



Accessibility Conformance Report

WCAG 2.1 and 2.2 Checklist

Name of Product: Archive Manager for Exchange

Report Date: 27. March 2025

Evaluation Methods Used: *we don't use any test tools*

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Terms

The terms used in the Conformance Level information are defined as follows:

Term	Explanation
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 only be used in WCAG Level AAA criteria.
ADTC	Anticipated calendar quarter (and year) when this accessibility feature is expected to be corrected.

WCAG Conformance Levels

Three levels of WCAG conformance exist: A, AA, and AAA. Each level builds on the prior level. To meet level AA, a product must meet all of level A; to meet AAA, a product must meet all of level AA.

		Conformance Criteria			
Level		WCAG 2.0	WCAG 2.1	WCAG 2.2	Total (all versions)
A	Minimum accessibility	25	5	2	32
AA	More accessible	13	7	4	24
AAA	Even more accessible <i>(not applicable to all experiences)</i>	23	5	3	31
Total		61	17	9	86*

WCAG Level A Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>1.1.1 – Non-text Content</u>	Text alternatives are provided for non-text content.	Partially Supports	N/A	Not all non-text elements have text equivalents
<u>1.2.1 – Audio-only and Video-only (Pre-recorded)</u>	A transcript is provided for audio-only content and a transcript or audio description is provided for video-only content.	Not Applicable	N/A	
<u>1.2.2 – Captions (Pre-recorded)</u>	Captions are provided for video with audio.	Not Applicable	N/A	
<u>1.2.3 – Audio Description or Media Alternative (Pre-recorded)</u>	A transcript and / or audio descriptions are provided for video with audio.	Not Applicable	N/A	
<u>1.3.1 – Info and Relationships</u>	Information and content relationships implied by formatting are communicated in text or in a way that works with assistive technology.	Partially Supports	N/A	Supported only in ArchiveWeb
<u>1.3.2 – Meaningful Sequence</u>	The reading order of content is meaningful, no matter how a user accesses or consumes it.	Partially Supports	N/A	Supported only in ArchiveWeb
<u>1.3.3 – Sensory Characteristics</u>	Instructions rely on more than one sense.	Does Not Support	N/A	

WCAG Level A Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>1.4.1 – Use of Color</u>	Color is not the only way used to distinguish an element, convey meaning, indicate an action, or prompt a response.	Partially Supports	N/A	Some error messages or information are marked with different color.
<u>1.4.2 – Audio Control</u>	A mechanism is provided to control audio that plays on page automatically for more than three seconds.	Not Applicable	N/A	

WCAG Level A Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>2.1.1 – Keyboard</u>	All functionality is operable using a keyboard (with exceptions).	Partially Supports	N/A	Not all controls can be reached using the keyboard only
<u>2.1.2 – No Keyboard Trap</u>	The focus does not get trapped on any element in keyboard-only navigation.	Partially Supports	N/A	Supported only in ArchiveWeb
<u>2.1.4 – Character Key Shortcuts</u>	No single-key shortcuts are used, or a way to turn them off or change them is provided.	Does Not Support	N/A	
<u>2.2.1 – Timing Adjustable</u>	If a page has a time limit, users can turn the time limit off, adjust it, or extend it.	Does Not Support	N/A	
<u>2.2.2 – Pause, Stop, Hide</u>	User controls are provided for moving or dynamically changing content.	Does Not Support	N/A	
<u>2.3.1 – Three Flashes or Below</u>	No content flashes more than three times per second, or the flash is below flash thresholds.	Supports	N/A	
<u>2.4.1 – Bypass Blocks</u>	When blocks of content are repeated on multiple pages, a mechanism is provided to bypass / skip them.	Partially Supports	N/A	Supported only in ArchiveWeb
<u>2.4.2 – Page Titled</u>	Page titles clearly describe the page topic or page purpose.	Partially Supports	N/A	Not all pages have titles that describe topic or purpose

WCAG Level A Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>2.4.3 – Focus Order</u>	The tabbing order of the content is meaningful and supports operation.	Partially Supports	N/A	Not all 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.
<u>2.4.4 – Link Purpose (In Context)</u>	The purpose of each link can be determined from the link text alone or from the link text and its related context.	Partially Supports	N/A	The purpose of some 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
<u>2.5.1 – Pointer Gestures</u>	A single pointer alternative to complex pointer or touch gestures is provided.	Does Not Support	N/A	
<u>2.5.2 – Pointer Cancellation</u>	For functionality that is operated by a single pointer, a way to cancel the pointer input is provided.	Does Not Support	N/A	
<u>2.5.3 – Label in Name</u>	The programmatic name contains the text that is presented visually.	Supports	N/A	
<u>2.5.4 – Motion Actuation</u>	For functions that are triggered by moving a device or by gesturing toward a device, an alternative way of triggering the response is provided.	Does Not Support	N/A	

