

WorkZone, LLC Accessibility Conformance Report

(Based on VPAT® Version 2.4)

Name of Product/Version: Workzone

Report Date: July 15, 2022

Product Description:

Workzone is a project management solution that offers project and task management, document management and creative review tools, project collaboration, customizable reporting, resource management and time tracking. The software is cloud-based and offers automated emailed reports with up to date project status information.

Workzone provides project information at various levels of detail to accommodate different user roles on the project. Users can see cross-project summaries that give organization-wide visibility to projects and resources as well as automated and personalized project to-do lists to see at a glance what's next on each project.

Contact Information: help@workzone.com

Notes: Workzone is committed to providing an experience that is fully accessible to everyone. We make every effort to ensure that all pages comply with web accessibility guidelines. Due to the scale and complex nature of Workzone, this is an ongoing effort. We appreciate your feedback.

Evaluation Methods Used:

Workzone is checked for accessibility using a range of visual, automated, and manual checks. For example, colors used throughout the interface have been tested against the World Wide Web Consortium's (W3C) standards for luminosity contrast, color difference, and brightness difference. Other tools used to test accessibility include:

- NVDA with Firefox
- VoiceOver provided by Apple Inc.
- WAVE (web accessibility evaluation tool) provided by WebAIM
- Color Contrast Analyzer provided by Funkify
- Manual keyboard checks

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	Level A (Yes) Level AA (Yes) Level AAA (No)
Web Content Accessibility Guidelines 2.1	Level A (Yes) Level AA (Yes) Level AAA (No)
Revised Section 508 standards published January 18, 2017 and corrected 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.

WCAG 2.x Report

Tables 1 and 2 also document conformance with:

- EN 301 549: Chapter 9 - Web, Sections 10.1-10.4 of Chapter 10 - Non-Web documents, and Sections 11.1-11.4 and 11.8.2 of Chapter 11 - Non-Web Software (open and closed functionality), and Sections 12.1.2 and 12.2.4 of Chapter 12 – Documentation
- 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.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
<p><u>1.1.1 Non-text Content</u> (Level A) All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, except in situations listed in WCAG 2.0 1.1.1.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: All non-text content that is presented to the user has a text alternative in Workzone. Electronic Docs: All videos in the Support Docs have text alternatives that serve the equivalent purpose. Software: Not Applicable Authoring Tool: All non-text content that is presented to the user has a text alternative in Workzone.</p>
<p><u>1.2.1 Audio-only and Video-only (Prerecorded)</u> (Level A) For prerecorded audio-only and prerecorded video-only media, the following are true, except when the audio or video is a media alternative for text and is clearly labeled as such:</p> <ul style="list-style-type: none"> • <u>Prerecorded Audio-only:</u> An alternative for time-based media is provided that presents equivalent information for prerecorded audio-only content. • <u>Prerecorded Video-only:</u> Either an alternative for time-based media or an audio track is provided that presents equivalent information for prerecorded video-only content. 	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: For prerecorded audio-only and prerecorded video-only media, an alternative for time-based media is provided Electronic Docs: For prerecorded audio-only and prerecorded video-only media, an alternative for time-based media is provided Software: Not Applicable Authoring Tool: For prerecorded audio-only and prerecorded video-only media, an alternative for time-based media is provided</p>
<p><u>1.2.2 Captions (Prerecorded)</u> (Level A) Captions are provided for all prerecorded audio content in synchronized media, except when the media is a media alternative for text and is clearly labeled as such.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: Captions are provided for all prerecorded audio content in synchronized media. Electronic Docs: Captions are provided for all prerecorded audio content in synchronized media. Software: Not Applicable Authoring Tool: Captions are provided for all prerecorded audio content in synchronized media.</p>

Criteria	Conformance Level	Remarks and Explanations
<p><u>1.2.3 Audio Description or Media Alternative (Prerecorded)</u> (Level A)</p> <p>An alternative for time-based media or audio description of the prerecorded video content is provided for synchronized media, except when the media is a media alternative for text and is clearly labeled as such.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: An alternative for time-based media or audio description of the prerecorded video content is provided for synchronized media. Electronic Docs: An alternative for time-based media or audio description of the prerecorded video content is provided for synchronized media. Software: Not Applicable Authoring Tool: An alternative for time-based media or audio description of the prerecorded video content is provided for synchronized media.</p>
<p><u>1.3.1 Info and Relationships</u> (Level A)</p> <p>Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text. Electronic Docs: Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text. Software: Not Applicable Authoring Tool: In Workzone’s authoring tool, information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text.</p>
<p><u>1.3.2 Meaningful Sequence</u> (Level A)</p> <p>When the sequence in which content is presented affects its meaning, a correct reading sequence can be programmatically determined.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: Correct and meaningful reading sequences are programmatically determined in Workzone Electronic Docs: Correct and meaningful reading sequences are programmatically determined in Support Docs Software: Not Applicable Authoring Tool: Correct and meaningful reading sequences are programmatically determined in Workzone’s authoring tool.</p>

