



Accessibility Conformance Report

WCAG 2.1 and 2.2 Checklist

Name of Product: *Change Auditor 7.5*

Report Date: *February 13, 2025*

Evaluation Methods Used: Accessibility Insights, NVDA, and Microsoft Narrator

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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.

Level		Conformance Criteria			
		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		Change Auditor images are used to show the schedule for protection templates in the Windows client, the settings menu items for search Timelines, and the general settings and product information icons in the web client. There is no associated text.
<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		
<u>1.2.2 – Captions (Pre-recorded)</u>	Captions are provided for video with audio.	Not Applicable		
<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		
<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		Change Auditor uses some custom controls that are not read by Narrator, and many buttons are read simply as “button” with no indicator on the button’s functionality.
<u>1.3.2 – Meaningful Sequence</u>	The reading order of content is meaningful, no matter how a user accesses or consumes it.	Supports		
<u>1.3.3 – Sensory Characteristics</u>	Instructions rely on more than one sense.	Partially Supports		Change Auditor images are used to show the schedule for protection templates in the Windows client, the settings menu items for search Timelines, and the general settings and product information info icons in the web client. There is no associated text.

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		Change Auditor images are used to show the schedule for protection templates. There is no associated text.
<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		

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		Change Auditor does not support all standard keyboard functions in all product areas. Some areas require the use of a pointing device.
<u>2.1.2 – No Keyboard Trap</u>	The focus does not get trapped on any element in keyboard-only navigation.	Partially Supports		Change Auditor does support focus with some exceptions where a standard exit method cannot be used to change focus and a pointing device is required.
<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.	Partially Supports		There are some single key shortcuts such as delete operation that can't be disabled.
<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.	Not Applicable		Change Auditor does not use timed responses in any functionality.
<u>2.2.2 – Pause, Stop, Hide</u>	User controls are provided for moving or dynamically changing content.	Partially Supports		Change Auditor does use blinking icons in some cases.
<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		
<u>2.4.1 – Bypass Blocks</u>	When blocks of content are repeated on multiple pages, a mechanism is provided to bypass / skip them.	Supports		
<u>2.4.2 – Page Titled</u>	Page titles clearly describe the page topic or page purpose.	Supports		

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		The tab order on some dialogs is not sequential.
<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.	Supports		
<u>2.5.1 – Pointer Gestures</u>	A single pointer alternative to complex pointer or touch gestures is provided.	Not Applicable		Change Auditor does not have multipoint or path-based gestures for operation.
<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.	Partially Supports		Pointer cancellation is supported except for some navigational menu items and content selection tabs in the Windows client.
<u>2.5.3 – Label in Name</u>	The programmatic name contains the text that is presented visually.	Supports		
<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.	Not Applicable		

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		Title Bar in web client does not have a lang attribute defined.
<u>3.2.1 – On Focus</u>	Interactive elements receiving focus do not trigger any functionality.	Supports		
<u>3.2.2 – On Input</u>	Interactive elements receiving input do not trigger any functionality.	Supports		
<u>3.2.6 – Consistent Help</u>	Help options provided are consistently available and in the same relative place throughout.	Partially Supports		In some areas of the product the help options are not consistently in the same place.
<u>3.3.1 – Error Identification</u>	When input error is detected, the user is notified and the error is described.	Supports		
<u>3.3.2 – Labels or Instructions</u>	A persistent visible label and / or instructions are provided for elements that require user input.	Supports		
<u>3.3.7 – Redundant Entry</u>	Information that the user has already entered during a process is made available to them.	Partially Supports		There are a few areas in the product where previously entered information is not retained in the same session.
<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		
<u>4.1.2 – Name, Role, Value</u>	All user interface components communicate their accessibility properties and actions to assistive technology.	Partially Supports		Not all links, buttons, or tooltips have discernable text.

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		
<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		
<u>1.3.4 – Orientation</u>	Screen orientation is not restricted unless the orientation is considered essential.	Supports		
<u>1.3.5 – Identify Input Purpose</u>	For each form field collecting user information, the purpose of the field is programmatically declared.	Supports		
<u>1.4.3 – Contrast (Minimum)</u>	The contrast ratio between regular-sized, nondecorative text and its background is at least 4.5:1.	Partially Supports		Some elements violate the contrast ratio criterion.
<u>1.4.4 – Resize Text</u>	Text can be resized up to 200% without loss of content or function.	Does Not Support		Changing text size within OS to larger sizes does change the size of some items in CA. However, all data, searches, and reports remain the same size.
<u>1.4.5 – Images of Text</u>	Aside from a few specific exceptions, there are no images of text.	Partially Supports		There are a few images of text for the agent status overview in the Windows client and the Quest logo in information page that has no alternate text.

