

# Universal Access

Accessibility Report and VPAT

March 2019



## VPAT® Version 2.3 – December 2018

**Name of Product/Version:** Preservica Universal Access

**Product Description:** Website integrated with Preservica Preservation software to present archive content extracted via API based on a customizable theme. The Website is based on Word Press Website authoring tool and Preservica Version 5.10

**Date:** March 2019

**Contact information:** [peter.anderton@preservica.com](mailto:peter.anderton@preservica.com)

**Notes:** Any specific enhancements including in upcoming release included in remarks

**Evaluation Methods Used:** Manual testing based on product knowledge, covering accessibility personas, NVDA text reader, Browser extensions - NoCoffee vision simulator, WAVE

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

- 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 2.0 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, Revised Section 508:**

Criteria	Conformance Level	Remarks and Explanations
<p><u><b>1.1.1 Non-text Content (Level A)</b></u></p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<p>Web: <b>Supports</b></p> <p>Authoring Tool: <b>Partially Supports</b></p> <p>Electronic Docs: <b>Partially Supports</b></p>	<p><b>Web:</b> For the supplied themes the controls use Aria, name, role and state to describe function. Graphical elements use alt text to describe function.</p> <p>No control over archive media content but archivist can add further description to content metadata and admin user can configure this to show when browsing the archive through UA.</p> <p><b>Authoring Tool and Electronic Docs:</b> Some graphical examples of fields used in the Word Press Admin help pages do not have alt-text tags.</p>
<p><u><b>1.1.1 Audio-only and Video-only (Prerecorded)</b></u> (Level A)</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<p>Web: <b>Not applicable</b></p> <p>Authoring Tool: <b>Not Applicable</b></p> <p>Electronic Docs: <b>Not Applicable</b></p>	<p><b>Web:</b> This kind of media is not part of the core product and is controlled by the archive using Universal Access for presentation of their content.</p> <p>Universal access uses the media player from the browser to render the content. The archivist would need to make a transcript of that audio to view (hearing impaired) or for a text reader to read a description of the video (visually impaired) in addition to the original file which could then be played or viewed and described in the metadata section.</p> <p><b>Authoring Tool and Electronic Docs:</b> No multimedia files.</p>

Criteria	Conformance Level	Remarks and Explanations
<b><u>1.2.3 Audio Description or Media Alternative (Prerecorded)</u></b> (Level A) <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	Web: <b>Not applicable</b>  Authoring Tool: <b>Not Applicable</b>  Electronic Docs: <b>Not Applicable</b>	<b>Web:</b> Not part of the core product which presents content held in the archive. The Web application uses tools to render the content, but the archive would need to make the alternative audio file available to play or download in addition to the video content.
<b><u>1.2.2 Captions (Prerecorded)</u></b> (Level A) <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	Web: <b>Not applicable</b>  Authoring Tool: <b>Not Applicable</b>  Electronic Docs <b>Not Applicable</b>	<b>Web:</b> Not part of the core product which presents content held in the archive. The Web application uses tools to render the content, but the archivist would need to make caption files available in the same location for any video content or allow both files to be downloaded to the same target location.
<b><u>1.3.1 Info and Relationships</u></b> (Level A) <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	Web: <b>Supports</b>  Authoring Tool: <b>Supports</b>  Electronic Docs: <b>Not applicable</b>	<b>Web:</b> The themes provided in Universal Access provide semantic description of structure with headings and aria roles, name and state for controls. There are no user input forms, the only user input is search criteria.  <b>Authoring Tool:</b> Word Press and Preservica Settings allow further customisation of how the archive content is presented in UA to users.
<b><u>1.3.2 Meaningful Sequence (Level A)</u></b> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	Web: <b>Supports</b>  Authoring Tool: <b>Supports</b>  Electronic Docs – <b>Does Not Support</b>	<b>Web:</b> The Universal Access site presents the content in a meaningful sequence with the DOM order matching the visual order.  <b>Authoring Tool:</b> Admin pages for configuration and customisation are presented in a meaningful sequence.  <b>Electronic Docs:</b> There is electronic documentation for Universal Access, for admin users who have access to the archive provided as HTML and PDF. The documentation is old

