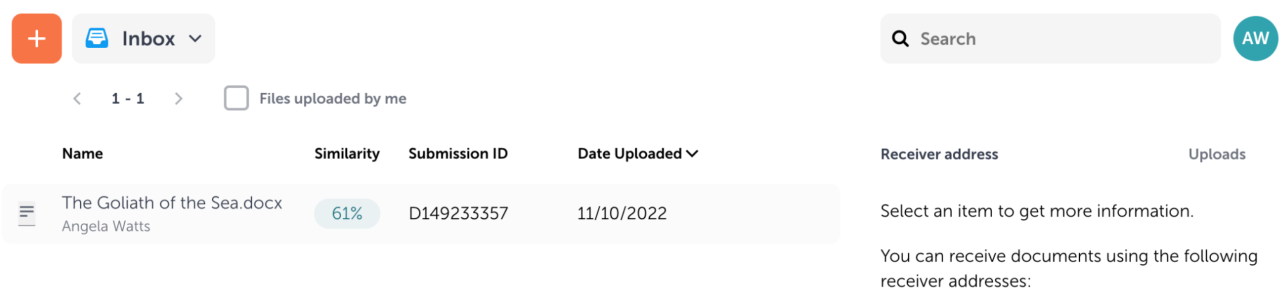
The New Webinbox - Admin and Receiver
User guide

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.



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.

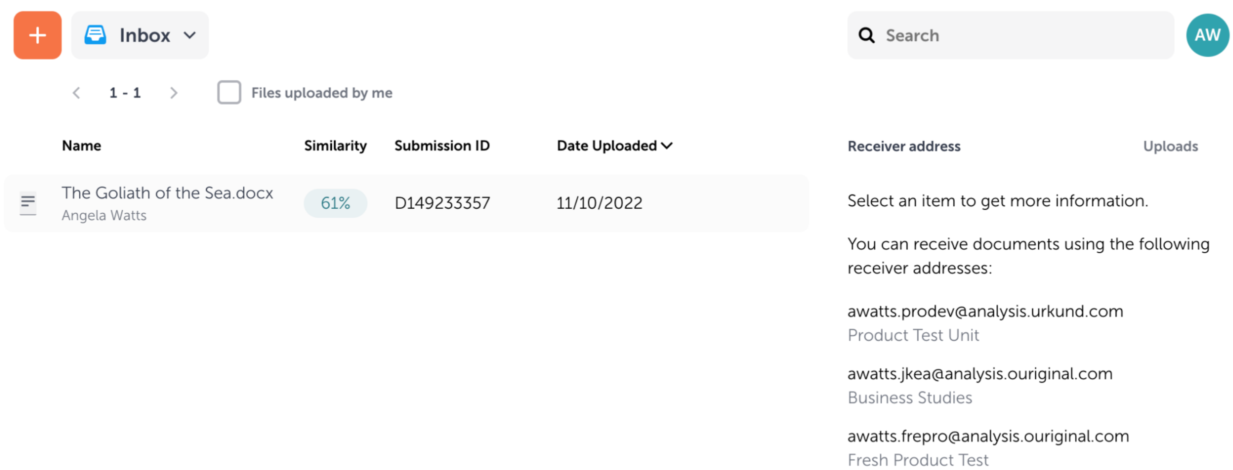
Feature	Administrator	Receiver	Submitter
Manage Users	Yes	No	No
Manage Units	Yes	No	No
Access my profile settings	Yes	Yes	Yes
Access the Inbox	Yes	Yes	Yes
Access the Bin	Yes	Yes	No
Manage Roles	Yes	No	No
Access All Reports	Yes	No	No
Access Statistics	Yes	No	No

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

To access the Webinbox, go to https://secure.ouriginal.com/login
You can also login directly from the Ouriginal website: https://www.ouriginal.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.



2) Toolbar (Admin and Receiver)

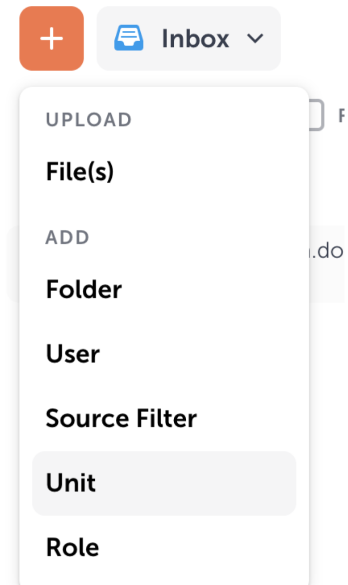
Files can be managed by selecting actions from the toolbar to the right of the screen. These options appear after selecting one or more files from the inbox. The actions available to you will vary by role.

