DRILLBIT PRO- USER GUIDE

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1. Getting Start with Your DrillBit Account

13th Nov 2024

Welcome to your comprehensive plagiarism detection service. DrillBit is excited to help you get started with setting up and accessing your account. Whether you're an administrator overseeing multiple users or an individual checking your content, this guide will walk you through the essential steps to ensure you're fully equipped to use DrillBit effectively.

1. **Check Your Inbox:** Once your license is created, look for a welcome email from DrillBit. This email contains your login credentials and a direct link to the DrillBit application for easy access.
2. **Find Your Login Details:** The email will provide your username, password, and a convenient link to sign in to DrillBit. Note that your username might be the same as your email address.
3. **Log In:** Enter the username and password you received in the welcome email.
4. **Update Your Password:** For security, you can update your password after your first login. Ensure your new password meets these criteria:
    a. at least *8 characters* long
    b. at least *1 uppercase and lowercase*
    c. at least *1 number*
    d. at least *1 special character*
5. **Bookmark the Login Page:** To ensure quicker access in the future, consider bookmarking the login page.

Support Materials

Getting Start with your DrillBit account

Logging in to DrillBit Plagiarism

Changing your password

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2. Logging in to DrillBit Plagiarism

12th August 2025

Support Material

- Logging into DrillBit Plagiarism
- Getting Start with your DrillBit account
- User Account/License Information
- Changing Your Password

Getting started with DrillBit is easy. Simply log in using your credentials to access your dashboard and start managing your plagiarism checks. If you encounter any login issues, don't worry—DrillBit is here to help you get back on track quickly and smoothly.

1. **Log In to DrillBit:**
   Begin by using the credentials provided to you by DrillBit. These details, including your username and password, are typically sent to your email.

Check your inbox, spam, or junk folder if you don't see the email. If you're unable to locate it, contact your DrillBit sales representative or authorized partner for assistance.

2. **Access Your Account:**
   Visit drillbitplagiarism.com to log in. You'll also find this link in your DrillBit welcome email.
   - For convenience, bookmark this URL to make future access easier.
3. **Initiate the Login Process:**
   On the DrillBit homepage, locate and click the **"GET STARTED"** button.

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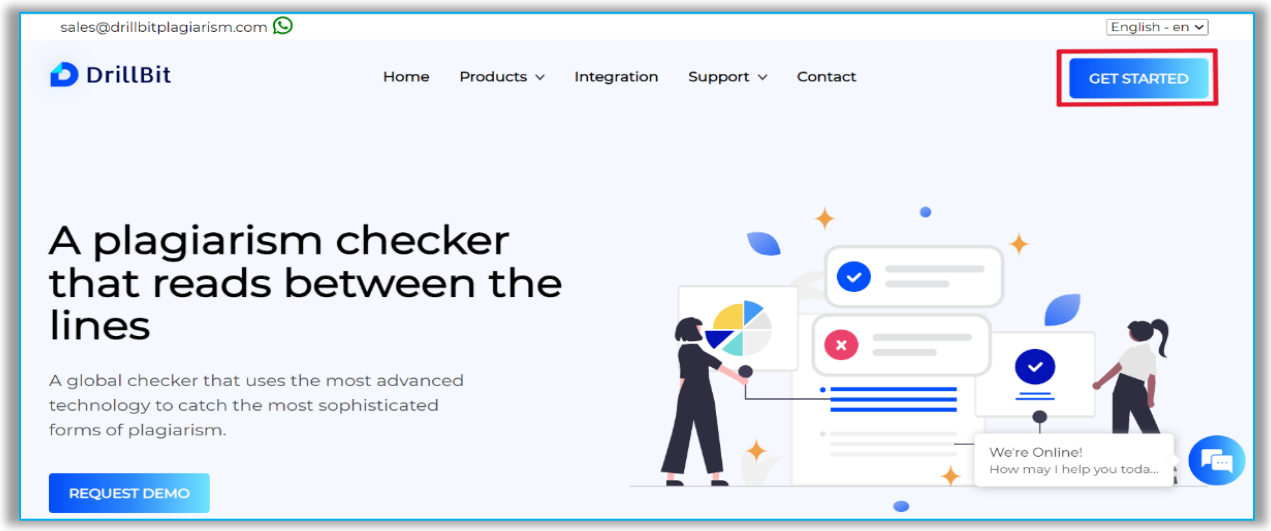
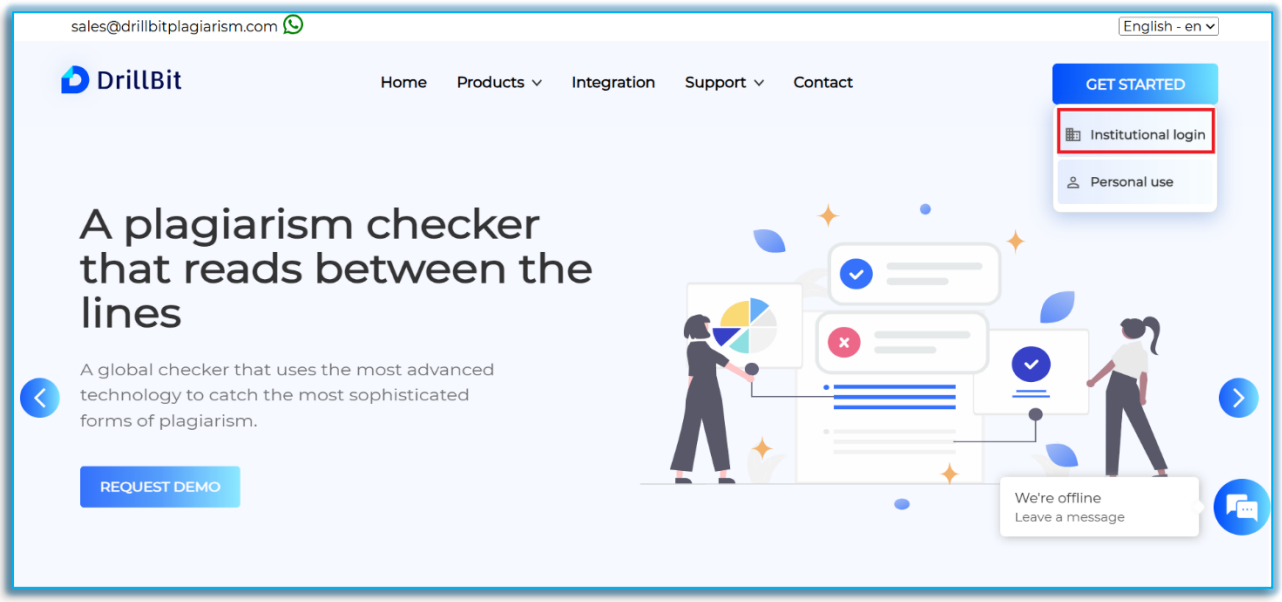


• Click on **Institutional Login** to be redirected to the institutional login page, where you can securely enter your credentials.



Enter Your Credentials: On the login page, enter your username and password in the respective fields.

Username Reminder: your username may be the same as your email address.

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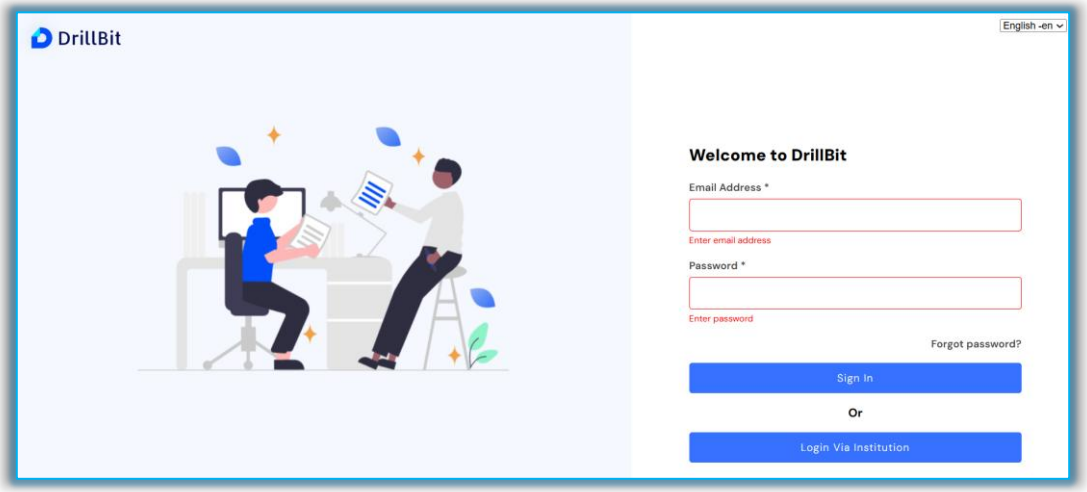


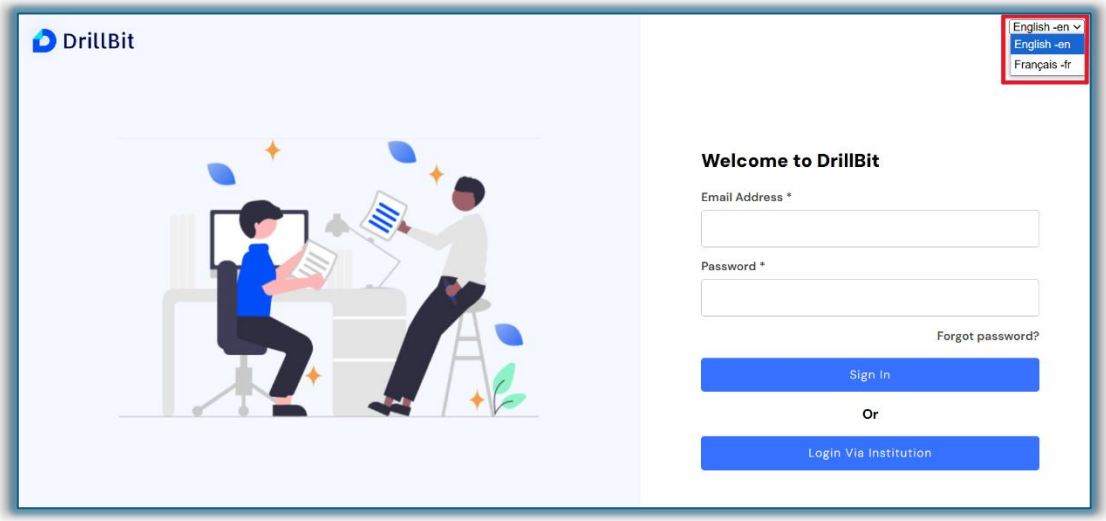
4. **Sign In:** After entering your credentials, click the "Sign In" button to access your account and start exploring the features on your dashboard.

After 6 consecutive incorrect login attempts, your account will be temporarily locked for one hour.

If you forget your password, click the **"Forgot Password"** link to reset it and regain access.

Change Language Option:

Select English or French from the language menu, and the application interface will instantly switch to your chosen language.



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3. Forgot password

12th August 2025

If you've forgotten your password, no worries! Simply click on the "Forgot Password" link during login, and you'll receive instructions to reset it. This ensures you can quickly regain access to your account without any hassle.

Start by visiting the DrillBit login page and clicking the "Forgot Password" link.

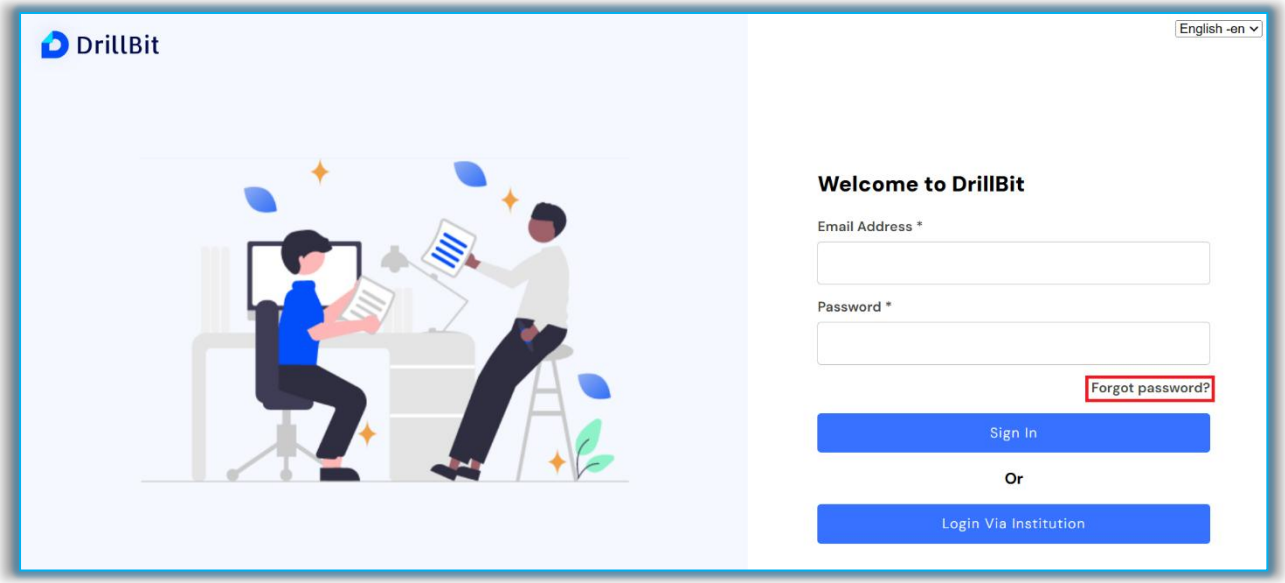
Support Materials

Forgot password

Changing your password

Logging in to DrillBit Plagiarism

User Account/License information



Then, enter the email address associated with your DrillBit account and click "Submit" to proceed.

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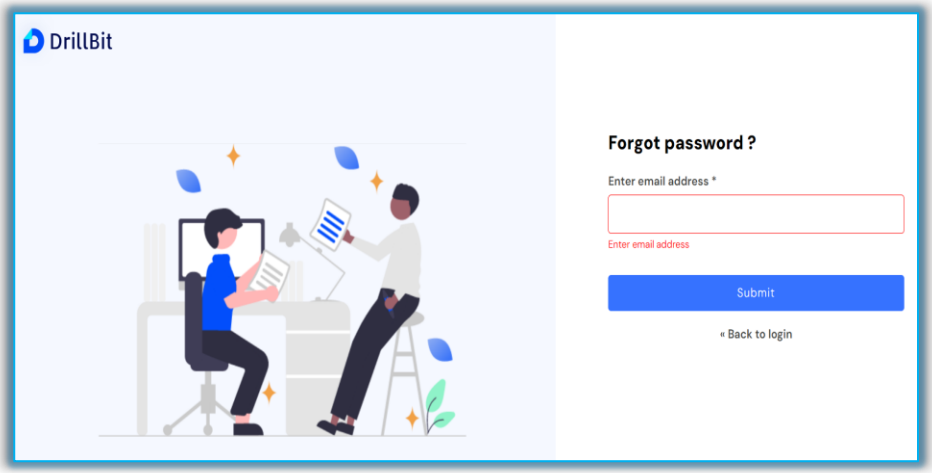
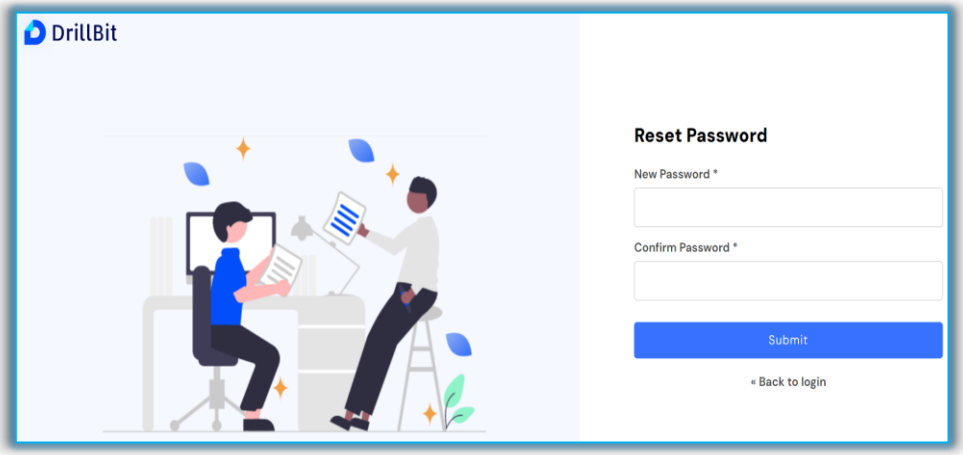


Reset Email Missing? Check your email for a password reset link from DrillBit. Be sure to check your inbox, spam, or junk folder if the email doesn't appear immediately.

Open the email, click on the reset link, and enter your new password. Confirm the password by re-entering it and click **"Submit"** to finalize the change.



Once updated, return to the login page and access your account using your new password.

Password Requirements: Your password must contain:

a. at least *8 characters* long
b. at least *1 uppercase and lowercase*
c. at least *1 number*
d. at least *1 special character*

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User Profile

4. User Account/License information

22nd Nov 2025

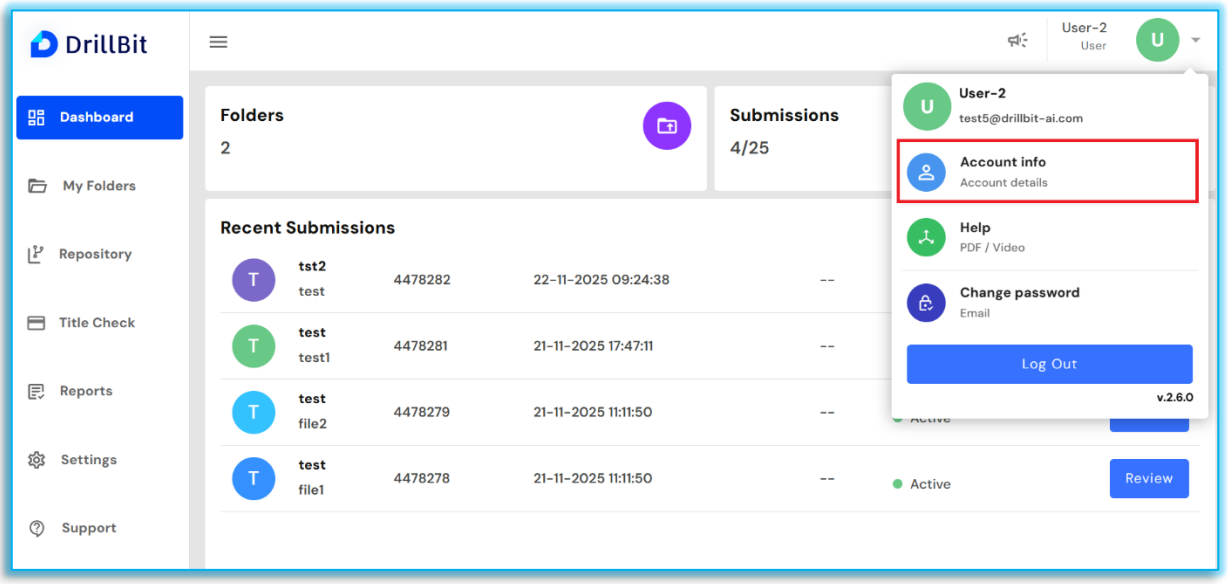
The Account Information section provides a comprehensive overview of account details and license information. This section is available for users to view their account information.

Support Materials

- User Account/License information
- Getting Start with your DrillBit account
- Logging into DrillBit Plagiarism
- Changing your password

Login Steps

1. **Access the Login Page:** Open your web browser and navigate to drillbitplagiarism.com.
2. **Enter Credentials:** On the login page, enter your Username and Password in the respective fields.
3. **Click "Login":** Click the "Login" button to access your DrillBit account.
4. **Navigate to Account Information:** Once logged in, locate the profile dropdown menu at the top right corner of the interface. Click on "Account Info," to access your account details.



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Users can view the following information in the Account Information section:

- Institution Name: The name of the institution or organization associated with the account.
- Username: The username used to log in to the DrillBit application.
- User ID: A unique identifier assigned to the user.
- User Email Address: The email address associated with the account.
- Creation Date: The date when the account was created.
- Total Documents Allotted: The total number of documents allocated to the user account.
- Total Documents Submitted: The number of documents submitted from the user through the account.
- Files Saved to Repository: The number of files saved in the repository.
- Account Expires On: The expiration date of the account or license.
- Account Type: The type of account, such as demo or License.
- Product Name: The name of the DrillBit product (PRO and Extreme) being used.
- Admin Account: Indicates if the account is an admin account.
- Time Zone: The time zone set for the account.

Logo Viewing Permissions: Users can view but not edit the administrator-uploaded logo

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5. Help Section in User Account

22nd Nov 2025

Support Materials

Help Section in User Account

User Account/License information

Getting Start with your DrillBit account

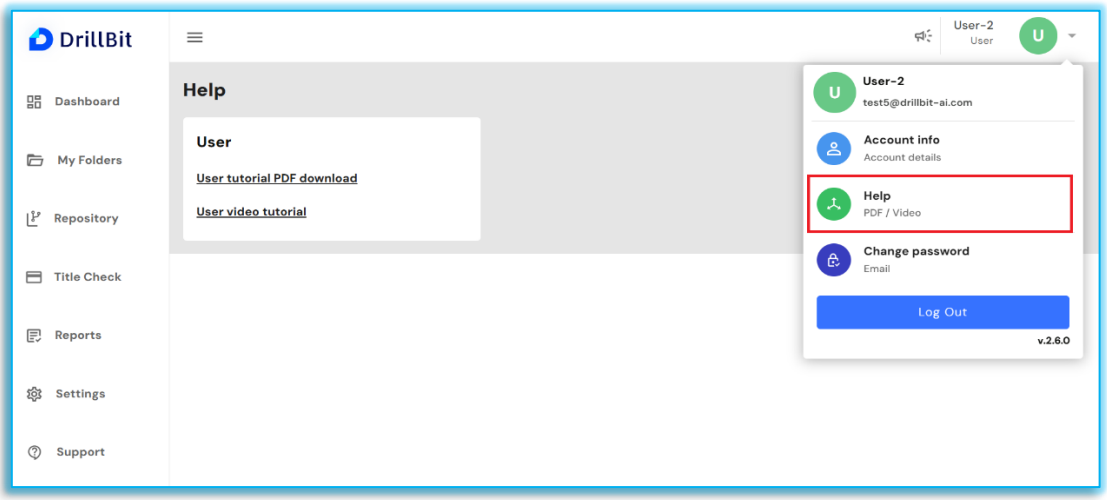
Logging in to DrillBit Plagiarism

Changing your password

The Help section within the user account in DrillBit is designed to provide users with quick access to resources that assist in effectively using the application. This section contains essential tutorials to guide users through various features and functionalities, ensuring user can make the most of the DrillBit platform.

- **Login to DrillBit**: Start by logging into your DrillBit account at drillbitplagiarism.com.
- **Locate the Help Section**: Once logged in, navigate to the top right corner of the interface. Click on the profile dropdown menu and select "Help".

The Help section is packed with valuable resources to make sure you have the support you need:



- **User Tutorial PDF Download**: This detailed PDF guide walks you through everything you need to know about using DrillBit. It's perfect for those who like to have a written reference at hand, complete with step-by-step instructions.
- **User Video Tutorial**: Prefer learning visually? Our video tutorial offers a hands-on, interactive guide to navigating the platform. It's a great way to see the application in action and learn at your own pace.

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6. Changing your password

22nd Nov 2025

Support Materials

Changing your password

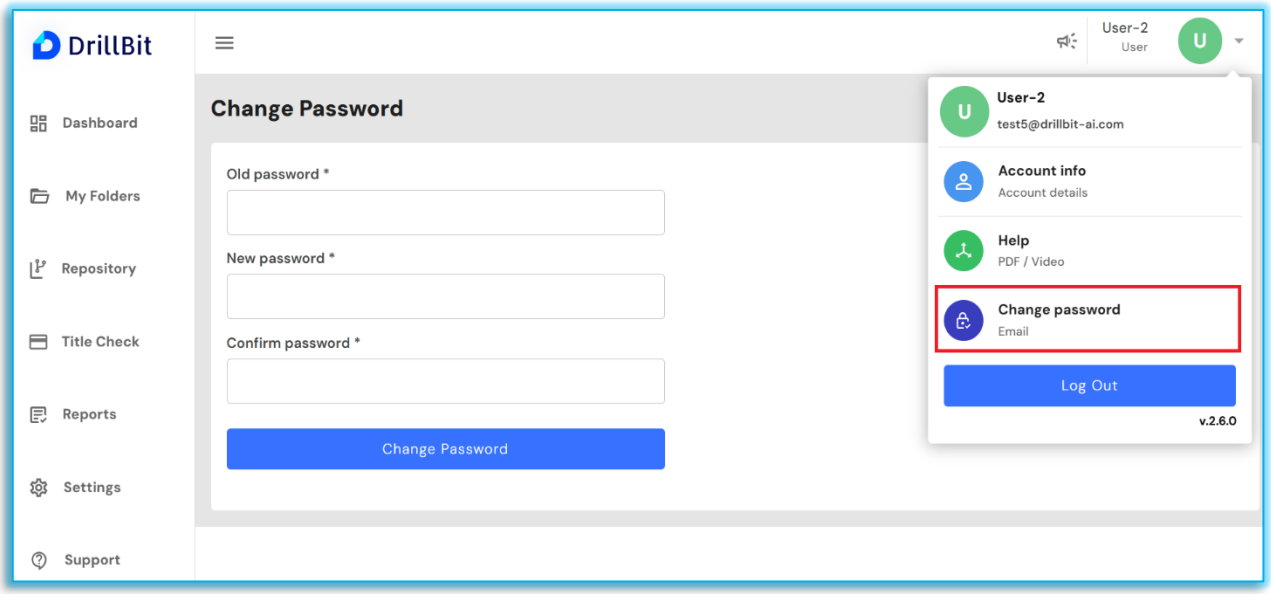
Logging in to DrillBit Plagiarism

Forgot password

User Account/License information

If you need to change your password, the process is designed to be simple and straightforward. Just follow the easy steps provided, and you'll be able to update your password with ease. If you encounter any issues or have questions, our support team is always here to help.

1. **Log in to the DrillBit application.**
   a. Access your account by entering your current username and password.
2. **Go to Your Profile:**
   b. Click on your profile icon located in the top right corner of the screen.
3. **Select 'Change Password':**
   c. From the dropdown menu, choose the 'Change Password' option



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6. **Update Your Password:** Enter your current password, then provide and confirm your new password. Make sure your new password meets these criteria:
    a. at least *8 characters* long
    b. at least *1 uppercase and lowercase*
    c. at least *1 number*
    d. at least *1 special character*

5. **Finalize the Change:** Click 'Change Password' to update your password.

Forgotten your Password? Select Forgot Password from the login page and DrillBit will send a password reset link to the email address registered to your account.

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7. User: Viewing Announcements

02nd Dec 2025

The **Announcements** in DrillBit Plagiarism ensures that users are kept well-informed with key updates and information shared by the Institution Admin. It provides an easy way for admins to communicate crucial developments, helping users stay updated on important changes or reminders.

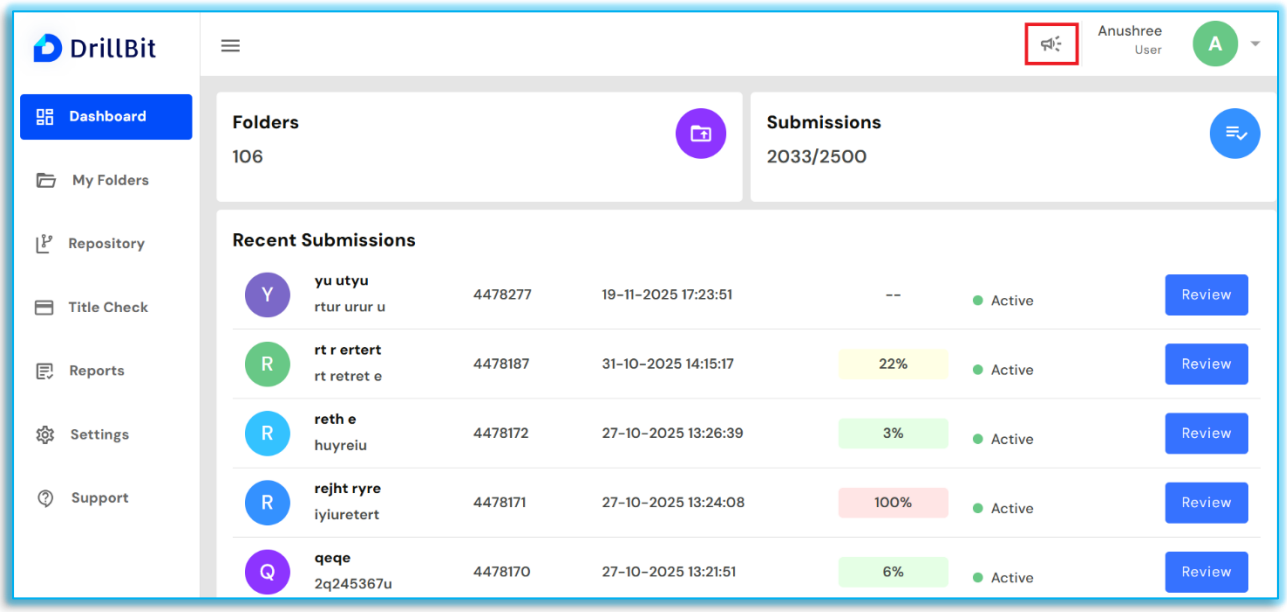
Support Materials

User: Viewing Announcements

Help Section in User Account

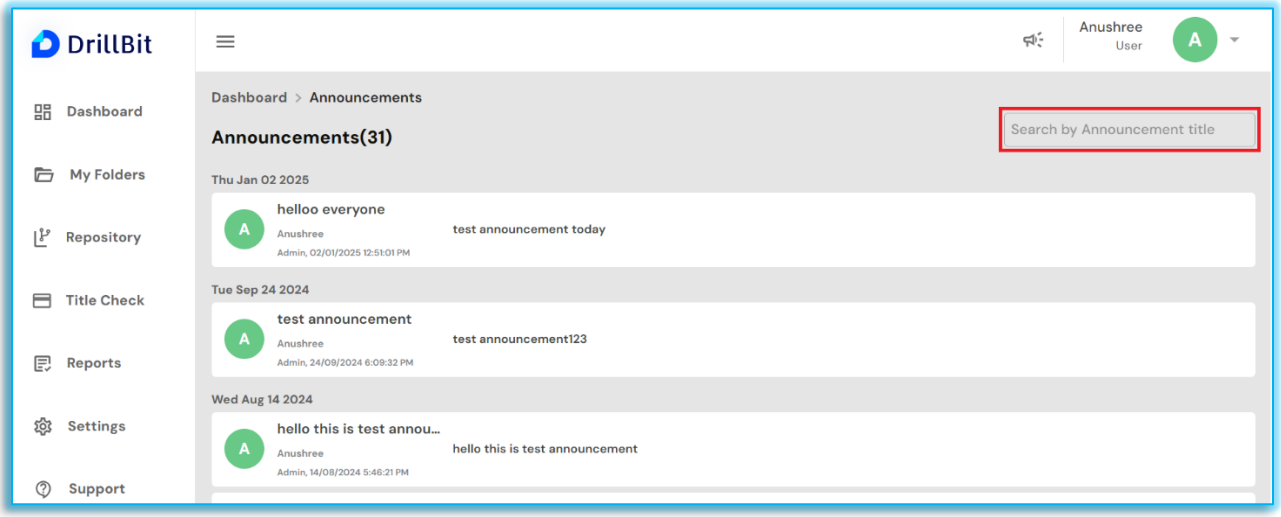
Logging in to DrillBit Plagiarism

1. Locate and click on the announcement's icon at the top of the DrillBit interface.
2. The announcements tab will display a list of messages created by the admin.



3. Announcements will be displayed in a list format, showing the details of each announcement within the list view.

Scroll To



Use the search bar to find specific announcements by entering the title of the announcement.

The Announcements tab only displays messages created by the admin. Users cannot create or modify announcements.

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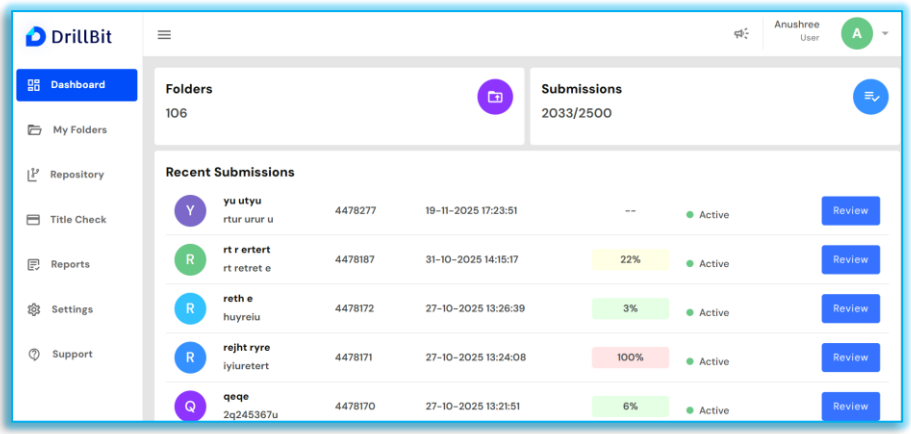
8. User Activity Dashboard

02nd Dec 2025

The User Dashboard in DrillBit Plagiarism provides users with an overview of their activity.

Here's how to navigate and understand the different sections of the dashboard:



Support Materials

[User Activity Dashboard]

[User: Viewing Announcements]

[Help Section in User Account]

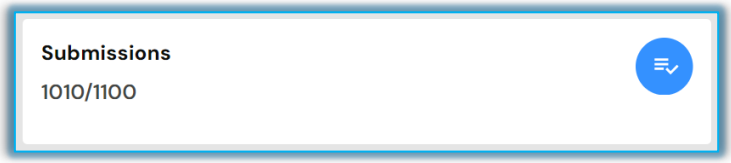
[Logging in to DrillBit Plagiarism]

8.1. Folders:

- Displays the total number of folders created by the user. These folders help in organizing and managing their submissions.

8.2. Submissions:

- Illustrates the number of submissions made by the user compared to the total number of submissions allocated by the admin.



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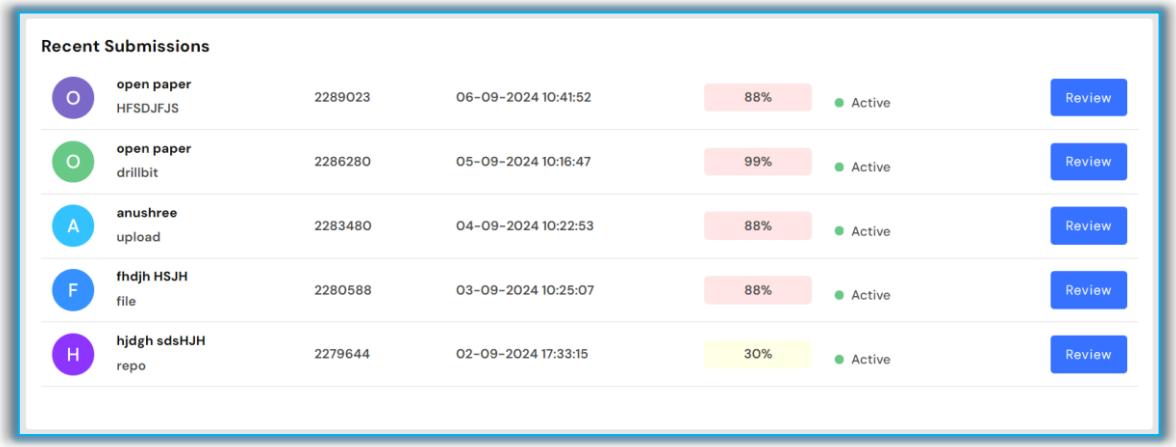
8.3. Recent Submissions:

- Displays the most recent 5 submissions made by the user. This section provides quick access to recent work and helps in tracking recent activity.

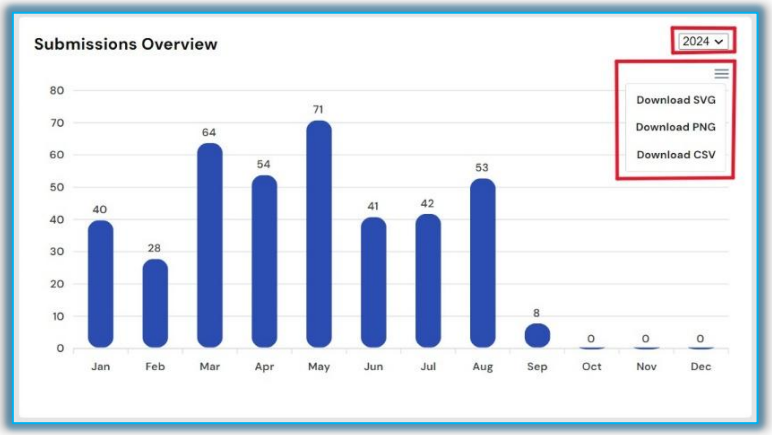


- The user can view the submission from the dashboard by clicking the **Review** button, which is located in front of each submission in the recent submission graph.

Recent submissions will be displayed on the graph, irrespective of the folder in which they are stored.

8.4. Submissions Overview:

- The user can track monthly submission activity and gain insights into submission patterns over time.



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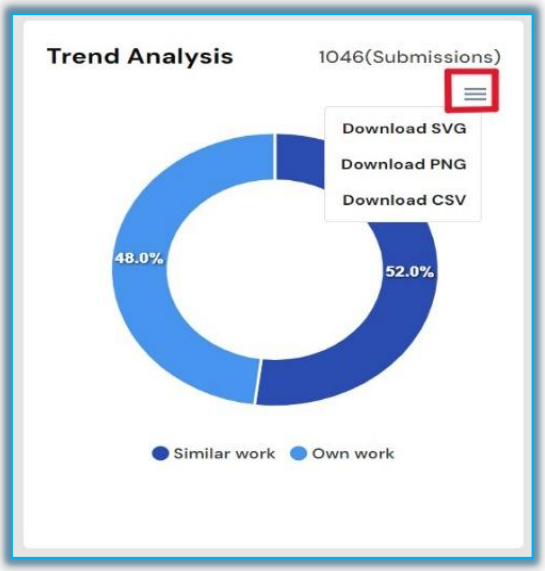
- The Year-Wise view feature allows the user to analyse data of the past four years and download it in SVG, PNG, or CSV formats using the dropdown menu on the graph.

User can download the year-wise graph in SVG, PNG, or CSV formats.

8.5. Trend Analysis:

- The Trend Analysis section shows the percentage distribution of similar work and own work within user-submitted documents. This visualization helps the user understand the extent of similarity in their submissions.

