



Project Cost by Olympic Systems

Project Cost

*Compliance with ADA and Web Content Accessibility
Guidelines (WCAG 2.0)*
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Summary: The Americans with Disabilities Act encourages self-regulation of accessibility standards, which have yet to be officially designated by the Department of Justice. In the meantime, the ADA encourages organizations to use the WCAG 2.0 guidelines to become more accessible. Project Cost by Olympic Systems conforms to these guidelines in an effort to become accessible to as many users as possible.

Project Cost By **Olympic Systems** for **Microsoft Dynamics GP**



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Project Cost and the Web Content Accessibility Guidelines

Web Content Accessibility Guidelines (WCAG) Overview

The Web Content Accessibility Guidelines are published by the World Wide Web Consortium (W3C), the primary international standards organization for the World Wide Web. The goal of the Web Content Accessibility Guidelines is to build a set of guiding principles that software developers could use to make content more accessible for people with disabilities.

The Guidelines are organized under basic four principles:

1. Perceivable – Information and User Interface components should be presentable to users in ways they can perceive.
2. Operable – User Interface components and navigation must be operable.
3. Understandable – Information and the operation of the User Interface must be understandable.
4. Robust – Content must be robust enough that it can be interpreted reliably by a wide variety of users.

The following is a detailed statement about how products sold by Olympic Systems comply with each standard requirement.

1 Perceivable

Guideline 1. Perceivable – Provides that the information and the User Interface (UI) should be presentable to users in a way they can perceive.

1.1 Text Alternatives: Software should provide text alternatives for any non-text content so that it can be changed into other forms people need, such as Large Print, Braille, Speech, Symbols or simpler language.

1.1.1 Non-Text Content – Level A

To achieve the Success Criterion for this guideline, non-text content must have a text-based alternative. Buttons, controls, inputs, and other content all need text descriptions. The purpose of this is to comply with accessibility features for the vision impaired. *Windows accessibility features come with a screen narrator and magnifying glass, both of which function with Olympic's Time and Expense tools.*

1.2 Time-Based Media: Software should provide Alternatives for Time Based Media.

Olympic's Time and Expense tools include no Time-Based media, and are therefore not in violation of any Time-Based media guidelines. However, users should be aware of how long their browser will hold a connection before timing out.

1.3 Adaptable: Software should create content that can be presented in different ways such as a simpler layout without losing information or structure.

1.3.1 Info and Relationships – Level A

This guideline ensures that a website will retain its informational value and presentation when the user utilizes an alternate form of viewing, such as with an alternate style sheet or a screen reader. *Olympic's Time and Expense tools do not lose functionality when paired with alternate viewing systems.*

1.3.2 Meaningful Sequence – Level A

The Success Criterion for this guideline allows a user agent to provide alternate presentations of a web site's content while maintaining the order in which a screen reader will read the content. The website must provide one correct order. *Olympic's Time and Expense tools contain mostly one word or short phrases on its buttons, making the button's purpose and meaning clear. Due to the concision of the text-based content in Olympic's Time and Expense tools, the software has no problem complying with this guideline.*

1.3.3 Sensory Characteristics – Level A

To meet the Success Criterion for this guideline, the instructions for understanding and operating content cannot “rely solely on sensory characteristics of components such as shape, size, visual location, orientation, or sound.” (w3.org). Visually impaired users may have trouble understanding information if it is conveyed by shape or location. *All buttons and other content in Olympic’s Time and Expense tools are clearly labeled. They may be identified through color, shape, and label.*

1.4 Distinguishable: Software should make it easier for users to see and hear content including separating foreground from background.

