

CONFORMANCE AND ACCESSIBILITY REPORT

Etrieve Central End User



Voluntary Product Accessibility Template® (VPAT®)

International Edition

Version 2.4Rev

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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 International edition of the VPAT. It includes the following standards/guidelines:

- Web Content Accessibility Guidelines 2.0
- Web Content Accessibility Guidelines 2.1
- Revised Section 508 standards published January 18, 2017 and corrected January 22, 2018
- EN 301 549 Accessibility requirements for ICT products and services V3.1.1 (2019-11)
- EN 301 549 Accessibility requirements for ICT products and services V3.2.1 (2021-03)

Note that both EN 301 549 V3.1.1 and V3.2.1 are listed in this section because the criteria are identical and the VPAT covers both standards. If you need a different combination of standards/guidelines, use the appropriate alternate edition of the VPAT found on ITI Accessibility web page.

If you do not need to report on all these standards/guidelines, use the appropriate standard-specific VPAT edition found on the <u>ITI Accessibility web page</u>.

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.

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.

Softdocs SC, LLC Accessibility Conformance Report International Edition

(Based on VPAT® Version 2.4Rev)

Name of Product/Version: Etrieve Central End User

Report Date: 03/31/2023

Product Description: Etrieve forms and flow is an electronic solution that allows students and employees to review, approve, deny, comment, and re-route forms as needed.

Contact Information: Terri McKinney, Director of Compliance and Operations - tmckinney@softdocs.com

Notes:

Evaluation Methods Used:

Accessibility Insights Assessment tool.

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)
	Level AA (Yes)
	Level AAA (No)

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.1	Level A (Yes)
	Level AA (Yes)
	Level AAA (No)
Revised Section 508 standards published January 18, 2017 and corrected January 22, 2018	(Yes)
EN 301 549 Accessibility requirements for ICT products and services - V3.1.1 (2019-11) AND EN 301 549 Accessibility requirements for ICT products and services - V3.2.1 (2021-03)	(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.x Report

Tables 1 and 2 also document conformance with:

- EN 301 549: Chapter 9 Web, Sections 10.1-10.4 of Chapter 10 Non-Web documents, and Sections 11.1-11.4 and 11.8.2 of Chapter 11 Non-Web Software (open and closed functionality), and Sections 12.1.2 and 12.2.4 of Chapter 12 Documentation
- Revised Section 508: Chapter 5 501.1 Scope, 504.2 Content Creation or Editing, and Chapter 6 602.3 Electronic Support Documentation.

Note: When reporting on conformance with the WCAG 2.x 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: Etrieve Administrators have the ability to create Electronic Forms inside of the Etrieve Central Administration section of the application. These forms are then displayed in the Etrieve Central End User experience. Administrators are guided through some basic recommendations to keep these Electronic Forms Level A compliant, but ultimately it is up to the Administrator to make sure that the Electronic Forms conform with these requirements. This success criteria below is presented based off of the Etrieve Central End User experience which is controllable by Softdocs.

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A) Also applies to: EN 301 549 Criteria 9.1.1.1 (Web) 10.1.1.1 (Non-web document) 11.1.1.1.1 (Open Functionality Software) 11.1.1.1.2 (Closed Functionality Software)	Supports	All elements have alt-text functionality and can be read by screen readers appropriately.
1.2.1 Audio-only and Video-only (Prerecorded) (Level A) Also applies to: EN 301 549 Criteria • 9.1.2.1 (Web) • 10.1.2.1 (Non-web document) • 11.1.2.1.1 (Open Functionality Software) • 11.1.2.1.2.1 and 11.1.2.1.2.2 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs)	Not Applicable	Etrieve Central End User does not contain any pre- recorded audio or pre-recorded video elements/content.