3) Unit management (Administrator)

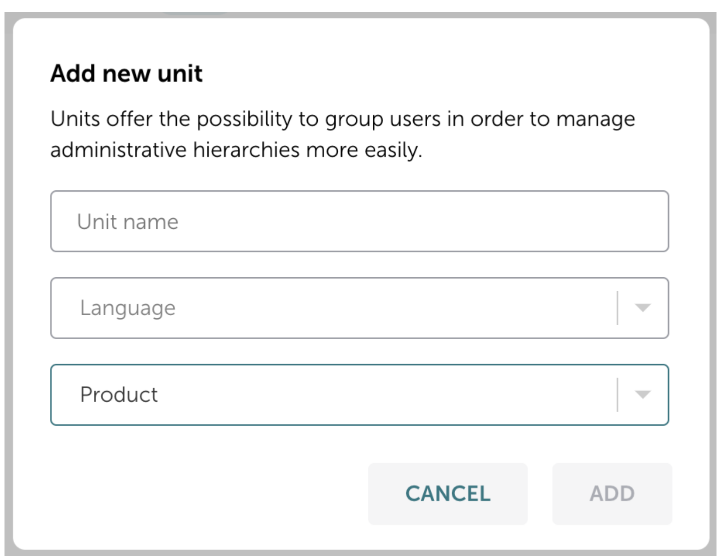
Units offer the possibility to group users. This can help manage administrative hierarchies more easily.

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.

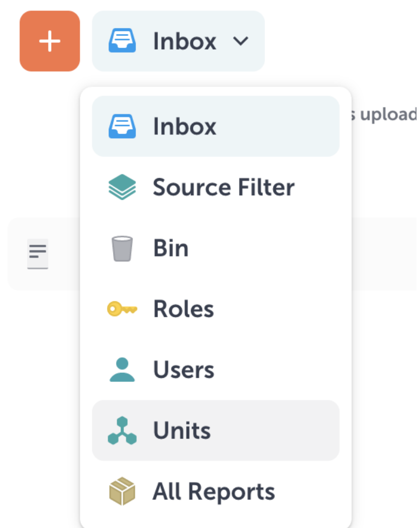


To add a new unit you will need to give the unit a unique name, select the unit's default language, and (if you are an admin for multiple workspaces) specify which workspace the unit should be added to.

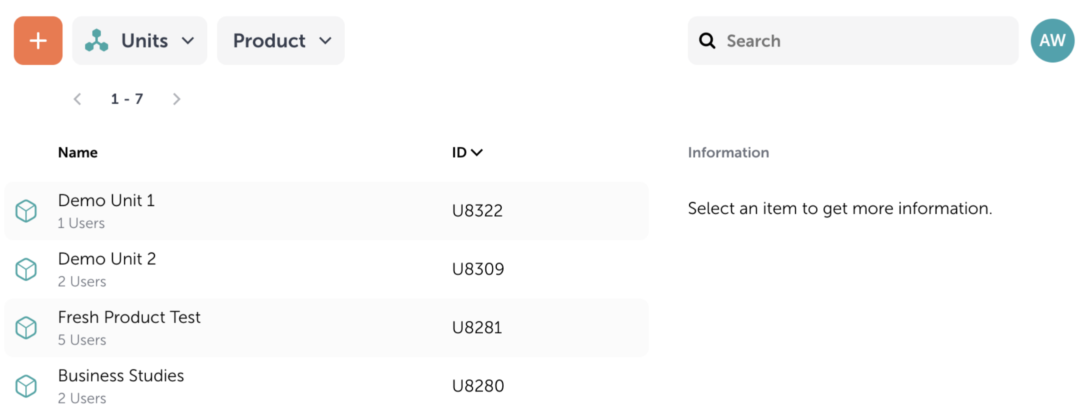
Once you have entered all these details, select the **Add** button.

