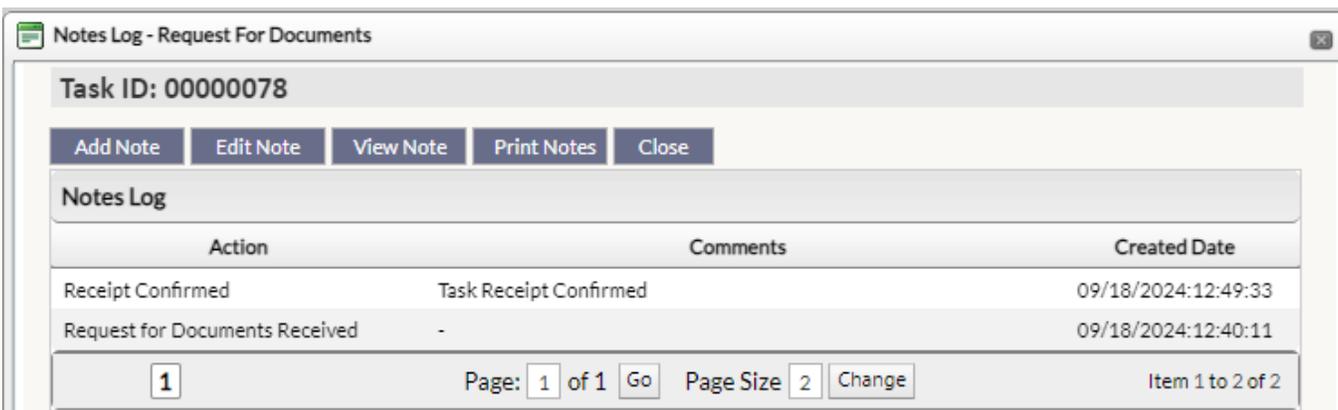
For detailed instructions on sending messages in Collaboration, visit section 5: *Messages*.

3.2.3 View/Add Attachments

Click **View/Add Attachments** to upload documents to the RFD in addition to the responsive documents you uploaded in section 3.2.1: *Upload Records*. You can also view any attachments included with this original request from this page. For detailed instructions on Attachments in Collaboration, visit section 6: *Using Attachments in Tasks*.

3.2.4 RFD Notes Log

The *Notes* page lets you view all notes on this task. This includes both automated notes on system processes, as well as any notes added manually using the Add Note option.



3.2.5 Change Status

Use the *Change Status* feature to track progress on this task. This status is internal to the Collaboration and is not reported back to the requester.

Update Task Status - Request For Documents Information

Task ID: 00000077

Task Status

Status	Accepted
Notes*	<ul style="list-style-type: none"> Accepted Rejected Need Additional Info In Process Cost Estimate Sent

Save Close

If for whatever reason you cannot fulfill the request, select **Rejected**, otherwise select **Accepted**. Provide **Notes** (required regardless of the status you select), then click **Save**.

3.3 Completing a Request for Documents Task

Once you've finished uploading and processing the documents to fulfill the RFD and are ready to complete the task, use the **Submit Completed Task** feature. Follow the steps below to submit a completed task.

1. In Collaboration, open the *Request For Document Task* that you are ready to complete.
2. On the *Tasks* tab toolbar, click **Submit Completed Task**:



Request for Documents Tasks

Home Tasks

Task ID: 0000078

Upload Records Messages 0/1 View/Add Attachments (0) Notes Log (2) Change Status **Submit Completed Task** Back

Request Information

Request for Documents ID	111
Request #	25-FOI-00071
Status	Received
Received Date	09/18/2024

3. After clicking **Submit Completed Task**, the *Request ID* screen appears as shown below.

Request ID # 25-FOI-00071

To:
Shannon Murphy

Subject:
25-FOI-00071 - Request for Documents Response

Body:

Words: 0 Characters: 0

Attachments:
Browse and Add from My Computer :

Select Attachments from the Task Attachments List to be Submitted with this Task :

<input type="checkbox"/>	Attachment Name	Size	Date Created	View/DownLoad
<input type="checkbox"/>	Quick Reference Guide.docx	929.27 KB	09/18/2024	

4. On this screen, provide the *Subject* and *Body* for the message that accompanies the completed Request.
5. In the *Attachments* field, use the **Select** button to upload documents to include with the completed request, or you can select attachments already added to the task to include in the response package.
6. When you're ready to submit the task back to the requester, click **Submit Task**.
7. A pop up message appears. Click **OK** to dismiss the message.
8. The *Tasks* tab refreshes, with the *Status* updated to *Submitted*.



Request for Documents Tasks

Request Information	
Request for Documents ID	111
Request #	25-FOI-00071
Status	Submitted
Received Date	09/18/2024
Task Due Date	09/18/2024
Request Type	FOIA
Request Description	Request for documents



4 Consultation Tasks

4.1 Responding to a Consultation Task

When you've received a Consultation Task, it will appear in the *Consultation Tasks* list on your *Collaboration Home* tab. Follow the steps below to receive the documents and complete the task.

