URKUND is Easy to Use

**SUBMITTER** can only submit document. Cannot view Report

- **RECEIVER** and **SUBMITTER** are registered for a specific Institute/University
- **RECEIVER** is generally the faculty member / supervisor / guide
- **SUBMITTER** is generally the student or research scholar

**SUBMITTER** submits document, **URKUND** analyzes the document, and sends the report to the **RECEIVER** with similarity. **RECEIVER** can view the report and submit the document.
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. Details needed
  • Faculty Salutation
  • Faculty Name
  • Faculty Email Id
  • Department
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. Link to Statistics for the Unit
8. User settings
1.0 Setting up Password for Admin Account

• URSA Admin would receive a mail from contact@egalactic.in with the subject “URSA Admin Login Details

• Click on the link provided in mail or mentioned below https://secure.urkund.com/sysmon/Login/RequestPasswordReset and provide your registered email id as mentioned in the mail

• You will receive mail from noreply@urkund.se 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

Click here on www.urkund.com
1.2 Log in to URSA: Step 2

Click here for admin login
1.3 Enter Account Details: Step 3

- Enter Username (U1234_something) as provided in the mail from contact@egalactic.in
- Enter Password as setup
- Click Login you would be taken to next page

https://secure.urkund.com/sysmon/Login/Login?ReturnUrl=%2fsysmon
1.4 Click on Unit Number: Step 4

This Unit Number is a Unique University Number, click on the unit no to go to dashboard page.
2: URSA Admin Dashboard

- Change Profile Details – name, email id, contact no
- Creates Organization levels
- Creates Submitter Account
- Creates Receiver Account
- Displays Statistics
- Link to get to home page and details of unit – submitters, receivers, documents

Registered user details

- Unit U2670 - eGalactic
- Change Organization Levels
- Invite to create User Accounts
- Create analysis addresses and send invite to Web inbox
- Statistics

<table>
<thead>
<tr>
<th>Property</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Id</td>
<td>U2670</td>
</tr>
<tr>
<td>Name</td>
<td>eGalactic</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:eGalactic@analysis.urkund.com">eGalactic@analysis.urkund.com</a></td>
</tr>
<tr>
<td>Contact</td>
<td>eGalactic Support</td>
</tr>
<tr>
<td>Phone</td>
<td>0</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
</tr>
</tbody>
</table>

Registered user details:

<table>
<thead>
<tr>
<th>Id</th>
<th>Date</th>
<th>Name</th>
<th>Personal Email</th>
<th>Account Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA39832</td>
<td>2019-08-09T09:17:00</td>
<td>Egalactic</td>
<td><a href="mailto:egalactic.27@gmail.com">egalactic.27@gmail.com</a></td>
<td><a href="mailto:27.egalactic.egalactic@analysis.urkund.com">27.egalactic.egalactic@analysis.urkund.com</a></td>
</tr>
</tbody>
</table>
Admin can edit the his/ her registered e-mail ID, Contact Person name, Phone number and language.
Monitoring with URKUND is Easy
4.1: Create Organization Level 1

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

To add new level, click "New".

Write name: SCIENCE

Click "Ok".

To add new level, click new.
4.2 Create Organization Level 2

To add 2nd 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@urkund.se with Mail Subject: “Welcome to URKUND!”. 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

Click here to “Create Receiver Account”, you will be taken to a new page.
5.2: Create Receiver Account & Send Invite

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

Press enter to add more accounts.
Click Next
5.2: Create Receiver Account & Send Invite

Select Organization Level 1

Select Organization Level 2

Click Next
5.3: Create Receiver Account & Send Invite

Units

Create analysis addresses and send invite to Web inbox

The following accounts have been created

| Show 10 entries
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
</tr>
<tr>
<td><a href="mailto:egalactic.27@gmail.com">egalactic.27@gmail.com</a></td>
</tr>
</tbody>
</table>

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 Urkund’ from noreply@urkund.se. They need to activate the receiver link within 96 hours. If Invite not accepted within 96 hours fresh invite needs to be sent.
5.4: Sending Fresh Invite If Link Expired

