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1.0000	DLNR	General	DATA CONVERSION	Migrate all years of existing data to new SLIMS system, including:								
1.0010	DLNR	General	DATA CONVERSION	- All existing static data in current SLIMS.	i.e. TMKs, Tenants, etc.							
1.0020	DLNR	General	DATA CONVERSION	- All existing dynamic data in current SLIMS.	i.e. Transactions and related documents, detailed accounting entries, etc.							
1.0030	DLNR	General	DATA CONVERSION	- Archive of prior (ARAS) system data in current SLIMS.								
1.0050	DLNR	General	GIS	New SLIMS system is interfaced and integrated with a GIS mapping products that support industry-standards.	i.e., ESRI, etc.							
1.0060	DLNR	General	GIS	Interface between New SLIMS system and GIS is one way.	i.e. one way interface from New SLIMS application to GIS.							
1.0070	DLNR	General	GIS	Interface between New SLIMS system and GIS is bi-directional.	i.e. bi-directional interface from New SLIMS application to GIS and from GIS to New SLIMS application for drill down functionality between each system.							
1.0080	DLNR	General	GIS	Interface between New SLIMS system and GIS is batch oriented.	i.e. periodic batch update from New SLIMS system to the GIS system.							
1.0090	DLNR	General	GIS	Interface between New SLIMS system and GIS is real-time.	i.e. real time update from New SLIMS system to the GIS system as data is entered and committed in the New SLIMS.							
1.0100	DLNR	General	GIS	GIS system can integrate layer data from the Hawaii Office of Planning's Geographical Information System Program on a regular basis.	i.e. TMK, zoning, aerial imaging, etc.							
1.0110	DLNR	General	GIS	GIS system has ability to search by various database fields.	i.e. by TMK, address, parcel number, etc.							
1.0120	DLNR	General	GIS	Ability to drill down from the GIS to any related parcel information in the New SLIMS system.	i.e. encumbrances, permits, documents, photos, contact info, etc.							
1.0130	DLNR	General	GIS	Ability to drill down from the New SLIMS system to related GIS parcel.	i.e. to go from the main application to the corresponding GIS location.							
1.0140	DLNR	General	GIS	Ability to access the GIS system from mobile devices in the field.	i.e. from iPad, iPhone, etc.							
1.0150	DLNR	General	GIS	Ability to download GIS map to mobile device for access in the field while out of range of an internet connection.	i.e. from iPad, iPhone, etc.							
1.0160	DLNR	General	GIS	Allow for measurement tools and/or buffer capabilities interfaced with the GIS mapping service.	i.e. from a mobile device in the field.							
1.0170	DLNR	General	GIS	Ability to perform searches within a radius or polygon, buffering a parcel or area.								
1.0180	DLNR	General	GIS	Provides ability to print from GIS map.	i.e. print map of parcel, etc.							
1.0190	DLNR	General	GIS	Ability to color code parcels on map by permit activity.								
1.0220	DLNR	General	INTEGRATION	Provide validation, verification, editing and/or modification functionality for incoming data/interfaces								
1.0230	DLNR	General	INTEGRATION	Ability to integrate with department's email system								
1.0240	DLNR	General	INTEGRATION	Import/Export - Record layout and common file structure is provided/accepted to facilitate interfacing with other applications	i.e. to/from Excel templates, to/from other applications, etc.							
1.0280	DLNR	General	REPORTS	Ability for users to create quick queries and reports from within the system	i.e., counts, status, fees, etc.							
1.0290	DLNR	General	REPORTS	Provide the ability to download to multiple file types including Microsoft Excel, Word, Access, PDF, etc.								
1.0300	DLNR	General	REPORTS	Report writer capability to reference specific data items by field descriptive name .	i.e., data dictionary field names and user-screen field names are the same.							
1.0310	DLNR	General	REPORTS	Report writer capability to reference an Entity Relational Diagram (ERD) with field level data values and acronyms.								
1.0340	DLNR	General	REPORTS	Ability to create and save report filtering options.	i.e., user can create a report filter, then save it for future use.							

