

Office Integration Accessibility Conformance Report

Based on VPAT® 2.5 WCAG 2.2 and Revised Section 508 Edition

Report information

Product	Office Integration (version 11)
Product description	Integration to save Microsoft Office documents to the Laserfiche repository directly from their native Microsoft Office 2013, 2016, 2019, and O365 applications.
Report date	2023-02-01
Last modified	2026-07-10
Report version	2
Contact	Laserfiche accessibility@laserfiche.com https://www.laserfiche.com/
License	CC-BY-ND-4.0

Notes

This Accessibility Conformance Report presents the results of Laserfiche's accessibility evaluation of Office Integration. Conformance was evaluated against WCAG 2.1 (Level A and AA). Success criteria outside the evaluated scope — including later WCAG 2.2 additions and all Level AAA criteria that were not tested — are listed as "Not Evaluated" rather than assigned an untested rating. Conformance to accessibility standards was evaluated by external suppliers under the DHS Trusted Tester Program.

Evaluation methods used

General product knowledge combined with manual testing and testing with assistive technologies such as screen readers (NVDA) to confirm accessible behavior, plus the Color Contrast Analyzer for color testing.

Applicable standards and guidelines

This report covers the degree of conformance for the following accessibility standards and guidelines:

- Web Content Accessibility Guidelines 2.2 — <https://www.w3.org/TR/WCAG22/>
- Revised Section 508 standards published January 18, 2017 and corrected January 22, 2018 — <https://www.access-board.gov/ict/>

Terms

The terms used in the conformance level information are defined as follows:

Supports

The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.

Partially Supports

Some functionality of the product does not meet the criterion.

Does Not Support

The majority of product functionality does not meet the criterion.

Not Applicable

The criterion is not relevant to the product.

Not Evaluated

The product has not been evaluated against the criterion. This can only be used in WCAG Level AAA criteria.

Table 1: Success Criteria, Level A

Criteria	Conformance level	Remarks and explanations
1.1.1: Non-text Content	Software: Supports	Software: Titles of actions and menu options in the Office Integration are readable by assistive devices, and all images have accompanying text.
1.2.1: Audio-only and Video-only (Prerecorded)	Software: Not Applicable	Software: The Office Integration does not contain any prerecorded audio-only or video-only media.
1.2.2: Captions (Prerecorded)	Software: Not Applicable	Software: The Office Integration does not contain any prerecorded audio.

Criteria	Conformance level	Remarks and explanations
1.2.3: Audio Description or Media Alternative (Prerecorded)	Software: Not Applicable	Software: The Office Integration does not contain any prerecorded video or audio.
1.3.1: Info and Relationships	Software: Supports	Software: Assistive devices can read the information, structure, and relationships presented in the Office Integration.
1.3.2: Meaningful Sequence	Software: Supports	Software: Information can be programmatically determined in the correct reading sequence.
1.3.3: Sensory Characteristics	Software: Supports	Software: Instructions do not rely solely on sensory characteristics.
1.4.1: Use of Color	Software: Supports	Software: Color is never used as the only visual means of conveying information.
1.4.2: Audio Control	Software: Not Applicable	Software: The Office Integration does not play any audio.
2.1.1: Keyboard	Software: Partially Supports	Software: The core functionality is operable through a keyboard interface, but some use of Mouse Keys is required when adding certain metadata.
2.1.2: No Keyboard Trap	Software: Supports	Software: Focus can be moved to and away from all components using a keyboard interface.
2.1.4: Character Key Shortcuts	Software: Not Applicable	Software: The Office Integration does not contain any single-character shortcuts.
2.2.1: Timing Adjustable	Software: Not Applicable	Software: The Office Integration does not have any time limits set by the content.
2.2.2: Pause, Stop, Hide	Software: Not Applicable	Software: The Office Integration does not contain moving, blinking, or scrolling information.
2.3.1: Three Flashes or Below Threshold	Software: Supports	Software: The Office Integration does not contain any content that flashes.

