



## Trinka AI Administrator Manual

Institutional Access and User Management Guide

- ✓ Institutional Access Activation and User Management
- ✓ Admin Dashboard with Role Assignments and Access Control
  - ✓ Bulk User Upload and Plan Management

[www.trinka.ai](http://www.trinka.ai)

*Prepared for University Administrators and Faculty*

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# 1. About Trinka AI

## 1.1 Overview

Trinka is an AI-powered writing assistant designed for academic and technical writing. Trinka corrects advanced grammar errors and contextual spelling mistakes by providing writing suggestions in real time. It helps academicians write in a formal, concise, and engaging manner.

In addition to correcting grammatical errors, Trinka allows you to paraphrase text and improve consistency, enabling you to enhance the quality of your writing based on your needs.

## 1.2 Key Benefits

- Real-time grammar and spelling correction tailored for academic writing
- AI-powered paraphrasing to enhance clarity and fluency
- Proofread File feature for document review with track changes
- AI Studio for Content Generation, Outlining, and Text Transformation
- AI Content Detector reports for verifying content authenticity
- Browser plugins for Chrome, Firefox, and Edge
- Admin Dashboard for Institutional User Management and Access Control

## 1.3 Purpose of This Guide

This document is an administrator guide that provides detailed instructions on how to register for Trinka AI, activate the Institutional Access plan, and manage users through the Admin Dashboard. It covers the entire process of user management, including role assignments and access control, ensuring the smooth use of Trinka within the institution.

## 2. Getting Started

### 2.1 Logging into Your Trinka Account

Trinka Team administrators will have accounts set up in advance. Use the provided credentials to log in by following the steps below.

#### Step 1: Go to the Trinka website.

Navigate to <https://www.trinka.ai/> in your web browser.

#### Step 2: Click on Login.

Click on "Login" that appears on the web page.

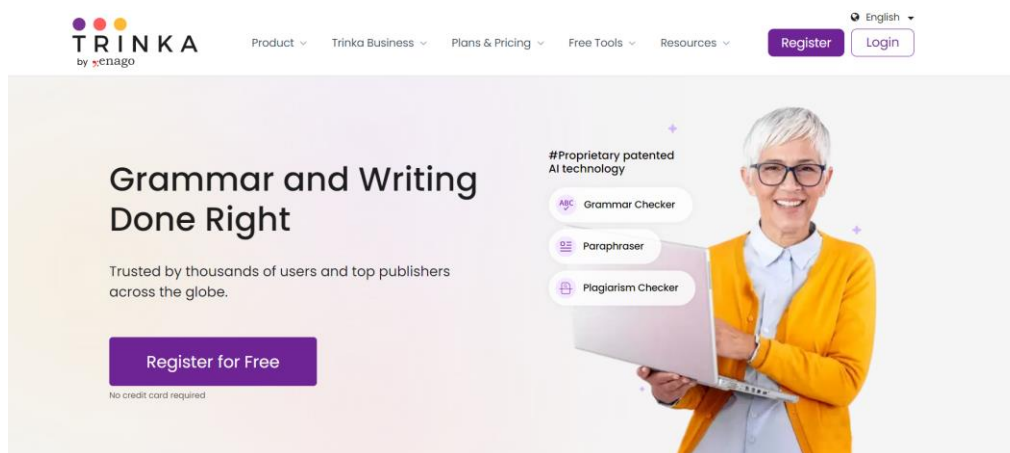


Figure 1: Trinka AI homepage with login options

#### Step 3: Login with Your University Email

Use your university domain email (or the email address you submitted when requesting access) along with your password to complete the login process.

