



**Shodh शुद्धि**  
Enhancing Research Quality

# Original Admin Guide



# Shodh Shuddhi Program

**Shodh Shuddhi**  
Enhancing Research Quality

HOME | ABOUT | BENEFICIARY INSTITUTIONS | SEARCH | STATISTICS | Dashboard

**ShodhShuddhi**  
Provides access to Web Based Plagiarism Detection Software to all universities/Institutions

Authorized Users from Member Institutes can login and upload documents for checking plagiarism / content similarity

Login to Ouriginal (formerly Urkund)

Total Submissions Dec '20 – May '21: 4,19,251 (A4 Size-60,000 Char count)

Month	Submissions
Dec '20	96 483
Jan '21	64 673
Feb '21	68 709
Mar '21	73 391
Apr '21	59 446
May '21	56 549

Launched by  
**SHRI RAMESH POKHRIYAL 'NISHANK'**  
Hon'ble Minister of EDUCATION  
(formerly MHRD)  
on  
Saturday, 21<sup>st</sup> September, 2019

URKUND has been rolled out by eGalactic and INFLIBNET to all Universities and CFTI in India from 1st of September 2019 under ShodhShuddhi program, an Initiative of MHRD, Govt of India. For more details visit <https://pds.inflibnet.ac.in/index.php> or [www.egalactic.in](http://www.egalactic.in). **Urkund is now rebranded as Ouriginal**

# Ouriginal is Easy to Use

## SUBMITTER



Submit Document

Submits Document



Get  
confirmation



## Ouriginal



Analyze the document

Sends report  
to Receiver  
with  
similarity



## RECEIVER



Analysis Report

**SUBMITTER** (Student) can only submit document. **Cannot view Report**

**RECEIVER** (Faculty member / supervisor) can view report and submit document

- RECEIVER and **SUBMITTER** are registered for a specific Institute/University

# Creation of Account

- Account can be created by University Coordinator
- eGalactic support team can help in creation of account. Request with following details should be sent by University Coordinator to [support@egalactic.in](mailto:support@egalactic.in)

## Details needed

- Department
- Faculty Salutation
- Faculty Name
- Faculty Email Id

# Quick Guide For Admin

1. URSA Admin Login Process
2. URSA Admin Dashboard
3. Link to Change URSA Admin Details
4. Creating Organization Level
5. Sending Invite to Create Receiver / Faculty Accounts
6. Sending Invite to Create Submitter / Scholar Accounts
7. Statistics
8. Deletion of Document
9. User settings

# 1.0 Setting up Password for Admin Account

- URSA Admin would receive a mail from [support@egalactic.in](mailto:support@egalactic.in) with the subject "URSA Admin Login Details"
- Click on the link provided in mail or mentioned below <https://secure.ouroriginal.com/sysmon/Login/RequestPasswordReset> and provide your registered email id as mentioned in the mail
- You will receive mail from [noreply@ouroriginal.com](mailto:noreply@ouroriginal.com) with subject "Password reset request". Click on the link in the mail and setup your admin password. (The admin password can be same / different from your submitter / receiver account)
- Once the admin password is set you can use your admin account

# 1.1 Login to URSA Admin: Step 1

The screenshot shows the Ouriginal website in a browser window. The address bar displays 'original.com'. The navigation menu includes 'Home', 'Our Products', 'Our Resources', 'Our Support', 'Our Company', and 'Your Profile'. A red box highlights the 'Log in' button in the top right corner. A callout box with a red border and a pointer to the 'Log in' button contains the text 'Click here on www.ouriginal.com'. The main content area features a large orange banner with the text 'Integrate smoothly with your work' and an illustration of a person sitting on a blue briefcase. Below the banner, the text 'Welcome to Ouriginal' is displayed, followed by a paragraph describing the company's expertise in plagiarism detection. At the bottom, there is a section titled 'Select your profile'.

Home - Ouriginal

original.com

Ouriginal

Home Our Products Our Resources Our Support Our Company Your Profile

Log in

English

Integrate smoothly with your work

Welcome to Ouriginal

Original brings together the combined expertise of Urkund and PlagScan's plagiarism detection, spanning over three decades. It is a similarity detection solution that combines text-matching with writing-style analysis to promote academic integrity and help prevent plagiarism.

