List of requirements:

Must:

* System to generate Audit Trail reports, allowing authorized users to view a log of document views or accesses, including details of who accessed the documents and when.
* maintain all customer’s records electronically to be kept for seven (7) years.
* The EDRMS must encompass essential features, such as Optical Character Recognition (OCR) for scanned documents and full-text search capabilities within attachments and management reporting features.
* **Develop and install** a fully integrated EDRMS to capture, maintain and automate reporting function in migration efforts to paperless environment.
* Ensure close **tracking and monitoring** of document-centric processes and sensitive data flowing into and out of the Bank.
* System must have robust security measures and access controls to restrict document access solely to authorized parties based on job roles and functions.
* Document capturing and maintenance involve recording the following:
  + Document Type
  + Document criticality (High, Medium, Low)
  + Owner (Department Name, User name/ID)
  + Date & Time

Should:

* Adhere to rigorous schedules and **regulations** related to record-keeping and archival.
* **increase digitization** initiatives across the Bank.
* **Compliance** with regulatory requirements
* Design and develop a WEB based application accessible to all Bank’s users – Head Office and other location.
* Creating an electronic document management system is the digital and central archiving of all incurring documents.
* Provide an Administrative function for user creation, maintenance and reporting of user access capabilities.
* System should send automatic email notifications whenever a document is accessed, facilitating the tracking and monitoring of document movements.
* The proposed system should also incorporate search capabilities allowing users to filter documents based on their type and criticality
* Monthly Management reporting on number of documents captured as at reporting date, new document captured according to its criticality, document owner information etc.