Criteria	Conformance Level	Remarks and Explanations
Revised Section 508 • 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
1.2.2 Captions (Prerecorded) (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.2.2 (Web)		
• 10.1.2.2 (Non-web document)		
• 11.1.2.2 (Open Functionality Software)		
• 11.1.2.2 (Closed Software)	Not Applicable	Etrieve Central End User does not contain any pre-
• 11.8.2 (Authoring Tool)	, to compared to	recorded audio elements/content.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.2.3 (Web)		
• 10.1.2.3 (Non-web document)		
• 11.1.2.3.1 (Open Functionality Software)	Not Appliants	Etrieve Central End User does not contain any pre-
• 11.1.2.3.2 (Closed Software)	Not Applicable	recorded video elements/content.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs) Revised Section 508		
501 (Web)(Software)		
• 504.2 (Authoring Tool)		

Criteria	Conformance Level	Remarks and Explanations
602.3 (Support Docs)		
1.3.1 Info and Relationships (Level A) Also applies to: EN 301 549 Criteria 9.1.3.1 (Web) 10.1.3.1 (Non-web document) 11.1.3.1.1 (Open Functionality Software) 11.8.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Supports	Elements and landmarks are used correctly to label and provide appropriate relationships.
1.3.2 Meaningful Sequence (Level A) Also applies to: EN 301 549 Criteria 9.1.3.2 (Web) 10.1.3.2 (Non-web document) 11.1.3.2.1 (Open Functionality Software) 11.1.3.2.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Supports	There is no specific sequence that is required for users to navigate elements on Etrieve Central End User, but all of the main sections of a page are ordered in a meaningful way.
1.3.3 Sensory Characteristics (Level A) Also applies to:	Not Applicable	There are no instructions or elements that require sensory characteristics as the only means of identifying

Criteria	Conformance Level	Remarks and Explanations
EN 301 549 Criteria		elements.
• 9.1.3.3 (Web)		
 10.1.3.3 (Non-web document) 		
 11.1.3.3 (Open Functionality Software) 		
• 11.1.3.3 (Closed Software)		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
1.4.1 Use of Color (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.4.1 (Web)		
• 10.1.4.1 (Non-web document)		
 11.1.4.1 (Open Functionality Software) 		
• 11.1.4.1 (Closed Software)	Supports	Color is not used as the only visual way to communicate
• 11.8.2 (Authoring Tool)	Supports	information or prompting a response.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
1.4.2 Audio Control (Level A)		
Also applies to:		
EN 301 549 Criteria	Not Applicable	There are no audio queues in Etrieve Central End User.
• 9.1.4.2 (Web)		
• 10.1.4.2 (Non-web document)		

Criteria	Conformance Level	Remarks and Explanations
• 11.1.4.2 (Open Functionality Software)		
• 11.1.4.2 (Closed Software)		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
2.1.1 Keyboard (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.1.1 (Web)		
• 10.2.1.1 (Non-web document)		
• 11.2.1.1.1 (Open Functionality Software)		
• 11.2.1.1.2 (Closed Software)	Supports	Etrieve Central End User supports keyboard accessibility
• 11.8.2 (Authoring Tool)	зарроп с	for all user interactions.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
2.1.2 No Keyboard Trap (Level A)		
Also applies to:		
EN 301 549 Criteria	Supports	
• 9.2.1.2 (Web)		Etrieve Central End User supports a user's ability to
• 10.2.1.2 (Non-web document)		move/leave focus of content by keyboard.
• 11.2.1.2 (Open Functionality Software)		
• 11.2.1.2 (Closed Software)		
• 11.8.2 (Authoring Tool)		

Criteria	Conformance Level	Remarks and Explanations
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
2.1.4 Character Key Shortcuts (Level A 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.1.4 (Web)		
• 10.2.1.4 (Non-web document)		Etrieve Central End User supports keyboard shortcuts
• 11.2.1.4.1 (Open Functionality Software)	Supports	that includes the non-printable keyboard character
• 11.2.1.4.2 (Closed Software)		"Alt".
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
2.2.1 Timing Adjustable (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.2.1 (Web)		
• 10.2.2.1 (Non-web document)		
• 11.2.2.1 (Open Functionality Software)		The only timing adjustable in the Etrieve Central End
• 11.2.2.1 (Closed Software)	Supports	User experience is a security timeout. A warning is
• 11.8.2 (Authoring Tool)	Supports	displayed with simple user interaction when the timeout
• 12.1.2 (Product Docs)		is 2 minutes out.
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		

