

VeriGuide User Manual

Self-Check

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Prepared by: University Technology Limited

Updated 17 October, 2016

Website: www.ut-ltd.com

Chapter 1: Viewing Originality Report

Step 1: Login

Go to the URL of www.veriguide.org/login to login.

English | 繁體中文 | 简体中文

VeriGuide™

Login

Login

The VeriGuide System has been upgraded. In the new system, you can:

- Manage your account information.
- Upload documents with more supported formats.
- Tune checking parameters when you submit files.
- Share your reports with friends through email.

Please feel free to contact us with your feedback.

Login

Login ID/Email

Password

Login

[Forgot password? Click here.](#)

[New user? Click here.](#)

Overview: VeriGuide

This is a new front-end for VeriGuide, a system to check similarities on documents from different sources to uphold academic honesty. Using this site, you can upload your files for checking and originality reports generation.

This site supports **Mozilla Firefox** and **MS Internet Explorer (7.0 or above) ONLY** currently. Should you have any problems in using the system, please contact us at info@veriguide.org.

[Home](#) | [Services](#) | [News](#) | [Partners](#) | [About](#)

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Step 2: Choose The Service

Choose the service by clicking “VeriGuide Academic”.



The screenshot shows the VeriGuide website interface. At the top, there is a navigation bar with links for Home, Services, Account, Purchase, Help, and Logout. The main heading is "Services", accompanied by a graphic of colorful 3D blocks. Below this, a personalized welcome message reads "Welcome, Ivan YAU!" and "You have logged in at 2016-09-08 16:23. Please logout and close the window before you leave." The page features three service cards: "VeriView" (View reports shared by VeriGuide users), "VeriGuide Basic" (Submit files and generate originality reports), and "VeriGuide Academic" (Student-oriented system for school or institution). A "Special Offer" section on the right promotes a free trial and includes an "Invite now!" link. The footer contains site navigation and copyright information: "© 2005-2016 The Chinese University of Hong Kong Terms of use".

Step 3: View Submission Records

The screenshot shows the VeriGuide web interface. At the top left is the VeriGuide logo. At the top right, there are language options (English | 繁體中文 | 简体中文), the user name 'YAU, Ivan', and 'VeriGuide School'. Below this is a navigation bar with links: Overview, Submission, History, Course, Deadline, Resource, and Logout. The main heading is 'Overview'. Below the heading is a banner image of a building with the word 'ACADEMIC' in red. Underneath the banner, there are four main sections, each with an icon and a brief description:

- Submission**: You may upload your documents to VeriGuide using suitable submission function.
- Submission History**: You may view your submission records by various submission functions.
- Course Information**: Download the assignment submitted, and view the originality report. You may share course(s) to others, if possible.
- Assignment Deadline Creation**: Define a default deadline for a specific assignment.

At the bottom, there is a footer with links: Home | Services | News | Partners | About, and copyright information: © 2005-2016 The Chinese University of Hong Kong Terms of Use.

Choose to view the submission records by clicking “Submission History”. And then click “Self-Check”.

The screenshot shows the VeriGuide web interface with the 'Submission History' page selected. The navigation bar now highlights 'Submission History'. The main heading is 'Submission History'. Below the heading is the same banner image of a building with the word 'ACADEMIC'. Underneath the banner, there is a breadcrumb trail: 'Overview > Submission History'. Below this, there are two main sections, each with an icon and a brief description:

- Self-Check**: You may view submission records submitted by Self-Check function.
- Assignment Submission History**: A list showing all your past submissions.

At the bottom, there is a footer with links: Home | Services | News | Partners | About, and copyright information: © 2005-2016 The Chinese University of Hong Kong Terms of Use.

Step 4: List of Individual Originality Report

In this list, you can download the submitted document, and access the individual originality report.

