Appendix A
Features List: Integration Technology

RQM-ID	Core Code	Priority	Requirement Name	Requirement Text	Response	Comment
FEAT528	Desired	Medium	Link any document to any SAP transaction	The solution shall link SAP transactions to documents in the repository.		
FEAT539	Desired	Medium	Document Reconciliation	The solution shall synchronize SAP documents stored in the repository with their counterparts stored in SAP.		
FEAT788	Core	Medium	Usability - single interface	The solution should provide wherever possible a single seamless interface.		
FEAT332	Optional	Medium	Support logical relationship between digital media types	System shall support relationships between documents, video, audio and image files.		
FEAT525	Optional	Medium	Allow import of documents for review while creating SAP Phoenix documents.	The solution shall exchange documents with SAP.		
FEAT219	Optional	Medium	Compress Images (loss-less)	Solution shall support lossless image compression.		
SUPL36	Core	Medium	AICC, IMS, IEEE and SCORM Compatible	System content authoring tools shall support portability and standards: AICC, IMS, IEEE and SCORM.		
SUPL69	Optional	Medium	Digital Asset Management Component Integration	Digital asset management component shall be inherent in the DMS.		
SUPL109	Core	Medium	Support integration with advanced forms processing products	The system shall support integrations with multiple best-of-breed forms processing packages for advanced forms processing and automated indexing, including existing and supported integrations with Kofax Capture, Cardiff TeleForm, and OCR for AnyDoc, ReadSoft and Captiva InputAccel.		
FEAT282	Core	Medium	Select and send documents from DMS web client	The web client shall support selecting and sending individual and sets of documents URLs via external e-mail clients.		
FEAT278	Desired	Medium	Select multiple documents in a single print request	The system shall provide the ability to select multiple documents to be printed as part of a single print request.		

Appendix A
Features List: Security & Encryption

RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
SUPL268	Core	High	System Administrator ID for software installation	DMS solution shall not use the default "root" or "Admin" id for installation of application. DMS shall be able to install with a definable user/system id.		
SUPL39	Core	Medium	Login Password Length	Solution shall support configurable password restrictions on minimum length.		
SUPL40	Core	Medium	Login Password Contain Special Characters	A password must include at least one punctuation mark or special character. Examples: ! @ # $ % & * ( ) { }		
SUPL41	Core	Medium	Password Case Sensitivity	A password must be case sensitive and may include capital letters and lowercase letters.		
SUPL42	Core	Medium	Frequency of Required Password Changes	Solution shall support configurable password policies that require periodic password changes.		
SUPL43	Desired	Medium	Password Re-use Policy	The system must not allow a previously used password to be repeated until at least 12 different passwords have been used by that individual.		
SUPL44	Desired	Medium	Invalid password logon attempts	The system shall be capable of supporting a password policy that will lock out a user who makes a specific number of unsuccessful logon attempts within a specified time period.		
FEAT619	Core	Medium	Image Markup and Annotation	The DMS shall support markup and annotation of electronic documents while maintaining the original documents as unalterable images.		
FEAT64	Core	High	Document Level Security	Users will be restrained to taking actions only on those document types for which they have appropriate permissions.		
FEAT759	Core	High	Administration of users by assigning rights to user groups	Rights and privileges shall be assigned to users, groups and roles by an administrator.		
FEAT762	Core	High	Restrict user interface so that different users can access only functionality needed	The user interface shall dynamically reflect functions and capabilities that are consistent with the user's rights and privileges.		

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Features List: Security & Encryption

RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
FEAT796	Core	High	Logging	Basic activity logging, recording and storage functionality to be configured. The solution should maintain logs of all user activity. Archival logging to be configured.		
FEAT795	Core	Medium	Audit	The DMS shall have the ability to manage auditing of all key system events.		
FEAT832	Desired	High	Allow users to perform authorized activities	Users shall be permitted to perform ONLY authorized activities.		

