# DRILLBIT PRO- ADMIN GUIDE

Setting up your account

If you have received a welcome email from DrillBit, this confirms that your DrillBit account is now ready to use, or you have been added as an admin user by the DrillBit team and you can now access the DrillBit services.

Where is my welcome email?

you have received an email from DrillBit Support, please check your Inbox, spam, or junk folder. Alternatively, contact DrillBit sales representative or DrillBit partners/resellers for any support.

How to login to the DrillBit Account?

1.Go to **https://www.drillbitplagiarism.com**

2.At the top right, click on the "Get started" button
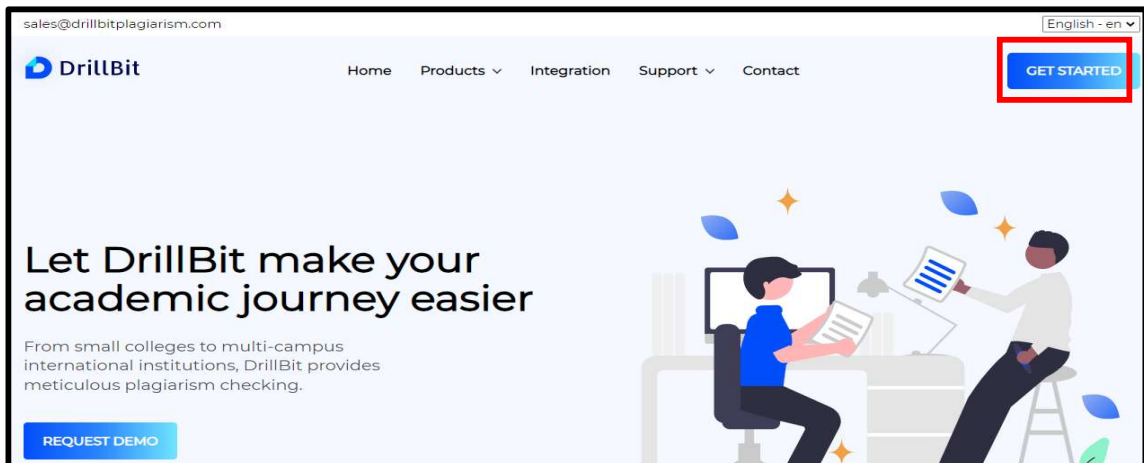
3.Enter the username and password and click on the Sign In button.
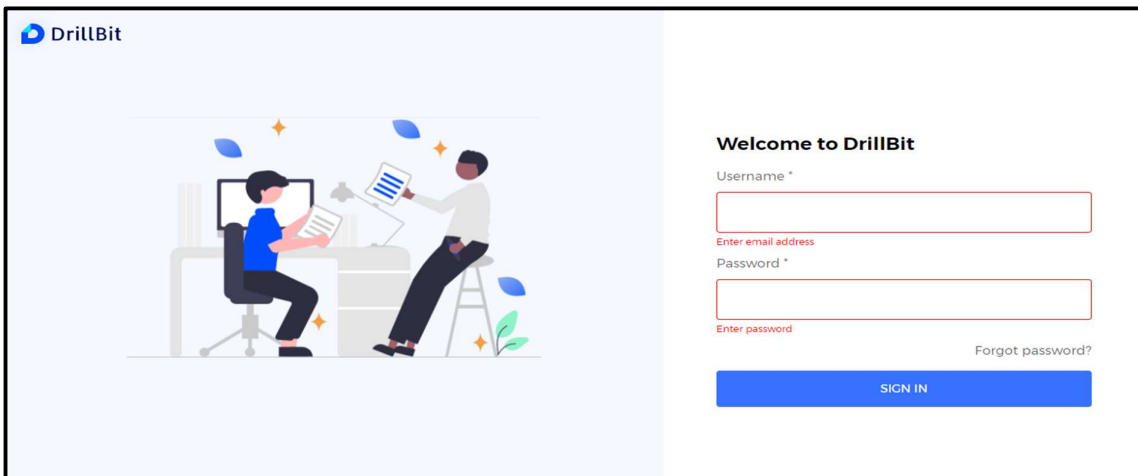
Admin profile