		and not easily navigable without a mouse. Documentation is already highlighted as an improvement area.
Criteria	Conformance Level	Remarks and Explanations
<b><u>1.3.3 Sensory Characteristics</u></b> (Level A) <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	Web: <b>Supports</b>  Authoring Tool: <b>Supports</b>  Electronic Docs- <b>Partially Supports</b>	<b>Web:</b> There are no elements that rely solely on shape or location. Text alternatives are used for graphical elements  <b>Authoring Tool:</b> There are no elements that rely solely on shape or location. Text alternatives are used for graphical elements.  There are a small number of references to graphics “below”. The documentation has been highlighted for improvement.
<b><u>1.4.1 Use of Color</u></b> (Level A) <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	Web: <b>Supports</b>  Authoring Tool: <b>Partially Supports</b>  Electronic Docs: <b>Supports</b>	<b>Web:</b> Color alone is not used to convey meaning, the contrast ratio has been verified for themes using Wave.  <b>Authoring Tool:</b> Some Word Press Admin pages have insufficient contrast on pages and buttons.  <b>Electronic Docs:</b> Color alone is not used to convey meaning and no contrast errors within documentation.
<b><u>2.1.1 Keyboard</u></b> (Level A) <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	Web: <b>Supports</b>  Authoring Tool: <b>Partially Supports</b>  Electronic Docs: <b>Partially Supports</b>	<b>Web:</b> The site can be navigated via keyboard and there are no timings on keystrokes required. Controls respond to arrow keys, page up and page down (where appropriate) tab, space and enter.  <b>Authoring Tool:</b> It is possible to navigate through the menu structures and through the form controls for settings which can be enabled and disabled. Note: Admin user cannot get to the form contents via keyboard only. Settings and configuration would be done more infrequently as an admin task, but this area needs some attention.  <b>Electronic Docs:</b> - Help on Word Press admin pages is accessible via Page Down as a whole block of text

		Help for Admin tasks in Preservica HTML or PDF is not accessible, documentation is old and has already been highlighted for improvement.
Criteria	Conformance Level	Remarks and Explanations
<p><b>2.1.2 No Keyboard Trap</b> (Level A)</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<p>Web: <b>Supports</b></p> <p>Authoring Tool: <b>Does Not Support</b></p> <p>Electronic Docs: <b>Partially Supports</b></p>	<p><b>Web:</b> The site can be navigated via keyboard only, there are no keyboard traps, there are no user forms to complete.</p> <p><b>Authoring Tool:</b> Settings forms cannot be accessed or exited via keyboard.</p> <p><b>Electronic Docs:</b> Word Press Help does not receive focus but can be viewed as each menu item is selected – this area needs attention.</p> <p>Help for Admin tasks in Preservica HTML or PDF is not easily accessible but user can tab into and out of the help although it is cumbersome. The documentation is old and has already been highlighted for improvement.</p>
<p><b>2.2.1 Timing Adjustable</b> (Level A)</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<p>Web: – <b>Not Applicable</b></p> <p>Authoring Tool: <b>Not Applicable</b></p> <p>Electronic Docs – <b>Not Applicable</b></p>	<p><b>Web:</b> There are no time limits imposed by Universal Access on reading or playing content in the archive.</p> <p><b>Authoring Tool:</b> There are no time limits imposed on the Admin settings pages.</p> <p><b>Electronic Docs:</b> There are no time limits imposed on accessing help and documentation.</p>
<p><b>2.2.2 Pause, Stop, Hide</b> (Level A)</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<p>Web: <b>Supports</b> – (Optional enhanced animated themes are available do not support this).</p> <p>Need to review the Wow factor theme for animation and blinking – non accessible unless button to turn it off.</p>	<p><b>Web:</b> There is no auto-scrolling, auto-updating content Media content played in the archive played through the browser media player can be stopped and restarted from paused.</p> <p>For very large collections loading when browsing an archive there are three blinking squares to indicate progress of loading to all users. These display as an essential indicator of content continuing to load any scrolling to see the content added is manual.</p>