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1.0350	DLNR	General	REPORTS	Report writer capability to support default or special column headings.								
1.0360	DLNR	General	REPORTS	Report writer ability to:								
1.0370	DLNR	General	REPORTS	- Generate reports using "include" statements.								
1.0380	DLNR	General	REPORTS	- Generate reports using "exclude" statements.								
1.0390	DLNR	General	REPORTS	- Generate reports using "and" statements								
1.0400	DLNR	General	REPORTS	- Generate reports using "or" statements								
1.0410	DLNR	General	REPORTS	- Generate reports using "equal to" statements.								
1.0420	DLNR	General	REPORTS	- Generate reports using "less than" statements.								
1.0430	DLNR	General	REPORTS	- Generate reports using "greater than" statements.								
1.0440	DLNR	General	REPORTS	- Generate reports using "equal to or less than" statements.								
1.0450	DLNR	General	REPORTS	- Generate reports using "equal to or more than" statements.								
1.0460	DLNR	General	REPORTS	- Use an "if-then-else" sequence within one query.								
1.0480	DLNR	General	SYSTEM	Provide workflow based date and event tickler capability based upon various thresholds, or statuses	i.e. User notified of specific date events (e.g., insurance expiration, lease expiration, etc.) and or events (e.g., lease termination, lease assignment, etc.)							
1.0490	DLNR	General	SYSTEM	System has configurable workflow capability, including:								
1.0500	DLNR	General	SYSTEM	- Ability to define workflow steps								
1.0510	DLNR	General	SYSTEM	- Ability to add tasks lists/instructions to workflow steps								
1.0520	DLNR	General	SYSTEM	- Ability to assign multiple approval levels								
1.0550	DLNR	General	SYSTEM	System is date driven, enabling reminders, upcoming expirations, upcoming workflow tasks, ticklers, alerts, etc.								
1.0560	DLNR	General	TRAINING	Provide various training methods and materials; including:								
1.0570	DLNR	General	TRAINING	- On-site live training.								
1.0580	DLNR	General	TRAINING	- WebEx live training.								
1.0590	DLNR	General	TRAINING	- Training videos								
1.0600	DLNR	General	TRAINING	- Screen capture training of live transaction flows								
1.0610	DLNR	General	TRAINING	- Automated interactive training of live input and transaction flows								
1.0620	DLNR	General	TRAINING	Automated testing after completed on-line training sessions								
1.0630	DLNR	General	TRAINING	Online access to printable training materials and other support documentation.								
1.0640	DLNR	General	TRAINING	Provide hard copies of training material.								
1.0650	DLNR	General	TRAINING	Provide soft copies of training material.								
1.0660	DLNR	General	USER INTERFACE	Ability to be able to click on a document reference and have the document pop up.								
1.0670	DLNR	General	USER INTERFACE	Ability to incorporate real-time individual user dashboard capability to display dynamic charts and graphs.	i.e. Dashboard is individually end-user configurable							
2.0000	CP	CP	FBR	Automatically issue property, unit codes, etc. for new accounts	i.e. Provide system generated sequential document / transaction numbering where appropriate							
2.0010	CP	CP	FBR	Provide a Notice of Default pop-up alert that a NOD is in effect								
2.0020	CP	CP	FBR	Provide a Notice of Default pop-up alert that a NOD has expired								
2.0030	CP	CP	FBR	Support document attachments	i.e. PDF files of: general leases, permits, board submittals, insurance, bond, etc.							
2.0040	CP	CP	FBR	Support ability to index, search and report on document attachments	i.e. For insurance and bond documents, etc., support ability to search index and generate a report of all the insurances/bonds for the subject account.							

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2.0060	CP	CP	FBR	Ability to support linking current or new policy/ coverage for multiple lease/permits without repetitive input.	Ease of data entry especially when the same data is required on multiple leases or permits. i.e. Hawaiian Electric easements applied to multiple parcels. Ability to enter the same data into multiple leases at the same time without having to manually enter into each lease record.							
2.0070	CP	CP	FBR	System enables easy data entry, including:								
2.0080	CP	CP	FBR	- Ability to set tab order.								
2.0090	CP	CP	FBR	- Ability perform data entry without looking at screen.								
2.0100	CP	CP	FBR	Ability to support multiple; lessees, lenders, insurance companies, record bills and Notice of Defaults (NODs) for one property								
2.0110	CP	CP	FBR	Ability to track the following disposition types:	And generate monthly compliance report							
2.0120	CP	CP	FBR	- General Leases								
2.0130	CP	CP	FBR	- Revocable permits								
2.0140	CP	CP	FBR	- Licenses								
2.0150	CP	CP	FBR	- Rights of entry								
2.0160	CP	CP	FBR	- Easements								
2.0170	CP	CP	FBR	Ability to maintain multiple rental reopening dates	Long-term leases contain rent escalation clauses at periodic intervals as specified in the lease agreement.							
2.0180	CP	CP	FBR	Ability to track lease extensions and automatically generate a reminder to consider issuance of an intent letter 2 years before the lease expires	According to the Hawaii Revised Statutes, the Division must correspond with the lessee as to their intent to utilize the property (e.g., renew lease, etc.) at least 2 years before the expiration of the existing lease.							
2.0190	CP	CP	FBR	Ability to accommodate and maintain separate and multiple bill-to and customer mailing addresses.	Multiple addresses can be assigned to one lease record, i.e., for billing and notification purposes.							
2.0200	CP	CP	FBR	Ability to maintain notes on the customer master file	e.g., to document phone conversations, collections comments, etc.							
2.0210	CP	CP	FBR	System does not require the use of a data entry form for accurate data entry	i.e. System should enable accurate data entry, and supervisor approval step, without the need for a data entry form used to verify and confirm accurate data.							
2.0220	CP	CP	REPORT NAME	Ability to automatically generate and print NOD report (Notice of Default)	i.e. date driven alert that enables automatically generating NODs							
2.0230	CP	General	USER INTERFACE	System has hover text or screen tips over each button as the mouse moves over them								
2.0240	CP	General	USER INTERFACE	Ability for end-user to disable hover text or screen tips over each button								
2.0250	CP	General	USER INTERFACE	Support multiple windows open at one time.	System is not limited to a single modal window.							
2.0260	CP	General	USER INTERFACE	Support multiple files open at one time.	So that it's easy to compare two document files, i.e. compare two general leases							
2.0270	CP	General	USER INTERFACE	Ability to navigate through records on a screen in forward or backward directions.	i.e. From system's web interface, to be able to scroll forward or backward from record to record.							
3.0000	Fiscal	Security	AUDIT TRAIL	Maintains a complete history and audit trail of all activity and changes to receivable documents								
3.0010	Fiscal	Security	AUDIT TRAIL	Provide full history and audit trail of activities for remittances and associated receivables								
3.0020	Fiscal	Security	AUDIT TRAIL	Print portions of the audit trail for specified customer account, specified general ledger account and/or specified time period								
3.0030	Fiscal	Security	AUDIT TRAIL	System tracks all maintenance activity to master customer files								
3.0040	Fiscal	Cashiering	FBR	Support recording of debit and credit memo adjustment description and amount								
3.0050	Fiscal	Cashiering	FBR	Ability to automatically reverse credit/debit memos								

