

Moderator's guide for corporate version of "Antiplagiat.Network" system

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1. Introduction

This manual is intended to familiarize you with the means of work in the .

The manual contains information about the purpose, capabilities, features of the system, as well as a description of the actions that provide check of text documents for the detecting reuse.

1.1. Terms and definitions

Term	Definition
System (service)	Online tool for working with text documents with user interface on the web-site.
Text similarity	A fragment of the document text that contains the text or a fragment of the source text and is not formatted in accordance with quotation rules
Text recycling	A fragment of the document text that contains the text or a fragment of the source text, the author or co-author of which is the author of the checked document
Quotes	A fragment of the document text that contains the text or a fragment of the source text and formatted in accordance with the rules of quotation, with full bibliographic information about the source. Also quotes include common expressions, bibliography, fragments of text found in sources from the collections of regulatory documents.
Text similarity percentage	The proportion of all found similar text in relation to the total size of the checked document in characters
Text recycling percentage	The proportion of all found text recyclings in relation to the total size of the checked document in characters
Quotes percentage	The proportion of all found quotes in relation to the total size of the checked document in characters
Originality percentage	The proportion of all document text fragments that were not found in the sources used for check, in relation to the total size of the checked document in characters
Report	The result of checking the text for reuse: <ul style="list-style-type: none"> • Brief report - is a percentage of originality, list of text sources. • Full report - is a percentage of originality, list of text sources, the full text of the document, marked with found similarity text blocks.
Report share	The ratio of the volume of matches that is taken into account within this source to the total volume of the document. That is, if the same text was found in several sources, it is taken into account only in one of them. When summing up the shares in the reports for all sources, a percentage of "Similarity" is obtained.
Text share	The ratio of the volume of matches of the source text to the volume of the document. The shares in the text by sources are not summed up when calculating the total percentage of matches.

Report blocks	The number of text similarity blocks from the source, taking into account the intersections of all found sources.
Text blocks	The number of text similarity blocks from a source without regard to other found sources.
Collection (search module)	<p>The software module of the corporate version of the system , implementing the search for text reuse. The module uses a search index or a special computational algorithm to build reports. The system can have several collection. Search modules may differ in purpose, for example:</p> <p>Once you have access to several search collections, you can build both individual reports and a single report for all search collections.</p> <p>Some collections perform searches across specialized databases with the casts of the texts of the source documents, but to obtain access to the selected search module doesn't mean getting access to the full texts of the documents it can find this collection. In the received reports, links to the documents will be indicated (their names will also be given), and when viewing the source text, it will contain fragments that coincide with the document being checked.</p>
Browser	Software that allows users to view pages on Internet sites and access files and software associated with those pages. For example, Mozilla Firefox, Google Chrome, etc.

1.2. Purpose and conditions of use

The service is designed to check text documents for plagiarism. As a result of the scan, users receive text reuse reports. The report contains information on the sources and indicators of text similar to source, as well as detailed information with the indication of those fragments of the checked document that have been identified as text similarity. The identification is accompanied by the presentation of the matching text fragment of the borrowing source and/or the reference to the original (URL). As a result of the document check, the user can determine which part of the document is written independently and which part is reused.

To use the service you need:

- Connect to the Internet;
- Install a browser or use the browser of one of the most common types built into your operating system (MS Edge version 97 and above, Mozilla Firefox version 90 and above, Opera version 78 and above, Chrome version 92 and above).

The results of work with the system are not the basis for claims of copyright violations, the service is aimed at use only for information purposes. In other words, we do not declare that a particular text is plagiarism, but only inform you about the presence of the same or similar text fragment. It is possible that when working with the service, you will find the text copied from other sources, including the possibility that the downloaded document is the original source. In any case, when working with the service, be careful, try to be objective and do not rush to conclusions. Remember that the service is only a tool of work, and only the user can give a real assessment to the document.

2. Preparation for the start

2.1. Workplace

To prepare the workplace when working with the system it is enough to open a browser. To work with the service, browsers of the most common types, such as MS Edge version 97 and above,

Mozilla Firefox version 90 and above, Opera version 78 and above, Chrome version 92 and above, can be used.

To get started, go to the service website by typing in the address bar of the browser address you received by e-mail from the administrator of the company.

So, we have a ready workplace:

- files downloaded to your computer;
- the browser is open;
- the service's website page is opened in the browser.

