

URKUND



Shodh शुद्धि
Enhancing Research Quality

URKUND



URKUND is Easy to Use

SUBMITTER



Submit Document

Submits Document



Get
confirmation



URKUND



Analyze the document

Sends report
to Receiver
with
similarity



RECEIVER



Analysis Report

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

RECEIVER can view report and submit document

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

Creation of Account

- Account can be created by University Coordinator
- eGalactic support team can help in creation of account. Request with following details should be sent by University Coordinator to support@egalactic.in. Details needed
 - Faculty Salutation
 - Faculty Name
 - Faculty Email Id
 - Department

Quick Guide For Admin

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

1.0 Setting up Password for Admin Account

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

1.1 Login to URSA Admin: Step 1

URKUND

Urkund for...

Product

Resources

Support

Request a demo

English



Login

Click here on www.orkund.com

Plagiarism prevention that simply works

We foster original thinking by preventing plagiarism.

Book a demo

About plagiarism



1.2 Log in to URSA: Step 2

URKUND

Urkund for...

Product

Resources

Support

Request a demo

English ▼

Login

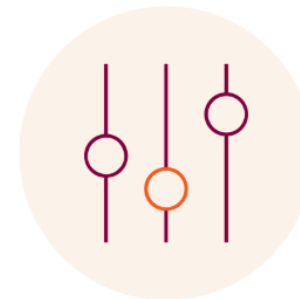
Log in to Urkund

Select interface based in what you need to do.



Web app

Log in here as to upload documents or to access your analysis reports.



Admin

Log in here to administer your account or to access usage statistics. (URSA).

Click here for admin login

1.3 Enter Account Details: Step 3

🔒 <https://secure.urkund.com/sysmon/Login/Login?ReturnUrl=%2fsysmon>

The screenshot shows the URKUND login interface. At the top left is the URKUND logo. Below it are two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a callout box with the text: 'Enter Username (U1234_something) as provided in the mail from contact@egalactic.in'. Below the 'Password' field is another callout box with the text: 'Enter Password as setup'. At the bottom of the form are two buttons: 'Login' and 'Reset Password'. A callout box points to the 'Login' button with the text: 'Click Login you would be taken to next page'.

URKUND

Username

Password

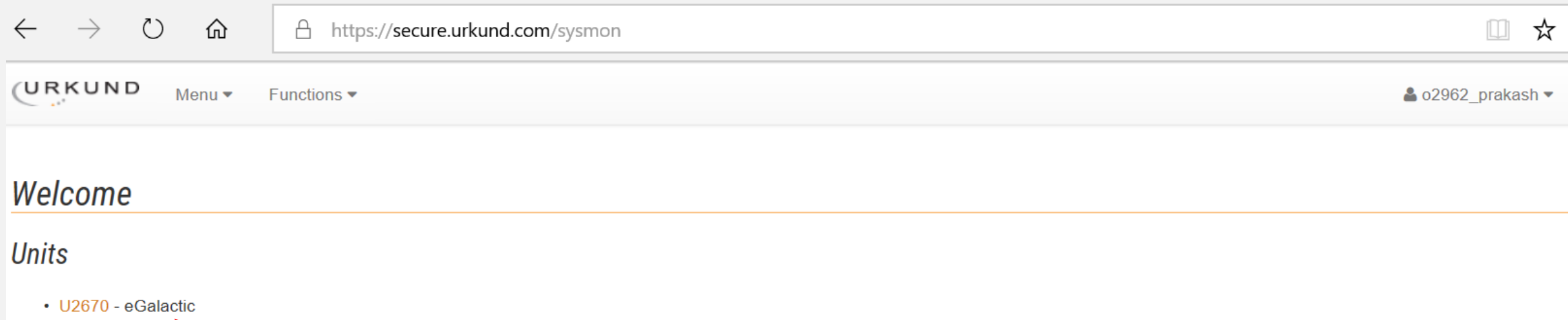
Login Reset Password

Enter Username (U1234_something) as provided in the mail from contact@egalactic.in

Enter Password as setup

Click Login you would be taken to next page

1.4 Click on Unit Number: Step 4



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

2 :URSA Admin Dashboard

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

Navigation bar with URKUND logo, Menu, Functions, and user profile (o2962_prakash).

