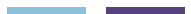




josh Protocol!

The Organization Intelligence [Software](#)



Cloud-based computerised registry system: **josh Protocol!**

Suitable for public administrations and government-owned companies, josh Protocol! is one step ahead of state-of-the-art. Innovative.

WHAT IS **JOSH PROTOCOL?**

josh Protocol! is the revolutionary computerised registry system that is **usable in cloud** (thanks to the **josh Protocol! Live** edition) and on-premises mode. It is scalable and suitable for the management of document and administrative procedure flows of all **Public Administrations**. josh Protocol! does more than just record and assign univocal document identification upon chronological entry in the document management system. Reference Italian legislation (Presidential Decree 445/2000) contains specific indications on the functionalities of a computerised registry system. josh Protocol! provides numerous functions to satisfy the 4 possible levels of creation:

- Minimum Nucleus
- Document Management
- Document Processes
- BPR “Business Process Reengineering”

josh Protocol! optimally exploits integration with **Microsoft SharePoint and SharePoint Online** too. It is developed in accordance with

the **latest indications issued by the Agency for Digital Italy (AgID) and its guidelines**, adopted pursuant to article 71 of the Digital Administration Code (CAD), positioning itself in the system as a fundamental technological solution for the digitalisation of Public Administration Bodies and government-owned companies.

WHO IS IT FOR?

josh Protocol! is designed and developed according to requirements issued by AgID and is the ideal tool for **public administrations and government-owned companies**, for the adoption of a computerised registry with Cloud-First approach. Its compliance with all current Italian legislation also makes it especially suitable for **private companies** looking to introduce all the rigour and method necessary for the correct management of document flows in their organisation.

The software platform that lives up to the challenge of digital transformation in PA.

Compliant, yet user-friendly functionalities.

The best of functionalities required by legislation, **with much more**. This is **josh Protocol!**

HOW DOES JOSH PROTOCOL! WORK?

The functionalities of josh Protocol! are guaranteed by the synergy of **four software-based web components**, designed according to the most modern usability, ergonomics and design criteria and integrated within the portal of the Microsoft SharePoint organisation, exploiting and leveraging its potential in the management of digital contents.

WEB ADMIN

A component that enables the smart and simple management of the entire Computerised Register environment and of single Homogeneous Organisational Areas (HOAs). From WebAdmin, the application's main para-

meters can be set, while **the register as well as consolidation tasks** can all be managed. Organisational Units (OUs) of single HOAs can also be administered, as well as system Users, while authorisations can also be monitored at a register level (role assignment).

MAIL MANAGER

Enables the management of email **to be entered in the register, from one or more email boxes** (certified or institutional email). In addition to manual registry entry, with Mail Manager rules can be defined for each email box, enabling the autonomous processing of all emails that satisfy defined rules. This makes it simpler to filter out any emails that do not need to be entered in the register, or automatically classify those that fulfil certain criteria.

The screenshot displays the 'Protocollo' interface, specifically the 'Protocollo email in entrata' section. The main area shows a list of incoming certified emails (POSTA CERTIFICATA) with columns for 'Mittente', 'Oggetto', 'Data messaggio', 'Dimensione', and 'Stato'. The status column shows 'Avviso' (Warning) for most items and 'Da elaborare' (To be processed) for others.

