

DRILLBIT PRO - USER GUIDE - 2022

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

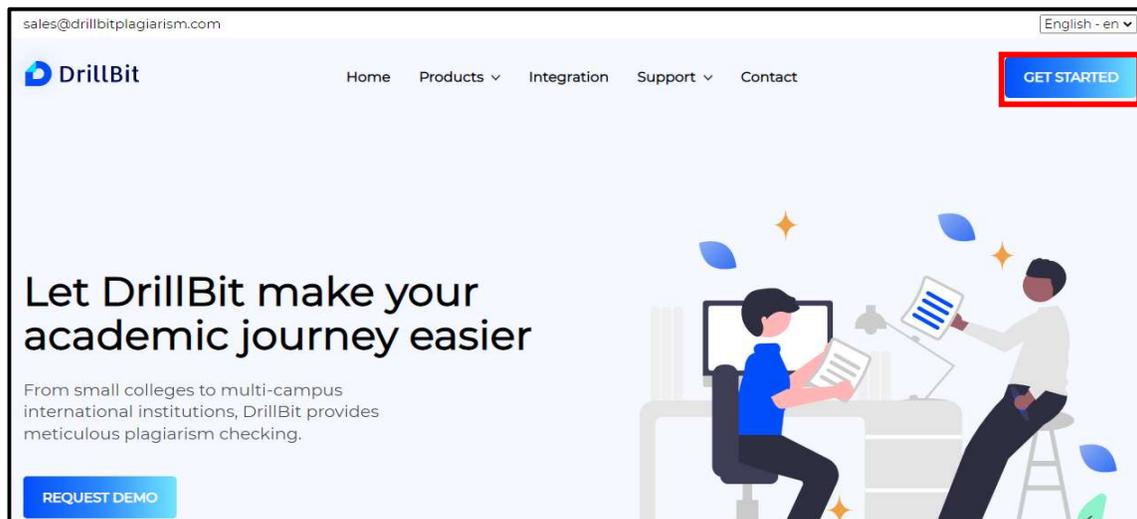
If you have received a welcome email from DrillBit, it means that the DrillBit administrator is allowing you to start creating folders, upload files, view reports.

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.

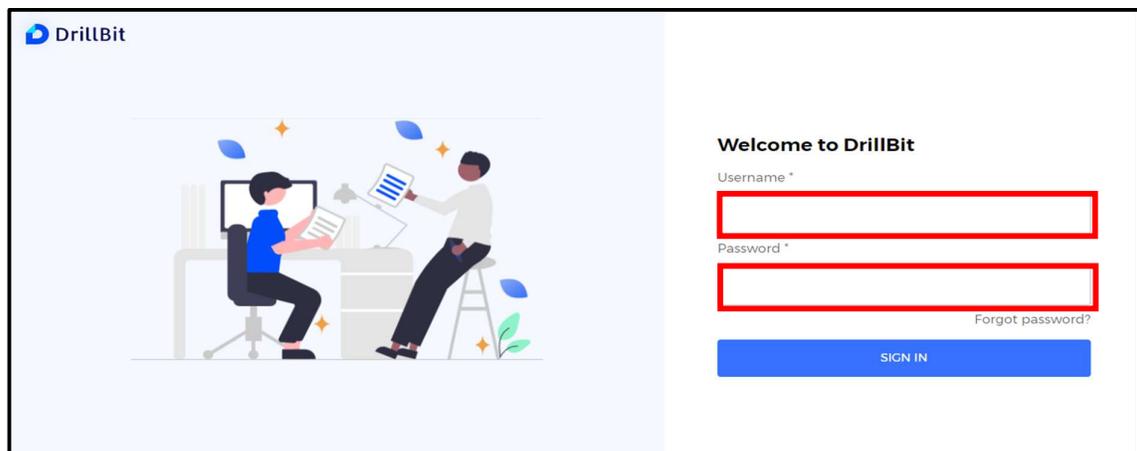
How to login to a DrillBit Account?

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.