The screenshot shows the VeriGuide interface for 'Self-Checking Submissions'. The page includes a navigation menu with 'Overview', 'Submission', 'History', 'Course', 'Deadline', 'Resource', and 'Logout'. The main heading is 'Self-Checking Submissions' with an 'ACADEMIC' logo. Below the heading, there is a breadcrumb trail: 'Overview > Submission History > Self-Checking Submissions'. A dropdown menu indicates 'You are viewing as Self-Checking'. A message states: 'The following table shows the submissions in the last 3 months. Click here to view all the submissions.' Below this is a table with columns: Ref. no., Owner, File Name, Upload time, Similarity, Report, and Remarks. Two entries are shown:

Ref. no.	Owner	File Name	Upload time	Similarity	Report	Remarks
A03316015566876A	YAU, Ivan	Cross-Checkzip	2016-09-08 15:34	100.00%	View	CHK_DB
A03316015566868C	YAU, Ivan	External Sim....txt	2016-09-08 15:34	100.00%	View	CHK_DB

At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and includes navigation buttons: 'First', 'Previous', '1', 'Next', 'Last'. The footer contains links for 'Home', 'Services', 'News', 'Partners', 'About' and copyright information: '© 2005-2016 The Chinese University of Hong Kong Terms of Use'.

You can download the submitted document by clicking the file directly.

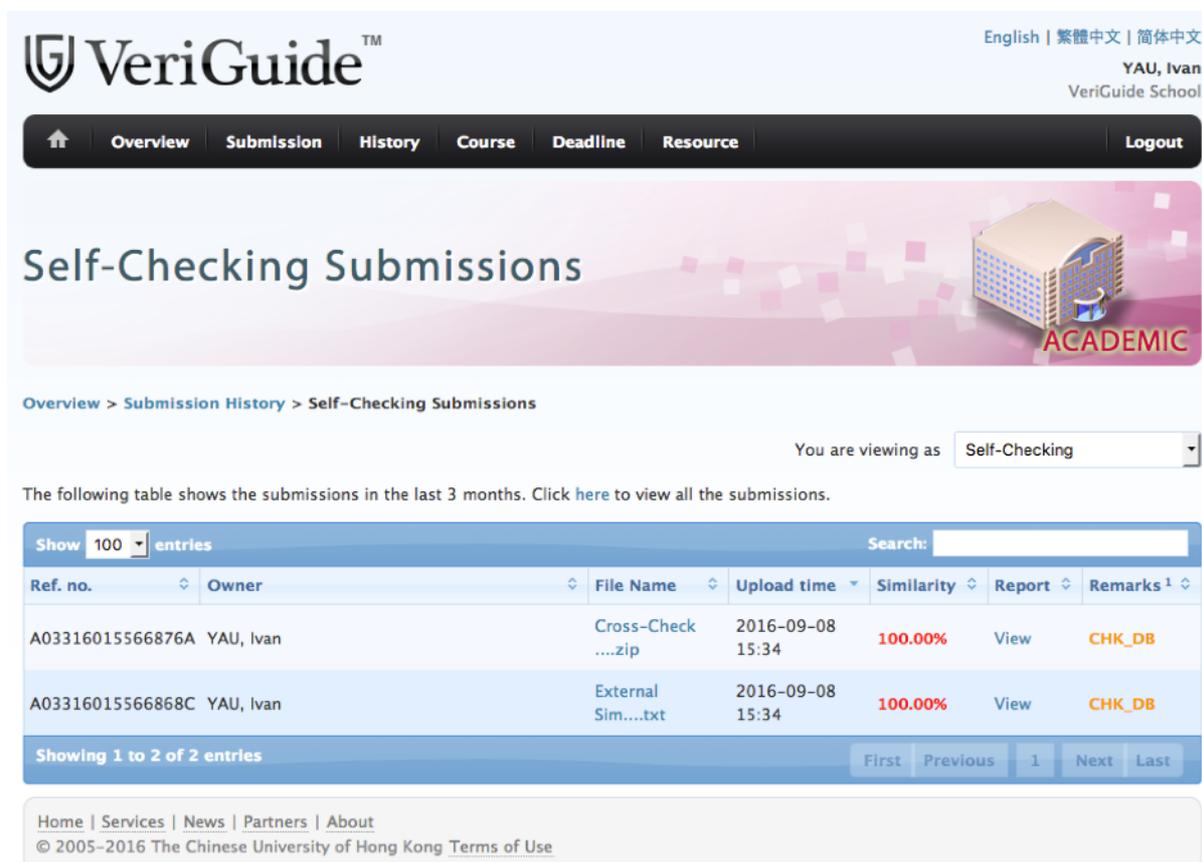
This screenshot is identical to the previous one, but with a file dialog box open over the table. The dialog box is titled 'Opening Cross-Check+Similarity.zip' and contains the following text:

You have chosen to open:
Cross-Check+Similarity.zip
which is: ZIP archive (3.6 KB)
from: <https://services.veriguide.org>
Would you like to save this file?
[Cancel] [Save File]

The table and other page elements remain visible behind the dialog box.