Mittente	Oggetto	Data messaggio	Dimensione	Stato
mail1@pec.it	POSTA CERTIFICATA: Invio documentazione - prot.n.0000662 del 04/11/2021 - ...	05/11/2021 14:42	241,2 KB	Avviso
mail2@pec.it	POSTA CERTIFICATA: Invio documentazione - prot.n.0000662 del 04/11/2021 - ...	04/11/2021 15:07	241,2 KB	Avviso
mail3@pec.it	POSTA CERTIFICATA: Invio documentazione - prot.n.0000039 del 27/10/2021 - ...	27/10/2021 16:06	110,5 KB	Avviso
mail4@pec.it	POSTA CERTIFICATA: Invio documentazione - prot.n.0000034 del 27/10/2021 - ...	27/10/2021 16:06	112,2 KB	Avviso
mail5@pec.it	POSTA CERTIFICATA: Invio documentazione - prot.n.0000038 del 27/10/2021 - ...	27/10/2021 15:37	110,5 KB	Avviso
mail6@pec.it	POSTA CERTIFICATA: Invio documentazione - prot.n.0000112 del 18/10/2021 - ...	18/10/2021 12:08	64,4 KB	Avviso
mail7@pec.it	POSTA CERTIFICATA: joshProtocol.BusinessLogic.EmailNotificationService.proce...	17/09/2021 15:46	196,2 KB	Da elaborare
mail8@pec.it	POSTA CERTIFICATA: Invio documentazione - prot.n.0000048 del 03/09/2021 - ...	03/09/2021 08:53	66,9 KB	Avviso
mail9@pec.it	POSTA CERTIFICATA: Invio documentazione - prot.n.0000557 del 19/08/2021 - ...	19/08/2021 12:15	130,3 KB	Da elaborare
mail10@pec.it	POSTA CERTIFICATA: Invio documentazione - prot.n.0000557 del 19/08/2021 - ...	19/08/2021 12:12	130,2 KB	Da elaborare
mail11@pec.it	POSTA CERTIFICATA: Invio documentazione - prot.n.0000515 del 20/07/2021 - ...	19/08/2021 12:03	130,3 KB	Da elaborare

FRONT END

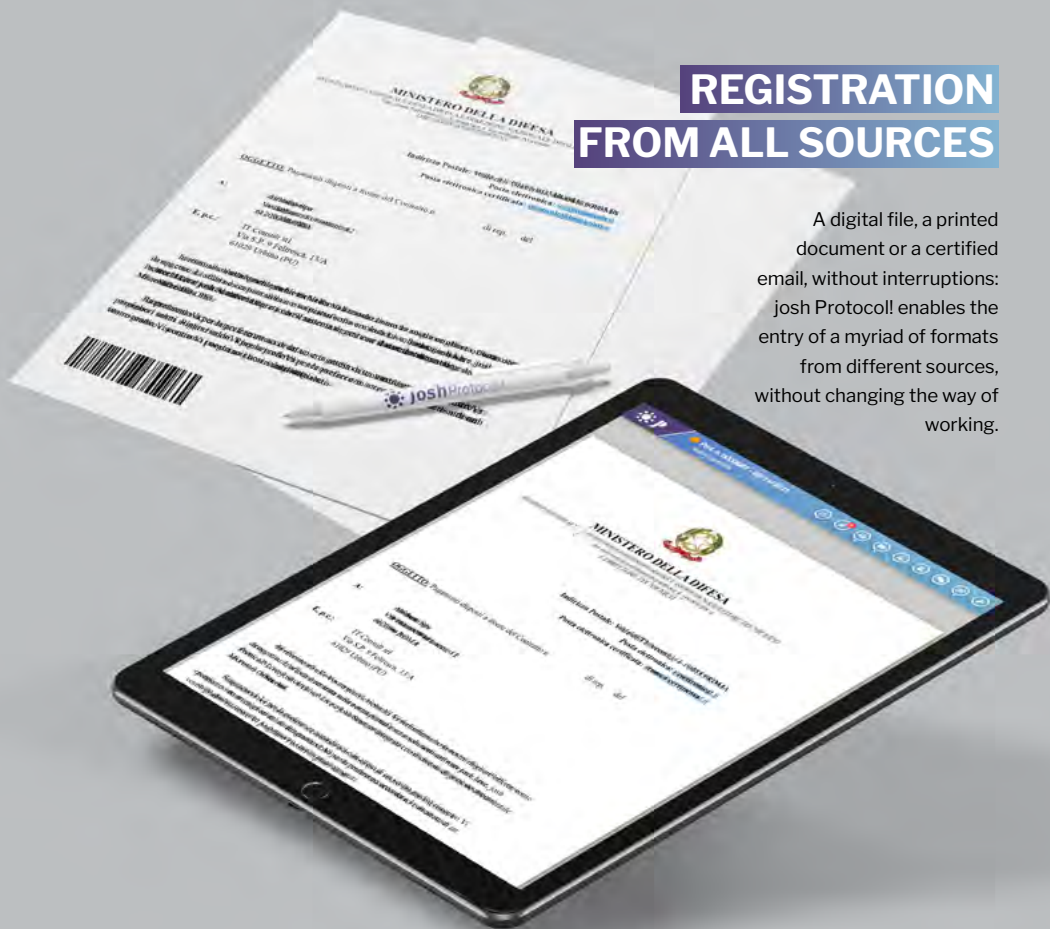
Includes all search functionalities and register keeping tasks. Fully integrated (in the on-premises version) with Microsoft SharePoint; the FrontEnd part is what **enables all action to be taken on the document**, as well as **full management and the control of tasks** by the authorised user. The User in charge of Registration has full access to assigned documents.