1.4.1 Use of Color – Level A

This guideline requires that “color is not the only visual means for conveying information, indicating an action, prompting a response, or distinguishing a visual element.”(w3.org). It is necessary to use visual means other than colors because some users experience limited color vision. Also, people using text-only or monochrome displays may be unable to access color-dependent information. *Olympic’s Time and Expense tools use not only color as indicators, but also descriptive text and symbols.*

1.4.2 Audio Control – Level A

The Success Criterion for Guideline 1.4.2 require that any audio on a web page that plays automatically for more than three seconds must have a mechanism to pause or play the audio or to control the volume independently from the overall system volume level. *Olympic’s Time and Expense tools does not utilize audio files.*

1.4.3 Contrast – Level AA

The purpose of this guideline is to ensure enough contrast between text and its background so people with moderately low vision can read it. Providing contrast makes text stand out more against its background. *Olympic’s Time and Expense tools reach the Level AA standard for contrast.*

1.4.4 Resize text – Level AA

This guideline requires that, except for captions and images of text, text can be resized up to 200% without losing its function. *In Olympic’s Time and Expense tools, users can zoom in or out using the magnifying function on their computer and the web application will still work. The application also functions properly if used with a magnifying tool.* This is important for the visually impaired.

1.4.5 Images of Text - AA

This guideline requires that text is to be used instead of text wherever possible. *Labels in Olympic’s Time and Expense tools are coded in as text, but become bitmap files in Silverlight. The bitmap files are tagged with text to make Olympic’s Time and Expense tools easier for users utilizing a screen narrator.*

1.4.6 Contrast – Level AAA

To achieve an AAA rating for contrast, a web page must have a contrast ratio of at least 7:1. Olympics’ Time and Expense tools do not meet these specifications. *However, they do meet the AA standard and fall in line with the color scheme of Microsoft Dynamics GP.*

1.4.7 Low or No Background Audio – Level AAA

This guideline applies to prerecorded audio files that contain primarily speech in the foreground, are not an audio CAPTCHA or audio logo, or are not vocalizations intended to be primarily musical expression. It must be possible to turn the audio file off, or the background sound must be at least 20 decibels lower than the foreground speech content. *Olympic’s Time and Expense tools do not use any background audio.*

1.4.8 Visual Presentation – Level AAA

Guideline 1.4.8 is maximizes the readability of large blocks of text for users with cognitive, language, or learning disabilities. *Olympic’s Time and Expense tools do not use blocks of text, so a mechanism for the visual presentation of blocks of text is unnecessary.*

1.4.9 Images of Text (No Exemption) – Level AAA

See part 1.4.5

2 Operable

Guideline 2. Operable – Provides that the User Interface components and navigation must be operable.

2.1 Keyboard Accessible: Software should make all functionality available from a keyboard

2.1.1 Keyboard – Level A

Important functions in Olympic's Time and Expense tools are accessible through the keyboard. This assists people who are blind or have low vision, as mouse control requires hand-eye coordination that some may lack. Also, people with hand tremors find using a mouse difficult and usually prefer keyboard functionalities.

2.1.2 No Keyboard Trap – Level A

No keyboard functionalities lead to a keyboard trap, allowing the user to navigate freely.

2.1.3 Keyboard – Level AAA

The key strokes necessary to access the functions of Olympic's Time and Expense Tools do not require specific timing.

2.2 Enough Time: Software should provide users enough time to read and use content.

The guidelines in this section ensure that users have enough time to read and use content. Users with reading or vision related disabilities or those using assistive technology may require more time to access all the information they need to make decisions on how to interact with a web page. *Olympic's Time and Expense tools don't have any time limits on their functions outside of real-time limitations, such as deadlines set by the user or the user's employer.* Our users will have plenty of time to review the information in front of them and make decisions as they see fit.

2.3 Seizures: Software should not design content in a way that it is known to cause seizures.

Guideline 2.3 is centered on those users who are prone to seizures, which can be triggered by flashing lights or screens. *Olympic's Time and Expense tools do not have any of these potential triggers, ensuring the safety of users who would otherwise be at risk.*

2.4 Navigable: Software should be designed in a way to help users navigate, find content, and determine where they are within the website. Navigation has two functions: to tell the user where they are and to enable the user to go somewhere else.

