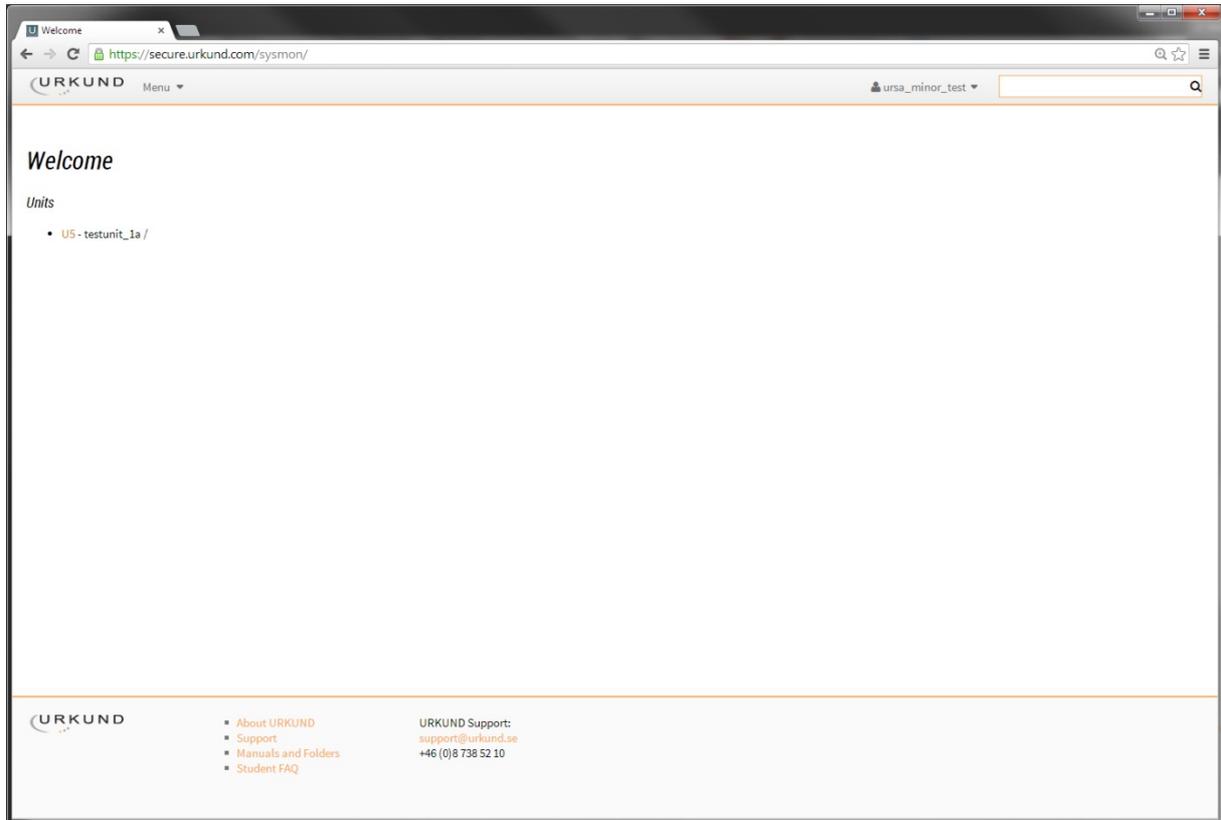


# URSA Minor User guide



After logging in, the Units that are available to administer are shown on the left of the start page.



*Note: All links in the URSA interface are orange - not blue.*

The Unit settings can be accessed by clicking the U[number] link. Other features are available via the Menu dropdown next to the URKUND logotype



Choosing *Receivers* will display a list of all registered users belonging to the unit/s

