

Instructions for Off-line Data Inputting

1. To input any cases maintained off-line into FOIAonline:

a. On the Create Request page (click New Request from the Home tab) make sure to enter the correct Submitted Date and Perfected Date. The Submitted Date should be the date that the request was received by the agency/office and not the date it was submitted by the requester (i.e. if they mailed the request on 9/20/13 but it wasn't received until 10/5/13 you should use 10/5/13).

b. Process the request as necessary. At a minimum any exemptions used on records released or withheld must be captured at the record level. If you don't want to upload the actual record then a placeholder can be created by pressing the Add Without File Upload button (after clicking the Upload Responsive Records action).

c. Close out the request by clicking the Begin Close Out Process action from the left-side menu. On the Final Disposition Notice task, use the Offline Closure Date section to populate the appropriate closed date for the request. Press the Close Without Sending button in order to set a date prior to today - no email will be generated to the requester.

2. To assess the information within FOIAonline for an individual office:

a. Access the Reports tab and click the Annual Report option from the left-side menu.

b. Click the Agency entry field and search/select your office. Enter 10/1/2013 for the Time Period start and 9/30/2014 for the Time Period end. Use the dropdown to select the appropriate Annual Report table to view (tables must be viewed one at a time).

c. After running a report the results can be exported to Excel as necessary. Use the Back button, at the bottom of the page, to return to the Annual Report selection and modify the dropdown for a different table.

3. **Other issues:** FOIAonline administrators (CGI/Booze Allen) shall address any issues with Other, Other Dispositions or Exemption 3 Statutes with a larger mapping effort and should not be a concern for individuals at an office level.