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| **Requirement** |
| The systems road name/property name search fields should perform automatic wildcard searches for any information entered and not be caps sensitive. Please describe how your system would facilitate this requirement? |
| The system must be able to capture “secondary/alternative” names for properties that must show in any searches for a property. Please describe how your system would facilitate this requirement? |
| The system must include an escalation workflow for approval of newly created records as well as amendments to existing records. This workflow must be automatic and flag to a senior officer for approval and comments. This is to ensure accurate information is entered into the system. Please describe how your system can facilitate this requirement? |
| The system must be able to clearly show how much floor space is being rented out to a tenant and their square footage price being paid. Ideally this information would be available on one screen for a number of tenants in the same property. Alongside this information there must be the ability to save the “space survey” for easy access or display how this space was calculated. Please describe how your system would facilitate this requirement? |
| The system must automatically flag up if a survey is missing for a property and create a job. The system should also flag up if a survey has been completed but no certificate has been attached to the job. The system should create a new job for the future when the current survey has been complete. Please describe how your system would facilitate this requirement? |
| The system must be able to show any differences between the quote for recommended works and the actual cost of performing the work. The system should also allow for documents and jobs to be attached to any “Recommended works” jobs. Please describe how your system would facilitate this requirement? |
| The system must be able to attach photos to location fields to assist officers who are not familiar with this site to find meters etc. Please describe how your system would facilitate this requirement? |
| The system must be able to define a hierarchy of relationship between properties I.e. grandparent, parent, child relationship. Please describe how your system would facilitate this requirement? |
| The system must have definable mandatory fields that must be complete when entering a new record. Please describe how your system would facilitate this requirement? |
| The system must provide a map that allows for searching via polygon drawing and text search. The map should link to property records held in the system and should link back to the record when clicked on. Layering is also a requirement for the map functionality. Please describe how your system would facilitate this requirement? |
| The system must allow for filtering and advanced searching when reviewing documents assigned to a property. Please describe how your system would facilitate this requirement? |
| The system must be able to provide customisable reports. The system must allow for scheduled reports. Some reports required are:   * + Empty buildings   + Total income from a category of assets   + Upcoming lease reviews |

Please respond by 17/09/2019 to Katherine.berry@rushmoor.gov.uk