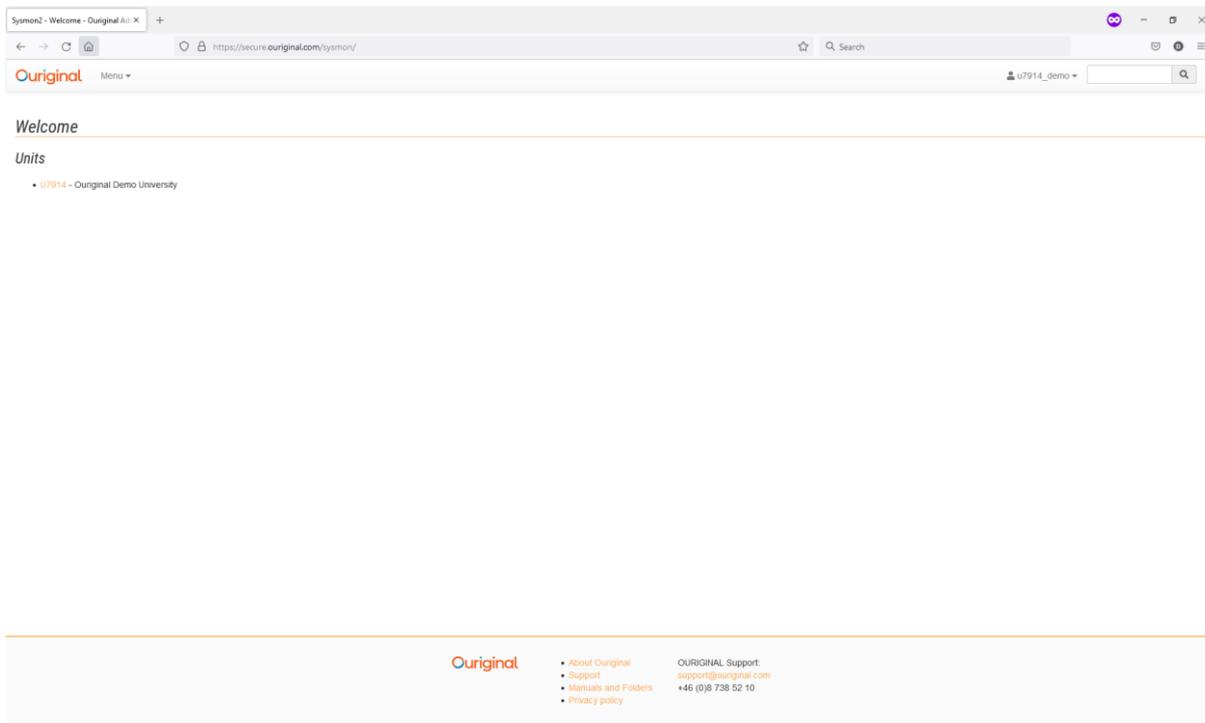


URSA Major Guide for users

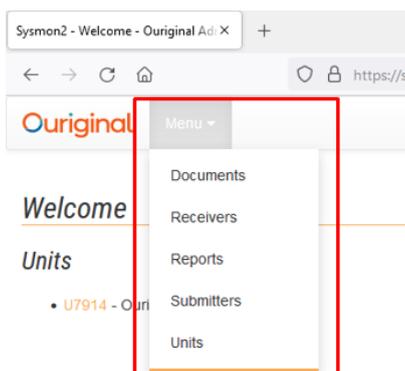
Attention! This guide shows the functionalities of Ursa Major. If you have Ursa Minor, all functionalities available to you will still be described, but you will have some functionalities missing on your end. Unsure of which one you have? Double-check with your administrator.

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.

The screenshot shows a web browser window with the URL <https://secure.ouriginal.com/sysmon/receiver/list>. The page title is "Receiver - Ouriginal Administration". The interface includes a search bar and a table of receiver entries. The table has columns for Id, Date, Name, Personal Email, Account Email, Org A, Org B, and Deleted. There are 10 entries listed, all with a date of 2021-10-19T13:34:00 and Org A of Demo Org 1. The 'Deleted' column contains checkboxes, with the second entry (R730160) checked. A pagination bar at the bottom shows "Showing 1 to 10 of 10 entries" and navigation buttons for First, Previous, 1, Next, and Last.

