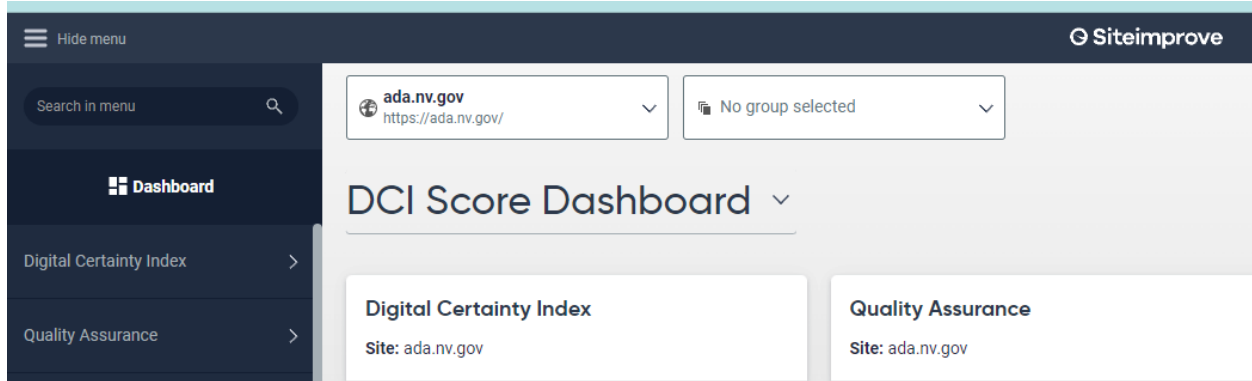


Siteimprove Walk through

Using Siteimprove

When you first log in you will always be on the DCI Score Dashboard. If at any time you ever want to get back to this dashboard as your going through the tool you can simply click on the Dashboard tab in the upper left corner just under the search menu.

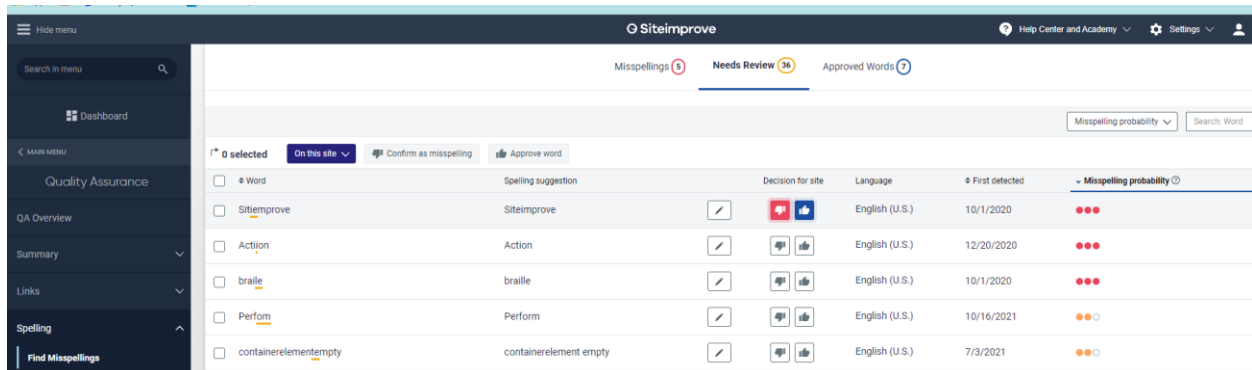


Quality Assurance Tab

The key take aways from this tab are they spelling, Readability, and Inventory tabs. Please feel free to look in the other tabs, however these three sections will give you the information we have found that most if not all content editors are looking for.


Once you click Quality Assurance, then click Spelling you will get a new drop down that provides you tabs called Find Misspellings, and Decisions on Spellings. These two tabs give you the ability to tell Siteimprove that a spelling is correct, or revers a decision on the spelling of a word for your site. The good thing about this is that it will stop showing up on your score once a decision has been made, and if a mistake was made you can fix the mistake with out an admin getting involved.

Example of Find Misspellings. In here you have the option to approve or deny. Blue thumbs up approve. Red thumbs down the system are validated on the misspelling.









Siteimprove Walk through

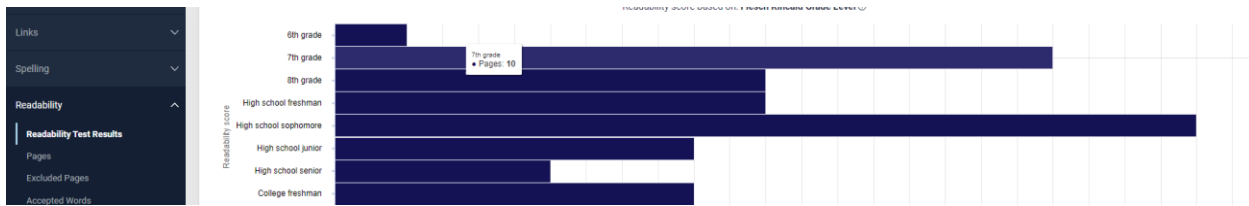
Example of Decisions on Spelling. This tab lets your reverse the decision. In the image below

you will see a reversal gif on the right-hand side of the screen. 

