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 one user can view reports while another cannot.

**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

<table>
<thead>
<tr>
<th>Permission</th>
<th>Administrator</th>
<th>Receiver</th>
<th>Submitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>View reports</td>
<td>Allowed</td>
<td>Can be allowed</td>
<td>Can be allowed</td>
</tr>
<tr>
<td>View percentage</td>
<td>Allowed</td>
<td>Can be allowed</td>
<td>Can be allowed</td>
</tr>
<tr>
<td>View own units receiver data</td>
<td>Allowed</td>
<td>Can be allowed</td>
<td>Can be allowed</td>
</tr>
<tr>
<td>View own units submitter data</td>
<td>Allowed</td>
<td>Can be allowed</td>
<td>Can be allowed</td>
</tr>
<tr>
<td>Delete report data</td>
<td>Allowed</td>
<td>Can be allowed</td>
<td>Not allowed</td>
</tr>
<tr>
<td>Download documents</td>
<td>Allowed</td>
<td>Can be allowed</td>
<td>Not allowed</td>
</tr>
<tr>
<td>Personal source filter</td>
<td>Allowed</td>
<td>Can be allowed</td>
<td>Not allowed</td>
</tr>
</tbody>
</table>

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.