

ITSM Request Management for Service Operations Workspace Accessibility Conformance Report

International Edition

Based on VPAT® Version 2.4

Report Details

Field	Description
Name of Product	ServiceNow® ITSM Request Management for Service Operations Workspace (SOW)
Version	Washington DC
Report Date	February 1, 2024
Product Description	Create requests arising out of incidents and interactions. Manage the entire lifecycle of these and other requests.
Contact Information	accessibility@servicenow.com
Notes	This product is a web-only application. The information contained in this report only applies to this release of this application.
	Accessibility conformance details for other ServiceNow products are covered in separate reports. See <u>Accessibility Conformance Reports</u> on the Product Documentation site.
	Any customization of this application or the Now Platform may have an impact on the specifics in this report.
	This version of the report replaces the Vancouver ITSM Service Operations Workspace for Request Management version dated September 7, 2023.



Evaluation Methods Used

- This application was evaluated using the most recent versions of multiple browsers (Chrome, Safari, and Edge Chromium).
- Assistive technologies used in this evaluation included NVDA, JAWS, and VoiceOver, as well as exclusive use of the keyboard to navigate and operate the product content and functionality.
- The evaluation process used a combination of independent 3rd party assessments and automated checks, as well as human testing/evaluation of specific workflows.
- This Accessibility Conformance Report is based on known conformance issues related to ITSM Request Management for SOW. Other potential accessibility and usability issues may exist but are unknown at this time.

Applicable Standards/Guidelines

This report covers the degree of conformance to the following accessibility standards/guidelines:

Standard/Guideline	Included in Report
Web Content Accessibility Guidelines 2.0	Level A (Yes)
	Level AA (Yes)
	Level AAA (No)
Web Content Accessibility Guidelines 2.1	Level A (Yes)
	Level AA (Yes)
	Level AAA (No)
Revised Section 508 standards published January 18, 2017, and corrected January 22, 2018	(Yes)
EN 301 549 Accessibility requirements suitable for public procurement of ICT products and services in Europe, - V3.1.1 (2019-11)	(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.x Report

Tables 1 and 2 also document conformance with:

- EN 301 549: Chapter 9 Web, Sections 10.1-10.4 of Chapter 10 Non-Web documents, and Sections 11.1-11.4 and 11.8.2 of Chapter 11 Non-Web Software (open and closed functionality), and Sections 12.1.2 and 12.2.4 of Chapter 12 Documentation
- Revised Section 508: Chapter 5 501.1 Scope, 504.2 Content Creation or Editing, and Chapter 6 – 602.3 Electronic Support Documentation.

Note: When reporting on conformance with the WCAG 2.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the WCAG 2.0 Conformance Requirements.



Table 1: Level A Success Criteria

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.1.1 (Web)		
10.1.1.1 (Non-web document)		
11.1.1.1.1 (Open Functionality Software)		ITSM Request Management for SOW provides sufficient
11.1.1.1.2 (Closed Functionality Software)	Supports	text alternatives for any instances of non-text
• 11.8.2 (Authoring Tool)		content.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
1.2.1 Audio-only and Video- only (Prerecorded) (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.2.1 (Web)		
10.1.2.1 (Non-web document)		
11.1.2.1.1 (Open Functionality Software)		ITSM Request Management for SOW does not contain
• 11.1.2.1.2.1 and 11.1.2.1.2.2 (Closed Software)	Not Applicable	prerecorded audio-only or video-only media.
• 11.8.2 (Authoring Tool)		·
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
 Criteria 1.2.2 Captions (Prerecorded) (Level A) Also applies to: EN 301 549 Criteria 9.1.2.2 (Web) 10.1.2.2 (Non-web document) 11.1.2.2 (Open Functionality Software) 11.1.2.2 (Closed Software) 11.8.2 (Authoring Tool) 	Conformance Level Not Applicable	ITSM Request Management for SOW does not contain prerecorded synchronized media.
12.1.2 (Product Docs)12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.2.3 (Web)		
10.1.2.3 (Non-web document)		ITSM Request Management
• 11.1.2.3.1 (Open Functionality Software)	Not Applicable	for SOW does not contain prerecorded video content
• 11.1.2.3.2 (Closed Software)	Noi Applicable	that would require audio description or a media alternative.
• 11.8.2 (Authoring Tool)		allemative.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		





