Attention! This guide shows the functionalities of Ursa Major. If you have Ursa Minor, all functionalities available to you will still be described, but you will have some functionalities missing on your end. Unsure of which one you have? Double-check with your administrator.

After logging in, the Units available to administer are shown on the left of the start page.

Note: All links in the URSA interface are orange - not blue.

The Unit settings can be accessed by clicking the U[number] link. Other features are available via the dropdown Menu next to the Ouriginal logo.
Choosing **Receivers** will display a list of all registered receiver/analysis addresses belonging to the unit/s.

Individual settings are available via the R-number in the far-left column.
**A-numbers** gives the details of the specific analysis report.

[Open analysis report] will launch the analysis in a new browser window, so will any icon visible elsewhere in the interface.

*Archive sources* displays the previously stored documents that were proposed by the system as potential sources.

*External sources* displays all other proposed external sources.

*Event Log* displays any major changes made by administrators or the Ourigina support staff in relation to the analysis in question.
**D-numbers** will display the detailed document information.

Download – downloads the document that was analyzed.

Delete document data – This button deletes the document and the data, permanently. Non-reversible. Ouriginal staff cannot bring it back either. **Delete from index**, to the right, however, under **Properties**, is a delete that you can have undone, i.e. a form of “soft delete”, where the document data still remains, but it will not be shown as hit in future analyses.

**Properties** - Note that most of the information in the Properties is for the benefit of Ouriginal, connected to support issues.

**Reports** - lists the reports that have been created for the document. In most cases this will be only one, but if the text extraction procedure fails on the first attempt the system will try again and leave a blank A-number in the list. If a document is re-examined, as may be the case with certain support issues, there might be several analyses created and visible in the list. If so, the top one is the latest created.

**The Event Log** - displays any major changes made by administrators or the Ouriginal support staff related to the document in question.
The top bar on the start page allows for some actions to be taken.

[Change] will edit the following

This is the contact information that should refer to the person responsible for Ouriginal questions at the organization. The language setting is global, and will affect every new user account created after being changed. It will not, however, affect existing users.
[OrganizationLevels] lets the administrator set up a hierarchy in up to two levels to which users can be tied. This functionality facilitates aggregated usage statistics.

[Invite to create User Accounts]
This allows to send an invitation to create a User Account. It’s not the same as an analysis address, so only use this function if you know what you are after.

[Create analysis addresses and send invite to Web inbox]
In the box, put in the email address and the full name of the person or persons who need an analysis address. No titles are required to be filled in during this process. Click Next.

[Whitelisting]
If your unit has whitelisting enabled, this is where you enter the text/upload the file containing the text you wish to have whitelisted.
Multiple analysis addresses can be created simultaneously if entered on separate lines.

The next step is to tie the analysis addresses (Receivers) to their Organization Levels, if desired, and then make a final check of the entries so that the email addresses and the names are in the correct boxes.

Note that commas or spaces in email addresses may shift the subsequent text into the name column.

Click Save when ready.

Select the Organization levels, if any apply, and decide if the users should receive the standard confirmation of registration from Ouriginal sent to the users, leave the box “Send analysis address” checked if that is the case.

The white boxes can be changed before the account is created but the grey boxes are locked. Click Save when ready.

If there are any problems detected, such as duplicate accounts or invalid email formats, the process will halt requiring any errors to be corrected before proceeding.
[Statistics] has four options

Statistics for receivers per month will show the aggregated number of documents per month per year since the unit started using Ouriginal.

Receiver Statistics By Organizational Level will show the aggregated number of documents per Organizational level.

Statistics for each receiver per year will show how many documents were submitted to each receiver.

Export Receivers will generate a CSV of all the receivers in the organization.

All statistics above can be exported to a CSV file and then opened in Excel.
Receivers (RXXXXXXX) can be accessed either via the list where the unit is displayed, via the [Receivers] menu option or via the “free text” search box. The search box works either by typing the desired name exactly or typing the analysis address or with a ‘wildcard(asterisk)’ at the end of the search word, which does not need to be complete. For example, a search for “odemou*” will display results containing “odemou” and any other character that follows.
When opened, the Receiver card will display the individual settings for the user, some of which possible to edit by the administrator via [Change]. The settings: [Change SourceFilters] and [Send user account invitation]/[Send credentials reminder] are also found here.

The fields that can be edited by clicking [Change], are:
(Some of the settings are possible to administrate by the users themselves by logging in at www.ouriginal.com/login).

A few notes on the options in [Change]:

[Language]: means that the standard language of the Unit will be used for the receiver.

[Do NOT send confirmation e-mails]: ticked box is the standard setting. This is edited in special cases only.

[Search in archive] and [Search in own archive]: should be ticked for complete source coverage

[Change Source Filters] lets the user or administrators add or remove Internet URLs from the searches made on documents submitted to the individual receiver account. URLs/sources added in this section will be excluded, i.e. not included in the analyses of the documents for this specific receiver.

[Send user account invitation] Using this option will send an invite to the receiver to create a user account that will link their receiver address to a submitter address. If this button says: [Send credentials reminder] this option will send a user account reminder to the specific receiver’s personal email.

Deleted – this box shows if the Receiver has been deleted. This is also visible on the right hand side in the list Receivers on the start page.