Select your profile

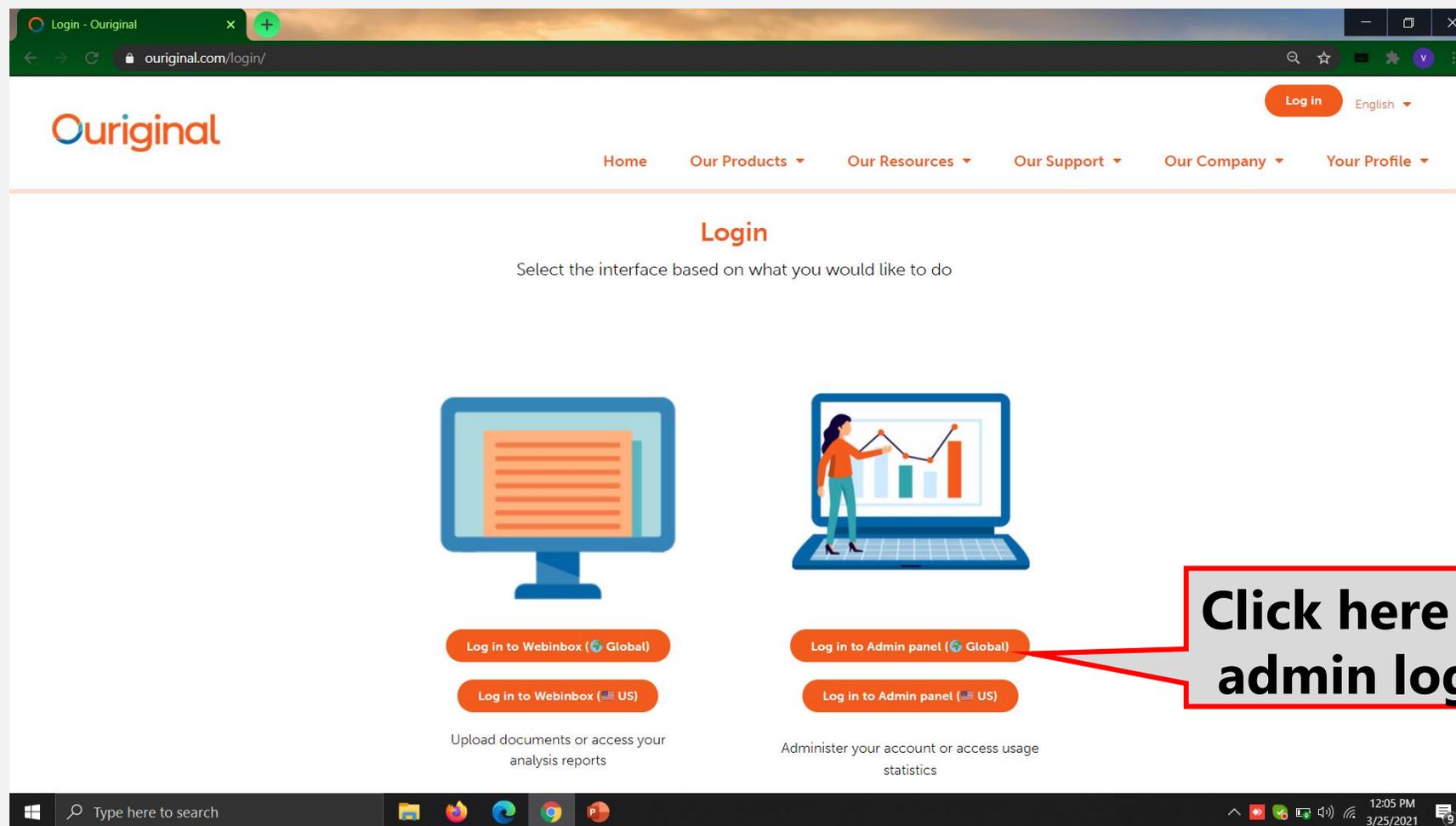
https://www.ouriginal.com/integrations/

Type here to search

12:02 PM 3/25/2021

# 1.2 Log in to URSA: Step 2

8



The screenshot shows the Ouriginal login page in a browser window. The page has a navigation bar with the Ouriginal logo, a 'Log in' button, and a language dropdown set to 'English'. Below the navigation bar are menu items: Home, Our Products, Our Resources, Our Support, Our Company, and Your Profile. The main heading is 'Login' with the instruction 'Select the interface based on what you would like to do'. There are two columns of options. The left column features a monitor icon and two buttons: 'Log in to Webinbox (Global)' and 'Log in to Webinbox (US)'. Below these is the text 'Upload documents or access your analysis reports'. The right column features a laptop icon with a person pointing at a chart and two buttons: 'Log in to Admin panel (Global)' and 'Log in to Admin panel (US)'. Below these is the text 'Administer your account or access usage statistics'. A red callout box with a white background and black text points to the 'Log in to Admin panel (Global)' button, containing the text 'Click here for admin login'. The browser's address bar shows 'ouriginal.com/login/'. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date '3/25/2021' and time '12:05 PM'.

**Click here for  
admin login**

# 1.3 Enter Account Details: Step 3

Screenshot of a web browser showing the login page for 'Original'. The browser address bar shows 'secure.ouriginal.com/sysmon/Login/Login?ReturnUrl=%2fsysmon%2fLogin%2f'. The login form includes fields for 'Username' and 'Password', a 'Login' button, and a 'Reset Password' link. Three callout boxes provide instructions:

- Enter Username (U1234\_something) as provided in the mail from [contact@egalactic.in](mailto:contact@egalactic.in) / [support@egalactic.in](mailto:support@egalactic.in)
- Enter Password as set by you
- Click Login you would be taken to next page

# 1.4 Click on Unit Number: Step 4

← → ↻ 🏠 <https://secure.arkund.com/sysmon> 📖 ☆

Original Menu Functions o2962\_prakash

Welcome

---

Units

- U2670 - eGalactic

**This Unit Number is a Unique University Number, click on the unit no to go to dashboard page.**

# 2.Admin Dashboard

Link to get to home page and details of unit – submitters, receivers, documents

Ouriginal Menu Functions o2962\_venugopalchandak

**Unit U2670 - eGalactic**

Change OrganizationLevels + Invite to create User Accounts + Create analysis addresses and send invite to Web inbox Statistics

**Properties**

<b>Id</b>	U2670	<b>Contact person</b>	eGalactic Support
<b>Name</b>	eGalactic	<b>Email</b>	egalactic@gmail.com
<b>Emailsuffix</b>	.egalactic@analysis.arkund.com	<b>Phonenumber</b>	0
<b>Organization Account</b>	O1435 - eGalactic AC4 - eGalactic	<b>Language</b>	English (US)

**Document Cap Dashboard**

<b>Documents remaining</b>	0
<b>Used documents</b>	0

**Created** **Allocated documents**

**Receivers**

Show 100 entries Search:

Id	Date	Name	Personal Email	Account Email	Org A	Org B	Deleted
R324970	2018-01-17T08:22:00	Shrinivas Kurup	shrinivaskurup@egalactic.in	shrinivaskurup.egalactic@analysis.arkund.com			<input checked="" type="checkbox"/>
R321381	2017-12-19T07:19:00	Komal Hurkat	komalhurkat@egalactic.in	komalhurkat.egalactic@analysis.arkund.com			<input checked="" type="checkbox"/>