Criteria	Conformance Level	Remarks and Explanations
1.3.2 Meaningful Sequence (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.3.2 (Web)		
10.1.3.2 (Non-web document)		
• 11.1.3.2.1 (Open Functionality Software)		Content in ITSM Request Management for SOW is
• 11.1.3.2.2 (Closed Software)	Supports	presented in a meaningful sequence.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
1.3.3 Sensory Characteristics (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.3.3 (Web)		
10.1.3.3 (Non-web document)		
11.1.3.3 (Open Functionality Software)	Supports	Instructions in ITSM Request Management for SOW do
• 11.1.3.3 (Closed Software)	3000013	not rely solely on sensory characteristics.
• 11.8.2 (Authoring Tool)		Characteristics.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
1.4.1 Use of Color (Level A) Also applies to: EN 301 549 Criteria 9.1.4.1 (Web) 10.1.4.1 (Non-web document) 11.1.4.1 (Open Functionality Software) 11.1.4.1 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Partially Supports	ITSM Request Management for SOW site content and functionality do not convey information through color alone, with the following exception: • Color is used as the only means to indicate an error.





Criteria	Conformance Level	Remarks and Explanations
2.1.1 Keyboard (Level A) Also applies to: EN 301 549 Criteria • 9.2.1.1 (Web) • 10.2.1.1 (Non-web document) • 11.2.1.1.1 (Open Functionality Software) • 11.2.1.1.2 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Supports	ITSM Request Management for SOW functionality can be accessed and operated using a keyboard.



Criteria	Conformance Level	Remarks and Explanations
2.1.2 No Keyboard Trap (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.1.2 (Web)		
10.2.1.2 (Non-web document)		
• 11.2.1.2 (Open Functionality Software)	Supports	ITSM Request Management for SOW does not include
• 11.2.1.2 (Closed Software)	3000013	keyboard traps.
11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
2.1.4 Character Key Shortcuts (Level A 2.1 only) Also applies to: EN 301 549 Criteria • 9.2.1.4 (Web) • 10.2.1.4 (Non-web document) • 11.2.1.4.1 (Open Functionality Software) • 11.2.1.4.2 (Closed Software)	Conformance Level Supports	ITSM Request Management for SOW does not use any single-key shortcuts, other than those restricted to a focused component.
11.8.2 (Authoring Tool)12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		



Criteria	Conformance Level	Remarks and Explanations
2.2.1 Timing Adjustable (Level A) Also applies to: EN 301 549 Criteria		
9.2.2.1 (Web)10.2.2.1 (Non-web document)		
11.2.2.1 (Open Functionality Software)	Supports	ITSM Request Management for SOW allows users to
11.2.2.1 (Closed Software)11.8.2 (Authoring Tool)	3366.333	extend the session timeout as required.
12.1.2 (Product Docs)12.2.4 (Support Docs)		
Revised Section 508		
501 (Web) (Software)504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
 2.2.2 Pause, Stop, Hide (Level A) Also applies to: EN 301 549 Criteria 9.2.2.2 (Web) 10.2.2.2 (Non-web document) 11.2.2.2 (Open Functionality Software) 11.2.2.2 (Closed Software) 	Not Applicable	ITSM Request Management for SOW does not include elements that move, blink, scroll, or auto-update.
 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 		



Criteria	Conformance Level	Remarks and Explanations
2.3.1 Three Flashes or Below Threshold (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.3.1 (Web)		
10.2.3.1 (Non-web document)		
11.2.3.1 (Open Functionality Software)	Not Applicable	ITSM Request Management for SOW does not contain
• 11.2.3.1 (Closed Software)		any flashing or strobing content.
• 11.8.2 (Authoring Tool)		Comem.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
2.4.1 Bypass Blocks (Level A) Also applies to: EN 301 549 Criteria • 9.2.4.1 (Web) • 10.2.4.1 (Non-web document) – Does not apply • 11.2.4.1 (Open Functionality Software) – Does not apply • 11.2.4.1 (Closed Software) – Does not apply • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 • 501 (Web) (Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs	Supports	Pages in ITSM Request Management for SOW use HTML5 landmark regions, which will allow screen readers to meet this requirement.