WCAG Level A Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>3.1.1 – Language of Page</u>	Each page has a human language assigned.	Partially Supports	N/A	Supported only in ArchiveWeb
<u>3.2.1 – On Focus</u>	Interactive elements receiving focus do not trigger any functionality.	Supports	N/A	
<u>3.2.2 – On Input</u>	Interactive elements receiving input do not trigger any functionality.	Supports	N/A	
<u>3.2.6 – Consistent Help</u>	Help options provided are consistently available and in the same relative place throughout.	Partially Supports	N/A	Supported only in Archive Manager application
<u>3.3.1 – Error Identification</u>	When input error is detected, the user is notified and the error is described.	Supports	N/A	
<u>3.3.2 – Labels or Instructions</u>	A persistent visible label and / or instructions are provided for elements that require user input.	Partially Supports	N/A	Not all labels or instructions are provided when content requires user input.
<u>3.3.7 – Redundant Entry</u>	Information that the user has already entered during a process is made available to them.	Supports	N/A	
<u>4.1.1 – Parsing</u>	HTML code is clean and well formed in a way that it can be interpreted by browsers and assistive technology. *Note: Criterion 4.1.1 – Parsing, has been removed in version 2.2 and is considered automatically met for versions 2.1 and 2.0.	Supports	N/A	
<u>4.1.2 – Name, Role, Value</u>	All user interface components communicate their accessibility properties and actions to assistive technology.	Does Not Support	N/A	

WCAG Level AA Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>1.2.4 – Captions (Live)</u>	Synchronized captions are provided for live videos containing audio.	Not Applicable	N/A	
<u>1.2.5 – Audio Description (Pre-recorded)</u>	If there is important visual content in a video that is not presented in the accompanying audio, an audio description is provided.	Not Applicable	N/A	
<u>1.3.4 – Orientation</u>	Screen orientation is not restricted unless the orientation is considered essential.	Does Not Support	N/A	
<u>1.3.5 – Identify Input Purpose</u>	For each form field collecting user information, the purpose of the field is programmatically declared.	Does Not Support	N/A	
<u>1.4.3 – Contrast (Minimum)</u>	The contrast ratio between regular-sized, nondecorative text and its background is at least 4.5:1.	Supports	N/A	
<u>1.4.4 – Resize Text</u>	Text can be resized up to 200% without loss of content or function.	Partially Supports	N/A	Supported only in ArchiveWeb
<u>1.4.5 – Images of Text</u>	Aside from a few specific exceptions, there are no images of text.	Supports	N/A	

WCAG Level AA Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>1.4.10 – Reflow</u>	Content presentation is responsive and doesn't require scrolling in two dimensions.	Supports	N/A	
<u>1.4.11 – Non-Text Contrast</u>	The contrast ratio between non-text elements (including any states) and their background is at least 3:1.	Does Not Support	N/A	
<u>1.4.12 – Text Spacing</u>	Text spacing can be overridden to improve the reading experience.	Does Not Support	N/A	
<u>1.4.13 – Content on Hover Focus</u>	When additional content is presented on hover or on focus, the new content is persistent and dismissable.	Does Not Support	N/A	
<u>2.4.5 – Multiple Ways</u>	There is more than one way to reach each page.	Not Applicable	N/A	
<u>2.4.6 – Headings and Labels</u>	Headings and labels are clear and descriptive.	Supports	N/A	
<u>2.4.7 – Focus Visible</u>	Keyboard focus is clear and visible.	Supports	N/A	
<u>2.4.11 – Focus Not Obscured (Minimum)</u>	When an actionable element receives focus, at least a portion of it remains visible.	Supports	N/A	
<u>2.5.7 – Dragging Movements</u>	If any part of a website requires a dragging movement, an alternative means of dragging, such as tapping or clicking, is provided.	Not Applicable	N/A	

WCAG Level AA checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>2.5.8 – Target Size (Minimum)</u>	The size of a target is at least 24 by 24 CSS pixels (with exceptions).	Partially Supports	N/A	Some buttons are smaller
<u>3.1.2 – Language of Parts</u>	Assistive technology can distinguish and reflect when the human language on a page changes.	Partially Supports	N/A	Supported only in ArchiveWeb
<u>3.2.3 – Consistent Navigation</u>	Navigational elements are consistently displayed, including their location and the order of their content.	Supports	N/A	
<u>3.2.4 – Consistent Identification</u>	Components with the same functionality are consistently identified.	Supports	N/A	
<u>3.3.3 – Error Suggestion</u>	Users receive helpful / specific suggestions when they make errors.	Partially Supports	N/A	We do not provide suggestions for all components.
<u>3.3.4 – Error Prevention (Legal, Financial, Data)</u>	When users enter financial or legal data, submissions are reversible, and data is checked and confirmed before submission is finalized.	Not Applicable	N/A	
<u>3.3.8 – Accessible Authentication (Minimum)</u>	When a cognitive function test is used to authenticate a user, an alternative way to authenticate, or a help mechanism to complete the authentication is provided..	Partially Supports	N/A	Supported on ArchiveWeb
<u>4.1.3 – Status Messages</u>	Status messages can be presented to the user by assistive technology without receiving focus.	Does Not Support	N/A	


