Open Referent

Open Referent is a document management software designed to be a part of integrated software stack along with IBM Lotus Notes and Red Hat Enterprise Linux.

This alternative to Microsoft desktop brings together the strengths of IBM Lotus Notes e-mail and calendaring, Lotus Symphony editors, Red Hat Linux Desktop operating system and VDEL document management application services. It is a secure and cost-effective Microsoft desktop alternative. The three companies will also work together on the certification of their joint offerings to comply with government information confidentiality requirements.

OPEN FORMATS

All the software included into integrated solution works well with the Open Document Format (ODF), an International Organization for Standardization (iso.org) standard. ODF is an XML-based document file format which allows businesses to unlock their information making it universally accessible on any platform and on the Web in highly flexible ways. ODF allows people to save and interchange editable office documents, spreadsheets, charts and presentations. Many governments worldwide have announced an open standards based policy that includes ODF.

> Any serious document management system should be based only on open document formats that are free of license, patent and other limitations. It is the only possible way to guarantee information safety and availability. It is the only possible way to avoid loss of information due to time or changes in proprietary code or licensing requirements. It is the only possible way to keep public documents public. This fact is especially important for government organizations.

An open format would create competition in the document application sphere. All documents could be read and shared by everyone. Nothing could be lost to time or changes in proprietary code or licensing requirements. Matters of great public interest - census data, weather data, public health statistics, investigative reports, court records and basic scientific research, all paid for by taxpayers, would no longer be encoded on a single, proprietary closed-standard format, requiring citizens to pay twice for access to their own information. Using ODF would keep public documents public.

Open Referent system capabilities

ORGANIZATION REFERENCE BOOK

This directory allows describing and keeping up to date the information about the organization's structure, the departments and branches it consists of and the way they subordinate. It also contains information about the company's employees, including that on positions overlapping, authority delegation and roles in documents' processing.

☐ Keeping the personal and business (employment-related) information on each employee (full names, ranks, phone numbers, etc.).

☐ Mailing lists creation.

☐ Execution of dual jobholding, employee's transfer to another department, discharge and reinstatement.

☐ Assigning the roles in document processing.

☐ Regulation of authority delegation process: delegation of authority to work in the system to other employees if necessary, separately for main and overlapped position (project).

EXTERNAL ADDRESSEES

The External Addressees database is used as the reference on external organizations available for the company's employees. The database documentation may contain various information: everything from the organization's bank data to its representative's cell phone number.

☐ Allows to enter, store and search data on organizations (title, contact and bank information, etc). It is possible to create a separate card for each office for the organizations which have branches.

☐ Allows to enter, store and search data on contractors

☐ Allows to store information on contractors in the process of document circulation

☐ Allows combining duplicate records on contracting organizations and their branches.

Assignments

The Assignment Module helps to regulate the company's executive discipline. The managers of all levels may assign the tasks to their employees with the help of this module, and monitor their accomplishment in the organization's scale, look through reports and evaluate the work of the responsible parties.

If you need to complete an administrative task – apportion it among your employees by creating appropriate instructions.

- ☐ Allows to prepare the instruction project.
- ☐ Task's completion status reflection.
- ☐ Automatic notification about the deadline (fixed time expiration).
- ☐ Automatic notification about the task's completion.
- ☐ Reassigning the time for performance.
- ☐ Reassigning the executive manager.
- ☐ Return for additional work.
- ☐ The completion results approval.