



StrikePlagiarism.com

ORIGINALITY IS A VALUE

**University's Antiplagiarism
System
Administrator Manual of the
Strikeplagiarism.com**

I. 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 the number of borrowings in the analyzed text and the identification of their sources.

The system detects in the analyzed document fragments identical to texts placed in comparative databases, including correctly marked quotes and footnotes and fragments that are not protected by copyright (ex. legal acts).

✓ **The system does not indicate whether the document contains plagiarism.**

Strikeplagiarism.com compares all uploaded documents

to sources in the following databases:

- The documents in the University's own database (documents „added to the database”);
- Documents from the databases of other Universities*;
- Internet resources;
- RefBooks database **;
- Legal database.

* To enable comparison with documents in the databases of other universities it is necessary to sign the declaration of database exchange.

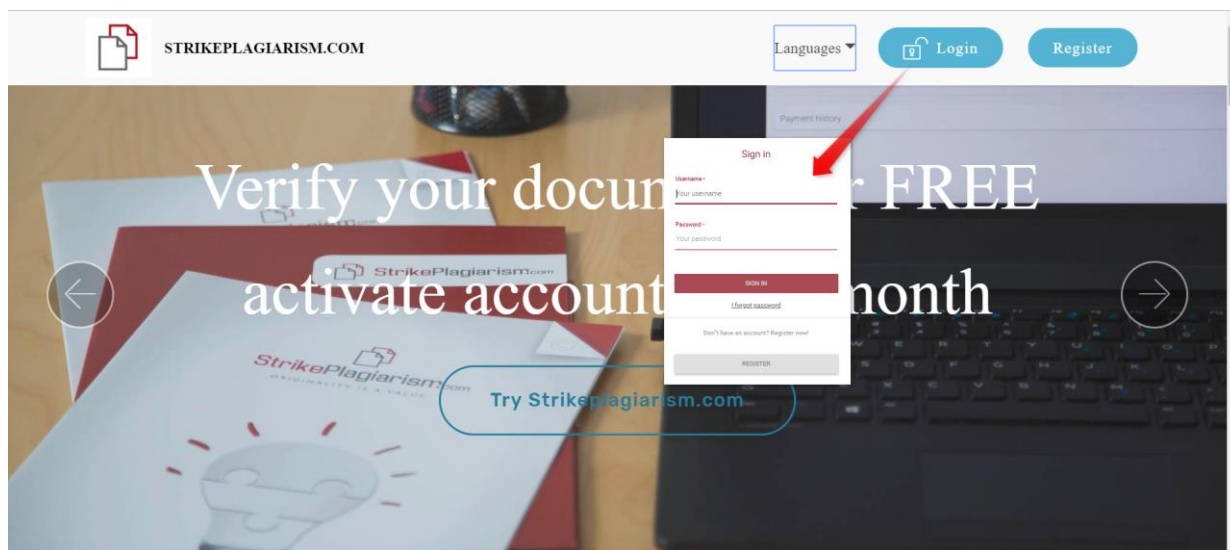
** Created by Plagiat.pl sp. z o.o. database of books, articles and other scientific and specialist publications, made available by authors and publishers solely for the purpose of anti-plagiarism analysis. Currently, it contains over 3 million texts protected by copyright, mainly in Polish and English.

✓ The antiplagiarism system is provided in ASP model (Application delivered as a service provider):

