Quickbase Accessibility Conformance Report

WCAG Edition (with Revised Section 508 Edition added)

(Based on VPAT[®] Version 2.5)

Name of Product/Version:

Quickbase SaaS using newest features and user interface components

Report Date:

August 2024

(This VPAT version includes updates scheduled for completion by October 2024.)

Product Description:

Quickbase is a cloud-based no-code application platform. Builders create custom solutions that solve a variety of business challenges, without writing code. Quickbase is loosely used by two high level groups of users. First are the builders who create the software solutions used by their organization. Second are the end users, who consume the end solution.

For the purposes of accessibility and this report, we are focused solely on the end user experience, which covers the vast majority of Quickbase usage. The builder experience is not included in this report.

"Voluntary Product Accessibility Template" and "VPAT" are registered service marks of the Information Technology Industry Council (ITI)

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- If you've come across a bug or issue related to accessibility, <u>open a tech support case</u>.
- If you'd like to discuss your account, accessibility plans, and how we can help you be successful, please reach out to your account team.

Notes:

Quickbase is a mature platform, having been developed and iterated on for 20+ years. The platform currently receives over 3 billion requests per month and has hundreds of thousands of active users. We are committed to ensuring Quickbase is an accessible platform for all users, a value you'll see reflected in the product areas we modernize. Quickbase aims to meet WCAG 2.1 AA standards in our new and upgraded features that are designed to be consumed by end-users on the web. This report assumes applications are built for end users using the most recent features and user interface components provided by Quickbase. Customers can consult with their account team for review.

With a focus on improving accessibility for the end-user experience, this report excludes Chapter 5 – 504.2 (Authoring tools for Content Creation or Editing) and Chapter 6 – 602.3 (Electronic Support Documentation) from the Revised Section 508 standards section.

Though not addressed in this document, improvements are also expected incrementally for builder and app management features and Quickbase mobile. Full details on our approach can be found on <u>this page</u>.

Evaluation Methods Used:

Our accessibility testing process includes automated testing, manual testing with our QA team and various assistive technologies, and third-party testing with an outside vendor that provides access to a diverse community of people with disabilities, who use various assistive technologies. Our evaluation includes built-in capabilities of the platform, our defaults, and/or the capabilities we offer. Some requirements may be up to the specific application-building patterns created by the builder.

The following operating systems and screen readers are used for evaluation: Mac/VoiceOver, Windows/JAWS, Windows/NVDA, manual accessibility testing, and keyboard testing with visual focus.

Applicable Standards/Guidelines

This report covers the degree of conformance for 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, 2017and corrected January 22, 2018	(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 only be used in WCAG Level AAA criteria.

WCAG 2.0 and 2.1 Report

The WCAG 2.1 tables 1 and 2 also document conformance with Revised Section 508:

- Included:
 - Chapter 5 501 (Web)(Software)
- Excluded:
 - Chapter 5 504.2 (Authoring tools for Content Creation or Editing) and Chapter 6 602.3 (Electronic Support Documentation) are excluded from this document. This report addresses the Quickbase platform's new and upgraded features that are designed to be consumed by end-users on the web (refer to the Notes section at the beginning of this document for details).

Note: When reporting on conformance with the WCAG 2.0 and 2.1 Success Criteria, they are scoped for full pages, complete processes, and accessibilitysupported ways of using technology as documented in the <u>WCAG 2.0 Conformance Requirements</u> and <u>WCAG 2.1 Conformance Requirements</u>.

"WCAG 2.1 uses the same conformance model as WCAG 2.0 with a couple additions, which is described in the <u>Conformance</u> section. It is intended that sites that conform to WCAG 2.1 also conform to WCAG 2.0, which means they meet the requirements of any policies that reference WCAG 2.0, while also better meeting the needs of users on the current Web." (Source: <u>WCAG 2.1</u>)

Table 1: Success Criteria, Level A

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Partially Supports	Alternative text is defined for most images. Reference field autocomplete suggestions are not accessible to Assistive Technology. Users of Assistive Technology can navigate through the reference field drop-down item list to make a selection. Some page messaging elements are not accessible to Assistive Technology. Some supplementary buttons are not correctly identified to Assistive Technology. Some pages do not have clear heading text elements. Screen reader users are unable to determine the number of items in a list or in search results. Most non-text buttons, such as icon buttons, include appropriate aria labels so they can be interpreted by screen readers, and icons receive the presentation aria role so the button label is clear. Quickbase does not use CAPTCHAS. Support documentation for newly released features, which can be found at help.quickbase.com, does not rely solely on visuals such as imagery and charts to convey the information. When images are used, they generally include alt text in the support documentation for recent features. Some non-text content that is purely for formatting or decoration, such as columns on forms, are sometimes not implemented in a way that can be ignored by screen readers. Screen readers will announce the grid structure of a form before the form fields. Non-text content such as reports, charts, and diagrams are generally navigable by screen readers but can be inconsistent. Chart

