

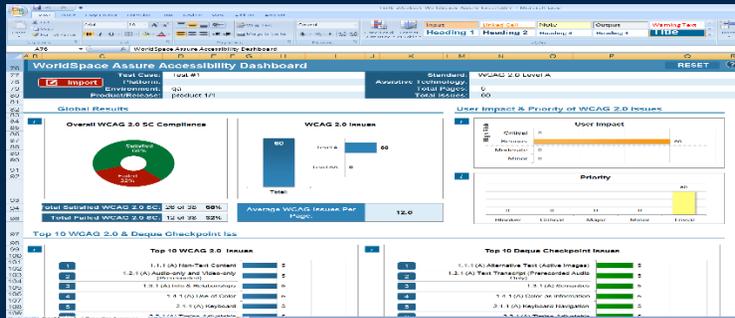


Exporting Issues and Generating Executive Reports with WorldSpace Assure 1.4

Quick Reference Guide



Export issues from Assure and generate an Executive Report in Excel



Follow these steps to quickly export issues added to test runs in WorldSpace Assure, and then use that exported data to generate an executive report with visualization in Excel. For information about how to actually begin the manual testing of an assigned test run and add issues for pages and components tested, see the Start Manual Testing with WorldSpace Assure Quick Reference Guide.

Step 1 – Export issues from ‘Issues for’ screen:

Step 2 – Generate an Executive Report:

1. In the left column, select all issues you want to export. Click within the blank check box to place a check mark within the box to indicate your selection for all desired issue rows. The top, left of the table will display a message to indicate the number of issues selected.
2. Click the **Export** button.
3. Select an Export type option.
 - o **CSV**: Comma-Separated Value is useful for importing into spreadsheet applications or databases.
 - o **JSON**: Java Script Object Notation is useful for importing into issue tracking systems such as JIRA.
4. Optionally, select the **'Use the consolidate tool to combine similar issues'** if desired.
5. Click the **Next** button.
6. Click the **Export** button. The file will be named 'export.json' or 'export.csv' accordingly and downloaded to your computer's default download location.

1. Open the latest version of the report template file in Excel.
2. At the top, left of the Scope worksheet, click the **Import** button (or press and hold **Ctrl+Shift+Z** to invoke the import macro).
3. On the Microsoft Excel popup window, click the **OK** button.
4. On the Open WorldSpace Assure CSV File dialog box, locate and select the 'export.csv' file to populate the **File name** field, then click the **Open** button.
5. On the Save As dialog box, rename the file as desired, then click the **Save** button.
6. On the Microsoft Excel Import Successful popup window, click the **OK** button. The report is displayed in Excel, with the Dashboard worksheet tab displayed by default.
7. Review the report and optionally, add information to the **Notes** section of the Executive Summary sheet as desired.

Interpreting Reports: The report allows you to take advantage of the familiar sorting capabilities in Microsoft Excel. Although the meaning of the data is self-evident, be sure to take advantage of the embedded info '[i]' and help '(?)' icons to display important metadata as needed.

For more information, see [Interpreting Report Data](#) in the WorldSpace Assure 1.4 User Guide.



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We believe that websites, mobile applications, and digital content should be accessible to people with disabilities - and we're passionate about creating technology that can make that vision a reality.