

USER GUIDE - 2022

Login to your account using the link in your welcome email.

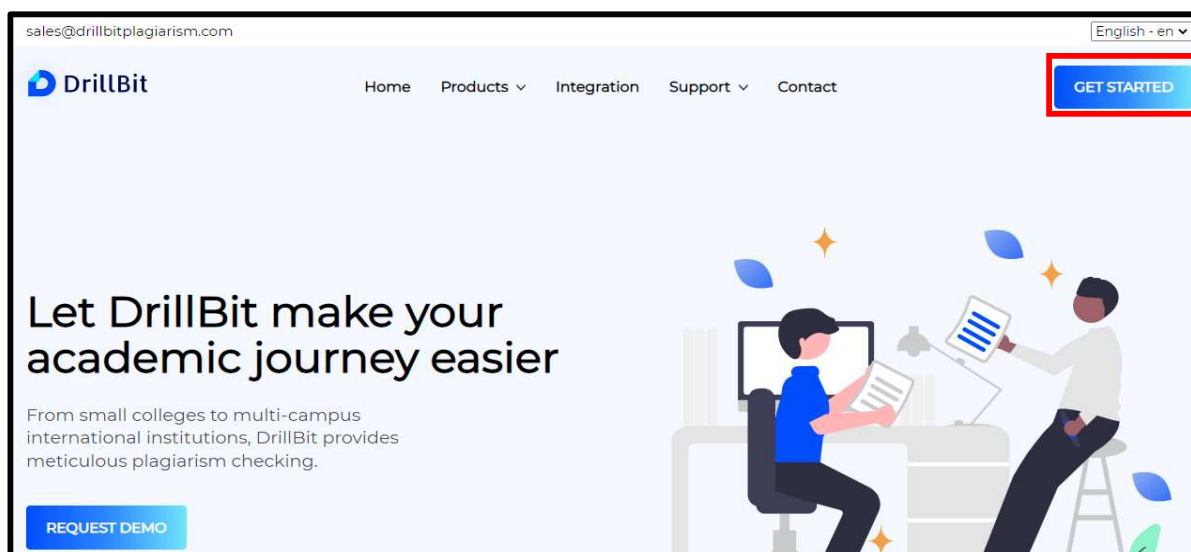
If you have received a welcome email from DrillBit, it means that the DrillBit administrator is allowing you to start creating folders, upload files, view reports.

If an administrator has added you as a user, but you have not received a welcome email from DrillBit, please check your spam or junk folder. Alternatively, contact your administrator to check that your account has been created successfully.

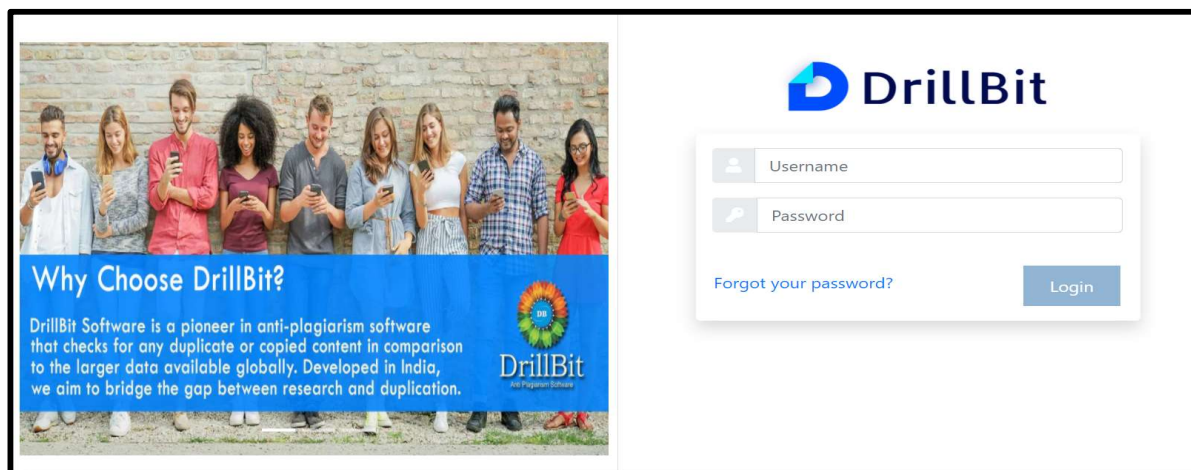
How to login to a DrillBit Account?