Criteria	Conformance Level	Remarks and Explanations
2.2.2 Pause, Stop, Hide (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.2.2 (Web)		
 10.2.2.2 (Non-web document) 		
 11.2.2.2 (Open Functionality Software) 		All notification non uns are able to be neured by
• 11.2.2.2 (Closed Software)	Supports	All notification pop ups are able to be paused by focusing on the pop up by user interaction with the
• 11.8.2 (Authoring Tool)	Supports	mouse or keyboard.
• 12.1.2 (Product Docs)		illouse of Reyboard.
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
2.3.1 Three Flashes or Below Threshold (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.3.1 (Web)		
• 10.2.3.1 (Non-web document)		There is no flashing content in the Etrieve Central End User experience.
 11.2.3.1 (Open Functionality Software) 		
• 11.2.3.1 (Closed Software)	Not Applicable	
• 11.8.2 (Authoring Tool)	Not Applicable	
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
2.4.1 Bypass Blocks (Level A)		There are multiple keyboard shortcuts, landmarks, and
Also applies to:	Supports	other methods that can be used to skip and move
EN 301 549 Criteria		throughout the page.

Criteria	Conformance Level	Remarks and Explanations
• 9.2.4.1 (Web)		
 10.2.4.1 (Non-web document) – Does not apply 		
 11.2.4.1 (Open Functionality Software) – Does not apply 		
 11.2.4.1 (Closed Software) – Does not apply 		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
 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 		
2.4.2 Page Titled (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.4.2 (Web)		
• 10.2.4.2 (Non-web document)		
 11.2.4.2 (Open Functionality Software) - Does not apply 		
 11.2.4.2 (Closed Software) – Does not apply 	Supports	Etrieve Central End User pages are all titled appropriately.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
2.4.3 Focus Order (Level A)		
Also applies to:		Etrieve Central End User has very limited requirements
EN 301 549 Criteria	Supports	where navigation affects meaning but all focus order and sequential navigation is placed in a standard way to
• 9.2.4.3 (Web)		
• 10.2.4.3 (Non-web document)		preserve meaning and operability.
• 11.2.4.3 (Open Functionality Software)		

Criteria	Conformance Level	Remarks and Explanations
• 11.2.4.3 (Closed Software)		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
2.4.4 Link Purpose (In Context) (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.4.4 (Web)		
• 10.2.4.4 (Non-web document)		All links in Etrieve Central End User have appropriate verbiage so the user can determine the purpose of each link via the text.
 11.2.4.4 (Open Functionality Software) 		
• 11.2.4.4 (Closed Software	Supports	
• 11.8.2 (Authoring Tool)	Supports	
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
2.5.1 Pointer Gestures (Level A 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.5.1 (Web)		
• 10.2.5.1 (Non-web document)	Not Applicable	Multipoint or path-based gestures are not used.
• 11.2.5.1 (Open Functionality Software)		
• 11.2.5.1 (Closed Software)		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		

Criteria	Conformance Level	Remarks and Explanations
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
2.5.2 Pointer Cancellation (Level A 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.5.2 (Web)		
• 10.2.5.2 (Non-web document)		
 11.2.5.2 (Open Functionality Software) 	Supports	Pointer functionality does not contain down-events.
• 11.2.5.2 (Closed Software)		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
2.5.3 Label in Name (Level A 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.5.3 (Web)		
• 10.2.5.3 (Non-web document)		Etrieve Central End User interface components with
• 11.2.5.3.1 (Open Functionality Software)	Supports	labels contain the text that is presented visually or
• 11.2.5.3.2 (Closed Software)		another means to communicate the text to the user.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
2.5.4 Motion Actuation (Level A 2.1 only)		
Also applies to:		
EN 301 549 Criteria		Etrieve Central End User does not contain device or user
• 9.2.5.4 (Web)	Not Applicable	motion functionality.
• 10.2.5.4 (Non-web document)		
• 11.2.5.4 (Open Functionality Software)		
• 11.2.5.4 (Closed Software)		

Criteria	Conformance Level	Remarks and Explanations
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
3.1.1 Language of Page (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.1.1 (Web)		
• 10.3.1.1 (Non-web document)		
 11.3.1.1.1 (Open Functionality Software) 		
• 11.3.1.1.2 (Closed Software)	Supports	The default language of each page is available based on
• 11.8.2 (Authoring Tool)	Supports	the user's assigned language in their browser.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
3.2.1 On Focus (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.2.1 (Web)		
• 10.3.2.1 (Non-web document)		
• 11.3.2.1 (Open Functionality Software)		The context of content does not change when focused
• 11.3.2.1 (Closed Software)	Supports	on by a user.
• 11.8.2 (Authoring Tool)		on ay a asen
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		

