

# VPAT™

## Voluntary Product Accessibility Template®

### Version 1.3

The purpose of the **Voluntary Product Accessibility Template**, or **VPAT™**, is to assist Federal contracting officials and other buyers in making preliminary assessments regarding the availability of commercial "Electronic and Information Technology" products and services with features that support accessibility.

The first table of the Template provides a summary view of the Section 508 Standards. The subsequent tables provide more detailed views of each subsection. There are three columns in each table. Column one of the Summary Table describes the subsections of subparts B and C of the Standards. The second column describes the supporting features of the product or refers you to the corresponding detailed table, e.g., "equivalent facilitation." The third column contains any additional remarks and explanations regarding the product. In the subsequent tables, the first column contains the lettered paragraphs of the subsections. The second column describes the supporting features of the product with regard to that paragraph. The third column contains any additional remarks and explanations regarding the product.

**Date:** June 27<sup>th</sup> 2016

**Name of Product:** WorkflowFirst, version 3.5 onwards.

**Vendor:** RiaForm Technology

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### Summary Table

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## Voluntary Product Accessibility Template®

Criteria	Supporting Features	Remarks and explanations
Section 1194.21 Software Applications and Operating Systems	Web browser support, ARIA and other accessibility features provided.	See below for further information.
Section 1194.22 Web-based Internet Information and Applications	All functionality accessible through an ARIA-optimized web interface with other accessibility features provided.	See below for further information.
Section 1194.23 Telecommunications Products	N/A	Section has been omitted.
Section 1194.24 Video and Multi-media Products	N/A	Section has been omitted.
Section 1194.25 Self-Contained, Closed Products	N/A	Section has been omitted.
Section 1194.26 Desktop and Portable Computers	N/A	Section has been omitted.
Section 1194.31 Functional Performance Criteria	Web browser provides screen reader and other functionality for the visually or auditory impaired	See below for further information.

Section 1194.41 Information, Documentation and Support	Documentation available through a web interface or PDF file. Video training also available.	See below for further information.
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## Section 1194.21 Software Applications and Operating Systems – Detail VPAT™

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Criteria	Supporting Features	Remarks and explanations
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	All required WorkflowFirst application functionality accessible through keyboard only.	All forms and lists are auto-generated by WorkflowFirst, so functionality is consistent throughout. Keyboard navigation made available throughout the application via the tab key, down key on dropdowns and space to expand selections, and ENTER to submit forms.
(b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.	Application is browser-based and adheres to strict sandboxing that browsers impose on HTML web pages.	WorkflowFirst applications do not use any functionality outside of standard HTML, and so adheres to full sandboxing imposed by browser, which stops it interfering with other applications.
(c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.	Supports ARIA and accessibility features of HTML5.	Focus is indicated for all elements that can receive focus. Uses ARIA standards for associating labels with input boxes.
(d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in	Supports ARIA labeling of input boxes. Images have an alt label for assistive technology.	All input boxes and application areas are labeled according to ARIA requirements.

text.		
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	WorkflowFirst does not use bitmaps to identify controls.	WorkflowFirst does not use bitmaps to identify controls, however WorkflowFirst auto-generates all user interface, ensuring consistency throughout.
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	Text content, caret location and attributes are exposed as per standard by the web browser.	Browsers fully integrate into assistive technology such as screen readers.
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Web browsers typically provide high-contrast plugins that can override styling of an application.	High-contrast plugins will override the CSS styling of web pages auto-generated by WorkflowFirst.
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Progress bars are animated, but text alternative is available.	All progress bars shown in the WorkflowFirst application will be displayed with complementary status text describing the current progress.
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Color coding is only used to reflect the value of a state that is also displayed in the table.	For example, in WorkflowFirst designer forms are shown as bold, however the data type for the entry clearly displays "Form" as the value.
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	This can be configured at the browser level.	Web browsers or the operating system typically have accessibility features built-in for displaying in high contrast, and configuring the color. WorkflowFirst does allow the colors to be configured, and the full color palette is available.
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.	WorkflowFirst does not display flashing content.	
(l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	WorkflowFirst is fully ARIA compatible.	WorkflowFirst provides information to the browser which will be used by screen readers and other assistive

		technology, including focus cues, labels for input boxes and navigation through tabbing.
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## **Section 1194.22 Web-based Internet information and applications –**

