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: • 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)	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: Once you have access to several search collections, you can build both individual reports and a single report for all search collections. 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.
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.

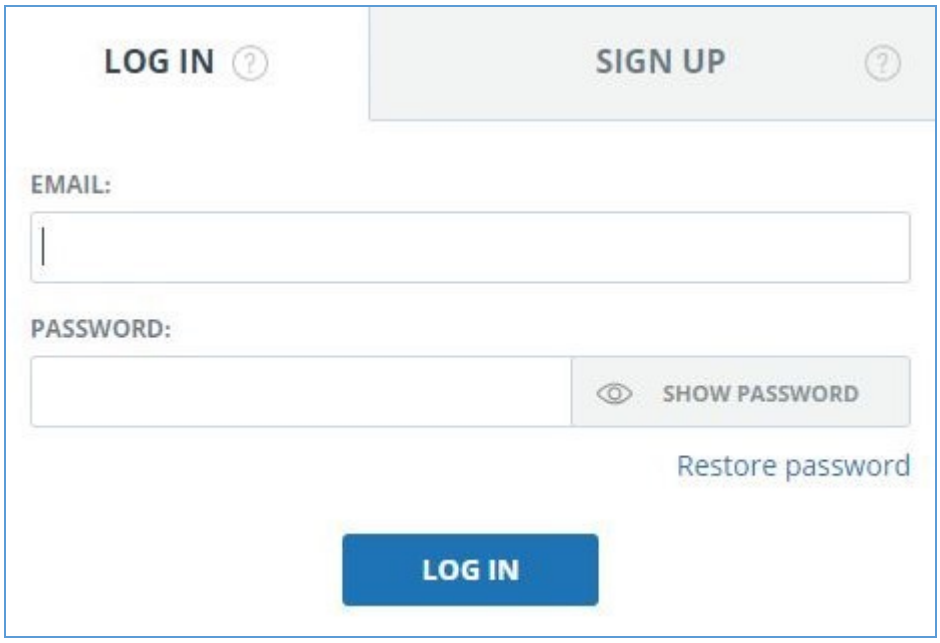
2.2. Log in and log out from the system

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.

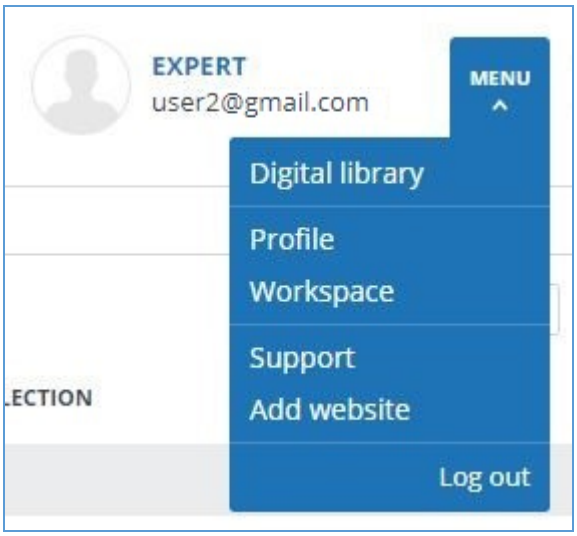
Picture 1. Log in to the workspace in the system.

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.

