

Voluntary Product Accessibility Template® (VPAT®)

Revised Section 508 Edition

Version 2.4

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About This Document

The VPAT is provided in four editions based on the standards/guidelines being evaluated. The editions are WCAG, Revised 508, EN 301 549 and International, which includes all of the standards.

This is the Revised Section 508 edition of the VPAT. It includes the following standards/guidelines:

- [Web Content Accessibility Guidelines 2.0](#)
- [Revised Section 508 standards published January 18, 2017 and corrected January 22, 2018](#)

If you need a different combination of standards/guidelines then use the appropriate alternate edition of the VPAT found on the [ITI Accessibility web page](#).

This document is broken into two main sections:

- Essential Requirements and Best Practices for using the VPAT® to complete an Accessibility Conformance Report (the instructions)
- The VPAT

Please carefully review the Essential Requirements and Best Practices sections before using the VPAT to create an Accessibility Conformance Report.

The purpose of these instructions is to promote accurate and consistent reporting of product accessibility information.

The VPAT is a template used to document a product's conformance with accessibility standards and guidelines. The purpose of the Accessibility Conformance Report is to assist customers and buyers in making preliminary assessments regarding the availability of commercial "Electronic and Information Technology," also referred to as "Information and Communication Technology" (ICT) products and services with features that support accessibility.

The Information Technology Industry Council (ITI) provides the VPAT. Use of the template and service mark does not require membership in ITI.

Essential Requirements and Best Practices for Information & Communications Technology (ICT) Vendors

This section provides guidance for reporting product conformance for major accessibility standards and guidelines using the VPAT® to produce the Accessibility Conformance Report. Deviating from these guidelines precludes vendors from referencing the template by name and/or the VPAT acronym.

Getting Started

1. Before creating a report, read all of the materials provided in this document.
2. Determine which accessibility standards/guidelines will be included in the Accessibility Conformance Report and use the appropriate VPAT file.
3. It is the vendor's responsibility to maintain the integrity of the data in the report.

Essential Requirements for Authors

The following are the minimum requirements to produce an Accessibility Conformance Report based on the VPAT®.

1. The VPAT name and template are registered service marks of ITI. Use of the VPAT template and name requires the inclusion of the registered service mark (i.e., "VPAT®"). Users of the VPAT agree not to deviate from the Essential Requirements for Authors.
2. The template file can be used as is or replicated in a different delivery format, for example as HTML or PDF. The final conformance report must be accessible.
3. A report must contain the following content at a minimum:
 - **Report Title** – In the heading format of "[Company Name] Accessibility Conformance Report"
 - **VPAT Heading Information** – Template version
 - **Name of Product/Version** – Name of Product being reported, including product version identifier if necessary

- **Report Date** – Date of report publication. At a minimum, provide the month and year of the report publication. For example, “May 2016”. If date is included, ensure it is clear “4 May 2016” or “May 4, 2016”.
- **Product Description** – A brief description of the product
- **Contact Information** – Contact Information for follow-up questions. Listing an email is sufficient.
- **Notes** – Any details or further explanation about the product or the report. This section may be left blank.
- **Evaluation Methods Used** – Include a description of evaluation methods used to complete the VPAT for the product under test.
- **Applicable Standards/Guidelines** – A clear indication of which Standards/Guidelines this Conformance Report covers.
 - The list must include only the Standards/Guidelines used to evaluate the product.
 - The applicable Standards/Guidelines that are included in this VPAT edition are:
 - [Web Content Accessibility Guidelines 2.0](#) or WCAG 2.0 (ISO/IEC 40500)
 - [Revised Section 508 standards](#) – the U.S. Federal accessibility standard for ICT Products, published by the U.S. Access Board in the Federal Register on January 18, 2017 and corrected on January 22, 2018
 - If other Standards/Guidelines are reported, then use the appropriate VPAT edition.
 - This information can be in a table format at the top of the report with the table heading ‘Standards/Guidelines’ and the reported Standards/Guidelines identified. This information can alternatively be supplied in the introductory text of the report. In the VPAT we have used a table as an example and listed “(yes / no)” for each standard/guideline. To indicate what the report covers leave the appropriate yes or no on each standard/guideline.
 - If multiple Standards or Guideline tables are included, each table must identify the Standard or Guideline that the criteria in that table represent.
- **Terms** – The report must list the definition of the terms used in the Conformance Level column. ITI recommends the following terms. If a vendor deviates from the ITI definitions, the vendor shall reference this change in the

heading Notes section. If a term is not used it can be removed from the list.
The ITI definitions are: This can only be used in WCAG 2.x Level AAA

- **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.

