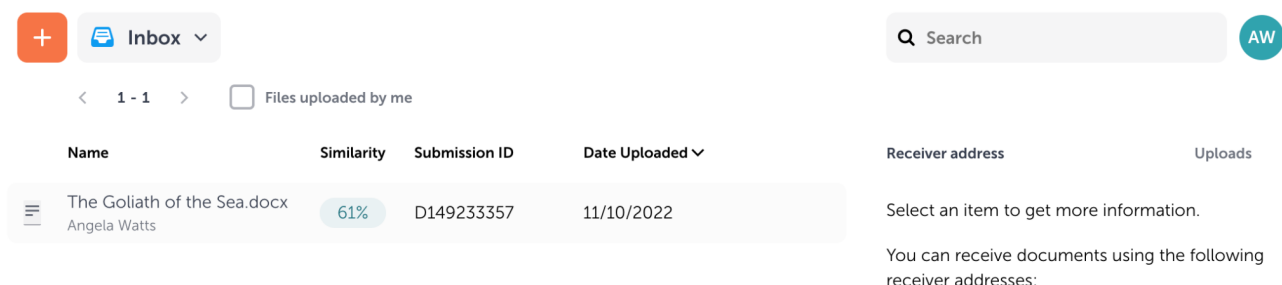


The New Webinbox - Admin and Receiver

User guide

The new Webinbox provides you with a refreshed and intuitive user interface for managing your Ouriginal account. This document outlines the key features of Webinbox and will help you in getting started with the improved workflows.



The screenshot shows the Webinbox interface. At the top, there's a navigation bar with a '+' icon, an 'Inbox' dropdown, a search bar, and a user profile icon 'AW'. Below the navigation bar, there's a filter section with a checkbox for 'Files uploaded by me'. The main content area displays a table with columns: Name, Similarity, Submission ID, Date Uploaded, Receiver address, and Uploads. A single document is listed: 'The Goliath of the Sea.docx' by Angela Watts, with a similarity of 61%, submission ID D149233357, and upload date 11/10/2022. To the right of the table, there's a section titled 'Receiver address' with the text 'Select an item to get more information.' and 'You can receive documents using the following receiver addresses:'.

Your access to Ouriginal is defined by a set of roles and permissions. A summary of the Ouriginal roles and associated permissions is presented below.

Feature	Administrator	Receiver	Submitter
Manage Users	Yes	No	No
Manage Units	Yes	No	No
Access my profile settings	Yes	Yes	Yes
Access the Inbox	Yes	Yes	Yes
Access the Bin	Yes	Yes	No
Manage Roles	Yes	No	No
Access All Reports	Yes	No	No
Access Statistics	Yes	No	No

1) Accessing the Webinbox - (Admin, Receiver and Submitter)

To access the Webinbox, go to <https://secure.ouroriginal.com/login>

You can also login directly from the Ouriginal website: <https://www.ouroriginal.com/>.

Your inbox is associated with your Ouriginal email address, A separate receiver address is created which other users can use to submit documents. Submitted files are automatically sent to your inbox.

Files can be sorted by selecting any of the headers in the inbox table. Date uploaded is the default sort order. Files can also be sorted by name, similarity, or by submission ID.

The screenshot shows the Webinbox interface. At the top, there is a search bar with a magnifying glass icon and the text "Search". To the right of the search bar is a circular profile icon with the initials "AW". Below the search bar, there is a section for the inbox. On the left, there is a sidebar with a plus icon and a button labeled "Inbox" with a dropdown arrow. Below this, there is a pagination control showing "< 1 - 1 >" and a checkbox labeled "Files uploaded by me". The main area displays a table with the following columns: "Name", "Similarity", "Submission ID", and "Date Uploaded". A single file is listed: "The Goliath of the Sea.docx" by "Angela Watts" with a similarity of "61%", submission ID "D149233357", and date "11/10/2022". To the right of the table, there is a section titled "Receiver address" and "Uploads". It contains the text "Select an item to get more information." and "You can receive documents using the following receiver addresses:". Below this, there are three email addresses listed: "awatts.prodev@analysis.orkund.com" (Product Test Unit), "awatts.jkea@analysis.ouroriginal.com" (Business Studies), and "awatts.frepro@analysis.ouroriginal.com" (Fresh Product Test).

2) Toolbar (Admin and Receiver)

Files can be managed by selecting actions from the toolbar to the right of the screen. These options appear after selecting one or more files from the inbox. The actions available to you will vary by role.