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

II. Logging into the **Strikeplagiarism.com**

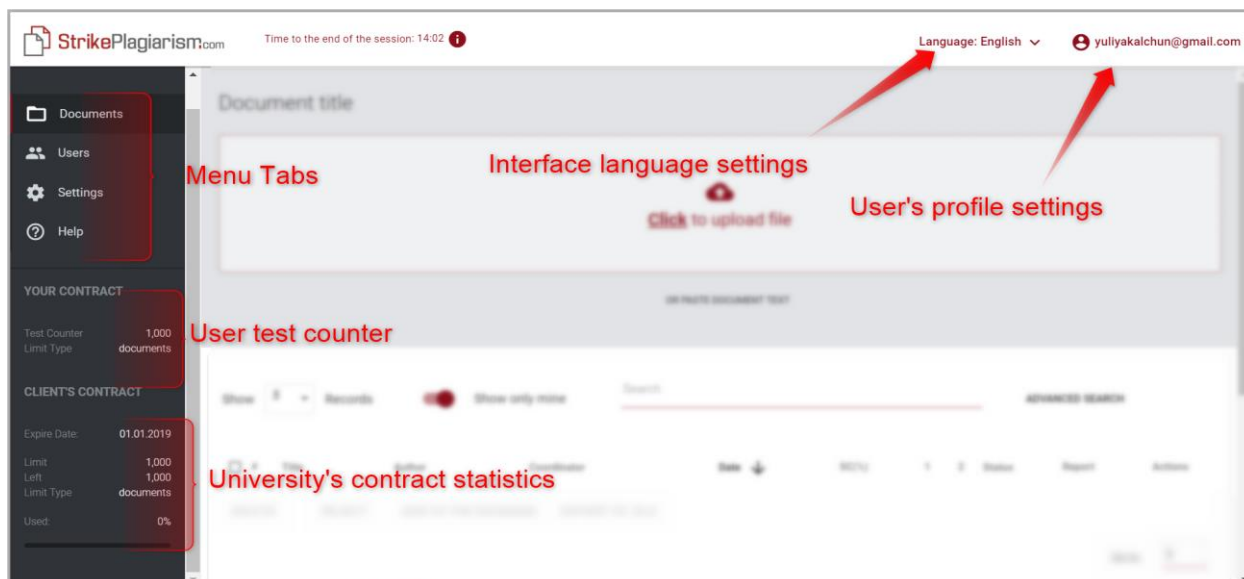
✓ To log in to the **Strikeplagiarism.com**, go to the website <http://strikeplagiarism.com/>, and then in the upper right corner click on the "Login" button.



After completing the login and password fields with data that you have received via e-mail, click „Login”.

The Administrator can manage: documents, users and University account settings.

The Administrator also has a preview of the current state of contract usage resulting from the agreement for the Antiplagiat system.

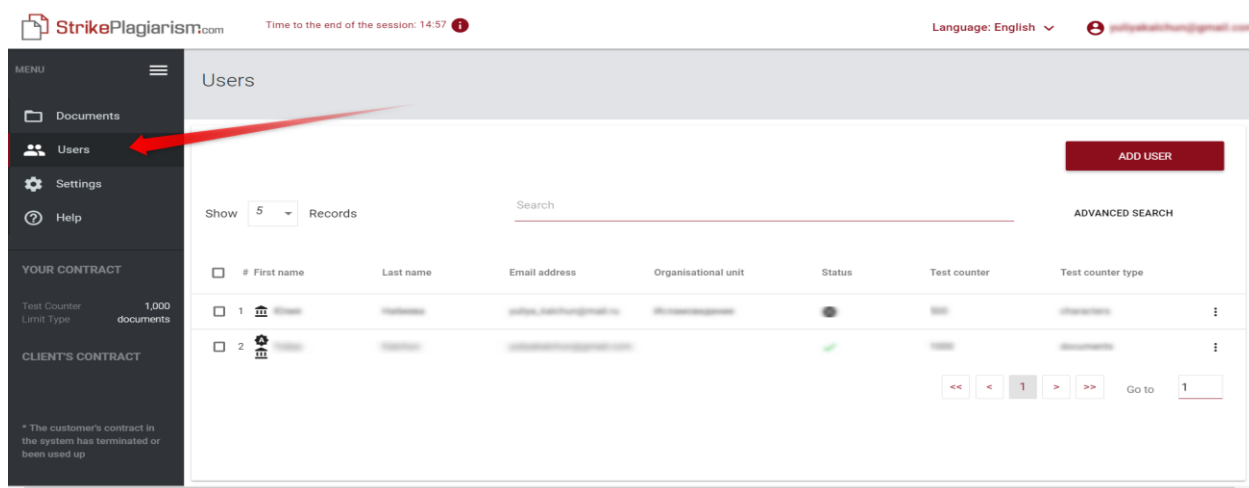


In addition, the Administrator can upload documents to the system. Detailed information on the methods of uploading documents are presented in the **University's User Manual**.

III. List of users

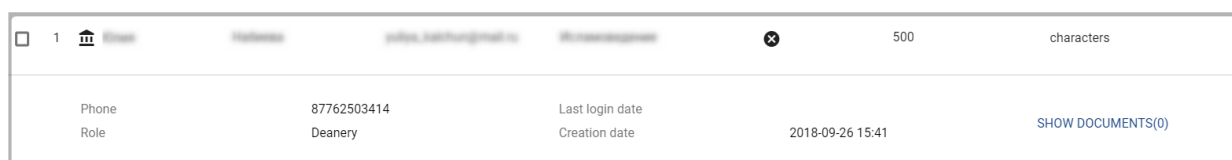
✓ The **"Users"** section is visible only on the Administrator's accounts. Using its functions, the Administrator can:

- Add new users
- Edit users' test 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 test counter.