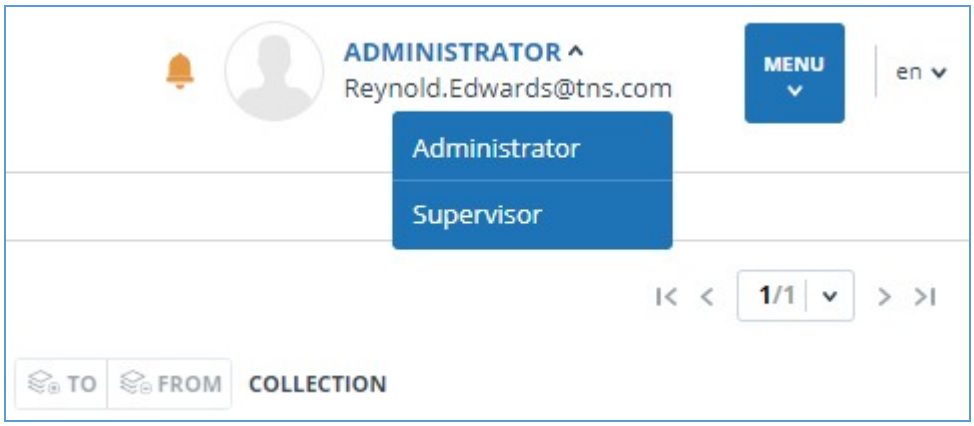


Picture 3. Dropdown menu

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.



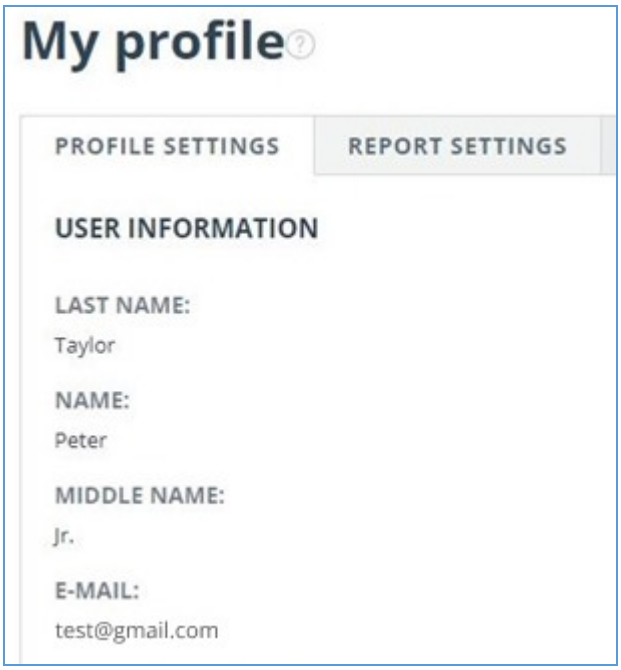
Picture 4. List of user's roles

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.



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.