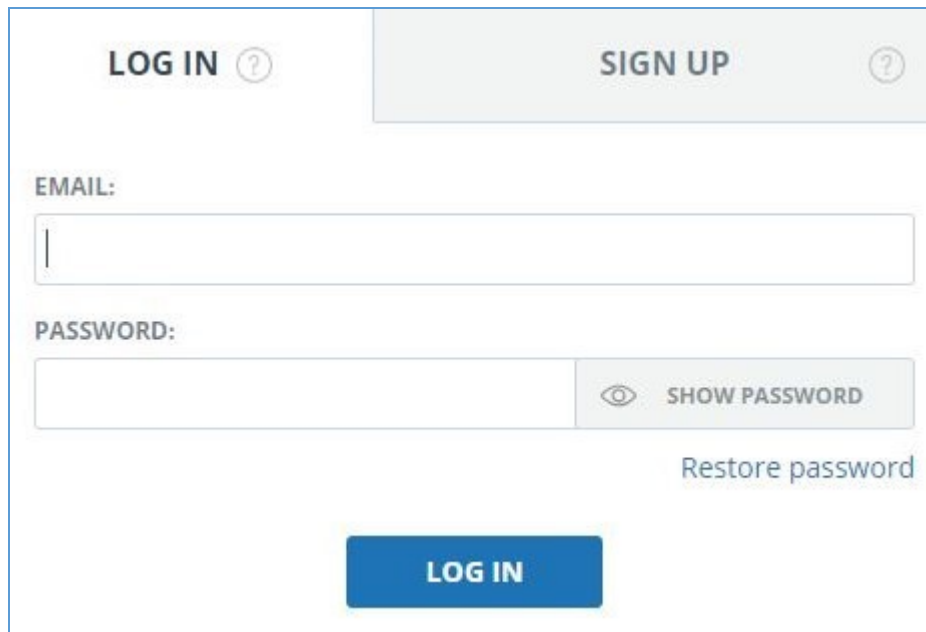
2.2. Log in and log out from the system

To access the system, use the login form. To do this, click on the "Log in" link in the upper right corner of the page.

If you do not remember the e-mail that you used for registration in the system, then you can use the "Remember e-mail" function on the login page. You will see a window for entering registration details from the old site: login and password. If you enter your login and password correctly, you will see the e-mail you used for registration on the old site.

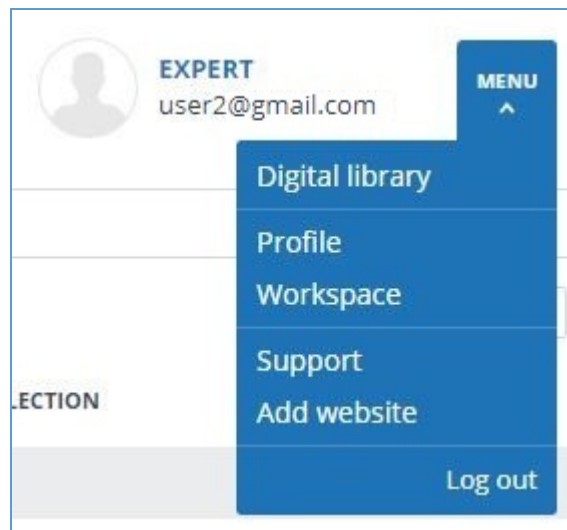
Picture 1. Log in to the workspace in the system.

Fill your credentials into the opened login form. Click on the "Show password" button, if you want to check the correctness of the password. Click on the "Log in".



Picture 2. Login form into system

After log in the icon "Menu" will be displayed on every page of the website in the upper right corner of the page. When you click on the icon, the navigation through the sections of your account will be available. To the left of the "Menu" icon you will see a brief information about yourself: the role in the system and e-mail. Figure 4 depicts an example for the "Expert" role.

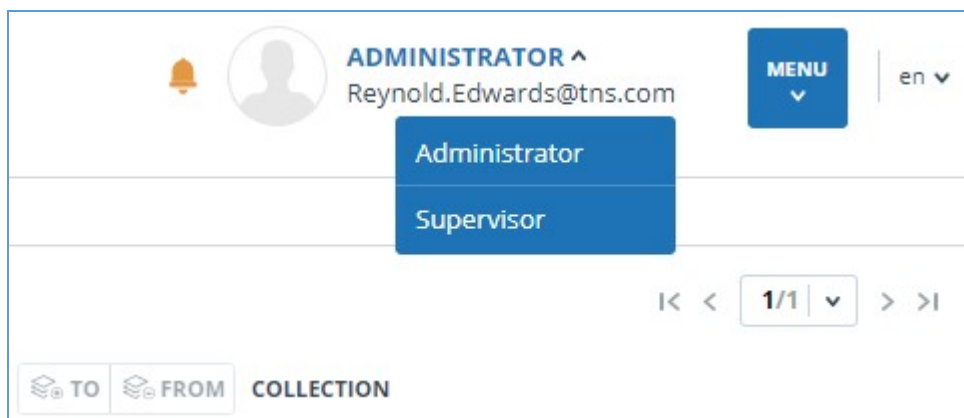


Picture 3. Dropdown menu

To log out from the system, click on the "Menu" icon and then select "Log out".

2.3. Role change

If your system administrator has assigned you more than one role, you will see an arrow next to the role name located at the top of the page. Click the name of the current role to view the full list of roles available to you.



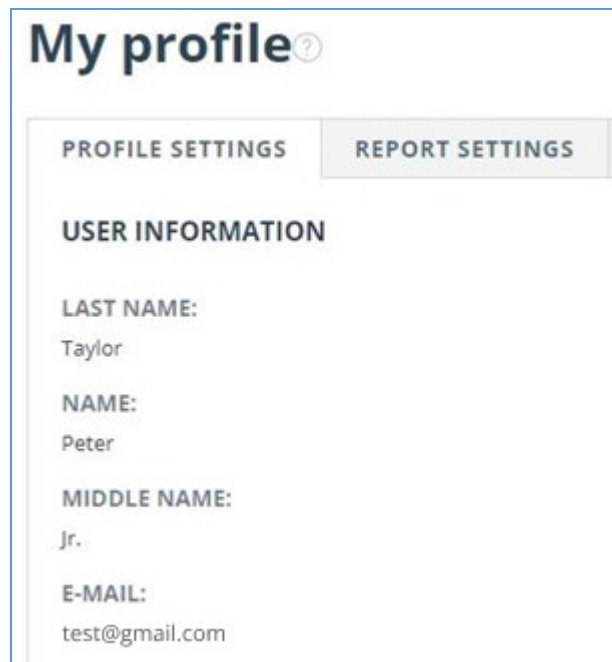
Picture 4. List of user's roles

To change a role, click its name in the drop-down list of roles. After that, the page will change the name of the current role, and you will be redirected to the user account for this role. Please note that only one role is available at a time.

