DOCUMENT MANAGEMENT SYSTEM SPECIFICATIONS

Based on Specifications laid down by United Nations Document Management System

(The specifications contained herein are obtained from UNRWA documents)

Ref. #	Description
	RECORDS, DOCUMENT & DRAWING MANAGEMENT
1.	***Document Capture*** Capture is the deliberate action of registering a document into the DMS.
1.1	The solution provides the capability to capture a wide range of documents including but not restricted to:
1.1.1	• Email and their attached files;
1.1.2	• Electronically generated documents such as reports, spreadsheets, flowcharts, images;
1.1.3	• Multimedia such as voice and video;
1.1.4	• Documents which have utilized various mark-up languages, such as, HTML; XML; DHTML and XHTML;
1.1.5	• Compound documents such as AutoCAD and HTML;
1.1.6	• Information about non-electronic documents;
2.	***Registration*** Registration is the act of giving a document or files a unique identity in the DMS and also involves recording descriptive information about the document.
2.1	Registration and profiling within the desktop application, either at receipt or creation of a document or at the “save as” command.
2.2	Validation of key and search words against look up tables (eg standard descriptors) or directory services where appropriate.
2.3	Customization to suit different document types or standard record groups, eg by having profiles that vary by document type.
2.4	Editing and updating of documents and their attributes is performed in real time.
2.5	Editing and updating of additions and changes to reference and look-up tables to be performed in real time.
2.6	The solution provides the capability to register files and documents by a range of standard fields including, but not limited to:

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2.6.1	• date of document
2.6.2	• file date range;
2.6.3	• document or file title
2.6.4	• originator or author name;
2.6.5	• originator or author position;
2.6.7	• sender or addressee;
2.6.8	• format or document type, eg map, report;
2.6.9	• file number;
2.6.10	• subject keywords linked to an online thesaurus and file title pattern, validated against an online thesaurus;
2.6.11	• filing location;
2.6.12	• bring-up details with action date, officer name and section;
2.6.13	• barcode number; and
2.6.14	• security classification..
2.7	The following fields allow free text entry:
2.7.1	• notes
2.7.2	• abstract; and
2.7.3	• third and fourth lines of the file title.
2.8	Spell checker on free text, utilizing standard proofing tools and dictionaries (as per Microsoft Word).
2.9	Registration fields provide for alphanumeric characters and a range of sizes, eg 6 to 200 characters.
2.10	The solution handles the cataloguing or registration of and provides subject retrieval for reference library items,(eg reports and other electronic and non-electronic document types).
3.	***Document Profiles*** A document profile is a set of structured data fields describing attributes about a document.
3.3	Customization to include validation rules (eg field types, making fields mandatory/optional) and dependencies on other fields (eg in populating list boxes).

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4.	***Unique Identifiers*** A unique identifier identifies the document or folder as a unique item it is often a running number generate and assigned by the DMS. Users are also given unique identifiers.
4.1	The solution provides system generated document unique identification and date on registration.
4.2	Allows for manual override in the system generated document identification function.
4.3	Allows the characteristics of the unique identifiers to be defined.
4.4	Allows the assigning of a range of unique identifiers to specific document groups.
5.	***Electronic folders*** An electronic folder is the equivalent of a paper file and provides a systematic and consistent system for grouping documents pertaining to the same business activity
5.1	In order to group documents pertaining to a common activity, Offices require an "electronic folder" capability that provides the following features. It is mandatory that the Vendor describe whether and how the solution delivers these features:
5.2	• availability and selection of electronic folders based on the file title structure, at save and search prompt, eg pick list with folder attributes available for viewing, including scope notes for file titles;
5.3	• creation and maintenance of electronic folder attributes to ensure consistency in titling, keywords, search words, retention period and security level;
5.4	• ability to add search words, in addition to those provided by the file titling, at save and search prompt, eg free text descriptor at the fourth level of the file title structure;
5.5	• pick list to allow point and click to view electronic folder description, key words and search words, associated folders and actions threads within the folders;
5.6	• simultaneous viewing of the electronic folder by multiple users;
5.7	• list of folder contents generated by the system:
5.7.1	- documents may be selected from this list;
5.7.2	- attributes must be available for selected documents to enable

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	"similar" thread searches.
5.8	• search contents attributes for specifics, eg approval, order, report, letter, requisition, dates, periods, compound search;
5.9	• document(s) may form part of multiple folders/threads/work flows; and
5.10	• Any action on a document, eg archive, deletion, retention, to take accounts multiple uses including links to and from other documents.
6.	***Paper File Management***
6.1	The solution provides standard records management capability for the registration and maintenance of paper files, including: • creation and registration of new files;
6.2	• identification of document relationship to file(s).
6.3	Automatic generation of the file reference number.
6.4	Customisation of the format of the file reference number.
6.5	Maintenance of user details in the Active Directory.
6.6	Allocation of security levels to files.
6.7	Identification of file relationships, eg permanent part and temporary files, volumes including:
6.8	• Amalgamation of part files into the main file; and
6.9	• Creation of new volumes, temporary and permanent part files.
6.10	Registration, amendment and deletion of file reservations and bring-ups.
6.11	Registration of the issue, location and return of files through either data input or barcode reader.
6.12	Bulk transfer of files to other office locations.
7.	***Thesaurus*** A thesaurus is a complex alphabetical listing of all terms derived from a business classification scheme.
7.1	The solution thesaurus capability is ISO 2788 compliant.
7.2	The solution allows online management and maintenance that is terms can to be added or changes made to the Thesaurus with strict security provided over these actions.
7.3	The thesaurus capability of the solution includes:

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	• access to a Thesaurus at document “save” and “search” prompt;
7.4	• control of file titles and subject keywords through online access to the thesaurus; and
7.5	• security control to prevent unauthorized amendment or deletion of the Thesaurus.
8.	***Security*** Security is the ability to limit access to documents and profile information by comparing user profiles with document and file security requirements.
8.1	Provision of a minimum of seven levels of security.
8.2	User logon and password control.
8.3	Security controlled by Active Directory
8.4	Single logon (logging on to network gives access to DMS)
8.5	Security levels applicable to user groups and/or individuals.
8.6	Global security applicable across a standard record group.
8.7	Different levels of security applied to an individual document within a standard record group.
8.8	View the security level of the document, drawing, and file or standard record from the profile and search results.
8.9	The solution allows for electronic authorization or signatures. Vendors should describe their capability.
9.	***User Profiles*** A user profile is a set of structured data fields describing attributes about a user.
9.1	The user profile capability should allow the: • defining and assigning of users to one or more groups and groups within groups;
9.2	• automatic updating of user profile information from the Active Directory; and
9.3	• where membership of groups is not controlled by the Active Directory, maintenance should be decentralized.
9.4	• registration of a range of attributes including but not restricted to name, division, branch, location and access permissions.

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10.	***User permissions*** Relates to the allocation of privileges to individuals and groups which determines the extent of access to documents held in the DMS. It also includes the authority to create, read, add, alter and dispose of documents in the DMS.
10.1	Document access control by allocation of access levels to individuals, positions and user groups.
10.2	Simultaneous access by multiple users.
10.3	Range of access levels, eg view, copy, modify and delete – Vendor to specify what levels are provided.
10.4	Ability to lock a document during updating or change to prevent concurrent editing or accidental updating.

Continued…….