Note: When filling in the WCAG tables, a response may use 'Supports' where one might otherwise be inclined to use 'Not Applicable'. This is in keeping with [WCAG 2.0 Understanding Conformance](#): This means that if there is no content to which a success criterion applies, the success criterion is satisfied.

- **Not Evaluated:** The product has not been evaluated against the criterion. This can only be used in WCAG 2.x Level AAA.
- **Tables for Each Standard or Guideline** – Tables showing the responses to the criteria.
4. WCAG Conformance Information – The answers in the WCAG success criteria are based on the level of conformance being reported (Level A, AA or AAA).
- These tables are used to answer:
 - Revised Section 508:
 - Chapter 5 Software
 - Chapter 6 Support Documentation
 - The selected levels of WCAG 2.0 Guidelines.
 - If using a summary table, due to answers applying to multiple criteria, when answering for the Revised Section 508, the answers need to be clear about which individual criteria the answer applies to. It is possible to either use a summary, selecting the worst case for the criteria, or to have separate answers or even tables for software, support documentation, authoring tools, etc., so long as the methodology used is made clear.
5. Remarks and Explanations – Detailed remarks should be provided in the Remarks and Explanations column to justify your answer in the Conformance Level column.
- When the conformance level is 'Partially Supports' or 'Does Not Support', the remarks should identify:

1. The functions or features with issues
2. How they do not fully support
 - If the criterion does not apply, explain why.
 - If an accessible alternative is used, describe it.
6. In the Section 508 tables, when subsections of criteria do not apply to the product, the section may be summarized or removed as long as an explanation is provided explaining why a criterion does not apply. Another alternative is to leave the table and add a summary why the section does not apply. For example, in Chapter 5 the criteria in 502 and 503 will not apply to a web only application, thus those sections can be removed with a summary in the notes for the chapter, or a row in the table.

Best Practices for Authors

ITI suggests that authors adopt the following best practices when using the VPAT® to create an Accessibility Conformance Report.

- **Branding Header:** Company logo or branding information
- **Report Date Changes:** If a report is revised, change the report date and explain the revision in the Notes section. Alternately, create a new report and explain in the Notes section that it supersedes an earlier version of the report.
- **Notes:** Add any notes applicable to product or the report
 - Additional information about the product version that the document references
 - Any revisions to the document
 - Links to any related documents
 - Additional information describing the product
 - Additional information about what the document does or does not cover
 - Information suggested by the [WCAG 2.0 Conformance Claim](#)
 - Information needed to satisfy ISO/IEC 17050-1:2004, Supplier's Declaration of Conformity
- **Evaluation Methods Used** – Information to enter may include the following:
 - Testing is based on general product knowledge
 - Similar to another evaluated product
 - Testing with assistive technologies

- Published test method (provide name, publisher, URL link)
- Vendor proprietary test method
- Other test method
- **Remarks and Explanations:** This section may include:
 - Information regarding the testing of a given criteria.
 - Information on application dependencies to support accessibility (e.g. OS, app frameworks, browsers recommended).
 - How the customer can find more information about accessibility issues. One method can be to include the bug ID where customers can call the company's customer support to get additional information.
 - Known workarounds for accessibility issues.
- **Legal Disclaimer:** Area for any legal disclaimer text required by your organization.
- **Report Size:** To reduce the size of the report it is acceptable to remove sections. Individual criteria cannot be removed, only sections at a time. Section removal is acceptable in four situations:
 - When an entire section is not being reported on because it does not apply to the product, for example:
 - Chapter 4: Hardware. Information should be included in the notes for that section why it has been removed.
 - A card reader that doesn't have sound could remove the criteria in section 413 Closed Caption Processing Technologies and just note the why the criteria doesn't apply.
 - If the product is not being evaluated for a level of the criteria (for example Level AAA) then that table may be deleted.
 - If a requesting customer has identified that a section of the standard does not apply, information should be included in the notes that the section has been removed.
- **WCAG 2.0 Tables:** The WCAG 2.0 criteria are shown in three tables, Level A, Level AA, and Level AAA.
 - If desired, these tables can be combined into one table.
 - When reporting on a level (A, AA or AAA) all criteria for that level must be answered.
- **Language:** Translation to other languages is permitted.

