

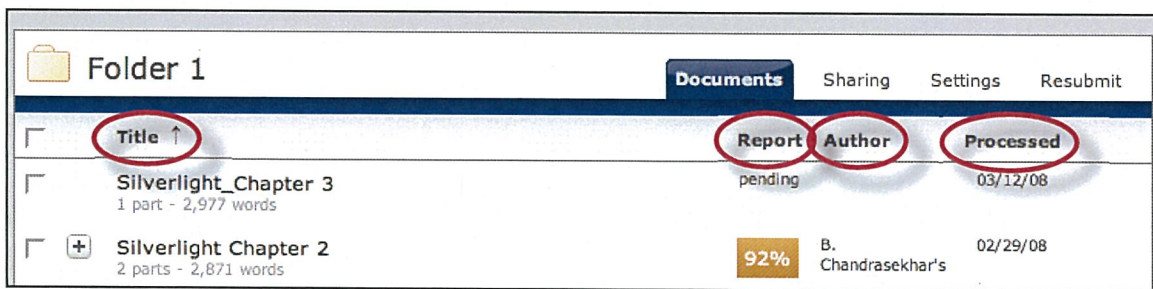
Print and Download Similarity Reports

The iThenticate Document Viewer report mode allows download of a formatted pdf of the current report view.

The text-only report uses print style sheets to provide the print feature. To get a print version of a report, you would just use file->print in your browser while viewing a Similarity Report. Likewise, to "download" a copy of a report use the file->print feature in your browser and choose pdf. Browsers will save the files required to view the page locally on your computer.

Organizing Documents

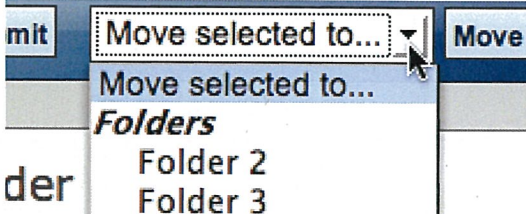
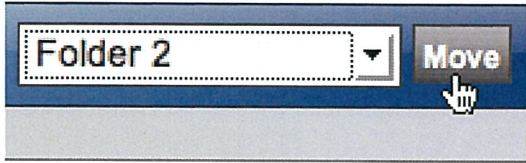
Documents in folders are organized alphabetically by title. When a folder has been clicked the documents tab appears in the main content area of the page. The user has the option to organize the documents within a folder by either Title, Report, Author, or Processed. To sort the folders by one of the column headers, click on the header of that column.



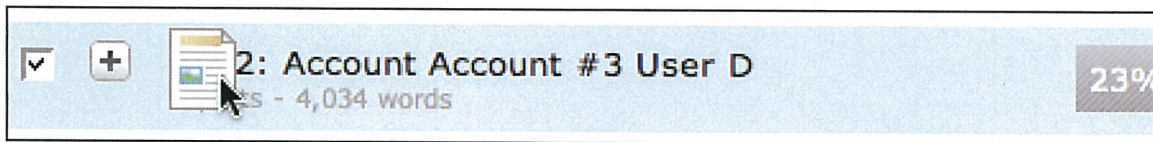
Moving Documents

Moving documents is exactly like moving folders.

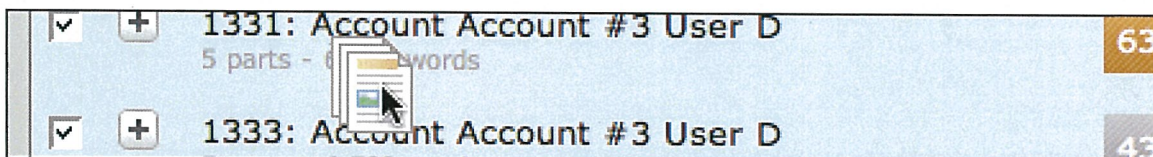
<p>Moving documents to another folder:</p>	
<p>1. Click on the folder that contains the document you would like to move</p>	
<p>2. Click in the check boxes the documents you would like to move. If you would like to move all documents click in the checkbox next to the title header. All the folders documents will become selected</p>	

