



PolicyPak Accessibility Conformance Report

Revised Section 508 Edition

VPAT® Version 2.3 – December 2018

Name of Product/Version: PolicyPak

Product Description: <https://www.policypak.com/products/group-policy-edition.html>

Date: 2/11/20

Contact information: jeremym@policypak.com

Notes: This report documents the accessibility conformance as of the date of this report.

Evaluation Methods Used: Conformance to the listed accessibility standards has been evaluated using a combination of static analysis tools and manual testing with assistive technologies.

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, at http://www.w3.org/TR/2008/REC-WCAG20-20081211/	Level A (Yes) Level AA (Yes) Level AAA (No)
Revised Section 508 standards as published by the U.S. Access Board in the Federal Register on January 18, 2017 Corrections to the ICT Final Rule as published by the US Access Board in the Federal Register on 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:

- 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

Criteria	Conformance Level	Remarks and Explanations
<u>1.1.1 Non-text Content</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Application supports text alternatives for non-text content, including controls, input; text alternatives for icons.
<u>1.2.1 Audio-only and Video-only (Prerecorded)</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Not Applicable	There is no audio or video only content available in the application.
<u>1.2.2 Captions (Prerecorded)</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Not Applicable	There is no video content available in the application.
<u>1.2.3 Audio Description or Media Alternative (Prerecorded)</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Not Applicable	There are no pre-recorded videos in the application.
<u>1.3.1 Info and Relationships</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Does Not Support	Markup language in the applications cannot be accessed directly by commonly available assistive technology.
<u>1.3.2 Meaningful Sequence</u> (Level A) Also applies to: 2017 Section 508	Supports	Application presents content in a meaningful order.

<ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 		
<u>1.3.3 Sensory Characteristics</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Application does not rely on sensory information alone to convey meaning.
<u>1.4.1 Use of Color</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Application does not rely only on color coding to convey information.
<u>1.4.2 Audio Control</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Not Applicable	There is no audio or multimedia only content available in the application.
<u>2.1.1 Keyboard</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Partially Supports	All forms are keyboard accessible, however a keyboard only user is unable to navigate from the main navigation tree to all Action button panes, except for the Action button pane in Applications Settings Manager.
<u>2.1.2 No Keyboard Trap</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Application does not have any keyboard traps.
<u>2.2.1 Timing Adjustable</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) 	Not Applicable	There are no time limits in the application.

<ul style="list-style-type: none"> • 504.2 (Authoring Tool) • 602.3 (Support Docs) 		
<p><u>2.2.2 Pause, Stop, Hide</u> (Level A)</p> <p>Also applies to:</p> <p>2017 Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Application does not use moving or blinking content in the application.
<p><u>2.3.1 Three Flashes or Below Threshold</u> (Level A)</p> <p>Also applies to:</p> <p>2017 Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Application does not use flashing content.
<p><u>2.4.1 Bypass Blocks</u> (Level A)</p> <p>Also applies to:</p> <p>2017 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 	Does Not Support	Application does not provide skip to content and landmarks to bypass blocks.
<p><u>2.4.2 Page Titled</u> (Level A)</p> <p>Also applies to:</p> <p>2017 Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Application uses helpful and unique page titles.
<p><u>2.4.3 Focus Order</u> (Level A)</p> <p>Also applies to:</p> <p>2017 Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Partially Supports	Active elements in all forms receive focus, but the focus does not move from the main navigation tree to all Action button panes, except for the Action button pane in Applications Settings Manager.
<p><u>2.4.4 Link Purpose (In Context)</u> (Level A)</p> <p>Also applies to:</p> <p>2017 Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) 	Supports	Application supports contextual link purpose.

<ul style="list-style-type: none"> • 504.2 (Authoring Tool) • 602.3 (Support Docs) 		
<u>3.1.1 Language of Page</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Paks (the DLL files that allow you to manage specific applications) can be created in alternate languages.
<u>3.2.1 On Focus</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Elements do not change when they receive focus.
<u>3.2.2 On Input</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Elements do not change when they receive input.
<u>3.3.1 Error Identification</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Application clearly identifies input errors.
<u>3.3.2 Labels or Instructions</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	All input fields are clearly labeled, and clear instructions are given for user input.
<u>4.1.1 Parsing</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) 	Supports	The application conforms to proper markup semantics.