	<p>Authoring Tool: <b>Not Applicable</b></p> <p>Electronic Docs: <b>Not applicable</b></p>	<p><b>Authoring Tool:</b> No automatic scrolling or animation.</p> <p><b>Electronic Docs:</b> No automatic scrolling or animation.</p>
Criteria	Conformance Level	Remarks and Explanations
<p><b><u>2.3.1 Three Flashes or Below Threshold</u></b> (Level A)</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<p>Web: <b>Supports</b></p> <p>Authoring Tool: <b>Not Applicable</b></p> <p>Electronic Docs: <b>Not Applicable</b></p>	<p><b>Web:</b> There is a small progress indicator three rectangles displayed when loading which occupies a very small area of the screen, does not distract from the overall page content and contains no red.</p> <p><b>Web:</b> Any video content would be provided by the archive itself, there is a standard player to render supported content. The content is not played automatically can be minimised by a zoom button to reduce the image size and the archivist could add “Contains flashing images” to the content metadata which is displayed before the file is rendered.</p> <p><b>Authoring Tool:</b> provides admin configuration functions, no multimedia content and no flashing images.</p> <p><b>Electronic Docs:</b> No animations or flashing images.</p>
<p><b><u>2.4.1 Bypass Blocks</u></b> (Level A)</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<p>Web: <b>Supports</b></p> <p>Authoring Tool: <b>Not Applicable</b></p> <p>Electronic Docs: <b>Partially Supports</b></p>	<p><b>Web:</b> The Universal Access site does not display any content such as advertisements to distract from the main purpose. There are customisation options for the site which can reduce lengthy navigation for example Featured Content, and Items of Interest. The archive can be searched to skip large blocks of content through various levels. Filters can be created, and content organised in different views. The Refinement section (facets) can be turned off when there is no matching content (version 5.11 and 6.0).</p> <p><b>Authoring Tool:</b> Has individual settings pages there are no pages with repetitive blocks of content.</p> <p><b>Electronic Docs:</b> The HTML and PDF documentation is organised into chapters but is not easily navigable via keyboard only. User can page up and - down and tab use</p>



		access keys for next page/previous page. Admin user can search for terms in the PDF or use Page up and Page Down to skip blocks of content. The documentation has been highlighted as an improvement area.
Criteria	Conformance Level	Remarks and Explanations
<b>2.4.2 Page Titled</b> (Level A) <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	Web: <b>Supports</b>  Authoring Tool: <b>Supports</b>  Electronic Docs: <b>Partially Supports</b>	<b>Web:</b> The pages have meaningful titles for the pages you navigate through the archive content.  <b>Authoring Tool:</b> Each menu item for configuration and settings opens an appropriately titled page.  <b>Electronic Docs:</b> HTML is organised into pages by chapter, PDF version does not have document property Title set. The documentation has been highlighted as an improvement area.
<b>2.4.3 Focus Order</b> (Level A) <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	Web: <b>Supports</b>  Authoring Tool: <b>Partially Supports</b>  Electronic Docs: <b>Does not Support</b>	<b>Web:</b> There is a logical tab order that follows sequences and relationships for the content displayed.  <b>Authoring Tool:</b> Tab sequences are logical for the sequences and relationships between the settings on each page. There is an issue trying to get focus on the page itself using a keyboard only  <b>Electronic Docs:</b> For HTML help the sequence is not logical for selecting the documentation content. The PDF document is not tagged. The documentation has been highlighted as an improvement area
<b>2.4.4 Link Purpose (In Context)</b> (Level A) <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	Web: <b>Partially Supports</b>  There are two groups of links that do not include full context for the links, Table views do not include state and Metadata Views which do not have link text or status.  Authoring Tool: <b>Supports</b>  Electronic Docs: <b>Does not Support</b>	<b>Web:</b> The majority of the links available have the purpose included as context and where the action toggles the text changes based on state for example, Show More becomes Show Less.  <b>Authoring Tool:</b> Links on the settings pages include context.  <b>Electronic Docs:</b> The documentation has been highlighted as an improvement area.