Click on **profile** to view dropdown on the top right corner

1. Switch account – admin can do role, switch over to user role to upload the files for plagiarism check
2. Account info – to view complete details of the license
3. Help – to view user guides and tutorials
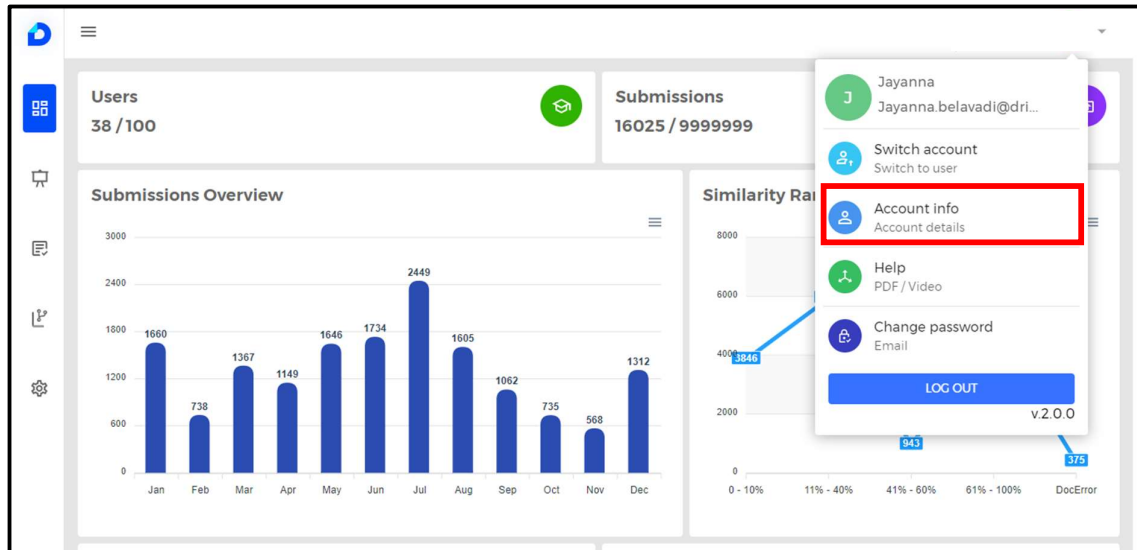4. Change password – admin can change the password frequently.
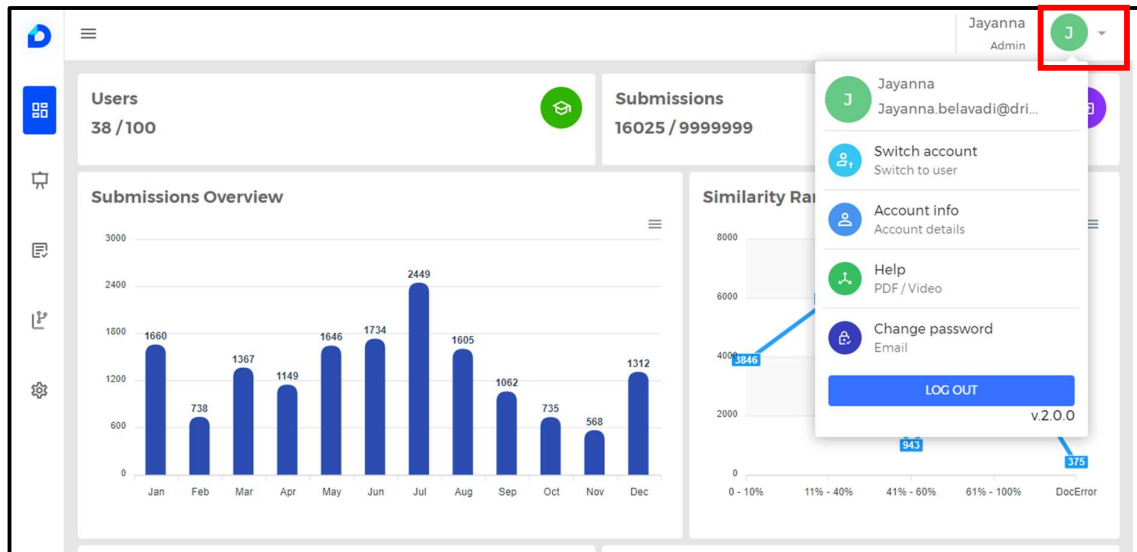
1. Switch account – switch to user role

