Rutledge & Associates Accessibility Conformance Report

Revised Section 508 Edition, based on VPAT® Version 2.5Rev

Product information

Item	Detail
Name of product	Rutledge & Associates Power BI Dashboard and Reporting Services
Version	1.0
Report date	November 2026
Product description	Custom Microsoft Power BI reports, dashboards and semantic models built by Rutledge & Associates in the customer's own Power BI environment, together with the user guides, technical documentation and training materials delivered with them.
Contact information	Randy Rutledge, CEO, Rutledge & Associates, LLC · rrutledge@rutledge.associates · 305-345-9077 · https://rutledge.associates
Notes	This report covers the content Rutledge & Associates creates: report pages, visuals, navigation, text, color, alternative text, tab order and documentation. The Power BI platform (Power BI Service, Power BI Desktop and the Power BI mobile apps) is Microsoft's product; its conformance is documented in Microsoft's own Accessibility Conformance Report for Power BI. Where a criterion depends on platform behavior, the remarks say so. Conformance statements describe the listed service capabilities and are subject to validation against the particular delivered report and its agreed scope.
Evaluation methods used	Accessibility evaluation is tailored to the agreed deliverables and applicable criteria. Typical checks include keyboard navigation, visual reading order, descriptive labels, alternative text, contrast and available accessible data views. Screen-reader testing, supported assistive technologies and documentation validation are defined in the project testing plan. This report is not a substitute for testing a customer-specific implementation.

Applicable standards and guidelines

This report covers the degree of conformance for the following accessibility standards and guidelines.

Standard or guideline	Included in report
Web Content Accessibility Guidelines 2.0	Level A (Yes) · Level AA (Yes) · Level AAA (No)
Web Content Accessibility Guidelines 2.1	Level A (Yes) · Level AA (Yes) · Level AAA (No)
Revised Section 508 standards, published January 18, 2017 and corrected January 22, 2018	Yes

The WCAG 2.1 tables below include every WCAG 2.0 Level A and AA criterion; criteria added in WCAG 2.1 are marked "(2.1)". The criteria below provide a general description of accessibility considerations for the specified Power BI dashboard and reporting services. Actual conformance is determined for each delivered solution and its agreed scope.

Terms

The terms used in the Conformance Level columns are defined as follows:

Term	Meaning
Supports	The functionality of the deliverable has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
Partially Supports	Some functionality of the deliverable does not meet the criterion.
Does Not Support	The majority of the deliverable's functionality does not meet the criterion.
Not Applicable	The criterion is not relevant to the deliverable.

WCAG 2.1 report

Table 1: Success criteria, Level A

Also applies to Revised Section 508: 501 (Web)(Software), 504.2 (Authoring Tool) and 602.3 (Support Docs).

Criteria	Conformance level	Remarks and explanations
1.1.1 Non-text Content	Supports	Every visual, image, icon and shape carries alternative text describing its purpose or key finding; decorative elements are hidden from tab order and screen readers. Images in documentation have alt text.
1.2.1 Audio-only and Video-only (Prerecorded)	Supports	Reports contain no audio or video. Where prerecorded training is included in the agreed scope, applicable accessible alternatives are provided.
1.2.2 Captions (Prerecorded)	Supports	Where prerecorded training is delivered, captioning requirements are addressed within the agreed training deliverables.
1.2.3 Audio Description or Media Alternative (Prerecorded)	Supports	Where prerecorded training is included, required descriptions or media alternatives are addressed within that deliverable.
1.3.1 Info and Relationships	Partially Supports	Pages, visuals and slicers have descriptive titles, and "Show as table" exposes each visual's data in a table. Some visual types expose structure to assistive technology only partly; this is Power BI platform behavior. Documentation uses true headings, lists and tables.
1.3.2 Meaningful Sequence	Supports	Tab order on every page is set to follow the visual reading order.
1.3.3 Sensory Characteristics	Supports	Instructions and help text do not rely on shape, size, position or color alone.
1.4.1 Use of Color	Supports	Color is never the only way information is shown: data labels, markers, patterns and text status values accompany color.
1.4.2 Audio Control	Not Applicable	Deliverables contain no audio that plays automatically.
2.1.1 Keyboard	Partially Supports	Report functionality is operable through Power BI's keyboard navigation. Some visual interactions, such as lasso selection, are mouse-only in the platform; keyboard alternatives (slicers, buttons, bookmarks) are provided. Only Microsoft-certified visuals are used.

