**CLS Software Development**

As discussed on phone the sample format of how the software will look like that you sent is acceptable to me. The information contained thereof requires modifications and/or additions as the case may be. But I think they should be pointed out so you address them appropriately in the places you deem fit rather than me going from box to box.

**General Brief**

I am looking for a software that captures and stores information/data in a small server and to be backed up from time to time onto an external drive. I do not for see the office exceeding five (5) million entries over the next few years. The external drive is updated with new information/data but previous information/data should not be replaced. What exists in the external drive and server should not as much as possible be tampered with.

Information/data gathered and stored are as contained in the Excel format attached plus the following:-

**Building Plot(s)**

Multiple ownership entry should be possible. If a building plot is owned by a couple, the actual names of both should be captured and not Mr and Mrs Kofi Mensah. If a plot or building is left for children then at least three names must be captured plus “others” whose pictures must be captured with their names written under each picture as appropriate. All the relevant documents are scanned and attached to the record. Application letter, Award/approval letter, Receipts, Site plans/Map, passport pictures and suck like. All this should be in a single folder to complete the process.

Any time a plot number or name is typed any stored information related to that parameter must pop up. Anything that pops up should not be amended, altered or added to with approval from supervisor/manager. But it should be possible to open it. Stored data normally includes plot number, Block and Sector as well as Area/location. For example Sector “South”, Block “A”, Plot Number “25”. Sometimes Plot number has an alphabet in addition “22A”. Will it be possible to use the serial number to retrieve information/data in addition to name and plot number?

**Farm Land**

Information/data as contained in Excel sheet attached with scanned documents providing detailed information pertaining to the grant/agreement. The same multiple ownership should be possible. If a farm is left to children etc. it should be possible to capture data as is indicated for a building plot.

**General Information.**

Any change of ownership through sale or transfer of a farm or plot, additional information/data related to the change should be made in the same folder such that tracking is done in a single folder. Changes/additions should only be made with authorisation/approval from supervisor/manager. Once entry is saved, the entry clerk should not be able to amend/alter/add anything without the authorisation/approval from supervisor/manager whose password must be protected.

Software should allow for record keeping of documents related to land and the Traditional Council. E.g. Court rulings, Arbitrations, historical records etc. of the Traditional Council.

Since Computers crush and/or develop faults from time to time or new computers are procured installation or re-installation of software, as the case may be, should not erase any previously stored information/data. Information/data that is stored should not be lost through this process.

Some kind of user notes must be available to guide/train users on software. Should the office experience difficulties it should be possible to contact you for resolution. Users of software are not experts and so it must be as robust as it can possibly be. Deletion/alterations of sensitive items and the like must be confirmed, if possible twice. “Are you sure you want to delete/remove/change” etc.

Some existing records are in Excel. How do we bring them on to your platform? Anything that you think will assist us do a better job but we don’t know of and therefore have not included here must be catered for. We have very basic low level knowledge of record keeping and general computing. I am trying to do my best but I admit I am limited and since you are the expert the information contained here is only a guide and not absolute. It is only to guide you do a much better job.

I thank you very much for agreeing to help me out of this predicament that I have gotten myself into. But as I told you, there is no better way that I can help my community than to put my time and possibly resources to the service of my kinsmen and community after retirement from active service.