Admin user can play a dual role as an Admin as well as user to submit the documents from their login.
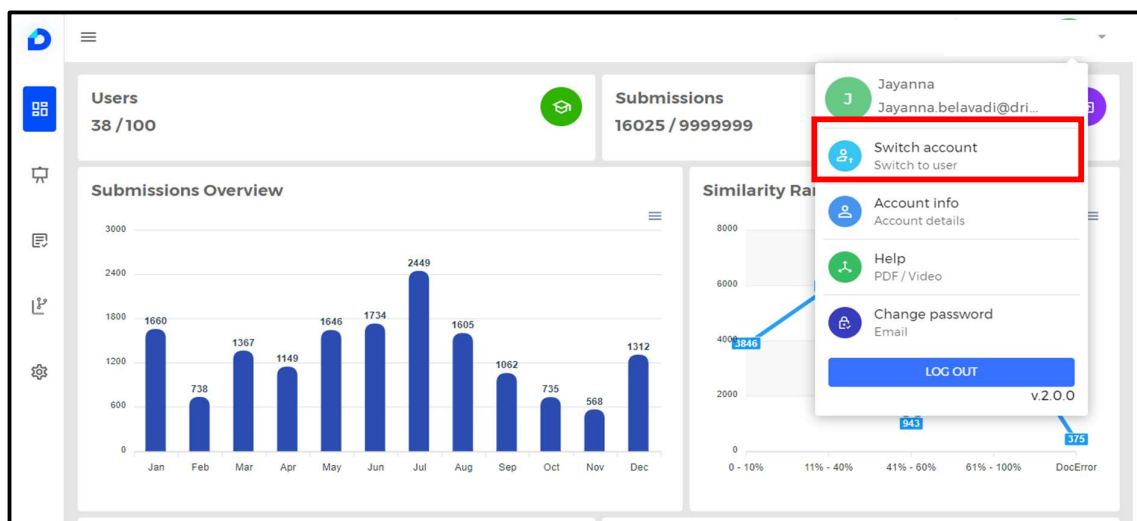
2. How to get my Account/License information?

Admin can choose "Account Info" tab to view the complete information of the account.

Admin account/license information as per the order/subscription

Institution Name	Drillbit Softtech India Pvt. Ltd
Username	Jayanna
User ID	4245
User Email Address	Jayanna.belavadi@drillbitplagiarism.com
Creation Date	2017-09-09 00:00:00
Total Documents Alloted	9999999
Total Documents Submitted	13683
Files Saved to Repository	150
Account Expires on	2024-11-28 00:00:00
Account Type	License
Product Name	Drillbit ref
Admin Account	Jayanna.belavadi@drillbitplagiarism.com
Time Zone	Asia/Kolkata (UTC+05:30)

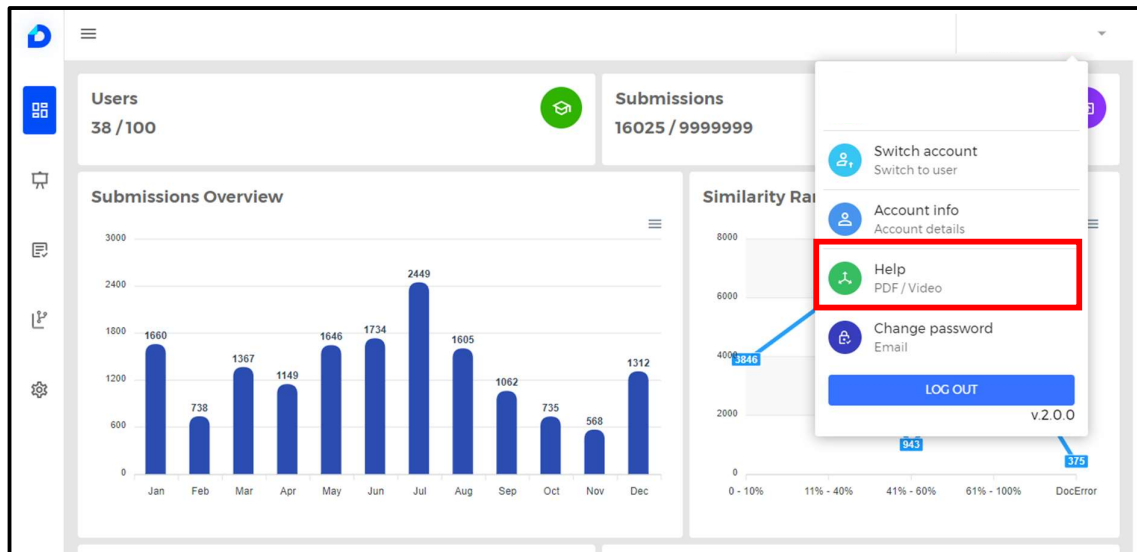## How to upload institution logo?