Moving documents to another folder:	
<p>3. From the <i>Move selected to...</i> pull-down menu on the toolbar, select which folder you would like the documents to be moved to</p>	
<p>4. Click on the <i>Move</i> button to move the selected buttons to the folder you selected. The selected documents will be moved to the new folder.</p>	

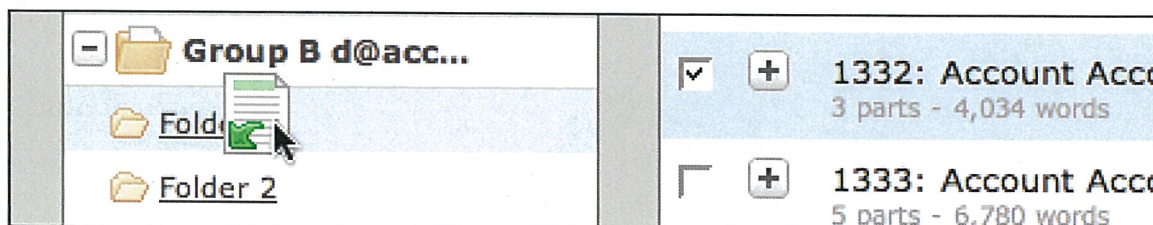
Documents can also be moved by clicking and dragging a document to another folder. To drag multiple files to a new folder place a check mark next to the documents you would like to move. Hold down a click on the file that you would like to drag and move the cursor, a document icon will appear.



If multiple documents are selected by placing a check next to the documents, a slightly different icon will appear.

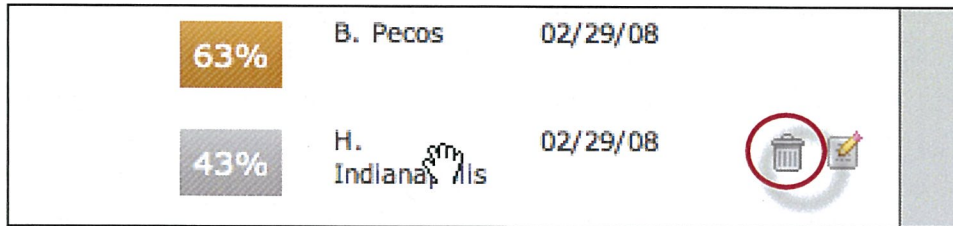


Drag the document/s to the folder you would like to move it too, the green document drop icon will appear. Let go of the held click over the folder you would like to move the document/s, and they will be moved to that folder.



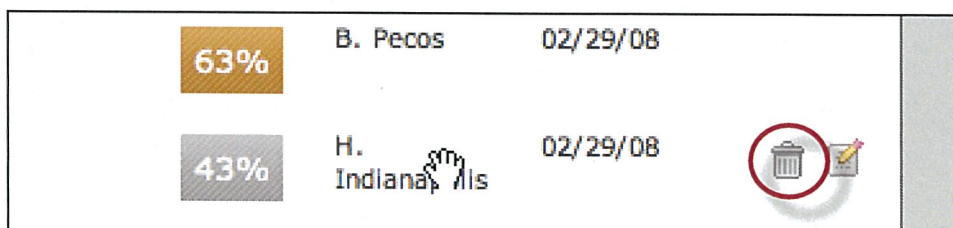
Deleting Documents

Documents can be deleted in two ways. To delete a document from the main content area simply click on a group and hover the cursor over the document that the user wants to delete and three icons will appear: a refresh icon, a trash icon, and an edit icon. Click on the trash icon to delete the document.

