WorldSpace Comply 5.4 Organization Administrators Quick Reference Guide

Roles and Permission Levels:

System Administrator: Manages the entire WorldSpace Enterprise server but does not participate in Projects.
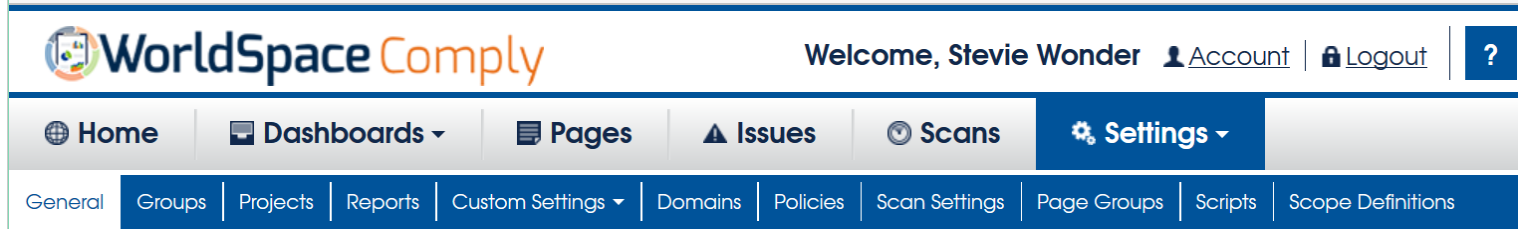
Organization Administrator: Manages the Organizations Settings for a specific Organization within the System.

Project Administrator: Controls the Project Settings, Scan Settings, Policy Settings, and so on for a specific Project.

Project Member: Can run scans, view and manipulate Project data, and view (but not modify) Project Settings.

Project Guest: Can view all screens in a WorldSpace Project but cannot run scans, modify or delete data.

Read-only User: Granted access to view one specific Project report page.

WorldSpace Comply

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General | Groups | Projects | Reports | Custom Settings ▾ | Domains | Policies | Scan Settings | Page Groups | Scripts | Scope Definitions

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Add an Organization Admin: The General Organization Settings page allows Org Admins to edit basic Organization settings including the Organization name, Description, and Administrators.

Edit User Groups: The Groups page lists all User Groups currently existing within an Organization. Groups are used to assign users to Projects and manage access privileges. Org Admins add users to an Organization by adding them to a User Group. If they do not have a WorldSpace Account, they will receive an email with an invitation to create one. Project Admins then add User Groups to their Projects.

Add Custom Project Attributes: The Projects page allows Org Admins to add attributes to Projects that will display alongside the Project Name and Description in exported reports. Project Admins can add values to these attributes on their General Project Settings page.

Export Reports: The Organization Reports page allows Org Admins to export a report to an Excel spreadsheet that shows the selected Project or Projects' accessibility score(s) and customize the report display. To export a report, select projects in the Projects box, set a time frame, choose to report on score or status, and then select Export.

Policies: An Organization Policy is the selection of rules from the built-in WorldSpace rules or a Custom Standard that WorldSpace will use in a scan. To use built-in WorldSpace options, select the checkboxes next to the options you would like to use. If the Organization has saved a Custom Standard, checking the Custom Standard checkbox on the Policies page and selecting the Update button will cause the built-in WorldSpace policy options to be replaced by the Organization's Custom Standard.

Edit Scan Settings: Scan Settings can be set at both the Organization-level and the Project-level. The Scan Settings page provides many options to consider in determining what pages are included or excluded from a scan by URL or extension, and settings for how WorldSpace identifies unique pages.

Manage Scripts: The Organization-level Use Case Scripts page lists the scripts that have been shared from a Project to an Organization. To export or delete a script, check its respective checkbox and select the action from the action combobox.

Custom Settings: There are four types of custom settings available under the Custom Settings tab:

Custom Standard: Creating a Custom Standard allows Org Admins to create and save custom rule sets for analysis fine-tuned to an organization's unique goals. Custom Standards are built using a combination of the built-in WorldSpace analysis rules and any Custom Rules created for the Organization.

Custom Rules: Custom Rules can be created to test for things that are not included in WorldSpace's built-in analysis options for WCAG 2.0, Section 508, PDF, ARIA or Quality Standards. Custom Rules are configurable JavaScript rules with custom violation message information. They are nearly unlimited in scope. So long as the information can be found within the DOM, a Custom Rule can be created to test for it.

Priorities: Any WorldSpace rule, existing or custom, can be given a custom Priority or Severity. Every built-in WorldSpace analysis option has a default Priority level describing how "bad" an issue is: Critical, Serious, Moderate, Minor. Severity levels describe whether an issue is a Violation or Potential Violation. To change these options, simply select a new Priority or Severity from the dropdown menus in the right-most columns.

Messages: Custom Messages allow Org Admins to modify the Issue Descriptions associated with Custom Standard that appear in reports. The Custom Messages page shows a listing of all of the Custom Standard rules selected by the Organization, the Default Issue Description, and an edit box for a Custom Description.

Edit Domains: The Organization-level Domains page lists all of the Domains that have been defined for an Organization. The purpose of defining domains is to place bounds on where the WorldSpace spider goes as it follows links on pages.

Page Groups: Page groups act as a filter to create a subset of results for reporting on a Project. Project Admins can create page groups for their own Project or Org Admins can create Page Groups and share them with Projects.

Scope Definitions: Scope definitions that have been shared from a Project to an Organization are viewable on the Scope Definitions page. Delete or export scope definitions with Projects on the Scope Definitions page.

Share Organization Settings: Org admins can choose to share some or all of Organization-defined Domains, Page Groups, Policies, Scan Settings, Scope Definitions, and Scripts with some or all of the Projects within the Organization. This is done through the General Organization Settings Page by choosing the "Share Organization Settings" link.