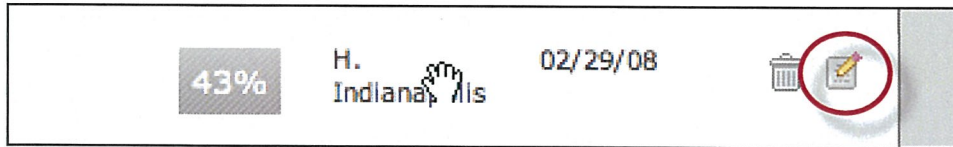
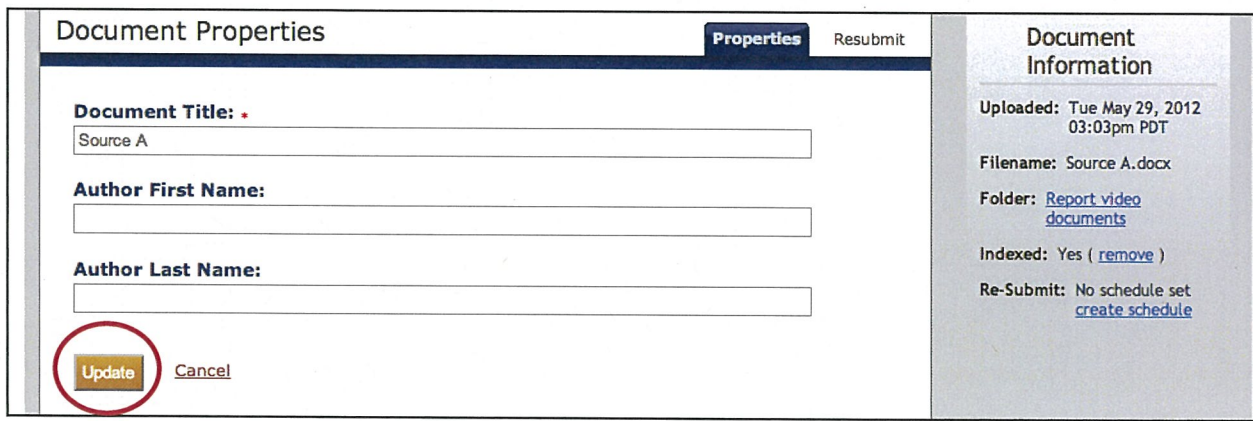


Edit Document Information

A document's information (i.e. title of the document, Author first and last name) may be edited at any time by clicking on the edit icon to the right of a document in a folder's inbox.



To update the document's information within the Document Properties page adjust the fields accordingly and click on the Update button

A screenshot of the 'Document Properties' page. The page has a header with 'Document Properties' and 'Properties' (highlighted) and 'Resubmit'. The main area contains three text input fields: 'Document Title:' with 'Source A', 'Author First Name:', and 'Author Last Name:'. At the bottom left, there are two buttons: 'Update' (circled in red) and 'Cancel'. On the right side, there is a 'Document Information' sidebar with the following details: 'Uploaded: Tue May 29, 2012 03:03pm PDT', 'Filename: Source A.docx', 'Folder: Report video documents', 'Indexed: Yes (remove)', and 'Re-Submit: No schedule set create schedule'.

A document that was added to the custom repository may be removed from the repository without deleting the file from the Document Properties page. Click on the *remove* link next to Indexed: Yes row of the sidebar to remove the document from the custom repository.

Document Information

Uploaded: Tue May 29, 2012
03:03pm PDT

Filename: Source A.docx

Folder: [Report video documents](#)

Indexed: Yes ([remove](#))

Re-Submit: No schedule set
[create schedule](#)

Document Pages

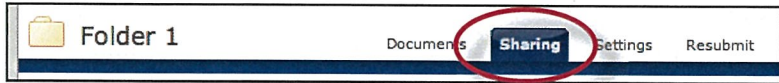
Only a specified amount of documents are displayed on the screen at once, if more documents are in the folder but not displayed the pages feature will appear beneath the documents. Either select which page you would like to be displayed by clicking on the page number or click on the *Next* link to scroll to the next page of documents.

Viewing Page: 1 of 5

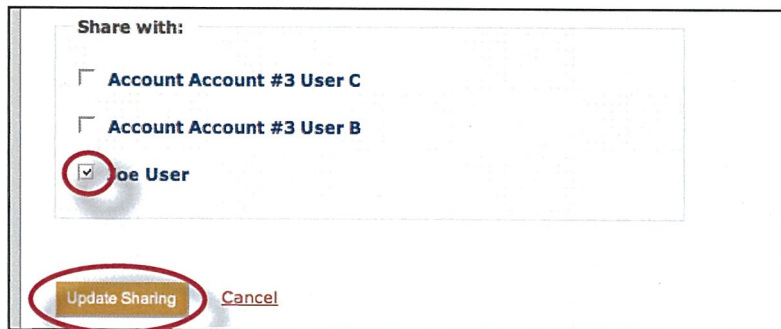
1 [2](#) [3](#) [4](#) [5](#) [Next](#)

Sharing Tab

The sharing feature allows the iThenticate user to share folders with other users added to the same account. To view the sharing options click on the sharing tab. The sharing options list the users on the iThenticate account the folder can be shared with.



To share a folder, click on the check box next to the user's name that you would like to share with and then click on the *Update Sharing* button.



When a folder has been shared with another user, that user can only view the Similarity Report and is unable to submit a document to the folder.

Once a folder has been shared, there are two ways to have the folder not shared: either by the user who shared it or by the user who it is being shared with. If the user who is sharing the folder decides not to share it anymore, simply uncheck the box next to the users name who the folder is being shared with and click on the *Update Sharing* button.