Id	Date	Name	Personal Email	Account Email	Username	Deleted
R888014	2012-02-21T12:06:00	Marie Moran	mariemoran@prioinfo.se	mariemoran.test@analys.orkund.com	pcapcvdw	<input type="checkbox"/>
R887901	2012-02-16T10:22:00	Lena Sjöberg	lenatec@prioinfo.se	lenatec.test@analys.orkund.com	daptec238v	<input checked="" type="checkbox"/>
R887890	2012-01-25T14:34:00	Johan Eliasson	datoeliasson@prioinfo.se	datoreliasson.test@analys.orkund.com	datorvdwiken5	<input checked="" type="checkbox"/>
R862289	2012-01-24T14:50:00	Mattias Sakö	mattias@foretag.prioinfo.se	mattias.saker.test@analys.orkund.com	1mattias.s	<input checked="" type="checkbox"/>
R857628	2011-11-23T08:34:00	Beatrice Baldakin	beatrice.baldakin@prioinfo.se	beatrice.baldakin.test@analys.orkund.com	beatrice_baldakin4	<input checked="" type="checkbox"/>
R837462	2011-03-09T10:43:00	Arvid Arkenberg	arvid.arkenberg@prioinfo.se	arvid.arkenberg.test@analys.orkund.com	arvid_arkenberg9	<input checked="" type="checkbox"/>
R835746	2010-12-13T14:47:00	Johan Hanman	hohan@prioinfo.se	johoto2.test@analys.orkund.com	johoto1	<input checked="" type="checkbox"/>
R835674	2010-08-25T12:25:00	Pontus Edemar	gosing@prioinfo.se	ponted.test@analys.orkund.com	ponte7r7	<input checked="" type="checkbox"/>
R831767	2010-08-24T17:31:00	Yvette Hansson	yvehan@prioinfo.se	yvehan.test@analys.orkund.com	93jbnf72nm	<input type="checkbox"/>
R831376	2010-08-17T14:43:00	Robert Lill	robert@prioinfo.se	jeducator.test@analys.orkund.com	nebol3nebol2	<input type="checkbox"/>
R831237	2010-08-17T14:41:00	Staffan Pettersson	staffan.pettersson@prioinfo.se	staff.test@analys.orkund.com	sununu51	<input type="checkbox"/>
R830723	2010-07-27T12:09:00	Joakim Aster	jaster@prioinfo.se	jaster.test@analys.orkund.com	lksnd8vfb23	<input type="checkbox"/>
R823172	2010-07-27T10:51:00	Petra Sprakin	petras@prioinfo.se	petras.test@analys.orkund.com	9jnilsso	<input type="checkbox"/>
R823017	2010-07-07T13:13:00	Peter Spanjor	peter_spanjor@prioinfo.se	peter_spanjor.test@analys.orkund.com	peter_spanje9	<input type="checkbox"/>
R822901	2010-06-08T12:18:00	Johan Nilsson	johan.nilsson@prioinfo.se	jnils2.test@analys.orkund.com	jnils72	<input type="checkbox"/>
R798490	2010-06-02T13:28:00	Qunitus Kumlin	kqunit@prioinfo.se	kqunit.test@analys.orkund.com	lsduw876vdw	<input type="checkbox"/>
R798149	2010-05-20T13:02:00	Anders Amarillo	anama@prioinfo.se	anama.test@analys.orkund.com	apaap8	<input type="checkbox"/>

Individual settings are available via the R-number in the far left column.

*Units* will display a list of the units available to the administrator, in essence the same as the items on the start page. When clicked, the details of the unit AND the users registered to it will be displayed

**U5 - testunit**

Change Organization levels Create Accounts Statistics

**Properties**

Id	U5	Contact person	Gunnel Fransander
Name	testunit	Email	gufan.test@orkund.se
Emailsuffix	.test@analys.orkund.se	Phonenumber	08-12345678
Organization	01 - Urkund Test Trial Demo	Language	Svenska

