

Automate Management of the Access to Information and Privacy Act (ATIP) with ATIPXpress

The Problem: How to stay ATIP compliant while maximizing resources?

Federal offices and commissions face many challenges when managing ATIP compliance:

- Quickly preparing federally mandated reports
- Reliance on inefficient manual processes
- Request backlog
- Inconsistent processes
- High volume of requests
- Poor request tracking

Selected ATIPXpress customers include:
Bank of Canada, Elections Canada, Cancer Care Canada, The Office of the Information Commissioner Canada, Rights and Democracy, Alberta Provincial Offices, and The Office of the Privacy Commissioner of Canada.

The Solution: ATIPXpress electronic Freedom of Information and ATIP management system



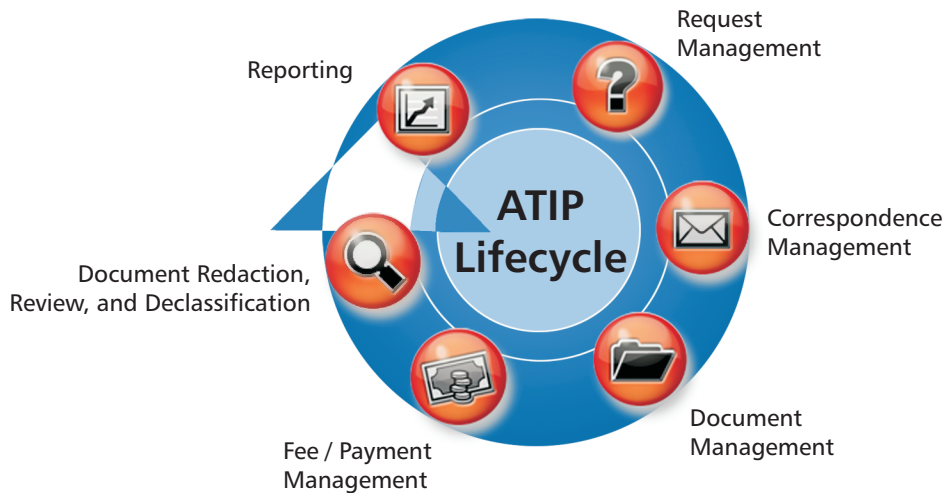
Unlike manual systems that can be time consuming and inaccurate, the ATIPXpress application automatically tracks all required ATIP metrics and generates the required statistical reports within seconds. ATIPXpress tracks and automates the entire lifecycle of an access request - from request receipt to dissemination of requested documents, simply and easily.

Benefits:

- Ensure compliance with ATIP regulations
 - ◆ Automatically generate required ATIP reports
 - ◆ Ensure request deadlines are met
 - ◆ Keep in depth audit of all user actions
 - ◆ Ensure privacy through secure electronic redaction
- Save time by automating the complete ATIP request lifecycle
 - ◆ Speed ATIP processing through electronic request review
 - ◆ Generate reports in seconds not days/months
 - ◆ Speed request response through built-in ATIP workflow



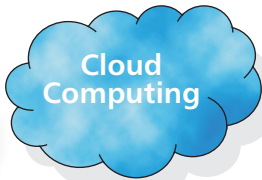
Complete Automation for ATIP Compliance: Save Time & Money



ATIPXpress features:

- **System Control** - assign users and groups to specific cases.
- **Reporting** - automatically generate required reports to The Office of the Information Commissioner of Canada.
- **Document Review** - search, retrieve, review and sever (redact) documents. Optical character recognition enables full text, multi-lingual search of all documents. Automatically insert relevant exemptions when severing a document.
- **Workflow automation** - assign access requests to staff, track the life cycle at every stage.
- **Automated correspondence** - pre-packaged, custom email and correspondence templates to save time automating and populating various correspondence types.

The Number One Freedom of Information Solution: Over 150 U.S. and Canadian Government customers



Centralized or Decentralized Enterprise Options. We offer on premise installation, hosted or Software as a Service (SaaS) options.

Save time and money with ATIPXpress by automating ATIP Compliance

 **The Office of the Information Commissioner of Canada is an ATIPXpress Customer**