## deque

## WorldSpace Project Members/Administrators Quick Reference Guide

System: The System level of WorldSpace is the highest level. It contains one or more Organizations

## WorldSpace Taxonomy:



## **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.



Worl	dSpace		Welcome, Amelia Earhart & Account   & Logout ?				
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General	Users Policies Issue	Tracker Sca	n Settings	Page Groups	Domains	Use Cases	Scope Definitions

**Create a Project:** Select "Create Organization Project" under Quick Links on the Home page. Enter a Project name, a URL for starting scans, and a scan domain. Choose a scan level. Choose a Basic Scan to run an initial scan using default scan settings, Custom Scan to modify default settings before running (see Scans section) or Use Extension to upload issues from FireEyes.

**Designate a Project as a Favorite:** Designate a Project as a Favorite by selecting the green star next to it on the Home page when "All projects" are shown. A Project must be selected as a Favorite to be accessed by FireEyes.

**Domains:** The purpose of defining domains is to place bounds on where the WorldSpace scan goes as it follows links on pages. Domains can be edited on the Project Settings > Domains page.

Adding Users: Project Admins can add Members to their Project through the Project Settings > Users page. Ask your Org Admin to add Users to a Group and then add a Group to your Project. Project Admins can designate additional Project Admins through the Project Settings > General page.

**Project Dashboard:** The Project Dashboard provides a snapshot of the health of a Project and a summary of the types and number of issues found. Access the Project Dashboard from the WorldSpace toolbar by going to Dashboards > Project. Export Project Dashboard data by selecting the "Export of Excel" link at the top fo the page.

**Issues Report:** View the list of all issues found in a Project through the Issues tab in the WorldSpace toolbar. To search or filter the issues list, use the box at the top to set parameters, then select Search. To export an Issue Report to a spreadsheet, select the issues you wish to include in the report and use the Action dropdown to select Export. To view the details of an individual issue, select the issue Description link.

**Pages Report:** View a list of all pages scanned in a Project through the Pages tab in the WorldSpace toolbar. To search or filter the pages list, use the box at the top to set parameters, then select Search. To export a Page Report to a spreadsheet, select the pages you wish to include in the report and use the Action dropdown to select Export. To view the details of an individual page, select the URL link for the page you wish to view.

Page Groups: Page groups act as a filter to create a subset of results for reporting on a Project. Summary data for individual Page Groups is shown on the Project Dashboard. Issues Report and Pages Report data can be filtered by Page Groups. Create a Page Group through Project Settings > Page Groups and choose Add Page Group. Enter a name, choose a domain from the Project Domains, and add one or more regular expressions which will be used to define which URLs are added to the Page Group.

**Use Case Scripts:** Use Case Scripts are created in FireEyes and uploaded to a specific WorldSpace Project. They can be added to a scan using a Task or Session Establishment Task. View Use Case Scripts from the Project Settings Toolbar.

**Scope Definitions:** Scope Definitions are created in FireEyes and uploaded to WorldSpace. They can be added to scans so that an issue repeated on multiple pages is only listed once. View Scope Definitions from the Project Settings Toolbar. **Note:** In order for Scope Definitions to work correctly in a WorldSpace scan, it is important to define the Content scope definition and the Whole Page scope definition in addition to Template definitions.

**Scans:** Project Members can run scans, Project Admins can add, edit or run scans. Scans can be added to Project when creating the Project or by choosing Scans in the Worldspace Toolbar and selecting the "Add Scan" button. Enter a Scan name, then choose a scan level: Start page only, # levels down, or Whole site. "Start page and one level down" scans the start page and all pages linked to on the start page.

Add Session Establishment Tasks: Session Establishment Tasks allow you to set preconditions before scanning, such as adding an item to a shopping cart before testing checkout procedures, or logging into a site. They are run before WorldSpace begins scanning, so they are not analyzed. Use the Session Establishment Tasks sections to enter login credentials or choose a script that you created in FireEyes.

Add tasks: Use the Tasks section to add scripts that you recorded in FireEyes. These scripts will be run and analyzed by WorldSpace after any Session Establishment Tasks. You can also use the Tasks section to specify a scan starting page other than the project domain URL or list of individual pages to scan.