Apian Software 508 Product Accessibility Statement

Name of Product: DecisionPad® Versions 3 and 4

The purpose of the Voluntary Product Accessibility Template is to assist Federal contracting officials in making preliminary assessments regarding the availability of commercial Electronic and Information Technology products and services with features that support accessibility. It is assumed that offerers will provide additional contact information to facilitate more detailed inquiries.

The first table of the Template provides a summary view of the section 508 Standards. The subsequent tables provide more detailed views of each subsection. There are three columns in each table. Column one of the Summary Table describes the subsections of subparts B and C of the Standards. The second column describes the supporting features of the product or refers you to the corresponding detailed table, "e.g., equivalent facilitation." The third column contains any additional remarks and explanations regarding the product. In the subsequent tables, the first column contains the lettered paragraphs of the subsections. The second column describes the supporting features of the product with regard to that paragraph. The third column contains any additional remarks and explanations regarding the product.

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Summary Table **Voluntary Product Accessibility Template**		
Criteria	**Supporting Features**	**Remarks and explanations**
Section 1194.21 Software Applications and Operating Systems	DecisionPad 3 and 4	DecisionPad® is a Microsoft Windows®-based desktop software application that lets you analyze decisions with proven MAUT technology augmented with innovative enhancements and reports. It helps organizations be clear, objective and focused.
Section 1194.22 Web-based internet information and applications	DecisionPad 4 using web ballots	Balloting allows decision participants to express opinions and requirements through the web. DecisionPad publishes ballots to a cloud server provided by Apian Software so the user need not deal with server management. The ballots send html compatible with DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd"
Section 1194.23 Telecommunications Products Section 1194.24 Video and Multimedia Products Section 1194.25Self-Contained, Closed Products Section 1194.26 Desktop and Portable Computers	Not applicable	
Section 1194.31 Functional Performance Criteria	DecisionPad 3 and 4	

Section 1194.21 Software Applications and Operating Systems - Detail Voluntary Product Accessibility Template		
Criteria	**Supporting Features**	**Remarks and explanations**
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	All DecisionPad functions are accessible from the keyboard.	DecisionPad has incorporated both icon-driven and keyboard-driven commands, duplicated to fit the needs of different users.
(b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.	DecisionPad does not disrupt or disable any accessibility feature of any other software application or operating system.	
(c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.	DecisionPad is a Windows application, and the program uses a standard Windows interface internally and externally. The active dialog or window is prominent and centered. Active cells are highlighted by a thickened, colored border.	Tab and Shift-Tab keys standard in Windows are also standard in DecisionPad.
(d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text.	All windows and dialog boxes are labeled at the top, and all windows labeled prominently at the bottom. All icons are accompanied by text using the Windows "hover" action.	
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	The meaning of any icon or image is consistent throughout DecisionPad.	For example, the "pencil tip" means "insert", regardless of whether you are inserting an alternative, a new scale, or any other element into the decision matrix.

(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	DecisionPad does not override or alter the text display functions in Windows. Text content, cursor location, and attributes are visible.	
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	DecisionPad does not override or alter custom contrast/color selected in Windows.	
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	DecisionPad does not use animation.	
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	DecisionPad does not use color coding without other indicators.	Errors or unexpected values are shown in text. Graphs use position, shape or line properties (solid, dashed, etc).
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	The control colors are derived from Windows and can be altered in the Display dialog, under the Appearance tab (Display dialog located in Control Panel for Windows)	
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.	Flashing or blinking text, objects, or other elements are not used by DecisionPad - with the exception of the blinking of the cursor. This is something you must alter in Windows.	
(l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	DecisionPad can be linked with outside programs and databases with common industry conventions such as comma-separated-value or xml files.	