Accessing existing units as an administrator

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

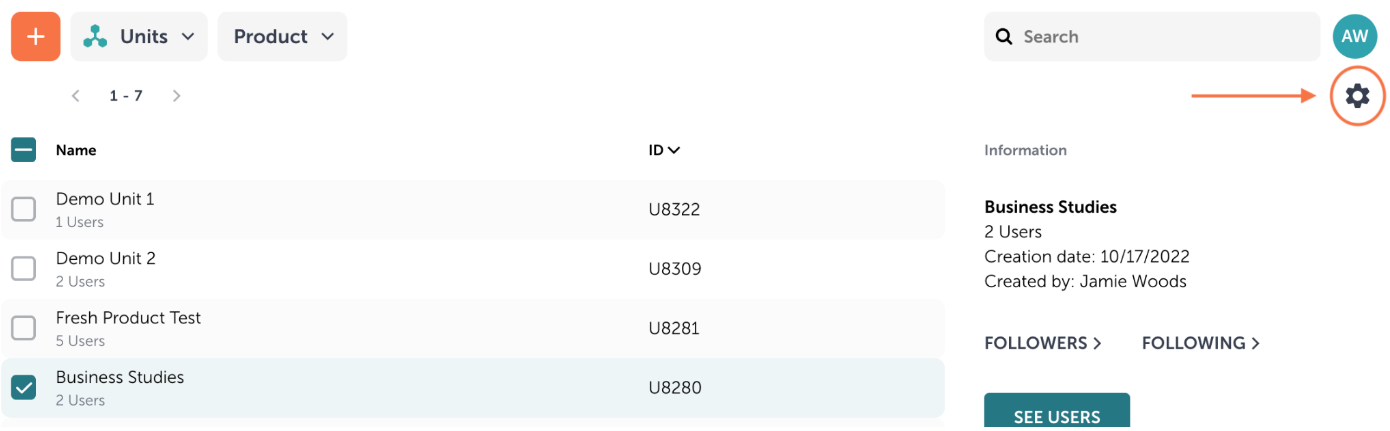


Select 'Units' to open the **Units** area.

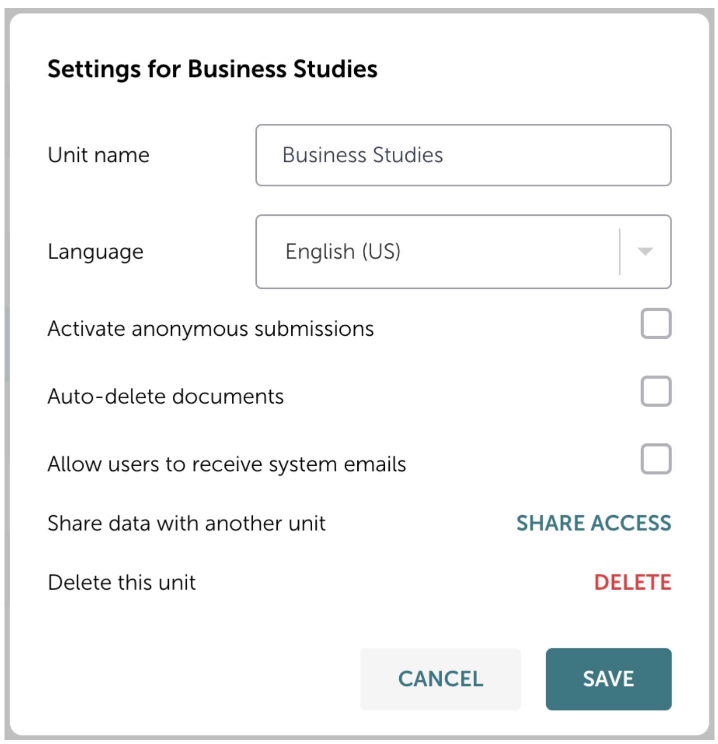


Unit settings for administrators

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



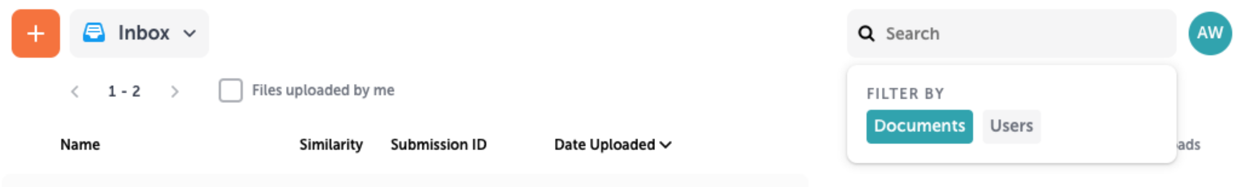
From here, you will have the ability to change a number of settings for the unit you are viewing.



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

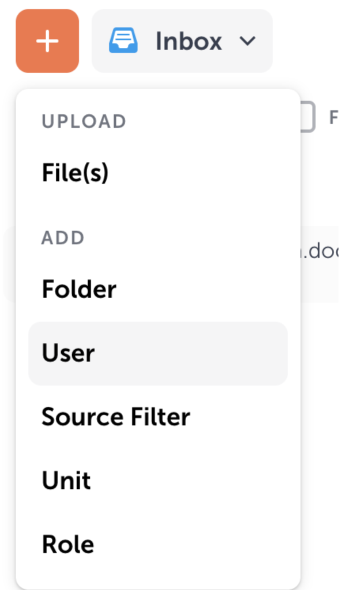
To view all of the existing units in your account, open the navigation drop down menu and select **Users**.