1. Locate the new **Consultation Task** in the list and double click it.

The screenshot shows a 'Collaboration Dashboard' with a 'Tasks' tab. It includes a 'Task Summary' box with counts for Inbox (3), Over Due (1), and Arrived Today (1). A 'Message Summary' box shows Unread (2), All (3), and Outbox (0). A 'Task Summary' bar chart shows 2 'Request for Documents' and 1 'Consultation' for HQ. Below are three tables: 'Consultation Tasks' (1 row), 'Request for Documents Tasks' (2 rows), and 'Completed Tasks' (0 rows). A red arrow points to the 'Request #' '2025-FOIA-00019' in the first row of the 'Consultation Tasks' table.

Task ID	Request #	Tasked By	Received Date	Due Date	Status
00000074	2025-FOIA-00019	HQ	09/11/2024	09/11/2024	Received

Task ID	Request #	Tasked By	Received Date	Due Date	Status
00000078	25-FOI-00071	HQ	09/18/2024	09/18/2024	Submitted
00000077	2025-FOIA-00019	HQ	09/18/2024	09/18/2024	Received

Task ID	Request #	Tasked By	Task Type	Received Date	Due Date	Status
No records to display.						

2. A pop-up appears informing that the sender has been notified that you opened the task. Click **OK** to dismiss this message.
3. The *Tasks* tab appears as shown below. First, you'll want to read the requester's message. Click **Messages** from the task toolbar.



Consultation Tasks

Home Tasks

Task ID: 00000074

Review Records Electronically Messages 1/1 Attachments (0) Notes Log (2) Change Status Submit Completed Task Back

Request Information	
Consultation Review ID	43
Request #	2025-FOIA-00019
Status	Received
Received Date	09/11/2024
Task Due Date	09/11/2024
Request Type	FOIA/PA
Request Description	EDR testing ticket 73386

Sender Information	
First Name	Admin
Last Name	Admin
Email	admin@opexustech.com
Tasked By	HQ
Phone Number	-
Comments	-

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4. Click **View Message** to view the message details:

Task ID: 00000074

New View Message

Messages	Request ID	Task ID	Subject	Read	Received Date
Inbox (1)	2025-FOIA-00019	00000074	Autosave Memo	Unread	09/11/2024
Sent(0)					
Failed (0)					
Outbox(0)					

Page: 1 of 1 Go Page Size 1 Change Item 1 to 1 of 1

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5. Review the details of the consultation request, then click **Close**.

Task Id : 00000074

Message

Subject :
Autosave Memo

Body :
test

Attachments :
No Attachments Found.

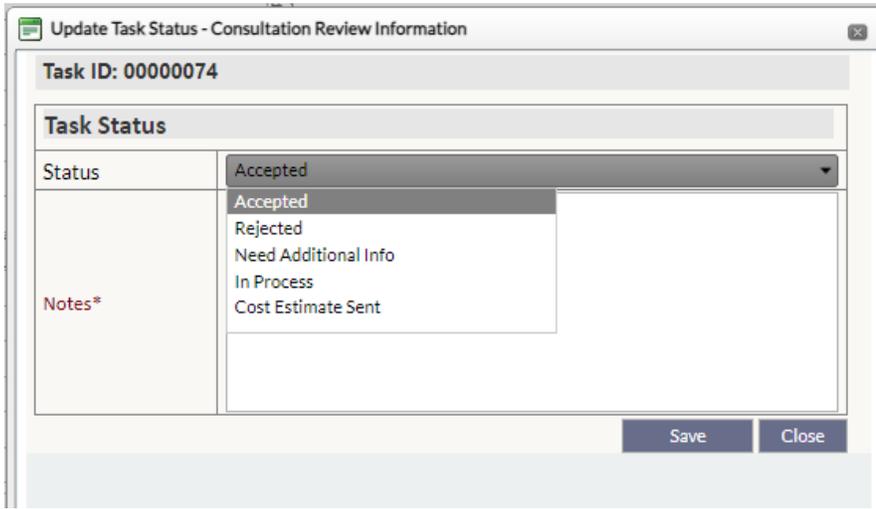
Close

6. The *Status* of the message updates to *Read*. Click **Back** in the task toolbar to return to the *Task Details* page.



Consultation Tasks

- You can now opt to *Accept* or *Reject* this request. Click **Change Status** in the task toolbar. The *Update Task Status* page opens, where you can mark the request as **Accepted** or **Rejected**:



Update Task Status - Consultation Review Information

Task ID: 00000074

Task Status

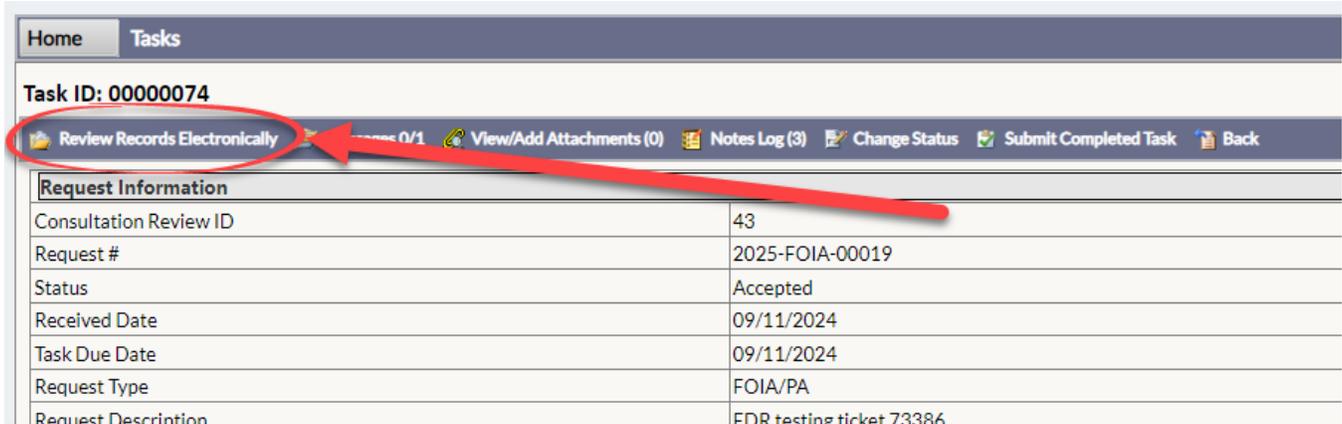
Status	Accepted
Notes*	

Accepted
Rejected
Need Additional Info
In Process
Cost Estimate Sent

Save Close

Note: There are also options to select *Need Additional Info*, *In Process*, and *Cost Estimate Sent*.

- If for whatever reason you cannot fulfill the request, select **Rejected**, otherwise select **Accepted**. Provide **Notes** (which are required regardless of the status you select), then click **Save**. In this example, we will accept the request.
- The status updates to *Accepted*. Next, click **Review Records Electronically** in the task toolbar. This allows you to access the materials provided for your review in Document Management.



Home Tasks

Task ID: 00000074

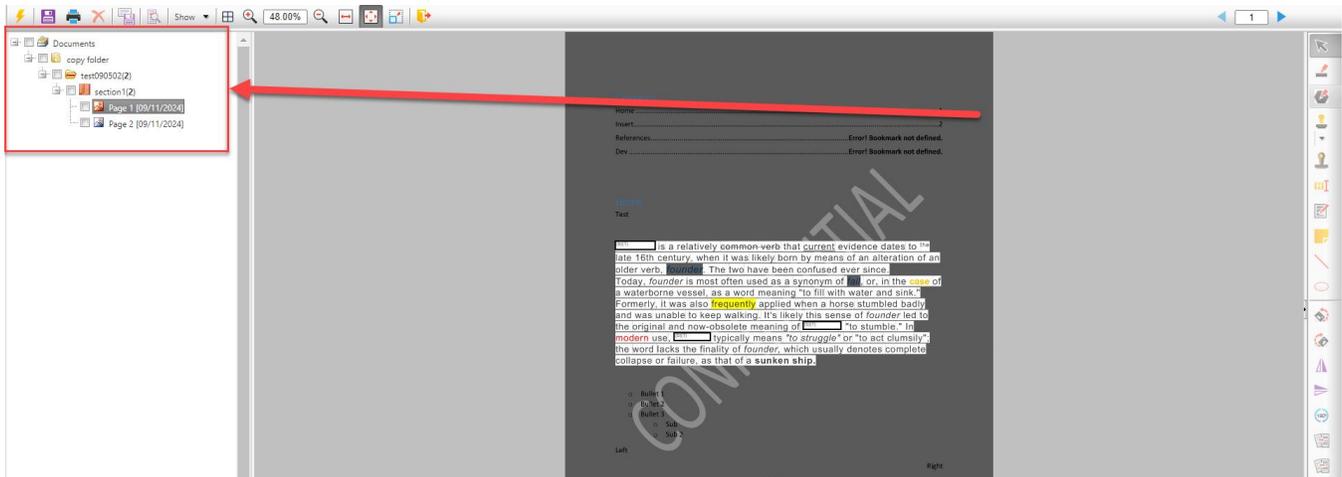
Review Records Electronically | Messages (0/1) | View/Add Attachments (0) | Notes Log (3) | Change Status | Submit Completed Task | Back

Request Information	
Consultation Review ID	43
Request #	2025-FOIA-00019
Status	Accepted
Received Date	09/11/2024
Task Due Date	09/11/2024
Request Type	FOIA/PA
Request Description	FOIR testing ticket 73386

- The Document Management interface opens (see the *Document Management* section for details), as shown below. From here, you can navigate through folder(s) in the left hand **document tree** panel and review each document/page.



Consultation Tasks



11. Use the **toolbar** to adjust your page view and save the file.



- Save** or **Print** the document.
- Zoom** in or out of the page.
- Exit** the Document Management window.

Note: You can also hover over each toolbar icon to view a **Tooltip** with more information.

12. Once you've reviewed the documents, you can close the Document Management window and return to the Task page to submit the completed task back to the requester. See section 4.2 for instructions on completing a consultation task.

4.2 Completing a Consultation Task

When you've completed the consultation review assigned to you in Collaboration, follow the steps below to submit the completed task.

- In Collaboration, open the *Collaboration Task* that you are ready to complete.
- From the task toolbar, click **Submit Completed Task**:



Consultation Tasks

Home Tasks

Task ID: 0000074

Review Records Electronically Messages 0/1 View/Add Attachments (0) Notes Log (3) Change Status Submit Completed Task Back

Request Information	
Consultation Review ID	43
Request #	2025-FOIA-00019
Status	Accepted
Received Date	09/11/2024
Task Due Date	09/11/2024
Request Type	FOIA/PA
Request Description	FOIA testing ticket 73386

- After clicking **Submit Completed Task**, the *Request ID* screen appears as shown below. On this screen, provide the *Subject* and *Body* for the message that will accompany the completed Request.