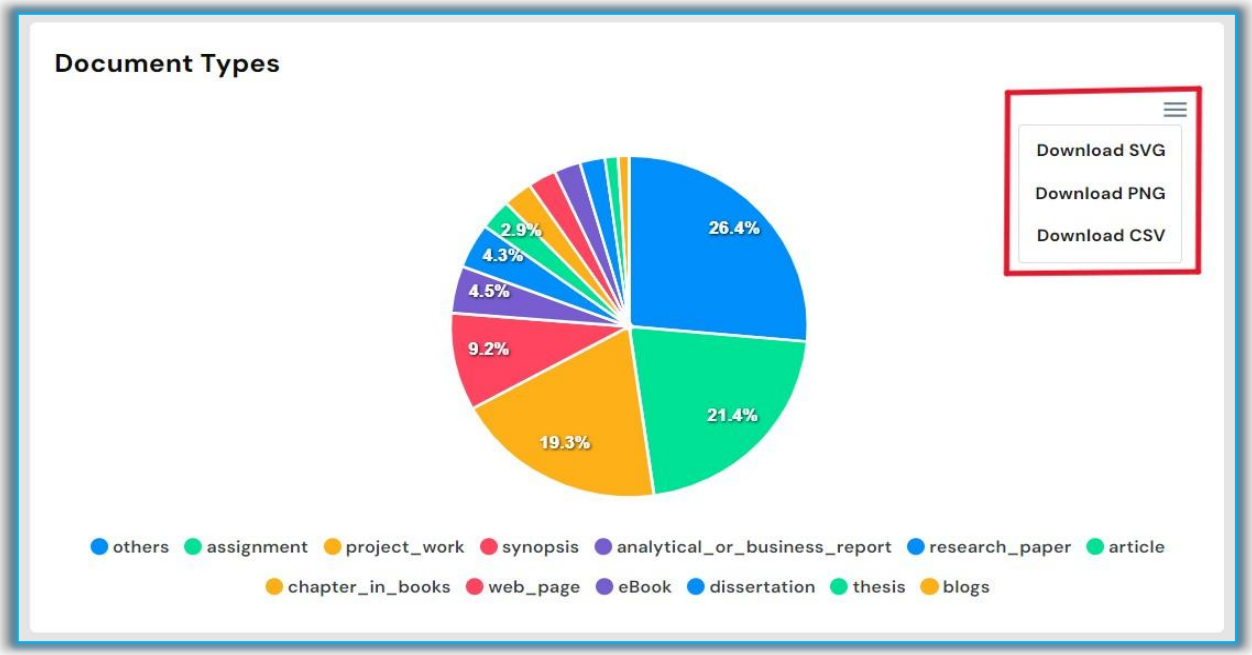


Trend Analysis data can be exported in three formats (SVG, PNG and CSV) from the hamburger menu on the graph.

8.6. Document Types:

- A chart visualizes the various types of documents the user has submitted, including thesis, dissertation, article, and others. This feature helps the user analyse the diversity of submissions and identify which types are most frequently used.

Scroll To



Access the document types of data in SVG, PNG, and CSV formats by using the hamburger menu on the graph.

File Types You Can Upload: The available document types include Thesis, Dissertation, Article, E-Book, Synopsis, Assignment, Project Work, Research Paper, Chapter in Book, Analytical/Business Report, Blog, Web Page, and Others.

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9. Folder Management

02nd Dec 2025

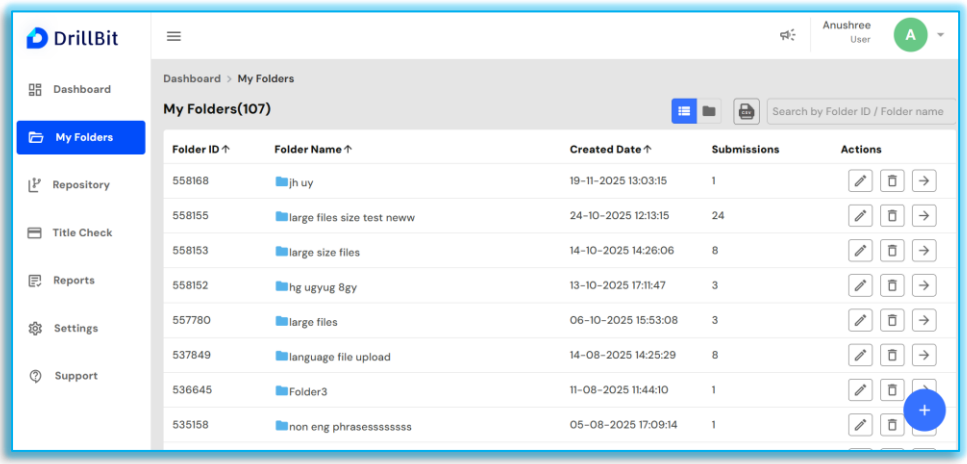
Support Materials

- Folder Management
- New Folder Creation
- File Upload
- Managing User Submissions

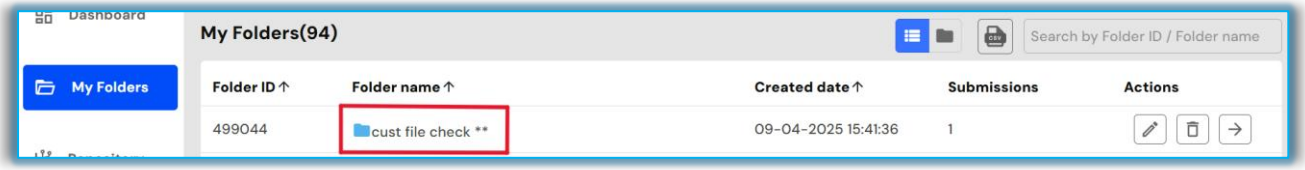
Upon logging in to DrillBit, users will see 'My Folder' in the left sidebar. Clicking this option will navigate to a section where folder management can be performed.

Folder Information:

When you access "My Folder," you will see a list of folders with the following details:



- Folder ID: The unique ID assigned by DrillBit for identifying the folder.
- Folder Name: The name assigned to the folder.



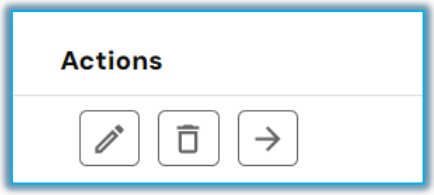
- Created Date: The date on which the folder was created.

Users can navigate into a folder by clicking on its name to manage or view submissions.

- Submissions: The number of submissions made inside the folder.

Scroll To

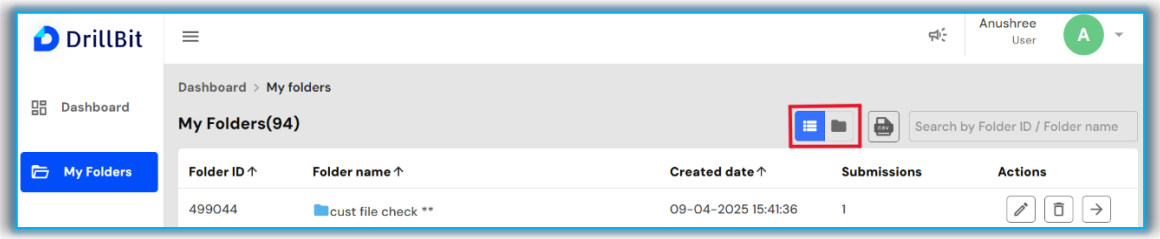
- Actions: This section provides various options for managing the folder:



  - Edit: Adjust folder settings, including changing the folder name, updating details, or modifying other properties.
  - Delete: Remove the folder from the system, along with all its contents. Use this option with caution.
  - Next: Move into the folder to view and manage its contents, such as submissions.

Viewing the Folder

You have two options to view and manage your folders:



9.1. Table View:

  - Displays folders in a tabular format with columns for Folder ID, Folder Name, Created Date, Submissions, and Actions.

You can sort the folders by Folder ID, Folder Name, or Created Date. Sorting options are available via the arrow icons next to each of these headings, allowing users to sort the folders according to their preference.

To access submissions within a folder, the user has two options: click on the folder name or use the "Next" button.

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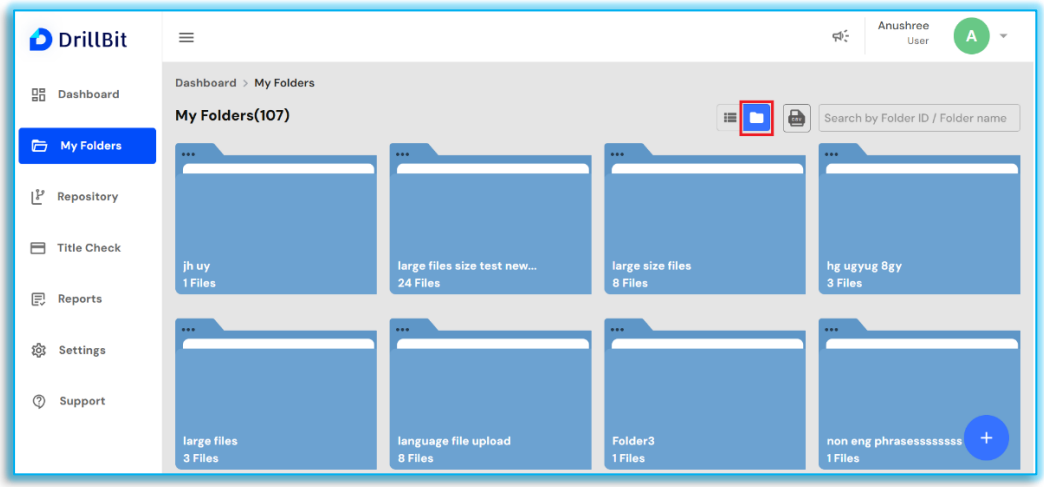
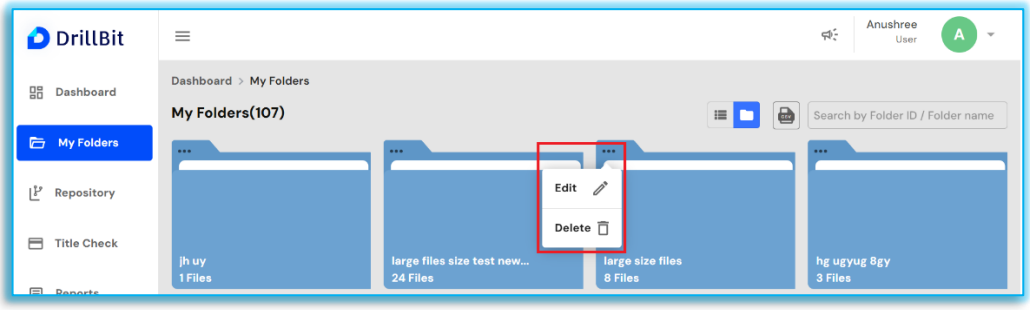
9.2. Folder View:

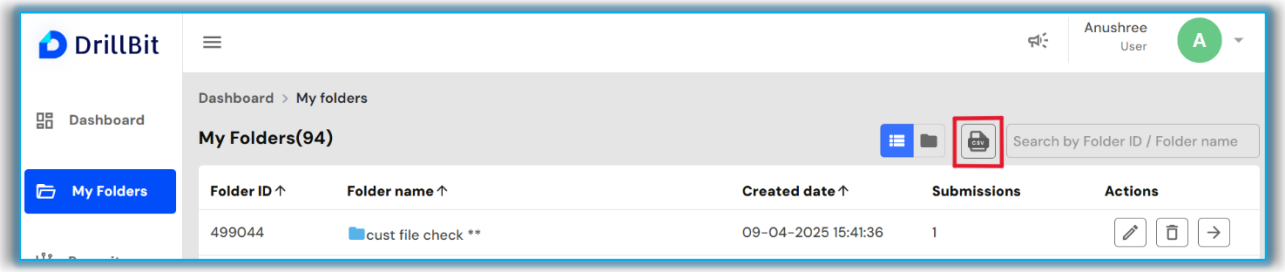
- Shows a simplified view with a visual representation of folders.



- Click the three dots present on the folder to see options for Edit and Delete. Click directly on the folder name to move inside it.



Use the search bar to quickly find folders by entering the Folder ID or Folder Name.



A download icon is provided to download a folder report containing details such as Folder ID, Folder Name, Submissions, and Creation Date.

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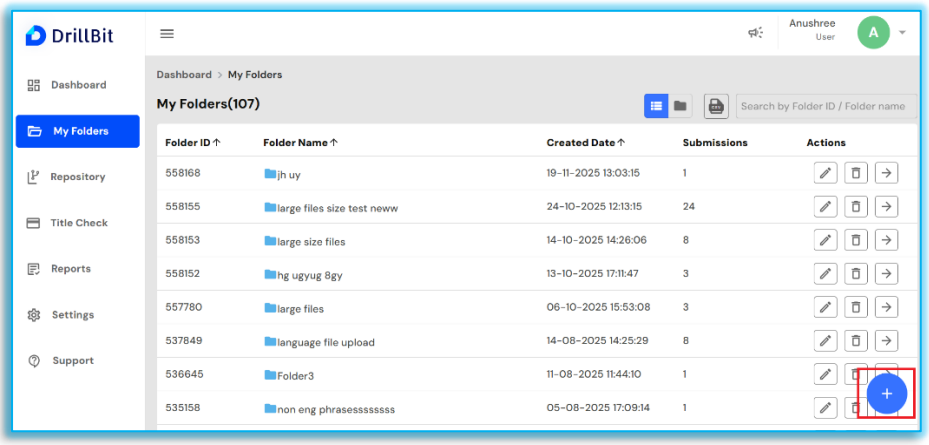
10. New Folder Creation

02nd Dec 2025

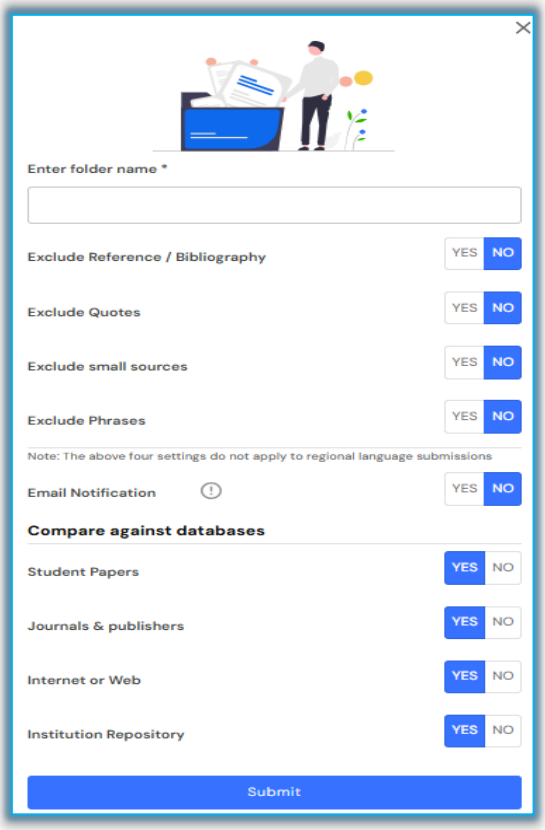
To create a new folder, log in to DrillBit, navigate to ‘My Folder’ in the left sidebar, and click the "+" icon at the bottom of the page.



Support Materials

- New Folder Creation
- Folder Management
- Managing User Submissions
- File Upload

When creating a new folder, the following information will be requested:



Scroll To

🔍 ***Important Information:*** The four settings — *Exclude Reference / Bibliography, Exclude Quotes, Exclude Small Sources, and Exclude Phrases* — are not applicable to regional uploads.

Enter Folder Name *: Enter the name you'd like to assign to the new folder in this field.

10.1. Folder Settings:

You will be presented with several Yes/No toggle options to customize the folder settings based on your needs:

1. Exclude Reference / Bibliography: Toggle this option to **Yes** if you want to exclude references and bibliographic material from the plagiarism check. This prevents non-original text, such as citations, from being flagged.
2. Exclude Quotes: If toggled to **Yes**, quoted material will be excluded from the plagiarism check. This is useful for ensuring that properly cited quotes are not mistakenly flagged as plagiarized content.
3. Exclude Small Sources: When the 'Exclude Small Sources' option is enabled during folder creation, users can specify a word count to exclude matched sources below a certain size from the report. The minimum value is 1, with a standard limit of 14 words as per guidelines, and a maximum of 9,999. Any matched sources with words less than or equal to the entered number will be excluded from the report.

Scroll To

4. Exclude Phrases: When the exclude phrases, option is toggled to 'Yes,' a box will appear where up to 15 phrases, each up to 200 characters long, can be entered. This ensures that commonly used or technical terms are excluded from the similarity check, allowing for more accurate plagiarism detection.

The excluded phrases are case-sensitive, so make sure to enter them exactly as they appear in the documentation for accurate exclusion from the similarity check.

5. Email Notification: This option lets you choose whether or not to receive email notifications for submissions related to this folder.

10.2. Compare Against Databases:

At least one of the following comparison options must be selected for the folder creation to proceed. This is necessary for determining what the submitted documents will be checked against.

1. Student Papers:

   Documents submitted to this folder will be compared against other student papers.

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This ensures that student submissions are checked for originality by cross-referencing previous work submitted to DrillBit.

2. Journals & Publishers:

   If selected, uploaded files will be compared against databases of academic journals and publications. This helps in verifying the originality of scholarly articles, dissertations, and other research papers.

3. Internet or Web:

   Selecting this option will compare the uploaded files against content available on the internet or web. This ensures that documents are checked for similarities with freely available online content, including websites, blogs, and articles.

4. Institution Repository:

   By enabling this option, documents will be compared against your institution's repository of previous submissions. This is useful for checking similarities within your own institution’s database, ensuring that content is not reused or duplicated.

Once you have configured all necessary settings and selected the appropriate comparison databases, click **Submit** to finish the folder creation process.

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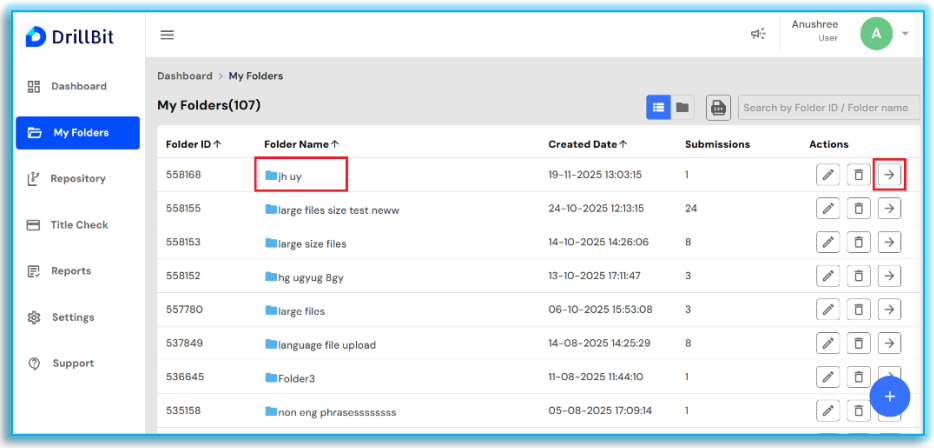
11. Managing User Submissions

02nd Dec 2025

To manage user submissions in DrillBit, navigate to the **My Folder** section. Select the desired folder and click on the **folder name** or the **next icon (→)** to move inside and view the submitted files. Once inside the folder, the following file details will be visible for each submission:

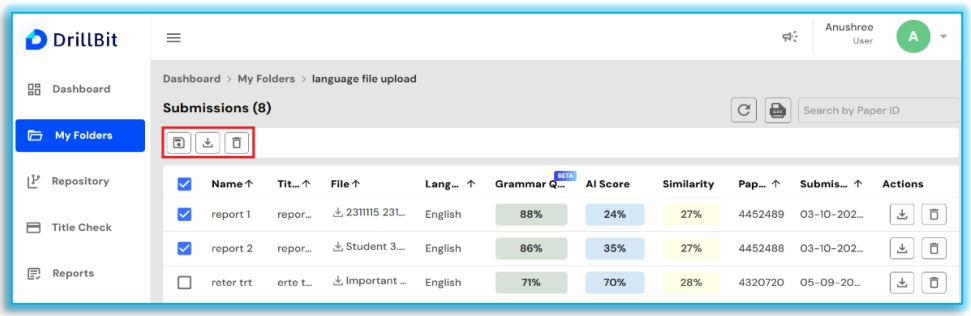
Support Materials

- Managing User Submissions
- New Folder Creation
- Folder Management
- File Upload
- Doc Error



11.1. Checkbox:

Allows you to select multiple submissions.



After selecting files, you can:

a. **Save to Repository**: This option allows you to save selected submissions into the repository for future access and reference. The repository is a secure location where files are stored for

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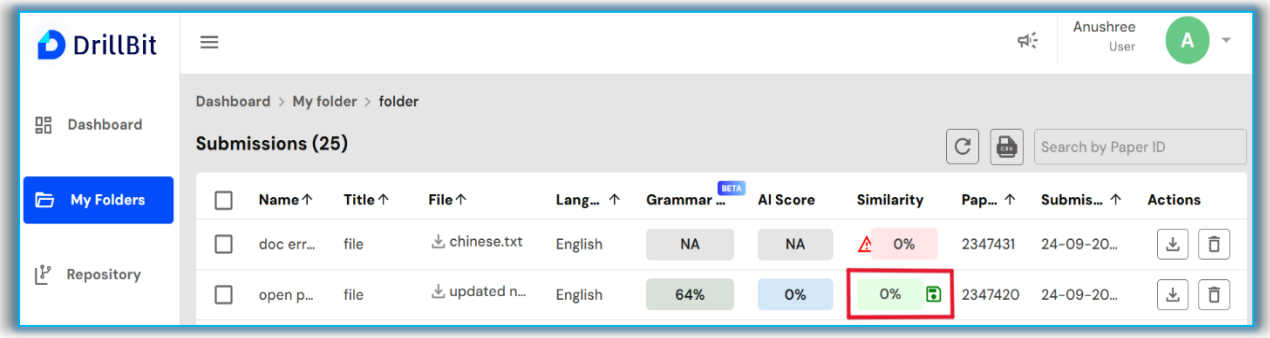
long-term use, and when a new submission is made, it will be compared against the stored files during the similarity check, enhancing plagiarism detection

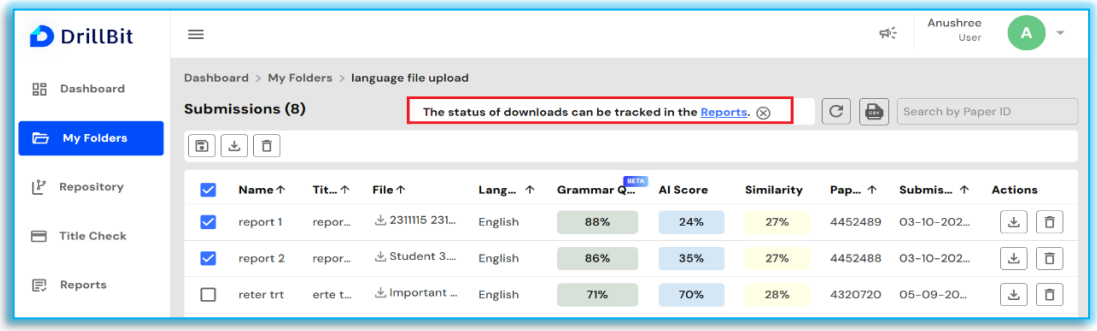
Extra Information: The file saved from submissions to the repository will be stored in the global repository.



A green symbol will be shown in the similarity column beside the percentage when a file is saved to the repository, indicating its status.

If the similarity percentage exceeds 30%, the file will not be uploaded to the repository. The application will display the following error message: "1 File(s) failed to save, as similarity is higher than 30% or due to Unprocessed Submissions/Doc Error".

b. **Bulk Submission Report Download**: When you click on **Bulk Download**, the selected files will be downloaded and sent to the **Reports** section. You can navigate to the Reports tab by clicking on the *"Reports"* hyperlink that appears in the message *"The status of downloads can be tracked in the Reports."* after initiating the download.



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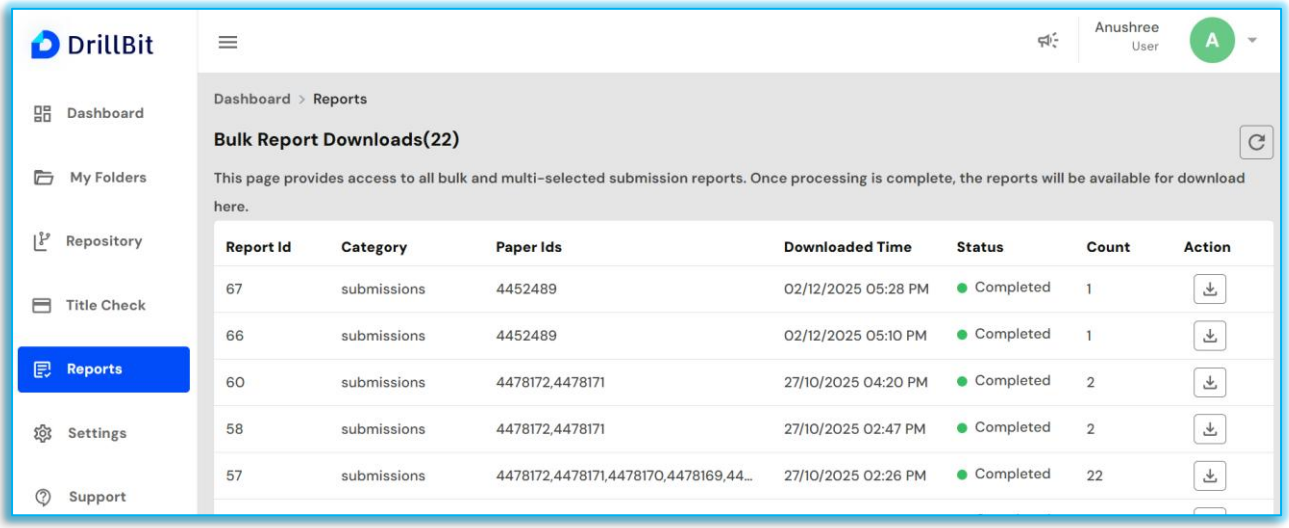
Alternatively, you can go directly to the **Reports** tab, where you will see the list of downloaded files, which are the files you selected and downloaded from the Submissions section using the Bulk Download option. From there, choose the required file and click **Download** to save it locally.



c. **Multiple Deletion**: The delete option allows users to remove multiple submissions from the folder simultaneously. By selecting the checkboxes previous to the file name, users can perform batch deletions in a single action.

These options—**Save to Repository**, **Bulk Submission Report Download**, and **Multiple Deletion** —will only be visible when multiple checkboxes are selected.

11.2. Name: The file name of the document submitted for plagiarism checking. This helps in quickly identifying the content of the document.

11.3. Title: The title associated with the submission, usually representing the project or assignment name, which provides context for the file.

11.4. File: A download icon is available to retrieve the original file. This allows you to download the exact document that was submitted for plagiarism check.

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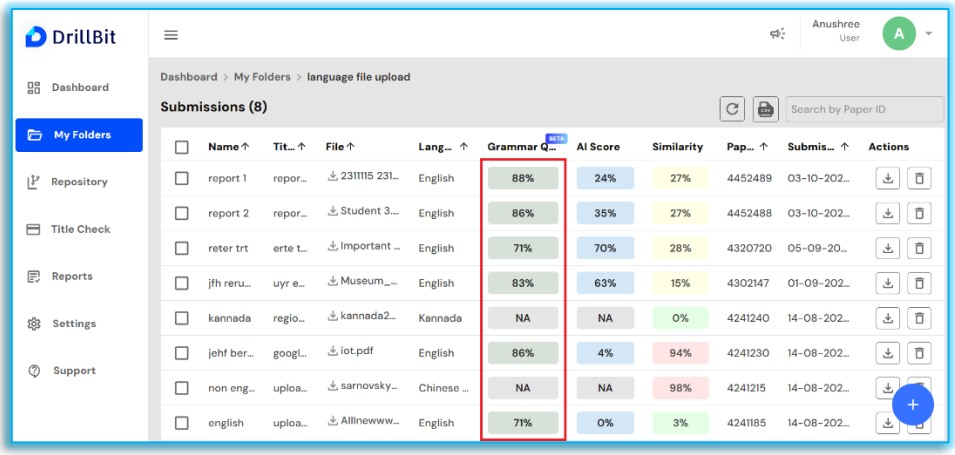
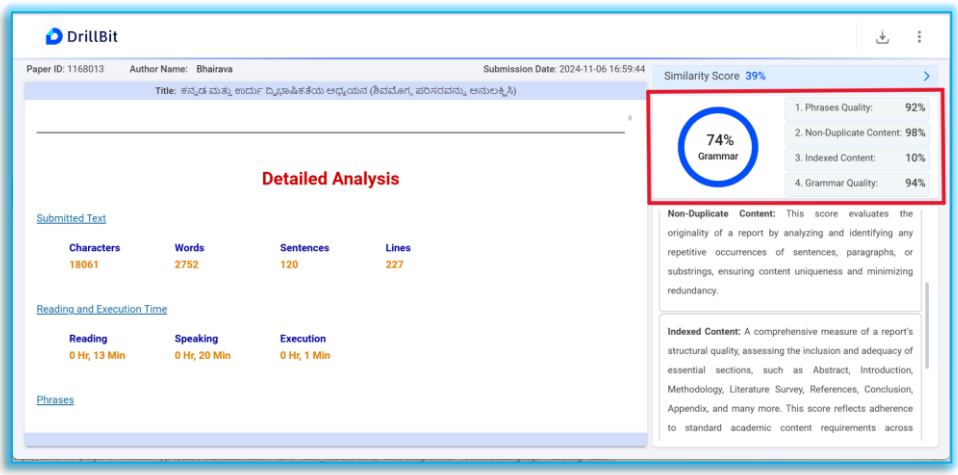
11.5. Language: Displays the language in which the document was written, assisting with language-specific analysis and allowing the user to ensure that submissions are in the correct language.

11.6. Grammar Score: The Grammar Score reflects the quality and effectiveness of writing in the content, with a higher score indicating fewer grammatical errors and improved readability. A high grammar score suggests that the content is well-structured and professional, offering a clear indicator of quality for users. This score can be accessed through the Analysis Report.



The grammar score is presented alongside other essential metrics, including Phrase Quality, Non-Duplicate Content, Content Index, and Grammar Quality, providing a comprehensive evaluation of the document's language and structural standards.



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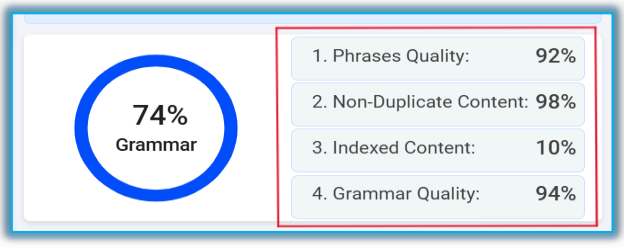
11.6.1. Grammar Report Metrics:

The Grammar Report includes the following components, which provide detailed insights into different aspects of the document:

1. Phrase Quality: Measures language effectiveness, benchmarked against global academic standards. Derived from the analysis of millions of theses, this score evaluates factors such as alphabet usage, numerical content, alphanumeric, word uniqueness, word frequency, and sentence length, comparing these elements in the submitted text to ensure high-quality phrasing.
2. Non-Duplicate Content: Evaluates the originality of the report by identifying and analysing repetitive occurrences of sentences, paragraphs, or substrings. This score ensures content uniqueness while minimizing redundancy.
3. Indexed Content: A comprehensive measure of a report's structural quality, evaluating the inclusion and adequacy of essential sections such as Abstract, Introduction, Methodology, Literature Survey, References, Conclusion, Appendix, and more. This score reflects adherence to standard academic content requirements across multiple critical sections.
4. Grammar Quality: This metric evaluates grammatical accuracy by analysing elements such as spelling, article and preposition usage, punctuation, orthographic consistency, adverb and adjective usage, compound words, and tense consistency. This metric generates a percentage that reflects the overall grammatical precision of the report.

11.6.2. Interactive Navigation:

Each of the four metrics—Phrase Quality, Non-Duplicate Content, Content Index, and Grammar Quality—is displayed in the report as clickable items. Selecting any metric redirects the user to its corresponding section in the content for detailed analysis.



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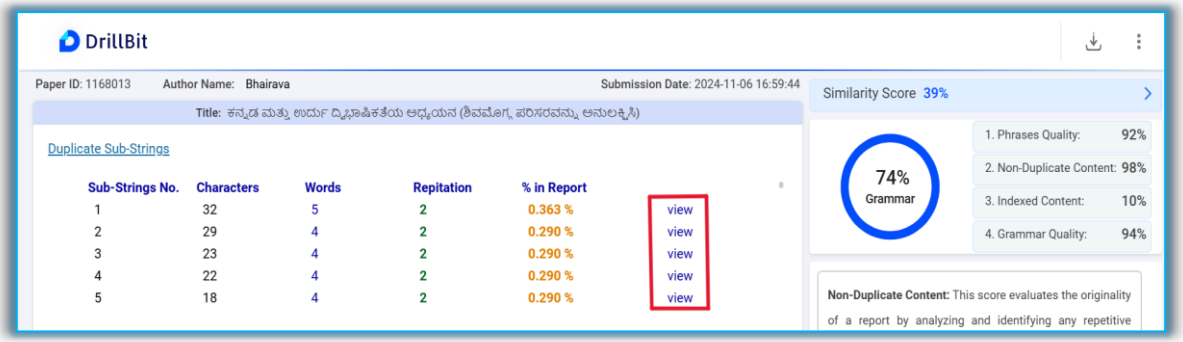
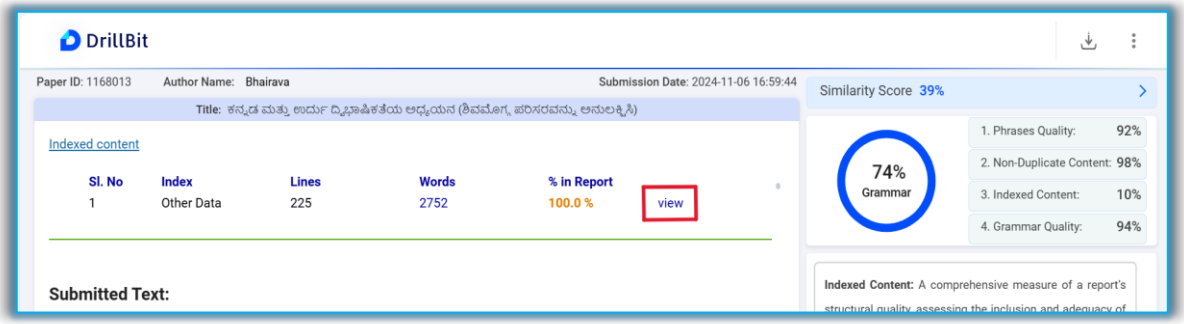
11.6.3. Duplicate Sub-Strings and Indexed Content

Duplicate Sub-Strings and Indexed Content are grouped under dedicated headings in the report, ensuring easy identification and review.

Duplicate Sub-Strings: This section groups repetitive substrings by their occurrences and provides a detailed breakdown. Metrics include the Substring Number (a unique identifier for the substring), Characters (total characters in the substring), Words (total words in the substring), Repetition (number of occurrences), and Percentage in Report (the substring's contribution to the document's overall content). A view Option is provided for each substring, enabling users to locate and highlight it directly in the content.



Indexed Content: This section categorizes content into predefined sections to ensure completeness and adherence to academic standards. Metrics include the Index (section name), Lines (total lines in the section), Words (total words in the section), and Percentage in Report (the section's contribution to the document). A ‘View’ option is available for each section, allowing users to highlight the indexed content directly in the report.



Click the download icon to download the grammar report for offline use.

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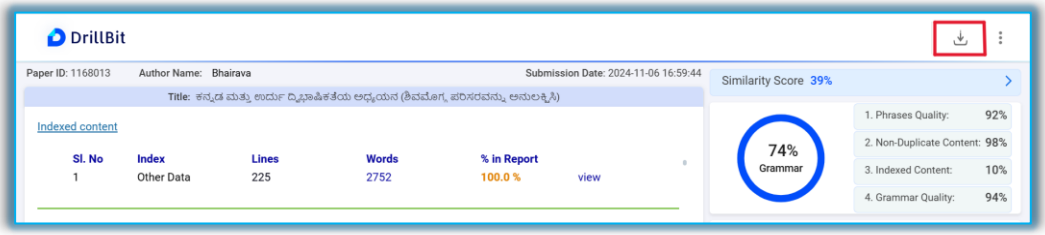
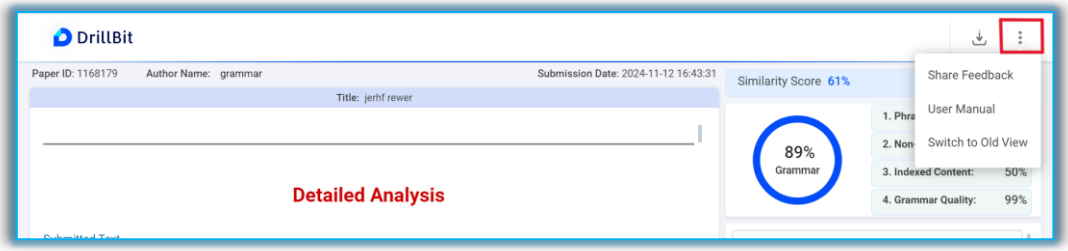
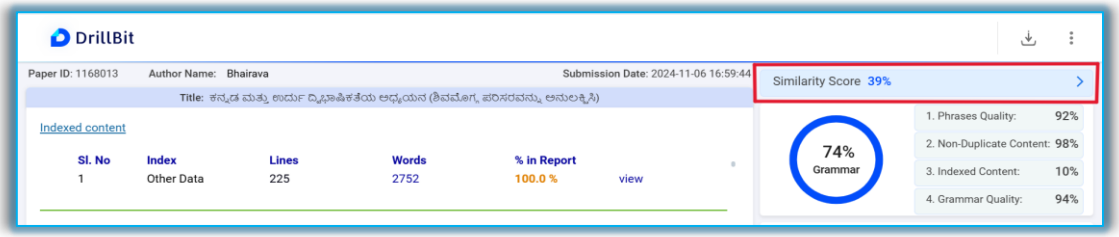


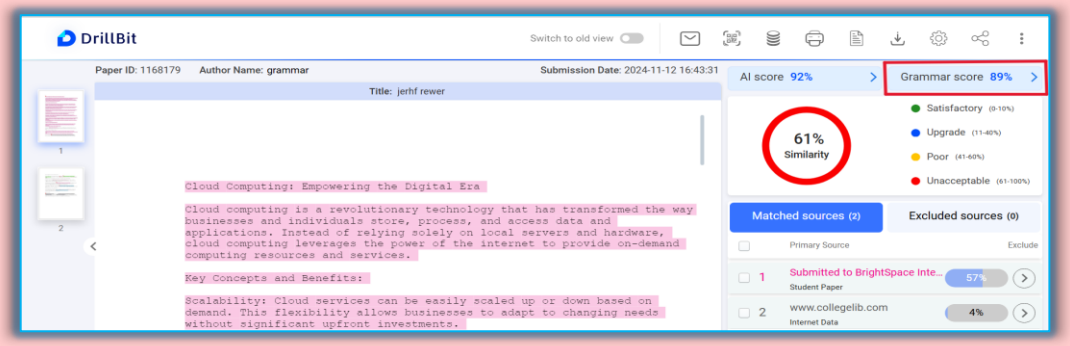
Access additional options through the three-dot menu to share feedback on the new analysis page, open the user guide, or switch back to the previous analysis page layout.