- **Multiple Reports:** When using the VPAT to create an Accessibility Conformance Report for complex products it may be helpful to separate answers into multiple reports. For example, when a product is an Authoring Tool that also has web content and documentation. When multiple reports are used for a complex product, it is required to explain this and how to reach the other reports in the Notes section of each report.
- **Criteria Text:** To help conserve space in the ITI template only the criteria ID number and a short title have been included. Where possible, links have been included to the standard/guideline.
 - It is acceptable to add the full text of the criteria into the cell if desired to help with understanding.
 - The links to the standards/guidelines can be removed.
- **Ordering of Tables:** The order that the standard and guideline tables appear may be changed to facilitate reading. The current order is WCAG then Section 508. You can change this order to insert the WCAG criteria into the Section 508 tables.
- **Guideline Section Heading Rows in Tables:** The tables include heading rows to facilitate understanding the context of the criteria.
 - The cells in these rows do not require answers as indicated by “Heading cell – no response required.”
 - It is optional to add a response if desired.
 - The shading of the row is also optional.
 - If removing the heading rows, edit the criteria titles so it’s clear where they apply.

Posting the Final Document

- When publishing your Accessibility Conformance Report, be sure to remove the entire first 9 pages of this document, including the table of contents, introductory information and instructions.
- Check for each required item in the VPAT® document:
 - **[Company Name] Accessibility Conformance Report** (report title)
 - **(Based on VPAT® Version 2.4)**
 - **Name of Product/Version**
 - **Report Date**
 - **Product Description**

- **Contact Information**
- **Notes**
- **Evaluation Methods Used**
- **Applicable Standards/Guidelines**
- **Terms**
- **Tables for Each Standard or Guideline**
 - Check that there is a response for each criterion for 'Conformance Level' and 'Remarks and Explanations.'
- Verify that the final document is accessible.
- Post your final document on your company's web site, or make the document available to customers upon request.

Table Information for VPAT[®] Readers

For each of the standards, the criteria are listed by chapter in a table. The structures of the tables are: the first column contains the criteria being evaluated, the second column describes the level of conformance of the product regarding the criteria and the third column contains any additional remarks and explanations regarding the product.

- When sections of criteria do not apply, or are deemed by the customer as not applicable, the section is noted as such and the rest of that table may be removed for that section.
- When multiple standards are being recorded in this document, the duplicative sections are noted and responded to only one time. The duplicate entry will note the cross reference to the data.

[Company] Accessibility Conformance Report

Revised Section 508 Edition

(Based on VPAT® Version 2.4)

Name of Product/Version: PagecenterX V1R3

Report Date: 4/12/2021

Product Description: PagecenterX, hereafter referred to as PCX, is a software product that provides an archive management solution for the UNIS and Windows environment. This allows for viewing, indexing, searching, short-term and long-term archiving, and secure access of files. PCX implements a highly scalable architecture designed to accommodate all environments, from single server solutions to the world's largest corporations. All elements of the product suite implement a single process, multi-threaded design to ensure efficient use of file resources and enable the PCX server to handle a very large number of users and files.

Contact Information: EOMSupport@irs.com

Notes:

Evaluation Methods Used: Daily use of PCX

Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0	Level A (Yes)

Standard/Guideline	Included In Report
	Level AA (Yes) Level AAA (No)
Revised Section 508 standards published January 18, 2017 and corrected January 22, 2018	(Yes)

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 be used only in WCAG 2.0 Level AAA.

WCAG 2.0 Report

Tables 1 and 2 also document conformance with Revised Section 508:

- Chapter 5 – 501.1 Scope, 504.2 Content Creation or Editing
- Chapter 6 – 602.3 Electronic Support Documentation

Note: When reporting on conformance with the WCAG 2.0 Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

Table 1: Success Criteria, Level A

Notes:

Criteria	Conformance Level	Remarks and Explanations
<p>1.1.1 Non-text Content (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	<p>Web: Supports Electronic Docs: Not Applicable Software: Supports Authoring Tool: Not Applicable</p>	<p>Text alternatives are available where images or icons are present.</p>
<p>1.2.1 Audio-only and Video-only (Prerecorded) (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	<p>Web: Not Applicable Electronic Docs: Not Applicable Software: Not Applicable Authoring Tool: Not Applicable</p>	<p>No pre-recorded audio or video is present in this product.</p>
<p>1.2.2 Captions (Prerecorded) (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	<p>Web: Not Applicable Electronic Docs: Not Applicable Software: Not Applicable Authoring Tool: Not Applicable</p>	<p>No pre-recorded content is present in this product.</p>
<p>1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	<p>Web: Not Applicable Electronic Docs: Not Applicable Software: Not Applicable Authoring Tool: Not Applicable</p>	<p>No pre-recorded Audio or Media content is present in this product.</p>
<p>1.3.1 Info and Relationships (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) 	<p>Web: Supports Electronic Docs: Supports Software: Supports Authoring Tool: Not Applicable</p>	<p>Presentation of the information, structure and relationships are easily noted. Text is displayed through standard system function calls, which supports interaction with assistive technology and ensures the ability to be programmatically determined. Page</p>