Criteria	Conformance Level	Remarks and Explanations
602.3 (Support Docs)		
3.2.2 On Input (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.2.2 (Web)		
• 10.3.2.2 (Non-web document)		
• 11.3.2.2 (Open Functionality Software)		The Etrieve Central End User does not trigger any
• 11.3.2.2 (Closed Software)		unexpected change of context based on a component's
• 11.8.2 (Authoring Tool)	1	setting.
• 12.1.2 (Product Docs)		setting.
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
3.3.1 Error Identification (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.3.1 (Web)		
• 10.3.3.1 (Non-web document)		
• 11.3.3.1.1 (Open Functionality Software)		
• 11.3.3.1.2 (Closed Software)	Sunnorte	The Etrieve Central end user receives the appropriate
• 11.8.2 (Authoring 1001)		error status on elements.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
3.3.2 Labels or Instructions (Level A)	Supports	All native widgets and components have an appropriate
Also applies to:	' ' ' ' ' '	label and/or instructions that identify the expected

Criteria	Conformance Level	Remarks and Explanations
EN 301 549 Criteria		input.
• 9.3.3.2 (Web)		
 10.3.3.2 (Non-web document) 		
 11.3.3.2 (Open Functionality Software) 		
• 11.3.3.2 (Closed Software)		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
4.1.1 Parsing (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.4.1.1 (Web)		
• 10.4.1.1 (Non-web document)		
• 11.4.1.1.1 (Open Functionality Software)		
 11.4.1.1.2 (Closed Software) – Does not apply 	Supports	Assistive technologies should be able to interpret and
• 11.8.2 (Authoring Tool)		parse content correctly.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
4.1.2 Name, Role, Value (Level A)		
Also applies to:		All elements and components in the Etrieve Central End
EN 301 549 Criteria	Supports	User have appropriate names, roles, and labels that are
• 9.4.1.2 (Web)		appropriate.
• 10.4.1.2 (Non-web document)		

Criteria	Conformance Level	Remarks and Explanations
• 11.4.1.2.1 (Open Functionality Software)		
 11.4.1.2.2 (Closed Software) – Does not apply 		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		

Table 2: Success Criteria, Level AA

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live) (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.2.4 (Web)		
• 10.1.2.4 (Non-web document)		
 11.1.2.4 (Open Functionality Software) 		No time-based media is present in the Etrieve Central End User.
• 11.1.2.4 (Closed Software)	Not Applicable	
• 11.8.2 (Authoring Tool)	Not Applicable	
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
1.2.5 Audio Description (Prerecorded) (Level AA)	Not Applicable	No time-based media is present in the Etrieve Central

Criteria	Conformance Level	Remarks and Explanations
Also applies to:		End User.
EN 301 549 Criteria		
• 9.1.2.5 (Web)		
 10.1.2.5 (Non-web document) 		
 11.1.2.5 (Open Functionality Software) 		
• 11.1.2.5 (Closed Software)		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
1.3.4 Orientation (Level AA 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.3.4 (Web)		
• 10.1.3.4 (Non-web document)		Etrieve Central End User does not restrict content to a single orientation.
• 11.1.3.4 (Open Functionality Software)	Supports	
• 11.1.3.4 (Closed Software)		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
1.3.5 Identify Input Purpose (Level AA 2.1 only)		
Also applies to:		
EN 301 549 Criteria		Etrieve Central End User does not impede a browser's
• 9.1.3.5 (Web)	Supports	ability to autofill and read the form elements attributes
• 10.1.3.5 (Non-web document)		
• 11.1.3.5.1 (Open Functionality Software)		
• 11.1.3.5.2 (Closed Software)		

Criteria	Conformance Level	Remarks and Explanations
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
1.4.3 Contrast (Minimum) (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.4.3 (Web)		
 10.1.4.3 (Non-web document) 		
 11.1.4.3 (Open Functionality Software) 		
• 11.1.4.3 (Closed Software)	Supports	Etrieve Central End User conforms to the 4.5:1 contrast
• 11.8.2 (Authoring Tool)	Supports	ratio for all text and images of text.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
1.4.4 Resize text (Level AA)		
Also applies to:		
EN 301 549 Criteria		Etrieve Central End User allows for the resizing up to
• 9.1.4.4 (Web)		
• 10.1.4.4 (Non-web document)		
• 11.1.4.4.1 (Open Functionality Software)		
• 11.1.4.4.2 (Closed Software)	Support	200%.
• 11.8.2 (Authoring Tool)		20076.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		