A similarity score navigator is present, enabling users to easily return to the similarity report for further analysis.



You can also view the grammar report through the Analysis Report. For more information, please refer to the ‘Analysis Report’ documentation.



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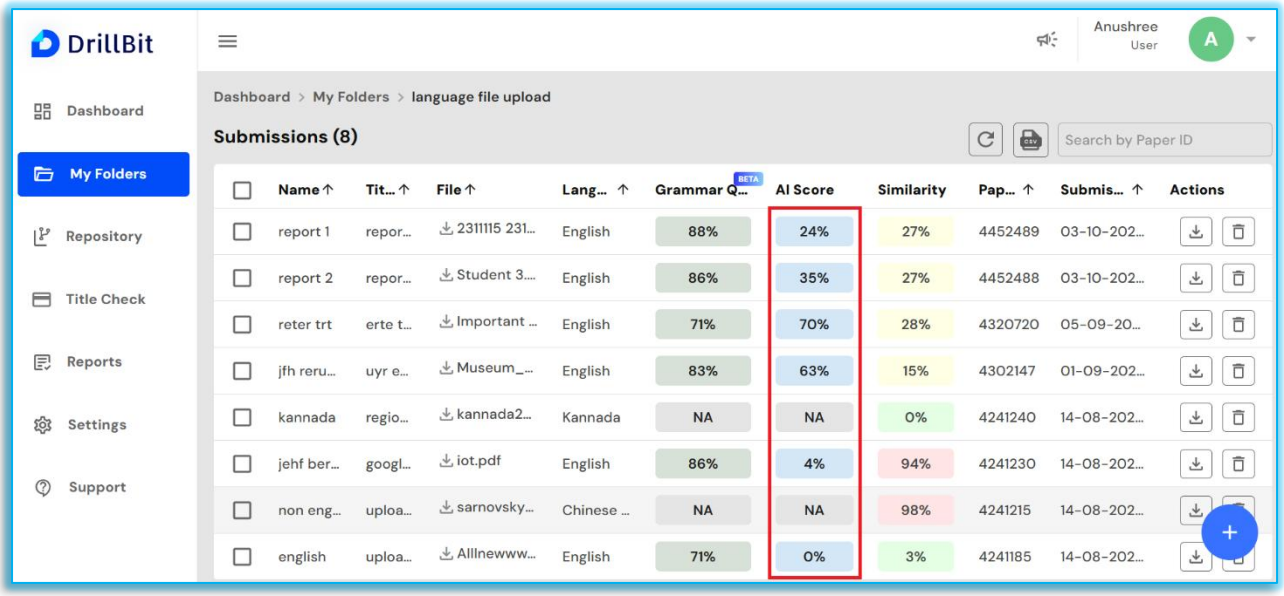
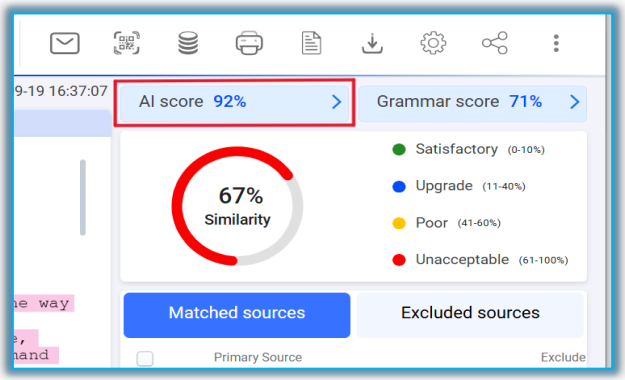
11.7. <u>AI Score:</u> The AI score in your analysis report helps you spot any sections that might have been created with AI tools. It's designed to flag parts of the content that could appear less original, giving you a clear view of authenticity within your work. This insight can be valuable if you're aiming to ensure the content truly reflects and maintains originality.



To view the AI report, select the 'AI score' option.



When content is flagged as potentially AI-generated, the flagged sections are highlighted, giving a visual indication of non-original content. A higher AI score means that the content is more likely to have been generated by AI, aiding users in assessing the originality of the text. This score can be accessed both in the analysis report in DrillBit and through the submissions interface.

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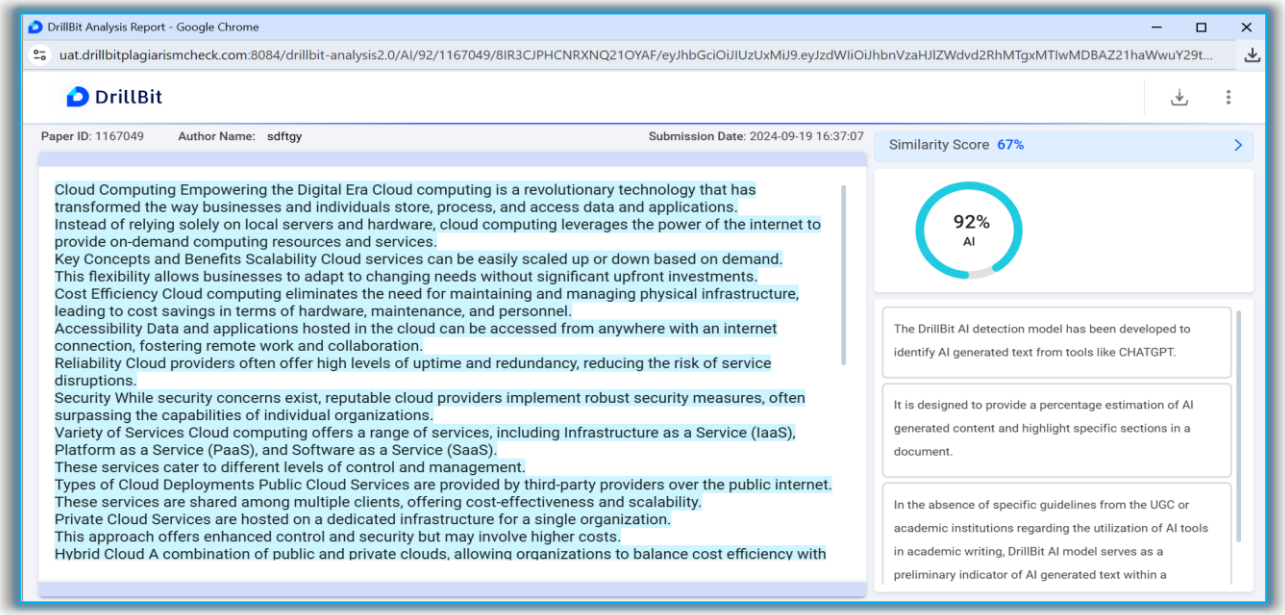
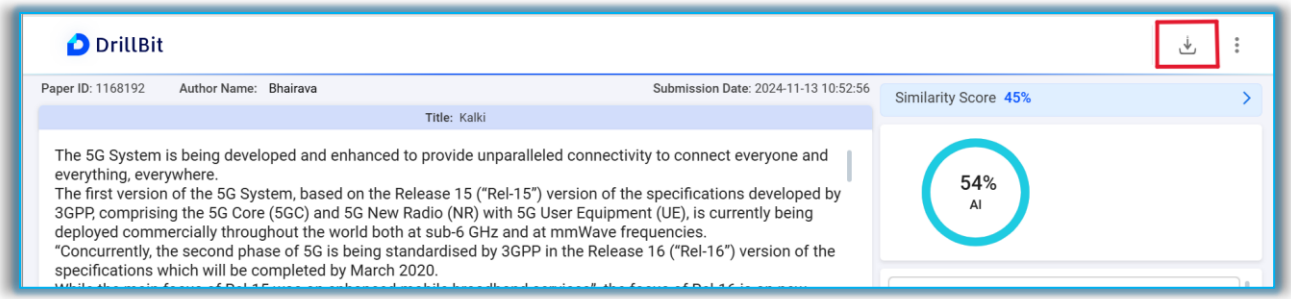
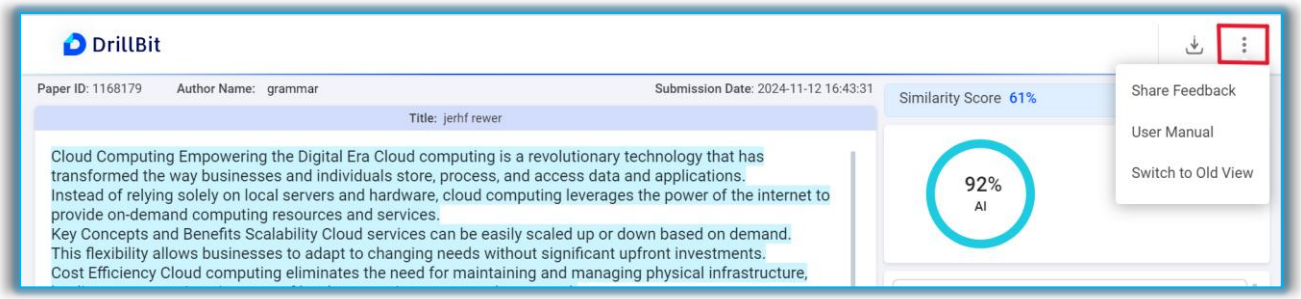


The download icon allows you to download the AI report.



Additionally, use the three-dot menu to share feedback on the new analysis page, access the user guide, or switch to the previous analysis page layout.



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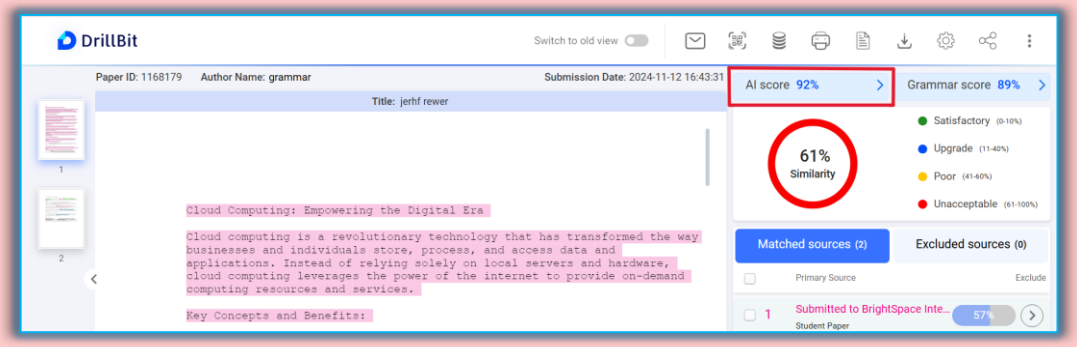
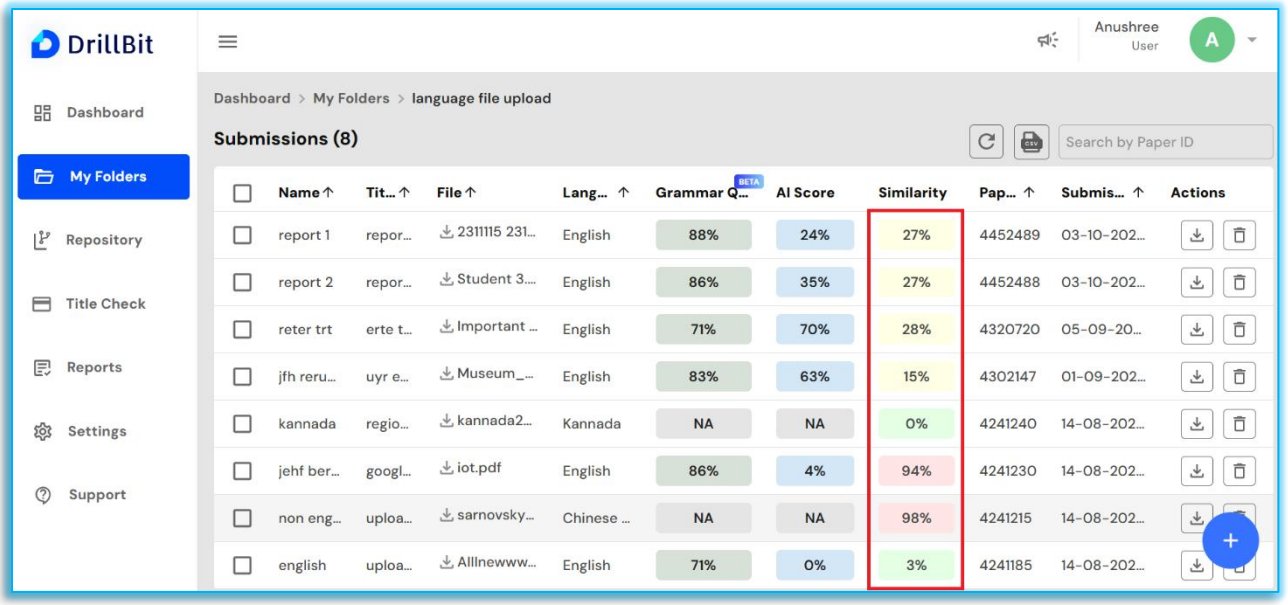
You can also view the AI report through the Analysis Report. For more information, please refer to the 'Analysis Report' documentation.



11.8. <u>Similarity:</u> The similarity percentage detected by DrillBit for the submission. This shows how much of the document matches external sources and is key in assessing the originality of the content.



To view detailed insights and findings, click on the percentage value. This will take you directly to the analysis report in DrillBit, where you can explore a comprehensive analysis of the selected submission, including matched sources, similarity percentages, and other relevant data.

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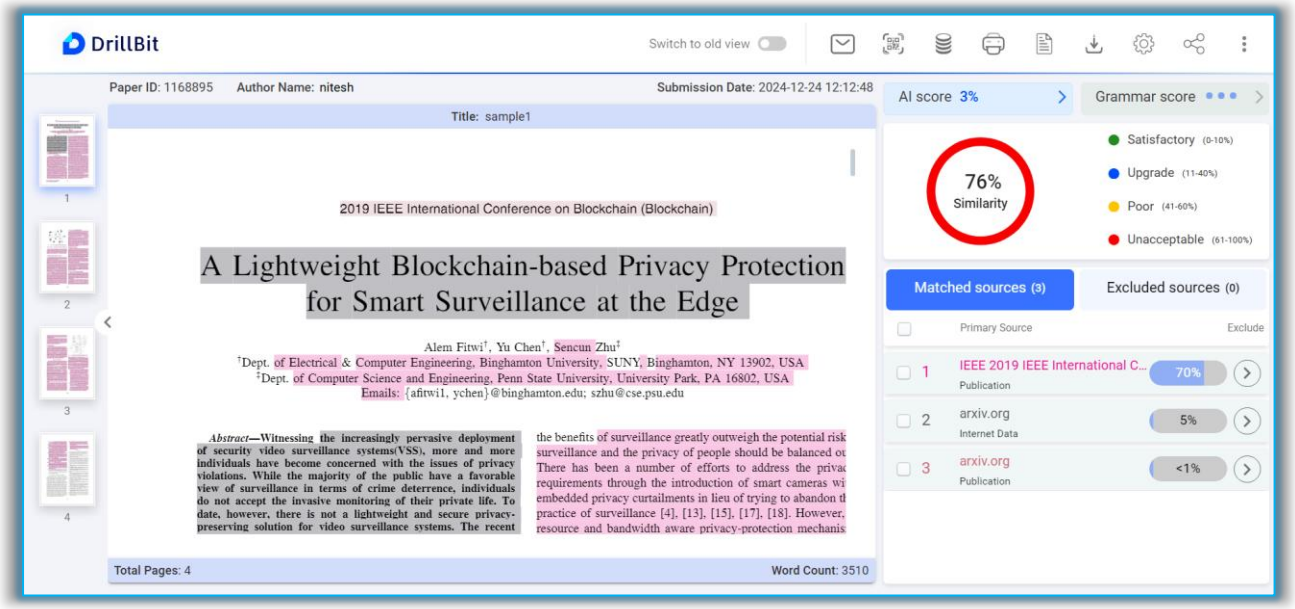
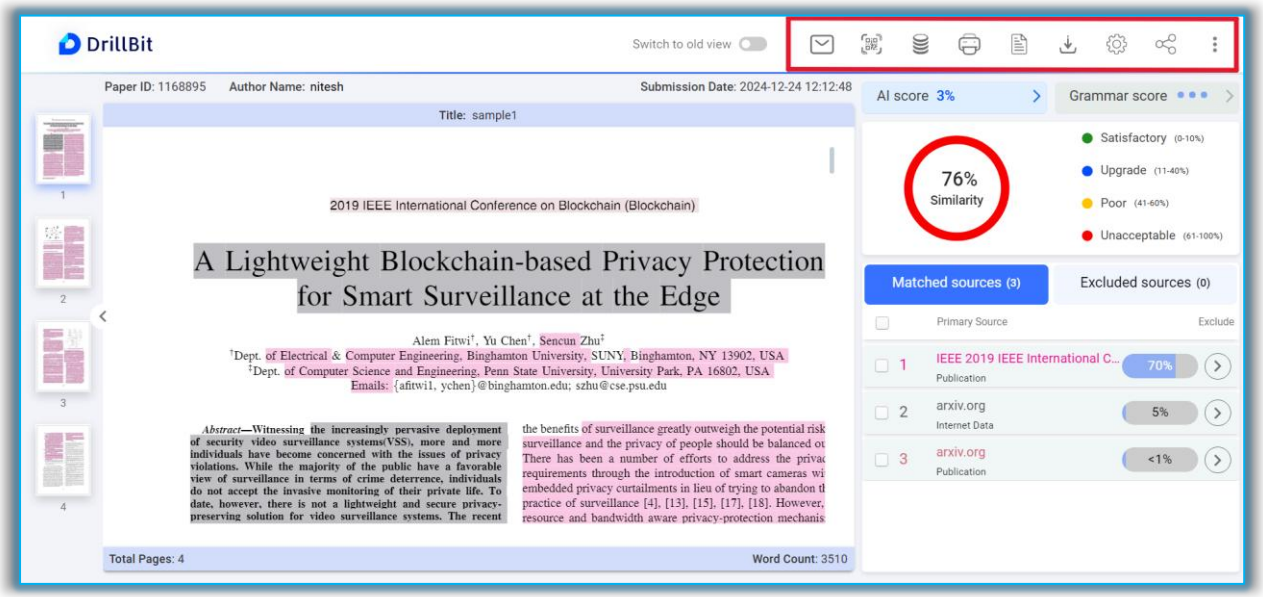


11.8.1. Features Available on the Analysis Page:

The Analysis page in DrillBit includes a range of features designed to streamline the reviewing and sharing of similarity reports, support efficient document management, customize report settings, facilitate feedback sharing, and enable secure collaboration, all aimed at enhancing functionality and simplifying access to detailed information for informed decision-making based on report findings.



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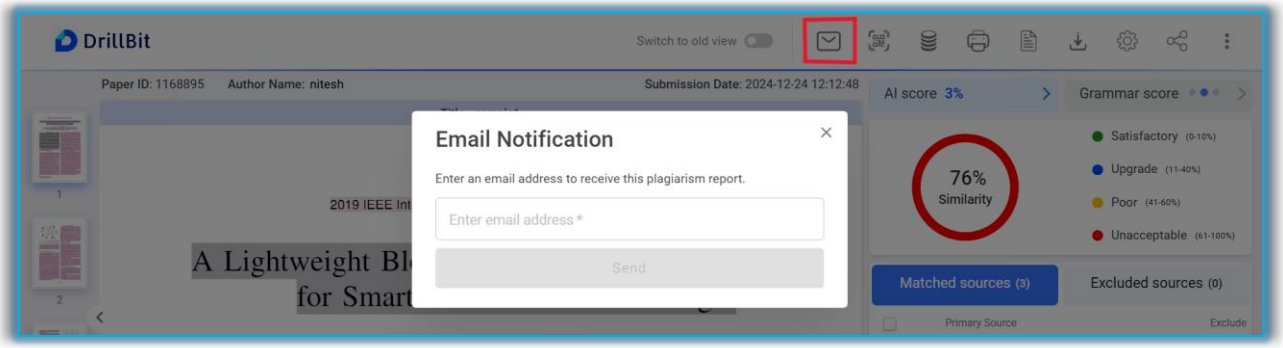
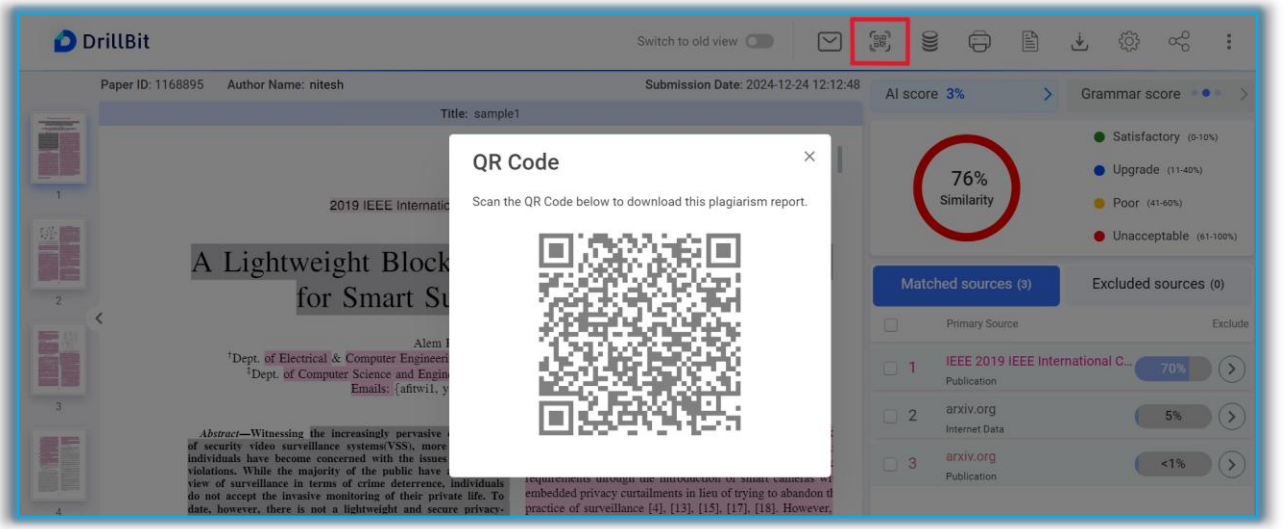
11.8.1.1. <u>Email Notification:</u> By selecting the email icon, a popup opens where you can enter the recipient's email address. Once entered, a link to download the similarity report will be sent to the specified email, enabling convenient access and sharing.



Selecting the "Download Report" link in the email will allow the recipient to download the similarity report.

11.8.1.2. <u>QR Code:</u> This feature allows users to download the plagiarism report by scanning the QR code with a mobile device, giving instant access to the report without navigating the platform. This is particularly useful for quick and on-the-go review and collaboration.



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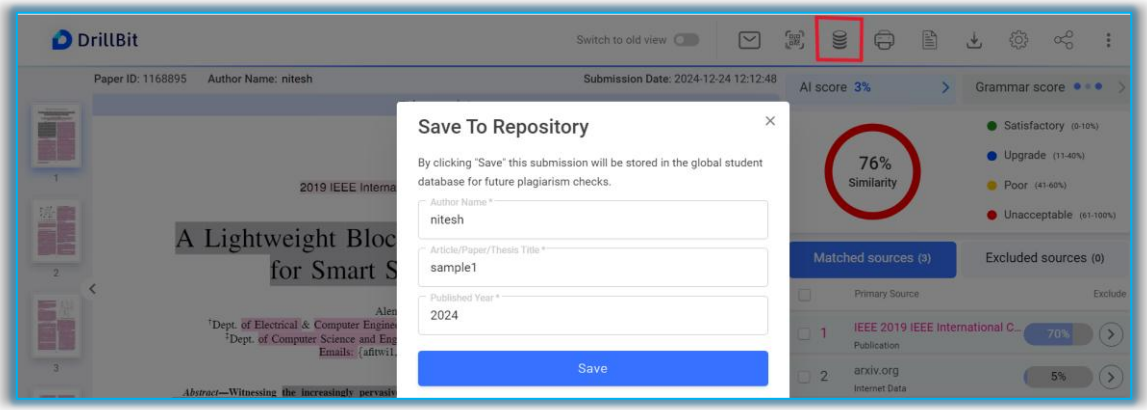
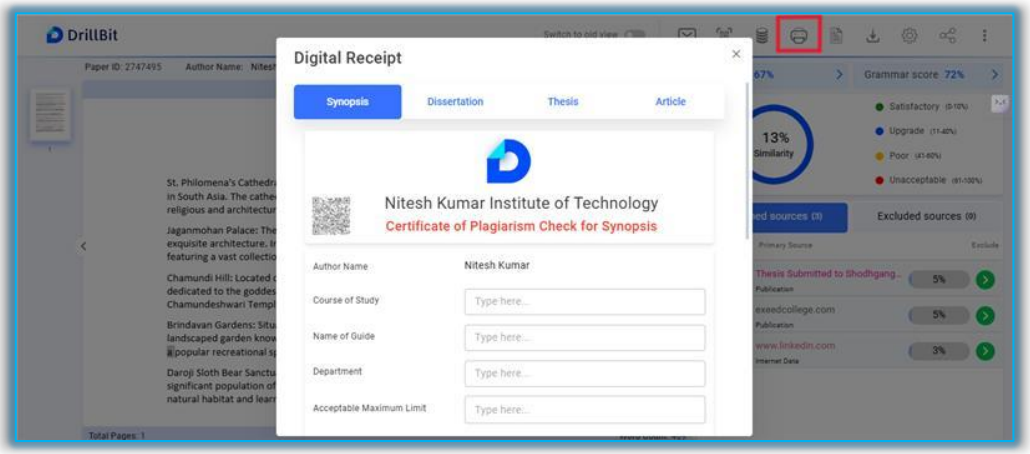
11.8.1.3. <u>Save to Repository</u>: Users can save analysed documents to the DrillBit repository for future reference and comparison. This option adds the document to the global repository.



Only documents with a similarity percentage below 30% can be saved to the DrillBit repository via Analysis Report.

Check this out! For more details, refer to the "DrillBit Repository" documentation.

11.8.1.4. <u>Digital Receipt:</u> You can receive a confirmation of analysis completion with a digital receipt, which serves as a digital acknowledgment of submission and analysis. Select the document type such as synopsis, dissertation, thesis, or article and fill in the required details to print the receipt.



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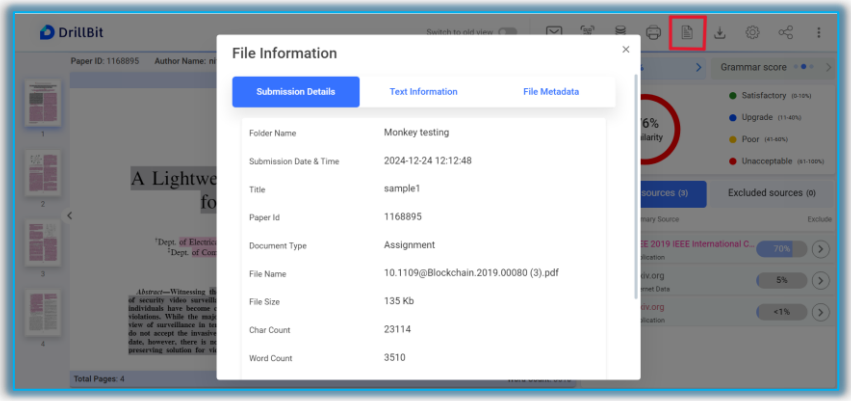
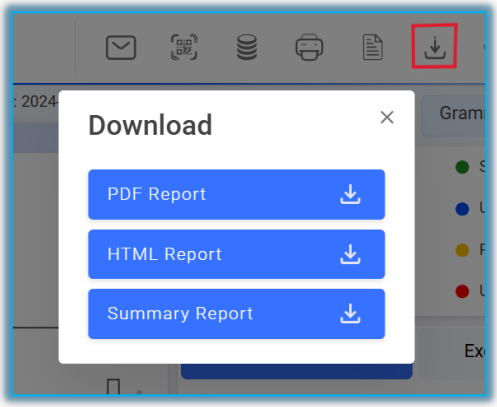
11.8.1.5. File Information: The file info icon provides comprehensive details about the submitted document. It includes Submission Details (such as upload date and user information), Text Info (word count and character count), and File Metadata (file name, file size, and file format). This feature aids in document tracking and management by offering a clear snapshot of essential file and submission data at a glance.



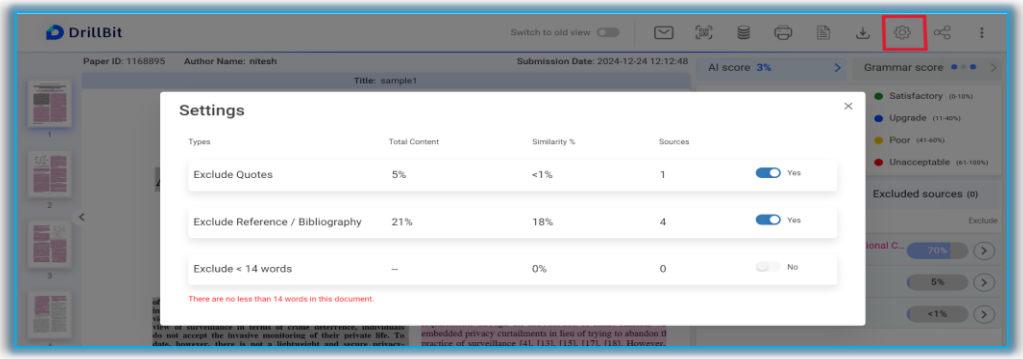
11.8.1.6. Download: Export the plagiarism report in PDF, HTML, or Summary Report format. The PDF offers a printable version, the HTML provides an interactive, web-friendly view, and the Summary Report gives key details like submission info, similarity percentage, and excluded sources for easy access and sharing.



11.8.1.7. Settings: This provides customizable options to refine plagiarism results by excluding quotes, exclude reference/bibliography, and exclude <14 words (based on folder settings). The tab is organized into four columns:

Scroll To

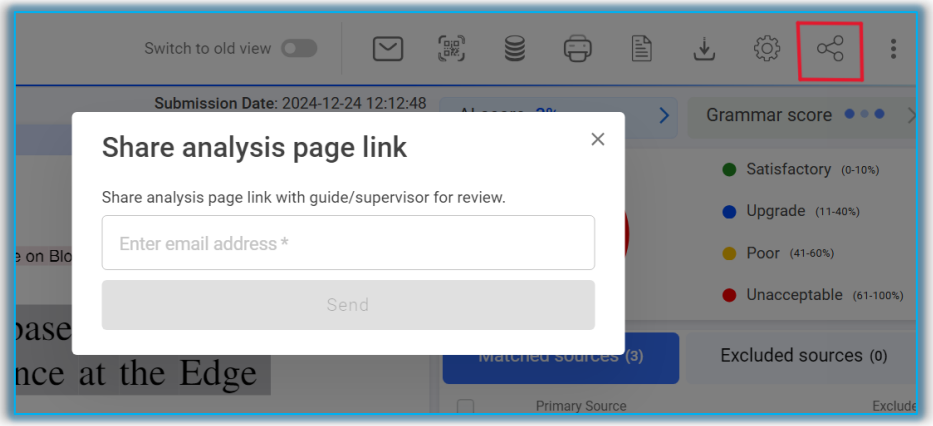
Total Content, Similarity %, Sources, and an Exclude/Include Toggle to adjust results dynamically.



Exclude and include settings should be configured during folder creation or when editing a folder.

In folder settings, if the threshold value for "Exclude Small Sources" is set higher than the total word count of the uploaded file, the setting will automatically default to excluding sources with fewer than 14 words.

11.8.1.8. <u>Share Analysis Page Link</u>: Allows users to share the analysis page link with guides or supervisors via email. Selecting this icon opens a pop-up to enter the recipient's email, who will then receive an email with an "Access Analysis Page" button valid for 5 hours. The recipient can review the analysis, adjust exclude/include settings, and use all features on the analysis page without needing to log in to DrillBit initially.



Scroll To

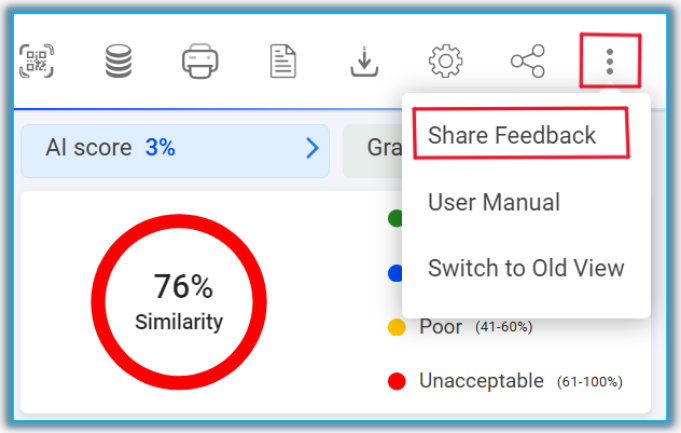
After entering the email address, the recipient will receive an email containing a button to access the analysis page.

The link to access the analysis page remains active for 5 hours from the time the email was sent.

If extended access is needed, the recipient can select 'Revoke Access' in the same email received to access the analysis page. This action allows them to request a new link for an additional time period.

11.8.1.9. More Options:

11.8.1.9.1. Share Feedback: Use the Share Feedback feature to provide direct feedback about their experience with the new analysis page. It serves as an easy way for users to submit comments, suggestions, or report issues, helping DrillBit enhance the user experience through valuable insights.



When users click on 'Share Feedback,' a pop-up appears, allowing them to provide their input on the new analysis page. After completing their feedback, they can click 'Send' to submit it.

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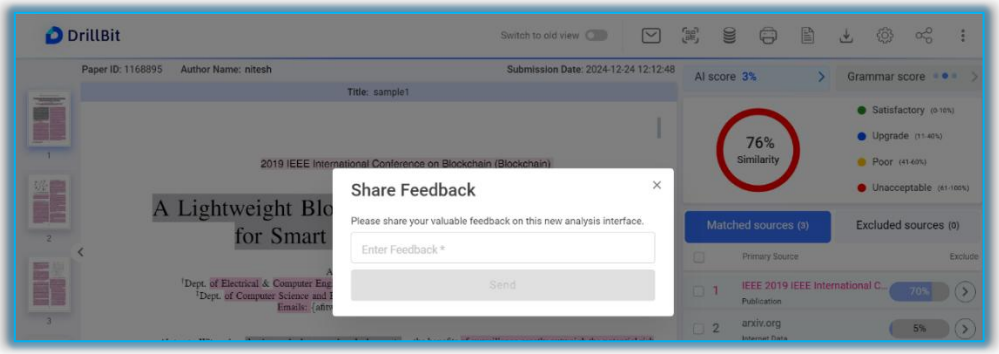
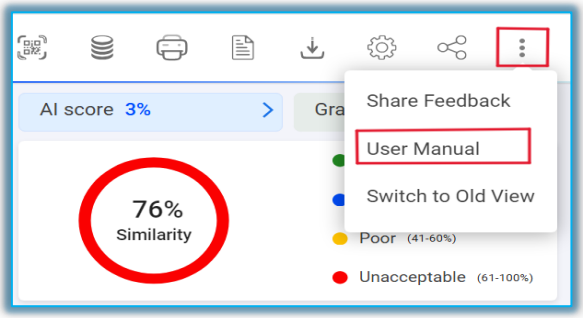
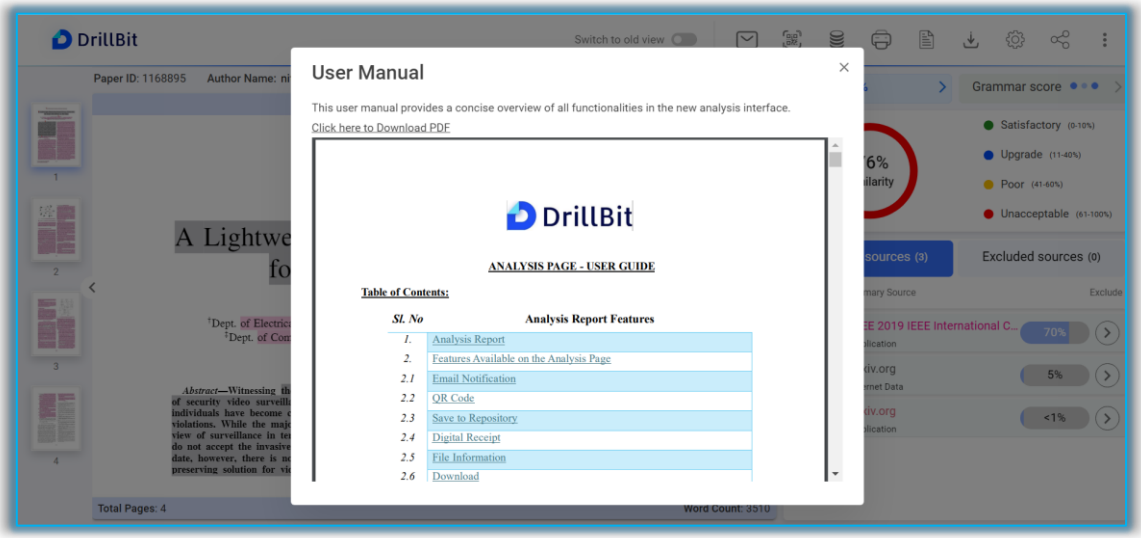


11.8.1.9.2. **User Manual**: A comprehensive user manual is available on the analysis page, featuring an organized list and detailed screenshots for each feature. This guide serves as a handy reference to help users familiarize themselves with DrillBit' s features and navigate the platform effectively.



When we click on user manual, a pop-up appears, providing access to the analysis report guide.