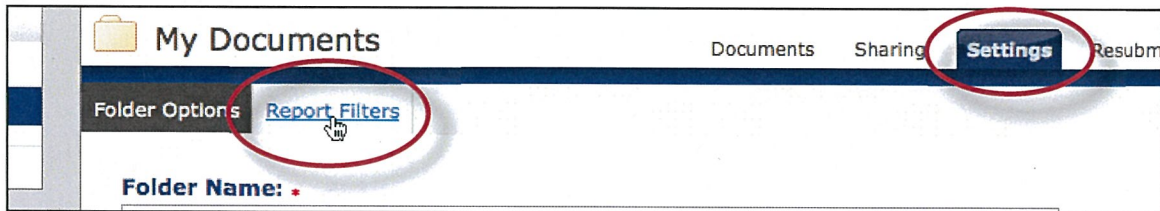
For the user who a folder has been shared with, the shared folder appears in the users directory. When the cursor is placed over the shared folder a red X icon appears to the right of the folder name. Click on the X icon to have the folder not shared with you anymore.



Note: Account Administrators will enable or disable sharing access based on your company's internal guidelines. Please check with your account administrator. If the sharing feature is disabled, users will not be able to view previously shared documents.

Settings Tab

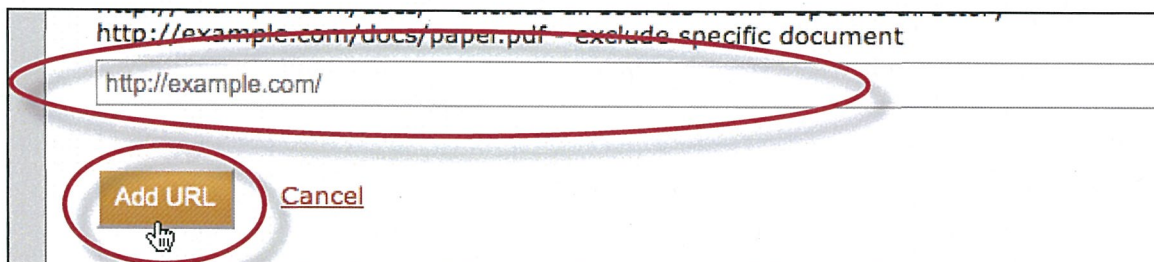
The Settings tab within a folder allows a user to customize the folder's settings at any time. The Settings tab within a folder contains two tabs: Folder Options and Report Filters. The Folder Options contains similar material as the folder creation screen, and this information can be updated at any time. The Report Filters tab allows a user to manage a list of URLs that are filtered out of the matching content search when a report is being generated for the folder. To add a URL to be filtered, first click on the Report Filters tab within the Settings tab.



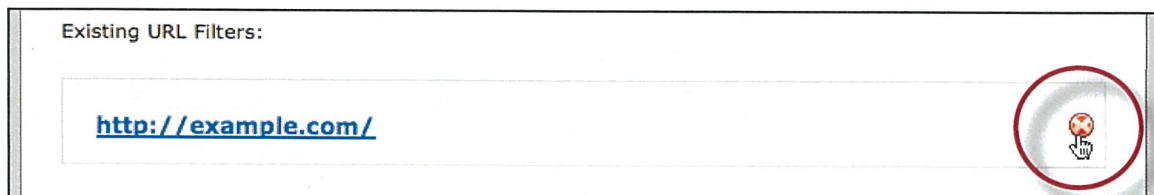
When adding a URL, the URL may be as specific or general as you wish. Here are some examples:

- <http://example.com/> - exclude entire site (note trailing "/")
- <http://example.com/docs/> - exclude all sources from a specific directory
- <http://example.com/docs/paper.pdf> - exclude specific document

To add a URL simply place it within the Add URL field and click on the Add URL button to add that URL to the report filters.

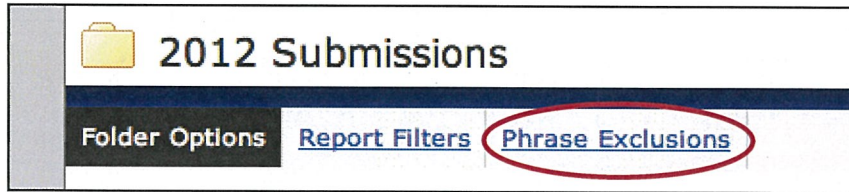


To remove a URL once it has been added to the Report Filters, click on the red x icon to the right of the URL's name.


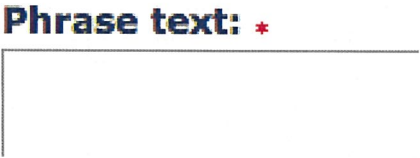

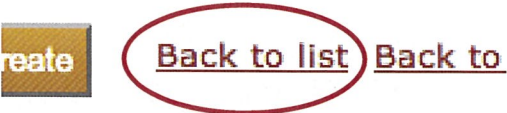


Phrase Exclusions

Phrase Exclusion allows users to specify phrases to be excluded from reports and can be applied at the folder or at the account level. Adding phrases to the exclusion list follows the same process whether for an account or for a folder. To access the folder's phrase exclusion list click on the *Settings* tab for a folder and then click on the *Phrase Exclusions* tab.



Once on the Exclusion list page follow the below steps to add phrases to the exclusion list:

| Adding phrases to the exclusion list: | |
|--|--|
| 1. Click on the <i>Add an new phrase</i> link |  |
| 2. Enter the phrase to be added to the list within the <i>Phrase text:</i> field |  |
| 3. Click the <i>Create</i> button to add the phrase to the list |  |
| 4. Repeat steps 2 and 3 for each phrase added to the exclusion list | |
| 5. To go back to the exclusion list page click on the <i>Back to list</i> link |  |