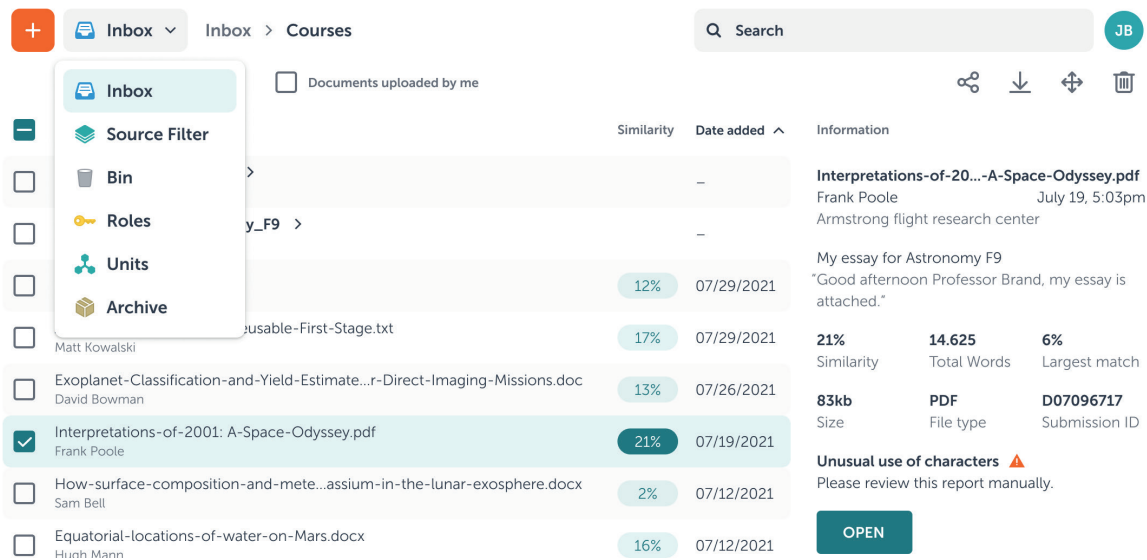


The Ouriginal Webinbox Inbox Update



Since our initial product launch in March 2021, we have worked constantly to bring further improvements to our customers' screens. With this update, we have added many refinements to make your life as an administrator easier.

Introduction of units

You can now add multiple units with custom settings to your account to manage your users and documents more effortlessly. A user can be part of different units with different roles.

Custom roles

Receivers and submitters can now be given custom roles with different permissions to suit their needs. For example, you can now set roles so that a user can view reports on one unit but not on another if required.

Collaboration

To simplify collaboration between schools, you can share your archives with others. You can choose to share data like the filename of a matched document or even text fragments to provide context to a match.

Improved navigation

We have redesigned the create/upload button and the navigation to feature new icons and, most importantly, save about 25% horizontal space.

User search

Besides documents, administrators can also search for users now. Searching for documents or users can be changed in the dropdown and you can search based on IDs, names, or email addresses.



Source Filter

If enabled, receivers can add URLs to their source filter. Findings that match items in the source filter will be hidden from the report.

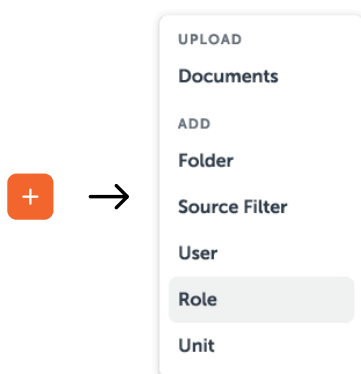
What are permissions?

With permissions, administrators can allow some users to access certain features that other users can't. For example, enabling or disabling users from viewing reports. A user's permissions are based on the role the user has.

01 – Creating roles

Permission	Administrator	Receiver	Submitter
View reports	Allowed	Can be allowed	Can be allowed
View percentage	Allowed	Can be allowed	Can be allowed
View own units receiver data	Allowed	Can be allowed	Can be allowed
View own units submitter data	Allowed	Can be allowed	Can be allowed
Delete report data	Allowed	Can be allowed	Not allowed
Download documents	Allowed	Can be allowed	Not allowed
Personal source filter	Allowed	Can be allowed	Not allowed

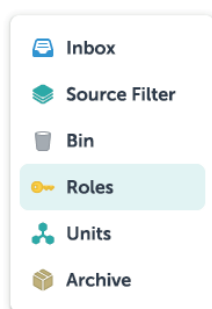
Every account starts with two default roles: receiver and submitter. You can create additional roles based on these two role types. Users assigned a receiver role get access to a receiver address to which submitters can submit documents. Therefore, receivers have advanced customization options.



To create a new role choose **+** on the top left of your window and then select **Role**. Users added to an account are administrators and can receive documents as well.

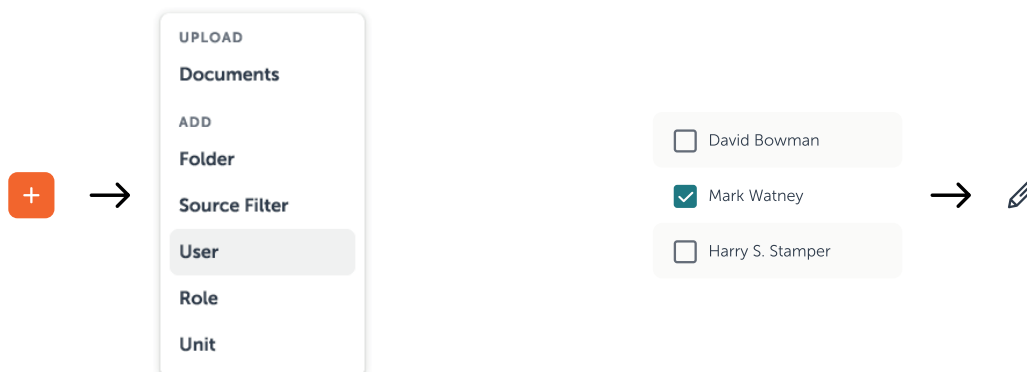


02 – Changing permissions



In the **Roles** tab, you can see all the roles created on your account. Select the one you would like to customize. Changes are saved automatically.

03 – Assign roles



There are two ways to assign roles to users. One is by inviting a new user: *+ > User*. The other is by changing the role of an existing user. After selecting a user, you can switch the role by clicking on the pencil icon in the toolbar.