**Receivers**

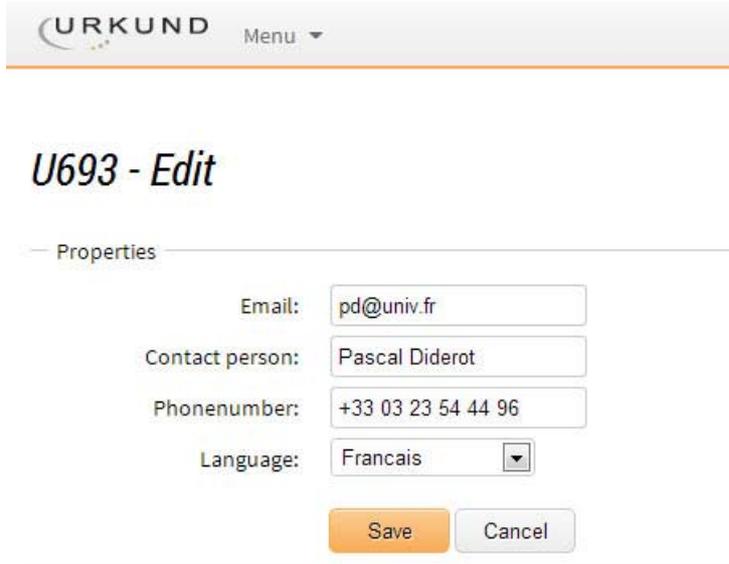
Id	Date	Name	Personal Email	Account Email	Username	Deleted
R888014	2012-02-21T12:06:00	Marie Moran	mariemoran@prioinfo.se	mariemoran.test@analys.orkund.com	pcapcvdw	<input type="checkbox"/>
R887901	2012-02-16T10:22:00	Lena Sjöberg	lenatec@prioinfo.se	lenatec.test@analys.orkund.com	daptec238v	<input checked="" type="checkbox"/>
R887890	2012-01-25T14:34:00	Johan Eliasson	datoeliasson@prioinfo.se	datoreliasson.test@analys.orkund.com	datorvdwiken5	<input checked="" type="checkbox"/>
R862289	2012-01-24T14:50:00	Mattias Sakö	mattias@foretag.prioinfo.se	mattias.saker.test@analys.orkund.com	1mattias.s	<input checked="" type="checkbox"/>
R857628	2011-11-23T08:34:00	Beatrice Baldakin	beatrice.baldakin@prioinfo.se	beatrice.baldakin.test@analys.orkund.com	beatrice_baldakin4	<input checked="" type="checkbox"/>
R837462	2011-03-09T10:43:00	Arvid Arkenberg	arvid.arkenberg@prioinfo.se	arvid.arkenberg.test@analys.orkund.com	arvid_arkenberg9	<input checked="" type="checkbox"/>
R835746	2010-12-13T14:47:00	Johan Hanman	hohan@prioinfo.se	johoto2.test@analys.orkund.com	johoto1	<input checked="" type="checkbox"/>
R835674	2010-08-25T12:25:00	Pontus Edemar	gosing@prioinfo.se	ponted.test@analys.orkund.com	ponte7r7	<input type="checkbox"/>
R831767	2010-08-24T17:31:00	Yvette Hansson	yvehan@prioinfo.se	yvehan.test@analys.orkund.com	93jbnf72nm	<input type="checkbox"/>
R831376	2010-08-17T14:43:00	Robert Lill	robert@prioinfo.se	jeducator.test@analys.orkund.com	nebol3nebol2	<input type="checkbox"/>
R831237	2010-08-17T14:41:00	Staffan Pettersson	staffan.pettersson@prioinfo.se	staff.test@analys.orkund.com	sununu51	<input type="checkbox"/>
R830723	2010-07-27T12:09:00	Joakim Aster	jaster@prioinfo.se	jaster.test@analys.orkund.com	lksnd8vfb23	<input type="checkbox"/>
R823172	2010-07-27T10:51:00	Petra Sprakin	petras@prioinfo.se	petras.test@analys.orkund.com	9jnilsso	<input type="checkbox"/>
R823017	2010-07-07T13:13:00	Peter Spanjor	peter_spanjor@prioinfo.se	peter_spanjor.test@analys.orkund.com	peter_spanje9	<input type="checkbox"/>
R822901	2010-06-08T12:18:00	Johan Nilsson	johan.nilsson@prioinfo.se	jnils2.test@analys.orkund.com	jnils72	<input type="checkbox"/>
R798490	2010-06-02T13:28:00	Qunitus Kumlin	kqunit@prioinfo.se	kqunit.test@analys.orkund.com	lsduw876vdw	<input type="checkbox"/>
R798149	2010-05-20T13:02:00	Anders Amarillo	anama@prioinfo.se	anama.test@analys.orkund.com	apaap8	<input type="checkbox"/>

If a *Receiver number* is clicked, the settings of the individual user will be displayed (see below)

The top bar allows for some actions to be taken



**[Change]** will edit the following



**URKUND** Menu ▾

## U693 - Edit

— Properties —

Email:

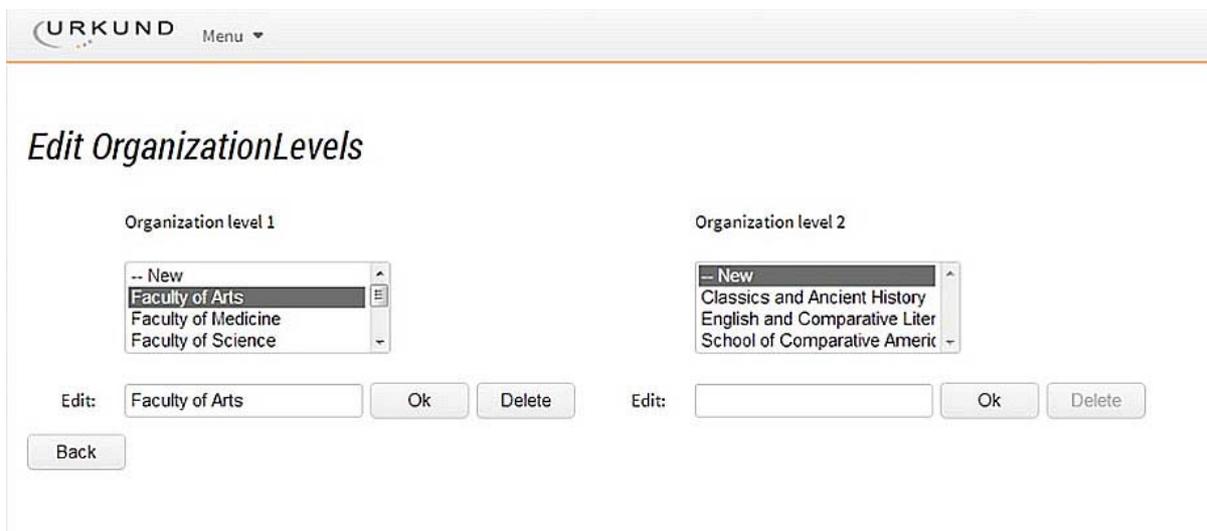
Contact person:

Phonenummer:

Language:  ▾

This is the contact information that should refer to the person in responsible for URKUND at the organization. The language setting is global and will affect every new user account created after it has been changed. It will, not however, affect existing users.

**[OrganizationLevels]** lets the administrator set up a hierarchy in up to two levels to which users can be tied. This functionality will be used to facilitate aggregated usage statistics in a later version of URSA Minor.



