PART E

SPECIFICATIONS

PART E - SPECIFICATIONS

GENERAL

E1.   GENERAL

E1.1   These Specifications shall apply to the Work.

E2.   GOODS

E2.1   The Contractor shall supply Records Management Software in accordance with the requirements hereinafter specified.

E2.2   Item No. 1 - Software Application shall have the following functionality as a minimum:

(a)   The Software must operate in all Windows environments including Windows 98, Windows 2000, Windows XP, Windows ME and Windows NT environments. It must provide open back-end architecture.

(b)   The Software must include licenses for two application administrators and a minimum of sixty (60) end-users.

(c)   The Software must have the capability to print both black and white and/or colour coded strip labels with barcodes. The system must have as a standard feature the functionality to batch select and print labels using the criteria of the individual who created the record and then via date created.

(d)   The Software must have the functionality to allow the user to select from multiple label designs.

(e)   The Software must have the ability to do QBE searches, with the ability to save the search criteria.

(f)   The Software must have the ability to do wildcard searches, capabilities to include: ? - Wildcard letter, * - Wildcard character, [] – Single character variable.

(g)   The Software must have the ability to export data into CSV or HTML format.

(h)   The Software must have the ability to assign individual user security rights for all levels of functionality across the system, i.e. add, edit, delete, browse, scan, print, etc.

(i)   The Software must have Reservation Request functionality. The request submission process must utilize a "shopping cart" philosophy, and users must be able to submit a request for delivery to another individual.

(j)   The Software must have Reservation Request Log functionality. Staff must be able to see, via screen and reports where a requested file is. Staff must be able to know the status of a request.

(k)   The Software must be able to print, as part of its standard functionality, pick lists and "out guide slips".

(l)   The Software must have a library of standard reports, that the user can refine the scope of the data to be reported on, the reports must have the option to display via screen and print or to just print. The standard reports must include reports on each of the levels of classification, folders, boxes and lists. Users must be able to print all or specific information in each level of the reports.

(m) The Software must interface with Crystal Reports for ad-hoc reporting.

(n)   The Software must have User Definable Retention functionality that can be assigned on both the file and box levels. In addition the software must be able to run a standard report to retrieve information regarding items that are eligible for destruction.

(o)   The Software must have scheduled record destruction functionality and the ability to automatically mark items that have been destroyed with the date of destruction.

(p)   The Software must keep the complete audit/history of all folder and box movement. The Software must be able to do QBE searches on the history information and print out a report.

(q)   The Software must have the option to be deployed via a Web Edition that utilizes Microsoft IIS and a standard Internet browser.

(r)   The Software must utilize either a MSDE or MS-SQL database.

(s)   The Software must have the capability of automated exchange of data between ODBC compliant databases and the file tracking software database.

(t)   The Software must be a scalable solution to allow for additional EDMS and additional records management functionality.

E2.3   Item No. 2 - Hardware shall be two direct connect wedge scanners, or equivalent, and provide the option of substituting these for portable barcode readers and a portable scanner downloading station.

E2.4   Item No. 3 – Installation shall be performed by qualified system engineers. We anticipate the installation to take approximately two business days.

(a)   Installation dates shall be coordinated with the Contract Administrator

E2.5   Item No. 3 - Training shall be provided on-site by qualified system engineers. We anticipate the training of administrators and end users to take three business days.

(a)   Training dates shall be coordinated with the Contract Administrator.

E2.6   Item No. 4 – Support after installation should include as a minimum:

(a)   A toll-free support line, a web conferencing system, or local support that is based in Winnipeg.

E3.   DELIVERY

E3.1   Delivery of hardware outlined in E2.3 shall occur on or before date set for installation of software.