



newspaper licensing agency

# **NLA eClips User Management Interface (UMI) User Guide**

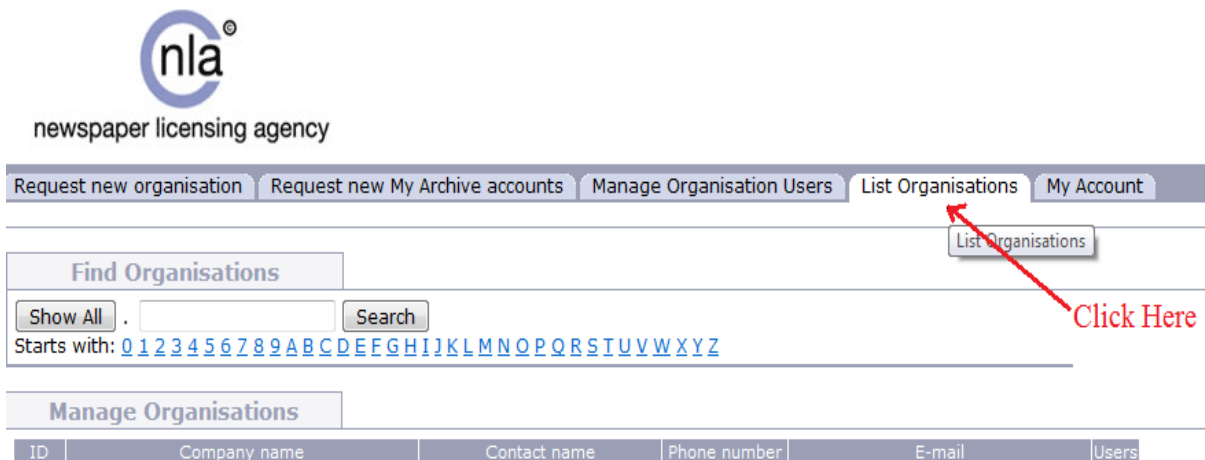
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## Accessing your Clients

The UMI can be found at <http://www.nla-eclips.com/manage> and should be accessible from any computer with internet access. If you already have a username and password to view eClips cuttings, you will be able use the same login credentials to access the UMI.

**Login into the UMI using your own eClips login details.** Once logged in click on the tab that says 'list organisations' (see below). If your login doesn't allow you to do this then please contact [clientservices@nla.co.uk](mailto:clientservices@nla.co.uk)



The screenshot shows the NLA logo and the text 'newspaper licensing agency'. Below this is a navigation bar with tabs: 'Request new organisation', 'Request new My Archive accounts', 'Manage Organisation Users', 'List Organisations', and 'My Account'. A red arrow points to the 'List Organisations' tab with the text 'Click Here'. Below the navigation bar is a 'Find Organisations' section with a 'Show All' button, a search input field, and a 'Search' button. Below the search field is a list of characters: 'Starts with: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. Below this is a 'Manage Organisations' section with a table header: 'ID', 'Company name', 'Contact name', 'Phone number', 'E-mail', and 'Users'.

From here you can search for and view all the clients that are assigned to your Press Cuttings Agency. If there are any client organisations missing, please contact [clukins@nla.co.uk](mailto:clukins@nla.co.uk). **Please note that when your organisation is initially linked to a new organisation, then you will only be able to see the users that your organisation has setup. If you try to add a username that already exists the system will let you know that users current login details and add them to your user list.**

## Adding/Deleting Users

If you select a client organisation you can then **add/delete users** and **amend passwords**.


Adding and deleting users is very simple. To add a new user select 'add new user' and fill out the details you wish to use.

To delete a user(s) simply select the user you want to delete and click 'remove user.'

## Forgotten passwords

If your client has forgotten their password you can reset it by changing their password. To change a password simply select "change password" under the actions column and type in the new password. It will be effective immediately.

My Archive?	Admin.	Created	Modified	Actions
×	×	09/07/2007	09/07/2007	change password
×	×	09/07/2007	09/07/2007	change password
×	×	23/04/2007		change password
×	×	23/04/2007		change password
×	×	23/04/2007		change password
×	×	01/10/2007	05/12/2008	change password



## Restoring a deleted user

To look for and restore a deleted user, you will need to login in as an administrator for the organisation in question (i.e. not your own admin login details) then select the 'search' button (you can leave the search field blank). Find the user you wish to restore and select 'restore user.' If you do not know who the administrator is for an organisation, you can either create one or contact [clientservices@nla.co.uk](mailto:clientservices@nla.co.uk)