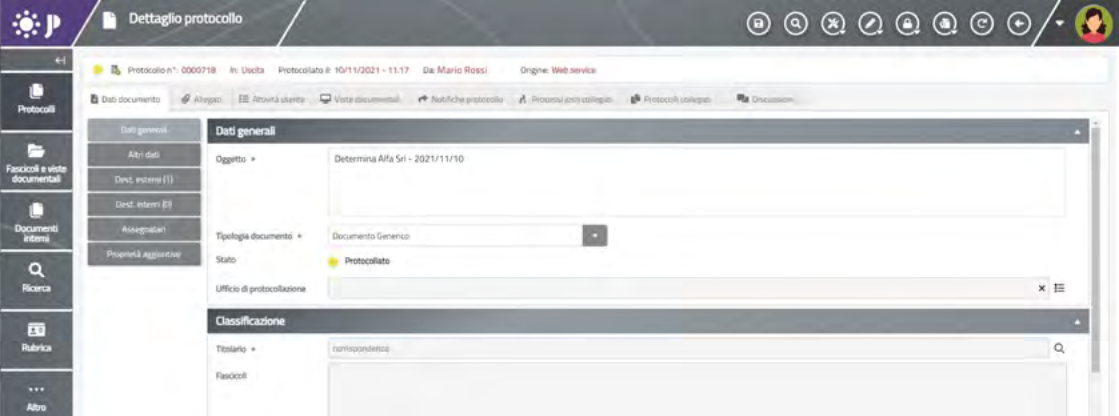
VIEWER

This component displays entered documents, also available from remote and in the mobile app. **Great attention has been paid to the management of authorisations assigned to users:** authorises and traces single operations on documents, like printing, local saving, forwarding by email and simple viewing.

REGISTRATION FROM ALL SOURCES

A digital file, a printed document or a certified email, without interruptions: josh Protocol! enables the entry of a myriad of formats from different sources, without changing the way of working.





INTUITIVE CONSULTANCY OF ALL DOCUMENT DETAILS
josh Protocol! provides a classification and series of properties, also recovered from external data sources, significantly improving the management of each registered document.

REGISTRATION FROM ALL SOURCES

josh Protocol! enables the entry of printed and computerised inbound and outbound documents, **from a special workstation or online**. In this way, documents on your desktop or your emails can be directly entered in josh Protocol!

ENTERING HARDCOPY DOCUMENTS

Thanks to **josh Scanner** (an integral platform tool), the acquisition and entry of hardcopy documents is rapid and certain, by means of "registry signature"; a bar code is printed and the label is affixed on the document.

Enter a multitude
of different formats,
without any
interruptions

CERTIFIED EMAIL ENTRY

The system can also monitor one or more Certified Email or Institutional Email Boxes, integrating the document entry procedure in a simple **Mail Manager** to enable concurrent email box use.

CLASSIFICATION AND PROPRIETIES

In addition to necessary classification, by selecting a category in the filing plan, additional properties can be added to the registered document, **recovered directly from external data sources** (like Microsoft SQL Server databases) and assigned by means of comfortable drop down menus or lists. In this way, the possibility of human error during the cataloguing process is reduced (nearly) to zero. Obviously additional properties can also be entered manually.

