SITEIMPROVE QUALITY ASSURANCE TAB GUIDE

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*Click a title below to go to the destination page.*

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.
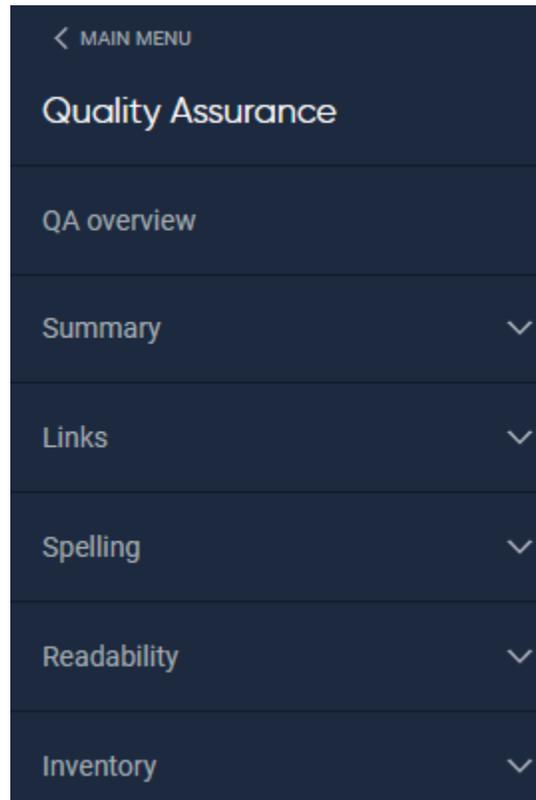

Once you click Quality Assurance, then click Spelling you will get a new drop down that provides you tabs called Find Misspellings, and Decisions on Spellings. These two tabs give you the ability to tell Siteimprove that a spelling is correct or reverse a decision on the spelling of a word for your site. 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.
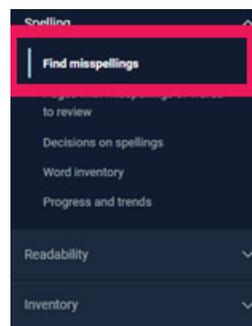
2. In here you have the option to approve or deny. Blue thumbs up approval. Red thumbs down the system are validated on the misspelling.
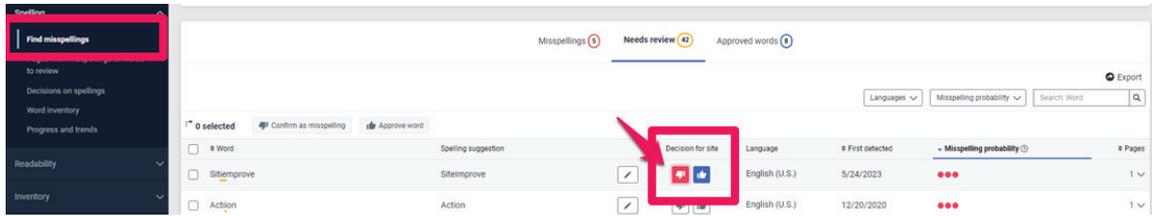
DECISIONS ON SPELLING

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.


READABILITY

Readability is an important section for determining if the content you created is comprehendible 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.

3. 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.
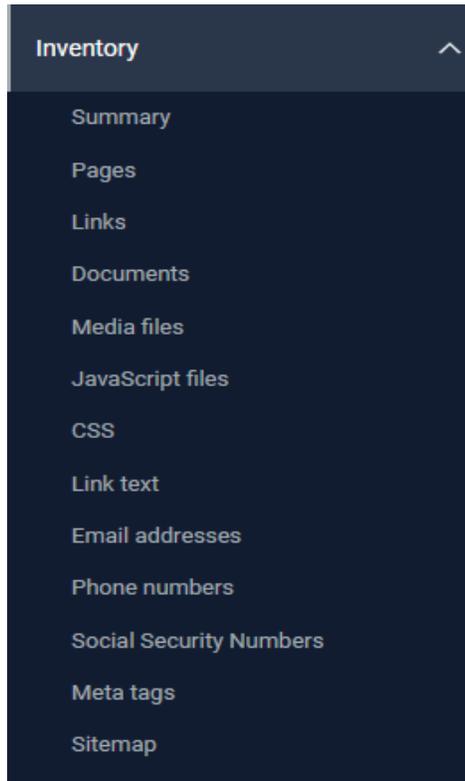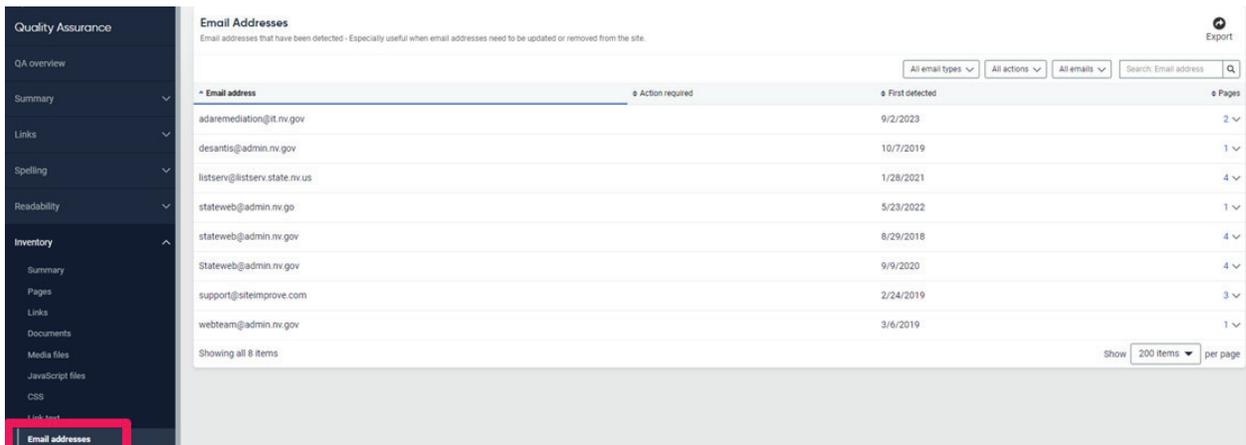

DOCUMENTS

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.

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.

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.