**High Level**

1. The System must use "rule based" configuration options that allows the site to design how

the software will be deployed.

1. The staff must be able to adjust common variables, such as codes, tables, report parameters,

etc., without the services of a professional programmer.

1. The software must have a one-time, single-point of data entry to reduce redundant work.
2. All software programs must seamlessly integrate to maximize operator and system
3. The software must have an easy to use system for preparing various statistical and analytical

reports.

1. Totally integrated search capabilities on all fields without the use of a secondary application.
2. The software must provide a look-up capability for frequently entered information; and,

once selected the information will automatically populate the corresponding data record.

1. The software shall provide the ability to input, access, and store a user-defined level of

historical data.

1. The software must verify the validity of the data being entered into the database by

performing immediate error checking.

1. The software must provide the ability for the system manager to identify any individual who entered, edited, deleted or otherwise changed any transaction and the date and time that the

change was made.

1. The software should allow all corrections to be done in the source module.
2. The software must provide the ability for multiple users to be on the system at the same time

and multiple users to be in the same programs at the same time.

1. The software must be written using a relational database.
2. The software must provide the ability to direct output of a data search to a printer upon user

demand.

1. The system must provide the ability for the user to create PDF, spreadsheet(XLS, ODF), delimited text file format for all reports
2. System should allow different input entry screens based on uses needs (i.e. a simple

requisition entry screen for casual users, fully featured screens for power users)

1. User experience should be customizable by user. This would include program launch

portal, menu's, reports and browse screens.

1. Modules must provide for user defined fields for the master files and input screens.
2. System should provide capability to integrate with a Document Management system
3. System must provide the ability to design site specific output forms (PO's, Checks, etc.)
4. Software should provide a "query" builder to create, save and run common database queries.
5. Software should provide a report auto schedule capability to run reports at designated times

in the future.

1. System should utilize "checklist" that the user can create to guide them through a process (such as hiring). Need to indicate if step on checklist is mandatory or informational.
2. System should have a notification system for process that are coming due, such as

reapplying for a grant, license expiring, etc.

1. System should have the ability for electronic delivery of forms that include Direct Deposit

Advices, Purchase Orders and Bids.

1. System should provide staff ability to clock in and out electronically.
2. System should provide self service modules for employees, vendors, businesses and citizens.
3. Software enhancements provided to other customers should be made available to the client

at no charge.