



Digital Mail Application- **CALENDIFY**

Proposal

Submitted to the Office of

**The Secretary,
Federal Judicial Service Commission,
Nigeria.**



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1.0 INTRODUCTION

4tune Technologies Limited is an indigenous information technology professional company founded on the vision of providing our clients with platforms and enabling environment to achieve competitive business advantage through deployment of sound technological architecture, adherence to globally acceptable IT Governance Standards and Guidelines, and continuous assessment of operational models to sustain business unique selling edges.

We have a formidable team of Infrastructure Experts in-house, who employ “clean room” engineering methodology to deliver state-of-the-art Information Technology solutions tailored to specific clients’ requirements.

We also specialized in application/software development and infrastructure management, Internet and home security, Penetration Testing, and System Auditing, Server deployment, Telecoms VAS systems development, IT Networking with Cisco and D-Link Equipment, SMS Banking applications, Telecoms Traffic reporting systems, Telecoms Switches Data Conversion Systems, Server and API development for various services.

2.0 TECHNICAL LITERATURE

Manual document submission is quickly becoming a thing of the past. With most business practices available online, more companies and clients are looking for digitized storage solutions to pick up the slack of manual letter submission.

As technology evolves, the task of streamlining manual letter and correspondence submission to digital document process is a must for an arm of government like judiciary. It’s our job to help you find documents and store documents with ease.

No more shuffling papers, losing important information, or worrying about information loss.

As an expert in document management, we often receive questions about the pros and cons of manual filing vs. digital document filing. While we're sure we could provide a list a mile long, we've narrowed it down to a few key points. Here, we'll discuss the disadvantages of maintaining your manual system.

2.1 EXISTING PROBLEMS WITH MANUAL SUBMISSION OF MAIL (LETTER)



1. Mishandling Information and Lost Paperwork

One of the biggest issues organizations like judiciary face with manual filing of mail is the potential mishandling of information. No matter how careful staff are, or how well trained, there is room for human error. A document gets mislaid, an important piece of information is stored in the wrong file, or worse, a piece of paper is damaged or tossed out by mistake.

With digital filing, there's little risk of information loss, as files can be stored in multiple secure locations. Important offices like the **ADMINISTRATOR, SECRETARY AND ACCOUNTANT** receive and processes hundreds of mails every week which later create a bottleneck on the administration.

2. Slow Retrieval and Time Waste

Another problem with manual filing of mails and letter is the time it takes to retrieve important information. Whether you're in the legal, medical, construction, or sales industry, time is money. When you can quickly retrieve documents, you increase productivity and decrease time waste.

Not only does this improve your business processes, but it makes you look like you've got everything under control. Being an authority in your field sets you apart from local competition. Accessing important information at the touch of a button creates a picture of professionalism and success for your clients and shareholders.

3. Security Issues and Privacy Laws

Depending on your industry, client privacy and information security could be detrimental to the future of your business. Document filing is important in any

setting, but it becomes especially critical when you are handling private or sensitive information.

Digital files can be password protected and are stored on data drives with no way to glimpse the information without the file. Paper files, on the other hand, can be left on desks, in printers or fax machines, or grabbed by accident while pulling another paper from a file.

4. Disorganization and Compliance Complaints

Organization is important for all business types, especially around tax season. When you store and retrieve documents manually, you set yourself up for hours of searching and finding things that may not be where you saw them last. Digital filing allows you to quickly retrieve documents by typing a keyword or opening a specific file. You can store all of your tax information in one place, and maintain organization year-round so end-of-year taxes are a walk in the park.

5. Messy Offices and Lack of Space

A messy office looks unprofessional and keeps your staff busy trying to find everything they need to keep the business running. Digital document filing is a great way to take back your office and implement a strategy for successful office practices.

One of the concerns we hear from clients about manual filing and digital filing is how difficult it would be to make the switch. We understand that the thought of putting decades of paperwork into digital storage can be daunting. Fortunately, we've got you covered with our scan to zero design.