Click on "account info" on Account Information page – profile.

Click on "upload logo", attach the file and submit.

3. How to get Help or access users guides or video tutorials?

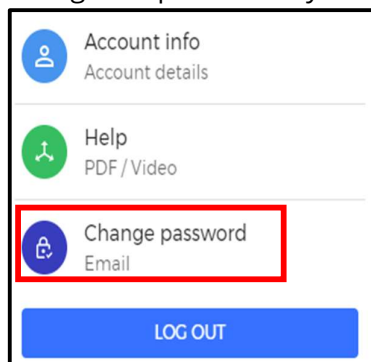Click on help tab to access/download users guides and video tutorials.

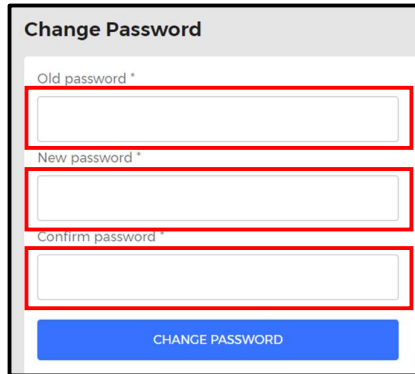Download the PDF file of manual/guide

4. How to change admin password?
change the password by using "change password", option on the profile menu.

Enter the old password, enter the new password, and conform the new password, then click on change password**.**

Change Password

Old password *

New password *

Confirm password *

CHANGE PASSWORD

The new password will be updated successfully.

How to logout from a DrillBit Account?
Click on the profile, left side top corner and **Logout**

Admin Dashboard

Graph1: Submission overview – month-wise submissions report of all users

Graph2: Similarity range – category of submissions based on the similarity ranges

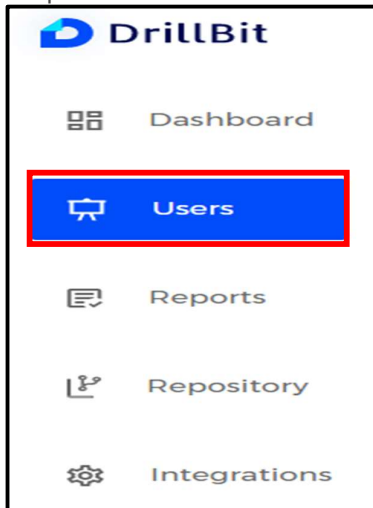Graph3: Account validity – validity of the license in total days and remaining days

Graph4: Trend analysis of the license - average similar work and own work based on the total submissions.