Criteria	Conformance level	Remarks and explanations
2.4.1: Bypass Blocks	Software: Not Applicable	Software: The Office Integration does not contain web content.
2.4.2: Page Titled	Software: Supports	Software: All dialog windows have titles; the Office Integration does not contain web content.
2.4.3: Focus Order	Software: Supports	Software: Focusable components receive focus in an order that preserves meaning.
2.4.4: Link Purpose (In Context)	Software: Supports	Software: Links have text that describes their purpose.
2.5.1: Pointer Gestures	Software: Not Applicable	Software: The Office Integration does not use multipoint or path-based gestures.
2.5.2: Pointer Cancellation	Software: Supports	Software: All functionality that can be triggered on a down-event can be undone.
2.5.3: Label in Name	Software: Supports	Software: User interface components have labels.
2.5.4: Motion Actuation	Software: Not Applicable	Software: The Office Integration does not contain any motion-based actions.
3.1.1: Language of Page	Software: Supports	Software: The human language of the Office Integration can be programmatically determined.
3.2.1: On Focus	Software: Supports	Software: When a component receives focus, the Office Integration does not initiate a change of context.
3.2.2: On Input	Software: Supports	Software: Changing the setting of any user interface component does not automatically cause a change of context.
3.2.6: Consistent Help	Software: Not Evaluated	Software: No remarks.
3.3.1: Error Identification	Software: Supports	Software: Error detection occurs only in metadata entry of dates; when such an error is detected it is described to the user in text.

Criteria	Conformance level	Remarks and explanations
3.3.2: Labels or Instructions	Software: Supports	Software: Labels are provided when content requires user input.
3.3.7: Redundant Entry	Software: Not Evaluated	Software: No remarks.
4.1.1: Parsing	Software: Not Applicable	Software: Content is not implemented using markup languages in the Office Integration.
4.1.2: Name, Role, Value	Software: Partially Supports	Software: Assistive technologies such as screen readers can determine the name but usually not the role of user interface components.

Table 2: Success Criteria, Level AA

Criteria	Conformance level	Remarks and explanations
1.2.4: Captions (Live)	Software: Not Applicable	Software: The Office Integration does not have any audio content.
1.2.5: Audio Description (Prerecorded)	Software: Not Applicable	Software: The Office Integration does not have any audio content.
1.3.4: Orientation	Software: Supports	Software: Both the Office apps in which Laserfiche is embedded and Laserfiche-specific pop-up windows support resizing.
1.3.5: Identify Input Purpose	Software: Supports	Software: Input fields have labels that can be programmatically determined.
1.4.3: Contrast (Minimum)	Software: Supports	Software: The visual presentation of text always has a contrast ratio of at least 4.5:1.
1.4.4: Resize text	Software: Supports	Software: Text can be resized through Windows Ease of Access display settings with no loss of content or functionality.

Criteria	Conformance level	Remarks and explanations
1.4.5: Images of Text	Software: Supports	Software: All icons used in buttons are accompanied by text descriptions, with the exception of the Laserfiche 'L' logotype.
1.4.10: Reflow	Software: Supports	Software: Scrolling in two dimensions is not required.
1.4.11: Non-text Contrast	Software: Supports	Software: Even though some icons fail to meet the contrast ratio, all such icons are superfluous and not required to understand the content.
1.4.12: Text Spacing	Software: Not Applicable	Software: The Office Integration is not implemented using a markup language.
1.4.13: Content on Hover or Focus	Software: Supports	Software: No remarks.
2.4.5: Multiple Ways	Software: Not Applicable	Software: The application does not contain any web pages.
2.4.6: Headings and Labels	Software: Supports	Software: No remarks.
2.4.7: Focus Visible	Software: Supports	Software: The focus indicator is visible when using the keyboard exclusively.
2.4.11: Focus Not Obscured (Minimum)	Software: Not Evaluated	Software: No remarks.
2.5.7: Dragging Movements	Software: Not Evaluated	Software: No remarks.
2.5.8: Target Size (Minimum)	Software: Not Evaluated	Software: No remarks.
3.1.2: Language of Parts	Software: Supports	Software: The human language of the Office Integration can be programmatically determined.
3.2.3: Consistent Navigation	Software: Not Applicable	Software: No web pages.

Criteria	Conformance level	Remarks and explanations
3.2.4: Consistent Identification	Software: Not Applicable	Software: The Office Integration is not a series of web pages with several same-functionality components.
3.3.3: Error Suggestion	Software: Supports	Software: Error detection occurs only in metadata entry of dates; when such an error is detected it is described to the user in text.
3.3.4: Error Prevention (Legal, Financial, Data)	Software: Supports	Software: Through repository versioning, information modified or deleted with the Office Integration can be recovered.
3.3.8: Accessible Authentication (Minimum)	Software: Not Evaluated	Software: No remarks.
4.1.3: Status Messages	Software: Not Applicable	Software: The Office Integration is not implemented using markup languages.