2.4.1 Bypass Blocks – Level A

This guideline allows people who navigate through the content of a website sequentially more direct access to the primary content of the website. The Success Criterion for Guideline 2.4.1 is intended to prevent users from having to sift through repeated blocks such as advertisements or logos. *Olympic's Time and Expense tools do not contain advertisements, and the logo doesn't interfere with the navigation.*

2.4.2 Page Titled – Level A

The Success Criterion for Guideline 2.4.2 is intended to "help users and find content and orient themselves within it by ensuring that each Web page has a descriptive title." (w3.org). *Each tab on Olympic's Time and Expense tools contain tabs that are clearly labeled at the top of the page, allowing users to know where they are on the site at all times.*

2.4.3 Focus Order – Level A

If a web page can be navigated sequentially, focusable components should receive focus in an order that preserves meaning and operability. People with mobility impairments, reading disabilities, and visual impairments will benefit from Guideline 2.4.3 because it will make keyboard navigation easier and prevent them from getting disoriented. *Olympic's Time and Expense tools are navigated in a consistent fashion from top to bottom on each page.*

2.4.4 Link Purpose (In Context) – Level A

To meet the Success Criterion for Guideline 2.4.4, links should have clear text labels for users to determine their purpose. Assistive technology can be used to give users a list of links available on a web page so the user may determine what links they wish to follow. This guideline helps people

with motion impairment skip links they are not interested in and avoid the keystrokes necessary to get past those links to the desired content. *Olympic's Time and Expense tools contain clearly labeled links and will save users time by eliminating those unnecessary keystrokes.*

2.4.5 Multiple Ways – Level AA

This guideline requires that there be more than one way to locate a web page within a set of web pages. The design of Olympic's Time and Expense tools are clean and simple, and do not need to provide multiple ways to access parts of the site. *All tabs can be accessed from any of the other tabs, allowing users a high level of mobility within our web app.*

2.4.6 Headings and Labels – Level AA

All headings and labels should be clearly defined. This is similar to guidelines 2.4.2 and 2.4.4. If headings and labels are provided, they are to also comply with guideline 1.3.1. *Olympic's Time and Expense tools follow these guidelines with the headings and labels provided.*

2.4.7 Focus Visible – Level AA

This guideline is simple: users need to be able to see which element of the page they have focused on via keyboard. This can be done with a blinking cursor or highlighted text, or by putting a border around the focused element. *Olympic's Time and Expense tools have this functionality for anything that can be highlighted via keyboard.*

2.4.8 Location – Level AAA

This guideline is to help people with short attention spans recognize how they got to a location within a web page. A familiar example of this might be the series of arrows and labels at the top of a news web page (ex: News → U.S. → Sports → Football). *Olympic's Time and Expense tools already include a clear path to each tab, so this feature is unnecessary. Users will be able to tell their location and how to navigate to other parts of the application from that location.*

2.4.9 Link Purpose (Link Only) – Link AAA

This guideline requires that a mechanism is available to allow the purpose of each link to be identified from text alone. *Olympic's Time and Expense tools contain links that are clearly labeled, as stated in section 1 of this document. We use a text label to identify each button or link.*

2.4.10 Section Headings – Level AAA

This guideline requires that sections are labeled with section headings. *In Olympic's Time and Expense tools, sections are divided into labeled tabs.*

3 Understandable

Guideline 3. Understandable – Provides that the operation of the User Interface must be understandable.