Appendix A
Features List: Store

RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
FEAT385	Core	Medium	Retrieval - Various search options	The system shall enable content searches.		
FEAT386	Core	Medium	Retrieval - Save queries for later re-use	The system shall allow search queries be saved and re-used.		
FEAT781	Desired	Medium	Search Criteria	The solution should support Simple and Advanced searches.		
FEAT199	Core	Medium	Federated Search	Solution shall support federated repositories.		
FEAT784	Optional	Medium	Search Results Ranked	The solution should rank search results based on relevancy.		
FEAT387	Core	Medium	Retrieval - Display document metadata in search result list	Each document in the list of search results shall be displayed with an associated context icon.		
FEAT388	Core	Medium	Retrieval - Open and view multiple documents in a search list	The solution shall allow multiple documents selected from a search result list to be viewed simultaneously.		
FEAT389	Core	Medium	Retrieval - Link related documents	The solution shall allow documents to be linked.		
FEAT779	Core	Medium	Search by metadata	The solution shall support metadata searches.		
FEAT782	Desired	Medium	Search Limits	The solution should allow the number of search results to limited.		
FEAT785	Desired	Medium	Analytics (search)	The solution should provide the ability to track and report on metrics based on searches conducted.		
FEAT827	Core	Medium	Search results shall display metadata used in search	The solution shall display search results along with certain document metadata specified in the search command.		

Appendix A
Features List: Document Capture

RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
FEAT233	Core	High	Centralized and decentralized capture	System shall support centralized and decentralized capture.		
FEAT801	Core	High	Automatically assign document Identifier	The solution shall assign a unique document identifier (DOCID) to documents committed to the repository.		
FEAT803	Core	High	Index documents based on Unique Document ID	The solution shall index documents based on the document identifier (DOCID).		
FEAT929	Core	High	Support document import from URLs	The solution shall import documents from a list of document URLs.		
FEAT192	Desired	Medium	Import authored digital content	The solution shall enable clients to commit electronic content to a digital repository for subsequent retrieval and reuse.		
FEAT336	Optional	Low	Print to import and index a document	The system shall offer the ability to print directly an un-editable image of any document, screen, or report from applications providing a File/Print menu, automatically importing that image as a document in the system and allowing the user to enter index.		
FEAT223	Core	Medium	Mass uploads	System shall provide a mechanism for mass uploads of scanned material.		
FEAT346	Core	Medium	Import process run report	The systems import process shall generate a report each time a process is run stating whether the process was successful and specify which errors, if any, occurred.		
FEAT800	Core	Medium	Allow Metadata Indexes	The solution shall allow metadata indexes to be specified.		
FEAT802	Core	Medium	Index documents based on Metadata	The solution shall index documents based on metadata.		
FEAT68	Desired	High	Provide a unique DMS identifying code at capture	The system shall enable content captured to be identifiable by a unique DMS system identifier field specific to the originating local. (E.g. San Bernadino Superior court).		

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Features List: Document Capture

RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
FEAT339	Core	High	Document import indexing based on accompanying text file	The system shall have a document import process that can automatically index documents based on metadata contained in an accompanying text file that contains delimited or tagged index information.		
FEAT342	Desired	Medium	Import processing unattended and on schedule	The system shall provide a scheduler that enables an import process to run unattended on a defined schedule.		
FEAT343	Desired	Medium	Multiple import processes managed as a single job	The system shall enable the scheduling of multiple import processes to be managed together as a single job.		
FEAT344	Desired	Medium	Poll for existence of another file before running import	The systems document import process shall have the ability to poll for the presence of another file before running an import process. This is important when importing documents being created dynamically from other business processes or systems, so that batches are complete before the import process is started.		
FEAT535	Desired	Medium	Inbound Fax document capture capabilities	The system shall accept input via inbound fax, TIFF files, etc.		
FEAT338	Desired	Low	Index imported documents using file and directory name	The system shall have an import process that automatically indexes documents based on elements in the file names or directory names.		
FEAT340	Desired	Low	Fill multiple index values based on primary index lookup	The systems document import process shall have the ability to automatically fill several metadata values on a document based on a primary index value that triggers the automatic look up of additional index information already contained within the system.		
SUPL53	Core	High	Multi-page image format	Image file format allows for multiple page documents.		
SUPL54	Core	High	Capture using direct file conversion for E-File originated documents	Document imaging capture is to be achieved using direct file conversion when the originating file is a e-filed document.		