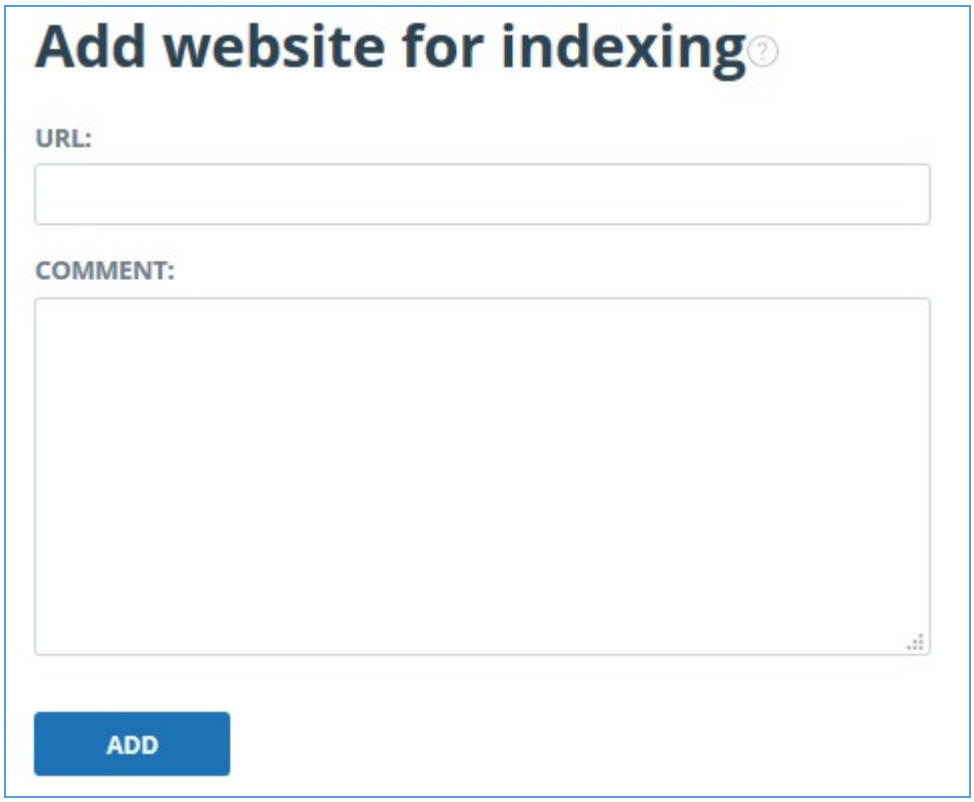
Picture 6. Feedback form

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.



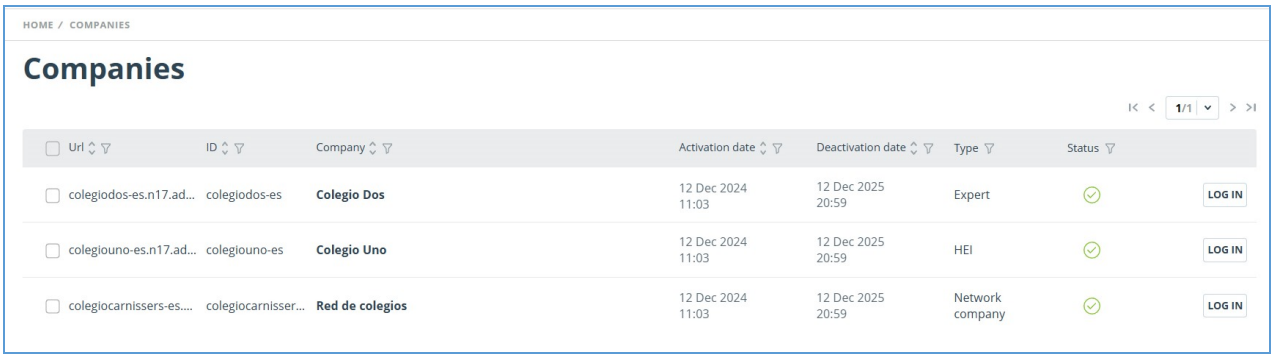
Picture 7. Website indexing form

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 will open.



Picture 8. Section "Companies"

