**Attachment E: Functional Guidelines**

This attachment serves to describe general functional requirements that must be used across all applications. It also details disaster recovery requirements that the proposer must comply with. The proposer must respond to all three questions to both sections and use as much space as is necessary.

Application Requirements

External applicants for admission and for legal specialization have multiple applications to complete during their overall progress to reach their objective.

There shall be common application completion processes that shall be followed to provide applicants with application flexibility and quality application submittal. The application requirements are:

1. An applicant may suspend completion of an application with a process that saves the work done to that point and allows the applicant to exit the portal and later re-enter to continue work on the application.
2. An applicant can’t proceed to the next application page or section if there are incomplete fields.
3. Common information fields such as address, phone number, etc. will be automatically filled in from the applicant profile, and the applicant may update the information. Application updates will update the application and the applicant profile information.
4. Applications shall make use of pull down for tabular information that is held in AIMS information fields (such as lists of Law Schools).
5. Upon submittal of an application a status condition shall be set that prevents an applicant from completing the same application again and resubmitting unless there has been a denial or abandonment, or equivalent for the specific application.
6. Some applications will have a period of time that controls when those applications can be completed and submitted. This is in addition to applicant status with regard to application submittals.
7. For applications that have application fees submittal shall not be completed until there is a payment acceptance indication from the credit card process. Credit card processing shall be a link to the third party process outside of AIMS.
8. Until submitted applications are held in a working database that is not the applicant database that is used by SBC for applicant information and status. The submittal process transfers the working applicant application information to the core database.

Compliance:

1. Does the proposed solution comply with the requirements identified
2. What is the proposed approach to make sure that applications do comply with the requirements?
3. Are there application process features in the proposed solution that are unique or make the process more effective?

Disaster Recovery

The Office of Admissions must not permanently lose access to data in AIMS by any means of disaster, corruption, or system failure. The application requirements are:

1. Should there be data corruption or loss of use, all data and functions shall be available for full use within 24 hours of the failure.
2. The system shall have daily back-ups of the entire database.

Compliance:

1. Does the proposed solution comply with the requirements identified
2. What is the proposed approach to make sure that applications do comply with the requirements?
3. Are there application process features in the proposed solution that are unique or make the process more effective?