1. Go to <https://www.drillbitplagiarism.com> or click on the link provided through the welcome email.

2. At the top right, click on the “Get Started” button



3. Enter the username and password and click on the Log In button.



How to create a Folder in DrillBit plagiarism checker

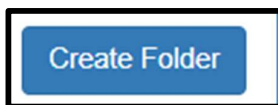
The first step in allowing a user to access and the services available folder is required.

Between the date of the folder's creation and the date of its expiration, the users have full access to the folder.

Once a folder has expired, the information and folders are viewable, but no new submissions may be made. The user can extend the expired folders.


A New folder can be created as per the user 's needs

Step1: Click on the “create folder” button on the homepage.



Step2: In the next window, enter the required information.

- Folder names like, CSE, EEE, ECE, Medical, anything.
- Note: Folder name must be between 2 & 99 characters
- Choose the validity.
- Choose the folder settings as per your requirement.

Folder Name	<input type="text"/>
Validity	<input type="text"/> 
Exclude Reference / Bibliography	<input type="radio"/> yes <input checked="" type="radio"/> no
Exclude Quotes	<input type="radio"/> yes <input checked="" type="radio"/> no
Exclude small sources (less than 14 similarity words)	<input type="radio"/> yes <input checked="" type="radio"/> no (Standard 5 similarity words)
Option To Exclude/Include Sources	<input type="radio"/> yes <input checked="" type="radio"/> no
Grammar Check	<input type="radio"/> yes <input checked="" type="radio"/> no
Exclude Phrases	<input type="radio"/> yes <input checked="" type="radio"/> no
<div><button>Cancel</button><button>Submit</button></div>	

Folder settings

The user can choose the folder settings for the new folder while creating, the folder settings will be applied for all the submissions in the folder, choose the required settings from the list of folder settings.

1.Exclude Reference/Bibliography

As per the guidelines, DrillBit has given an option to exclude Reference/Bibliography from the document by choosing option “Yes” from the folder settings.

Exclude Reference / Bibliography	<input checked="" type="radio"/> yes <input type="radio"/> no
----------------------------------	---------------------------------------------------------------

2.Exclude Quotes

As per the guidelines any content written within the quotation marks will be ignored from plagiarism search if you choose “Exclude Quotes” - “Yes” in the folder settings

Valid quotes: “Hello world”. (“ ”)

Invalid quotes: ‘Hello world’, “Hello. (“’,< >,)

Exclude Quotes	<input checked="" type="radio"/> yes <input type="radio"/> no
----------------	---------------------------------------------------------------

3.Exclude small sources

As per the UGC guidelines, frequency of similarity words <14 can be excluded in plagiarism search for thesis, dissertations, project works, any other academic content if you choose option “Exclude small sources” - “Yes” in folder settings

As per the global standard, most of the publishers follow 5 similarity words for checking articles before publication, choose option “No” for Articles.

Exclude small sources (less than 14 similarity words)	<input checked="" type="radio"/> yes <input type="radio"/> no (Standard 5 similarity words)
-------------------------------------------------------	---------------------------------------------------------------------------------------------

4.Option to Exclude/Include Sources

To Exclude/include any sources in the analysis page, choose option “Yes” in the folder settings to get this enabled.

Option To Exclude/Include Sources	<input checked="" type="radio"/> yes <input type="radio"/> no
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5. Grammar checks

The Grammar check option enables users to check the grammar alone or both plagiarism and grammar together in a single click.

Grammar Check (Single File Upload)	<input checked="" type="radio"/> Yes <input type="radio"/> No
---------------------------------------	---------------------------------------------------------------

6. Exclude Phrases

As per UGC guidelines, all generic terms, laws, standards equations can be excluded.

DrillBit has included new feature to exclude phrases.

Choose "Exclude Phrases" – "yes" in the folder settings.

Enter plain text without any punctuation marks, one phrase is a must if you choose "yes"

Valid phrases: Computer science and engineering

Invalid phrases: 'Computer science and engineering'

Exclude Phrases	<input checked="" type="radio"/> yes <input type="radio"/> no		
	Entered Phrases will be excluded for plagiarism check. Enter one Phrase per each text box without punctuation. Each Phrase should have a minimum of 3 and maximum of 200 characters		
	phrase 1 *	phrase 2	phrase 3
	phrase 4	phrase 5	phrase 6
	phrase 7	phrase 8	phrase 9
	phrase 10	phrase 11	phrase 12
	phrase 13	phrase 14	phrase 15

Step3: choose the required options & click on the submit.