3. Profile

To go to your profile, click on the "Menu" and select the "Profile" tab.

In the profile you can review your credentials. User's data can be changed only by the company administrator.



My profile ?

PROFILE SETTINGS REPORT SETTINGS

USER INFORMATION

LAST NAME:
Taylor

NAME:
Peter

MIDDLE NAME:
Jr.

E-MAIL:
test@gmail.com

Picture 5. User's profile

4. Customer Care Service

If you do not find answers to questions about the system, please contact Customer Care Service. To do this, click on the "Menu" in the upper right corner and select the "Customer Care Service" tab. The system opens a window with a form to send the case.



Contact customer care service ?

MESSAGE:

SEND

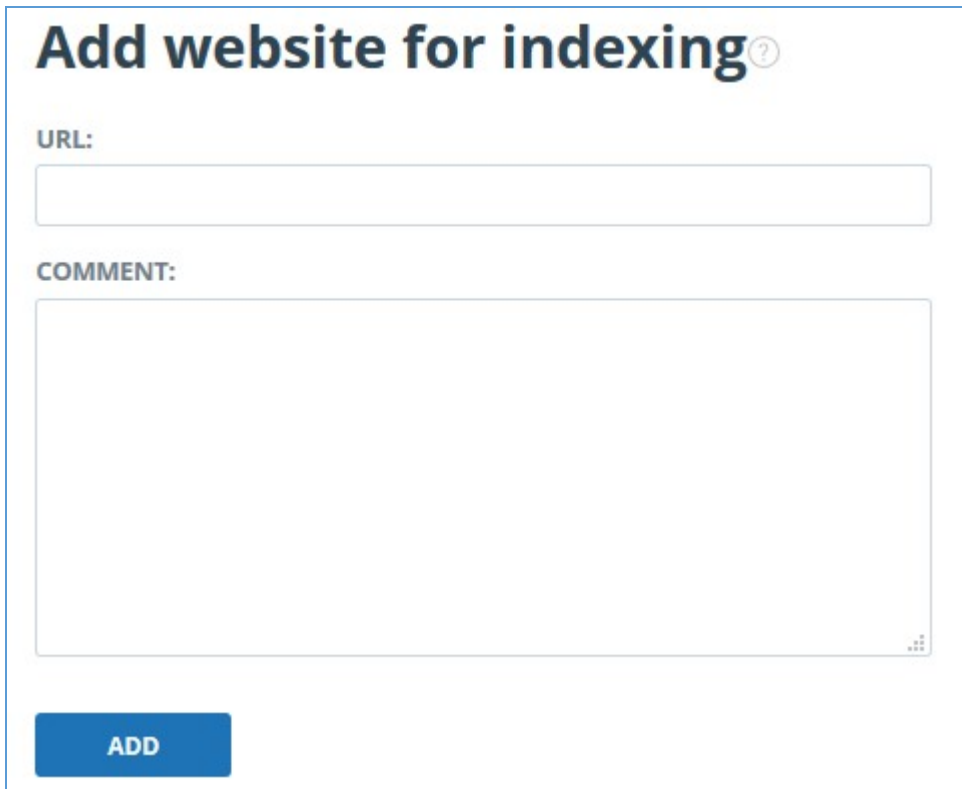
Picture 6. Feedback form

Enter your question in the "Message" field and click on the "Send" button. Our experts will respond to your request to the e-mail, which was used to log in.

5. Adding a website

Our Internet search module performs a check on the already indexed sites of the web. If you find an interesting site or resource that is not included in the Internet search module, you can add it to our search module. This will allow you to build more complete and reliable reports for check through the Internet search module.

To add a website for indexing, click on "Menu" and select "Add website". Copy the link in the URL field and click "Add". You can also leave a comment about the site to which this link leads, for example, that this site is an open e-library or abstracts site.



Picture 7. Website indexing form

If the site you specify is already known to our system, you will receive the message: "The Site has already been processed by our system".

Please note that the new website will be placed in the Internet search Module according to the order of the indexing queue.

6. Companies management

To access the list of companies, click on the "Menu" icon and select the "Companies" section. A list of all created companies appears.

Companies ? DISPLAY NOTICE TO ALL COMPANIES

[+ ADD COMPANY](#) [ACTIVATE](#) [DEACTIVATE](#) 1/2

<input type="checkbox"/> Url	Company	Activation date	Deactivation date	Type	Status	
<input type="checkbox"/> corp	corp	27 Aug 2018 19:43	27 Aug 2019 19:43	Эксперт	<input checked="" type="checkbox"/>	LOG IN EDIT
<input type="checkbox"/> system	system	27 Aug 2018 19:42	17 Apr 2119 15:35	Эксперт	<input checked="" type="checkbox"/>	EDIT
<input type="checkbox"/> university	university	27 Aug 2018 19:43	17 Apr 2019 15:29	ВУЗ	<input checked="" type="checkbox"/>	LOG IN EDIT

Picture 8. "Companies" section

6.1. Company creation

To create a new company click on the "Add company" button in the top menu. The form for creating a new company appears.