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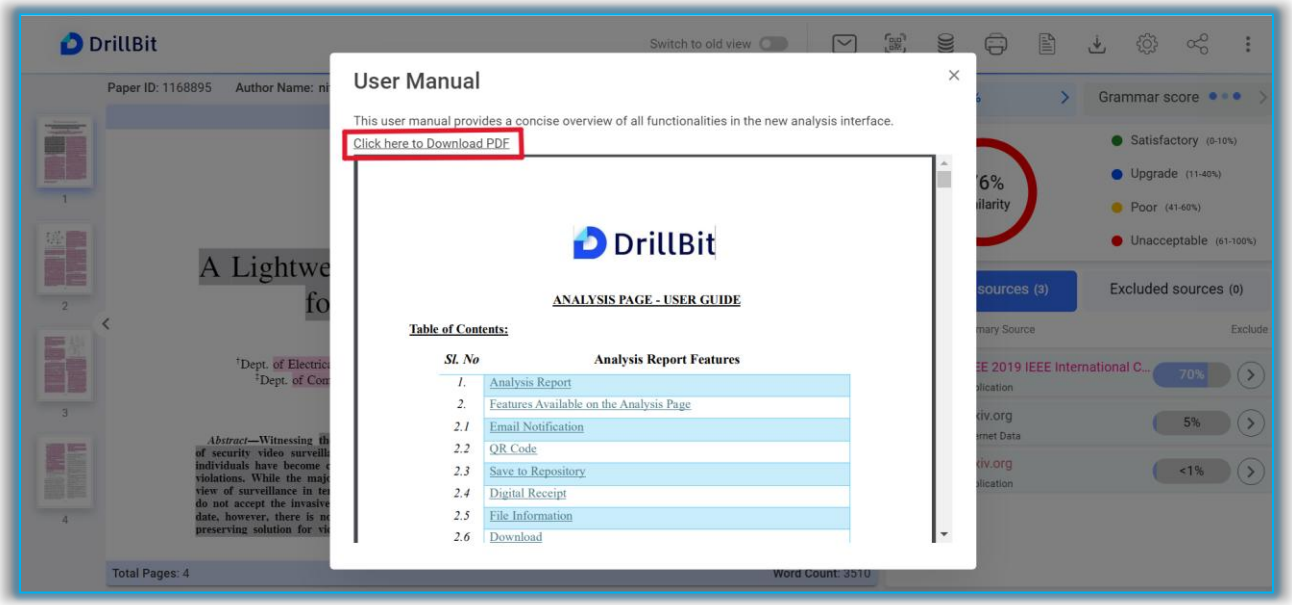
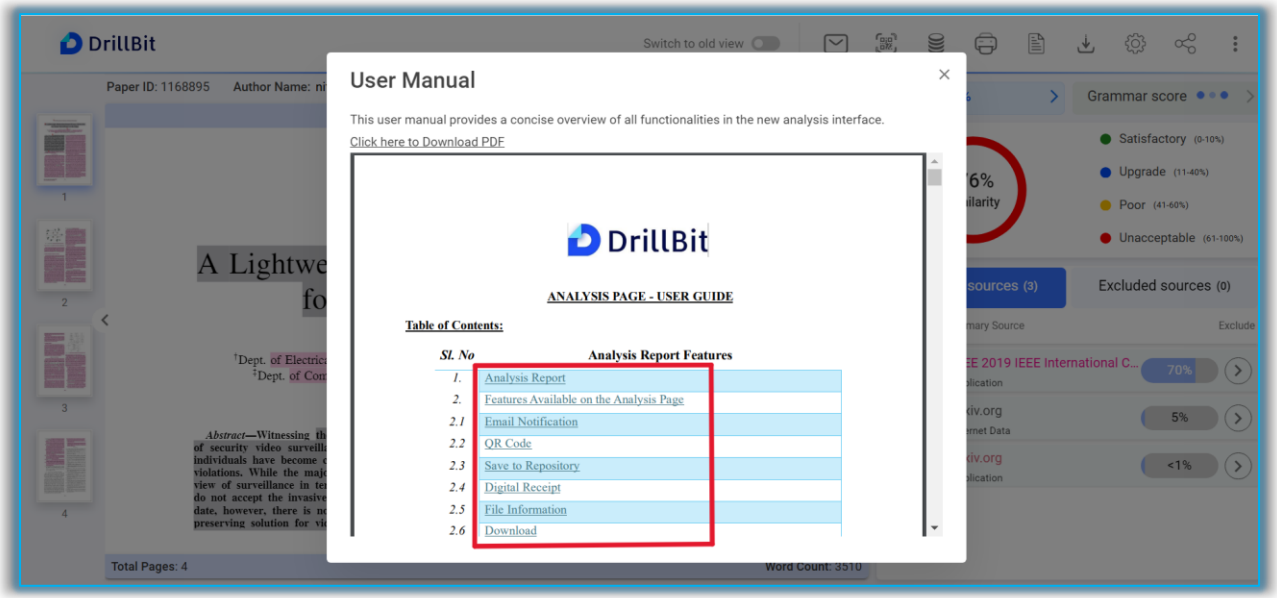
The guide includes a "Click here to Download PDF" link, enabling users to download the manual locally for offline use.

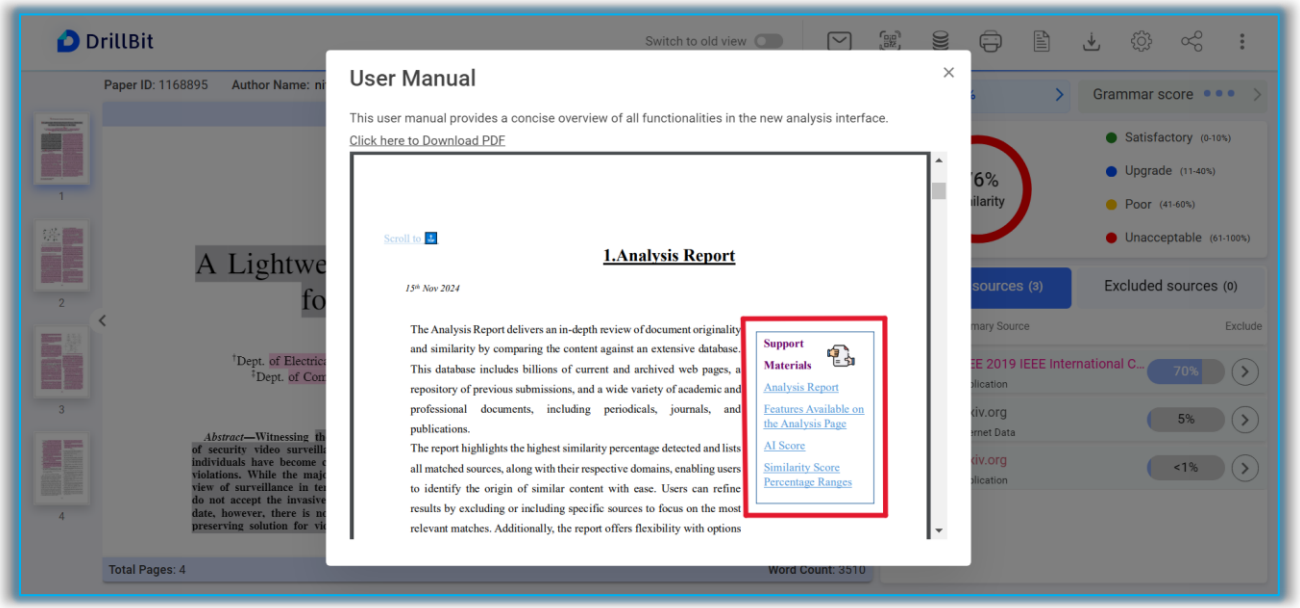


The user manual features a ‘Table of Contents’ with links that redirect to specific topics, allowing for easy navigation.

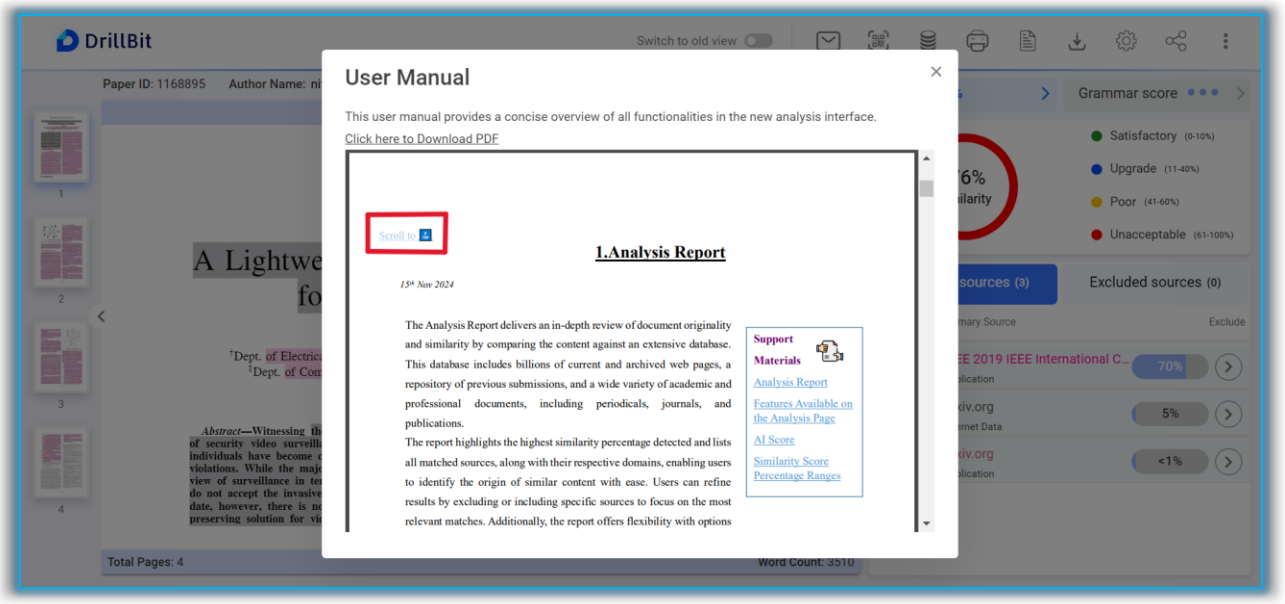


Scroll To

Each individual topic contains support materials, including additional links for further assistance.



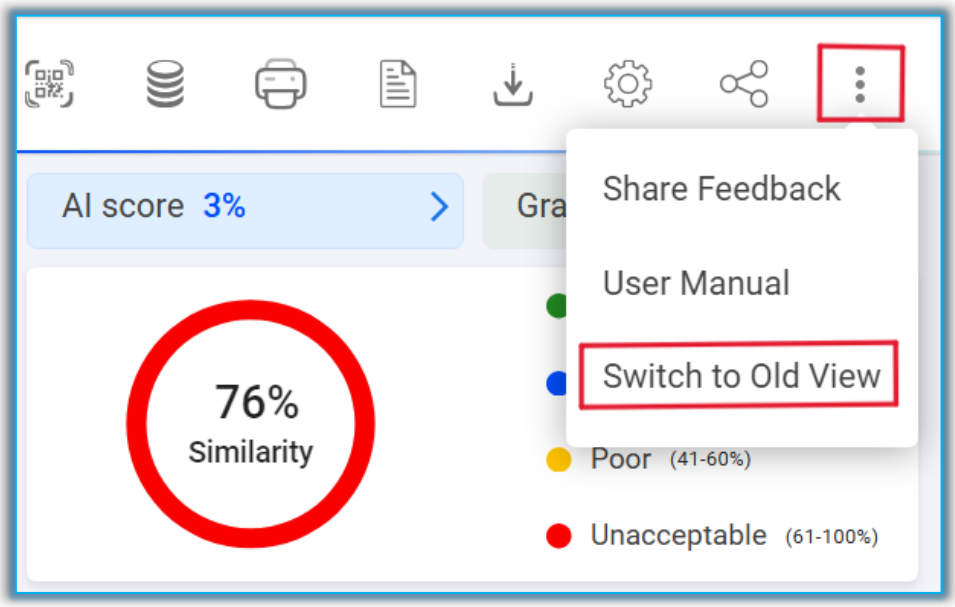
Additionally, every page of the guide is equipped with a "Scroll to Top" option, which redirects users back to the Table of Contents for quick access to other sections.



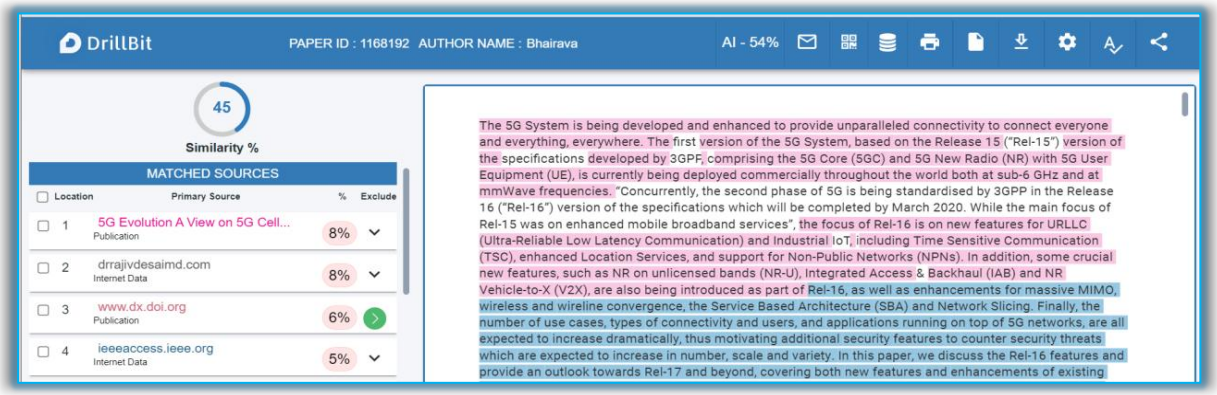
11.8.1.9.3. <u>Switch to Old View</u>: Users have the option to toggle back to the previous version of the analysis page through the "Switch to Old View" feature. This option provides flexibility and ensures a

Scroll To

smoother transition for users adapting to the new interface, catering to individual preferences and enhancing overall user satisfaction.



When the "Switch to Old View" option is selected, the previous version of the analysis report will be displayed, allowing users to access and utilize the old analysis report seamlessly.

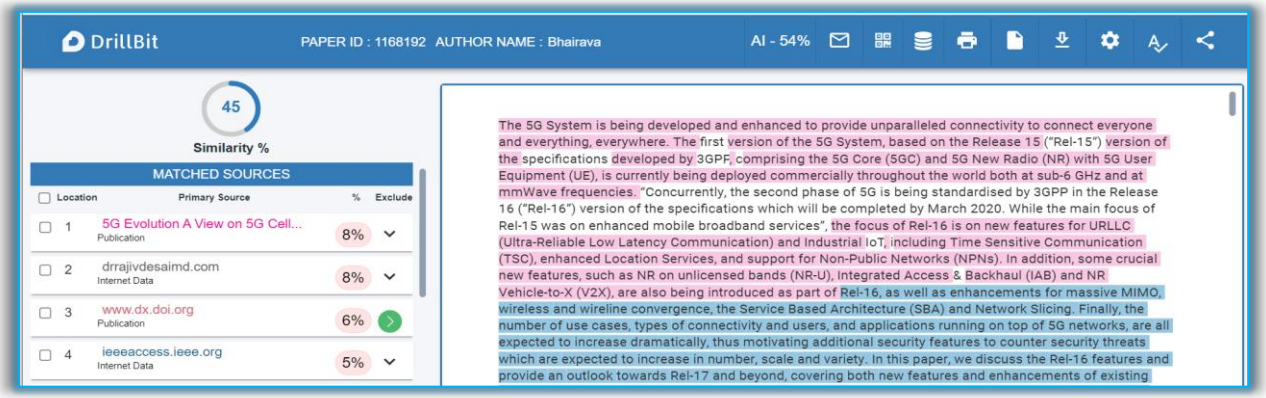


11.8.1.10. <u>Navigate to Old View</u>: The toggle option provides users with a simple way to switch to the previous version of the Analysis page.

- Click on toggle to switch to the old version of the Analysis page.

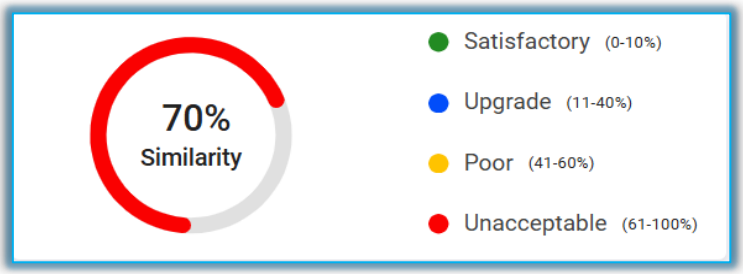
Scroll To TOP

When the toggle is switched to the old view, the application will display the previous Analysis page with its older layout and features.



11.8.2. Similarity score percentage ranges:

Understanding the similarity score ranges in DrillBit's plagiarism check tool can help you assess the originality of a submission effectively, as similarity percentages are categorized to allow quick interpretation of results, following university-defined scoring ranges.



Here's how the ranges are categorized:

- Satisfactory (0-10%): This range indicates minimal similarity, generally acceptable and likely original. A score within this range suggests the submission contains minimal

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matching content, showing a high level of originality. It is commonly considered satisfactory without further review.

- 🔵 Upgrade (11-40%): Moderate similarity, suggesting a need for review and possible content improvement. Scores in this range suggest that there are some matches to external sources.
- 🟡 Poor (41-60%): High similarity within this range indicates significant overlap that should be addressed to ensure originality. A score in this range raises concerns about the submission's originality, prompting the author to carefully examine the matched content and consider revisions to enhance its uniqueness.
- 🔴 Unacceptable (61-100%): Very high similarity, suggesting a critical need for revisions as the content lacks originality. Immediate action is recommended to address these issues and ensure academic integrity.

These ranges assist users in assessing documents and determining the necessary steps to meet originality standards.

11.8.3. Exclude & Include Sources:

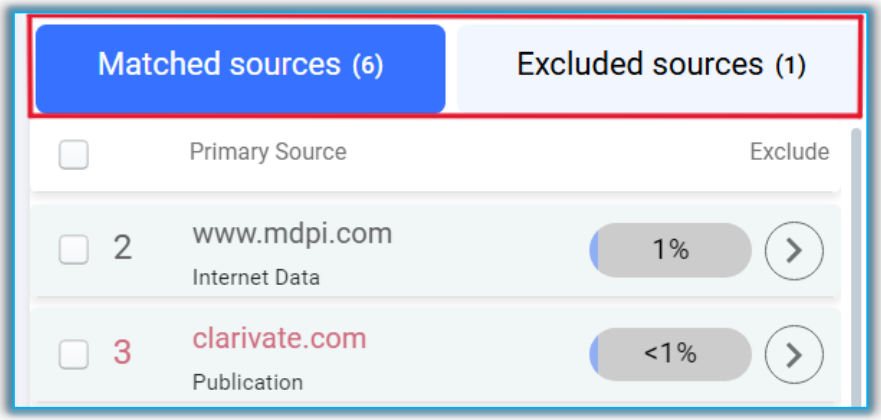
Options to exclude and include sources allow users to manage the content that contributes to the overall similarity percentage.

In the analysis report, two tabs are available:

Matched Sources and **Excluded Sources**.

These tabs display the count of matched and excluded sources next to their labels, providing users with a clear overview.

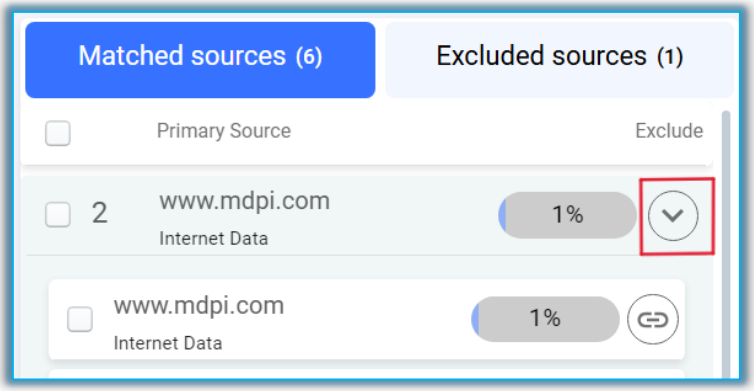
Scroll To



11.8.3.1. Matched Sources:

The Matched Sources tab displays all sources containing potentially plagiarized or similar content found in the analysis. This tab allows users to review each source contributing to the similarity score.

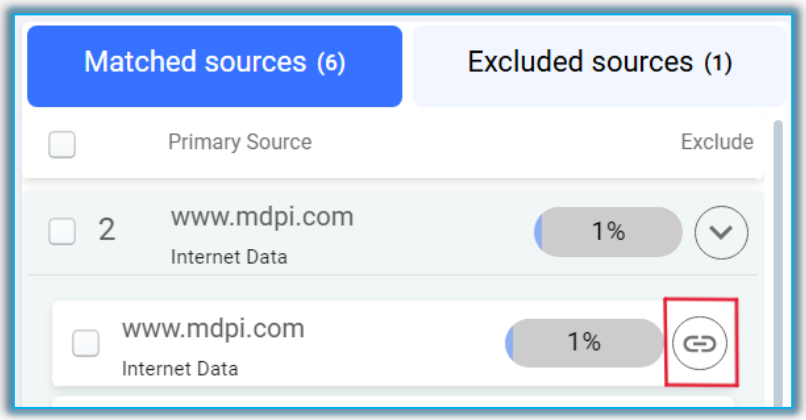
If content is matched across multiple sources, DrillBit groups these under a primary source with the highest percentage, listing additional sources as alternate sources. This approach provides a clear view of similar content sources while focusing on the primary match.



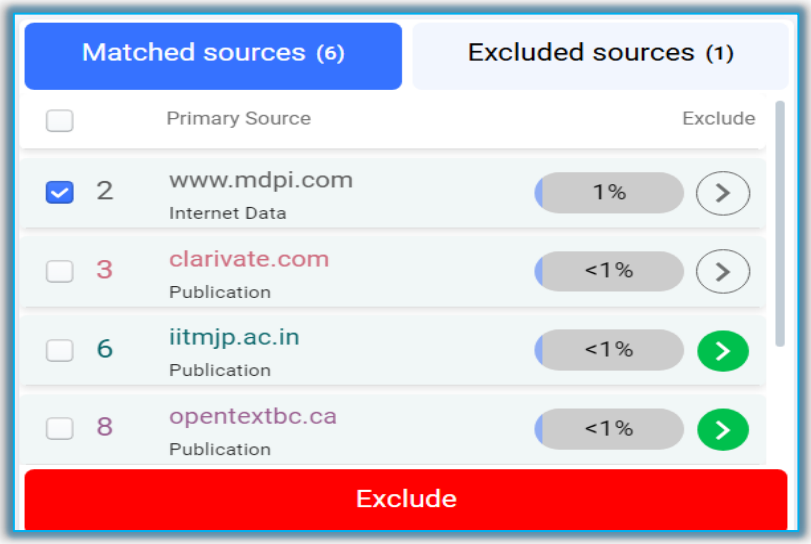
To view alternative sources, click the dropdown icon next to the primary source.

A link icon appears next to each source, allowing you to visit the site where the matched source is located.

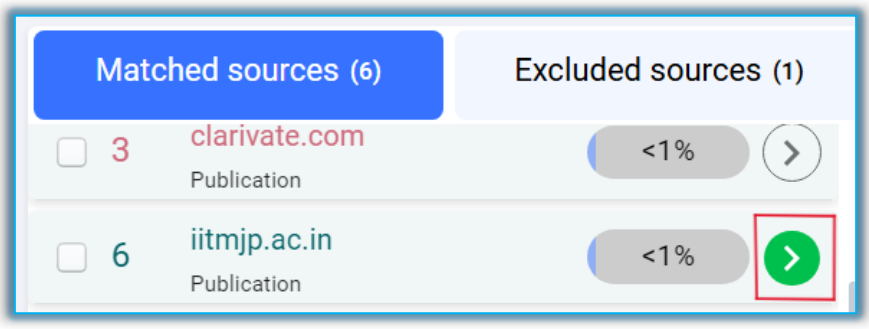
Scroll To



To exclude a source, select the checkbox next to the relevant source, then choose the "Exclude" button.



You can exclude a direct source by clicking the green arrow.

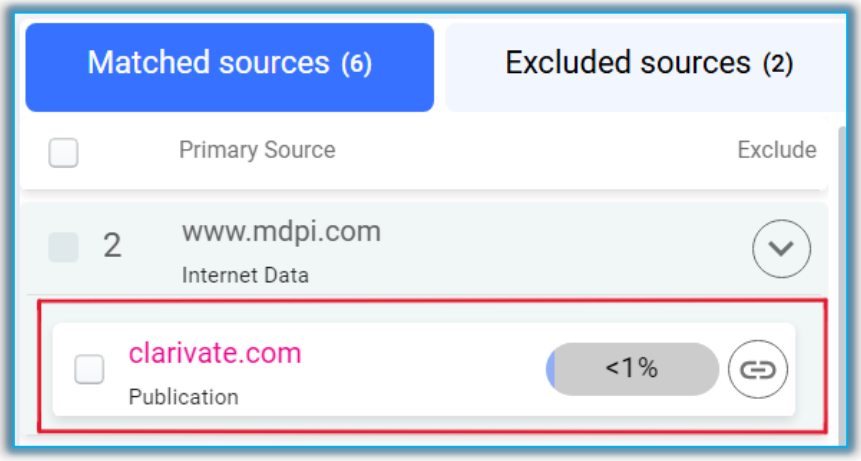


Scroll To

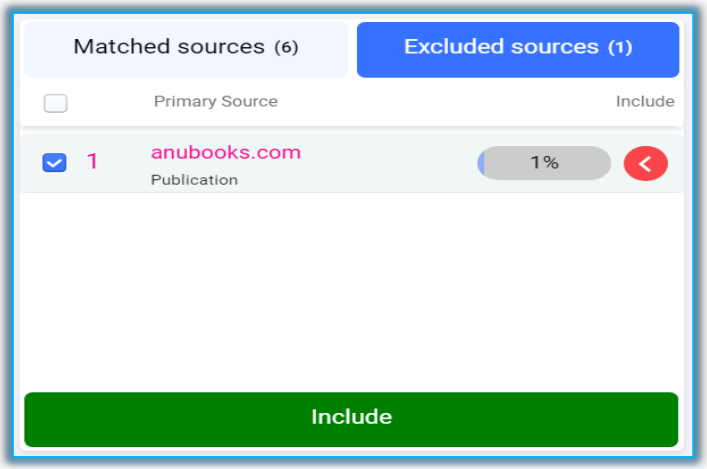
This action moves the selected source from the matched sources tab to the excluded sources tab, ensuring that excluded sources are not included in the final similarity score.

When a green arrow appears next to matched sources, it indicates that no alternative sources are available. Clicking the arrow will directly exclude the source.

When a primary source is excluded, the alternative source is automatically highlighted, allowing users to focus on the next relevant source.



11.8.3.2. **Excluded Sources**: The Excluded Sources tab contains all sources that have been moved from the matched sources. To re-include an excluded source in the analysis, select the checkbox next to the desired source and click the 'Include' button.



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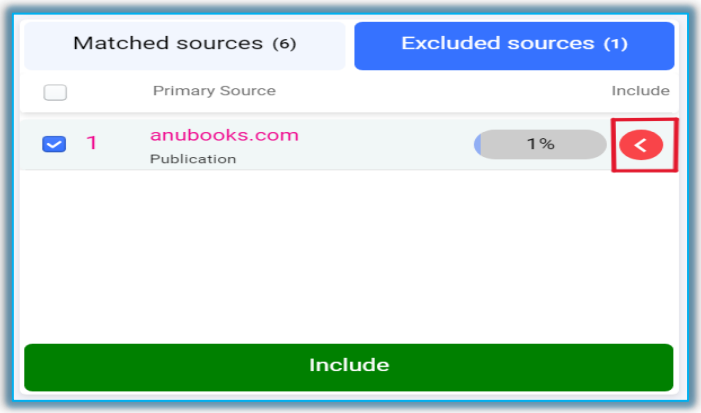
This action will move the source back to the matched sources tab, incorporating it into the similarity check and updating the report accordingly.

If the primary source is excluded along with all alternative sources, including the primary source again will automatically include all the alternative sources by default.

You can include sources by clicking the red arrow, which will move the source to the matched sources tab.



Users can exclude or include multiple sources at once by selecting checkboxes, providing flexibility and control over similarity analysis.

11.8.4. Matched Sources and Content Navigation: To review matched content within a document, simply click on any listed source in the analysis report. This action will navigate you directly to the corresponding matched content within the document, allowing users to easily identify and view the context of the match. This functionality ensures that users can quickly understand how a particular source relates to the content being analysed, providing a seamless experience for examining matches.

Excluding and including sources will directly impact the similarity percentage and the final analysis report.

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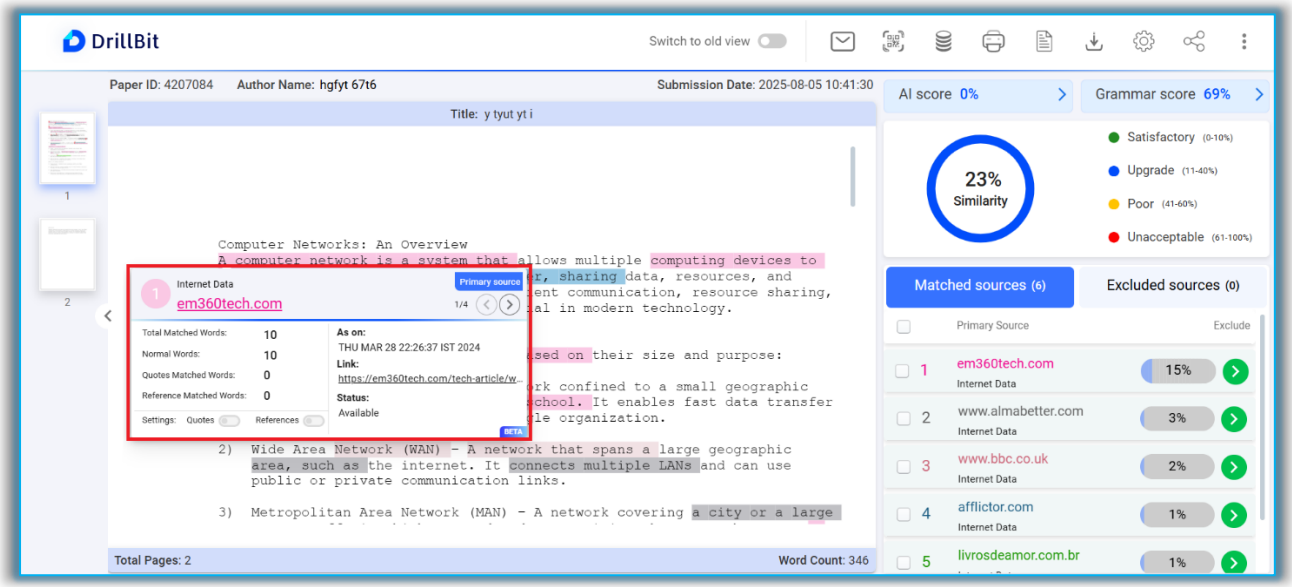
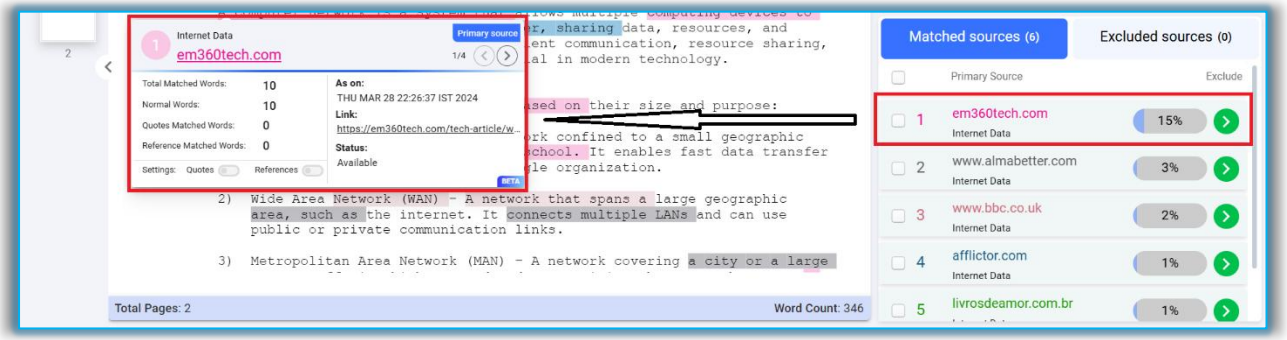
11.8.4.1. Matched Sources Navigation:

When a source is selected from the matched sources list, the first word of the corresponding matched content is highlighted in yellow within the content block, and a source block pop-up appears.



The source block pop-up is an essential feature that provides comprehensive details about the content matched from a specific source.

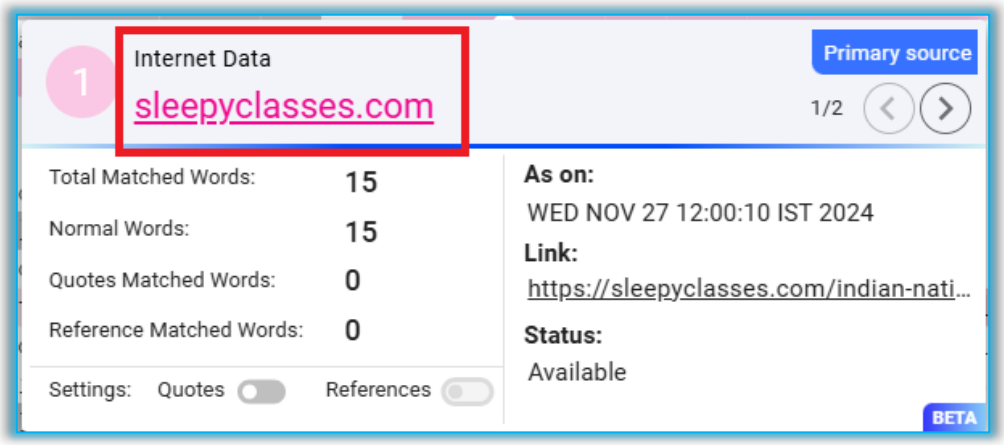
Below are the key elements visible in the source block:



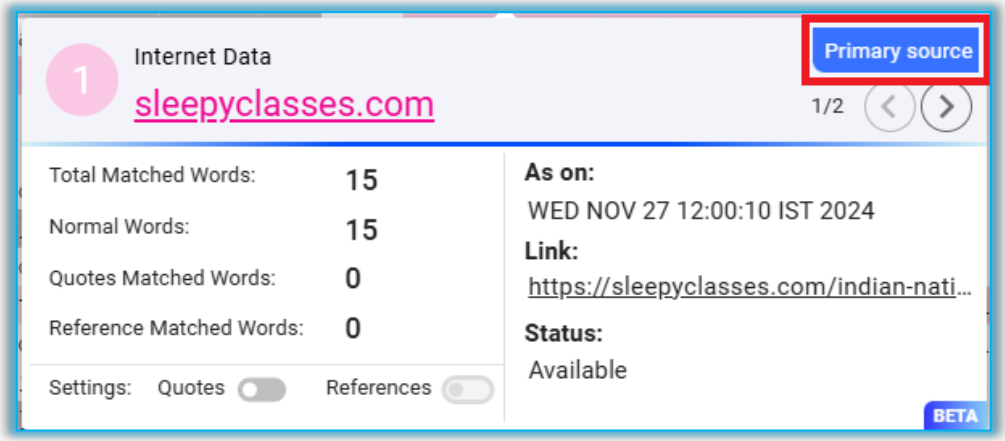
11.8.4.1.1. Source Title and Type:

The source name (e.g., sleepyclasses.com) is prominently displayed, along with the type of source (e.g: Publication, Internet Data, etc.).

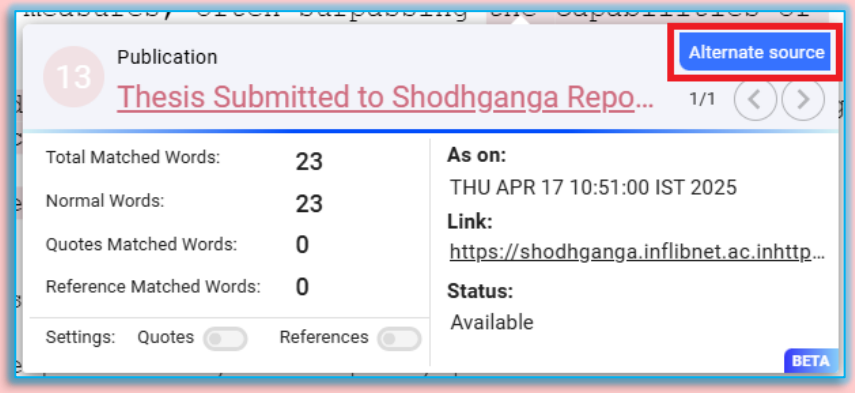
Scroll To



A label (e.g., Primary Source) indicates the classification of the source.



When an alternative source is selected, the label updates to reflect it as an **Alternate Source**.



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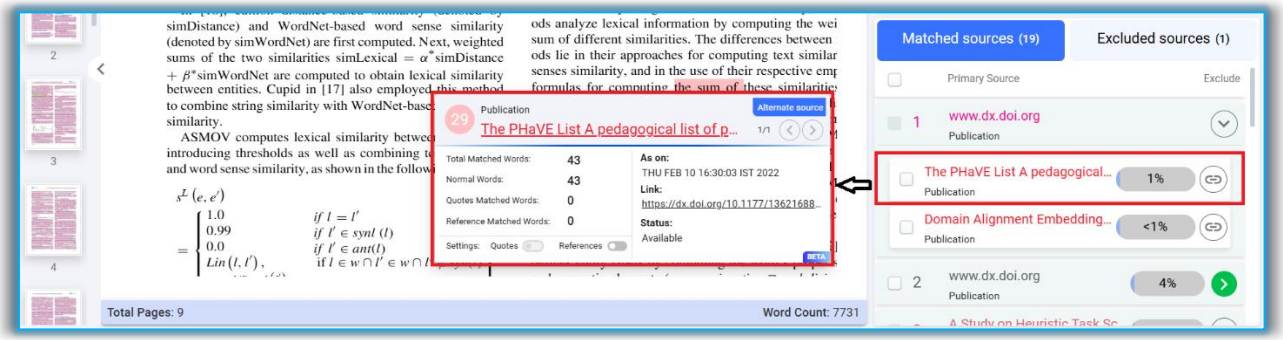
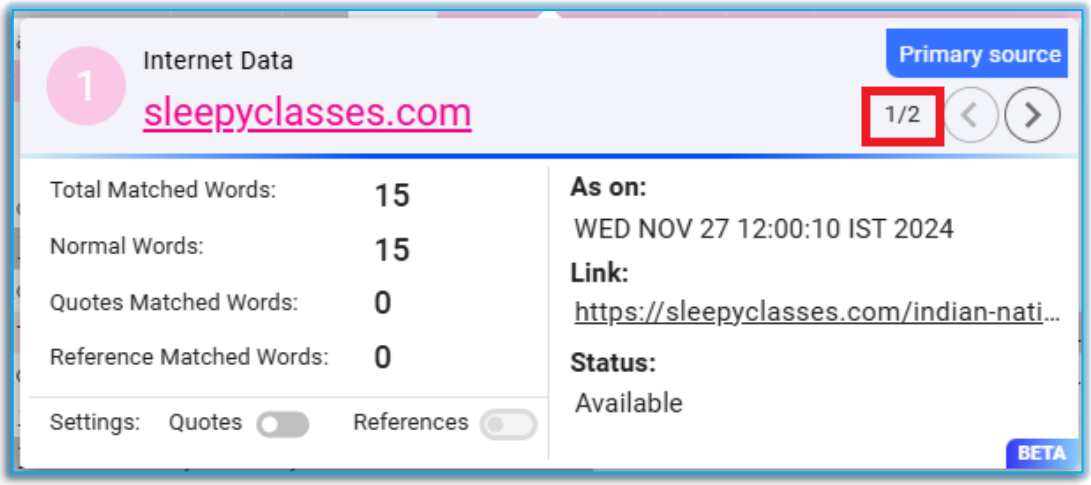
After excluding the primary source, when we click on the alternative source, it now navigates to the content.