Criteria	Conformance Level	Remarks and Explanations
<p>1.3.3 Sensory Characteristics (Level A)</p> <p>Instructions provided for understanding and operating content do not rely solely on sensory characteristics of components such as shape, size, visual location, orientation, or sound.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: Instructions do not rely on shape, size, or visual location. Electronic Docs: Instructions in Support Docs do not rely on shape, size, or visual location. Software: Not Applicable Authoring Tool: Instructions in Workzone’s authoring tool do not rely on shape, size, or visual location.</p>
<p>1.4.1 Use of Color (Level A)</p> <p>Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: Color is not used as the only visual means of conveying information in Workzone. Electronic Docs: Color is not used as the only visual means of conveying information in electronic docs. Software: Not Applicable Authoring Tool: Color is not used as the only visual means of conveying information in Workzone’s authoring tool.</p>
<p>1.4.2 Audio Control (Level A)</p> <p>If any audio on a Web page plays automatically for more than 3 seconds, either a mechanism is available to pause or stop the audio, or a mechanism is available to control audio volume independently from the overall system volume level.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: For any audio that plays automatically for more than 3 seconds, there are controls to pause or stop the audio, as well as controls to adjust the audio volume. Electronic Docs: For any audio that plays automatically for more than 3 seconds, there are controls to pause or stop the audio, as well as controls to adjust the audio volume. Software: Not Applicable Authoring Tool: For any audio that plays automatically for more than 3 seconds, there are controls to pause or stop the audio, as well as controls to adjust the audio volume.</p>

Criteria	Conformance Level	Remarks and Explanations
<p>2.1.1 Keyboard (Level A) All functionality of the content is operable through a keyboard interface without requiring specific timings for individual keystrokes, except where the underlying function requires input that depends on the path of the user's movement and not just the endpoints.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Closed: Not Applicable Authoring Tool: Supports</p>	<p>Web: All functionality of the content is operable through a keyboard interface. Electronic Docs: All functionality of the content is operable through a keyboard interface. Software: Not Applicable Closed: Not Applicable Authoring Tool: All functionality of the content is operable through a keyboard interface.</p>
<p>2.1.2 No Keyboard Trap (Level A) If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard interface, and, if it requires more than unmodified arrow or tab keys or other standard exit methods, the user is advised of the method for moving focus away.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard interface. Electronic Docs: If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard interface. Software: Not Applicable Authoring Tool: If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard interface.</p>
<p>2.1.4 Character Key Shortcuts (Level A 2.1 only) If a keyboard shortcut is implemented in content using only letter (including upper- and lower-case letters), punctuation, number, or symbol characters, then at least one of the following is true: Turn off: A mechanism is available to turn the shortcut off; Remap: A mechanism is available to remap the shortcut to use one or more non-printable keyboard characters (e.g. Ctrl, Alt, etc); Active only on focus: The keyboard shortcut for a user interface component is only active when that component has focus.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Closed: Not Applicable Authoring Tool: Supports</p>	<p>Web: All keyboard shortcuts implemented in content using only letter, punctuation, number, or symbol characters are able to be turned off or remapped. Electronic Docs: All keyboard shortcuts implemented in content using only letter, punctuation, number, or symbol characters are able to be turned off or remapped. Software: Not Applicable Closed: Not Applicable Authoring Tool: All keyboard shortcuts implemented in content using only letter, punctuation, number, or symbol characters are able to be turned off or remapped.</p>
Criteria	Conformance Level	Remarks and Explanations

<p><u>2.2.1 Timing Adjustable</u> (Level A) For each time limit that is set by the content, at least one of the instances in WCAG 2.0 2.2.1 is true.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: For each time limit that is set by the content, at least one of the instances in WCAG 2.0 2.2.1 is true. Electronic Docs: For each time limit that is set by the content, at least one of the instances in WCAG 2.0 2.2.1 is true. Software: Not Applicable Authoring Tool: For each time limit that is set by the content, at least one of the instances in WCAG 2.0 2.2.1 is true.</p>
<p><u>2.2.2 Pause, Stop, Hide</u> (Level A) For moving, blinking, scrolling, or auto-updating information, all of the instances in WCAG 2.0 2.2.2 are true.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: In Workzone, there is a mechanism for the user to pause, stop, or hide any moving, blinking or scrolling information. Electronic Docs: For Support videos, a mechanism is available to control the information. Software: Not Applicable Authoring Tool: In Workzone's authoring tool, there is a mechanism for the user to pause, stop, or hide any moving, blinking or scrolling information.</p>
<p><u>2.3.1 Three Flashes or Below Threshold</u> (Level A) Web pages do not contain anything that flashes more than three times in any one second period, or the flash is below the general flash and red flash thresholds.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: No elements on the page flash more than three times per second, thus reducing the risk of optically-induced seizures. Electronic Docs: No elements on the Electronic Docs flash more than three times per second, thus reducing the risk of optically-induced seizures. Software: Not Applicable Authoring Tool: No elements on the page flash more than three times per second, thus reducing the risk of optically-induced seizures.</p>
<p>Criteria</p>	<p>Conformance Level</p>	<p>Remarks and Explanations</p>