Criteria	Conformance Level	Remarks and Explanations
2.4.2 Page Titled (Level A) Also applies to: EN 301 549 Criteria 9.2.4.2 (Web) 10.2.4.2 (Non-web document) 11.2.4.2 (Open Functionality Software) - Does not apply 11.2.4.2 (Closed Software) - Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Supports	Pages in ITSM Request Management for SOW have appropriate page titles.



Criteria	Conformance Level	Remarks and Explanations
2.4.3 Focus Order (Level A) Also applies to: EN 301 549 Criteria 9.2.4.3 (Web) 10.2.4.3 (Non-web document) 11.2.4.3 (Open Functionality Software) 11.2.4.3 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Partially Supports	Components in ITSM Request Management for SOW receive focus in a meaningful order, with the following exceptions: • Focus does not begin on the close button of the dialog modal. • Dimmed interactive elements receive keyboard focus.



Criteria	Conformance Level	Remarks and Explanations
 Criteria 2.4.4 Link Purpose (In Context) (Level A) Also applies to: EN 301 549 Criteria 9.2.4.4 (Web) 10.2.4.4 (Non-web document) 11.2.4.4 (Open Functionality Software) 	Conformance Level	The purpose of each link in ITSM Request Management for SOW can be determined
 11.2.4.4 (Closed Software 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Supports	from the link text alone or from the programmatic context of the link.



Criteria	Conformance Level	Remarks and Explanations
2.5.1 Pointer Gestures (Level A 2.1 only) Also applies to: EN 301 549 Criteria • 9.2.5.1 (Web) • 10.2.5.1 (Non-web document) • 11.2.5.1 (Open Functionality Software) • 11.2.5.1 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Not Applicable	In ITSM Request Management for SOW, there is no functionality that uses multipoint or path-based gestures to operate.
2.5.2 Pointer Cancellation (Level A 2.1 only) Also applies to: EN 301 549 Criteria • 9.2.5.2 (Web) • 10.2.5.2 (Non-web document) • 11.2.5.2 (Open Functionality Software) • 11.2.5.2 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Supports	In ITSM Request Management for SOW, the down-event of the pointer is not used to execute any part of the function.



Criteria	Conformance Level	Remarks and Explanations
2.5.3 Label in Name (Level A 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.5.3 (Web)		
10.2.5.3 (Non-web document)		Visual labels of components within ITSM Request
• 11.2.5.3.1 (Open Functionality Software)	Supports	Management for SOW match the text associated
• 11.2.5.3.2 (Closed Software)		with the programmatic names.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		



Criteria	Conformance Level	Remarks and Explanations
2.5.4 Motion Actuation (Level A 2.1 only) Also applies to: EN 301 549 Criteria • 9.2.5.4 (Web) • 10.2.5.4 (Non-web document) • 11.2.5.4 (Open Functionality Software) • 11.2.5.4 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Not Applicable	In ITSM Request Management for SOW, there is no functionality that can be operated by device motion or user motion.



Criteria	Conformance Level	Remarks and Explanations
3.1.1 Language of Page (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.1.1 (Web)		
10.3.1.1 (Non-web document)		
• 11.3.1.1.1 (Open Functionality Software)		The default language of each page in ITSM Request Management for SOW is
• 11.3.1.1.2 (Closed Software)	Supports	identified using the LANG attribute in the HTML
11.8.2 (Authoring Tool)		element.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
3.2.1 On Focus (Level A) Also applies to: EN 301 549 Criteria 9.3.2.1 (Web) 10.3.2.1 (Non-web document) 11.3.2.1 (Open Functionality Software) 11.3.2.1 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508	Supports	Components in ITSM Request Management for SOW do not initiate a change of context when in focus.
501 (Web) (Software)504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
3.2.2 On Input (Level A) Also applies to: EN 301 549 Criteria 9.3.2.2 (Web) 10.3.2.2 (Non-web document) 11.3.2.2 (Open Functionality Software) 11.3.2.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Supports	In ITSM Request Management for SOW, changes in context do not occur automatically on user input.