Id	Date	Name	Personal Email	Account Email	Org A	Org B	Deleted
R730161	2021-10-19T13:34:00	Agata Ljunggren	agata.ljunggren@ouriginal.com	agata.ljunggren.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730160	2021-10-19T13:34:00	Hanne Eid	hanne.eid@ouriginal.com	hanne.eid.odemou@analysis.ouriginal.com	Demo Org 1		<input checked="" type="checkbox"/>
R730159	2021-10-19T13:34:00	Camilla Åkesson	camilla.akesson@ouriginal.com	camilla.akesson.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730158	2021-10-19T13:34:00	Jöns Winter	jons.winter@ouriginal.com	jons.winter.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730157	2021-10-19T13:34:00	Henny Gunnarsson	henny.gunnarsson@ouriginal.com	henny.gunnarsson.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730156	2021-10-19T13:34:00	Vilhelm Arthursson	vilhelm.arthursson@ouriginal.com	vilhelm.arthursson.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730155	2021-10-19T13:34:00	Laila Winter	laila.winter@ouriginal.com	laila.winter.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730154	2021-10-19T13:34:00	Herman Sørensen	herman.sorensen@ouriginal.com	herman.sorensen.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730153	2021-10-19T13:34:00	Cecilia Westerberg	cecilia.westerberg@ouriginal.com	cecilia.westerberg.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730152	2021-10-19T13:34:00	Filippa Leonardsson	filippa.leonardsson@ouriginal.com	filippa.leonardsson.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>



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A-numbers gives the details of the specific analysis report.

The screenshot shows the 'Report A110232520' page in the Original system. It includes a 'Properties' table, 'Archive Sources' table, 'External Sources' table, and an 'Event Log' table.

Properties	
Id	A110232520
Document	D115735653
Started	10/19/2021 2:44:00 PM
Error	0 - None
Deleted	<input type="checkbox"/>

Significance	
Significance	100.00 %
Block	17
Largest block words	182
Largest block percent	100.00 %

Archive Sources	
Archive Sources	8
External Sources	10

Id	Document	Filename
1314994842	D88223032	noeasy.txt
1314994857	D79709340	noeasy.txt
1314994867	D56673691	Posty.docx
1314994878	D95817769	Untitled document.pdf
1314994887	D98497570	- SONG REVIEW.pdf
1314994893	D78607840	coaster_lyrics.docx
1314994897	D61443684	top 5 list.docx
1314994899	D99160564	Avicii.docx

Id	Uri
No data available in table	

Id	Created	Event type	Sysmon User	User
No data available in table				

[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 Original support staff in relation to the analysis in question.

D-numbers will display the detailed document information.



The screenshot shows the Ouriginal web interface for document D115735653 - noeasy.txt. At the top, there are navigation buttons for 'Download' and 'Delete document data'. Below this is the 'Properties' section, which is divided into two columns of key-value pairs:

Property	Value	Property	Value	Property	Value
Id	115735653	Date	10/19/2021 2:44:00 PM	Error	0 (None) - Ok
Submitter	S20366776 - vilhelm.artursson@ouriginal.com	Filename	noeasy.txt	Excluded	<input checked="" type="checkbox"/>
Receiver	R730161 - agata.lunggren.odemou@analysis.ouriginal.com	Size	1063 Bytes	Anonymous	<input type="checkbox"/>
Course	C1 - [roof]	Number of characters	1056	Indexed	<input checked="" type="checkbox"/>
Batch	B115402757	Number of words	199	Reviewed	<input type="checkbox"/>
MailServer Id				Delete from index	<input type="checkbox"/>
Submission	SUB-04318027			Data Deleted	<input type="checkbox"/>
				Language code	en

Below the properties is the 'Reports' section, which contains a table with the following data:

Id	Date	Archive Sources	External Sources	Significance	Block count	Largest block
A110232520	2021-10-19T14:44:00	8	10	100.00 %	17	100.00 % (182)

At the bottom is the 'Event Log' section, which contains a table with the following data:

Id	Created	Event type	Sysmon User	User
103702019	10/19/2021 12:44:00 PM +00:00	Document.EnqueueedForAnalysis		

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.

The screenshot shows the Ouriginal administration interface. At the top, there is a navigation bar with the Ouriginal logo and a menu. Below this is a breadcrumb trail: **Unit U7914 - Ouriginal Demo University**. A red box highlights the top bar, which contains several action links: **Change**, **Organization Levels**, **Invite to create User Accounts**, **Create analysis addresses and send invite to Web inbox**, **Whitelisting**, and **Statistics**. Below the navigation bar, there is a section for properties of the unit U7914, including Name, Email, Organization, Account, Contact person, Email, Phonenumber, and Language. Below this is a section titled **Receivers**, which contains a table with columns for Id, Date, Name, Personal Email, Account Email, Org A, Org B, and Deleted. The table lists 10 entries, each with a unique ID and contact information. At the bottom of the page, there is a footer with the Ouriginal logo and links for **About Ouriginal**, **Support**, and **OURIGINAL Support: support@ouriginal.com**.