Change Profile Details

Create Organization Level

Creates Receiver Account

Creates Submitter Account

Registered user details

# 3.Change Button

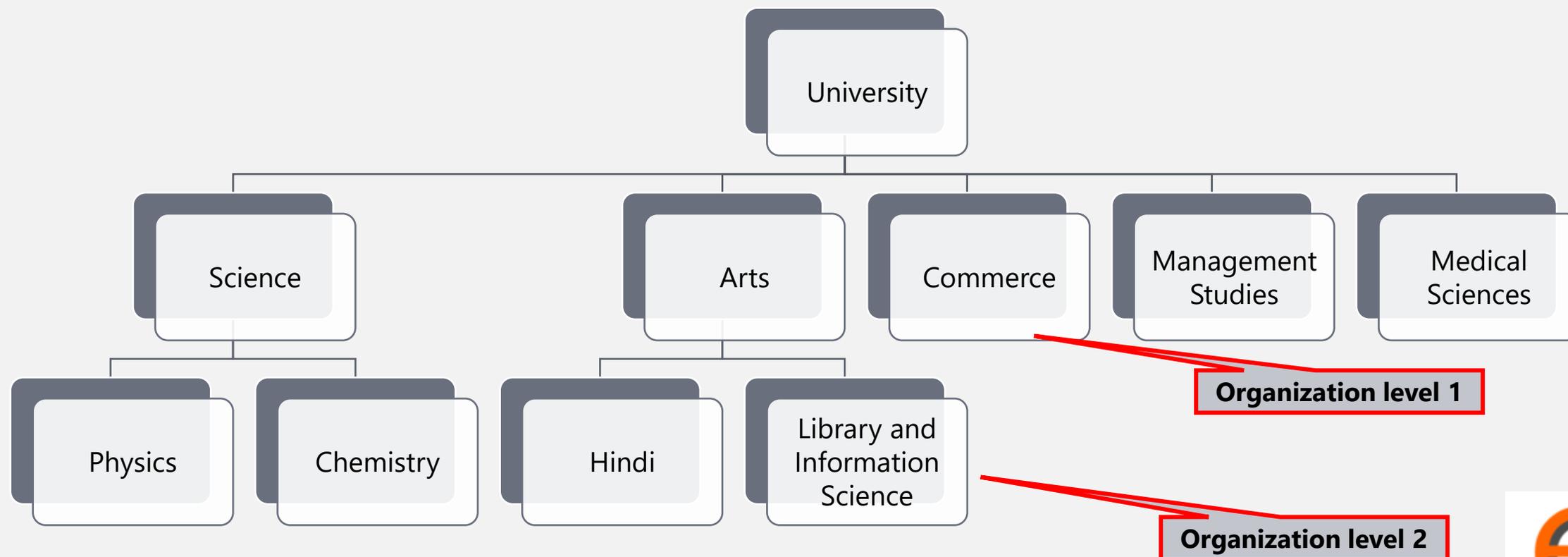
The screenshot shows a web browser window with the URL `secure.ouriginal.com/sysmon/Unit/Edit/2670`. The page title is "Edit - U2670". The form contains the following fields:

- Email:** `egalactic@gmail.com` (Callout: **Edit registered mail ID**)
- Contact person:** `eGalactic Support` (Callout: **Edit Contact person name**)
- Phonenumber:** `0` (Callout: **Edit Phone number**)
- Language:** `English (US)` (Callout: **Select the language**)

At the bottom of the form are **Save** and **Cancel** buttons. A callout **Click Save** points to the **Save** button.

The footer of the page includes the Ouriginal logo, a list of links (About URKUND, Support, Manuals and Folders, Student FAQ), and URKUND Support contact information: `support@urkund.se` and `+46 (0)8 738 52 10`.

## 4.1 Monitoring with OURIGINAL is Easy



## 4.2 Creating Organization Level

U2670 - Urkund Administration

secure.ouriginal.com/sysmon/Unit/2670

Original Menu Functions

**Click here to Create or Edit "Organization Levels", you will be taken to a new page**

Unit U2670 - eGalactic

Change OrganizationLevels + Invite to create User Accounts + Create analysis addresses and send invite to Web inbox Statistics

Properties

<b>Id</b>	U2670	<b>Contact person</b>	eGalactic Support
<b>Name</b>	eGalactic	<b>Email</b>	egalactic@gmail.com
<b>Emailsuffix</b>	.egalactic@analysis.urkund.com	<b>Phonenumber</b>	0
<b>Organization</b>	O1435 - eGalactic	<b>Language</b>	English (US)
<b>Account</b>	AC4 - eGalactic		

Document Cap Dashboard

<b>Documents remaining</b>	0
<b>Used documents</b>	0

Created Allocated documents

+

Receivers

Show 100 entries Search:

Id	Date	Name	Personal Email	Account Email	Org A	Org B	Deleted
----	------	------	----------------	---------------	-------	-------	---------

https://secure.ouriginal.com/sysmon/

## 4.3 Create Organization Level 1

*Edit OrganizationLevels*

Organization level 1

Organization level 2

-- New  
Arts  
Demo  
Dept of Psychology

Add: Science Ok Delete

Back

Add: Ok Delete

**To add new level, click new**

**Write name**

**Click OK**

If there are organization level of faculties, Admin can add up to two organization levels

## 4.4 Create Organization Level 2

### *Edit Organization Levels*

Organization level 1

Human Resource  
Management  
Management  
Science

Select 1<sup>st</sup> level

Edit: Science Ok Delete

Back

Organization level 2

-- New  
Finance  
Human Resource  
Marketing

Click new to Add 2<sup>nd</sup> new level

Add: Write name Ok Delete

Click Ok

- To add 2<sup>nd</sup> level of organization:
- Click on particular organization level 1
- Click NEW on organization level 2- add name- OK