Criteria	Conformance Level	Remarks and Explanations
		titles and descriptions are not announced by screen readers, and there is not a general data summary.
 1.2.1 Audio-only and Video-only (Prerecorded) (Level A) Also applies to Revised Section 508: 501 (Web)(Software) 	Not Applicable	This criteria is not relevant to Quickbase.
 1.2.2 Captions (Prerecorded) (Level A) Also applies to Revised Section 508: 501 (Web)(Software) 	Not Applicable	This criteria is not relevant to Quickbase.
1.2.3 Audio Description or Media Alternative (Prerecorded)(Level A)Also applies to Revised Section 508:501 (Web)(Software)	Not Applicable	This criteria is not relevant to Quickbase.
<u>1.3.1 Info and Relationships</u> (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Partially Supports	 Many elements' visual structure and relationship information is conveyed through object properties or is available in textual form. The main navigation, including the top navigation and sidebar navigation, are labeled appropriately so they are accessible and understood by screen reader users. Buttons are given accessible names and generally correctly tagged as HTML button elements so screen reader users can quickly jump between the main actions on a page. Required fields are denoted with asterisks in red and help text can be added by the builder to further define the field's instructions. Required fields are announced by screen readers. Controls are usually grouped with their elements. Tables and headers are tagged as table elements for screen readers. Form input fields are generally grouped with their form label, so screen readers announce them in an understandable manner. A form's structure can be perceived by a screen reader in addition to the visual cues. For example, a sighted user can understand that

Criteria	Conformance Level	Remarks and Explanations
		 a form may have columns, and columns also have aria labels so a screen reader can announce the structure for low vision users. Forms have sections that can be expanded and collapsed and are correctly tagged to be accessible to a screen reader. Forms can be understood by the heading structure. Form record navigation to move between records when viewing or editing records is accessible. Most filtering capability is labeled as a filter across the product, except dashboard filters.
<u>1.3.2 Meaningful Sequence</u> (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Supports	Elements across the product are generally in the correct reading order when applicable and can be programmatically determined. For example, the main navigation presents the global bar and app bar in reading order and the list of items in the sidebar, including app tables, can be navigated easily from top to bottom with the keyboard. Additionally, dashboard widgets are also in reading order. When HTML tables are used to create structured layouts, the rows and cells are in reading order. For example, this is true for forms, which enables a screen reader to move through a form in the correct sequence regardless of sections, columns, and field groups.
1.3.3 Sensory Characteristics (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Supports	The platform and support documentation do not rely solely on sensory characteristics such as shape, size, visual location, orientation, or sound to convey information.
1.4.1 Use of Color (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Supports	The platform and support documentation do not rely solely on color to convey information. Additional visual methods, such as iconography, text, tooltips, and descriptions, are used alongside color to communicate information.
<u>1.4.2 Audio Control</u> (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Not Applicable	This criteria is not relevant to Quickbase.

Criteria	Conformance Level	Remarks and Explanations
2.1.1 Keyboard (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Partially Supports	 Most of the product features for end users can be accessed and operated using a keyboard. The main navigation is accessible by keyboard. Forms, dashboards, and reports are generally accessible by keyboard, including buttons, header links, context menus, dialogs, etc. Skip to page elements and some search results may not fully be keyboard accessible. Some fields are inconsistent with keyboard controls depending on which assistive tech is used, such as select fields. Some fields may not indicate when a drop-down menu is available.
2.1.2 No Keyboard Trap (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Partially Supports	Quickbase allows the use of keyboard controls for moving focus in and out of elements, or for revealing and hiding them. There are a few exceptions, such as the expanded view of dashboard widgets, which can be closed through a page refresh.
2.1.4 Character Key Shortcuts (Level A 2.1 and 2.2)	Supports	All keyboard shortcuts require a modifier key, ensuring they are not triggered accidentally by single key presses.
2.2.1 Timing Adjustable (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Not Applicable	This criteria is not relevant to Quickbase.
2.2.2 Pause, Stop, Hide (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Not Applicable	This criteria is not relevant to Quickbase.
2.3.1 Three Flashes or Below Threshold (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Not Applicable	This criteria is not relevant to Quickbase.
2.4.1 Bypass Blocks (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Partially Supports	Though skip links are not yet available in the main navigation, users can take advantage of the collapse/expand behavior on the navigation sidebar to more quickly jump to the main content of the page.