Creates Organization levels

Creates Submitter Account

Creates Receiver Account

Unit U2670 - eGalactic

Action bar with buttons: Change, Organization Levels, Invite to create User Accounts, Create analysis addresses and send invite to Web inbox, Statistics.

Displays Statistics

Property	Value	Property	Value
Id	U2670	Contact person	eGalactic Support
Name	eGalactic	Email	egalactic@gmail.com
Emailsuffix	egalactic@analysis.orkund.com	Phonenumber	0
Organization	eGalactic	Language	English

Change Profile Details – name, email id, contact no

Receivers

Show 100 entries

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

Registered user details



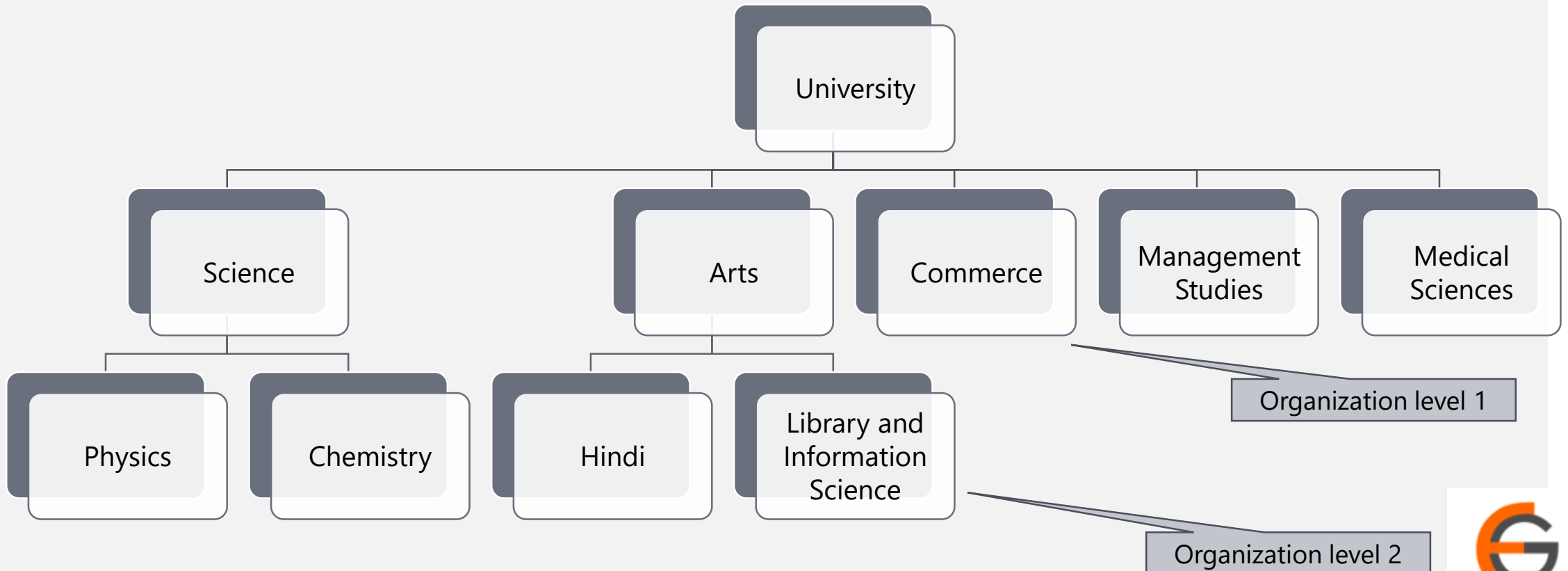
3: Change Button

The screenshot shows the 'Edit - U2670' form in the URKUND system. The form includes the following fields and callouts:

- Email:** - Callout: Edit registered mail ID
- Contact person:** - Callout: Edit Contact person name
- Phonenumber:** - Callout: Edit Phone Number
- Language:** - Callout: Select the language
- Buttons:** and - Callout: Click Save

Admin can edit the his/ her registered e-mail ID, Contact Person name, Phone number and language.

