CDE

[COMMON DATA ENVIROMENT ASSESSMENT]

.

1. **Internet Browsers:**
What internet web browsers can be used to view your platform, that are tested and fully compatible:

2. Is your platform accessible via a mobile device?

3. Do you have any system apps listed in the ISO / Play store?

FACILITIES AND SECURITY COMPLIANCE (ISO 11799:2003)

Application Security

1. Is the platform secured against Cross Site Scripting, HTTP Response Splitting, XPath Injection, SQL Injection attacks?

2. Is the application accessible only via HTTPS?

3. Where is the data centre located?

AVAILABLE FEATURES AND FUNCTIONS

Document Hierarchy and Relationship	Yes\No	Comments
Document hierarchy in a tree structure		
Ability to organize groups of documents based on multiple custom indexes (e.g. document type, firms, unique case ID)		
Ability to support multiple levels within the hierarchy		
Cross reference or link documents across multiple repositories		

b) Searching, Processing, and Retrieval		
Multiple-field indexing		
Cross-repository, cross-document-type search		
Ability to save searches		
Limit what users can see based on security access		
c) Concurrent User Access Control		
Check-in/check-out of documents or groups of documents		
Ability to override check-in/check-out functions for administrators		
Ability to set timer or alarm for all documents that are checked out		
d) Version Management		
Major and minor version support		
Published version support (finalized, available for public viewing) vs. non-published version editable, only users with sufficient security have access to)		
Access to previous versions based on security control		
Retention Plan		
Viewer Functions		
Annotation support (e.g. area highlights, redaction, text annotations, signature stamps)		
Ability to view multiple images simultaneously		
h) Document Quality Control		
Ability to manually group or route unacceptable images for re-scanning		
i) Distribution		
Ability to integrate with document management functions		
j) Security		
User, group, departmental level security		
Document hierarchy security and document level security		
Annotation level security		
Audit log for user actions		
Discuss what type of audit trail the		

system provides		
k) Workflow Requirements		
Integrated workflow capability with document management and imaging functionality		
Route documents according to a pre-defined set of rules		
Flexibility to route documents in an ad-hoc fashion as necessary		
Capability to modify the workflow processes without programmer or systems administrator		