Step4: The folder will be created with the folder id, folder name, and status.

Sl No	Folder ID	Folder Name ↕	Status	Creation Date ↕	Action
1	69194	test	expires soon	2021-07-10	Edit ▼ Select

How to Edit The folder in DrillBit plagiarism checker

Step1: Click on the edit icon and select "Edit settings" to change the end date and folder settings.

Step2: Once the changes have been done, user must click on "submit" to save the changes.

Sl No	Folder ID	Folder Name ↕	Status	Creation Date ↕	Action
1	65490	journals11	expired	2021-05-11	Edit ▼ Select
2	65556	journals12	expired	2021-05-12	Edit settings Delete
3	65638	journals3	expired	2021-05-13	

How to delete the folder in DrillBit plagiarism checker

Step1: Click on the "Edit" icon.

Step2: select the delete from the dropdown and click on delete.

Step3: choose "Yes" on the alert message,

Note: all the submissions under this folder will be deleted permanently.

Sl No	Folder ID	Folder Name ↕	Status	Creation Date ↕	Action
1	65490	journals11	expired	2021-05-11	Edit ▼ Select
2	65556	journals12	expired	2021-05-12	Edit settings Delete
3	65638	journals3	expired	2021-05-13	

How to upload files in DrillBit plagiarism checker

To upload the files, click on the "folder name" or on the "select" option.

Sl No	Folder ID	Folder Name ↕	Status	Creation Date ↕	Action
1	69194	test	expires soon	2021-07-10	Edit ▼ Select

choose the upload options "upload English", "upload non-English", "upload regional".

Upload English ▼

Upload Non-English

Upload Regional

Upload English

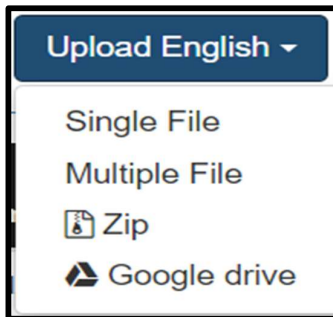
Users can choose the following options

Single file – to upload single file

Multiple files – to upload up to 10 files

Zip file – to upload up to 20 files in compressed format

Google drive – to upload large file.



Single file Upload

Step1: User must enter "Author Name", "Paper Title", Select "Document type", and choose the file (**Supported file types:** PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT.)

Step2: User can enable only "Grammar check" or "Plagiarism check" or both together. if none are selected, will be processed for plagiarism check by Default.

A screenshot of a web form titled 'Submit your file here (English File Upload)'. The form contains three input fields: 'Author Name', 'Submission Title', and 'Document Type' (a dropdown menu with 'Choose type' selected). Below these fields is a 'Choose File' button and the text 'No file chosen'. A line of text states 'Multiple file formats support: pdf, doc, docx, txt, rtf, dot, dotx, html, odt' followed by icons for each format. Below this is a light blue box with two checked checkboxes: 'Grammar Check' and 'Plagiarism check'. At the bottom are two buttons: 'Cancel' (red) and 'Submit' (blue).

How to upload Multiple files in DrillBit plagiarism checker

Step1. User can upload "minimum 1 and maximum 10" files.

step2. Click on "Add more files" to get file upload options.

Step3. Enter the fields, choose file, author name, title, choose document type".

Step4. Click on "Submit" to uploads the files successfully.

Supported file Types: PDF, DOC, DOCX.

Choose File	No file chosen	Author Name	Paper Title	Choose type		<div>Add More Files</div> <div>Clear List</div>
Choose File	No file chosen	Author Name	Paper Title	Choose type	✕	
Choose File	No file chosen	Author Name	Paper Title	Choose type	✕	
Choose File	No file chosen	Author Name	Paper Title	Choose type	✕	
<div>Cancel</div> <div>Submit</div>						

Zip file upload

Step1. user can upload a zip file that can contain a maximum of “20 documents”,

The zip file size must be less than “100 MB”.

Supported file type: ZIP.

Step2. Choose a file and click on Upload English.

Choose ZIP File

Choose File

No file chosen

Cancel

Upload English

3.Click on the “Confirm zip submission” to submit the document successfully.

