



# Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs

## Accessibility Checklist: Dashboards

Use this checklist to ensure your Dashboard meets all requirements for accessibility. Please refer to the [GIS Dashboard Accessibility Guidance](#) page on Mass.gov for details on how to meet these requirements.

**Date Reviewed:** \_\_\_\_\_ **Owner Username:** \_\_\_\_\_

**Dashboard Name:** \_\_\_\_\_

**Dashboard URL:** \_\_\_\_\_

### Theme and User Interface

- If building a custom theme, ensure that text meets contrast ratios against the background color (4.5:1 for normal text and 3:1 for large text).
- The Dashboard has a short, engaging title.
- If building a custom theme, the “Help” window and “Contact Us” window have been configured in the header’s overflow menu.
- The appropriate agency or business logo has been added with a link to the appropriate web page.
- Build a focused mobile view.
- Appropriate “No Data” and “No Selection” messages have been configured for all elements.

### Text

- The first heading used is H1 (automatically configured when adding a Dashboard title).
- Logical heading structure is implemented to create a hierarchical outline of content.
  - Each element has a “Title” (serves as H2).
  - Any List elements include one H3 for a list item.
- The heading style is not solely used for esthetic purposes.
- Headings are short, descriptive, and written in sentence case.
- A sans serif font is used.
- Bold is used sparingly, and only to convey important information.
- Text is not center aligned.
- The use of “click here” or “here” for links is not present.
- The purpose of each link is clearly communicated directly in the link text.



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- Sentence case is used when possible. Avoid the use of all capital letters (abbreviations are an exception).
- Text meets contrast ratio guidelines against background (4.5:1 for small text, and 3:1 for large text). If you are using one of the accessible themes, the default colors work for proper contrast ratios.
- Text is plain and easy to understand. Common, everyday words are used (avoid the use of jargon and idioms).
- All acronyms are defined at least once before they are used.
- Sentences are used, where possible, to convey information.
- All email addresses, phone numbers, and place addresses are clickable links.

## Maps

- Any included web map passes [web map accessibility requirements](#).
- Have a short, descriptive title that clearly demonstrates the purpose.
- The “Legend” is enabled for all maps.
- The “Search” option is enabled for all maps.
- The “Initial view and bookmarks” is enabled for all maps.
- The “Zoom in/out” option is enabled for all maps.
- The proper custom selector color has been set – #3df2ff – this can be found under “general”.
- An accessible name has been added.

## Elements

- Selectors (Filters)
  - Have a short, descriptive title that clearly demonstrates the purpose.
  - Choices are written in plain language and easy to understand.
  - The “None option” is enabled.
  - The “Show search” option is enabled when more than 5 choices are available.
  - The “Show reset” option is enabled.
  - If using an icon, the icon has a clear connection to the purpose of the filter.
  - All selectors are added in the same location (use the header when less than 5 selectors are used; use the sidebar when more than 5 selectors are used).
- Sidebar
  - Has a short, descriptive title that clearly demonstrates the purpose.
  - All text requirements are met.
  - Sidebar is not collapsable.
  - An accessible name has been added.



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- Indicators
  - Have a short, descriptive title that clearly demonstrates the purpose.
  - Number alone is not used to convey information.
  - The “Bottom caption” is short, descriptive, and to the point and used instead of “Top caption” to reduce clutter.
  - If including an icon, it should complement the heading or purpose of the indicator.
  - If using Advanced Formatting to change indicator text color, ensure that all colors meet minimum contrast ratio requirements.
  - All text requirements are met.
  - An accessible name has been added.
- Charts (serial and pie)
  - Have a short, descriptive title that clearly demonstrates the purpose.
  - Chart is created after selecting a theme.
  - Font size is set to 12px minimum.
  - Text size for axes titles and labels have been set to font size 14px (minimum).
  - A meaningful chart title, category and value axis titles, and series labels are present.
  - The use of many colors has been avoided.
  - Series or slice labels have been used in tandem with a legend.
  - An accessible name has been added.
- List
  - Have a short, descriptive title that clearly demonstrates the purpose.
  - Proper heading structure is implemented (a title serving as H2 and one list item as H3 within the list).
  - All text requirements are met.
  - Non-decorative images include alternative text.
  - If using Advanced Formatting:
    - All custom colors meet minimum contrast ratio requirements.
    - Any custom HTML follows HTML best practices for accessibility.
  - An accessible name has been added.
- Table
  - Has a short, descriptive title that clearly demonstrates the purpose.
  - The header is visible.
  - Data download:
    - Public-facing—“Summarized data download” is enabled where appropriate.



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- Internal—"Summarized data download" and/or "Source data download" is enabled where appropriate.
- Under "Table" settings, the size is set to "large".
- All data columns and rows receive a clear heading; abbreviations or acronyms are not used.
- Center-alignment of values has been avoided.
- "No data" and "No selection" message has been set, if applicable.
- The use of bold text decoration for values is limited.
- When displaying grouped values, "Summary" row is enabled and labeled appropriately.
- If using Advanced Formatting, visual elements alone are not used to communicate data (e.g. varying rows by color).
- An accessible name has been added.
- Gauge
  - Gauges are avoided in favor of other elements when possible.
  - Have a short, descriptive title that clearly demonstrates the purpose.
  - The "bottom text" is used to provide clear and concise information to users.
  - All text requirements are met.
  - Band colors can be distinguished by all types of colorblindness.
  - Values are configured for maximum understanding. Prefix or suffix has been used if required.
  - An accessible name has been added.
- Details
  - All pop-up best practices outlined within the [web map accessibility guidelines](#) Mass.gov page have been followed.
  - An accessible name has been added.
  - The "Render only when filtered" option has been selected to ensure that details are only visible with a relevant selection.
- Rich Text
  - All text requirements are met.
  - Ensure any images added have alternative text.
  - An accessible name has been added.
- Embedded Content
  - Has been avoided where possible.
  - Any embedded content has an accessible name.



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### Alternate Formats

- Data download:
  - Public-facing—"Summarized data download" is enabled where appropriate.
  - Public-facing—"Source data download" is not enabled.
  - Internal—"Summarized data download" and/or "Source data download" is enabled where appropriate.

### Dashboard Item Details (Alternative Text)

- The Dashboard has completed item details. All text descriptions should serve the equivalent purpose as the visual. This should include:
  - Item summary—a brief statement (1-2 sentences) describing the item.
  - Item description—several sentences focusing on key patterns, takeaways, and purpose.
  - Terms of Use
  - Credits
  - Add 'accessible' tag to the item details page. This tag flags this item as meeting accessibility requirements.