Administrator Manual

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1. Overview of the Strikeplagiarism.com

Strikeplagiarism.com is an IT tool dedicated to verifying the authenticity of text documents. The task of the system is to provide information that allows the identification of borrowings in the analyzed text and the sources.

The system detects in the analyzed document fragments identical to the texts available in comparative databases, including correctly marked quotes and footnotes and fragments that are not protected by copyright.

The system does not indicate whether the document was plagiarized.

Strikeplagiarism.com compares all uploaded documents

to sources in the following databases:

- RefBooks database;
- Database of partner organizations (database exchange program);
- The documents in the University's own database;
- Internet resources;
- Legal database.

The anti-plagiarism system is provided as Saas (Software as a service):

- Data processing takes place on the server of the service provider;
- To use the service the administrator needs a computer connected to the Internet.

2. Log in process

To log into the Strikeplagiarism.com, go to the website https://www.strikeplagiarism.com, and in the upper right corner click on the "Login" button.

After entering the login and password, click on „Login".

3. List of users

The "Users" section is visible only on the Administrator's accounts. The Administrator can:

- Add new users,
- Edit users' counter,
- Manage users' accounts (user data edition, resetting passwords).
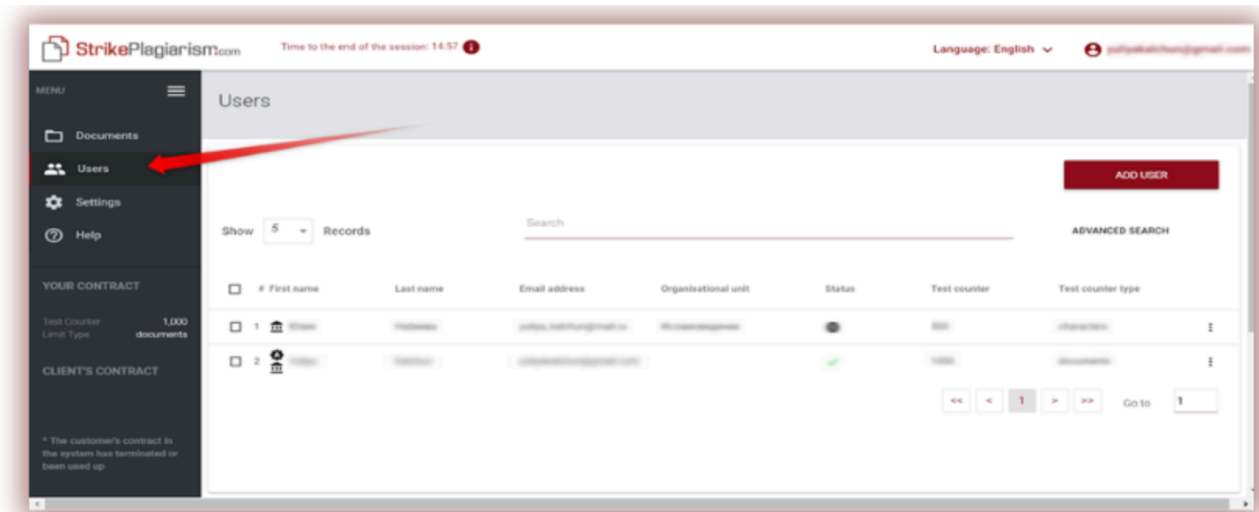
The list contains basic information about users: user's role, name, surname, e-mail address, organizational unit, status and the counter.
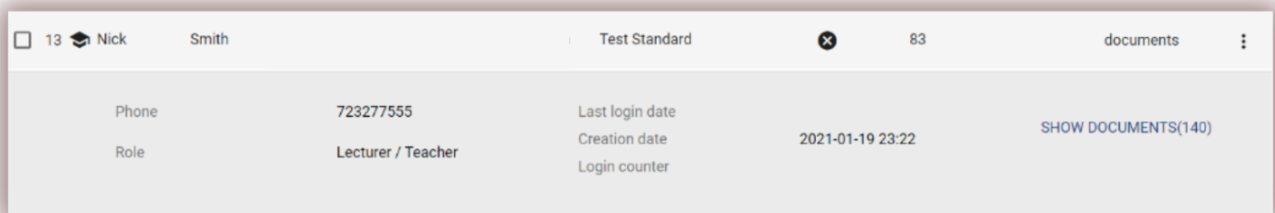
Additional information about the user is visible after clicking on a user entry.

The Administrator can also see the documents uploaded by the users using the "Show documents" button.

I. User types and statuses.

There are 5 user roles in the system: Deanery, Lecturer, Unit Administrator, Student and Administrator who have different permissions.

Deanery 🏛 – can upload documents into the system, add documents to the comparison database and edit their data; has preview of all documents within the organizational unit to which the user is assigned to (e.g. Faculty), and all that the user uploaded into the system independently of their organizational unit.

Lecturer 🎓 – can upload documents into the system and edit their data; has a preview of documents that the user himself has uploaded into the system, and to those to which he has been assigned as a coordinator by the Deanery user. The coordinators automatically receive Similarity reports of the documents they have been assigned to via email, so there is no need to log into the system.

Administrator ⚙ – has all the Deanery user's permissions, can preview all documents uploaded in the University's account and can also delete documents. Additionally, they can manage user and University account settings.

Unit Administrator 🏛 - has all the Deanery user's permissions, can preview all documents uploaded by all the users within a Unit and can delete documents. Additionally, they can manage users and import users only to the Unit they are assigned to.

Student ✏ – can upload documents into the system, add documents to the comparison database and edit their data; has access to the Similarity Reports of the documents uploaded by the Student.

The user list has three user statuses:

The **"Inactive"** (❌) status has users who did not activate the account (i.e. they did not click on the activation link in the received e-mail message and did not set the password to the account).

The **"Active"** (✓) status means that the user has activated the account and can use the system.

The **"Hibernated"** (❄) status means that although a user account exists in the system, this user is not able to log in to it.
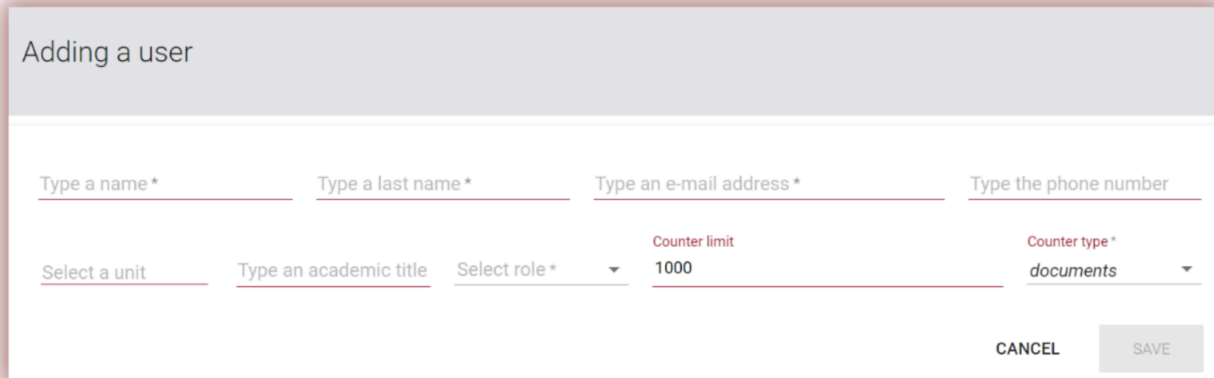
II.   Creating (XL Import) a User.