<p><u>2.4.1 Bypass Blocks</u> (Level A) A mechanism is available to bypass blocks of content that are repeated on multiple Web pages.</p>	<p>Web: Supports Electronic Docs: Supports Authoring Tool: Supports</p>	<p>Web: A mechanism is available to bypass blocks of content that are repeated on multiple Web pages. Electronic Docs: A mechanism is available to bypass blocks of content that are repeated on multiple Web pages. Authoring Tool: A mechanism is available to bypass blocks of content that are repeated on multiple Web pages.</p>
<p><u>2.4.2 Page Titled</u> (Level A) Web pages have titles that describe topic or purpose.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: Web pages have descriptive and informative page titles Electronic Docs: Electronic Docs have descriptive and informative page titles. Software: Not Applicable Authoring Tool: Web pages have descriptive and informative page titles</p>
<p><u>2.4.3 Focus Order</u> (Level A) If a Web page can be navigated sequentially and the navigation sequences affect meaning or operation, focusable components receive focus in an order that preserves meaning and operability.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: The navigation order of links, form elements, etc., is logical and intuitive. Electronic Docs: The navigation order of links, form elements, etc., is logical and intuitive. Software: Not Applicable Authoring Tool: The navigation order of links, form elements, etc., is logical and intuitive.</p>
<p>Criteria</p>	<p>Conformance Level</p>	<p>Remarks and Explanations</p>

<p><u>2.4.4 Link Purpose (In Context)</u> (Level A)</p> <p>The purpose of each link can be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: Link text alone or the link text and its content (surrounding paragraph, table headers) contain enough information to determine the purpose of each link. Electronic Docs: Link text alone or the link text and its content (surrounding paragraph, table headers) contain enough information to determine the purpose of each link. Software: Not Applicable Authoring Tool: Link text alone or the link text and its content (surrounding paragraph, table headers) contain enough information to determine the purpose of each link.</p>
<p><u>2.5.1 Pointer Gestures</u> (Level A 2.1 only)</p> <p>All functionality that uses multipoint or path-based gestures for operation can be operated with a single pointer without a path-based gesture, unless a multipoint or path-based gesture is essential.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Closed: Not Applicable Authoring Tool: Supports</p>	<p>Web: All functionality that uses multipoint or path-based gestures for operation can be operated with a single pointer without a path-based gesture. Electronic Docs: All functionality that uses multipoint or path-based gestures for operation can be operated with a single pointer without a path-based gesture. Software: Not Applicable Closed: Not Applicable Authoring Tool: All functionality that uses multipoint or path-based gestures for operation can be operated with a single pointer without a path-based gesture.</p>
<p><u>2.5.2 Pointer Cancellation</u> (Level A 2.1 only)</p> <p>For functionality that can be operated using a single pointer, at least one of the following is true:</p> <p>No Down-Event: The down-event of the pointer is not used to execute any part of the function;</p> <p>Abort or Undo: Completion of the function is on the up-event, and a mechanism is available to abort the function before completion or to undo the function after completion;</p> <p>Up Reversal: The up-event reverses any outcome of the preceding down-event;</p> <p>Essential: Completing the function on the down-event is essential.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Closed: Not Applicable Authoring Tool: Supports</p>	<p>Web: For functionality that can be operated using a single pointer, the down-event of the pointer is not used to execute any part of the function, completion of the function is on the up-event, the up-event reverses any outcome of the preceding down-event. Electronic Docs: For functionality that can be operated using a single pointer, the down-event of the pointer is not used to execute any part of the function, completion of the function is on the up-event, the up-event reverses any outcome of the preceding down-event. Software: Not Applicable Closed: Not Applicable Authoring Tool: For functionality that can be operated using a single pointer, the down-event of the pointer is not used to execute any part of the function, completion of the function is on the up-event, the up-event reverses any outcome of the preceding down-event.</p>
<p>Criteria</p>	<p>Conformance Level</p>	<p>Remarks and Explanations</p>

<p><u>2.5.3 Label in Name</u> (Level A 2.1 only) For user interface components with labels that include text or images of text, the name contains the text that is presented visually.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Closed: Not Applicable Authoring Tool: Supports</p>	<p>Web: For user interface components with labels that include text or images of text, the name contains the text that is presented visually. Electronic Docs: For user interface components with labels that include text or images of text, the name contains the text that is presented visually. Software: Not Applicable Closed: Not Applicable Authoring Tool: For user interface components with labels that include text or images of text, the name contains the text that is presented visually.</p>
<p><u>2.5.4 Motion Actuation</u> (Level A 2.1 only) Functionality that can be operated by device motion or user motion can also be operated by user interface components and responding to the motion can be disabled to prevent accidental actuation, except when: Supported Interface: The motion is used to operate functionality through an accessibility supported interface; Essential: The motion is essential for the function and doing so would invalidate the activity.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Closed: Not Applicable Authoring Tool: Supports</p>	<p>Web: Any functionality that can be operated by device motion or user motion can also be operated by user interface components. Electronic Docs: Any functionality that can be operated by device motion or user motion can also be operated by user interface components. Software: Not Applicable Closed: Not Applicable Authoring Tool: Any functionality that can be operated by device motion or user motion can also be operated by user interface components.</p>
<p><u>3.1.1 Language of Page</u> (Level A) The default human language of each Web page can be programmatically determined.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: The language on pages is identified. Electronic Docs: The language on pages is identified. Software: Not Applicable Authoring Tool: The language on pages is identified.</p>
<p>Criteria</p>	<p>Conformance Level</p>	<p>Remarks and Explanations</p>