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> 602.3 (Support Docs) 		landmarks are evident and concise. Non-Text icons or buttons have additional descriptions and clarifications made available. Product is flexible and is not dependent on any one source of control (Mouse, Keyboard, Touchscreen, etc.). Information, relationships, and structure covered in documents with additional information on the function and purpose.
<p>1.3.2 Meaningful Sequence (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	<p>Web: Supports Electronic Docs: Supports Software: Supports Authoring Tool: Not Applicable</p>	Content is placed in meaningful sequence and is easily navigated linearly top to bottom. Content is positioned based on structural markup. Reading sequence can be programmatically and visually determined. Content in provided documents flows from top to bottom of the page, in similar sequence as seen in the product. Content is grouped with applicable content. Additional descriptive information presents when hovering over items.
<p>1.3.3 Sensory Characteristics (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	<p>Web: Supports Electronic Docs: Supports Software: Supports Authoring Tool: Not Applicable</p>	Text descriptions are present where buttons are used. Where content provides shapes or icons for buttons, descriptions are provided when hovering over the shape or icon. Documents provided show pictures of software with text to locate specified items.
<p>1.4.1 Use of Color (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	<p>Web: Supports Electronic Docs: Supports Software: Supports Authoring Tool: Not Applicable</p>	Clear fonts are present with dark text. Use of color is limited. Where special attention is needed or required, asterisks are used with description. Where color is used to convey information (logs and errors), black text is clearly displayed as well. Black text is used in most locations. Electronic Document text presented is black, special notes are marked with an asterisk and not color-coded.
<p>1.4.2 Audio Control (Level A)</p> <p>Also applies to: Revised Section 508</p>	<p>Web: Not Applicable Electronic Docs: Not Applicable</p>	There is no audio control or content present in this product.

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Software: Not Applicable Authoring Tool: Not Applicable	
2.1.1 Keyboard (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Not Applicable Software: Supports Authoring Tool: Not Applicable	Keyboard operation is acceptable for navigation. Keyboard equivalents for all actions are provided. Navigation through pages can be completed with the keyboard and there are not specific timings for individual keystrokes. Product is not dependent on any one method of control. The product does not interfere with keyboard accessibility features built into the operating system.
2.1.2 No Keyboard Trap (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Not Applicable Software: Supports Authoring Tool: Not Applicable	Navigation with strictly keyboard keys functions properly for every feature displayed. Using keyboard key functions, navigation is available throughout various sections of pages. Focus can be moved away from selected components using only the keyboard. There is a visual focus indicator present that is programmatically exposed to assistive technology.
2.2.1 Timing Adjustable (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Not Applicable Software: Supports Authoring Tool: Not Applicable	Ability to adjust Session Expiration. Session Expiration can be adjusted to ten times the default setting of 60 minutes.
2.2.2 Pause, Stop, Hide (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Not Applicable Electronic Docs: Not Applicable Software: Not Applicable Authoring Tool: Not Applicable	No videos are present in this product.
2.3.1 Three Flashes or Below Threshold (Level A) Also applies to: Revised Section 508	Web: Not Applicable Electronic Docs: Not Applicable	No flashing present with this product.

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Software: Not Applicable Authoring Tool: Not Applicable	
2.4.1 Bypass Blocks (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) – Does not apply to non-web software 504.2 (Authoring Tool) 602.3 (Support Docs) – Does not apply to non-web docs 	Web: Not Applicable Electronic Docs: Not Applicable Authoring Tool: Not Applicable	There are not blocks of repetitive content available on multiple pages.
2.4.2 Page Titled (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Supports Software: Supports Authoring Tool: Not Applicable	Titles on all pages or tabs are concise and accurate to contents. Contents are placed in meaningful sequence. Sub-contents to titles are relevant and have descriptions available. Document titles are consistent with product and have corresponding information. Documentation is sorted in a sequence that is easy to understand and applicable.
2.4.3 Focus Order (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Supports Software: Supports Authoring Tool: Not Applicable	Navigation sequences are designed to improve operability and are placed in an order that is meaningful to operation. Items that are accessed more frequently, are focused on by default (folders/documents). Documentation sequence is formatted like software for ease of navigation.
2.4.4 Link Purpose (In Context) (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Supports Software: Supports Authoring Tool: Not Applicable	Alternative text is provided for images or links used to navigate through web pages. Thorough text descriptions of the available links and their functions are present in documentation.
3.1.1 Language of Page (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 	Web: Supports Electronic Docs: Not Applicable Software: Supports	Language can be changed in the user preferences. Text is displayed through standard system function calls, which makes it programmatically determinable.