In order to create a new user account, click on the **ADD USER** button in the "Users" tab and fill in the required fields. Until all required fields are completed, the **SAVE** button will be inactive.
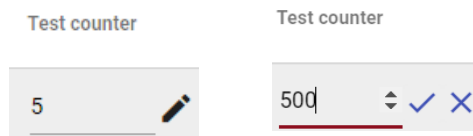
Required fields include: user's first and last name, email address to which an activation link will be sent (with the option of setting a password by the user), organizational unit and user's role.

Additional fields include the academic title (usually used for users with the lecturer's role) and telephone number.

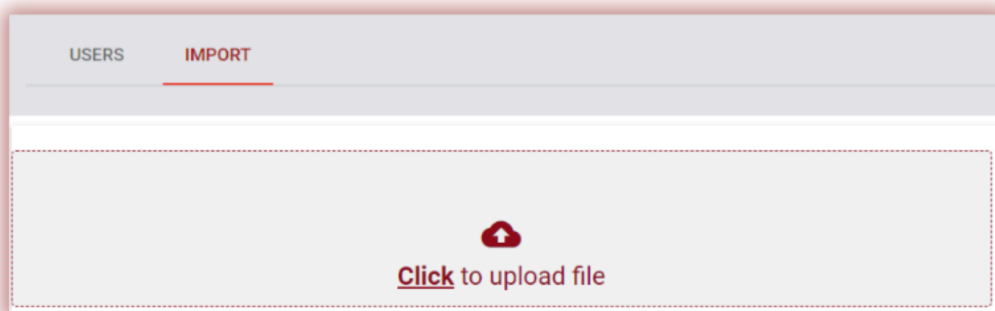The counter determines the user's limit of verifications.

Changing the value of the user counter is possible from the list of users by clicking on the pencil icon next to the field containing the counter. The new value should be confirmed with the ✓ icon to save it.

If the counter is exhausted, the user loses the ability to check documents, but he will still be able to add documents to the system's comparison database without checking.

To import a user the administrator needs to choose the Import tab at the User menu.

To manage import, the administrator needs to Download Template first, then accurately fill the template form.

How to prepare a file to import users?

A file containing a list of Users should be prepared in the **xls** format and comply with the following specifications.

- Position
- First name*
- Last name*
- E-mail address*
- Organizational unit*
- Phone number
- User role*
- Counter (chars) / Counter (documents)

DOWNLOAD TEMPLATE

Please pay special attention to the correctness of the uploaded file.

Fill all the mandatory sells indicated with a sign *. In the column Organization unit the administrator needs to add the name of the Organizational unit indicated in the system when units were created. If the name contains an error, the user account will not be created.

The administrator needs to fill one of the two columns of the Counter either Characters or Documents.

It will mean that the users will be able to upload documents as many times as indicated in the column. However, if the users are uploading documents via Assignment mode, this column can be filled with zero (0), due to the fact that Assignment mode allows uploading documents to the assignment despite the lack of checks at the user counter.


Please, click here and watch the video explaining the process of importing the users.

If there are any errors made during import of the users, for example, email address had errors, organizational unit was incorrect, email address was already used, types of user account has misspelling etc, administrator will be able to preview errors in the report run by system and downloaded immediately after the file with data was uploaded (see picture below). Just open a downloaded file and check the last right column with mistakes if available. The report will be downloaded even if the errors were not made to preview accuracy of the data entered.

E	F	G	H	I	J	K
Organizational unit*	Phone number	User role*	Counter (chars)	Counter (documents)	Errors	
University of happiness		Deanery		5	[E-mail already in use]	
University of happiness		Deanery		5	[E-mail already in use]	
University of happiness		Deanery		5	[E-mail already in use]	

III.   Managing users

Options of user management ("Actions") are placed under the icon in the rightmost column of the table (see the graphic below).
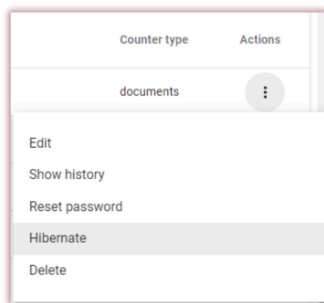
The options are:

- user data edition,
- resetting user password,
- user hibernation (or activation),
- user deletion.
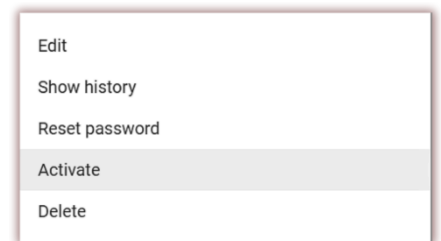
Editing user data is analogous to creating a new user account. In the case of an administrator account, basic data (name, surname, email) can only be edited by the Plagiat.pl Customer Service Department.

User hibernation changes the status to **"Hibernated".** The administrator can reverse this process by using the option that will replace the hibernation button – **"Activate"** – for the hibernated user.

The list shows 5 records by default. To increase the number of visible records, select the appropriate value in the field:
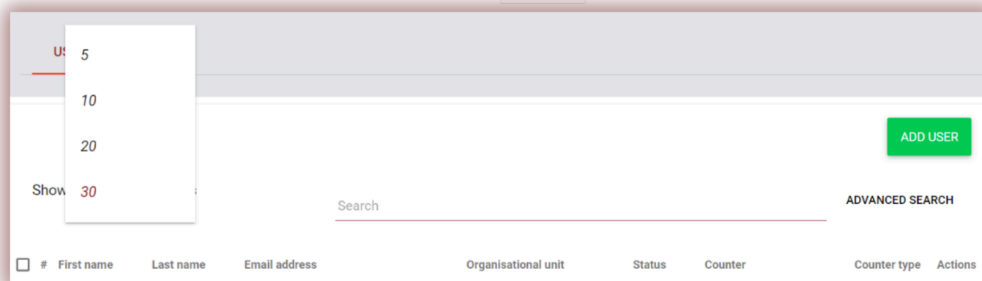
Advanced search allows the Administrator to filter users according to the indicated parameters.

In the username field, enter the name of the user.

Searching for a user by name, surname and e-mail address is also available from the simple search field.

After selecting at least one document at the bottom of the screen, a blue bar will appear showing activities that can be performed on multiple users: hibernate, download a list of detailed data about the documents, and delete.
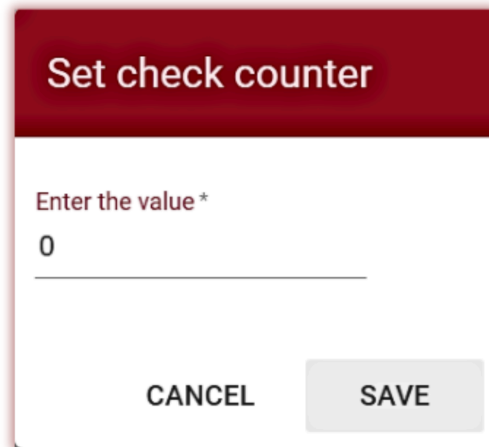
HIBERNATE/ACTIVATE - by selecting this option, you will deactivate or activate the selected users, thereby these users will (not) be able to use the system, despite the fact that their password and login will remain unchanged, access to the account will be restricted (enabled). To return the user to the active state, select Actions in the list of users, and then Activate.

EXPORT TO XLS - by selecting **Export to .xls**, you can export a list of your users as an Excel table, with user data such as user ID, first and last name, email, role, creation date, last logged date, organizational unit, status, check counter, type user counter.