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3.0060	Fiscal	Cashiering	FBR	System generates sequential unique credit memo number								
3.0080	Fiscal	Cashiering	FBR	Captures deposit data, such as: deposit date; form of payment indicator; amount received by form of payment; total deposit amount;								
3.0090	Fiscal	Cashiering	FBR	Provide method to aid in reconciling daily deposits								
3.0100	Fiscal	Cashiering	FBR	Supports on-line query and printing of deposit listing								
3.0110	Fiscal	Cashiering	FBR	Ability to capture the following bad check data:								
3.0120	Fiscal	Cashiering	FBR	- Customer name								
3.0130	Fiscal	Cashiering	FBR	- Customer reference number								
3.0140	Fiscal	Cashiering	FBR	- TIN								
3.0150	Fiscal	Cashiering	FBR	- Check date								
3.0160	Fiscal	Cashiering	FBR	- Dishonored check amount								
3.0170	Fiscal	Cashiering	FBR	- Calculated total bank charge								
3.0180	Fiscal	Cashiering	FBR	- Other charges								
3.0190	Fiscal	Cashiering	FBR	- Calculated total amount due								
3.0200	Fiscal	Cashiering	FBR	- Reason for returned check								
3.0210	Fiscal	Cashiering	FBR	- Total amount less returned check fee								
3.0220	Fiscal	Cashiering	FBR	Maintains record of prior returned checks by customer or check maker								
3.0230	Fiscal	Cashiering	FBR	Supports printing of bill and notice for bad checks								
3.0240	Fiscal	Cashiering	FBR	Ability to define different types of cash receipts/payments.								
3.0250	Fiscal	Cashiering	FBR	Ability to process and receipt fees for miscellaneous items	i.e., books, maps, etc.							
3.0260	Fiscal	Cashiering	FBR	Provide the ability to print receipt from a PC that is not a cash register.	For over the counter payment, which allows cashier to input transaction and generate a receipt.							
3.0270	Fiscal	Cashiering	FBR	Ability to flag person/entities and addresses as cash only.								
3.0280	Fiscal	Cashiering	FBR	Ability to capture the transaction time of day on each transaction.								
3.0290	Fiscal	Cashiering	FBR	Allow for end-of-day processing at any time, print a bank deposit slip and a summary report, and initiate following day's business.								
3.0300	Fiscal	General	FBR	Allow for inquiry of Cash Receipts by each of the following:								
3.0310	Fiscal	General	FBR	- Customer Account Number								
3.0320	Fiscal	General	FBR	- Name								
3.0330	Fiscal	General	FBR	- Address								
3.0340	Fiscal	General	FBR	- Receipt Number								
3.0350	Fiscal	General	FBR	- Charge Number								
3.0360	Fiscal	General	FBR	- Payment Date								
3.0380	Fiscal	General	FBR	- Check Number and/or Payment Amount								
3.0390	Fiscal	General	FBR	Provide inquiry access to and validation of customer account information from all integrated modules.								
3.0400	Fiscal	General	FBR	Ability to generate automatic accounting instructions when establishing a new customer account	i.e. when a new unit code is established (consisting of option code and primary source code), it should generate accounting splits with associated coding rules.							
3.0410	Fiscal	Receivables	FBR	Support both a 1% interest charge on a delinquent account for the overdue balance, plus $50 late fee.	How late fees are setup and calculated.							
3.0420	Fiscal	Receivables	FBR	Support ability to calculate interest and calculate the billing schedule for Special Installment Agreements (SIA)	For special situations were lease terms are restructured.							
3.0430	Fiscal	Receivables	FBR	Ability to apply overpayments	Need to see how the system handles overpayments.							
3.0450	Fiscal	Receivables	FBR	Ability to handle automatic revenue distribution (revenue splits) based on parcel land /or lease characteristics, for payment to various agencies/stakeholder groups	Need to see that the system can handle split revenue payments (i.e. 20% to OHA, 30% to DHHL, 25% SLDF, 25% SCWRM), for up to four splits from one receivable.							