Add company

FULL NAME

SHORT NAME

URL NAME
http:// .antiplagiat.ru

COMPANY TYPE

DEACTIVATION DATE
 Automatic deactivation by date

STORAGE
 The company's own check collection

ADMINISTRATOR

PASSWORD

 Send password by email after activation

LAST NAME **NAME** **MIDDLE NAME**

Picture 9. Form of a new company creation

The following fields are filled in the opened form:

- Company full name.
- Company short name (this name will be displayed on the company page under the logo).
- Prefix for url.
- Company type. Please take into account, that after the creation of the client the company type cannot be edited. Please pay attention to filling in this field.
- Company deactivation date. If you mark "Automatic deactivation by date", the service will remember that on the specified date the company should be disabled automatically. If the "Automatic deactivation by date" mark is not selected, the company is not disabled; a message about the deactivation is displayed according to the company settings.
- Name and availability of the company's own check collection.
- E-mail and password of the company administrator. If there is no information about the administrator, the e-mail of the person responsible for purchasing the system in the organization should be indicated. Administrator password can be set manually or generated automatically. You can mark "Send password by email after activation". In this case, after the

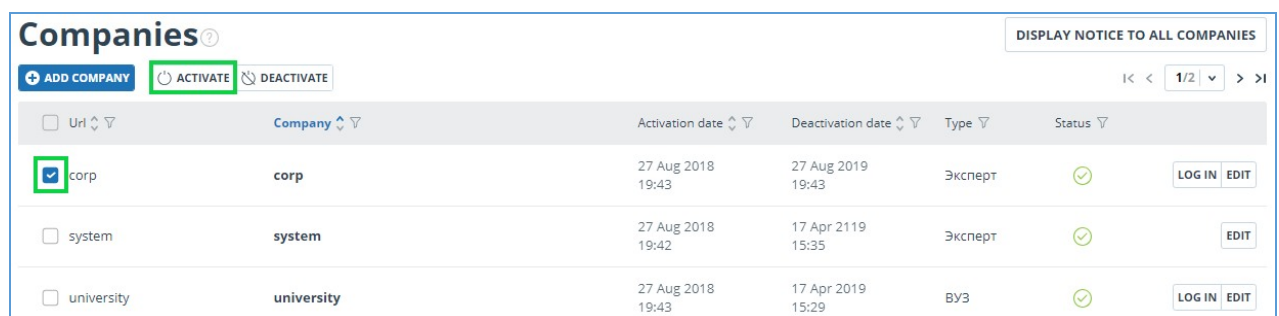
company activation, the login and password information will be sent to the company administrator automatically.

After filling in the data, click on the "Add" button. The service will create a company with the specified settings and display it in the list of companies.

6.2. Company activation

By default, the system creates an inactive company. To activate a company, select it in the list of companies and click on the "Activate" button in the top menu. The company becomes activated and available for users of the company. If by the time of company activation the rate plan is not set, the "Free" rate plan is prescribed by default. For this rate plan, the system is available only in the view mode.

The system is able to activate multiple companies simultaneously, for this select the requested companies and click «Activate».



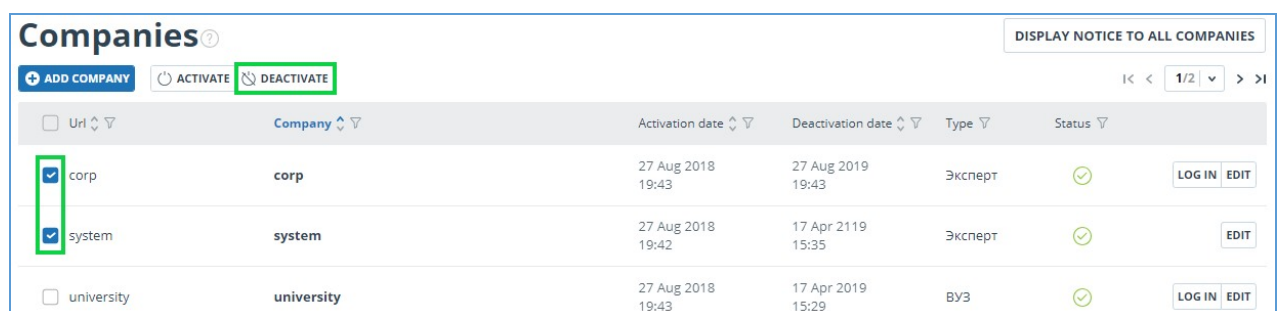
Picture 10. Company creation

6.3. Company deactivation

There are two types of company deactivation in the system :

- manual company deactivation;
- automatic company deactivation.

To manually deactivate a company, select the active company in the list of companies and click the "Deactivate" button in the top menu. When a user tries to enter the company's website, a message will be displayed stating that access is impossible. If you change the company rate plan (change the expire date of the rate plan to the future or past), the date of deactivation of the company changes according to the new date of the rate plan.

