



**Accessibility Compliance Reporting Tool**

# **USER GUIDE**



**Homeland  
Security**

**DHS Accessibility Help Desk**

**<https://dhs.gov/accessibility>**

**202-447-0440**



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# Section 1: Accessibility Compliance Reporting Tool Overview

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## 1.1 Introduction to ACRT

ACRT is a free opensource (MIT License) and browser-based application compatible to all common operating systems and does not require installation. The current version of ACRT uses Trusted Tester v4 and v5. As a standalone application, it does not directly interact with any resources outside the local working machine. Captured data can be stored on a local machine in JSON file format or HTML file format. All test results can be modified based on different organizational and testing needs. All test data can be shared using storage devices, email attachments, and/or print HTML reports, as needed. Access to government sites or databases is not required to use ACRT and private email accounts are accepted.

ACRT works best in Google Chrome, Microsoft Edge, Safari, and Firefox. It is not compatible with Internet Explorer (IE). If the messages “Allow Blocked Content” or “Internet Explorer restricted this webpage from running scripts or ActiveX controls” display, close the IE browser and re-open the file using one of the browsers the tool is designed to work with.

## 1.2 User Guide

The ACRT User Guide provides standardized instructions on using the application to create test results for web and/or software content. Reference the user guide for instructions on how to create, edit and view the Accessibility Conformance Report. To access it within ACRT, go to the instructions page and select the ‘ACRT User Guide’ link to open the ACRT User Guide in a new tab. It can also be accessed in the Resources folder in both Word and PDF format. The language and user interface details may differ depending on the application version and browser used.



## Section 2: Create Report

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### 2.1 Load JSON File

1. **Open ACRT**

Navigate to ACRT folder and open the Index.html.

2. **Select Create Report in the menu**

*Keyboard Users have the option to skip to main page content using the hyperlink on top of page or Alt+M.*

3. **Select the 'Choose File' Button**

Navigate to the ACRT folder in the select template or test results file.

Choose File No file chosen

4. **Locate the JSON file**

*New Report:*

By default, only the JSON files will be shown in folder. Select and open the Resources folder. Choose SuccessCriteriaTT4.json or SuccessCriteriaTT5.json, and select open. If another folder opens, navigate to the ACRT folder that was downloaded and moved to a specific location.

*Previous Report:*

To make edits to a previously created report, navigate to the JSON file located in personal files, and select open.

5. **Select 'Load File' Button**

After selecting Load File, a modal window message displays instructions on how to save. Select OK to close it. The JSON file is loaded at the bottom of the page and is ready to edit/update file as needed.

[Load File](#)

To load a different file, reload the page in the browser menu because the 'select file' button is hidden.

### **Optional Step - Select Disable Add/Remove Issue Alerts Checkbox**

The types of alerts that can be disabled are adding and/or removing issues within the test results form.

## 2.2 Enter Data

### 2.2.1 Product Information

Complete required fields as indicated by a red asterisk. \*

#### 1. **Select 'Show Product Section' Show/Hide Button**

This expands the form to reveal all fields. The same button is also used to collapse and hide the fields.



#### 2. **Input Product Name \***

Complete the required form field which has a character limit . The name is used to construct the filename of the saved JSON file.

#### 3. **Input Product Version \***

Complete the required form field which has a characters limit . The version is used with the name to construct the filename of the saved JSON file.

#### 4. **Input Product Owner/Vendor**

The form field is optional and has a character limit .

#### 5. **Select Product Type**

The form field is optional. Use the dropdown menu and choose one:

- Custom developed web page
- COTS
- Customization of COTS product
- GOTS application
- Software
- Other

#### 6. **Input Location**

The form field is optional and has a character limit .

#### 7. **Input Product Description \***

Complete the required form field that has a character limit.

#### 8. **Input Notes**



The form field is optional and has a character limit . Notes can include items such as summary of defects identified as global issues, questions about the application defects, embedded non-accessible documents, or any notes that would be of value.

### 2.2.2 Testing Information

Complete required fields as indicated by a red asterisk. \*

**1. Select the 'Show Testing Information Section' Show/Hide Button**

This expands the form to reveal all fields. The same button is also used to collapse and hide the fields.



**2. Input Company Name \***

Complete the required form field which has a character limit.

**3. Input Tester's First Name \***

Complete the required form field.

**4. Input Tester's Last Name \***

Complete the required form field.

**5. Input Trusted Tester ID**

This form field is optional but are encouraged to provide a Trusted Testers certification number.

**6. Input Tester's Email \***

Complete the required form field. Users have the option to use a government or a private email address.

**7. Input Testing Scope**

This form field is optional but is commonly used as a description or list of what was tested.

**8. Verify Testing Method and Version**

When the JSON file is loaded (refer to 2.1), these form field are auto-populated and are read-only.