**URKUND** Menu ▾

## Edit OrganizationLevels

Organization level 1

▾  
 ▾  
 ▾  
 ▾

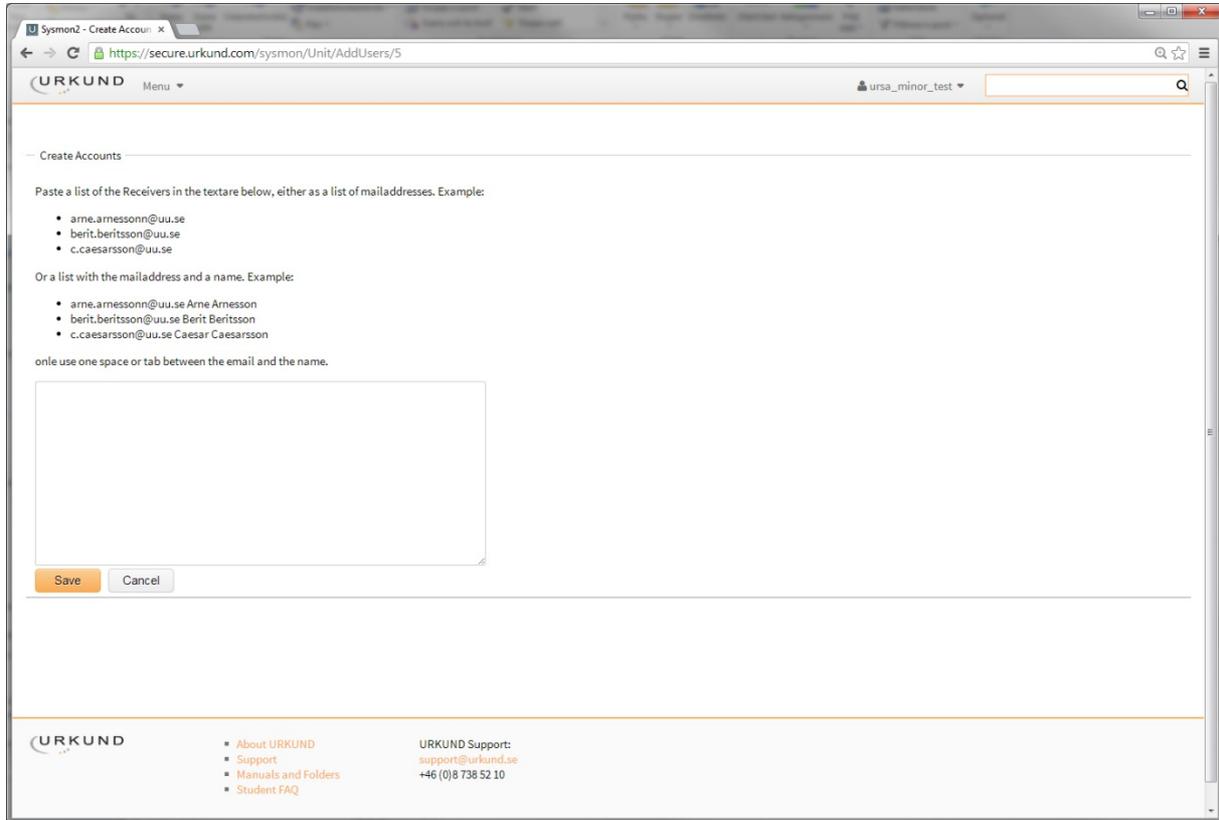
Organization level 2

▾  
 ▾  
 ▾  
 ▾

Edit:

Edit:

**[Create Accounts]** allows the administrator to set up new URKUND users within the organization.



In the box, put in the email address and the full name of the person or persons that needs an account. No titles are required to be filled in during this process.

Multiple accounts can be created simultaneously if entered on separate lines.

### Create Accounts

Paste a list of the Receivers in the textare below, either as a list of mailaddresses. Example:

- arne.arnesson@prioinfo.se
- berit.beritsson@prioinfo.se
- c.caesarsson@prioinfo.se

Or a list with the mailaddress and a name. Example:

- arne.arnessonn@prioinfo.se Arne Arnesson
- berit.beritsson@prioinfo.se Berit Beritsson
- c.caesarsson@prioinfo.se Caesar Caesarsson

Only use one space or tab between the email and the name.

```
arne.arnessonn@prioinfo.se Arne Arnesson  
berit.beritsson@prioinfo.se Berit Beritsson  
c.caesarsson@prioinfo.se Caesar Caesarsson
```

Next

The next step is to tie the accounts to their Organization Levels, if desired, and then make a final check of the entries so that the email addresses and the names are in the correct boxes. Note that commas or spaces in email addresses may shift the subsequent text into the name column.

Click Next when ready

Select the Organization levels, if any apply, and decide if the users should receive the standard Confirmations of Registration from URKUND sent to the users, leave the check in the box.

Settings

Organization level --

Organization level --

Send mail with account settings

Allow creation of duplicates

✕ - arne.arnesson.2.test@analys.urkund.se

---

Personal Email: arne.arnesson@prioinfo.se      Name: Arne Arnesson

Username: arne.arnesson.2      Password: 2b21e360e6d0

Email Prefix: arne.arnesson.2      Emailsuffix: .test@analys.urkund.se

✕ - berit.beritsson.2.test@analys.urkund.se

---

Personal Email: berit.beritsson@prioinfo.se      Name: Berit Beritsson

Username: berit.beritsson      Password: 52a45281d915

Email Prefix: berit.beritsson.2      Emailsuffix: .test@analys.urkund.se

✕ - c.caesarsson.2.test@analys.urkund.se

---

Personal Email: c.caesarsson@prioinfo.se      Name: Caesar Caesarsson

Username: caesar.caesarsson      Password: e0c7a298cb83

Email Prefix: c.caesarsson.2      Emailsuffix: .test@analys.urkund.se

Previous    Next

The white boxes can be changed before the account is created but the grey boxes are locked. Click Next when ready.

