|  |
| --- |
| Annex 3. Software Requirements |
|  | The main criteria: | Participant response cannot be "yes" or "no" |
|  | The software must meet the following requirements: |  |
|  | Keeping a register of one or more settlements (ATC) simultaneously in electronic form |  |
|  | Automation of all registration actions |  |
|  | Automated logging of document registration |  |
|  | System of directories for auto supplementation and elimination of errors (issuing bodies, military ranks / specialties, commissariats, name, patronymic, administrative units); |  |
|  |  More than 20 automated documents (statements, certificates, address cards, registration cards) of A4 / A5 format with editing |  |
|  | Ability to add scanned documents to client record |  |
|  | Working with the ID of a citizen of Ukraine (read and write data) |  |
|  | Key Authorization (EDS) |  |
|  | Ability to work on any computer without being tied to a specific workplace, and no need to configure each PC - one copy of the software and an unlimited number of users; |  |
|  | Ability to generate reports for the State Register of Voters, Military Commissariat, for the SMS, DSPP |  |
|  | All reports are automated, including reports on the work of users (administrators / operators) of TsNAP for analytics |  |
|  | Creation of a secure (encrypted) connection between the workstation of the user (Elder) and the Application Server. |  |
|  | Creating new users with role-sharing, authority (view / edit) - remote places (utilities, SMS, etc.); |  |
|  | Flexible system for managing users by groups and roles, the ability to provide access to specific addresses; |  |
|  | Logging all user actions / village elder (any action should be displayed in chronological order per second) |  |
|  | Possibility of software revision if needed; |  |
|  | Importing of previous database and its adaptation in the context of cities / villages / streets - voter register, SMS, 1C reports, files and more. |  |
|  | Automated error reduction |  |
|  |  Unlimited workstation |  |
| **Purpose of the system:** |
|  | keeping a register of the territorial community (also for the ATC) electronically |  |
| 21. | Keeping electronic records; |  |
| 22. | Process automation and control; |  |
| 23. | Keeping an electronic archive; |  |
| 24. | Optimization of internal activity; |  |
| 25. | Organization of a single information space and increasing the management of documentary flows in conditions of a territorially distributed structure; |  |
| 26. | Improved productivity in document management and executive discipline; |  |
| 27. | Control over the execution of orders, regulations and requirements for the workflow; |  |
| 28. | Reducing the cost of support and complexity of information systems; |  |
| 29. | Reducing the costs associated with document management and paperwork; |  |
| 30. | Compliance with the principle of registration of documents. |  |
| The implementation of the System should ensure: |
| 31. | A significant reduction in the time for approval of documents; |  |
| 32. | Increasing transparency and control over document handling; |  |
| 33. | Registration of the entire history of the document |  |
| 34. | Prevention of possible loss of documents; |  |
| 35. | Increasing the speed of finding relevant documents; |  |
| 36. | Extensive monitoring and reporting capabilities; |  |
| 37. | Reducing the time for the transfer of documents, improving the security of the transfer of documents and reducing the risk of losing documents during their transfer; |  |
| 38. | Optimization of processes of coordination of organizational and administrative documentation and contracts; |  |
| 39. | Increasing the level of enforcement discipline by delivering documents and assignments electronically to the workplaces of users, as well as by providing the possibility of automated control over the execution of documents and construction of reports on the execution of documents; |  |
| 40. | Improving the reliability of document storage; |  |
|  | Improve efficiency and speed up information retrieval: |  |
| 41. | Unification of document forms through the use of document templates; |  |
| 42. | Storage and control of content of constant and conditionally constant information; |  |
| 43. | Providing further integration with other information systems to provide more consolidated information space and transparency of document processing; |  |
| 44. | Reducing time and minimizing errors in execution processes through automation, and defined sequences; |  |
| The system should provide: |
| 45. | a set of workflow management tools, automation of service delivery processes, archive management, log generation, and more. |  |
| 46. | a register of services with a description of attributes (name, basis, terms, cost, invoices, documents, acts, information cards, etc.), and a mechanism of planned change of attributes without loss of accounting and control; automatic control over compliance with deadlines. |  |
| 47. | Service Script Designer system that allows the programming of service flow algorithms independently and step-by-step, to edit all processes, and a system to provide for the automated provision of services under the planned scenario, according to the service technology map. Provide services from the moment of the person's request to the actual receipt of the service and completion of internal processes. |  |
| 48. | A template builder that allows the user to make changes to document templates independently without the involvement of developers. |  |
| 49. | Accelerate interaction with subordinate organizations, and other authorities. Reduce the cost of storing documents through the organization of an electronic archive, and reduce the cost to the authorities of ensuring interaction with each other. Increase the level of executive discipline and simplify control mechanisms. |  |
| 50. | Automatic maintenance of any necessary logs |  |
| 51. | Electronic archive of documents and cases (history of appeals), and a system for accounting and management of the physical archive. A system for searching documents and cases under various criteria. |  |
| 52. | According to the conditions, the system must be implemented on server equipment (or a cloud service) at the request of the customer in accordance with the requirements of the current legislation and this technical specification. |  |