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



The Administrator can also, directly from the User's details view, move to the documents uploaded by them using the **"Show documents"** button.

✓ There are 3 user roles in the system: Deanery, Lecturer and Administrator, who have different permissions.

Deanery 🏛️ (or without any indication) – 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.

✓ The user list uses 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 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.

✓ 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 test counter determines the user's limit of verifications.

Adding a user

Type a name* Type a last name* Type an e-mail address* Type the phone number

Select a unit* Type an academic t... Select role* Enter test counter limit Select test counter type*

CANCEL SAVE

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

Test counter Test counter

5 50q ✓ X

If the test 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.

✓ Options of users management ("**Actions**") are placed under the icon in the rightmost column of the table (see the graphic below).

The options are:

Test counter

45

Edit
Reset password
Hibernate
Remove

- 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**". 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:

Show Records

✓ Advanced search allows the Administrator to filter users according to the indicated parameters.

The screenshot shows a user management interface. On the left, a dropdown menu for 'Show' records is open, with options 5, 10, 20, 30, and 40. The '5' option is selected. To the right, there is a search bar and a table of users. The table has columns for Last name, Email address, Organisational unit, Status, Test counter, and Test counter type. Two users are listed: 'Krzysztof' and 'Krzysztof', both with email addresses 'krysztof.kozlowski@gmail.com'. The first user has a status of 'Inactive' and a test counter of '100'. The second user has a status of 'Active' and a test counter of '100'.

In the username field, enter the name of the user you are looking for.

The screenshot shows a 'SIMPLE SEARCH' interface. At the top, there is a 'Show' dropdown set to '5' and 'Records'. Below this are three input fields: 'User's name', 'Email address', and 'Organisational unit'. Underneath these are 'Status' and 'Role' dropdowns, and a 'Never logged in' toggle switch. At the bottom, there are four date range filters: 'Last login after', 'Last login before', 'Created since', and 'Created after'. At the very bottom, there are 'CLEAR SEARCH' and 'SEARCH' buttons.

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

IV. 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.

Show	5	Records	<input checked="" type="checkbox"/> Show only mine	Search	ADVANCED SEARCH					
<input type="checkbox"/>	#	Title	Author	Document coordinator	Date ↓	SC(%)	1	2	Status	Actions
<input type="checkbox"/>	1	2018-09-04 12:28	0.00%	0.00%		✓	⋮
<input type="checkbox"/>	2	2018-09-03 17:58	0.00%	0.00%		✓	⋮

DELETE REJECT ADD TO THE DATABASE EXPORT TO .XLS

In the list of documents, the User sees **all the documents assigned to the organizational unit** to which the User belongs. In order to limit the list of documents only to the ones uploaded by the User, press the slider: Show only mine

The data displayed in the documents list table contains:

- Title
- author,
- Coordinator,
- Upload date,
- Similarity Coefficients values,


Document status:

- processing (in analysis);
- checked,
- 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 whose Similarity Report has been negatively assessed by the Coordinator);

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 you to filter documents according to the parameters indicated by the Administrator.

Show Records Show only mine ← SIMPLE SEARCH

User

Title Author Status

Coordinator Document type Organisational unit

SC 1 from SC 1 to SC 2 from SC 2 to Date from Date to Alert

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

#	Title	Author	Document coordinator	Date	SC(%)	1	2	Status	Actions
1	2018-09-04 12:28	0.00%	0.00%		✓	
Document ID		6501154		Document type		Year Paper			
User		...		File format		docx			
Organisational unit		...		Size		225			
File upload date		2018-09-04 12:28							
Report date		2018-09-04 12:28							

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.

#	Title	Author	Document coordinator	Date	SC(%)	1	2	5	Status	Actions
1	2018-04-25 16:01	10.17%	0.00%	0.00%		✓	

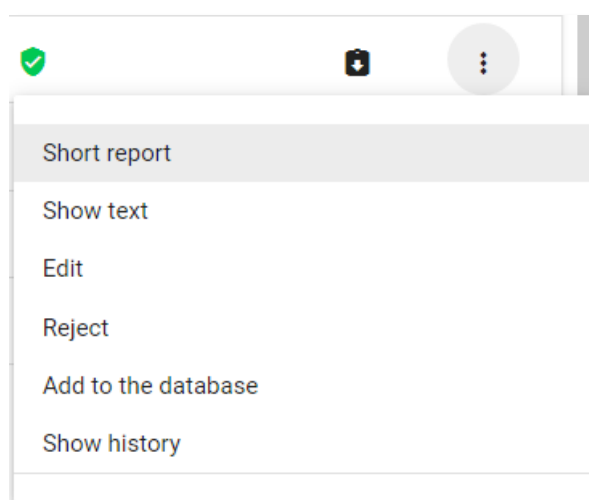
Clicking on the arrow next to the positions: Title, Author, Coordinator - will result in the positioning of the entries in alphabetical order.