Zip File contains following:

Total Pages: 1

PDF files: 0

DOC / DOCX files:1

Other files:0

Go Back

Confirm zip submission

Upload from Drive

Step1. User can upload files from a Google drive.


Step2. Enter the required fields, click on “choose from drive”,


Step3. Enter the drive credentials once google authentication is done, user can select the file and click on submit.

Step4. After submission, users can see a popup message “file uploaded successfully.”





Supported file Types: PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT.

Submit your file here
(English File Upload)

Author Name	<input type="text"/>
Submission Title	<input type="text"/>
Document Type	<div>Choose type </div>

[Choose from drive](#) 

Multiple file formats support: pdf, doc, docx, txt, rtf, dot, dotx, html, odt



[Cancel](#) [Submit](#)

How to upload non-English files in DrillBit?

[Upload English !\[\]\(a3c056ba40a3bee3bfd224d3aacfc0db_img.jpg\)](#) [Upload Non-English](#) [Upload Regional](#)

Step1: User must enter “Author Name”, “Paper Title”, Select “Document type”, and “language.”

Step2. Choose the file

Supported file types: PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT.

3. Click on the submit button to upload the file.

Submit your file here

(Non-English File Upload)

Author Name	<input type="text"/>
Submission Title	<input type="text"/>
Language	Select Language ▼
Document Type	Choose type ▼

Choose File No file chosen

Supported File Format: docx, doc, pdf, txt

Cancel

Submit

Upload Regional language

Step1. To upload the regional file, users need to click on “upload Regional.”

Upload English ▼

Upload Non-English

Upload Regional

step2.Enter “Author Name”, “Title”, “Language”, “Document type” and choose the file.

Supported file types: DOC, DOCX,

step3.Click on the submit button to upload the file.

Submit your file here

(Regional File Upload)

Author Name	<input type="text"/>
Submission Title	<input type="text"/>
Language	Select Language ▼
Document Type	Choose type ▼

Choose File No file chosen

Supported File Format: docx

Cancel

Submit

Submission's page



The users can view submissions in the folder

	SI No	Author Name ↕	Paper Title	Original File	grammar	Language	Paper ID	Submitted Date ↕	Similarity	Action
	1	test	test	Plagiarism.pdf	NA	English	450375	2022-01-22 13:02:11	78	

Deleting Submission/uploaded file

To delete the submission from the folder, click on the delete icon and choose “yes” on alert message.

Note: Deleted submissions/files cannot be restored.

	SI No	Author Name ↕	Paper Title	Original File	grammar	Language	Paper ID	Submitted Date ↕	Similarity	Action
	1	test	test	Plagiarism.pdf	NA	English	450375	2022-01-22 13:02:11	78	

How to view result file or download the report in DrillBit?

Step1. To view/download the report, click on the similarity percentage.

Step2. The result or analysis page with the paper id, author name and matched sources.

	SI No	Author Name ↕	Paper Title	Original File	grammar	Language	Paper ID	Submitted Date ↕	Similarity	Action
	1	test	test	Plagiarism.pdf	NA	English	450375	2022-01-22 13:02:11	78	

Similarity %

Exclude single Sources

To view Previous matched content

URL to view original source

To view next matched content

Exclude multiple Sources

Include multiple Sources

Include single Sources

Matched content

PAPER ID : 450375 AUTHOR NAME : Test

1/28

PREVIOUS HIGHLIGHT

EXT HIGHLIGHT

www.k12academics.com

75

Similarity %

EXCLUDE

MATCHED SOURCES

Location	Primary Source	%	Exclude
<input checked="" type="checkbox"/>	1 En.wikipedia.org Internet Data	58%	▼
<input type="checkbox"/>	2 Www.k12academics.com Internet Data	7%	▼
<input type="checkbox"/>	3 En.wikipedia.org Internet Data	5%	▼
<input type="checkbox"/>	4 Arxiv.org Internet Data	3%	▼
<input type="checkbox"/>	5 Www.gutenberg.org Internet Data	1%	➡
<input type="checkbox"/>	6 En.wikipedia.org WEB SITE	1%	▼

INCLUDE

EXCLUDED SOURCES

Location	Primary Source	%	Exclude
<input checked="" type="checkbox"/>	7 En.wikibooks.org Internet Data	1%	⬅
<input type="checkbox"/>	8 Www.hilarispublisher.com Publication	1%	⬇

CHAP. I.
OF ROASTING, BOILING, &c.