11.8.4.1.2. Matched Words Breakdown:

The source block pop-up displays 1/2, indicating that it contains information about the first match source out of a total of two detected sources.



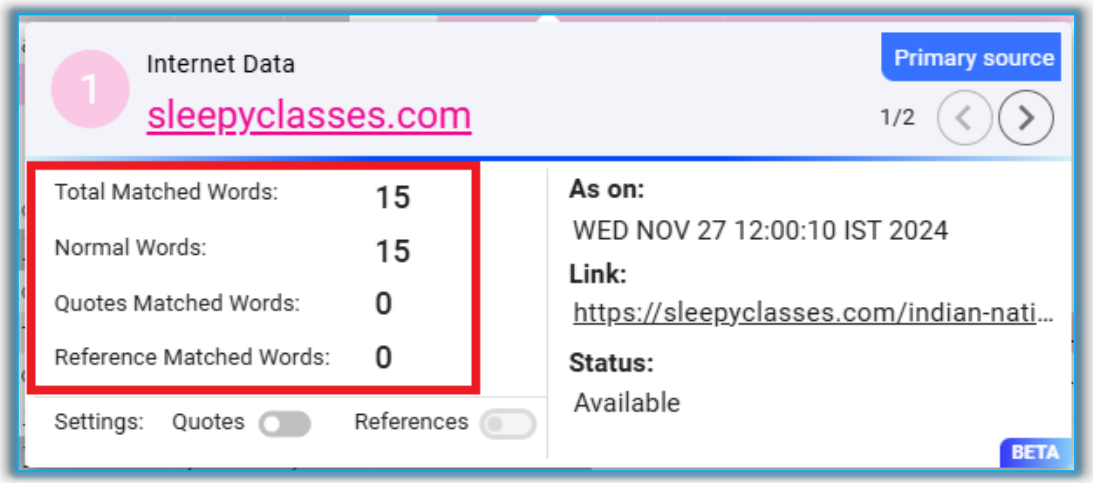
Total Matched Words: The total number of words matched from this specific location within the source (e.g., 1/2 indicates the first of two locations).

Normal Words: The count of matched words that are neither quoted nor part of references.

Quotes Matched Words: The number of words matched within quoted text.

Reference Matched Words: The count of matched words found within the references section.

Scroll To



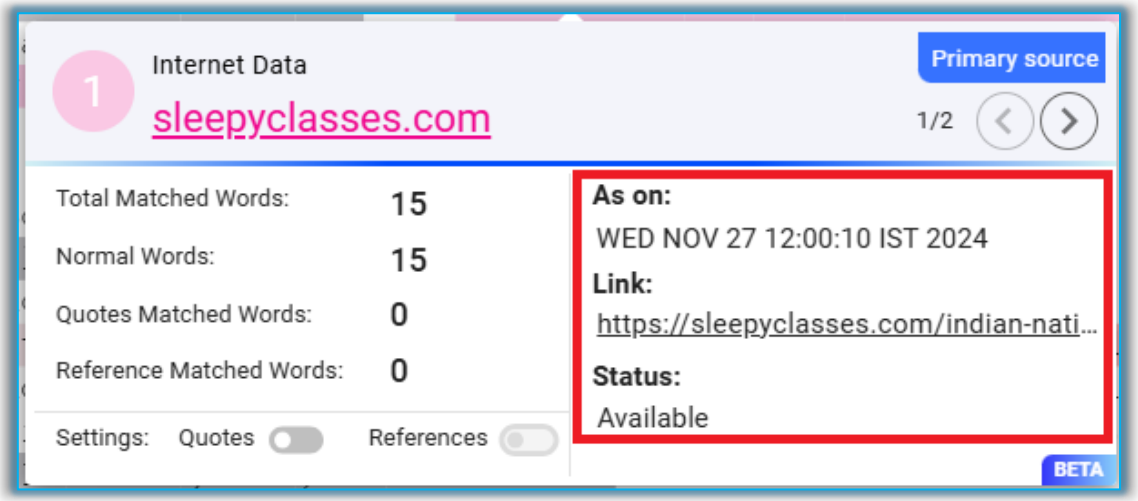
11.8.4.1.3. Source Metadata:

As on: Indicates the date and time when the source content was last indexed or updated in the DrillBit repository (e.g., WED NOV 27 20:00:10 IST 2024).

Domain: Shows the URL or domain from where the matched content originates (e.g.: https://sleepyclasses.com/indian-natio....

> Clicking on the domain link redirects users to the respective website, allowing them to view the source content directly.

Status: Indicates the source availability (e.g., available, not available.).



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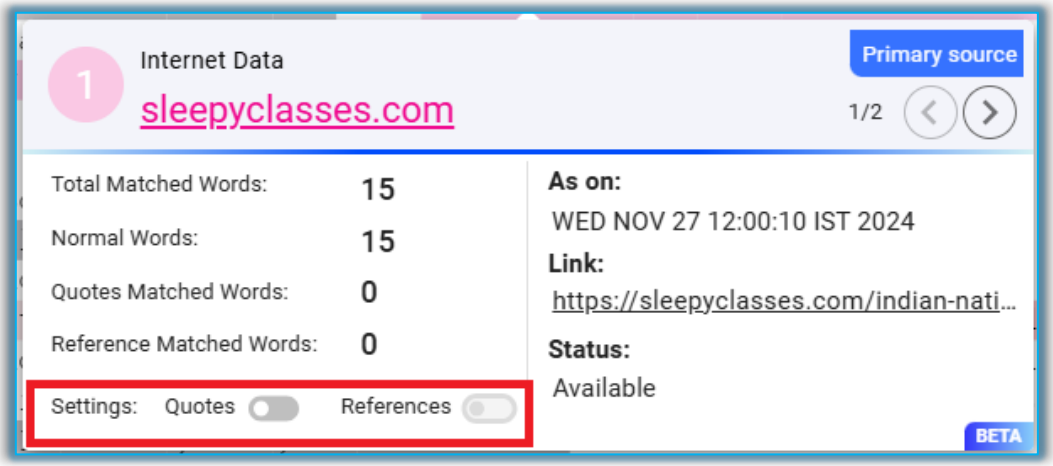
11.8.4.1.4. Settings Data:

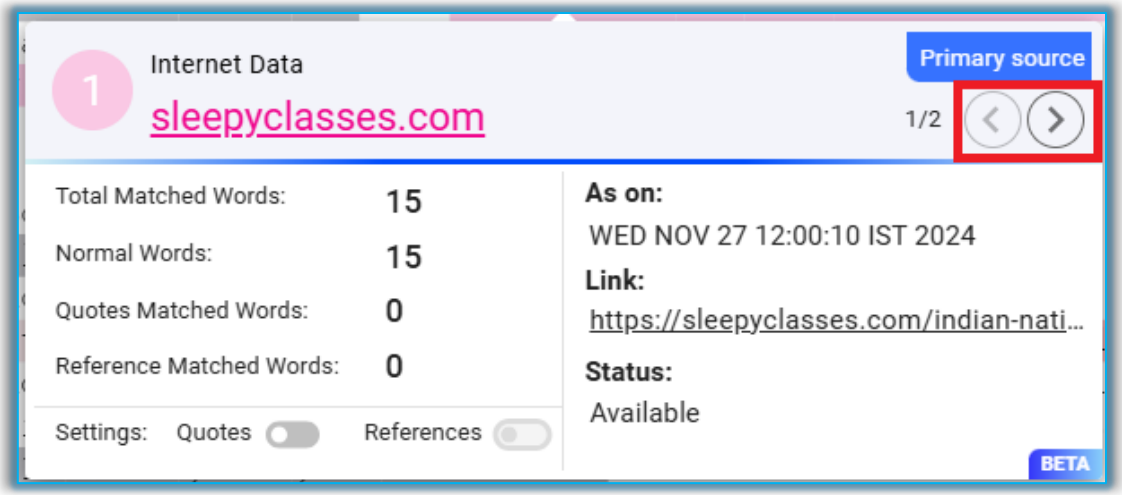
Quotes: Indicates whether quotes are excluded or included. If no match is detected, the toggle for this setting is disabled, and any changes made in the settings are immediately reflected in the matched source block.

References: Indicates whether references are excluded or included. If no match is detected, the toggle for this setting is disabled. Any changes made in the settings are immediately reflected in the matched source block.



11.8.4.1.5. Navigation Controls:

If multiple sections of the document match the same source, you can navigate through each match using the next arrow and preview arrow to view the subsequent matched content from the same source.



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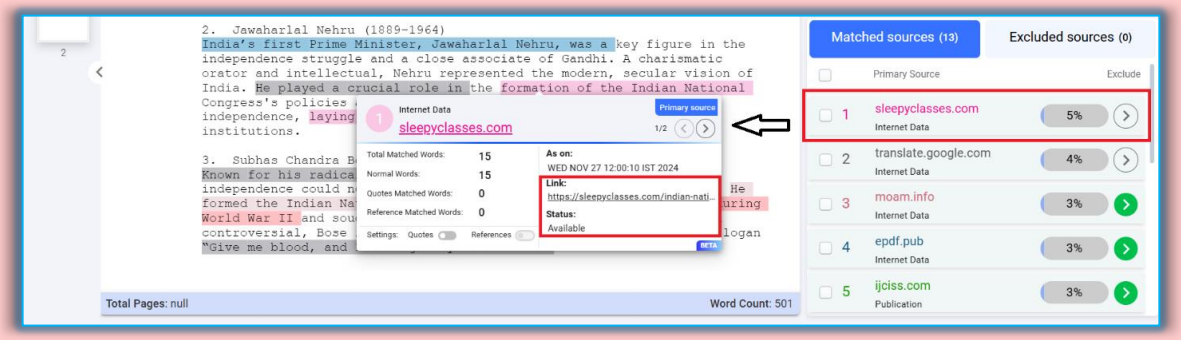
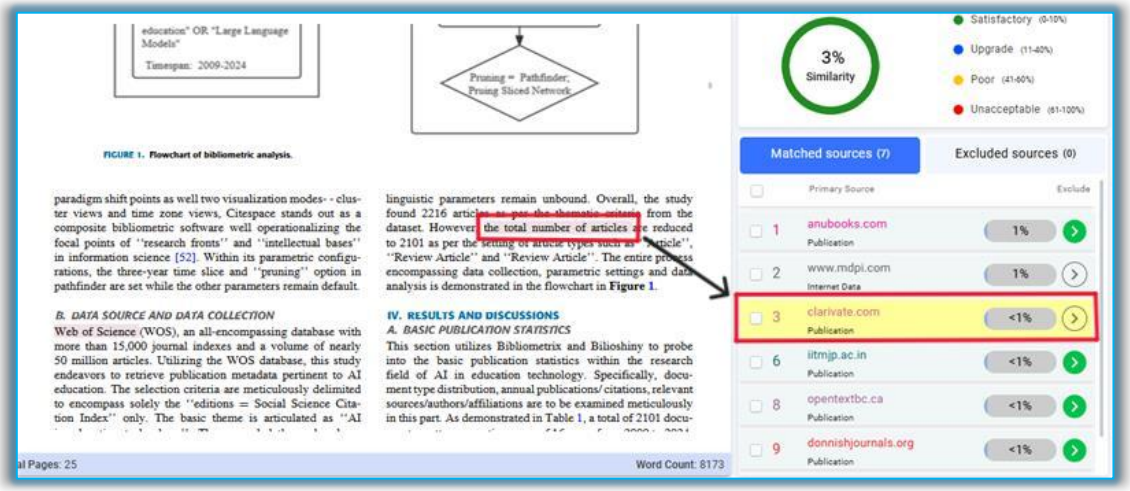
If the source is from a Student/Repository Paper, the Domain field will display as Not Available, and the Status will be shown as Restricted.



11.8.4.2. Matched Content Navigation:

When viewing matched content in the document, you can easily trace the corresponding source by clicking on the highlighted section of the content. Once clicked, the matched source will be highlighted in the sources list, enabling you to view exactly which external source corresponds to the selected content. This two-way navigation feature enhances the efficiency of comparing the document content with its matches, making it easier to evaluate the relevance and context of each match.



11.8.5. Page View: DrillBit analysis page includes a convenient side scroll navigation system that enhances user experience and simplifies access to various sections. This feature allows users to quickly scroll through pages in the side panel. By clicking on any page in the side

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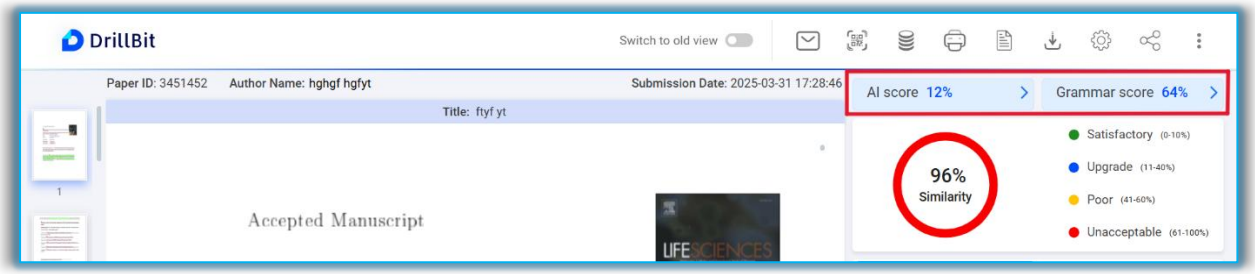
scroll area, users can navigate directly to that specific page in the main analysis window, enabling faster and more intuitive access to analysis content.

Clicking on any page within the side scroll panel instantly loads the selected page in the main analysis view.

The colour will be set according to the report upload initially in the page scroll. After performing operations, the colour will be reflected on the page, but it will not change in the page scroll.

11.8.6. <u>AI Score and Grammar Score</u>: You can access the AI and Grammar reports by clicking on their respective score indicators.



11.9. <u>Paper ID:</u> Each submission is assigned a unique Paper ID by DrillBit. This ID is important for tracking and searching specific submissions, especially when managing a large number of files.

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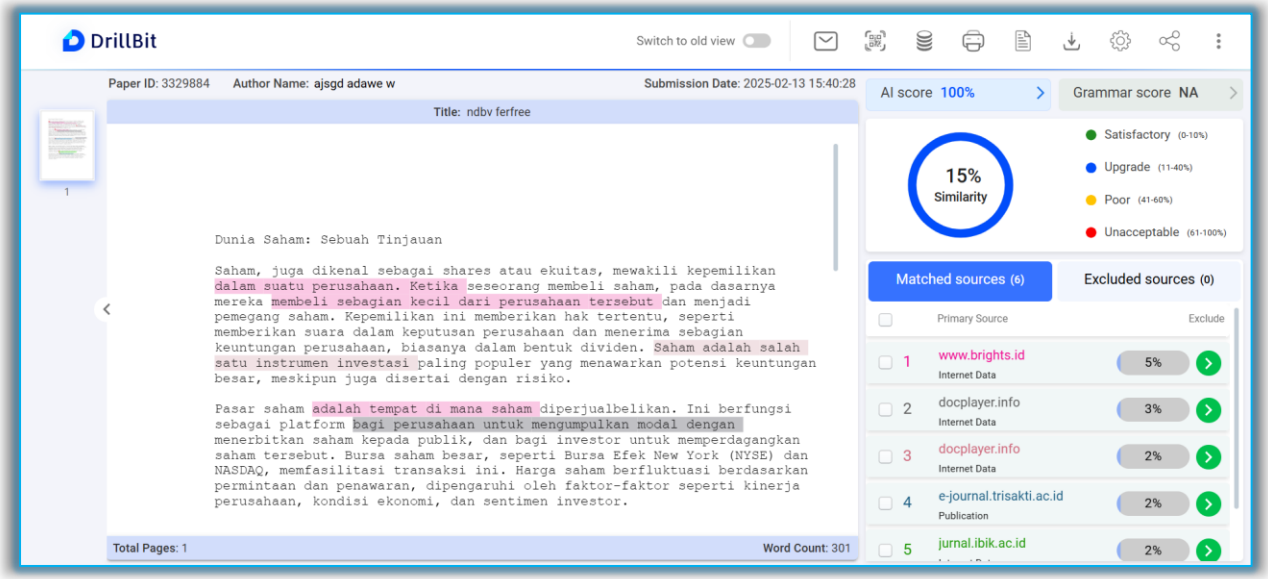
11.10. Non-English Analysis Report:

When a file is uploaded in a non-English language, the analysis report page will appear in the **uploaded non-English language.**



The interface and actions remain consistent with as English file uploads.

However, the Grammar Report section will not be available, as grammar analysis is currently not supported for non-English language documents. You can still access and download the **AI Report** for **Spanish**, **French** and **Indonesian languages** by clicking the **AI score** button.

11.11. Regional Analysis Report:

When you upload a file in a regional language, the Plagiarism Analysis Report will be generated in the same uploaded language. This ensures that users can understand and interpret the report in their native or preferred language.

⚠️ **Important Notes:**

- ✅ **Only the Plagiarism Report** is available for regional language uploads.
- ❌ **Grammar** and **AI Reports** are **not generated** for regional uploads.

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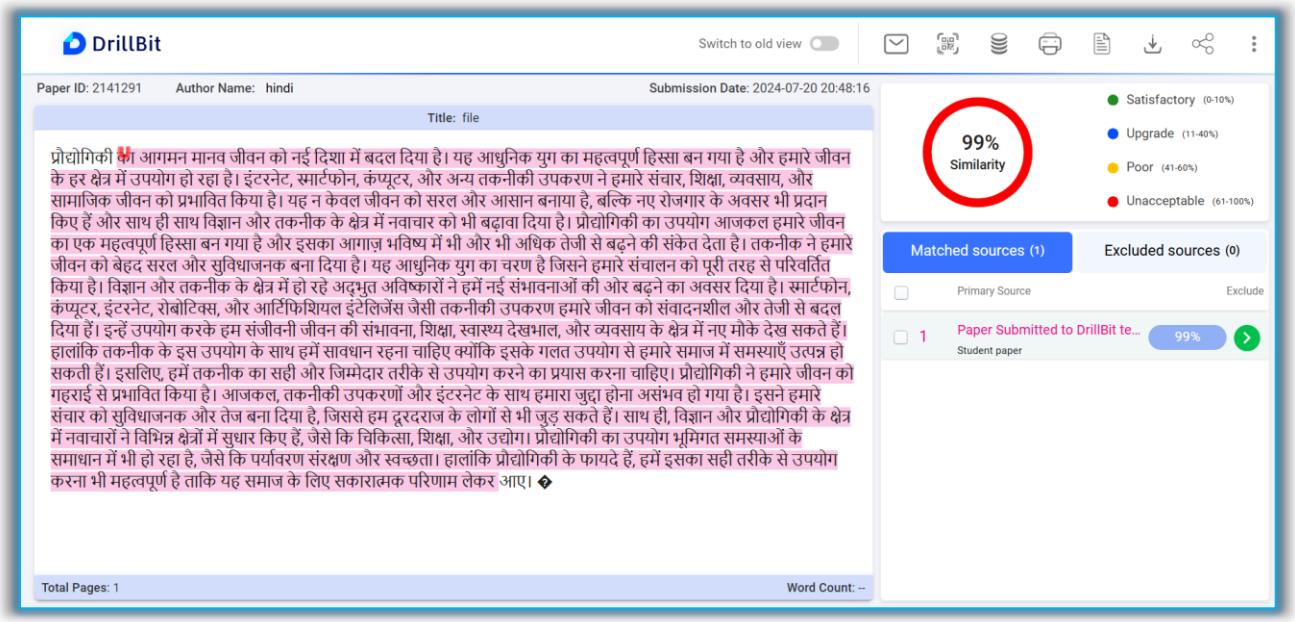
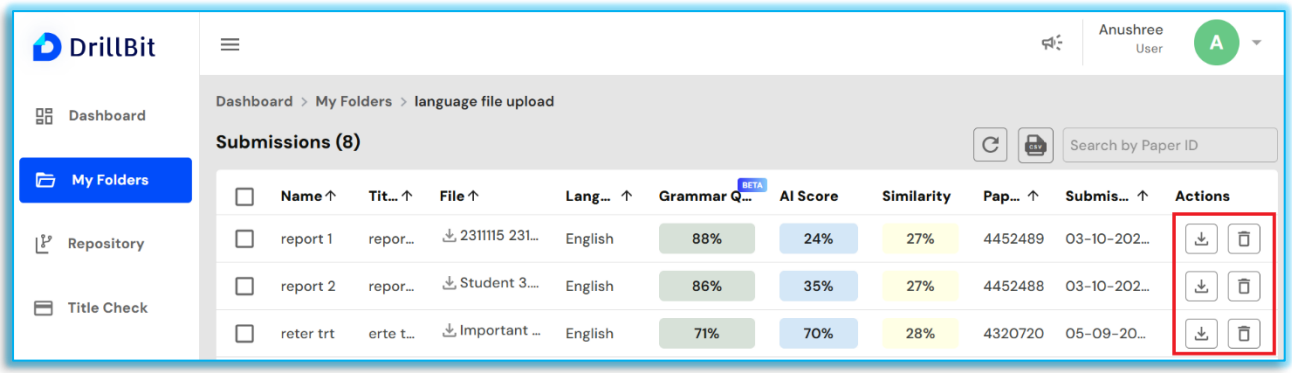


11.12. **Submission Date:** Shows the exact date and time of submission, providing an accurate record of when the file was uploaded for analysis.

11.13. **Actions:** In this column users have access to the following actions:



Similarity Report Download: This option allows users to download four types of reports after a plagiarism check:

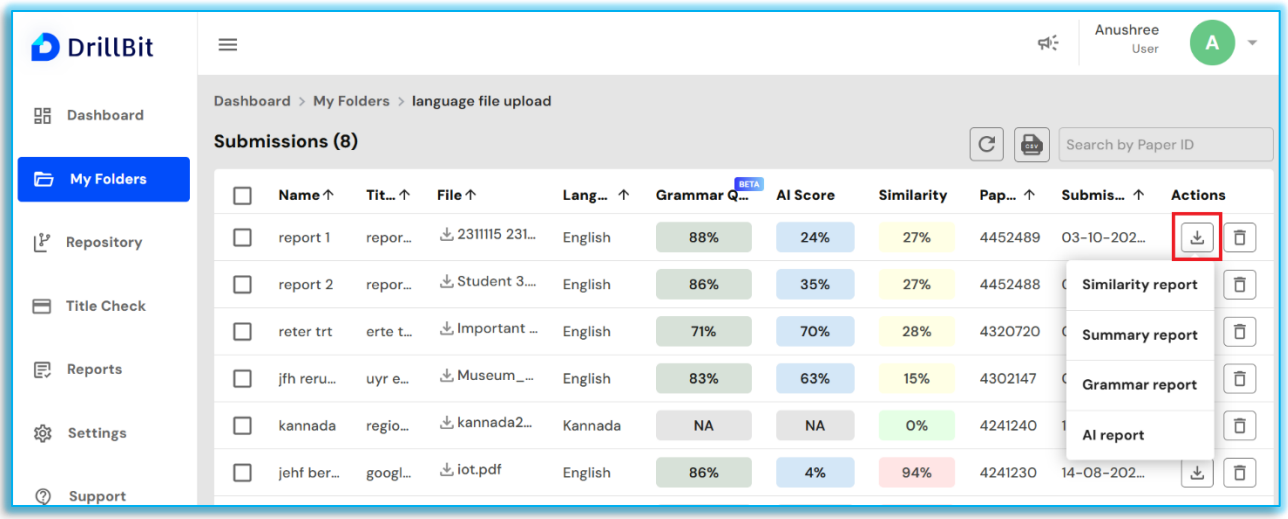
i. **Similarity Report:** Provides a detailed report with highlighted matched sources, enabling users to review and analyse the specific sections of their document that contain similarities with external sources. This report helps in identifying potential plagiarism and improving the originality of the content.

Scroll To

ii. **Summary Report**: Offers a concise, one-page overview of the plagiarism detection results, giving users a quick summary of the overall similarity percentage and key findings from the check.

iii. **Grammar Report**: Downloads as a PDF, evaluating the document's grammar quality with insights on overall grammar score, phrase quality, non-duplicate content, indexed content, and grammar details, including detected mistakes and improvement suggestions.

iv. **AI Report**: Generates a PDF report highlighting the percentage of AI-generated content detected. The report includes matched sections with AI-generated text for better analysis.



Delete: Allows for the deletion of specific reports from the system.

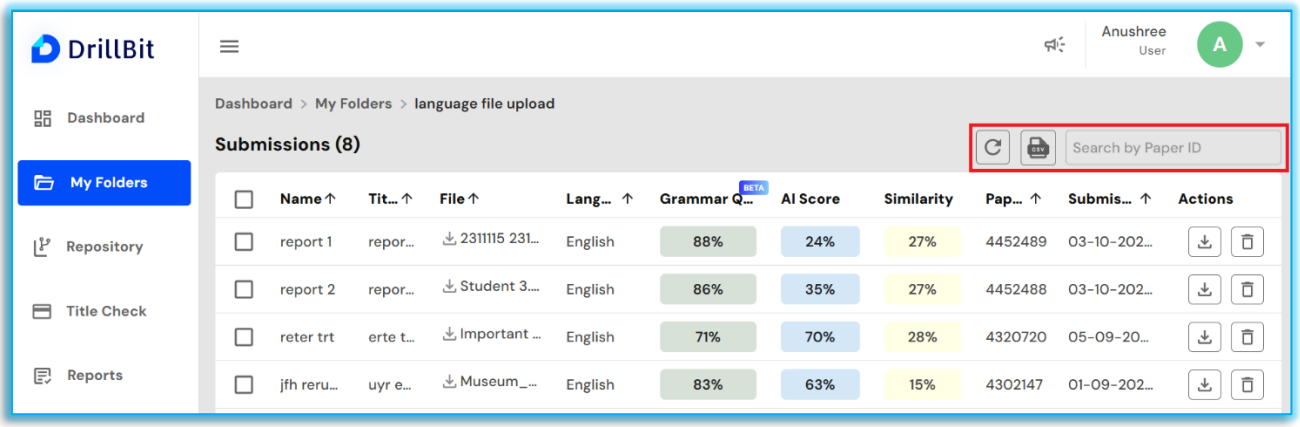
Sorting options are available for **Name**, **Title**, **File**, **Language**, **Paper ID**, and **Submission Date**. Click the arrow icon next to each column name to sort the submissions in ascending or descending order.

Additional Features

Scroll To

- **Top Icons**

  At the top of the submission page, you will find three icons:



1. **Refresh**: Refresh the page to see any updates or new submissions.
2. **Submission Report Download**: This feature allows you to download a comprehensive CSV report for all the files within the folder.

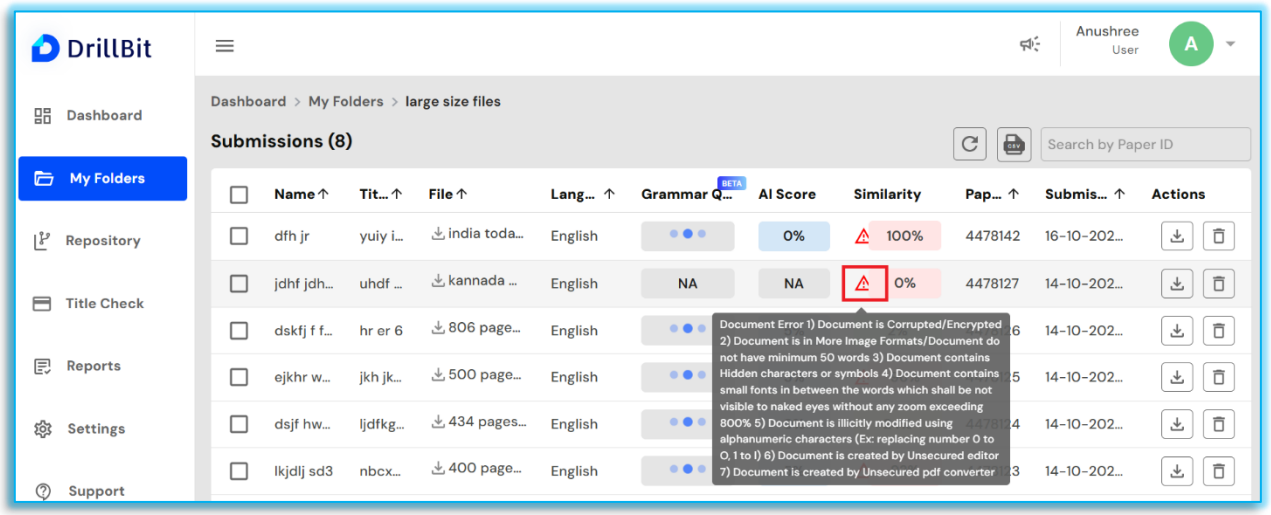
The CSV file includes detailed information such as Author Name, Title, Similarity, AI Score, File Size (in KB), Pages, Paper ID, Folder Name, Submitted Date, Repository Status, Email, Folder ID, Document Type, File Name, Language, and College Name. This report provides a complete overview of the submissions and their associated details.

3. **Search Bar**: Allows searching for a specific submission by entering the Paper ID.

Document Error:

After a file is uploaded for plagiarism checking, a 0% with red background may appear in the file management overview, indicating a 'Document Error'.

Scroll To



This alert symbol can also appear due to issues such as excessive quotes, DocErrors, or if the document contains too many references.

For more information regarding the specific causes and details of document errors, please refer to the 'DocError' documentation.

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12. Doc Errors

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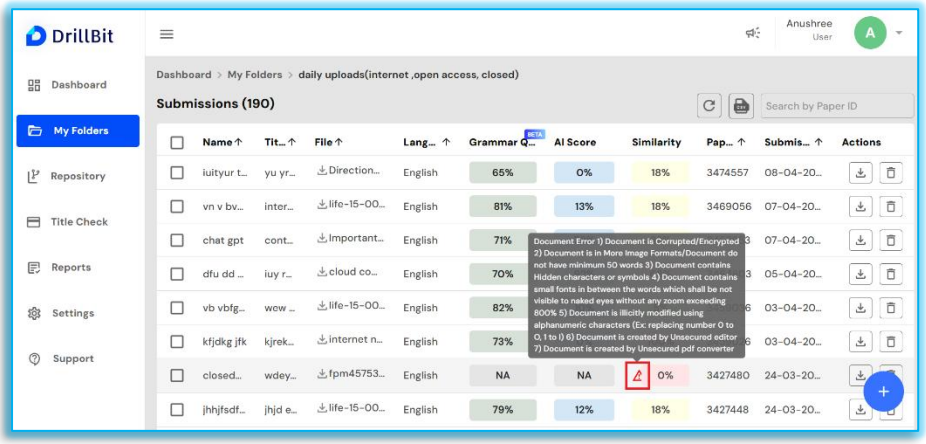
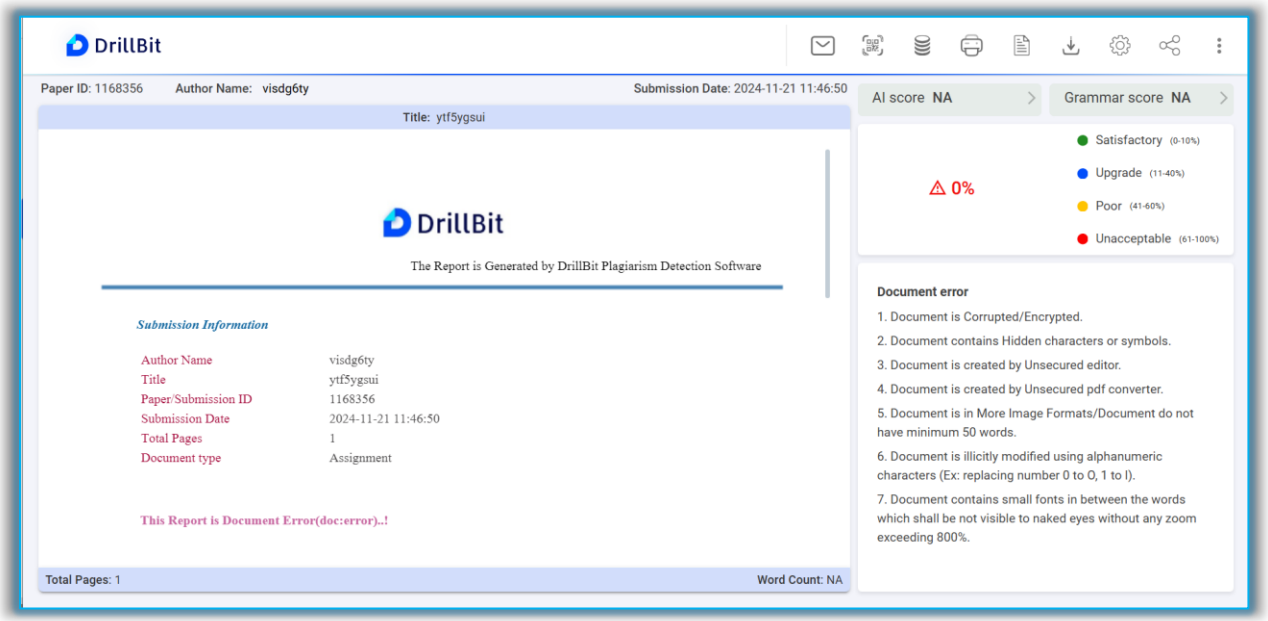
The 'Doc Error' occurs after a file is uploaded for a plagiarism check in DrillBit. An alert symbol will be displayed in front of the similarity percentage in the **Similarity** column of the file management overview, indicating that an issue was detected with the document.

Support Materials

- Doc Error
- Managing User Submissions
- New Folder Creation
- Folder Management



Users will also see DocError message when opening the analysis page by clicking on the percentage in the file management overview.



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The following are specific reasons for a DocError:

1. **Document is Corrupted or Encrypted**: The document may be corrupted or encrypted, preventing it from being processed correctly.
2. **Document Contains Excessive Image Formats or Fewer Than 50 Words**: The file might include too many images or have fewer than the minimum required 50 words.
3. **Document Contains Hidden Characters or Symbols**: Hidden characters or symbols within the document interfere with the analysis process.
4. **Document Contains Small Fonts Between Words**: Fonts that are too small to be visible without extreme zoom (beyond 800%) may cause issues.
5. **Document is Illicitly Modified with Alphanumeric Substitutions**: The document has been altered using substitutions like replacing '0' with 'O' or '1' with 'l', affecting its integrity.
6. **Document Created by an Unsecured Editor**: The document was produced using an unverified or insecure text editor, which may lead to processing errors.
7. **Document Created by an Unsecured PDF Converter**: The document was converted using an unsecured PDF converter, resulting in potential issues during processing.

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13. File Upload

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Navigate to My Folder and Access the Folder: After logging in to the DrillBit application, click on 'My Folder' from the sidebar. Select the desired folder by clicking on folder name or the next icon in the Action column to enter the submission page.

Support Materials

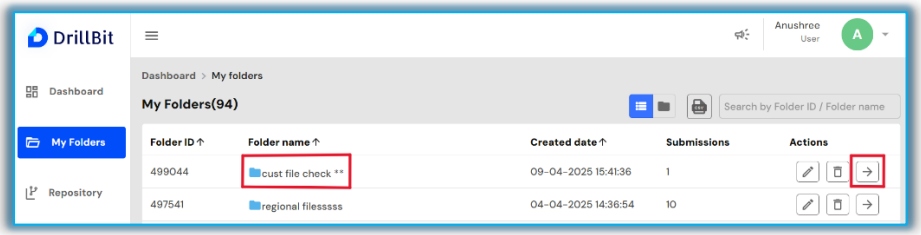
File Upload

Doc Error

Managing User Submissions

New Folder Creation

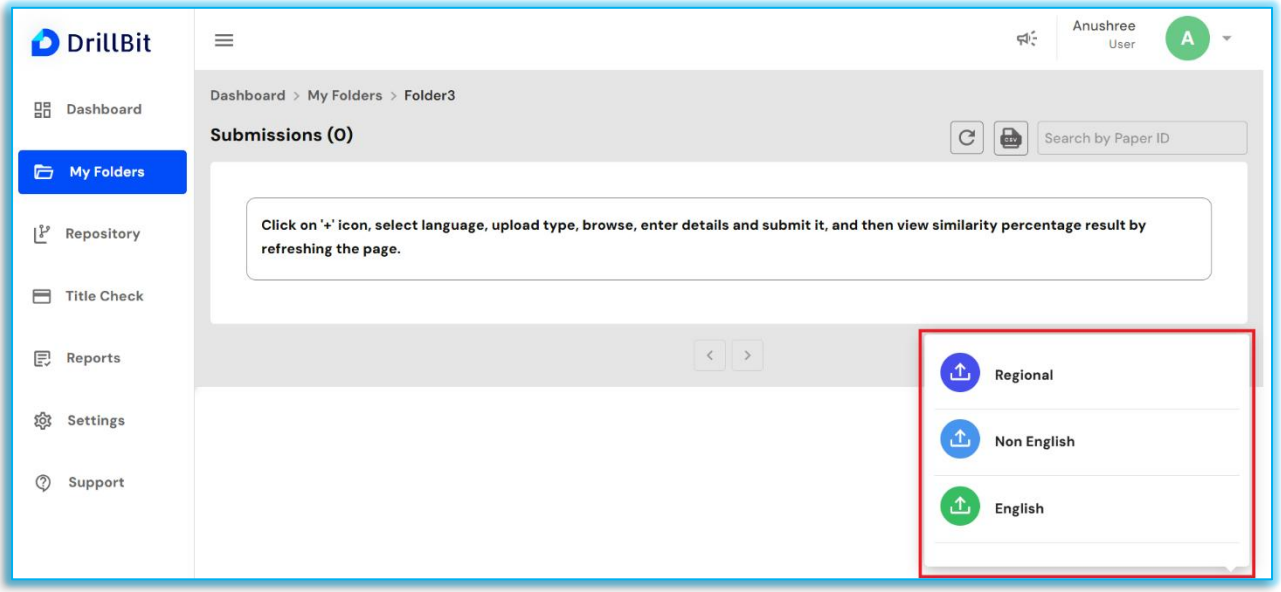
Folder Management



1. **Add a Submission**: On the submission page, click the + icon at the bottom of the page to make a new submission.