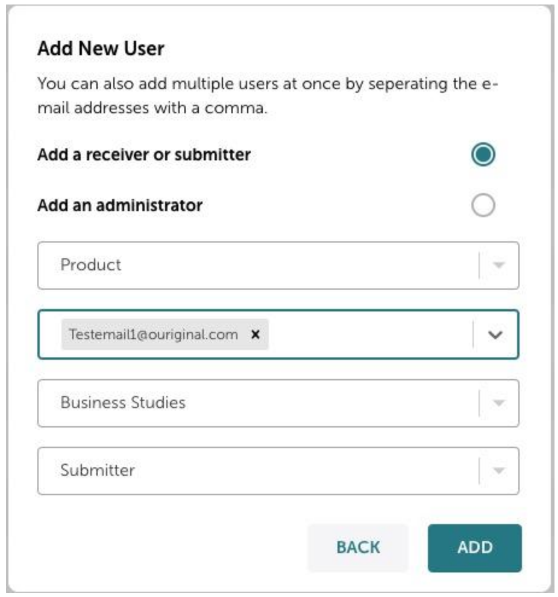
From here you will be able to view a list of all existing users, including:

- 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.





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.

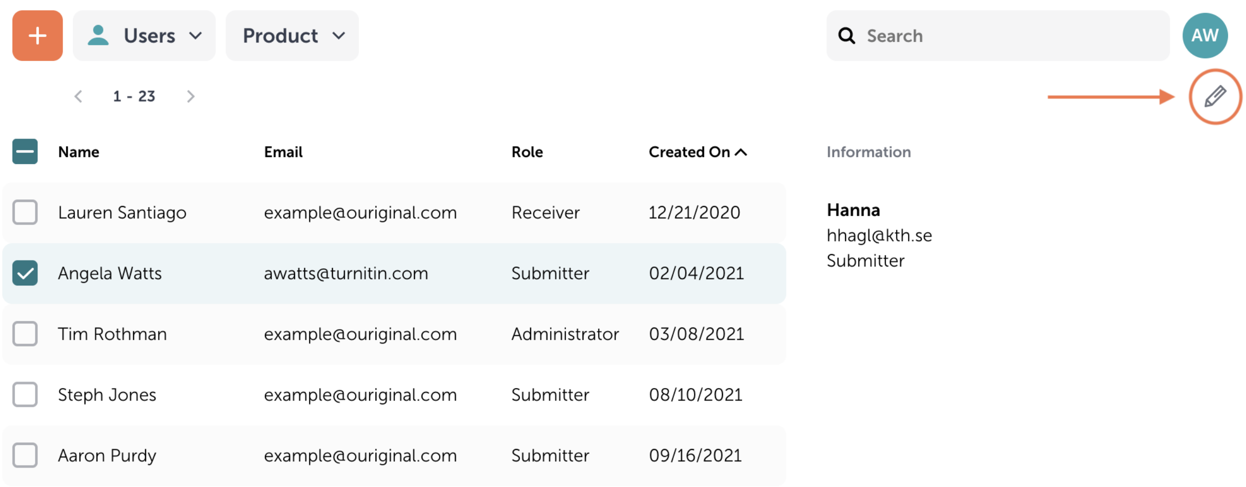
4. Select the unit.

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.



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

5) Roles and permissions (Administrator)