Example of page:

Document type	Author	Decision	Language	Scope	Action
<input type="checkbox"/> MeetingInfo	Diana Estey 12/26/2018	Approved for site	English (U.S.)	Entire website	
<input type="checkbox"/> Motorpool	Diana Estey 12/26/2018	Approved for site	English (U.S.)	Entire website	
<input type="checkbox"/> workarea	Diana Estey 12/26/2018	Approved for site	English (U.S.)	Entire website	
<input type="checkbox"/> Webteacher	Diana Estey 12/26/2018	Approved for site	English (U.S.)	Entire website	
<input type="checkbox"/> INET	Diana Estey 12/26/2018	Approved for site	English (U.S.)	Entire website	
<input type="checkbox"/> iNet	Diana Estey 12/26/2018	Approved for site	English (U.S.)	Entire website	

Readability is an important section for determine if the content you created is comprehensible by your target audience. This lets you know a break down of every page you have and what the reading level is. This will help you to tailor your content to your audience. To get there you click on Readability and then clicking on Readability Test Results.



The last section we cover in Quality Assurance is the Inventory section. In this section the key tabs are the Documents, Email Addresses, Phone Numbers, and Potential Identification numbers. This section gives information about documents and sensitive information that might have been published to the website on accident. You get to this section by clicking on Quality Assurance and then clicking on the inventory. In here you will see the Documents, Email Addresses, Phone Numbers, and Potential Identification numbers tab.


Documents gives you a list of all documents are internal and external to your website. Key take away is that you have no control over the external content. Only control you truly have is that you don't have to link to that content. If it's a legal requirement that we can put things in place to stop that bad document from getting scanned.

Example of Documents tab:

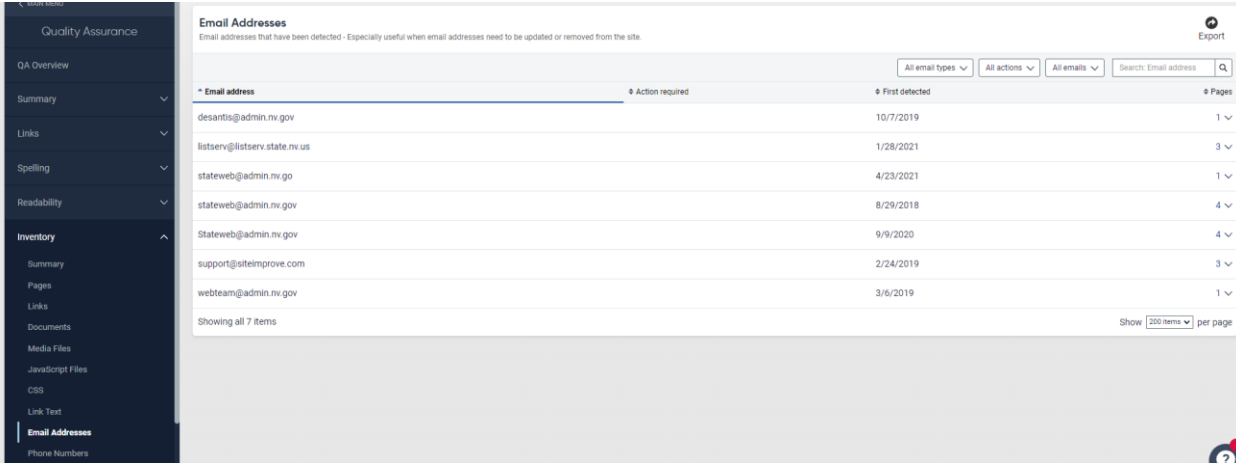
Document type	Internal	External	All
Excel	2	0	2
PDF	71	45	116
PowerPoint	4	0	4
Word	40	0	40
XML	0	0	0
All documents	117	45	162

Siteimprove Walk through

This next section is combined because it presents the information the same for Email Addresses, Phone Numbers, and Potential Identification numbers. This is a good section to look at because if there are Email Addresses, Phone Numbers, and Potential Identification numbers that are published and they should not be you can then go in and remove the content from the site.

Note: You can always click the down arrow on the right hand side of the screen  once you have clicked on either of the Email Addresses, Phone Numbers, and Potential Identification numbers

Example of how the data displays



The screenshot shows the 'Email Addresses' section in the Siteimprove Quality Assurance tool. The interface includes a sidebar on the left with navigation options like 'QA Overview', 'Summary', 'Links', 'Spelling', 'Readability', and 'Inventory'. The main content area displays a table of detected email addresses with columns for 'Email address', 'Action required', 'First detected', and 'Pages'. A search bar and filters are located at the top right of the table.

Email address	Action required	First detected	Pages
desantis@admin.nv.gov		10/7/2019	1
listserv@listserv.state.nv.us		1/28/2021	3
stateweb@admin.nv.go		4/23/2021	1
stateweb@admin.nv.gov		8/29/2018	4
Stateweb@admin.nv.gov		9/9/2020	4
support@siteimprove.com		2/24/2019	3
webteam@admin.nv.gov		3/6/2019	1

Showing all 7 items. Show 200 items per page.