ENTER A DOCUMENT IN 4 SIMPLE MOVES

1 DOCUMENT TO BE ENTRED

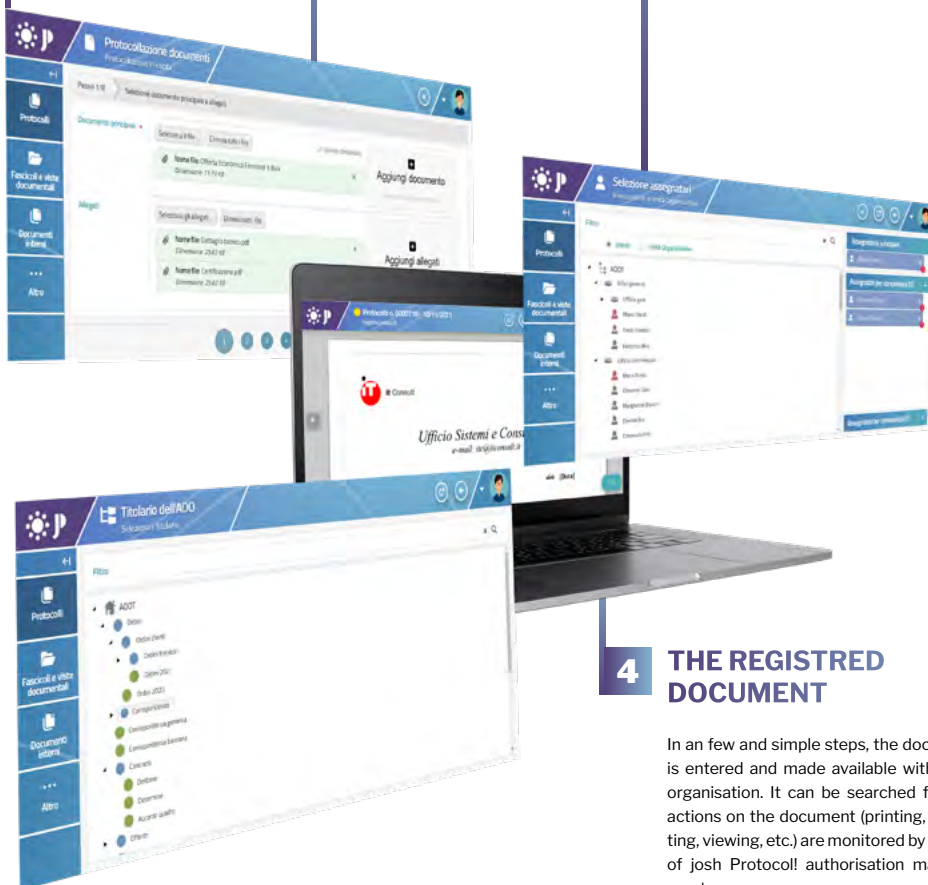
The document can be digital or printed. In this case it is scanned with **josh Scanner**, a registry signature is generated and affixed onto the document by means of a label. In this way the document is ready to be uploaded in josh Protocol!

2 DOCUMENT CLASSIFICATION

The document, which by this point is of course digital, is **assigned a filing plan's category**, and may be **added to a folder**. Both the filing plan and folders are selected from a tree list view or by searching for them in real time.

3 ALLOCATION OF REFERENCE NUMBER

The document entry operator has the faculty to decide who can view the electronic protocol, by **selecting single users or entire OUs (offices)** as assignees. Integration with josh also **enables a sorting process for a more refined reference assignment**, by means of chains of command and conditional searches.



4 THE REGISTERED DOCUMENT

In a few and simple steps, the document is entered and made available within the organisation. It can be searched for and actions on the document (printing, exporting, viewing, etc.) are monitored by means of josh Protocol! authorisation management.

Home environments, innovative functions, welcome to the future!

There's no need to overhaul the way in which you work to improve the efficiency of an organisation. All you need is **josh Protocol!**

The quality of a solution is measured in the functionalities it adds and the speed at which users master its **correct and efficient operation, without disrupting their way of working**. All the functionalities of josh Protocol! seamlessly integrate with the Microsoft SharePoint and Microsoft 365 platforms, optimally exploiting integration with SharePoint Online and exponentially expanding its functionalities.

josh Protocol! guarantees **interoperability between organisations**, leading the documentation world to use communication technologies through exposed services (Web Service / Rest API), thus transcending the usability limits of usual institutional or certified electronic mail channels.

SEARCH RECORDS

josh Protocol! fully leverages the potential of Microsoft SharePoint, enabling searches both in key fields of entered documents and **the full-text index**. This means that docu-

ments and contents can be found by means of intuitive and fast searches, without having to remember registration numbers or complex information.

MANAGE THOUSANDS OF USERS

At last, with josh Protocol, authorisation management means **full control over all actions that can be carried out by different users on a single document**. josh Protocol! also provides a register of tasks with details of all the actions carried out by different users on registered documents.