DELETE - it is possible to delete all selected users with a single click. It is an IRREVERSIBLE operation and all user data (such as documents added by this user) is deleted. If it is not necessary to delete the user's data from the system, we suggest that you use the HIBERNATE option, which prevents the user from continuing to use the system, but does not result in data loss.
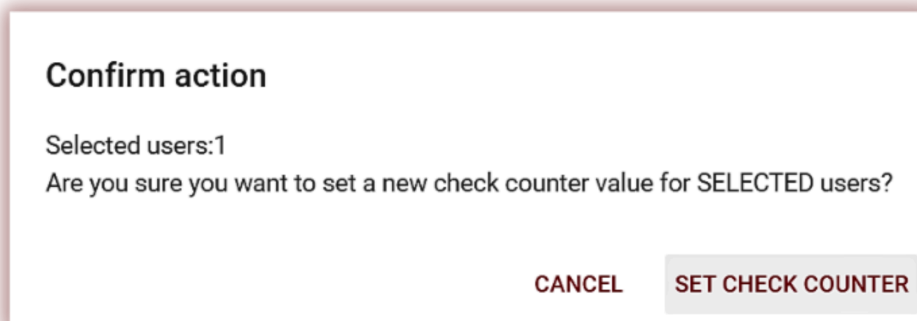

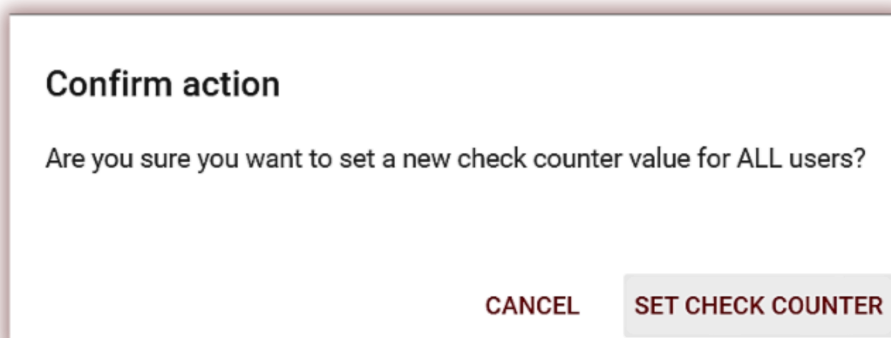**SET CHECK COUNTER** allows changing number of checks at the selected user accounts:

After selecting the **Set check counter** option, a dialog box will appear where the system will prompt you to enter the number of checks that will be available to the selected users. By setting the value, the balance of user checks will be changed.

You can select a subset of users, for example, by sorting them according to role (Teacher, Student, Dean's Office), or using other sorting options.

By selecting , you can set the number of checks for **all users** of your client account.

4. List of documents

The default view of the user account is the "Documents" tab, where a list of documents added to the system is available.

In the list of documents, the Administrator can see documents uploaded by the Administrator only, namely own documents. In order to see all the documents uploaded by the rest of the users of the client press "Advanced Search":


and then press "Clear Search":

The data displayed in the documents list table contains:

- Title,
- Author,

Document status:

 processing (in analysis)**;**
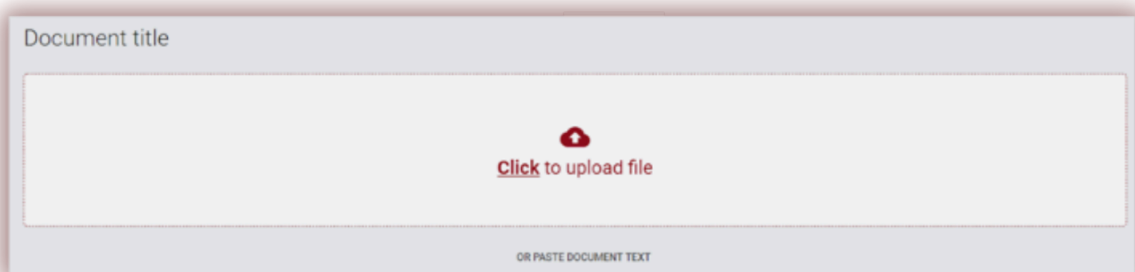
- Promoter (supervisor),

- Upload date,

- Similarity Coefficients values,

- Document status,

- Icon-link to the similarity report,

- Indicator of whether there are manipulations in the document,

- Icon-link to evaluation protocols (added by the customer service department),

- Actions on documents.

checked, the document was checked by the system, the similarity report was not evaluated;

selected for the database (document in the process of indexing, is not yet added to the database and is not used for comparison);

added to the database (document is used for as reference material subsequent checks);

rejected (documents, negatively assessed by the Coordinator);

returned for revision (the document was sent by the supervisor/expert to the author/student for correction);

after due date - if the document submitted after the deadline (document submitted via Assignment mode);

submitted on time (document submitted via Assignment mode).

The full version of the Similarity Report is available in the list of documents under the icon.

The Administrator can upload documents into the system on principles similar to the user's account. This process has been described in detail in the University's User Manual.

Document title

Click to upload file

OR PASTE DOCUMENT TEXT

Advanced search allows the administrator to filter documents according to the parameters indicated by the Administrator.

Additional information about the document is visible after clicking on a document entry.

	#	Title	Author	Coordinator	Date ↓	SC 1	SC 2	QC	Status	Report	Protocols	Actions
☐	71	1.doc	Plagiat Student2	Test Coordinator	2023-01-20	27.83%	5.98%	4.73%	✅ ✅	🔲		⋮

Document ID	34088542	Document type	Diploma Thesis
User		File format	
File upload date	2023-01-20 19:31	Size	97725
Report date	2023-01-20 19:41	Assignment	auto
Organizational unit	Test Standard		

In the "Upload method" field, information about the used upload method will be displayed. If the work was uploaded using the "from file" method, the action will be displayed as the file format which was used, e.g. "docx", if using the "copy-paste" method - as "txt".
Table sorting is available by clicking on the column headings in the table.

Clicking on the arrow next to the positions: Title, Author, Coordinator - will result in the positioning of the entries in alphabetical order.


	#	Title	Author	Coordinator	Date ↓	SC 1	SC 2	QC	Status	Report
☐	71	1.doc	Plagiat Student2	Test Coordinator	2023-01-20	27.83%	5.98%	4.73%	✅ ✅	🔲

Clicking on the arrow next to the items: Date - will result in the positioning in chronological order, Status - positioning according to the statuses.

Additional options **("Actions")** are placed under the icon in the rightmost column of the table (see the graphic below).

The additional options are:

- Full (interactive) report;
- Download Full Report in PDF with a text;
- Download Short Report in PDF without a text;
- View text in txt format;
- Edit document information;
- Reject document and change it status,
- Add/withdraw document from the database or reject the document (depending on the current status);
- Show the history of the changes;
- Download original file;
- Delete the document.
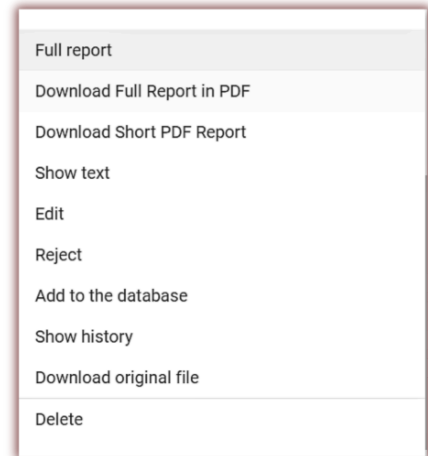
Clicking "Add to the database" will add the selected document to the comparison database and change its status to "Selected to database". After indexing, the status will automatically change to "Added to database"