Request ID # 2025-FOIA-00019

To: Admin Admin

Subject: 2025-FOIA-00019 - Consultation Response

Body:

Words: 0 Characters: 0

Attachments:
Browse and Add from My Computer:

Select Attachments from the Task Attachments List to be Submitted with this Task:

<input type="checkbox"/>	Attachment Name	Size	Date Created	View/DownLoad
There are no Help Links to display				

- In the *Attachments* field, use the **Select** button to upload documents to include with the completed request, or you can select attachments already added to the task to include in the response package.
- When you're ready to submit the task back to the requester, click **Submit Task**.
- A pop up message appears. Click **OK** to dismiss the message.
- The *Tasks* tab refreshes, with the *Status* updated to *Submitted*.



Consultation Tasks

Task ID: 0000074

 Review Records Electronically  Messages 0/1  View/Add Attachments (0)  Notes Log (4)  Change Status  Submit Completed Task  Back

Request Information

Consultation Review ID	43
Request #	2025-FOIA-00019
Status	Submitted
Received Date	09/11/2024
Task Due Date	09/11/2024
Request Type	FOIA/PA
Request Description	EDR testing ticket 73386

Sender Information

First Name	Admin
Last Name	Admin

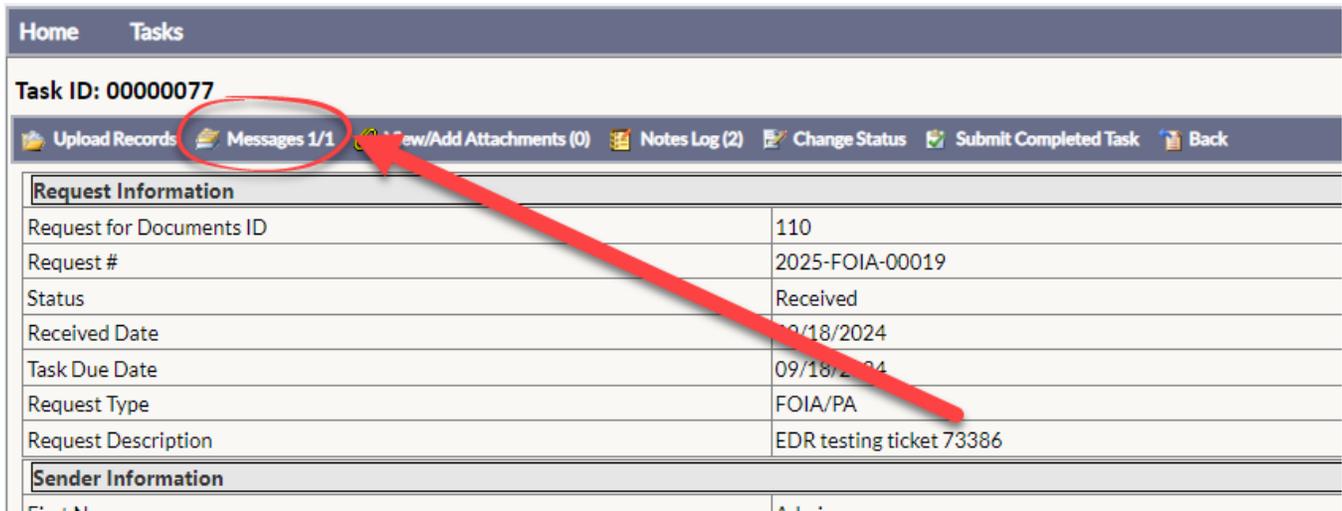


5 Messages

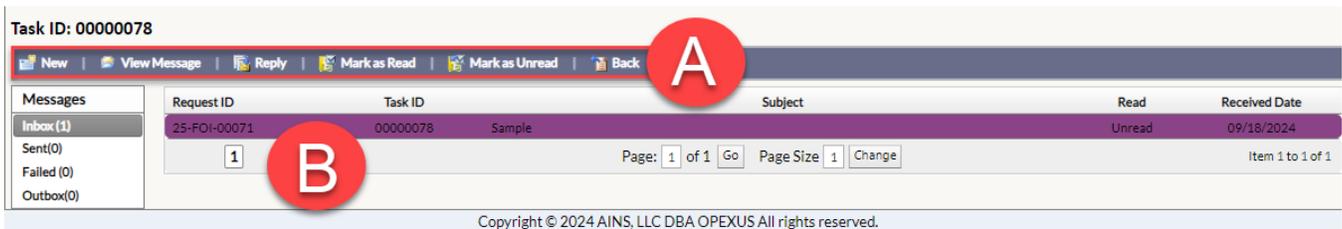
You can use FX Collaboration to communicate with the requester, share attachments, and update the status of the request. Follow the steps below to use the *Messages* feature:

Note: The process is the same for both Requests for Documents and Consultation Tasks.