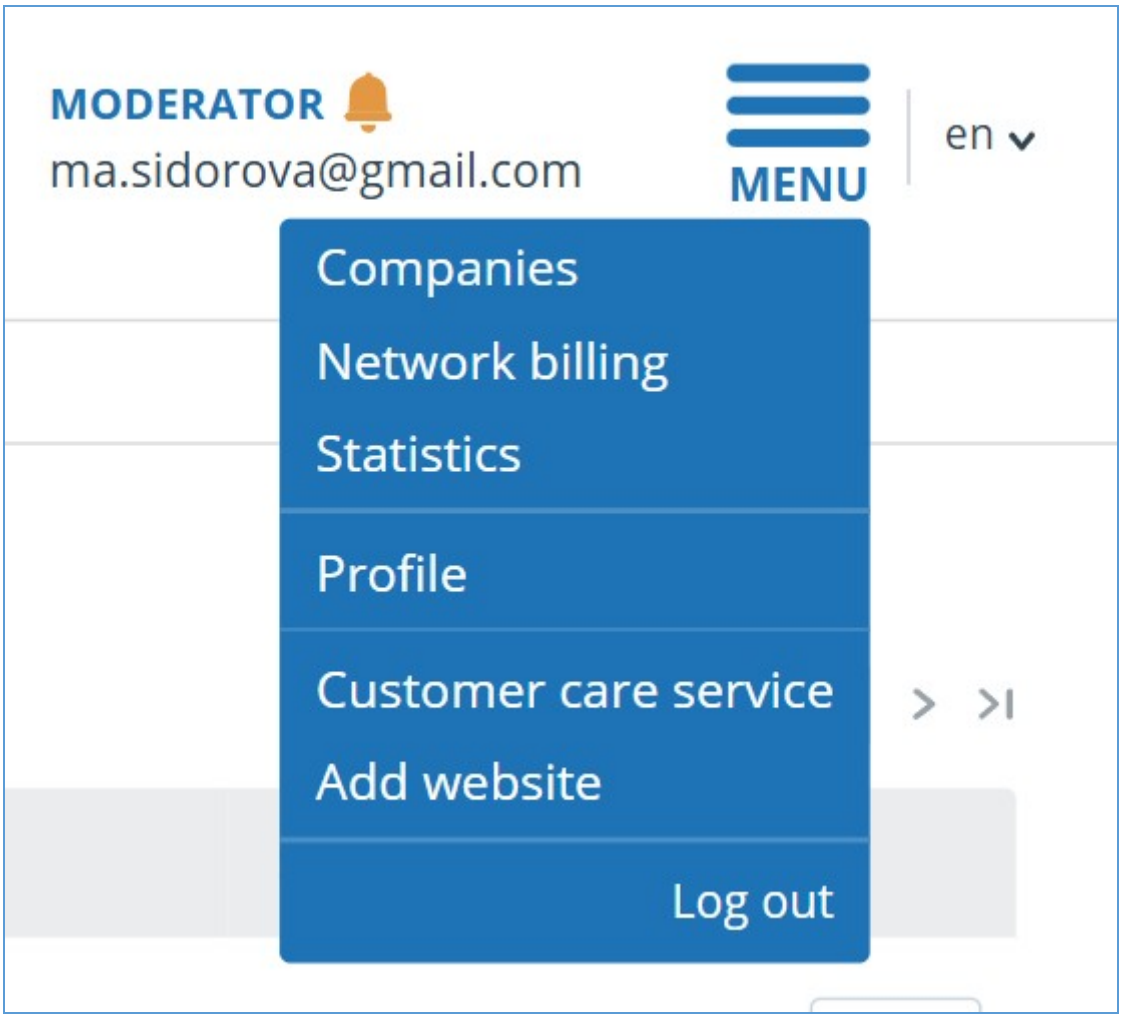
6.1. Impersonating a Moderator in a Company

A moderator can impersonate any active company. Select the company and click the "Log in" button next to its name. The company's administration page will open in a new tab. Within impersonation mode, you will have access to all company administrator features (managing documents, managing company users).

If you perform a check within the company, it will be billed according to the company's rate plan, and a record of the check will appear in the Activity Log.

7. Network billing

The moderator can manage the distribution of checks within the network's companies using the "Network Billing" page. To access the page, click on "Menu" and select the "Network Billing" section.

