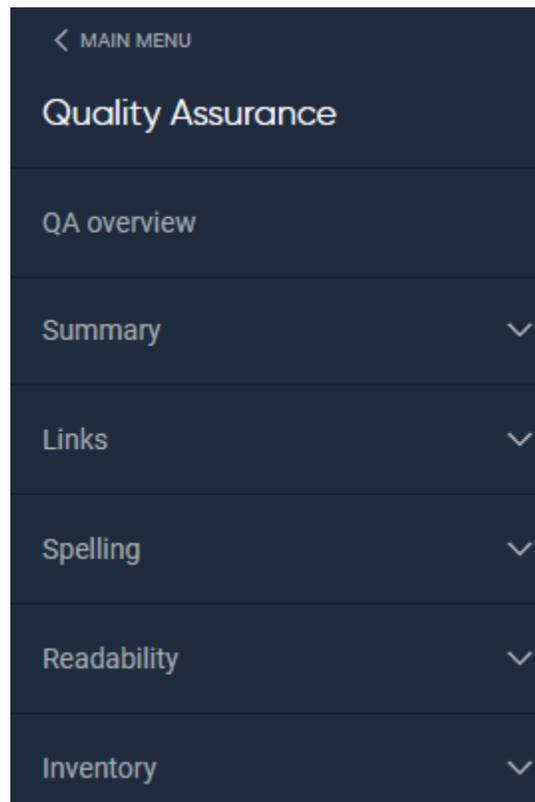


## SiteImprove Walkthrough

### Quality Assurance Tab

The key takeaways from this tab are their 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 reverse 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 without an admin getting involved.

## Find Misspellings

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

The screenshot shows the 'Find misspellings' interface. The left sidebar has a red arrow labeled '1' pointing to the 'Find misspellings' menu item. The main content area shows a table with columns: Word, Spelling suggestion, Decision for site, Language, First detected, Misspelling probability, and Pages. A red arrow labeled '2' points to the 'Decision for site' column, which contains thumbs up and thumbs down icons.

Word	Spelling suggestion	Decision for site	Language	First detected	Misspelling probability	Pages
Sitemprove	Sitemprove		English (U.S.)	5/24/2023	●●●	1
Action	Action		English (U.S.)	12/20/2020	●●●	1

## Decisions on Spelling

1. Example of Decisions on Spelling.
2. This tab lets you reverse the decision. In the image below you will see a reversal picture on the right-hand side of the screen.

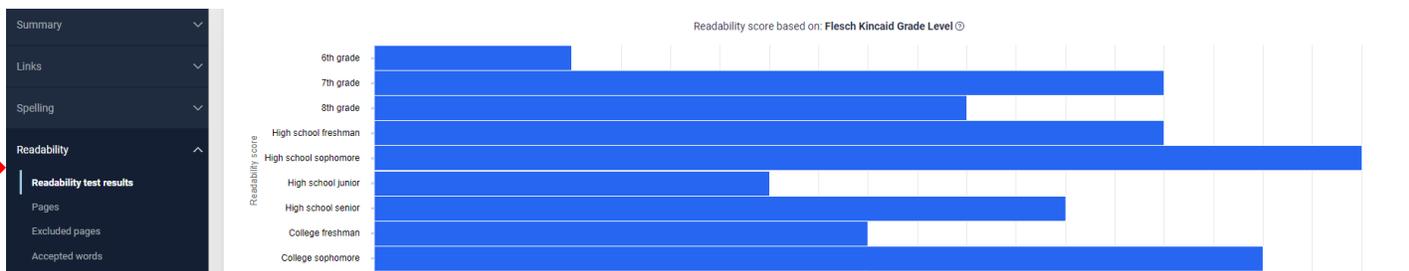
The screenshot shows the 'Decisions on spelling' interface. The left sidebar has a red arrow labeled '1' pointing to the 'Decisions on spelling' menu item. The main content area shows a table with columns: Word, Spelling suggestion, Decision for site, Language, and Pages. A red arrow labeled '2' points to the reversal icon on the right side of the table.

