

Accessibility Job Aids

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Audience: Yello users of assistive technology

All Yello Page Titles

The page titles are not always descriptive. To know what page you are on, go to heading one. If the first heading does not provide enough context, go to the next heading for additional context.

Documents Pages

Document pages are found in the left tab navigation on the Candidate Profiles and Event Details pages.

The main content on Documents pages requires some explanation. Under the heading two Document, there is a search bar, an Add Documents button, and a list of four actions: Check All, Uncheck All, Download, and Remove. Note: The Download and Remove buttons are disabled until one or more items are selected.

The main content appears as a table but is not formatted as a table. It shows six columns: Document Name, Document Type, Uploaded On, File Size, Uploaded By and Delete. When reading the items, the checkbox is read, the document name and download link is read, and the document name and view link is read, then the document type, uploaded on date, file size, uploaded by name, and delete are read consecutively. Of these items, the checkbox, download link, view link, and delete button are actionable.

Candidate Duplicates Pages

Duplicate pages are found in the left tab navigation on the Candidate Profiles pages.

The main content on Duplicates pages for candidate profiles requires some explanation. Under the heading two Duplicate Detection, the main content appears as a table but is not formatted as a table. It shows six columns: Full Name, Email, Phone Number, Creation Source, Last Updated and Primary. When reading the items, the name, email, phone number, creation source, last updated, and an unlabeled graphic, which is a primary icon, is read. Then a link to Remove Duplicate is read. Of these items, the make primary icon and remove duplicate link are actionable. Select the unlabeled graphic to indicate a profile as primary. Note: The primary profile will not have a remove duplicate link.

Under the heading two archived duplicate profiles, the main content appears as a table but is not formatted as a table. It shows six columns: Full Name, Email, Phone Number, Creation Source, Last Updated, and Primary. When reading the items, the name, email, phone number, creation source, and last updated is read. Then a link to Remove Duplicate is read. Of these items, the remove duplicate link is actionable.

Candidate and Staff Activity Log Pages

Activity Log pages are found in the left tab navigation on the Candidate Profile and Staff Profile pages.

The main content on Activity Log pages requires some explanation. There are four sections separated by heading level two. Each section is paginated if it includes more than 5 items. Pagination navigation includes first, previous, pages by number, next, and last. When you navigate to the next page, all sections in the Activity Log are reloaded.

Under the heading two Invite History, the main content appears as a table but is not formatted as a table. It shows two columns: Date and Event. When reading the items, the date is read and then the event name and details link. The page navigation is read last.

Under the heading two Email History, the main content appears as a table but is not formatted as a table. It shows four columns: Date, Subject, From, and Status. When reading the items, the date is read, Subject and link is read, the Sender name and link is read, and the status and its date is read. The page navigation is read last.

Under the heading two Modification History, the main content appears as a table but is not formatted as a table. It shows two columns: Date and Modification. When reading the items, the date is read and then the modification and details link. The page navigation is read last.

Under the heading two Collection Forms History, the main content appears as a table but is not formatted as a table. It shows two columns: Date and Name. When reading the items, the date is read and then the collection form name and go to form link. The page navigation is read last.

Staff and Candidate Events Pages

These Event pages are found in the left tab navigation on the Candidate Profiles and Staff Profiles pages. They are also found after selecting a status metric on the Attendees tab within an Event Detail page.

The main content on Event pages for staff and candidate profiles requires some explanation. Under the heading two Upcoming Events, the main content appears as a table but is not formatted as a table. It shows two columns: Event Name and Date. When reading the items, the

event name is read and then the event date. Of these items, the event name is actionable. If an event includes event-based scheduling, the schedule content is read last.

Under the heading two Previous Events, the main content appears as a table but is not formatted as a table. It shows two columns: Event Name and Date. When reading the items, the event name is read and then the event date. Of these items, the event name is actionable. If an event includes event-based scheduling, the schedule content is read last.

Event Evaluations Pages

The Evaluations page is found in the left tab navigation on the Event Details page.

The main content on Evaluations pages for events requires some explanation. Under the heading two Evaluations, there is a combo box to select an evaluation category and search bar.

The main content appears as a table but is not formatted as a table. It shows two columns: Name and Evaluation. When reading the items, the Candidate Name and Email are read, then the Evaluation Form Name and Evaluator name are read. Of these items, both the candidate name and the form name are actionable. If you are the evaluator, an edit link on the evaluation form is actionable.

Candidate Status Pages for Events With Manually Assigned Invites

These status pages are found after selecting a status metric on the Attendees tab within an Event Detail page.

The main content on Attendees pages for events requires some explanation.

