

*Voluntary Product Accessibility Template*

# PeopleAdmin Product Suite

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The purpose of this 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 feature that support accessibility.

The first table of the Template provides a summary view of the section 508 Standards, identifying which subsections are applicable to the products available from PeopleAdmin. The subsequent tables provide more detailed views of each applicable 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.

Further questions related to this document, Section 508 compliance, or accessibility initiatives in general, may be directed to our Product Management team, [product@peopleadmin.com](mailto:product@peopleadmin.com).

## Summary Table

Criteria	Supporting Features	Remarks and Explanation
<b>Section 1194.21</b> <b>Software Applications and Operating Systems</b>	Supported.	Please refer to the table detailing Section 1194.21 below.
<b>Section 1194.22</b> <b>Web-based Internet Information and Applications</b>	Supported.	Please refer to the table detailing Section 1194.22 below.
<b>Section 1194.23</b> <b>Telecommunications Products</b>	Not Applicable.	The PeopleAdmin Product Suite is not considered to be a telecommunications product.
<b>Section 1194.24</b> <b>Video and Multi-media Products</b>	Not Applicable.	The PeopleAdmin Product Suite is not considered to be a video or multi-media product.
<b>Section 1194.25</b> <b>Self-Contained, Closed Products</b>	Not Applicable.	The PeopleAdmin Product Suite is not considered to be a self-contained or closed product.
<b>Section 1194.26</b> <b>Desktop and Portable Computers</b>	Not Applicable.	The PeopleAdmin Product Suite is not considered to be a desktop or portable computer.
<b>Section 1194.31</b> <b>Functional Performance Criteria</b>	Supported.	Please refer to the table detailing Section 1194.31 below.
<b>Section 1194.41</b> <b>Information, Documentation and Support</b>	Supported.	Please refer to the table detailing Section 1194.41 below.

## Section 1194.21

### Software Applications and Operating Systems

Criteria	Supporting Features	Remarks and Explanation
<b>(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.</b>	Fully Supported.	All website functions are executable by keyboard.
<b>(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.</b>	Fully Supported.	The product does not disable any accessibility features of the underlying browser platform or operating system.
<b>(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.</b>	Fully Supported.	The product/website supports the native browser indication of focus, and follows the native processes for handling focus change.
<b>(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.</b>	Fully Supported.	PeopleAdmin supports all form elements with a "label" or "legend" attribute to help correlate the interface element(s) with the label, and does not substitute images for form elements.
<b>(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.</b>	Fully Supported.	PeopleAdmin uses limited images to convey status indicators, and those images are consistent throughout the website.
<b>(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.</b>	Fully Supported.	The PeopleAdmin Product Suite uses the native browser functions to display text content, location, and attributes.
<b>(g) Applications shall not override user selected contrast and color selections and other individual display attributes.</b>	Fully Supported.	The PeopleAdmin Product Suite does not override user selected color and contrast settings.

Criteria	Supporting Features	Remarks and Explanation
<b>h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.</b>	Not Applicable.	The PeopleAdmin Product Suite does not use animated displays.
<b>(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.</b>	Fully Supported.	The PeopleAdmin Product Suite does not use color to convey any meaningful information. The product uses color for aesthetic purposes.
<b>(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.</b>	Not Applicable.	The PeopleAdmin Product Suite does not provide any adjustments to color and contrast settings, and does not interfere with these functions in the browser or operating system.
<b>(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.</b>	Fully Supported.	The PeopleAdmin Product Suite does not use any flashing or blinking elements on the site.
<b>(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.</b>	Limited Support.	<p>PeopleAdmin has identified the following issues that may inhibit optimal site experience for users utilizing assistive technologies:</p> <ul style="list-style-type: none"> <li>• An issue with the interface where users mark selections to dispense applicants. Users with assistive technologies may have difficulty selecting a reason for the choice they indicate. We believe we have improved the accessibility of this control.</li> <li>• The user and login screens focus automatically to the user name, potentially skipping instructions for users.</li> <li>• “Legend” and “fieldset” tags are not considered to be valid markup, but have been tested with JAWS to provide cues for the completion of fields allowing multiple checkboxes to be checked in an answer set. We believe we have improved the accessibility of this control.</li> </ul>

## Section 1194.22

### Web-based Internet information and applications – Detail

Criteria	Supporting Features	Remarks and Explanation
<b>(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).</b>	Fully Supported.	The PeopleAdmin Product Suite is designed – in its pre-configured state – to meet this criterion for compliance.
<b>(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.</b>	Fully Supported.	The PeopleAdmin Product Suite – in its preconfigured state, does not contain any multimedia presentations.
<b>(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.</b>	Fully Supported.	The PeopleAdmin Product Suite does not use color to convey any meaningful information. The product uses color for aesthetic purposes.