2. **Choose Language Option**: Clicking the + icon will present three options based on language:

Scroll To



- **Regional**: Upload documents in regional languages spoken in India, such as Hindi, Tamil, Telugu, Bengali, and others. This option supports various regional scripts and characters for accurate plagiarism detection.
- **Non-English**: Upload documents in languages other than English that are not specifically regional Indian languages. This includes a range of international languages, ensuring correct processing and evaluation for originality.
- **English**: Upload documents in English. This option processes the document for plagiarism against English-language sources.

For further assistance with uploading files and managing submissions, please refer to the relevant sections in the DrillBit documentation.

Curious About Upload Time for Results? When a file is uploaded, it typically takes 5-10 minutes to generate results for documents containing 50-100 pages. However, the processing time may vary depending on the total page count of the file.

Scroll To

14. Uploading a File in Regional Language

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1. To upload a file in a regional language in DrillBit Plagiarism, log in to your account, navigate to My Folder, enter the desired folder, and click on the + icon to upload a file.
2. You will see three options for selecting the language of the file:
    a. Regional
    b. Non-English
    c. English

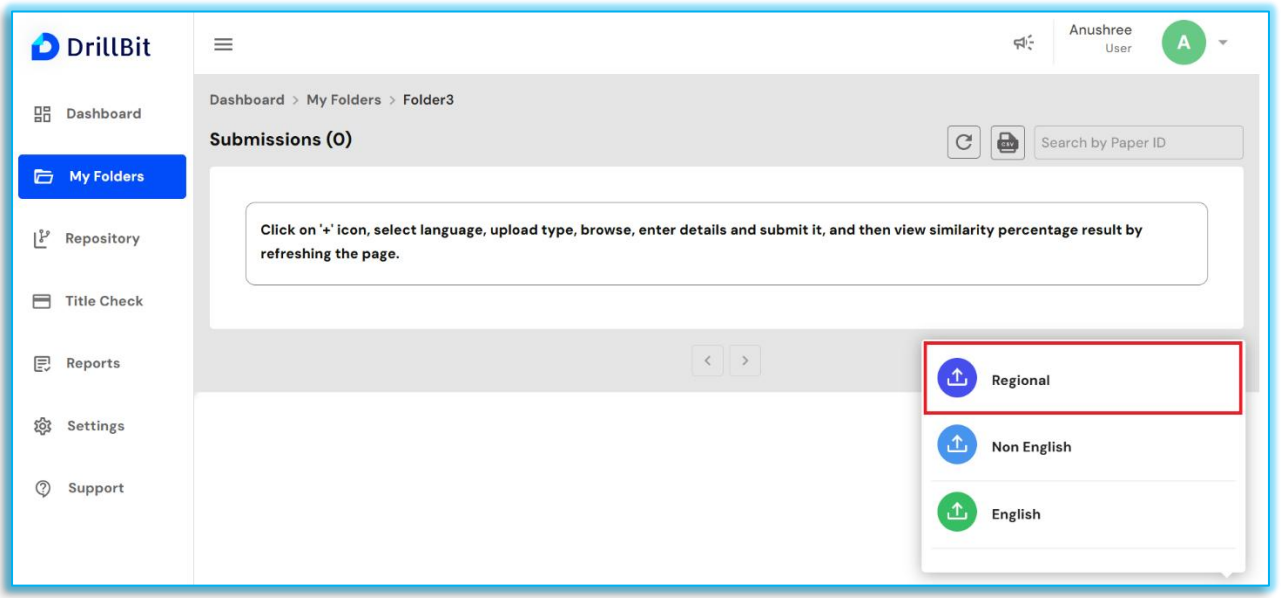
Support Materials

Uploading a file in Regional Language

Uploading a file in Non-English Language

Uploading a file in English Language

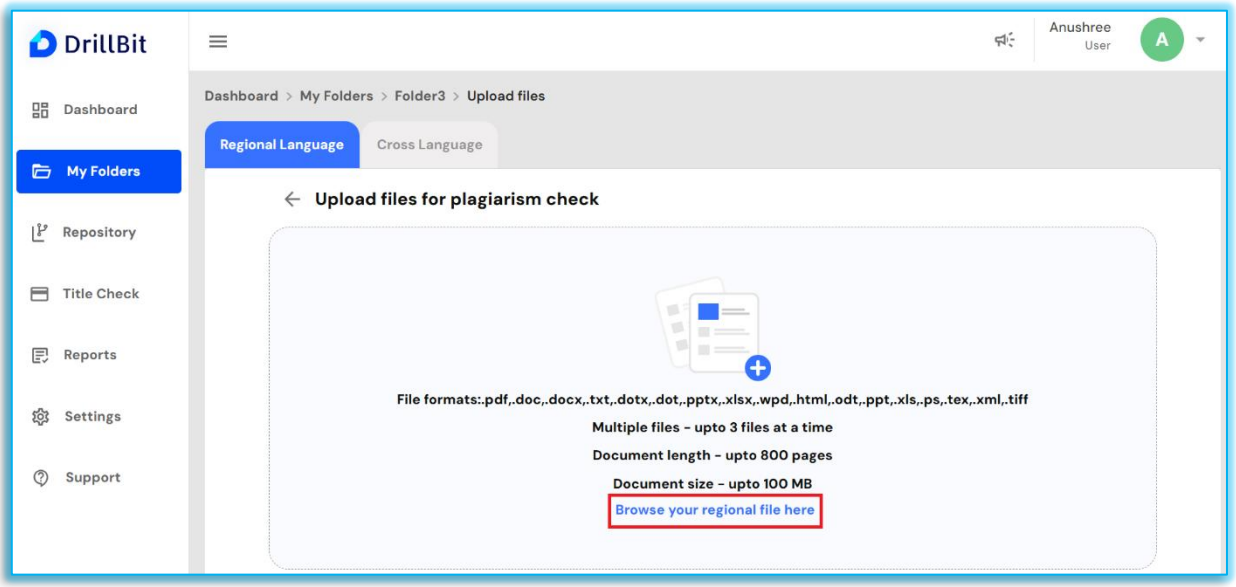
File Upload



Choose regional for files in regional languages.

3. Upload your file by clicking on “Browse your regional file here”.

Scroll To



- Supported file formats include .pdf, .doc, .docx, .txt, .dotx, .dot, .pptx, .xlsx, .wpd, .html, .odt, .ppt, .xls, .ps, .tex, .xml, .tiff.
- Users can upload up to 3 files simultaneously.
- Each document can be up to 800 pages in length.
- The maximum file size for each document is 100 MB.

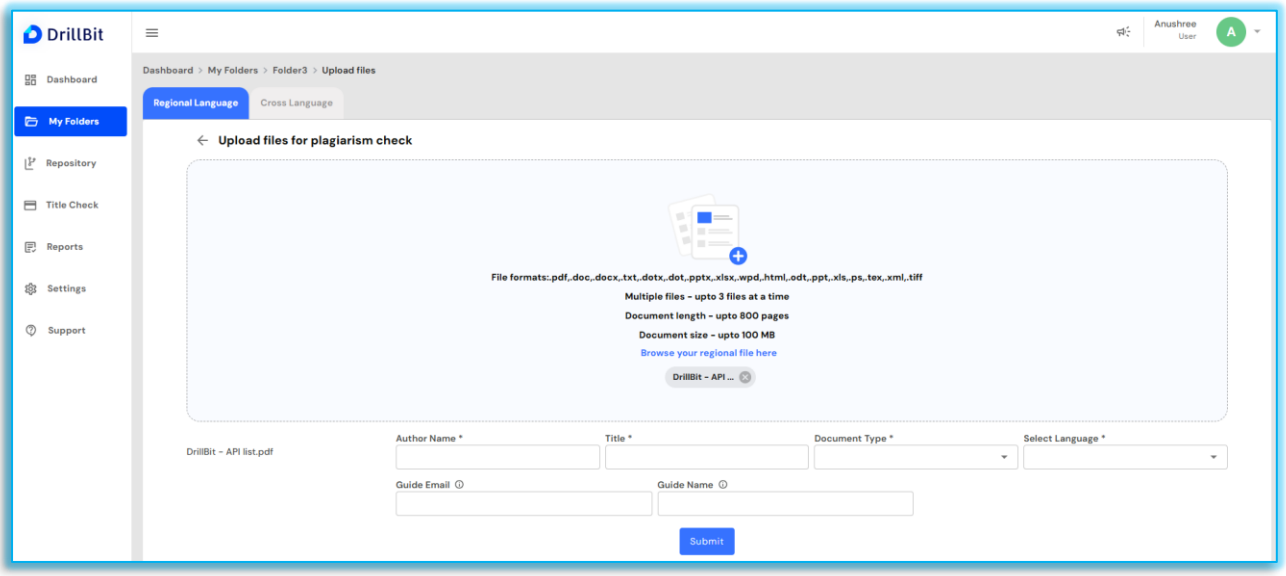
4. Once the file is selected, you will need to fill in the following fields:
    - **Author Name**: Enter the name of the author of the document. This information helps in identifying the source of the content and is used for review and analysis.
    - **Title**: Provide a descriptive title for your document. This helps in distinguishing the document and makes it easier to locate in the future.
    - **Document Type**: Select the type of document from the options.

Document Types Available: DrillBit supports a range of document types for analysis, including Thesis, Dissertation, Article, E-Book, Synopsis, Assignment, Project Work, Research Paper, Chapter in Book, Analytical/Business Report, Blogs, Web Page, and Others.

Scroll To

> ***Select Language:*** DrillBit supports the following regional languages: Assamese, Bangla, Bengali, Gujarati, Hindi, Kannada, Malayalam, Manipuri, Marathi, Oriya, Punjabi, Sanskrit, Santhali, Sindhi, Sinhala, Tamil, Telugu, and Urdu.

5. Choose the type that best fits your document to ensure accurate analysis.
    - **Guide Email**: Optionally, provide your guide's email address. This allows for the review or sharing of the analysis report directly with the guide, eliminating the need for separate report sharing.
    - **Guide Name**: Enter the name of your guide. This information is used for review purposes and helps in sharing the analysis page link once the report is generated.
6. After filling in all the required fields, click on the **Submit** button to start the uploading process.



7. Once the upload is complete, DrillBit will process the document and generate a plagiarism report based on the selected regional language.

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15. Uploading a File in Non-English Language

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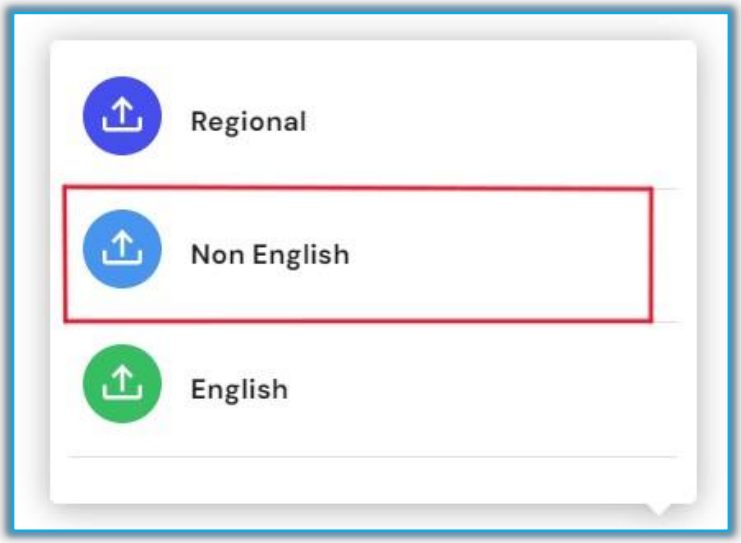
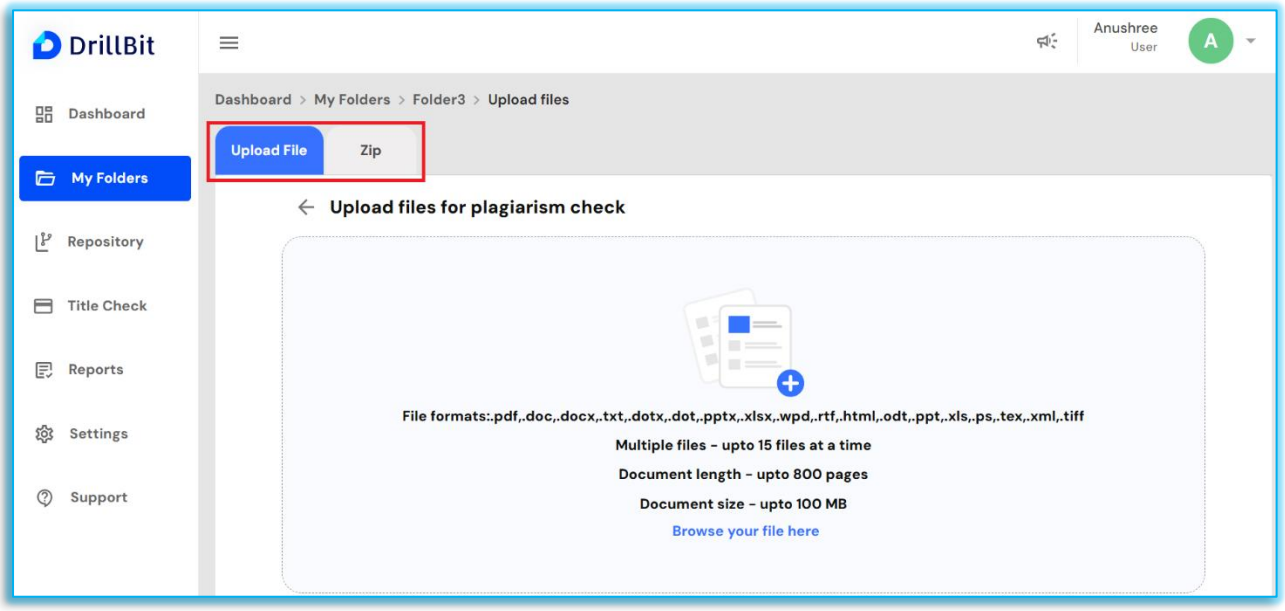
To upload a file in a non-English language in DrillBit Plagiarism, log in to your account, navigate to **My Folder**, enter the desired folder, and click on the + icon to upload a file. Then, select "Non-English" as the language option.

Support Materials

- Uploading a file in Non-English Language
- Uploading a file in English Language
- File Upload
- Uploading a file in Regional Language



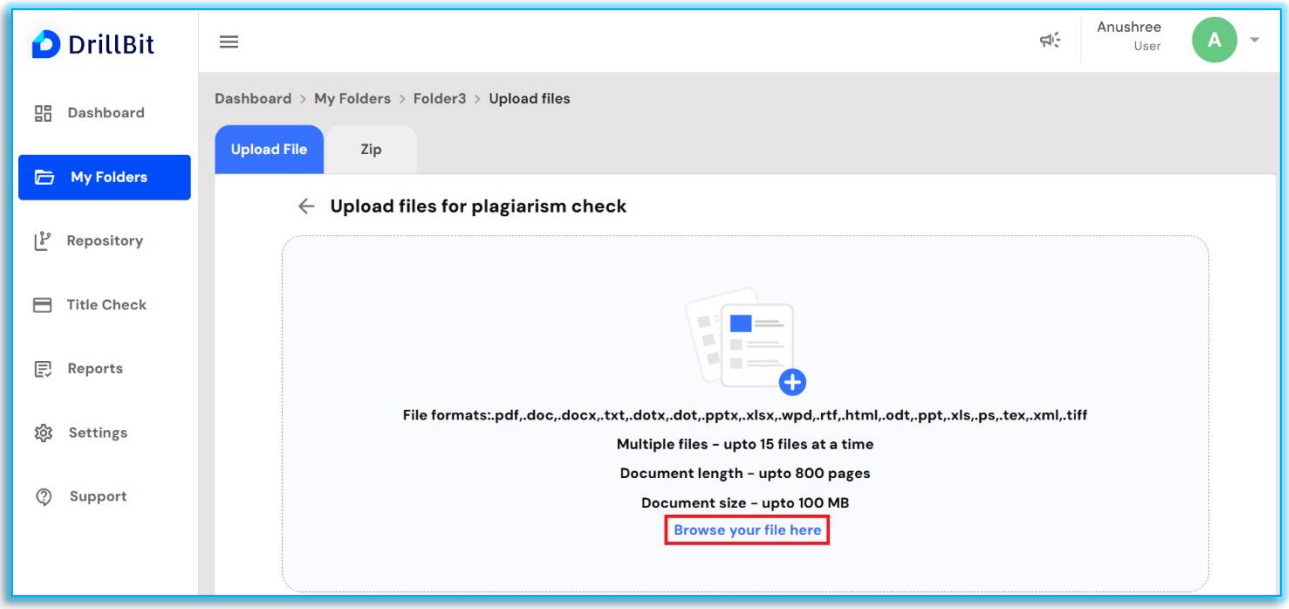
You will have two methods to upload your file:



Scroll To

1. Upload File: You can upload files directly from your local device.

Click on the 'Browse your file here' link to select and upload a file from your device.



- Supported file formats include .pdf, .doc, .docx, .txt, .dotx, .dot, .pptx, .xlsx, .wpd, .rtf, .html, .odt, .ppt, .xls, .ps, .tex, .xml, .tiff.
- Users can upload up to 15 files simultaneously.
- Each document can be up to 800 pages in length.
- The maximum file size for each document is 100 MB.

After selecting a file, you will need to fill in the following fields:

- **Author Name**: Enter the name of the author of the document.
- **Title**: Provide a descriptive title for your document.
- **Document Type**: Select the type of document from the available options.
- **Select Language**: Choose the language of the file
- **Guide Email**: Optionally, provide your guide's email address for review or sharing the analysis report.

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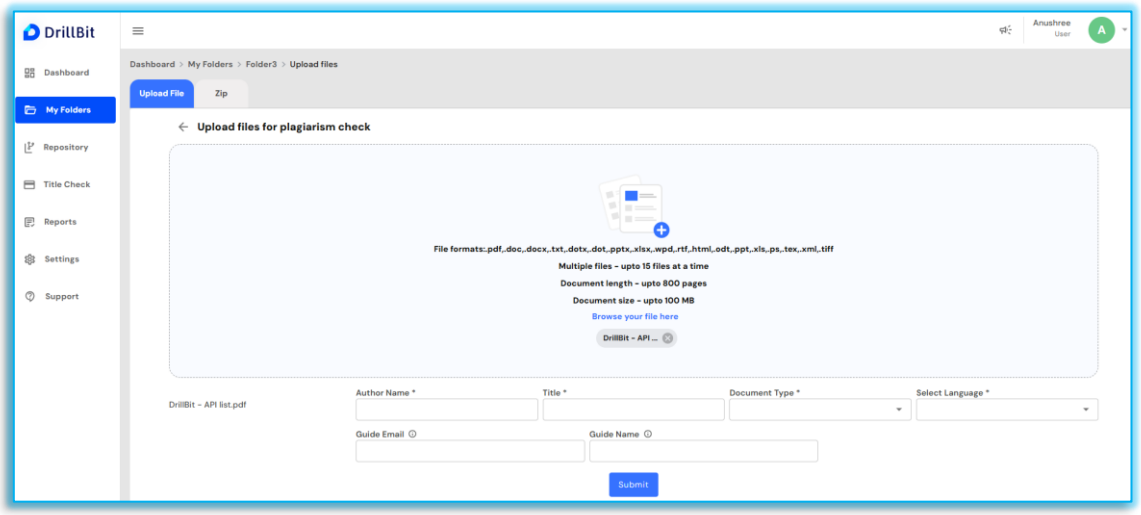
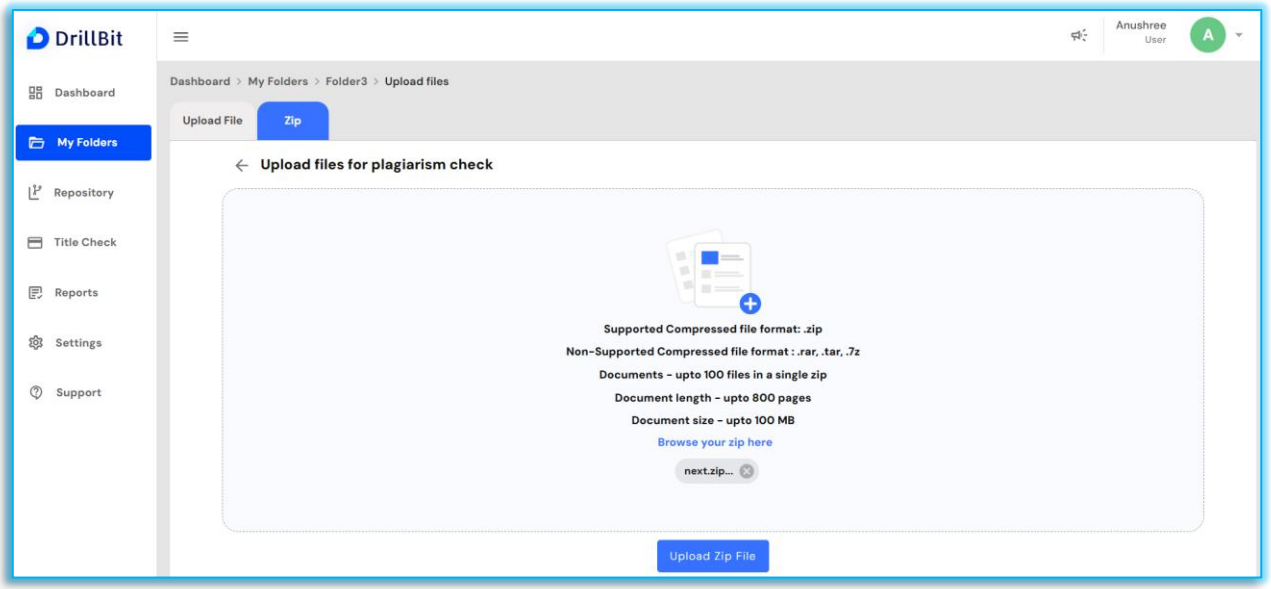
- **Guide Name**: Enter the name of your guide for review or sharing purposes.

Did you know? DrillBit supports 175+ languages.



- Once all the required fields are completed, proceed by clicking the **Submit** button to begin the upload process.

2. Zip: Users can also upload a compressed ZIP file, which helps in submitting multiple files in bulk.



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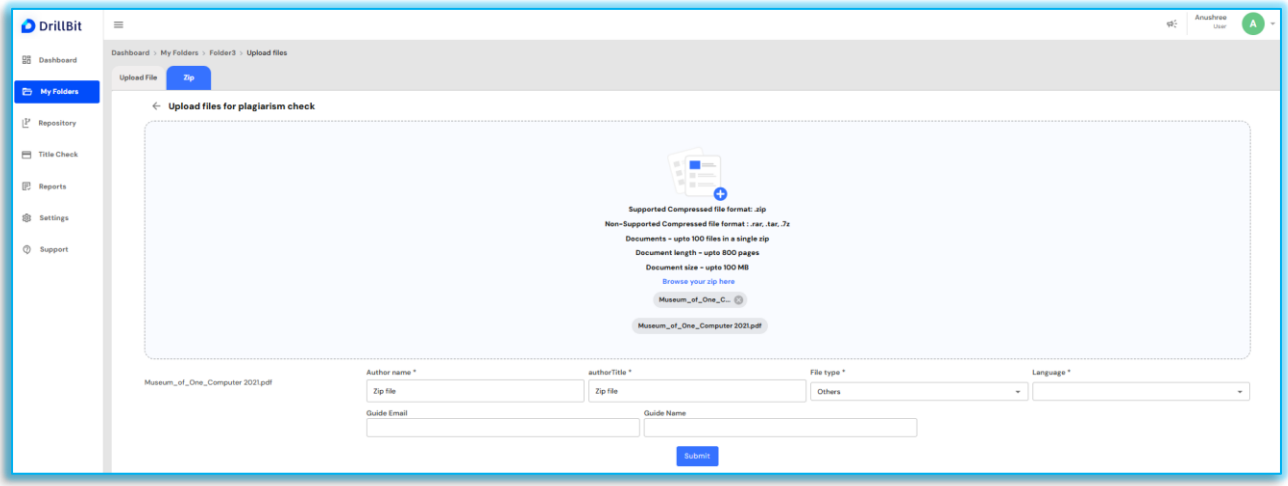
- Supported compressed file format is .zip.
- Formats such as .rar, .tar, and .7z are not supported.
- Users can include up to 100 files in a single ZIP.
- Each document within the ZIP can be up to 800 pages in length.
- The maximum file size for each document within the ZIP is 100 MB.

When you click the 'Upload Zip File' button, the ZIP file will be unzipped, and you will be prompted to enter details for each file, including Author Name, Title, File Type, Language, Guide Email, and Guide Name.



After entering the required information for each file, click "Submit" to upload the files for plagiarism checking.

Scroll To

Select Language: **DrillBit supports the following non-English languages**: Abkhazian/Abkhaz, Adyghe, Afrikaans, Albanian, Alemannisch, Amharic, Aragonese, Aramaic, Armenian, Aromanian, Asturianu, Azerbaijani, Basa Banjar, BasaAceh/Achinese, BasaBali/Balinese, Bashkir, Basque, Bavarian, Belarusian, Bishnupriya, Bosnian, Bulgarian, Cantonese, Catalan, Cebuano, Central Kurdish, Chechen, Chichewa, Chinese (Simplified), Chinese (Traditional), Chuvash, Colognian/Kolsch, Cornish, Corsican, Croatian, Czech, Danish, Divehi, Doteli, Dutch, Dzongkha, Egyptian Arabic, Erzya, Esperanto, Estonian, Ewe, Extremaduran, Faroese, Filipino, Finnish, French, Galician, Gaurani, Georgian, German, Gilaki, Greek, Haitian Creole, Hausa, Hawaiian, Hebrew, Hmong, Hungarian, Icelandic, Igbo, Indonesian, Irish, Italian, Japanese, Javanese, Kabardian, Kabiye, Karachay-Balkar, Karakalpak, Kashubian, Kazakh, Khmer, Kinyarwanda, Komi-Permyak, Korean, Kurdish/Kurmanji, Kyrgyz, Ladino, Lao, Latin, Latvian, Lingala, Lithuanian, Lower Sorbian, luxembourgish, Macedonian, Malagasy, Malay, Maltese, Mandarin, Manx, Maori, Minang, Mirandese, Moksha, Mon, Mongolian, Myanmar/Burmese, Nauruan, Nepali, Northern Luri, Northern Sami, Northern Sotho, Norwegian, Novial, Nynorsk, Occitan, Oromo, Ossetian, Pali, Pangasinan, Papiamento, Pashto, Pennsylvania German Polish, Portuguese, Quechua, Romanian, Romansh, Russia Buriat, Russian, Sakha, Samoan, Sango, Scots Gaelic, Serbian, Sesotho, Shan, Shona, Silesian, Slovak, Slovenian, Somali, South Azerbaijani, Spanish, Sundanese, Swahili, Swedish, Tagalog, Tajik, Talian, Tatar, Thai, Tigrinya, Tok Pisin, Tonga, Tsonga, Tswana, Turkish, Turkmen, Tuvan/Tuvanian, Twi, Twi-Akan, Udmurt, Ukrainian, Upper Sorbian, Uyghur, Uzbek, Venda, Venetian, Vietnamese, Walloon/walon, Waray, Welsh, West Frisian, Wolof, Xhosa, Yiddish, Yoruba, Zeelandic, Zulu and others.

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16. Uploading a File in English Language

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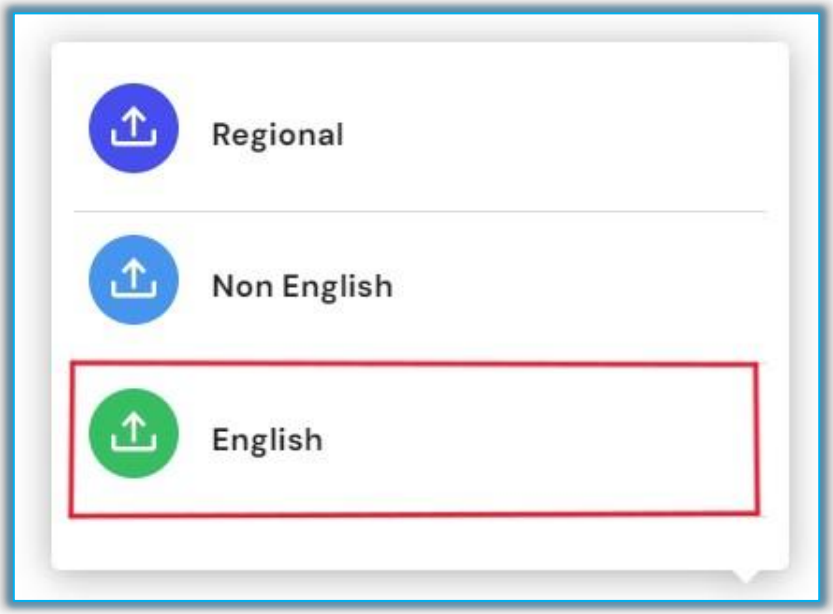
To upload a file in English in DrillBit Plagiarism, log in to your account, navigate to **My Folder**, enter the desired folder, and click on the + icon to upload a file.

Support Materials

- Uploading a file in English Language
- Uploading a file in Non-English Language
- File Upload
- Uploading a file in Regional Language



Select the **English** option, and choose from the following four methods to upload your file:

1. Upload File:

You can upload files directly from your local device.

After uploading the file using "Browse your file here" link, the following fields and options need to be filled or selected:

- Supported file formats include .pdf, .doc, .docx, .txt, .dotx, .dot, .pptx, .xlsx, .wpd, .rtf, .html, .odt, .ppt, .xls, .ps, .tex, .xml, and .tiff.
- Users can upload up to 15 files simultaneously.
- Each document can be up to 800 pages in length.
- The maximum file size for each document is 100 MB.

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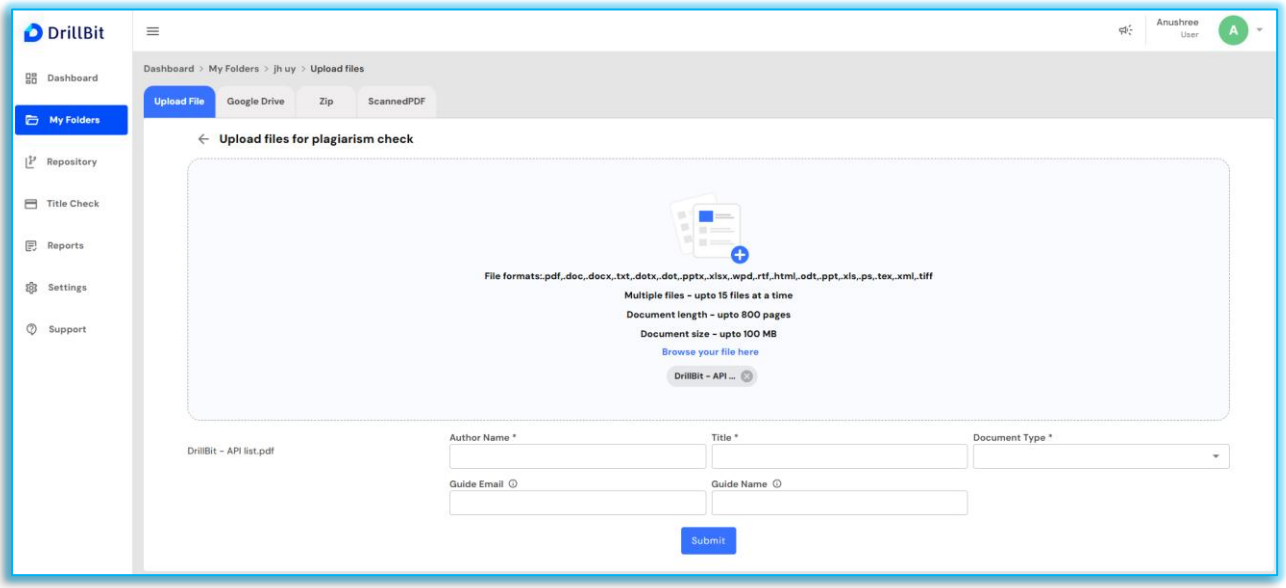
- **Author Name**: Enter the name of the document's author.
- **Title**: Provide a title for the document.
- **Document Type**: Select the appropriate type of document from the provided options.
- **Guide Email**: Optionally, provide your guide's email for sharing the report.
- **Guide Name**: Enter the guide's name for sharing or review purposes.



- Fill in the required fields and then click submit to proceed with the upload.

2. Google Drive: You can upload files directly from your google drive account. This method allows seamless integration, providing an easy way to select and submit files stored in the cloud.

- Supported file formats include .pdf, .doc, .docx, .txt, .dotx, .dot, .pptx, .xlsx, .wpd, .rtf, .html, .odt, .ppt, .xls, .ps, .tex, .xml, and .tiff.
- Each document can be up to 800 pages in length.

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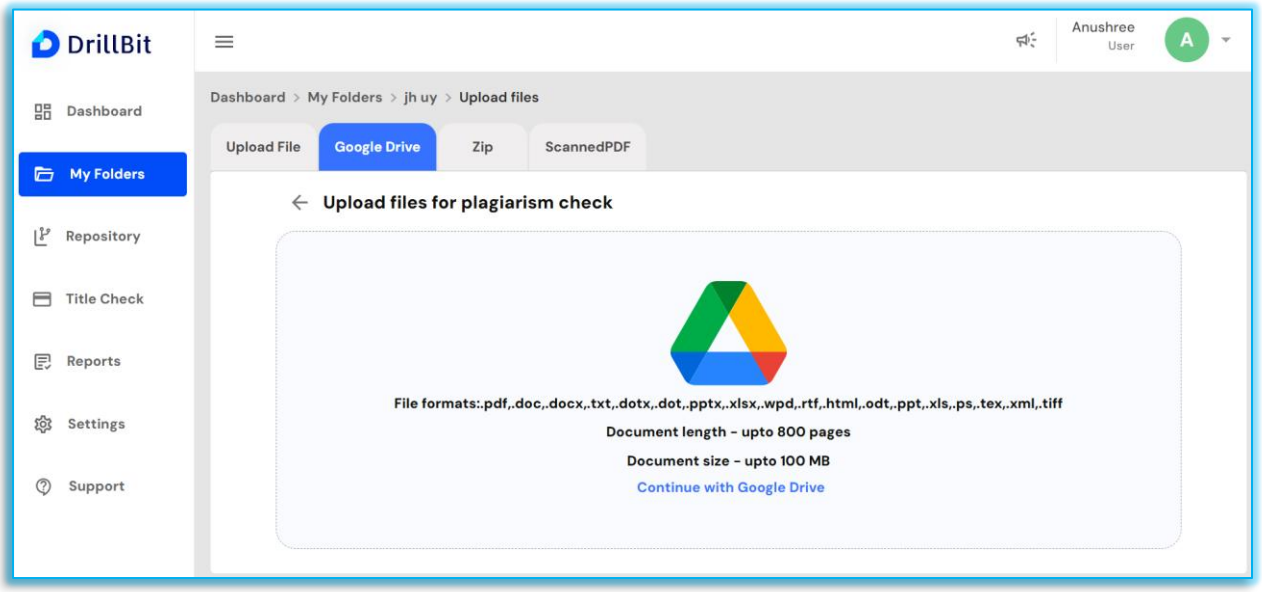
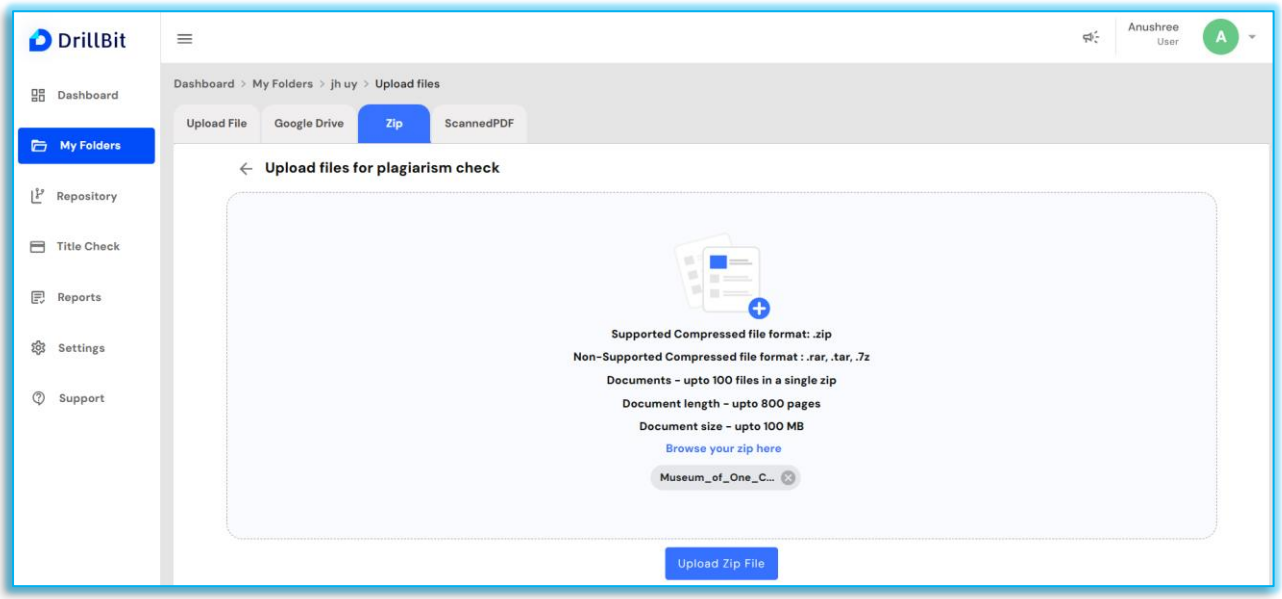
- Enter the author and guide's names, guide's email, document title, and select the document type.



- Enter the required information and click submit to initiate the upload.