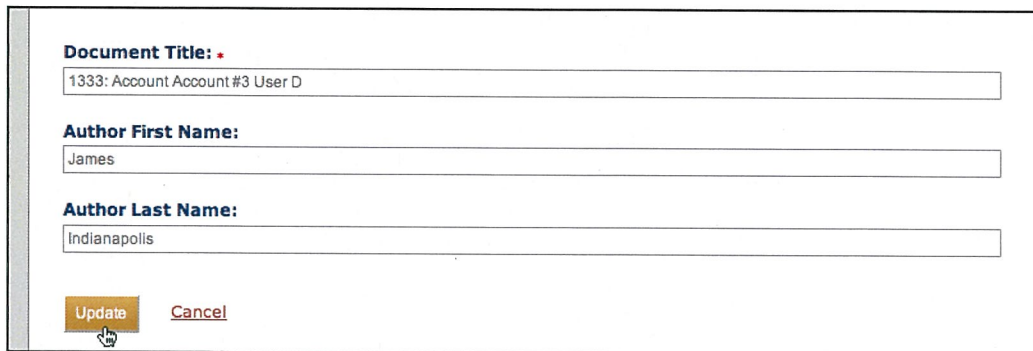


Deleting a document	
1. Click on the folder that contains the document(s) that the user wants to delete	
2. Place a check mark next to each document that the user wants to delete by clicking in the empty check boxes to the left of the document's name. To select all documents, place a check in the check box next to the <i>Title</i> column header	
3. Click on the <i>Trash</i> button on the toolbar to send all checked documents to the Trash	

To edit the documents title or the name of the author, click on the edit icon.



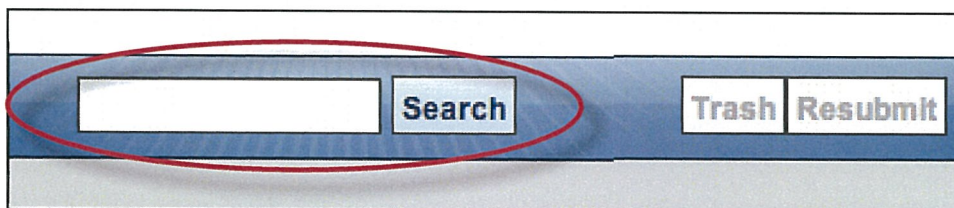
The edit document page will appear. If any changes have been made, click on the *Update* button to save the changes to the document.



The screenshot shows a form with three text input fields and two buttons. The first field is labeled "Document Title: *" and contains the text "1333: Account Account #3 User D". The second field is labeled "Author First Name:" and contains the text "James". The third field is labeled "Author Last Name:" and contains the text "Indianapolis". Below the fields are two buttons: "Update" (highlighted in orange) and "Cancel". A mouse cursor is pointing at the "Update" button.

Search for Documents

The search function allows users to search for a documents. Documents can be searched by folder, title, and author. To search all documents, type the criteria into the search text area and click on the *Search* button.