Step 5: Viewing Individual Originality Report

Click “View” to access the individual originality report.



English | 繁體中文 | 简体中文

YAU, Ivan
VeriGuide School

Overview Submission History Course Deadline Resource Logout

Self-Checking Submissions

Overview > Submission History > Self-Checking Submissions

You are viewing as

The following table shows the submissions in the last 3 months. [Click here to view all the submissions.](#)

Ref. no.	Owner	File Name	Upload time	Similarity	Report	Remarks
A03316015566876A	YAU, Ivan	Cross-Checkzip	2016-09-08 15:34	100.00%	View	CHK_DB
A03316015566868C	YAU, Ivan	External Sim....txt	2016-09-08 15:34	100.00%	View	CHK_DB

Showing 1 to 2 of 2 entries

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After that, you can then see the “Submission Information”. There are overall similarity percentage and its block-based similarity percentage.

Originality Report

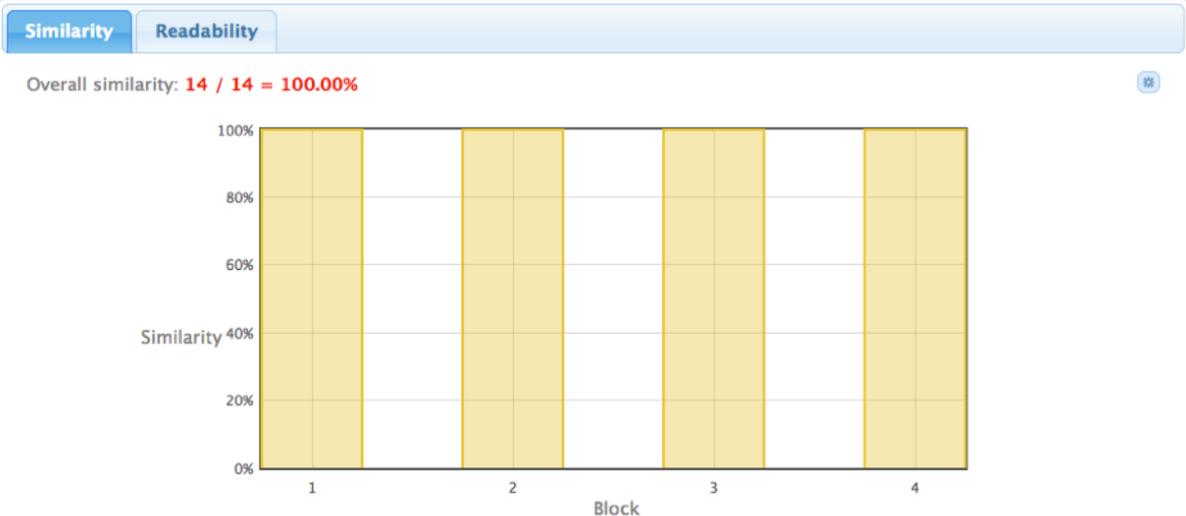


Self-Checking Submissions > Submission Overview (A03316015566868C) > Document Details