Criteria	Conformance Level	Remarks and Explanations
602.3 (Support Docs)		
1.4.5 Images of Text (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.4.5 (Web)		
• 10.1.4.5 (Non-web document)		
 11.1.4.5.1 (Open Functionality Software) 		Any image of text documents added by the end user can
 11.1.4.5.2 (Closed Software) – Does not apply 	Supports	be downloaded and a third party tool to read the
• 11.8.2 (Authoring Tool)	Supports	document can be used.
• 12.1.2 (Product Docs)		document can be used.
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
1.4.10 Reflow (Level AA 2.1 only)		Etrieve Central End User supports reflow up to 400%
Also applies to:		
EN 301 549 Criteria		
• 9.1.4.10 (Web)		
• 10.1.4.10 (Non-web document)		
• 11.1.4.10 (Open Functionality Software)	Supports	zoom at 1280 CSS pixels.
• 11.1.4.10 (Closed Software)		20011 at 1200 cos pixeis.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
1.4.11 Non-text Contrast (Level AA 2.1 only)		
Also applies to:	Supports	Etrieve Central End User supports a minimum contrast ratio of 3:1 against all adjacent colors.
EN 301 549 Criteria		
• 9.1.4.11 (Web)		
• 10.1.4.11 (Non-web document)		

Criteria	Conformance Level	Remarks and Explanations
• 11.1.4.11 (Open Functionality Software)		
• 11.1.4.11 (Closed Software)		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
1.4.12 Text Spacing (Level AA 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.4.12 (Web)		
 10.1.4.12 (Non-web document) 		Etrieve Central End User supports text spacing up to 1.5
 11.1.4.12 (Open Functionality Software) 	Supports	times the font size for line height and 2 times the font
• 11.1.4.12 (Closed Software)		size for spacing.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
1.4.13 Content on Hover or Focus (Level AA 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.4.13 (Web)		Etrieve Central End User provides support for
• 10.1.4.13 (Non-web document)		
• 11.1.4.13 (Open Functionality Software)	Supports	dismissible and persistent hover/focus content.
• 11.1.4.13 (Closed Software)		dismissible and persistent nover/rocus content.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
2.4.5 Multiple Ways (Level AA)		Etrieve Central End User provides multiple ways to
Also applies to:	Supports	perform functions throughout the application.
EN 301 549 Criteria		periorin farications an oughout the application.

Criteria	Conformance Level	Remarks and Explanations
• 9.2.4.5 (Web)		
 10.2.4.5 (Non-web document) – Does not apply 		
 11.2.4.5 (Open Functionality Software) – Does not apply 		
 11.2.4.5 (Closed Software) – Does not apply 		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
 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 		
2.4.6 Headings and Labels (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.4.6 (Web)		
• 10.2.4.6 (Non-web document)		
• 11.2.4.6 (Open Functionality Software)		
• 11.2.4.6 (Closed Software)	Supports	Etrieve Central End User headings and labels describe
• 11.8.2 (Authoring Tool)	Supports	topic or purpose.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
2.4.7 Focus Visible (Level AA)		
Also applies to:		
EN 301 549 Criteria	Supports	Etrieve Central End User supports focus visible on all
• 9.2.4.7 (Web)	раррог сэ	elements in the application.
• 10.2.4.7 (Non-web document)		
• 11.2.4.7 (Open Functionality Software)		

Criteria	Conformance Level	Remarks and Explanations
• 11.2.4.7 (Closed Software)		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
3.1.2 Language of Parts (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.1.2 (Web)		
• 10.3.1.2 (Non-web document)		
 11.3.1.2 (Open Functionality Software) – Does not apply 		
 11.3.1.2 (Closed Software) – Does not apply 	Supports	Default human language can be programmatically
• 11.8.2 (Authoring Tool)	Supports	determined on all pages of Etrieve Central End User.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
3.2.3 Consistent Navigation (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.2.3 (Web)		Etrieve Central End User supports consistent navigation
 10.3.2.3 (Non-web document) – Does not apply 	Supports	throughout the application with navigation bars and
 11.3.2.3 (Open Functionality Software) – Does not apply 		menus.
 11.3.2.3 (Closed Software) – Does not apply 		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		