Users can be profiled in the organisation's list of members, also through customised fields and positions, thus enabling precise differentiation in the assignment of authorisations.

100, 100,000 or just ten users: with josh Protocol! it is simple, reliable and secure at the same time.

Improvement without disruption

TIME FOR DOCUMENT ENTRY OPERATORS TO SHINE

With josh Protocol! the figure of the document entry operator is enhanced and expanded in terms of productivity, especially when josh is also available, the Organisation Intelligence tools that brings organisational processes to life. If suitably enabled by josh Protocol!, the document entry operator can **select registered document recipients or digitally sign the document.**

Thanks to flexible authorisation policies, the document entry operator user **decides which users/groups are granted document access and in what way** (viewing, local saving, printing of one copy, forwarding by email). This streamlines processes, without changing the organisational framework.

ELECTRONIC FILING

josh Protocol! adopts an **integrated document management approach**: the platform includes a set of essential functions, including **Electronic Filing**, in line with indications set forth by AgID. With **InfoJam**, the tool included with josh Protocol!, a digital signature and timestamp can be applied to registered documents, created automatically upon document registration, which can be executed automatically, programmed for the most suitable times, or manually undertaken.

The digital signing of the register is the final step in the Electronic Storage process:

electronic documents generated by the InfoJam tool have full statutory guarantee characteristics. josh Protocol! also enables

ELECTRONIC SEAL, NOT JUST DIGITAL SIGNATURE

in compliance with regulations in force, josh Protocol! enables the application of a **qualified electronic seal** on .xml files, namely the **organisation's automatic signature**. However, with josh Protocol! it is still possible to apply a digital signature to a registered document in a simple and integrated way, thus generating a **double-signed document**: a company one, which is mandatory by law, and one assigned to the person.

josh Protocol! automatically applies the electronic seal, also making it visible in the document, through **the application of a watermark on the document, without modifying the integrity of the digital signature**. With this powerful functionality, the authenticity of both signatures is guaranteed, as is their enhanced verifiability and visibility.

An explicit registration number is also assigned to the digital document, crucial for the management of hardcopies, unmodifiable and exclusively associated with the document, without invalidating any digital signatures.

Total integration of processes and registers with **josh.**

Leading Public Administration into the digital world, with transparency, efficiency and integration.

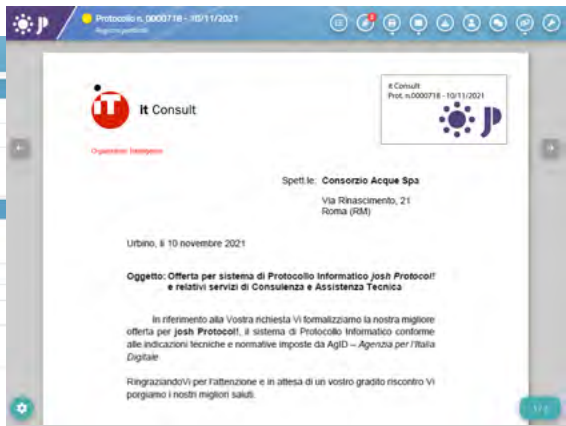
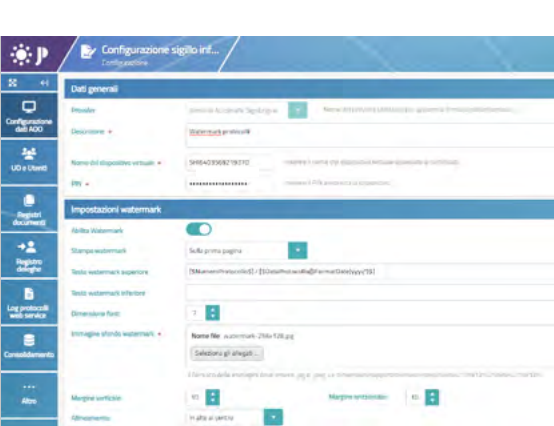
AUTOMATIC START-UP OF PROCESS

Thanks to seamless integration with **josh**, the **it Consult platform for the design and execution of processes**, josh Protocol! is able to start up a josh process upon registration.

The registered document is made available for consultation by authorised users and **the system automatically sends josh process tasks requiring execution to people involved**. Similarly, the registration interface can be activated during the execution of a josh process: this enables the **synchronisation of registration tasks in the organisation's processes**, going beyond document management and embracing digitalisation in a complete way.

