

Appendix H: Functional Requirements: Reporting and Security

GENERAL QUESTIONS *(If possible, please limit responses to one page or less.)*

- A. Briefly describe your reporting engine and associated tools. Do you supply standard reports? What level of expertise is required to create custom or ad hoc reports? How does security apply to data presented by advanced queries or reports?

- B. How do your products integrate as a product suite? Do my DM rights transfer to the WCM product? Can your products work, out of the box, with commercial single sign-on products such as SiteMinder to provide a comprehensive set of security privileges to be administered from a single console?

DETAILED REQUIREMENTS

Response Key:

1	Item is "Out Of Box"- indicate module
2	Item will be included in future release - specify version and date
3	Item addressed by 3rd party integration- specify partner
4	Item requires customized code to be written- estimate level of effort and cost
5	Item not addressed by solution

H1. Reporting

ITEM	REQUIREMENT	RESPONSE	COMMENTS
H1.1	Systems shall have the ability to monitor workflow approval and notification processes for all content items.		
H1.2	System shall support AOC reporting tools to provide information and statistics on website usage by clients. (Web Trends, Web Tracker)		
H1.3	System shall provide reporting capability to track user activity- specifically usage of content, aging, etc.		
H1.4	System shall provide standard (out of box) and customizable reports.		
H1.5	The report writing tool shall support on-line viewing , printed output and file output of reports.		
H1.6	System shall provide the capability to create pre-defined reports.		
H1.7	System shall support the automatic generation and distribution of reports based on business rules.		
H1.8	System shall provide a web-based interface for reporting		
H1.9	System shall support data export for analysis and manipulation in standard desktop analysis tools, such as MS Excel.		
H1.10	The System shall provide a query building tool that supports formulation of complex queries.		

ITEM	REQUIREMENT	RESPONSE	COMMENTS

H2. Security

ITEM	REQUIREMENT	RESPONSE	COMMENTS
H2.1	System shall comply with the agency's published security policy.		
H2.2	Systems shall have the ability to interface with external directory services for security and authentication, such as Windows Active Directory (AD) or other commercial single sign on, such as CA SiteMinder.		
H2.3	Systems shall have the ability to provide role based security across all templates, content, processes and repositories (eg for individuals, groups of users, individual files, directories or sites).		
H2.4	Systems shall have the ability to restrict access by end users to designated areas of a website using authentication mechanisms such as user name and password.		
H2.5	System shall enable individual security to be defined at the folder, subfolder, document and process level. This may override role based security, so that a document might have "default" security which can be restricted at the user or administrator's discretion.		
H2.6	System shall support encryption of data between the system and the user's computer through standard web encryption (SSL). Encryption algorithm used shall be based on Advanced Encryption Standards (AES).		
H2.7	Individuals shall only see those documents they have been granted access to, both when navigating and searching.		

ITEM	REQUIREMENT	RESPONSE	COMMENTS
H2.8	System shall allow administrators to control who may set, change or override document security settings.		
H2.9	System shall provide for the capture and secure storage of electronic signatures associated with content approval or other process steps.		
H2.10	System shall support compartmentalization of document repositories based on division, court, etc.		

END OF APPENDIX