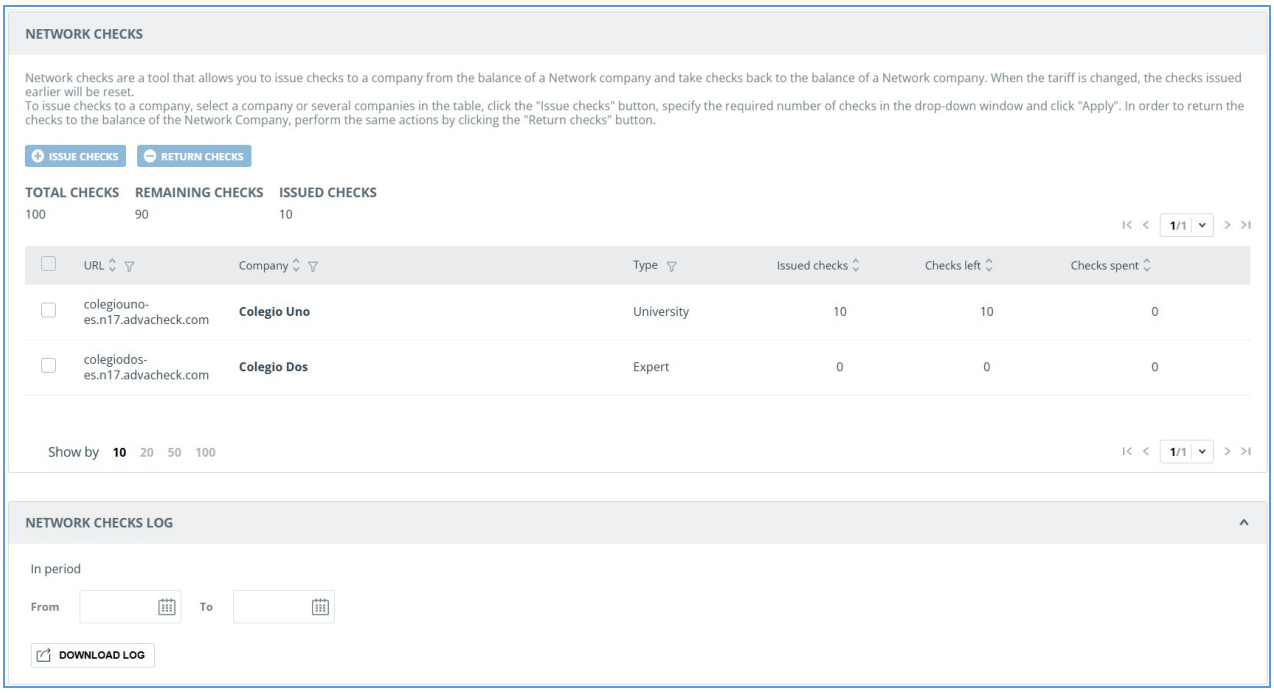


Picture 9. "Network billing" button

On the "Network Billing" page, you can:

- Allocate checks from the balance of the network company to the balances of the companies in your network;
- Return checks from the balances of the companies in your network back to the balance of the network company;
- View the list of companies in your network and information about their balances (allocated, used, and remaining checks);
- Export the check distribution log (Network Checks Log);

If a company in your network has its own rate plan, it will not appear in the list of companies on the "Network Billing" page.



Picture 10. "Network billing" page

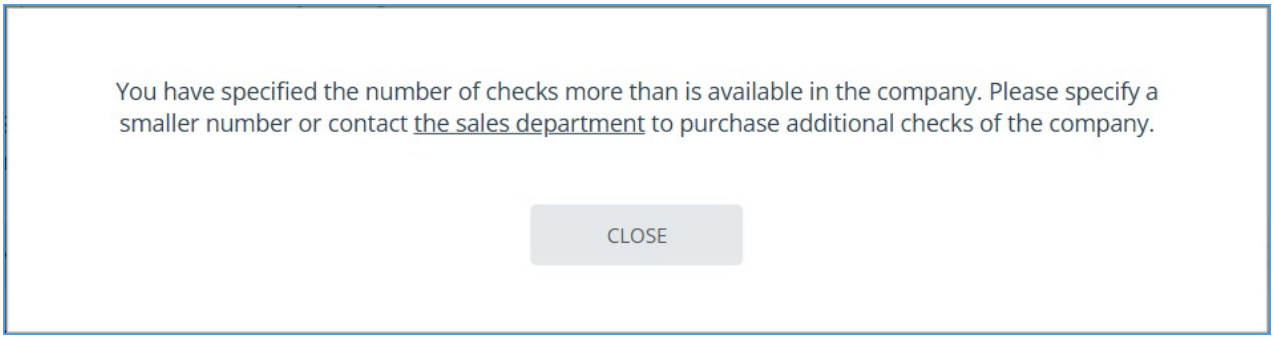
To allocate checks to a company from the network company's balance, follow these steps:

1. Select one or more companies for check dstribution marking them with checkboxes;
2. Click the "Issue Checks" button;
3. In the dropdown window specify the required number of checks and click "Apply".

The allocated checks will appear on the company's balance. In the table listing the companies, the value in the "Issued Checks" column will increase by the specified number.

If the number of checks you specify exceeds the available balance of the network company, the checks will not be allocated, and an error message will appear.