Conformance Level	Remarks and Explanations
	All formational agreements that are doublested
Supports	All functional components that are duplicated throughout the Etrieve Central End User have consistent
Supports	identification.
	dentineation.
Supports	Error suggestions and error statuses are provided to
	users throughout Etrieve Central End User.
	Supports

Criteria	Conformance Level	Remarks and Explanations
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.3.4 (Web)		
 10.3.3.4 (Non-web document) 		Etrieve Central End User provides forms and input
 11.3.3.4 (Open Functionality Software) 		elements in a single page environment. The user can
• 11.3.3.4 (Closed Software)	Supports	confirm the entire form before submitting the form. The
• 11.8.2 (Authoring Tool)	Supports	data is checked for input error and validation if it is
• 12.1.2 (Product Docs)	i.	provided by the Etrieve Administrators building the
• 12.2.4 (Support Docs)		forms.
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
4.1.3 Status Messages (Level AA 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.4.1.3 (Web)		
 10.4.1.3 (Non-web document) 		All status and error messages are announced by the
 11.4.1.3 (Open Functionality Software) 	Supports	screen reader automatically.
 11.4.1.3 (Closed Software) – Does not apply 		screen reader automatically.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		

Table 3: Success Criteria, Level AAA

Criteria	Conformance Level	Remarks and Explanations
1.2.6 Sign Language (Prerecorded) (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
1.2.7 Extended Audio Description (Prerecorded) (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
1.2.8 Media Alternative (Prerecorded) (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
1.2.9 Audio-only (Live) (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
1.3.6 Identify Purpose (Level AAA 2.1 only)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
1.4.6 Contrast (Enhanced) (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
1.4.7 Low or No Background Audio (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
1.4.8 Visual Presentation (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
1.4.9 Images of Text (No Exception) (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
2.1.3 Keyboard (No Exception) (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
2.2.3 No Timing (Level AAA)	Web:	Web:

Criteria	Conformance Level	Remarks and Explanations
EN 301 549 Criteria – Does not apply		
Revised Section 508 – Does not apply		
2.2.4 Interruptions (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
2.2.5 Re-authenticating (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
2.2.6 Timeouts (Level AAA 2.1 only)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
2.3.2 Three Flashes (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
2.3.3 Animation from Interactions (Level AAA 2.1 only)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
2.4.8 Location (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
2.4.9 Link Purpose (Link Only) (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
2.4.10 Section Headings (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
2.5.5 Target Size (Level AAA 2.1 only)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
2.5.6 Concurrent Input Mechanisms (Level AAA 2.1 only)	Web:	Web:
EN 301 549 Criteria – Does not apply	WED.	vveb.

Criteria	Conformance Level	Remarks and Explanations
Revised Section 508 – Does not apply		
3.1.3 Unusual Words (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
3.1.4 Abbreviations (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
3.1.5 Reading Level (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
3.1.6 Pronunciation (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
3.2.5 Change on Request (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
3.3.5 Help (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		
3.3.6 Error Prevention (All) (Level AAA)		
EN 301 549 Criteria – Does not apply	Web:	Web:
Revised Section 508 – Does not apply		

Revised Section 508 Report

Notes:

Chapter 3: Functional Performance Criteria (FPC)

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Supports	Etrieve Central End User is keyboard operable except for a tooltip on package names. The application provides name, role, state and value information to assistive technology for components.
302.2 With Limited Vision	Supports	Etrieve Central End User is keyboard operable except for a tooltip on package names. The application provides name, role, state and value information to assistive technology for components. All contrast ratios meet AA compliance levels.
302.3 Without Perception of Color	Supports	Etrieve Central End User does not use color as a sole means of conveying information.
302.4 Without Hearing	Supports	Etrieve Central End User does not require user hearing.
302.5 With Limited Hearing	Supports	Etrieve Central End User does not require

Criteria	Conformance Level	Remarks and Explanations
		user hearing.
302.6 Without Speech	Supports	Etrieve Central End User does not require user speech.
302.7 With Limited Manipulation	Supports	Etrieve Central End User is keyboard operable.
302.8 With Limited Reach and Strength	Supports	Etrieve Central End User is keyboard operable.
302.9 With Limited Language, Cognitive, and Learning Abilities	Supports	

Chapter 4: Hardware

Notes: Etrieve Central End User is not hardware and therefore this section is not applicable to the product.