User Dashboard

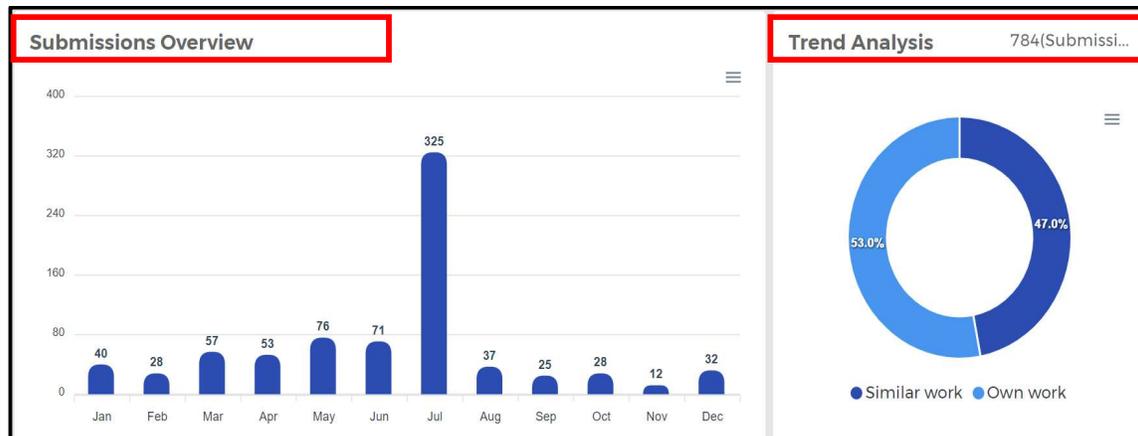
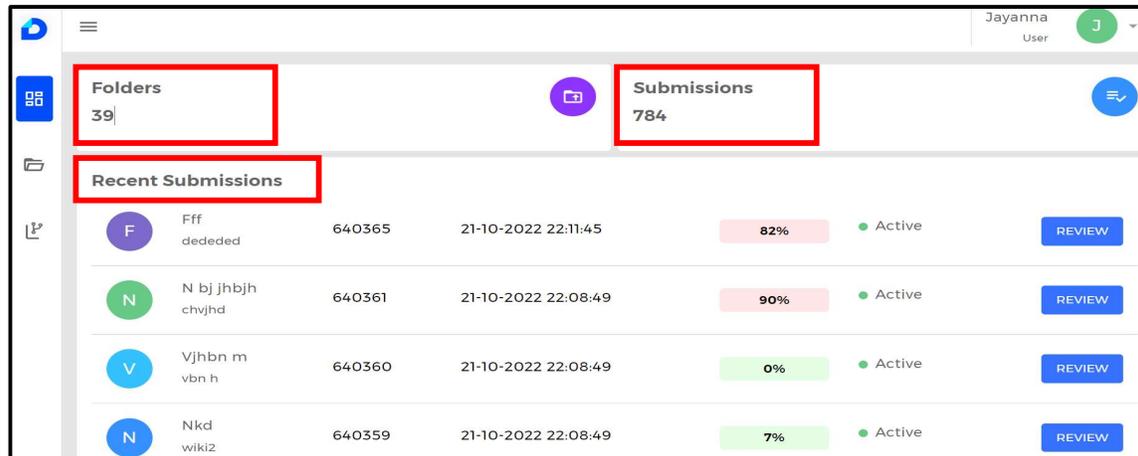
My folders: Total folders created under the user account

Submissions: Total submissions of the users during the subscription period

My recent submissions: latest submissions from the users

Submission overview: month-wise submissions

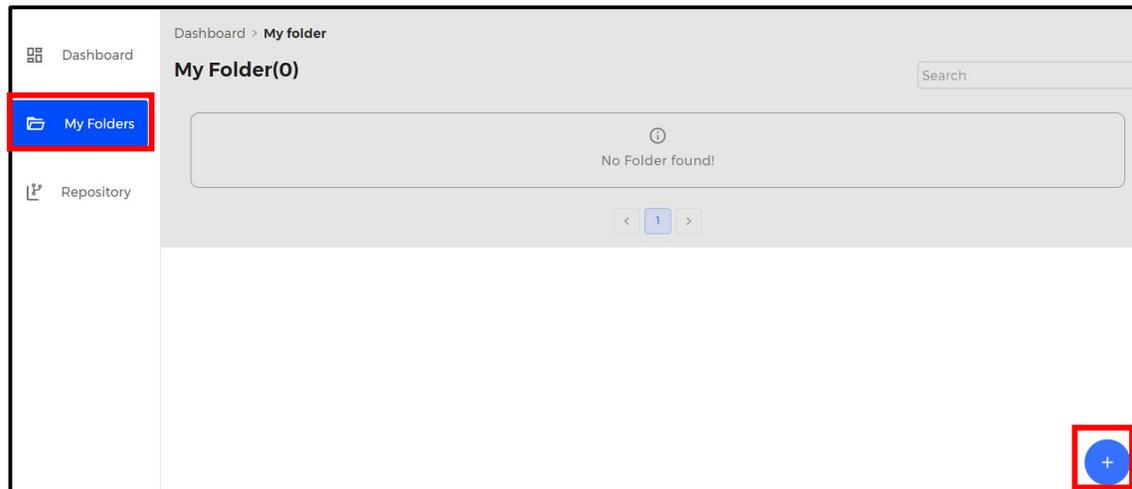
Trend analysis: average similar work and own work of the user submissions



My Folders Tab

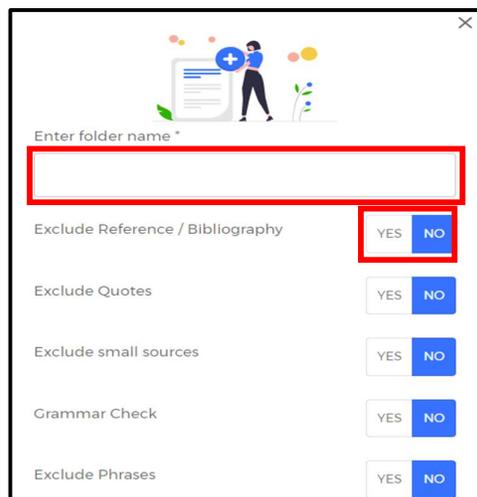
How to create a Folder?