Under the heading two Candidates there is a combo box to select attendee status, a search bar, an item count, a Check All button, an Uncheck All button, a Select an action drop-down, and a Go button. Note: The Go button is disabled until one or more items are selected. You can use it after selecting items and an action. The main content appears as a table but is not formatted as a table. It shows two to four columns based on the status you are viewing. Results per page selection follows the attendees list. You can use the combo box following the results per page to choose how many results appear on a page. Pagination navigation includes first, previous, pages by number, next, and last. When you navigate to the next page, all sections in the Attendees page are reloaded.

The attendee status pages for All Attached, Attended, Evaluated, Externally Registered, Not Attended, Scheduled, Unscheduled, and Unevaluated statuses show four columns. The columns are Candidate, Attended Status, Scheduled Status, and Evaluation Status. When reading the items, the candidate name and email are read, the attended status is read, scheduled status and

date, if scheduled, are read, then Evaluation Status is read. Of these items, both the candidate name and the attended status are actionable.

The candidate With a Resume status page shows four columns: Candidate, Attended Status, Scheduled Status, and Resume. When reading the items, the candidate name and email are read, the attended status is read, scheduled status and date, if scheduled, are read. Then the resume name is read. Of these items, the candidate name, the attended status, and the resume are actionable.

The Candidate Without a Resume status page shows three columns: Candidate, Attended Status, and Scheduled Status. When reading the items, the Candidate Name and email are read, the Attended Status is read, the Scheduled Status and date, if scheduled, are read. Of these items, the Candidate name, the attended status are actionable.

The Recommended status page shows three columns: Candidate, Rating, and Evaluation. When reading the items, the candidate name and email are read, the rating is read, and the evaluation form name is read. Of these items, the candidate name and evaluation form name are actionable.

Candidate Status Pages for Events With Invites to Self-Schedule

These status pages are found after selecting a status metric on the Attendees tab within an Event Detail page.

Under the Heading 2 Candidates there is a combo box to select attendee status, a search bar, an item count, a Check All button, an Uncheck All button, a Select an action drop-down, and a Go button. Note: The Go button is disabled until one or more items are selected. You can use it after selecting items and an action. The main content appears as a table but is not formatted as a table. It shows two to four columns based on the status you are viewing. Results per page selection follows the attendees list. You can use the combo box following the results per page to choose how many results appear on a page. Pagination navigation includes first, previous, pages by number, next, and last. When you navigate to the next page, all sections in the Attendees page are reloaded.

The attendee status pages for All Attached, Scheduled, Scheduled and Invited, Scheduled and Not Invited, Unscheduled, Unscheduled and Invited, Unscheduled and Not Invited, Evaluated, Unevaluated, Invited, Not Invited, Accepted, Declined, Attended, Not Attended, and Externally Registered show five columns. The columns are Candidate, Invite Status, Attended Status, Scheduled Status, and Evaluation Status. When reading the items, the Candidate Name and email are read, Invited Status is read, Attended Status is read, Scheduled Status and date, if scheduled, is read, then Evaluation Status is read. Of these items, both the candidate name and the attended status are actionable.

The Candidate With a Resume status page shows five columns: Candidate, Invite Status, Attended Status, Scheduled Status, and Resume. When reading the items, the candidate name and email are read, the attended status is read, scheduled status and date, if scheduled, are read. Then the resume name is read. Of these items, the candidate name, the attended status, and the resume are actionable.

The Candidate Without a Resume status page shows four columns: Candidate, Invite Status, Attended Status, and Scheduled Status. When reading the items, the Candidate Name and email are read, the Attended Status is read, the Scheduled Status and date, if scheduled, are read. Of these items, the Candidate name, the attended status are actionable.

The Recommended status page shows three columns: Candidate, Rating, and Evaluation. When reading the items, the candidate name and email are read, the rating is read, and the evaluation form name is read. Of these items, the candidate name and evaluation form name are actionable.

Staff Status Pages for Events

These status pages are found after selecting a status metric on the Attendees tab within an Event Detail page.

The main content on Attendees pages for events requires some explanation.

Under the heading two Staff there is a combo box to select attendee status, a search bar, an Attach Staff button, an item count, a Check All button, an Uncheck All button, a Select an Action drop-down, and a Go button. Note: The Go button is disabled until one or more items are selected. You can use it after selecting items and an action. The main content appears as a table but is not formatted as a table. It shows two to four columns based on the status you are viewing. Results per page selection follows the attendees list. You can use the combo box following the results per page to choose how many results appear on a page. Pagination navigation includes first, previous, pages by number, next, and last. When you navigate to the next page, all sections in the Attendees page are reloaded.

The attendee status pages for All Attached, Attending, Cancelled, Cancelled w/o Replacement, Declined Test, Invited, Not Attending, Not Invited, and Tentative statuses show two columns: Staff and Invite Status. When reading the items, the staff name, email address, and invite status are read consecutively. Of these items, both are actionable.

The Evaluators status page shows two columns: Staff and # Evaluations. When reading the items, the staff name is read, then the number of evaluations completed is read. Of these items, the staff name is actionable.