### 2.2.3 Test Environment Information

This section does not contain any required fields but Trusted Testers are encouraged to complete this section.

**1. Select the 'Show Test Environment Section' Show/Hide Button**

This expands the form to reveal all fields. The same button is also used to collapse and hide the fields.



**2. Select the Browser Compatibility View**



Use the dropdown menu to select:

- None
- Turned On
- Turned Off

### **3. Choose Browser Type and Version**

Add checks to the type of browser and use the dropdown menu to select the version of the browser tested.

### **4. Choose the Operating System and Version**

Add checks to the operating system and use the dropdown to select the version. If 'Other Operating System' is selected, additional form fields for the Name and Version will become available.



## 2.3 Enter or Edit Test Results

This step cannot be completed without first uploading a JSON file (Refer to 2.1).

### 1. Locate the Test Results Form

Scroll down to find the Enter Test Results Form. It is only visible after a valid JSON file is loaded

### 2. Enter the Test Results

Issue Number	Test Name	Test ID	Test Condition	Test Result	Browser	Tester Comments	Location/Screen	Screenshot	Global Issue?	Go to Parent/Add Child Issue
Issue 1	Keyboard Access A	1.1. A	An interactive element or function cannot be accessed or activated by keyboard	<input type="text"/>	<input type="checkbox"/> Change Browser for this test result.	comments,1000 chars max	location, 1000 chars max		<input type="text"/>	<input type="button" value="Add Child Issue"/>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>

Each row in Test Results from includes:

A. Issue Number

B. Test Name

C. Test ID

D. Test Condition

E. Test Result

Use the dropdown to select

- ☐ No Selection
- ☐ Pass
- ☐ Fail
- ☐ Does Not Apply

F. Browser

If the browser used for this test result is different can be noted here. When applicable, select the check box to change browser. Select the new browser and use the dropdown to select the version of the browser used for the test.

G. Tester Comments

The form field has a character limit and is used for any comments about the test.

H. Location/Screen

The form field has a character limit and is used provide directions to locate where it is. Include all details needed to locate defect on the web page.

I. Screenshot

After a test result is added, a 'Choose File' button will appear for testers to add images to the corresponding test result. To add a screenshot, select the 'Choose File' button, select the image file (PNG, JPEG, and GIF) and select open.

J. Global Issue

Use the dropdown to select

- ☐ None
- ☐ Yes
- ☐ No





**K. Remediation Details**

Will only be available if the Show Remediation Detail was checked. (Refer to 3.2)

**L. Remediation Date**

Will only be available if the Show Remediation Detail was checked. (Refer to 3.2)

**M. Go to Parent/Add Child Issue**

The Child issue is a separate issue added that is associated to the same Test ID, the parent. (Refer to 3.3).

**3. Save** The file will be in the system's Downloads folder by default. (Refer to 2.6)

## 2.4 Add Remediation Details

Any accessibility issues that are not addressed before production release should be tracked within the test results generated using the ACRT and prioritized within the product backlog. Trusted Testers should coordinate with their IT Project Manager regarding remediation details.

**1. Load JSON file** (Refer to 2.1)

**2. Select the Show Remediation Detail Checkbox**

Two Columns are Added to the Report next to Global Issues.

**N. Remediation Details**

Includes the process taken to remedy the accessibility issues identified. This field has a character limit.

**O. Remediation Date**

Provides the calendar date the accessibility issues were remedied and finalized.

**3. Enter the Remediation Details**

Document the planned or remediated fix. Additional remediation details could include:

- Report remediation details for all test results that fail.
- The ticket numbers and expected release number.
- Commercial off-the-shelf (COTS) products will need the commercial vendor to create issue tickets for remediation purposes

**4. Enter the Remediation Date**

Provide the estimated planned or fix release date of the remediation.

**5. Save**

The file will be in the system's Downloads folder by default. (Refer to 2.6)

## 2.5 Additional Results – Add Child Issue

Document any additional issues for a Test ID by creating a child issue. The Test Result must be selected first before adding a child issue.

**1. Select the 'Add Child Issue' Button**

After the first issue is added for a Test ID, the 'Add Child Issue' button will appear. Once selected, a display



box will appear, Select OK to close. A new row for the Test ID is added at the bottom of the page with an extension number added, for example Issue 17.1.

Add Child Issue

## 2. Select 'Go to Child Issue' Button

This will jump to the end of the table where the child issues are listed. Users can also scroll to the bottom of the table. New issues added will have an asterisk associated with the Test Name, Test ID, and Test Condition.

Go to Child Issues

## 3. Add Child Issue Details

Enter in and complete the Test Results for the new Child Issue. If it is no longer needed, select 'Remove issue' button located in the Test Condition.

