

Attachment 2

AOC DMS Technical Focus Areas

Training

- Resources available
- Level of difficulty for administrators
- Level of difficulty for end-users
- Train-the-Trainer capabilities

Capture

- Software – integrated, external, or both
- Image formats
- XML (inbound files from Line of Business systems)
- Amount of human interaction required
- How duplex documents are handled
- Index mechanism
- OCR mechanism
- Quality assurance process
- Support for distributed and centralized document capture
- Importing mechanism, requirements, and limitations
- Electronic reports from Line of Business Systems

Manage

- Document annotations
- Multi-level configurable security model
- Revision control
- Image markup
- Administrative reporting
- Integrated workflow capabilities
- Electronic forms capabilities
- Redaction technology

Store

- Search capabilities (federated electronic search and retrieval across multiple content repositories)
- Metadata model, configuration, manipulation, maintenance, and retrieval
- Supported file formats
- Infrastructure, architecture, , redundancy,
- XML (from Line Of Business systems)
- Repositories (Check In/Out, Audit Trails, Version Control)

Preserve

- Mechanism for implementing retention policies
- Document audit history
- Integration with physical storage management

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AOC DMS Technical Focus Areas

- Long-term storage and archival
- Capabilities for conversion or migration of legacy media

Deliver

- Encryption and security
- Document distribution methods
- Types of print functionality
- Notification mechanisms
- Web and Portal technologies
- XML output

Integration

- Web services interface
- J2EE (JAVA) API for integration with SOA's
- Microsoft Office integration
- Functional capabilities that can be achieved through configuration of the Out-of-the-Box product without custom delivery of programming code.