<p><b>3.1.1 Language of Page (Level A)</b></p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<p><b>Web: Supports</b></p> <p>French Canadian not supported</p> <p>Authoring Tool: <b>Supports</b></p> <p>Electronic Docs: <b>Partially Supports</b></p>	<p><b>Web:</b> Universal Access language is set for page.</p> <p><b>Authoring Tool:</b> Language is set for page.</p> <p><b>Electronic Docs:</b> HTML has language set, PDF does not. The documentation has been highlighted as an improvement area.</p>
Criteria	Conformance Level	Remarks and Explanations
<p><b>3.3.1 Error Identification (Level A)</b></p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<p><b>Web: Supports</b></p> <p>Authoring Tool: <b>Supports</b></p> <p>Electronic Docs: <b>Not Applicable</b></p>	<p><b>Web:</b> There is no user input forms, the main features are browse and search. If invalid search criteria is entered then a heading Search Error displays which explains that the search query may be invalid (in red). There are a number of other connection and authentication errors all following the same convention.</p> <p><b>Authoring Tool:</b> The tool allows text for the above errors to be tailored. All configuration options are drop downs or plain text so no specific errors are generated.</p> <p><b>Electronic Docs:</b> No errors produced by documentation, connection errors and how to fix is included.</p>
<p><b>3.3.2 Labels or Instructions (Level A)</b></p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<p><b>Web: Supports</b></p> <p>Authoring Tool: <b>Supports</b></p> <p>Electronic Docs: <b>Not Applicable</b></p>	<p><b>Web:</b> The main input field is to enter search criteria which has a label assigned and is read by a screen reader.</p> <p><b>Authoring Tool:</b> Aria labels used throughout.</p> <p><b>Electronic Docs:</b> Does not accept input.</p>
<p><b>4.1.1 Parsing (Level A)</b></p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<p><b>Web: Supports</b></p> <p>Authoring Tool: <b>Partially Supports</b></p> <p>Electronic Docs: <b>Partially Supports</b></p>	<p><b>Web:</b></p> <p><b>Authoring Tool:</b></p> <p><b>Electronic Docs:</b> Documentation has been highlighted as an improvement area.</p>

<b>4.1.2 Name, Role, Value</b> (Level A) <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<b>Web: Supports</b>  <b>Authoring Tool: Supports</b>  <b>Electronic Docs: Not Applicable</b>	<b>Web:</b> Name, role and value are used for controls throughout Universal Access -Exception Views and metadata display.  <b>Authoring Tool:</b> Aria labels used throughout, Exceptions with custom settings.  <b>Electronic Docs:</b>

**Table 2: Success Criteria, Level AA:**

Criteria	Conformance Level	Remarks and Explanations
<b>1.2.4 Captions (Live)</b> (Level AA) <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<b>Web: Not Applicable</b>  <b>Authoring Tool: Not Applicable</b>  <b>Electronic Docs: Not Applicable</b>	<b>Web:</b> Any video files present in Universal Access are provided by the archive via the Content API, any caption files would need to be provided with the videos when made available to the site and perhaps mentioned in metadata fragments.  <b>Authoring Tool:</b> There is no video content.  <b>Electronic Docs:</b> There is no video content.
<b>1.2.5 Audio Description (Prerecorded)</b> (Level AA) <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<b>Web: Not Applicable</b>  <b>Authoring Tool: Not Applicable</b>  <b>Electronic Docs: Not Applicable</b>	<b>Web:</b> Any video files present in Universal Access are provided by the archive via the Content API, which would need to provide a version of the file with audio descriptions.  <b>Authoring Tool:</b> There is no video content.  <b>Electronic Docs:</b> There is no video content.
<b>1.4.3 Contrast (Minimum)</b> (Level AA) <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<b>Web: Supports</b>  <b>Authoring Tool: Partially Supports</b>  <b>Electronic Docs: Supports</b>	<b>Web:</b> Contrast through the provided themes has been checked using the Wave tool which reports no contrast errors. There are a number of themes provided which meet the standards, however, themes can be modified but the Admin user and a note regarding contrast is included in the help text.