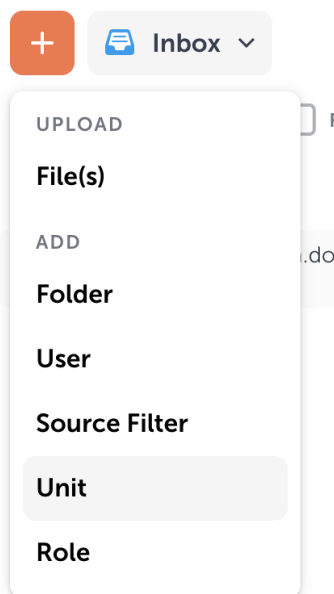
This screenshot shows the Webinbox interface with the toolbar visible. The toolbar is located at the bottom right of the screen and contains three icons: a download icon (a downward arrow), a delete icon (a trash can), and a share icon (a square with a plus sign). The rest of the interface is identical to the previous screenshot, showing the search bar, profile icon, inbox table with one file, and the receiver address section.

3) Unit management (Administrator)

Units offer the possibility to group users. This can help manage administrative hierarchies more easily.

Creating a new unit in the Webinbox

To create a new unit, select the + icon to open a drop down menu.



From here, choose **Unit** from the **Add** section to open the **Add new unit** modal.

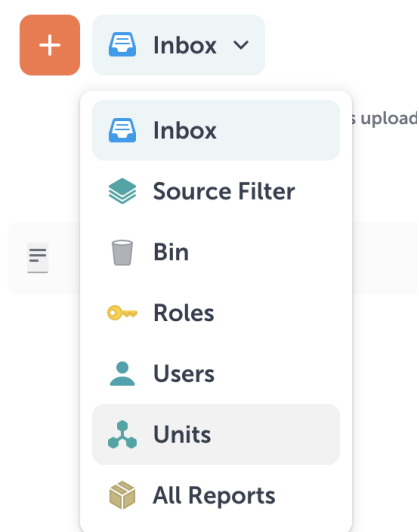
A screenshot of the 'Add new unit' modal. The modal has a white background with a grey border. At the top, it is titled 'Add new unit'. Below the title is a paragraph: 'Units offer the possibility to group users in order to manage administrative hierarchies more easily.' There are three input fields: 'Unit name' (a text box), 'Language' (a dropdown menu), and 'Product' (a dropdown menu). At the bottom right, there are two buttons: 'CANCEL' and 'ADD'.

To add a new unit you will need to give the unit a unique name, select the unit's default language, and (if you are an admin for multiple workspaces) specify which workspace the unit should be added to.

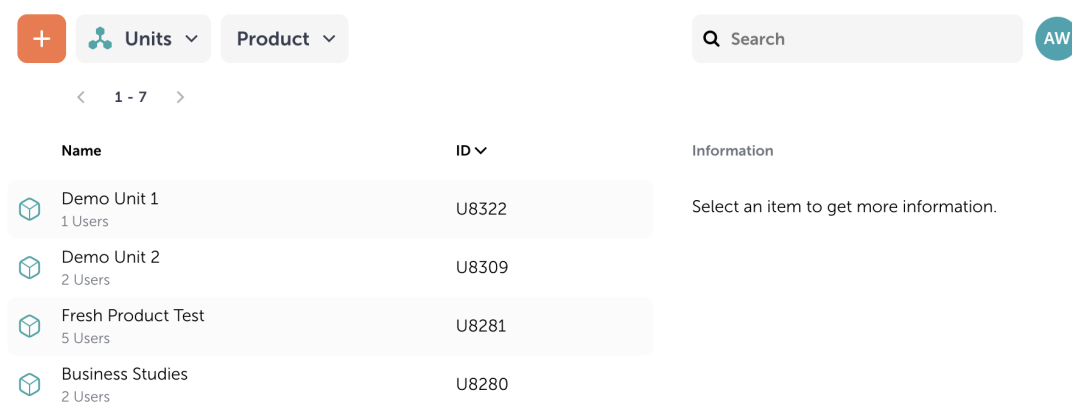
Once you have entered all these details, select the **Add** button.

Accessing existing units as an administrator

To view all of the existing units in your account, select the navigation drop down menu.