Monitoring with URKUND is Easy



4.1: Create Organization Level 1

URKUND Menu

Edit Organization Levels

Organization level 1

— New
Dept of Psychology
Human Resource
Management

To add new
level, click new

Add:

SCIENCE

Ok

Delete

Back

Write name

Click OK

Organization level 2

Add:

Ok

Delete

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

4.2 Create Organization Level 2

Edit OrganizationLevels

Organization level 1

Human Resource
Management
Management
Science

Select 1st level

Edit: Science Ok Delete

Back

Organization level 2

-- New
Finance
Human Resource
Marketing

Click new to Add 2nd new level

Add: Write name Click Ok

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

5.1: Brief on Receiver Account

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

5.2: Create Receiver Account & Send Invite

← → ↻ 🏠 📖 ☆ ⋮ ✍️ ↶

URKUND Menu ▾ Functions ▾ o2962_prakash ▾ 🔍

🏠 Unit U2670 - eGalactic

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

— Properties —

Id	U2670	Contact person	eGalactic Support
Name	eGalactic	Email	egalactic@gmail.com
Emailsuffix	.egalactic@analysis.orkund.com	Phonenumber	0
Organization	O1435 - eGalactic	Language	English

Receivers

Show entries Search:

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

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



5.2: Create Receiver Account & Send Invite

URKUND Menu Functions

— Create analysis addresses and send invite to Web inbox —

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

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

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

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

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

Akash.Gupta@gmail.com Akash Gupta

Next Click Next

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

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

Press enter to add more accounts.
Click Next

5.2: Create Receiver Account & Send Invite

URKUND Menu Functions

Settings

Organization level --

Organization level --

Send analysis address

Allow creation of duplicates

▼ × 📧 - akash.gupta.egalactic@analysis.urkund.com

Personal Email: Akash.gupta@gmail.com

Name: Akash Gupta

Email Prefix: akash.gupta

Emailsuffix: .egalactic@analysis.urku

Previous Next

Select Organization Level 1

Select Organization Level 2

Click Next

5.3: Create Receiver Account & Send Invite

Units

— Create analysis addresses and send invite to Web inbox

The following accounts have been created

Show entries

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

Showing 1 to 1 of 1 entries

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

5.4: Sending Fresh Invite If Link Expired

Unit U2670 - eGalactic

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

Properties

Id	U2670	Contact person	eGalactic Support
Name	eGalactic	Email	egalactic@gmail.com
Emailsuffix	.egalactic@analysis.orkund.com	Phonenumber	0
Organization	O1435 - eGalactic	Language	English

Receivers

Show 100 entries

Search:

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

Find receiver and click on receiver id

5.4: Sending Fresh Invite If Link Expired

URKUND Menu Functions o2962_prakash

Receiver R439832 - 27.egalactic.egalactic@analysis.urkund.com

Change Change SourceFilters **+Send user account invitation**

Properties

Id	R439832	Name	Egalactic
Unit	U2670 - eGalactic	Account Email	27.egala
Organization level A		Personal Email	egalactic
Organization level B		Language	English

Settings

Newsletter	<input checked="" type="checkbox"/>	Search in archive	<input checked="" type="checkbox"/>
Attach Document to r...	<input type="checkbox"/>	Search in own archive	<input checked="" type="checkbox"/>
Report by email	<input checked="" type="checkbox"/>		
Do NOT send confirm...	<input type="checkbox"/>		

SourceFilters

Show 10 entries Search:

Id	Date	Date Deleted	Url
No data available in table			

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

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

5.4: Sending Fresh Invite If Link Expired

URKUND Menu Functions o2962_prakash

Receiver R439832 - 27.egalactic.egalactic@analysis.arkund.com

Change Change SourceFilters +Send user account invitation

User account invitation sent to: egalactic.27@gmail.com

Id	R439832	Name	Egalactic	Date Created	8/8/2019 9:17:00 AM
Unit	U2670 - eGalactic	Account Email	27.egalactic.egalactic@analysis.arkund.com	Deleted	<input type="checkbox"/>
Organization level A		Personal Email	egalactic.27@gmail.com	Date Deleted	
Organization level B		Language	English		