1. Open the task whose requester you'd like to contact. Click **Messages**:



2. The *Messages* screen includes an **(A) action** toolbar and a **(B) list** of all messages associated with this task:



3. You can select a message from the list and click to **View Message** to open it, click **Reply** to reply to the selected message, or toggle the *Read* status for the selected message by clicking **Mark as Read** or **Mark as Unread**.
4. From this page, you can also start a new message thread with the requester. Click **New** from the toolbar. The *New Message* screen appears as shown below:



Messages

Request ID # 2025-FOIA-00019

Request ID # 2025-FOIA-00019 - Message

To:
Admin Admin

Subject:
Request ID # 2025-FOIA-00019 - Message

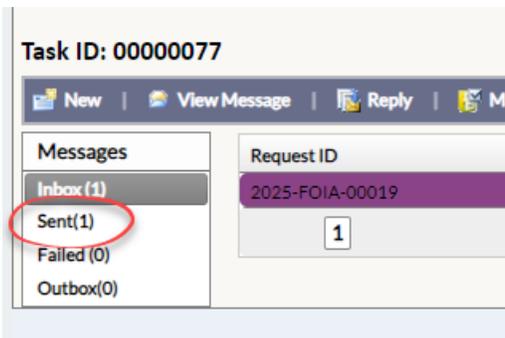
Body:

Attachments:
Browse and Add from My Computer :

Select Attachments from the Task Attachments List to be Submitted with this Task :

<input type="checkbox"/>	Attachment Name	Size	Date Created	View/Download
There are no Help Links to display				

5. First enter a (A) *Subject*, fill in the message (B) *Body*, and add any (C) *Attachments* if needed.
Note: While you can attach documents to a message from this page, you should upload responsive documents as part of the request completion process. See the *Request for Documents Tasks* section to learn how to submit responsive documents.
6. When you're ready to send the message to the requester, click (D) **Send Message**. The message will appear right away in the *Outbox*, then move into the *Sent* messages list once it has processed:



Note: If an error occurs while sending the message, it will appear under the *Failed* messages list.



6 Attachments

You'll likely need to add attachments at some point during the task, whether it's a requested document, an email, or another file that will provide context to the requester. Collaboration has a few tools to make it simple to add and manage attachments.

Note: The process is the same for both Requests for Documents and Consultation Tasks.

1. Open any *Task*. Click **View/Add Attachments**:

The screenshot shows a web interface for a task. At the top, there are navigation tabs for 'Home' and 'Tasks'. Below that, the task ID '0000077' is displayed. A toolbar contains several icons: 'Upload Records', 'Messages 1/1', 'View/Add Attachments (0)', '1 on (2)', 'Change Status', 'Submit Completed Task', and 'Back'. The 'View/Add Attachments (0)' button is circled in red, and a red arrow points to it from the right. Below the toolbar is a table with two sections: 'Request Information' and 'Sender Information'. The 'Request Information' section includes fields for Request for Documents ID (110), Request # (2025-FOIA-00019), Status (Received), Received Date (09/18/2024), Task Due Date (09/18/2024), Request Type (FOIA/PA), and Request Description (EDR testing ticket 73386). The 'Sender Information' section includes fields for First Name (Admin), Last Name (Admin), Email (admin@opexustech.com), Tasked By (HQ), Phone Number (-), and Comments (Please provide the responsive documents). At the bottom of the page, there is a copyright notice: 'Copyright © 2024 AINS, LLC DBA OPEXUS All rights reserved.'

2. The *Attachments* screen appears. Included here are a **(A)** *Task Attachments* list with all current attachments (if any), and the option to **(B)** *Add Attachments*:

The screenshot shows the 'Task Attachments' screen for task ID 0000078. It features a table of current attachments and an 'Add Attachments' section. The table has columns for 'No.', 'Attachment', 'Size', 'Received Date', and 'Sent Date'. One attachment is listed: '1. Quick Reference Guide.docx' with a size of '929.26 KB'. A red circle with the letter 'A' is overlaid on the table. Below the table is the 'Add Attachments' section, which includes a text input field, a 'Select' button, and an 'Attach File' button. A red circle with the letter 'B' is overlaid on the 'Select' button. A 'Close' button is located at the bottom right of the screen.

3. Use the file navigator to select the document you'd like to upload. Your file will appear under the Add Attachments bar. Click **Attach File** to attach it to the RFD.



Attachments

Attachments - Request For Documents

Task Id : 00000078

Task Attachments:
No Attachments Found.

Add Attachments:

Quick Reference Guide.... ✕ Remove

Attach File

Close

4. The screen will refresh, and the *Task Attachments* list will now include the file.

Attachments - Request For Documents

Task Id : 00000078

Task Attachments:

No.	Attachment	Size	Received Date	Sent Date	
1.	Quick Reference Guide.docx	929.26 KB	-	-	✕

Add Attachments:

Attach File

Close

5. Repeat this process until you've uploaded all the files you'd like to attach to the task. You can also click the **X** next to any attachment to remove it from the Task.
6. When you're finished, click **Close** to return to the *Task Details* page.



7 Notes Log

Both Requests for Documents and Consultation Tasks include a *Notes Log* to document actions taken on these tasks. You can access the *Notes Log* from within a *Task* by click the **Notes Log** as shown in the following example:

The screenshot shows a task page for 'Task ID: 00000077'. At the top, there is a navigation bar with 'Home' and 'Tasks'. Below this, a toolbar contains several icons: 'Upload Records', 'Messages 1/1', 'View/Add Attachments (0)', 'Notes Log (2)', 'Change Status', 'Submit Completed Task', and 'Back'. The 'Notes Log (2)' icon is circled in red, and a red arrow points to it from the right. Below the toolbar, there are two sections: 'Request Information' and 'Sender Information'. The 'Request Information' section contains fields for Request for Documents ID (110), Request # (2025-FOIA-00019), Status (Received), Received Date (09/18/2024), Task Due Date (09/18/2024), Request Type (FOIA/PA), and Request Description (EDR testing ticket 73386). The 'Sender Information' section contains fields for First Name (Admin), Last Name (Admin), Email (admin@opexustech.com), Tasked By (HQ), Phone Number (-), and Comments (Please provide the responsive documents). At the bottom of the page, there is a copyright notice: 'Copyright © 2024 AINS, LLC DBA OPEXUS All rights reserved.'