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3.0470	Fiscal	Receivables	FBR	System has option to support online payments	Customer facing self-service online payments. Maybe implemented in the future.							
3.0480	Fiscal	Receivables	FBR	System has option to support online tenant access to view tenant statement, summarized or detailed ledger	Customer facing self-service account status and ledger statement. Maybe implemented in the future.							
3.0490	Fiscal	Receivables	FBR	Supports recording of all monies collected, including:								
3.0500	Fiscal	Receivables	FBR	- collections against outstanding accounts receivable								
3.0510	Fiscal	Receivables	FBR	- cash basis revenue								
3.0520	Fiscal	Receivables	FBR	- advances								
3.0530	Fiscal	Receivables	FBR	- vendor refunds								
3.0540	Fiscal	Receivables	FBR	- non-revenue related receipts								
3.0550	Fiscal	Receivables	FBR	Maintain customer balances on an open item basis and balance forward basis								
3.0560	Fiscal	Receivables	FBR	Allow aging categories	i.e., tenant's outstanding total balances sorted into columns such as : 1-30 days past due, 31-60 -91-120 days past due .							
3.0570	Fiscal	Receivables	FBR	System should provide for automated billing by billing period and date	Rent billings are prepared on a prepaid basis with payment due at the beginning of the billing cycle and billings are prepared and recorded in the month prior to due dates.							
3.0580	Fiscal	Receivables	FBR	Ability to enter a manual bill								
3.0590	Fiscal	Receivables	FBR	Provide recurring bill function								
3.0610	Fiscal	Receivables	FBR	Ability to produce a consolidated customer statement for a customer with multiple accounts								
3.0620	Fiscal	Receivables	FBR	Automatically calculate finance/delinquency charges based on "as of" date and automatically apply these charges to customer balances								
3.0630	Fiscal	Receivables	FBR	Suppress printing of billing statements with zero and/or credit balance								
3.0660	Fiscal	Receivables	FBR	Generate reconciliation-style customer statements showing beginning open items, charges during the month, credits during the month and ending open items with an aging recap								
3.0670	Fiscal	Receivables	FBR	Provide ability to bill and calculate amount due by usage numbers such as beginning and end meter reading	Consumption billings based on water usage for State Parks Kokee Cabins.							
3.0680	Fiscal	Receivables	FBR	Provide facility for remarks that are automatic or entered to appear on billing statement.								
3.0690	Fiscal	Receivables	FBR	Maintain daily AR billing control total with supporting detail								
3.0700	Fiscal	Receivables	FBR	Ability to have multiple rental reopening billing periods								
3.0710	Fiscal	Receivables	FBR	Ability to accept deposit or prepayments (e.g., appraisal fees) on new accounts and post into a reserve account								
3.0720	Fiscal	Receivables	FBR	Display all unpaid customer invoices during payment posting								
3.0730	Fiscal	Receivables	FBR	Initiate cash posting by entering a customer number, customer name, partial customer name or invoice number								
3.0740	Fiscal	Receivables	FBR	Supports automatic application of cash receipts to open line items, open invoices, oldest invoices first, or active accounts								
3.0750	Fiscal	Receivables	FBR	Supports the distribution of a single check payment to multiple open items								

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3.0760	Fiscal	Receivables	FBR	Supports recording of partial payments and overpayments against the original billing amount.								
3.0770	Fiscal	Receivables	FBR	Provide option to apply partial payments to specific bill line item or to the bill as a whole								
3.0780	Fiscal	Receivables	FBR	Provide warning for payments not equal to the receivable amount								
3.0790	Fiscal	Receivables	FBR	Associates remittances with deposits and receivables to crosscheck for accuracy								
3.0800	Fiscal	Receivables	FBR	Process miscellaneous cash receipts through the cash receipts application								
3.0820	Fiscal	Receivables	FBR	Ability to override the system-displayed default amount during cash receipts entry.								
3.0830	Fiscal	Receivables	FBR	Ability to enter or override a default general ledger code at time of receipt.								
3.0840	Fiscal	Receivables	FBR	Ability to process split or mixed tendering situations.								
3.0850	Fiscal	Receivables	FBR	Ability to enter, track separately, and simultaneously process multiple tendering situations, including: cash or check.	Only cash or check are accepted payment methods.							
3.0860	Fiscal	Receivables	FBR	Ability for Cash Receipting to handle customer accounts that have a credit balance.								
3.0870	Fiscal	Receivables	FBR	Ability to correct cash receipts made in error before posting the batch.								
3.0880	Fiscal	Receivables	FBR	Ability to make positive or negative payment adjustments due to user errors.								
3.0890	Fiscal	Receivables	FBR	Ability to reverse a payment/renewal mistake before the cashiering payment batch is posted.								
3.0910	Fiscal	Cashiering	REPORT NAME	Ability to print a daily revenue report								
3.0920	Fiscal	Cashiering	REPORT NAME	Ability to produce a full audit trail of cash entries and error corrections.								
3.0930	Fiscal	Cashiering	REPORT NAME	Provide for a report at end of day to assist with bank reconciliation and generate a bank deposit.								
3.0950	Fiscal	Fiscal	REPORT NAME	Treasury Deposit Receipts (TDR) report based on daily revenue postings								
3.0960	Fiscal	Fiscal	REPORT NAME	Need to report Treasury Deposit Receipts (TDR) from system directly to B-13 report.								
3.0970	Fiscal	Fiscal	REPORT NAME	Provide a prepayment application report to verify that prepayments are correctly applied to charges (rent or fees)								
3.0980	Fiscal	Fiscal	REPORT NAME	Provide all annual reports and all other financial reports								
3.0990	Fiscal	Fiscal	REPORT NAME	Provide Daily Report-cash receipts journal report, Monthly, quarterly, yearly-aging report								
3.1000	Fiscal	Fiscal	REPORT NAME	Provide accurate tenant ledger - (easy to read) for the land agent and tenant	Ledger includes: tenant's name , company name, tenant document/account number, address, billing period, description, method of payments, total charges, payments and running balance.							
3.1010	Fiscal	Receivables	REPORT NAME	Provide for the ability to print Cash Receipts Journal by accounting clerk and by totals.	Cash Receipts Journal includes: bank account, G/L account number, payment type, customer account, permit, reference, date, time, method of payment, dollar amount, description.							
3.1120	Fiscal	Cashiering	REPORTS	Ability to generate daily reports for rejected bank transactions.								
3.1130	Fiscal	Cashiering	REPORTS	Ability for reports to accept parameters such as a date range, numeric range, etc.								
3.1140	Fiscal	Cashiering	REPORTS	Ability to set up reports to be automatically delivered on a scheduled basis.								
4.0000	IT	Security	AUDIT TRAIL	System supports data validation during data entry								
4.0010	IT	Security	AUDIT TRAIL	System supports audit trail capabilities								
4.0020	IT	Security	AUDIT TRAIL	Activity can be logged at the user level.								
4.0030	IT	Security	AUDIT TRAIL	Failed logon attempts and all other security violations are monitored and logged								

