

By programmers of LIC has been developed and published original Georgian software product "DocManager" as result of 1.5 year work.

"DocManager" now is installed for using of Khelvachauri, Gori, Gardabani, Ozurgeti, Lanchkhuti and Chokhatauri municipalities. [Representatives of municipalities are trained](#) for easy working with this software.

Last version of "DocManager" is v3.0. we are presenting short description of DocManager v2.0.

The documentation management system of Local Authorities (DocManager) is the computer software, with is designed as intranet or internet system and can work for more 100 clients in real time.

Minimum system request:

Server:

- Windows XP (SP2 minimum) or Windows Vista.
- IIS 6.0 or next edition
- MS SQL Server 2005 or next edition

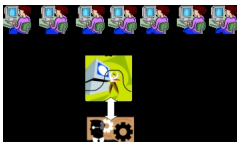
Personal computers:

- Local Intranet
- The Operation System Windows XP (SP2 minimum) or Windows Vista.
- MS Office
- PDF Reader

Design and Architecture

DocManager is designed as Web portal which is installed in local or Internet IIS server. All Data are stored in MSSQL database Server. Client Computers don't needs' to install additional components or software.

Here is presented the architecture of the DocManager Intranet:



Here is presented the site map of the DocManager:

Customer Registration – all costumers must by registered here. No one can log in the side of DocManager without registration. Database administrator is managing process

Main menu – includes next sub menus:

- **Documentation registration** –Here is registering incoming and out coming letters, law signed by local government
. To manage the Documentation registration site Local council and Local Board coworkers can from one or more computers, from one or more rooms.

- **Searching of documentation** – this site is designed for finding of the incoming and out coming letters, law signed by local government.

- **Local Council site** – it is one of important site where are next submenus:

- **Site of local council chairman**

- **To manage incoming letters** – Chairman receives incoming letters from Documentationregistration site. He/She can see electronic version of incoming letters and

send them to staff for the executing or to archive.

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- **Managing of signed laws.** Chairman receives signed laws from the Documentation registration site. He/She can see electronic version of laws and send them to staff for the executing or to archive.
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- **Control site** – This is very important site too. Here are next submenu:
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 - **Incoming letters**- includes submenus:
 - **Finished works** – here will see reports from staff about work executing.
 - **Not executed works** – here will see letters which were sent to execute but are not executed in the date.
 - **Signed laws**- includes submenus:
 - **Finished works** – here will see reports from staff about work executing.
 - **Not executed works** – here will see laws which were sent to execute but are not executed in the date.
- **To manage incoming letters of departments.** – Here Chairmen of Commissions and fractions, staff of Local Council will see documents sent from Local Council Chairman for executing.
- **To manage laws signed by Chairman of Council.** Site is designed for Local Council Commissions, fractions and staff. – Here Chairmen of Commissions and fractions, staff of Local Council will see documents sent from Local Council Chairman for executing.
- **Government board site**- it is one of important site where are next submenus:
 - **Site of Board Chairman (Gamgebeli)**
 - **To manage incoming letters** – Gamgebeli receives incoming letters from Documentation registration site. He/She can see electronic version of incoming letters and send them to staff for the executing or to archive.

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- **Managing of signed laws.** Gamgebeli receives signed laws from the Documentation registration site. He/She can see electronic version of laws and send them to staff for the executing or to archive.

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- **Control site** – This is very important site too. Here are next submenu:

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- **Incoming letters**- includes submenus:
 - **Finished works** – here will see reports from staff about work executing.
 - **Not executed works** – here will see letters which were sent to execute but are not executed in the date.

- **Signed laws**- includes submenus:
 - **Finished works** – here will see reports from staff about work executing.
 - **Not executed works** – here will see laws which were sent to execute but are not executed in the date.

- **To manage incoming letters of departments.** – Here Boss of department will see documents sent from Gamgebeli for executing.

- **To manage laws signed by Gamgebeli.** Site is designed for Boss of department. – Here they will see documents sent from Local Council Chairman for executing.

- **Human Resource management** - It is the site, where are next submenus:
 - o **Local Council** – Here costumer can see next submenus:

§ **Inputting information of Councillors;** This site used for the inputting of information about Members of Local Council.

§ **Searching information about Councillors.** Site contains submenus:

- **The full list of Councillors**
- **Searching information about Councillor**
- **Bureau of local Council**
- **Locally elected Councillors (majority deputies)**

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§ **Inputting information of Council staff** - Here will register full information about Council staff

§ **Searching information about Council staff.**

○ **Government Board (Gamgeoba).** This site contains two submenu:

§ **Inputting information of Government staff (Gamgeoba).**

§ **Searching information about co-worker of Gamgeoba.** The menu contains submenus:

- o **Full list of coworkers**

- o **Searching personal information about co-worker**

- o **Coworkers by departments**

- **Editing of organization requisites.** First step after installing DocManager on the system is to input information about municipality. Here we have to input next information:

- o **Requisites of Local Council**

- o **Requisites of Governmental Board**

- o **Municipal Departments**

- o **Commissions and fractions of Council**

- o **Types of laws of Local Council and Governmental Board**

If there are any changes in the requisites we will be able to edit the database.

- **Library.** This site is created to save and print all of necessary information of the Local Authorities when it will need. Site contains two submenus:

- o **Inputting information**

- o **Searching and printing information**

- **About project.** Here is small information about project and programmer organization.
- **Log out**