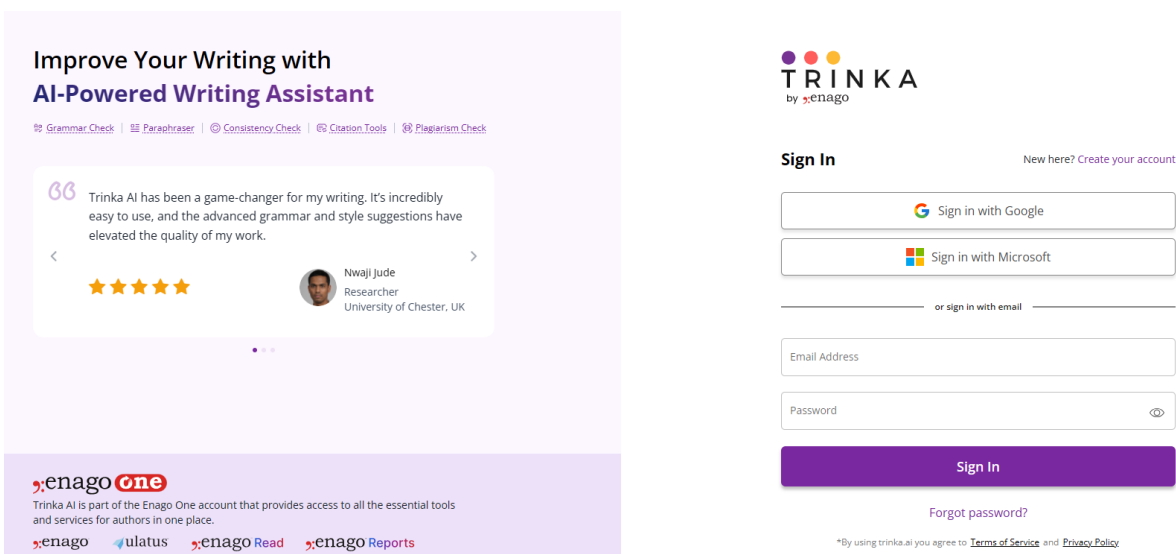


Figure 2: Trinka login form

## 2.2 Institutional Access Activation

Once you sign in or sign up with your university email, your account will automatically upgrade to the Institutional Plan. You will see your university logo on the top left of the dashboard, confirming your Institutional Access subscription.

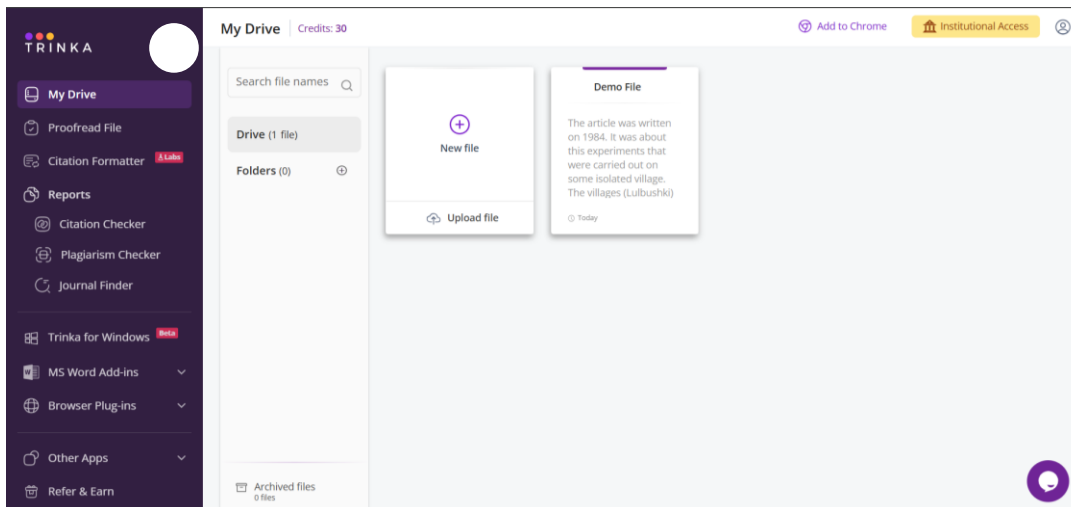


Figure 3: Trinka dashboard showing institutional access activation

**Note:** The university logo on the top left corner of your dashboard confirms that your Institutional Access subscription is active.

## 3. Admin Dashboard

The Admin Dashboard enables administrators to add users, manage roles and access, track upgrade status, and control institutional access for registered users.

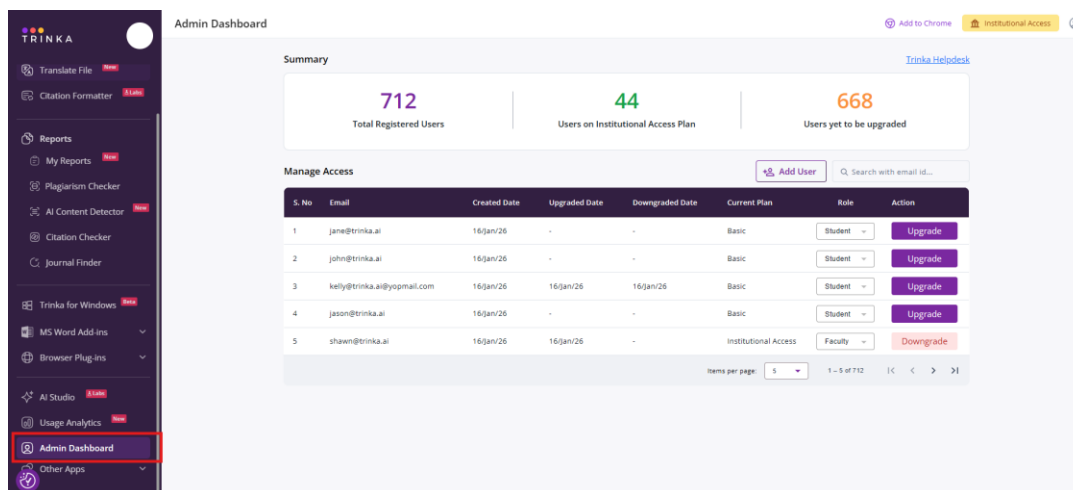


Figure 4: Admin Dashboard Overview

### 3.1 Dashboard Summary

The Summary panel provides a quick overview of user status within your institution.