If there are any problems detected, such as duplicate accounts or invalid email formats, the process will halt requiring any errors to be corrected before proceeding.

The created accounts are displayed afterwards. Note that this is the only time and place that the passwords are accessible to the administrator.

### Units

Create Accounts

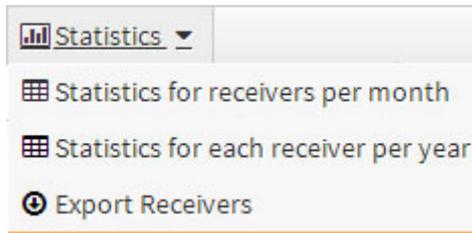
The following accounts have been created

Show 10 entries      Search:

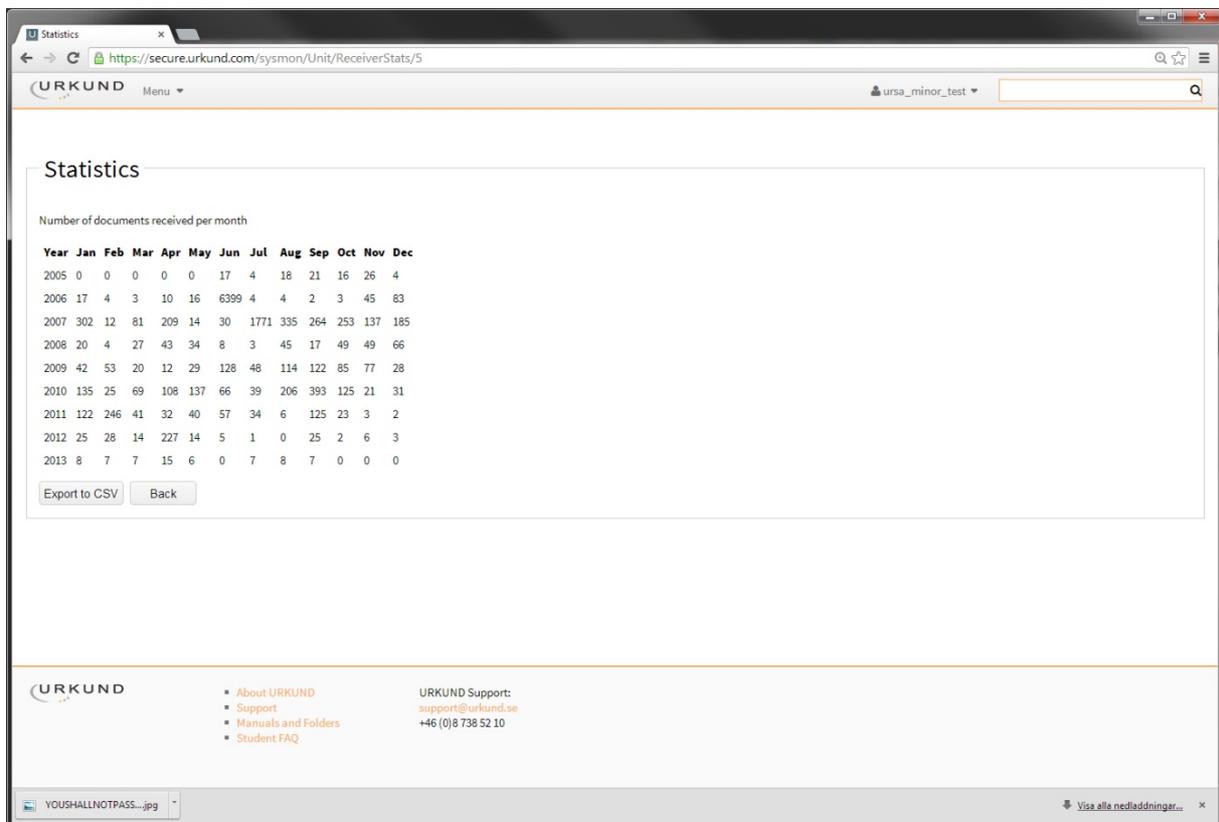
Email	Name	Account Email	Username	Password
arne.arnesson@prioinfo.se	Arne Arnesson	arne.arnesson.2.test@analys.urkund.se	arne.arnesson.2	2b21e360e6d0
berit.beritsson@prioinfo.se	Berit Beritsson	berit.beritsson.2.test@analys.urkund.se	berit.beritsson	52a45281d915
c.caesarsson@prioinfo.se	Caesar Caesarsson	c.caesarsson.2.test@analys.urkund.se	caesar.caesarsson	e0c7a298cb83

