



MODERN ELECTRONIC FILING SERVICE PROFISPIS



The **aim** of the project for the delivery of each electronic filing service solution is to build a fully functional electronic filing service system for efficient and effective performance of duties meeting all functional, technical, legislative and procedural requirements.

KEY COMPONENTS OF PROFISPIS FILING SERVICE PROJECTS



- delivery of ESSS licences,
- performing a pre-implementation analysis,
- provision of the necessary software, system parameterization,
- implementation and integration with surrounding systems,
- data migration,
- delivery of comprehensive documentation,
- conducting appropriate training,
- providing service support and development of the delivered system.

ELECTRONIC FILING SERVICE PROVIDED BY INFORMATA DESIGN

The File Service is a modular solution for centralised filing, management and support of the processing of files and documents, including the associated trusted archiving. The system structurally records and stores documents of certain types, most often invoices, contracts, regulations and directives, or documents issued and adopted according to the legislation of each institution, for certain types it can manage the course of their processing by means of workflow. The system complies with the legislative requirements for an electronic filing system, including the requirements of the National Standard for ESSS, eIDAS and GDPR, and is ready for certification by the Ministry of the Interior of the Czech Republic.

✓ NATIONAL STANDARD

All processes are strictly recorded as per the requirement of the National Standard for Electronic Transcription Services System (NSESSS).

✓ ELECTRONIC SIGNATURE

Connection of electronic signature, seal and time stamp and verification of qualified electronic signature of EU countries under the eIDAS regulation.

WHO IS OBLIGED TO RUN THE FILING SERVICE?

It is any entity that is obliged to maintain a filing service in electronic form, including compliance with the requirements of the National Standard for Electronic Filing Systems, pursuant to Act No. 499/2004 Coll., on Archiving and Filing Services, as amended, and Decree No. 259/2012 Coll., on the details of the filing service. A filing system is a term defined by law, so it is mandatory primarily for state authorities and public institutions. All parts of the filing system are defined by law, which means that a single filing system is operated in all offices, differing only in its supplier.

✓ INTEGRATION TO REGISTERS

Propojení s ISDS pro úplnou elektronickou komunikaci, plná integrace s ISZR pro dodržení relevantnosti dat. Napojení na Czech POINT (asistované místo výkonu veřejné správy).

✓ ARCHIVE FORMAT

Conversion of electronic attachments to the archival format PDF/A-2B including conversions and verification clauses or Digital Shredding.



Spisová služba - ProfiSpis

Vyberte modul

Nápověda

Domů

Konec

Jana Nováková

ProfiSpis

spisová služba

Počet dokumentů k převzetí uživatelem: 19
Celkový počet dokumentů uživatele: 54
Počet nevyřízených dokumentů uživatele: 38
Počet vyřízených dokumentů uživatele: 16
Celkový počet spisů uživatele: 12
Počet nevyřízených spisů uživatele: 4
Počet vyřízených spisů uživatele: 8
Počet aktuálních zástupů: 2

Sekretariát

Modul určený pro standardní uživatelskou práci ve spisové službě.

Sekretariát

Podatelna

Modul určený pro přijímání a přidělování došlých dokumentů.

Podatelna

Výpravna

Modul určený pro expedici dokumentů v listinné podobě.

Výpravna

Datové schránky

Modul určený pro přijímání a odesílání datových zpráv.

Datové schránky

Spisovna

Modul určený pro uložení a skartaci dokumentů.

Spisovna

Statistika

Přehled statistických informací o spisové službě.

Statistika

Administrace

Administrace spisové služby.

Administrace

Spisová služba - ProfiSpis

Vyberte modul

Nápověda

Domů

Konec

Renata Koloušková

Vyhledat č.j.

Vyhledat č.j.

Příhrádka

Nový dokument

Vyhledat dokument

Tisk

Nastavení

Od data: 2.2.2024

Útvar

Vlastní

Podřízené

Příhrádka vyřizovaná (od 2.2.2024) : zobrazeno 24 z celkových 38

Typ dokumentu:

Není vybráno

				Číslo jednací	P	Datum vzniku	Věc	Odesílatel	Vyřizeno	Vyřídít do	Vyřizuje	PP
						Od: <div></div> Do: <div></div>			Od: <div></div> Do: <div></div>	Od: <div></div> Do: <div></div>		
				MDX-2024/926		24.7.2024 15:55:30	Testovací faktura KArln	Nakladatelství FORUM s.r.o. František Forum		23.8.2024 23:59:59	Aleš Beránek (000004)	N
				MDX-2024/918		24.7.2024 9:30:51	Test v kopii	Aleš Beránek		23.8.2024 23:59:59	Aleš Beránek (000004)	N
				MDX-2024/915		24.7.2024 8:59:40	Test přijatého dokumentu	Ministerstvo XY		23.8.2024 23:59:59	Aleš Beránek (000004)	N
				MDX-2024/807		26.6.2024 16:46:51	Přeposlaná zpráva na podatelnu	Aleš Beránek		26.7.2024 23:59:59	Aleš Beránek (000004)	P
				MDX-2024/670-000001		8.6.2024 6:36:54	Test vícenásobné PDF - HLAVNÍ				Aleš Beránek (000004)	N
				MDX-2024/667-000001		7.6.2024 15:14:54	Test podpisu na poslední stranu				Aleš Beránek (000004)	Z
				MDX-2024/637-000004		10.5.2024 12:31:54	kopie: Připomínkování nového spisového řádu				Aleš Beránek (000004)	D
				MDX-2024/454-000001		25.4.2024 7:27:51	Test podepsání více stránkové přílohy				Aleš Beránek (000004)	N
				MDX-2024/404-000001		19.4.2024 11:09:13	Test příjmu DS				Aleš Beránek (000004)	N
				MDX-2024/401-000001		18.4.2024 15:45:49	Test konverze AZURE				Aleš Beránek (000004)	N

Zrušit výběr

Obnovit

Uložit nastavení

Rolovat řádky

Jít na stránku

2

z 3

1

2

3

Velikost stránky: 10

Strana 2 z 3, položky 11 do 20 z 24.

