



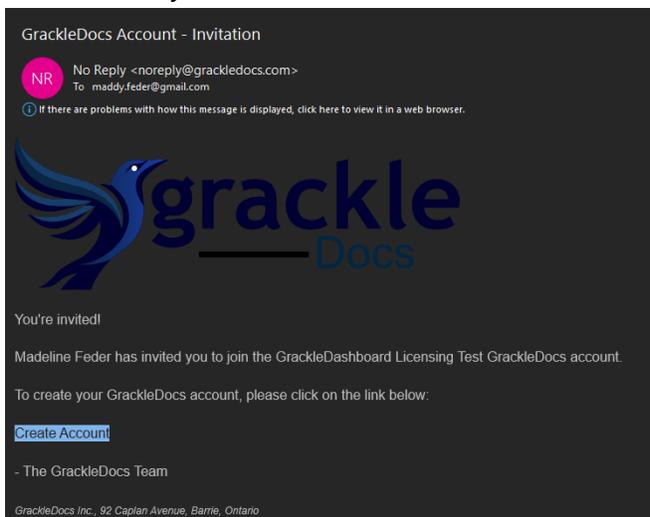
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# Grackle Dashboard User Guide - Services

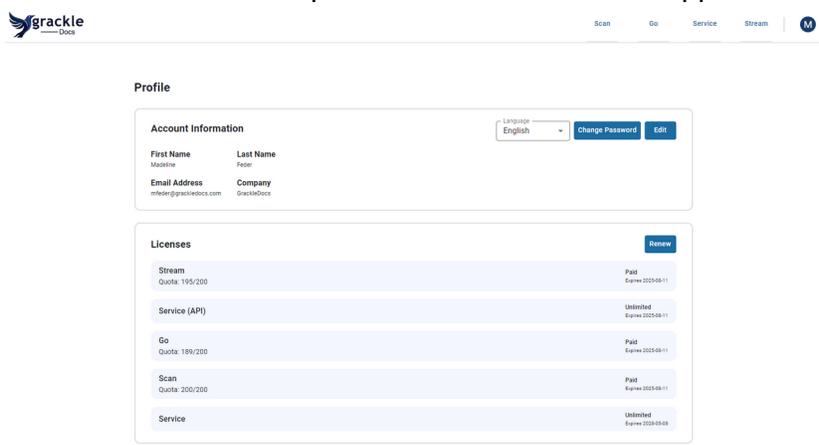
## Implementation

GrackleDocs will create a client account for your organization. Once the set up is complete, the members of your team will receive an invitation via email to create a login.



Select "Create Account". A browser window will open with prompts to add a username, and password.

Once saved, the page will navigate to the user profile page of the Dashboard. The profile page will include a list and expiration date of all licenses applied to the account.



This page can be found under the initial in the top right corner of the page, and can be used to





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make any email, name, language and password changes to your account.

## Service

The Services tab allows visibility to all project submissions, their status and all completed files. To Access completed files, click on the delivered project. Files will be available for download.

The screenshot shows the Grackle SERVICES dashboard. At the top, there are navigation tabs: Scan, Go, Service (highlighted), Stream, and a user profile icon (M). Below the navigation, there are two tabs: SUBMISSIONS (selected) and SUBMIT FILES. The main content area is titled 'Submissions' and features a table with the following data:

Engagement #	Date Submitted	Created Via	Created By	Status
42282	2024-05-28 12:50:24	Manual	David Shack	In Progress
42076	2024-05-14 15:40:08	Manual	David Shack	Completed
41924	2024-05-07 22:19:31	Manual	David Shack	In Progress
41923	2024-05-07 21:50:46	Manual	David Shack	In Progress
41915	2024-05-07 18:02:02	Manual	David Shack	In Progress

At the top right of the table, there is a 'Company' dropdown menu set to 'GrackleDocs' and a 'Refresh' button. At the bottom right of the table, there is a pagination control showing 'Rows per page: 5' and '1-5 of 325'.

## Status:

**Submitted:** Job has been submitted for a quote or processing, but is pending approval or move to production.

**In Progress:** Status is open and the project has been approved. This is being processed by the remediation team.

**Completed:** The project has been delivered and files are ready for download.

**Canceled:** The job has been canceled, this could be because of an old quote, the files were approved under another job, or the client advised GrackleDocs not to proceed.

The service dashboard will show a view of historical submissions, not just those created via the dashboard.