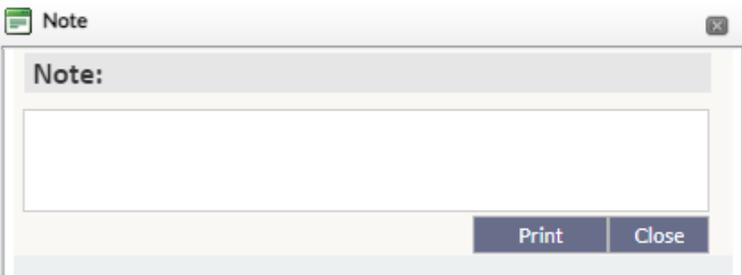
The *Notes Log* appears as shown below. This screen includes a (A) *Notes Log* with the actions taken in filling this request. There are also several (B) **Actions** you can take on the log.

The screenshot shows a window titled 'Notes Log - Request For Documents'. At the top, it displays 'Task ID: 00000077'. Below this, there is a toolbar with five buttons: 'Add Note', 'Edit Note', 'View Note', 'Print Notes', and 'Close'. A red box highlights these buttons, and a red circle with the letter 'B' is placed next to it. Below the toolbar, there is a table titled 'Notes Log'. The table has three columns: 'Action', 'Comments', and 'Created Date'. The first row shows 'Receipt Confirmed' in the Action column, 'Task Receipt Confirmed' in the Comments column, and '09/18/2024:09:41:05' in the Created Date column. The second row shows 'Request for Documents Received' in the Action column, '-' in the Comments column, and '09/18/2024:09:40:45' in the Created Date column. A red circle with the letter 'A' is placed next to the second row. Below the table, there is a pagination bar with a '1' in a box, 'Page: 1 of 1', 'Go', 'Page Size 2', 'Change', and 'Item 1 to 2 of 2'.

You can take actions on notes by selecting a note from the (A) *Log* and selecting an (B) **Action**. These are described below:



Notes Log

Action	Description	Image
Add Note	Click Add Note to manually add a note to the log. Add comments in the <i>Note</i> field, then click Save to save the note in the log	
Edit Note	Select a note from the list and click Edit Note to edit the content. Click Save to save any changes you make.	
View Note	Select a note from the list and click View Note to view the note contents.	
Print Notes	View all notes in a printable list. Click Print to send the list to a connected printer.	
Close	Click Close to close the <i>Notes Log</i> .	N/A