Section 1194.22 Web-based Internet information and applications - Detail Voluntary Product Accessibility Template		
Criteria	**Supporting Features**	**Remarks and explanations**
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Ballot <img> tags are created with alt and title properties	The balloting system produces web pages compatible with all popular browsers. The html DOCTYPE is W3C//DTD XHTML 1.0 Transitional//EN
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	DecisionPad does not use multimedia presentations	
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	This is up to the user of the program, who has control over the color and text if they choose to override the defaults.	
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	DecisionPad ballots are published with css style sheets to a cloud server, and thus are always available to the decision participant. Product documentation is delivered in self-contained PDF files.	
(e) Redundant text links shall be provided for each active region of a server-side image map.	DecisionPad does not create server-side image mapping.	
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	DecisionPad does not create client-side image mapping.	
(g) Row and column headers shall be identified for data tables.	Row and column headers are standard when html tables are used.	
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Handled in the ballot HTML.	
(i) Frames shall be titled with text that facilitates frame identification and navigation	DecisionPad does not use frames.	
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	HTML files generated by DecisionPad can anchor gif, jpeg or png Images at the user's option, but these are not required. Images required for balloting are static.	
(k) A text-only page, with equivalent information or	The inclusion of images in your decision ballots or reports is	

functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	completely optional, and not a default or functional requirement.	
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	The Web ballots created with DecisionPad do not require outside client-side scripting languages. Client-side Javascript is used if enabled but not required.	
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).	The Web ballots do not use Java, Flash, or any other client applications or plug-ins. Client-side Javascript is used if enabled but not required.	
(n) When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	The Web forms you create in DecisionPad follow standard HTML protocol. So movement around the form can by done with a keyboard or cursor.	
(o) A method shall be provided that permits users to skip repetitive navigation links.	Any links you include in your ballots are inserted by your design.	
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	DecisionPad does not provide time limit controls for ballots.	

Note to 1194.22: The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium: Paragraph (a) - 1.1, (b) - 1.4, (c) - 2.1, (d) - 6.1, (e) - 1.2, (f) - 9.1, (g) - 5.1, (h) - 5.2, (i) - 12.1, (j) - 7.1, (k) - 11.4.

Section 1194.23 Telecommunications Products - Detail **Voluntary Product Accessibility Template**		
Criteria	**Supporting Features**	**Remarks and explanations**
(a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.	**n/a**	**n/a**
(b) Telecommunications products which include voice communication functionality shall support all commonly used crossmanufacturer non-proprietary standard TTY signal protocols.		
(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.		
(d) Voice mail, messaging, autoattendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.		
(e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.		
(f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.		
(g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.		

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

mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.		

Section 1194.24 Video and Multi-media Products - Detail Voluntary Product Accessibility Template		
Criteria	**Supporting Features**	**Remarks and explanations**
a) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.	**n/a**	**n/a**
(b) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.		
(c) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned.		
(d) All training and informational video and multimedia productions		

which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described.		
(e) Display or presentation of alternate text presentation or audio descriptions shall be userselectable unless permanent.		

Section 1194.25 Self-Contained, Closed Products - Detail **Voluntary Product Accessibility Template**		
Criteria	**Supporting Features**	**Remarks and explanations**
(a) Self contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology.	**n/a**	**n/a**
(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.		
(c) Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).		
(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.		
(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime.		
(f) When products deliver voice output in a public area, incremental volume control shall be provided with output		

amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.		
(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.		
(h) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.		
(i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.		
(j) (1) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls. (j)(2) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor. (j)(3) Products which are freestanding, non-portable, and intended to be used in one location and which have operable		

controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor. (j)(4) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane.		

Section 1194.26 Desktop and Portable Computers - Detail **Voluntary Product Accessibility Template**		
Criteria	**Supporting Features**	**Remarks and explanations**
(a) All mechanically operated controls and keys shall comply with §1194.23 (k) (1) through (4)	n/a	n/a
(b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).		
(c) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.		
. (d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards		

Section 1194.31 Functional Performance Criteria - Detail **Voluntary Product Accessibility Template**		
Criteria	**Supporting Features**	**Remarks and explanations**
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Standard Windows menus, dialogs and navigation techniques are used.	A sister product (SurveyPro), developed using similar tools and techniques, has been successfully tested using JAWS Assistive technology software.
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	DecisionPad supports this.	Screen size can be adjusted in Windows, zoom capabilities are also provided in DecisionPad, and the tree bar can be closed for a larger view.
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided	DecisionPad does not use sound.	
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	DecisionPad does not use sound.	
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	DecisionPad does not use sound or speech.	
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.	DecisionPad allows for multiple ways to enter and retrieve information, including key stroke and mouse/menu.	