		<p><b>Authoring Tool:</b> Settings pages conform, however, the button controls and some examples in the help text fail contrast requirements.</p> <p><b>Electronic Docs:</b> The panels and text in the HTML documentation meet contrast requirements.</p>
Criteria	Conformance Level	Remarks and Explanations
<p><b>1.4.5 Images of Text</b> (Level AA)</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<p>Web: <b>Partially Supports</b></p> <p>Authoring Tool: <b>Supports</b></p> <p>Electronic Docs: <b>Does Not Support</b></p>	<p><b>Web:</b> The majority of text is consistent and uses CSS, the text on logo provides alternative text. One issue with two quotations on sample page which are graphics with no alternative text.</p> <p><b>Authoring Tools:</b> Text is consistent and uses CSS, one overlay panel of text Theme Details on themes has an associated aria-label.</p> <p><b>Electronic Docs:</b> There are images containing text without alternative text.</p>
<p><b>2.4.5 Multiple Ways</b> (Level AA)</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<p>Web: <b>Supports</b></p> <p>Authoring Tool: <b>Not Applicable</b></p> <p>Electronic Docs: <b>Does Not Support</b></p>	<p><b>Web:</b> There are multiple ways to find content from the archive through Universal Access. Users can Browse and Search, use facets and filters as well as access featured content.</p> <p><b>Authoring Tools:</b> Features here are to configure the site to organise the content, configuration options are organised by menu.</p> <p><b>Electronic Docs:</b> There is only one way to navigate to the content. The documentation has been highlighted as an area for improvement.</p>
<p><b>2.4.6 Headings and Labels</b> (Level AA)</p> <ul style="list-style-type: none"> <li>501 (Web)(Software)</li> <li>504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>602.3 (Support Docs)</li> </ul>	<p>Web: <b>Supports</b></p> <p>Authoring Tool: <b>Partially Supports</b></p> <p>Electronic Doc: <b>Supports</b></p>	<p><b>Web:</b> There is a customisable title and then different levels of descriptive headings and labels.</p> <p><b>Authoring Tool:</b> Input fields in settings are clearly labelled, some dropdown controls don't provide full context for the selections.</p> <p><b>Electronic Docs:</b> There are no input fields and content is organised with chapter and section headings.</p>

<p><b>2.4.7 Focus Visible</b> (Level AA)</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>• 602.3 (Support Docs)</li> </ul>	<p><b>Web: Supports</b></p> <p>Authoring Tool: <b>Supports</b></p> <p>Electronic Doc: <b>Does Not Support</b></p>	<p><b>Web:</b> The keyboard focus has a visible border when move from one control to another via tab. Button accents and highlights on themes highlight state change on hover.</p> <p><b>Authoring Tool:</b> Blue border on controls to show focus.</p> <p><b>Electronic Docs:</b> Small blue border shown on next and previous icons only, unable to tab into the body of text.</p>
Criteria	Conformance Level	Remarks and Explanations
<p><b>3.1.2 Language of Parts</b> (Level AA)</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>• 602.3 (Support Docs)</li> </ul>	<p><b>Web: Partially Supports</b></p> <p>Authoring Tool: <b>Not Applicable</b></p> <p>Electronic Doc: <b>Supports</b></p>	<p><b>Web:</b> Where the Universal Access site is supporting a particular language version via a theme or link the overall language will be set appropriately. However, where content from an archive is provided through the content API in multiple languages the language can be set via the metadata schemas and transforms for the assets as a whole not in part. Language tag can be set on PDF assets by the archive.</p> <p><b>Authoring Tools:</b> Configuration and settings – appropriate to the hosting archive, no multi-lingual content.</p> <p><b>Electronic Docs:</b> Where applicable any content referring to a language other than default can have the language tagged in HTML.</p>
<p><b>3.2.3 Consistent Navigation</b> (Level AA)</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>• 602.3 (Support Docs) does not apply to non-web docs here</li> </ul>	<p><b>Web: Supports</b></p> <p>Authoring Tool: <b>Not Applicable</b></p> <p>Electronic Doc: <b>Supports</b></p>	<p><b>Web:</b> The main controls to Browse, Search and Filter are presented in the same sequence and locations consistently. The same for sorting content, Additional configuration for refinements of facets is configurable.</p> <p><b>Authoring Tool:</b> WordPress provides configuration options which are organised in a similar fashion (settings) but the options presented are different.</p> <p><b>Electronic Docs:</b> The HTML document is presented in a consistent fashion for chapters and sections (predictable) but there is little navigation within them, just next chapter and previous chapter. The documentation has been highlighted for improvement.</p>

