# ADMIN USER GUIDE – 2022

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 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 DrillBit Account?

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

2.At the top right, click on the "Get started" button
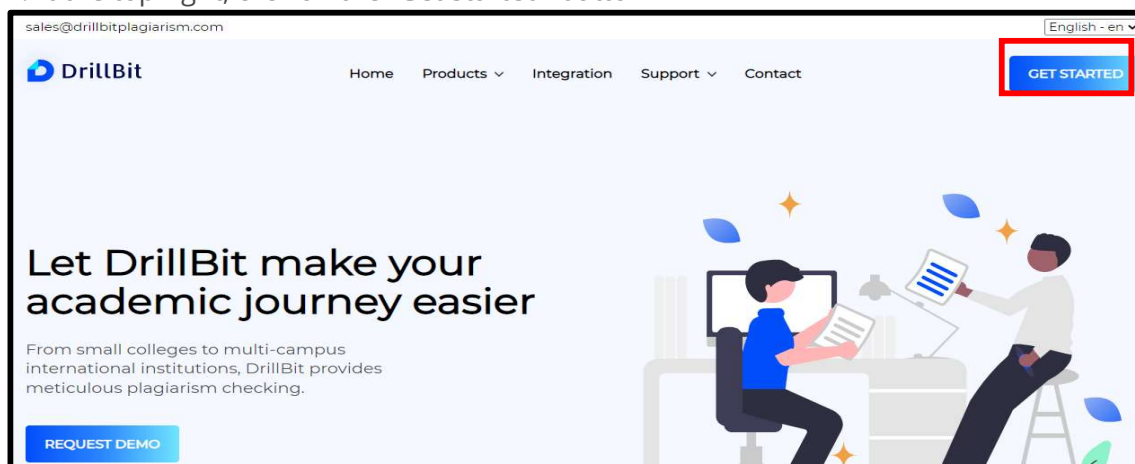
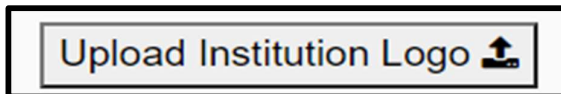3.Enter the username and password and click on the Login button.
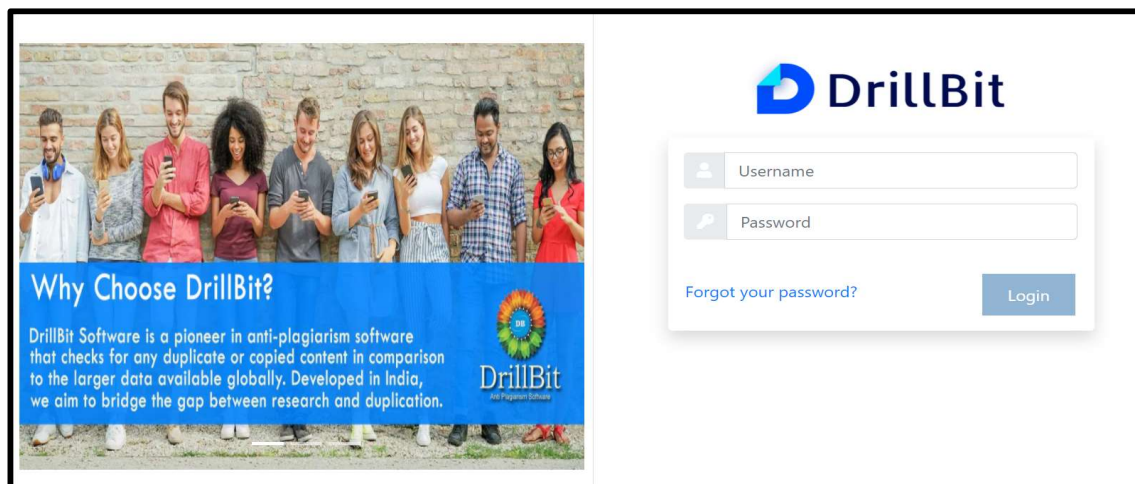
How to get My Account information on Drillbit Plagiarism software?

Admins can choose "My Account" tab to view Account Information.

How to upload institution logo on DrillBit software?

Step1: Click on "Upload Institution logo" on admin page

Step2: Click on choose file and select logo in .PNG or .JPG format then click on "Submit" button.
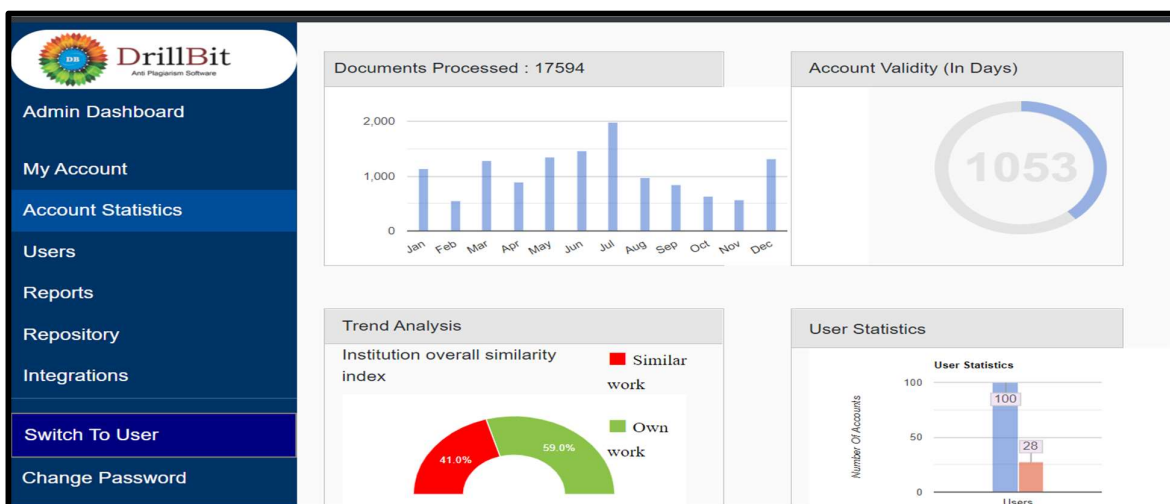

How to check Account Statistics in DrillBit Plagiarism?