| Dashboard | Users 38 / 100 | Submissions 16025 / 9999999 |

Submissions Overview

Similarity Ranges
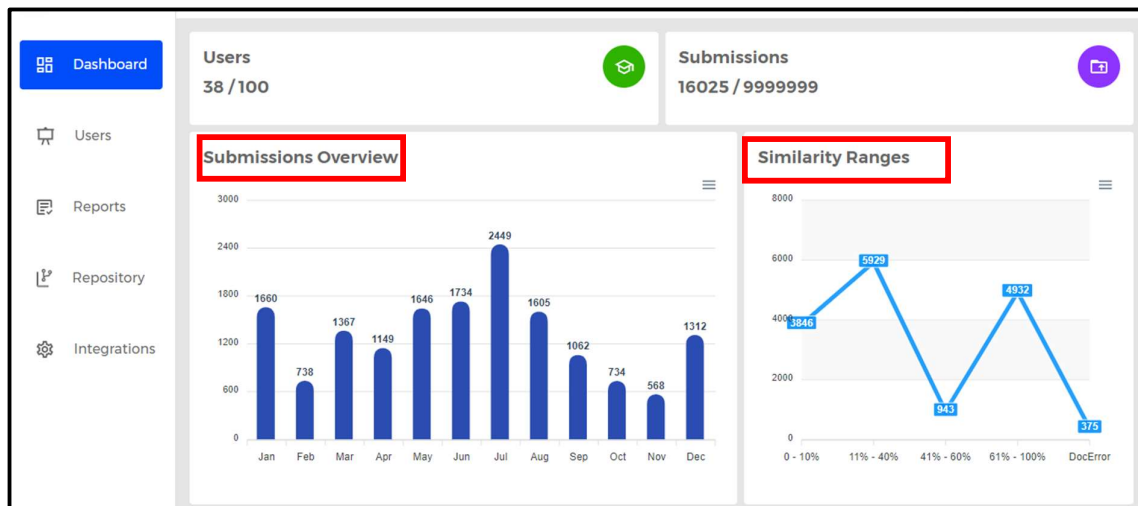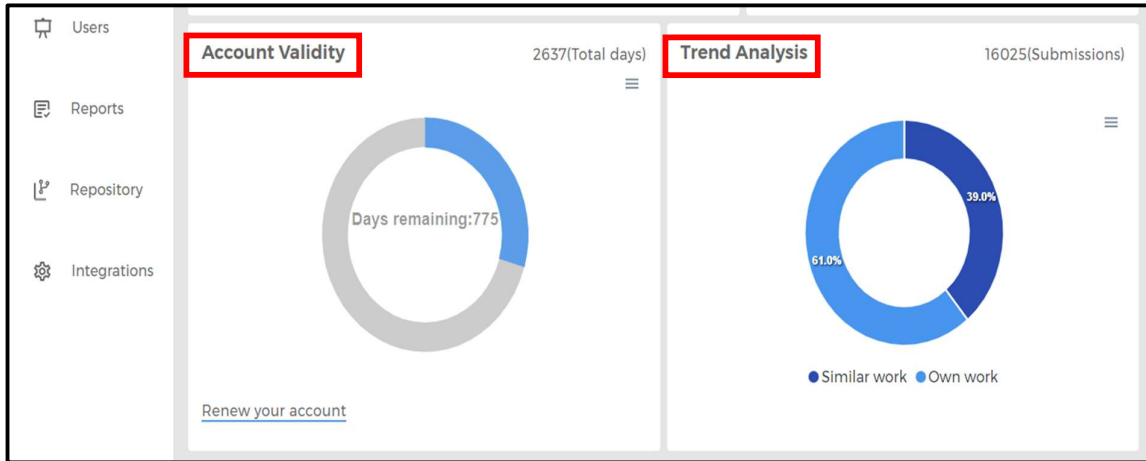
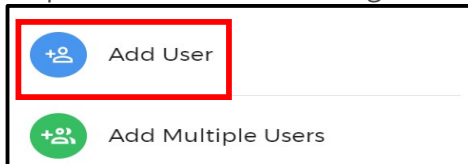## How to add Users in a DrillBit Pro?

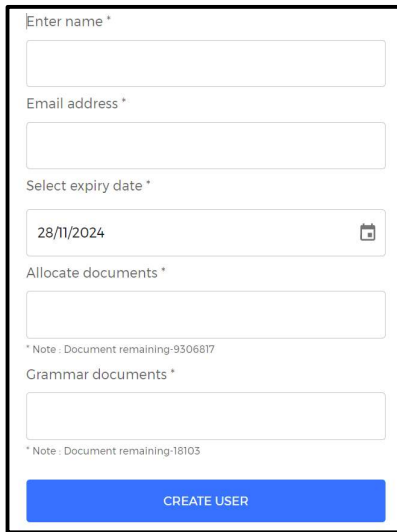Step1: Select the "Users" tab from the left side menu.

Step2: Click on the "+ add" button from the right corner below.