[Change] will edit the following

The screenshot shows the 'Edit - U7914' form in the Ouriginal administration interface. The form has the following fields:

- Email:** support@ouriginal.com
- Contact person:** Original Support
- Phonenumber:** -
- Language:** English (US)

At the bottom of the form, there are two buttons: **Save** and **Cancel**.

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.



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[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]

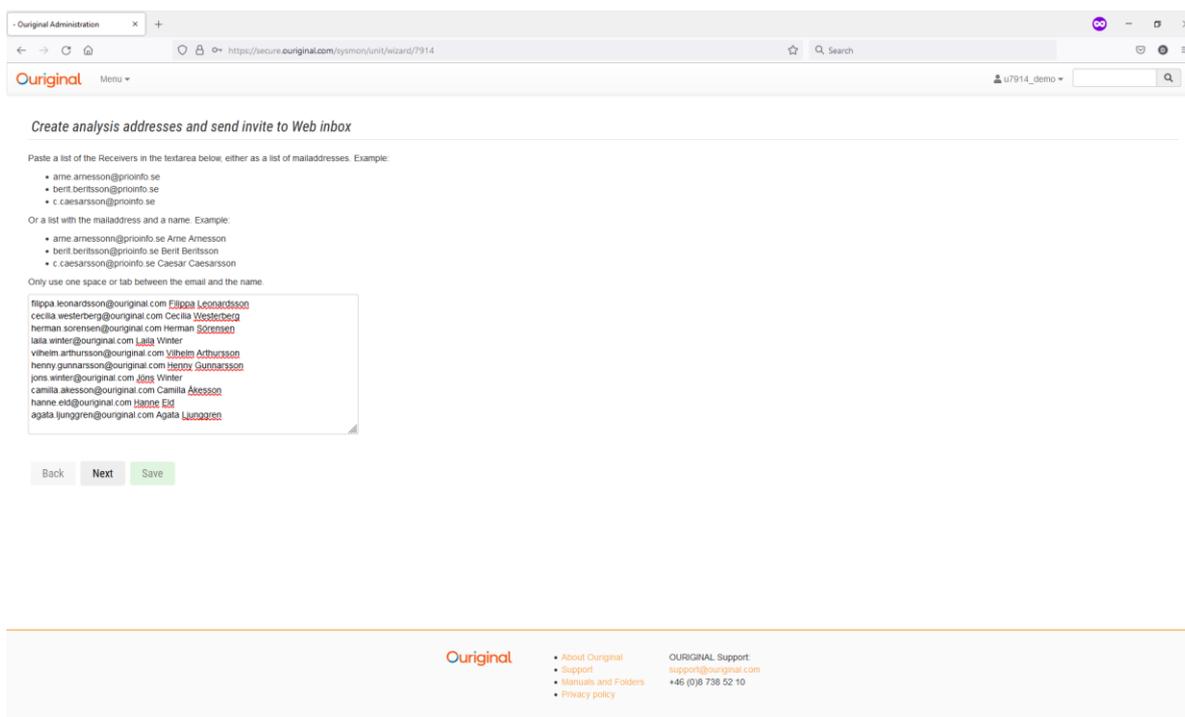
In the box, put in the email address and the full name of the person or persons who need an analysis address. No titles are required to be filled in during this process. Click Next.

[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

Unit U7914 - Ouriginal Demo University

Change Organization Levels Invite to create User Accounts Create analysis addresses and send invite to Web inbox Whitelisting **Statistics**

- Statistics for receivers per month
- Receiver Statistics By Organization Level
- Statistics for each receiver per year
- Export Receivers

Receivers

Id	Date	Name	Personal Email	Account Email	Org A	Org B	Deleted
R730161	2021-10-19T13:34:00	Agata Ljunggren	agata.ljunggren@ouriginal.com	agata.ljunggren.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730160	2021-10-19T13:34:00	Hanne Eid	hanne.eid@ouriginal.com	hanne.eid.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730159	2021-10-19T13:34:00	Camilla Åkesson	camilla.akesson@ouriginal.com	camilla.akesson.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730158	2021-10-19T13:34:00	Jons Winter	jons.winter@ouriginal.com	jons.winter.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730157	2021-10-19T13:34:00	Henny Gunnarsson	henny.gunnarsson@ouriginal.com	henny.gunnarsson.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730156	2021-10-19T13:34:00	Vilhelm Arthursson	vilhelm.arthursson@ouriginal.com	vilhelm.arthursson.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730155	2021-10-19T13:34:00	Laila Winter	laila.winter@ouriginal.com	laila.winter.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730154	2021-10-19T13:34:00	Herman Sørensen	herman.sorensen@ouriginal.com	herman.sorensen.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730153	2021-10-19T13:34:00	Cecilia Westerberg	cecilia.westerberg@ouriginal.com	cecilia.westerberg.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>
R730152	2021-10-19T13:34:00	Filippa Leonardsson	filippa.leonardsson@ouriginal.com	filippa.leonardsson.odemou@analysis.ouriginal.com	Demo Org 1		<input type="checkbox"/>