## 4. Select 'Go To Parent Issue' button

When finished, located the 'Go To Parent Issue' button at the end of row and select to return to the first issue recorded for the Test ID. Repeat to add additional child issues.

Go to Parent Issue

## 5. Save

The file will be in the system's Downloads folder by default. (Refer to 2.6)

# 2.6 Save

Before saving, all required fields must be entered. Unsaved data will be lost if page is refreshed or closed without saving it.

## 1. Save JSON file

Scroll to the bottom of the page and select the 'Save (ALT+S)' button or use the shortcut key ALT+S to Save. Each time it is saved, a new JSON file is created.

Save (Alt+S)

## 2. Locate File

JSON file will be located in the system's Downloads folder by default.

## 2.6.1 Save as Test Results

Save JSON file with test results so that it can be edited and used to continue entering testing information.

Remediation details can be entered by repeatedly saving partially completed testing information during the current session. The Report will be marked as Draft after save until results are entered for each test.

## 2.6.2 Save as a Template

Save the file with entered data as a custom template for later use.



## Section 3: View Report



### 3.1 View Accessibility Conformance Report (ACR)

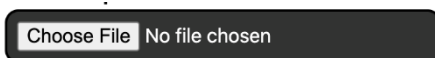
Once all test results are entered, generate a draft or final ACR. There must be at least one valid test result to view. A final report includes each defect detail, and when applicable the Disability Impact and other test results for Hardware Test and Document Test will be listed. The View Report page is read-only so no changes can be made. To make changes, Refer to Section 2.

#### 1. Select View Report

In the top menu, select View Report to open.

*Keyboard Users have the option to skip to main page content using the hyperlink on top of page or Alt+M*

#### 2. Select the 'Choose File' Button



Locate the Test Results File JSON file stored on personal computer. By default, the JSON file is saved in the downloads folder (Refer to 2.5). Once found, select open. The file name is then listed next to the button.

#### 3. Select 'Load Results' Button



A Modal display box will appear with a tool tip that states, To save printer friendly HTML file, select the keyboard shortcut (Alt+S) or 'Save' button located at the bottom of the page. Select 'OK' button to close.

To load a different file, reload the page in the browser menu because the 'select file' button is hidden.

The page will display:

- 'Product Section' Show/Hide Button
- 'Testing Information Section' Show/Hide Button
- 'Test Environment Section' Show/Hide Button
- 'Terms Used in the Conformance Level Section' Show/Hide Button
- Test Method
- Testing Method Version
- Review Date
- WCAG Report
- View ALL Test Results Check box
  - When checked, all the test results will display in table based on JSON file. Uncheck to hide results.
- Disability Impact Summary Link
  - Downloads the WCAG 2.0 Impact Statements with Section 508 Functional Performance Criteria.
- 'Impact Summary' Show/Hide Button
  - Displays all information that identifies the disability impacts for the test results.



- ‘Other Test Results’ Show/Hide Button  
Lists and Hardware and Document test results

#### 4. **Verify**

Review all Test Information to verify all information is correct.

#### 5. **Select the “Save as HTML” button or ALT+S**

Save (Alt+S)

Generates a printer-friendly HTML version of the report. By default the file is saved in the Downloads folder unless otherwise specified. A draft report in HTML format is generated if not all test results have been entered. Please keep both JSON & HTML files for future use.

#### 6. **Open a Final Version**

Locate the HTML file and select to open. Review and check test results.

Optional Steps:

- Select the ‘Print this page’ button to print
- Convert the HTML report to PDF
- Save the HTML report a PDF file, if available under personal printer option



## Section 4: References



### 4.1 Download

#### 4.1.1 ACRT From GitHub

The latest version of the ACRT repository is provided to the public and does not require a GitHub account.

- 1. Locate the ACRT Repository**

Find the latest version and all support files from the ACRT repository located at:

<https://github.com/Section508Coordinators/ACRT>

- 2. Select the 'Code' Button for the Latest ACRT Version.**



- 3. Select Download Zip**

- 4. Extract the Zip File**

The application will not properly execute from within the zipped folder.

- 5. Copy/Move Folder**

Go to the "Downloads" folder and copy or move the "ACRT-master" folder to another location.

- 6. Open ACRT**

Open the "ACRT-master" folder and select Index.html to launch ACRT.

For additional info on how to download from GitHub, visit: <https://www.wikihow.com/Download-a-GitHub-Folder>



### 4.1.2 ACRT from Bitbucket

This option is available to DHS employees who cannot access GitHub. Sign in with DHS SSO or PIV card.