<p><u>3.2.1 On Focus</u> (Level A) When any component receives focus, it does not initiate a change of context.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: When a page element receives focus it does not result in a substantial change on the page, the spawning of a pop-up window, an additional change of keyboard focus, or any other change that could confuse or disorient the user. Electronic Docs: When a page element receives focus it does not result in a substantial change on the page, the spawning of a pop-up window, an additional change of keyboard focus, or any other change that could confuse or disorient the user. Software: Not Applicable Authoring Tool: When a page element receives focus it does not result in a substantial change on the page, the spawning of a pop-up window, an additional change of keyboard focus, or any other change that could confuse or disorient the user.</p>
<p><u>3.2.2 On Input</u> (Level A) Changing the setting of any user interface component does not automatically cause a change of context unless the user has been advised of the behavior before using the component</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: Tabbing to activate items does not change context / force a state-change. Electronic Docs: Tabbing to activate items does not change context / force a state-change. Software: Not Applicable Authoring Tool: Tabbing to activate items does not change context / force a state-change.</p>
<p><u>3.3.1 Error Identification</u> (Level A) If an input error is automatically detected, the item that is in error is identified and the error is described to the user in text.</p>	<p>Web: Supports Electronic Docs: Not Applicable Software: Not Applicable Closed: Not Applicable Authoring Tool: Not Applicable</p>	<p>Web: Validation errors display as plain text. Electronic Docs: Not Applicable Software: Not Applicable Closed: Not Applicable Authoring Tool: Not Applicable</p>
<p>Criteria</p>	<p>Conformance Level</p>	<p>Remarks and Explanations</p>

<p>3.3.2 Labels or Instructions (Level A) Labels or instructions are provided when content requires user input.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: In Workzone, all form controls have text labels adjacent to them. Form elements have labels associated with them. Users can navigate through the form with their keyboard or Assistive Technology and access the functionality and help required to complete and submit the form. Electronic Docs: In the electronic docs, all form controls have text labels adjacent to them. Form elements have labels associated with them. Users can navigate through the form with their keyboard or Assistive Technology and access the functionality and help required to complete and submit the form. Software: Not Applicable Authoring Tool: In Workzone’s authoring tool, all form controls have text labels adjacent to them. Form elements have labels associated with them. Users can navigate through the form with their keyboard or Assistive Technology and access the functionality and help required to complete and submit the form.</p>
<p>4.1.1 Parsing (Level A) In content implemented using markup languages, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: Elements have complete start and end tags; elements are nested according to their specifications. Electronic Docs: Elements have complete start and end tags; elements are nested according to their specifications. Software: Not Applicable Authoring Tool: Elements have complete start and end tags; elements are nested according to their specifications.</p>
<p>4.1.2 Name, Role, Value (Level A) For all user interface components (including but not limited to: form elements, links and components generated by scripts), the name and role can be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: In Workzone, all user interface components can be programmatically determined for standard HTML components. Electronic Docs: In the Support Docs, all user interface components can be programmatically determined for standard HTML components. Software: Not Applicable Authoring Tool: In Workzone’s authoring tool, all user interface components can be programmatically determined for standard HTML components.</p>

Table 2: Success Criteria, Level AA

Notes:

Criteria	Conformance Level	Remarks and Explanations
<p>1.2.4 Captions (Live) (Level AA) Captions are provided for all live audio content in synchronized media.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: Captions are provided for all live audio content in synchronized media. Electronic Docs: Captions are provided for all live audio content in synchronized media. Software: Not Applicable Authoring Tool: Captions are provided for all live audio content in synchronized media.</p>
<p>1.2.5 Audio Description (Prerecorded) (Level AA) Audio description is provided for all prerecorded video content in synchronized media.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: Audio description is provided for all prerecorded video content in synchronized media. Electronic Docs: Audio description is provided for all prerecorded video content in synchronized media. Software: Not Applicable Authoring Tool: Audio description is provided for all prerecorded video content in synchronized media.</p>
<p>1.3.4 Orientation (Level AA 2.1 only) Content does not restrict its view and operation to a single display orientation, such as portrait or landscape, unless a specific display orientation is essential.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Closed: Not Applicable Authoring Tool: Supports</p>	<p>Web: Content does not restrict its view and operation to a single display orientation, such as portrait or landscape, unless a specific display orientation is essential. Electronic Docs: Content does not restrict its view and operation to a single display orientation, such as portrait or landscape, unless a specific display orientation is essential. Software: Not Applicable Closed: Not Applicable Authoring Tool: Content does not restrict its view and operation to a single display orientation, such as portrait or landscape, unless a specific display orientation is essential.</p>
Criteria	Conformance Level	Remarks and Explanations