<ul style="list-style-type: none"> 602.3 (Support Docs) 		
<u>4.1.2 Name, Role, Value</u> (Level A) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Does Not Support	Most of the name, role, and value of interface elements are available to assistive technology.

Table 2: Success Criteria, Level AA

Criteria	Conformance Level	Remarks and Explanations
<u>1.2.4 Captions (Live)</u> (Level AA) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Not Applicable	There is no live media used for this application. Everything is prerecorded.
<u>1.2.5 Audio Description (Prerecorded)</u> (Level AA) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Not Applicable	Application does not use video's that requires audio descriptions.
<u>1.4.3 Contrast (Minimum)</u> (Level AA) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Supports	All core interfaces and content meet 4:5:1 color contrast requirements.
<u>1.4.4 Resize text</u> (Level AA) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Does Not Support	Text in the application cannot be resized to at least 200 percent.

<p><u>1.4.5 Images of Text</u> (Level AA)</p> <p>Also applies to:</p> <p>2017 Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Application does not use any images of text to convey information to the user.
<p><u>2.4.5 Multiple Ways</u> (Level AA)</p> <p>Also applies to:</p> <p>2017 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 	Does Not Support	Application does not offer several ways to find pages.
<p><u>2.4.6 Headings and Labels</u> (Level AA)</p> <p>Also applies to:</p> <p>2017 Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Does Not Support	Application uses clear headings and labels, but is not accessible to assistive technology.
<p><u>2.4.7 Focus Visible</u> (Level AA)</p> <p>Also applies to:</p> <p>2017 Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Partially Supports	Visual keyboard focus is not available in all Action button panes, except for the Action button pane in Applications Settings Manager.
<p><u>3.1.2 Language of Parts</u> (Level AA)</p> <p>Also applies to:</p> <p>2017 Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Paks (the DLL files that allow you to manage specific applications) can be created in alternate languages.
<p><u>3.2.3 Consistent Navigation</u> (Level AA)</p> <p>Also applies to:</p> <p>2017 Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) – Does not apply to non-web software • 504.2 (Authoring Tool) 	Supports	Application uses consistent navigation across the application.

<ul style="list-style-type: none"> 602.3 (Support Docs) – Does not apply to non-web docs 		
<u>3.2.4 Consistent Identification</u> (Level AA) Also applies to: 2017 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 	Supports	Application uses icons and buttons consistently across the application.
<u>3.3.3 Error Suggestion</u> (Level AA) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Supports	Application suggests fixes when users make errors.
<u>3.3.4 Error Prevention (Legal, Financial, Data)</u> (Level AA) Also applies to: 2017 Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Supports	Application reduces the risk of input errors for sensitive data and provides messaging where users can check their answers before saving the data.

Revised Section 508 Report

Chapter 3: Functional Performance Criteria (FPC)

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Does Not Support	Screen reader users cannot read most of the elements in the application as there are keyboard barriers and form label association issues.

Criteria	Conformance Level	Remarks and Explanations
302.2 With Limited Vision	Does Not Support	Text cannot be resized to at least 200 percent.
302.3 Without Perception of Color	Supports	Application does not rely only on color coding to convey information.
302.4 Without Hearing	Supports	Application does not rely on sound alone to access any of its core functionality.
302.5 With Limited Hearing	Supports	Application does not rely only on audio to present information.
302.6 Without Speech	Supports	Application does not rely on speech input alone to access any of its core functionality.
302.7 With Limited Manipulation	Does Not Support	Most of the elements in the application are not accessible to users of alternative keyboard, and switch interfaces.
302.8 With Limited Reach and Strength	Supports	Application does not require simultaneous actions nor time sensitive interaction.
302.9 With Limited Language, Cognitive, and Learning Abilities	Supports	Application shall provide features making its use by individuals with limited cognitive, language, and learning abilities simpler and easier.

Chapter 4: Hardware

Notes: This section is not applicable to the product, as there are no hardware components.