Criteria	Conformance Level	Remarks and Explanations
3.3.1 Error Identification (Level A) Also applies to: EN 301 549 Criteria • 9.3.3.1 (Web) • 10.3.3.1 (Non-web	Conformance Level	Remarks and Explanations
 document) 11.3.3.1.1 (Open Functionality Software) 11.3.3.1.2 (Closed Software) 11.8.2 (Authoring Tool) 	Supports	Where errors are automatically detected in ITSM Request Management for SOW, the error is identified and an error message is provided as text.
12.1.2 (Product Docs)12.2.4 (Support Docs)		
 Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 		



Criteria	Conformance Level	Remarks and Explanations
3.3.2 Labels or Instructions (Level A) Also applies to: EN 301 549 Criteria 9.3.3.2 (Web) 10.3.3.2 (Non-web document) 11.3.3.2 (Open Functionality Software) 11.3.3.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Partially Supports	A label is provided for each of ITSM Request Management for SOW's input fields, with the following exception: User avatar has a popup label that says "Enter a label".



Criteria	Conformance Level	Remarks and Explanations
4.1.1 Parsing (Level A) Also applies to: EN 301 549 Criteria 9.4.1.1 (Web) 10.4.1.1 (Non-web document) 11.4.1.1.1 (Open Functionality Software) 11.4.1.1.2 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Supports	ITSM Request Management for SOW webpages use semantically correct markup for all interface elements and have complete start and end tags.



Criteria	Conformance Level	Remarks and Explanations
4.1.2 Name, Role, Value (Level A) Also applies to:		
EN 301 549 Criteria		User interface components
• 9.4.1.2 (Web)		in ITSM Request Management for SOW
10.4.1.2 (Non-web document)		provide programmatic name, role, and/or state
• 11.4.1.2.1 (Open Functionality Software)		information, with the following exceptions:
11.4.1.2.2 (Closed Software) – Not required	Partially Supports	Many components lack a name.
• 11.8.2 (Authoring Tool)		Dimmed interactive component is read as
• 12.1.2 (Product Docs)		component is read as clickable.
• 12.2.4 (Support Docs)		Request for and
Revised Section 508		Quantity dropdowns are described as links.
• 501 (Web)(Software)		are described as links.
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Table 2: Level AA Success Criteria

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live) (Level AA) Also applies to: EN 301 549 Criteria 9.1.2.4 (Web) 10.1.2.4 (Non-web document) 11.1.2.4 (Open Functionality Software) 11.1.2.4 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Not Applicable	ITSM Request Management for SOW does not contain live synchronized media.



Criteria	Conformance Level	Remarks and Explanations
1.2.5 Audio Description (Prerecorded) (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.2.5 (Web)		
10.1.2.5 (Non-web document)		
11.1.2.5 (Open Functionality Software)	Not Applicable	ITSM Request Management for SOW does not contain prerecorded video content
• 11.1.2.5 (Closed Software)	Noi Applicable	that would require audio
• 11.8.2 (Authoring Tool)		description.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
1.3.4 Orientation (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.3.4 (Web) 10.1.3.4 (Non-web document) 11.1.3.4 (Open Functionality Software) 11.1.3.4 (Closed Software) 11.8.2 (Authoring Tool)	Supports	ITSM Request Management for SOW does not contain fixed orientation for page displays.
• 12.1.2 (Froduct Docs) • 12.2.4 (Support Docs)		
, , , ,		
Revised Section 508 – Does not apply		



Criteria	Conformance Level	Remarks and Explanations
1.3.5 Identify Input Purpose (Level AA 2.1 only) Also applies to: EN 301 549 Criteria • 9.1.3.5 (Web) • 10.1.3.5 (Non-web document) • 11.1.3.5.1 (Open Functionality Software)	Supports	In ITSM Request Management for SOW, the purpose of each specifically identified input field collecting information about the user can be
 11.1.3.5.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply 		programmatically determined.