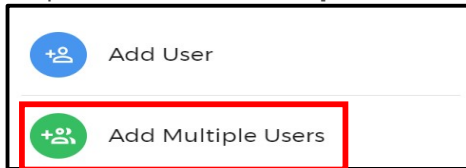Step3: select "add user" - single user creation page

Step4: Enter the following fields and click on **"Create user"**. expiry date is auto filled as per the license expiry date, but it can be changed also.
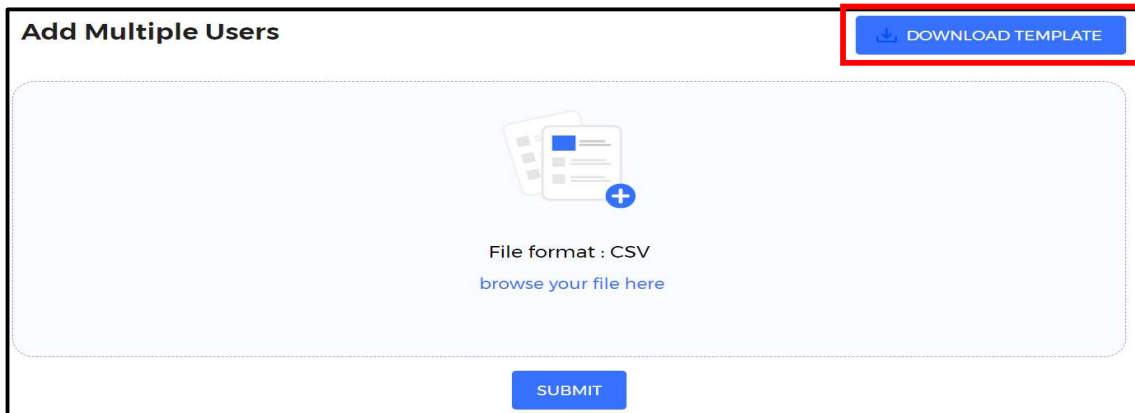

The user will get Login credentials (with password) via automated mail from support@drillbitplagiarism.com. The user must check in Inbox/spam/Junk folders.

How to Add multiple Users in DrillBit Pro?

Step1: select **"add multiple users"** – multiple users creation page using a template

Step2: Download the template which is in .CSV format

Step3: enter fields Name, Email Address and no of Documents as shown in the below table

Name	Email Address	Number of Submissions
john	john@edu.com	10
michel jackson	micheljack@drillbit.com	50
lenova	lenova@info.com	100
intel core	intel@info.com	60

Step4: Click on "browse your file here" and select a filled template.
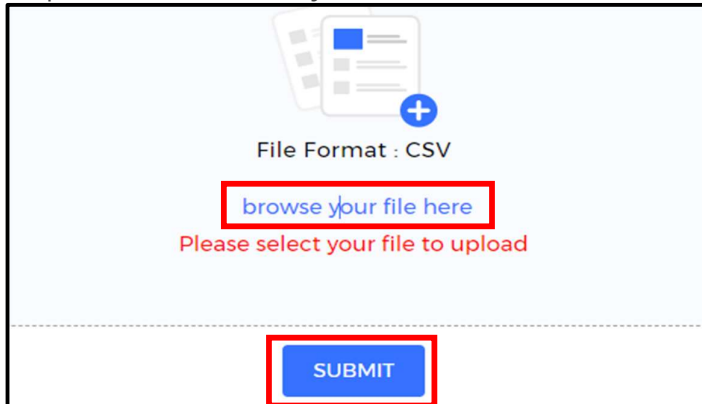
Step5: Click on "Submit"

The users will get Login credentials (with password) via automated mail from support@drillbitplagiarism.com. The user must check in Inbox / spam / Junk folders.
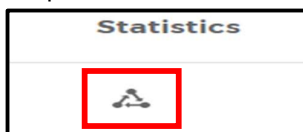
Users Tab:
1. Statistics – user's statistics of total submissions, trend analysis
2. Edit – user's info can be edited, name, expiry date, allocate more documents
3. Delete – admin can perform a delete operation for the user
4. Active/deactivate – admin can deactivate users account when users are not active.
5. Multiple users delete – admin can delete multiple users using a checkbox

How to get user statistics?

Step1: Select the "Users" Tab

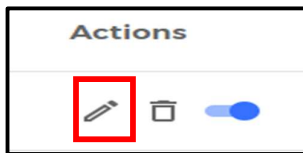Step2: Click on the "Stats" Icon in the users list

How to Edit user information?