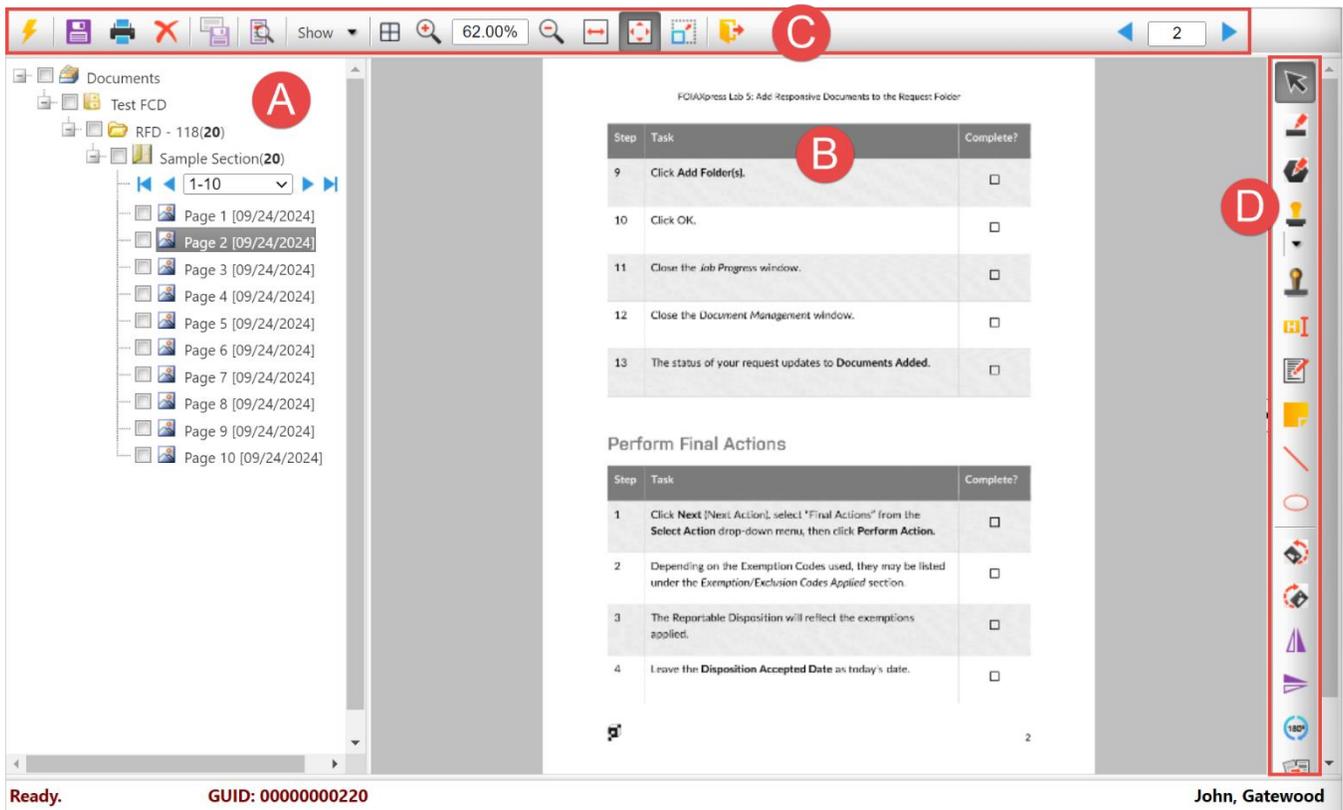


8 Document Management

Once you've uploaded pages to the RFD task, you can add annotations and/or redactions to the pages. **Redactions** obscure information that is protected from release. **Annotations** are review objects like highlights, notes, stamps, which can aid in document review. In this section we highlight a few of the features in DM for Collaboration.

For full details on FOIAXpress Document Management, see the [FOIAXpress User Manual](#). Note that the linked manual described functionality that is not available to you as a Collaboration user.

8.1 Document Management Interface



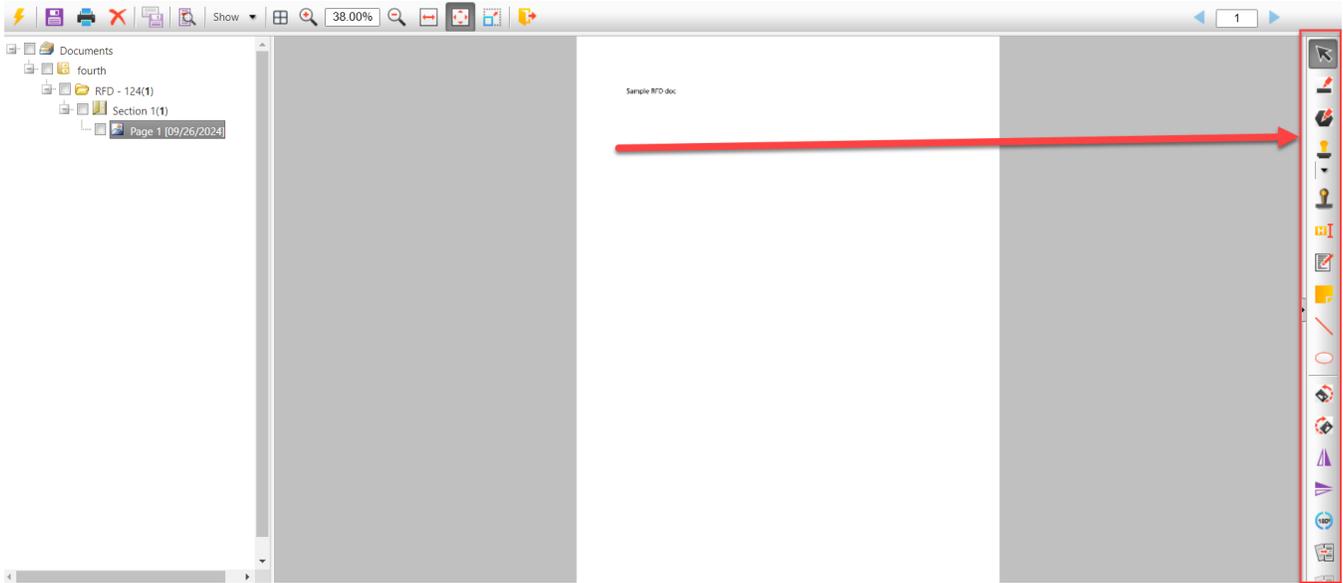
Area	Description
A	The Document Tree is where you can view (and define, depending on your permissions) the structure of the document set. Navigate through the File Cabinet Drawer , Folders , Sections , and the Pages that compose the folders. You can also right click at each level to view additional review and management options, depending on both the type of task, object selected, and your permissions.
B	Documents appear in the Reading Panel . You can adjust your view of the documents here, as well as perform some of the many review actions available on the
C	The Page Toolbar has options to change your view of the documents, as well as some document management options (like the Save button, that's here).
D	Review Objects let you apply manual redactions, stamps, sticky notes, highlights, and other tools that help you complete a comprehensive Collaboration review.

8.2 Review Objects

In Document Management, you can use one of many available **Review Objects** available on the right-hand side of the window.



Document Management



The following table outlines each toolbar item:

Note: You can also hover over each toolbar icon to view a Tooltip with more information.

Task	Description	Toolbar Icon
Object selection	Select objects such as lines, folders, pages, and buttons.	
Redact	Redact sensitive information using a rectangular shape.	
Polygon redact	Redact (or hide) sensitive information by drawing a shape in any way you choose.	
Select stamp	Opens a menu where you can select a stamp to mark the document with messages such as Draft, Approved, Official, Top Secret, Checked, and other messages.	
Dynamic stamp	Stamps that contain single select, text, and date fields that need to be populated prior to placement in a document.	