<p><a href="#">3.2.4 Consistent Identification</a> (Level AA)</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>• 602.3 (Support Docs) does not apply to non-web docs here</li> </ul>	<p>Web: Supports</p> <p>Authoring Tool: Partially Supports</p> <p>Electronic Docs: Supports</p>	<p><b>Web:</b> Controls are consistent and easily identified from one page to another.</p> <p><b>Authoring Tool:</b> Whilst the contents of the configuration pages they are presented with consistent identification where controls are like for like.</p> <p><b>Electronic Docs:</b> Controls are limited but consistent and easily identified from one page to another.</p>
Criteria	Conformance Level	Remarks and Explanations
<p><a href="#">3.3.4 Error Prevention (Legal, Financial, Data)</a> (Level AA)</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool) – third party software Word Press providing configuration and customisation of the Preservica themes provided</li> <li>• 602.3 (Support Docs)</li> </ul>	<p>Web: <b>Not Applicable</b></p> <p>Authoring Tool: <b>Not Applicable</b></p> <p>Electronic Doc: <b>Not Applicable</b></p>	<p><b>Web:</b> Universal Access provides a read-only view of the archive, so data cannot be deleted, there are no financial transactions.</p> <p><b>Authoring Tool:</b> Admin users can change settings to control how the data is presented – no data in the archive can be deleted.</p> <p><b>Electronic Docs:</b> No ability to delete.</p>

End of VPAT

# Preservica Voluntary Product Accessibility Template (VPAT)

## 1 Introduction

This VPAT outlines accessibility information for Preservica's Universal Access web interface.

Universal Access enables public or controlled access to viewable content through modern browsers. This VPAT focuses on this product capability.

Where support below is indicated below as "Supports with exceptions", such a qualification applies to the particular product being evaluated; however, interactions may be accomplished through alternate means.

For more information, please email [sales@preservica.com](mailto:sales@preservica.com).

## 2 Summary

Criteria	Level of Support	Remarks and explanations
Section 1194.21 Software Applications and Operating Systems	Supports	
Section 1194.22 Web-based Intranet and Internet Information and Applications	Supports with exceptions	
Section 1194.23 Telecommunications Products	Not applicable	
Section 1194.24 Video and Multi-media Products	Supports	
Section 1194.25 Self-Contained, Closed Products	Not applicable	
Section 194.26 Desktop and Portable Computers	Not applicable	
Section 1194.31 Functional Performance criterion	Supports	
Section 1194.41 Information, Documentation and Support	Supports	

### 2.1 Section 1194.21 Software Applications and Operating Systems

Criteria	Level of Support	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	



Criteria	Level of Support	Remarks and explanations
(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	
(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	
(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	
(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	
(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	
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Supports	System wide contrast, font-size and other accessibility preferences are respected throughout the application.
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Not applicable	
(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	

Criteria	Level of Support	Remarks and explanations
(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.	Not applicable	Color selections are adjusted by the system administrator only.
(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	Applications have no 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	

## 2.2 Section 1194.22 Web-based Intranet and Internet Information and Applications

Criteria	Level of Support	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 with exceptions	All non-text navigation and functional elements are accompanied by text descriptions. Some non-navigation, non-functional visual elements, such as a user's contributions graph may not be accessible to assistive technology.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Not applicable	No multimedia presentations (other than the occasional animated GIF) are used.
(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	
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	Preservica uses modern, text-based, semantic web development practices, and does not rely on non-HTML plugins or applets such as Java, ActiveX, or Flash except where otherwise noted for non-essential functionality.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not applicable	No server-side image maps are used.