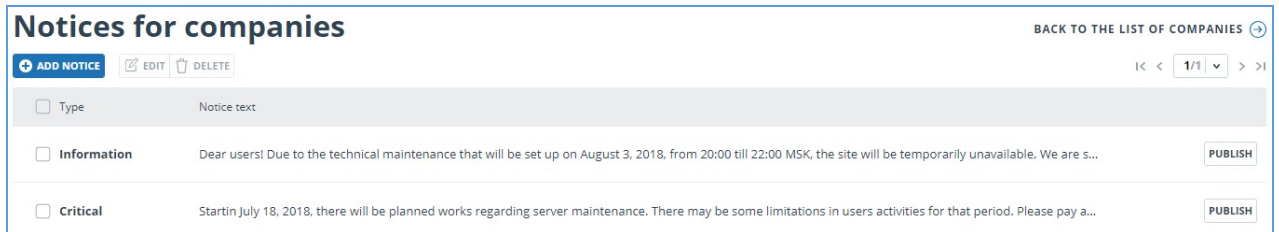


Picture 11. Manual companies deactivation

For automatic deactivation, you need to mark the "Automatic deactivation by date" in the account data. The company will be deactivated automatically upon the specified date. The company won't be available for users.

6.4. Management of notifications for all companies

The moderator can set up notifications for all companies without exception (for example, notifications about planned works or solving issues that require termination of access to the service). To create such a notification on the "Companies" page, click on the «Display notice to all companies» button. This opens a section with notifications for all companies.



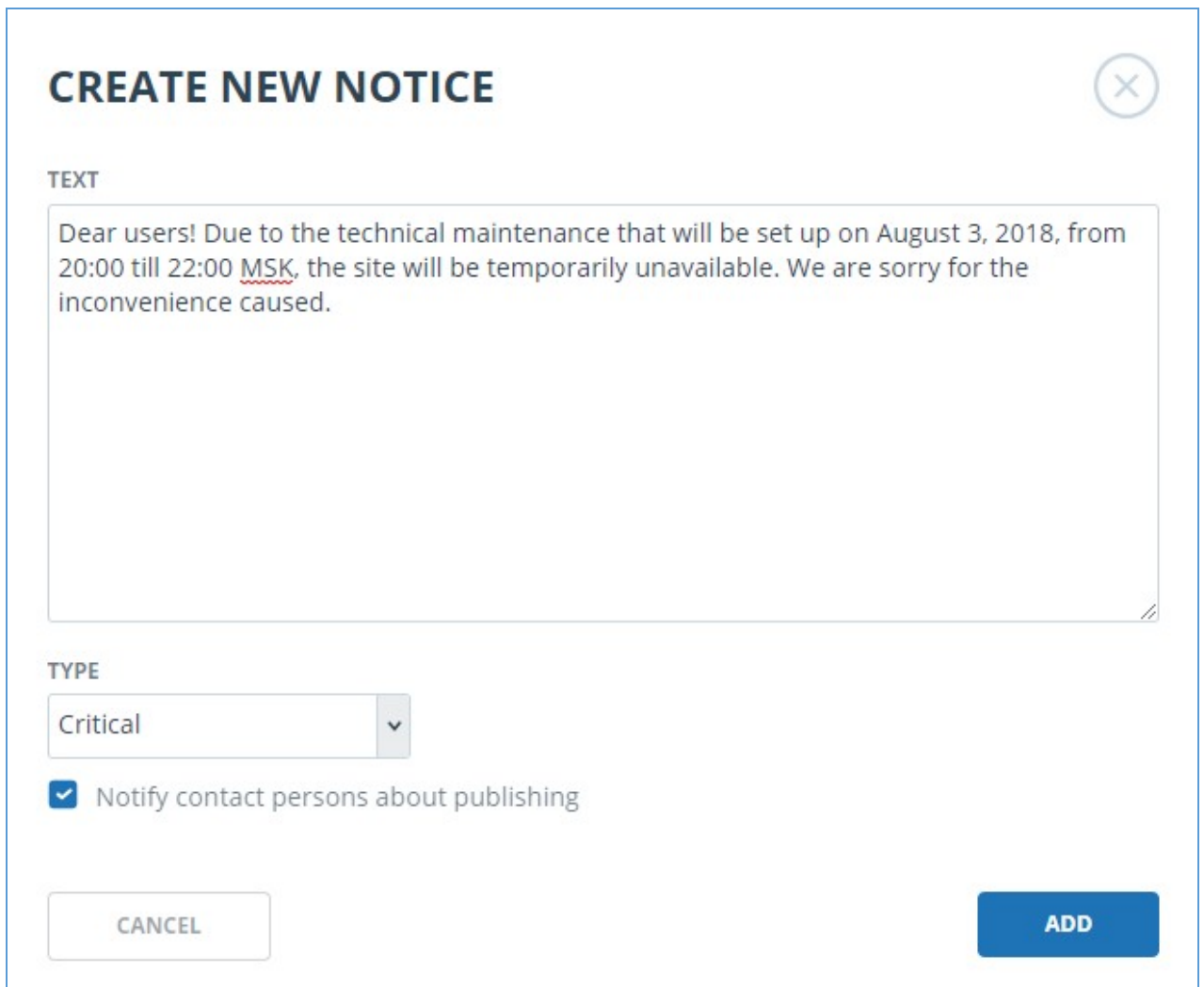
Picture 12. "Notices for companies" page

To create a new notification, click the "Add notice" button in the top menu. In the form that opens, enter the notification text and select the notification type.

