

**Company
Logo**

**Client
Logo**

E-Library Technical Offer 1.0

Release 6/2018

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1. Application Features:

a- Phase One

1- Login

Login to the application through username and password in addition to only users where their devices' (mobile-tablet-pc-laptop-etc) serials numbers registered in the application can open the login screen of the application in addition to two level of passwords



2- Forgot Password

In case user forgot his password he can recreate a new password through two security levels, correct answer of security question, security code email



3- Home

Displays the main sections of the application



4- My Profile

Edit user profile as email, password, name, mobile, security question, security answer, etc.



5- Logout

log off of the user account



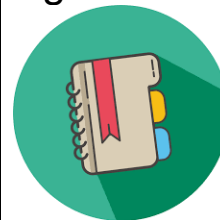
6- Schedules

Manage Schedules by (create, edit, enable/disable, delete, view, search) in which each meeting has an agenda. Schedule can be displayed in list and calendar view.

Schedules



Agenda



7- MOMs




Manage MOMs by (create, edit, enable/disable, delete, view, and search) in where each MOM contains the following sections: decrees, proceedings, attendees and attachments. MOM can be displayed in a document word file in a customized format (will be provided later) which can be printed. Each Board Member can add his comments on each section of the MOM keeping in mind saving the original MOM content. Each MOM has two versions: draft and final. There will be a progress status for each MOM which enables admin to know the status of the MOM and waited by whom.

MOMs





Decrees




	<p>Proceedings</p>  <p>Attendees</p>  <p>Attachments</p> 
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8- Committees


<p>Manage Committees by (create, edit, enable/disable, delete, view, search) in which each Committee contains: recommendations, attendees, attachments</p>	<p>Committees</p>  <p>Recommendations</p> 
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	<p>Attendees</p>  <p>Attachments</p> 
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9- Repository

<p>Provide the ability to search of all the attachments files either in their names, descriptions, file's content, attachment's owner and uploaded date</p>	
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10- Users

<p>Manage users by (create, edit, enable/disable, delete, view, search) and displaying their devices that are allowed to open the application in addition to their privileges</p>	
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11- Devices

Manage devices by (create, edit, enable/disable, delete, view, search) that are allowed to open the application and displaying their owners



12- Settings

a- Attachments

Full Control of uploading files in which their types and sizes

b- Lookup Tables

Full Control of Lookup Tables (Board Members – Security Questions – Meeting Rooms – Devices Types – Operating Systems)

c- Log

Enable to know when users open the application, which sections users open, which sections have been updated and by whom according to their privileges, data before and after update

Settings



Attachments

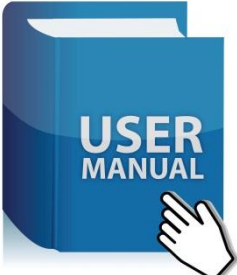


Lookup Tables




	<p>Log</p> 
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13- Built-in Support Manual

<p>Application will have a support manual built-in which enables user to search in indexed and organized manual how to do a certain job or how to use s specified feature, etc</p>	
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14- Application's Platforms

<p>Application can run on all platforms (IOS-Android-PCs) and will be available on Google Play and App Store and for the web it will be responsive that can work on all browsers</p>	
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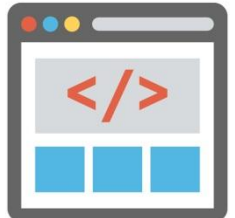
15- Features of each Application Platform

<p><u>a- Web Version</u> Full features (user + admin)</p> <p><u>b- Android + IOS Versions</u> User features only</p>	
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16- Application's Language

<p>Application will be available in English language only</p>	
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17- Delivering Source Code

<p>Source code for all the platforms (IOS – Android - Web) of the project will be available to deliver as requested</p>	
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b- Phase Two

1- Messaging

Enable users to send/receive messages to each others where this tool contains the following features: compose, inbox, sent, deleted, drafts, reply message, forward message, star message, search message, to and cc and bc, upload attachments, create new labels and folders for certain messages, allow user to know if his message was read or not and by which receivers in case there're more than one receiver.



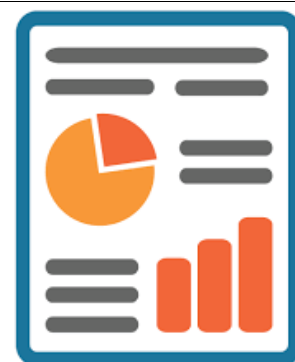
2- E-Mails

Enable Application's Admin to send emails to the users either by automatic emails as notifications which is configured by him or manual emails



3- Full Dynamic Reporting

Create flexible reports of which you prefer in all the application' sections for example: MOMs, Committees, Attachments, Schedules, Messaging, Chat, etc



4- Live Text Chat

Users can communicate with each others with live text chat, send emotions, attachments, create friend list, know which is online and offline, block users, message's status: delivered, seen, typing



2. Add-ons

1- Application can be in multiple language, example: Arabic and English

2- Voting

Create a new vote and enable users to add their answers and get the final decision based on the results. Full control of votes (create, edit, enable/disable, delete, view, search)

3- Form Builder

Create a new form with all different types of fields (true/false, single/multiple choice, free writing, drawing) to send it to users to reply them and collect data to help to know the required info and take the correct decision

4- Application Theme Changer

Admin can change the full design of the application in just a second, once choose the preferred design from a different varieties of designs

5- SMS

Send SMS automatically to your users and can be adjusted to send in a specific time to certain number of users in a specific campaign which means that you can create a new campaign with certain users you choose and adjust the tool to send automatically to the required campaigns

6- Social Media

Post a subject to Facebook, twitter, LinkedIn, Google plus, etc... at the same time, just write the post you wish and publish it to all the social media at the same time, also you can adjust it to post a specific post at a certain time

3. Technical Specification of Hosting Server

1. 100GB Disk space
2. Unlimited bandwidth
3. 1 MSSQL databases (200MB each)
4. 10 MySQL databases (1GB each)
5. 50 FTP users
6. Sub domains
7. Daily Database Backup
8. Daily Support and maintenance for server problems

4. Technical Support

1. Delivering Softcopy Manual for how to use the features in details in English
2. Delivering source code for all platforms (IOS-Android-Web) of the application
3. Technical Support for Three months after the final delivering includes any technical updates regarding the approved features only
4. Unlimited Technical Support includes any technical problems or bugs
5. Unlimited Technical Support includes any technical queries regarding how to use the features
6. On Demand Support with additional fees or annual contract regarding any extra required features and updates
7. Offering Training for Two persons on how to use the features and control panel
8. Weekly/Daily database Backup

5. Project Time

1. 50 working days for phase 1
2. 35 working days for phase 2

6. Delivering Time

a- Phase One

1. Delivering Web design after 5 working days
2. Delivering Mobile (IOS-Android) design after 5 working days
3. Delivering web, android, ios versions in phases as the following:
 - 25 % of progress after 15 working days
 - 25 % of progress after 7 working days
 - 25 % of progress after 7 working days
 - 25 % of progress after 7 working days

b- Phase Two

1. Delivering web, android, ios versions in phases as the following:
 - 25 % of progress after 15 working days
 - 25 % of progress after 3 working days
 - 25 % of progress after 7 working days
 - 25 % of progress after 5 working days