Clicking on "Withdraw from database" will remove the selected document from the comparison database and change its status to "Checked", and for documents not subject to checking to "Rejected".
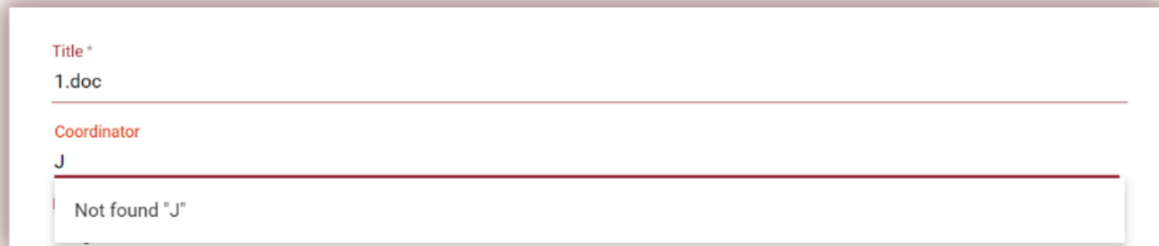
Clicking "Reject" will change the status of the document to "Rejected", which will block the document before it's accidentally added to the comparison database.

Clicking on "Restore" will bring the rejected work back to the "Checked" status.

Clicking on "Edit" opens the document editing window, in which the User can change the data in the document's metric himself.

14

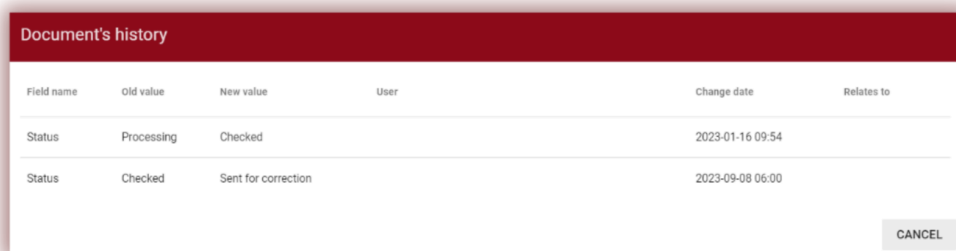Once changes are made click on "Save".
To find a coordinator it's enough to add one letter, the system will display a list of coordinators.

If the name is not available, the system will display "Not found".

Clicking on "show history" will open a window in which the user can check the history of changes made on a given document.
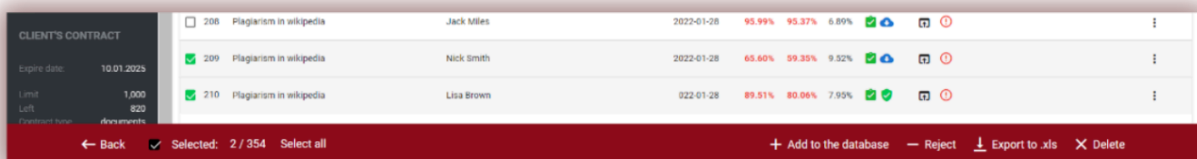

The system allows operations on multiple documents at the same time. Documents can be selected individually by clicking on the checkbox in the "Number" column or selecting all the documents visible on the current page of the list by selecting the checkbox in the table's header.

The activities that can be done on multiple documents include addition to the database, rejection of documents and downloading a list of detailed data about the documents.

REJECT - the option to reject all selected documents with the status "Checked".

ADD TO THE DATABASE - the administrator can add all marked documents with the status "Checked" to the comparison database.

EXPORT TO XLS - after clicking the "Export to xls" option, a file in the MS Excel editor format will be exported, containing all data on selected documents.

DELETE - by selecting this option you will delete the selected documents.

5. Assignments

Assignments functionality allows the administrator to organize the workflow of interaction between a teacher and the students, monitor student progress, set deadlines, and upload a revised version of the document.

I.   Add an Assignment

The assignment is created by the supervisor or the system operator (deanery) on their accounts. Click the "Assignment" tab in the Menu field. At the new window click on "Add" at the right side of the window, and a new assignment will be created.
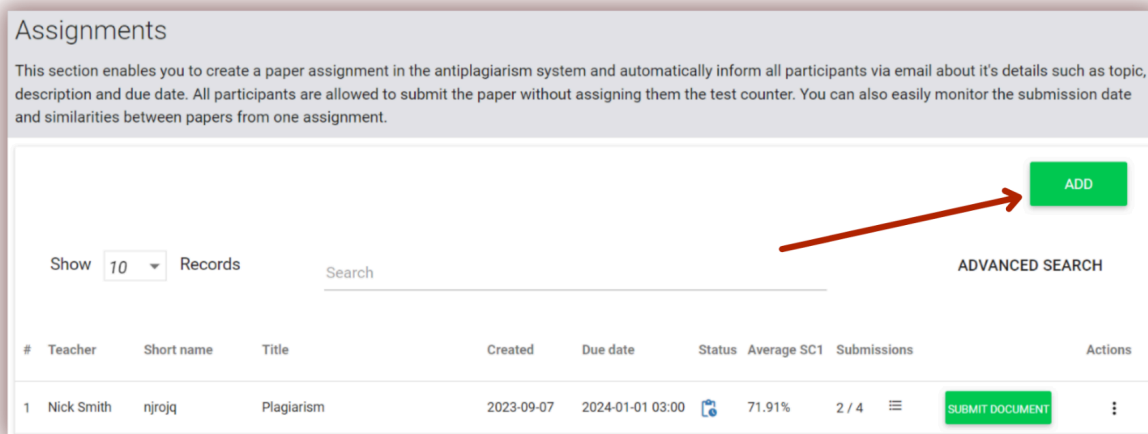
A. Generate a Short name (Assignment code) for the assignment - to simplify enrollment process.

B. Add a Title.

If the administrator want to allow editing the title of the document by the student, move the slider to the left otherwise keep it right if the administrator sets the same title for all papers uploading to the assignment (Teacher sets default title).
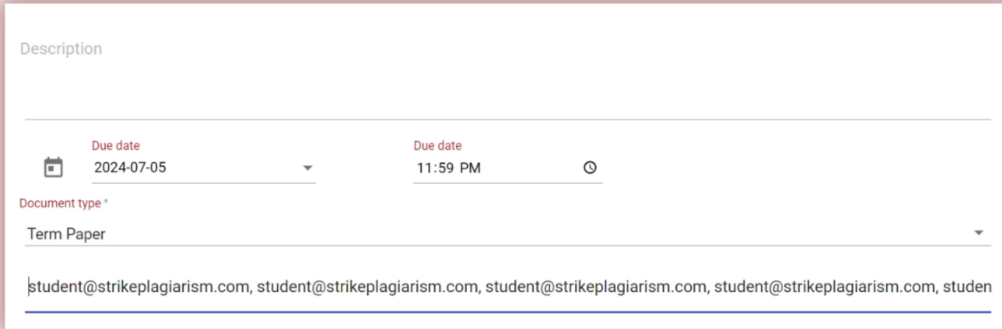
C. Add description of the assignment.

D. Set a deadline.

E. Enroll students to the assignment.

Enrollment of the students can be carried out in two ways:

First: Collect the student email addresses and paste them into the Email Address field. (see below).