Table 3: Success Criteria, Level AAA

Criteria	Conformance level	Remarks and explanations
1.2.6: Sign Language (Prerecorded)	Software: Not Evaluated	Software: No remarks.
1.2.7: Extended Audio Description (Prerecorded)	Software: Not Evaluated	Software: No remarks.
1.2.8: Media Alternative (Prerecorded)	Software: Not Evaluated	Software: No remarks.
1.2.9: Audio-only (Live)	Software: Not Evaluated	Software: No remarks.
1.3.6: Identify Purpose	Software: Not Evaluated	Software: No remarks.
1.4.6: Contrast (Enhanced)	Software: Not Evaluated	Software: No remarks.
1.4.7: Low or No Background Audio	Software: Not Evaluated	Software: No remarks.
1.4.8: Visual Presentation	Software: Not Evaluated	Software: No remarks.

Criteria	Conformance level	Remarks and explanations
1.4.9: Images of Text (No Exception)	Software: Not Evaluated	Software: No remarks.
2.1.3: Keyboard (No Exception)	Software: Not Evaluated	Software: No remarks.
2.2.3: No Timing	Software: Not Evaluated	Software: No remarks.
2.2.4: Interruptions	Software: Not Evaluated	Software: No remarks.
2.2.5: Re-authenticating	Software: Not Evaluated	Software: No remarks.
2.2.6: Timeouts	Software: Not Evaluated	Software: No remarks.
2.3.2: Three Flashes	Software: Not Evaluated	Software: No remarks.
2.3.3: Animation from Interactions	Software: Not Evaluated	Software: No remarks.
2.4.8: Location	Software: Not Evaluated	Software: No remarks.
2.4.9: Link Purpose (Link Only)	Software: Not Evaluated	Software: No remarks.
2.4.10: Section Headings	Software: Not Evaluated	Software: No remarks.
2.4.12: Focus Not Obscured (Enhanced)	Software: Not Evaluated	Software: No remarks.
2.4.13: Focus Appearance	Software: Not Evaluated	Software: No remarks.
2.5.5: Target Size (Enhanced)	Software: Not Evaluated	Software: No remarks.
2.5.6: Concurrent Input Mechanisms	Software: Not Evaluated	Software: No remarks.
3.1.3: Unusual Words	Software: Not Evaluated	Software: No remarks.
3.1.4: Abbreviations	Software: Not Evaluated	Software: No remarks.
3.1.5: Reading Level	Software: Not Evaluated	Software: No remarks.
3.1.6: Pronunciation	Software: Not Evaluated	Software: No remarks.
3.2.5: Change on Request	Software: Not Evaluated	Software: No remarks.

Criteria	Conformance level	Remarks and explanations
3.3.5: Help	Software: Not Evaluated	Software: No remarks.
3.3.6: Error Prevention (All)	Software: Not Evaluated	Software: No remarks.
3.3.9: Accessible Authentication (Enhanced)	Software: Not Evaluated	Software: No remarks.

Chapter 3: Functional Performance Criteria (FPC)

Criteria	Conformance level	Remarks and explanations
302.1: Without Vision	Partially Supports	Users without vision may be able to complete some simpler tasks like checking in a document, but other tasks such as editing Laserfiche Metadata become extremely challenging without vision.
302.2: With Limited Vision	Partially Supports	Some icons in Laserfiche Metadata are not recognized by a screen reader, and screen readers do not describe the field names of Laserfiche Metadata, only the contents, making it hard to understand with limited vision.
302.3: Without Perception of Color	Supports	Perceiving colors is not important to using the Office Integration.
302.4: Without Hearing	Supports	The Office Integration does not convey information through sound.
302.5: With Limited Hearing	Supports	The Office Integration does not convey information through sound.
302.6: Without Speech	Supports	The Office Integration does not receive information through sound.
302.7: With Limited Manipulation	Partially Supports	Laserfiche Metadata is not keyboard accessible and has a keyboard trap in Outlook.
302.8: With Limited Reach and Strength	Supports	No remarks.
302.9: With Limited Language, Cognitive, and Learning Abilities	Supports	The Office Integration has helpful links to documentation and supportive links.