Graph1: Total number of documents processed in the license
Graph2: Account validity remaining in the days
Graph3: Trend analysis, it shows similar work and own work within the institution
Graph4: Total number of user accounts and active accounts.

How to add Users in DrillBit Plagiarism software?

Step1: Select the "User" tab from the left side menu

Step2: Click on the "Add user" button

Step3: Enter the following fields
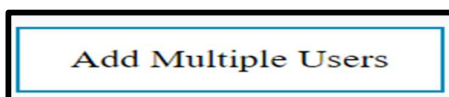
- Username
- Email Address
- End Date
- Allocate Documents

Step4: Click on "Confirm"

Step5: The users 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 plagiarism?

Step1: Select the "Users" Tab then Click on "Add Multiple Users"

Step2: Download the template which is in .CSV format

Step3: enter fields like, Name, Email Address, 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

Step3: Click on "Choose file" and select filled template

Upload the file :

Choose File | No file chosen

File formats supported: csv

[Cancel] [Submit]

Step4: Click on "Submit"

Step5: The users will get Login credentials (with password) via automated mail from support@drillbitplagiarism.com. The user must check in Inbox/spam/Junk folders.

How can admin user Deactivate user account in DrillBit plagiarism?

Step1: Select the "Users" Tab

Step2: Click on "Deactivate" from "Action" column in the users list

SI No	Username ⇕	User Email ID	Creation Date ⇕	Status	Action	Stats
2	DrillBit	support@drillbitplagiarism.com	2022-01-10 11:03:50	Active	Deactivate	Delete	Edit	🔑	📊

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

How can admin user Delete User accounts in DrillBit?

Step1: Select the "Users" Tab

Step2: Click on "Delete" from "Action" column in the users list

SI No	Username ⇕	User Email ID	Creation Date ⇕	Status	Action	Stats
2	DrillBit	support@drillbitplagiarism.com	2022-01-10 11:03:50	Active	Deactivate	Delete	Edit	🔑	📊

Step3: The user account will be deleted permanently and cannot restore it.

How to Edit user information on Drillbit Plagiarism?

Step1: Select the "Users" Tab

Step2: Click on "Edit" from "Action" column in the users list

Step3: Can edit only Username, validity, and number of documents.

SI No	Username ⇕	User Email ID	Creation Date ⇕	Status	Action	Stats
2	DrillBit	support@drillbitplagiarism.com	2022-01-10 11:03:50	Active	Deactivate	Delete	Edit	🔑	📊

How to Resend login credentials?

Step1: Select the "Users" Tab

Step2: Click on "Key" Icon from "Action" column in the users list

SI No	Username ⇕	User Email ID	Creation Date ⇕	Status	Action	Stats
2	DrillBit	support@drillbitplagiarism.com	2022-01-10 11:03:50	Active	Deactivate	Delete	Edit	🔑	📊

How to get user statistics on DrillBit?

Step1: Select the "Users" Tab
Step2: Click on "Stats" Icon in the users list

SI No	Username ⇕	User Email ID	Creation Date ⇕	Status	Action	Stats
2	DrillBit	support@drillbitplagiarism.com	2022-01-10 11:03:50	Active	Deactivate | Delete | Edit | 🔑	📊

How to download submissions Report on DrillBit?

Step1: Select the "Reports" Tab
Step2: Select Single user or all users in the dropdown menu
Step3: choose from date and to date
Step4: Click on view and download button
Step5: Enter the email id and submit to get Reports via email

Integrations

DrillBit integrates with all major LMS platforms, please refer LMS Integration manuals.

Switch to User

Admin users can play a dual role as an Admin as well as user to submitting the documents from their login.
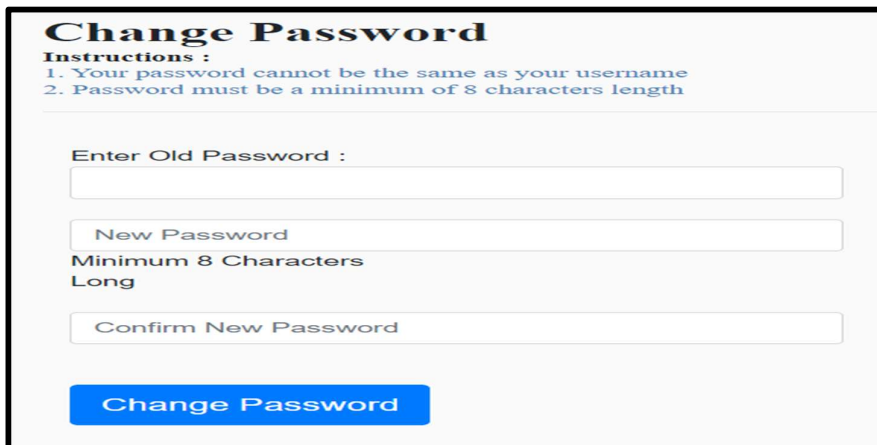

How to change admin user password in DrillBit plagiarism?

Step1: Click on "Change Password" Tab

Step2: Enter the old password and new password, confirm the new password, and click on change password.