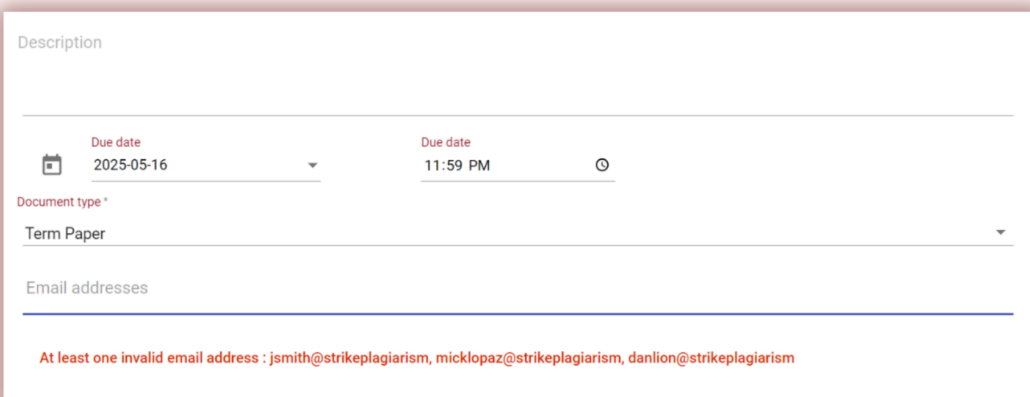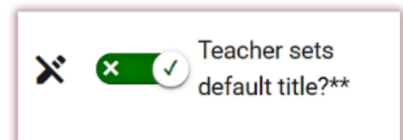In case the student account was not found, the System will display the list of the unregistered email(s) in red.

Note: make sure all student accounts were created (imported) by the Administrator or Unit Administrator in advance!

Second: Pass the generated Short name of the assignment to the student. The student can self-enroll to the assignment by clicking on Join the assignment, entering the Short name of the assignment, generated by the system, in the corresponding field.
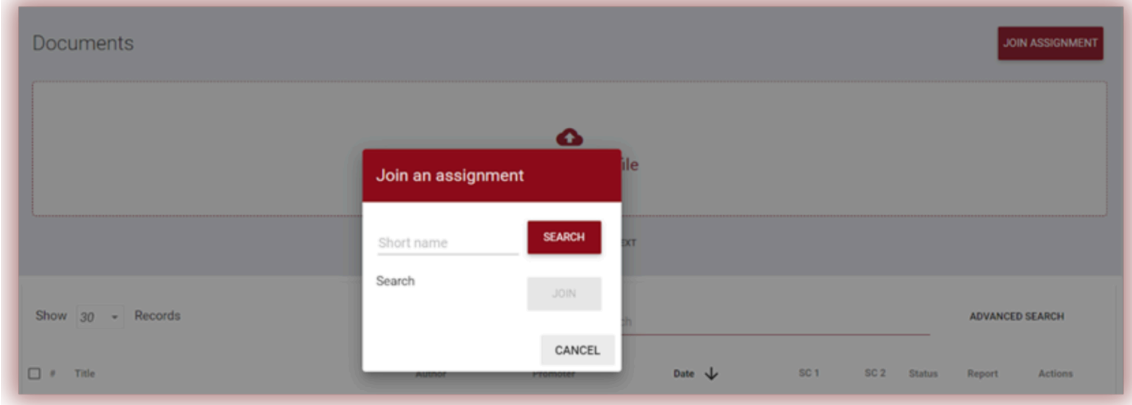
If the Short Name has no errors in its content, then the system will generate a draft(s) for all the students enrolled in their student accounts for uploading the document into it.
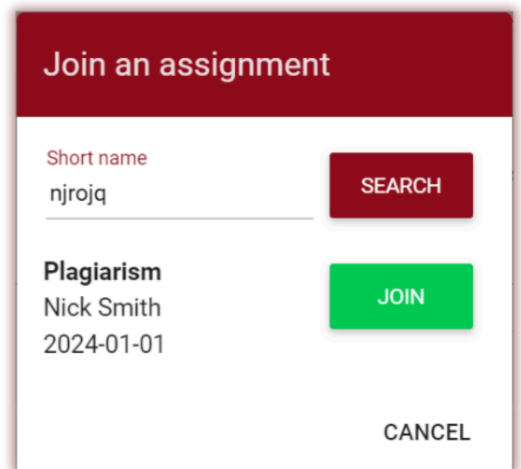
If short name was already used by the student, system will display the following notification:
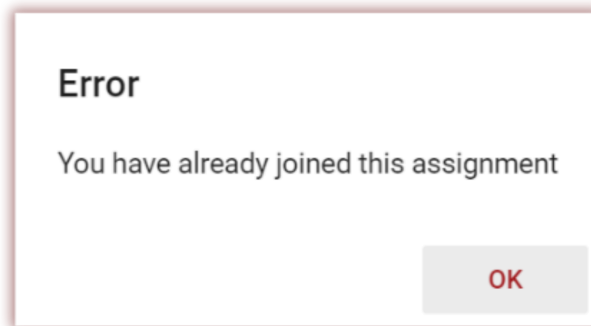
If the short name is incorrect the system will display the following notification:
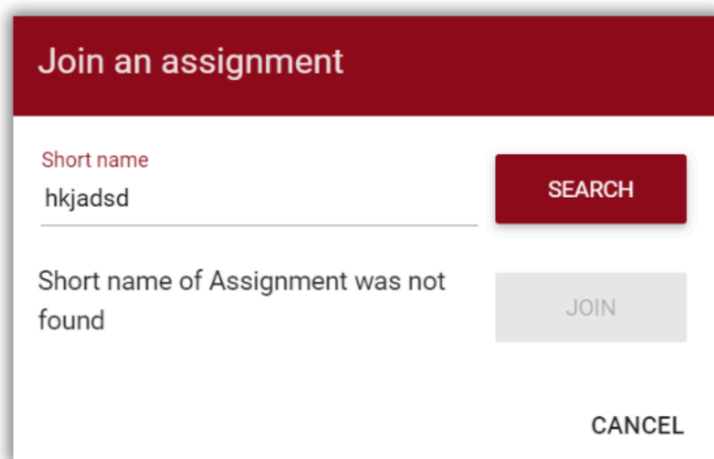
II.   Upload documents to the assignment

Once an educator invites a student by adding the student's email address to the assignment, our system sends an email notification about the created assignment draft to the student, indicating its name and due date.

An assignment created by a supervisor is displayed in the Documents tab (green button - Submit Document).

To upload a document to the assignment, click the button "Submit Document". The student can correct the title of the document, if this option was activated by the supervisor (see above).
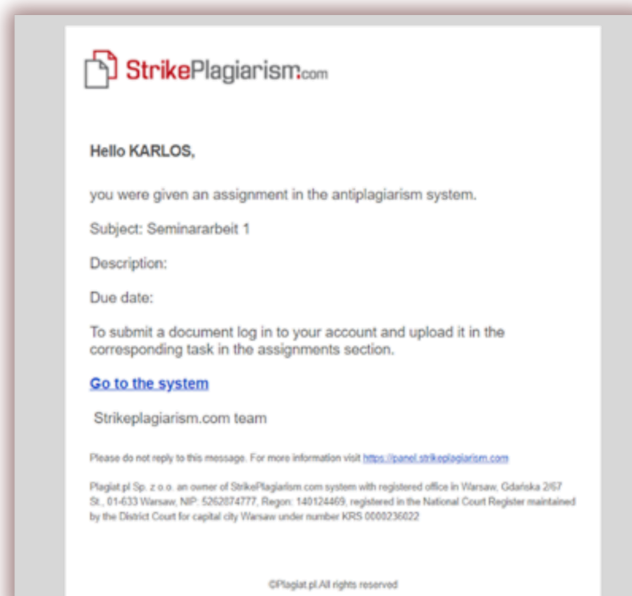

If the document was sent to the author for correction, the author uploads the next version of his document by clicking on the "Resubmit".
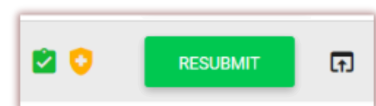
A document can be re-uploaded to the same assignment as many times as it has been revised and returned for correction. The administrator can restrict the number of resubmissions in the Admin panel.