Criteria	Conformance Level	Remarks and Explanations
1.4.3 Contrast (Minimum) (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.4.3 (Web)		
10.1.4.3 (Non-web document)		Text in ITSM Request
• 11.1.4.3 (Open Functionality Software)	Supports	Management for SOW meets minimum contrast
• 11.1.4.3 (Closed Software)	3000013	requirements, including the text color on hover and
• 11.8.2 (Authoring Tool)		focus states.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
1.4.4 Resize text (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.4.4 (Web)		
10.1.4.4 (Non-web document)		ITSM Request Management
• 11.1.4.4.1 (Open Functionality Software)		for SOW supports standard zoom capabilities built into
• 11.1.4.4.2 (Closed Software)	Supports	modern web browsers and operating systems. Content
• 11.8.2 (Authoring Tool)		can be increased up to 200 percent without loss of
• 12.1.2 (Product Docs)		content or functionality.
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
1.4.5 Images of Text (Level AA) Also applies to: EN 301 549 Criteria 9.1.4.5 (Web) 10.1.4.5 (Non-web document) 11.1.4.5.1 (Open Functionality Software) 11.1.4.5.2 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool)	Supports	ITSM Request Management for SOW uses text instead of images of text.



Criteria	Conformance Level	Remarks and Explanations
1.4.10 Reflow (Level AA 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.4.10 (Web)		
10.1.4.10 (Non-web document)		ITSM Request Management for SOW content reflows at
• 11.1.4.10 (Open Functionality Software)	Supports	different screen widths without loss of information or functionality, and without
• 11.1.4.10 (Closed Software)		requiring scrolling in two dimensions.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		



Criteria	Conformance Level	Remarks and Explanations
1.4.11 Non-text Contrast (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.4.11 (Web) 10.1.4.11 (Non-web document) 11.1.4.11 (Open Functionality Software) 11.1.4.11 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Supports	Components in ITSM Request Management for SOW meet minimum contrast requirements, including the text color on hover and focus states.



Criteria	Conformance Level	Remarks and Explanations
1.4.12 Text Spacing (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.4.12 (Web) 10.1.4.12 (Non-web document) 11.1.4.12 (Open Functionality Software) 11.1.4.12 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Supports	ITSM Request Management for SOW allows text style adjustments to meet the minimum thresholds for text spacing.



Criteria	Conformance Level	Remarks and Explanations
1.4.13 Content on Hover or Focus (Level AA 2.1 only) Also applies to: EN 301 549 Criteria • 9.1.4.13 (Web) • 10.1.4.13 (Non-web document)	Conformance Level	ITSM Request Management
 11.1.4.13 (Open Functionality Software) 11.1.4.13 (Closed Software) 	Supports	for SOW allows hover content to be manually dismissed.
11.8.2 (Authoring Tool)12.1.2 (Product Docs)		
12.2.4 (Support Docs) Revised Section 509 December		
Revised Section 508 – Does not apply		



Criteria	Conformance Level	Remarks and Explanations
2.4.5 Multiple Ways (Level AA) Also applies to: EN 301 549 Criteria 9.2.4.5 (Web) 10.2.4.5 (Non-web document) – Does not apply 11.2.4.5 (Open Functionality Software) – Does not apply 11.2.4.5 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) – Does not apply to non-web software 504.2 (Authoring Tool) 602.3 (Support Docs) – Does not apply to non-web docs	Supports	ITSM Request Management for SOW provides more than one way of finding content, including a navigation bar, and search.



Criteria	Conformance Level	Remarks and Explanations
2.4.6 Headings and Labels (Level AA) Also applies to: EN 301 549 Criteria 9.2.4.6 (Web) 10.2.4.6 (Non-web document) 11.2.4.6 (Open Functionality Software) 11.2.4.6 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Partially Supports	ITSM Request Management for SOW uses meaningful semantic headings to label content blocks. Form input labels are associated with their inputs and provide a useful label to those inputs, with the following exception: • Many fields on record pages have incorrect names.