Appendix C - Detailed Requirements

Legend:
Standard - Functionality is fully supported and standard in the current software release.
Work-Around - Functionality that is not explicitly supported but that can be implemented utilizing work-around methods in the current software release.
Report Writer - Report Writer function through Standard Reports or Ad Hoc Report Writer.
3rd Party - Functionality that is not supported but that is supported by an included and integrated 3rd Party application.
Customization - Functionality that is not supported but that can be supported by adding a customization.
Not Supported - Functionality that either is not supported or cannot be supported in the system.
Future Release - Functionality that is not supported but that will be supported in the next software release.
Comments: Add any comments to further qualify or explain system functionality or other aspects. Use separate sheet for more space if needed.

Note: FBR = Functional Business Requirement

Orig Req #	Area	Function	Reqs Section	Requirement Description	Clarification Notes	Standard	Work-Around	Report Writer	3rd Party	Customization	Not Supported	Future Release
4.0040	IT	Security	AUDIT TRAIL	Security records can be configured to include; IP address, Logon ID, date, time, action/activity, and violation.								
4.0050	IT	Security	AUDIT TRAIL	System supports ad hoc reporting and analysis from the audit log records.								
4.0060	IT	Security	AUDIT TRAIL	Maintain audit trails including changed by, changed date, and record (print or file) of changes.								
4.0070	IT	Security	ENCRYPTION	Remote login session over the Internet is encrypted								
4.0080	IT	Security	ENCRYPTION	Data stored in the database that contains sensitive personal information is encrypted.								
4.0090	IT	Security	ENCRYPTION	Please list which data encryption standard is utilized in the software.								
4.0100	IT	Security	ENCRYPTION	Provide password encryption.								
4.0110	IT	General	FBR	Allow alpha-numeric numbering where appropriate								
4.0120	IT	General	FBR	Provide free form text field for notes, descriptions, remarks and remark codes, correspondence, etc., where appropriate								
4.0130	IT	General	FBR	Provide mail merge capabilities based on user defined criteria where appropriate	For example: lease renewal letters based on the renewal date or rent re-opening date, eviction notices, etc.							
4.0150	IT	General	RECOVERY	Ability to backup and restore system								
4.0160	IT	General	RECOVERY	Ability to backup system without having to shut databases down.								
4.0170	IT	General	RECOVERY	System supports transaction roll-back capability if transaction is interrupted.								
4.0180	IT	General	RECOVERY	Supports ability to recreate test environment by copying production to test.								
4.0190	IT	General	RETENTION	Ability to set data retention policies.	Need to put any data retention policies or parameters in this section.							
4.0200	IT	Security	SECURITY	Ability to restrict address and parcel number field changes to specific users.								
4.0210	IT	Security	SECURITY	Ability to manage and create user accounts from a single security administration environment	Need to see account setup, and user security options (i.e. by user group, how granular, etc.)							
4.0220	IT	Security	SECURITY	System supports passwords that are encrypted.								
4.0230	IT	Security	SECURITY	Supports two-factor authentication.								
4.0240	IT	Security	SECURITY	Supports password rules	i.e. upper/lower case, numbers symbols, length, automatic expiration, etc.							
4.0250	IT	Security	SECURITY	Users are required to change their initial, temporary passwords upon their first logon.								
4.0260	IT	Security	SECURITY	Users are able to reset their own password.								
4.0270	IT	Security	SECURITY	The number of unsuccessful logon attempts can be set to a specific number.								
4.0280	IT	Security	SECURITY	Repeated failed logon attempts will disable the Logon ID.								
4.0290	IT	Security	SECURITY	Disabled Logon IDs can be automatically reset after 60 minutes have passed.								
4.0300	IT	Security	SECURITY	The idle timeout of the logon session can be set.								
4.0310	IT	Security	SECURITY	User accounts which have been inactive for 90 days can be automatically disabled.								
4.0320	IT	Security	SECURITY	User accounts can be set up with an expiration date.								
4.0330	IT	Security	SECURITY	User's access level profiles are based on role-based access control (RBAC).								
4.0340	IT	Security	SECURITY	User's access levels are based on access control lists (ACL).								
4.0350	IT	Security	SECURITY	Access control integrates with Microsoft Active Directory.								