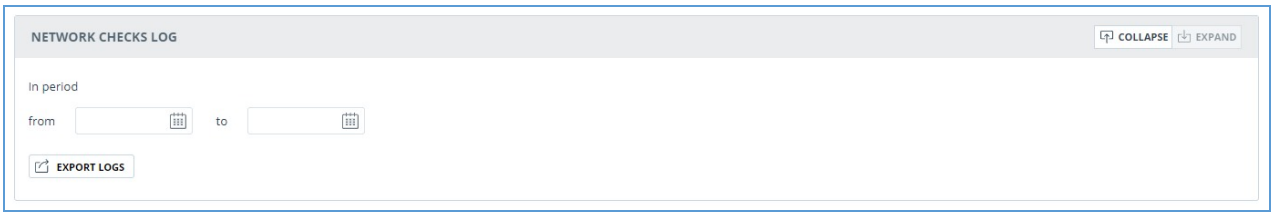
Picture 11. More checks are specified than are available on the balance of the network company.



To return checks to the network company's balance, follow the same steps but click the "Return Checks" button instead.

If the number of checks you specify for return exceeds the available balance of the company, all available checks will be returned.

The "Network Checks Log" section contains information about the checks allocated between the companies.



Picture 12. Check distribution log

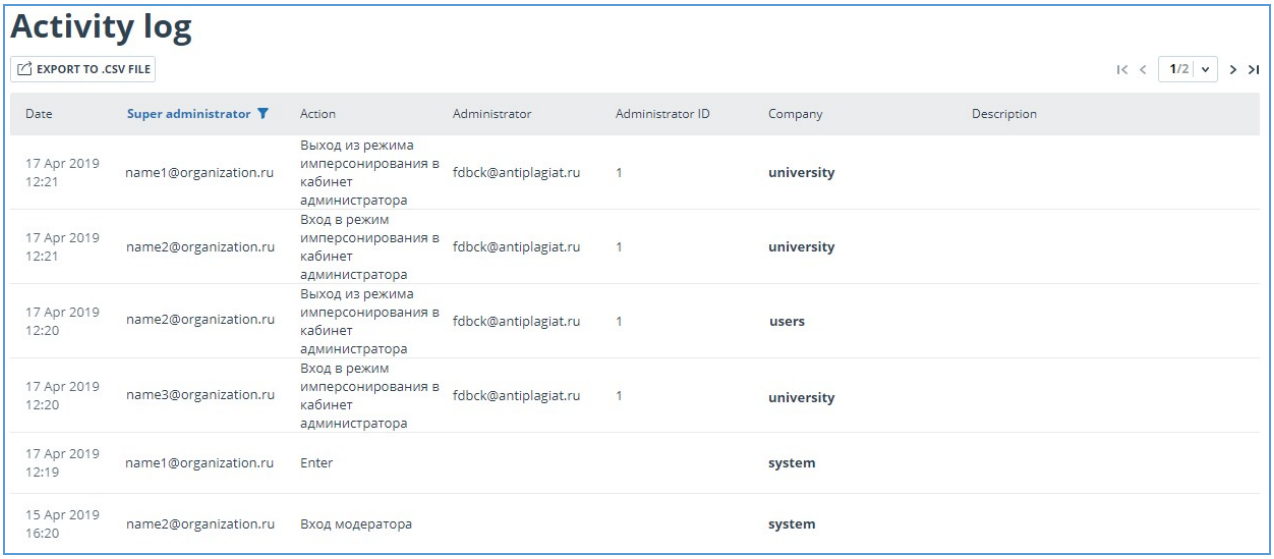
The log is only available for export. To download it, select the time period for which you need user information, then click the "Download Log" button. The download will start automatically or a dialog window for downloading and saving the file will appear, depending on your browser settings.

