



newspaper licensing agency

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

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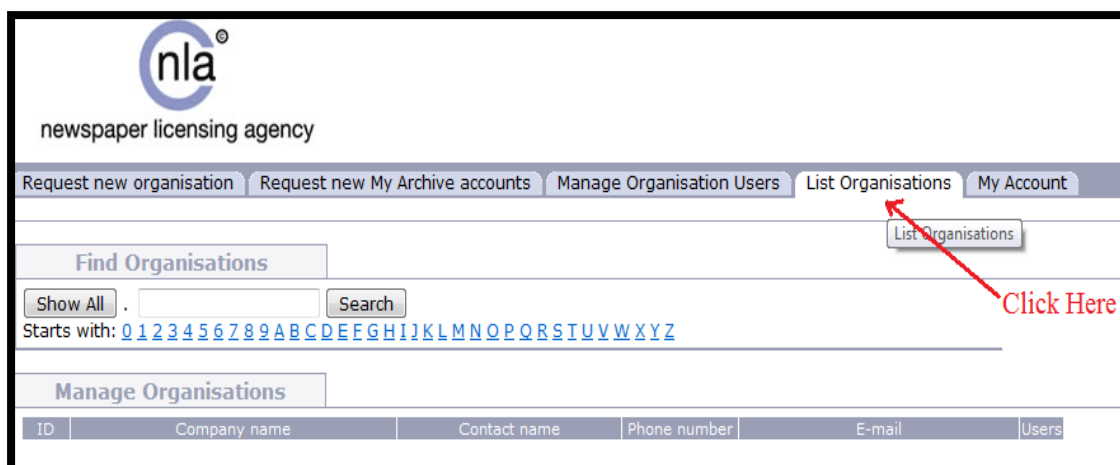
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## Overview

The UMI can be found at <http://www.nla-eclips.com/manage> and is 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.

## Managing usernames on behalf of your clients.

Login into the UMI using your own eClips login details. Once logged in, select the 'List Organisations' tab (see below).



If your login doesn't allow you to do this then please contact the NLA Client Services Team: [clientservices@nla.co.uk](mailto:clientservices@nla.co.uk) / 0207 332 9380.

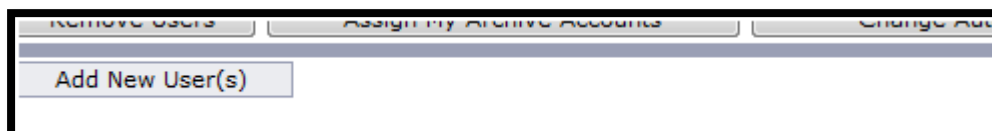
Once you have found the organisation you are looking for, select the organisation name in order to see a list of users registered under the organisation. Please note that you will only be able to see an organisation if it has been assigned to your media monitoring agency. Please contact the NLA Client Services Team if this is not the case.

**Please note that when your organisation is initially linked to a new organisation, you will only be able to see the users that your organisation has set up. 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.**

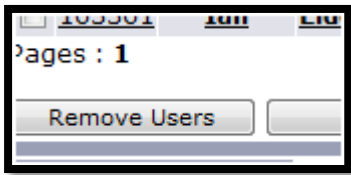
## Adding / Removing Users

Once you have selected a client organisation you can then **add or delete users** and **amend passwords**.

To add a new user, select '**Add New User(s)**' and complete the relevant fields.

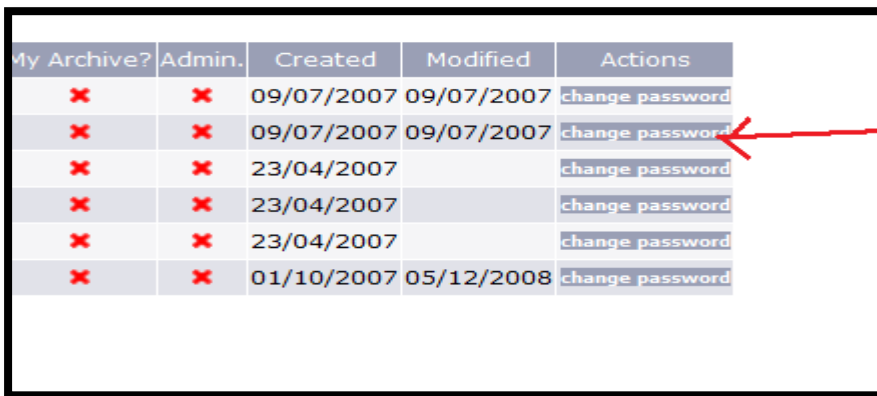


To delete a user, select the user(s) you want to delete and choose **'Remove Users'**.



### Forgotten passwords

To change a clients' password select 'change password' under the 'Actions' column and complete the relevant fields. Please note that passwords must contain at least 4 Characters.

A screenshot of a table with columns: My Archive?, Admin., Created, Modified, and Actions. The table contains six rows of user data. A red arrow points to the 'change password' link in the Actions column of the second row.

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 find and restore a deleted user, login to the UMI as the client organisations administrator 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 chose **'Select'** under the **'Actions'** column.

If you do not know who the administrator is for an organisation, you can either create one or contact the NLA Client Services Team.