Revision Date: 1/28/2016

Note: FBR = Functional Business Requirement

Orig Req #	Area	Function	Reqs Section	Requirement Description	Clarification Notes	Standard	Work-Around	Report Writer	3rd Party	Customization	Not Supported	Future Release
4.0360	IT	Security	SECURITY	Administrators are not able to view other users' passwords.								
4.0370	IT	Security	SECURITY	Administrators are able to produce a report that shows inactive and disabled user accounts.								
4.0380	IT	Security	SECURITY	Administrators are able to produce a report that show users' access rights.								
4.0390	IT	Security	SECURITY	Processing functions enforce separation of duties (e.g. transaction booking and approval).								
4.0400	IT	Security	SECURITY	Support of Single Sign-on and Active Directory.								
4.0410	IT	Security	SECURITY	Allow creation of new user rights by copying another user's right levels and modifying.								
4.0420	IT	Security	SECURITY	All login sessions to the system are encrypted.								
4.0430	IT	General	SYSTEM	Provide for ability to add additional fields as necessary to capture data elements that are not explicitly defined in the system.	i.e. such as inspection type, etc.							
4.0440	IT	General	SYSTEM	Provide for one table structure to Provide common parcel/address information across all modules and screens								
4.0450	IT	IT	SYSTEM	Ability to easily upgrade the system								
4.0460	IT	IT	SYSTEM	Sufficient bandwidth for system usage within DLNR and from remote and outer island offices								
4.0461	IT	IT	SYSTEM	System can be deployed on premise	i.e. all applications are hosted and controlled onsite on DLNR servers.							
4.0470	IT	IT	SYSTEM	System can be deployed as cloud-based	i.e. system is entirely cloud based without Personally Identifiable Information (PII)							
4.0471	IT	IT	SYSTEM	System can be deployed as cloud-based on premise	i.e. system is a software as a service, but hosted onsite on DLNR servers.							
4.0472	IT	IT	SYSTEM	System can be deployed as cloud-based and on premise	i.e. system is a cloud based service but failover/backup capability exist on servers hosted onsite at DLNR.							
4.0480	IT	IT	SYSTEM	System is web-based and compatible with standard browsers								
4.0490	IT	IT	SYSTEM	System is secure, redundant and highly available.	Need to see how secure (i.e. encryption, redundancy, backup/restore, etc.) the solution is and what the Service Level Agreements (SLAs) are.							
4.0500	IT	IT	SYSTEM	Please list which database(s) is/are utilized in the system.								
4.0510	IT	IT	SYSTEM	Please list all required browser plugins.								
4.0520	IT	IT	SYSTEM	Please list all required client software.								
4.0530	IT	IT	SYSTEM	Please list what programing language(s) the system is written in.								
4.0540	IT	IT	SYSTEM	Ability to prevent any master file record from being deleted if that record is referenced in any other file.	System has referential integrity							
4.0550	IT	IT	SYSTEM	System is multi-threaded so that end user can run a report or other activity (like posting) and still be able to utilize other sections of the system.								
4.0560	IT	IT	SYSTEM	Ability to perform configurations, parameter settings, and configuration changes such as annual fee schedule changes, data fields, and processing without the involvement of the vendor.								
4.0570	IT	IT	SYSTEM	System supports sending email alerts and utilizes standard SMTP protocols.								
4.0580	IT	IT	SYSTEM	Ability for the system to integrate with Microsoft Outlook for messaging and scheduling.								
4.0590	IT	General	USER INTERFACE	System has a warning message, such as 'Are you sure you want to close' prior to exiting a data entry screen that has not been 'saved'								
4.0600	IT	General	USER INTERFACE	Ability to customize screens for different departments/divisions.								