Criteria	Conformance Level	Remarks and Explanations
3.1.2 Language of Parts (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.1.2 (Web)		
10.3.1.2 (Non-web document)		
 11.3.1.2 (Open Functionality Software) – Does not apply 	Supports	Within ITSM Request Management for SOW default webpages, the language of each portion of
 11.3.1.2 (Closed Software) Does not apply 	зорронз	the page is programmatically
• 11.8.2 (Authoring Tool)		determinable.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
3.2.3 Consistent Navigation (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.2.3 (Web)		
10.3.2.3 (Non-web document) – Does not apply		
11.3.2.3 (Open Functionality Software) – Does not apply		
11.3.2.3 (Closed Software)Does not apply	Supports	ITSM Request Management for SOW provides consistent
11.8.2 (Authoring Tool)		and repeatable navigation.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
501 (Web)(Software) – Does not apply to non- web software		
• 504.2 (Authoring Tool)		
602.3 (Support Docs) – Does not apply to non- web docs		



Criteria	Conformance Level	Remarks and Explanations
3.2.4 Consistent Identification (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.2.4 (Web)		
10.3.2.4 (Non-web document) – Does not apply		
11.3.2.4 (Open Functionality Software) – Does not apply	Supports	Components that have the same functionality within ITSM Request Management for SOW are identified
11.3.2.4 (Closed Software)Does not apply		
• 11.8.2 (Authoring Tool)		consistently.
• 12.1.2 (Product Docs)		,
• 12.2.4 (Support Docs)		
Revised Section 508		
501 (Web) (Software) – Does not apply to non- web software		
• 504.2 (Authoring Tool)		
602.3 (Support Docs) – Does not apply to non- web docs		



Criteria	Conformance Level	Remarks and Explanations
3.3.3 Error Suggestion (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.3.3 (Web)		
10.3.3.3 (Non-web document)		When an error is automatically detected
• 11.3.3.3 (Open Functionality Software)	Supports	within a native data entry form in ITSM Request
• 11.3.3.3 (Closed Software)	3000013	Management for SOW, the
• 11.8.2 (Authoring Tool)		resulting error message provides suggestions for
• 12.1.2 (Product Docs)		correction.
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.3.4 (Web))
10.3.3.4 (Non-web document)		No forms within ITSM Request Management for SOW submit actions that cause
11.3.3.4 (Open Functionality Software)	Supports	legal commitments or financial transactions to occur, nor do any forms submit actions that modify or delete user-controllable data in the data storage
• 11.3.3.4 (Closed Software)		
11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		system.
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
4.1.3 Status Messages (Level AA 2.1 only) Also applies to: EN 301 549 Criteria • 9.4.1.3 (Web) • 10.4.1.3 (Non-web document) • 11.4.1.3 (Open Functionality Software) • 11.4.1.3 (Closed Software) • 10.4.1.3 (Closed Software) • 11.4.1.3 (Closed Software) • 10.4.1.3 (Closed Software) • 10.4.1.3 (Closed Software) • 10.4.1.3 (Closed Software) • 10.4.1.3 (Product Docs) • 12.1.2 (Product Docs) Revised Section 508 – Does not apply	Partially Supports	In ITSM Request Management for SOW, status messages can be programmatically determined through roles or properties so that they can be presented to the user by assistive technologies without receiving focus, with the following exception: • Items in the list box pop up and the menu pop up combo box are not announced by the screen reader.

Table 3: Level AAA Success Criteria

Notes: Not Evaluated

Revised Section 508 Report

Notes:

Chapter 3: Functional Performance Criteria (FPC)



Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Partially Supports	With some minor exceptions noted above, ITSM Request Management for SOW is functional to screen reading technology.
302.2 With Limited Vision	Supports	ITSM Request Management for SOW supports text and screen enlargement.
302.3 Without Perception of Color	Partially Supports	There are a few instances in ITSM Request Management for SOW where color is being used to convey information.
302.4 Without Hearing	Supports	There is nothing within ITSM Request Management for SOW that explicitly requires hearing.
302.5 With Limited Hearing	Supports	There is nothing within ITSM Request Management for SOW that explicitly requires hearing.
302.6 Without Speech	Supports	There is nothing within ITSM Request Management for SOW that explicitly requires speech.
302.7 With Limited Manipulation	Supports	Features and functions within ITSM Request Management for SOW can be manipulated via the keyboard.
302.8 With Limited Reach and Strength	Supports	Features and functions within ITSM Request Management for SOW can be manipulated via the keyboard.



Criteria	Conformance Level	Remarks and Explanations
302.9 With Limited Language, Cognitive, and Learning Abilities	Partially Supports	Certain terms and descriptions of features necessary for the use of ITSM Request Management for SOW use standard terms, which may not be understandable by users with limited language, cognitive, or learning abilities.

