ezescan.
making digital work

FOI Document Assembler

SOLUTION BENEFITS:

- ✓ Single application to assemble all documents as part of an FOI request.

- ✓ Import documents from multiple sources including Microsoft Office documents, PDF's, scanned documents, image files and email.

- ✓ Automatically import email, including attachments and compound email and place in order for review and redaction.

- ✓ Powerful redaction capabilities, including search and automatic redaction.

- ✓ Log files of redacted documents.

- ✓ Save redaction codes for reuse.

- ✓ Include redaction codes on redacted documents.

- ✓ Share configurations to other FOI workgroup users.

- ✓ Automatically insert separator pages between documents for clarity.

- ✓ Add FOI description to top or bottom of each page.

- ✓ Save final FOI documents to supported EDRMS with and without redactions.

Take the hard work out of your FOI Requests!

EzeScan's FOI Document Assembler offers a seamless solution for FOI officers to efficiently assemble and redact documents as part of a Freedom of Information (FOI) request.

Bulk Document Assembly

Preparing FOI requests can be a complex time-consuming and labour-intensive task, involving a multitude of document formats and sources. EzeScan's FOI Document Assembler simplifies this process by offering a unified platform for assembling documents. Whether you're dealing with Microsoft Office documents, PDFs, scanned materials, image files, or emails. Documents of all formats can be imported in bulk and placed in order as required with separator pages identifying the start and end of each document.

Effortless Email Handling

Email correspondence is a crucial part of FOI requests, often accompanied by attachments and complex structures. EzeScan makes managing email content effortless by automatically rendering email bodies and attachments in the correct order, with separator pages to delaminate each document. Compound emails are automatically dissected and placed in order including all their attachments.
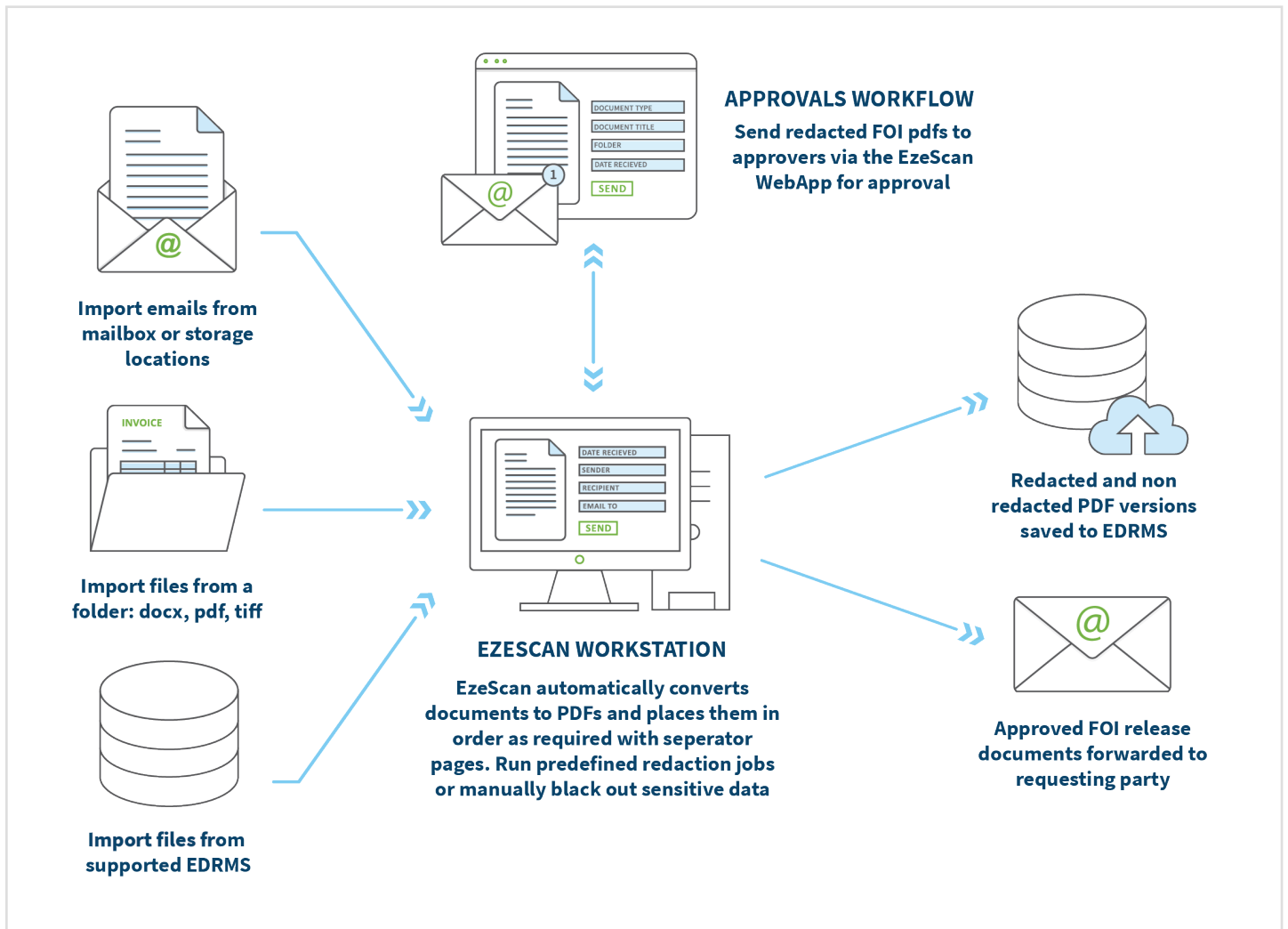
Powerful Redaction Capabilities

Ensuring compliance and protecting sensitive information are paramount in FOI requests. EzeScan's advanced redaction capabilities allow you to search and redact private or sensitive information on the fly. Create predefined redaction classifications to streamline the process and use across multiple documents. Redacted content is automatically identified, blacked out across the entire document and permanently removed from the PDF text layer.

Seamless Integration with EDRMS

Output the completed FOI document as single PDF and save directly into your document management system as a record, with the option to save both redacted and unredacted versions. EzeScan seamlessly integrates with many leading Electronic Document and Records Management Systems (EDRMS), providing support for document versioning and access controls.

How It Works

APPROVALS WORKFLOW
Send redacted FOI pdfs to approvers via the EzeScan WebApp for approval

Import emails from mailbox or storage locations

Import files from a folder: docx, pdf, tiff

EZESCAN WORKSTATION
EzeScan automatically converts documents to PDFs and places them in order as required with seperator pages. Run predefined redaction jobs or manually black out sensitive data

Import files from supported EDRMS

Redacted and non redacted PDF versions saved to EDRMS

Approved FOI release documents forwarded to requesting party

The EzeScan Advantage

EzeScan provides fast, cost effective business and capture process automation solutions including simplified document back scanning, accounts payable, robotic process automation, forms data extraction, mailroom/correspondence automation and highly integrated EDRMS capture. With thousands of installations in Australasia, North America and the UK, EzeScan is your ideal digital transformation provider.

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