The supervisor can also upload a document to the assignment clicking on the Submit Documents button at the Assignment list at his user account.

To upload documents the supervisor needs to collect them and archive them into a ZIP file. Enter the assignment and click on the button "Submit document", then download the ZIP file, fill in the metadata of the documents so that they are correctly reflected in the system and it is easier to find them during evaluation.

III.   Assignment Status

- In progress
- After Due Date
- Closed

Assignment can be closed or edited by entering the Actions.

6. Settings

The "Settings" section is visible only in the Administrator account. Using its functions the Administrator can manage:

- Document parameters,
- The organizational structure,
- Report parameters,
- Adding to the database,
- Assignment limits,

- LOGO,

- SCs threshold values for each document type,

- Document types.

The "Parameters" tab in the "Settings" section is used to add and edit "document parameters" - additional fields describing documents added to the system and not available in the standard file.

The goal is to create the ability to add information to the similarity report, in the metadata section of the report.

For example, if you want to add additional information about the paper, author or specialty to reflect similarity in the report.

In order to create a new parameter, click on the ADD PARAMETER button to define its name (e.g. specialty), and then specify whether it should be required (which means that its completion will be mandatory in order to upload the document to the system).

The parameters can be in the form of text fields (text parameter) or drop-down lists with values predefined in the system (enumeration parameter). An example of an enumeration parameter can be a list of fields of study, chosen from by the Users when adding the document to be checked.

The next step is to enter the values that will be visible in the drop-down list.

The administrator can also specify a default value. The Administrator can edit and delete document parameters using the options available under the "Actions" button.

The "Organizational units" tab in the "Settings" section is used to add, edit and delete items displayed in the "Organizational unit" field in the standard document upload and edit form.

The organizational unit only specifies its name. To create a new unit, click on the **ADD A UNIT** button. Editing and deleting units is possible using the options available under the "Actions" button.

There are more settings available at the Configuration. These groups are grouped together by sections.

The "Reports settings" section is used to define the parameters of Similarity Reports in the system.

The administrator can edit 2 parameters related to reports:

● Length of phrase for Similarity Coefficient 2 (25 words by default),

- The number of highlighted words that will cause the document to be distinguished in order to check it for the use of editorial procedures aimed at disrupting the results of anti-plagiarism analysis (alert).

The changes will apply to all documents uploaded by the users in the system after clicking on **SAVE** .

The administrator can set the verification process to **omit the bibliography**. If the box is chosen the bibliography text will not affect the similarity coefficient.

QC & marking the quotes option turns on Quote Coefficient which will detect text marked by quotes and will show how much of the text in % was quoted in the text.

To set **threshold values** of Similarity Coefficient for all types of documents choose "Set warning threshold for the Similarity Coefficients values" for SC1 and SC2 and add them to the fields shown below.


If the administrator wants to indicate different values for **various types of the documents** the administrator needs to open **Document kinds** at the Settings and set values for each document type.

Admin and Deanery can open the Interactive Similarity Report in the editable version if the administrator chooses the box called "Admin and Deanery - can edit report - accept the sources".

Adding document to the database of the client can be carried out:

- manually if a Deanery or the Teachers accepts report clicking on the Save/Submit button at the Interactive Similarity Report or choosing Add to the database at the Actions of the list of the documents;
- automatically once every document is checked by the system or;
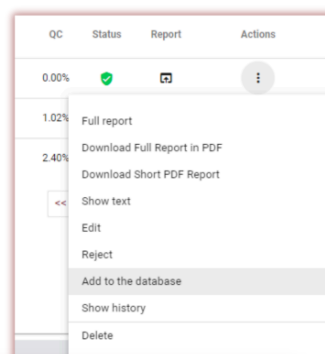
- after a number of days set by the Administrator.

Allowing users to edit document data will enable the user except the student to change the title of the document, name of author:

Verification of compliance is used to compare documents and check whether the hard copy is identical to the soft copy, the system will offer a random page number to compare and accept if the values are identical.

Upload from the file means the paste of the text will be disabled for the users.

Verification whether a similar document is already in the system allows checking by a title of the document during the uploading process whether the document was already checked.

Narrowing the file formats allows to restrict a number of file formats which the system will allow to upload for the verification. For example, if the administrator chooses only PDF, the system will not allow uploading DOC or DOCX, but only PDF files.

"Sending reports to the teachers/supervisors…" to create a list of the teachers will simplify the process of verification, it means when a student uploads a document the system will shop a drop-down list of available supervisors.

The system will send notification when a document is verified not only to the student but also to the supervisor (see the user manual).

Meantime, the system will send notification to the student once a supervisor evaluated a document choosing the Save/Submit button. The justification will be added to the content of the Protocol sent to the student. Such a protocol shall be created or edited in advance, before the verification process is started. The protocols are available on the list of documents and can be created by the Customer Service. The protocol is auto filled using metadata and verification results collected from the system.

Domain reservation means restriction of creation of user accounts with domain other than indicated by administrator in the field:

Accepting the regulations of the first login allows the Administrator to add regulations that shall be accepted by the user during first login to the account. Administrators can add a link to the regulation available online.

"Assignment version limit" allows to set how many times a document can be returned to the student for correction, it means that the teacher will be able to click on "Send for correction" only as many times as indicated in the field:

When the limit is over the teacher cannot choose the option "Send for correction" at the Save and Submit button, but can choose either Disqualify or Accept. Once the document is accepted it is added to the database automatically.

The document is not added to the database and therefore will not be used for comparison purposes if the document was

not accepted. However, if the Administrator sets automatic adding to the database after a number of days which is available at the settings the last version of the document will be accepted automatically too. We recommend making sure all educators follow the rules with adding documents to the database.

7. Database exchange program

Clients participating in the database exchange program will see below notification. If the clients participate in the database exchange program the users documents will be checked against the documents available at the databases of other clients. If any similarity is found, our system will display the metadata of the document which was found at the Active list of similarities of the Similarity Report.
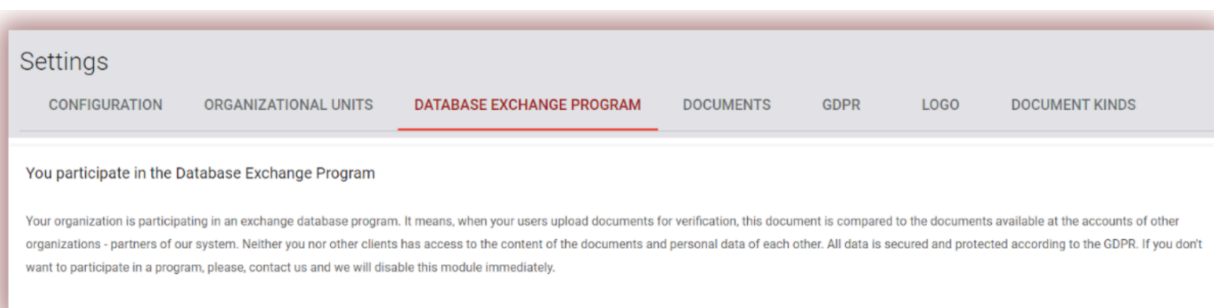
Users will not be able to open and see the content of the documents of other clients and vice-versa.