<p>1.3.5 Identify Input Purpose (Level AA 2.1 only) The purpose of each input field collecting information about the user can be programmatically determined when:</p> <ul style="list-style-type: none"> • The input field serves a purpose identified in the Input Purposes for User Interface Components section; and • The content is implemented using technologies with support for identifying the expected meaning for form input data. 	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Closed: Not Applicable Authoring Tool: Supports</p>	<p>Web: The purpose of each input field collecting information about the user can be programmatically determined. Electronic Docs: The purpose of each input field collecting information about the user can be programmatically determined. Software: Not Applicable Closed: Not Applicable Authoring Tool: The purpose of each input field collecting information about the user can be programmatically determined.</p>
<p>1.4.3 Contrast (Minimum) (Level AA) The visual presentation of text and images of text has a contrast ratio of at least 4.5:1, except for situations listed in WCAG 2.0 1.4.3.</p>	<p>Web: Does Not Support Electronic Docs: Does Not Support Software: Not Applicable Authoring Tool: Partially Supports</p>	<p>Web: Although some of the text has a contrast ratio of 4.5:1 and a contrast ratio of 3:1 is applied to large text, there are many exceptions that do not meet these requirements. We are exploring ways to address this in the future. Electronic Docs: Although some of the text has a contrast ratio of 4.5:1 and a contrast ratio of 3:1 is applied to large text, there are many exceptions that do not meet these requirements. Software: Not Applicable Authoring Tool: Although much of the text has a contrast ratio of 4.5:1 and a contrast ratio of 3:1 is applied to large text, there are some exceptions that do not meet these requirements.</p>
<p>1.4.4 Resize text (Level AA) Except for captions and images of text, text can be resized without assistive technology up to 200 percent without loss of content or functionality.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Closed: Not Applicable Authoring Tool: Supports</p>	<p>Web: In Workzone, content is readable when text size is doubled. Electronic Docs: In the Support Docs, content is readable when text size is doubled. Software: Not Applicable Closed: Not Applicable Authoring Tool: In Workzone's authoring tool, content is readable when text size is doubled.</p>
<p>Criteria</p>	<p>Conformance Level</p>	<p>Remarks and Explanations</p>

<p>1.4.5 Images of Text (Level AA)</p> <p>If the technologies being used can achieve the visual presentation, text is used to convey information rather than images of text except for the following:</p> <ul style="list-style-type: none"> • Customizable: The image of text can be visually customized to the user's requirements; • Essential: A particular presentation of text is essential to the information being conveyed. 	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Closed: Not Applicable Authoring Tool: Supports</p>	<p>Web: When the same visual presentation can be made using text only, an image is not used to present that text in Workzone. Electronic Docs: When the same visual presentation can be made using text only, an image is not used to present that text in Support Docs Software: Not Applicable Closed: Not Applicable Authoring Tool: When the same visual presentation can be made using text only, an image is not used to present that text in Workzone's authoring tool.</p>
<p>1.4.10 Reflow (Level AA 2.1 only)</p> <p>Content can be presented without loss of information or functionality, and without requiring scrolling in two dimensions for:</p> <ul style="list-style-type: none"> • Vertical scrolling content at a width equivalent to 320 CSS pixels; • Horizontal scrolling content at a height equivalent to 256 CSS pixels. <p>Except for parts of the content which require two-dimensional layout for usage or meaning.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Closed: Not Applicable Authoring Tool: Supports</p>	<p>Web: Content can be presented without loss of information or functionality in two dimensions for vertical scrolling content at a certain width and horizontal scrolling content at a certain height. Electronic Docs: Content can be presented without loss of information or functionality in two dimensions for vertical scrolling content at a certain width and horizontal scrolling content at a certain height. Software: Not Applicable Closed: Not Applicable Authoring Tool: Content can be presented without loss of information or functionality in two dimensions for vertical scrolling content at a certain width and horizontal scrolling content at a certain height.</p>
<p>Criteria</p>	<p>Conformance Level</p>	<p>Remarks and Explanations</p>