### **Detail**

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<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Alt or title attributes are used.	WorkflowFirst does not use many non-text elements, where they are used a title or alt attribute is available for that element for assistive technology.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	N/A	Not applicable.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Wherever color is used, a textual alternative is available.	Disabled controls that are grayed out are also set as an HTML attribute that can be picked up by assistive technology. Status colors in lists reflect values available in values in columns in lists.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Removal of stylesheet retains data.	Data values will be readable and navigatable without style sheets.
(e) Redundant text links shall be provided for each active region of a server-side image map.	N/A	Image maps are not used.
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	N/A	Image maps are not used.
(g) Row and column headers shall be identified for data tables.	All lists in WorkflowFirst are shown in tables with proper row and column titles.	
(h) Markup shall be used to associate data cells and header cells for data tables that have two or	N/A	Multi-level tables are not utilized in

more logical levels of row or column headers.		WorkflowFirst.
(i) Frames shall be titled with text that facilitates frame identification and navigation	N/A	Frames are not used for regular user interface in WorkflowFirst.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	N/A	N/A
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	All web pages can be rendered text-only.	As an HTML application, all functionality is available through a text-only display.
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	All user interface elements are generated server-side.	All user interface elements are generated server-side with assistive technology support via ARIA.
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).	N/A	WorkflowFirst does not use applets in regular functionality.
(n) When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	WorkflowFirst is fully ARIA compliant.	WorkflowFirst provides information to the browser which will be used by screen readers and other assistive technology, including focus cues, labels for input boxes and navigation through tabbing.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Collapsible groups are adopted for this.	Forms can be portioned into collapsible groups which are fully accessible via the keyboard, which allows users to skip repetitive navigation links.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	When the session is timing out, a visual warning is provided which allows the user to indicate they want to continue.	The timing of the session timeout can be configured at a per-application level. A modal pop-up box is displayed, and the user can press ENTER or click Continue.

Note to 1194.22: The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5 1999)

## Section 1194.31 Functional Performance Criteria – Detail

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Criteria	Supporting Features	Remarks and explanations
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Web browsers provide screen reader technology.	Most popular web browsers and operating systems provide screen reader applications that provide assistive technology for the visually impaired. WorkflowFirst applications are ARIA compliant and integrate with such screen reader applications.
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	Web browsers provide high-contrast and other visual enhancement technology compatible with WorkflowFirst applications.	Users can easily increase the size of the text in a web browser using standard features. Also many browsers and operating systems allow for high-contrast features that override colors used in web pages.
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided	N/A	WorkflowFirst does not use auditory signals.
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	N/A	WorkflowFirst does not use auditory signals.
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	N/A	Speech recognition is not <i>required</i> for WorkflowFirst applications.
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.	WorkflowFirst provides a keyboard interface with simple tab navigation that does not require fine motor control. An alternative kiosk-style interface is available.	The kiosk-style interface adopts large text and simple options to assist in filling out forms. Speech-to-text plugins for browsers can also assist with filling out forms. Please contact us for more information.

**Section 1194.41 Information, Documentation and Support – Detail**

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<b>Criteria</b>	<b>Supporting Features</b>	<b>Remarks and explanations</b>
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge	All support documentation is available through a web site, and can be exported in a number of formats including PDF. Training videos are also available.	Screen-reader technology can also help users access the support documentation. Training videos can be provided that may be more suitable for users who have difficulty accessing documentation.
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Accessibility information is included as part of the standard documentation. It can be furnished in standard formats upon request.	Accessibility information is included as part of the standard documentation. It can be furnished in standard formats upon request.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	A variety of support options are available for WorkflowFirst products.	Support is provided through email and phone in normal business hours.