



Streamlines the request process. Help your staff respond to inquiries more efficiently and timely, while reducing risk.

The GovQA Executive & Legislative Correspondence solution streamlines the process, helping your staff respond to these inquiries more efficiently and timely, while reducing the risk and exposure for your agency.

#### **Assign and Track All Inbound Requests**

- > Assign tasks to staff members
- > Communicate and collaborate with external agencies
- > Share documents, files and information
- > Save valuable time by automating workflows
- > Systematically remind task owners of due date

#### **Easily Fulfill Requests and Improve Processes**

- > Work through all responses and files in a single location
- > Option to redact files containing protected data
- > Use email and letter templates to save time in communicating

#### **Improve Business Intelligence with In-Depth Reporting**

- > Gain in-depth insight via a robust reporting suite
- > Dashboards and reports alert you to request progress and deadlines
- > Complete audit trail of every action associated with a request

#### **Provide Requesters with a Great Experience**

- > Online portal makes it easy to submit requests
- > Automated communications provide requesters with timely updates
- > Send communications and files to requesters via secure portal

## **Executive Correspondence**

### **EXCHANGE PLATFORM**

Secure Enterprise Workflow  
for Government

## **Assign and Track all Inbound Requests**

## **Fulfill Requests and Improve Processes**

## **In-depth Reporting**

## **Great Experience for Requesters**