

# CommonLook® Accessibility Conformance Report

## Revised Section 508 Edition

**VPAT® Version 2.3 (Revised) – April 2019**

(VOLUNTARY PRODUCT ACCESSIBILITY TEMPLATE®)

<b>Product Name:</b>	CommonLook Dynamic 1.0.1
<b>Product Description:</b>	CommonLook Dynamic generates standard-compliant PDF documents from using layout files that describe the format of the PDF document and data sources that describe changing data. These data sources can be databases, excel sheets, text files, or other OLE DB sources.
<b>Report Date:</b>	September 2019
<b>Contact for More Information:</b>	<a href="mailto:support@commonlook.com">support@commonlook.com</a>

# Evaluation Methods Used:

## APPLICABLE STANDARDS/GUIDELINES

### Notes:

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

Standard/Guideline	Included in the Report
<u>Web Content Accessibility Guidelines 2.0</u>	Level A (Yes) Level AA (Yes) Level AAA (No)
<u>Revised Section 508 standards published January 18, 2017 and corrected January 22, 2018</u>	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

TABLE 1: SUCCESS CRITERIA, LEVEL A

Notes:

Criteria	Conformance Level	Remarks and Explanations
<p><b><u>1.1.1 Non-text Content</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"><li>• 501 (Web)(Software)</li><li>• 504.2 (Authoring Tool)</li><li>• 602.3 (Support Docs)</li></ul>	Supports	The software has text alternatives for non-text content.
<p><b><u>1.2.1 Audio-only and Video-only (Prerecorded)</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"><li>• 501 (Web)(Software)</li><li>• 504.2 (Authoring Tool)</li><li>• 602.3 (Support Docs)</li></ul>	Not Applicable	The software does not have Audio or Video elements.

Criteria	Conformance Level	Remarks and Explanations
<p><b><u>1.2.2 Captions (Prerecorded)</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Not Applicable	The software does not include any Prerecorded Audio content.
<p><b><u>1.2.3 Audio Description or Media Alternative (Prerecorded)</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Not Applicable	The software does not include any Audio functionality.
<p><b><u>1.3.1 Info and Relationships</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software has structured headings content and labels input fields.

Criteria	Conformance Level	Remarks and Explanations
<p><b><u>1.3.2 Meaningful Sequence</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software presents the content in meaningful order.
<p><b><u>1.3.3 Sensory Characteristics</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software uses text / alternative text to convey information.
<p><b><u>1.4.1 Use of Color</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software does not rely on colors only to present information for users.

Criteria	Conformance Level	Remarks and Explanations
<p><b><u>1.4.2 Audio Control</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Not Applicable	The software does not include any Audio functionality.
<p><b><u>2.1.1 Keyboard</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software supports keyboard for accessibility.
<p><b><u>2.1.2 No Keyboard Trap</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software supports keyboard for accessibility.

Criteria	Conformance Level	Remarks and Explanations
<p><b><u>2.2.1 Timing Adjustable</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software gives the users an option to adjust time limit.
<p><b><u>2.2.2 Pause, Stop, Hide</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Not Applicable	The software does not have any interactive content.
<p><b><u>2.3.1 Three Flashes or Below Threshold</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Not Applicable	The software does not have any flashing visual elements.

Criteria	Conformance Level	Remarks and Explanations
<p><b><u>2.4.1 Bypass Blocks</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software) – Does not apply to non-web software</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>	Supports	The software has “Skip to main content” feature.
<p><b><u>2.4.2 Page Titled</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software has a unique and descriptive title for every page.
<p><b><u>2.4.3 Focus Order</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software supports keyboard accessing in a sequential and meaningful order.



Criteria	Conformance Level	Remarks and Explanations
<p><b><u>2.4.4 Link Purpose (In Context)</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software provides a clear, descriptive links text.
<p><b><u>3.1.1 Language of Page</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software defines main language as English for all pages.
<p><b><u>3.2.1 On Focus</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software does not change elements when they receive focus.