THAT good Cooks will feed Gods with teaching, upon A Receipt of Cookery, which they never thought worth.

Hannah Glasse's signature at the top of the first chapter of her book, *The Art of Cookery Made Plain and Easy*, 6th Edition, 1758, an attempted defence against rampant plagiarism

In academia and journalism

Within academia, plagiarism by students, professors, or researchers is considered academic dishonesty or academic fraud, and offenders are subject to academic censure, up to and including expulsion. Some institutions use plagiarism detection software to uncover potential plagiarism and to deter students from plagiarizing. However, plagiarism detection software does not always yield accurate results and there are loopholes in these systems.^[31] Some universities address the issue of academic integrity by providing students with thorough orientations, required writing courses, and clearly articulated honor codes.^[32] Indeed, there is a virtually uniform understanding among college students that plagiarism is wrong.^[32] Nevertheless, each year students are brought before their institutions' disciplinary boards on charges that they have misused sources in their schoolwork.^[32] However, the practice of plagiarizing by use of sufficient word substitutions to elude detection software, known as rogeting, has rapidly evolved as students and unethical academics seek to stay ahead of detection software.^[33]

An extreme form of plagiarism, known as "contract cheating", involves students paying someone else, such as an essay mill, to do their work for them.^[28]

In journalism, plagiarism is considered a breach of journalistic ethics, and reporters caught plagiarizing typically face disciplinary measures ranging from suspension to termination of employment.^[34] Some individuals caught plagiarizing in academic or journalistic contexts claim that they plagiarized unintentionally, by failing to include quotations or give the appropriate citation. While plagiarism in scholarship and journalism has a centuries-old history, the development of the Internet, where articles appear as electronic text, has made the physical act of copying the work of others much easier.^[35]

Predicated upon an expected level of learning and comprehension having been achieved, all associated academic accreditation becomes seriously undermined if plagiarism is allowed to become the norm within academic submissions.^[36]

Exclude & Include Sources Options

User can exclude and include sources if the sources are irrelevant to the subject or users own work

Exclude: select the sources from the matched source list and click on “Exclude” button.

Include: select the sources from the excluded sources list and click on “Include” button.

Alternate Sources

The same content may be available in single source or multiple sources, but the software will detect all the sources and display the highest percentage in the primary source and others are in alternate source list.

77

Similarity %

Location	Primary Source	%	Exclude
<input type="checkbox"/> 1	En.wikipedia.org Internet Data	58%	▼
<input type="checkbox"/> 2	Www.k12academics.com Internet Data	7%	▼
<input type="checkbox"/> 3	En.wikipedia.org Internet Data	5%	▲
<input type="checkbox"/>	En.wikipedia.org Internet Data	5	🌐
<input type="checkbox"/>	En.wikipedia.org Internet Data	4	🌐
<input type="checkbox"/>	2l-apd a two-level plagiari. Publication.	<1	🌐

Click here to view

Alternate Source list

Matched Sources Navigation

User can click on the source, and it will navigate to matched content in the document. Click on the “NEXT HIGHLIGHT” to view the next matched content in the same page or different pages.

Click on the “PREVIOUS HIGHLIGHT” to view the previous matched content in the same page or different pages.

Matched Content Navigation

User can check the matched source from the matched content by clicking on the highlighted color. The matched source will be highlighted in the sources list.

The screenshot displays the DrillBit plagiarism report interface. On the left, a sidebar shows a 'Similarity %' of 35 and a list of 'MATCHED SOURCES'. The list includes 10 items, each with a checkbox, a location, a primary source, a percentage, and an 'Exclude' button. Item 2, 'Comparisons between genetic di...', is highlighted in yellow. On the right, the document text is shown with highlighted segments. A red arrow points from the highlighted segment in the text to the highlighted source in the list. The document text is titled 'Introduction' and discusses the food industry's role in maintaining food movement during the COVID-19 pandemic.