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Features List: Document Capture

RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
FEAT774	Optional	Medium	Zonal OCRing	Capable of generating index values derived from the scanned image based on geographical location of the index value on the document.		
SUPL152	Desired	High	Electronic Forms - Native support for Adobe electronic forms	The system shall support the use of Adobe electronic forms (Supplements FEAT476).		
SUPL108	Core	Medium	2-D bar code recognition capabilities	The DMS shall support 2-dimensional type bar codes.		
FEAT48	Core	Medium	Forms Processing - Redaction	The DMS solution shall enable the defining of an area of a document for the scanner to disregard or "redact" (not scan that area).		
FEAT234	Core	Low	Forms Processing	Solution shall capture form data where information is delineated with boxes and lines.		
FEAT245	Core	Low	Checkbox Recognition	System shall support checkbox recognition.		
FEAT334	Desired	Medium	Designate documents to be OCR by a separate index stations	The system shall provide the capability for users to mark documents to be OCRed by another designated index workstation on an ad hoc basis.		
FEAT3	Core	High	Assign Metadata values to content (indexing)	The system shall provide the ability to assign identifying attributes (metadata) to individual content captured to the content management system.		
FEAT772	Core	High	Document import indexing based on bar coded or OCR values on batch header sheet	The system shall have a document import process that can automatically index and classify documents based on bar code data or OCR values that appear on a header sheet.		
FEAT805	Core	High	Document Classification	The solution shall support document classification.		
FEAT804	Core	High	Maintain Document Metadata	The solution shall maintain document metadata.		
FEAT367	Core	Medium	Metadata - Selected from a drop-down menu	The system shall provide for metadata values used for indexing to be selected from a drop-down menu.		
FEAT369	Core	Medium	Metadata Retrieval - Viewed at document level	The system shall allow metadata to be viewed at the document level.		

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Features List: Document Capture

RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
FEAT374	Core	High	Metadata Retrieval - Automatics configurable document naming structure	The system shall provide for an automatic and configurable naming structure for documents, including index metadata values, so that users viewing document lists can easily select the document that they need.		
FEAT375	Core	Medium	Metadata Retrieval - Selectable metadata values	When retrieving a document, the system shall allow for metadata values to be selected from a drop-down menu.		
FEAT382	Core	Medium	Metadata Maintenance - Updated from an external	The system shall provide for metadata sets to be updated from an external file.		
FEAT826	Core	Medium	Configurable document type icons	Context icons shall be configurably associated with certain document types.		
FEAT827	Core	Medium	Search results shall display metadata used in search	The solution shall display search results along with certain document metadata specified in the search command.		
FEAT384	Desired	Low	Metadata Maintenance - Auto-generate summary report of metadata values	The system shall provide a summary report of metadata values.		
SUPL132	Core	Medium	Metadata - Automatic validation	The system shall provide the ability to automatically validate metadata values, including all of the following: floating point, numeric, alphanumeric, or restricted length.		
SUPL133	Core	Medium	Metadata - Configuration options at document type and class level	System shall provide configuration options for both required fields and full field entry at the document type/class level for metadata, in accordance with established field sizes or pre-defined masking.		
SUPL135	Core	Medium	Metadata - Search metadata value sets	The system shall provide for metadata value sets to be searched so maintenance can be performed on them (updated, modified or changed). (Supplements FEAT366.)		
SUPL272	Core	Low	Metadata - Audience targeting	Provide the ability to limit metadata exposure to a certain group either through security or the viewer.		