Criteria	Conformance Level	Remarks and Explanations
<p><b><u>3.2.2 On Input</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software does not change elements when they receive user input.
<p><b><u>3.3.1 Error Identification</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software provides error explanation close to the errors, showing what is wrong and how to be fixed.
<p><b><u>3.3.2 Labels or Instructions</u></b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software provides clear and helpful label elements and instructions.

Criteria	Conformance Level	Remarks and Explanations
<p><b>4.1.1 Parsing</b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software has no major code errors.
<p><b>4.1.2 Name, Role, Value</b> (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	The software supports accessibility for all its elements.

**TABLE 2: SUCCESS CRITERIA, LEVEL AA**

**Notes:**

Criteria	Conformance Level	Remarks and Explanations
<p><b><u>1.2.4 Captions (Live)</u></b> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	<p>Not Applicable</p>	<p>The Software does not include any Live Audio content.</p>
<p><b><u>1.2.5 Audio Description (Prerecorded)</u></b> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	<p>Not Applicable</p>	<p>The software does not include any Audio functionality.</p>
<p><b><u>1.4.3 Contrast (Minimum)</u></b> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	<p>Supports</p>	<p>The visual presentation of text and images of text has a contrast ratio of at least 4.5:1</p>

Criteria	Conformance Level	Remarks and Explanations
<p><b><u>1.4.4 Resize text</u></b> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	<p>Product displays can be resized using the browser’s zoom feature without loss of functionality.</p> <p>Text can be resized up to 200% without loss of content or functionality.</p>
<p><b><u>1.4.5 Images of Text</u></b> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	Text is used to convey information rather than images of text.
<p><b><u>2.4.5 Multiple Ways</u></b> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software) – Does not apply to non-web software</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>	Supports	User can navigate/interact with the application using different methods.

Criteria	Conformance Level	Remarks and Explanations
<p><b><u>2.4.6 Headings and Labels</u></b> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	<p>User interface component labels are associated with the fields they are labeling.</p> <p>Heading tags and Header markup have been provided for data tables.</p>
<p><b><u>2.4.7 Focus Visible</u></b> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	Visual indication of the focused component exists on software controls.
<p><b><u>3.1.2 Language of Parts</u></b> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	Application is provided only in English, but the layout files support specifying the language of the PDF document in addition to changes in the natural language at the tag level.

Criteria	Conformance Level	Remarks and Explanations
<p><b><u>3.2.3 Consistent Navigation</u></b> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software) – Does not apply to non-web software</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>	Supports	Navigation is consistent throughout the application.
<p><b><u>3.2.4 Consistent Identification</u></b> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software) – Does not apply to non-web software</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>	Supports	Components that have the same functionality within a set of Web pages are identified consistently.
<p><b><u>3.3.3 Error Suggestion</u></b> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	When errors are detected, the application displays the error in red above the form or after the form field for users to correct it

Criteria	Conformance Level	Remarks and Explanations
<p><b>3.3.4 Error Prevention (Legal, Financial, Data)</b> (Level AA)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> <li>• 501 (Web)(Software)</li> <li>• 504.2 (Authoring Tool)</li> <li>• 602.3 (Support Docs)</li> </ul>	Supports	<p>Input is checked for errors prior to submitting the data.</p> <p>Data can be reviewed, corrected, and confirmed by the user before they are finalized.</p>

## Revised Section 508 Report

### CHAPTER 3: FUNCTIONAL PERFORMANCE CRITERIA (FPC)

**Notes:**

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.
302.2 With Limited Vision	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.



Criteria	Conformance Level	Remarks and Explanations
302.3 Without Perception of Color	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.
302.4 Without Hearing	Not Applicable	The application does not utilize sound for any of its functionality.
302.5 With Limited Hearing	Not Applicable	The application does not utilize sound for any of its functionality.
302.6 Without Speech	Not Applicable	Application does not require speech to operate.
302.7 With Limited Manipulation	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.
302.8 With Limited Reach and Strength	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set, providing the ability to control the software using different methods.