Chapter 4: Hardware

Office Integration is a software product; Section 508 hardware criteria are not applicable.

This chapter is not included in this report.

Chapter 5: Software

Criteria	Conformance level	Remarks and explanations
502.2.1: User Control of Accessibility Features	Not Applicable	The Office Integration is not platform software.
502.2.2: No Disruption of Accessibility Features	Not Applicable	The Office Integration is not platform software.
502.3.1: Object Information	Supports	No remarks.
502.3.2: Modification of Object Information	Supports	No remarks.
502.3.3: Row, Column, and Headers	Supports	No remarks.
502.3.4: Values	Supports	No remarks.
502.3.5: Modification of Values	Supports	No remarks.
502.3.6: Label Relationships	Supports	No remarks.
502.3.7: Hierarchical Relationships	Supports	No remarks.
502.3.8: Text	Supports	No remarks.
502.3.9: Modification of Text	Supports	No remarks.
502.3.10: List of Actions	Supports	No remarks.
502.3.11: Actions on Objects	Supports	No remarks.
502.3.12: Focus Cursor	Supports	No remarks.
502.3.13: Modification of Focus Cursor	Partially Supports	Some actions are not easily navigable with a keyboard.
502.3.14: Event Notification	Supports	No remarks.

Criteria	Conformance level	Remarks and explanations
502.4: Platform Accessibility Features	Not Applicable	The Office Integration is not a platform or platform software.
503.2: User Preferences	Supports	No remarks.
503.3: Alternative User Interfaces	Not Applicable	The Office Integration does not provide any alternative user interfaces.
503.4.1: Caption Controls	Not Applicable	No user controls for volume adjustment are provided by the Office Integration.
503.4.2: Audio Description Controls	Not Applicable	No program selection is provided by the Office Integration.
504.2: Content Creation or Editing	Not Applicable	The Office Integration does not provide authoring tools.
504.2.1: Preservation of Information Provided for Accessibility in Format Conversion	Not Applicable	The Office Integration does not provide authoring tools.
504.2.2: PDF Export	Not Applicable	The Office Integration does not provide authoring tools.
504.3: Prompts	Not Applicable	The Office Integration does not provide authoring tools.
504.4: Templates	Not Applicable	The Office Integration does not provide authoring tools.

Chapter 6: Support Documentation and Services

Criteria	Conformance level	Remarks and explanations
602.2: Accessibility and Compatibility Features	Does Not Support	The Office Integration does not provide documentation that explains how to use its accessibility features.
602.3: Electronic Support Documentation	Not Evaluated	No remarks.

Criteria	Conformance level	Remarks and explanations
<u>602.4: Alternate Formats for Non-Electronic Support Documentation</u>	Not Applicable	The Office Integration does not provide non-electronic support documentation for this application.
<u>603.2: Information on Accessibility and Compatibility Features</u>	Does Not Support	Our documentation does not detail accessibility and compatibility features.
<u>603.3: Accommodation of Communication Needs</u>	Supports	Laserfiche provides support services to all customers and is willing to accommodate the communication needs of individuals with disabilities.

Legal disclaimer

This Laserfiche® Accessibility Conformance Report is for informational purposes only and is subject to change without notice. Compulink Management Center, Inc. dba Laserfiche ("Laserfiche") MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS DOCUMENT, and cannot guarantee the accuracy of any information presented after the date of publication. Laserfiche disclaims any liability with respect to this document and no contractual obligations are formed either directly or indirectly by this document. Customization of the product voids this conformance statement from Laserfiche. Customers may make independent conformance statements if they have conducted due diligence to meet all relevant requirements for their customization. Laserfiche further makes no representation concerning the ability of assistive technologies or other products to interoperate with its products. This document addresses the named product(s) only and not prerequisite products for which Laserfiche may supply restricted use licenses. Please consult with Assistive Technology (AT) vendors for compatibility specifications of specific AT products.

This report is also available in the machine-readable OpenACR format at <https://accessibility.laserfiche.com/>. OpenACR is a format maintained by the GSA. VPAT® is a registered trademark of the Information Technology Industry Council (ITI).