Location	Primary Source	%	Exclude
<input type="checkbox"/>	1 Published in open access proce...	7%	<input type="checkbox"/>
<input type="checkbox"/>	2 Comparisons between genetic di...	7%	<input type="checkbox"/>
<input type="checkbox"/>	3 Seed phosphorus remobilization...	2%	<input type="checkbox"/>
<input type="checkbox"/>	4 Applicable law to transnationa...	2%	<input type="checkbox"/>
<input type="checkbox"/>	5 Aberrant splicing of a natural...	2%	<input type="checkbox"/>
<input type="checkbox"/>	6 The ecology of the fungi the ...	2%	<input type="checkbox"/>
<input type="checkbox"/>	7 Economic review, september 200...	2%	<input type="checkbox"/>
<input type="checkbox"/>	8 Effects of foot posture on fif...	1%	<input type="checkbox"/>
<input type="checkbox"/>	9 Study on the combustion charac...	1%	<input type="checkbox"/>
<input type="checkbox"/>	10 Multi-stage progressive optima...	1%	<input type="checkbox"/>

Email Notification

User can send the PDF plagiarism report via “email id ”

Can enter single email id or up to 10 mail ids. Use “Enter” to separate mail ids.

The screenshot shows the DrillBit plagiarism report interface with an email notification form. The form is titled 'Email Notification' and has a text input field labeled 'Enter Email'. Below the input field is a 'SEND' button. The background shows the report details, including the paper ID (436063) and author name (Test). A red box highlights the email icon in the top right corner of the report header.

QR Code

Users can scan the QR Code to view the report on mobile. DrillBit supports portability to download or to view a document just by scanning the QR-Code.



Save To Repository

User can save the file to the institution Repository by click on "Repository icon "and click on the "Save" option.

Note: similarity should be less than 30%.

A screenshot of a mobile application interface for saving to a repository. At the top, there is a blue header bar with the text "AUTHOR NAME : Test" on the left, an envelope icon in the center, a QR code icon, and a repository icon (represented by three stacked horizontal lines) on the right. The repository icon is highlighted with a red square. Below the header, the text "Save To Repository" is displayed. There are three input fields: "Author Name" with the value "test", "Article/Paper/Thesis Title" with the value "test", and "Published Year" with the value "2021" and a dropdown arrow. At the bottom is a large blue button labeled "SAVE".

Digital Receipt

Step1: Users can get the digital receipt by click on the "Digital Receipt "from the header.

Step2: User can select the digital receipt based on the user choice by selecting the given options. (Synopsis, Dissertations, Thesis and Article)

Step3: User can edit few fields and name of signature then click on the "print" option.

Digital Receipt

SYNOPSIS DISSERTATION THESIS ARTICLE

 **DrillBit**
Anti Plagiarism Software

Drillbit Softtech India Pvt. Ltd

Certificate of Plagiarism Check for Synopsis

Author Name	test
Course of Study	Type here...
Name of Guide	Type here...
Department	Type here...
Acceptable Maximum Limit	Type here...
Submitted By	satheesh.b@drillbitplagiarism.com
Paper Title	test
Similarity	18%
Paper ID	415944
Submission Date	2021-11-24 10:29:48

Signature of Student Signature of Guide

Head of the Department

* This report has been generated by DrillBit Anti-Plagiarism Software

PRINT






File information

step1: User can get the file information, click on the "file information" icon.

- Submission details
- Text information
- File metadata

Step2:click on the drop down to view detail information .