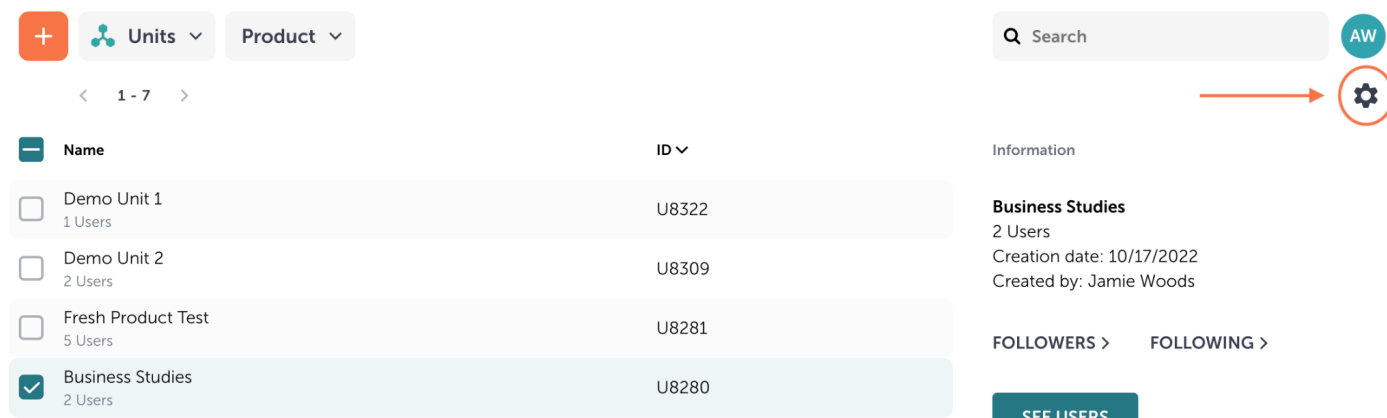


Select 'Units' to open the **Units** area.



Unit settings for administrators

To access the settings for a unit, select the unit you would like to view the settings for and then select the cog icon.



Name	ID
<input type="checkbox"/> Demo Unit 1 1 Users	U8322
<input type="checkbox"/> Demo Unit 2 2 Users	U8309
<input type="checkbox"/> Fresh Product Test 5 Users	U8281
<input checked="" type="checkbox"/> Business Studies 2 Users	U8280

Information

Business Studies
2 Users
Creation date: 10/17/2022
Created by: Jamie Woods

[FOLLOWERS >](#) [FOLLOWING >](#)

[SEE USERS](#)

From here, you will have the ability to change a number of settings for the unit you are viewing.

Settings for Business Studies

Unit name

Business Studies

Language

English (US)

Activate anonymous submissions

☐

Auto-delete documents

☐

Allow users to receive system emails

☐

Share data with another unit

[SHARE ACCESS](#)

Delete this unit

[DELETE](#)

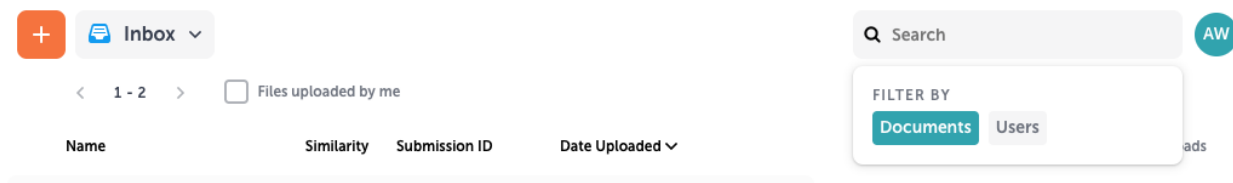
[CANCEL](#)

[SAVE](#)

4) User management (Administrator)

User search

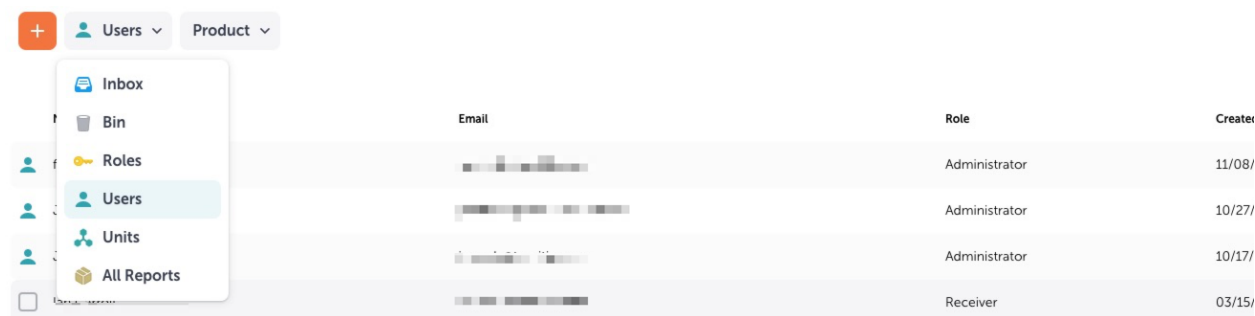
Administrators can search for users using the search functionality.