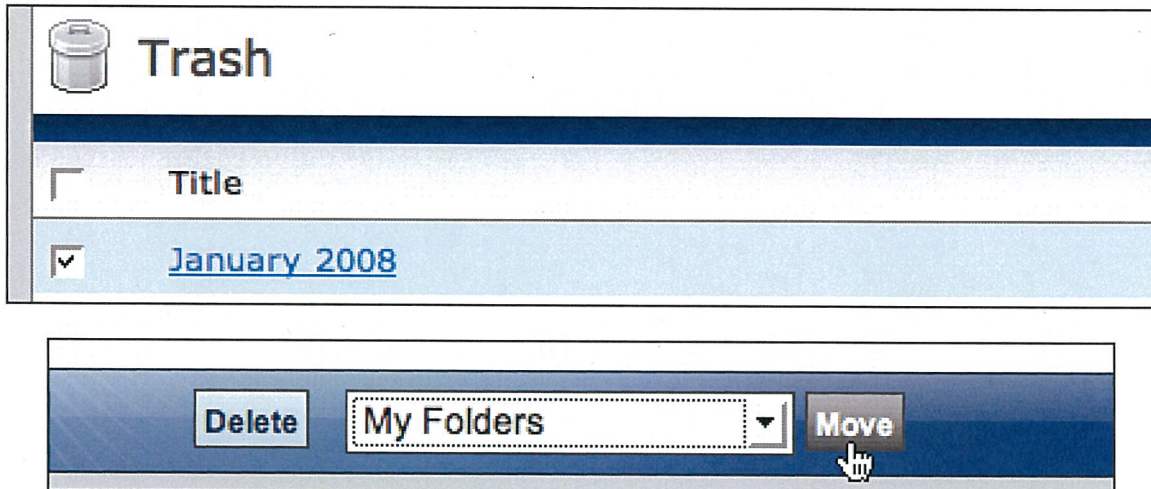


The screenshot shows a search bar with a text input field, a "Search" button, and two buttons labeled "Trash" and "Resubmit". A red oval highlights the text input field and the "Search" button.

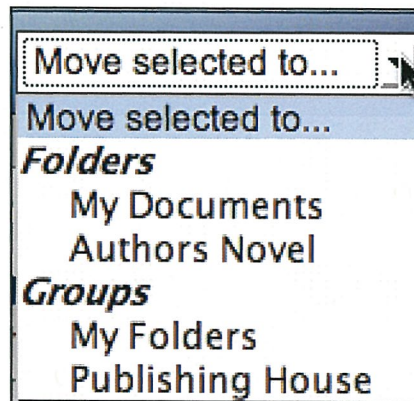
The search results will be displayed in the main content area.

Trash

The trash contains all folders or documents that have been deleted. Documents and Folders can be moved out of the trash by using the *Move selected to...* pull-down menu. Select the folder or document wished to be moved out of the trash by clicking into the checkbox next to the folder or document title. Select the folder or folder group destination from the *Move selected to...* pull-down menu and then click on the *Move* button.



Note: Documents can only be moved to folders and folders can only be moved to folder groups. The *Move selected to...* pull-down menu is divided into two sections Folders and Groups. Folders and Documents cannot be moved together they must be moved separately.



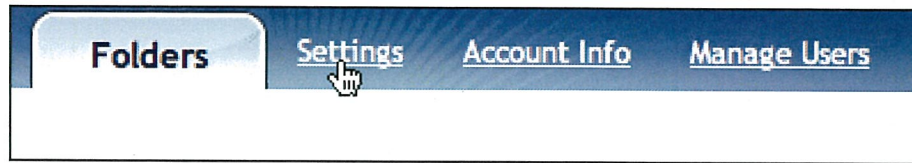
To permanently delete documents or folders from your iThenticate account, select which ones you would like to delete and click on the *Delete* button.



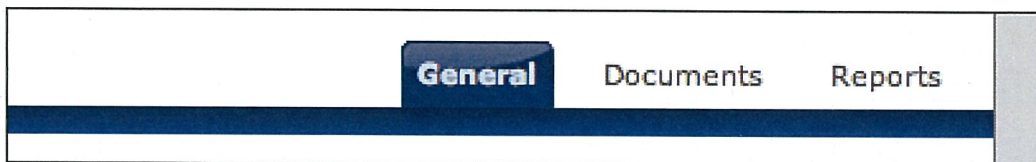
Note: Documents previously indexed into a custom repository will be removed from the custom repository when deleted from the Trash.