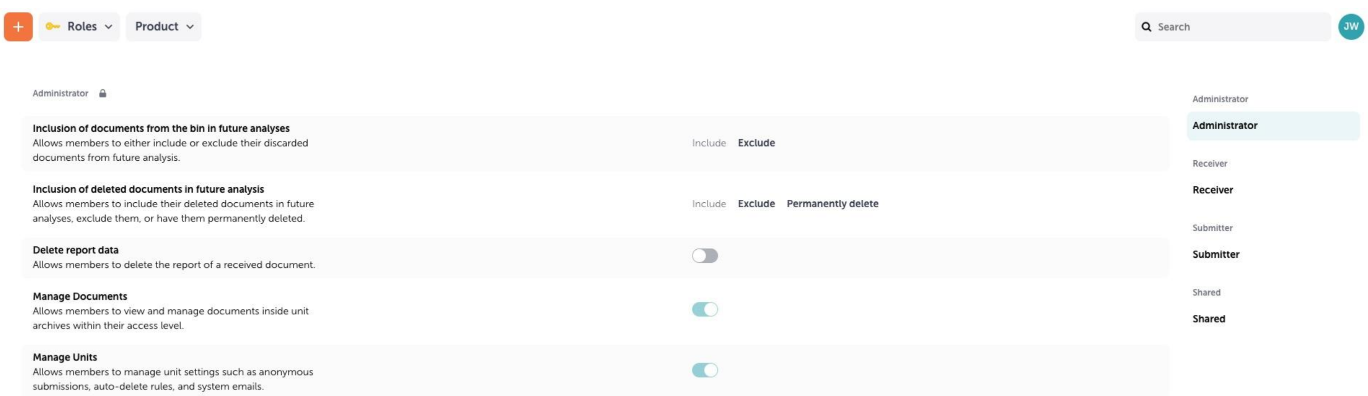
Administrators can allow certain users to access certain features that other users can't. For example, administrators can enable or disable certain users from viewing reports. A user's permissions are based on the role the user has.

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**.

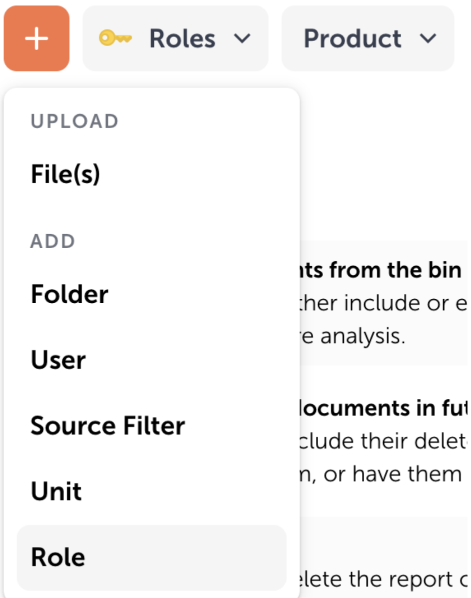
Note: Exercise caution when editing existing roles as this could have an impact on the access levels for users in your account.

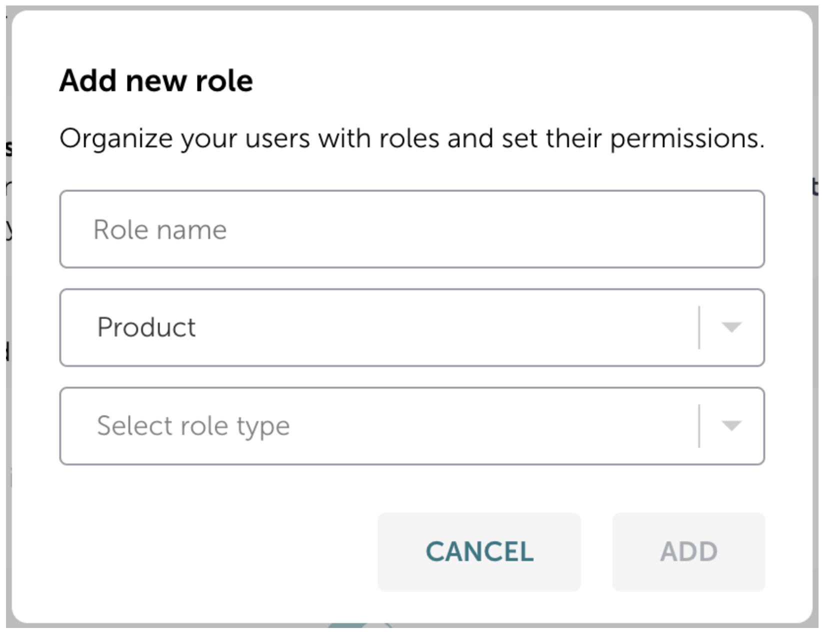


Creating a new role

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.