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:

- preview of the similarity report in full version and short version (it does not contain work content with marked fragments);
- view text in txt format;
- edit document information;
- add/withdraw document from the database or reject the document (depending on the current status);
- show history of the changes.



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.

Edit document

Title *

Coordinator *

Enter author's name * Enter author's lastname * Index number

Document's type Organisational unit

Document type

ADD CO-AUTHOR

CANCEL **SAVE**

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

Document's history

Field name	Old value	New value	User	Change date	Relates to
Status	Processing	Checked		2018-10-01 18:14	

CANCEL

✓ 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.

<input type="checkbox"/>	# Title	Author	Document coordinator	Date ↓	SC(%)	1	2	Status	Actions
<input type="checkbox"/>	1			2018-09-04 12:28	0.00%	0.00%		✓	+
<input checked="" type="checkbox"/>	2			2018-09-03 17:58	0.00%	0.00%		✓	+

DELETE REJECT ADD TO THE DATABASE EXPORT TO .XLS

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".

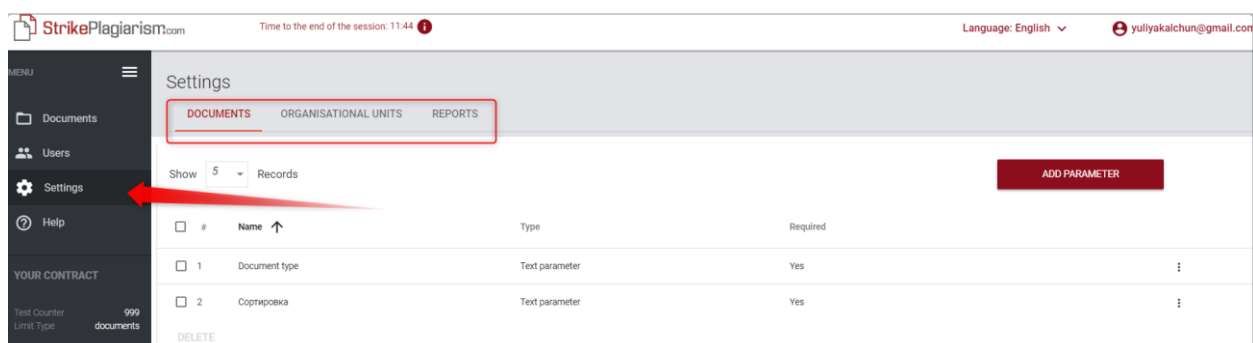
ADD TO THE DATABASE - you can add all marked documents with the status "Checked" to the comparison database.

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.

V. Settings

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

- Define document parameters
- Manage the organizational structure
- Set report parameters



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

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 in the case of the enumeration parameter is to define 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.

✓ The **"Reports"** tab in the **"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).

Settings

DOCUMENTS ORGANISATIONAL UNITS **REPORTS**

The phrase length for the Similarity Coefficient 2* 25

The number of highlighted words* 25

CANCEL SAVE

In order to edit these values, click on the **"Edit"** button, and then, after changing the values, click the **"Save"** button. The changes will apply to all documents on your account in the system.

VI. Contract

- ✓ The **„Clients Contract“** section displays the expiration date of the contract, the unit used in the contract (the number of documents checked or the characters used) and the available limit of documents / characters to be used by the University.

CLIENT'S CONTRACT	
Expire Date:	01.01.2019
Limit	1,000
Left	1,000
Limit Type	documents
Used:	0%

Displayed values result from the license for the anti-plagiarism system. 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 test counter.

VII. Help

- ✓ In the **"Help"** tab, there are useful documents for users (i.e. University's User Manual, Guidelines for Similarity Report Interpretation) 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.

Contact form

Who do you want to send to? *

Enter message *

Attach file Clear form Send message

VIII. Data editing and logging out

- ✓ Administrator data preview, changing the password and the "Log out" button are available by clicking on the username in the top bar of the account.

Language: English ▼

⚙ Edit User data

🛡 Change password

🔌 Sign out

We wish you fruitful work with the Antiplagiarism system!