Metric	Description
Total Registered Users	Total number of users registered under the institution.
Users on the Institutional Access Plan	Number of users currently upgraded to Institutional Access.
Users Yet to Be Upgraded	Number of registered users still on the Basic plan.

### 3.2 Manage Access

This section displays the complete list of users and allows administrators to manage their access. The table includes the following columns:

Column	Description
S. No	Serial number of the users.
Email	Registered email address of the user.
Created Date	Date when the user account was created.
Upgraded Date	Date when the user was upgraded to Institutional Access, if applicable.
Downgraded Date	Date when the user was downgraded, if applicable.

Current Plan	Displays the user's current plan (e.g., Basic, Premium, Institutional Access).
Role	Displays and allows changing a user's role to Faculty or Student. This option is only displayed for institutional plans with DocuMark access.
Action	Provides the option to upgrade or downgrade a user between the Institutional Access and Basic plans.

### 3.2.1 Search and Navigation

- **Search with email ID:** Use the search field to find a specific user based on their email address.
- **Items per page:** Use the dropdown to control how many users are displayed per page.
- **Pagination:** Navigate between pages using the pagination controls at the bottom of the table.

## 4. Key Workflows

### 4.1 Upgrading or Downgrading a User

Administrators can change user plans between Institutional Access and Basic directly from the Admin Dashboard.

#### Step 1: Locate the user.

Find the user in the Manage Access table using the search field or by scrolling.

#### Step 2: Click on Upgrade or Downgrade.

Click the "Upgrade" or "Downgrade" button under the Action column.

#### Step 3: Confirm the change.

The user's plan will be updated accordingly, and the upgrade or downgrade date will be recorded automatically.

**Note:** Plan changes take effect immediately. The user will see the updated plan on their next login.

### 4.2 Changing a User's Role

Administrators can assign roles to control feature access for each user.

#### Step 1: Locate the user.

Find the user in the Manage Access table.

#### Step 2: Open the Role dropdown.

Click on the dropdown in the Role column for the target user.

#### Step 3: Select the new role.

Choose the appropriate role option (Faculty or Student) from the dropdown.

#### Step 4: Confirm the update.

The user's role will be updated immediately.

**Important:** The Role column is only displayed for institutional plans with DocuMark access enabled.

## 4.3 Adding Users via Bulk Upload

Admins can add multiple users at once using the Add User option in the Admin Dashboard. This feature is helpful for adding users who have not yet registered on Trinka or are outside the institutional domain. If your plan allows it, users from external domains can be added to the Institutional Access plan.

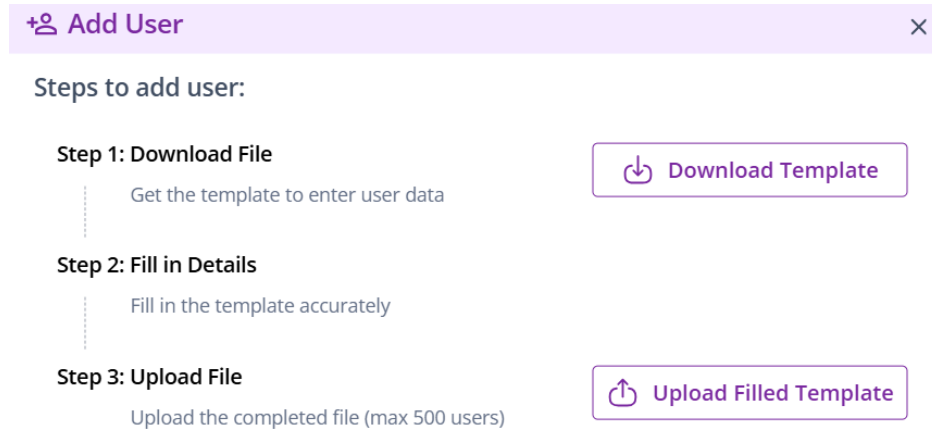


Figure 5: Add User Bulk Upload dialog

### Step 1: Download the Template

Click "Download Template" to get the file required for entering user details.

### Step 2: Fill in Details

Open the downloaded template and accurately fill in the required user information, including First Name, Last Name, Email ID, Department, Designation, and University Name.

### Step 3: Upload the Filled Template

Click "Upload Filled Template" and upload the completed file.

After uploading, the system displays a summary that shows the status of all users in the uploaded file before final confirmation.