Select "My folders" tab and click on "+" to create a folder



Enter the **Folder name**, Example - CSE, EEE, ECE, Medical, Department names, subject, student, project wise, etc.

Note: Folder name must be between 2 & 99 characters



Choose the **folder settings**

Exclude references/Bibliography – choose “YES” - can exclude/omit references/bibliography content in the plagiarism search

Exclude quotes – choose “YES” - can exclude/omit quotes/citations content in the plagiarism search

Exclude small sources – choose “YES” - can remove/exclude small matches select “YES” – 14 similarity words “NO” – default settings

Grammar checks – it will check for grammar also along with plagiarism if the folder setting option is “YES”.

Exclude phrases – choose “YES” - can exclude standard phrases (set of words) as per the guidelines

Enter 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

YES NO

Enter phrases 1 REMOVE

Enter phrases 2 REMOVE

Enter phrases 3 REMOVE

Enter phrases 4 REMOVE

Enter phrases 5 REMOVE

ADD PHRASES

Select the databases list “YES/NO” to compare against databases.

Compare against databases

Student Papers YES NO

Journals & publishers YES NO

Internet or Web YES NO

Institution Repository YES NO

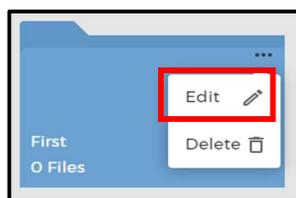
SUBMIT

choose the required options & click on the “SUBMIT”.

How to Edit The folder?

Click on the actions and select the edit icon, can edit the folder name and settings.

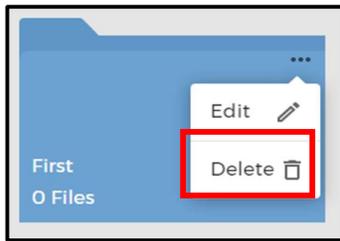
choose “Yes” on the alert message,



How to delete the folder?

Click on the actions and select the delete icon, it will delete the folder permanently, including submissions

choose "Yes" in the alert message,



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

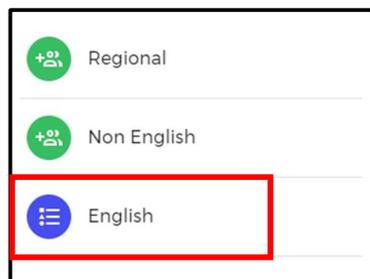
How to upload the files?

To upload the files, select the **folder** and select "+" Symbol.

choose the upload options "English", "non-English", and "Regional".

A screenshot of a 'Submissions (9)' table. The table has columns for Author Name, Paper Title, Original File, Language, Grammar, Similarity, Paper ID, Submission Date, and Action. The 'Action' column contains a trash can icon for each row. A blue '+' button is highlighted with a red rectangular box in the bottom right corner of the table.

	Author Nam...	Paper Titl...	Original F...	Language	Grammar	Similarity	Paper ID	Submission...	Action
<input type="checkbox"/>	Akshay	Aaaa2	↓ Kantara_(f...	English	NA	50%	640205	21-10-2022...	🗑️
<input type="checkbox"/>	Really	Aaaa	↓ Lorem ipsu...	Non-Englis...	NA	100%	640202	21-10-2022...	🗑️
<input type="checkbox"/>	Dr. Sriniv...	Plagiarism...	↓ Divya thes...	English	NA	36%	638202	17-10-2022...	🗑️
<input type="checkbox"/>	Jayanna	Ggfd	↓ RESEARCH P...	English	NA	60%	637263	16-10-2022...	🗑️
<input type="checkbox"/>	Jayanna	Dfg	↓ RESEARCH P...	English	🔗	NA	632886	09-10-2022...	🗑️ +



Upload English – can submit single file & multiple files

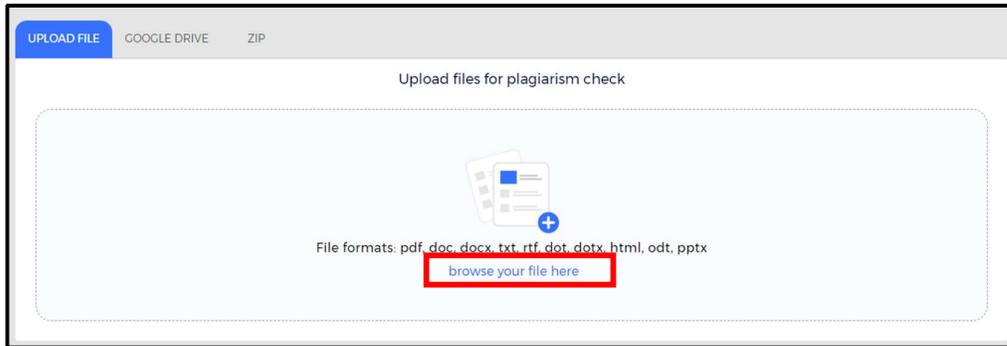
Click on "browse your file here" and select the files from your computer

Single file – to upload a single file

Multiple files – to upload up to 10 files in a single selection

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

Google drive – to upload larger file.



