Web ECR Viewer

Department of Judicial Administration Specifications
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I.   Overview

This document provides specifications and requirements for implementation of a web viewer accessing document images residing in DJA's Core ECR system. Access via the web viewer will occur from the Internet or from the King County Intranet.

The main interface of the product will consist of at least three screens: 1) An introductory screen, 2) a modified Case Contents screen, such as is found in Core ECR, and 3) a viewer screen used to view individual documents. The introductory screen will be used by DJA to post notices regarding system availability, application requirements, etc; its contents will be easily modifiable by DJA technical staff. The content of the introductory screen will be modified manually in the web server. The Case Contents screen will be similar to that found in the current web version. The Viewer screen will be built upon *Daeja viewONE* and will be capable of showing multiple documents at the same time.

More specifically, Sierra Systems, Inc. will customize the *Daeja viewONE* program, build custom Java code and web pages as necessary to meet requirements and for integration with Core ECR, and fully test and implement the resulting Web ECR Viewer.

II.   Requirements

A.   Integration with Core ECR

The Web ECR Viewer will be fully integrated with Core ECR as follows:

The Web ECR Viewer will use the Core ECR repository of images.

The Web ECR Viewer will use data from the Core ECR database.

User access through the Web ECR Viewer will be defined and managed using the Core ECR System Administration Security function; privileges defined for a given user in Core ECR will be extended to that user for the Web ECR Viewer.

The Web ECR Viewer will use the same document groups defined for Core ECR. The definition and management of document "groups" that appear on the Web ECR Viewer "Case Contents screen" will be defined and managed by the Core ECR System Administration function.

In no case shall any modifications or actions made by a User through Web ECR be allowed to modify anything in the Core ECR application.

B.   Ease of Use

The User interface must be simple, straightforward, and easy to use. (See the Acceptance Testing section at the end.)

C.   Ease of Installation and Maintenance

The Web ECR Viewer will require a minimum number of files to be downloaded to client PCs and downloaded files should be small in size.

The Web ECR Viewer will install in the background, with minimal user intervention (e.g., there mightl be a YES box that users will have to select to proceed).

Suggested browser settings for retaining Web ECR Viewer files in a temporary Internet file cache will be provided, to minimize user wait time on 2nd and subsequent uses of the Viewer.

Because the Web ECR Viewer is not expected to interact with other applications or data sources, successful use of the Viewer must not require the presence of other applications or data sources on client PCs.

D. Cross-Platform Compatibility

The application must be compatible with and usable through multiple browsers and multiple computer operating systems, specifically Internet Explorer 4.0 and above, and Netscape 4.0 and above, for PCs operating Macintosh systems as well as those using Windows, Unix, NT, or Linux.

E. Screen Resolution

Documents accessed by the Web ECR Viewer and the functional equivalent of Core ECR's "Case Contents" screen should be fully viewable with a screen resolution of 1024 X 768.

F. Required Speed of Operation

The contractor shall optimize the speed of operation of the web viewer to provide all Users with Pentium 133 MHz computer equipped with 32 MB of RAM acceptable response times for all aspects of operation under contractor's control.

G. Web Design Requirements

The introductory screen of the application must be compatible with King County web design standards. Relevant portions of the King County web standards will be provided to Sierra at the appropriate time.

H. Security Requirements

1. Saving, Copying, Sending Privileges

Generally, DJA intends that users of Core ECR images rely upon the ECR system. Therefore, it should be unnecessary for them to have obvious Save, Copy, or Send to functions. Since these functions are supported by Daeja viewONE, they should be disabled. DJA may choose to have one or more of these functions re-enabled at a later time.

2. Log-In Procedures

Upon starting the web application, the user will be able to log in to the system as a public user, without access to sealed files; the user's name will not be captured and no password will be necessary. If the user logs in seeking access to sealed files, he or she will be required to provide a name and password in order to proceed further. Upon successful login, the user will be allowed into the system with whatever rights and privileges he or she has been assigned by the ECR Administration function. If three unsuccessful login attempts are made, the user will be locked out of the ECR system until his or her account is re-enabled by an ECR System Administrator. The web application will NOT use NT authentication during the login process.

3. Sealed Records

a) Users with Sealed Privilege

Sealed file access via Web ECR shall be strictly limited to those who have been assigned this privilege in Core ECR tables by DJA. The Sealed privilege must, as in Core ECR, be assignable by case type and cause code.

b) Seal at Document Level

Sealed document access via the Web ECR Viewer shall be strictly limited to those who have been assigned this privilege in Core ECR tables by DJA. The Viewer must be able to distinguish and enforce restrictions against viewing sealed individual documents, as well as whole cases.

c) Notice on Accessing Sealed Record

Users of sealed cases/documents shall receive a notification similar to that provided in Core ECR, alerting them that they are about to view a Sealed case/document.

d) Timeout for Browser

As feasible, the viewer will discourage individuals from leaving their workstations with Sealed documents/files still accessible to others. The browser shall be set to timeout the session at an interval to be determined by DJA.

I. Interface Elements

1. Opening Screens

a) Introductory Access Screen

A general Introductory Access screen shall provide basic information identifying Web ECR, designed in harmony with King County Web Page Design standards. The User will be advised that the Case Number is needed to access record(s). The User will be shown information on how to obtain Case Numbers (text to be provided by DJA). DJA will provide the text for these options. If the User knows the case number, the user will proceed to select the appropriate access option (general or sealed with password) to get to the Case Contents screen of Web ECR.

b) Case Contents Access Screen

The Case Contents access screen shall be substantially the same as is provided to Users in Core ECR. It shall allow the User to enter a Case Number and search for the case record. It shall have prominently displayed instructions. Upon selection of "SEARCH," Web ECR will retrieve and display the contents of the requested file, as in Core ECR.

