Introduction To Hi Software Compliance Sheriff

Introduction:

Compliance Sheriff, developed by Hi Software is an automated accessibility testing tool which helps organizations to ensure that their web pages meet accessibility standards. It helps to check the compliance of a website and identify the web pages with accessibility issues. This document provides an overview of the Compliance sheriff user interface and explains basic tasks such as creating scans, working with scan groups, running and scheduling scans, working with views, interpreting reports.

Requirements:

User should be able to login to Compliance Sheriff (through VPN or campus computers).

Compliance Sheriff works well with Internet Explorer 6 or higher.

Note: Compliance sheriff is compatible with other web browsers such as Safari and Firefox but not all features are supported.

Logging In:

1. Launch the Internet explorer browser.
2. Navigate to the url → http://131.183.2.113/ComplianceSheriff/Login.aspx
3. Enter the username and password in the respective fields and click sign in
4. The compliance sheriff interface consists of a horizontal menu bar with tabs for different functions (See Figure 2).

Figure 1 – Compliance Sheriff Login Page

Figure 2 - Compliance Sheriff Interface
Scan and Scan Groups:

A Scan is a collection of checkpoints that will be executed on the pages of a website. A Scan group is a collection of scans. Scans can be configured to run on any published web page or on locally stored web page files. Local scans can be scheduled as desired either daily, weekly or monthly etc.,

Creating a Custom Scan:

1. Navigate to the Scans tab and click Scans Subtab.

   ![New Scan Button]

2. In the Display Name, enter a unique name for the new scan and enter the Base url. For most websites of UToledo, the base URL would be [http://www.utoledo.edu](http://www.utoledo.edu) (See Figure 4). For this Example, type “American Language Institute” and Base url as [http://www.utoledo.edu](http://www.utoledo.edu).

   ![Display Name and Base URL fields]

Check the box “Run Locally” for scheduling a local run.

Compliance sheriff requires that all the scan names should be unique. Attempting to save two scans with the same name will prompt an error message stating that a scan already exists.

![Error Message Dialog Box]
3. In the Checkpoint group section, select the Show Subgroups checkbox above the right Description column.

![Checkpoint Groups Selection](image)

Figure 6 Checkpoint Groups Selection

4. In the Right Description column, scroll down and select the required checkpoint.
5. Click the Add button to move the selected checkpoint to the left Description column.
   Note: The left column should contain only the check points you wish to run on your web pages.
6. In the Start page field, after the forward slash (/), type the website’s relative path to set a starting point of the scan.
7. Select the desired level from the Levels list. For this example, ‘20’ is selected.
   Note: Level refers to the number of links a visitor must click to navigate from the start page to the furthest page.
8. Select the Retest all pages checkbox to make sure that all pages are tested each time the scan is run.
9. The Include URLs Matching field, type the website’s base URL and relative path to limit the scan to just the website you wish to scan. This will prevent Compliance Sheriff from scanning external web pages that may be linked from the website.

![Start Page, Levels Field, Include, Exclude URLs Matching Fields](image)

Figure 7 Start Page, Levels Field, Include, Exclude URLs Matching Fields

10. To exclude web pages from the scan, type the URL or regular expression in the Exclude URLs Matching field.
11. Click the Save button.
Adding a Scan to a Group:

When a new scan is created, it may not automatically become part of any scan group depending on a user’s scan view settings. If needed, users can manually add a scan to a scan group.

To check, if a scan is part of a group:

1. Click the Scans tab, and then click the Scans Sub-tab.
2. Click the Scan Group arrow and select the desired group from the list.

![Figure 8 Scan Group List](image)

3. Review the list of scans that are part of the selected group. If the new scan is not listed, follow the below steps to add the scan to the group.

