

Date: 06/12/2012
Name of Product: FS Pro 2013
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Summary Table
Voluntary Product Accessibility Template

<i>Criteria</i>	Supporting Features	Remarks and explanations
Section 1194.21 Software Applications and Operating Systems	Yes. Please refer to the attached VPAT	
Section 1194.22 Web-based internet information and applications	Yes. Please refer to the attached VPAT	
Section 1194.23 Telecommunications Products		FS Pro is not considered a telecommunications product.
Section 1194.24 Video and Multi-media Products		FS Pro does not use multimedia except as covered in section 1194.21
Section 1194.25 Self-Contained, Closed Products		FS Pro is not a self-contained product.
Section 1194.26 Desktop and Portable Computers	Yes. Please refer to the attached VPAT	
Section 1194.31 Functional Performance Criteria	Yes. Please refer to the attached VPAT	

**Section 1194.21 Software Applications and Operating Systems - Detail
Voluntary Product Accessibility Template**

Criteria	Supporting Features	Remarks and explanations
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	Yes	All functions can be accessed from the keyboard using alt combinations and or Arrow keys
(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.	Yes	Please refer to the Microsoft Office VPAT for further information
(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.	Yes	Where controls are needed standard windows control are used
(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.	Yes	All Buttons, Menu Items and Icons have tool tips and or labels
(e) When bitmap images are used to identify controls, status indicators, or	No	We are not completely

other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.		consistent yet but are striving to be and expect each release to be more consistent.
(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.	Yes	Please refer to the Microsoft Office VPAT for further information
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Yes	Please refer to the Microsoft Office VPAT for further information
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	NA	Please refer to the Microsoft Office VPAT for further information
(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.	NA	Please refer to the Microsoft Office VPAT for further information
(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.	Yes	This would be the responsibility of Microsoft Word
(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.	NA	Please refer to the Microsoft Office VPAT for further information
(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.	Yes	Please refer to the Microsoft Office VPAT for further information

**Section 1194.22 Web-based Internet information and applications - Detail
Voluntary Product Accessibility Template**

Criteria	Supporting Features	Remarks and explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Yes	This would be the responsibility of Microsoft Word
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	NA	This would be the responsibility of Microsoft Word
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Yes	FS Pro includes functionality that allows web designers to create web pages that conform to these criteria.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Yes	
(e) Redundant text links shall be provided for each active region of a server-side image map.	NA	We do not do server side code
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	NA	We do not do Image maps
(g) Row and column headers shall be identified for data tables.	No	We identify column headers but not row headers
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Yes	A user can do this using our table features
(i) Frames shall be titled with text that facilitates frame identification and navigation	Yes	We do not produce frames but our HTML pages can be

		used in frames
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	NA	Please refer to the Microsoft Office VPAT for further information
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	Yes	Users can create a text only version of any of our HTML if they would like using a custom XSLT style sheet
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Yes	We do not create pages with script in them. However they can be added by a user.
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).	Yes	A user can add those links to pages that need them.
(n) When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Yes	A user cannot produce electronic forms.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Yes	Up to the user
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	NA	No timed responses needed

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

**Section 1194.23 Telecommunications Products - Detail
Voluntary Product Accessibility Template**

Criteria	Supporting Features	Remarks and explanations
(a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.	NA	Does not apply to our application
(b) Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.	NA	Does not apply to our application
(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.	NA	Does not apply to our application
(d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.	NA	Does not apply to our application
(e) Where provided, caller identification	NA	Does not apply to

and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.		our application
(f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.	NA	Does not apply to our application
(g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.	NA	Does not apply to our application
(h) Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.	NA	Does not apply to our application
(i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.	NA	Does not apply to our application
(j) Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.	NA	Does not apply to our application

<p>(k)(1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.</p>	<p>NA</p>	<p>Does not apply to our application</p>
<p>(k)(2) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum.</p>	<p>NA</p>	<p>Does not apply to our application</p>
<p>(k)(3) Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.</p>	<p>NA</p>	<p>Does not apply to our application</p>
<p>(k)(4) Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.</p>	<p>NA</p>	<p>Does not apply to our application</p>

**Section 1194.24 Video and Multi-media Products - Detail
Voluntary Product Accessibility Template**

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

of format, that contain visual information necessary for the comprehension of the content, shall be audio described.		
(e) Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.	NA	Does not apply to our application

**Section 1194.25 Self-Contained, Closed Products - Detail
Voluntary Product Accessibility Template**

Criteria	Supporting Features	Remarks and explanations
(a) Self contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology.	No	Vision or a screen reader is required
(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Yes	No timed responses
(c) Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).	N/A	No contact-sensitive controls used
(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	N/A	Non used
(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime.	N/A	Non used
(f) When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the	N/A	Non used

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

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

**Section 1194.26 Desktop and Portable Computers - Detail
Voluntary Product Accessibility Template**

Criteria	Supporting Features	Remarks and explanations
(a) All mechanically operated controls and keys shall comply with §1194.23 (k) (1) through (4).	N/A	No Mechanical Controls
(b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).	N/A	No touch screens
(c) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	N/A	No Biometrics
(d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards	N/A	Not hardware

**Section 1194.31 Functional Performance Criteria - Detail
Voluntary Product Accessibility Template**

Criteria	Supporting Features	Remarks and explanations
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	No	We are working on ensuring that assistive technology works throughout our product but cannot guaranty it yet.
(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.	No	We are working on ensuring that assistive technology works throughout our product but cannot guaranty it yet.
(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	Yes	User's decision
(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.	Yes	User's decision
(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.	Yes	No speech required
(f) At least one mode of operation and information retrieval that does not	Yes	Mouse and/or Keyboard is all that

require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.

is required

Section 1194.41 Information, Documentation and Support – Detail
Voluntary Product Accessibility Template

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	Yes	Word Documents or Text files
(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.	Yes	Word Documents or Text files
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Yes	Telephone, email, web conference or internet chat Via Skype

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