2. Document Listing and Selection

a) Case Contents Screen Display Options

The Case Contents Screen shall display the same information and the following buttons as are found in Core ECR: Search, Print Case Contents, Display, Activity Log, Print, and Get Another Case.

b) Document Groups (Filters)

The User shall be able to select a Group from the Case Contents screen in order to see a selected subset of documents in the case, as is now provided in Core ECR.

c) Display of Document Listing

The document listing shall be the same as is provided in Core ECR. There shall be columns providing Alerts, Sub #, Date, and Title, as in Core ECR. The Code column should appear to the right of the Title and may be out of sight of the User. If feasible, Sierra should expand the area provided for this display.

d) Selection and Display of Documents

As in Core ECR, the User shall be able to select one or more documents from the list box of displayed documents. Documents shall then be displayed in the appropriately modified Daeja viewONE *viewer window.*

e) Display of Activity Log

The Activity Log shall be viewable to the User through Web ECR. Viewers who have printing functionality at their local PCs should be able to print the Activity Log using the browser Print menu option.

3. Navigation Commands and Tools

a) Navigation Buttons

Where feasible, the Contractor shall modify the navigation buttons (e.g., >> and >) so that Users can select buttons with familiar words like "NEXT," "PREVIOUS," "FIRST," and "LAST."

b) Navigation to Next/Previous Document

Navigation between next and previous documents in the file (e.g., in the search results list of documents) will be possible without having to leave the web viewer, without having to re-enter case numbers, and without having to start a new session. An "open in new window" option may be satisfactory for this purpose.

c) Usability of Multiple Open Pages/Documents

Contractor shall ensure that Users will be able to open more than one page or document simultaneously using the Web ECR viewer. A user should be able to navigate between 2 or more pages or documents so long as they are being displayed simultaneously in different windows within the User's current session.

d) Moving through 1st Pages

Users should be able to jump from page 1 of Sub # 1 to page 1 of the next displayed Sub #, to page 1 of the next displayed Sub #, and so forth.

e) Thumbnails

If feasible with Daeja viewONE*, the viewer should default to present a document at full-page view with Thumbnails. Thumbnails shall be available to any User as an aid to navigation.*

f) "Get Another Case" Button

There will be a "GET ANOTHER CASE" or "CLEAR" button provided on the Case Contents screen, so the User can easily start over in retrieving documents.

g) Return/Obvious Way Out Button

There shall be appropriate messages and clear buttons on all screens to give the User an obvious way to exit or get out of the screen. An "EXIT" button should return to the Introductory screen.

4. Image Display and Manipulation Tools

a) Display of Document Information

The title bar should display Case Number, Sub Number, Document Title and, if feasible based on the functionality for this in the Daeja oneVIEW application, "Page X of Y."

b) Default Orientation & Position

Document display shall default to full-page view in portrait orientation.

c) User Modified Settings

The User's settings should be savable between sessions for that User. This will be done through the use of cookies. It is understood that there are no assurances that the user will accept or not delete the cookies in which case the settings will be lost. Users will be advised about this in the Introductory Screen.

d) Default Brightness Settings

The User will be shown a default image in "enhanced" mode unless doing so significantly affects the speed of image retrieval. The Daeja viewONE's *multiple methods for selecting enhanced mode shall be retained and may be emphasized.*

e) Seamless Display of Segments

Segments, e.g., bulky subs, shall be displayed seamlessly to the User. Page numbering will be continuous across segments, or expressed as "Page X of Y, Part #" based on the Daeja oneVIEW's functionality for displaying page x of y.

f) User Printing Options & Commands

DJA has reviewed the Daeja viewONE *buttons, menu options, and hot keys relating to printing. Printing shall not be directed to a special printer, but to the User's chosen printer. The contractor shall modify the options to allow printing to be controlled at the User's workstation level, using:*

> (1) Print keys (P=Print Page; Shift-P=Print Document; Ctrl-P=Print Page Range, and Ctrl-Shift-P=Print selected pages.

> (2) Mouse click (right) menu with selections for Print Page, Print Document, Print Page Range, and Print Selected Pages.

> (3) Print button (displaying dialogue to print the current document, with Shift-Key used to print current page only).

Printing a range of Documents will be possible from the Case Contents screen, where the PRINT button will print all selected documents.

J. Public Access Printing Functionality

Users should be able to access their local printers for the purpose of creating hard copy from the images. They would be able to select options to print a Current Page, Current Document, or range of Documents or Pages.

There will be no direct link of public area viewers to a printer. Printing will be done through the Clerk's Office staff. The specifications for printing options in the DJA public area will be submitted as a separate enhancement. Contractor shall separately provide the cost estimate for it.

III. Acceptance Testing

After the Connectivity Committee has approved the design of the application, there will be a limited acceptance testing period of up to five days. LSJ users selected by DJA will be asked for their input regarding the ease of use, performance, and stability of the web ECR application. Such users will be equipped with Pentium-133 MHz or faster Intel-compatible computers running Microsoft Windows 95a/98/NT/2000 and either Netscape Navigator (4.0 or higher) or Microsoft Internet Explorer (4.01 SP1 or higher) to run the application. At the end of the Acceptance period, the Connectivity Committee will collect the comments of the LSJ users and provide a synopsis of the findings to Sierra.

The Connectivity Team will also perform tests designed to prove that security functions are as required.

If testing finds the application unacceptable, DJA will provide the contractor with specifics and the contractor will prepare corrections as soon as possible. A new testing period up to five days will then occur. Acceptance will be documented by written approval and acceptance of the application by the ECR Connectivity Project Manager.