

VPAT Submission Instructions for “Liaisons or Limited Edit Group”

Please read these instructions in their entirety! This is a system-wide shared resource. These instructions are important for ensuring consistency and accuracy in the repository. If you have any questions, send an email message to coe-accessibility@tamu.edu.

ACCESS the TAMUS VPAT REPOSITORY

First, you will need to access the repository, and then you will need to access the VPAT Repository **FORM** to upload the VPAT.

I. ACCESS STEPS

1. Access the following link to the Repository at <https://it-lf-ecmweb.tamu.edu/laserfiche/browse.aspx?repo=TAMU-IT> ;
2. Click on the drop-down arrow and scroll down to “TAMUS-VPAT”;
3. Then sign-in with your College Station campus assigned netid@tamu.edu and password.

Make sure you search the repository before you upload documents, and make sure you are not submitting a duplicate.

II. VPAT RESPOSITORY SUBMITTAL FORM

Next, you will need to use the special VPAT Repository **FORM** to upload your document. **DO NOT** attempt to upload documents without the prescribed form. To access the **FORM**, Sign-in with your netid@tamu.edu and password at the following link: <https://it-lf-ecmf2.ads.tamu.edu/Forms/ENGR-VPAT>

Cautionary Note: There are two versions of the VPAT vendor’s template currently available, 1.3 and 2.0. Either version is acceptable, though 2.0 is preferred. Occasionally, a vendor will modify the VPAT format, and might omit the first page (example of seen below), or utilize their own unique template.

Keep in mind that version 1.3/2.0 is **NOT** the product version, it is the VPAT version. See example below:

VPAT™

Voluntary Product Accessibility Template®

Version 1.3

**Voluntary Product Accessibility Template®
(VPAT®)**

Version 2.0

VPAT Repository Upload FORM Instructions

A. The Laserfiche VPAT REPOSITORY upload FORM requires the following information:

Vendor: This is name of the company that releases the technology. In the example below, Adobe.

Product: The technology itself. For the sake of consistency, enter the name of the product exactly as it appears on the VPAT.

Date Vendor Completed VPAT: The date entered on the VPAT form. (If this date is not provided by the vendor, use the date you are submitting it instead.)

Known Exemption/Exception: If there is a known exemption (State provided) or exception (institution provided) on file, it should be indicated. If there is a known exemption/exception, you will be asked to indicate who filed it. *Example: Exception on file Texas A&M University, College of Engineering; contact John Doe john.doe@tamu.edu*

Tested: If the technology has been tested, it should be indicated. If it has been tested, the test plan should be uploaded with the VPAT.

Tested? *
 Yes No Unknown

Upload Test Plan *

Comments: Any other information about the VPAT you feel is relevant, including testing results, degree of compliance, etc.

Name: Submitter name

Email: Submitter email

TO PRESERVE CONSISTENCY WITHIN THE REPOSITORY, DO NOT TRY TO MODIFY ANY OF THE FIELDS AFTER A VPAT DOCUMENT HAS BEEN UPLOADED.

Most of the above information for the form is found on the first page of the VPAT. See example on the next page.

Note: In the example below you will see the first part of the VPAT document for Adobe Photoshop CC. Notice the three lines of information after the two introductory paragraphs.

Adobe® Photoshop® CC Voluntary Product Accessibility Template

The purpose of the Voluntary Product Accessibility Template is to assist Federal contracting officials in making preliminary assessments regarding the availability of commercial Electronic and Information Technology products and services with features that support accessibility. It is assumed that offerers will provide additional contact information to facilitate more detailed inquiries.

The first table of the Template provides a summary view of the section 508 Standards. The subsequent tables provide more detailed views of each subsection. There are three columns in each table. Column one of the Summary Table describes the subsections of subparts B and C of the Standards. The second column describes the supporting features of the product or refers you to the corresponding detailed table, "e.g., equivalent facilitation." The third column contains any additional remarks and explanations regarding the product. In the subsequent tables, the first column contains the lettered paragraphs of the subsections. The second column describes the supporting features of the product with regard to that paragraph. The third column contains any additional remarks and explanations regarding the product.