Document Details - External Similarity.txt

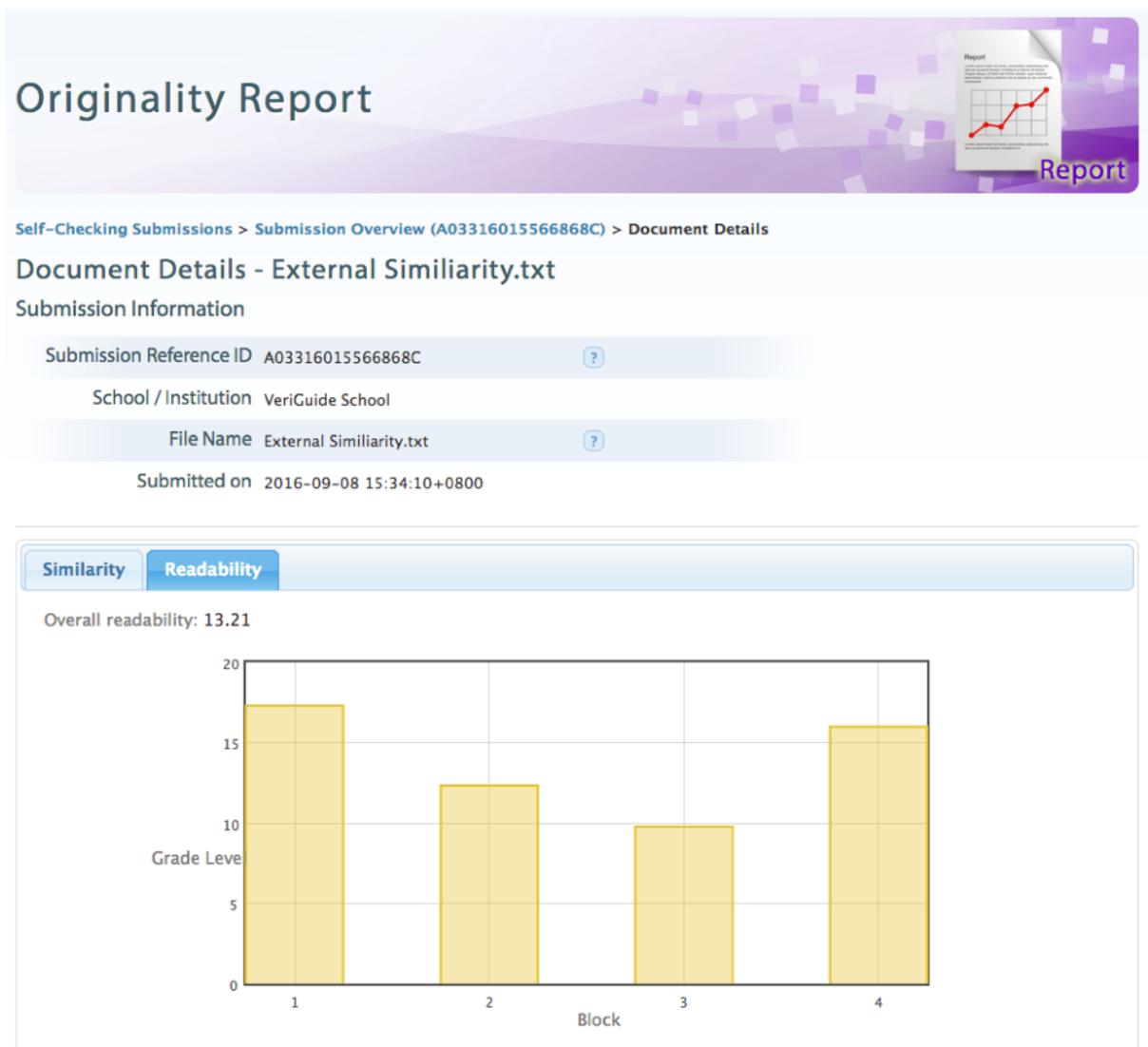
Submission Information

Submission Reference ID	A03316015566868C	?
School / Institution	VeriGuide School	
File Name	External Similarity.txt	?
Submitted on	2016-09-08 15:34:10+0800	



Our bonus feature's readability score helps you to analyse the complexity of the document.

(Readability: <https://en.wikipedia.org/wiki/Readability>)



This table shows the “List of Sources” of suspected plagiarised contents. In the “Side-by-side”, the system will show the comparison of submitted document and source document in sentence-level.

List of Sources

Show 10 entries Search:

Entry	Source	From	Similarity	Action
1	http://laestrella.com.pa/...o-pactos-reunion/23959901	Internet	100.00%	Side by side
2	http://elmundo.sv/trump-a...los-pactos-de-su-reunion/	Internet	100.00%	Side by side
3	http://www.elnuevoherald....dos/article100309852.html	Internet	100.00%	Side by side
4	http://www.holaciudad.com...ncumplio_0_951205170.html	Internet	100.00%	Side by side
5	http://www.ntn24.com/noti...-reunion-en-mexico-115346	Internet	92.86%	Side by side
6	http://www.efe.com/efe/am...-reunion/20000035-3033060	Internet	14.29%	Side by side