To add a new scan to a scan group:

1. Click the Scans tab, and then click the Scans Sub-tab.
2. In the Display Name column, click the name of the scan group you wish to edit. For this example, American Language Institute is used. On the edit page, the scans listed in the left column are part of the selected scan group; the scans listed in the right column are not part of the group.
3. In the right Display Name column, locate the new scan and select the check box next to it. If necessary, click the Display Name column header to sort the scans alphabetically.
4. Click the Add button to move the selected scan to the left Display Name column.
Running or Stopping a Scan:

To Run or Stop a Scan:

1. Click the Scans tab, and then click Scan sub-tab.
2. To Run a Scan, in the scheduled column click the Run button associated with the scan you wish to run. The status in the Status column changes to Running.
3. To stop a scan, in the scheduled column, click the Stop button associated with the scan you wish to stop. The Status in the Status column changes to Aborted.
4. To view the scan results, in the Health column, click the scan's health value.

Note; Scan results will not be available unless the scan has been completed.

Scheduling a Scan:

Information Technology Services requires that each college and division scan their web pages for accessibility issues at least once a month. Major revisions to a website should prompt new scans. Scans can be scheduled daily, weekly, monthly or just once at a future time. Monthly Scans allows users to specify a start date, time, and day of the week to run the recurring scan.

To Schedule a Scan:
1. Click the Scans tab, and then click the Scans sub-tab.
2. In the Scheduled column, click the Schedule button associated with the scan you wish to schedule.
   Note: There is no schedule button for local scans as they cannot be scheduled.
3. In the Frequency column, click the Add button, and then use the three fields to set the frequency.
4. In the Start Time column, specify the time; In the Beginning column, use the date field to specify start date.
5. Click the Save button.

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**Editing a Scan Schedule:**

User can edit/remove an existing scan schedule as well as add additional schedules.

**To Edit a Scan Schedule:**

1. Click the Scan tab, and then click the Scans sub-tab.
2. In the Scheduled column, click the schedule associated with the scan you wish to edit.
3. Make the desired changes to the schedule properties.
4. To add another schedule, click the Add button.
5. To delete a schedule, click the Remove link.
6. When finished, click the Save button.
   Note: Clicking the Cancel button will discard all unsaved changes.

**Deleting a Scan:**
Deleted Scans cannot be recovered.

To delete a scan:

1. Click the **Scans** tab, and then click the **Scans** sub-tab.
2. Select the check box to the left of the scan’s name.
3. Click the **Delete** button.

![Figure 13 Delete Button](image)

4. A Dialog box opens, Click **OK** button.

![Figure 14 Confirmation Dialog box](image)

Creating and Running a Local Scan:

Local scan web pages are not accessible through internet. When creating a local scan, the base URL need only be valid from the user’s computer. Local Scans cannot be scheduled; they must be run manually.

To Create and Run a Local scan:

1. Click the **Scans** tab, and then click the **Scans** sub-tab.
2. Click the **New** Button.
3. In the **Display Name** filed, type a name for the local scan.
4. In the **Base URL** field, type the drive letter of the computer (C, D etc.,), a colon, and three forward slashes. Example: **C:///**
5. Select the **Run Locally** check box.
6. In the **Check point groups** section, select the Show Subgroups check box above the right Description column.
7. In the Right **Description** column, scroll down and select the **required checkpoint**.
8. Click the **Add** button to move the selected checkpoint to the left **Description** column.
9. In the **Start page** field, type the starting page for the scan.
10. Select the desired level from the **Levels List**. To Scan a single webpage file, select ‘0’ else select required level.
11. Select the **Retest all pages** check box to make sure that all pages are tested each time the scan is run.
12. If necessary, limit the scan’s crawl to just the pages you wish to scan by entering the appropriate paths in the **Include URLs Matching** or **Exclude URLs Matching** fields.
13. Click Save button. The Scan is added to the list of Scans with the word(local) appended to the base URL.

![Figure 15 Local Scan](image)

14. To run the scan, in the **Scheduled** column, click the **Run** button associated with the scan.
15. To view the scan results, in the **Health** column, click the scan’s health value...