Criteria	Conformance Level	Remarks and Explanations
		Some pages include heading elements to make navigating between the content on the page easier, such as on forms.
		Groups are sometimes used to indicate relationships between components and make jumping between content easier.
2.4.2 Page Titled (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Supports	Pages have sufficient titles.
		See remarks on 1.3.2. Additionally:
2.4.3 Focus Order (Level A) Also applies to Revised Section 508:	Partially Supports	In general, the order of elements in the DOM determines the focus order, and Quickbase does not override it.
501 (Web)(Software)		Focus is generally in a meaningful logical or reading order; however, sometimes focus lands in navigational elements or outside the main content when loading a page so a screen reader user may have to reorient themselves on a new page.
2.4.4 Link Purpose (In Context) Also applies to Revised Section 508:	Supports	The purpose of links can be determined from the link text alone or from the programmatic context of the link, providing clear and informative navigation throughout the site.
501 (Web)(Software)		Quickbase avoids ambiguous wording for links, like "More," or provides additional text for screen readers in an aria tag.
2.5.1 Pointer Gestures (Level A 2.1 and 2.2)	Not Applicable	This criteria is not relevant to Quickbase.
2.5.2 Pointer Cancellation (Level A 2.1 and 2.2)	Supports	Quickbase is operated within web browsers, not a proprietary client. Interactive elements are activated with the usual pointer up- event, not the down-event meaning the site functions that use a single pointer are completed when the user releases the pointer.
2.5.3 Label in Name (Level A 2.1 and 2.2)	Supports	See remarks on 1.3.1. In addition: Form input fields are generally grouped with their form label and the label is read first so screen readers announce them in an

Criteria	Conformance Level	Remarks and Explanations
		understandable manner. For example, checkbox fields have labels that are associated with the component programmatically.
2.5.4 Motion Actuation (Level A 2.1 and 2.2)	Not Applicable	This criteria is not relevant to Quickbase.
3.1.1 Language of Page (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Does Not Support	Every HTML document does not have a lang attribute. While the Quickbase UI is in English by default, customers can create custom pages in other languages. Quickbase cannot accurately predict what language the majority of all pages are in, so a default is not set to avoid causing issues with other languages.
3.2.1 On Focus (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Partially Supports	Visible focus indicators are generally exposed for the currently displayed element. Focus state is accessible to Assistive Technology. Components in the product do not usually initiate a change of context when focused. Occasionally, the focus may jump unexpectedly up to the main navigation. For example, this happens on some page loads.
3.2.2 On Input (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Partially Supports	 Form alerts and notifications are tagged correctly so the user can be given notice of the change in context. Low vision users may occasionally have to reorient themselves on a page to gain proper context. Changes of context can sometimes be inconsistent.
<u>3.3.1 Error Identification</u> (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Supports	For platform or user-level errors: Error messages are provided as text and the content is generally helpful for the user to understand the error that occurred. Builders can also create custom notifications and error detection rules to supplement the experience inside a Quickbase app. Note: Certain build-level errors cannot easily be surfaced to an end user.
3.3.2 Labels or Instructions (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Supports	Labels are provided for all input fields, such as on forms. Tooltips and instructions are provided, when necessary, throughout the product.

Criteria	Conformance Level	Remarks and Explanations
		For example, tooltips are provided on hover for icon buttons that do not have a visual label and the appropriate aria roles are used to make icon buttons accessible to screen readers.
 4.1.1 Parsing (Level A) WCAG 2.0 and 2.1 – Always answer 'Supports' Also applies to Revised Section 508: 501 (Web)(Software) 	Supports	For WCAG 2.0 and 2.1, the September 2023 errata update indicates this criterion is always supported. See the <u>WCAG 2.0 Editorial Errata</u> and the <u>WCAG 2.1 Editorial Errata</u> .
4.1.2 Name, Role, Value (Level A) Also applies to Revised Section 508: 501 (Web)(Software)	Partially Supports	Reference remarks on 1.1.1, 1.3.1, and 2.4.4. In general, most components in the product provide role, state, and value information making them compatible with assistive technology. Some HTML divs may be lacking appropriate aria tagging.