Settings

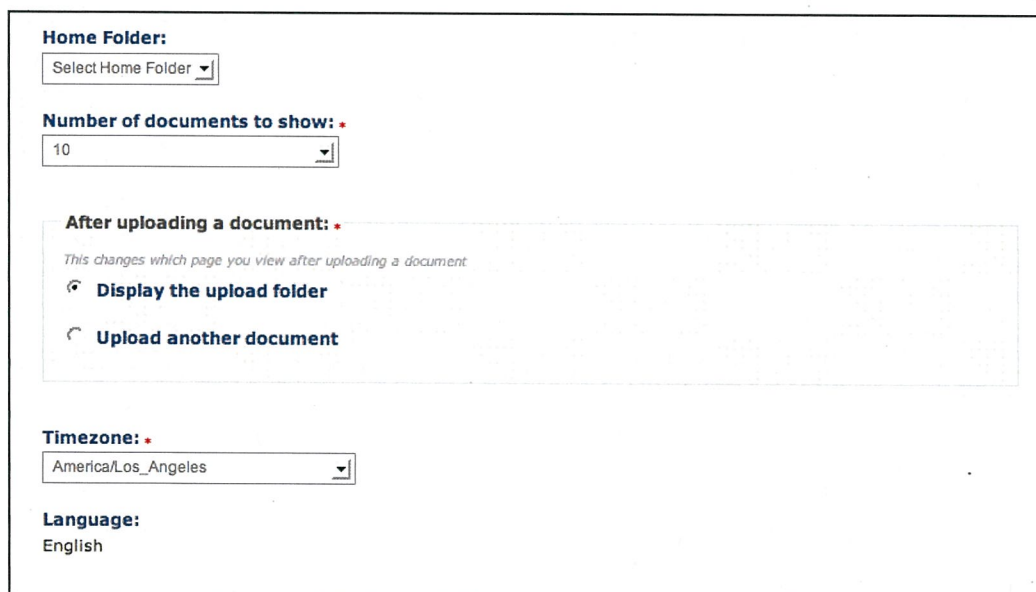
The settings tab on the main navigation allows you to customize your preferences for document and reports. To open the Settings page, click on the Settings link at the top of the screen.



The Settings page has three different tabs:



- **General** - is the default tab and handles general preferences, the home folder, number of documents shown at once in a folder, what screen is displayed after uploading a document, the timezone, and the default language. To adjust any of these options use the pull-down menus to select the available options.

A screenshot of the 'General' settings page. It contains several configuration options: 'Home Folder:' with a dropdown menu showing 'Select Home Folder'; 'Number of documents to show:' with a dropdown menu showing '10'; 'After uploading a document:' with a sub-header and a note 'This changes which page you view after uploading a document', followed by two radio button options: 'Display the upload folder' (selected) and 'Upload another document'; 'Timezone:' with a dropdown menu showing 'America/Los_Angeles'; and 'Language:' with the text 'English'.

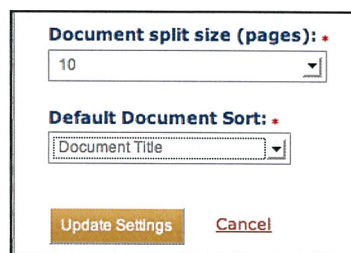
The *After uploading a document* option controls which page is loaded after uploading a document, either the folder page or the upload a document screen.

Once the desired changes have been made click on the *Update Settings* button to save the changes.

- **Documents** - to open click on the Documents tab. It contains two customizable settings:

Document split size (pages): this option allows the user to break up a large document into smaller pieces by selecting how many pages a submission contains. This option helps make the Similarity Report more pertinent and easy to review. For example if a 50 page book was uploaded to iThenticate and Document split size was set to 50 and the Similarity Report found 3% of matching material, when in fact the actual amount was a whole page of the book, the Similarity Report would be misleading. If the split size was set to 10, five different Similarity Reports will be generated, four with 0% and the one Similarity Report that was generated containing the matching section will display a much higher percentage of matching material.