<p>1.4.11 Non-text Contrast (Level AA 2.1 only) The visual presentation of the following have a contrast ratio of at least 3:1 against adjacent color(s): User Interface Components: Visual information required to identify user interface components and states, except for inactive components or where the appearance of the component is determined by the user agent and not modified by the author; Graphical Objects: Parts of graphics required to understand the content, except when a particular presentation of graphics is essential to the information being conveyed.</p>	<p>Web: Does Not Support Electronic Docs: Does Not Support Software: Not Applicable Closed: Not Applicable Authoring Tool: Does Not Support</p>	<p>Web: Although some of the non-text has a contrast ratio of at least 3:1, there are many exceptions that do not meet these requirements. We are exploring ways to address this in the future. Electronic Docs: Although some of the non-text has a contrast ratio of at least 3:1, there are many exceptions that do not meet these requirements. Software: Not Applicable Closed: Not Applicable Authoring Tool: Although some of the non-text has a contrast ratio of at least 3:1, there are many exceptions that do not meet these requirements.</p>
<p>1.4.12 Text Spacing (Level AA 2.1 only) In content implemented using markup languages that support the following text style properties, no loss of content or functionality occurs by setting all of the following and by changing no other style property:</p> <ul style="list-style-type: none"> • Line height (line spacing) to at least 1.5 times the font size; • Spacing following paragraphs to at least 2 times the font size; • Letter spacing (tracking) to at least 0.12 times the font size; • Word spacing to at least 0.16 times the font size. 	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Closed: Not Applicable Authoring Tool: Supports</p>	<p>Web: In content implemented using markup languages that support the following text style properties, no loss of content or functionality occurs by changing certain properties of this text. Electronic Docs: In content implemented using markup languages that support the following text style properties, no loss of content or functionality occurs by changing certain properties of this text. Software: Not Applicable Closed: Not Applicable Authoring Tool: In content implemented using markup languages that support the following text style properties, no loss of content or functionality occurs by changing certain properties of this text.</p>
<p>Criteria</p>	<p>Conformance Level</p>	<p>Remarks and Explanations</p>

<p><u>1.4.13 Content on Hover or Focus</u> (Level AA 2.1 only) Where receiving and then removing pointer hover or keyboard focus triggers additional content to become visible and then hidden, the following are true: Dismissible: A mechanism is available to dismiss the additional content without moving pointer hover or keyboard focus, unless the additional content communicates an input error or does not obscure or replace other content; Hoverable: If pointer hover can trigger the additional content, then the pointer can be moved over the additional content without the additional content disappearing; Persistent: The additional content remains visible until the hover or focus trigger is removed, the user dismisses it, or its information is no longer valid.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Closed: Not Applicable Authoring Tool: Supports</p>	<p>Web: Where receiving and then removing pointer hover or keyboard focus triggers additional content to become visible and then hidden, this content is dismissible, hoverable, and persistent, as described in WCAG 2.1. Electronic Docs: Where receiving and then removing pointer hover or keyboard focus triggers additional content to become visible and then hidden, this content is dismissible, hoverable, and persistent, as described in WCAG 2.1. Software: Not Applicable Closed: Not Applicable Authoring Tool: Where receiving and then removing pointer hover or keyboard focus triggers additional content to become visible and then hidden, this content is dismissible, hoverable, and persistent, as described in WCAG 2.1.</p>
<p><u>2.4.5 Multiple Ways</u> (Level AA) More than one way is available to locate a Web page within a set of Web pages except where the Web Page is the result of, or a step in, a process.</p>	<p>Web: Supports Electronic Docs: Supports Authoring Tool: Supports</p>	<p>Web: More than one way is available to locate a Web page. Electronic Docs: More than one way is available to locate a Web page. Software: Not Applicable Authoring Tool: More than one way is available to locate a Web page.</p>
<p>Criteria</p>	<p>Conformance Level</p>	<p>Remarks and Explanations</p>

<p>2.4.6 Headings and Labels (Level AA) Headings and labels describe topic or purpose.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: Page headings, labels for forms, and interactive controls are clearly labeled and informative if the structure does not provide adequate differentiation between them. Electronic Docs: Page headings, labels for forms, and interactive controls are clearly labeled and informative if the structure does not provide adequate differentiation between them. Software: Not Applicable Authoring Tool: Page headings, labels for forms, and interactive controls are clearly labeled and informative if the structure does not provide adequate differentiation between them.</p>
<p>2.4.7 Focus Visible (Level AA) Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible.</p>	<p>Web: Partially Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: Most page elements are visually apparent when using the keyboard. When users tab through a page, users can see where they are on the page with a few exceptions. Electronic Docs: Page elements are visually apparent when using the keyboard. When users tab through a page, users can see where they are on the page. Software: Not Applicable Authoring Tool: Page elements are visually apparent when using the keyboard. When users tab through a page, users can see where they are on the page.</p>
<p>3.1.2 Language of Parts (Level AA) The human language of each passage or phrase in the content can be programmatically determined.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Supports</p>	<p>Web: All pages are written in one language only (English), and the language on pages is identified. Electronic Docs: All pages are written in one language only (English), and the language on pages is identified. Software: Not Applicable Authoring Tool: All pages are written in one language only (English), and the language on pages is identified.</p>
<p>Criteria</p>	<p>Conformance Level</p>	<p>Remarks and Explanations</p>