Single file Upload

Click on “browse your file here” and select the file from your computer
User must enter “Author Name”, “Paper Title”, Select “Document type” from the dropdown

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

Multiple files upload

User can upload “minimum 1 and maximum 10” files.

Click on “browse your file here” and select multiple files from your computer

Enter the fields, author name, title, choose document type” from the dropdown

Click on “Submit” to uploads the files successfully.

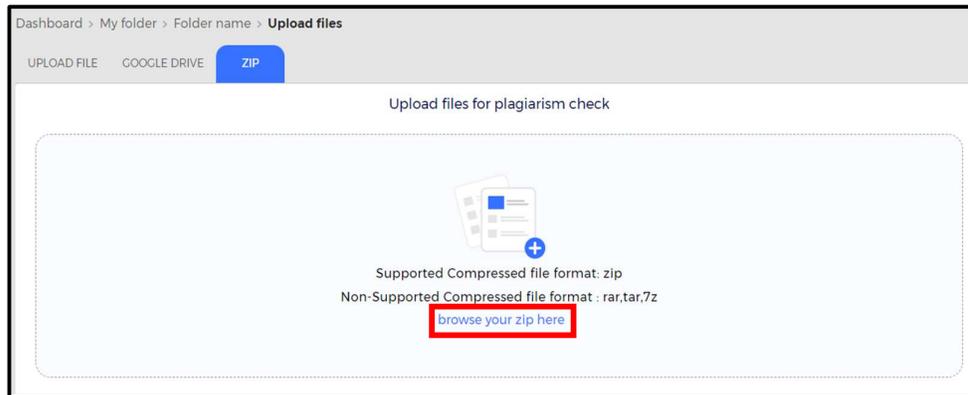
Zip file upload

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.

Choose a file and click on Submit



Google Drive upload

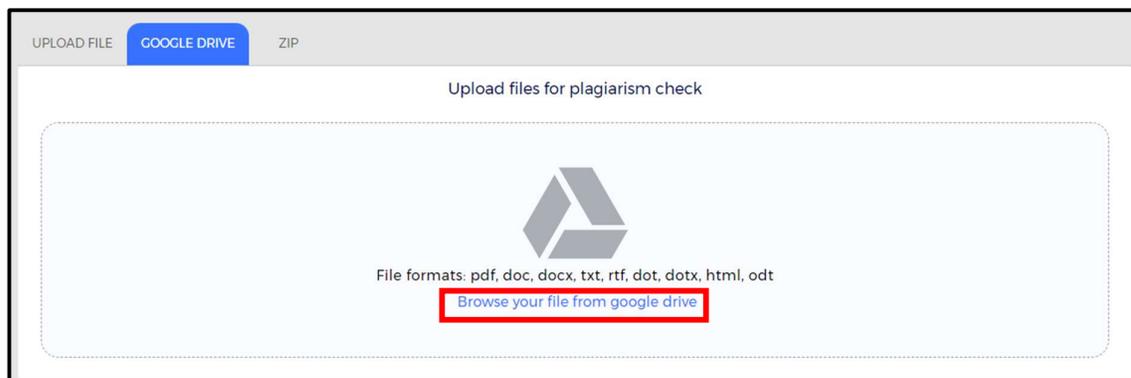
Users can upload the file from a Google drive.

click on "browse your file google drive",

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

After submission, users can see a popup message "file uploaded successfully."

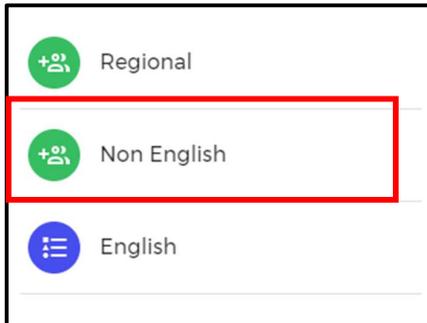
Supported file Types: PDF, DOC, DOCX, TXT, RTF, DOTX, HTML, ODT.



How to upload non-English files?

To upload the non-English files, select the **folder** and select "+" Symbol.