Once the search bar has been selected, select the **Users** option to search your account.

Managing users in the Webinbox

To view all of the existing units in your account, open the navigation drop down menu and select **Users**.

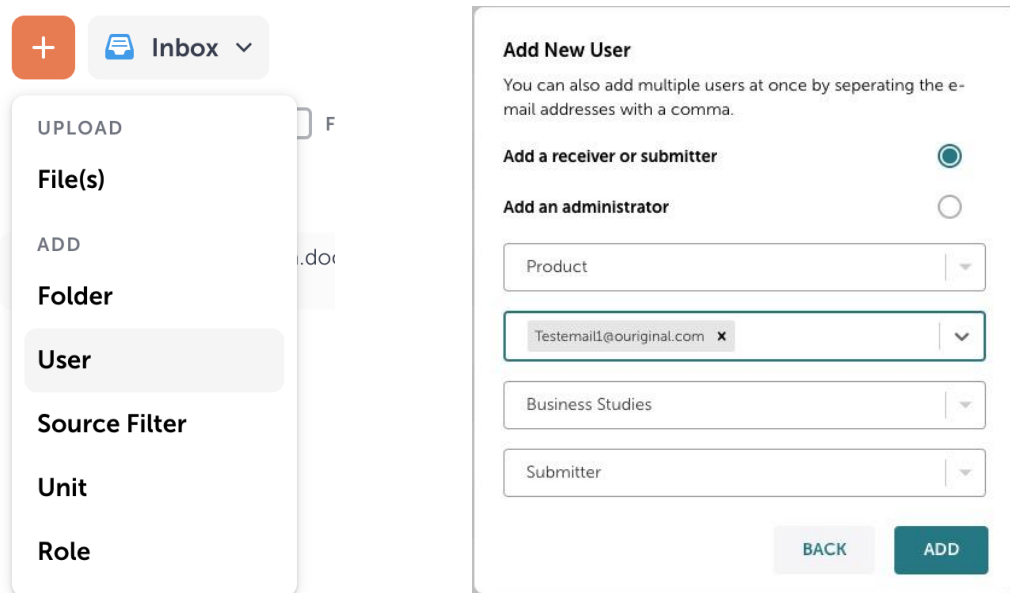


From here you will be able to view a list of all existing users, including:

- Name
- Email address
- Role
- Date the user was created

Creating new users

To create a new user, select the **+** icon and choose 'User' from the drop down menu. This will open the **Add New User** modal.



The image shows two parts of the user creation interface. On the left is a dropdown menu triggered by a '+' icon. It contains the following options: 'File(s)', 'Folder', 'User' (which is highlighted), 'Source Filter', 'Unit', and 'Role'. On the right is the 'Add New User' modal. It includes a title 'Add New User', a note about adding multiple users, and two radio buttons for 'Add a receiver or submitter' (selected) and 'Add an administrator'. Below these are four input fields: 'Product', 'Email' (containing 'Testemail1@ouriginal.com'), 'Business Studies', and 'Submitter'. At the bottom right are 'BACK' and 'ADD' buttons.

In the **Add New User** modal you will need to provide information for the new user.