6. Making Approval Takes Time

With paper filing, making approval to your documents can be a pain due to the stress of location. It may even require new signatures, printing, mailing, waiting for documents to come back, and refiling. One can skip all these steps when you store your documents digitally. Recall a document by typing a keyword into your file manager, retrieving the document, opening the document, making the changes, and saving the document. Voila!

With this innovation, the **FOR ADMINISTRATOR, SECRETARY AND ACCOUNTANT** can give approval and comment on any document from any **where in the world** and can send the document to the secretary for action at the touch of a button and create new signatures the same way. To retain security, documents can be watermarked, and encrypted to protect information from landing in the wrong hands during transit. This ensures that only the person who should be signing a document has access to do so.

2.2 Benefits of the Proposed Digital Mail Application

- **Ability to work from anywhere**

The Chief Justice of Nigeria can work from anywhere and have access to the mails addressing to her office. With the application, My Lord can minute of the document and forward to the secretary electronically for dispatch and action note. The idea that My Lord needs to be in the office to attend to official document physically has been eradicated.

- **Enhancing the administration of Justice**

The period of having hundreds of files unattended to is no more, the usability of this application will enhance the administration of justice. One thing is to seek for justice; the greater thing is the administration of justice. No doubt, this application will enhance the administration of justice.

- **System Integrity and Accountability**

The application would promote greater system integrity and accountability. The era of manual searching of letters and asking the sender to resend again due to human error is no more. Most of the organization cannot lay their hands on the letters of many years, but with this application, no mail or letter would be left unfound. The system has been developed to ease the administration of justice.

4.0 SERVER REQUIREMENTS

Below shows the cost analysis for the mobile application development.

DEDICATED SERVER 	
2x Intel 12-Core Xeon E5-2650v4 Dell R730xd (12 LFF) 2x 12 cores 64GB DDR4 RAM 4x1TB SATA2 1 TB traffic	
Turbo Boost - Up To 20X Faster Page Loads - Faster & More Efficient Connections Highly Optimized Configuration	
CLOUD STORAGE WITH ORACLE COMPATIBILITY FEATURES AND	20X Faster Dedicated Server Hosting

PLATINUM INTEGRATION.	-For Speed
HOSTING	
• Alert 24x7 Monitoring • Deployed Secure • Real Time Bandwidth Graphs • DECC Hands on account management • Client Management*	
DEDICATED Full-Duplex	Platform Linux
FIREWALL	
A firewall is an application that controls traffic to and from a computer or network and either permits or denies communication based on a set of rules within a security policy.	
Alerts or blocks the user when there is an unauthorized outbound or inbound attempt to connect with your computer. It lets the user control which programs have access to the internet and/or local area network (LAN) and they give the user info about the application that makes the attempt. Hide your computer from port scans by not responding to network traffic that's unsolicited. Monitors applications that listened for incoming connections. Monitors and regulates all outgoing and incoming internet users.	Features

Prevents unwanted traffic from the network from applications that are locally installed. Provides information about the destination server with which an application is trying to communicate with. Tracks recent outgoing, incoming, and intrusion events to find out who has gained access or tried to gain access to your computer. Prevents and blocks hacking attempts or attacks from hackers.	
SECURED SOCKET LAYER	
SSL is the backbone of our secure Internet and it protects your sensitive information as it travels across the world's computer networks. SSL is essential for protecting your website, even if it doesn't handle sensitive information like credit cards. It provides privacy, critical security and data integrity for both your websites and your users' personal information.	
<i>Technical Specifications</i>	
Standard X.509 certificates Symmetric 256-bit encryption RSA public-key SHA-2 algorithm (supports hash functions: 256, 384, 512) ECC public-key cryptography (supports hash functions: 256 and 384) Unlimited server licensing Supports 2048-bit public key encryption (3072-bit and 4096-bit available)	Specification

3.0 DEPLOYMENT

The Maximum Duration for Deployment of this application is 7 days including a-day training

Best Regards,

Fatai Abiodun (LLM, OCA,CISA,ITIL,A+,MCSE,CCNA,SQL,)
Director