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> 504.2 (Authoring Tool) 602.3 (Support Docs) 	Authoring Tool: Not Applicable	
<p>3.2.1 On Focus (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Not Applicable Software: Supports Authoring Tool: Not Applicable	Change of context does not occur with focus. Focus allows for viewing additional information but does not change the context unless the enter key is selected on the keyboard. Focus is made evident with a visual focus indicator. The focus indicator is programmatically exposed to assistive technology.
<p>3.2.2 On Input (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Not Applicable Software: Supports Authoring Tool: Not Applicable	Update buttons are in place to ensure that changes are not saved unless intended. Each option in configuration has a description provided allowing for better understanding of the functional changes it can apply.
<p>3.3.1 Error Identification (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Not Applicable Software: Supports Authoring Tool: Not Applicable	Making improper selections or missing necessary fields prompt error messages that display text clearly describing the issue.
<p>3.3.2 Labels or Instructions (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Not Applicable Software: Supports Authoring Tool: Not applicable	Labels and descriptions of input fields are present with each selection. Documentation elaborates on the functionality of each option.
<p>4.1.1 Parsing (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Not Applicable Software: Supports Authoring Tool: Not Applicable	Elements have complete start and end tags. Each element is contained with other similar elements. Duplicate attributes are not present.

Criteria	Conformance Level	Remarks and Explanations
<p>4.1.2 Name, Role, Value (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	<p>Web: Supports Electronic Docs: Supports Software: Supports Authoring Tool: Not Applicable</p>	<p>Titles are accompanied by descriptions describing functionality and roles. Titles and role can be programmatically determined. Document titles are accompanied by thorough description of role and potential values (where applicable).</p>

Table 2: Success Criteria, Level AA

Notes:

Criteria	Conformance Level	Remarks and Explanations
<p>1.2.4 Captions (Live) (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	<p>Web: Not Applicable Electronic Docs: Not Applicable Software: Not Applicable Authoring Tool: Not Applicable</p>	<p>There is no audio live audio content present with this product.</p>
<p>1.2.5 Audio Description (Prerecorded) (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	<p>Web: Not Applicable Electronic Docs: Not Applicable Software: Not Applicable Authoring Tool: Not Applicable</p>	<p>No audio content present in this product.</p>
<p>1.4.3 Contrast (Minimum) (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	<p>Web: Supports Electronic Docs: Not Applicable Software: Supports Authoring Tool: Not Applicable</p>	<p>Contrast ratio meets or exceeds the minimum requirements. Product does not override or change the user selected contract, color selections, font or other individual display attributes.</p>
<p>1.4.4 Resize text (Level AA)</p> <p>Also applies to:</p>	<p>Web: Supports Electronic Docs: Not</p>	<p>Ability to adjust the size of the font up to 200% and functionality still works as expected.</p>

Criteria	Conformance Level	Remarks and Explanations
Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Applicable Software: Supports Authoring Tool: Not Applicable	
<u>1.4.5 Images of Text</u> (Level AA) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports Electronic Docs: Supports Software: Supports Authoring Tool: Not Applicable	Images of text respond accordingly with size adjustments up to 200%. No loss of functionality or quality is sacrificed due to size adjustments. Document images and text can resize to 200% with no loss of quality or legibility.
<u>2.4.5 Multiple Ways</u> (Level AA) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs 	Web: Supports Electronic Docs: Supports Authoring Tool: Not Applicable	Search boxes are available as well as scrolling. User can locate preferences and other settings in both Admin and Preferences. Document is searchable, table of contents are laid out clearly and are precise. Navigating through the document is simple and accurate.
<u>2.4.6 Headings and Labels</u> (Level AA) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports Electronic Docs: Supports Software: Supports Authoring Tool: Not Applicable	The topic or purpose is evident by the Headings and Labels for the section. There are descriptions available to provide additional details about sections. In the electronic document, headings and labels include information pertinent to the section. The purpose of the section is described along with the contents within the section.
<u>2.4.7 Focus Visible</u> (Level AA) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports Electronic Docs: Not Applicable Software: Supports Authoring Tool: Not Applicable	Product allows for easy navigation using keyboard keys. Focus is apparent for current location on the page with use of bold boxes around current selections.
<u>3.1.2 Language of Parts</u> (Level AA) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) 	Web: Supports Electronic Docs: Not Applicable Software: Supports	Aside from proprietary names (proper names), human language can be programmatically determined within the software. Language strings are present to ensure ease of use on various assistive technologies.