3.1 Readable: Software should make content readable and understandable.

3.1.1 Language of Page – Level A

This guideline requires that the default human language of a website can be determined programmatically. For example, assistive technology should be able to tell if the web page is written in English, Spanish, etc.... *When Olympic's Time and Expense tools were used with Microsoft Windows Narrator, the application was able to determine that the page was in English.*

3.1.2 Language of Page – Level AA

The Success Criterion for this guideline is an extension of guideline 3.1.1 that applies to each individual passage or phrase on a web page, except for words of indeterminate language, and words or phrases that have become part of the vernacular of the immediately surrounding text. *When Olympic's Time and Expense tools were used with Microsoft Windows Narrator, the application was able to determine that the page was in English.*

3.1.3 Unusual Words – Level AAA

This guideline requires a mechanism be available for identifying specific definitions of words or phrases used in an unusual or restricted way, including idioms and jargon. *The language of Olympic's Time and Expense tools are easy to understand and come from the vernacular surrounding the reporting of time and financial expenditures in a work environment.*

3.1.4 Abbreviations – Level AAA

According to this guideline, a mechanism for identifying the expanded form or meaning of abbreviations must be available. This mechanism will ensure that users can access the expanded forms of abbreviations they've forgotten the meaning of. *All abbreviations used in Olympic's Time and Expense tools are common (such as Project ID for the project identification section) and will not require definitions to remind the user.*

- 3.1.5 Reading Level – Level AAA
The Success Criterion for this guideline ensure that people with difficulty comprehending and interpreting written language for the purpose of obtaining general knowledge or specific information can do so. It requires that when text requires a reading ability more advanced than the lower secondary education level after removal of proper names and titles, a less advanced version is available. *Olympic's Time and Expense tools utilize phrases and words that can be interpreted by someone who has had a basic level of exposure to business language, regardless of a comprehension disability.*
- 3.1.6 Pronunciation – Level AAA
For this guideline, a mechanism must be provided for identifying specific pronunciation of words where the meaning of the words, in context, is ambiguous without knowing the pronunciation. *This occasion does not arise in Olympic's Time and Expense tools because the vocabulary of the app is does not include words that change meaning based on pronunciation.*
- 3.2 Predictable – Make web pages appear and operate in predictable way
- 3.2.1 On Focus – Level A
For this guideline, when any component receives focus, it does not initiate a change of context. A change of context is defined as major changes in the content of the web page that, if made without user awareness, can disorient users who are not able to view the entire page simultaneously. *Olympic's Time and Expense tools comply with this guideline because a focus on any single component does not result in a change of context.*
- 3.2.2 On Input – Level A
This guideline requires that 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. It will insure that entering data or selecting a form control has predictable effects. *All input in Olympic's Time and Expense tools has logically predictable results, as their main purpose is to record time and expense reports. So, when you input a time or expense, the predictable result of recording that time or expense occurs.*
- 3.2.3 Consistent Navigation – Level AA
Guideline 3.2.3 states that navigational mechanisms that are repeated on multiple web pages within a set of web pages are to occur in the same relative order each time they are repeated, unless a change is initiated by the user *Olympic's Time and Expense tools are navigated in a consistent fashion from top to bottom on each page. This will assist our users who have cognitive limitations, low vision, or are blind.*
- 3.2.4 Consistent Identification – Level AA
The intent of the Success Criterion for guideline 3.2.4 is to ensure consistent identification of functional components that appear repeatedly within a set of web pages. Components with the same functionality within a set of web pages are to be identified consistently. *Olympic's Time and Expense tools use consistent labels to identify content that will result in a labeled action.*
- 3.2.5 Change on Request – Level AAA
To comply with guideline 3.2.5, changes of context must only be initiated by user request or a mechanism must be available to turn off such changes. This is helpful for users with cognitive limitations, low vision, or blindness. *Olympic's Time and Expense tools do not include sudden contextual changes, and therefore comply with this guideline.*
- 3.3 Input Assistance – Help users avoid and correct mistakes
- 3.3.1 Error Identification – Level A
The guideline requires that 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. Some examples of this is entering a birth date two years in the future or entering a nonexistent postal code. *Olympic's Time and Expense tools cannot determine the normal number of hours an employee might log, or the normal cost of an expense they report. Therefore, it is difficult for the application to determine what might be an error.*
- 3.3.2 Labels or Instructions – Level A
For instances where content requires input, the content should be labeled as such and the instructions for input should be clear. *Each input box within Olympic's Time and Expense tools (hours, mileage, etc.) is clearly labeled and the instructions for input are self-explanatory – All the user must do is type their input.*
- 3.3.3 Error Suggestion – Level AA