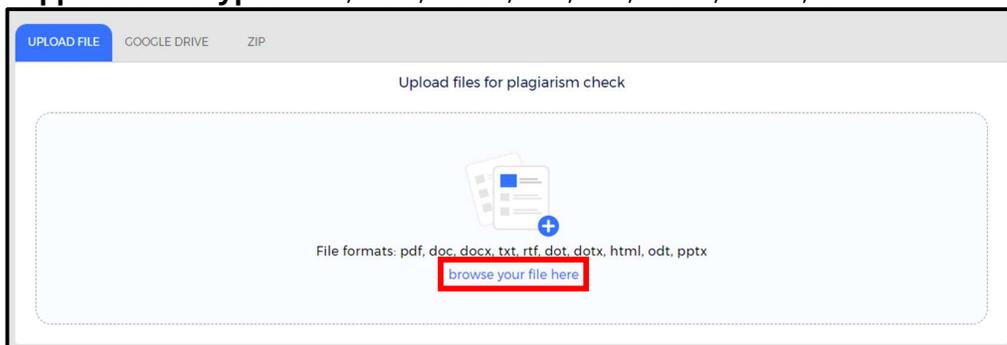
choose the upload options "non-English".



Click on “browse your file here” and select the file from your computer

Allowed Single file submission in non-English

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

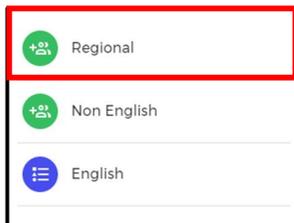


Click on the submit button to upload the file.

How to Upload a Regional language file?

To upload the regional files, click on the **folder** and select “+add” Symbol.

choose the upload options “Regional”.



Click on “browse your file here” and select the file from your computer

Allowed Single file submission in Regional

Enter “Author Name”, “Title”, “File type” “Language”,

Supported file types: DOC, DOCX,

Click on the “submit” button

Upload regional file for plagiarism check



Supported file format: docx
[browse your regional file here](#)

1.txt ✕

1.txt

Author Name *

Title *

File type *

Select Language *

SUBMIT

Submission's page

The users can view submissions inside the folders

1. **Author name:** user or owner of the document
2. **Paper title:** document title entered while submitting
3. **Original File:** original file uploaded by the user, can be downloaded anytime
4. **Grammar:** if applicable, can view & download the grammar report
5. **Similarity %:** plagiarism % of the submitted document
6. **Paper ID:** unique id of each submission for tracking
7. **Date & Time:** document submitted date & time
8. **Action:** document can be deleted from the submission page
9. **Refresh icon:** click on refresh to update the plagiarism % or reload the page.

<input type="checkbox"/>	Author Nam... ↑	Paper Titl... ↑	Original F... ↑	Grammar ↑	Similarity ↑	Paper ID ↑	Submission... ↑	Action
<input type="checkbox"/>	Jayanna	Test	↓ RESEARCH P...	NA	72%	631527	15-10-2022...	🗑️

Delete Submission/uploaded file

To delete the submission from the folder, click on the delete icon and choose "yes" on the alert message. Note: Deleted submissions/files cannot be restored.

<input type="checkbox"/>	Author Nam... ↑	Paper Titl... ↑	Original F... ↑	Grammar ↑	Similarity ↑	Paper ID ↑	Submission... ↑	Action
<input type="checkbox"/>	Jayanna	Test	↓ RESEARCH P...	NA	72%	631527	15-10-2022...	🗑️

How to view the result file, analysis page or download the report?

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

<input type="checkbox"/>	Author Nam... ↑	Paper Titl... ↑	Original F... ↑	Grammar ↑	Similarity ↑	Paper ID ↑	Submission... ↑	Action
<input type="checkbox"/>	Jayanna	Test	↓ RESEARCH P...	NA	72%	631527	15-10-2022...	🗑️

The screenshot shows a plagiarism detection tool interface. At the top, it displays 'PAPER ID : 450375' and 'AUTHOR NAME : Test'. A similarity percentage of 75% is shown in a red circle. Below this, there are sections for 'EXCLUDE' and 'MATCHED SOURCES'. The 'MATCHED SOURCES' table lists several sources with their similarity percentages and checkboxes for inclusion or exclusion. A 'PREVIOUS HIGHLIGHT' and 'NEXT HIGHLIGHT' section shows a snippet of text with highlighted portions. Callouts point to various UI elements: 'Similarity %' points to the 75% circle; 'Exclude single Sources' points to the 'EXCLUDE' button; 'To view Previous matched content' points to the 'PREVIOUS HIGHLIGHT' button; 'URL to view original source' points to the source URLs in the table; 'To view next matched content' points to the 'NEXT HIGHLIGHT' button; 'Exclude multiple Sources' points to the checkboxes in the 'MATCHED SOURCES' table; 'Include multiple Sources' points to the checkboxes in the 'EXCLUDED SOURCES' table; 'Include single Sources' points to the 'INCLUDE' button; and 'Matched content' points to the highlighted text in the 'PREVIOUS HIGHLIGHT' section.

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

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%	▼

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

PREVIOUS HIGHLIGHT

1/28
www.k12academics.com

plagiarism may sometimes also form part of a claim for breach of the plagiarist's contract, or, if done knowingly, for a civil wrong.