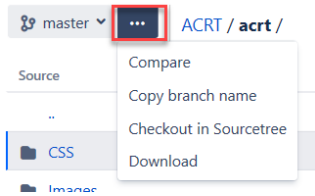
**1. Located the ACRT Repository**

Find the latest version and all support files from the ACRT repository located at:

<https://maestro.dhs.gov/stash/projects/APPDEV/repos/acrt/browse/acrt>

**2. Open the ACRT Bitbucket Folder**

**3. Select the Branch Actions Dropdown Menu.**



**4. Select Download**

**5. Extract Zip File**

The application will not properly execute from within the zipped folder.

**6. Copy/Move Folder**

Go to the “Downloads” folder and copy or move the folder to another location.

**7. Open ACRT**

Open the Index.html file to launch ACRT.

For instructions on how to download the ACRT Repository from Bitbucket, visit:

<https://confluence.atlassian.com/bitbucketserver/download-an-archive-from-bitbucket-server-913477030.html>.

## 4.2 Files in ACRT Source Files

File Name Type	File Purpose
About.html	Describes ACRT overview
ACRTTrainingManual.docx	Detailed instructions on how to use this tool
ACRTTrainingManual.pdf	Detailed instructions on how to use this tool
ACRT_View_webReport.html	Used to view test results
ACRT_Web_Input_Form.html	Used to create test results
CSS	
Help.html	Provides all instructions on how to use ACRT
Index.html	Landing page for this tool
JS	
LICENSE.html	ACRT license in html format
LICENSE.md	ACRT license in text format
README.md	Provides overview on how to use this tool
SuccessCriteriaTT4	JSON file needed for users to enter test results.
SuccessCriteriaTT5	JSON file needed for users to enter test results.



Trusted_Tester_Test_Process_v5.0.docx	Details of Section 508 test process
trusted_tester_test_process_v5_0_aug_16_2019.pdf	Details of Section 508 test process
TT5-ID-FPC_Mapping.xlsx	Disability mapping reference document
WCAG 2.0 Impact Statements.docx	Describes type of disabilities and groups impacted
Acr.pdf	Accessibility Conformance Report

## 4.3 JSON File

### 4.3.1 Introduction to JSON

JavaScript Object Notation (JSON) is a standard text-based format representing structured data based on JavaScript object syntax. ACRT uses the JSON file to populate Baseline elements and transmit data in web applications. It sends data from ACRT to display Application Test Results in HTML format. Users can modify the JSON files to create their own personal test results template. Test conditions can be modified in the local JSON file based on different user's needs.

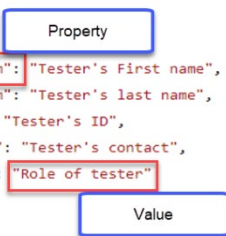
### 4.3.2 How to Manipulate the JSON File

1. Open a 'SuccessCriteria.JSON' file.
2. Go to the section of JSON file to modify.
3. Only update the values (" ") for different properties.

DO NOT modify the property name.

4. Copy and modify or delete sections as needed.

```
[{  
  "Tester": {  
    "T_fstnm": "Tester's First name",  
    "T_lstnm": "Tester's last name",  
    "T_ID": "Tester's ID",  
    "T_cntc": "Tester's contact",  
    "T_Role": "Role of tester"  
  }  
}]
```



Sample JSON file with property and value attribute highlighted.

### 4.3.3 How to Update Test Conditions

If following test processes other than Trusted Tester, change test conditions in the 'successcriteria.json' file as needed by updating the values for properties. To do so, replace "CrtID": "2.2.2" test condition value with a different test condition or process using for the Criteria ID property.

### 4.3.4 Updating Dropdown Menu Option

Different test conditions have different dropdown menu options. Please use this reference to update "OptMenu1" property accordingly.



- Menu1: 'Does Not Apply' & 'Not Tested'
- Menu2: 'Pass', 'Fail' & 'Does Not Apply'
- Menu3: 'Pass' & 'Does Not Apply'
- Menu4: 'Does Not Apply'
- Menu5: 'Pass' & 'Fail'

## 4.4 Accessibility Compliance Management System (ACMS)

ACMS is only available to Trusted Testers with DHS government email accounts. ACMS is used to provide test results related to information and communication technology (ICT).

### 1. Go to OAST Homepage in ACMS

Create an ICT Review Request in ACMS and attach test results in JSON and HTML file format. For additional guidance, please refer to ACMS instructions on how to attach test results within ACMS.,

### 2. Select "Submit 508 Test Results"

Using the ICT Review Request ticket number, submit test results using the "Submit 508 Test Results" feature within ACMS. The ticket number is provided to the requestor that created the ticket. For additional guidance, please refer to ACMS user instructions.

## 4.5 Help Desk

DHS Accessibility Help Desk

<https://dhs.gov/accessibility>

202-447-0440 (Voice)

202-447-0582 (Fax)

[accessibility@hq.dhs.gov](mailto:accessibility@hq.dhs.gov)