You have added 1 user, please find the summary ×

User Status	User Count	Remark
Users who will be added now	1	These user will be added and email will be sent.
Already on Institutional Plan	0	Already on Institutional Plan.
Already on Trinka Paid Plan	0	⚠ These users will not be added.
Outside the listed domain	0	⚠ These users will not be added.
Invalid Email	0	⚠ These users will not be added.

[Preview](#)

Figure 6: Upload summary showing user status categories

### 4.3.1 User Status Categories

The upload summary categorizes users into the following statuses:

Status	Description	Action Taken
Users Who Will Be Added Now	New users who will be added successfully.	Email notification sent to these users.
Already on the Institutional Plan	Users who already have institutional access.	No changes are required.
Already on the Trinka Paid Plan	Users on an individual paid plan.	Will not be added through this process.
Outside the Listed Domain	Email addresses that do not match the institution's approved domain.	Will not be added.
Invalid Email	Email addresses that are incorrectly formatted or are invalid.	Will not be added.

### Step 4: Preview and Confirm

Click "Preview" to review the details before completing the user addition process.

Once the file is uploaded successfully, all valid users will be added to the system and will appear in the Manage Access list with an Institutional plan and Student role by default.

**Preview Table** ✔ All users from the list will be added, [Download File](#) to view them.

S. No	First Name	Last Name	Email Id	Department	Designation	University Name	Status
1.	Test	Test	test04012026@crimsoni.com	Test	Test	Test	Users who will

Items per page: 5 1 – 1 of 1 |< < > >|

Cancel
Add 1 user

Figure 7: Users added successfully to the Manage Access list

## 5. Additional Information

### 5.1 Language Support

Trinka AI now supports the Spanish language with its Grammar Checker, Paraphrasing, and Proofread features, in addition to English.

### 5.2 Related Platforms

You can use your Trinka credentials to access these additional platforms:

- **Enago Read** — <https://www.read.enago.com/>
- **Enago Reports** — <https://www.reports.enago.com/>

### 5.3 Feature Usage and Credit Consumption

Features	Credits Consumed
<b>AI Content Detector Report</b> Identify AI generated texts produced by LLMs to preserve content integrity.	1 credit for every 5000 words in a file
<b>Proofread File</b> Automatically edit MS Word files in minutes and download a tracked changed file with all changes.	1 credit for every 5000 words in a file
<b>Technical Checks</b> Evaluates your document for publication readiness against 20+ checkpoints - Journal Selection, Ethical Compliance, and more.	1 credit for every report
<b>Citation Checker</b> Identify citations that can make your research argumentation weaker and cite credible, strong citations for your paper.	1 credit for up to 30 citations
<b>Citation Formatter</b> Format, validate, and standardise citations in for all major styles in seconds.	1 credit for up to 30 citations

### 5.4 Resources

Resource	Link/Details
Trinka Website	<a href="https://www.trinka.ai/">https://www.trinka.ai/</a>
Trinka Cloud Editor	<a href="https://cloud.trinka.ai/signin">https://cloud.trinka.ai/signin</a>

Video Tutorials	<a href="https://www.youtube.com/playlist?list=PL9shMilZcA9YwwQrkSHJnh9oTQtYQ1TP">https://www.youtube.com/playlist?list=PL9shMilZcA9YwwQrkSHJnh9oTQtYQ1TP</a>
Enago Read	<a href="https://www.read.enago.com/">https://www.read.enago.com/</a>
Enago Reports	<a href="https://www.reports.enago.com/">https://www.reports.enago.com/</a>

## 5.5 Support and Feedback

In case of any technical, usage, or other difficulties, please approach the help desk for a solution.

The screenshot displays the Trinka AI interface. In the top right corner, there is a red-bordered button labeled "Institutional Access". A pop-up window titled "Crimson Test & Trinka Partnership" is centered on the screen. The pop-up contains the following text:

**Crimson Test & Trinka Partnership**

As part of your Institutional Access, you now have access to all Trinka features including:

- AI Writing**
  - ✓ AI Grammar Checks
  - ✓ Paraphraser
  - ✓ Consistency Checks
- AI Studio**
  - ✓ AI Apps
  - ✓ AI Commands (/ask)
- AI Reports**
  - ✓ Proofread File
  - ✓ Technical Quality Check
  - ✓ AI Content Detector
  - ✓ Citation Formatter
  - ✓ Citation Quality Check
  - ✓ Journal Finder

To know more about Trinka and your university partnership, please [click here](#).

For support and assistance, please visit our [helpdesk](#).

To find your helpdesk link, simply click on the Institutional Access button located in the top right corner of your Trinka homepage. A pop-up window will appear displaying all the features available to you through your institution. The helpdesk link will be visible at the bottom of this window, as shown in the screenshot above.

**Thank You for Choosing Trinka AI.**

Empowering Academic Excellence Through AI-Powered Writing Assistance