

# Accessibility Statement

## Invoice Capture

**Version:**

1.2

**Classification:**

Operational

**Date Reviewed:**

February 2023

**Next Review Date:**

September 2023



## Table of Contents

---

<b>1</b>	<b>Document Control</b>	<b>3</b>
1.1	Document Owner	3
1.2	Readership	3
<b>2</b>	<b>Using this website</b>	<b>4</b>
<b>3</b>	<b>This website's accessibility</b>	<b>4</b>
3.1	What to do if you can't access parts of this website	4
3.2	Reporting accessibility issues with this website	4
3.3	Enforcement procedure	5
3.4	Contacting us	5
<b>4</b>	<b>Technical information about this website's accessibility</b>	<b>5</b>
<b>5</b>	<b>Compliance status</b>	<b>5</b>
5.1	Non-accessible content	5
5.2	Non-compliance with the accessibility regulations	5
5.3	Issues with PDFs and other documents	6
5.4	Issues with images, video and audio	6
<b>6</b>	<b>How we tested this website</b>	<b>6</b>
<b>7</b>	<b>What we are doing to improve accessibility</b>	<b>7</b>

# 1 Document Control

---

## 1.1 Document Owner

This document is owned and maintained by the ***Invoice Capture Product Manager*** and is to be reviewed and brought up to date ***every six months***.

## 1.2 Readership

This document is aimed at the following:

Proactis
Chief Executive Officer
Product Director
Product Manager
Other appropriate Proactis employees
Current or prospective Proactis UK clients

## 2 Using this website

---

This website is run by Proactis Limited. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- 🕒 navigate most of the website using just a keyboard;
- 🕒 change colours, contrast levels and fonts;
- 🕒 navigate most of the website using speech recognition software;
- 🕒 listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver).

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

## 3 This website's accessibility

---

We know some parts of this website aren't fully accessible:

- 🕒 zoom in up to 300% without the text spilling off the screen;
- 🕒 the text won't reflow in a single column when you zoom in to 400%;
- 🕒 some links do not show appropriate description when hovered over;
- 🕒 some images do not have captions;
- 🕒 there are some links that are not underlined;
- 🕒 some form controls do not have labels and legend;
- 🕒 not every page has got headings and some tables do not have headers.

### 3.1 What to do if you can't access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email [ProductManagement@proactis.com](mailto:ProductManagement@proactis.com)
- call +44 (0)1937 545 070

We'll consider your request and get back to you in 15 business days.

### 3.2 Reporting accessibility issues with this website

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting the requirements of the accessibility regulations, contact us on:

- email [ProductManagement@proactis.com](mailto:ProductManagement@proactis.com)
- call +44 (0)1937 545 070

### 3.3 Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the accessibility regulations. If you're not happy with how we respond to your complaint, please contact the [Equality Advisory and Support Service \(EASS\)](#).

### 3.4 Contacting us

To contact us please email [ProductManagement@proactis.com](mailto:ProductManagement@proactis.com) or call us on +44 (0)1937 545 070.

Alternatively, for buying organisation or supplier queries please log a ticket [here](#).

## 4 Technical information about this website's accessibility

---

Proactis Limited. is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

## 5 Compliance status

---

This website is non-compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard, due to the non-compliances listed below.

### 5.1 Non-accessible content

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

### 5.2 Non-compliance with the accessibility regulations

- 🕒 Layout tables are used to provide structure to the page, in some cases these are not marked as having the "presentation role" so can be misinterpreted as table content. This fails WCAG 2.1 success criterion 1.3.2 (Meaningful-Sequence).
- 🕒 The contrast between text and images of text has enough contrast. This fails WCAG 2.1 success criterion 1.4.3 (Contrast Minimum).
- 🕒 Some pages do not correctly display text when zoomed to 200%. This fails WCAG 2.1 success criterion 1.4.4 (Resize text).
- 🕒 Keyboard navigation isn't possible on all pages due to broken / incomplete controls. This fails WCAG 2.1 success criterion 2.1.1 (Keyboard).
- 🕒 Users can navigate to an area using only the keyboard but cannot navigate away using only the keyboard in certain instances. This fails WCAG 2.1 success criterion 2.1.2 (No Keyboard Trap).
- 🕒 Use of notification panels which disappear after a fixed amount of time without the user being able adjust / override. This fails WCAG 2.1 success criterion 2.2.1 (Adjustable timing).

- 🕒 Some form controls do not have labels. This fails WCAG 2.1 success criterion 2.4.6 (Heading and labels) & 3.3.2 (Labels or instructions).
- 🕒 Not all controls show focus when selected. This fails WCAG 2.1 success criterion 2.4.7 (Focus visible).

We plan to fix these existing items and have included these in the product roadmap. When we publish new content, we'll make sure it meets the accessibility standards.

### 5.3 Issues with PDFs and other documents

Many of our PDF documents don't meet accessibility standards - for example, they may not be marked up so they're accessible to a screen reader.

Some of our PDF documents are essential to providing our services. For example, we have PDF documents with information on how users can access our services.

The accessibility regulations [don't require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services.

Any new PDFs or Word documents we publish will meet accessibility standards.

### 5.4 Issues with images, video and audio

We've added alternative text to images since the last review as planned.

## 6 How we tested this website

---

This website was tested using WAVE and it was last tested on 6 February 2023. The test was carried out by Proactis Group Limited using the Chrome plugin called WAVE <https://wave.webaim.org/help>

As well as WAVE, tests are carried out using the Chrome plugin axe Dev Tools

<https://www.deque.com/axe/devtools/>

During the test we carried out on 6 February we tested the common & heavy usage areas, excluding Admin.

## 7 What we are doing to improve accessibility

---

We are planning to continuously test all pages of our portal in order to identify any accessibility issues. We are planning to resolve any known issues as an ongoing project as and when we find the details of those.

The following non-compliant components have been addressed since the last update:

- 🕒 Some images do not have a text alternative, so people using a screen reader cannot access the information. This fails WCAG 2.1 success criterion 1.1.1 (non-text content).
- 🕒 Some heading levels are skipped meaning that it can be difficult for screen readers to correctly interpret the page. This fails WCAG 2.1 success criterion 2.4.1 (Bypass Blocks).
- 🕒 Some links / controls do not specify an alternative text label defining the purpose of that element. This fails WCAG 2.1 success criterion 2.4.4 (Link Purpose (in context)).

This statement will be reviewed on a six-monthly basis

This statement was prepared on 7 September 2020. It was last updated on 6 February 2023.