Word	Spelling suggestion	Decision for site	Language	Pages
WebAIM	Diana Estey 12/26/2018	Approved for site	English (U.S.)	Entire website
eLearn	Diana Estey 12/26/2018	Approved for site	English (U.S.)	Entire website
ADANevada	Diana Estey 12/26/2018	Approved for site	English (U.S.)	Entire website
NVeLearn	Diana Estey 12/26/2018	Approved for account	English (U.S.)	Entire account
mouseless	Diana Estey 12/26/2018	Approved for site	English (U.S.)	Entire website

## Readability

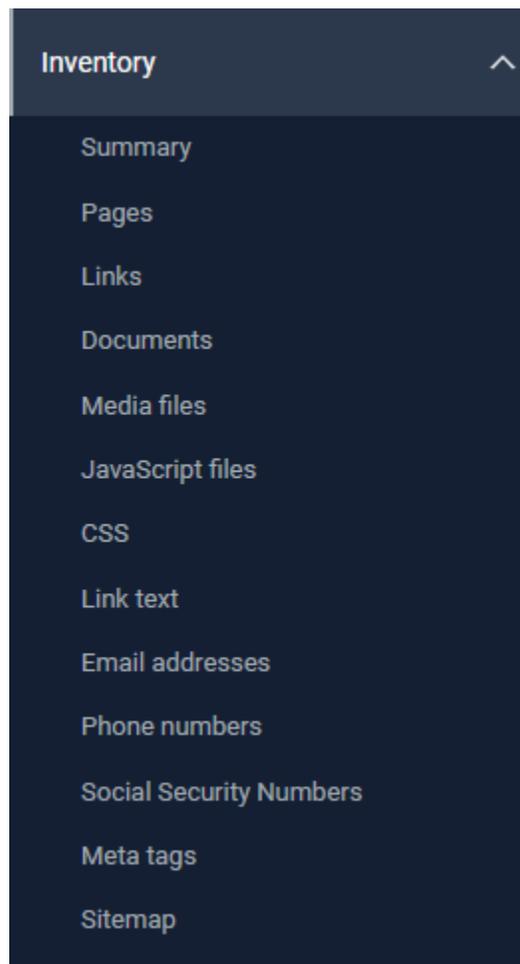
Readability is an important section for determining if the content you created is comprehensible by your target audience. This lets you know a breakdown of every page you have and what the reading level is. This will help you to tailor your content to your audience.

1. To get there you click on Readability and then click on Readability Test Results.



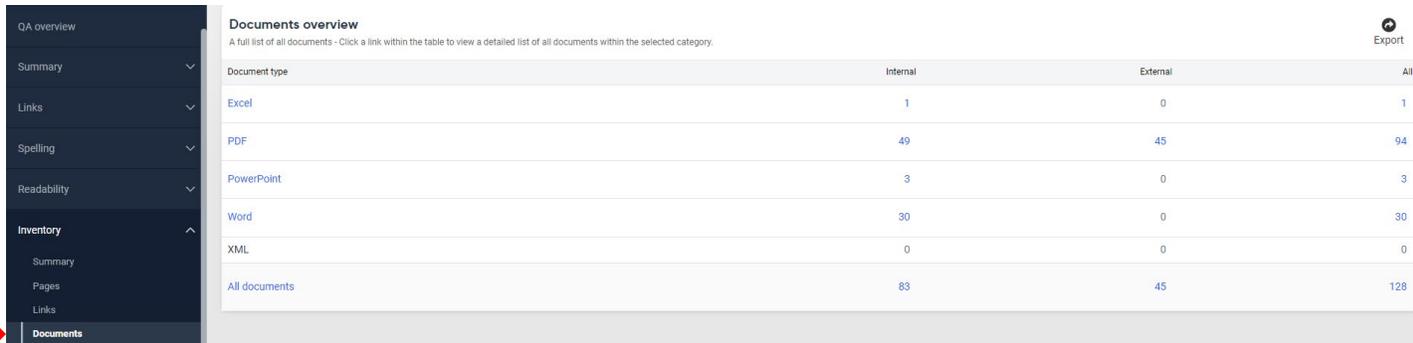
## Inventory

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

Documents gives you a list of all documents that are internal and external to your website. Key take away is that you have no control over the external content. The 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.