## 5.1: Brief on Receiver Account

- First mandatory step is to create receiver account for the faculty
- Receiver can submit document & view report. He can only submit the document once account is activated
- Once the receiver account is created Receiver will receive a mail from [noreply@ouriginal.com](mailto:noreply@ouriginal.com) with Mail Subject: **“Welcome to OURIGINAL!”**. If the receiver has not received the invite ask him to check his junk / trash mail
- User will need to activate the link given in mail within 96 hours to activate his receiver account.
- Steps to create receive account for faculty is in next page

## 5.2: Create Receiver Account & Send Invite

The screenshot shows the 'Unit U2670 - eGalactic' page in a web browser. The browser address bar shows 'secure.ouriginal.com/sysmon/Unit/2670'. The page header includes the 'Original' logo, 'Menu', 'Functions', and a user profile 'o2962\_venugopalchandak'. The main content area is titled 'Unit U2670 - eGalactic' and contains a navigation bar with buttons: 'Change', 'OrganizationLevels', '+ Invite to create User Accounts', '+ Create analysis addresses and send invite to Web inbox', and 'Statistics'. Below this is a 'Properties' section with a table of details:

<b>Id</b>	U2670	<b>Contact person</b>	eGalactic Support
<b>Name</b>	eGalactic	<b>Email</b>	egalactic@gmail.com
<b>Emailsuffix</b>	.egalactic@analysis.urkund.com	<b>Phonenumber</b>	0
<b>Organization</b>	O1435 - eGalactic	<b>Language</b>	English (US)
<b>Account</b>	AC4 - eGalactic		

Below the properties is a 'Document Cap Dashboard' section with 'Documents remaining' and 'Used documents' both at 0. At the bottom, there is a 'Receivers' section with a search bar and a table header:

Id	Date	Name	Personal Email	Account Email	Org A	Org B	Deleted
----	------	------	----------------	---------------	-------	-------	---------

Click here to "Create Receiver Account", you will be taken to a new page

## 5.3: Create Receiver Account & Send Invite

Create analysis addresses and send invite to Web inbox

Paste a list of the Receivers in the textarea below, either as a list of mailaddresses. Example:

- arne.arnesson@prioinfo.se
- berit.beritsson@prioinfo.se
- c.caesarsson@prioinfo.se

Or a list with the mailaddress and a name. Example:

- arne.arnesson@prioinfo.se Arne Arnesson
- berit.beritsson@prioinfo.se Berit Beritsson
- c.caesarsson@prioinfo.se Caesar Caesarsson

Only use one space or tab between the email and the name.

venugopalchandak@gmail.com Venugopal Chandak  
support@egalactic.in Support mail

Next

**For exp.- To create account of Mr. Akash Gupta  
Akash.gupta@gmail.com Akash Gupta**

**Press enter to add more accounts.  
Click Next**

**Enter mail id \*space\* Full Name  
To add multiple faculty members add  
details in a separate line  
Click NEXT once all the details added**

**Click Next**

## 5.4: Create Receiver Account & Send Invite

The screenshot shows the 'AddReceiversWizard' page in the Original application. The page is titled 'Create analysis addresses and send...' and the URL is 'secure.original.com/sysmon/Unit/AddReceiversWizard/2670'. The user is logged in as 'o2962\_venugopalchandak'.

The page contains the following settings:

- Organization level: -- (dropdown)
- Organization level: -- (dropdown)
- Send analysis address:
- Allow creation of duplicates:
- Selected email: c.venugopal.egalactic@analysis.arkund.com
- Personal Email: venugopalchandak@gmail.com
- Name: Venugopal Chandak
- Email Prefix: c.venugopal
- Emailsuffix: .egalactic@analysis.arkunc

Navigation buttons: Previous, Next

Callouts:

- Select Organization Level 1 (points to the first dropdown)
- Select Organization Level 2 (points to the second dropdown)
- Click Next (points to the Next button)

