

Mobile reporting using the Mobile HTML Report-generating spreadsheet

Use this document to understand 1) how to report on iOS and Android mobile apps that have been tested for Section 508 conformance 2) how to create an HTML report 3) how to disseminate the report and 4) how to upload results to ACMS (if your component uses ACMS).

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Completing the Mobile Test Results Report

- When testing a mobile application page, you must evaluate each failure condition and mark those results in the *Mobile Test Results Report*. Each Test ID corresponds to a failure condition. For each Test ID/Failure Condition, select the drop down arrow in the Test Results column and choose the appropriate result from the list.
- For each Test ID, select:
 - **Not Compliant** if the given failure condition is found
 - **Compliant** if the given failure condition is not found
 - **Does Not Apply** if the given failure condition is not applicable
- Every time you select Not Compliant as the Result for a Test ID, you **must** describe the failure in the next column. Make sure your description is detailed enough that anyone reading the report will understand what failed.

						Clear All	Results:
						Add Row	Insert Image
						Delete Row	Delete Image
						Failure Details (Provide Screen/Location)	
DHS Test Steps	Test ID	Failure Conditions	Standards	Test Results	Failure Details (Provide Screen/Location)	Screenshots	
1.1 Keyboard Access	A	An interactive element or function cannot be accessed or activated by keyboard.	31(a), 31(f)	--			
	B	A keyboard "trap" is found	31(a), 31(f)	NC			
	C	Non-standard or alternative keyboard commands are	31(a), 31(f)	C			

- This spreadsheet works just like the desktop version when it comes to entering results, with a caveat about the screenshots discussed a little later.

If you use ACMS

- All mobile test tickets are captured in Application Review 2.8 database in ACMS (a more robust solution may be coming)
 - On Request Info screen, Application Type, you **MUST** select Mobile Applications
 - Subject of the test ticket should also note "iOS" or "Android" app
 - Each OS needs to have its own **separate** ticket

What type of report is produced

- The Excel spreadsheet used will create an **HTML** file of the report.

- This means that you do not have to fill out the Evaluation Results screen in the database. Simply attach your results spreadsheet and HTML file on the Request info Screen. If you can't use the spreadsheet, you will need to create the report manually.

Screenshots of Spreadsheet:

1. Generate Report Summary (Control + Shift + S)	
2. Complete the fields below (E6 - E33).	
3. Generate the HTML report (button below or at J60 or Control + Shift + R)	
3. Create HTML Report (Control+Shift+R)	

Requestor	
Name:	
Agency:	
Component:	
Email:	
Phone:	
Trusted Tester	
Name:	
Agency:	
Component:	
Email:	
Phone:	
Trusted Tester ID #:	
Report Summary	
Review Date:	
Application Name:	
Application Version Tested:	
URL (if web site):	
Vendor:	
Application Description:	
Functions Tested:	
Test Results:	
Disabilities Impacted:	None
Test Environment	
Operating System:	--
OS Version:	
Device:	
Built-in AT Used:	
Comments:	

Some spreadsheet nuances:

- You will need to copy the images to a local folder (if you don't see this message and select OK, your image may not show up in the report)



- Your images and HTML report will be saved to the same folder that your spreadsheet is saved.
 - It is recommended you have a folder for each application test that these can all be saved in to reduce clutter
- When you go to update the spreadsheet during retest, keep the old **and** new in the same folder or your images will not import correctly (and you will have to re-do them)
- Make sure when you Generate Report Summary, you see your images. If you don't, that means they did not get copied over.

Entering Mobile Test Results

- Ensure you are using the CORRECT OS Testing Spreadsheet for the OS you are testing
 - There will be a separate iOS and Android spreadsheet
- Warning: It is time-consuming to integrate screenshots into report
 - Requires taking screenshots on your mobile device and importing them onto your computer to add into report
 - You have to email yourself all the screenshots. This is tedious so be sure you keep track of what goes with what and where the location was, etc
 - Your descriptions will help in hunting down the right screenshot with each failure, so be detailed. It will make the reporting easier all around
 - To take a screenshot: iOS: Home+Power button
 - Your Bluetooth keyboard may also have a camera button that you can use

- It's easier if you use the native email client to email the screenshots, since you can easily go in to your Gallery and mass select screenshots via Moments in iOS but security policy may prevent this
- Report resembles the Application Test report but addresses Functional Performance Criteria (.31) and is in HTML

Sending the Report Out

There are two ways you can send the report out to end users:

1. Export to HTML via the generate button in the spreadsheet and save the report. The HTML report and any images referenced will be saved in the same folder as your testing spreadsheet. You may then zip the HTML file and images and email the compressed files to your consumers.
 - a) To open the HTML file, the end user will need to extract all files from the zipped file and then open the HTML
2. Or, you can save the HTML report as an MHTML but this will only work for users who have IE11 (other browsers may not show the images)
 - a) To save as an MHTML, once the report opens in your browser, go to File->Save As-> and Save as "Web archive single file *.mht"

If you run in to any issues, please contact the Accessibility Help Desk:

DHS Accessibility Helpdesk

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