Step1: Select the "Users" Tab
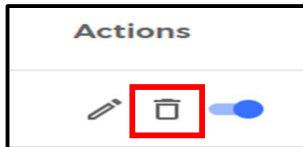
Step2: Click on the "Edit" icon from "Action" column

How to delete user accounts?

Step1: Select the "Users" Tab

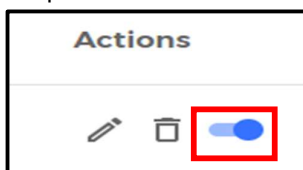Step2: Click on the "Delete" icon from "Action" column

The user account will be deleted permanently and cannot restore it.

How to Deactivate user account?

Step1: Select the "Users" Tab.
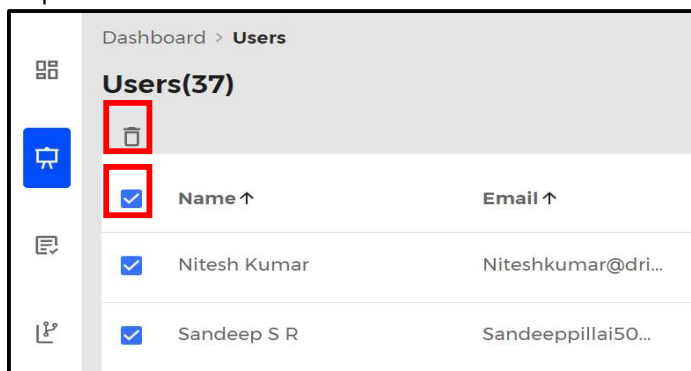
Step2: Click on the below symbol from "Action" column

Step3: The user account will be deactivated for a period and admin user can activate it anytime.

How to delete multiple users accounts?

Step1: Select the "Users" Tab

Step2: Click on "checkbox" icon from the list

Step3: click on delete icon, users accounts will be deleted permanently and cannot restore it.


Reports Tab:

How to download users, folders, submissions Reports?

Step1: Select the "**Reports**" Tab

Step2: click on the **download icon** to download the total users list in the license

Step3: Select "**folders**" in the "**Choose reports**" option - use dropdown

Select "**submissions**" in the "**Choose Reports**" option – use dropdown

Step4: select "**single user**" or "**All**" from the "**Choose users**" option – use dropdown

Step5: Choose "**From date**" and **"To date"**.