## 5.5: Create Receiver Account & Send Invite

### Units

Create analysis addresses and send invite to Web inbox

The following accounts have been created

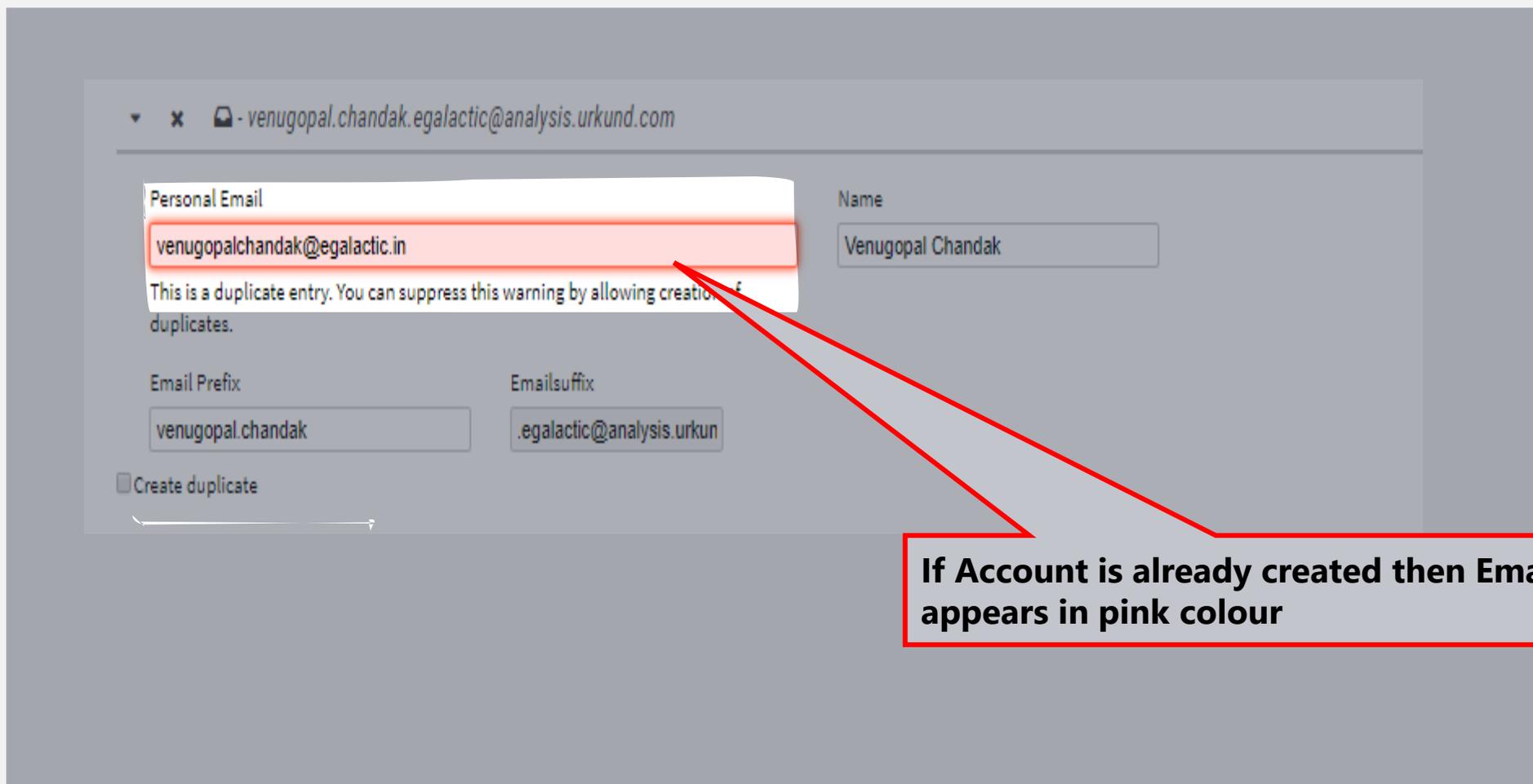
Show 10 entries

^ Email	Name	Account Email
egalactic.27@gmail.com	Egalactic	27.egalactic.egalactic@analysis.urkund.com

Showing 1 to 1 of 1 entries

**It shows details of users whose analysis accounts are created as receiver.  
User will receive mail with subject line- 'Welcome to Ouriginal' from noreply@ouriginal.com  
They need to activate the receiver link within 96 hours. If Invite not accepted within 96 hours  
fresh invite needs to be sent**

# Account Already Exist



The screenshot shows a web form for account creation. The browser address bar displays `venugopal.chandak.egalactic@analysis.arkund.com`. The form includes the following fields:

- Personal Email:** `venugopalchandak@egalactic.in` (highlighted in pink)
- Name:** `Venugopal Chandak`
- Email Prefix:** `venugopal.chandak`
- Emailsuffix:** `.egalactic@analysis.arkun`

A warning message is displayed below the Personal Email field: "This is a duplicate entry. You can suppress this warning by allowing creation of duplicates." Below the form, there is a checkbox labeled "Create duplicate" which is currently unchecked. A red box with arrows points from the pink-highlighted email field to a text box on the right.

**If Account is already created then Email ID appears in pink colour**

## 5.6: Sending Fresh Invite If Link Expired

### Unit U2670 - eGalactic

Change OrganizationLevels Invite to create User Accounts Create analysis addresses and send invite to Web inbox Statistics

#### Properties

<b>Id</b>	U2670	<b>Contact person</b>	eGalactic Support
<b>Name</b>	eGalactic	<b>Email</b>	egalactic@gmail.com
<b>Emailsuffix</b>	.egalactic@analysis.urkund.com	<b>Phonenumber</b>	0
<b>Organization</b>	O1435 - eGalactic	<b>Language</b>	English

#### Receivers

Show 100 entries

Search:

Id	Date	Name	Personal Email	Account Email	Org A	Org B	Deleted
R439832	2019-08-08T09:17:00	Egalactic	egalactic.27@gmail.com	27.egalactic.egalactic@analysis.urkund.com			<input type="checkbox"/>

Find receiver and click on receiver id

# 5.7: Sending Fresh Invite If Link Expired

The screenshot shows the 'Receiver R439832' page in the Ouriginal system. The browser address bar shows 'secure.ouriginal.com/sysmon/Receiver/439832'. The page title is 'Receiver R439832 - 27.egalactic.egalactic@analysis.urkund.com'. There are three buttons at the top: 'Change', 'Change SourceFilters', and '+Send user account invitation'. The '+Send user account invitation' button is circled in red. Below the buttons are sections for 'Properties', 'Settings', and 'Document Cap Dashboard'. The 'Properties' section includes fields for Id (R439832), Unit (U2670 - eGalactic), Name (Egalactic), Account Email (27.egalactic.ega...), Personal Email (egalactic.27@gr...), and Language (English (US)). The 'Settings' section includes checkboxes for Newsletter, Attach Document to r..., Report by email, Do NOT send confirm..., Search in archive, and Search in own archive. The 'Document Cap Dashboard' shows 'Documents remaining' as 0 and 'Used documents' as 0. At the bottom, there are columns for 'Created' and 'Allocated documents', and a 'Source filters' section.

**If the receiver has not accepted the invite, message would be " Send user account invitation". Click on the same.**

**If invite is accepted then the message would "Send credentials reminder"**

# 5.8: Sending Fresh Invite If Link Expired

The screenshot shows the 'Receiver R439832' page in the Ouriginal administration interface. The page title is 'Receiver R439832 - 27.egalactic.egalactic@analysis.erkund.com'. The interface includes a navigation menu, a search bar, and a table of user account invitations. A notification is visible: 'User account invitation sent to: egalactic.27@gmail.com' with a timestamp of '8/8/2019 9:17:00 AM'. A red circle highlights this notification, and a red arrow points to a callout box containing the text 'Message Received once invitation is sent successfully'. The table below the notification shows details for the user account, including 'Personal Email' (egalactic.27@gmail.com) and 'Date Deleted' (8/19/2019 11:29:00 AM). The 'Settings' section includes options for 'Newsletter', 'Attach Document to r...', 'Report by email', and 'Do NOT send confirm...'. The 'Document Cap Dashboard' shows 'Documents remaining' and 'Used documents' both at 0. The 'Source filters' section is visible at the bottom.

