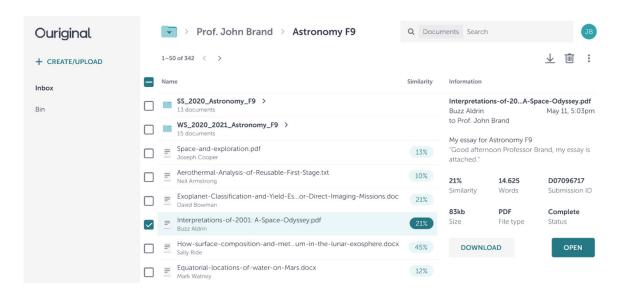# Ouriginal

The Ouriginal Webinbox
User Guide

Documents can be submitted through your school's existing learning platform, or by attaching and sending it in as an email or through an API. Users who prefer to administrate all documents and analyses directly in the web browser can do so with our webinbox.

Inbox
Your inbox is associated with your Ouriginal email address, to which other users can send documents. Submitted documents automatically end up in the inbox even before they have been analyzed. "Date Uploaded" is the default sort.

Create/Upload
To upload new documents or folders, use the Create/Upload button at the top left of the webinbox. This button can also be used to create a new folder.

Toolbar
Documents can be managed by selecting actions from the toolbar or the information panel. Both appear after selecting one or more files from the inbox. These actions include - bulk download, delete and move.

Information Panel
The information panel provides additional details about the selected documents such as total word count, file size and the attached student message.

Analysis
The percentage fields next to each document indicate how similar the submitted document is to the found sources. Remember that the percentage is directly related to the length of the document and that these numbers are not exact.

Note: Always review the detailed analysis before making any decisions regarding plagiarism. The significance value alone is not an absolute indication of plagiarism.