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> 504.2 (Authoring Tool) 602.3 (Support Docs) 	Authoring Tool: Not Applicable	
<p>3.2.3 Consistent Navigation (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) – Does not apply to non-web software 504.2 (Authoring Tool) 602.3 (Support Docs) – Does not apply to non-web docs 	Web: Supports Electronic Docs: Supports Authoring Tool: Not Applicable	Navigational mechanisms that are repeated in different areas of the software keep the format consistent and the same relative order is apparent where relevant. Formatting and sequence of content in the documents is consistent with the software and from one section to another, where applicable.
<p>3.2.4 Consistent Identification (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) – Does not apply to non-web software 504.2 (Authoring Tool) 602.3 (Support Docs) – Does not apply to non-web docs 	Web: Supports Electronic Docs: Supports Authoring Tool: Not Applicable	Consistency is used amongst web pages. Labels, names, and text alternatives keep the same or similar functionality between pages. Format of documentation is in a clear and consistent order. Labels, names, and text alternatives are uniform.
<p>3.3.3 Error Suggestion (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Not Applicable Software: Supports Authoring Tool: Not Applicable	Input requirements are made known with descriptions. Asterisks marks areas that require additional attention, such as product restart.
<p>3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports Electronic Docs: Not Applicable Software: Supports Authoring Tool: Not Applicable	Delete option throughout pages results in prompts requiring additional verification and notifies user of results of deletion.

Table 3: Success Criteria, Level AAA

Notes:

Criteria	Conformance Level	Remarks and Explanations
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Criteria	Conformance Level	Remarks and Explanations
1.2.6 Sign Language (Prerecorded) (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
1.2.7 Extended Audio Description (Prerecorded) (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
1.2.8 Media Alternative (Prerecorded) (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
1.2.9 Audio-only (Live) (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
1.4.6 Contrast (Enhanced) (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
1.4.7 Low or No Background Audio (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
1.4.8 Visual Presentation (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
1.4.9 Images of Text (No Exception) (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
2.1.3 Keyboard (No Exception) (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
2.2.3 No Timing (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
2.2.4 Interruptions (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
2.2.5 Re-authenticating (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
2.3.2 Three Flashes (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
2.4.8 Location (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
2.4.9 Link Purpose (Link Only) (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
2.4.10 Section Headings (Level AAA) Revised Section 508 – Does not apply	N/A	N/A

Criteria	Conformance Level	Remarks and Explanations
3.1.3 Unusual Words (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
3.1.4 Abbreviations (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
3.1.5 Reading Level (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
3.1.6 Pronunciation (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
3.2.5 Change on Request (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
3.3.5 Help (Level AAA) Revised Section 508 – Does not apply	N/A	N/A
3.3.6 Error Prevention (All) (Level AAA) Revised Section 508 – Does not apply	N/A	N/A

Revised Section 508 Report

Notes:

Chapter 3: [Functional Performance Criteria \(FPC\)](#)

Notes:

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Supports	Software can be used with assistive devices used by the blind or visually impaired and is fully functional.
302.2 With Limited Vision	Supports	Software can be used with assistive devices used by the blind or visually impaired and is fully functional.
302.3 Without Perception of Color	Supports	Limited use of color throughout software. Color-Coding is not used without supporting text.
302.4 Without Hearing	Supports	No features require user hearing as sole means to identify. Audio is not used in software.
302.5 With Limited Hearing	Supports	Software does not use audio. No features require user hearing as sole means to identify.
302.6 Without Speech	Supports	Speech is not required to perform any functions.
302.7 With Limited Manipulation	Supports	Software can be used with assistive technology. Software is not reliant upon any one control method.
302.8 With Limited Reach and Strength	Supports	Software is compatible and functional with assistive devices. Software is not dependent upon any single form of control.

Criteria	Conformance Level	Remarks and Explanations
302.9 With Limited Language, Cognitive, and Learning Abilities	Supports	Software can be controlled with assistive devices. Languages are programmatically determined. Shapes and icons in combination with text or descriptions are used with some buttons. Descriptions are available for most aspects of the software, with examples for more complex options.