Showing 1 to 3 of 3 entries      PreviousNext

[Statistics] has three options



Statistics for receivers per month will show the aggregated number of documents per month per year since the unit started using URKUND



Statistics for each receiver per year will show how many documents were submitted to each user

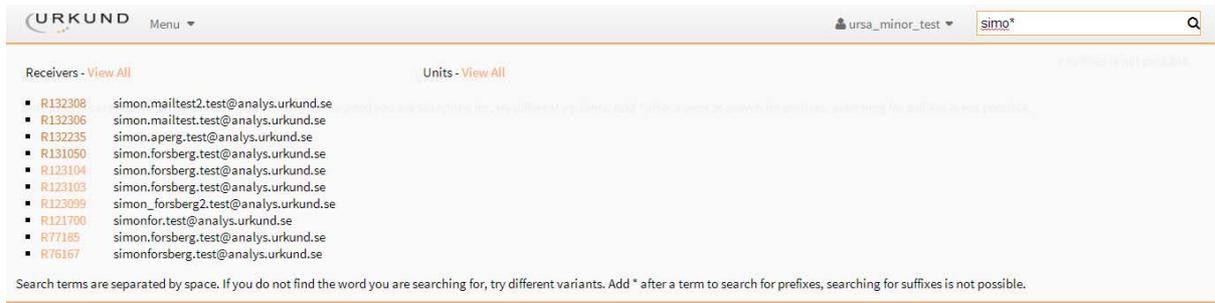
### Statistics

Number of received document for each receiver (" = Deleted)

