

## View usage



Find a user by searching	E	Back to > External Users			
by Name or Email.	16	External Users +Add U	ser to Company		
<b>Filter user/s</b> by Territory of administration, subscription status or Country/ Region.		Find an existing user First Name Enter user's first name	Last Name Enter user's la		r user's email address
		Territory of administration Select territory	Subscription Status Select	Country or Region Select	T&C acknowledged territory
+Add user – click here to add a user under your company's subscription.					Last log – date when the user last logged in to the site.
Total Users	/ 6 Licenses +	▼ Add New		Export to Excel Records per page	This mo. – # of times the
Name	Email	Licen	sed T&C Last Log	This mo. 12 mo. Life	user logged in this month.
User 1	user1@client.com	×		modify 🛞	<b>12 mo.</b> – # of times the
User 2 User 3	user2@client.com user3@client.com		✓ 24/08/2020	1 1   modify 🛞	user logged within the last
User 4	user4@client.com		✓ 28/10/2020	17 17 modify ⊗	12 months.
Licensed – a tick indicates that a user has been allocated licensed content. If unticked, they are a free	Notes:				Life – # of times the user has logged in since registration. Modify user information.
registered user.					Modify user mormation.
_	Adminis	mpany can have up to three Company inistrators.			Delete user.
<b>pwc</b>		npany administrator does not need to have a e (they can be a "free registered" user). npany administrator or external user can belong Itiple companies. But they will only have one set in credentials.		<b>Further queries?</b> Phone us on +44 (0)20 7213 4030 or email your enquiry to <u>uk_viewpoint@pwc.com</u>	