Revised: 1/28/2016

Appendix C - Detailed Requirements

Revision Date: 1/28/2016

Note: FBR = Functional Business Requirement

Orig Req #	Area	Function	Reqs Section	Requirement Description	Clarification Notes	Standard	Work-Around	Report Writer	3rd Party	Customization	Not Supported	Future Release
4.0610	IT	General	USER INTERFACE	Ability to make fields view only								
4.0620	IT	General	USER INTERFACE	Ability to hide unnecessary fields								
4.0630	IT	General	USER INTERFACE	Ability to relabel field descriptions								
4.0640	IT	General	USER INTERFACE	Ability to modify hover text help tips								
4.0650	IT	General	USER INTERFACE	Ability for Web applications to be section 508 compliant for browsing with assistive technologies.								
4.0660	IT	General	USER INTERFACE	System provides bread-crumb menu navigation trail on each screen.								
4.0670	IT	General	USER INTERFACE	Color scheme can be modified on an end-user basis.								
4.0680	IT	General	USER INTERFACE	Ability to support adding a Hawaiian styled theme on the main system screen								
4.0690	IT	SYSTEM	USER INTERFACE	Ability to define unit of measure conversion calculations to aid in data entry.	i.e. acres to square feet, etc.							
5.0000	Land Agents	General	INTEGRATION	Ability to schedule reports for counties for new and expired dispositions.	i.e., County tax office report (scheduled to run on a quarterly basis, or reminder to run on a quarterly basis).							
5.0010	Land Office	Inspections	FBR	Ability to maintain the following minimal fields on each inspection template form:	For mobile (in the field data input) screens, or regular user-interface screen.							
5.0020	Land Office	Inspections	FBR	- Category	i.e., Scheduled, Complaint, Impromptu, etc.							
5.0030	Land Office	Inspections	FBR	- Types of Improvement	i.e., Roof, wall, mechanical, electrical, plumbing, excavation, etc., and user defined.							
5.0040	Land Office	Inspections	FBR	- Address								
5.0050	Land Office	Inspections	FBR	- TMK								
5.0060	Land Office	Inspections	FBR	- Tenant Name								
5.0070	Land Office	Inspections	FBR	- Character of use								
5.0080	Land Office	Inspections	FBR	- Date and time								
5.0090	Land Office	Inspections	FBR	- Land Agent	i.e., Inspector							
5.0100	Land Office	Inspections	FBR	- Results	Could be a drop down list with; "In compliance", "Pending further investigation", "in default" etc.							
5.0130	Land Office	Inspections	FBR	- Comments								
5.0140	Land Office	Inspections	FBR	Ability to generate a report for pending or potential inspections.	With information like, account, name, address, contact etc.							
5.0150	Land Office	Inspections	FBR	Ability to report and filter inspections by any of the inspection template screen fields	i.e. by town, zone, area, etc.							
5.0160	Land Office	Inspections	FBR	Ability for system to work offline when in an area with no cellular coverage.								
5.0170	Land Office	Inspections	FBR	Ability for system to automatically re-sync when back in cell coverage ("store-and-go") without user intervention.								
5.0180	Land Office	Inspections	FBR	Access to tenant data, documents and related property information from a mobile unit while in the field.	Including current and prior inspection data and related documents.							
5.0190	Land Office	Inspections	FBR	Allow inspectors in the field to attach photos and documents to an inspection record in real-time using a laptop or other hand held devices such as smartphones or tablets.								
5.0290	Land Office	Land Agents	FBR	When viewing data on the screen, ability to sort by any field displayed.	i.e., By date, place, function, purpose, date, etc.							
5.0300	Land Office	Land Agents	FBR	Provide mobile access to data.	Utilize a tablet, or other mobile device to access and input data while in the field.							
5.0310	Land Office	Land Agents	FBR	Support fillable inspection report forms	i.e. Fillable PDF forms							
5.0320	Land Office	Land Agents	FBR	Ability to link all relevant data to TMK	Such as acquisition history, Executive Order submittals, street address, etc.							
5.0330	Land Office	Land Agents	FBR	Ability to assign more than one trust land status to a single Property, and the respective area for each status.								
5.0340	Land Office	Land Agents	FBR	Ability to track land trust status.								

Revised: 1/28/2016

Appendix A - Detailed Requirements

Appendix C - Detailed Requirements

Revision Date: 1/28/2016

Note: FBR = Functional Business Requirement

Orig Req #	Area	Function	Reqs Section	Requirement Description	Clarification Notes	Standard	Work-Around	Report Writer	3rd Party	Customization	Not Supported	Future Release
5.0360	Land Office	Land Agents	FBR	Ability to add free-form text field to track miscellaneous parcel information	For health, safety or management issues. i.e. homeless frequent, closed due to lava flow, dengue fever, etc.							
5.0370	Land Office	Land Agents	FBR	Ability to add references to related issues/statutes								
5.0380	Land Office	Land Agents	FBR	Ability to note issues with data or opportunities								
5.0390	Land Office	Land Agents	FBR	Ability to track enforcement and/or eviction activities								
5.0400	Land Office	Land Agents	FBR	Ability to include county zoning data.								
5.0410	Land Office	Land Agents	FBR	Ability to track maintenance activities.	i.e., Including schedules, procurement of tree-trimmers, eviction, clean-up, etc.							
5.0420	Land Office	Land Agents	FBR	Ability to track the progress of pending requests at various milestone stages.	i.e., Pending items by tenant, etc., DOT requests, Forestry requests, other requests, milestones, acknowledgment letters, etc.							
5.0430	Land Office	Land Agents	FBR	Ability to view history of TMK with one click, as one consolidated view/report	Including previous unrelated encumbrances. i.e. the TMK (property) may have several different leases over the years. If the property was used as a fertilizer plant, then intensive ag, then pasture, the record should connect these leases (or RPs) to the property.							
5.0440	Land Office	Land Agents	FBR	Ability to track type of security instrument, date received, date sent to Budget and Finance and amount.	Security Instruments are held by Department of Budget and Finance (B&F) for safekeeping. Fiscal is responsible for forwarding the Security Instrument to B&F.							
5.0450	Land Office	Land Agents	FBR	Ability to track multiple dispositions issued or pending over individual or multiple TMKs	Currently tracking this by using different Unit Codes within one TMK.							
5.0460	Land Office	Land Agents	FBR	Ability to identify lands by:								
5.0470	Land Office	Land Agents	FBR	- District	i.e. Puna, North/South Kona, North/South Hilo and North/South Kohala							
5.0471				- Island	i.e. Oahu, Hawaii, Kauai, Maui, Molokai, Lanai, etc.							
5.0472				- County	i.e. Oahu, Hawaii, Kauai and Maui							
5.0473				- Zone								
5.0474				- Size								
5.0475				- Rent								
5.0480	Land Office	Land Agents	FBR	- State Department	e.g., Department of Education (DOE), Hawaii Housing Authority (HHA), Department of Hawaiian Home Lands (DHHL), and University of Hawaii (UH), etc.							
5.0500	Land Office	Parcels	FBR	Ability to setup location identifications for parcels without addresses	e.g., Vacant lots, intersections, road sections, easements without addresses, lots without addresses, etc.							
5.0510	Land Office	Parcels	FBR	Ability to allow for multiple parcels per address.								
5.0540	Land Office	Parcels	FBR	Ability to import State (land) Use Classification and zoning data from the County's Office of Planning systems.								
5.0550	Land Office	Parcels	FBR	Ability to include multiple land use designations or county zoning per parcel.								
5.0560	Land Office	Parcels	FBR	Provide for the storage of X-Y-Z coordinates by parcel.								
5.0580	Land Office	Parcels	FBR	Provide capability to attach photos, images of final plan drawings, documents, etc., to a parcel database record.								
5.0600	Land Office	Parcels	FBR	Ability to maintain multiple property contact types with related field data (e.g., name, address, etc., for owners, authorized agents, tenants, etc.).								
5.0610	Land Office	Parcels	FBR	Ability to define and enter jurisdiction coding/data for parcels.	Field for entering and reporting on the determination of Jurisdiction. i.e. State, private, etc.							
5.0620	Land Office	Parcels	FBR	Ability to define multiple number of owners.								
5.0630	Land Office	Parcels	FBR	Ability to define multiple number of owner mailing addresses.								
5.0640	Land Office	Parcels	FBR	Ability for system to separate Situs address from mailing and owner addresses.								