The only available data at the Similarity Report is the name of the source(client), title of the document and data of adding to the database.

All documents added to the database and available for the Database Exchange Program are located at the client's account and only users of the client have the access to the content of the

documents. The Administrator can remove the client from the Database Exchange Program by contacting Customer Service.

8. GDPR

The list of the entities to whom Plagiat.pl entrusts processing of data which will not use them for their own purposes, e.g. for marketing their own products or services available below. The entrusted data will be processed only and exclusively within the scope and for the purpose specified in the contract concluded between the Data Administrator and Plagiat.pl. For example, we use Google for provision of the email domain, Fakturownia - to issue invoices, etc.
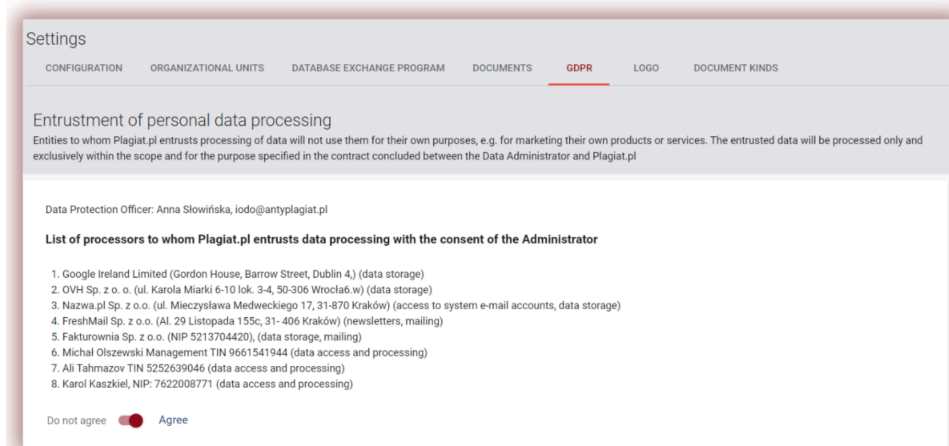

The personal data is secured by us in accordance with GDPR and well protected. All data is located at our servers in the EU. No third party has access to the personal data of our clients.

9. Logo

The Administrator can add the logo of your organization to the Interactive Similarity Report which will make it more authentic.

Added logo will be available at the left top side of the Similarity Report.
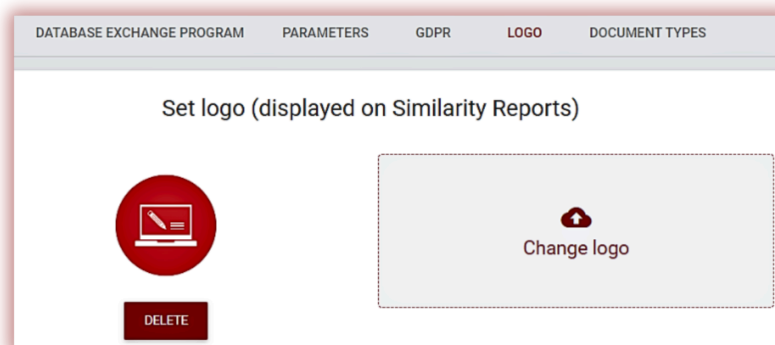
10. Document types

The Document types section allows the Administrator to set what document types will be available during the verification process. For example, if the Administrator chooses only PhD thesis or Master thesis, it means that the student or the teacher during uploading of the document in the list of the documents will see only PhD and Master thesis. If any document type is missing the Administrator shall add them by choosing the box on the left side.

This section allows the Administrator to set different threshold values of the Similarity Coefficients. The Administrator shall use "Actions" to add the values of the Similarity Coefficient or add them to the fields available in the columns "Threshold value for SC1" as well as "Threshold value for SC2" if applicable. SC2 may not be used by some clients. Click on V to save the records.

If the threshold value is exceeded, a blinking alarm signal appears. An alarm in the form of an exclamation mark in a red circle is displayed next to the similarity coefficient for which the threshold value has been exceeded. Also, the system reflects what limit value was set for this type of document.
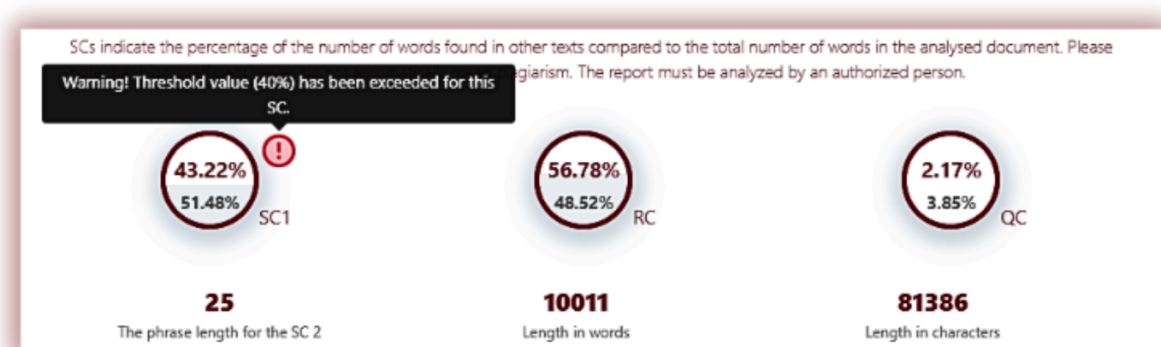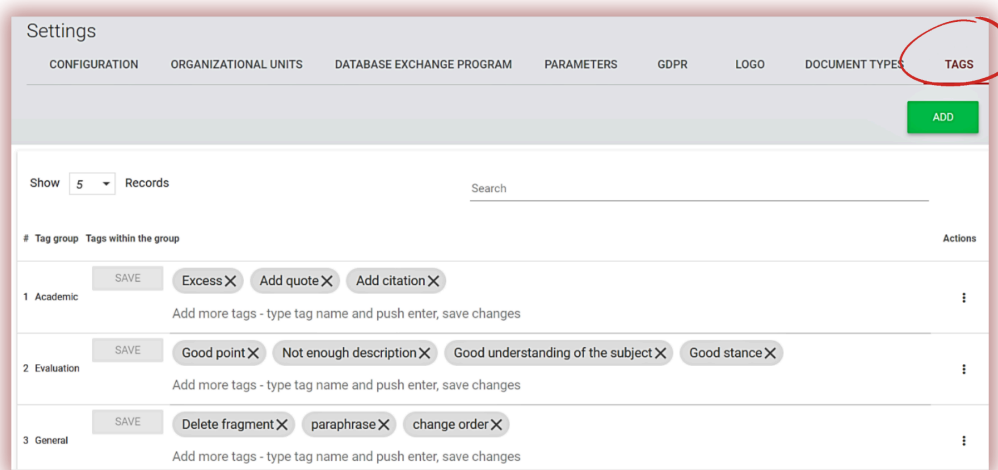
11.   Comment Tags

Comment Tags are created to add ready-made comment templates and explanations to them into the text of the similarity report.

By creating a Comment Tag, you will allow the teacher not to create a new comment, but to use it from the list of already created ones.

Such templates are convenient when you do not want to add the same comments to the text of the similarity report, for example, in the form of "delete fragment" or "paraphrase text".