Table 2: Success Criteria, Level AA

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live) (Level AA) Also applies to Revised Section 508: 501 (Web)(Software)	Not Applicable	This criteria is not relevant to Quickbase.
1.2.5 Audio Description (Prerecorded) (Level AA)Also applies to Revised Section 508:501 (Web)(Software)	Not Applicable	This criteria is not relevant to Quickbase.
1.3.4 Orientation (Level AA 2.1)	Supports	The product is not restricted to a single view or orientation. Pages are generally responsive to browser width and special care has been taken for common breakpoint widths.
<u>1.3.5 Identify Input Purpose</u> (Level AA 2.1)	Partially Supports	Forms, form logic, form fields, field labels, and field placeholder text are defined by the person building the form. Because of the vast amount of form use cases, Quickbase does not programmatically identify input fields that collect user information to use the browser's autofill option.

Criteria	Conformance Level	Remarks and Explanations
		Autocomplete is occasionally used, such as when inputting an address in an address field or entering an option from a list in a select field.
 <u>1.4.3 Contrast (Minimum)</u> (Level AA) Also applies to Revised Section 508: 501 (Web)(Software) 	Supports	The Quickbase platform complies with minimum contrast ratios. Text and buttons in the product meet minimum contrast requirements. User-generated content and settings may not comply; however, on newer features, the platform may warn the user that they have chosen an inaccessible color and recommend they update it.
 1.4.4 Resize text (Level AA) Also applies to Revised Section 508: 501 (Web)(Software) 	Supports	Quickbase supports the zooming features built in to modern web browsers.
 1.4.5 Images of Text (Level AA) Also applies to Revised Section 508: 501 (Web)(Software) 	Supports	Quickbase uses text to convey information, not images of text.
<u>1.4.10 Reflow</u> (Level AA 2.1)	Partially Supports	 Reference 1.3.4. Additionally: Most of the UI is generally responsive and fits within the viewport. Reflow is not fully supported and not all content can be viewed at a 400% zoom-level; however, improvements have been made to the browser view at 320px wide and features are generally responsive at this size, though some horizontal scrolling may be required. Exception: Quickbase apps include content that requires a two-dimensional layout (both horizontal and vertical scrolling) for usage and meaning, including: data tables, diagrams, charts, etc.
1.4.11 Non-text Contrast (Level AA 2.1)	Supports	Significant non-text content elements on the site have adequate contrast. Quickbase components generally support and are distinguishable by individuals with low vision, adhering to the accepted contrast ratio.
1.4.12 Text Spacing (Level AA 2.1)	Does Not Support	Quickbase cannot ensure there is no loss of content or functionality when settings or style properties, such as line height and spacing, are changed.

Criteria	Conformance Level	Remarks and Explanations
1.4.13 Content on Hover or Focus (Level AA 2.1)	Partially Supports	Where a Quickbase component, such as a tooltip, triggers additional content to become visible and then hidden, the content is generally dismissible, hoverable, and persistent.
2.4.5 Multiple Ways (Level AA) Also applies to Revised Section 508: 501 (Web)(Software)	Supports	Quickbase has robust navigation and search functionality. The user can navigate through apps as desired using the various navigation or search options. Builders also have the option to add navigation links, such as buttons on dashboards, that can be added as they see best fit.
 2.4.6 Headings and Labels (Level AA) Also applies to Revised Section 508: 501 (Web)(Software) 	Partially Supports	 Headings and labels within Quickbase applications are mostly set by the app builders. For example, Quickbase provides an interface for builders to determine appropriate and meaningful form labels such as tab navigation labels, section headings, column headings, field labels, and more. Headings are appropriately tagged in many areas of the Quickbase UI; however, there are some areas missing HTML headings.
2.4.7 Focus Visible (Level AA) Also applies to Revised Section 508: 501 (Web)(Software)	Partially Supports	Quickbase uses the default browser focus in our UI. Utilizing search may not always move focus to the search results or convey how many search results are present, such as when searching a table report.
3.1.2 Language of Parts (Level AA) Also applies to Revised Section 508: 501 (Web)(Software)	Does Not Support	Quickbase is primarily focused on English as of this writing. Though builders have control to create their apps in different languages, Quickbase does not yet support the programmatic language determination of passages or phrases in content.
3.2.3 Consistent Navigation (Level AA) Also applies to Revised Section 508: 501 (Web)(Software)	Supports	Quickbase has a consistent and reliable navigation pattern, including a global navigation top bar and a sidebar for app navigation.
3.2.4 Consistent Identification (Level AA) Also applies to Revised Section 508: 501 (Web)(Software)	Partially Supports	Quickbase components and UI elements that have the same functionality are identified consistently.
3.3.3 Error Suggestion (Level AA) Also applies to Revised Section 508:	Supports	When an error is automatically detected in a Quickbase app, an error message is provided and tagged as an aria alert so alternative