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RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
FEAT200	Core	High	Document Imaging - Scanning	The DMS solution shall capture electronic images.		
FEAT295	Core	High	Capture images in standard formats	The system shall scan and store image files in standard non-proprietary formats such as TIFF, JPEG, PDF, and PDF/A.		
FEAT237	Core	Medium	Scanning in batches	The system shall support batch scanning of documents.		
FEAT296	Core	Medium	Support large or small batch scanning	The system shall support both individual or ad hoc document scanning and larger volume batch scanning.		
FEAT298	Core	High	Multiple scan station setup tool	The solution shall support centralized configuration of multiple scan stations.		
FEAT301	Core	Medium	Duplex document scanning on simplex scanners.	The system shall provide the ability for users to perform duplex document scanning on cost effective simplex scanner. (In doing this the application should automatically match fronts and backs of pages, so users do not need to reorder pages manually.)		
FEAT302	Core	Medium	Scan additional pages to and existing document image	The system shall provide a simple way to scan additional pages to a document that is already committed in the repository and utilize appropriate audit/history logging. The additional pages should be able to replace an existing page or to be added to any location in the document.		
FEAT303	Core	Medium	Methods to consolidate newly scanned pages into a existing document	The system shall provide a method for matching and consolidating newly scanned pages into an existing document. (Capture Quality attribute Supplemental requirement.)		
FEAT304	Core	High	Detecting of document separation	The DMS solution shall identify document separation (e.g.; blank page, barcode, patch code detection).		
FEAT306	Core	Medium	Batch indexing screen	The system shall provide a batch indexing screen showing both the index fields and the document page images for the document being indexed.		

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RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
FEAT310	Core	Medium	One step scanning script	The solution shall support scripts that capture scanned documents and assign fixed metadata.		
FEAT313	Core	Medium	Double-blind index entry validation	When indexes are entered manually, the solution shall require confirmation before committing the index.		
FEAT773	Core	Medium	Black and white or color images	Capture solution needs to be capable of handling black and white or color images in individual mode or mix mode.		
FEAT775	Core	Medium	Real time PDF conversion	Solution shall support conversion of scanned images into searchable PDF.		
FEAT928	Core	Medium	Support high volume batch scanning	The solution shall support capture from high volume batch document scanning.		
FEAT297	Desired	Medium	Physical document type scanning settings	The system shall enable scanning stations be set up so that users select from pre-defined settings that are optimized for the different physical types of documents such as carbon copies, faxes, photo copies, and colored paper forms. (The scanner operators should not need to manually set thresholds, adjust image brightness, or other image capture settings each time they scan documents.)		
FEAT299	Desired	Medium	Peer-to peer scan station administration	The system shall enable scanner settings to be copied from one scan station to another.		
FEAT300	Desired	Medium	Mid-batch scanner setting changes	The system shall enable operators to change scanner settings mid-batch to match the varying characteristics of differing image types in the batch.		
FEAT305	Desired	Medium	Business information specific indexing	The system shall provide a means to use existing business information for indexing documents, by allowing the indexer to import data dynamically from other business applications, without re-entering the data.		
FEAT315	Desired	Medium	Programming integration points for customizing scanning	The solution shall support scripted customization of the capture process.		

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Features List: Document Capture

RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
FEAT238	Optional	Medium	Automated quality assurance of scanned images	System shall provide automated quality assurance for scanned images.		
SUPL75	Core	High	Scanned Image Quality Assurance - De-speckling	The system will support the automatic despecking of scanned imaged documents before committal to the repository.		
SUPL76	Core	High	Scanned Image Quality Assurance - Black-border removal	The system shall have the ability to remove black-borders from scanned document images prior to committal to the document repository.		
SUPL77	Core	High	Scanned Image Quality Assurance - Blank page detection	The system will support the ability to automatically detect blank pages and to not include them in the batch committed to the repository.		
SUPL78	Core	High	Scanned Image Quality Assurance - Verification of page counts	The system shall have the ability to detect scanning errors by verifying the actual versus the expected page counts in the batch.		
SUPL80	Core	High	Scanning Image Quality Assurance - De-skewing	The system shall have the ability to de-skew document pages that are skewed or misaligned (crooked).		
SUPL45	Core	Medium	Disregard Spurious Bar & Patch codes	The DMS system must provide the ability to define rules allowing the system to disregard barcodes on externally generated individual documents (such as bank statements) so that they don't interfere with the intended capture process.		
SUPL46	Core	Medium	Interpret Bar and Patch Code Symbology	The DMS application shall be capable of accurately interpreting bar and patch code symbology printed on a printed cover page generated from the CMS and other court applications to automatically index multiple case and document identifying data values to index document images in the document repositories.		
SUPL95	Desired	Medium	Threshold setting for blank page detection	The systems must provide a threshold setting for blank page identification so that non-blank pages are not mistakenly deleted. (Supplements FEAT304.)		