Criteria	Conformance level	Remarks and explanations
2.1.2 No Keyboard Trap	Supports	Esc leaves a visual and Ctrl+F6 moves focus out of the report canvas (platform behavior). Deliverables add no controls that trap focus.
2.1.4 Character Key Shortcuts (2.1)	Not Applicable	Deliverables add no single-character keyboard shortcuts.
2.2.1 Timing Adjustable	Not Applicable	Deliverables impose no time limits. Sign-in session timeouts are set by the customer's environment.
2.2.2 Pause, Stop, Hide	Supports	No content moves, scrolls or updates automatically for more than five seconds; animated play axes are not used.
2.3.1 Three Flashes or Below Threshold	Supports	No content flashes.
2.4.1 Bypass Blocks	Supports	The page navigation pane, page navigation buttons and Power BI keyboard shortcuts let users move directly to content.
2.4.2 Page Titled	Supports	Each report and report page has a descriptive name.
2.4.3 Focus Order	Supports	Tab order is set on every page to a logical sequence.
2.4.4 Link Purpose (In Context)	Supports	Buttons and links have descriptive text and titles stating where they go.
2.5.1 Pointer Gestures (2.1)	Supports	No function requires multipoint or path-based gestures.
2.5.2 Pointer Cancellation (2.1)	Supports	Deliverables add no actions triggered on the down-event; activation follows platform behavior.
2.5.3 Label in Name (2.1)	Supports	The accessible name of each button and control includes its visible label text.
2.5.4 Motion Actuation (2.1)	Not Applicable	No function is operated by device motion.
3.1.1 Language of Page	Supports	Report language is set to English (United States); documentation language is set in each file.
3.2.1 On Focus	Supports	Moving focus never triggers navigation or a change of context.
3.2.2 On Input	Supports	Slicer selections update visuals on the same page only; page changes happen only through clearly labeled buttons.
3.3.1 Error Identification	Not Applicable	Deliverables are read-only reports with no data-entry fields.
3.3.2 Labels or Instructions	Supports	Slicers and filters have visible titles; help text explains how to use each page.
4.1.1 Parsing	Supports	Report markup is generated by the Power BI platform. WCAG 2.2 treats this criterion as always satisfied for HTML content.
4.1.2 Name, Role, Value	Partially Supports	Visual titles and alternative text give each visual an accessible name. Role and state information is exposed by the platform and is incomplete for some visual types; see Microsoft's Power BI conformance report.

Table 2: Success criteria, Level AA

Also applies to Revised Section 508: 501 (Web)(Software), 504.2 (Authoring Tool) and 602.3 (Support Docs).

Criteria	Conformance level	Remarks and explanations
1.2.4 Captions (Live)	Partially Supports	Where live training is contracted, available platform captioning is used. Specialized captioning or accommodation services are arranged as required by the applicable agreement and law.
1.2.5 Audio Description (Prerecorded)	Supports	Where prerecorded training is contracted, applicable audio-description requirements are addressed in the agreed deliverable.
1.3.4 Orientation (2.1)	Supports	Report orientation and any mobile-specific layouts are assessed for the agreed use cases. Mobile-optimized pages are delivered when included in the approved scope or needed to meet applicable requirements.
1.3.5 Identify Input Purpose (2.1)	Not Applicable	Deliverables do not collect information about the user.
1.4.3 Contrast (Minimum)	Supports	The report theme gives text a contrast ratio of at least 4.5:1 (3:1 for large text), measured for every deliverable.
1.4.4 Resize Text	Partially Supports	Reports can be zoomed to 200% in the browser and viewed in Fit to width and Focus mode. Some visual text can truncate at high zoom because the platform scales the report canvas; "Show as table" gives the full data.
1.4.5 Images of Text	Supports	Text is entered as live text, not as images.
1.4.10 Reflow (2.1)	Partially Supports	Power BI report pages are fixed-size canvases, so at 400% zoom some pages need two-way scrolling. Fit to width, Focus mode and available tabular views may offer alternatives; mobile-specific layouts are assessed per engagement.
1.4.11 Non-text Contrast (2.1)	Supports	Chart elements, focus outlines and controls reach at least 3:1 contrast against adjacent colors.
1.4.12 Text Spacing (2.1)	Partially Supports	Documentation supports user text-spacing changes. Report text is drawn by the Power BI canvas, which does not adapt to user text-spacing overrides (platform behavior).
1.4.13 Content on Hover or Focus (2.1)	Supports	Tooltips appear on hover or keyboard focus and close with Esc (platform behavior). Custom tooltip pages are short and hold no information found nowhere else.
2.4.5 Multiple Ways	Supports	Pages can be reached through the page navigation pane, navigation buttons, bookmarks and the Power BI app menu.
2.4.6 Headings and Labels	Supports	Pages, visuals, slicers and axes have descriptive titles and labels.
2.4.7 Focus Visible	Supports	Power BI shows a visible focus indicator; the report theme keeps it at adequate contrast.
3.1.2 Language of Parts	Not Applicable	All content is in one language (English).
3.2.3 Consistent Navigation	Supports	Navigation sits in the same place, in the same order, on every page.
3.2.4 Consistent Identification	Supports	Controls with the same function use the same labels and icons throughout.
3.3.3 Error Suggestion	Not Applicable	Deliverables have no data-entry fields.
3.3.4 Error Prevention (Legal, Financial, Data)	Not Applicable	Deliverables are read-only and submit no legal or financial transactions.

