CGI Advantage® 4

Accessibility User Guide

CGI

This document contains information proprietary to CGI Technologies and Solutions Inc. Unauthorized reproduction or disclosure of this information in whole or in part is prohibited.

CGI Advantage is a registered trademark of CGI Technologies and Solutions Inc.

Due to the nature of this material, numerous hardware and software products are mentioned by name. In most, if not all, cases, the companies that manufacture the products claim these product names as trademarks. It is not our intention to claim these names or trademarks as our own.

Copyright © 2001, 2023, CGI Technologies and Solutions Inc. All Rights Reserved.

Table of Contents

Accessibility 4
Access Keys 4
Accessibility Features 6
Keyboard Accessibility 6
Column Headings Identified for Data Tables 6
Textual Equivalents 6
Page Organizations 6
Error Messages on Top 6
Consistent Navigation 6
Required Field Indications 7
Session Timeout Warning 7
Frame Names and Descriptions 7

 © CGI Technologies and Solutions Inc.

Accessibility

CGI Advantage contains built-in accessibility features meant to support the Federal Government's Section 508 requirements as well as the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG). These accessibility features are available for and may be beneficial for all users. However, they were designed specifically to address accessibility issues, and the system supports JAWS® for Windows and NVDA Screen Reader used in conjunction with Microsoft Edge, Google Chrome, and Mozilla Firefox. Refer to *CGI Advantage 4 Introduction* for supported versions of third party software and browsers.

Detailed in this topic are the key accessibility features contained within CGI Advantage. The system contains many more accessibility features but these are the key features that will enable you to more effectively navigate through the system. Refer to the following topics for more information about each accessibility feature.

- Access Keys
- Accessibility Features

Access Keys

The system provides shortcut keys to commonly used actions. These shortcuts can be used either through Screen readers or directly through the keyboard. You can view all shortcuts for a page by selecting the [Ctrl+ALT/⌘\] keys on a Mac or by selecting the [Ctrl+Alt] keys for Windows. The shortcut key will appear beneath the associated action.

The following table lists the navigation shortcuts available in Advantage:

Element Name	MAC Shortcuts	Windows Shortcuts
Hamburger Menu	Ctrl+⌘+F10	Ctrl+Alt+F10
Bookmarks Dropdown	Ctrl+⌘+B	Ctrl+Alt+B
Alerts	Ctrl+⌘+R	Ctrl+Alt+R
Home	Ctrl+⌘+H	Ctrl+Alt+H
Global Search	Ctrl+⌘+F7	Ctrl+Alt+F7
Global Search Bar	Ctrl+⌘+F	Ctrl+Alt+F
Help	Ctrl+⌘+F1	Ctrl+Alt+F1
User Profile	Ctrl+⌘+F8	Ctrl+Alt+F8

© CGI Technologies and Solutions Inc.

Start/Capture Assistant Recording	CTRL+⌘+G	CTRL+Alt+G
Pause/Resume Assistant Recording	CTRL+⌘+=	CTRL+Alt+=
Stop Assistant Recording	CTRL+⌘+]	CTRL+Alt+]

The following table lists the page-level action shortcuts available in Advantage:

Element Name	MAC Shortcuts	Windows Shortcuts
Save & Close	Ctrl+⌘+Shift+&	Ctrl+Alt+Shift+&
Submit	Ctrl+⌘+U	Ctrl+Alt+U
Save	Ctrl+⌘+S	Ctrl+Alt+S
Close/Cancel	Ctrl+⌘+E	Ctrl+Alt+E
Back	Ctrl+⌘+K	Ctrl+Alt+K
Page Level 3-dot Menu	Ctrl+⌘+D	Ctrl+Alt+D
Row Level 3-dot Menu	Ctrl+⌘+Shift+D	Ctrl+Alt+Shift+D
Transaction Edit	Ctrl+⌘+T	Ctrl+Alt+T
Smart Drawer	Ctrl+⌘+Shift+S	Ctrl+Alt+Shift+S
Bookmark the page	Ctrl+⌘+Shift+B	Ctrl+Alt+Shift+B
Transaction Validate	Ctrl+⌘+L	Ctrl+Alt+L
Show All Lines	Ctrl+⌘+W	Ctrl+Alt+W

You can use the below short cut keys on your keyboard to perform the cut, copy, and paste operations from one free-form editable text field to another free-form editable text field available on all transactions and pages.

Shortcut	Element Name
CTRL + X	Cut
CTRL + C	Copy
CTRL + V	Paste

Accessibility Features

The following accessibility features are supported in CGI Advantage. Please refer to the "Access Keys" topic for a listing of shortcut keys for commonly used actions.

Keyboard Accessibility

CGI Advantage is fully keyboard accessible. Use of a mouse it not required to navigate the system.

Column Headings Identified for Data Tables

All column headers are identified as such within data tables. This allows Screen readers to effectively identify the column heading to which the data belongs.

Textual Equivalents

All non-text elements (for example, images) contain descriptive text that provides a textual equivalent of the element.

Page Organizations

The pages within the system are organized in a hierarchical fashion allowing easier navigation within the page. They are designed so that the most important information is presented first at the top of the page.

Error Messages on Top

Within each page, the error messages are always show first. Thus, Screen readers will read the error messages before moving onto the rest of the page, immediately indicating to the user that messages are present.

Consistent Navigation

A consistent navigation mechanism within the system is provided by the primary and secondary navigators. Using these navigators, you can easily and quickly access the pages that you desire.

© CGI Technologies and Solutions Inc.

Required Field Indications

Required fields are indicated not only through an * before the caption, they are also indicated through the field's title. When the Screen reader reads a required field title, it will read the column caption followed by "(Required)".

Session Timeout Warning

Before your session is automatically timed-out, the system will prompt you to confirm that you wish to continue working and will indicate the number of minutes before your session will expire. If you confirm that you wish to continue working within the given time, then your session will remain active. Otherwise, it will automatically expire. This enables users using Screen readers to completely read and complete the forms within the application without encountering an automatic timeout.

Frame Names and Descriptions

CGI Advantage uses frames within the system browser window, and each frame is given a meaningful name that allows for quick and unique identification of each frame. Additionally, the system provides full descriptions for many frames. These names and descriptions can be accessed through Screen readers.

© CGI Technologies and Solutions Inc.