Step6: Click on the "**view and download**" button
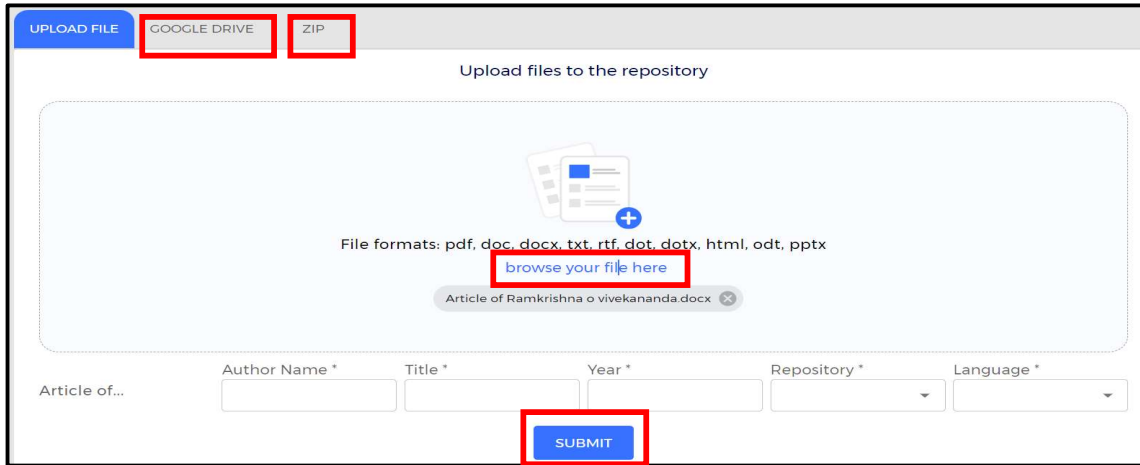
Step7: Enter the email id and submit to Reports via email
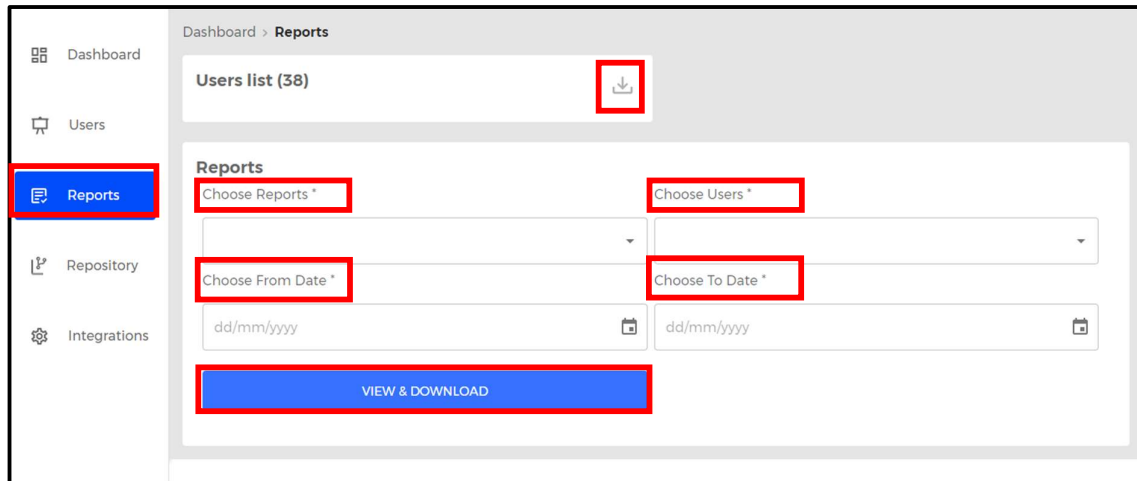
How to add previous/old files to the repository?

Step1**:** Select the Repository tab.
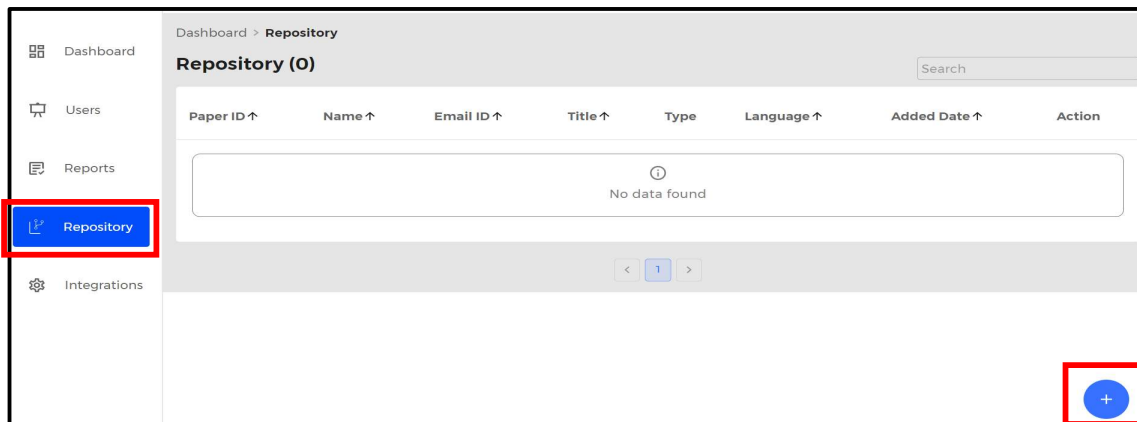
Step2**:** Select the "+add" icon to upload files to the repository.

Step3: click on "browse your file here" and upload single file, multiple files, zip folder or file from the google drive.

Enter the Author name, title, year, Repository type (Institution/Global), language (English/Non-English)

Click on "**SUBMIT**" to upload the files.

How to delete files from the repository?

Step1**:** Select Repository tab.

Step2: click on the delete icon against each submission.

The files will be permanently removed from the repository within 24 hours.

Integrations Tab

DrillBit has integrated with major LMS platforms

1. Click on Integration tab
2. Enable active icon on required LMS and fill the information
3. Click on "Know more" to view integrations details.