Criteria	Conformance Level	Remarks and Explanations
302.9 With Limited Language, Cognitive, and Learning Abilities	Partially Supports	Certain terms and descriptions of checkpoints use standards terms which may not be understandable by users with limited language, cognitive or learning abilities.

#### CHAPTER 4: HARDWARE.

##### Notes:

The product does not consist of any Hardware.

#### CHAPTER 5: SOFTWARE

##### Notes:

Criteria	Conformance Level	Remarks and Explanations
<b>501.1 Scope – Incorporation of WCAG 2.0 AA</b>	See <a href="#">WCAG 2.0</a> section	See information in WCAG section.
<b>502 Interoperability with Assistive Technology</b>		

Criteria	Conformance Level	Remarks and Explanations
502.2.1 User Control of Accessibility Features	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set.
502.2.2 No Disruption of Accessibility Features	Supports	No functionality in Dynamic disrupts any accessibility features.
<b>502.3 Accessibility Services</b>		
502.3.1 Object Information	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set.
502.3.2 Modification of Object Information	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set.
502.3.3 Row, Column, and Headers	Supports	In all objects provided in data tables, the occupied rows and columns, and any headers associated with those rows or columns, shall be programmatically determinable.
502.3.4 Values	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set.

Criteria	Conformance Level	Remarks and Explanations
502.3.5 Modification of Values	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set.
502.3.6 Label Relationships	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set.
502.3.7 Hierarchical Relationships	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set.
502.3.8 Text	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set.
502.3.9 Modification of Text	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set.
502.3.10 List of Actions	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set.
502.3.11 Actions on Objects	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set.

Criteria	Conformance Level	Remarks and Explanations
502.3.12 Focus Cursor	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set.
502.3.13 Modification of Focus Cursor	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set.
502.3.14 Event Notification	Supports	CommonLook Dynamic components all utilize MSAA with appropriate attributes set.
502.4 Platform Accessibility Features	Not Applicable	CommonLook Dynamic is a web application.
<b>503 Applications</b>		
503.2 User Preferences	Not Applicable	Commonlook Dynamic is Web Application.
503.3 Alternative User Interfaces	Not Applicable	Commonlook Dynamic is Web Application.
<b>503.4 User Controls for Captions and Audio Description</b>		

Criteria	Conformance Level	Remarks and Explanations
503.4.1 Caption Controls	Not Applicable	Commonlook Dynamic is Web Application.
503.4.2 Audio Description Controls	Not Applicable	Commonlook Dynamic is Web Application.
<b>504 Authoring Tools</b>		
<b>504.2 Content Creation or Editing (if not authoring tool, enter “not applicable”)</b>	Supports	Commonlook Dynamic is an authoring tool.
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Supports	Commonlook Dynamic preserves the information required for accessibility.
504.2.2 PDF Export	Supports	Commonlook Dynamic is capable of exporting PDF/UA-1 compliant PDF files.
504.3 Prompts	Not Applicable	Commonlook Dynamic’s layout files which contains the description of the PDF files format and accessibility attributes is generated by CommonLook staff and all accessibility information.

Criteria	Conformance Level	Remarks and Explanations
504.4 Templates	Supports	Commonlook Dynamic creates content from layout files that conform to Level A and Level AA Success Criteria and PDF/UA-1 and Conformance Requirements.

## CHAPTER 6: SUPPORT DOCUMENTATION AND SERVICES

### Notes:

Criteria	Conformance Level	Remarks and Explanations
<b>601.1 Scope</b>		
<b>602 Support Documentation</b>		
602.2 Accessibility and Compatibility Features	Supports	Documentation includes the accessibility features in CommonLook Dynamic.
602.3 Electronic Support Documentation	See <a href="#">WCAG 2.0</a> section	See information in WCAG section.
602.4 Alternate Formats for Non-Electronic Support Documentation	Not Applicable	The documentation is only available in electronic format
<b>603 Support Services</b>		

Criteria	Conformance Level	Remarks and Explanations
603.2 Information on Accessibility and Compatibility Features	Supports	Phone, email and online chat support are provided for all users.
603.3 Accommodation of Communication Needs	Supports	Phone, email and online chat are provided for all users.