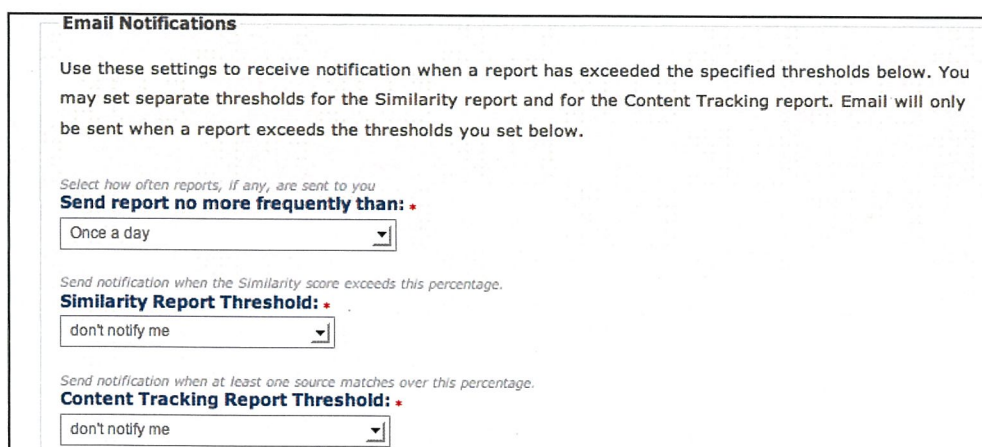
Default Document Sort: allows the user to change the default way to sort a document.



The screenshot shows a settings dialog box with two sections. The first section is titled "Document split size (pages):" and has a dropdown menu with the value "10" selected. The second section is titled "Default Document Sort:" and has a dropdown menu with "Document Title" selected. At the bottom of the dialog are two buttons: "Update Settings" and "Cancel".

- **Reports** - controls three report preferences: Email Notifications, Default Report View, and Color code report.

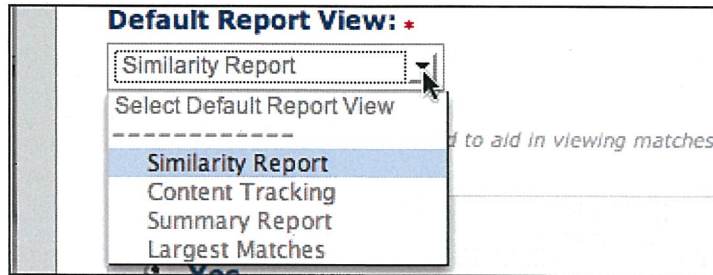
Email Notifications provides the user with the ability to allow emails sent to them if a Similarity Report exceeds a specified percentage of matching content within the iThenticate database. From the *Send report no frequently than:* pull-down menu, select an amount of time where a single email can be sent to the user's email address. From the Similarity Report Threshold and the Content Tracking Report Threshold pull-down menus, select a percentage value. When any report containing similar material to the iThenticate databases exceeds that percentage value you will be notified with an email.



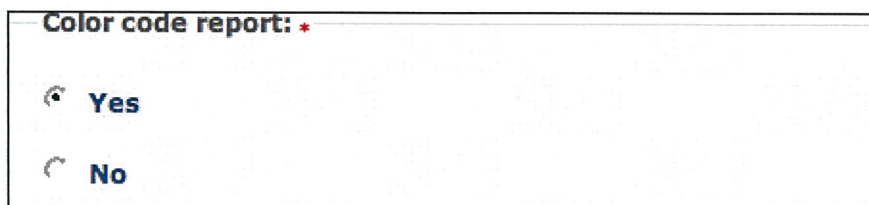
The screenshot shows the "Email Notifications" settings dialog. It contains the following text and controls:

- Email Notifications**
- Use these settings to receive notification when a report has exceeded the specified thresholds below. You may set separate thresholds for the Similarity report and for the Content Tracking report. Email will only be sent when a report exceeds the thresholds you set below.
- Select how often reports, if any, are sent to you*
- Send report no more frequently than:** *
Once a day
- Send notification when the Similarity score exceeds this percentage.*
- Similarity Report Threshold:** *
don't notify me
- Send notification when at least one source matches over this percentage.*
- Content Tracking Report Threshold:** *
don't notify me

Select the report view that will be the default report view when viewing a similarity report from the Default Report View pull-down menu.



Select whether or not the Similarity Reports are color coded, the default setting is that the reports are color coded.

A screenshot of a software interface showing a radio button selection for "Color code report: *". There are two radio buttons: "Yes" and "No". The "Yes" radio button is selected, indicated by a filled circle next to it.

The Report tab in the Settings page also informs the user which search indexes are currently available for documents to be compared against.