Definitions

account administrator - an account administrator (referred to as the account admin) has access to the manage users tab on the iThenticate homepage

content tabs - contain the different pages of the main navigation tabs. For example, the Settings page has three content tabs: General, Documents, and Reports.

content tracking mode - the content tracking similarity report view mode lists all the matches between the iThenticate databases and the submitted document.

directory - the area of the Folders page that contains the folder groups and Trash

document - submissions to iThenticate are called documents. Documents can be uploaded in four ways: Upload a File, Zip File Upload, Drag & Drop Upload, and Cut & Paste.

info/action column - contains easy access to iThenticate actions and information. The only pages that have action functionality are the Folders page and Manage Users page. For example in the Manage Users page the Info/Action Column contains the action *Add New User* and *Upgrade Your Account* information.

folder - where documents are submitted to. Folders are created within a folder group.

folder group - contains folders. Folder groups can only be deleted if they contain no folders.

folder tabs - there are four folder tabs: Documents, Sharing, and Settings. Each tab provides different functionality. If the user is not enabled to share the Sharing tab is not displayed

largest matches - the report shows the percentage of words that are a part of a matching string of words (with some limited flexibility), in the Content Tracking view the report shows the percentage of matching words for a source regardless of whether or not the words are pieces of matching strings. In some cases, strings from the same source may overlap, in which case, the longer string in the Largest Match view will be displayed.

main content - displays the different iThenticate pages

main navigation - the main navigation bar at the top of the screen has three to five different tabs based on the user type. These different tabs are: Folders, Settings, Account Info and Manage Users. Only account administrators has access the Manage Users tab.

one-time password - a password given to either a new user or to a user who has forgotten their password. iThenticate will send you a one-time password to your email. You may only log in once with this password and you will need to change it the first time you log in.

Overall Similarity Index - this index determines the percentage of similarity between a submission and information existing in the iThenticate databases selected as search targets.

secret question and answer - the secret question and answer set allows a user to reset their password immediately through the *Forgot your Password?* link on the iThenticate website. The secret question is selected from a list during user profile creation, and the user enters an answer. The answer is case sensitive and may or may not include spacing. Different capitalization or spacing when answering the secret question will result in rejection of the password reset attempt.

sharing - folders can be shared with other users within your account. The sharing tab within a folder, shows you all the users who you can share the folder with. If a folder is shared with another user, that user can only view the Similarity Reports

similarity report - this is the default viewing mode for the Similarity Report. Provides a list of all areas of the paper which have similarity to information in the Turnitin database. Matches are color coded and listed from highest to lowest percentage of matching word area within the submission. Only the top or best matches are shown, all underlying matches are visible in the Content Tracking viewing mode. By clicking on the highlighted area of the text, the matching sources displays the actual source from the website and which part of the original writing was matched with the submitted document

summary report - a simple, printable list of the matches found followed by the paper with the matching areas highlighted

toolbar - The toolbar changes functionality based on what the main content is displaying. For example the toolbar displays the *Search*, *Trash*, and *Move* functions when the user is browsing documents from within a folder. The toolbar is only functional when the user is within the Folder page

user profile - contains the users information. Such as, first and last name and email address.