WCAG Level AAA Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>1.2.6 – Sign Language (Pre-recorded)</u>	Sign-language interpretation of audio is provided for pre-recorded videos.	Not Applicable	N/A	
<u>1.2.7 – Extended Audio Description (Pre-recorded)</u>	Videos without sufficient pauses for audio description are extended so that audio descriptions can be added.	Not Applicable	N/A	
<u>1.2.8 – Media Alternative (Pre-recorded)</u>	A text alternative, like a descriptive transcript, is provided for all pre-recorded video with audio.	Not Applicable	N/A	
<u>1.2.9 – Audio-only (Live)</u>	Live text captioning or a transcript is provided for live audio.	Not Applicable	N/A	
<u>1.3.6 – Identify Purpose</u>	The purpose of elements is programmatically declared by adding semantics or metadata.	Does Not Support	N/A	
<u>1.4.6 – Contrast (Enhanced)</u>	The contrast ratio between regular-sized, non-decorative text and its background is at least 7:1.	Does Not Support	N/A	
<u>1.4.7 – Low or No Background Audio</u>	Audio contains little to no background noise, or background noise can be turned off.	Not Applicable	N/A	
<u>1.4.8 – Visual Presentation</u>	Users can adjust a range of presentation options.	Does Not Support	N/A	
<u>1.4.9 – Images of Text (No Exception)</u>	There are no images of text.	Not Applicable	N/A	

WCAG Level AAA Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>2.1.3 – Keyboard (No Exception)</u>	All page functionality is operable using a keyboard (with no exceptions).	Does Not Support	N/A	
<u>2.2.3 – No Timing</u>	With the exception of real-time events, no content requires timed interaction.	Supports	N/A	
<u>2.2.4 – Interruptions</u>	Interruptions can be postponed, suppressed, or configured.	Not Applicable	N/A	
<u>2.2.5 – Re-authenticating</u>	User data is saved when re-authenticating.	Supports	N/A	
<u>2.2.6 – Timeouts</u>	Users are warned when extended inactivity could cause data loss.	Partially Supports	N/A	There is no timeout in Archive Manager application only in ArchiveWeb
<u>2.3.2 – Three Flashes</u>	No content flashes more than three times per second.	Supports	N/A	
<u>2.3.3 – Animation from Interactions</u>	If an animation is triggered by a user interaction, users can stop the animation.	Supports	N/A	
<u>2.4.8 – Location</u>	Users can orient themselves within a set of pages.	Supports	N/A	
<u>2.4.9 – Link Purpose (Link Only)</u>	Every link's purpose is clear from its text.	Does Not Support	N/A	
<u>2.4.10 – Section Headings</u>	Content is broken up by section headings.	Not Applicable	N/A	
<u>2.4.12 – Focus Not Obscured (Enhanced)</u>	When an actionable element receives focus, the entire component is visible.	Supports	N/A	

WCAG Level AAA Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>2.4.13 – Focus Appearance</u> 	Focus indicators have sufficient color contrast and are sized to be clearly visible.	Partially Supports	N/A	
<u>2.5.5 – Target Size</u>	The size of the target for pointer inputs is at least 44 x 44 CSS pixels.	Does Not Support	N/A	
<u>2.5.6 – Concurrent Input Mechanism</u>	Input is not restricted to a specific modality (like keyboard only or touch only).	Partially Supports	N/A	Supported only in ArchiveWeb

WCAG Level AAA Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>3.1.3 – Unusual Words</u>	Words or phrases that are ambiguous or unfamiliar are defined.	Does Not Support	N/A	
<u>3.1.4 – Abbreviations</u>	Abbreviations are explained or offered in expanded form close by.	Does Not Support	N/A	
<u>3.1.5 – Reading Level</u>	Content is provided at an eighth grade reading level, or an alternative version at or below an eighth grade reading level is provided.	Does Not Support	N/A	
<u>3.1.6 – Pronunciation</u>	Words that are hard to pronounce are clarified nearby.	Does Not Support	N/A	
<u>3.2.5 – Change on Request</u>	Content on the page doesn't change unless users initiate it.	Supports	N/A	
<u>3.3.5 – Help</u>	Contextual instructions or cues are provided to help users complete and submit forms.	Partially Supports	N/A	
<u>3.3.6 – Error Prevention (All)</u>	For any form where a user submits information, the user can reverse, verify, or confirm changes or deletions.	Does Not Support	N/A	
<u>3.3.9 – Accessible Authentication (Enhanced)</u>	When a cognitive function test is used to authenticate a user, at least one other authentication method is available which is not a cognitive function test.	Partially Supports	N/A	Supported only for ArchiveWeb