

Feith Systems and Software Accessibility Conformance Report

WCAG Edition

VPAT® Version 2.4 (Revised) – August 2022

Name of Product/Version: FOIA Workbench

Product Description: Feith Systems' FOIA Workbench is a software package that allows agencies to manage their FOIA case workload.

Report Date: 11/03/2022

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Notes: The purpose of the Voluntary Product Accessibility Template, or VPAT™, is to assist Federal contracting officials and other buyers in making preliminary assessments regarding the availability of commercial information and communication technology (ICT) products and services with features that support accessibility. Feith Systems is committed to providing a platform that enables the development of applications that are compliant with the Revised Section 508 Standards as published by the United States Access Board.

Evaluation Methods Used: Feith Systems used a combination of manual testing and familiarity with the FOIA Workbench product to evaluate conformance levels.

Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
<u>Web Content Accessibility Guidelines 2.0</u>	Level A (Yes) Level AA (Yes) Level AAA (No)
<u>Web Content Accessibility Guidelines 2.1</u>	Level A (Yes) Level AA (Yes) Level AAA (No)

Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports:** Some functionality of the product does not meet the criterion.
- **Does Not Support:** The majority of product functionality does not meet the criterion.
- **Not Applicable:** The criterion is not relevant to the product.
- **Not Evaluated:** The product has not been evaluated against the criterion. This can be used only in WCAG 2.0 Level AAA.

WCAG 2.x Report

Tables 1 and 2 also document conformance with:

- 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.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

Table 1: Success Criteria, Level A**Notes:**

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A) <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench does not make use of images or non-text content.
1.2.1 Audio-only and Video-only (Prerecorded) (Level A) <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench does not use audio or video content.
1.2.2 Captions (Prerecorded) (Level A) <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench does not use audio or video content.
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A) <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench does not use audio or video content.
1.3.1 Info and Relationships (Level A) <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) 	Supports	FOIA Workbench uses ARIA landmarks as well as semantic elements to convey structure, information, and relationships.

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> • 504.2 (Authoring Tool) • 602.3 (Support Docs) 		
1.3.2 Meaningful Sequence (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Feith uses multiple methods to ensure meaningful sequence. Pages where meaning depends on order are written in sequence, while CSS letter-spacing is used to control spacing within words.
1.3.3 Sensory Characteristics (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Partially Supports	Only one portion of FOIA Workbench, tabbing into the drop zone of a new document, did not provide full functionality.
1.4.1 Use of Color (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench uses multiple ways, e.g., tooltips and label text, to convey information. It does not rely on color alone to convey information.
1.4.2 Audio Control (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench does not use audio or video content.
2.1.1 Keyboard (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) 	Supports	FOIA Workbench supports keyboard navigation.

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> • 602.3 (Support Docs) 		
2.1.2 No Keyboard Trap (Level A)		
<p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench has no known keyboard traps.
2.1.4 Character Key Shortcuts (Level A 2.1 only)		
<p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Not Applicable	FOIA Workbench does not have hotkeys in the application.
2.2.1 Timing Adjustable (Level A)		
<p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	In FOIA Workbench, the user is warned before timeout and given the option to extend their session.
2.2.2 Pause, Stop, Hide (Level A)		
<p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench does not utilize moving, blinking, scrolling or auto-updating content.
2.3.1 Three Flashes or Below Threshold (Level A)		
<p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench does not utilize flashes.

Criteria	Conformance Level	Remarks and Explanations
<p>2.4.1 Bypass Blocks (Level A)</p> <p>Also applies to: Revised 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	After performing certain actions in FOIA Workbench, the URL changes and focus is set back to the beginning of the page. Anytime an FOIA Workbench user would want to do something, they would need to tab all the way through the header, menu items, etc. to get to the area they want.
<p>2.4.2 Page Titled (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench's main page has a title that can be read by a screen reader.
<p>2.4.3 Focus Order (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench can be navigated sequentially which helps ensure focusable components are ordered to preserve meaning and operability.
<p>2.4.4 Link Purpose (In Context) (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench has clear button text.
<p>2.5.1 Pointer Gestures (Level A 2.1 only)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Not Applicable	FOIA Workbench does not use multipoint or path-based gestures.

Criteria	Conformance Level	Remarks and Explanations
<p>2.5.2 Pointer Cancellation (Level A 2.1 only)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Actions in FOIA Workbench happen on "Mouse Up" and "Mouse Down".
<p>2.5.3 Label in Name (Level A 2.1 only)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench has the proper labelling for user interface components.
<p>2.5.4 Motion Actuation (Level A 2.1 only)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Not Applicable	FOIA Workbench does not use motion controls.
<p>3.1.1 Language of Page (Level A)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench uses language attributes in html.
<p>3.2.1 On Focus (Level A)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Partial Support	Changing focus in FOIA Workbench does not stop navigation functionality from being predictable but changes in focus can swap out the focus of content in other panels.

Criteria	Conformance Level	Remarks and Explanations
<p>3.2.2 On Input (Level A)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Does Not Support	While entering data and selecting controls in FOIA Workbench has predictable behavior, when using a screen reader and changing a file cabinet in the left column, the user does not know that other content will change or has changed.
<p>3.3.1 Error Identification (Level A)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench supports validation errors.
<p>3.3.2 Labels or Instructions (Level A)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Partially Supports	There are parts of FOIA Workbench that require additional labels.
<p>4.1.1 Parsing (Level A)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench markup elements are properly implemented.
<p>4.1.2 Name, Role, Value (Level A)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Partially Supports	FOIA Workbench utilizes mostly standard web controls.