Settings

Newsletter	<input checked="" type="checkbox"/>	Search in archive	<input checked="" type="checkbox"/>
Attach Document to r...	<input type="checkbox"/>	Search in own archive	<input checked="" type="checkbox"/>
Report by email	<input checked="" type="checkbox"/>		
Do NOT send confirm...	<input type="checkbox"/>		

SourceFilters

Show 10 entries Search:

Id	Date	Date Deleted	Url
No data available in table			

Showing 0 to 0 of 0 entries

First Previous Next Last

Message Received once invitation is sent successfully

6.1: Brief About Submitter / Scholar Account

- Next Mandatory step is to create Submitter Account.
- Submitter is a person who can submit a document for plagiarism check
- Once the submitter account invitation is sent, user will receive mail from noreply@urkund.se with subject line "Account creation invitation".
- User will need to activate the link in mail within 96 hours to activate his submitter account.
- Steps to create Submitter account for faculty / research scholar is in next page

6.2: Sending Invite for Submitter / Scholar Account

← → ↻ 🏠 <https://secure.orkund.com/sysmon/Unit/2670> 📖 ☆ ⋮ ✍️ 📄

URKUND Menu ▾ Functions ▾ o2962_prakash ▾

Unit U2670 - eGalactic

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

Properties

Id	U2670	Contact person	eGalactic Support
Name	eGalactic	Email	egalactic@gmail.com
Emailsuffix	.egalactic@analysis.orkund.com	Phonenumber	0
Organization	O1435 - eGalactic	Language	English

Receivers

Show entries Search:

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

Click here to "Creates Submitter Account", you will be taken to a new page



6.2: Sending Invite for Submitter Accounts

URKUND Menu

Invite to create User Accounts

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

egalactic.27@gmail.com

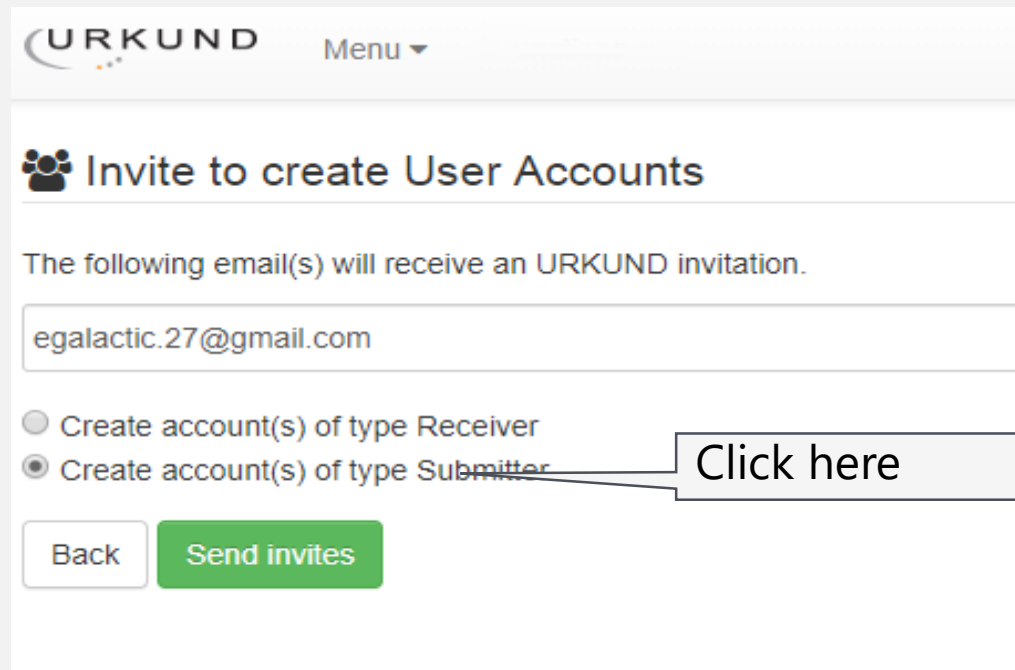
You can manually add mail id or copy-paste from your excel sheet here for creation of submitter account. If there are multiple account to be created add each email id in a separate line. Press enter to add multiple id