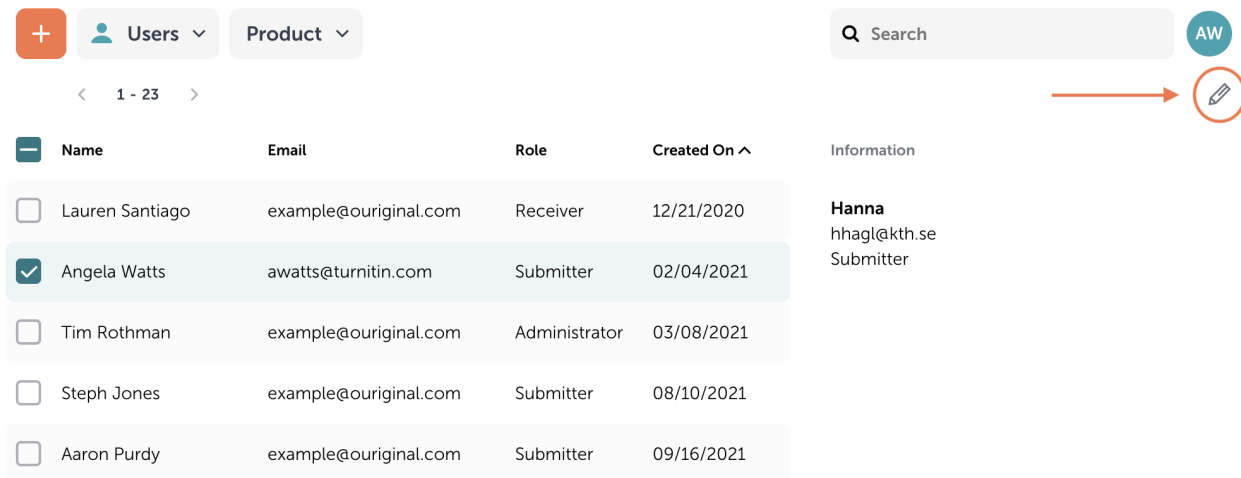
1. Select what role you want the user to be. A receiver/submitter or an administrator.
2. Select the workspace the user should be associated with.
3. Add the email address of the new user.

Note: You can add multiple users at the same time by providing more than one email in this field. All users added together will have the same role, workspace, and unit.

4. Select the unit.
5. If you are adding this user as a receiver or a submitter, assign the role you want that user to be.
6. Review the details entered and select the **Add** button

Editing existing users

To edit an existing user's information select the check-box next to the user you would like to edit and then select the pencil icon.



The screenshot shows a web application interface for managing users. At the top, there is a navigation bar with a '+' button, a 'Users' dropdown menu, and a 'Product' dropdown menu. To the right of the navigation bar is a search bar with a magnifying glass icon and the text 'Search', and a circular profile icon with the initials 'AW'. Below the navigation bar, there is a table with columns: Name, Email, Role, and Created On. The table contains five rows of user data. The second row, for Angela Watts, is highlighted. To the right of the table, there is a section titled 'Information' which displays the name 'Hanna', the email 'hhagl@kth.se', and the role 'Submitter'. An orange arrow points from the search bar area to a pencil icon inside a circle, which is used to edit a user.

	Name	Email	Role	Created On
<input type="checkbox"/>	Lauren Santiago	example@ouriginal.com	Receiver	12/21/2020
<input checked="" type="checkbox"/>	Angela Watts	awatts@turnitin.com	Submitter	02/04/2021
<input type="checkbox"/>	Tim Rothman	example@ouriginal.com	Administrator	03/08/2021
<input type="checkbox"/>	Steph Jones	example@ouriginal.com	Submitter	08/10/2021
<input type="checkbox"/>	Aaron Purdy	example@ouriginal.com	Submitter	09/16/2021

Information

Hanna
hhagl@kth.se
Submitter

This will open a modal where you will be able to modify the information for that user.

5) Roles and permissions (Administrator)

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

Receivers do not have permissions to manage 'Roles'.

Viewing existing roles and permission set

To view all of the existing roles in your account, open the navigation drop down menu and select **Roles**.

Note: Exercise caution when editing existing roles as this could have an impact on the access levels for users in your account.

The screenshot displays the 'Roles' management page. At the top, there is a navigation bar with a '+' icon, a 'Roles' dropdown menu, and a 'Product' dropdown menu. On the right side of the navigation bar, there is a search bar labeled 'Search' and a user profile icon labeled 'JW'. The main content area is titled 'Administrator' with a lock icon. It contains a list of permissions for the 'Administrator' role. The permissions are as follows:

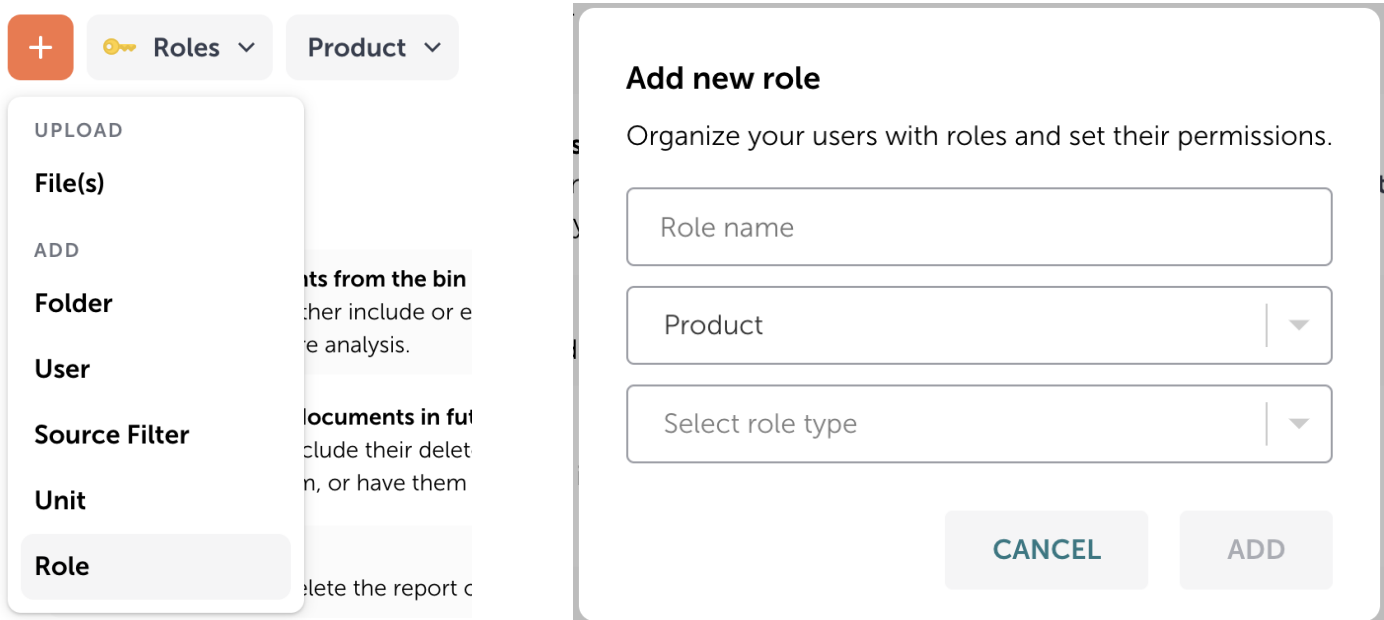
Permission	Include	Exclude	Permanently delete
Inclusion of documents from the bin in future analyses Allows members to either include or exclude their discarded documents from future analysis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclusion of deleted documents in future analysis Allows members to include their deleted documents in future analyses, exclude them, or have them permanently deleted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete report data Allows members to delete the report of a received document.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage Documents Allows members to view and manage documents inside unit archives within their access level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Units Allows members to manage unit settings such as anonymous submissions, auto-delete rules, and system emails.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On the right side of the page, there is a sidebar with a list of roles: Administrator, Receiver, Receiver, Submitter, Submitter, Shared, and Shared. The 'Administrator' role is currently selected and highlighted.

Creating a new role

Administrators are able to create custom roles and attribute them to receivers and submitters within their account. For example, administrators can set roles so that one user can view reports while another cannot.

To create a new user, select the **+** icon and choose **Role** from the drop down menu. This will open the **Add New Role** modal.



In the **Add new role** modal you will need to provide information for the new role.

1. Enter the name of the new role.
2. Select the workspace the role should be associated with.
3. Select the capabilities of the new role from the role type dropdown.
4. Review the details entered and select the **Add** button.

Updating user permissions

To update an existing user's information select the check box next to that user you would like to edit and then select the pencil icon to open the edit user modal. From here you will be able to update a user's permissions.

☐ David Bowman

☒ Mark Watney

☐ Harry S. Stamper

→ ✎

Edit Jamie

You can assign a user to one or more units. The role of a user is the same for all units within an account.

Jamie W

jwood@freshproduct.com

Product > Product

Administrator

- ☐ Product Test Unit
- ☐ Economic
- ☐ Business Studies
- ☒ Fresh Product Test
- ☐ Demo Unit

[CANCEL](#) [SAVE](#)

Note: The ability to change roles and permissions is only available to administrators.

6) Accessing the Ouriginal analysis report (Administrator, Receiver, submitter)

Once a document has been successfully submitted to your account, Ouriginal will produce an analysis report to help provide insight into the document. These reports can be accessed from the **Inbox** area.