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]

CHAP. I.
OF ROASTING, BOILING, &C.
THAT good Cooks will find fault with teaching upon a Receipt of Cookery, which they never thought upon.
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

NEXT HIGHLIGHT

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 %

MATCHED SOURCES

<input type="checkbox"/>	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 plagia... 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 shows the DrillBit plagiarism report interface. At the top, it displays 'PAPER ID : 838' and 'AUTHOR NAME : Test'. A circular progress indicator shows a similarity percentage of 35%. Below this is a table of 'MATCHED SOURCES' with columns for 'Location', 'Primary Source', '%', and 'Exclude'. The table lists 10 sources with varying similarity percentages. A mouse cursor is pointing at the second source, 'Comparisons between genetic di...', which has a 7% similarity. To the right, a document preview is shown with highlighted text. A mouse cursor is also pointing at the highlighted text in the document preview.

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

Email Notification

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

Enter single email id or up to 10 mail ids. Use keyboard “Enter” to separate the mail ids.

The screenshot shows the DrillBit plagiarism report interface with the 'Email Notification' form open. The form has a text input field labeled 'Enter Email' and a 'SEND' button. A red box highlights the email icon in the top right corner of the interface. The background shows the same interface as the previous screenshot, with the 'MATCHED SOURCES' table and document preview visible.

QR Code

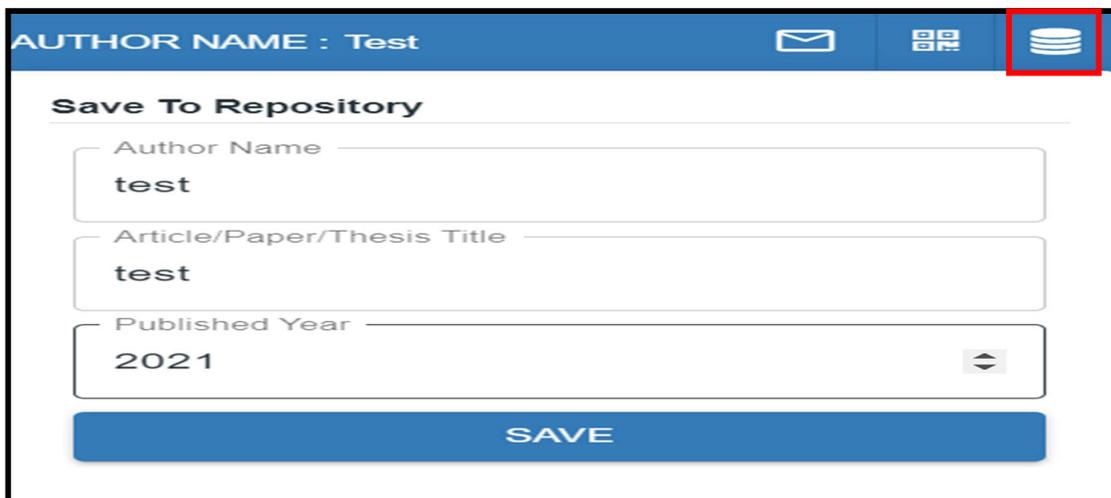
Users can scan the QR Code to view the report on mobile. DrillBit supports portability to download or to view a document just by scanning the QR-Code.



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, a white envelope icon in the center, a white QR code icon on the right, and a white repository icon (three stacked circles) on the far 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, there is a 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.