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Features List: Document Capture

RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
SUPL96	Core	Medium	View and zoom while indexing	The system shall allow users to be able to view the document as they are scanned, and should be able to easily zoom in on images or pan images as needed.		
SUPL97	Desired	Medium	Lock-in values during batch indexing	The system shall provide a means to lock-in values as a document is indexed so they don't need to be re-entered on subsequent documents in the batch. (Supplements FEAT306.)		
SUPL99	Desired	Medium	Configure area specific zoom for batch index screen	The system shall provide a means configure the batch indexing screen to zoom into a specific area on each page in the batch so that users don't need to re-zoom on each page of the batch. (Supplements FEAT306.)		
SUPL100	Core	Medium	Double-blind index entry options	The system shall determine discrepancies during the 2nd index step and provide an interface for the 2nd indexer to select the correct index value. (Supplements FEAT313.)		
SUPL101	Core	High	Re-scan to replace poor images found in QA	The system shall provide for a simple re-scan process for images that need to be re-scanned, and automatically replace the poor images with the newly scanned images. (Supplements FEAT314.)		

Appendix A
Features List: Document Managment

RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
FEAT814	Core	Medium	Prevent content modification while locked	Locked content may not be modified by any other user until the content is unlocked (by check-in).		
FEAT821	Core	Medium	Unlock locked content by abandoning changes	A user who owns a checked out content may unlock locked content by abandoning all changes.		
FEAT822	Core	Medium	Authorized privileges can break lock of checked out content	Solution shall allow a sufficiently privileged authorized user to override and break a lock on checked-out content.		
FEAT931	Core	Medium	Allow notes to be added to electronic documents	The solution shall allow notes to be added to documents.		
FEAT932	Core	Medium	Document annotation	The solution shall allow documents to be annotated.		
FEAT933	Core	Medium	Annotations - Text highlighting	The solution shall allow document text to be highlighted in various colors.		
FEAT934	Core	Medium	Annotation - Indicator arrows	The solution shall allow indicator arrows to be inserted into documents.		
FEAT390	Core	Low	Annotations - Addition of customized notes	The system shall allow for the addition of customized notes, and annotations using various methods (highlights, markups, sticky notes, arrows, color, freehand, etc).		
FEAT813	Core	Medium	Repository content locked until check-in	Checked-out content shall be locked until checked-in.		
FEAT930	Core	Medium	No modification of locked content	Locked content may not be modified by any other user until the content is unlocked (by check-in).		
FEAT12	Core	High	Electronic Content Committal	The solution shall capture electronic content from clients.		
FEAT780	Core	Medium	Search OCR	The solution shall support full text searches.		
FEAT787	Core	Medium	Usability - UI consistency	The solution should present a consistent user interface across all components/modules.		
FEAT393	Core	Medium	Annotations - Redact information on documents	The system shall support redaction of document images.		
FEAT397	Core	Medium	Document Grouping - Use of folders	The solution shall provide document organization mechanisms (e.g. folders).		
FEAT405	Core	Medium	Print functionality - Option to suppress annotations	The system shall enable a user to choose to print a document with or without annotations.		