Chapter 4: [Hardware](#)

Notes: N/A

Criteria	Conformance Level	Remarks and Explanations
402 Closed Functionality	Heading cell – no response required	Heading cell – no response required
402.1 General	Heading cell – no response required	Heading cell – no response required
402.2 Speech-Output Enabled	Heading cell – no response required	Heading cell – no response required
402.2.1 Information Displayed On-Screen	Not Applicable	
402.2.2 Transactional Outputs	Not Applicable	
402.2.3 Speech Delivery Type and Coordination	Not Applicable	
402.2.4 User Control	Not Applicable	
402.2.5 Braille Instructions	Not Applicable	
402.3 Volume	Heading cell – no response required	Heading cell – no response required
402.3.1 Private Listening	Not Applicable	
402.3.2 Non-private Listening	Not Applicable	
402.4 Characters on Display Screens	Not Applicable	
402.5 Characters on Variable Message Signs	Not Applicable	
403 Biometrics	Heading cell – no response required	Heading cell – no response required
403.1 General	Not Applicable	
404 Preservation of Information Provided for Accessibility	Heading cell – no response required	Heading cell – no response required
404.1 General	Not Applicable	
405 Privacy	Heading cell – no response required	Heading cell – no response required
405.1 General	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
<u>406 Standard Connections</u>	Heading cell – no response required	Heading cell – no response required
406.1 General	Not Applicable	
<u>407 Operable Parts</u>	Heading cell – no response required	Heading cell – no response required
407.2 Contrast	Not Applicable	
<u>407.3 Input Controls</u>	Heading cell – no response required	Heading cell – no response required
407.3.1 Tactilely Discernible	Not Applicable	
407.3.2 Alphabetic Keys	Not Applicable	
407.3.3 Numeric Keys	Not Applicable	
407.4 Key Repeat	Not Applicable	
407.5 Timed Response	Not Applicable	
407.6 Operation	Not Applicable	
407.7 Tickets, Fare Cards, and Keycards	Not Applicable	
<u>407.8 Reach Height and Depth</u>	Heading cell – no response required	Heading cell – no response required
407.8.1 Vertical Reference Plane	Not Applicable	
407.8.1.1 Vertical Plane for Side Reach	Not Applicable	
407.8.1.2 Vertical Plane for Forward Reach	Not Applicable	
407.8.2 Side Reach	Not Applicable	
407.8.2.1 Unobstructed Side Reach	Not Applicable	
407.8.2.2 Obstructed Side Reach	Not Applicable	
407.8.3 Forward Reach	Not Applicable	
407.8.3.1 Unobstructed Forward Reach	Not Applicable	
407.8.3.2 Obstructed Forward Reach	Not Applicable	
407.8.3.2.1 Operable Part Height for ICT with Obstructed Forward Reach	Not Applicable	
407.8.3.2.2 Knee and Toe Space under ICT with Obstructed Forward Reach	Not Applicable	
<u>408 Display Screens</u>	Heading cell – no response required	Heading cell – no response required
408.2 Visibility	Not Applicable	
408.3 Flashing	Not Applicable	
<u>409 Status Indicators</u>	Heading cell – no response required	Heading cell – no response required
409.1 General	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
<u>410 Color Coding</u>	Heading cell – no response required	Heading cell – no response required
410.1 General	Not Applicable	
<u>411 Audible Signals</u>	Heading cell – no response required	Heading cell – no response required
411.1 General	Not Applicable	
<u>412 ICT with Two-Way Voice Communication</u>	Heading cell – no response required	Heading cell – no response required
412.2 Volume Gain	Heading cell – no response required	Heading cell – no response required
412.2.1 Volume Gain for Wireline Telephones	Not Applicable	
412.2.2 Volume Gain for Non-Wireline ICT	Not Applicable	
412.3 Interference Reduction and Magnetic Coupling	Heading cell – no response required	Heading cell – no response required
412.3.1 Wireless Handsets	Not Applicable	
412.3.2 Wireline Handsets	Not Applicable	
412.4 Digital Encoding of Speech	Not Applicable	
412.5 Real-Time Text Functionality	Reserved for future	Reserved for future
412.6 Caller ID	Not Applicable	
412.7 Video Communication	Not Applicable	
412.8 Legacy TTY Support	Heading cell – no response required	Heading cell – no response required
412.8.1 TTY Connectability	Not Applicable	
412.8.2 Voice and Hearing Carry Over	Not Applicable	
412.8.3 Signal Compatibility	Not Applicable	
412.8.4 Voice Mail and Other Messaging Systems	Not Applicable	
<u>413 Closed Caption Processing Technologies</u>	Heading cell – no response required	Heading cell – no response required
413.1.1 Decoding and Display of Closed Captions	Not Applicable	
413.1.2 Pass-Through of Closed Caption Data	Not Applicable	
<u>414 Audio Description Processing Technologies</u>	Heading cell – no response required	Heading cell – no response required
414.1.1 Digital Television Tuners	Not Applicable	
414.1.2 Other ICT	Not Applicable	
<u>415 User Controls for Captions and Audio Descriptions</u>	Heading cell – no response required	Heading cell – no response required
415.1.1 Caption Controls	Not Applicable	
415.1.2 Audio Description Controls	Not Applicable	