Find receiver and click on receiver id
5.4: Sending Fresh Invite If Link Expired

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

If invite is accepted then the message would "Send credentials reminder".
5.4: Sending Fresh Invite If Link Expired

Message Received once invitation is sent successfully
6.1: Brief About Submitter / Scholar Account

- Next Mandatory step is to create Submitter Account.
- Submitter is a person who can submit a document for plagiarism check.
- Once the submitter account invitation is sent, user will receive mail from noreply@urkund.se 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 faculty / research scholar is in next page.
6.2: Sending Invite for Submitter / Scholar Account

Click here to "Creates Submitter Account", you will be taken to a new page.
6.2: Sending Invite for Submitter Accounts

You can manually add mail id or copy-paste from your excel sheet here for creation of submitter account. If there are multiple account to be created add each email id in a separate line. Press enter to add multiple id.

Click Next

To Add faculty account as submitter, Enter faculty mail id in the box
Press enter to add more email ids.
Click Next
6.3: Invite to create User Accounts

Click on – Create account(s) of type Submitter.
Click on Send invites.
User will receive submitter account creation link on their registered mail id.
6.3: Sending Repeat Invite for Submitter Account

Follow same process as creating submitter account. Click here to “Creates Submitter Account”, you will be taken to a new page.
7. Statistics:

Statistics have 3 options:

- Statistics for receivers per month
- Receiver statistics by organisation level
- Statistics for each receiver per year
7: Click on Link for Statistics

Displays Statistics
7.1: Statistics for Receivers per month

Admin can check the number of documents received per month

<table>
<thead>
<tr>
<th>Year</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
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<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>1</td>
<td>5</td>
<td>2</td>
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<td>0</td>
<td>27</td>
<td>15</td>
<td>5</td>
<td>4</td>
<td>7</td>
<td>8</td>
<td>7</td>
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<tr>
<td>2018</td>
<td>13</td>
<td>6</td>
<td>13</td>
<td>7</td>
<td>21</td>
<td>19</td>
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<td>25</td>
<td>16</td>
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<tr>
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<td>17</td>
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<td>0</td>
<td>14</td>
<td>34</td>
<td>34</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Click to download data as Excel sheet

Admin can check the number of documents received per month
## 7.2: Receiver statistics by Organization level

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

### Number of documents received per month

<table>
<thead>
<tr>
<th>Year</th>
<th>Organization level 1</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
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<td>1</td>
</tr>
<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>2018</td>
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<td>0</td>
<td>0</td>
<td>3</td>
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<td>0</td>
<td>0</td>
<td>2</td>
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<td>0</td>
<td>5</td>
</tr>
<tr>
<td></td>
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<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>2017</td>
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<tr>
<td></td>
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<td>14</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Management</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

**Click to download data as Excel Sheet**

**Click to hide org. levels**
### 7.3 : Receiver statistics for each year

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

**Statistics**

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

<table>
<thead>
<tr>
<th></th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>189851</td>
<td>eGalactic</td>
<td><a href="mailto:eGalactic.egalactic@analysis.uk">eGalactic.egalactic@analysis.uk</a>...</td>
<td><a href="mailto:eGalactic@gmail.com">eGalactic@gmail.com</a></td>
<td>12</td>
<td>12</td>
<td>19</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>189862</td>
<td>Support Service*</td>
<td><a href="mailto:support.egalactic@analysis.uk">support.egalactic@analysis.uk</a>...</td>
<td><a href="mailto:support@egalactic.in">support@egalactic.in</a></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>189863</td>
<td>Support1 Service1*</td>
<td><a href="mailto:support1.egalactic@analysis.uk">support1.egalactic@analysis.uk</a>...</td>
<td><a href="mailto:support1@egalactic.in">support1@egalactic.in</a></td>
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</tr>
<tr>
<td>189864</td>
<td>Support2 Service2*</td>
<td><a href="mailto:support2.egalactic@analysis.uk">support2.egalactic@analysis.uk</a>...</td>
<td><a href="mailto:support2@egalactic.in">support2@egalactic.in</a></td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Click to download data as Excel Sheet
8: User Settings

Admin can edit/change password here