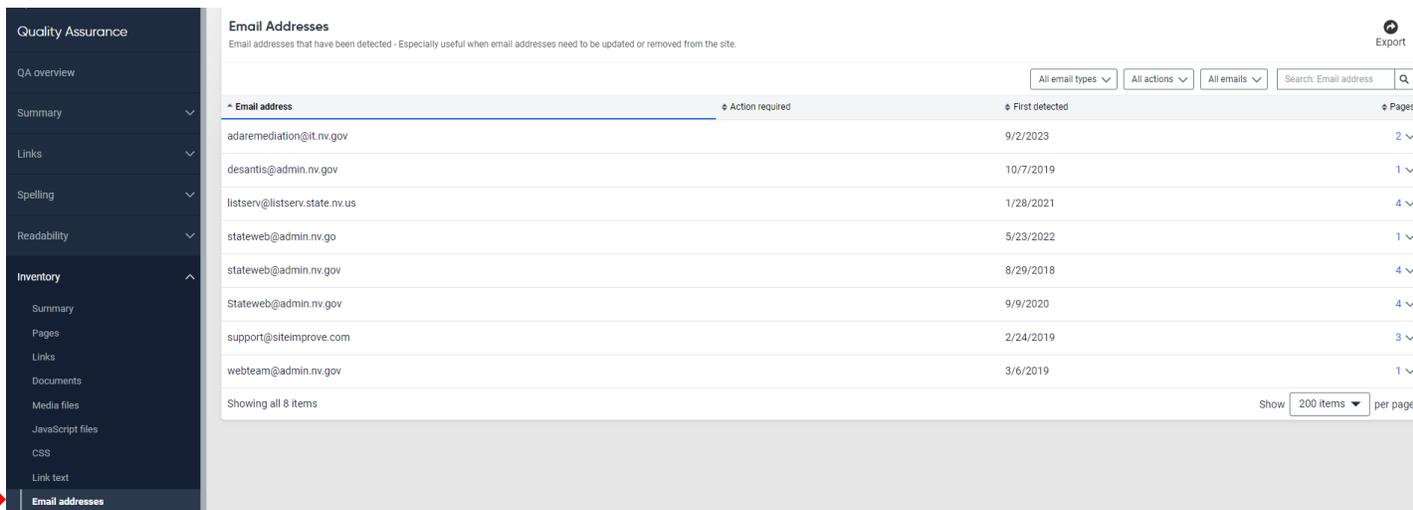


**Documents overview**  
A full list of all documents - Click a link within the table to view a detailed list of all documents within the selected category.

Document type	Internal	External	All
<a href="#">Excel</a>	1	0	1
<a href="#">PDF</a>	49	45	94
<a href="#">PowerPoint</a>	3	0	3
<a href="#">Word</a>	30	0	30
<a href="#">XML</a>	0	0	0
<a href="#">All documents</a>	83	45	128

## Email Addresses, Phone Numbers and Potential Identification Numbers

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.



**Email Addresses**  
Email addresses that have been detected - Especially useful when email addresses need to be updated or removed from the site.

Email address	Action required	First detected	Pages
<a href="#">adaremediation@it.nv.gov</a>		9/2/2023	2
<a href="#">desants@admin.nv.gov</a>		10/7/2019	1
<a href="#">listserv@listserv.state.nv.us</a>		1/28/2021	4
<a href="#">stateweb@admin.nv.gov</a>		5/23/2022	1
<a href="#">stateweb@admin.nv.gov</a>		8/29/2018	4
<a href="#">Stateweb@admin.nv.gov</a>		9/9/2020	4
<a href="#">support@siteimprove.com</a>		2/24/2019	3
<a href="#">webteam@admin.nv.gov</a>		3/6/2019	1

Showing all 8 items

Show 200 items per page

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.