Chapter 4: <u>Hardware</u>

Notes: Not Applicable

Chapter 5: Software

Criteria	Conformance Level	Remarks and Explanations
501.1 Scope – Incorporation of WCAG 2.0 AA	See WCAG 2.x section	See information in <u>WCAG 2.x</u> section.
502 Interoperability with Assistive Technology	Heading cell – no response required	Does not apply to a web-only application.
503 Applications	Heading cell – no response required	Does not apply to a web-only application.
504 Authoring Tools	Heading cell – no response required	Heading cell – no response required
504.2 Content Creation or Editing (if not authoring tool, enter "not applicable")	Not Applicable	See information in <u>WCAG 2.x</u> section.



Criteria	Conformance Level	Remarks and Explanations
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Not Applicable	ITSM Request Management for SOW is not an authoring tool.
504.2.2 PDF Export	Not Applicable	ITSM Request Management for SOW is not an authoring tool.
504.3 Prompts	Not Applicable	ITSM Request Management for SOW is not an authoring tool.
504.4 Templates	Not Applicable	ITSM Request Management for SOW is not an authoring tool.

Chapter 6: Support Documentation and Services

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope	Heading cell – no response required	Heading cell – no response required
602 Support Documentation	Heading cell – no response required	Heading cell – no response required
602.2 Accessibility and	NOT ADDITCODIE	This report covers accessibility conformance for ITSM Request Management for SOW and does not address Support Documentation or Support Services.
Compatibility Features		For Product Documentation accessibility conformance, see the Product Documentation site ACR on the Accessibility <u>Conformance Reports</u> page of the Product Documentation site.



Criteria	Conformance Level	Remarks and Explanations
602.3 Electronic Support Documentation	See WCAG 2.x section	See information in <u>WCAG 2.x</u> section.
602.4 Alternate Formats for Non-Electronic Support Documentation	Not Applicable	This report covers accessibility conformance for ITSM Request Management for SOW only and does not address Support Documentation or Support Services.
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Not Applicable	This report covers accessibility conformance for ITSM Request Management for SOW only and does not address Support Documentation or Support Services.
603.3 Accommodation of Communication Needs	Not Applicable	This report covers accessibility conformance for ITSM Request Management for SOW only and does not address Support Documentation or Support Services.



EN 301 549 Report

Notes:

Chapter 4: Functional Performance Statements (FPS)

Criteria	Conformance Level	Remarks and Explanations
4.2.1 Usage without vision	Partially Supports	With some minor exceptions noted above, ITSM Request Management for SOW is functional to screen reading technology.
4.2.2 Usage with limited vision	Supports	ITSM Request Management for SOW supports text and screen enlargement.
4.2.3 Usage without perception of color	Partially Supports	There are a few instances in ITSM Request Management for SOW where color is being used to convey information.
4.2.4 Usage without hearing	Supports	There is nothing within ITSM Request Management for SOW that explicitly requires hearing.
4.2.5 Usage with limited hearing	Supports	There is nothing within ITSM Request Management for SOW that explicitly requires hearing.
4.2.6 Usage with no or limited vocal capability	Supports	There is nothing within ITSM Request Management for SOW that explicitly requires speech.
4.2.7 Usage with limited manipulation or strength	Supports	Features and functions within ITSM Request Management for SOW can be manipulated via the keyboard.



Criteria	Conformance Level	Remarks and Explanations
4.2.8 Usage with limited reach	Supports	Features and functions within ITSM Request Management for SOW can be manipulated via the keyboard.
4.2.9 Minimize photosensitive seizure triggers	Supports	There is nothing within ITSM Request Management for SOW that would act as a photosensitive seizure trigger.
4.2.10 Usage with limited cognition, language, or learning	Partially Supports	Certain terms and descriptions of features necessary for the use of ITSM Request Management for SOW use standard terms, which may not be understandable by users with limited language, cognitive, or learning abilities.
4.2.11 Privacy	Supports	ITSM Request Management for SOW has systems in place to protect the privacy of individual users.