AUTHOR NAME : Test

File Information

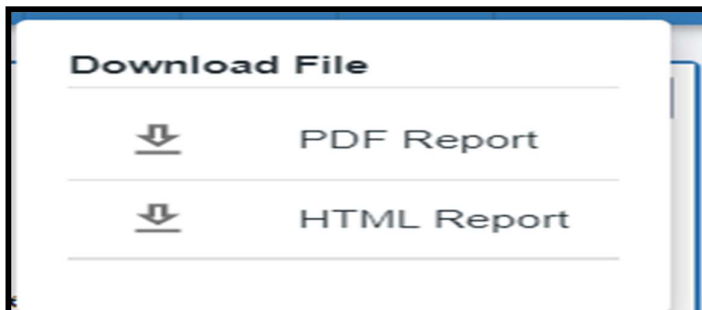
Submission Details ▼

Text Information ▼

File Metadata ▼

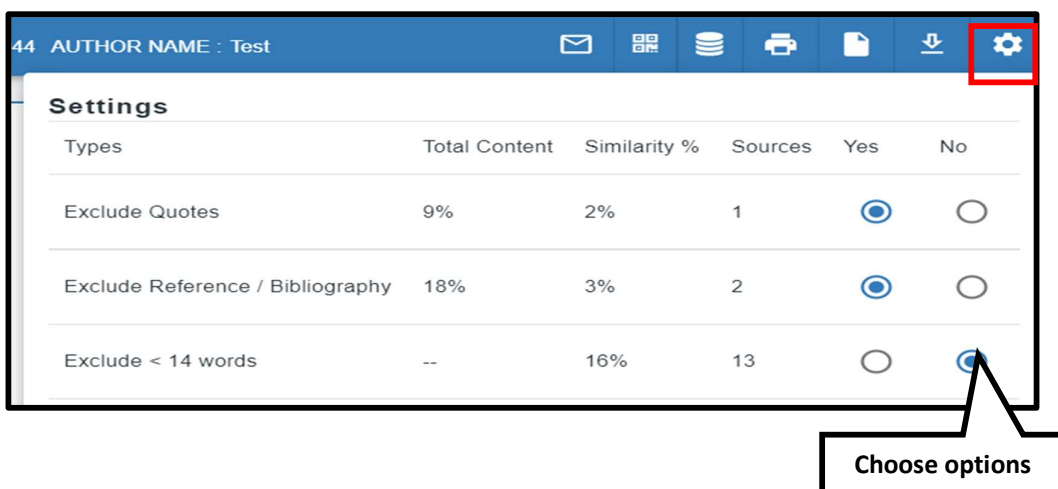
Download Report

To download the report, click on the "Download icon" and can choose the download options "PDF Report" or "HTML Report".



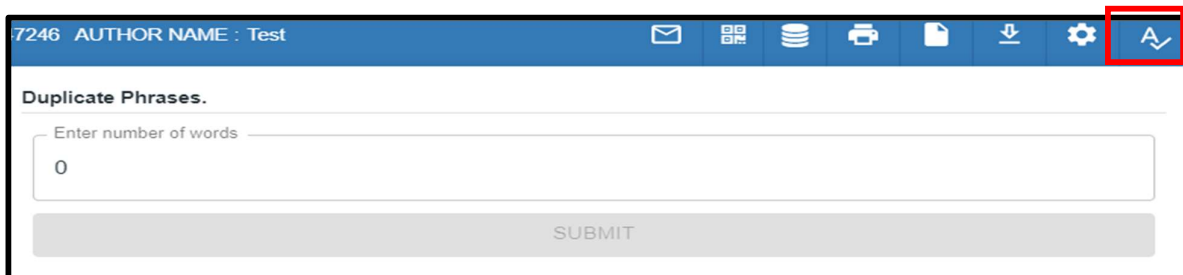
Settings

User can change the settings for the current document, the settings will be applicable for only this document and the sources and similarity % will be updated.



Duplicate phrases

- step1: To view the duplicate phrases in the document choose the "duplicate phrases".
- step2: Minimum 3 words should be selected and a maximum of up to 14 words is applicable.
- Step3: Enter the words limit, click on "submit".
- step4: The number of phrases occurrences in the document will be displayed.



Private repository

Step1: User can save previous years or old files in the private repository to compare current year documents and to avoid duplication within the Institutions.

Click on the “Private Repository” icon on Home Page.

Sathesh REF Language **Private Repository** Home DrillBit

Home Page
Instructions :
1. Create a Folder
2. Select the folder to submit the document

Folders

Folder Name Search **Create Folder**

SI No	Folder ID	Folder Name	Status	Creation Date	Action
1	82937	Regional	active	2022-01-19	Edit Select
2	83127	wednesday	active	2022-01-21	Edit Select

1

step2: Enter author name, title, published year, language, choose file.

step3: Click on the submit to save the file.

Author Name

Article/Paper/Thesis Title

Published Year

Language ☒ English ☐ Non-English ☐ Regional Languages

Choose File No file chosen

Allowed File Formats :
English / Non-English : PDF, DOC, DOCX
Regional : DOC, DOCX

Submit

Step4: To view saved files in the repository, click on the “Repository inbox”.

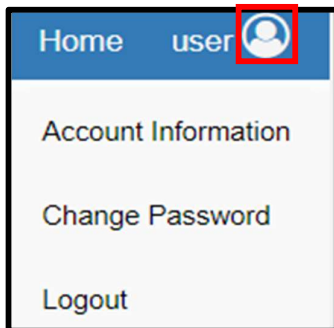


step5: To remove the files from the repository, click on “remove”, a request has been sent to DrillBit team to remove the file from the repository.