3. ZIP: You can also upload compressed ZIP files, allowing bulk submission of multiple documents.



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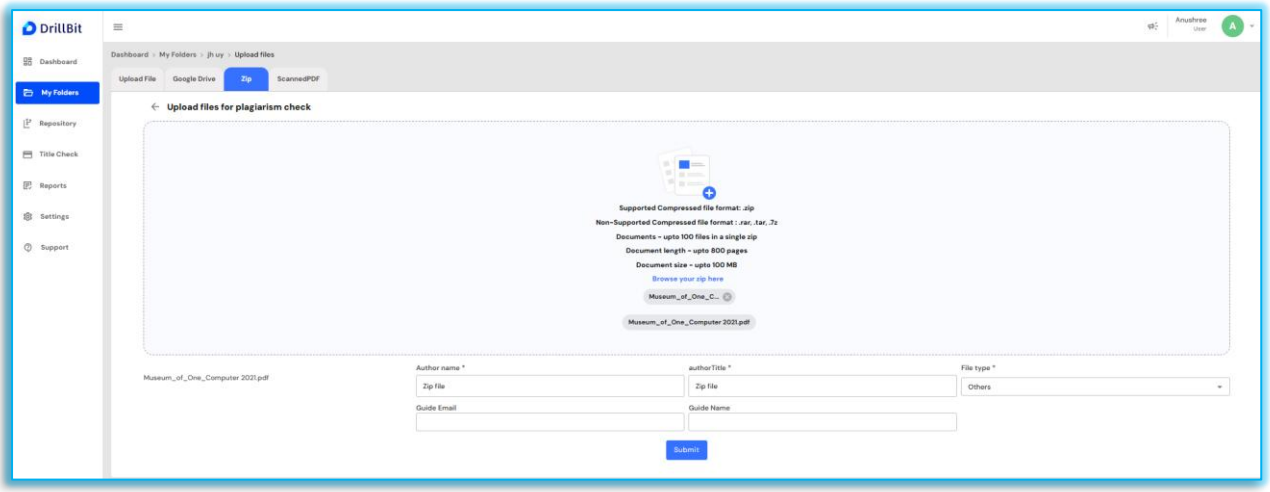
- Supported compressed file format is .zip.
- Non-supported formats include .rar, .tar, and .7z.
- Users can upload up to 100 documents in a single ZIP file.
- Each document can be up to 800 pages in length.

- After selecting a ZIP file from ‘Browse your zip here’ link, click the 'Upload Zip File' button, the ZIP file will be unzipped, and you will be prompted to enter details for each file, including Author Name, Title, File Type, Language, Guide Email, and Guide Name.



- After entering the required information for each file, click "Submit" to upload the files for plagiarism checking.

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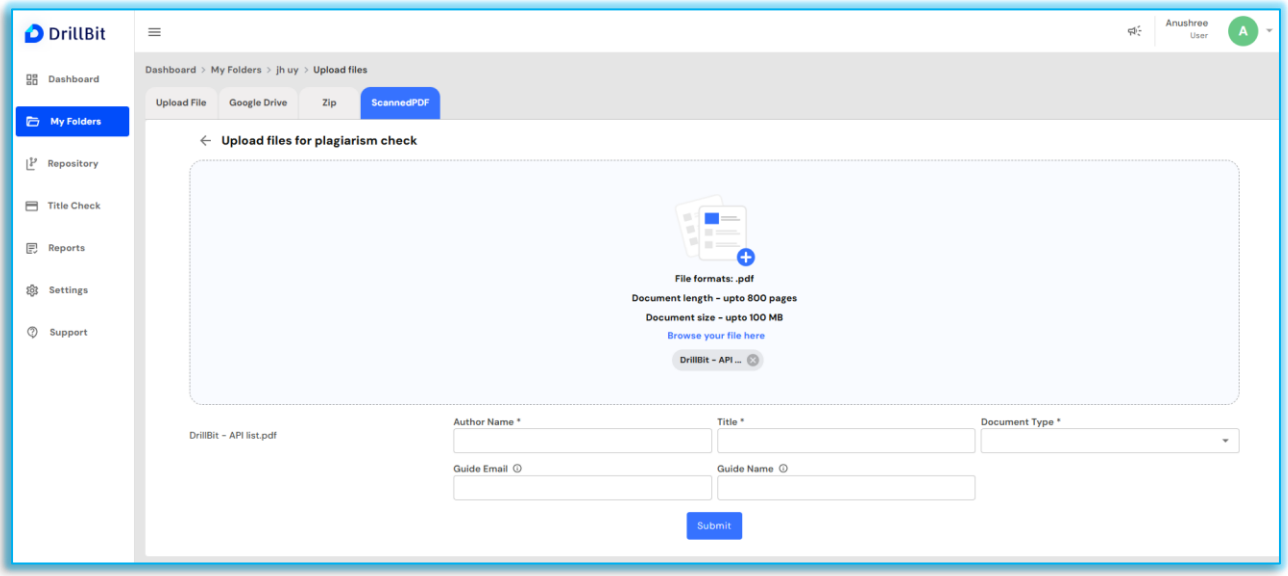
4. Scanned PDF: Scanned PDFs can also be uploaded if you are working with non-editable document formats. This method is useful for handling scanned documents where text cannot be easily edited.

- Supported file formats include .pdf.
- Document can be up to 800 pages in length.
- The maximum file size for each document is 100 MB.

After uploading the scanned PDF, you will need to fill in the following details:

- **Author Name**: Enter the author's name.
- **Title**: Provide a title for the document.
- **Document Type**: Select the relevant type of document.
- **Guide Email**: Provide the email of your guide for sharing the analysis.
- **Guide Name**: Enter the name of the guide for review purposes.



- Complete the necessary details and select **Submit** to start the upload.

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17. Repository

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A repository in the context of plagiarism detection and academic integrity, is a centralized storage system where documents and other types of content are collected, stored, and managed. Think of it as a comprehensive reference library, where each new submission is compared against this vast database to ensure originality.

Support Materials

[Repository]

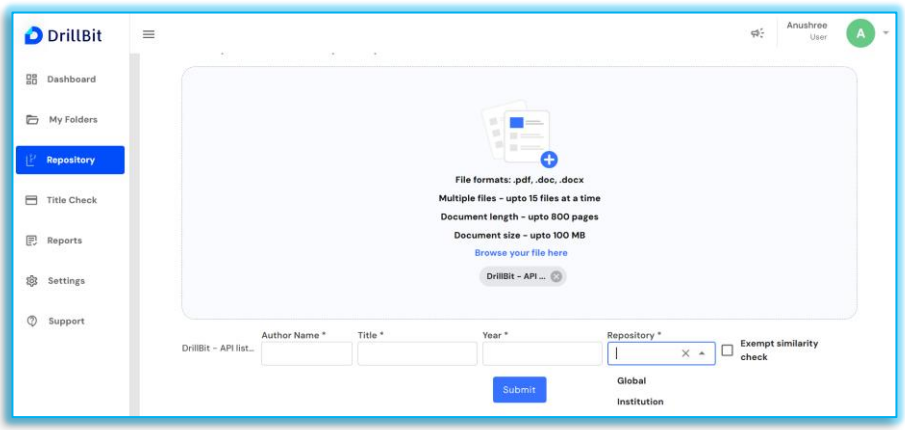
[Support Centre]

[User Activity Dashboard]

[Logging in to DrillBit Plagiarism]

1. Navigating to the Repository in DrillBit Plagiarism

After logging into your DrillBit Plagiarism account, you can access the repository by selecting the "Repository" option from the left sidebar. This section allows you to manage and upload documents for DrillBit database, categorized into Institution and Global Repositories.



a. **Institution Repository**:

- Designed for content submitted within a specific institution or organization. It helps detect plagiarism by comparing new submissions against past work within the same institution, ensuring academic integrity among students and faculty.

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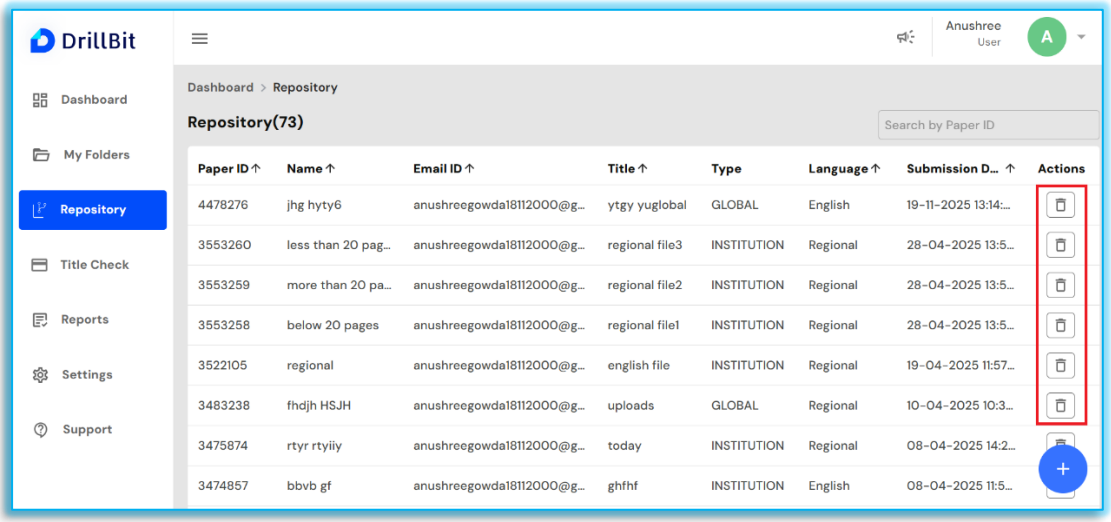
b. **Global Repository**: The DrillBit Global Repository serves as a centralized database to ensure robust plagiarism detection across institutions. This repository includes all the content saved by users from various institutions globally, enabling a comprehensive comparison for originality checks.

How it works: When a user submits a file to the DrillBit Global Repository, it is stored securely and indexed for future plagiarism detection. The file becomes a part of the Global Repository, accessible for comparison against submissions across institutions.



- Files uploaded by users in the repository will be displayed on the page for easy access and management.
- Users can delete files from the repository by clicking the delete icon next to the file.

Quick Paper Search: You can search for a paper by entering its unique paper ID in the search bar.

Repository Processing Time: It may take 5 to 10 minutes for changes to reflect after a file is uploaded or deleted from the repository.

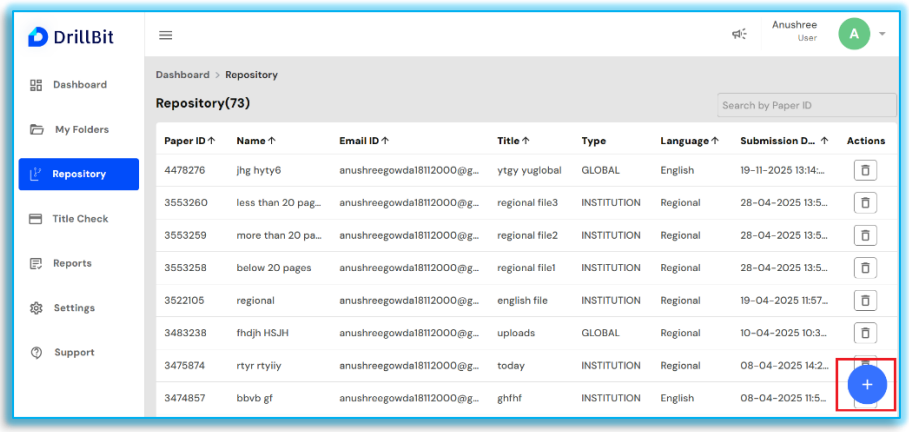
Scroll To

18. Managing Repository

03rd Dec 2025

Managing Files in the Repository:

To upload a new file, click the "+" icon in the repository section.



Support Materials

Managing Repository

Repository

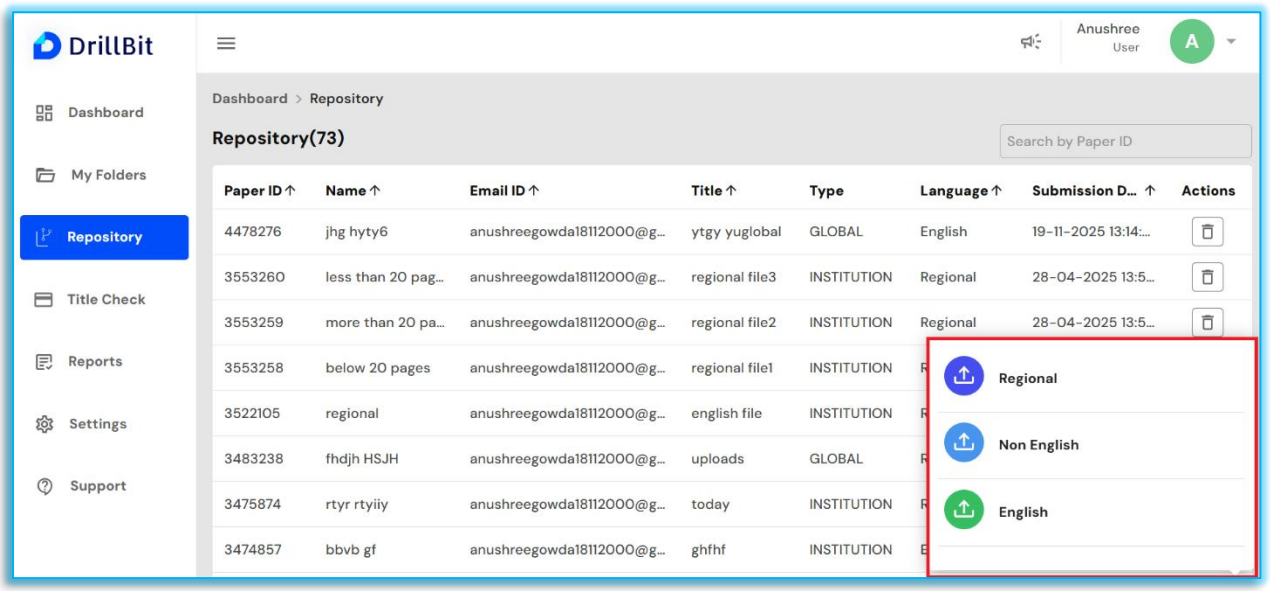
Support Centre

User Activity Dashboard

Logging in to DrillBit Plagiarism

Upon clicking, **three options** will be shown:

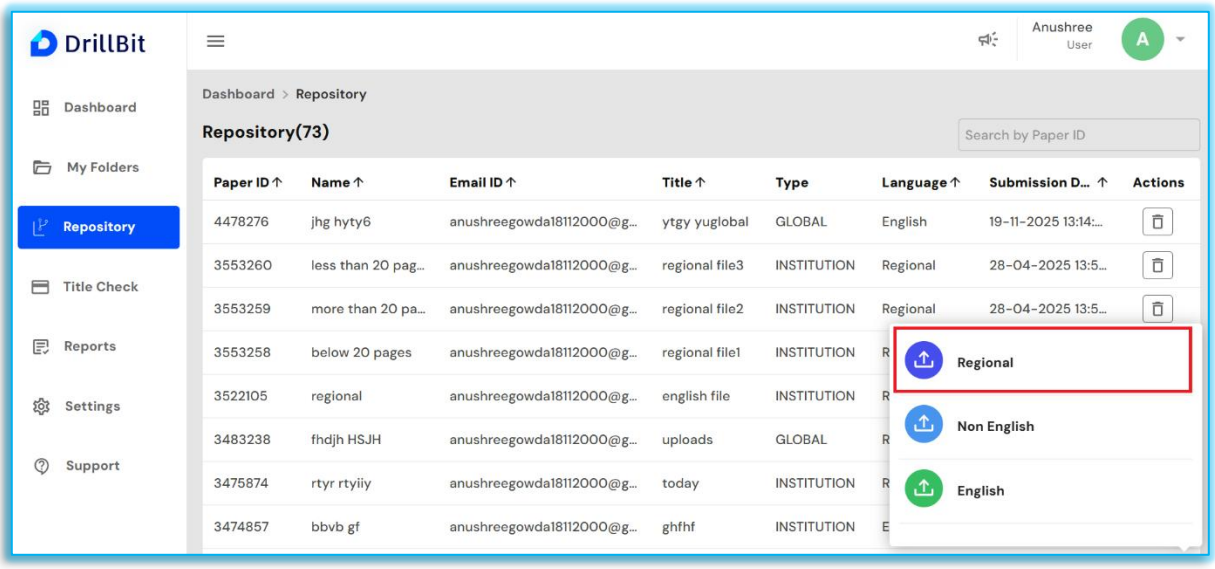
1. **Regional**
2. **Non-English**
3. **English**



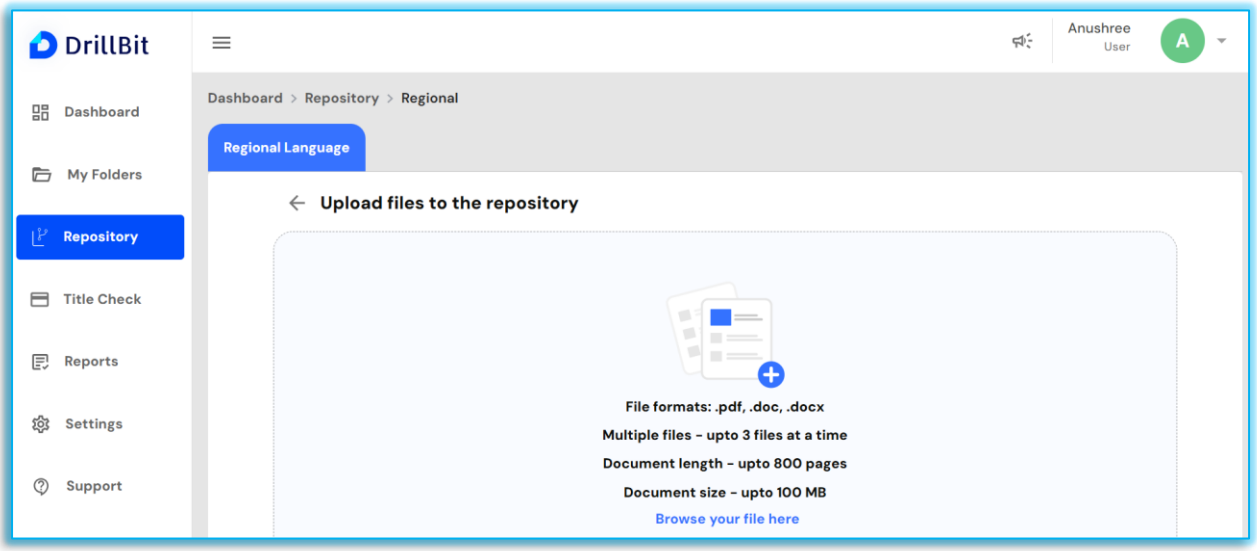
Scroll To

18.1. Uploading Regional Files:

When you select Regional, a new page opens allowing you to upload a file.



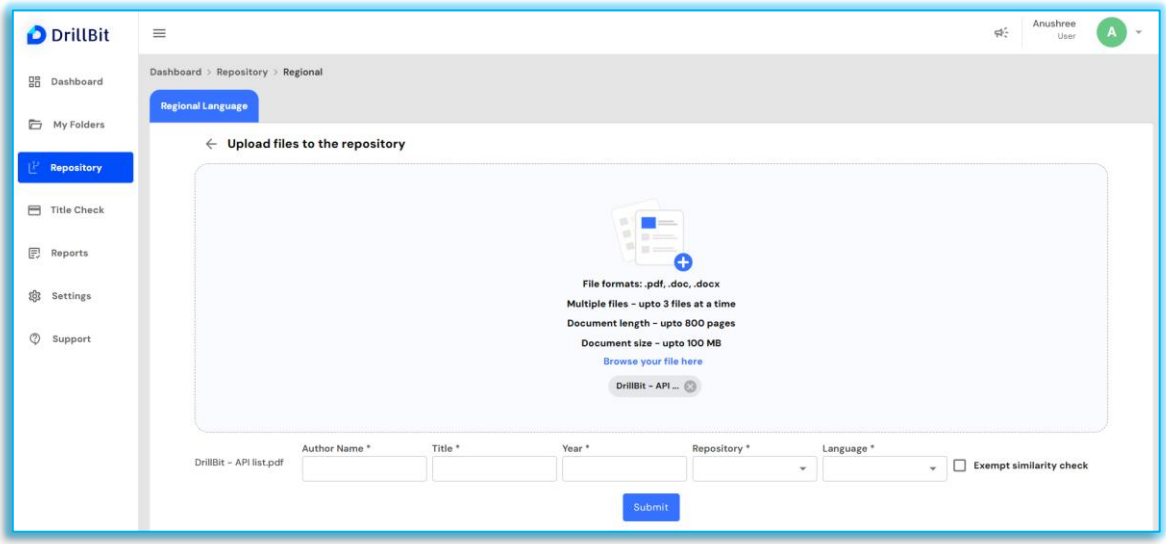
Click on “Browse your file here” to start the upload process.



***Upload Limitations*:** When uploading a file, please ensure it meets the following requirements: only .pdf, .doc, and .docx formats are supported; you may upload up to 3 files at once; each document can be up to 800 pages long, with a maximum size of 100

Scroll To

After uploading, a form will appear prompting you to fill in the required fields before submission:



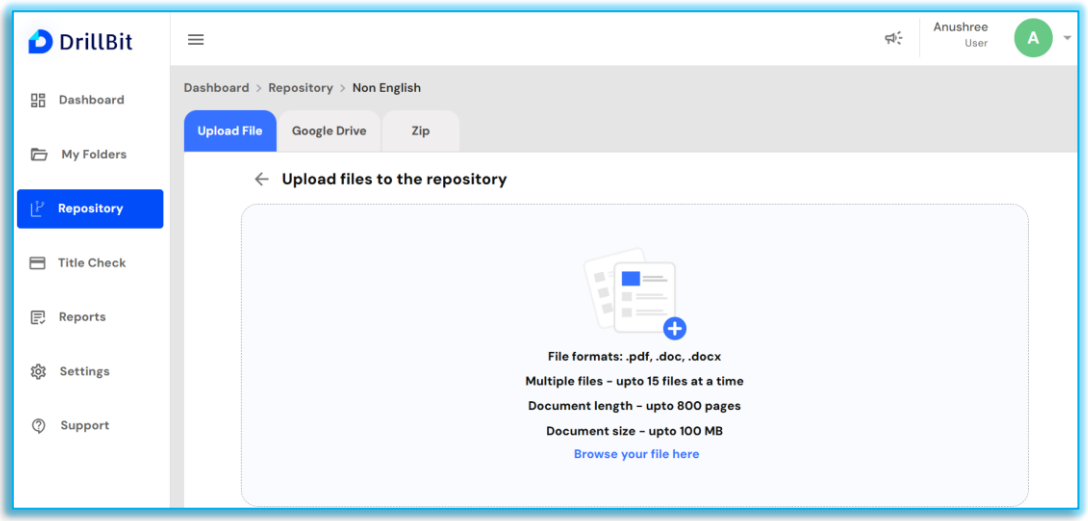
- **Author Name**: The name of the individual who authored the document. This information is crucial for proper attribution and future reference.
- **Title**: The title of the document, which helps in identifying and retrieving the document during searches.
- **Year**: The year of publication or creation, which can be used to track the document's relevance and timeline.
- **Repository**: Users must specify whether the document should be stored in the Global Repository or the Institution Repository, depending on the desired scope of plagiarism checks.
- **Language**: The language in which the document is written, with options for English and Non-English, ensuring accurate processing and analysis.

  Exempt Similarity Check: An optional checkbox that, when selected, excludes the uploaded document from being compared in future plagiarism checks. This is useful for original research or confidential documents that should not be part of the comparative analysis.

Scroll To

18.2. Uploading English or Non-English Files:

When **English** or **Non-English** is selected, a new page opens where you can upload the files.

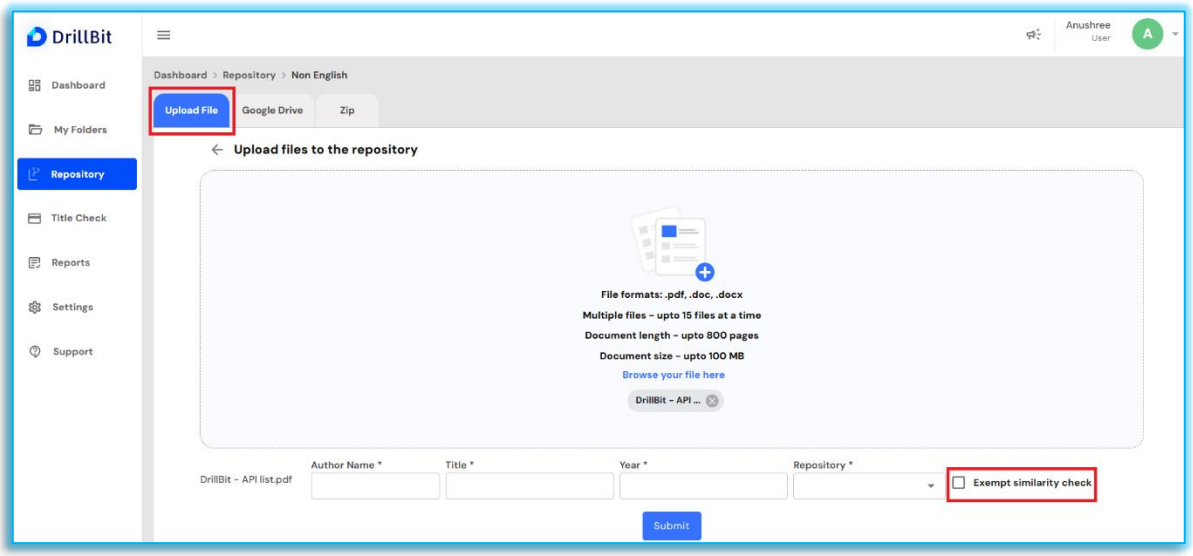


18.2.1. Upload from Device:

Users can upload files directly from their local device by clicking **'Browse your file here'**, making it a quick and convenient option for individual document uploads.

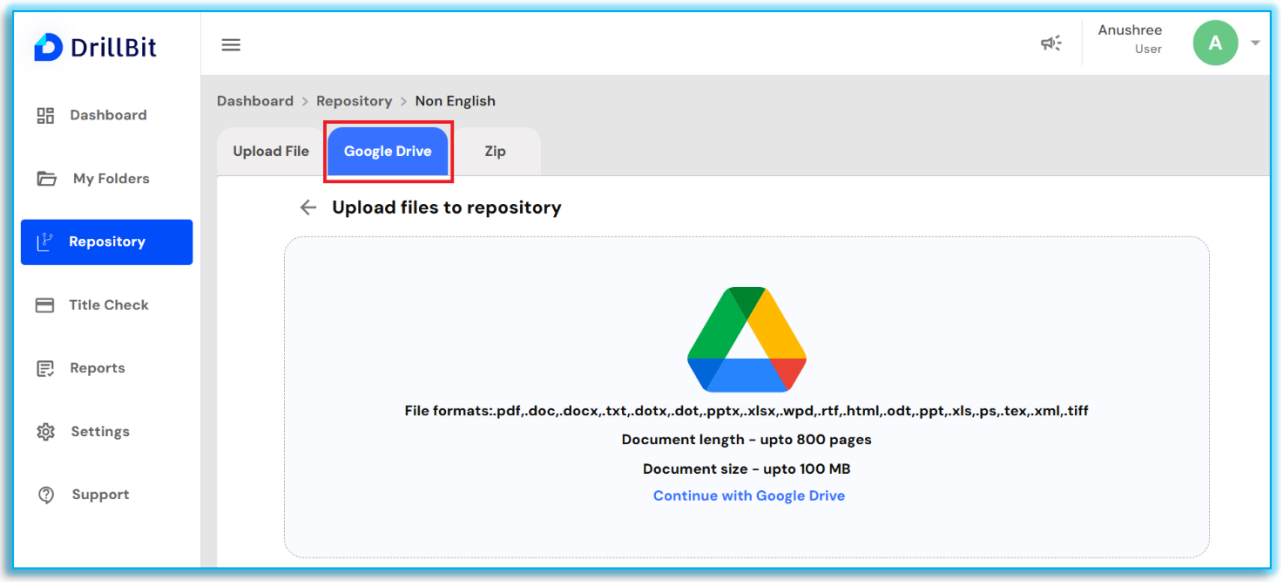
You'll need to enter: **Author Name**, **Title**, **Year**, **Repository** (Global/Institution), **Language**, and optionally select the **Exempt Similarity Check** checkbox to exclude the document from future similarity comparisons.

Scroll To



18.2.2. Upload from Google Drive:

For those who store their documents in the cloud, this option facilitates easy uploads directly from Google Drive, but users will need to sign in to their Google



During the upload process, you'll need to provide details such as the author's name, title, and year of the document. Additionally, you must specify whether the document should be stored in the Global Repository or the Institution Repository and select the language of the document

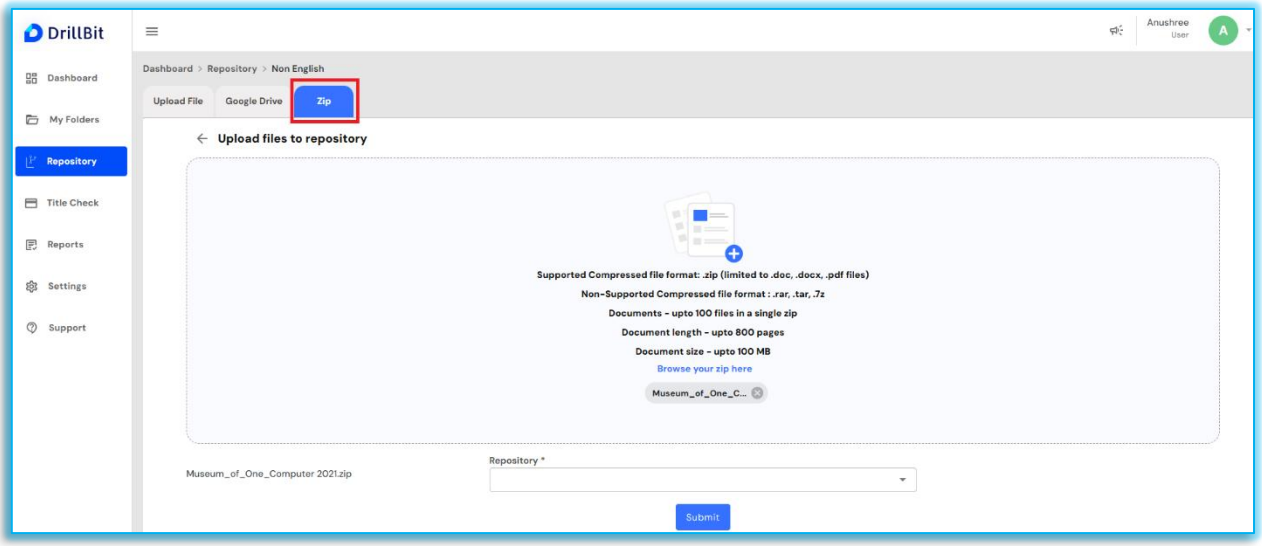
Scroll To

- Supported file formats include .pdf, .doc, and .docx.
- Users can upload 1 file at a time.
- Each document can be up to 800 pages in length.
- The maximum file size for each document is 100 MB.

18.2.3. Upload ZIP Files:

This method allows you to upload multiple documents compressed into a single .zip file. It is particularly useful when handling large volumes of documents or when organizing files into categories before upload.

You will need to select the repository (global or institution) and the language of the documents.



- Supported compressed file format: .zip (limited to .doc, .docx, .pdf files)
- Non-supported compressed file formats: .rar, .tar, .7z
- Documents: up to 100 files in a single zip
- Document length: up to 800 pages
- Document size: up to 100 mb

Click the "Submit" button to upload a ZIP file.

Scroll To

19. Title Check

04th Dec 2025

The Title Check feature allows users to instantly compare their document title against an extensive global publication database.

The tool is designed to ensure that your title is original, unique, and not unintentionally matching previously published content.

After logging into your DrillBit Plagiarism account, click on the **Title Check** tab. This will open the Title Check page, where you can select a document type, enter your title, and start the search.

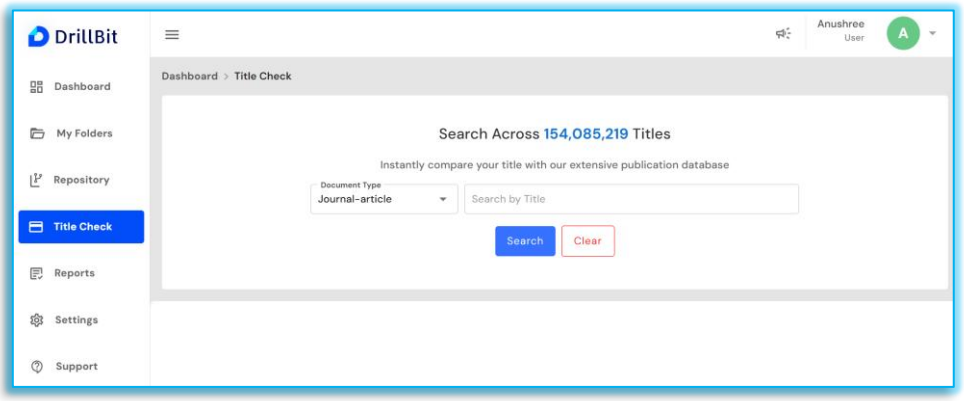
Support Materials

Title Check

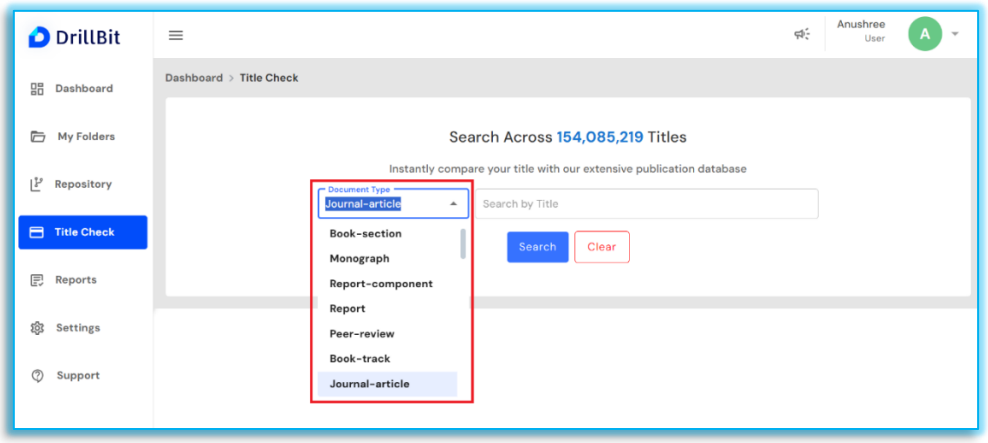
Reports

User: Viewing Announcements

Managing Repositories

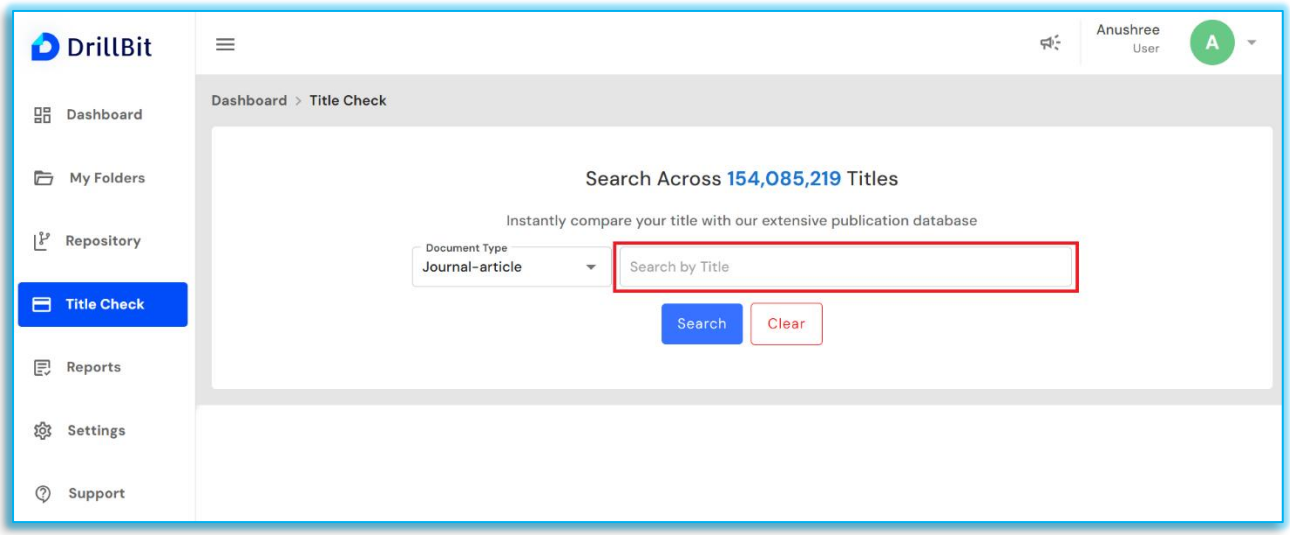


To begin using the Title Check feature, select the appropriate Document Type from the list. By default, **Journal – article** is preselected. You may choose a different document type or select **All** to view results across every document.

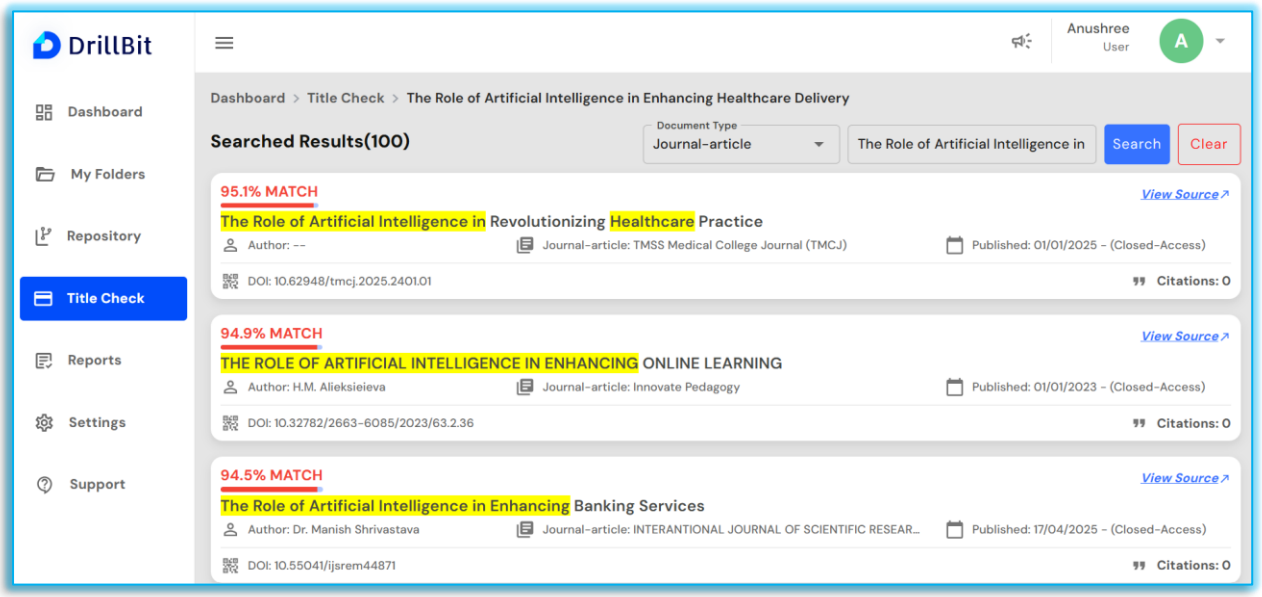


Scroll To

Choose the document type that best represents your work. After selecting it, enter your title into the provided input field.