Chapter 5: Software

Criteria	Conformance Level	Remarks and Explanations
501.1 Scope – Incorporation of WCAG 2.0 AA	See WCAG 2.0 section	See information in WCAG section
502 Interoperability with Assistive Technology	Heading cell – no response required	Heading cell – no response required

502.2.1 User Control of Accessibility Features	Partially Supports	Most of the windows accessibility features consistently applies to the application, but change of windows high contrast does not reflect on the application forms.
502.2.2 No Disruption of Accessibility Features	Supports	Application software does not interfere with windows accessibility options.
502.3 Accessibility Services	Heading cell – no response required	Heading cell – no response required
502.3.1 Object Information	Does Not Support	Role, properties and state of interface elements are not available to assistive technology.
502.3.2 Modification of Object Information	Does Not Support	Application does not use standard HTML or ARIA object roles for maximum compatibility with assistive technologies.
502.3.3 Row, Column, and Headers	Does Not Support	Application does not use standard HTML attributes to define table structure and relationships, including column and row headers, to Assistive Technologies.
502.3.4 Values	Does Not Support	Application does not use standard HTML or ARIA object roles for maximum compatibility with assistive technologies.
502.3.5 Modification of Values	Does Not Support	Application does not use standard HTML or ARIA object roles for maximum compatibility with assistive technologies.
502.3.6 Label Relationships	Does Not Support	Application does not use standard HTML and WAI-ARIA attributes to describe label relationships of user interface elements to Assistive Technologies.
502.3.7 Hierarchical Relationships	Does Not Support	Hierarchical relationships like Heading structure and list items are not identified by screen reader users.
502.3.8 Text	Does Not Support	Application renders strings as plain text values in HTML for maximum compatibility with assistive technologies.

502.3.9 Modification of Text	Does Not Support	Application does not render strings as plain text values in HTML for maximum compatibility with assistive technologies.
502.3.10 List of Actions	Does Not Support	Application does not allow users of assistive technology to know what actions are available and to perform.
502.3.11 Actions on Objects	Does Not Support	Application does not allow assistive technology to programmatically execute available actions on objects.
502.3.12 Focus Cursor	Does Not Support	Visual focus cursor cannot be determined by Assistive Technology.
502.3.13 Modification of Focus Cursor	Does Not Support	Application does not use standard HTML elements with standard cursor controls for user input.
502.3.14 Event Notification	Does Not Support	Notification of events relevant to user interactions are not available to assistive technology.
502.4 Platform Accessibility Features	Not Applicable	This criterion only applies to platform software such as Operating Systems.
503 Applications	Heading cell – no response required	Heading cell – no response required
503.2 User Preferences	Partially Supports	Application respects user preferences from platform or OS settings. But change of windows high contrast does not reflect on the application forms.
503.3 Alternative User Interfaces	Not Applicable	There is no requirement to provide an alternative user interfaces.
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	There is no video content available in the application.
503.4.2 Audio Description Controls	Not Applicable	Application does not use video's that requires audio descriptions.
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 section
504.2.1 Preservation of Information Provided for Accessibility in Format	Not Applicable	This is not an authoring tool

Conversion		
504.2.2 PDF Export	Not Applicable	There is no requirement do PDF exports in the application.
504.3 Prompts	Not Applicable	This is not an authoring tool
504.4 Templates	Not Applicable	This is not an authoring tool

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	Partially Supports	Accessibility and compatibility features of the product documentation are not available now, but can be given on request.
602.3 Electronic Support Documentation	See WCAG 2.0 section	See information in WCAG section
602.4 Alternate Formats for Non-Electronic Support Documentation	Partially Supports	Alternate Formats for non-electronic support documentation is not available now, but can be given on request.
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Supports	Support services are provided online, over the phone, or by email to provide information on accessibility and compatibility features to end users with disabilities.
603.3 Accommodation of Communication Needs	Supports	Support services are provided online, over the phone, or by email to meet the communication needs of end users with disabilities.

Legal Disclaimer

Policypak has made every attempt to ensure the accuracy and reliability of the information provided in this report as of the date of the report. We cannot guarantee that this application is free from accessibility defects.