There are three types of notifications in the system:

- critical - displayed on the company's website page in orange;
- important - displayed on the company's website page in yellow;
- information - displayed on the company's website page in blue.

To send a notification to the contact persons of companies mark «Notify contact persons about publishing». An information letter will be sent to each contact person of the company whose e-mail specified in the "Contacts" section.



CREATE NEW NOTICE

TEXT

Dear users! Due to the technical maintenance that will be set up on August 3, 2018, from 20:00 till 22:00 MSK, the site will be temporarily unavailable. We are sorry for the inconvenience caused.

TYPE

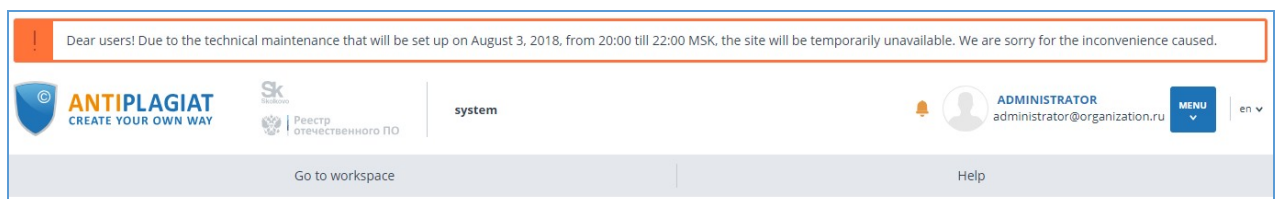
Critical

Notify contact persons about publishing

CANCEL ADD

Picture 13. New notice for all companies

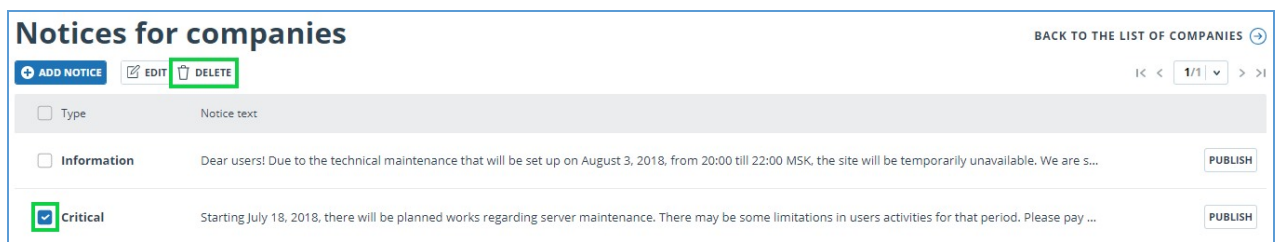
Notifications are created unpublished. To publish them, click the "Publish" button next to the required notification. After publication, the message will be displayed in the top part of the site of all companies.



Picture 14. Published notification for all companies

To remove the notice displayed for all companies, click the "Cancel" button in the "Notices for companies" section opposite the published notice.

To delete the notice mark it in the list and click on the "Delete" button in the top menu.



Picture 15. Deletion of the notice displayed for all companies

Please pay attention that you can only publish one notification at a time. If you want to publish a notice and you already have one published, you need to click "Cancel" next to the published notice, and then click "Publish" next to the notice you want to display.

6.5. Impersonation of moderator into the company

The moderator can impersonate in any active company. To do this, click on the "Log in" button in the line with the selected company. A new window will open the administration page of the company in the mode of the authenticated user. In impersonation mode you have access to all the features of the administrator of the company (document management, company's user management).

Please pay attention that moderator's actions in the company are recorded in the moderator's activity log. Read more about the log in the moderator's log section.

Documents uploaded by the moderator to the company will be displayed only the workspace. They will not be available in the general list of the company. If you perform a check in the company, it will be charged according to the rate plan of the company, the check record will be displayed in the users log.

6.6. Company settings edition

To edit the company settings, find the company whose data you want to edit in the "Companies" section and click the «Edit» button. A form opens for company settings edition.

Edit company

university

BACK TO THE LIST OF COMPANIES ↻

ACCOUNT DATA SETTINGS NOTIFICATION SETTINGS CONTACTS BILLING LOGO

COMPANY INFORMATION

FULL NAME

SHORT NAME

DEACTIVATION DATE
 Automatic deactivation by date

STORAGE
 The company's own check collection

EMAIL

URL

PASSWORD

Send now

LAST NAME **NAME** **MIDDLE NAME**

Picture 16. Company profile

The form for company settings edition contains several tabs.

The Account data tab displays general information about the company. To edit the company information, make changes to the respective fields and click on the «Save» button.