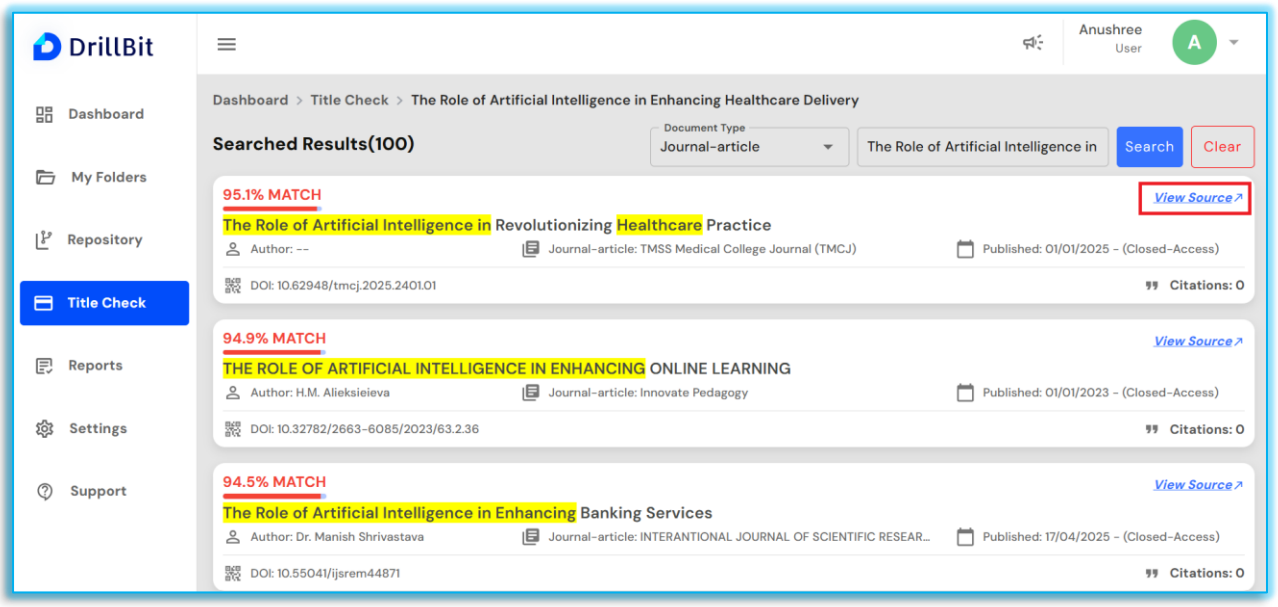
Once your title is entered, click the Search button. The system will scan the entire publication database and display results that match or closely resemble your title.



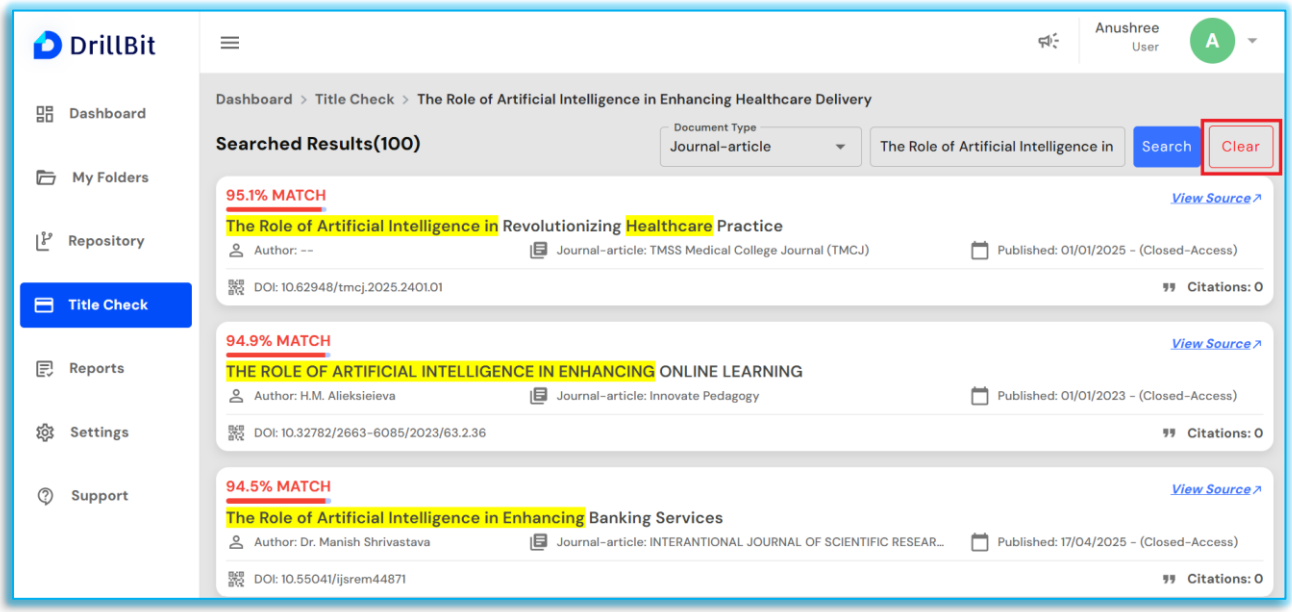
If your title matches or shows similarity with existing works, you will see a list of sources, each containing detailed information including Matched Percentage, Title of the matching work, Author's name, Document type, Publication date, Access type, Source link and Number of citations.

Scroll To

Each result also includes a View Source option.



Clicking View Source will take you directly to the original publication page, where you can review the content for further clarity.



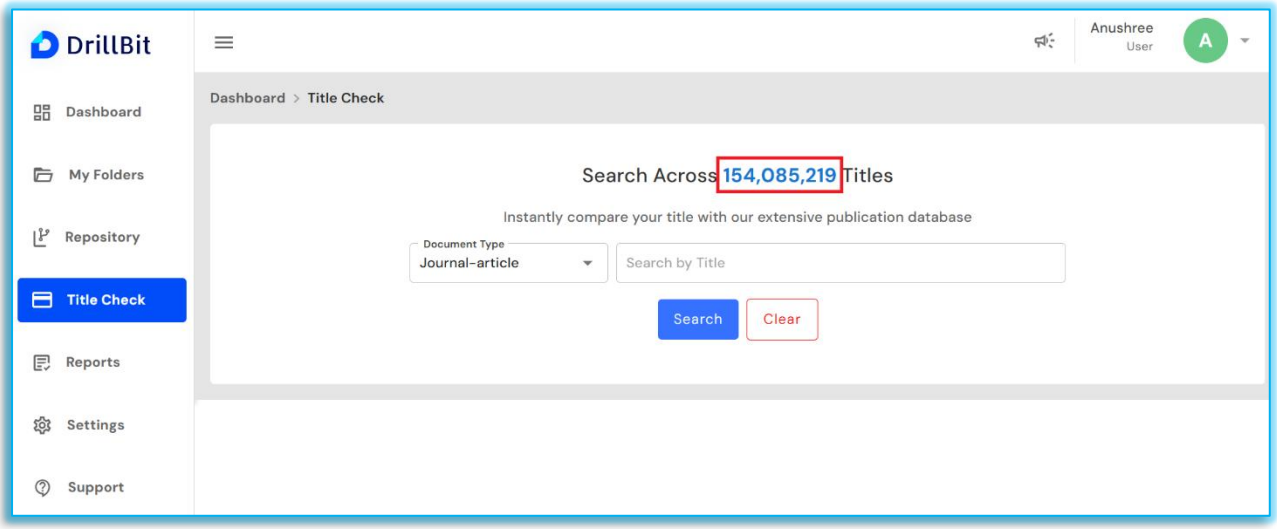
If you wish to perform a new search or remove your current input, simply click the Clear button. This will reset the search field, remove all displayed results, and redirect you back to the title check page, where you can begin a fresh comparison.

Scroll To

✨ ***Helpful Notes About Your Results:***

- We'll show you **only the top 100 results** at a time, so the page stays quick and easy to use.
- Everything is arranged in **descending order**, so the most relevant matched entries appear first.

The number displayed in **"Search Across 154,085,219 Titles"** will automatically update based on the latest data we retrieve, so you're always searching across the most current dataset.



🌐 ***Language Support***: We currently support **English-only searches** to maintain consistency and deliver precise matching.

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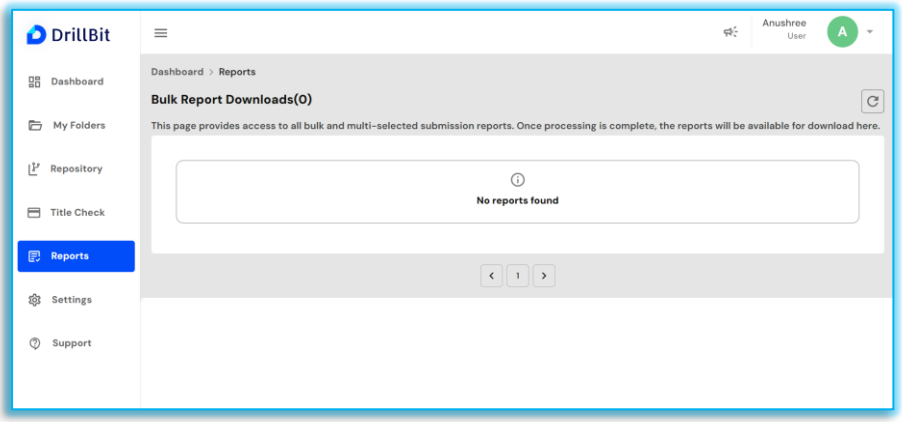
20. Reports

04th Dec 2025

Bulk Report Download is a feature that allows users to efficiently download multiple submission reports at once. Instead of downloading each file individually, users can select multiple documents and process them together.

Support Materials

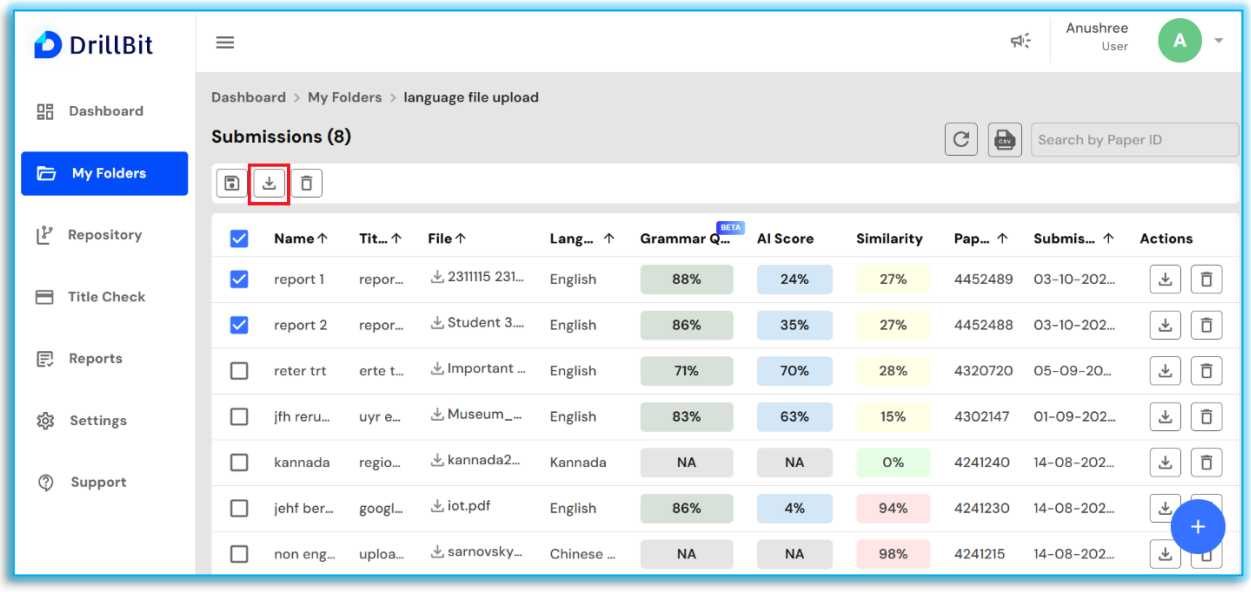
Reports
Title Check
Managing User Submissions
User: Viewing Announcements



To begin the bulk download process, go to the **Submissions** section under *My Folder*, where every file is displayed with a checkbox beside it.

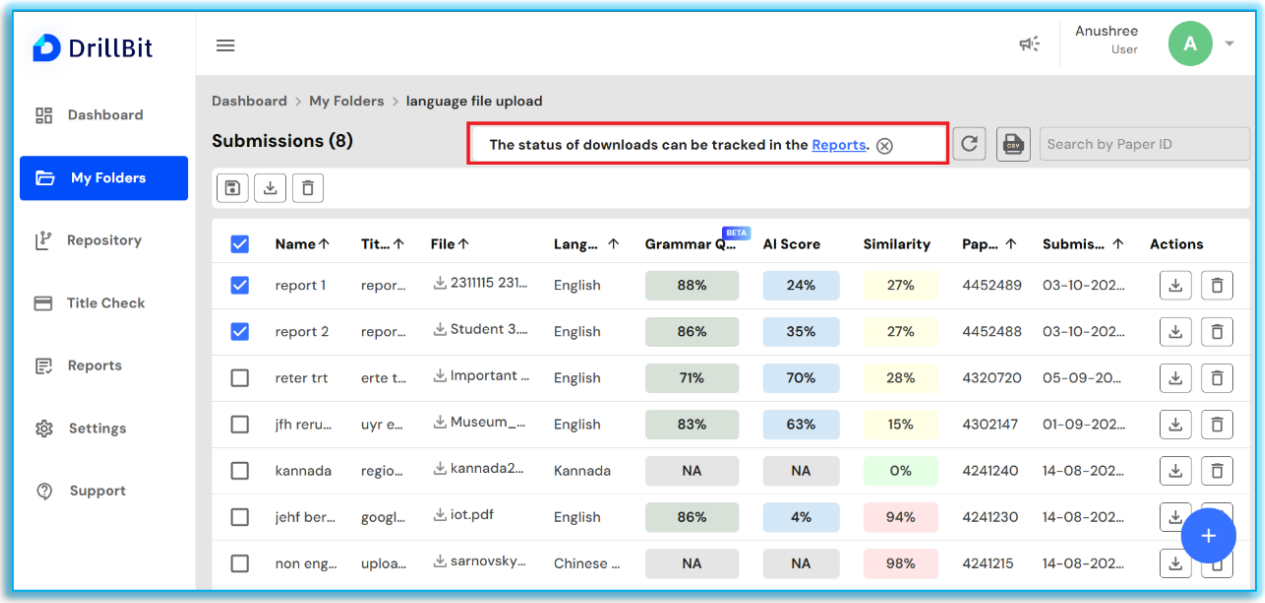
Select the documents you want to download by clicking on their respective checkboxes.

Once your selection is complete, simply click the **Bulk Download** button located at the top of the page.



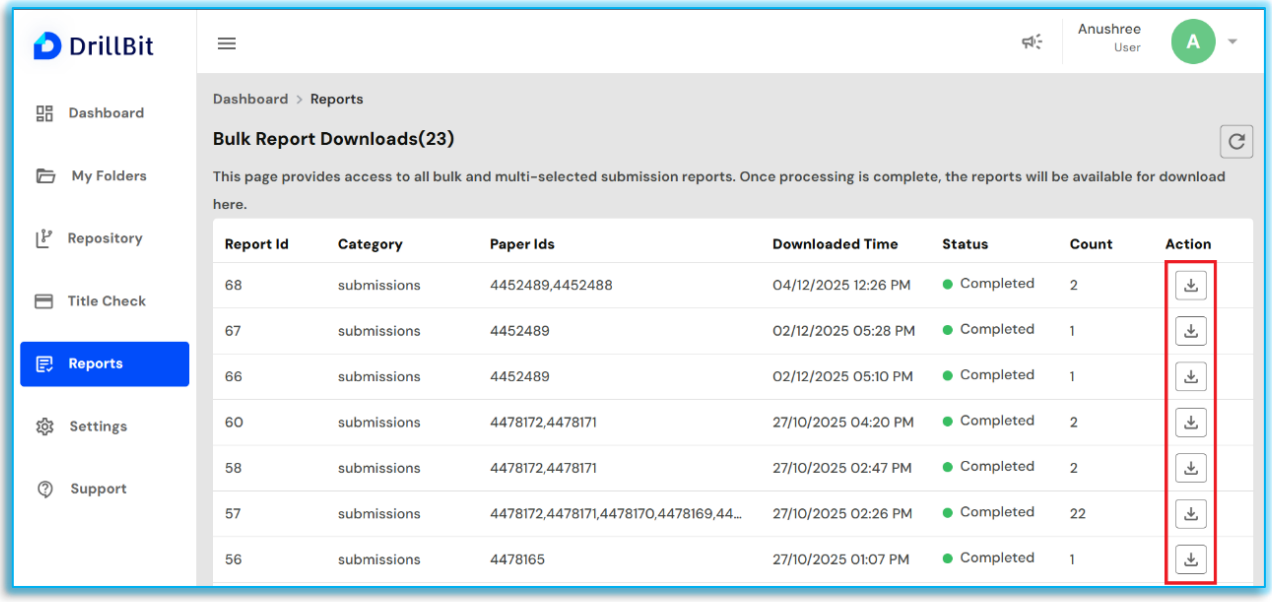
Scroll To

After you click **Bulk Download**, the selected files are processed and automatically sent to the **Reports** section.



You can easily navigate to this section by clicking the **"Reports"** hyperlink that appears in the message *"The status of downloads can be tracked in the Reports."* shown immediately after initiating the download.

Once inside the Reports tab, you will see the list of all processed files, each displayed with its details and a download icon at the end.



Scroll To

To save any of these processed reports to your local system, locate the file you need in the Report tab and click the **download icon** placed at the end of the row.

The selected report will be downloaded as a ZIP file and saved to your device.

📌 ***Before You Download:***

- If the result is not ready, the system will prevent the download and show a message that the report is either not yet ready or not available.
- Ensure the report generation is completed before attempting to download.

📂 **Partial Download Notice**

- If multiple reports are selected and only some have completed processing, the system will download only the reports that are ready.
- Any reports that are still generating or unavailable will be skipped.

⚠️ ***Additional Download Behaviour***:

If you click **Download** and the process takes longer than usual, you might receive a ZIP file that contains an error message saying, **"The report encountered a timeout, try again later".**

When this happens, simply wait for a while and try downloading the report again.

Scroll To

21. Account Settings

04th Dec 2025

Support Materials

- Account Settings
- User: Viewing Announcements
- Managing Repositories

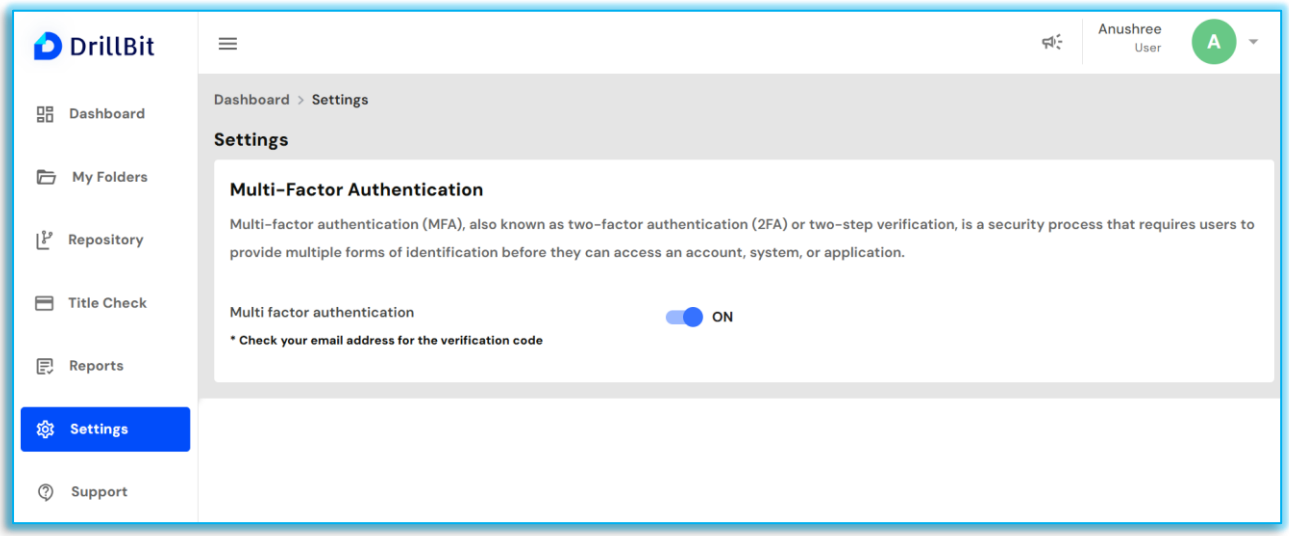
The settings section offers essential security feature, such as Multi-Factor Authentication (MFA), to help safeguard your account and enhance your overall security.

Multi-Factor Authentication (MFA) for Security

To enhance the security of user accounts, DrillBit has implemented Multi-Factor Authentication (MFA). MFA adds an extra layer of protection goes beyond just a password, requiring an additional verification step to significantly reduce the risk of unauthorized access. Enabling MFA is a simple step that greatly strengthens your account's security.

Steps to Enable Multi-Factor Authentication (MFA)

1. Log in to DrillBit as a user.
2. Navigate to the settings section on the left sidebar of the application.
3. In the multi-factor authentication section, you will see the option to enable MFA.

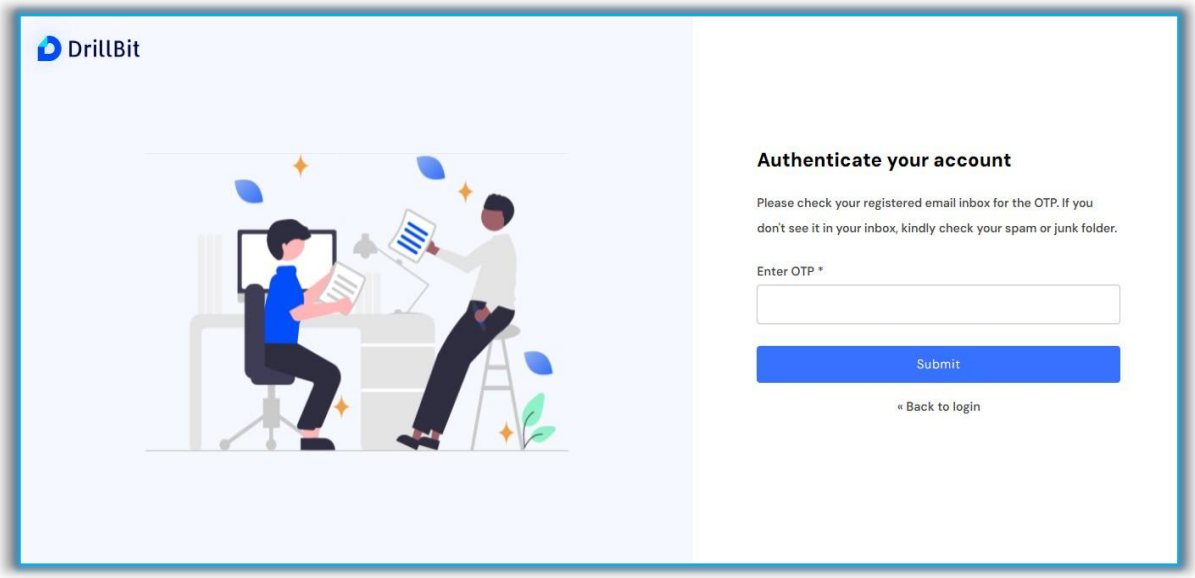


4. Toggle the switch to enable MFA.

Scroll To TOP

5. A pop-up window will appear asking, "Are you sure you want to activate Multi-Factor Authentication?" Select Yes to confirm.

Login Process: After MFA is enabled, administrators will first enter their password when logging in. Following successful password entry, an OTP will be sent from DrillBit to the administrator's registered email address. The administrator must then enter this OTP on the login page to complete the authentication process.



Additional Information: If you need to disable MFA, you can do so by toggling the switch off in the same settings section. A confirmation pop-up will appear with the message, "Are you sure you want to deactivate Multi-Factor Authentication?" Select **Yes** to confirm and deactivate MFA.

Trouble with OTPs? Ensure your registered email address is correct to avoid issues with receiving OTPs.After 3 consecutive incorrect attempts to enter the OTP, you will need to log in again and request a new OTP.

Can't Find the Email? Check your inbox, spam, and junk folder for the email. If you still can't find it, reach out to DrillBit support via email.

Scroll To

22. Support Centre

04th Dec 2025

The Support functionality offers a streamlined ticketing system crafted to handle any queries or issues administrators might encounter. This system is designed to help you efficiently report problems and get the assistance you need, ensuring that your concerns are addressed quickly and effectively.

Support Materials

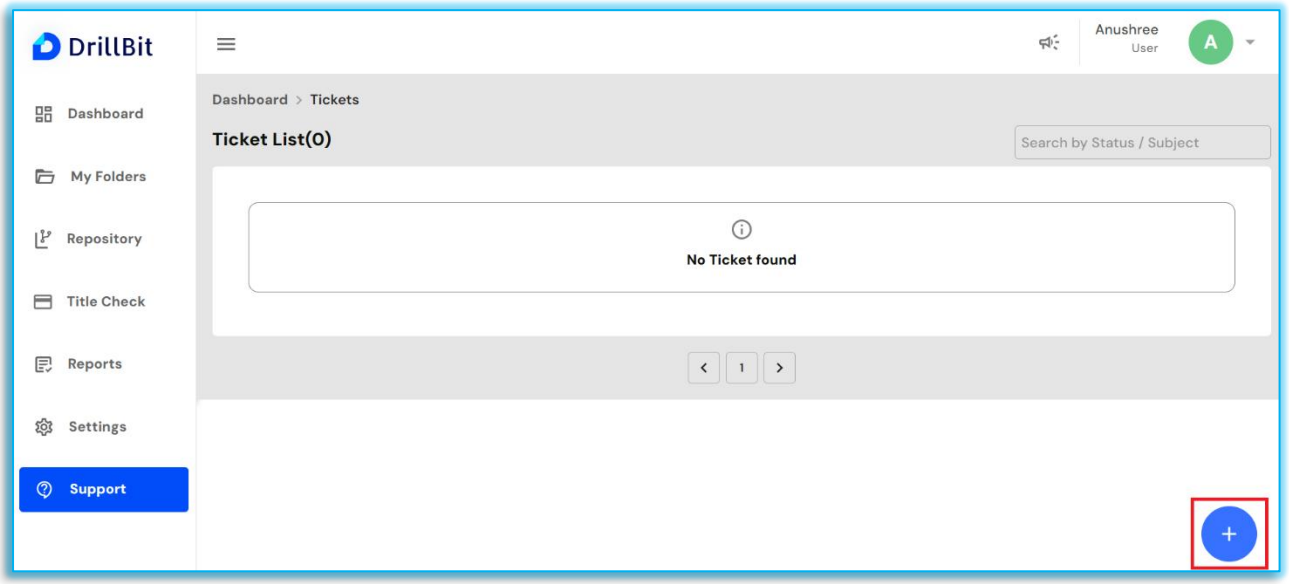
Support Centre

Repository

Manage Repository

Creating a Support Ticket

1. **Access the Support Centre**: Start by navigating to the support centre within the DrillBit application. This section allows you to submit support tickets and track the status of existing ones.



2. **Initiate a New Ticket:** Click the plus icon to begin creating a new support request. This is where you start your journey to getting the help you need.

3. **Complete the Ticket Form**:

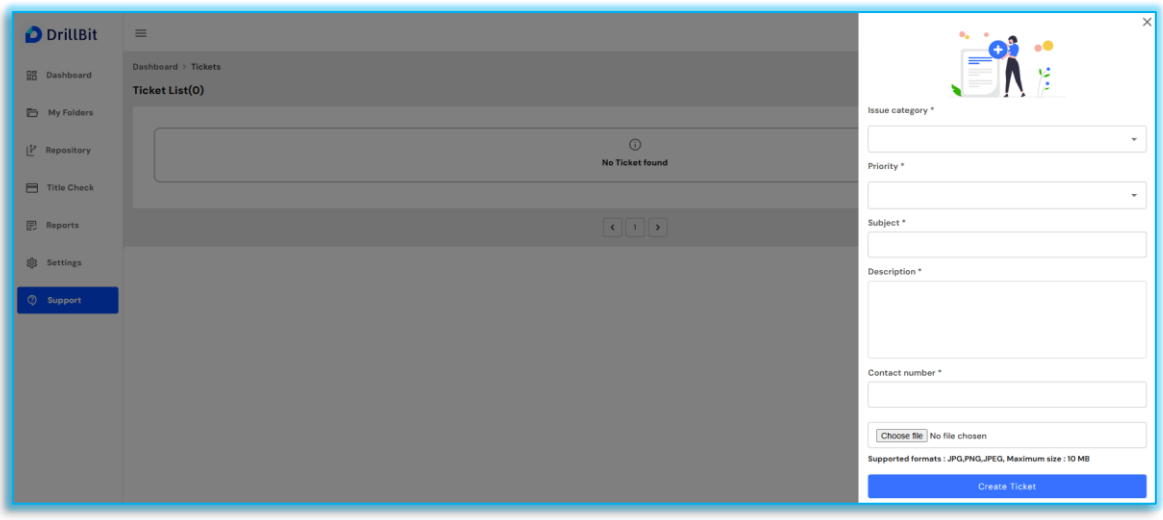
Scroll To TOP

a. **Issue Category**: Choose the appropriate category for your issue, such as technical, billing, account, general, or others. Selecting the right category ensures the request is routed to the correct team.
b. **Priority**: Set the priority level of your ticket—High, Medium, or Low— to indicate how urgently you need assistance.
c. **Subject**: Provide a brief, clear subject line for your ticket to quickly convey the main issue.
d. **Description**: Enter a detailed description of the issue or query being faced. The more detail provided, the better the support team can understand and address the concern.
e. **Contact Number**: Provide a contact number where further information can be requested if needed.
f. **Attachments**: Attach any relevant files that could help resolve the issue.

Supported file formats for attachments include JPG, PNG, and JPEG, with a maximum file size of 10 MB.

4. **Submitting the Ticket:**

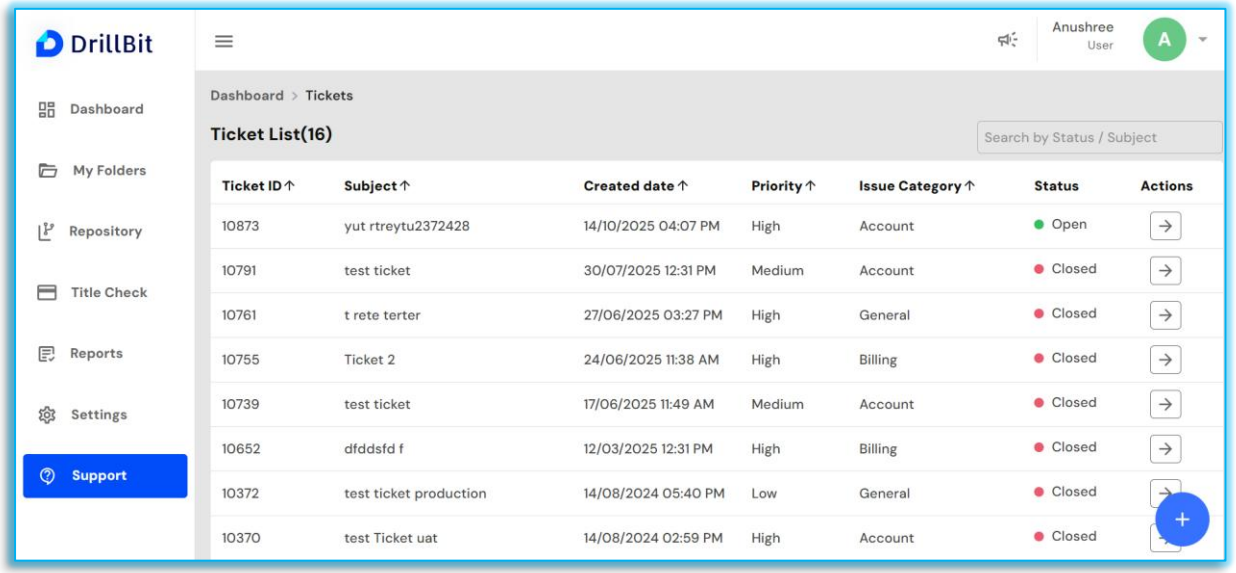
- Once all required fields are completed and any necessary files are attached, click the “Create Ticket” button to submit the ticket.



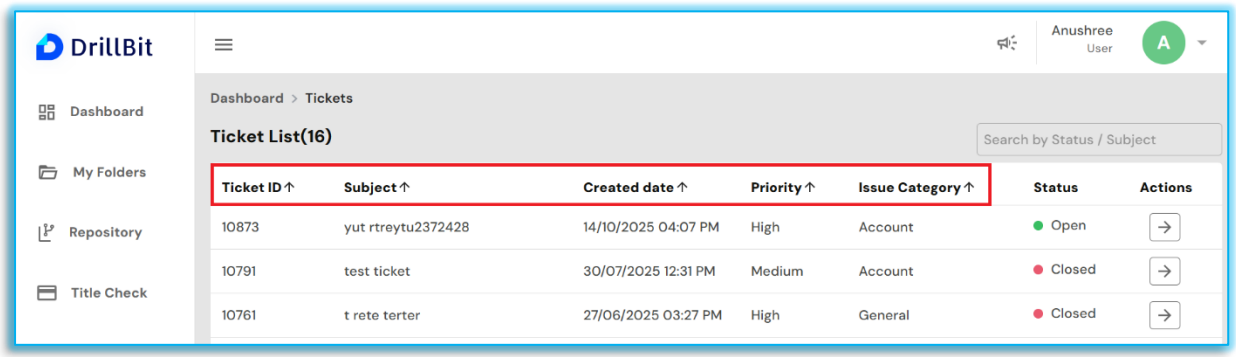
Scroll To

Tracking and Managing Tickets:

1. **View Submitted Tickets:** All submitted tickets can be viewed in the support section, providing an overview of each request made.

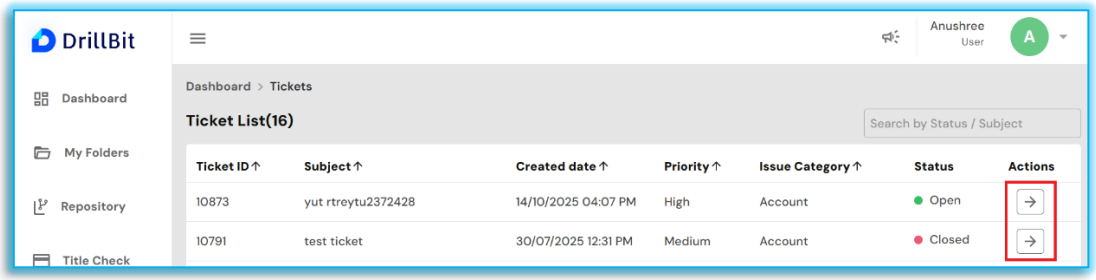


2. **Sorting:** Sorting has been added for Ticket ID, Subject, Created Date, Priority, and Issue Category. To use sorting, click on the arrow mark next to each field.

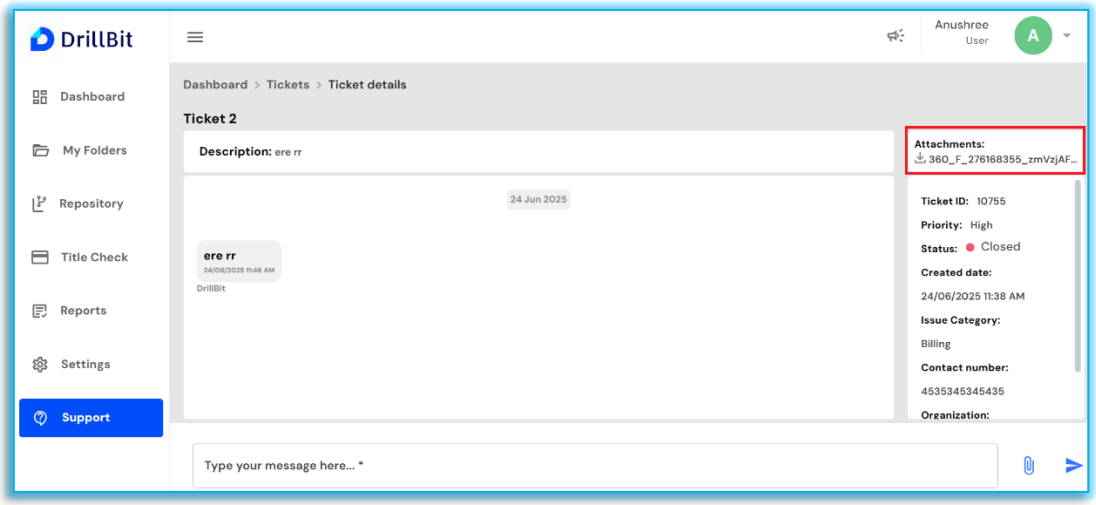


3. **Monitor Ticket Status:**
   - The ticketing system provides updates on the status of tickets, allowing progress to be monitored effectively.

Scroll To TOP



- To continue a conversation related to a ticket, click the arrow to dive deeper into the ticket. This opens a chat where further comments can be made, and direct communication about the issue can take place.



More to Know: When you access a raised ticket, you can view all its details, including the ticket id, priority, status, created date, ticket category, contact number, and organization. Additionally, any attached files can be downloaded directly from the conversation.

By utilizing the ticketing system in DrillBit Plagiarism, user can ensure that any issues or queries are addressed promptly and effectively, maintaining smooth operation and support for your institution's plagiarism detection needs.

Unresolved Queries? If there is no response within 2 working days, feel free to contact DrillBit support via email for assistance.