<p><u>3.2.3 Consistent Navigation</u> (Level AA) Navigational mechanisms that are repeated on multiple Web pages within a set of Web pages occur in the same relative order each time they are repeated, unless a change is initiated by the user.</p>	<p>Web: Supports Electronic Docs: Supports Authoring Tool: Not Applicable</p>	<p>Web: Repeated navigation links on web pages do not change order when navigating through the site. Electronic Docs: Repeated navigation links on web pages do not change order when navigating through the electronic docs. Software: Not Applicable Authoring Tool: Not Applicable</p>
<p><u>3.2.4 Consistent Identification</u> (Level AA) Components that have the same functionality within a set of Web pages are identified consistently.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Not Applicable</p>	<p>Web: Elements with the same functionality are consistently identified across electronic docs. Electronic Docs: Elements with the same functionality are consistently identified across electronic docs. Software: Not Applicable Authoring Tool: Not Applicable</p>
<p><u>3.3.3 Error Suggestion</u> (Level AA) If an input error is automatically detected and suggestions for correction are known, then the suggestions are provided to the user, unless it would jeopardize the security or purpose of the content.</p>	<p>Web: Supports Electronic Docs: Supports Software: Not Applicable Authoring Tool: Not Applicable</p>	<p>Web: When input errors are detected, information is provided as to how to fix the error to allow users to successfully fill out forms. Electronic Docs: When input errors are detected, information is provided as to how to fix the error to allow users to successfully fill out forms in the electronic docs. Software: Not Applicable Authoring Tool: Not Applicable</p>
<p>Criteria</p>	<p>Conformance Level</p>	<p>Remarks and Explanations</p>

<p><u>3.3.4 Error Prevention (Legal, Financial, Data)</u> (Level AA)</p> <p>For Web pages that cause legal commitments or financial transactions for the user to occur, that modify or delete user-controllable data in data storage systems, or that submit user test responses, at least one of the following is true:</p> <ol style="list-style-type: none"> 1. Reversible: Submissions are reversible. 2. Checked: Data entered by the user is checked for input errors and the user is provided an opportunity to correct them. 3. Confirmed: A mechanism is available for reviewing, confirming, and correcting information before finalizing the submission. 	<p>Web: Not Applicable Electronic Docs: Not Applicable Software: Not Applicable Authoring Tool: Not Applicable</p>	<p>Web: Not Applicable Electronic Docs: Not Applicable Software: Not Applicable Authoring Tool: Not Applicable</p>
<p><u>4.1.3 Status Messages</u> (Level AA 2.1 only)</p> <p>In content implemented using markup languages, status messages can be programmatically determined through role or properties such that they can be presented to the user by assistive technologies without receiving focus.</p>	<p>Web: Supports Electronic Docs: Supports Authoring Tool: Supports</p>	<p>Web: In content implemented using markup languages, status messages can be programmatically determined through role or properties such that they can be presented to the user by assistive technologies without receiving focus. Electronic Docs: In content implemented using markup languages, status messages can be programmatically determined through role or properties such that they can be presented to the user by assistive technologies without receiving focus. Authoring Tool: In content implemented using markup languages, status messages can be programmatically determined through role or properties such that they can be presented to the user by assistive technologies without receiving focus.</p>

Revised Section 508 Report

Notes: Workzone is a web-based software, so Chapter 4: Hardware has been removed from the report.

Chapter 3: [Functional Performance Criteria \(FPC\)](#)

Notes:

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Partially Supports	Where a visual mode of operation is provided, at least one mode of operation that does not require user vision is provided except for in the case of certain help icons.
302.2 With Limited Vision	Partially Supports	Where a visual mode of operation is provided, at least one mode of operation that enables users to make use of limited vision is provided except for in the cases of contrast between elements.
302.3 Without Perception of Color	Supports	Color is never the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
302.4 Without Hearing	Supports	The only aspect of Workzone that requires hearing is the support videos, which are accompanied by both video and text.
302.5 With Limited Hearing	Supports	The only aspect of Workzone that requires hearing is the support videos, which are accompanied by both video and text.
302.6 Without Speech	Supports	Operation of the software and videos does not require speech.
302.7 With Limited Manipulation	Supports	The web software can be navigated with simple keystrokes (e.g., tab, space, alpha keys, Alt) and does not require fine motor controls or simultaneous actions. In addition, the site is compatible with Assistive Technology when available.
Criteria	Conformance Level	Remarks and Explanations

302.8 With Limited Reach and Strength	Supports	The website can be navigated with simple keystrokes (e.g., tab, space, alpha keys, Alt) and does not require fine motor controls or simultaneous actions. In addition, the site is compatible with Assistive Technology when available.
302.9 With Limited Language, Cognitive, and Learning Abilities	Supports	<p>The product provides features that make its use by individuals with limited cognitive, language, and learning abilities simpler and easier.</p> <p>For example:</p> <ul style="list-style-type: none"> • Form fields are presented in a standard, consistent way across the product. • Form elements are properly labeled.

