



THE FILE SERVICE by GEM SYSTEM — built on the ProfiSpis file service product

SYSTEM
INTEGRATION AND
DEVELOPMENT



The aim of the project is to build a fully functional electronic filing system (ESSS) for the efficient and effective performance of legal obligations, which fully meets all functional, technical, legislative and procedural requirements.

KEY COMPONENTS OF PROFISPIS PROJECTS:

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



ELECTRONIC FILE SERVICE THE PROFISPIS SUPPLIED BY GEM SYSTEM

The file service is a modular solution for the central registration, management and support of the processing of files and documents, including the subsequent trusted archiving. The system structurally records and stores documents of specified types, most often invoices, contracts, regulations and directives, or documents issued and adopted according to the legislation of each institution, for specified 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 required by the National Standard for Electronic System of Records Services (NSESSS).

✓ ELECTRONIC SIGNATURE

Attaching an electronic signature, seal and time stamp to the EU countries' qualified electronic signature verification under the eIDAS Regulation.

WHO IS OBLIGED TO MAINTAIN THE FILING SERVICE?

It is any entity that is obliged to conduct 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 performance of filing services. A filing system is a term defined by law and is therefore mandatory, in particular for public 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 the supplier.

✓ INTEGRATION TO THE MAIN SERVICE REGISTERS

Interconnection with the System of file service (ISDS) for full electronic communication is supported. You can also expect full integration with Information system of basic registers (ISZR) for data relevance. Connection to Czech POINT (assisted public administration point).

✓ 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 vyřízených 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

https://ProfiSpis.cz/App/Default.aspx?prihradka=s_vyrizovane

Spisová služba - ProfiSpis | Vyberte modul | Nápověda | Domů | Konec | Renata Koloušková | Vyhledat č.j. | Vyhledat č.j.

Přihradka | Nový dokument | Vyhledat dokument | Tisk | Nastavení

Od data: 2.2.2024 | Útvar | Vlastní | Podřízené

Přihradka vyřizované (od 2.2.2024) : zobrazeno 24 z celkových 38 | Typ dokumentu: Není vybráno

	Číslo jednací	P	Datum vzniku	Věc	Odesílatel	Vyřizeno	Vyřídí do	Vyřizuje	PP
▶	MDX-2024/926		24.7.2024 15:55:30	Testovací faktura KARlín	Nákladatelství 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-2024/537-000004		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	Terst 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 | Velikost stránky: 10 | Strana 2 z 3, položky 11 do 20 z 24.



EASY CONNECTIONS AND INTEGRATION

Open interfaces allowing efficient integration to third-party solutions. We offer a wide knowledge and know-how of integrating similar solutions, with which we have really rich experience.



FILE SERVICE FROM A RECOGNIZED SUPPLIER OF FILE SERVICE SOLUTIONS

You get comprehensive document management from their initial registration upon entering 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 Archives and Records Management 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 Archives and Records Management and amending certain acts,
- Decree No. 193/2009 Coll. on determining the details of the authorised conversion of documents,
- Decree No. 194/2009 Coll. laying down details on the use and operation of the data storage information system,
- Decree No. 259/2012 Coll. on the details of the performance of the census service.



TECHNICAL PARAMETERS OF THE SOLUTION

- ✓ The implementation of the ProfiSpis file service is based on the MS .NET Core 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, but it is also possible to run it on another appropriate database. ProfiSpis is also installed in the geocluster environment in high availability. The system can be scaled both vertically and horizontally.