

Basic Accessibility Guidance and Navigation

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Quick Accessibility Tips

OTCnet is committed to diversity, inclusion, and accessibility in everything we do. OTCnet is continuously taking steps to improve the application and ensure it complies with best practices and standards defined by WCAG (Web Content Accessibility Guidelines).

Current Accessibility Features:

- "Skip to navigation" and "Skip to content" links.
- Adding alternative tags to appropriate images.
- Adding field set attributes for additional information in forms fields.
- Association of forms fields with labels.
- Association of all data cells in a data table with their headers.
- Structural markup to indicate headings and lists to aid in page comprehension and navigation.
- JavaScript and style sheets to enhance the appearance and functionality of the site.
    - If these technologies are not available, alternative content is provided where necessary to ensure a usable experience.

Reminders for Utilizing Screen Readers:

- Most of the OTCnet pages are programmed as a combination to navigate in **check scan capture** and **form entry** functionalities.
- To allow receipt printing automatically, you must configure the **Check Capture terminal.**
- To navigate, use the **Tab** key to access buttons, links, and form edit fields.
- To read text use the **up** or **down**, **left**, or **right arrow keys**.
- Some form error messages will not be announced by a screen reader. Use **Ctrl + Home** keys to go to the top of the page and navigate to the error text.
- The calendar widget is not accessible in the Check Capture and Reporting modules. Please type **date** directly into the 'date' field.

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Quick Check Scanning Guidance via Screen Reader

NOTE: *Be attune to the **Start Scan** and the **Save** button. If missed, then the process must be started over. The screen reader reads action buttons first. Use the **arrow keys** to read the text related to the action button.*

- On the select batch page, select the **batch** by using the arrow keys to navigate the table and press the **Enter key** to select the **radio button** of the endpoint (batch) you need.
- On the Check Scan page once you enter the **amount** and select the **Agency Accounting Code [Tab]**, then select **Start Scan**.

In the below, the text is read in the following order:

- **Cancel** - you hear this option read first, despite being listed last on the screen.
- **Waiting for check** – use the up arrow to hear it read.
- **Ready For Single Check Scan** – use the up arrow to hear it read.

For reference, see Figure 1:

Figure 1: Action Buttons Read by the Screen Reader



Application Tip

- Further accessibility efforts are under way as OTCnet continues to improve the application.
- The OTCnet application is monitored and tested routinely to ensure usability and discover new solutions to further improve the accessibility for all users.

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Check Scan Navigation Techniques To Improve Accessibility

***NOTE: Tab** key and **Shift Tab** key will navigate the Check Scan page such as Scan Controls, Item Type, Processing Method, Agency Accounting Code, Previous page, and Return Home. **Up/Down arrows** scan the page for text.*

Navigating when Check Scan is **Preset** with Accounting Code, Processing Method, and Item Type

Perform the following steps:

1. Amount field. **[Tab] [Tab] [Tab]**
2. Start Scan. **[Enter] -** *scan check.*
3. *Enter the amount.* **[Tab] [Tab] [Tab]**
4. Save. **[Enter]**

Navigating when Accounting Code, Processing Method, and Item Type **Needs to be Set**

NOTE: Do not complete the check form before selecting the processing method because the form will refresh, and you will have to reenter the information.

Perform the following steps:

1. Amount field. **[Tab] [Tab] [Tab] [Tab]**
2. Processing Method. **[Enter]** *select from the dropdown using **Up/Down** arrow keys and* **[Enter]** *to select.* **[Tab]**
3. Item Type. **[Enter]** *select from the dropdown using **Up/Down** arrow keys and* **[Enter]** *to select.* **[Shift Tab] [Shift Tab]**
4. Start Scan. **[Enter] -** *scan check.*
5. *Enter the amount*. **[Tab]**
6. Agency Accounting Code Radio input. **[Tab]**
7. Select the Accounting Code. **[Enter]** *select from the dropdown using **Up/Down** arrow keys and* **[Enter]** *to select.* **[Tab]**
8. Save. **[Enter]**