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

Side by side Marked pairs and Export to PDF (0)

Submitted Document

External Similarity.txt

Corresponding proportion: **14 / 14 = 100.00%**

← → ↺ ↻ ⊕

(Block_1) **Washington, 6 sep (EFEUSA).- El candidato republicano a la Casa Blanca, Donald Trump, acusó hoy al presidente mexicano, Enrique Peña Nieto, de vulnerar las reglas de la reunión que mantuvieron el pasado miércoles en la que, según el magnate, pactaron no abordar el pago del muro.**

En ese encuentro, Peña Nieto le habría dicho a Trump que México no pagará la construcción del muro en la frontera común con Estados Unidos, tal y como ha prometido el candidato republicano, quien le respondió al mandatario que ese asunto estaba fuera de la mesa.

Source Document

<http://laestrella.com.pa/...o-pactos-reunion/23959901>

Internet

Corresponding proportion: **14 / 179 = 7.82%**

← → ↺ ↻

EFE online@laestrella.com.pa

•••••

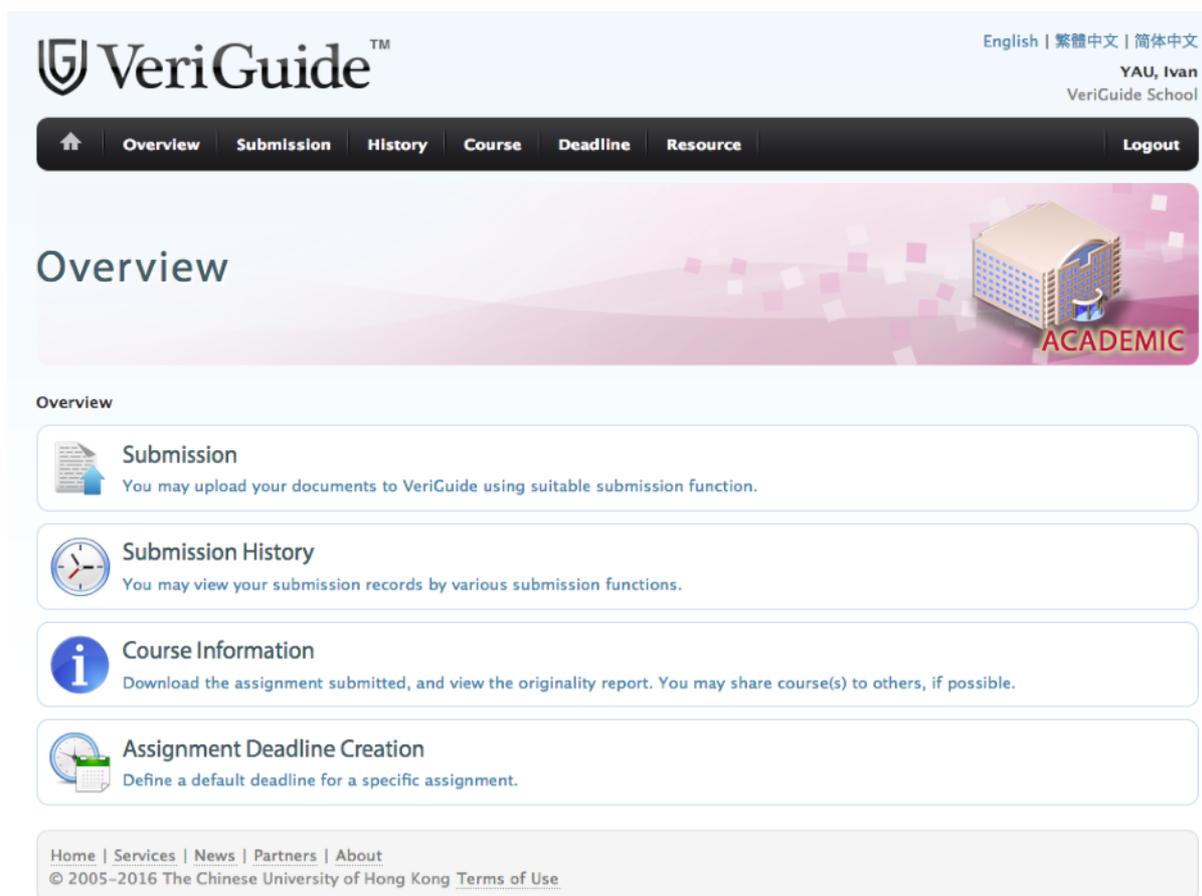
El candidato republicano a la Casa Blanca, Donald Trump, acusó hoy al presidente mexicano, Enrique Peña Nieto, de vulnerar las reglas de la reunión que mantuvieron el pasado miércoles en la que, según el magnate, pactaron no abordar el pago del muro.