Table 2: Success Criteria, Level AA

Notes:

Criteria	Conformance Level	Remarks and Explanations
<p>1.2.4 Captions (Live) (Level AA)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench does not use audio or video content.
<p>1.2.5 Audio Description (Prerecorded) (Level AA)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench does not use audio or video content.
<p>1.3.4 Orientation (Level AA 2.1 only)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench is viewable in both landscape and portrait, and neither is required to use the application.
<p>1.3.5 Identify Input Purpose (Level AA 2.1 only)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Not Applicable	FOIA Workbench out-of-the-box does not collect information about the user.
<p>1.4.3 Contrast (Minimum) (Level AA)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) 	Supports	FOIA Workbench utilizes acceptable contrast ratios.

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> • 504.2 (Authoring Tool) • 602.3 (Support Docs) 		
1.4.4 Resize text (Level AA) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Partially Supports	FOIA Workbench supports the user's ability to use the browser's native zoom functionality. There are some fields within FOIA Workbench that do not support text resizing.
1.4.5 Images of Text (Level AA) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench does not use text in images for the base application. The only instance of an image depicting text is Feith's logo image on the login screen, but 'logotypes' are considered an 'essential' exception.
1.4.10 Reflow (Level AA 2.1 only) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Does Not Support	Enlarging text frequently results in the need to scroll both horizontally and vertically.
1.4.11 Non-text Contrast (Level AA 2.1 only) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Partially Supports	Feith needs to test some areas of the application for contrast capabilities.
1.4.12 Text Spacing (Level AA 2.1 only) Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) 	Supports	FOIA Workbench follows the described text properties to conform to text spacing requirements.

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> • 602.3 (Support Docs) 		
1.4.13 Content on Hover or Focus (Level AA 2.1 only)		
Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench offers good tooltip functionality and the functionality persists as long as the user hovers.
2.4.5 Multiple Ways (Level AA)		
Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench provides multiple ways to locate content.
2.4.6 Headings and Labels (Level AA)		
Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	Where labels exist in FOIA Workbench, they are descriptive.
2.4.7 Focus Visible (Level AA)		
Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Partially Supports	FOIA Workbench has visual indicators for focus unless styling is overridden. Multi-value fields in the Widget do not always have a visual indicator for focus.
3.1.2 Language of Parts (Level AA)		
Also applies to: Revised Section 508 <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Partially Supports	FOIA Workbench utilizes lang attributes to identify changes in human language.

Criteria	Conformance Level	Remarks and Explanations
<p>3.2.3 Consistent Navigation (Level AA)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench has consistent presentation of repeated content.
<p>3.2.4 Consistent Identification (Level AA)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench uses consistent labels and names across the application to enforce consistency.
<p>3.3.3 Error Suggestion (Level AA)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench shows a message as soon as an invalid value is detected.
<p>3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Supports	FOIA Workbench successfully checks input and confirmation mechanisms, and it does not allow submissions to be reversible.
<p>4.1.3 Status Messages (Level AA 2.1 only)</p> <p>Also applies to:</p> <p>Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Does Not Support	FOIA Workbench does not make much use of notifications, but where we do, it would have to be determined with a screen reader to ensure we comply with this item.

Table 3: Success Criteria, Level AAA

Notes: Criteria has not been evaluated.

Revised Section 508 Report

Chapter 3: Functional Performance Criteria (FPC)

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Partially Supports	Partially supports with limitations as noted in the WCAG 2.0 section.
302.2 With Limited Vision	Partially Supports	Partially supports with limitations as noted in the WCAG 2.0 section.
302.3 Without Perception of Color	Supports	Color is not used as the only means of conveying information.
302.4 Without Hearing	Supports	FOIA Workbench does not use audio content.
302.5 With Limited Hearing	Supports	FOIA Workbench does not use audio content.
Criteria	Conformance Level	Remarks and Explanations
302.6 Without Speech	Supports	FOIA Workbench does not require speech.
302.7 With Limited Manipulation	Partially Supports	Keyboard access to most functionality is provided. Exceptions including: Drawing of graphic notes
302.8 With Limited Reach and Strength	Partially Supports	Keyboard access to most functionality is provided, with an exception of drawing graphic notes.

302.9 With Limited Language, Cognitive, and Learning Abilities	Partially Supports	Feith supports language functionalities. Feith is currently researching how to better support the remaining requirement
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		in an update to the future version of the software.
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Chapter 4: Hardware

Notes: Does not apply to FOIA Workbench, since it is software.

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 2.0 section
502 Interoperability with Assistive Technology	Heading cell – no response required	Per VPAT instructions, criteria for Chapter 5, Section 502 will not apply to a web-only application. FOIA Workbench is a web-only application.
503 Applications	Heading cell – no response required	Per VPAT instructions, criteria for Chapter 5, Section 503 will not apply to a web-only application. FOIA Workbench is a web-only application.
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 2.0 section
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Not Applicable	Applications is not an authoring tool.
Criteria	Conformance Level	Remarks and Explanations
504.2.2 PDF Export	Not Applicable	Application is not an authoring tool.
504.3 Prompts	Not Applicable	Application is not an authoring tool.
504.4 Templates	Not Applicable	Application 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	Does Not Support	Documentation on accessibility and compatibility features is not available at this time.
602.3 Electronic Support Documentation	See WCAG 2.0 section	See information in WCAG 2.0 section
602.4 Alternate Formats for Non-Electronic Support Documentation	Supports	Product documentation is provided in electronic format.
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Supports	Product support for Feith products is available in a variety of formats from Feith Systems and Software, Inc.
603.3 Accommodation of Communication Needs	Supports	Product support for Feith products is available in a variety of formats from Feith Systems and Software, Inc.

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