ILINX®
Records Director

Advanced Processing, Management & Delivery for eDiscovery

ILINX provides end-to-end automation, collaboration and visibility in a comprehensive solution designed to mitigate risk. Efficiencies at every stage enable State agencies, counties, cities, public safety and institutions of higher ed to consistently meet public records request deadlines.

PUBLIC RECORDS REQUEST FORM

Name *

Phone
(___)___-____

Mailing Address

Street Address

City   State / Province / Region
Select a State

Postal / Zip Code   Country
United States

Email *   **Org Name**

Request Type
◉ General Records Request   ○ Property–Related Environmental Request

Please specify the records that you are seeking.
Clear, date–bound requests for records (and not information generally) will facilitate an efficient response.

Use the space below to provide any additional detail that might aid in a timely and complete response to your request.

You may make an appointment to inspect the res[...] wish to obtain copies, pursuant to RCW 42.56.07[...] $0.15 per page, plus the cost of postage if the re[...]

[Submit]

REQUEST FORM

Customize your request form to blend seamlessly with your brand. You control fonts, colors, logos, etc.

Auto-fill data for returning customers or those already in your existing systems and database

Launch alerts, receipt confirmation and processing automatically upon submittal

Configure your dashboard to provide the specific information you need to meet deadlines, stay compliant and gain granular insight into your processes

Minimize risk with the platform that gives you the most robust processing and reporting, the greatest control, and the most flexible interface.

ILINX®   Built-in Administrator ▾

Search all applications

📁 Content Folders
📁 Views
📁 My Forms
📄 Task Lists
📊 Dashboards
  ○ Onboarding Stats
  ○ Workflow Activity Report
  ○ Workflow Snapshot
  ○ PDR Inflow-Outflow
  ○ Demo Dashboard
  ○ PDR Time Spent Report
  ◉ PDR System Snapshot
  ○ Test
⊕ Help

My PDR Dashboard

PDRs Received by Date

PDRs by Type   PDRs by Status
15.38 %   Due Next 7 days - 1 entries   Open - 3 entries
— General   Open
— Property/Environmental   Completed
84.62%   Due Next 7 days
Completed - 9 entries

PDR Details

↑ Request Type ✕

PDR ID	Request Type	Received ↑	Completed	Days to Proc...	Docs Delivered	Status
▾ **Request Type: General**						
21223012	General	Jan 21, 2018		0	0	Due Next 7 days
28203350	General	Jan 28, 2018	Feb 13, 2018	15	40	Completed
28124022	General	Jan 28, 2018	Feb 15, 2018	17	26	Completed
28092932	General	Jan 28, 2018	Feb 14, 2018	16	38	Completed
29110243	General	Jan 29, 2018	Feb 8, 2018	10	63	Completed
29103955	General	Jan 29, 2018	Feb 12, 2018	14	74	Completed

ImageSource®

MANUFACTURERS OF ILINX® | info@imagesourceinc.com | www.ILINX.com | 360.943.9273 |

Customizable Web Portal

Our portal is a smart form that can integrate seamlessly with your web properties

› Expose on public facing internet, intranet or extranet sites, 24/7, any device

› Easily configure to brand and match your website

› Integrate with line-of-business systems and databases to auto-fill, verify and authenticate request information

› Interactive auto-suggest form fields that anticipates search queries

Smart Request Fulfillment

ILINX gives you complete control with endless options to meet your unique processing needs

› Confirmations and real-time status updates to requesters

› Set threshholds for reminders

› Fixed-Form or intelligent auto-redaction

› Push out request to multiple individuals or departments with trackable yes/no radio button response capabilities to help fine-tune future searches

› Store completed requests in an existing archive or a new smart repository with advanced search and versioning capabilities

› Save common searches

› Automated archive search delivers results for previous request packages that meet all or part of request

› Multiple options for delivery to requestor, including payment processing

End-to-End Visibility

Improve customer service, refine processes and ensure compliance

› Both requestors and staff have end-to-end visibility to requests in process

› Granular visibility settings based on credentials

› Graphical dashboard configurable to deliver any information vital to your process

› Track who is requesting and how often

› Identify trends

› Set any parameter to flag for review: redactions, approvals of redactions, documents without redaction, legal holds, specific document type, specific metadata

› Audit random document sets to ensure policy is followed properly

› Provide comprehensive reports to lawmakers, regulatory committees

› Produce detailed audit trails, that include, but are not limited to, email correspondence, workflow, etc., and save as PDF or SQL to archive

Flexible Deployment

Leveraging your technology or straight out-of-the box, ILINX maximizes value

› Implement as a turn-key solution, or integrate with your existing technology

› On premise, Cloud or hybrid deployment options