Id	Unit	Personal Email	Language	Date Deleted
R439832	U2670 - eGalactic	egalactic.27@gmail.com	English (US)	8/19/2019 11:29:00 AM

## 6.1: Brief About Submitter / Scholar Account

- Submitter is a person who can submit a document for plagiarism check – Research Scholar
- Once the submitter account invitation is sent, user will receive mail from [noreply@ouroriginal.com](mailto:noreply@ouroriginal.com) with subject line **“Account creation invitation”**.
- User will need to activate the link in mail within 96 hours to activate his submitter account.
- Steps to create Submitter account for research scholar is in next page

## 6.2: Sending Invite for Submitter / Scholar Account

The screenshot shows the 'Unit U2670 - eGalactic' page in the Original web application. The page has a navigation bar with 'Original', 'Menu', and 'Functions'. The user is logged in as 'o2962\_venugopalchandak'. The main content area shows the unit details and a table of 'Receivers'.

**Unit U2670 - eGalactic**

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

**Properties**

<b>Id</b>	U2670	<b>Contact person</b>	eGalactic Support
<b>Name</b>	eGalactic		egalactic@gmail.com
<b>Emailsuffix</b>	.egalactic@analysis.urkund.com		0
<b>Organization</b>	O1435 - eGalactic		English (US)
<b>Account</b>	AC4 - eGalactic		

**Document Cap Dashboard**

<b>Documents remaining</b>	0
<b>Used documents</b>	0

**Created** **Allocated documents**

**Receivers**

Show 100 entries Search:

Id	Date	Name	Personal Email	Account Email	Org A	Org B	Deleted
----	------	------	----------------	---------------	-------	-------	---------

## 6.3: Sending Invite for Submitter Accounts

Web Inbox x Invite to create User Accounts - x +

secure.original.com/sysmon/Unit/InviteUsers/2670

Original Menu Functions o2962\_venugopalchandak

Invite to create User Accounts

Paste a list of the users **email addresses** in the text area below. Note: One address per line. No names or titles.

venugopal.chandak@gmail.com

Next

**Click Next**

**You can manually add Email id or copy-paste from your excel sheet here for creation of submitter account. If there are multiple accounts to be created, add each Email ID's in a separate line. Press enter to add multiple id**

**Please ensure there are no Extra Spaces before & after Email ID's**

## 6.4: Invite to create User Accounts

Invite to create User Accounts

The following email(s) will receive an URKUND invitation.

venugopal.chandak@gmail.com

Create account(s) of type Receiver

Create account(s) of type Submitter

Back Send invites

Click here

Click here

**Click on – Create account(s) of type Submitter.**

**Click on Send invites.**

**User will receive submitter account creation link on their registered mail id.**

## 6.5 Sending Fresh Invite If Link Expired

Follow same process as of creating submitter account.  
Click here to "Create Submitter Account", you will be taken to a new page

Unit U2670 - eGalactic

Change OrganizationLevels + Invite to create User Accounts + Create analysis addresses and send invite to Web inbox Statistics

<b>Id</b>	U2670	<b>Contact person</b>	eGalactic Support
<b>Name</b>	eGalactic	<b>Email</b>	egalactic@gmail.com
<b>Emailsuffix</b>	.egalactic@analysis.urkund.com	<b>Phonenumber</b>	0
<b>Organization</b>	O1435 - eGalactic	<b>Language</b>	English (US)
<b>Account</b>	AC4 - eGalactic		

Document Cap Dashboard

<b>Documents remaining</b>	0
<b>Used documents</b>	0

Created Allocated documents

+

Receivers

Show 100 entries Search:

Id	Date	Name	Personal Email	Account Email	Org A	Org B	Deleted
----	------	------	----------------	---------------	-------	-------	---------

5:58 PM 3/25/2021

# 7. Statistics

The screenshot shows a web browser window with the URL `secure.original.com/sysmon/Unit/2670`. The page title is "Unit U2670 - eGalactic". The interface includes a navigation bar with "Menu" and "Functions" options, and a user profile "o2962\_venugopalchandak".

The main content area displays the unit details for "Unit U2670 - eGalactic". A "Statistics" dropdown menu is open, showing the following options:

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

A red callout box with the text "Display Statistics" points to the "Statistics" dropdown menu.

The page also shows a "Document Cap Dashboard" with the following data:

Document Cap Dashboard	Value
Documents remaining	0
Used documents	0

Below the dashboard, there are sections for "Created" and "Allocated documents".

# 7.1: Statistics for Receivers per month

Web Inbox x Statistics x +

secure.ouriginal.com/sysmon/Unit/ReceiverStats/2670

Ouriginal Menu Functions o2962\_venugopalchandak

### Statistics

Number of documents received per month

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	0	0	2	0	0	0	1	1	3	2	3	0
2017	1	5	2	0	0	27	15	5	4	7	8	7
2018	13	6	13	7	21	19	5	8	15	8	25	16
2019	5	17	0	0	14	34	34	35	16	21	6	3
2020	34	48	15	5	37	22	13	9	19	8	10	11
2021	6	25	16	25	6	17	0	0	0	0	0	0