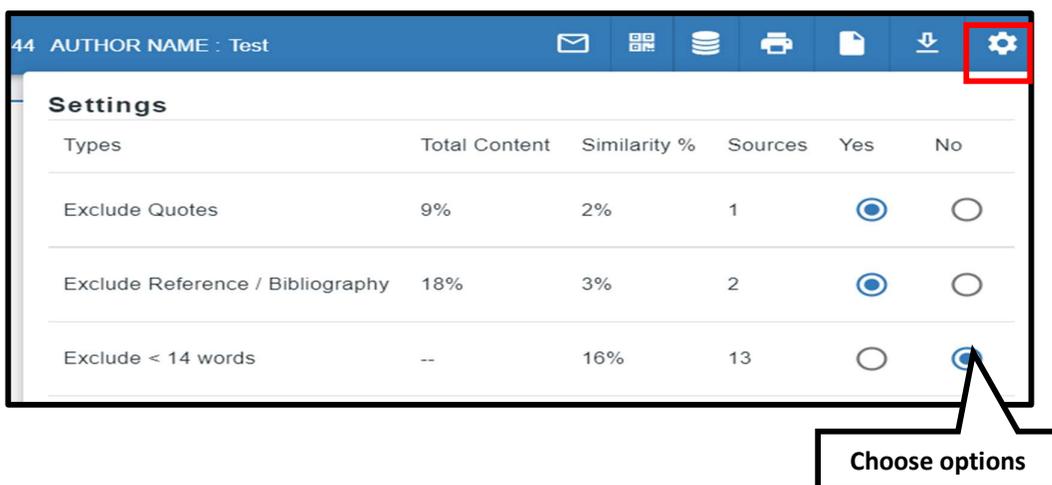
Download Report

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



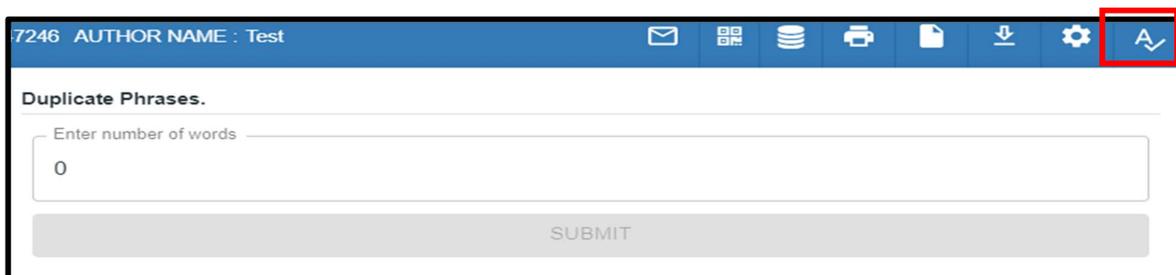
Settings

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

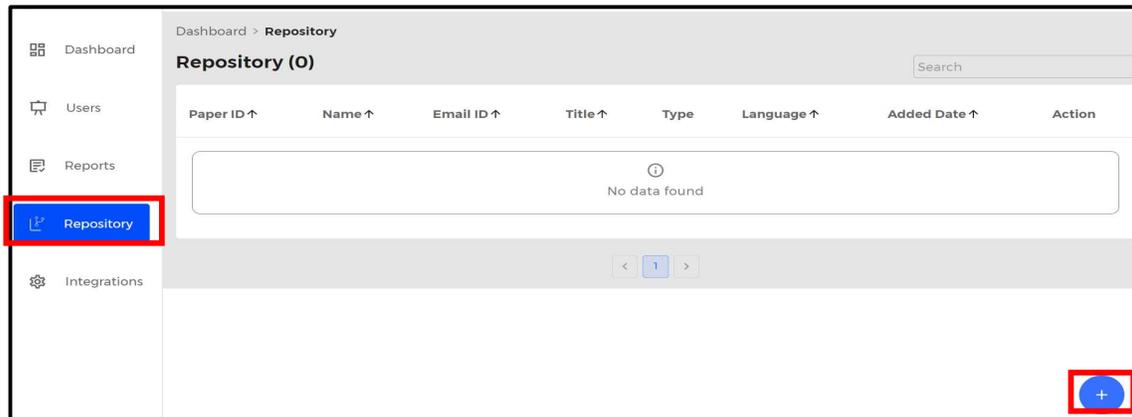
- step1: To view the duplicate phrases in the document choose the "duplicate phrases".
- step2: Minimum 3 words should be selected and a maximum of up to 14 words is applicable.
- Step3: Enter the words limit, click on "submit".
- step4: The number of phrases occurrences in the document will be displayed.



Repository

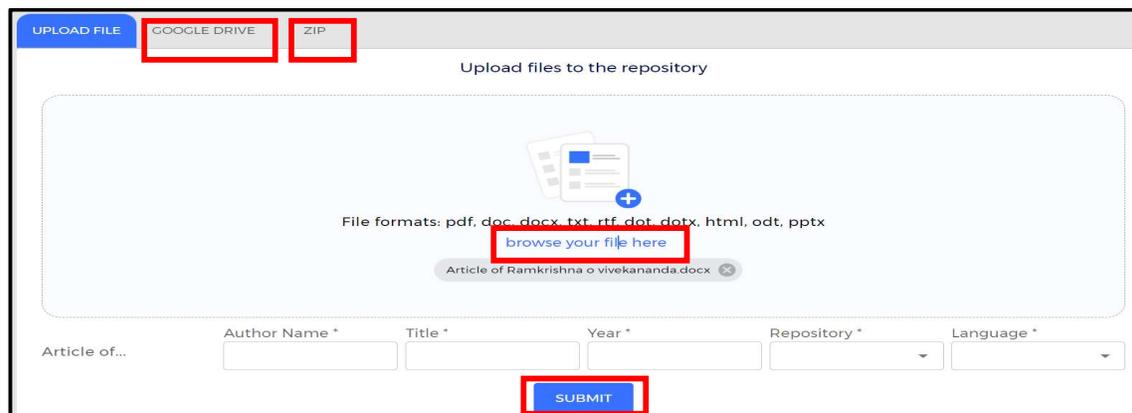
Users can save previous years or old files in the repository to compare current year documents and to avoid duplication within the Institutions.

Select "Repository" tab



Step2: Select the "+add" Tab to upload files to the repository.

Step3: click on "browse your file here" and upload single file, multiple files, zip folder or file from the google drive.



Enter the Author name, title, year, Repository type (Institution/Global), language (English/Non-English)

Click on "SUBMIT" to upload the files.

How to delete files from the repository?