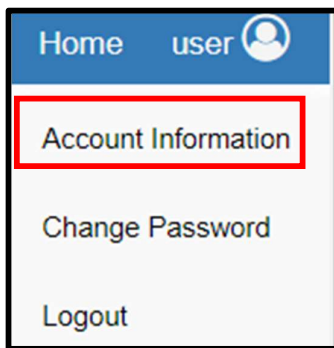
SI No	Paper ID	Author Name	Paper Title	Added Date	Action
71	241643	test	test	2021-03-24 10:21:59	Remove

Account information

step1: User can view the account information by clicking on the "user profile" in homepage.



step2: Select the account information, to view the account details.

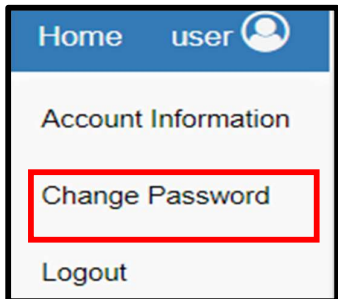


step3: User can view all the account information, date of creation, account expires, and total documents allocated.

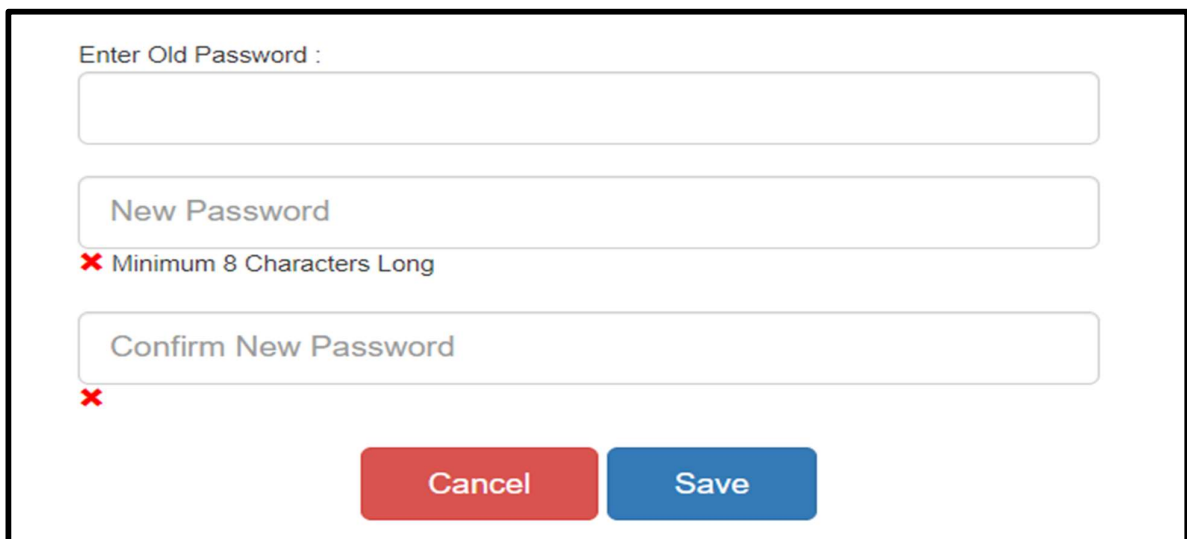
Institute Name	DRILLBIT REF DEMO
Username	Admin
User ID	23655
User Email Address	Admin@demo
Creation Date	2021-07-09 00:00:00
Last Login	2022-01-11 16:27:47
Total Documents Alloted	100
Total Documents Submitted	21
Files Saved to Repository	2 (View Repository)
Account Expires on	2022-01-30 00:00:00
Account Type	User
Admin Account	Admin@demo
User Time Zone	Asia/ Kolkata (UTC+05:30)

How to change the password in Drillbit plagiarism?

step1: User can change the password by click on the "change password "from the user profile.



step2: Enter the old password and enter the new password, conform the new password, and click on.

A screenshot of a password change form. It contains three input fields: 'Enter Old Password :', 'New Password', and 'Confirm New Password'. Below the 'New Password' field, there is a red 'x' icon and the text 'Minimum 8 Characters Long'. Below the 'Confirm New Password' field, there is a red 'x' icon. At the bottom of the form, there are two buttons: a red 'Cancel' button and a blue 'Save' button.

How to logout from a Drillbit Account?

Users can "logout" from the account by clicking on the logout option from the homepage.