This guideline states that if an input error is detected and suggestions for the correction are known, the suggestions are to be provided to the user, unless it would jeopardize the security or purpose of the content. *Olympic's Time and Expense tools comply with this guideline by warning users if they make illogical or incomplete entries, such as inputting hours worked several months in the future.*

3.3.4 Error Prevention (Legal, Financial, Data) – Level AA

This guideline requires that users to be able to retract inputs, transactions, etc. *Olympic's Time and Expense tools comply with this guideline because inputs such as hours worked on a project can be deleted and redone.*

3.3.5 Help – Level AAA

This guideline requires that context-sensitive help is available to help users avoid mistakes. Users with writing, reading, or intellectual disabilities as well as aging, older users will benefit from the results of this guideline.

3.3.6 Error Prevention (All) – Level AAA

This guideline extends guideline 3.3.4 to all fields, rather than just legal, financial, and data fields. *Please refer to section 3.3.4 to see how Olympic's Time and Expense tools comply.*

4 Robust

Guideline 4. Robust – Provides that Content must be robust enough that it can be interpreted reliably by a wide variety of users.

4.1 Compatible – Software should maximize compatibility with current and future user agents, including assistive technologies all functionality available from a keyboard

4.1.1 Parsing – Level A

In content implemented using markup languages, elements are to have complete start and end tags and are to be nested according to their specifications. Also, elements should not contain duplicate attributes. Any IDs are to be unique, except where the specifications allow these features. The intent of this is to ensure that user agents, including assistive technologies, can accurately interpret and parse content. *Olympic's Time and Expense tools comply with this guideline by applying unique IDs where necessary and making parsing possible for user agents.*

4.1.2 Name, Role, Value – Level A

This guideline requires that, for all user interface components, 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. This will ensure that assistive technologies can gather information about, activate, and keep up to date on the status of interface controls in the content. *Olympic's Time and Expense tools comply with this guideline by allowing the name, role, and value of content to be programmatically determined.*

Summary

Olympic Systems is committed to fostering a positive work environment where all employees can access and use the applications they need to get the job done. The work of agencies such as the World Wide Web Consortium is incredibly valuable to the pursuit of this goal. We at Olympic Systems would like to thank W3C for its work and dedication to making the World Wide Web more accessible. We look forward to seeing and participating in the technology industry as it becomes more and more user friendly, so that all may utilize the vast possibilities afforded by the modern age.

For a graphic summary of Olympic Systems Time and Expense tools' compliance with W3C accessibility regulations, please refer to the table on the following page.

