# Document Logistix

## Accessibility Statement for Document Manager 5

## Introduction

'Accessibility' describes the extent to which software or a website can be used by people of all abilities and disabilities. With **Document Manager 5**, Document Logistix Ltd are committed to providing an accessible application that can be used by as many people as possible. How this is implemented depends on the types of limitations that a person may have. Document Manager 5 supports various assistive technologies to increase accessibility.

Accessibility features in Document Manager 5 include:

- The ability to zoom in.
- The capability to change colours, contrast levels, fonts and font size.
- Navigating the application using just a keyboard.
- Support for screen readers (including the most recent versions of JAWS and NVDA). The implementation of this is browser-dependent and screen-reader-dependent and may vary.

In addition, your computer has settings to improve accessibility. If you find it difficult to use a mouse, you can set up your computer to use the numeric keypad to move the mouse pointer. If you cannot easily use a keyboard, you can change settings so that the keyboard can be used on-screen. You can also change the display if you cannot see well, for example, to improve brightness, magnification or to change the size of the cursor or mouse pointer. Refer to your computer settings help for more information on 'Ease of Access' or Accessibility settings.

## Document Manager 5 Accessibility Level

Document Manager 5 is being tested for compliance with the **Web Content Accessibility Guidelines** V2.1 level A and level AA, and with some aspects of level AAA. These tests have been carried out internally. For more information on the guidelines, visit [www.w3.org/TR/WCAG21/](www.w3.org/TR/WCAG21/).

Some areas of Document Manager 5 are not fully accessible. These include:

- Document Viewer (images) and Preview Panes (import and document lists). The content shown in these areas is user-controlled and may contain non-accessible content, such as images and video files. As an alternative, you can open the content in its native application, which may be more accessible than our viewer.

## Reporting Accessibility Problems in Document Manager 5

We are committed to improving accessibility in Document Manager 5. If you find a problem with accessibility in this application, please contact us by email at [accessibility@document-logistix.com](accessibility@document-logistix.com) with "Accessibility Issue" in the *Subject* line, and provide a description of the feature you feel is not fully accessible, or a suggestion for improvement.

We aim to respond to feedback within five working days. Over weekends and holidays, this response time may be longer.

# Technical Information about this Application's Accessibility

Document Logistix Ltd is committed to making this application as accessible as possible.

This application is fully compliant, where applicable, with the [Web Content Accessibility Guidelines version 2.1](#) A and AA standards, and partially compliant with the Web Content Accessibility Guidelines version 2.1 AAA standard due to the non-compliances listed below.

## Non-Accessible Content

The content listed below is non-accessible for the following reasons.

### Customer Content

Content that customers or users have uploaded to the Document Manager 5 system, including images, video content and documents, may not meet the accessibility standards and may not be accessible to screen readers. This content may not meet the following WCAG 2.0 success criteria:

- 1.1.1 Non-text Content
- 1.2.1 Audio-only and Video-only (Pre-recorded)
- 1.2.2 Captions (Pre-recorded)
- 1.2.3 Audio Description or Media Alternative (Pre-recorded)
- 1.2.5 Audio Description (Pre-recorded)
- 1.4.5 Images of Text

We do not plan to fix this as this is beyond our control.

## How we are Testing this Application

This application was and is being tested in-house using a combination of manual and automated testing. However, considering the complexity of our application, there are certain limits to what can be tested using automation. In addition, we have utilised the aXe Accessibility Testing Tool to assess the application's level of accessibility.

The areas that we have focussed on for testing are:

- Keyboard-only navigation.
- Screen reader compatibility (specifically NVDA and JAWS).
- Colour adjustments.
- Page titles.
- Appropriate coding.

## What we are Doing to Improve Accessibility

At Document Logistix, we will listen to and act on feedback, and proactively develop new features in accessible ways, where this is possible.

# Further Information

For more information on accessibility, visit the following links:

- For resources on understanding and implementing accessibility, see the **W3C Web Accessibility Initiative** pages at [www.w3.org/WAI/](www.w3.org/WAI/).
- For details on how to make your device easier to use, visit **AbilityNet** at [mcmw.abilitynet.org.uk/](mcmw.abilitynet.org.uk/).
- For more information on the NVDA screen reading software, you can visit [nvaccess.org](nvaccess.org).
- For more on the JAWS screen reader, go to [freedomscientific.com/products/software/jaws/](freedomscientific.com/products/software/jaws/).
- If you want to learn more about the accessibility settings in Windows, visit the Windows Accessibility pages at [www.microsoft.com/en-gb/accessibility/windows](www.microsoft.com/en-gb/accessibility/windows).
- To get more information on accessibility in Apple devices, go to the Accessibility Support pages at [support.apple.com/en-gb/accessibility](support.apple.com/en-gb/accessibility).

If you would like more detail on Document Manager 5's conformance to accessibility guidelines, you can request a copy of the *Document Logistix Ltd Accessibility Conformance Report (International Edition)*, or download it from our website at [www.document-logistix.com/](www.document-logistix.com/).

*This statement was prepared on 11 May 2020.*