Criteria	Supporting Features	Remarks and Explanation
<b>(d) Documents shall be organized so they are readable without requiring an associated style sheet.</b>	Fully Supported.	The PeopleAdmin Product Suite contains web pages that are logically structured using semantic markup.
<b>(e) Redundant text links shall be provided for each active region of a server-side image map.</b>	Not Applicable.	The PeopleAdmin Product Suite does not use any server-side image maps.
<b>(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.</b>	Not Applicable.	The PeopleAdmin Product Suite – in its preconfigured state – does not contain any client-side image maps.
<b>(g) Row and column headers shall be identified for data tables.</b>	Limited Support.	All columns on data tables contain appropriately marked headers. Rows headers are not provided.
<b>(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.</b>	Limited Support.	Although no data tables convey more than two logical levels of information, scope attributes are not used, so visitors using assistive devices may struggle with exceptionally large tables. PeopleAdmin is currently researching a more accessible approach to large data sets.
<b>(i) Frames shall be titled with text that facilitates frame identification and navigation</b>	Not Applicable.	The PeopleAdmin product suite does not use frames.
<b>(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.</b>	Fully Supported.	PeopleAdmin does not use elements or technologies that affect the viewer’s current monitor refresh rate or screen flicker frequency.
<b>(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.</b>	Not Applicable.	PeopleAdmin does not offer an equivalent text-only version of the site. We believe the product to be in compliance with the provisions of this part.
<b>(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.</b>	Limited Support.	<p>PeopleAdmin has identified the following issues that may inhibit optimal site experience for users utilizing assistive technologies:</p> <ul style="list-style-type: none"> <li>• An issue with the interface where users mark selections to dispense applicants. Users with assistive technologies may have difficulty selecting a reason for the selected choice. We believe we have improved the accessibility of this control.</li> <li>• The user and login screens focus automatically to the user name, potentially skipping instructions for users.</li> <li>• “Legend” and “fieldset” tags are not considered to be valid markup, but have been tested with JAWS to provide cues for the completion of fields allowing multiple checkboxes to be checked in an answer set. We believe we have improved the accessibility of this control.</li> </ul>

Criteria	Supporting Features	Remarks and Explanation
<b>(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).</b>	Fully Supported.	PeopleAdmin converts certain documentation uploaded by site users into PDF format, and site users must install a PDF reader to utilize full site functionality. The PeopleAdmin product allows its customers full flexibility in placing any content – or links to external content – on their site.
<b>(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.</b>	Limited Support.	<p>PeopleAdmin has identified the following issues that may inhibit optimal site experience for users utilizing assistive technologies:</p> <ul style="list-style-type: none"> <li>• An issue with the interface where users mark selections to dispense applicants. Users with assistive technologies may have difficulty selecting a reason for the selected choice. We believe we have improved the accessibility of this control.</li> <li>• The user and login screens focus automatically to the user name, potentially skipping instructions for users.</li> <li>• “Legend” and “fieldset” tags are not considered to be valid markup, but have been tested with JAWS to provide cues for the completion of fields allowing multiple checkboxes to be checked in an answer set. We believe we have improved the accessibility of this control.</li> </ul>
<b>(o) A method shall be provided that permits users to skip repetitive navigation links.</b>	Fully Supported.	PeopleAdmin provides links to skip repetitive navigation.
<b>(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.</b>	Fully Supported.	Users are notified that they will be logged out without further activity, and given an option to extend their time.

## Section 1194.31

### Functional Performance Criteria – Detail

Criteria	Supporting Features	Remarks and Explanation
<b>(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.</b>	Limited Support.	PeopleAdmin currently follows accepted principles of accessible design.
<b>(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.</b>	Limited Support.	PeopleAdmin currently follows accepted principles of accessible design.

Criteria	Supporting Features	Remarks and Explanation
<b>(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.</b>	Fully supported.	PeopleAdmin products do not rely on sound to present information.
<b>(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.</b>	Fully Supported.	PeopleAdmin products do not rely on sound to present information.
<b>(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.</b>	Fully Supported.	PeopleAdmin products do not rely on user speech to present information.
<b>(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.</b>	Fully Supported.	PeopleAdmin products do not rely on fine motor control to present information.

## Section 1194.41

### Information, Documentation and Support – Detail

Criteria	Supporting Features	Remarks and Explanation
<b>(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.</b>	Fully Supported.	Standard product documentation can be provided to customers in alternate formats upon request.
<b>(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.</b>	Fully Supported.	The PeopleAdmin product allows its customers full flexibility in placing any content – or links to external content – on their site. PeopleAdmin will facilitate the placement of any content regarding accessibility or the compatibility of features in the product in alternate formats or methods at no additional charge.
<b>(c) Support services for products shall accommodate the communication needs of end-users with disabilities.</b>	Fully Supported.	PeopleAdmin does not provide support to end users, other than those identified as site configuration administrators. PeopleAdmin will work to accommodate the needs of any users it supports.

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