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Comments: Add any comments to further qualify or explain system functionality or other aspects. Use separate sheet for more space if needed.

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Orig Req #	Area	Function	Reqs Section	Requirement Description	Clarification Notes	Standard	Work-Around	Report Writer	3rd Party	Customization	Not Supported	Future Release
5.0650	Land Office	Parcels	FBR	Ability for last-name field to have a minimum of 60 characters.								
5.0660	Land Office	Parcels	FBR	Ability to maintain historical tenant information with effective dates.								
5.0670	Land Office	Land Agents	REPORT NAME	Ability to report on revocable permits and leases, etc., by district (for inspections) and by zone.								
5.0680	Land Office	Land Agents	REPORT NAME	Ability to report on trust land status.	Selectable by island, etc.							
5.0690	Land Office	Land Agents	SEARCH	Ability to search expiring leases								
5.0700	Land Office	Parcels	SEARCH	Ability to search parcels by any fields in the database.								
6.0000	Support	Abstractor/ Support Staff	FBR	Ability to track entire history of TMK - comprehensive, showing all TMK splits and/or TMK combines related to that parcel	How TMK would be setup and how it will link to parcel and how splitting (or combining) of TMKs is handled.							
6.0010	Support	Abstractor/ Support Staff	FBR	Support for easily searchable submittals, encumbrances, easements, agenda titles	General search engine Boolean searches.							
6.0020	Support	Abstractor/ Support Staff	FBR	Ability to search and view past relevant board approvals, with Abstract Report - re: Trust Land Statuses	The past Board submittals, which are in pdf format, will have to undergo certain process to make them searchable.							
6.0030	Support	Abstractor/ Support Staff	FBR	Consolidated view of all encumbrances, documents and dispositions (with links to each) affecting that parcel/TMK								
6.0040	Support	Abstractor/ Support Staff	FBR	Ability to search multiple TMK's at the same time	i.e. 20 keys - searched							
6.0050	Support	Appraisal	FBR	Ability to support calculating rent payable for previous periods	e.g., $X for Yr. 10, $Y for Yr. 11 - to Yr. 20 etc.							
6.0060	Support	Appraisal	FBR	Ability to pull up rents for similar DLNR properties in the same area.	i.e. ability to pull past comparable based on different parameters, e.g. geographical, size, uses, etc.							
6.0070	Support	Appraisal	FBR	Ability to capture appraisal/assessment history information, appraisal date, appraisal source (internal or external), etc.								
6.0100	Support	Appraisal	REPORT NAME	Ability to generate annual Land Dispositions Report								
6.0110	Support	Appraisal	REPORT NAME	Ability to generate annual review of Revocable permits renewal report								
6.0120	Support	Appraisal	REPORT NAME	Ability to add more fields to the Rental Reopening report, including; State Land Use Classification, County Zoning, Non-profit status (y/n), Percentage rent (y/n)								
6.0130	Support	Abstractor/ Support Staff	REPORTS	Ability to format and improve contents of printed reports								
6.0140	Support	Abstractor/ Support Staff	SEARCH	Ability for parts of the Master Abstract Log to be searchable.								
6.0150	Support	General	USER INTERFACE	Easy to use, user-friendly interface that is modern, intuitive and that a novice user can learn quickly								