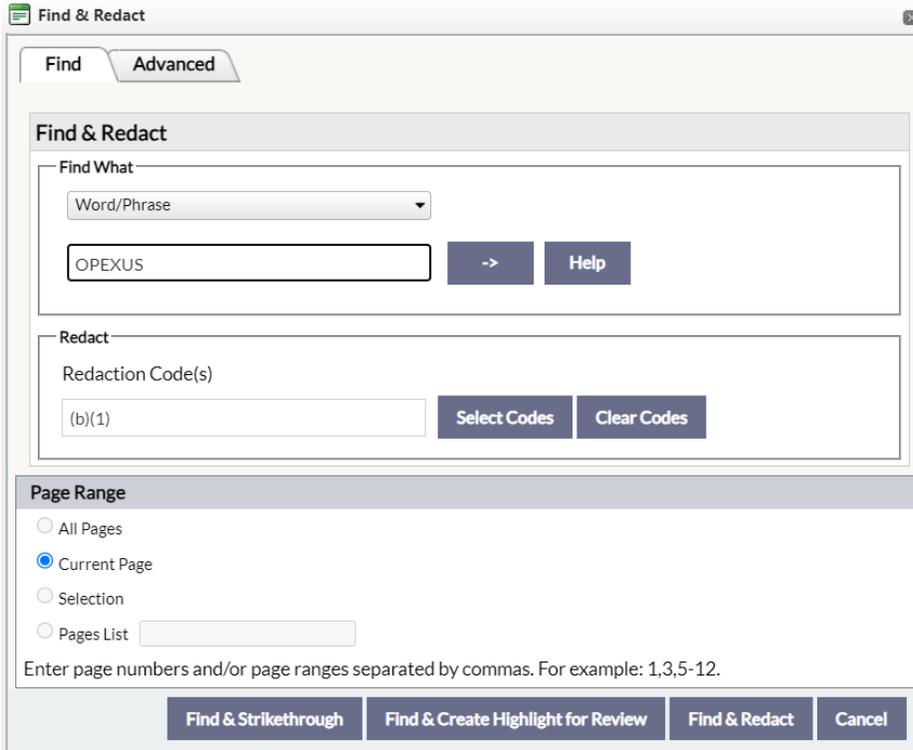
Task	Description	Toolbar Icon
Highlight	Identify specific text by highlighting it in yellow.	
Comments	Type comments on the document.	
Sticky notes	Add sticky notes to the document.	
Shape tools	Add lines, circles, or ellipses to the document.	
Rotate tools	Rotate the page left or right.	
Flip tools	Flip the page horizontally/vertically.	
Deskew/Undo Deskew	Adjust slightly askew images. This is used when scanned pages are askew in the display. You can also reverse the deskew action.	

8.3 Find and Redact

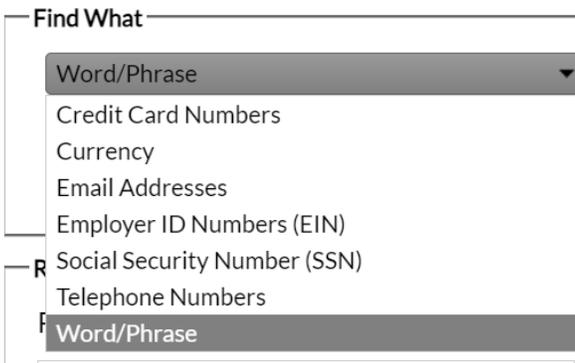
Use the **Find and Redact** feature to locate and redact specific content and automatically apply redactions to any matching text. You can use find at redact at the folder, section, or individual



page level. To use find and redact, select the area in the document tree you want to search, then right click and select **Find and Redact**:



You can use the *Find What* dropdown menu to search for specific content or PII, as shown below:



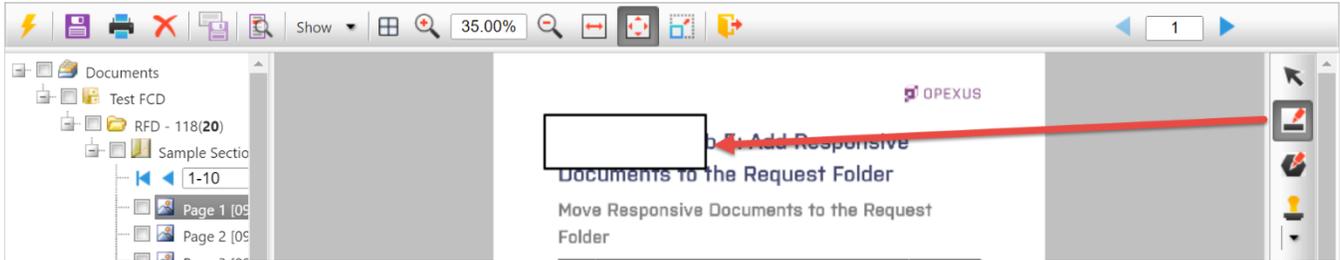
Select the *Page Range* to apply redactions then select a button for the action you'd like to apply.

8.4 Apply Redactions

You can manually apply redactions and other review objects on the right toolbar, then clicking to apply in the review panel. In this example we'll draw a Redaction:



Document Management



Because we applied a redaction, the *Select Redaction Codes* screen appears where we'll have to select a code to apply. Select from the list (or use the filters to search) then click **Select Redaction Codes** to apply the selected code to the redaction.