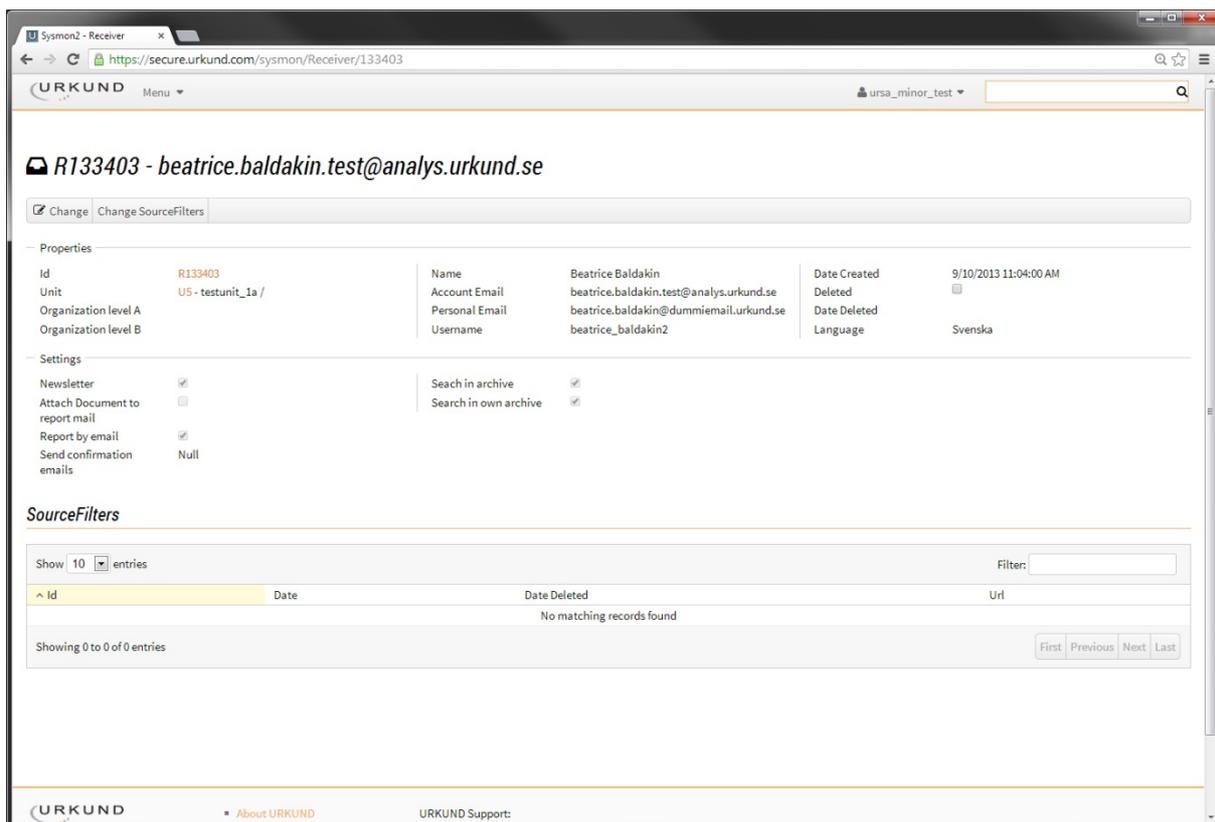
Id	Name	Account Email	Personal Email	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
1890	denis searby	mikaela.maria.test@analysurkund.se	mikaila_8@hotmail.com	0	231	328	348	130	145	255	413	27	
1891	Denise Matlberg	skojigast.test@analysurkund.se	skojigast@hotmail.com	0	0	0	17	0	0	0	0	28	
1898	Holm Desiree	audobully.test@analysurkund.se	erik_hernstrom@hotmail.com	0	0	10	1	7	0	1	0	3	
1899	Nilsson Desiree	satans.test@analysurkund.se	s@no.de	0	0	31	19	18	20	3	2	0	
1912	dimitrios iordanogiou	maja.test@analysurkund.se	plato5@sverige.nu	0	0	0	0	0	0	0	0	0	
1919	Donald Broadway	mariee.test@analysurkund.se	marieestaerki@hotmail.com	0	0	31	328	287	317	72	48	100	
1926	Douglas Westerlund	kalle.test@analysurkund.se	kalle_oseteki@hotmail.com	0	0	0	0	0	0	0	0	0	
1972	ebba gustavil	kavorka.test@analysurkund.se	par.sjolander@th.se	0	0	0	0	0	0	0	0	0	
1961	Hanga, Edda	apa123.test@analysurkund.se	une8@hotmail.com	0	1	0	0	0	0	0	0	82	
1966	Palmer Edward	lizzyfrizy.test@analysurkund.se	isa.lindmark@zon.ostersund.se	0	1	85	422	397	395	232	103	5	
1988	Åsard Erik (ÅSD)	osterskog.test@analysurkund.se	osterskog@hotmail.com	0	0	0	34	3	128	36	0	0	
2000	Eva Hemmungs-Wirtén	Timmy2006.test@analysurkund.se	timmyPa2006@hotmail.com	0	225	0	0	22	88	106	148	59	
2004	Heron-Sarafidis Elisabeth	viktor.test@analysurkund.se	viktor.jonsson@raghild.com	0	0	39	0	1	0	1	38	27	

These statistics can be exported to a CSV file and then opened in Excel. The [Export Receivers] option in the dropdown will generate a CSV of all the users in the organization.

Receivers (RXXXXXXX) can be accessed either via the list where the unit is displayed, via the **[Receivers]** menu option or via the free text search box. The search box works either by typing the exact desired name or address or with a wildcard at the end of the search word, which need not be complete. For example, a search for simo\* will result in any user with these characters being displayed.



When opened, the Receiver card will display the individual settings for the user, of which some may be edited by the administrator via **[Change]**, as well as any Source filters that may have been used.



The fields that can be edited are

— Edit R133403

---

Name:

Personal Email:

Username:

Password:

Organization level A:

Organization level B:

Language:

Newsletter

Send confirmation emails:

Attach Document to report mail

Report by email

Search in archive

Search in own archive

(The settings are normally administrated by the users themselves by logging in at [www.orkund.com](http://www.orkund.com))

A few notes on the options:

[Language -- ] means that the standard language of the Unit is used

[Send confirmation e-mails Null ] is the standard setting and means yes. This is edited in special cases

[Search in archive] and [Search in own archive] should be left checked for complete source coverage

**[Change SourceFilters]** lets the user or administrator add or remove Internet URLs from the searches made on documents submitted to the individual account. Please see the URKUND User Guide for a complete description on how they work.