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.	Partially Supports		Some dialogs do require scrolling vertically or horizontally. Change Auditor uses tooltips to show complete content when it is too long to show in the grid table.
<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.	Supports		
<u>1.4.12 – Text Spacing</u>	Text spacing can be overridden to improve the reading experience.	Partially Supports		Change auditor does not support setting all these style properties in all product areas, with no loss of content. For example, the web client, the Start page supports it well, but the Overview page, content of the widgets on Overview show incompletely after setting the letter/word spacing to several times.
<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 dismissible.	Partially Supports		Change auditor needs to dismiss the tooltips by moving pointer hover or keyboard focus away.
<u>2.4.5 – Multiple Ways</u>	There is more than one way to reach each page.	Partially Supports		The web client Start page, Product Resources, and Contacts tabs contain links to other web pages such as product links, contact information, and forum.
<u>2.4.6 – Headings and Labels</u>	Headings and labels are clear and descriptive.	Supports		

WCAG Level AA Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>2.4.7 – Focus Visible</u>	Keyboard focus is clear and visible.	Supports		
<u>2.4.11 – Focus Not Obscured (Minimum)</u>	When an actionable element receives focus, at least a portion of it remains visible.	Supports		
<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.	Supports		

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		Some targets are smaller than 24 x 24 pixels such as in the Windows client search restrictions for Group DACL changed.
<u>3.1.2 – Language of Parts</u>	Assistive technology can distinguish and reflect when the human language on a page changes.	Does Not Support		
<u>3.2.3 – Consistent Navigation</u>	Navigational elements are consistently displayed, including their location and the order of their content.	Supports		
<u>3.2.4 – Consistent Identification</u>	Components with the same functionality are consistently identified.	Supports		
<u>3.3.3 – Error Suggestion</u>	Users receive helpful / specific suggestions when they make errors.	Supports		
<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		
<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..	Not Applicable		
<u>4.1.3 – Status Messages</u>	Status messages can be presented to the user by assistive technology without receiving focus.	Partially Supports		Some status messages require focus to be read by assistive technology like screen readers.

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		Change Auditor does not contain audio or video content.
<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		Change Auditor does not contain audio or video content.
<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		Change Auditor does not contain audio or video content.
<u>1.2.9 – Audio-only (Live)</u>	Live text captioning or a transcript is provided for live audio.	Not Applicable		Change Auditor does not contain audio or video content.
<u>1.3.6 – Identify Purpose</u>	The purpose of elements is programmatically declared by adding semantics or metadata.	Partially Supports		Most but not all UI elements programmatically declare their purpose with Narrator.
<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		
<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		Change Auditor does not contain audio or video content.
<u>1.4.8 – Visual Presentation</u>	Users can adjust a range of presentation options.	Does Not Support		
<u>1.4.9 – Images of Text (No Exception)</u>	There are no images of text.	Does Not Support		There are a few images of text for the agent status overview in the Windows client and the Quest logo in information page that has no alternate text.

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		Change Auditor does not support all standard keyboard functions in all product areas. Some areas require the use of a pointing device.
<u>2.2.3 – No Timing</u>	With the exception of real-time events, no content requires timed interaction.	Supports		Change Auditor does not use timed responses in any functionality.
<u>2.2.4 – Interruptions</u>	Interruptions can be postponed, suppressed, or configured.	Not Supported		
<u>2.2.5 – Re-authenticating</u>	User data is saved when re-authenticating.	Supports		
<u>2.2.6 – Timeouts</u>	Users are warned when extended inactivity could cause data loss.	Not Supported		When the clients option to automatically log off after 30 minutes of inactivity is selected, any unsaved data may be lost without warning when the user is logged off automatically.
<u>2.3.2 – Three Flashes</u>	No content flashes more than three times per second.	Supports		
<u>2.3.3 – Animation from Interactions</u>	If an animation is triggered by a user interaction, users can stop the animation.	Not Applicable		
<u>2.4.8 – Location</u>	Users can orient themselves within a set of pages.	Supports		
<u>2.4.9 – Link Purpose (Link Only)</u>	Every link’s purpose is clear from its text.	Supports		

WCAG Level AAA Checklist

Criterion	Description	Conformance Level	ADTC (Q/YY)	Remarks
<u>2.4.10 – Section Headings</u>	Content is broken up by section headings.	Supports		
<u>2.4.12 – Focus Not Obscured (Enhanced)</u>	When an actionable element receives focus, the entire component is visible.	Supports		
<u>2.4.13 – Focus Appearance</u>	Focus indicators have sufficient color contrast and are sized to be clearly visible.	Partially Supports		The element in focus in the web client timelines is not visible.
<u>2.5.5 – Target Size</u>	The size of the target for pointer inputs is at least 44 x 44 CSS pixels.	Not Supported		
<u>2.5.6 – Concurrent Input Mechanism</u>	Input is not restricted to a specific modality (like keyboard only or touch only).	Not Supported		

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		
<u>3.1.4 – Abbreviations</u>	Abbreviations are explained or offered in expanded form close by.	Does Not Support		
<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		
<u>3.1.6 – Pronunciation</u>	Words that are hard to pronounce are clarified nearby.	Does Not Support		
<u>3.2.5 – Change on Request</u>	Content on the page doesn't change unless users initiate it.	Partially Supports		Some content such as agent status updates in the Windows client may change without the user initiating it. When completing the M365 auditing wizard with the Exchange online option selected in the Windows client, the wizard will open again for mailbox configuration.
<u>3.3.5 – Help</u>	Contextual instructions or cues are provided to help users complete and submit forms.	Partially Supports		The web client does not have contextual help available.
<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.	Supported		
<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.	Not Applicable		