Date: 05/06/2013
Name of Product: Adobe® Photoshop® CC
Contact for more information: access@adobe.com

Therefore, the upload FORM is filled out as follows:

VPAT Information

Vendor*

Ex: Google, Microsoft

Adobe

Product name*

As it appears on the VPAT. Ex: Matlab

Adobe Photoshop CC

VPAT*

Upload

ADOBE-PHOTO... 188.65KB X

Date Vendor Completed VPAT*

5/6/2013

Known Exemption/Exception*

Yes No Unknown

Tested?*

Yes No Unknown

Comments

Testing results, degree of compliance, and/or additional notes

Submitter Information

Name*

Reagan Land

Email*

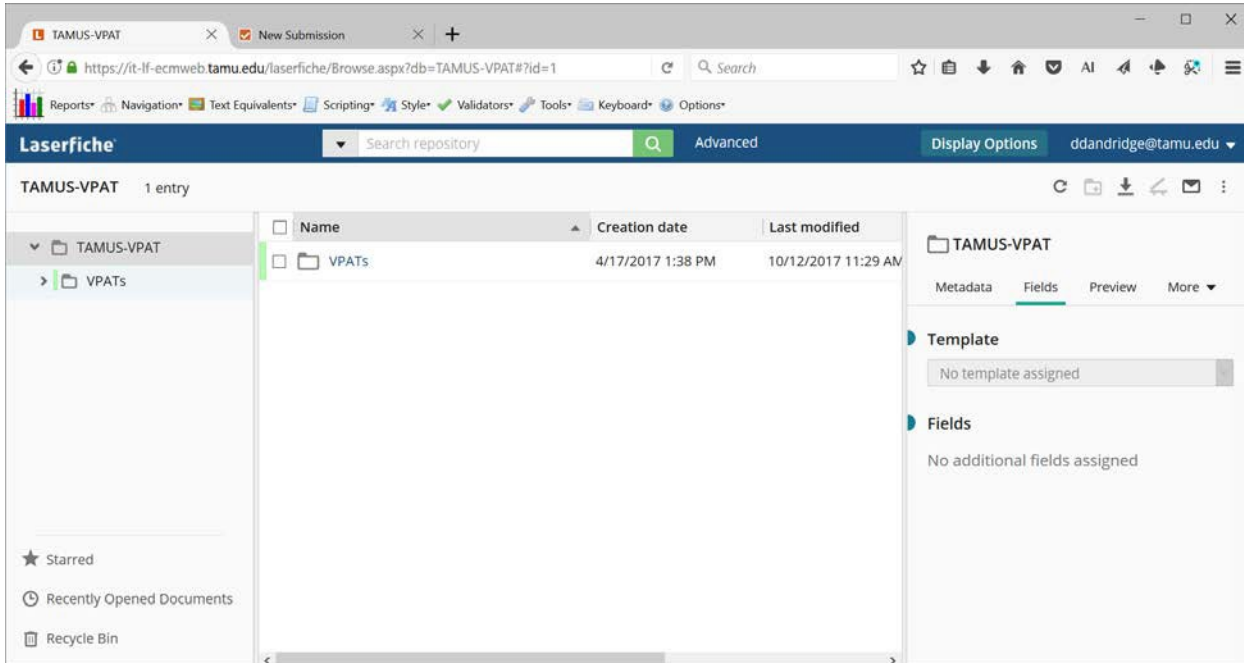
landreagan@exchange.tamu.edu

Date

6/30/2017

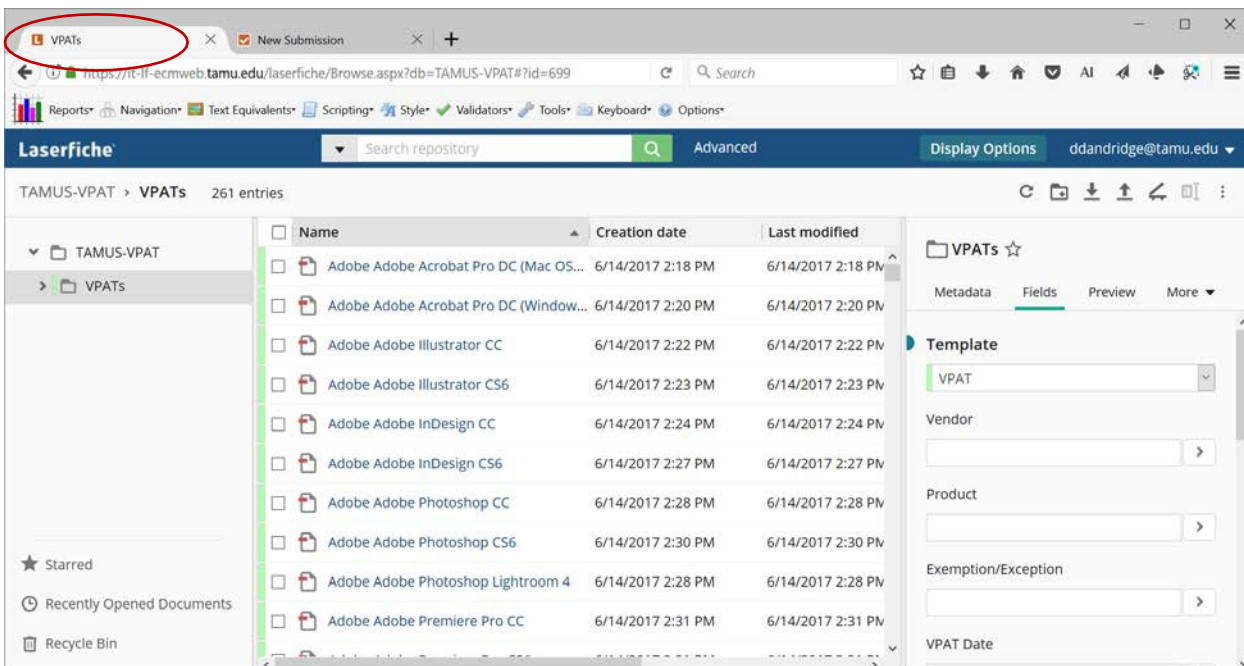
Submit

B. After you have uploaded your VPAT document, go back to the VPAT Repository (see instructions on first page of this document). When you enter the TAMUS VPAT Repository, the screen below will appear:



You can click on the folder icon next to “VPATS” found in the left hand column or in the center of the page.

C. After clicking on the folder icon, a new tab will open and the page will display the names of all the VPATs, in alphabetical order. See example below.



D. Click on any line to see a VPAT record and the associated information from the Upload FORM. A new tab will open, close it when you are finished viewing the record. See example below:

Use the scroll bar on the far right to see all the data from the upload FORM.

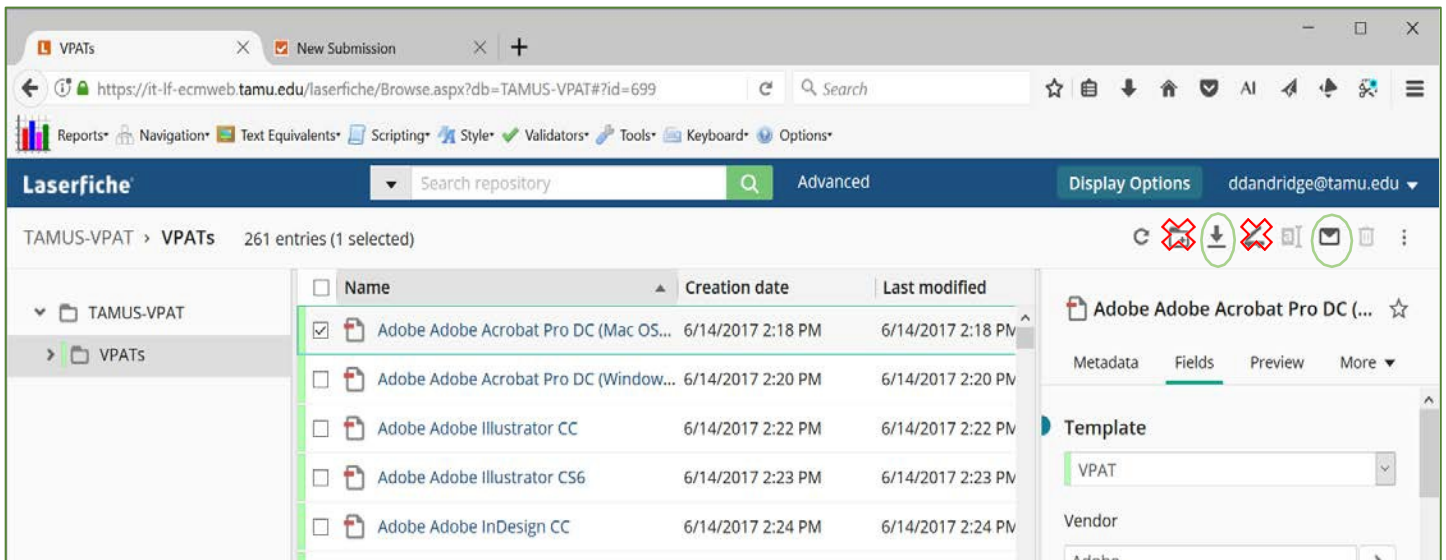
E. If you have been assigned “Liaison or Limited Edit” privileges, you will be able to enter additional comments in the “Exception”, “Tested”, or “Comment” boxes, but you will not be able to edit the other form fields or delete any documents. DO NOT OVERRID EXISTING COMMENTS. Enter your comments below any existing comments with the Date, Your Name and Email Address so you can be contacted for questions. Be sure to SAVE your entries.