Criteria	Conformance Level	Remarks and Explanations
501 (Web)(Software)		technology users can detect and understand the error. Error messages provide details about the error and suggestions to move forward.
		Builders can also create custom notifications and error detection rules to supplement the experience inside an app as needed.
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA) Also applies to Revised Section 508: 501 (Web)(Software)	Supports	Quickbase provides application builders with the techniques and capabilities needed to create custom validation and error detection rules; however, builders must take the steps to create them as needed.
<u>4.1.3 Status Messages</u> (Level AA 2.1)	Partially Supports	Quickbase aims to use accurate semantic markup when possible, such as the aria alert role, so that assistive technology can focus on and announce status messages and notifications. Most alerts, including alerts created by app builders, are recognized by assistive technology. There may be some exceptions.

Table 3: Success Criteria, Level AAA

Notes: Quickbase has not been evaluated for compliance with WCAG 2.1 Level AAA.

Revised Section 508 Report

Notes:

The WCAG 2.1 tables 1 and 2 in the previous section also document conformance with Revised Section 508:

- Included:
 - Chapter 5 501 (Web)(Software)
- Excluded:
 - Chapter 5 504.2 (Authoring tools for Content Creation or Editing) and Chapter 6 602.3 (Electronic Support Documentation) are excluded from this document. This report addresses the Quickbase platform's new and upgraded features that are designed to be consumed by end-users on the web (refer to the Notes section at the beginning of this document for details).

Chapter 3: Functional Performance Criteria (FPC)

Notes:

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Partially Supports	Quickbase applications are generally navigable using the keyboard and assistive technology; however, there are some exceptions noted in the WCAG Tables 1 and 2 in this document.
302.2 With Limited Vision	Partially Supports	Quickbase generally supports the use of standard browser controls and aims to be compatible with screen reader and other assistive technology for users with low vision; however, there are some exceptions noted in the WCAG Tables 1 and 2 in this document.
302.3 Without Perception of Color	Partially Supports	Quickbase does not rely solely on color to convey information or indicate an action, except for some graphical components such as charts and icons that may use color to differentiate data or categories. Users without perception of color can generally access the same information through alternative means, such as text labels, tooltips, or legends. Reference 1.4.1 and 1.4.3 in Tables 1 and 2.

Criteria	Conformance Level	Remarks and Explanations
302.4 Without Hearing	Not Applicable	Quickbase does not include audio-only features that require the use of hearing.
302.5 With Limited Hearing	Not Applicable	Quickbase does not include audio-only features that require the use of hearing.
302.6 Without Speech	Not Applicable	Quickbase does not require the use of speech to interact with the platform.
302.7 With Limited Manipulation	Partially Supports	Quickbase generally supports standard input mechanisms, including user-provided keyboards and pointing devices, and the platform typically does not require fine motor skills or simultaneous manual operations. Quickbase aims to maintain accessible target click areas. However, users may encounter some areas that are not fully keyboard accessible or may have focus issues. For more details, refer to Tables 1 and 2.
302.8 With Limited Reach and Strength	Supports	Quickbase generally supports standard input mechanisms, including user-provided keyboards and pointing devices, and interaction with the platform does not require reach or strength. For more details, refer to Tables 1 and 2.
302.9 With Limited Language, Cognitive, and Learning Abilities	Partially Supports	Quickbase generally supports users with limited cognitive, language, and learning abilities by providing clear instructions and consistent navigation. However, some areas may still need improvements to fully meet user needs. For more details, refer to Tables 1 and 2.

Chapter 4: <u>Hardware</u>

Notes:

N/A – Quickbase does not produce hardware products. Quickbase is a web application and is not subject to the requirements of this section.

Chapter 5: <u>Software</u>

Notes:

N/A – Quickbase is a web application and is not subject to the requirements of this section. Relevant criteria are covered in the earlier WCAG tables 1 and 2.

Chapter 6: <u>Support Documentation and Services</u>

Notes:

Support documentation and services are excluded from this document. This report addresses the Quickbase platform's new and upgraded features that are designed to be consumed by end-users on the web (refer to the Notes section at the beginning of this document for details).

Our company support documentation is web-based and can be found here: <u>Quickbase Help Center</u>.

Legal Disclaimer – Quickbase

Quickbase has made commercially reasonable efforts to confirm the accuracy of this VPAT/Accessibility Conformance Report as of the date of publication and cannot guarantee that any information contained herein will remain accurate after such date. Quickbase will make good faith efforts to monitor the accessibility of its products and may provide periodic updates. The configuration of any particular Quickbase application may render some or all of the VPAT inapplicable. This VPAT is provided for informational purposes only on an "as is" basis.