Export to CSV Back

**Click to download data as Excel sheet**

## Admin can check the number of documents received per month

Ouriginal

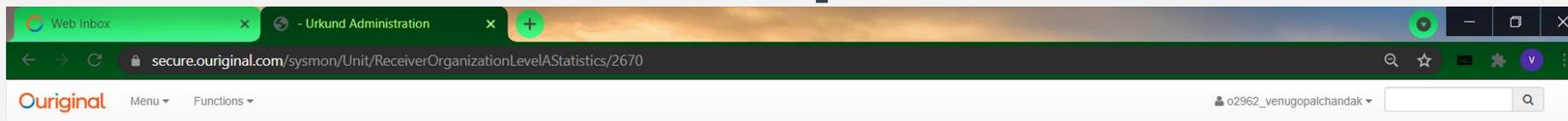
- About URKUND
- Support
- Manuals and Folders
- Student FAQ

URKUND Support:  
support@urkund.se  
+46 (0)8 738 52 10

Type here to search

5:36 PM  
6/29/2021

# 7.2: Statistics for Receivers per month



Number of documents received per month

Export to CSV Hide categories

Year	Organization level 1	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2021		0	0	0	5	0	0	0	0	0	0	0	0	5
	Science	0	0	0	5	0	0	0	0	0	0	0	0	5
2020		0	0	1	0	1	2	0	1	1	1	2	0	9
	Science	0	0	1	0	1	2	0	1	1	1	2	0	9
2019		0	0	0	0	1	0	0	0	2	1	3	0	7
	Science	0	0	0	0	1	0	0	0	2	0	3	0	6
	Management	0	0	0	0	0	0	0	0	0	1	0	0	1
2018		0	0	0	3	0	0	0	0	2	0	0	0	5
	Science	0	0	0	3	0	0	0	0	2	0	0	0	5
2017		1	1	0	0	0	14	0	0	0	0	0	0	16
	Science	0	0	0	0	0	14	0	0	0	0	0	0	14
	Management	1	1	0	0	0	0	0	0	0	0	0	0	2
2016		0	0	0	0	0	0	0	0	0	1	3	0	4
	Management	0	0	0	0	0	0	0	0	0	1	3	0	4

Click to download data as Excel sheet

Admin can check the total number of uploaded documents as per organization level



# 7.3: Receiver statistics for each year

Statistics

Number of received document for each receiver (\* = Deleted)

Show 10 entries

Id	Name	Account Email	Personal Email	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
189851	eGalactic	egalactic.egalactic@analysis.ur...	egalactic@gmail.com	1	0	12	12	19	8	0	0	0	0	0	0	0	0	0	0
189862	Support Service*	support.egalactic@analysis.urk...	support@egalactic.in	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
189863	Support1 Service1*	support1.egalactic@analysis.ur...	support1@egalactic.in	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
189864	support2 service2*	support2.egalactic@analysis.ur...	support2@egalactic.in	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
195236	James Bennett*	james.egalactic@analysis.urku...	james@urkund.com	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
199102	Nisha Sarda	nishasarda.egalactic@analysis....	nishasarda@egalactic.in	0	0	0	4	17	0	0	0	0	0	0	0	0	0	0	0
213352	Abhishek Sutodiya*	abhisheksutodiya.egalactic@an...	abhisheksutodiya@egalactic.in	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	mohanraj R*	mohanraj.egalactic@analysis.u...	mohanraj@egalactic.in	0	0	0	0	2	4	0	0	0	0	0	0	0	0	0	0
	prakash Sarda	prakash.sarda.egalactic@analy...	prakash.sarda@gmail.com	5	9	6	5	14	0	0	0	0	0	0	0	0	0	0	0
	prityrathii Rathi	prityrathii.egalactic@analysis.u...	prityrathii@gmail.com	16	28	8	11	9	0	0	0	0	0	0	0	0	0	0	0

Export to CSV Back

Admin can check the total number of uploaded documents received per receiver

Click to download data as Excel sheet

# Admin Login Deletion of Document



# 8.1 Admin Dashboard & Click on Search Box Step 1

The screenshot shows the eGalactic Admin Dashboard for Unit U2670. At the top, there are browser tabs for 'U2670 - Urkund Administration' and 'URKUND.COM'. The address bar shows 'secure.ouriginal.com/system/Unit/2670'. The page header includes the 'Original' logo, navigation menus, and a user profile 'o2962\_venugopalchandak' with a search box containing 'D99437311'. A red callout box with a white background and black border points to the search box, containing the text: 'Enter Document Reference No & Press Enter'. Below the header, the page title is 'Unit U2670 - eGalactic'. There are several action buttons: 'Change', 'OrganizationLevels', 'Invite to create User Accounts', 'Create analysis addresses and send invite to Web inbox', and 'Statistics'. The main content area is divided into sections: 'Properties' (with fields for Id, Name, Email, Organization, Account, Contact person, Email, Phonenumber, Language), 'Document Cap Dashboard' (with 'Documents remaining' and 'Used documents' both at 0), and 'Receivers' (with a table of receiver entries). The 'Receivers' table has columns for Id, Date, Name, Personal Email, Account Email, Org A, Org B, and Deleted. The bottom of the image shows a Windows taskbar with various application icons and a system tray showing the time as 11:07 PM on 6/29/2021.



## 8.2 Delete the Document : Step 2

The screenshot shows the Original web interface for document D99437311. The document title is "D99437311 - Automatic Outdoor Air Purifier.pdf". The toolbar includes a "Download" button and a "Delete document data" button, which is highlighted by a red callout box with the text "Click on Delete Document Data".

