

Retention Schedule Manager (RSM) / Section 508

Voluntary Product Accessibility Template

(Also on Intersect Web Site at www.intersectsystems.com)

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 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 table, "e.g., equivalent function." 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.

Summary Table
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Criteria	Supporting Features	Remarks and explanations
Section 1194.21 Software Applications and Operating Systems	See Following Section 1194.21	
Section 1194.22 Web-based Internet Information and Applications	RSM is not a web-based application	
Section 1194.23 Telecommunications Products	RSM is not a Telecommunications Product	
Section 1194.24 Video and Multi-media Products	RSM is not a Video or Multi-Media Product	
Section 1194.25 Self-Contained, Closed Products	RSM is not a Self-Container, Closed Product	
Section 1194.26 Desktop and Portable Computers	RSM is not a Desktop or Portable Computer	
Section 1194.31 Functional Performance Criteria	See Following Section 1194.31	
Section 1194.41 Information, Documentation and Support	See Following Section 1194.41	

Section 1194.21 Software Applications and Operating Systems – Detail

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<i>Criteria</i>	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.	RSM provides keyboard shortcuts for all major actions in the application.	Text-based messages indicate the result of most functions; in other instances, changes of major interaction screens indicate that a function has been performed.
(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.	RSM does not interfere with any other applications' or operating systems' accessibility features.	
(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.	RSM provides a well-defined focus indicator that moves in sequence among interactive interface elements – fields, buttons – as the input focus changes.	
(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.	RSM data interaction screens are used, grouped by major function, as opposed to drop-down menus on a single central screen. This avoids the potential confusion of many embedded functions contained in drop-down menu lists. No images are used to represent program elements; all are identified in text.	Form names and titles are included for every screen that identify the function of that screen. State of operations – searches, queries – are displayed in a text-based status field.
(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	No bitmap images are used to identify controls; controls contain a specific text description of the	

performance.	function.	
(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.	Text content, text input cues, and text attribute information are provided by RSM.	
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	RSM does not override user color or contrast settings or other display attributes that are set in Windows system settings.	
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	N/A	
(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.	Color coding is not the only way of conveying information in RSM.	Special attention has been given to avoiding color combinations that can present problems for individuals with color perception problems.
(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.	N/A. RSM does not allow a variety of color selections capable of producing a range of contrast levels.	
(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.	RSM does not use flashing or blinking text, objects, or other elements.	
(l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	N/A	

Section 1194.31 Functional Performance Criteria – Detail

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<i>Criteria</i>	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.	RSM contents are accessible to screen readers to a limited extent.	Not all dialogs in RSM are accessible to screen readers.
(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.	Retrieved document images can be enlarged on-screen up to 300 %. Display settings for the viewer can be saved so that the viewer always opens with the pre-set parameters. Audio out of is not supported in RSM.	RSM provides a customization function that will allow font and font size to be changed for all fields and button controls throughout the program.
(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	N/A	RSM does not require user hearing to operate.
(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.	N/A	RSM does not deal with 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.	N/A	RSM does not deal with user speech inputs.
(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.	Keyboard navigation is provided for most RSM user interface functions. Keyboard shortcuts are provided for most RSM user actions.	

Section 1194.41 Information, Documentation and Support – Detail

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Criteria	Supporting Features	Remarks and explanations
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge	RSM user documentation is in .pdf format, allowing the document to be opened while the application is running. The .pdf file supports audio text-to-speech with Adobe Reader current release.	
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Descriptions in .pdf file format supporting text-to-speech will be provided on request, at no charge.	
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	RSM telephone support is audio only.	