Select the Repository tab.

click on the delete icon against each submission.

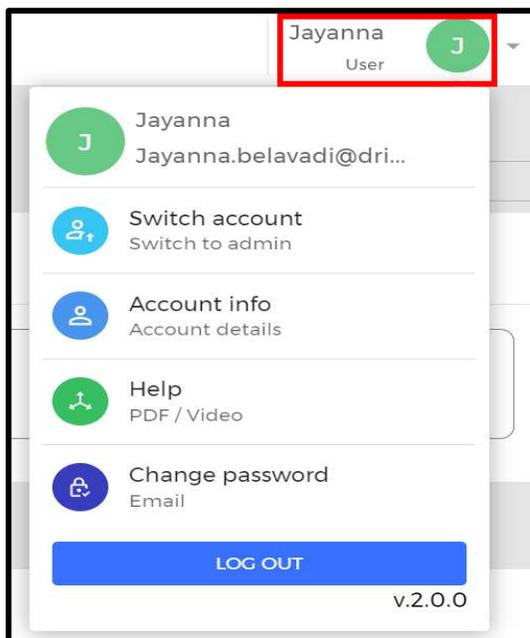


The files will be permanently removed from the repository within 24 hours.

User profile

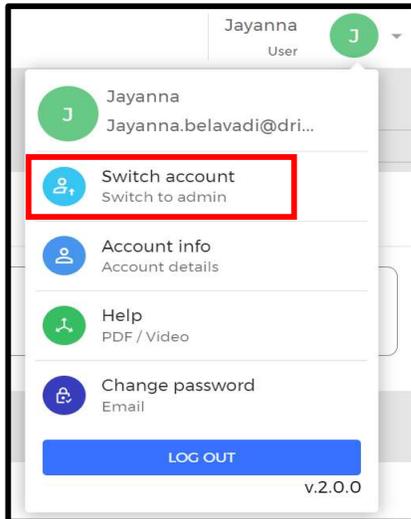
Click on **profile** to view dropdown on the top right corner

1. Switch account – one user can do role switch over to admin role to manage the account
2. Account info – to view complete details of the license
3. Help – to view user guides and tutorials
4. Change password – admin can change the password using this option.



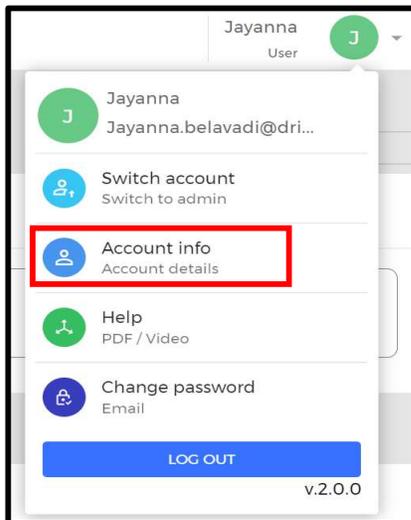
1. Switch account – switch to admin role

user can play a dual role as a user as well as admin to manage the license.



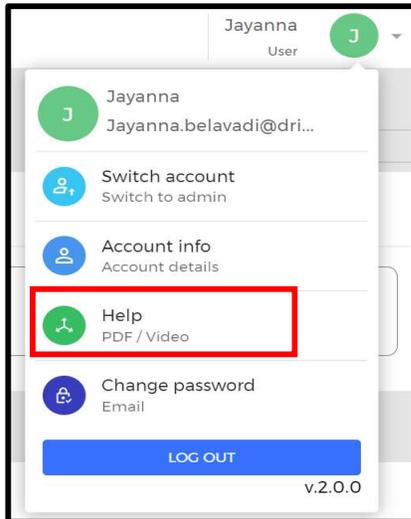
2. How to get my Account information?

user can choose the "Account Info" tab to view complete information about the account.



3. How to get Help or access users guides or video t

Click on the help tab to access/download users guides and video tutorials.

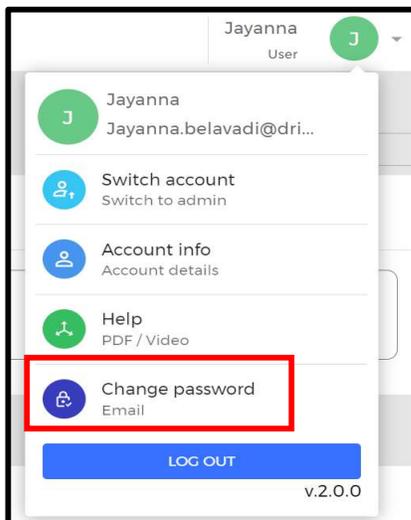


Download the PDF file of manual/guide



4. How to change admin password?

change password by using the “change password”, option on the profile menu.



Enter the old password, enter the new password & confirm the new password, and click on the “change password” icon

Change Password

Old password *

New password *

Confirm password *

CHANGE PASSWORD

The new password will be updated successfully.

How to logout from a DrillBit Account?

Click on the profile, left side top corner and **Logout**