**Properties**

<b>Id</b>	D99437311	<b>Date</b>	3/24/2021 11:13:00 AM	<b>Error</b>	0 - Ok
<b>Submitter</b>	S12275862 - venugopalchandak@egalactic.in	<b>Filename</b>	Automatic Outdoor Air Purifier.pdf	<b>Excluded</b>	<input checked="" type="checkbox"/>
<b>Receiver</b>	R614460 - nevugopalchandak.egalactic@analysis.orkund.com	<b>Size</b>	2309801 Bytes	<b>Anonymous</b>	<input type="checkbox"/>
<b>Course</b>	C1 - [root]	<b>Number of characters</b>	34837	<b>Indexed</b>	<input checked="" type="checkbox"/>
<b>Batch</b>	B99376622	<b>Number of words</b>	4609	<b>Reviewed</b>	<input type="checkbox"/>
<b>MailServer Id</b>	43b82a90-cd67-459e-864b-cfa204608eba			<b>Delete from index</b>	<input type="checkbox"/>
<b>Extern Id</b>				<b>Data Deleted</b>	<input type="checkbox"/>
<b>Language code</b>	en				

**Reports**

Show 10 entries

Id	Date	Archive Sources	External Sources	Significance	Block count	Largest block
A94877499	March 24, 2021 11:13 AM	28	133	97.91 %	245	84.40 % (753)

# 8.3 Delete the Document : Step 3

secure.ouriginal.com says  
Are you sure you want to delete this document from the index permanently. This action can not be undone

**Click on Ok**

Download ~~Delete document data~~

Properties

Id	D99437311	Date	3/24/2021 11:13:00 AM	Error	0 - Ok
Submitter	S12275862 - venugopalchandak@egalactic.in	Filename	Automatic Outdoor Air Purifier.pdf	Excluded	<input checked="" type="checkbox"/>
Receiver	R614460 - nevugopalchandak.egalactic@analysis.urkund.com	Size	2309801 Bytes	Anonymous	<input type="checkbox"/>
Course	C1 - [root]	Number of characters	34837	Indexed	<input checked="" type="checkbox"/>
Batch	B99376622	Number of words	4609	Reviewed	<input type="checkbox"/>
MailServer Id	43b82a90-cd67-459e-864b-cfa204608eba			Delete from index	<input type="checkbox"/>
Extern Id				Data Deleted	<input type="checkbox"/>
Language code	en				

Reports

Show 10 entries

Id	Date	Archive Sources	External Sources	Significance	Block count	Largest block
A94877499	March 24, 2021 11:13 AM	28	133	97.91 %	245	84.40 % (753)

**Important Note:**

- Once Document is deleted, you cannot download it again

https://secure.ouriginal.com/sysmon/Document/DeleteData/99437311

## 8.4 Deleted the Document

The screenshot shows a web browser window with two tabs: 'Sysmon2 - Document' and 'Web Inbox'. The address bar shows 'secure.original.com/sysmon/Document/99437311'. The page header includes the 'Original' logo, a 'Menu' dropdown, a 'Functions' dropdown, a user profile 'o2962\_venugopalchandak', and a search bar.

The main content area displays the document title 'D99437311 - Automatic Outdoor Air Purifier.pdf'. Below the title are two buttons: 'Download' and 'Delete document data'. A 'Properties' section is expanded, showing a table of document metadata:

Property	Value	Property	Value	Property	Value
Id	D99437311	Date	3/24/2021 11:13:00 AM	Error	0 - Ok
Submitter	S12275862 - venugopalchandak@egalactic.in	Filename	Automatic Outdoor Air Purifier.pdf	Excluded	<input checked="" type="checkbox"/>
Receiver	R614460 - nevugopalchandak.egalactic@analysis.urkund.com	Size	2309801 Bytes	Anonymous	<input type="checkbox"/>
Course	C1 - [root]	Number of characters	34837	Indexed	<input type="checkbox"/>
Batch	B99376622	Number of words	4609	Reviewed	<input type="checkbox"/>
MailServer Id	43b82a90-cd67-459e-864b-cfa204608eba			Delete from index	<input checked="" type="checkbox"/>
Extern Id				Data Deleted	<input checked="" type="checkbox"/>
Language code	en				

Below the properties is a 'Reports' section with a 'Show 10 entries' dropdown. A table displays report data:

Id	Date	Archive Sources	External Sources	Significance	Block count
A94877499	March 24, 2021 11:13 AM	28	133	97.91 %	245

A red callout box with a white background and black text points to the 'Data Deleted' checkbox, stating: 'You can see document is deleted now'.

The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray on the right shows the time '10:49 AM' and date '3/26/2021'.

# 9: User Settings

The screenshot displays the 'User Settings' page for a user named 'o2962\_venugopalchandak'. The page includes the following fields and options:

- Username: o2962\_venugopalchandak
- Name: venugopalchandak
- Email: venugopalchandak@egala
- Language: English (US) (dropdown menu)
- Password: [Empty field]
- Password again: [Empty field]
- Save button

A red callout box with the text "Admin can edit/change password here" points to the Password field.

At the bottom of the page, there is a footer with the Ouriginal logo and contact information for URKUND Support:

- About URKUND
- Support
- Manuals and Folders
- URKUND Support: support@urkund.se, +46 (0)8 738 52 10

The Windows taskbar at the bottom shows the system tray with the date and time: 4:25 PM, 6/8/2021.

# Contact for Support



e-Galactic

**For Support Contact:**

**eGalactic**

[support@egalactic.in](mailto:support@egalactic.in)

+91 84120 02525

[www.egalactic.in](http://www.egalactic.in)

Or



**INFLIBNET Centre**

[pds.tech@inlibnet.ac.in/](mailto:pds.tech@inlibnet.ac.in)

[pds.help@inlibnet.ac.in](mailto:pds.help@inlibnet.ac.in)

+91-79-23268233/31/32/20

Support related queries, contact [support@egalactic.in](mailto:support@egalactic.in) or call at +91 84120 02525.

Support timings are Monday to Friday, 10am to 6.00pm or INFLIBNET Centre

[pds.tech@inlibnet.ac.in](mailto:pds.tech@inlibnet.ac.in) / [pds.help@inlibnet.ac.in](mailto:pds.help@inlibnet.ac.in) +91-79-23268233/31/32/20