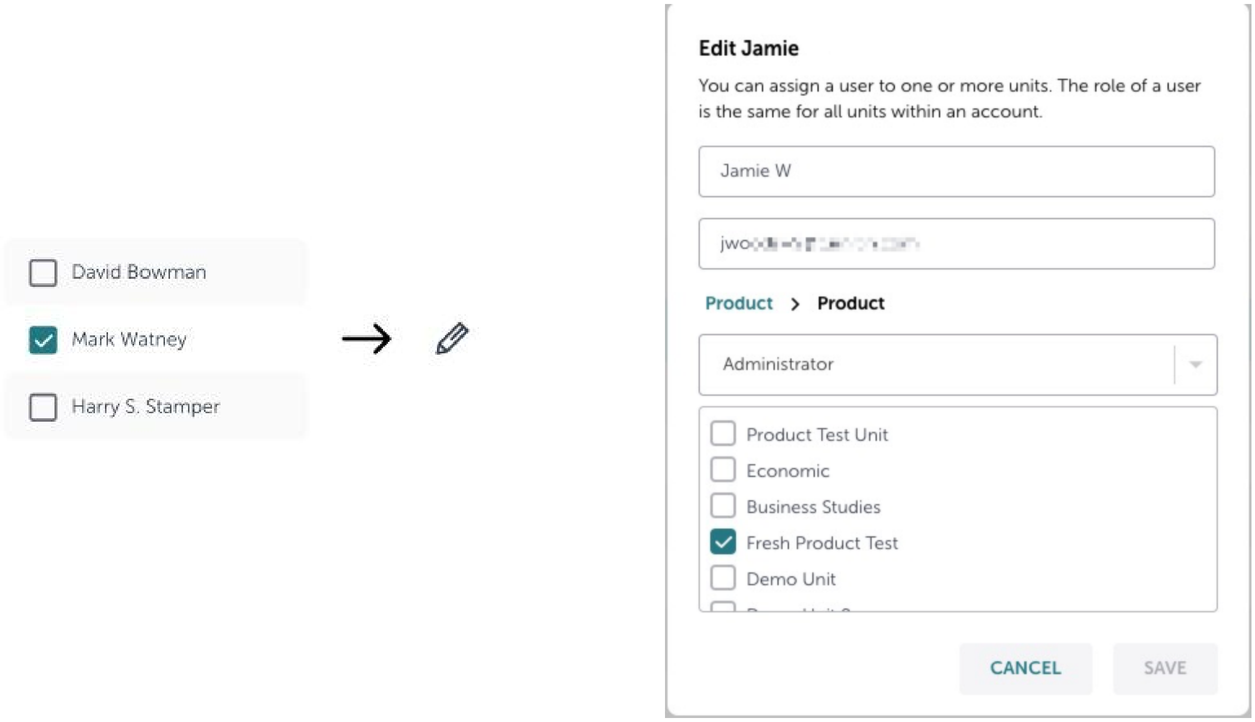
2. Select the workspace the role should be associated with.

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.



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

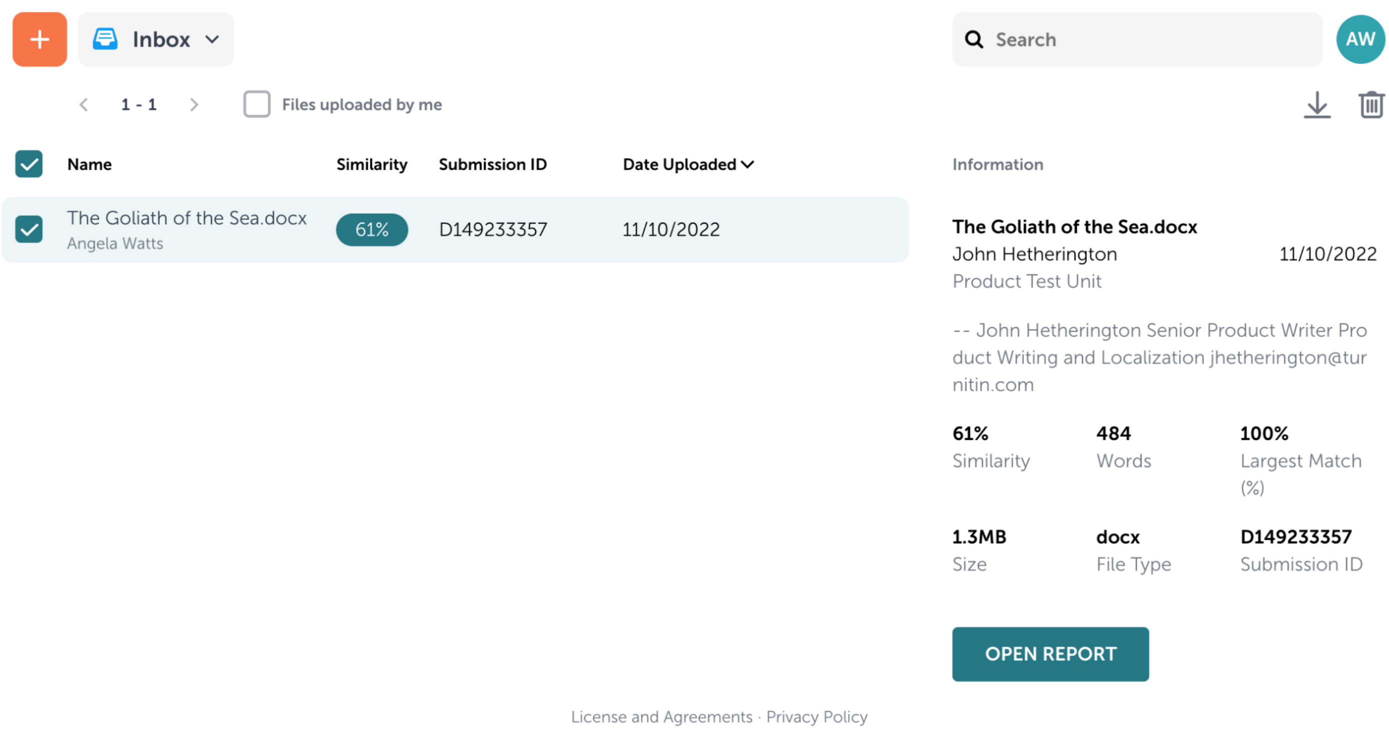
6) Accessing the Ouriginal analysis report (Administrator, Receiver, submitter)