Web Content Accessibility Guidelines Summary Matrix

Web Content Accessibility Guidelines	Compliant	Non-Compliant
1. Perceivable		
1.1 - Text Alternatives		
1.1.1 Non-Text Content - Level A	YES	
1.2 - Time-Based Media		
1.2.1 Audio-Only and Video Only (Prerecorded) - Level A	YES - No Time Based Media	
1.2.2 Captions (Prerecorded) - Level A	YES - No Time Based Media	
1.2.3 Audio Description or Media Alternative (Prerecorded) - Level A	YES - No Time Based Media	
1.2.4 Captions (Live) - Level AA	YES - No Time Based Media	
1.2.5 Audio Description (Prerecorded) - Level AA	YES - No Time Based Media	
1.2.6 Sign Language (Prerecorded) - Level AAA	YES - No Time Based Media	
1.2.7 Extended Audio Description (Prerecorded) - Level AAA	YES - No Time Based Media	
1.2.8 Media Alternative (Prerecorded) - Level AAA	YES - No Time Based Media	
1.2.9 Audio-Only (Live) - Level AAA	YES - No Time Based Media	
1.3 - Adaptable		
1.3.1 Info and Relationships - Level A	YES	
1.3.2 Meaningful Sequence - Level A	YES	
1.3.3 Sensory Characteristics - Level A	YES	
1.4 - Distinguishable		
1.4.1 Use of Color - Level A	YES	
1.4.2 Audio Control - Level A	YES - No Audio Media	
1.4.3 Contrast - Level AA	YES	
1.4.4 Resize Text - Level AA	YES	
1.4.5 Images of Text - Level AA	YES	
1.4.6 Contrast - Level AAA		AA
1.4.7 Low or No Background Audio - Level AAA	YES	
1.4.8 Visual Presentation - Level AAA	YES	
1.4.9 Images of Text (No Exception) - Level AAA	YES	
2. Operable		
2.1 - Keyboard Accessible		
2.2.1 Keyboard - Level A	YES	
2.2.2 No Keyboard Trap - Level A	YES	
2.2.3 Keyboard (No Exception) - Level AAA	YES	
2.2 - Enough Time		
2.2.1 Timing Adjustable - Level A	YES	
2.2.2 Pause, Stop, Hide - Level A	YES	
2.2.3 No Timing - Level AAA	YES	
2.2.4 Interruptions - Level AAA	YES	
2.2.5 Re-Authenticating - Level AAA	YES	
2.3 Seizures		
2.3.1 Three Flashes or Below Threshold - Level A	YES	

Web Content Accessibility Guidelines	Compliant	Non-Compliant
2.3.2 Three Flashes - Level AAA	YES	
2.4 Navigable		
2.4.1 Bypass Blocks - Level A	YES	
2.4.2 Page Titled - Level A	YES	
2.4.3 Focus Order - Level A	YES	
2.4.4 Link Purpose (In Context) - Level A	YES	
2.4.5 Multiple Ways - Level AA	YES	
2.4.6 Headings and Labels - Level AA	YES	
2.4.7 Focus Visible - Level AA	YES	
2.4.8 Location - Level AAA	N/A	
2.4.9 Link Purpose (Link Only) - Level AAA	YES	
2.4.10 Section Headings - Level AAA	YES	
3. Understandable		
3.1 - Readable		
3.1.1 Language of Page - Level A	YES	
3.1.2 Language of Parts - Level AA	YES	
3.1.3 Unusual Words - Level AAA	YES	
3.1.4 Abbreviations - Level AAA	YES	
3.1.5 Reading Level - Level AAA	YES	
3.1.6 Pronunciation - Level AAA	YES	
3.2 - Predictable		
3.2.1 On Focus - Level A	YES	
3.2.2 On Input - Level A	YES	
3.2.3 Consistent Navigation - Level AA	YES	
3.2.4 Consistent Identification - Level AA	YES	
3.2.5 Change on Request - Level AAA	YES	
3.3 - Input Assistance		
3.3.1 Error Identification - Level A	YES	
3.3.2 Labels or Instructions - Level A	YES	
3.3.3 Error Suggestion - Level AA	YES	
3.3.4 Error Prevention (Legal, Financial, Data) - Level AA	YES	
3.3.5 Help - Level AAA		X
3.3.6 Error Prevention (All) - Level AAA	YES	
4. Robust		
4.1 - Robust		
4.1.1 Parsing - Level A	YES	
4.1.2 Name, Roles, Value - Level A	YES	

The information contained in this document represents the current view of Olympic Systems on the issues discussed as of the date of publication. Because Olympic Systems must respond to changing market conditions, this document should not be interpreted to be a commitment on the part of Olympic Systems and Olympic Systems cannot guarantee the accuracy of any information presented after the date of publication.

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