Chapter 5: Software

Notes: Etrieve Central End User is web-based and therefore this section is not applicable to the product.

Chapter 6: Support Documentation and Services

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	All Etrieve Central End User documentation is in an electronic format and can be converted to any other format by the user.
602.3 Electronic Support Documentation	See WCAG 2.x section	See information in WCAG 2.x section
602.4 Alternate Formats for Non-Electronic Support Documentation	Supports	All Etrieve Central End User documentation is in an electronic format and can be converted to any other format

Criteria	Conformance Level	Remarks and Explanations
		by the user.
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Supports	Etrieve Central End User provides documentation on accessibility and compatibility features as well as a means for the user to ask questions regarding such features.
603.3 Accommodation of Communication Needs	Supports	Etrieve Central End User provides a means for the user to ask questions regarding accommodation requests.

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Notes:

Chapter 4: Functional Performance Statements (FPS)

Criteria	Conformance Level	Remarks and Explanations
4.2.1 Usage without vision	Supports	Etrieve Central End User supports keyboard accessibility for all user interactions. Etrieve Central provides name, role, state and value information to assistive technology.
4.2.2 Usage with limited vision	Supports	Etrieve Central End User supports keyboard accessibility for all user interactions. Etrieve Central provides name, role, state and value information to assistive technology. Etrieve Central can be used by users with low visual acuity when combined with screen magnification assistive technology.
4.2.3 Usage without perception of colour	Supports	Color is not used as the sole means of conveying information on some screens.
4.2.4 Usage without hearing	Supports	Does not require user hearing.
4.2.5 Usage with limited hearing	Supports	Does not require user hearing.
4.2.6 Usage with no or limited vocal capability	Supports	Does not require user speech.

Criteria	Conformance Level	Remarks and Explanations
4.2.7 Usage with limited manipulation or strength	Supports	Etrieve Central End User supports
		keyboard accessibility for all user
		interactions.
4.2.8 Usage with limited reach	Supports	Etrieve Central End User supports
		keyboard accessibility for all user
		interactions.
4.2.9 Minimize photosensitive seizure triggers	Supports	Flashing or blinking does not occur.
4.2.10 Usage with limited cognition, language or learning	Supports	
4.2.11 Privacy	Supports	Privacy can be maintained while using this
	Supports	application.

Chapter 5: Generic Requirements

Notes: This product does not have closed functionality and is not hardware.

Chapter <u>6: ICT with Two-Way Voice Communication</u>

Notes: Not an ICT product with two-way voice communication.

Chapter 7: ICT with Video Capabilities

Notes: Not an ICT product with video capabilities.

Chapter 8: Hardware

Notes: This product is not hardware and therefore this section is not applicable to the product.

Chapter 9: Web (see WCAG 2.x section)

Notes: The content of this section is contained in the WCAG 2.x section above.

Chapter 10: Non-Web Documents

Notes: Application is web based.

Chapter 11: Software

Notes: The application is a web application.

Chapter 12: Documentation and Support Services

Notes:

Criteria	Conformance Level	Remarks and Explanations
12.1 Product documentation	Heading cell – no response required	Heading cell – no response required
12.1.1 Accessibility and compatibility features	Supports	The documentation is in electronic format and can be converted to other formats.
12.1.2 Accessible documentation	See WCAG 2.x section	See information in WCAG 2.x section
12.2 Support Services	Heading cell – no response required	Heading cell – no response required
12.2.2 Information on accessibility and compatibility features	Supports	Etrieve Central End User provides documentation on accessibility and compatibility features as well as a means for the user to ask questions regarding such features.
12.2.3 Effective communication	Supports	Support services accommodate end users with disabilities.
12.2.4 Accessible documentation	See WCAG 2.x section	See information in WCAG 2.x section

Chapter 13: ICT Providing Relay or Emergency Service Access

Notes: Not an ICT product that provides relay or emergency service access.

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Revision History

Rev #:	Changes	Author	Date
1.0	Initial publication.	Jason Pfaehler	03/2023
1.1	Updated chapter 2.1.1 in Level A from "partially supports" to "supports".	Jason Pfaehler	04/2023
1.2	Updated publication to include WCAG 2.0, 2.1, EN301 3.1.1, EN301 3.2.1, and Section 508	Jason Pfaehler	04/2023