Criteria	Level of Support	Remarks and explanations
(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	No client-side image maps are used.
(g) Row and column headers shall be identified for data tables.	Supports	
(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.	Not applicable	
(i) Frames shall be titled with text that facilitates frame identification and navigation	Not applicable	No frames are used for navigation. An iframe is used to render visual representations of some user content such as maps.
(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	
(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.	Not applicable	
(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	
(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	
(o) A method shall be provided that permits users to skip repetitive navigation links.	Supports	

Criteria	Level of Support	Remarks and explanations
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not applicable	No timed responses are required.

### 2.3 Section 1194.23 Telecommunications Products

Criteria	Level of Support	Remarks and explanations
(a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.	Not applicable	
(b) Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.	Not applicable	
(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.	Not applicable	
(d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.	Not applicable	
(e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.	Not applicable	
(f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.	Not applicable	
(g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.	Not applicable	

Criteria	Level of Support	Remarks and explanations
(h) Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.	Not applicable	
(i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.	Not applicable	
(j) Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.	Not applicable	
(k)(1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.	Not applicable	
(k)(2) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum.	Not applicable	
(k)(3) Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.	Not applicable	
(k)(4) Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.	Not applicable	

## 2.4 Section 1194.24 Video and Multi-media Products

Criteria	Level of Support	Remarks and explanations
(a) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.	Not applicable	
(b) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.	Not applicable	
(c) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned.	Not applicable	Preservica Universal Access requires no specialist training is uses a standard web page paradigm
(d) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described.		Preservica Universal Access requires no specialist training is uses a standard web page paradigm
(e) Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.	Supports	.

## 2.5 Section 1194.25 Self-Contained, Closed Products

Criteria	Level of Support	Remarks and explanations
(a) Self contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the	Not applicable	

Criteria	Level of Support	Remarks and explanations
product. Personal headsets for private listening are not Assistive Technology.		
(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not applicable	
(c) Where a product utilizes touch screens or contact-sensitive controls, an input method shall be provided that complies with 1194.23 (k) (1) through (4).	Not applicable	
(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not applicable	
(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime.	Not applicable	
(f) When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.	Not applicable	
(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Not applicable	
(h) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.	Not applicable	
(i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Not applicable	
(j)(1) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply	Not applicable	



Criteria	Level of Support	Remarks and explanations
with the following: The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.		
(j)(2) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.	Not applicable	
(j)(3) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.	Not applicable	
(j)(4) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane.	Not applicable	

## 2.6 Section 1194.26 Desktop and Portable Computers

Criteria	Level of Support	Remarks and explanations
(a) All mechanically operated controls and keys shall comply with 1194.23 (k) (1) through (4).	Not applicable	
(b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with 1194.23 (k) (1) through (4).	Not applicable	
(c) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not applicable	

Criteria	Level of Support	Remarks and explanations
(d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards	Not applicable	

## 2.7 Section 1194.31 Functional Performance criterion

Criteria	Level of Support	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	Preservica Universal Access supports the use of such 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 who are visually impaired shall be provided.	Supports	Preservica Universal Access supports the use of assistive technology and provide the ability, through the user's web browser or operating system to increase the font size.
(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	Products do not use auditory feedback.
(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	Products do not use auditory feedback.
(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.	Supports	Products do not support speech input.
(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	No interactions require simultaneous user actions or depend solely on fine motor controls.

## 2.8 Section 1194.41 Information, Documentation and Support

Criteria	Level of Support	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	Please contact <a href="mailto:sales@preservica.com">sales@preservica.com</a> with any such requests.
(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.	Supports	Please contact <a href="mailto:sales@preservica.com">sales@preservica.com</a> with any such requests.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supports	Support provided via web and email

©2019 Preservica Ltd. Preservica Software is subject to a continual program of improvement and development. The above provides an overview of the Accessibility of Preservica Software, is provided on an “as is” basis without warranty of any kind, is subject to change and does not form part of any offer or contract. For the latest status of any individual part of Preservica’s accessibility please contact Preservica.