

Department of Homeland
Security

OAST ACMS ICT
REVIEWS –
Old/New Test
Reporting
Spreadsheet
Conversion

Office of Accessible Systems & Technology

TABLE OF CONTENTS

Table of Contents

| | | |
|---|---|---|
| 1 | PURPOSE | 3 |
| 2 | COPYING RESULTS FROM OLDER VERSIONS OF TEST REPORTING SPREADSHEET | 3 |

DHS APPLICATION REVIEWS 3

1 Purpose

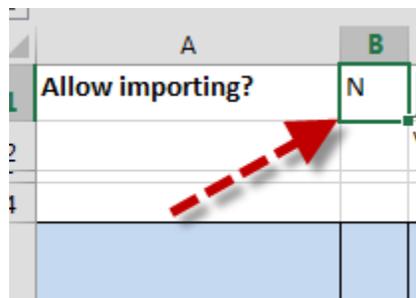
The Office of Accessible Systems & Technology (OAST) provides Test Reporting Spreadsheets to facilitate documentation of Trusted Tester testing results. These spreadsheets can also be imported into the Accessibility Compliance Management System (ACMS).

As ACMS is updated from time to time, previous versions of the spreadsheet may no longer be compatible for importing. This document describes how to use copy results from older versions of the spreadsheet to the most current version.

2 Copying results from older versions of Test Reporting Spreadsheet

If an older version of the Test Reporting Spreadsheet was used to record results, ACMS may not be able to import it correctly. If this is the case, the results from the older version of the spreadsheet will have to be copied over to the newer version.

1. Open a new copy of the latest (“new”) Test Reporting Spreadsheet. This can be downloaded from <http://accessibility.dhs.gov> at the **Download Test Reporting Spreadsheet** link, or from <https://www.dhs.gov/publication/dhs-section-508-compliance-test-processes>.
 - a. Click **Enable Content**.
 - b. Open the **Results** sheet.
 - c. Select **Review > Unprotect Sheet**.
 - d. To copy over results from another Test Reporting Spreadsheet, the default setup which prevents manual editing of the Results sheet must be disabled. In cell B1, to the right of the cell that reads “Allow importing?”, enter “Y” (or any letter other than “N”). This disables the anti-editing macros.



- e. If needed, rename the file (**Save As ...** using the format *ticket-number_application-name.xlsx* (e.g. 14-30040_NSSI.xlsx).
2. Open the older-version (“old”) spreadsheet that has the testing results.

- a. Click **Enable Content**.
 - b. Open the **Results** sheet.
3. Select starting from the row above the column headings (row 4) down to the three rows at the bottom.
 - a. Click on the row selector in the left margin to select the row above the column headings (row 4). This is so that the entire rows, complete with hidden formulas, are copied over.

| Test ID | Failure Conditions | Standards | Baselines | Test Results |
|---------------------|--|-----------|-----------|--------------|
| 1.1 Keyboard Access | A An interactive element or function cannot be accessed or activated by keyboard | 21(a) | B01 | NC |

- b. Drag-select **in the margin** to select all the results rows, and include the three rows below the last row of results. (It may be easier to drag from the bottom up.)

| Test ID | Failure Conditions | Standards | Baselines | Test Results |
|--|---|---|-----------|--------------|
| 14 Web: Required Plug-ins | A In a public site, the link to download a required plug-in is not provided | 22(m) | B27 | DNA |
| 89 | B The plug-in required to view content is not compliant | 22(m) (Plug-in may have separate results) | None | DNA |
| 15 Web: Alternative (Accessible) Version | A An alternative page does not contain equivalent information as the primary page | 22(k) | B24 | DNA |
| 91 | B The primary site can be made compliant | 22(k) | None | DNA |
| 92 | | | | NC |
| 93 | | | | C |
| 94 | | | | DNA |
| 95 | | | | |

- c. Select **Copy** (or ctrl-C). The selected rows are copied to the clipboard.
4. Copy the results to the the “new” spreadsheet.
 - a. Select the “new” spreadsheet. Select the **Results** sheet.
 - b. Select the cell above the results area (A4).

| | | |
|---|---------------------|--|
| 2 | | Version 3.2.1e |
| 4 | | |
| 5 | DHS Test Steps | Test |
| | 1.1 Keyboard Access | Failure Conditions |
| 6 | | An interactive element or function cannot be activated by keyboard |

- c. Select **Paste** (ctrl-V). The results from the “old” spreadsheet are copied over.
5. Fill in the report header information in the “new” spreadsheet.
 - a. Select the “new” spreadsheet. Select the **Report** sheet.
 - b. Fill in the header information.
 - c. Select **Save**.

3 Change History

Version 1.0, August 2017

Initial version.