Chapter 5: Generic Requirements

Notes: Not Applicable – There is no closed functionality in ITSM Request Management for Service Operations Workspace.

Chapter 6: ICT with Two-Way Voice Communication

Notes: Not Applicable

Chapter 7: ICT with Video Capabilities

Notes: Not Applicable

Chapter 8: <u>Hardware</u>

Notes: Not Applicable



Chapter 9: Web (See WCAG 2.x section)

Notes:

Chapter 10: Non-Web Software

Notes: Not Applicable

Chapter 11: Software

Criteria	Conformance Level	Remarks and Explanations
11.0 General (informative)	Heading cell – no response required	Heading cell – no response required
11.1.1.1 through 11.4.1.3	See WCAG 2.x section	See information in <u>WCAG 2.x</u> section.
11.5 Interoperability with assistive technology	Heading cell – no response required	Heading cell – no response required
11.5.1 Closed functionality	Heading cell – no response required	Heading cell – no response required
11.5.2 Accessibility services	Heading cell – no response required	Heading cell – no response required
11.5.2.1 Platform accessibility service support for software that provides a user interface	See 11.5.2.5 through 11.5.2.17	See information in 11.5.2.5 through 11.5.2.17.
11.5.2.2 Platform accessibility service support for assistive technologies	See 11.5.2.5 through 11.5.2.17	See information in 11.5.2.5 through 11.5.2.17.



Criteria	Conformance Level	Remarks and Explanations
11.5.2.3 Use of accessibility services	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.5.2.4 Assistive technology	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.5.2.5 Object information	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.5.2.6 Row, column, and headers	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.5.2.7 Values	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.5.2.8 Label relationships	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.5.2.9 Parent-child relationships	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.5.2.10 Text	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.



Criteria	Conformance Level	Remarks and Explanations
11.5.2.11 List of available actions	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.5.2.12 Execution of available actions	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.5.2.13 Tracking of focus and selection attributes	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.5.2.14 Modification of focus and selection attributes	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.5.2.15 Change notification	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.5.2.16 Modifications of states and properties	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.5.2.17 Modifications of values and text	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.6 Documented accessibility usage	Heading cell – no response required	Heading cell – no response required



Criteria	Conformance Level	Remarks and Explanations
11.6.1 User control of accessibility features	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.6.2 No disruption of accessibility features	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.7 User preferences	Not Applicable	ITSM Request Management for SOW is a web-based application that relies on user-agent functionality.
11.8 Authoring tools	Heading cell – no response required	Heading cell – no response required
11.8.1 Content technology	Heading cell – no response required	Heading cell – no response required
11.8.2 Accessible content creation	Not Applicable	See information in <u>WCAG 2.x</u> section.
11.8.3 Preservation of accessibility information in transformations	Not Applicable	ITSM Request Management for SOW is not an authoring tool.
11.8.4 Repair assistance	Not Applicable	ITSM Request Management for SOW is not an authoring tool.
11.8.5 Templates	Not Applicable	ITSM Request Management for SOW is not an authoring tool.

Chapter 12: <u>Documentation and Support Services</u>



Criteria	Conformance Level	Remarks and Explanations
12.1 Product documentation	Heading cell – no response required	Heading cell – no response required
12.1.1 Accessibility and compatibility features	Not Applicable	This report covers accessibility conformance for ITSM Request Management for SOW only and does not address Documentation or Support Services.
		For Product Documentation accessibility conformance, see the Product Documentation site ACR on the Accessibility <u>Conformance Reports</u> page of the Product Documentation site.
12.1.2 Accessible documentation	See WCAG 2.x section	See information in <u>WCAG 2.x</u> section.
12.2 Support Services	Heading cell – no response required	Heading cell – no response required
12.2.2 Information on accessibility and compatibility features	Not Applicable	This report covers accessibility conformance for ITSM Request Management for SOW only and does not address Documentation or Support Services.
12.2.3 Effective communication	Not Applicable	This report covers accessibility conformance for ITSM Request Management for SOW only and does not address Documentation or Support Services.
12.2.4 Accessible documentation	See WCAG 2.x section	See information in WCAG 2.x section.



Chapter 13: <u>ICT Providing Relay or Emergency Service</u> <u>Access</u>

Notes: Not Applicable

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