In the "Settings" tab you can edit the following sections:

- Company interface language. Please select the language of the company interface in the drop-down list.
- Multilingual check support. You can choose the languages which your company's users can use for documents upload and checks. By default, the check function is disabled and the check is performed only in Russian. To enable text check in different languages, mark the box "Enable multilingual check", select the languages and click on the "Save" button.
- Inclusion of company collections in the aggregated collections. In this section there is information on inclusion of the company's own collection in one or more aggregated collections. By default, the company's own collection is not included in any of the aggregated collections. To add your own company collection to the aggregated collection, mark the «Include the company's own collection in the aggregated collection», select the collections and click the "Save" button.
- Text recognition using OCR. The system has the ability to check the document using OCR, without it, or a mixed version. Mark one of the options and select the recognition languages.
- Mail module. To allow users to send their papers for check via e-mail, mark «Enable email check» in this section.
- Consider source dates during the search. If you need to take into account the dates of sources when checking documents, mark «Consider source dates during the search» in this section. After that, when checking the document, the user will be prompted to select the

interval of the date of publication of sources.

- Report format for export. Here you can choose the format in which to download reports. You can select multiple formats.
- Integrating the Digital Library. The system has the ability to transfer the uploaded papers with check reports to external repositories. There are two options: transfer to the SFTP server or to the organization's Digital Library system.

In the «Notification settings» tab the information about sent notifications and the text of home page messages is displayed. The tab consists of two sections: notification of deactivation and the home page message.


ACCOUNT DATA	SETTINGS	NOTIFICATION SETTINGS	CONTACTS	BILLING	LOGO
---------------------	-----------------	------------------------------	-----------------	----------------	-------------

NOTIFICATION OF DEACTIVATION

SEND NOTIFICATIONS

before 30 days
 before 14 days
 before 7 days
 before 2 days

ADDITIONAL NOTIFICATION DATE

 hh mm

MAILING LIST ADDRESSES

SAVE

HOME PAGE MESSAGE

Display deactivation message

Display deactivation warning

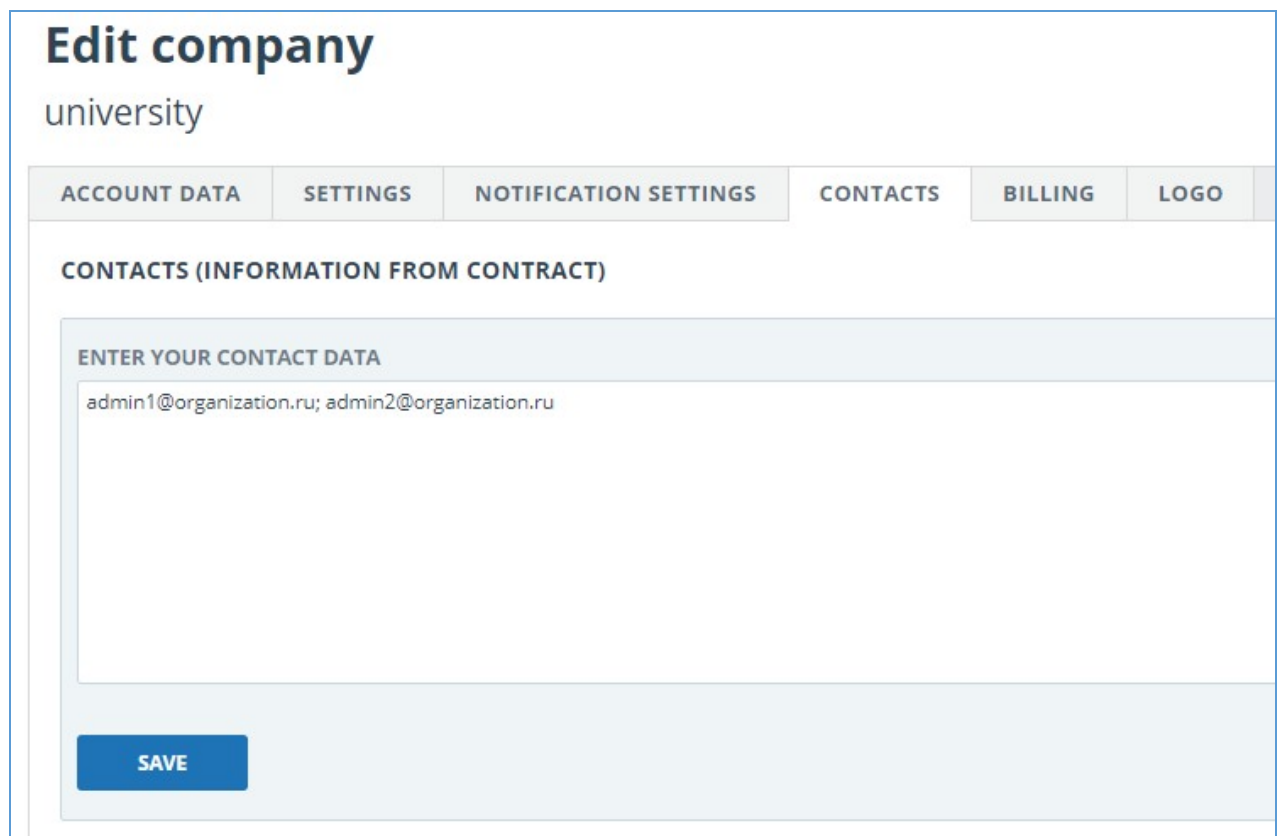
SAVE

Picture 17. "Notification settings" tab

In the «Notification of deactivation» section you can specify when notification will be sent (30, 14, 7, 2 days before), and enter an additional date for sending notifications. Sending notifications at the "moment of deactivation" is mandatory, set automatically and can not be edited. By default the e-mail of the root administrator is specified, if necessary this e-mail can be changed. You can enter multiple e-mails, separating them with ";", and notifications will be sent to all specified users.