Next

Click Next

**To Add faculty account as submitter, Enter faculty mail id in the box
Press enter to add more email ids.
Click Next**

6.3: Invite to create User Accounts



URKUND Menu ▾

Invite to create User Accounts

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

egalactic.27@gmail.com

Create account(s) of type Receiver

Create account(s) of type Submitter

Click here

Back Send invites

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

Click on Send invites.

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

6.3: Sending Repeat Invite for Submitter Account

← → ↻ 🏠 <https://secure.orkund.com/sysmon/Unit/2670> 📖 ☆ ⌵ ✍️ 📄

URKUND Menu ▾ Functions ▾

o2962_prakash ▾ 🔍

Unit U2670 - eGalactic

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

— Properties —

Id	U2670	Contact person	eGalactic Support
Name	eGalactic	Email	egalactic@gmail.com
Emailsuffix	.egalactic@analysis.orkund.com	Phonenumber	0
Organization	O1435 - eGalactic	Language	English

Receivers

Show entries Search:

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

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

7. Statistics:

Statistics have 3 options:

- Statistics for receivers per month
- Receiver statistics by organisation level
- Statistics for each receiver per year

7: Click on Link for Statistics

URKUND Menu o2962_prakash_demo

Unit U2670 - eGalactic

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

Displays Statistics

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

Properties

Id	U2670	Contact person	eGalactic Support
Name	eGalactic	Email	egalactic@gmail.co
Emailsuffix	.egalactic@analysis.arkund.com	Phonenumber	0
Organization	O1435 - eGalactic	Language	English

Receivers

Show 100 entries Search:

Id	Date	Name	Personal Email	Account Email	Org A	Org B	Deleted
R439832	2019-08-08T09:17:00	Egalactic	egalactic.27@gmail.com	27.egalactic.egalactic@analysis.arkund.com			<input type="checkbox"/>
R439515	2019-08-05T14:06:00	eGalactic Trial	egalactic.27@gmail.com	egalactic.27.egalactic@analysis.arkund.com			<input type="checkbox"/>

7.1: Statistics for Receivers per month

Statistics

Number of documents received per month

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

[Export to CSV](#) [Back](#)

Click to download data as Excel sheet

Admin can check the number of documents received per month

7.2 : Receiver statistics by Organization level

Click to download data as Excel Sheet

Number of documents received per month

Click to hide org. levels

Export to CSV

Hide categories

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

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

7.3 : Receiver statistics for each year

Statistics

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

Show 10 entries Search:

^ Id	Name	Account Email	Personal Email	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
189851	eGalactic	egalactic.egalactic@analysis.urk...	egalactic@gmail.com	12	12	19	8	0	0	0	0	0	0	0	0	0	0	0
189862	Support Service*	support.egalactic@analysis.urk...	support@egalactic.in	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
189863	Support1 Service1*	support1.egalactic@analysis.ur...	support1@egalactic.in	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
189864	support2 service2*	support2.egalactic@analysis.ur...	support2@egalactic.in	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Id Name Account Email Personal Email 2019 2018 2017 2016 2015 2014 2013 2012 2011 2010 2009 2008 2007 2006 2005

Showing 1 to 10 of 81 entries First Previous 1 2 3 4 5 ... 9 Next Last

Export to CSV Back

Click to download data as Excel Sheet

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

8: User Settings

URKUND Menu ▾

o2962_prakash_demo ▾

▾ User Settings

▾ Log Out

Username: o2962_prakash_demo

Name: Prakash Sarda

Email:

Language: English ▾

Password:

Password again:

Save

Admin can edit/change password here