

**ORGSYNC
VOLUNTARY PRODUCT
ACCESSIBILITY TEMPLATE**

(VPAT)

CONTENT

02

OrgSync Accessibility Introduction

03

Section 1194.21:

Software Applications & Operating Systems

05

Section 1194.22:

Web-Based Internet Information & Applications

07

Section 1194.31:

Functional Performance Criteria

08

Section 1194.41:

Information, Documentation and Support

Date

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Name of Product

OrgSync

This Voluntary Product Accessibility Template assesses the current level of OrgSync's compliance with 508 standards using the WAVE 4.0 Accessibility Evaluation Tool (along with many others). Accessibility in a web-app that moves as fast as OrgSync is a hard thing to accomplish but that goal is built into every project for our development team. We've outlined in this document the very few places we've identified to improve. It is also important to note that in many areas OrgSync goes far beyond 508 compliance requirements to create a better experience for users with disabilities.

It remains our goal to not only fully meet 508 compliance but also conform to a higher standard: The Web Content Accessibility Guidelines (WCAG) 2.0

WCAG 2.0 covers a wide range of recommendations for making Web content more accessible. Following these guidelines will make content accessible to a wider range of people with disabilities, including blindness and low vision, deafness and hearing loss, learning disabilities, cognitive limitations, limited movement, speech disabilities, photosensitivity and combinations of these. Following these guidelines will also often make our Web content more usable to users in general.

Building a web application that's accessible to people with disabilities is a challenging endeavor. Every day, our design and development teams strive to create engaging and dynamic user functionality for our campus partners. It's also important to us that everyone can benefit from OrgSync regardless of any disabilities they may have.

There is no panacea when it comes to making applications accessible. However, leaving people without functionality because of disabilities is unacceptable for our team. Our solution has been to create an internal task force to educate the entire Company on matters of accessibility and to implement these standards in OrgSync. Through internal trainings we're making sure all members of the design and development teams are up-to-date on ARIA and advanced accessibility techniques. We also have been helping the software community as a whole as we contribute back to

the open source community and improve accessibility for all types of web applications. Recently our team released an ARIA plugin for a component used for millions of sites around the world called jQuery.

Renewing our efforts have helped to create an internal roadmap with a clear vision for the future. Our team is poised to make OrgSync a truly great experience for people with accessibility needs and intends to reach a loftier goal than the legal minimum outlined by the standards in Section 508. OrgSync is a multifaceted application with diverse functionality and it will take time to achieve our goal, but we deem this a higher cause we must pursue. Once we've gotten there it will take diligence to maintain it. More than ever before we are prepared to meet that challenge.

Please let us know if you have any further questions, we are always glad to help.

Software Applications and Operating Systems

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.	Supports	Tab keys and skip to content navigation shortcuts have been set. Using the tab key will cycle through all elements of the application. Recent Improvement: Popups specifically identify themselves to screenreaders and allow navigation through them.
(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.	Supports	No accessibility features are disabled
(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	Browser outlines and tab indexes on all elements. Form elements have tab indexes and text inputs change color on focus as well.
(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 text.	Supports	All images with content use alt tags and background images used with CSS have no useful content so as not to confuse Assistive Technology.
(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.	Supports	Icons, elements and buttons all have unique purposes that do not change throughout the application.
(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.	Supports	Textual information is all in normal elements and not placed in attributes, etc...

Criteria	Supporting Features	Remarks and Explanations
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Supports	The application uses CSS that can be disabled, and does not override user settings
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Supports	There is no information displayed in animations. Animation is minimal.
(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.	Supports	Color coding is used as a convenience mechanism only, the intent of the color can always be read in textual format.
(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.	Supports	Custom colors in our application have a wide variety of contrast and options.
(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.	Supports	There is no instance of flashing or blinking elements.
(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.	Supports with Exceptions	The vast majority of form elements have all necessary accessibility information. There are minor, rarely-used portions of the site that might be missing this data. There is an ongoing search to find these issues and solve them.

Please refer to <http://www.access-board.gov/sec508/guide/1194.21.htm> for details on the guidelines listed above.

Web-Based Internet Information & Applications

Criteria	Supporting Features	Remarks and Explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Supports	While alt tags are provided for every non-text element, we continue to edit them to convey more meaning.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	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.	Supports	Any use of color that has a meaning is only used in a support role, where the meaning is also conveyed in textual format.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	OrgSync works without any stylesheets.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not Applicable	There are no instances of image maps in our application
(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.	Not Applicable	There are no instances of image maps in our application.
(g) Row and column headers shall be identified for data tables.	Supports	Tables are well identified
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Supports	This convention is followed in our application.
(i) Frames shall be titled with text that facilitates frame identification and navigation	Supports	Frames are rarely used, but when they are, they are properly identified.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supports	There are no instances of blinking or flashing text in our application.
(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.	Supports through Equivalent Facilitation	By disabling the style sheets, any part of our software can be made to be text-only.

Criteria	Supporting Features	Remarks and Explanations
(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.	Supports	All scripting outputs as valid W3C HTML and functional text
(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).	Not Applicable	
(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.	Supports with Exceptions	All electronic forms use labels and descriptions as well allow tab indexing. Some elements lack form labels, or have “orphaned” form labels.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Supports	There are tabbed navigational skip links to move to content or to navigation.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not Applicable	There are no instances of timed responses.

Please refer to <http://www.access-board.gov/sec508/guide/1194.22.htm> for details on the guidelines listed above.

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 (WCAG 1.0) (May 5 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium: Paragraph (a) - 1.1, (b) - 1.4, (c) - 2.1, (d) - 6.1, (e) - 1.2, (f) - 9.1, (g) - 5.1, (h) - 5.2, (i) - 12.1, (j) - 7.1, (k) - 11.4

Functional Performance Criteria

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.	Supports	The entirety of the application is set up to be read by screen reading software or other Assistive Technology.
(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 are visually impaired shall be provided.	Supports	The entirety of the application is set up to be read by screen reading software or other Assistive Technology.
(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.	Supports	The application does not require user hearing to use since it does not have any sound.
(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.	Not Applicable	The application does not require user hearing to use since it does not have any sound.
(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 should be provided.	Supports	Speech is never required in any part of the application, all information can be retrieved via other methods.
(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.	Supports	Fine motor control is not required in any part of the site.

1194.41

Information, Documentation and Support

Criteria	Supporting Features	Remarks and Explanations
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge	Supports	We have training videos and online written guides for all modules, along with a helpdesk with user-created topics and discussion.
(b) End users shall have access to a description of the accessibility and compatability features of products in alternate formats or alternate methods upon request, at no additional charge.	Supports	
(c) Support services for products shall accomodate the communication needs of end-users with disabilities	Supports	We have support accessible via phone, email, chat and discussion board -- along with documentation available in a 508 compliant website.