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Features List: Document Managment

RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
FEAT406	Core	Medium	Print functionality - Restrict printing certain documents	The system shall have the ability to restrict the printing of certain documents.		
FEAT777	Desired	Medium	Watermarking	The solution should support digital watermarking of documents.		
FEAT394	Desired	Low	Overlays on text documents	The system shall support document overlays.		
FEAT392	Optional	Medium	Annotations - Configure default text to notes	The system shall allow default text to be configured within notes to appear when the user applies a note to a document.		
FEAT408	Core	High	Document Repositories - Control and track modifications	The system shall control the modification of documents. The solution shall track document revisions.		
FEAT14	Core	Medium	Content Check-in/Check-out capabilities	Electronic content check-in and check-out shall be supported.		
FEAT409	Desired	High	Document Repositories - Differentiate between draft and final	The system shall distinguish published content that may be viewed by an audience and draft content that is not ready for publication.		
FEAT410	Desired	High	Document Repository - Restrict viewing of specific document revisions by user role	The system shall allow a specific revision of a document to be stamped as a version, limiting which revisions of a document certain users can see.		
FEAT425	Core	High	Document Repositories - Drag and drop import of multiple files simultaneously	The solution user interface shall support drag and drop.		
FEAT417	Optional	High	Document Repositories - Configurable as revisable or non-revisable by document type or class	The system shall allow each type or class of documents to be uniquely configured as revisable (allowing for multiple revisions), or as non-revisable.		
FEAT411	Optional	Medium	Document Repository - Prompt user to choose new or revisions	The system shall allow configuration to prompt the user to save a document as a revision of an existing document, or as a new document.		

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Features List: Document Managment

RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
FEAT421	Optional	Medium	Document Repository - Retain a read-only checked-out copy on local-workstations	The system shall allow users to retain a read-only reference copy of a document, on their local workstation, even after a document has been checked into the system.		
FEAT413	Optional	Low	Document Repository - Display number of revisions in search result	The system shall display the revision number for each document in the search results list.		
FEAT789	Optional	Medium	Publication Levels	The system shall provide multiple customizable publication levels so that appropriate staff group or user group access can be assigned.		
FEAT939	Core	High	Versioning - Allow users to track document history	The solution shall allow users to track document history.		
FEAT938	Core	High	Versioning -Track document revisions	The solution shall track document revisions.		
FEAT819	Core	Medium	Locked content owned by user who checked it out	Locked content shall be owned by the user who checked it out.		
FEAT937	Core	High	Versioning - View prior document revisions	The solution shall allow users to view prior document revisions.		
FEAT357	Optional	Low	ERM - Identify and separate multiple logical documents	When multiple logical documents are contained in a single imported file, the solution shall automatically separate them.		
FEAT359	Optional	Low	ERM - Automatic indexing of text data stream using index location label	The solution shall allow keywords to be defined that when found in an imported or captured document, indicate a metadata value that is automatically included in the stored document metadata.		
FEAT358	Optional	Low	ERM - Index documents in text data stream based on embedded index value	The solution shall allow text in specific locations in a imported or captured document to be added to the metadata of the stored document.		
FEAT433	Core	High	Records Management - Centralized administration over records	The system shall manage and track physical and electronic records.		

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RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
FEAT434	Core	High	Records Management - Reliable retention of documents	The system shall provide support for reliable retention of documents in accordance with relevant regulations/best practices.		
FEAT435	Core	High	Record Management - Initiate retention interval using metadata	The solution shall allow document retention policies to be established.		
FEAT452	Core	High	Records Management - Define retention plan at multiple hierarchical levels	The system shall provide the ability to define a retention plan at the document, document classification, and/or folder levels.		
FEAT454	Core	High	Records Management - Prevent the destruction or deletion of any electronic record	The system shall prevent the destruction or deletion of any electronic record with the exceptions of destruction in accordance with a disposal schedule and/or deletion by a systems administrator as part of an audited procedure.		
FEAT461	Core	High	Records Management - Permanently retain records	The system shall allow records to be permanently retained.		
FEAT464	Core	High	Records Management - Require approval before permanent deletion	The system shall require approval before permanent deletion.		
FEAT436	Core	Medium	Records Management - Automatic destruction after user review at reaching retention period	The system shall enable, upon the completion of the retention period, documents to be automatically destroyed or destroyed after user review, based on the retention configuration for each document classification.		
FEAT453	Core	Low	Records Management - Retention plans flexibility time and event based	The system shall be flexible enough to allow retention plans to be time-based, event-based, or time/event-based.		
FEAT195	Desired	Medium	Records Management	User defined document lifecycle management shall be supported.		
FEAT446	Desired	Medium	Records Management - Provide an administrative view of all records and their status	The system shall provide an administrative view of all documents and status.		