Criteria	Conformance level	Remarks and explanations
4.1.3 Status Messages (2.1)	Not Applicable	Deliverables add no custom status messages. Loading and error messages come from the platform; see Microsoft's Power BI conformance report.

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Chapter 3: Functional Performance Criteria (FPC)

Criteria	Conformance level	Remarks and explanations
302.1 Without Vision	Partially Supports	Screen-reader users get alternative text, titles and "Show as table" data for every visual. Some visual types expose limited structure through the platform (see 1.3.1 and 4.1.2).
302.2 With Limited Vision	Partially Supports	High-contrast themes, browser zoom, Fit to width and Focus mode are supported. Fixed-size report canvases limit reflow at high zoom (see 1.4.10).
302.3 Without Perception of Color	Supports	Color is never the only way information is shown (see 1.4.1).
302.4 Without Hearing	Supports	Reports contain no audio; recorded training is captioned.
302.5 With Limited Hearing	Supports	Reports contain no audio; recorded training is captioned.
302.6 Without Speech	Supports	No function requires speech input.
302.7 With Limited Manipulation	Partially Supports	Reports are operable by keyboard; a few platform interactions are mouse-only, and keyboard alternatives are provided (see 2.1.1).
302.8 With Limited Reach and Strength	Supports	No function requires physical reach or strength beyond standard keyboard and pointer use.
302.9 With Limited Language, Cognitive, and Learning Abilities	Supports	Pages use plain-language titles, consistent layout and navigation, and on-page help text.

Chapter 4: Hardware

Not Applicable. Rutledge & Associates delivers no hardware.

Chapter 5: Software

Criteria	Conformance level	Remarks and explanations
501.1 Scope – Incorporation of WCAG 2.0 AA	See WCAG 2.1 tables	Deliverables are web content and are covered by the WCAG 2.1 tables above.
502 Interoperability with Assistive Technology	Not Applicable	Assistive-technology interoperability is a function of the Power BI platform; see Microsoft's Power BI conformance report.
503 Applications	Not Applicable	Rutledge & Associates delivers no stand-alone software applications.

Criteria	Conformance level	Remarks and explanations
504 Authoring Tools	Not Applicable	Deliverables are not authoring tools.

Chapter 6: Support Documentation and Services

Criteria	Conformance level	Remarks and explanations
602.2 Accessibility and Compatibility Features	Supports	Where user guides are contracted, they describe relevant accessibility and compatibility features of the delivered reports.
602.3 Electronic Support Documentation	Supports	Documentation included in the agreed deliverables is prepared in accessible electronic formats appropriate to the contract; specific file formats are defined in the scope.
602.4 Alternate Formats for Non-Electronic Support Documentation	Not Applicable	Non-electronic documentation is not routinely supplied. Requests for alternate formats are evaluated under applicable accessibility obligations and the agreement.
603.2 Information on Accessibility and Compatibility Features	Supports	Accessibility-feature information is provided through the support channels and service levels established for the engagement.
603.3 Accommodation of Communication Needs	Supports	Support communication channels and reasonable accommodations are provided in accordance with the applicable support agreement and legal requirements.

Legal disclaimer

This report describes the accessibility conformance of the reports, dashboards and documentation that Rutledge & Associates, LLC creates, as of the report date. Conformance of the Microsoft Power BI platform is Microsoft's responsibility and is described in Microsoft's published conformance report. Rutledge & Associates addresses accessibility defects attributable to its contracted work in accordance with applicable acceptance, warranty and remediation terms. Additional functionality, expanded testing, new deliverable formats and post-scope changes are subject to the agreement and applicable legal requirements. This report does not independently expand a statement of work or establish an unlimited no-cost remediation obligation.

References

Microsoft Accessibility Conformance Reports (search for Power BI)

Overview of accessibility in Power BI reports

This report is based on VPAT® 2.5Rev, a template by the Information Technology Industry Council (ITI). "VPAT" is a registered service mark of ITI.