

UNIFIED STATE PORTAL GOVERNMENT OF ASSAM

Functional Requirement Specifications for Document Exchange System (DES)

Version 0.1
Web Development Cell

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1. Executive Summary

Document Exchange System forms the Integral part of the Unified State Portal. In Government, documents provide evidence to justify government decisions. All Departments, Sub-Departments, District, etc keep their documents in their website portal. These documents however may be relevant to other Departments and the State Portal. So there must be an Unified System for searching a document published in various Department websites as well as in the State Portal.

Document Exchange system is needed to transfer all the documents along with the metadata to the Unified State Portal from various Department websites in order to have a Unified Search. Document Exchange system should be capable of exchanging documents throughout their lifecycle, while retaining integrity, authenticity and accessibility.

2. Scope

This document covers the requirements for Document Exchange System for all documents of the Government of Assam, from different Department/Sub-Department websites to Unified State Portal.

3. Assumptions

Users of Document Exchange System would be Authenticated Government users who will be involved in the building up of the document repository. These users could be from a State level department, any subordinate organization or any district or sub-district level office.

We may also assume that persons or users involved in the support or the building up of the document repository are aware of the key points to be kept in mind while sharing of documents.

4. User Requirements

A user may require uploading or publishing of documents from any office/site. The document may be shared to one or many destination sites.

	Origin	Sharing
State	Department	State portal

		Own department
		Sub-organisations
		District Offices
	Sub-organisation	State Portal
		Parent Department
District	Deputy Commissioners Office	State Portal
		Certain state level departments
	District offices	Subordinate offices
		Parent Department
		State Portal
	Subdivisional offices	Parent office in district
	Block Offices	Parent office in district

Viewers who have come to the site to search for documents may seek the information in a department site, sub-site or the State Portal. They may search for required documents using keywords or Meta data.

5. Functional Requirements

A. Document Availability

1. Each and every document from all the Portals including Department, Sub-Departments, Unified, etc, must be searchable from the Unified Portal, irrespective whether it is of any importance to any user.

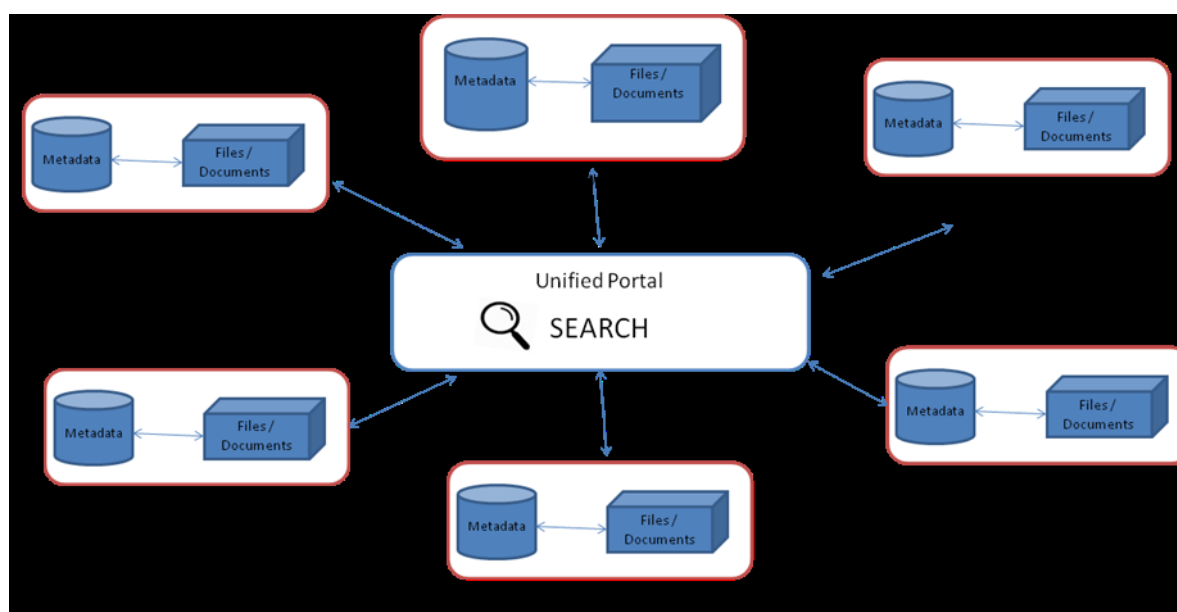


Fig 1: Search from Unified Portal

B. Document Exchange

1. The system should be able to exchange both ways – inflow and outflow.
2. The system should be able to transfer documents, such that all metadata associated with document is properly transferred.
3. The system should ensure that the document is exchanged successfully.
4. The system should support workflow based instant and scheduled transfer of documents from and to the websites. Exchange of all documents which exist in the Portals of Department, Sub-Department, District, Blocks, etc that can be initiated by:
 - time-based criteria (Scheduled Exchange)
 - event-based criteria (Instant Exchange)

C. Instant Exchange

1. The system should support instant exchange of documents after the exchange is triggered. The documents uploaded should reflect in the State Portal immediately.
2. The system should ensure that the document is successfully exchanged instantly.

D. Scheduling of document

1. The system should support scheduling of documents/websites for exchange.
2. The system should transfer the scheduled documents to the websites as per the schedule set by the system. The schedule time should be configurable by the user.
3. The scheduling of document exchange may be different for every website so that there is not much load at single point of time.

E. In case of Failed Exchanges

1. If the exchange fails, the system should retry automatically for a specific number of times and if it fails further, it should be notified to user and reported in the Audit Trail.
2. The error for failed exchanges should be properly captured.
3. The user should be able to initiate the document exchange for failed exchange anytime.

F. Monitoring/Reporting

1. The system should monitor the document exchanges and log everything.

2. In case of failure, the system should notify the document user and admin through email and messages.
3. The system should generate various reports on the exchange statistics, like no. of documents exchanged, etc.

6. Non Functional Requirements

1. The system should be able to transfer documents such that the content and properties of the documents are not degraded.
2. The interface used for document exchange system should be made simple and intuitive.
3. Context Help should be available for each field.
4. Tooltips to be made available for each field.
5. The exchange should be fast.
6. Document exchange should be secured.

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