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.

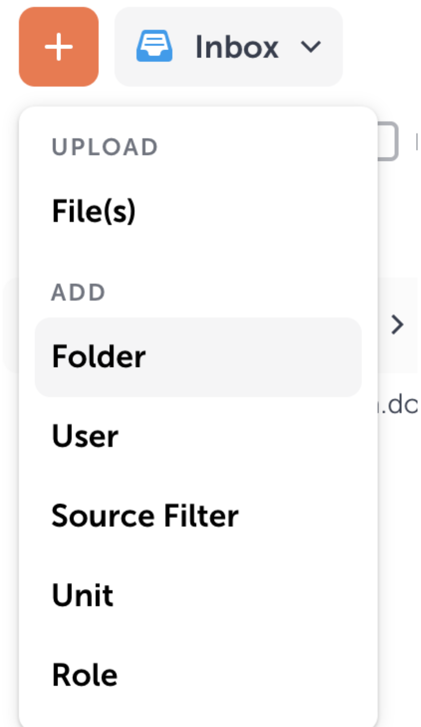


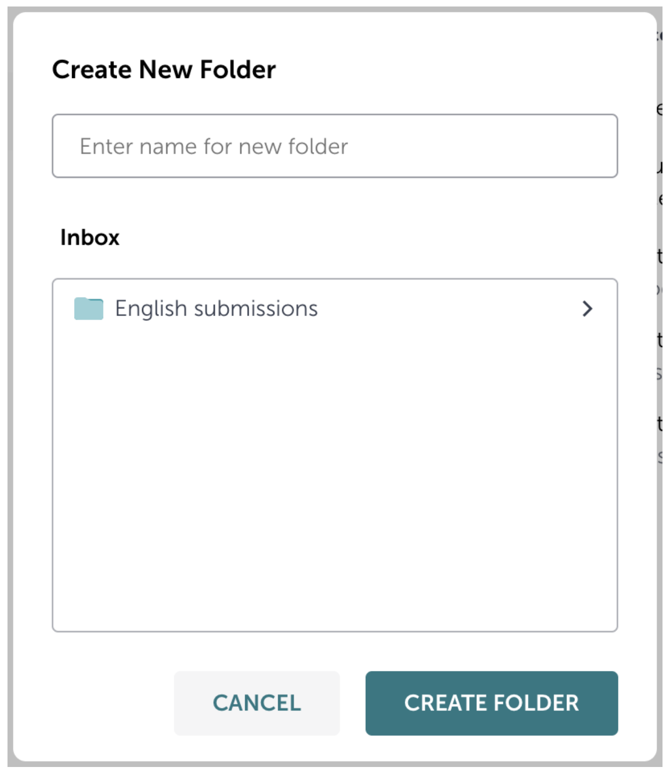
A separate guide is available for the Ouriginal Analysis Report.

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**.