8. 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:

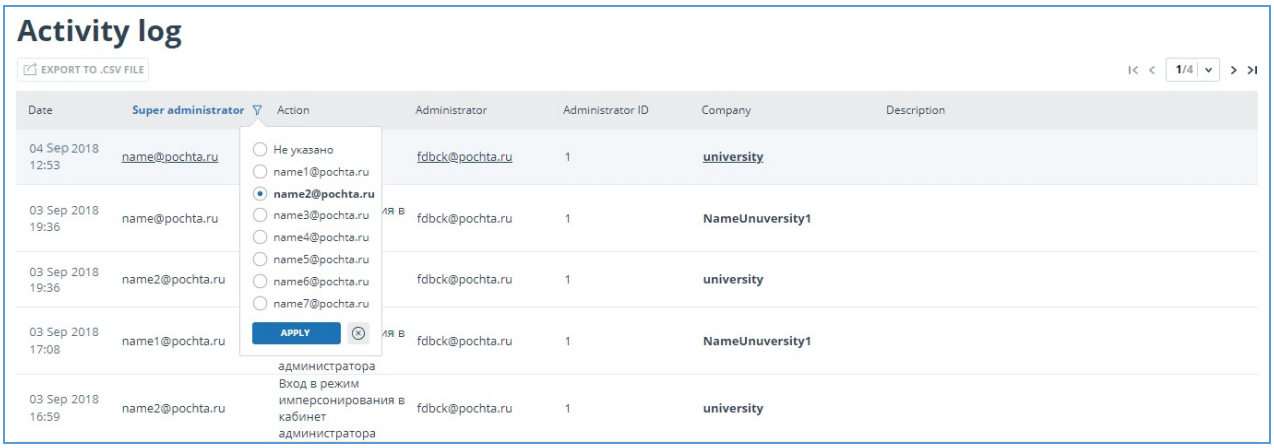
- activity date and time;
- e-mail of the company administrator;
- action type;
- e-mail and id of the user, at whom the activity has been performed;
- activity description. For example, e-mail has been changed from [that] *** to *** [this].



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 13. 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.

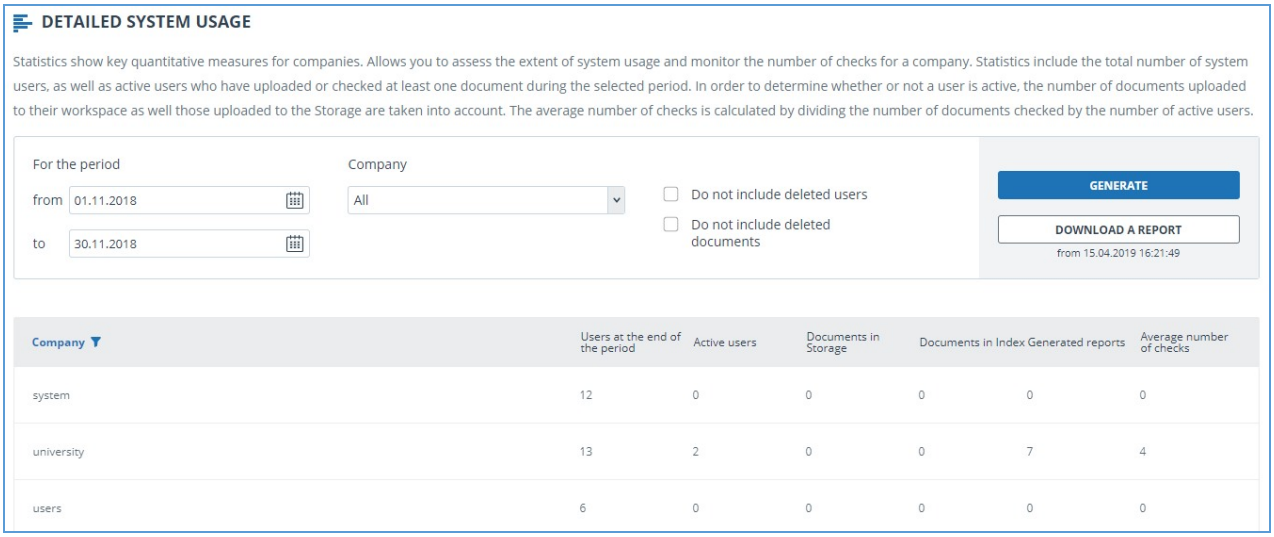


Picture 14. Filter by specific moderator

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.

9. 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.



Picture 15. 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.

10. Contact information