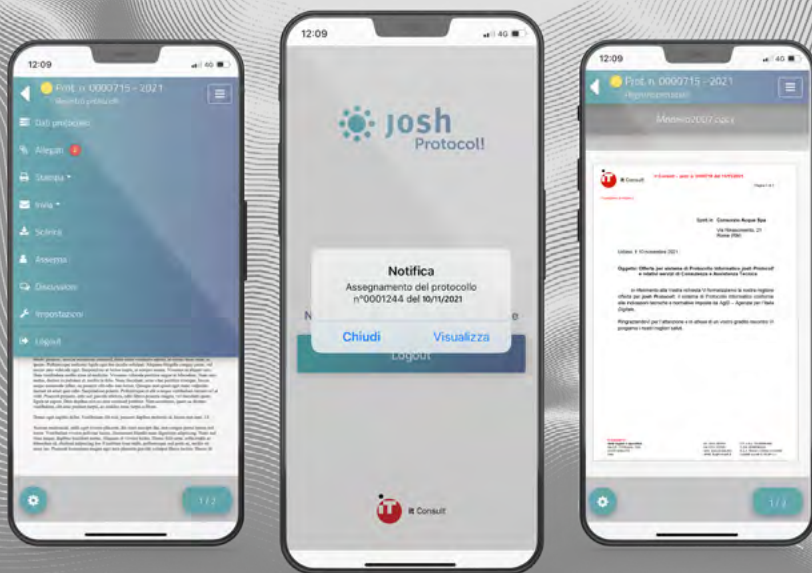
WHAT IS JOSH?

josh is the solution that supports the organisation's business processes, enabling the design, execution and monitoring of company processes. Starting from the design of a process, it is possible to automatically guarantee the assignment of tasks to single company functions, indicating which documents to use and how operations need to be executed. Seamless integration with josh Protocol! enables public administration bodies and public companies to undertake a **complete Digital Transformation process**.



Mobility without compromise: total security and privacy with the josh Protocol! mobile app

With josh Protocol mobile, registered documents are available anywhere, any time. The app, available for both Android and iOS devices, enables the mobile consultation of registered documents, participation in discussions and the reception of notifications on new assignments, in total security and privacy.



Full compliance with regulatory and technological standards.

An evolved and future-oriented computerised register, **fully compliant with standards.**

josh Protocol!, also in the **josh Protocol! Live** in-cloud version, is entirely based on regulatory and market standards, for a secure investment that is guaranteed over time.

Specifically, it is developed in line with **indications issued by AgID and its guidelines**, consisting of six technical annexes, adopted pursuant to article 71 of the Digital Administration Code (CAD), which sets forth the technical rules for computerised registration and electronic filing, for all public administrations and government-owned companies.

Moreover, josh Protocol! Live is to all effects **an enabler of the cloud-first strategy for PAs**, as they are required to prioritise the acquisition of qualified cloud services on the AgID Marketplace. **josh Protocol! Live is SaaS qualified, as required by AgID**, and is present in the catalogue of PA qualified Cloud services insofar as it is fully compliant with all requirements set forth in AGID Memorandum no. 3, dated 9th April 2018, including: reliability, security, transparency and service quality.

josh Protocol! supports electronic signature tools for the signing of computerised documents and management in **full compliance with the digital administration code** (Legislative Decree 7th March 2005, number 82 as amended). josh Protocol supports the **CAdES signature** (envelope files with p7m extension) and **PAAdES** (PDF) and includes a **p7m iFilter** which makes the indexing of text content possible in SharePoint using the OCR characteristics integrated in SharePoint. Moreover, josh Protocol supports the most common document formats, including pdf, doc, docx, tiff, jpeg and xps.



Digital registration, one step ahead.