To submit new requests, select the "Submit Files" button. This is the new submission portal for all quote and production requests. The submission page is customizable for your company's needs.





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grackle SERVICES

Scan Go Service Stream M

SUBMISSIONS **SUBMIT FILES**

If you consider any part of your submission to contain sensitive data (data protected by laws such as HIPPA/HITECH/GDPR/PCI-DSS), please reach out to [production@grackledocs.com](mailto:production@grackledocs.com)

Select Files For Request

Choose Files No file chosen

Additional Contact

Billing Contact \*

Billing Contact - Email \*

Billing Contact - First Name \*

Billing Contact - Last Name \*

Cost Cost Number

Notes

Select request type

Send for quote

Send for remediation

When would you like your files delivered?

Standard Delivery Time

Rush Delivery

Specific Return Date

I understand by selecting the above, I am submitting a request to GrackleDocs \*

Submit Files

Should any changes be required during or after the submission of your project, utilize the “Change Request” function that can be found in the detail section of the job.

## Go

GrackleGO is at the cutting edge of digital accessibility, offering a groundbreaking, browser-based platform for comprehensive PDF accessibility testing. Tailored to meet the stringent requirements of ISO 14289-1 (PDF/UA) and the Web Content Accessibility Guidelines (WCAG), GrackleGO is the solution for ensuring that your PDF documents are accessible to everyone, including those with disabilities. This browser-based tool stands out for its flexibility, ease of use, and compatibility, distinguishing it from traditional desktop applications that are limited by operating system constraints.

Using the “Choose Files” function, upload files for validation. Files will appear under file list. Refresh to view grade.





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Choose Files No file chosen

Create Scan

**Scan History** Refresh

Date	Filename	Accessibility Grade	Created By	Status
June 4, 2024 at 10:33 AM	<a href="#">report_pdf_open_parameters (1).pdf</a>	A+	dkardani-dev	Completed

To view the detailed report for each file, click the hyperlinked filename. The page will navigate to the scan results. A report download option is available.

### Scan Results

Name: report\_pdf\_open\_parameters (1).pdf Title: Grackle Go Report for pdf\_open\_parameters.pdf, Parameters for Opening PDF Files

Page Count: 1 Application: -

Created On: June 4, 2024 at 10:32 AM Producer: Grackle Validator Reporter v1.3.0.0; modified using iText® Core 7.2.5 (AGPL version) ©2000-2023 iText Group NV; modified using iText® Core 7.2.5 (AGPL version)

Modified On: June 4, 2024 at 10:32 AM ©2000-2023 iText Group NV

Checker Version: 1.2; Apr 10, 2024 Language: en-US

Tagged: 1.2; Apr 10, 2024

[DOWNLOAD REPORT](#)  
[DOWNLOAD ORIGINAL FILE](#)

Accessibility Grade: **A+** Passed: 1563 Warned: 0 Failed: 0

- Basic Requirements
  - Content
  - Embedded Files
  - Fonts
  - ISO 32000 - 1
  - Natural Language
- Logical Structure
  - Alternative Description
  - Role Mapping
  - Structure Elements
  - Structure Tree
- Metadata and Settings
  - Document Settings
  - Metadata

**Accessibility Detail Report**

Document

File Name	Language	Pages	Type	File Size
report_pdf_open_parameters.pdf	en-us	8	PDF	138.73 KB

File Performance

Accessibility Grade: **C** Pass: 5391 Warning: 1 Error: 572

Basic Requirements	Passed	Warned	Failed
Content	2036	0	0
Embedded Files	0	0	0
Fonts	19	0	0
ISO 32000-1	1554	0	0
Natural Language	20	0	501
Document Settings	8	0	1
Metadata	1	1	0
Logical Structure			
Alternative Descriptions	0	0	4
Role Mapping	209	0	1
Structure Elements	16	0	4
Structure Tree	6	0	0
Page	0	0	0
Page	1	0	0
Page	0	0	0
Page	0	0	4
Structure Tree	201	0	50

Your go license might indicate that you are under a limited trial (either 500 or 50 documents available). GrackleGo is free but limited to avoid spam submissions. If your company has utilized the full document count, please email [production@grackledocs.com](mailto:production@grackledocs.com). We'll be happy to increase the limit.

## API

API connections for Stream and Service are available. Please contact the account sales rep or [sales@grackledocs.com](mailto:sales@grackledocs.com) for additional information.

