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WorldSpace Comply 6.0 Organization Administrators Quick Reference Guide

WorldSpace Comply

Roles and Permission Levels:

System Administrator: Manages the entire WorldSpace Enterprise server but does not participate in Projects.
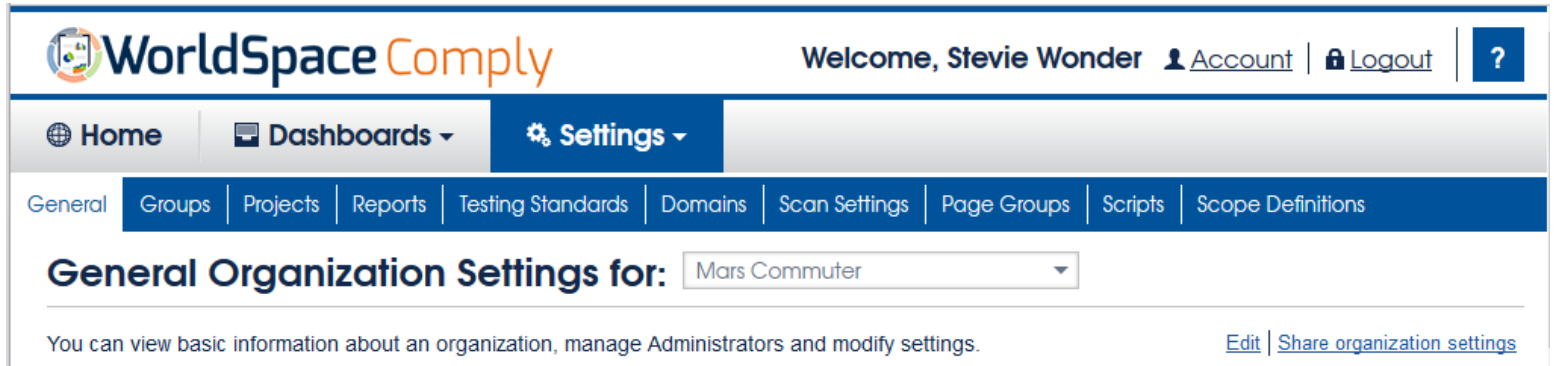**Organization Administrator:** Manages the Organizations Settings for a specific Organization within the System.
Project Administrator: Controls the Project Settings, Scan Settings, Policy Settings, and so on for a specific Project.
Project Member: Can run scans, view and manipulate Project data, and 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.

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

Edit User Groups: Use the Groups page to view a list of all User Groups currently existing within the Organization, assign users to Projects, manage user access privileges, and invite users to create Comply accounts. 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: Use the Organization Reports page to customize and export reports as Excel spreadsheets that show the accessibility scores for selected projects according to score or status within a particular time frame.

Configure Standards: Add testing standards (rule sets), specify whether to allow the default standard to be changed on individual projects in the organization, view both the current default (active) and inactive standards.

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 Comply spider goes as it follows links on pages.

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 Comply identifies unique pages.

Create 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.

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.

Manage 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.