F. When you have finished viewing the VPAT record, close the tab and go back to the VPAT tab.

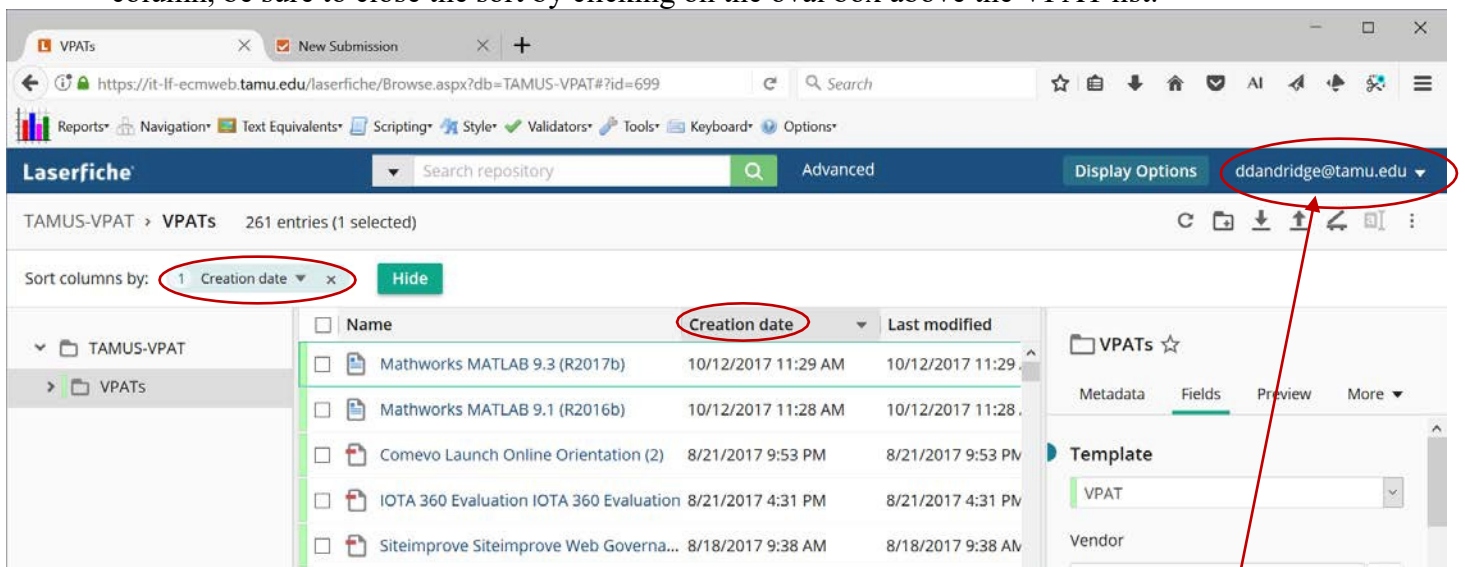
Follow the steps above to view and “limit edit” records. If you have questions about a VPAT submission or about any of the completed fields, contact the VPAT “submitter” or the person who has added comments.

III. ADDITIONAL GUIDANCE

- Do NOT try to create new folders.
- Do NOT attempt to enter scanned documents unless you are using the VPAT FORM for uploading documents.
- You CAN download a VPAT document that is in the VPAT Repository.
- You CAN email a VPAT document.



- You CAN sort the Repository by “Name”, “Creation date” or “Last modified” columns. Click on the column header for the column you want to sort. When you have finished looking through the sorted column, be sure to close the sort by clicking on the oval box above the VPAT list.



- When you have finished viewing the VPAT Repository, be sure to log out of Laserfiche.