Protocollo	Provenienza	Data protocollo	Oggetto	Mittente/Destinatario	Stato	Fascicolo	Assegnatario
0000173	Udica	10/11/2021 11:26	Lettera di invito gara	Azienda Alfa	Gara	MEPA	Maria Rossi
0000174	Udica	10/11/2021 11:37	Dichiarazione n.0012	Beta spa	Delibere		Marco Bianchi
0000177	Udica	10/11/2021 11:36	Corrispondenza bancaria	Banca	Corrispondenza	Banca/Alfa	Massimo Verde
0000176	Udica	10/11/2021 11:36	Lettera di incarico	ProduttoriBeta	Contratti		Alice Speranza
0000175	Udica	10/11/2021 11:36	Lettera di invito gara	Azienda Alfa	Gara	MEPA	Mario Rossi
0000174	Udica	10/11/2021 11:36	Autoregolazione	Firma spa	Delibere		Amanda Neri
0000173	Udica	10/11/2021 11:33	Delibera n. 1223	Galatina Srl	Delibere		Alice Speranza
0000172	Udica	10/11/2021 11:33	Lettera di incarico	ProduttoriBeta	Contratti	Fascicoli	Chiara Neri
0000172	Udica	10/11/2021 11:33	Determina A.1220	Galatina Srl	Delibere		Mario Rossi
0000174	Udica	10/11/2021 11:36	Lettera di invito gara	Azienda Alfa	Gara	MEPA	Mario Rossi
0000173	Udica	10/11/2021 11:37	Corrispondenza bancaria	Banca	Corrispondenza	Banca/Alfa	Massimo Verde
0000173	Udica	10/11/2021 11:37	Delibera n.0010	Beta spa	Delibere		Mario Rossi

SYSTEM REQUIREMENTS

The server components of josh Protocol! require:

- Active Directory
- Microsoft Windows Server 2022, 2019 and previous versions
- Microsoft SharePoint Server Subscription Edition, SharePoint 2019, 2016 or SharePoint Online (part of Microsoft 365, so in hybrid cloud configuration)
- Microsoft SharePoint Foundation
- Microsoft SQL Server 2019 and previous versions

In addition to physical computers, virtual VMware and Hyper-v machines can be used.

Registration components for users require a personal computer based on Microsoft Windows systems (11,10,8,7, Vista).

Any computer with a modern browser installed is sufficient for the viewing and management of registers.

josh Protocol! is also available in the mobile version. The josh Protocol! app is available for iOS and Android in respective stores.

OPTIONAL REQUIREMENTS

Server

Additional filters (iFilter) for full-text indexing (.p7m, PDF-OCR) or by other producers.

Not available in SaaS mode.

Client

Microsoft Office SmartCard reader.
Further requirements are necessary for the use of josh Scanner, the automatic document scanning software.

JOSH PROTOCOL! IN CLOUD

In addition to on-premises installation described in the previous point, **josh Protocol! is also available in cloud**, in SaaS mode (Software as a Service).

josh Protocol! Live obviously does not require a server and enables the use of josh Protocol! as a pay-per-use service available online, inclusive of all fees for the management and updating of the software and underlying infrastructure. josh Protocol! Live uses the Microsoft Azure infrastructure and enables the use of Microsoft 365 subscription (also if already held by the organisation), thanks to which access to SharePoint Online is possible.

josh Protocol! Live can also be installed in PaaS mode in Microsoft Azure. In this case the requirements are as follows: Azure Active Directory, App Service Plan for Web Apps, SQL Azure, Virtual Machine, Storage account for Blob containers and SharePoint Online. Cloud IaaS configurations on different providers are also possible. For even greater flexibility in the use of josh Protocol!, a hybrid mode can also be adopted, enabling the integration of josh Protocol! whatever the installation mode, with SharePoint Online.

CERTIFICATIONS

josh Protocol! Live is SaaS qualified, as required by AgID, and is present in the catalogue of **Cloud services for PA** insofar as it is fully compliant with all requirements set forth in AGID Memorandum no. 3, dated 9th April 2018, including reliability and security.



it Consult



CLOUD PA
QUALIFICATION



EASY
TO USE



APPLICATION
SECURITY



SUITABLE FOR ALL
PA/PUBLIC UTILITIES



ADVANCED
FEATURES



it Consult è in possesso delle seguenti certificazioni conseguite con TÜV:

- ISO 27001 (Sistema di gestione della Sicurezza delle Informazioni)
- ISO 27017 (Controlli di Sicurezza per i servizi in cloud)
- ISO 27018 (Codice di condotta per la protezione dei dati personali)
- ISO 9001 (Sistema di gestione della Qualità)

Visita www.itconsult.it per informazioni più dettagliate sulla suite di prodotti josh e sull'azienda.

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