Chapter 5: [Software](#)

Notes:

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	Heading cell – no response required
502.2.1 User Control of Accessibility Features	Supports	This product does not interfere with accessibility features that are available through the user’s operating system or browser. For example, users can use high contrast mode, text resize, and speech output.
502.2.2 No Disruption of Accessibility Features	Supports	This product does not disrupt accessibility features that are defined in the platform documentation as accessibility features.
502.3 Accessibility Services	Heading cell – no response required	Heading cell – no response required

502.3.1 Object Information	Supports	Attributes for role, state/s, boundary, name, and other properties for all standard and custom user interface controls are programmatically determinable.
502.3.2 Modification of Object Information	Supports	States and properties that can be set by the user are capable of being set programmatically, including through assistive technology. For example, users are able to change focus and expand and collapse panels using a keyboard only. The state of the object is announced through assistive technology.
502.3.3 Row, Column, and Headers	Supports	If an object is in a data table, the occupied rows and columns, and any headers associated with those rows or columns, shall be programmatically determinable.
502.3.4 Values	Supports	The current values available for a user input control can be programmatically determined. For example, a screen reader will read out the values in a drop-down menu, checkbox options, and radio buttons.
502.3.5 Modification of Values	Supports	Values that can be set by the user can be set programmatically, including through assistive technology.
502.3.6 Label Relationships	Supports	All forms have been coded with the necessary mark-up (e.g., using labels / ids, fieldsets, etc.) to make them accessible to assistive technologies. Text labels identify all form fields. Label / ids and other accessible code necessary for screen readers are associated with all form elements.
Criteria	Conformance Level	Remarks and Explanations

502.3.7 Hierarchical Relationships	Supports	Hierarchical (parent-child) relationships are programmatically determinable. For example, when tabbing to a dropdown, assistive technology will announce how many items it contains.
502.3.8 Text	Supports	Standard HTML code is used for displaying text on the screen used. Text styling is controlled through cascading style sheets.
502.3.9 Modification of Text	Supports	Users are able to insert text into search fields and forms. This text can be modified using assistive technology.
502.3.10 List of Actions	Supports	A list of all actions that can be executed on an object are programmatically determinable.
502.3.11 Actions on Objects	Supports	This product is coded in a way to allow assistive technologies (AT) to programmatically execute available actions on objects.
502.3.12 Focus Cursor	Partially Supports	The site has been implemented to support the default focus indicator for the device being used. In addition, link text and other elements have been styled to noticeably change in visual appearance when tab selected with the exception of headers in the trays on the site. For instance, on tab focus, links are underlined and the borders of elements are displayed besides this one exception.
502.3.13 Modification of Focus Cursor	Supports	Users are able to modify the location of focus (for user focusable controls), the text insertion point (caret) (when a caret exists), and change selection attributes of objects (when text and items can be selected by the user).
502.3.14 Event Notification	Supports	Users are notified via events that communicate changes in the user interface or displayed content to screen readers.
Criteria	Conformance Level	Remarks and Explanations

502.4 Platform Accessibility Features	Supports	<p>The product does not interfere with system features to:</p> <ul style="list-style-type: none"> • Enable sequential entry of multiple (chorded) keystrokes (Section 9.3.3) • Provide adjustment of delay before key acceptance (Section 9.3.4) • Provide adjustment of same-key double-strike acceptance (Section 9.3.5) • Allow users to choose visual alternative for audio output (Section 10.6.7) • Synchronize audio equivalents for visual events (Section 10.6.8) • Provide speech output services (Section 10.6.9) • Display any captions provided (Section 10.7.1)
503 Applications	Heading cell – no response required	Heading cell – no response required
503.2 User Preferences	Supports	The CSS style sheet can be overridden in the product using the browser settings.
503.3 Alternative User Interfaces	Not Applicable	This product does not provide alternative user interfaces that function as assistive technology.
503.4 User Controls for Captions and Audio Description	Heading cell – no response required	Heading cell – no response required
503.4.1 Caption Controls	Supports	Captions are provided for video content. The caption control is available at the same menu level as the user controls for volume.
503.4.2 Audio Description Controls	Supports	Where user controls are provided for program selection, user controls are provided for the selection of audio descriptions at the same menu level as the user controls for volume or program selection.
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
Criteria	Conformance Level	Remarks and Explanations

504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Not Applicable	Not Applicable
504.2.2 PDF Export	Not Applicable	Not Applicable
504.3 Prompts	Supports	A mode of operation is provided that prompts authors to create content that conforms to Level A and Level AA Success Criteria and Conformance Requirements in WCAG 2.0 for supported features.
504.4 Templates	Supports	Where templates are provided, templates allowing content creation that conforms to Level A and Level AA Success Criteria and Conformance Requirements in WCAG 2.0 shall be provided for a range of template uses for supported features.

Chapter 6: [Support Documentation and Services](#)

Notes:

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	Supports	An Accessibility page is on the WorkZone site that includes accessibility guidelines and a link to the VPAT: https://workzone.helpscoutdocs.com/article/272-accessibility-statement-for-workzone
602.3 Electronic Support Documentation	See WCAG 2.0 section	See information in WCAG 2.0 section
Criteria	Conformance Level	Remarks and Explanations

602.4 Alternate Formats for Non-Electronic Support Documentation	Supports	All support documentation is provided in electronic formats.
<u>603 Support Services</u>	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Supports	An Accessibility page is on the WorkZone site that includes accessibility guidelines and a link to the VPAT: https://workzone.helpscoutdocs.com/article/272-accessibility-statement-for-workzone
603.3 Accommodation of Communication Needs	Supports	Support services are available to accommodate the communication needs of end users with Criteria Conformance Level Remarks and Explanations disabilities. Users can communicate with customer support via: <ul style="list-style-type: none"> ● Phone ● Email