Chapter 5: [Software](#)

Notes:

Criteria	Conformance Level	Remarks and Explanations
501.1 Scope – Incorporation of WCAG 2.0 AA	See WCAG 2.0 section	See information in WCAG 2.0 section
502 Interoperability with Assistive Technology	Heading cell – no response required	Heading cell – no response required
502.2.1 User Control of Accessibility Features	Supports	User control capable with assistive technology, keyboard controls and more. Software not dependent upon any specific form of control.
502.2.2 No Disruption of Accessibility Features	Supports	Platform features will not be disrupted by use of our software. Software is programmatically determinable and operable with use of Assistive technology.
502.3 Accessibility Services	Heading cell – no response required	Heading cell – no response required
502.3.1 Object Information	Supports	Objects are defined, descriptions available. Objects are programmatically determinable.
502.3.2 Modification of Object Information	Supports	Properties that need to be set by the user, can be done with assistive technology.
502.3.3 Row, Column, and Headers	Supports	Rows, Columns and Headers are all programmatically defined.
502.3.4 Values	Supports	Values can be programmatically determined. Documentation provided with examples of acceptable values.
502.3.5 Modification of Values	Supports	Values entered can be programmatically determined. Assistive technology devices can set these values programmatically as well.
502.3.6 Label Relationships	Supports	Relationships and their values can be determined programmatically.
502.3.7 Hierarchical Relationships	Supports	Hierarchal relationships are contained and can be programmatically determined.

Criteria	Conformance Level	Remarks and Explanations
502.3.8 Text	Supports	Content of text objects, attributes and boundaries are programmatically determined. Descriptions present and programmatically determinable.
502.3.9 Modification of Text	Supports	Text can be set programmatically and with assistive technology.
502.3.10 List of Actions	Supports	List of possible actions that can be executed on an object are programmatically determinable.
502.3.11 Actions on Objects	Supports	Functions can be adjusted and executed programmatically.
502.3.12 Focus Cursor	Supports	Focus can be tracked with bold box around current selection with use of keyboard, mouse, and other assistive devices. Current/Selected focus area stays in focus until user proceeds to the following item.
502.3.13 Modification of Focus Cursor	Supports	Focus, text insertion point and selection attributes can be set programmatically.
502.3.14 Event Notification	Supports	Notifications that present due to user interactions are available to assistive technology and programmatically determined.
502.4 Platform Accessibility Features	Supports	Assistive Technology functionality supported.
<u>503 Applications</u>	Heading cell – no response required	Heading cell – no response required
503.2 User Preferences	Supports	User preferences for contrast, color selections or other individual display attributes will not be affected by use of product.
503.3 Alternative User Interfaces	Not Applicable	API input is allowed. Text is displayed through standard function calls which supports interaction with assistive technology.

Criteria	Conformance Level	Remarks and Explanations
503.4 User Controls for Captions and Audio Description	Heading cell – no response required	Heading cell – no response required
503.4.1 Caption Controls	Not Applicable	Audio is not present in software.
503.4.2 Audio Description Controls	Not Applicable	Software does not include any audio; therefore, Audio Controls are not present.
504 Authoring Tools	Heading cell – no response required	Heading cell – no response required
504.2 Content Creation or Editing (if not authoring tool, enter “not applicable”)	See WCAG 2.0 section	See information in WCAG 2.0 section
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Not Applicable	Software is not an authoring tool.
504.2.2 PDF Export	Not Applicable	Software is not an authoring tool.
504.3 Prompts	Not Applicable	Software is not an authoring tool.
504.4 Templates	Not Applicable	Software is not an authoring tool.

Chapter 6: [Support Documentation and Services](#)

Notes:

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope	Heading cell – no response required	Heading cell – no response required
602 Support Documentation	Heading cell – no response required	Heading cell – no response required
602.2 Accessibility and Compatibility Features	Supports	Accessibility and compatibility features are currently present in the PCX Manual.
602.3 Electronic Support Documentation	See WCAG 2.0 section Supports	See information in WCAG 2.0 section
602.4 Alternate Formats for Non-Electronic Support Documentation	Supports	Documentation provided electronically in PDF format. On request it is supplied in hardcopy or as Microsoft Word document. In addition, descriptions are available on each screen in text.
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Supports	Found on the site with commonly requested document.

Criteria	Conformance Level	Remarks and Explanations
603.3 Accommodation of Communication Needs	Supports	Support Services are available to customers by telephone, email, or internet website.

Legal Disclaimer (Company)

Include your company legal disclaimer here, if needed.