En ese encuentro, Peña Nieto le habría dicho a Trump que México no pagará la construcción del muro en la frontera común con Estados Unidos, tal y como ha prometido el

Chapter 2: Uploading Document

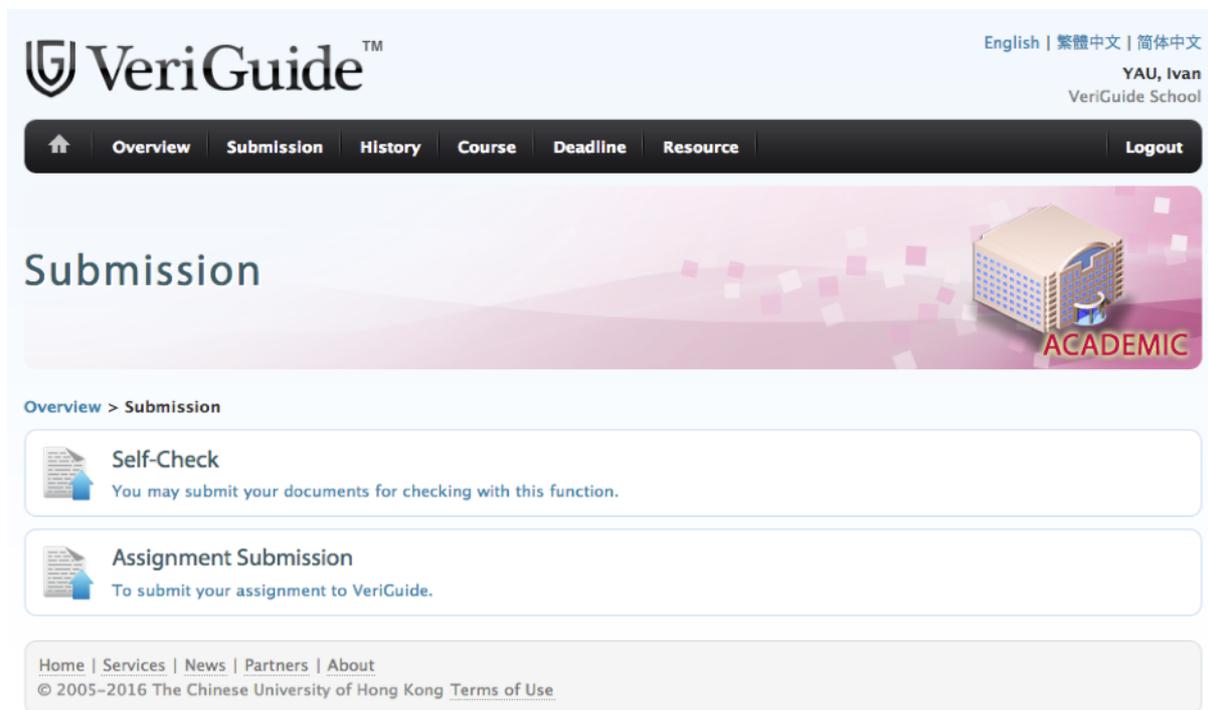
Step 1: Upload Documents

Click “Submission”.