The percentage fields next to each document indicate how similar the submitted document is to the found sources. Remember that the percentage is directly related to the length of the document and that these numbers are not exact.

Note: Always review the detailed analysis before making any decisions regarding plagiarism. The significance value alone is not an absolute indication of plagiarism.

To access the full analysis report, select the checkbox next to the submission you want to view the report for. Select **Open report** to open the report in a new tab.

The screenshot displays the 'Inbox' section of the Ouriginal web interface. At the top, there's a search bar and a user profile icon labeled 'AW'. Below the search bar, a navigation bar shows '1 - 1' and a checkbox for 'Files uploaded by me'. The main table lists document submissions with columns for Name, Similarity, Submission ID, and Date Uploaded. One submission, 'The Goliath of the Sea.docx' by Angela Watts, is selected, showing a 61% similarity. To the right, the 'Information' section for this document is expanded, showing the author 'John Hetherington', the date '11/10/2022', and a detailed description. Below this, a summary of analysis results is provided: 61% Similarity, 484 Words, and 100% Largest Match (%). Further details include 1.3MB Size, docx File Type, and Submission ID D149233357. An 'OPEN REPORT' button is located at the bottom right of the information section. At the very bottom of the page, there are links for 'License and Agreements' and 'Privacy Policy'.

✓	Name	Similarity	Submission ID	Date Uploaded
✓	The Goliath of the Sea.docx Angela Watts	61%	D149233357	11/10/2022

Information

The Goliath of the Sea.docx
John Hetherington
Product Test Unit
11/10/2022

-- John Hetherington Senior Product Writer Product Writing and Localization jhetherington@turnitin.com

61% Similarity
484 Words
100% Largest Match (%)

1.3MB Size
docx File Type
D149233357 Submission ID

OPEN REPORT

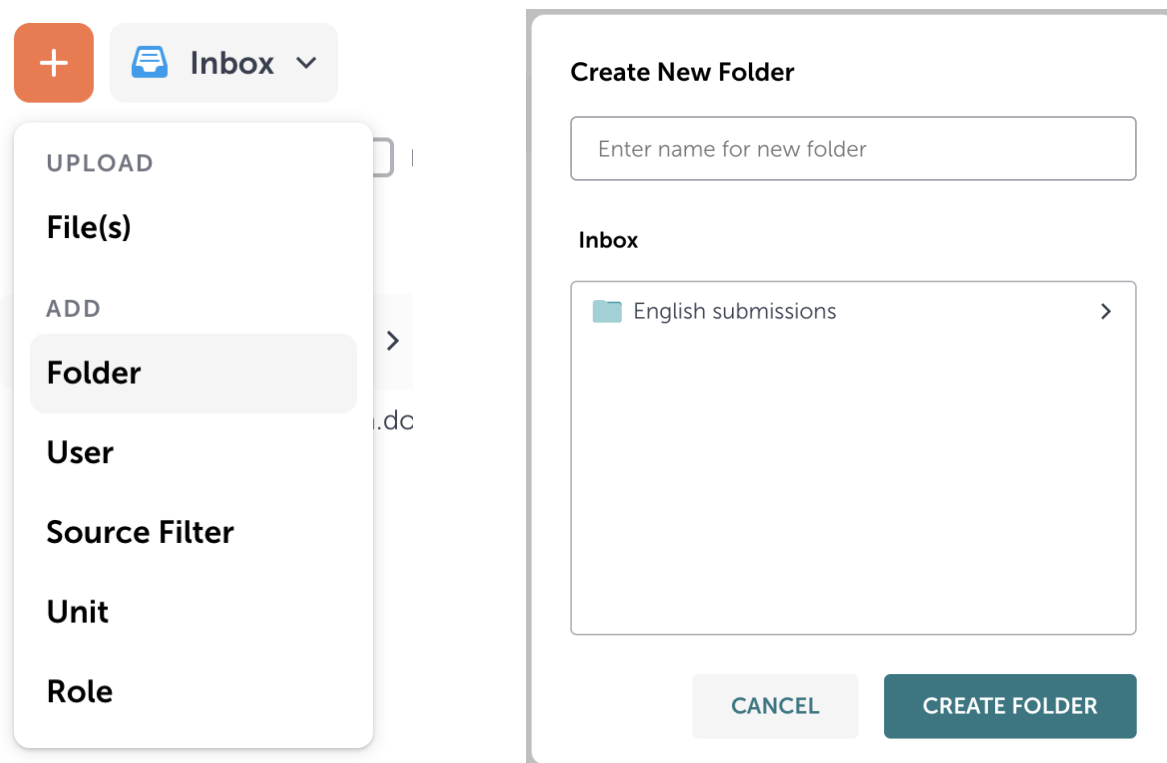
[License and Agreements](#) · [Privacy Policy](#)

A separate guide is available for the Ouriginal Analysis Report.