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EASY CONNECTION AND INTEGRATION

Open interface for integration to third-party solutions.
Extensive experience in integrating similar solutions.



EASY-TO-USE ELECTRONIC FILING SERVICE PROFISPIS

You will get comprehensive document management from the initial registration of documents when they enter the organization, through the process of handling, to shredding management. The filing service covers all legislative requirements for filing systems according to the National Standard for Electronic Filing Systems (NSESSS).

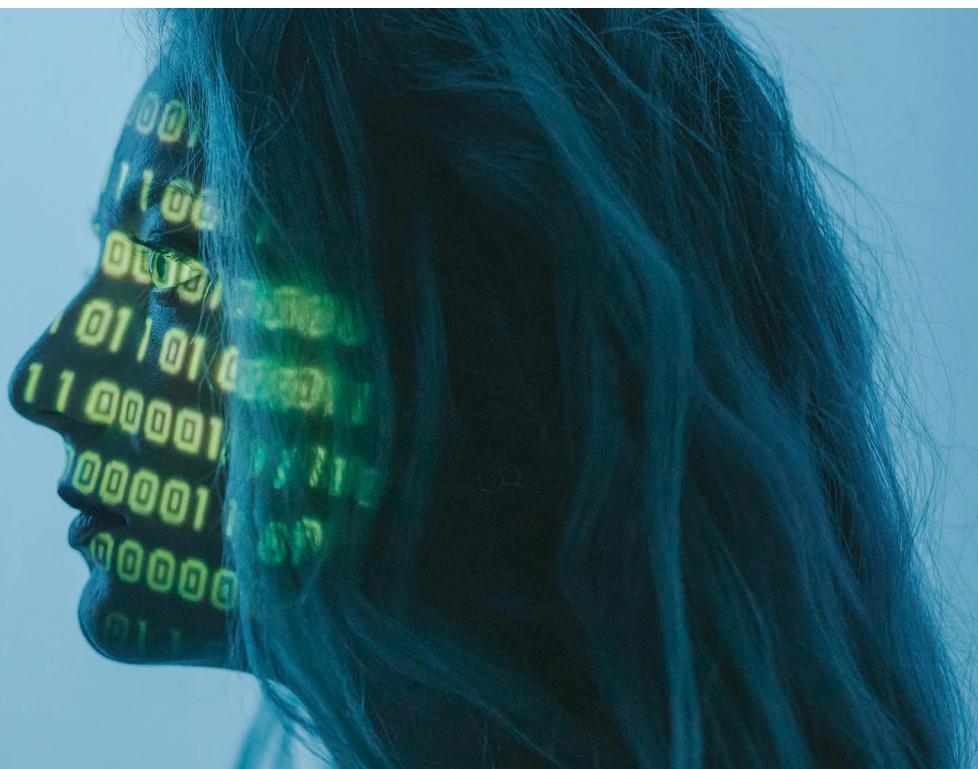
THE FILING SERVICE COMPLIES/COMPLIES WITH THE FOLLOWING LEGISLATIVE PROVISIONS

- Act No. 499/2004 Coll., on archiving and file service and on amendments to certain acts,
- Act No. 227/2000 Coll., on electronic signature and on amendments to certain other acts (Act on electronic signature),
- Decree No. 645/2004 Coll., implementing certain provisions of the Act on archiving and file service and on amendments to certain acts,
- Decree No. 193/2009 Coll. on determining the details of the authorised conversion of documents,
- Decree No 194/2009 Coll. laying down the details of the use and operation of the information system for data storage,
- Decree No 259/2012 Coll. on the details of the performance of the filing service.



TECHNICAL PARAMETERS OF THE SOLUTION

- ✓ In terms of implementation, the file service is built on MS .NET Framework solution, which can be operated in the Microsoft Windows Server environment, as well as on Linux OS or hosted in any public cloud environment.
- ✓ The solution primarily uses MS SQL Server as a database, as a matter of course it can also be run on another appropriate database. We also install in a geocluster environment in high availability. The system can be scaled both vertically and horizontally.



Information Classification: Public



INFORMATATA DESIGN S.R.O. hereby states that the current version of the ProfiSpis records management system is not certified within the meaning of §2 letter u) of Act No. 499/2004 Coll., on Archiving and Records Management. The certification of the records management system is currently in progress.

Informata design s.r.o. does not offer the current uncertified version of the records management system to any public authorities that are required to use certified electronic records management systems. Any presentation of the uncertified version by Informata design s.r.o. shall not be considered or interpreted as an offer of such uncertified version.

The delivery of an electronic records management system to public authorities required to use certified systems shall always be subject to a direct offer to the respective authority, and such delivery shall be made exclusively with a certified version of the system.