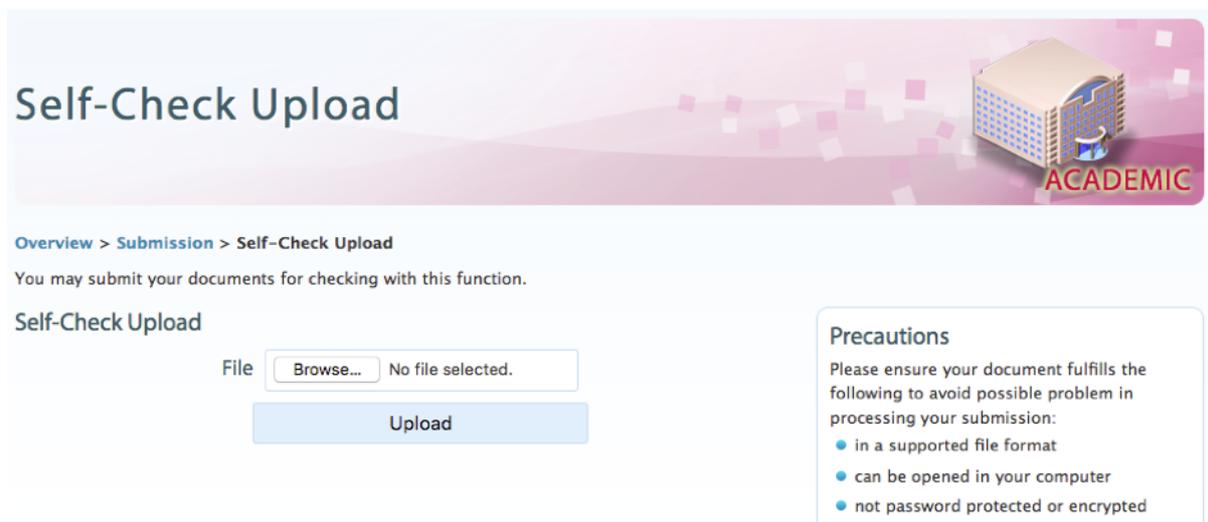
The screenshot displays the VeriGuide web application interface. At the top left is the VeriGuide logo. On the top right, there are language options (English | 繁體中文 | 简体中文), the user name 'YAU, Ivan', and 'VeriGuide School'. A navigation bar contains links for Home, Overview, Submission, History, Course, Deadline, Resource, and Logout. The main content area is titled 'Overview' and features a decorative banner with a building icon and the word 'ACADEMIC'. Below the banner, there is a list of four main functions: 'Submission' (with a document icon), 'Submission History' (with a clock icon), 'Course Information' (with an information icon), and 'Assignment Deadline Creation' (with a calendar icon). Each function has a brief description. At the bottom, there is a footer with links for Home, Services, News, Partners, and About, along with copyright information for 2005-2016 The Chinese University of Hong Kong and a link to Terms of Use.

Click “Self-Check”.



The screenshot shows the VeriGuide Submission page. At the top left is the VeriGuide logo. At the top right, there are language options (English | 繁體中文 | 简体中文) and user information (YAU, Ivan, VeriGuide School). A navigation bar contains links for Overview, Submission, History, Course, Deadline, Resource, and Logout. The main heading is "Submission". Below it, there are two main sections: "Self-Check" with a document icon and the text "You may submit your documents for checking with this function.", and "Assignment Submission" with a document icon and the text "To submit your assignment to VeriGuide.". At the bottom, there is a footer with links for Home, Services, News, Partners, and About, and a copyright notice: © 2005–2016 The Chinese University of Hong Kong Terms of Use.

Browse the file you want to upload. After that, click “Upload”.



The screenshot shows the VeriGuide Self-Check Upload page. The main heading is "Self-Check Upload". Below it, there is a breadcrumb trail: Overview > Submission > Self-Check Upload. The text below the breadcrumb says: "You may submit your documents for checking with this function." The main section is titled "Self-Check Upload" and contains a file upload interface. It has a label "File" followed by a "Browse..." button and the text "No file selected.". Below this is an "Upload" button. To the right of the upload interface is a "Precautions" section with the text: "Please ensure your document fulfills the following to avoid possible problem in processing your submission:". Below this text is a bulleted list of three items: "in a supported file format", "can be opened in your computer", and "not password protected or encrypted".

Finally, you will receive the “Submission Successful” notification.

Self-Check Upload

Overview > Submission > Self-Check Upload

 **Submission Successful**
The document has been submitted **SUCCESSFULLY**.
Please note your submission reference number: **A033160155668926**

After uploading the Self-Check submission, VeriGuide system will start report generation process immediately. Please note that, regarding all these Self-Check submissions, **NO REPORT READY NOTIFICATIONS** will be delivered. Please check for the report status in [Submission History](#) page.

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The **originality report will be ready within 24 hours** in most normal cases. Users are better to check the originality report one day later after the submission.