In the «Home page message» section you can make changes to the messages displayed on the home page. You can mark what kind of messages will be displayed on the main page of the company, as well as enter the text of the message. The message text will be displayed in the top of the company's website. Click "Save" to confirm your changes.

In the "Contacts" tab, you must specify the contacts of the company administrator. If there are no administrator contacts, the contacts of the person responsible for purchasing the system in the company should be indicated. Contacts added in this section will be displayed on the page with company contacts.



Edit company

university

ACCOUNT DATA SETTINGS NOTIFICATION SETTINGS **CONTACTS** BILLING LOGO

CONTACTS (INFORMATION FROM CONTRACT)

ENTER YOUR CONTACT DATA

admin1@organization.ru; admin2@organization.ru

SAVE

Picture 18. Contact person responsible

7. Activity log view

You have access to the activity log of the company's moderators. To go to the log, select the "Activity log" section in the «Menu». On the opened page you will see a log with a list of all activities of all moderators of the company.

Activity log contains the following records:

- activity date and time;
- e-mail of the company administrator;
- action type;
- e-mail and id of the user, at whom the activity has been performed;
- activity description. For example, e-mail has been changed from [that] *** to *** [this].

Activity log

EXPORT TO .CSV FILE 1/2

Date	Super administrator ▼	Action	Administrator	Administrator ID	Company	Description
17 Apr 2019 12:21	name1@organization.ru	Выход из режима имперсонирования в кабинет администратора	fdbck@antiplagiat.ru	1	university	
17 Apr 2019 12:21	name2@organization.ru	Вход в режим имперсонирования в кабинет администратора	fdbck@antiplagiat.ru	1	university	
17 Apr 2019 12:20	name2@organization.ru	Выход из режима имперсонирования в кабинет администратора	fdbck@antiplagiat.ru	1	users	
17 Apr 2019 12:20	name3@organization.ru	Вход в режим имперсонирования в кабинет администратора	fdbck@antiplagiat.ru	1	university	
17 Apr 2019 12:19	name1@organization.ru	Enter			system	
15 Apr 2019 16:20	name2@organization.ru	Вход модератора			system	

Picture 19. Moderators' activity log

For the convenience of the activity log usage there is a filter for a specific moderator of the company. To use the filter, click on the icon near the "Super administrator" column, select the moderator whose activities you want to view, and click on the "Apply" button.

Activity log

EXPORT TO .CSV FILE 1/4

Date	Super administrator ▼	Action	Administrator	Administrator ID	Company	Description
04 Sep 2018 12:53	name@pochta.ru		fdbck@pochta.ru	1	university	
03 Sep 2018 19:36	name@pochta.ru		fdbck@pochta.ru	1	NameUniversity1	
03 Sep 2018 19:36	name2@pochta.ru		fdbck@pochta.ru	1	university	
03 Sep 2018 17:08	name1@pochta.ru		fdbck@pochta.ru	1	NameUniversity1	
03 Sep 2018 16:59	name2@pochta.ru	администратора Вход в режим имперсонирования в кабинет администратора	fdbck@pochta.ru	1	university	

Picture 20. Filter by specific moderator

After the filtering, you will be able to download the moderator's activity log. To do this, click on the "Export to .csv file" and save the file to your computer.

8. Usage statistics review

To view system statistics usage please go to the page "Statistics" by clicking on the respective section of "Menu". This page displays the date of the most recent update of statistics and a statistical report by companies, aimed to assess the extent of system utilization and monitor the number of checks within one company.

DETAILED SYSTEM USAGE

Statistics show key quantitative measures for companies. Allows you to assess the extent of system usage and monitor the number of checks for a company. Statistics include the total number of system users, as well as active users who have uploaded or checked at least one document during the selected period. In order to determine whether or not a user is active, the number of documents uploaded to their workspace as well those uploaded to the Storage are taken into account. The average number of checks is calculated by dividing the number of documents checked by the number of active users.

For the period
 from 01.11.2018 to 30.11.2018
 Company: All
 Do not include deleted users
 Do not include deleted documents

GENERATE
DOWNLOAD A REPORT
 from 15.04.2019 16:21:49

Company	Users at the end of the period	Active users	Documents in Storage	Documents in Index	Generated reports	Average number of checks
system	12	0	0	0	0	0
university	13	2	0	0	7	4
users	6	0	0	0	0	0

Picture 21. Detailed system use

To generate the statistical report, select the time period for which you want to build a report, and click on the "Generate" button.

To view the actual data without taking into account deleted users and/or documents, mark the box next to "Do not include deleted users" and/or "Do not include deleted documents".

The following metrics are displayed in the generated statistical report:

- Users at the end of the period. The number of users created in the company from the very beginning till the end date of the selected interval.
- Active users. The number of users who have uploaded or checked at least one document during the selected period.
- Documents in Storage. Number of documents uploaded to the Storage during the selected period.
- Documents in Index. Number of documents added to the Index during the selected period.

Please note: Documents which are in the process of indexing are not included in the statistics.

- Generated reports. Number of text reuse reports generated during the selected period.
- Average number of checks. Number of checked documents divided by the number of active users.

In addition to viewing the statistical report on the website, there is the ability to download a report in csv format. To do this, click on the "Download a report" button.

9. Contact information