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

Statistics

Number of documents received per month

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2005	0	0	0	0	17	4	18	21	16	26	4	
2006	17	4	3	10	16	6399	4	4	2	3	45	83
2007	302	12	81	209	14	30	1771	335	264	253	137	185
2008	20	4	27	43	34	8	3	45	17	49	49	66
2009	42	53	20	12	29	128	48	114	122	85	77	28
2010	135	25	69	108	137	66	39	206	393	125	21	31
2011	122	246	41	32	40	57	34	6	125	23	3	2
2012	25	28	14	227	14	5	1	0	25	2	6	3
2013	8	7	7	15	6	0	7	8	7	161	3	21
2014	7	48	5	43	0	2	7	35	1365	482	813	632
2015	219	79	1131	13	279	1058	84	97	123	172	147	15
2016	10	29	35	22	35	25	19	11	13	22	1	5
2017	13	6	13	30	20	12	19	79	101	37	40	45
2018	22	49	13	16	68	41	38	59	61	104	55	65
2019	82	24	44	60	103	40	23	25	71	62	83	65
2020	55	94	33	33	71	73	17	24	191	223	127	108
2021	630	85	219	95	91	80	67	101	138	8	0	0

Export to CSV Back

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.

The screenshot shows a web browser window with the URL <https://secure.ouriginal.com/system/>. The page displays search results for the query "odemou*". The results are organized into three columns: Documents, Receivers, and Submitters. The Receivers column lists several units with their IDs and email addresses.

Receivers - View All	Submitters - View All
<ul style="list-style-type: none">R730161 agata.ljunggren.odemou@analysis.ouriginal.comR730160 hanne.eld.odemou@analysis.ouriginal.comR730159 camilla.akesson.odemou@analysis.ouriginal.comR730158 jons.winter.odemou@analysis.ouriginal.comR730157 henny.gunnarsson.odemou@analysis.ouriginal.comR730156 vilhelm.arthursson.odemou@analysis.ouriginal.comR730155 laila.winter.odemou@analysis.ouriginal.comR730154 herman.sorensen.odemou@analysis.ouriginal.comR730153 cecilia.westerberg.odemou@analysis.ouriginal.comR730152 filippa.leonardsson.odemou@analysis.ouriginal.com	

Search terms are separated by space. If you do not find the word you are searching for, try different variants. Add * after a term to search for prefixes, searching for suffixes is not possible.

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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.

Receiver R730159 - camilla.akesson.odemou@analysis.ouriginal.com

Change / Change SourceFilters +Send user account invitation

Properties					
Id	R730159	Name	Camilla Akesson	Date Created	10/19/2021 1:34:00 PM
Unit	U7914 - Ouriginal Demo University	Account Email	camilla.akesson.odemou@analysis.ouriginal.com	Deleted	<input type="checkbox"/>
Organization level A	Demo Org 1	Personal Email	camilla.akesson@ouriginal.com	Date Deleted	
Organization level B		Language	English (US)		

Settings

Newsletter	<input checked="" type="checkbox"/>	Search in archive	<input checked="" type="checkbox"/>
Attach Document to ...	<input type="checkbox"/>	Search in own archive	<input checked="" type="checkbox"/>
Report by email	<input checked="" type="checkbox"/>		
Do NOT send confir...	<input type="checkbox"/>		

SourceFilters

Show 10 entries

Id	Date	Date Deleted	Uri
No data available in table			

Showing 0 to 0 of 0 entries

Documents

Show 10 entries

Id	Date	Filename	Deleted	Not exempted	Receiver	Submitter
No data available in table						

The fields that can be edited by clicking **[Change]**, are:

Edit R730159

Name	<input type="text" value="Camilla Akesson"/>	
Email Prefix	<input type="text" value="camilla.akesson"/>	.odemou@analysis.ouriginal.com
Personal Email	<input type="text" value="camilla.akesson@ouriginal.com"/>	
Organization level A:	<input type="text" value="Demo Org 1"/>	
Organization level B:	<input type="text" value="--"/>	
Language:	<input type="text" value="English (US)"/>	
	<input checked="" type="checkbox"/> Newsletter	
	<input type="checkbox"/> Do NOT send confirmation emails	
	<input type="checkbox"/> Attach Document to report mail	
	<input checked="" type="checkbox"/> Report by email	
	<input checked="" type="checkbox"/> Search in archive	
	<input checked="" type="checkbox"/> Search in own archive	

Save Cancel



(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.