7) Folders (Administrator and Receiver)

Creating a new folder

To create a new folder, select the **+** icon and choose **Folder** from the drop down menu. This will open the **Add New User** modal.



In the **Create New Folder** modal, enter the name for the new folder and select **Create Folder**.

Note: You can create folders within existing folders. Select the folder you want to create a new folder within to create the folder from that location.

Moving files to folders in the Webinbox

To move a file to a folder, you will need to locate the file within your inbox. You can use the search function to achieve this task.

Note: Only receivers are allowed to move files to folders and they will only have permissions to move files sent to their own receiver account.

Select the check box next to the file you would like to move and then select the move icon.

The screenshot displays the Webinbox interface. On the left, a table lists files. The first file, 'The Goliath of the Sea.docx' by Angela Watts, is selected with a checkmark. It has a 61% similarity score, Submission ID D149233357, and was uploaded on 11/10/2022. The right panel shows the details for this document, including the author John Hetherington, the title 'The Goliath of the Sea.docx', and a detailed description. It also lists the file's size (1.3MB), type (docx), and submission ID. A red arrow points from the move icon in the top right of the file list to the 'OPEN REPORT' button in the details panel.

Name	Similarity	Submission ID	Date Uploaded
English submissions >		Folder	today at 12:52 PM
<input checked="" type="checkbox"/> The Goliath of the Sea.docx Angela Watts	61%	D149233357	11/10/2022

The Goliath of the Sea.docx
John Hetherington
Product Test Unit
11/10/2022

-- John Hetherington Senior Product Writer Product Writing and Localization jhetherington@turnitin.com

61%	484	100%
Similarity	Words	Largest Match (%)
1.3MB	docx	D149233357
Size	File Type	Submission ID

OPEN REPORT

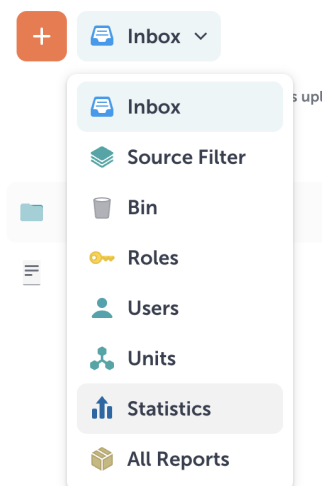
This will open a modal where you will be able to move that file to an available folder.

Alternatively, once you have selected a document you are able to drag the file onto the folder you would like to move it to.

8) Ouriginal Statistics (Administrator)

Accessing Ouriginal Statistics

To view the statistics for your account, select the navigation drop down menu.



Select 'Statistics' to open the **Statistics** area.

Statistics provides a summary view of submissions made to each of the units in your account. Submissions totals are presented on a monthly basis and the reporting period can be updated using the picker at the top of the page.

A screenshot of the Ouriginal Statistics page. At the top, there is a navigation bar with a '+' icon, a 'Statistics' dropdown menu, a search bar, and a user profile icon labeled 'JW'. Below the navigation bar, there is a header for the data table: 'Received documents in 2022' (with a dropdown arrow) 'for Ouriginal Test Institution' (with a dropdown arrow). The table has 13 columns: 'Name', 'Jan', 'Feb', 'Mar', 'Apr', 'May', 'Jun', 'Jul', 'Aug', 'Sep', 'Oct', 'Nov', and 'Dec'. The table contains 6 rows of data for different units. Each row starts with a unit icon and name, followed by the number of users. The data represents the number of documents received for each unit in each month of 2022.

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Biology Users: 12	5	24	31	1	2	0	4	1	0	0	1	0
Chemistry Users: 2	6	4	2	0	0	1	0	0	3	3	3	0
Physics	0	3	0	48	33	0	0	0	0	0	0	0
Business Studies Users: 2	0	0	0	0	0	0	0	0	0	1	0	0
Home Economics Users: 8	0	0	0	0	0	0	0	0	0	1	1	0
Testing Unit Users: 2	0	0	0	0	0	0	0	0	0	0	1	0