



The aim of the project for the delivery of each electronic filing service solution is to build a fully functional electronic filing service system for efficient and effective performance of duties meeting all functional, technical, legislative and procedural requirements.

### KEY COMPONENTS OF PROFISPIS FILING SERVICE PROJECTS

- delivery of ESSS licences,
- performing a pre-implementation analysis,
- provision of the necessary software, system parameterization,
- implementation and integration with surrounding systems,
- data migration,
- delivery of comprehensive documentation,
- conducting appropriate training,
- providing service support and development of the delivered system.

# ELECTRONIC FILING SERVICE PROVIDED BY INFORMATA DESIGN

The File Service is a modular solution for centralised filing, management and support of the processing of files and documents, including the associated trusted archiving. The system structurally records and stores documents of certain types, most often invoices, contracts, regulations and directives, or documents issued and adopted according to the legislation of each institution, for certain types it can manage the course of their processing by means of workflow. The system complies with the legislative requirements for an electronic filing system, including the requirements of the National Standard for ESSS, elDAS and GDPR, and is ready for certification by the Ministry of the Interior of the Czech Republic.

# WHO IS OBLIGED TO RUN THE FILING SERVICE?

It is any entity that is obliged to maintain a filing service in electronic form, including compliance with the requirements of the National Standard for Electronic Filing Systems, pursuant to Act No. 499/2004 Coll., on Archiving and Filing Services, as amended, and Decree No. 259/2012 Coll., on the details of the filing service. A filing system is a term defined by law, so it is mandatory primarily for state authorities and public institutions. All parts of the filing system are defined by law, which means that a single filing system is operated in all offices, differing only in its supplier.

# ▼ NATIONAL STANDARD

All processes are strictly recorded as per the requirement of the National Standard for Electronic Transcription Services System (NSESSS).

## **▼** INTEGRATION TO REGISTERS

Propojení s ISDS pro úplnou elektronickou komunikaci, plná integrace s ISZR pro dodržení relevantnosti dat. Napojení na Czech POINT (asistované místo výkonu veřejné správy).

# **♥** ELECTRONIC SIGNATURE

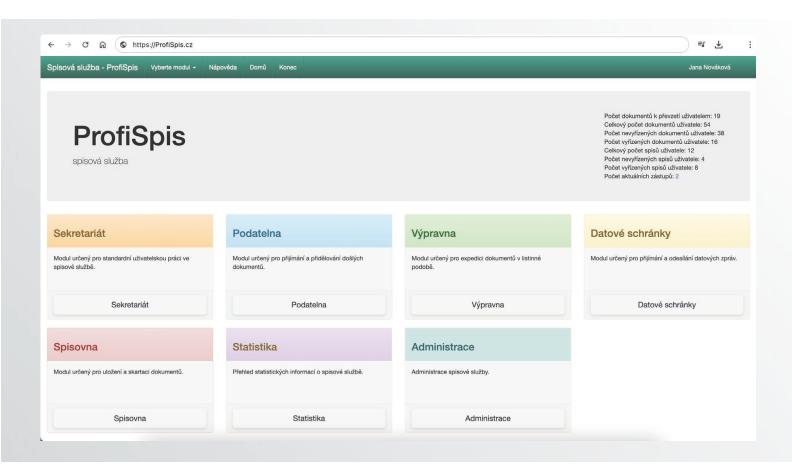
Connection of electronic signature, seal and time stamp and verification of qualified electronic signature of EU countries under the elDAS regulation.

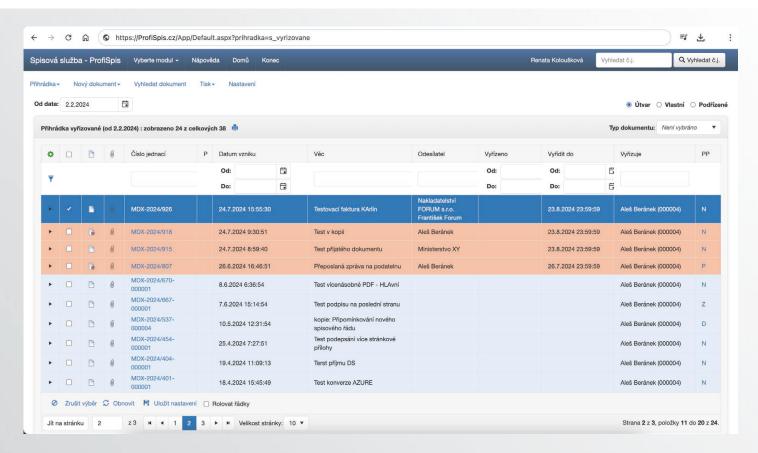
## ✓ ARCHIVE FORMAT

Conversion of electronic attachments to the archival format PDF/A-2Bincluding conversions and verification clauses or Digital Shredding.















#### EASY CONNECTION AND INTEGRATION

Open interface for integration to third-party solutions. Extensive experience in integrating similar solutions.



#### EASY-TO-USE ELECTRONIC FILING SERVICE PROFISPIS

You will get comprehensive document management from the initial registration of documents when they enter the organization, through the process of handling, to shredding management. The filing service covers all legislative requirements for filing systems according to the National Standard for Electronic Filing Systems (NSESSS).

#### THE FILING SERVICE COMPLIES/COMPLIES WITH THE FOLLOWING LEGISLATIVE PROVISIONS

- Act No. 499/2004 Coll., on archiving and file service and on amendments to certain acts,
- Act No. 227/2000 Coll., on electronic signature and on amendments to certain other acts (Act on electronic signature),
- Decree No. 645/2004 Coll., implementing certain provisions of the Act on archiving and file service and on amendments to certain acts,
- Decree No. 193/2009 Coll. on determining the details of the authorised conversion of documents,
- Decree No 194/2009 Coll. laying down the details of the use and operation of the information system for data storage,
- Decree No 259/2012 Coll. on the details of the performance of the filing service.

#### TECHNICAL PARAMETERS OF THE SOLUTION

- ✓ In terms of implementation, the file service is built on theMS .NET Core solution, which can be operated in the Microsoft Windows Server environment, as well as on Linux OS or hosted in any public cloud environment.
- ▼ The solution primarily uses MS SQL Server as a database, as a matter of course it can also be run on another appropriate database. We also install in a geocluster environment in high availability. The system can be scaled both vertically and horizontally.