By selecting the Tag tab, the system will show settings related to creating Comment Tags and editing them. Under the Add button you will find a search field for a tag group name.
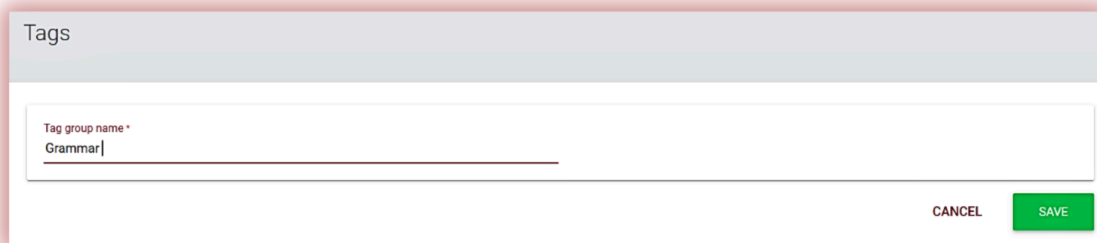

By clicking on the Add button, you will create a new group of Comment Tags. Click on Save to save your entered data.
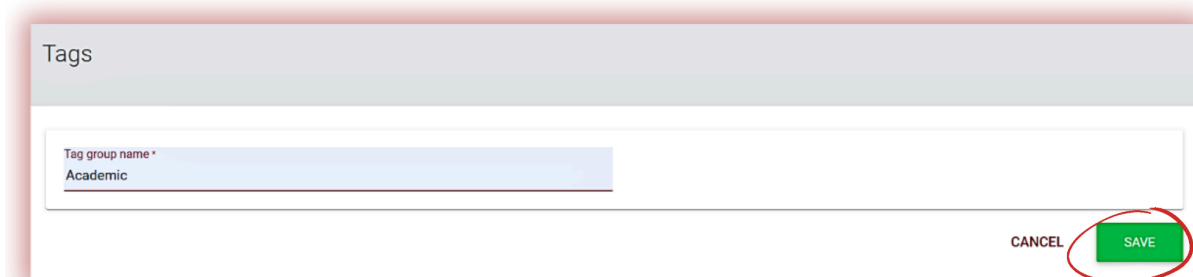
If you want to edit the entered Comment Tag group name, click on the ellipsis under Actions and select Edit.
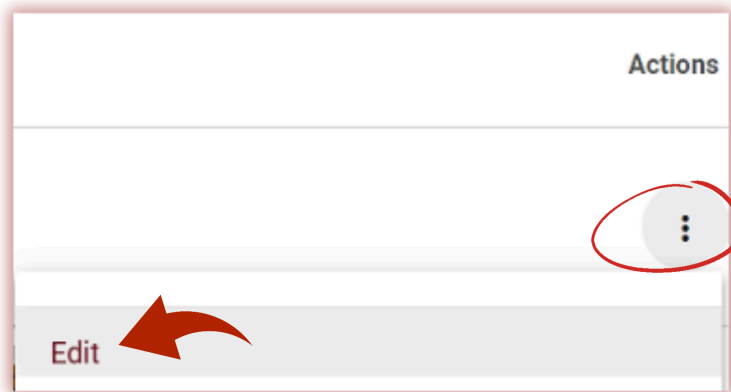
Then add changes and click on Save. Comment Tag Group cannot be deleted once created.

To create a new Comment Tag, click on the "Add more tags - type tag name and click on Enter to save the changes" field. Once data is added click on Save.

All Comment Tags entered will appear in the Interactive Similarity Report on all teacher accounts. Students will see comments added by the instructor to the similarity report. Moreover, all comments and explanations for them will be available to the teacher and student in the list of comments in the similarity report. Once the similarity report is open, click on the **List of Comment Tags**, and then on the **Group Name**, and then on the name of the Comment Tag. The system will light up the Comment Tag in blue. This will mean that the Comment Tag has been activated.

After that, click on the piece of text you are interested in. The Comment Tag will stick to this text fragment. The Comment tag is semi-transparent and allows you to see the text behind it. Add clarification to the comment so that the student better understands the reason for the action and your intentions.

After you enter a comment and explain it, it will appear in the list of comments on the left side of the Interactive Similarity Report.

You can edit the Tag Comments just like the regular comments available at the Similarity Report by Saving, Deleting and keep Editing:

12. Contract

The „Clients Contract" section displays the expiration date of the contract, the unit used in the contract (users/ authors/ documents or the characters used) and the available limit to be used by the client.

The information in your contract indicates the number of checks you have on your account, as well as the type of checks: either documents or characters. You can change the number of checks available in the user list by finding your account in the list:


In case of exceeding the date of the contract or the limit of verifications being exhausted, further checking of documents will be blocked for all users, regardless of their own counter.

The system sends notification to the Administrator of the system once the contract is close to the 70, 90% and 100% of exhaust. If a client's contract is expired the users will see a pop-up notification about it and appeal to contact the Administrator.

If the contract is expired the Administrator will see the following information:
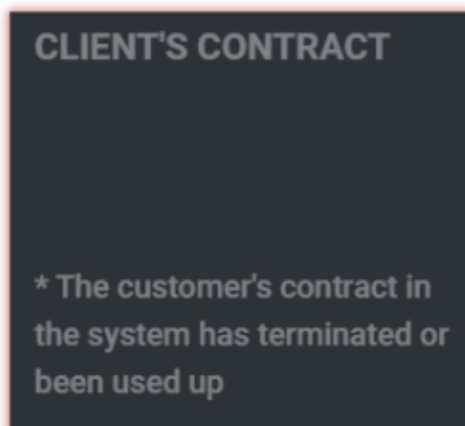
13. Statistics

There is comprehensive data about the number of documents used by the client by all the users, number of documents used by the client by each organizational unit, by each user, as well as the number of documents checked more than one time, in the statistics.

Distribution of Similarity Coefficient indicates and distributes documents in different ranges in regards with their level of similarity.

The administrator can run statistics on how many documents are in a range of, for example, 0-20% or 60-80% and what percentage of these documents to the total number of documents.

Distribution of Similarity Coefficients

No.	Range of Similarity Coefficients	Number of documents	% of documents
1	0% - 20%	2	20%
2	20% - 40%	0	0%
3	40% - 60%	1	10%
4	60% - 80%	0	0%
5	80% - 100%	7	70%

14. Priority check

If you need an urgent and quick check of a document, contact the Administrator to use the check prioritization functionality.

This option helps to speed up the verification process to complete it within a couple of minutes during the session period.

15. Help

In the "Help" tab, there are useful documents for users (i.e. User Manual, Guidelines for Similarity Report Interpretation), video guides and answers to frequently asked questions (FAQs).

In the event of any questions or need for instructions related to the operation of the system, please contact the Plagiat.pl Customer Service Department. For this purpose, the Administrator may use the Contact Form located under the FAQ list or send a message to contact@strikeplagiarism.com.

Administrator or any other user can send a screenshot of the error by attaching a file to the form.

16. Data editing and logging out

Administrator data preview, changing the password and the "Logout" are available by clicking on the username in the top right bar of the account.
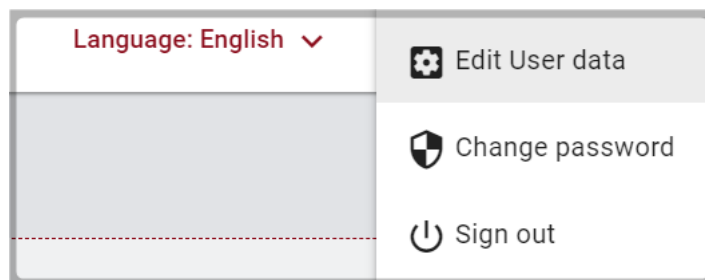
We wish the administrator fruitful work with the Anti-plagiarism system!