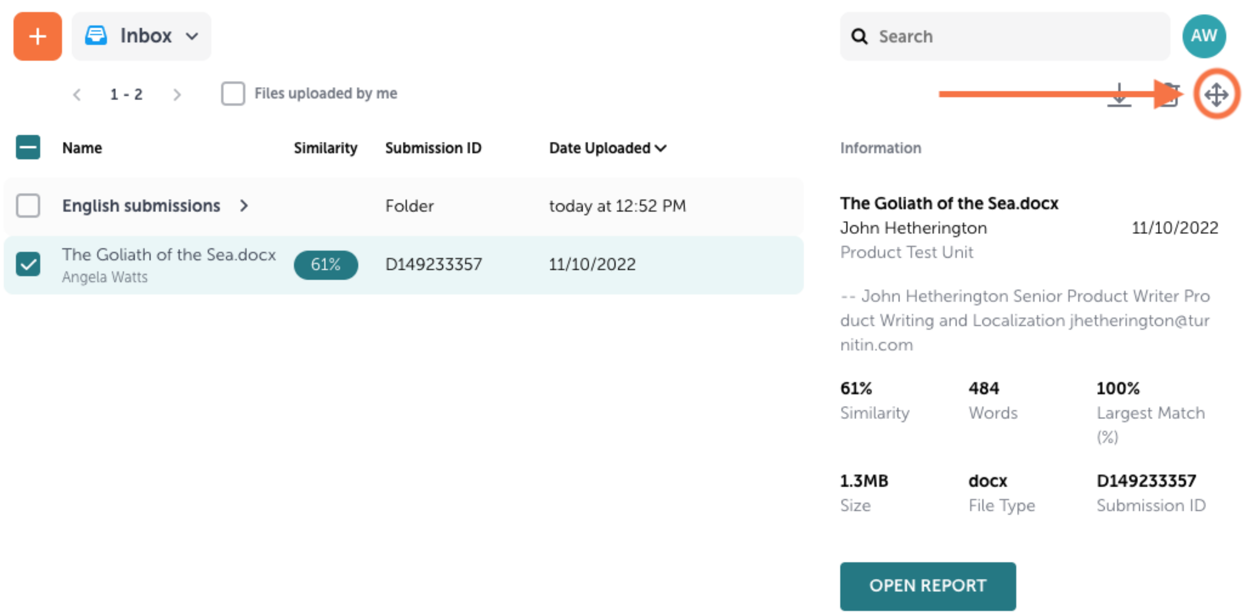
Note: You can create folders within existing folders. Select the folder you want to create a new folder within to create the folder from that location.

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.



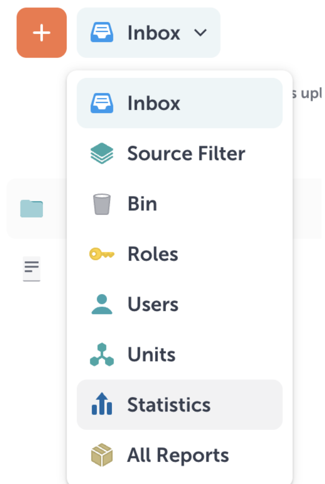
This will open a modal where you will be able to move that file to an available folder.

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)

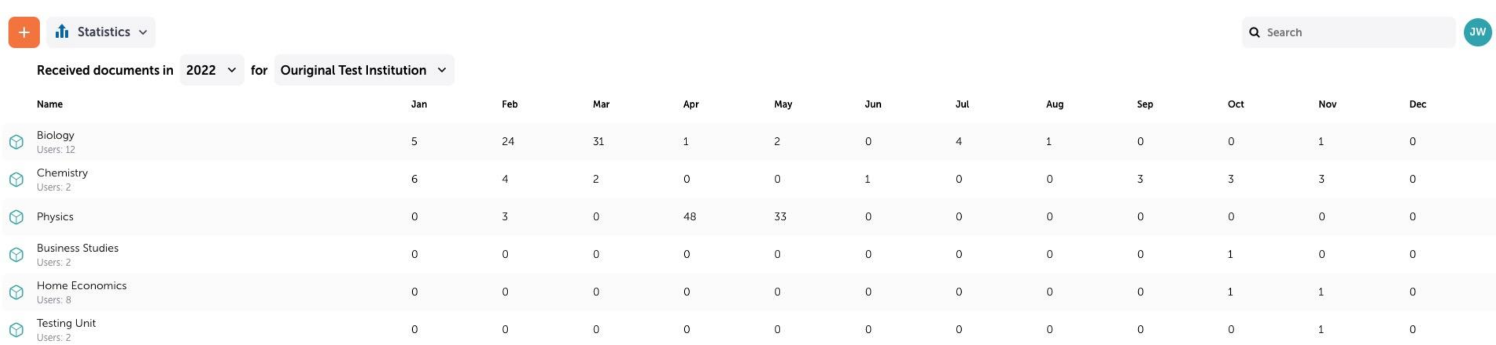
Accessing Ouriginal Statistics

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.


Statistics
Search
JW
Received documents in 2022 for Ouriginal Test Institution

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