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Features List: Document Managment

RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
FEAT462	Desired	Medium	Records Management - Destroy physical file but retain document metadata.	The solution shall allow retention of metadata when documents are deleted.		
FEAT935	Core	Medium	Context icons associated with document types	Context icons shall be configurably associated with certain document types.		
FEAT936	Core	Medium	Support retention defined by metadata fields	The solution shall support document retention based on a metadata field.		
FEAT823	Core	High	Support document workflow	Customized document workflow shall be supported.		
FEAT825	Core	Medium	Support basic review and approval workflow	Solution shall provide basic review and approval document workflow, supporting multiple reviewers, multiple approvers, and email notification of workflow events.		
FEAT791	Core	High	Workflow parallel processing	The workflow should allow for parallel processing.		
FEAT529	Optional	Medium	Email notification of workflow events	The solution shall support email notification of workflow events.		
FEAT790	Core	High	Workflow looping	The workflow should allow for looping or rework.		
FEAT792	Core	High	Workflow support of a state diagram	The workflow process should support the logic of a state diagram (table) functionality.		
FEAT793	Optional	High	Document staging	The solution should allow staging of documents for review prior to publishing.		
FEAT193	Optional	Medium	Business Process Management / Workflow	The DMS shall provide staff the ability to automate document workflow, in whole or in part, where documents, or tasks are passed from one participant to another for action, according to a set of rules.		
FEAT249	Core	High	Business process modeling tool	The system shall provide a business process modeling tool and simulator for the design, analysis, and testing of workflow business processes.		
FEAT252	Core	High	Real-time workflow activity monitoring	The system shall provide for real-time workflow activity monitoring and analysis.		
FEAT253	Optional	Medium	Log of workflow actions	Workflow activities shall be logged.		

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RQM-ID	Core Code	Priority	Requirement Name	Requirement text	Response	Comment
FEAT254	Optional	Medium	Customizable end user instructions	The system shall provide for customized instructions to be displayed within the workflow application, directing the end user on what functionality they can or should execute.		
FEAT264	Optional	Medium	Logically group workflow documents	The solution shall allow documents pending workflow action that are logically related by certain metadata to be displayed in groups.		
FEAT265	Optional	Medium	Order workflow documents in multiple ways	The solution shall allow documents pending workflow action to be displayed in sorted order, including: first-in first-out, last-in first-out, and alphabetically.		
FEAT267	Core	High	Generate customized work status notifications by email	The system shall generate customized e-mail messages for workflow status notifications.		
FEAT269	Optional	Medium	e-Mail notifications with embedded URL link	Emailed workflow status notifications shall contain a URL link to the document requiring action.		
FEAT794	Optional	Medium	Scheduled transfers between repositories	The solution should allow for the regularly scheduled and automated transfer of documents between content repositories.		
FEAT248	Core	Medium	Business process workflow simulation reports	The system shall provide for simulation reports with information about a workflow simulation that can be analyzed to identify potential bottlenecks or process improvement opportunities.		
FEAT262	Optional	Medium	Configurations and use of hot keys	The system shall provide for multiple configurations and use of hot keys in the workflow.		
FEAT807	Core	High	Electronic Seals	The solution shall allow electronic seals, emblems, insignia and logos to be added to documents.		