



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

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## The User Management Interface (UMI) Tool

The User Management Interface (UMI) has been developed by the NLA so that end users can manage their access to eClips.

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.

UMI login screen:

The screenshot shows the UMI login interface. On the left, the NLA logo is displayed with the text "newspaper licensing agency". On the right, there is a login form with the following elements:

- Username:
- Password:
- Remember Me On This Computer
- Login button
- Send me my login details button

Below the form, there is a section titled "Problems logging in?" with the following text: "Please enter either your NLA username or your email address in the "username" field above and click the "Send me my login details" button. Your NLA login credentials will be sent to you by email".

If you forget your password please enter either your NLA username or your email address in the "username" field and click the "Send me my login details" button. Your NLA login credentials will be sent to you by email.

A user's ability to perform tasks using the UMI will depend on what type of administrator privileges they have.

## No Administrator Privileges

If a user does not have administrator privileges then they will only be able to modify their own user information (see screenshot below)

The screenshot shows the 'My Account' page in the NLA eClips User Management Interface. At the top, there is the NLA logo and the text 'newspaper licensing agency'. Below this, there is a 'My Account' tab and a 'Modify My Account' button. The main content area is divided into several sections:

- User**: Displays user information: Id: 20047, Login: ctestuser1, Org: Cision Test 1.
- Account details**: Contains input fields for First Name (user1), Last Name (ctest1), E-mail, and Phone Number.
- Buttons**: 'Save' and 'Cancel' buttons are located below the account details.
- Password**: Contains input fields for 'New Password' and 'Confirm', with a 'Change Password' button below them.
- MyArchive manage**: Contains a 'Manage' button.

### End Users

All eClips users will be able to login and change their personal details. Editable fields include:

- Password
- First & last name
- Email
- Phone number

## Administrator Privileges

If a user does have administrator privileges then they will be able to manage other users and create new users. This can be done by choosing the 'Manage Organisation Users' tab on the UMI (see screenshot below)

The screenshot shows the NLA eClips User Management Interface. At the top, there is a logo for 'nla newspaper licensing agency'. Below the logo, there are two tabs: 'Manage Organisation Users' (selected) and 'My Account'. The main content area is titled 'Manage Organisation Users' and contains a table with the following data:

<input type="checkbox"/>	ID	First name	Last name	My Archive?	Admin.	Actions
<input type="checkbox"/>	20047	user1	ctest1	✓	✓	
<input type="checkbox"/>	<a href="#">20050</a>	<a href="#">user4</a>	<a href="#">ctest1</a>	✗	✗	<a href="#">change password</a>
<input type="checkbox"/>	<a href="#">20051</a>	<a href="#">user5</a>	<a href="#">ctest1</a>	✗	✗	<a href="#">change password</a>
<input type="checkbox"/>	<a href="#">20052</a>	<a href="#">user6</a>	<a href="#">ctest1</a>	✗	✗	<a href="#">change password</a>
<input type="checkbox"/>	<a href="#">20048</a>	<a href="#">user2</a>	<a href="#">ctest1</a>	✓	✗	<a href="#">change password</a> <a href="#">manage My Archive</a>
<input type="checkbox"/>	<a href="#">20049</a>	<a href="#">user3</a>	<a href="#">ctest1</a>	✓	✗	<a href="#">change password</a> <a href="#">manage My Archive</a>

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Buttons: [Remove Users](#) [Assign My Archive Accounts](#)

In addition to the basic user rights, administrative users may:

- Add/delete user accounts
- Assign users to the administrative group
- Assign MyArchive account access
- Request additional MyArchive accounts

## ***Adding New Users***

To add a new user using the UMI, you will need to find the 'add new user(s)' button on the 'Manage Organisation Users' tab and fill in the following information:

First Name

Last Name

E-mail

Username

Password

Phone number

Create Users								
First name	Last name	E-mail	Username	Password	Confirm	Admin?	Archive?	Phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="button" value="Create Users"/>	<input type="button" value="Add Row"/>	<input type="button" value="Cancel"/>						

Then select 'create new user' or 'add row' if you want to create more than 1 user

The administrative username and password provided when an organisation is registered with NLA eClips allows an end user organisation to create and manage individual usernames and passwords for those of their employees requiring access to NLA eClips.

## ***Managing Existing Users***

Each Organisation will have an appointed administrator that will also be able to modify user information and add a MyArchive. To modify user details, simply click on the users name and you will be present with a modify user screen. Here you can change:

Change Authorisation Levels to normal

Change Authorisation Levels to Administrators

Please note that you cannot delete or remove any users, whether you are an administrator or not. If you wish to remove a user then please contact [clientservices@nla.co.uk](mailto:clientservices@nla.co.uk)

## ***MyArchive***

The MyArchive service enables specific users within an organisation to re-access over a one-year period, articles that they have received previously from their PCA. This service does require that the end user organisation be in possession of a separate MyArchive licence under which they pay for a certain number of users to have MyArchive functionality enabled on their account