

Viewpoint – User Management System (UMS)

Quick reference card for company administrators



Access the Viewpoint UMS at <https://ums-viewpoint.pwc.com/en/dashboard.html>

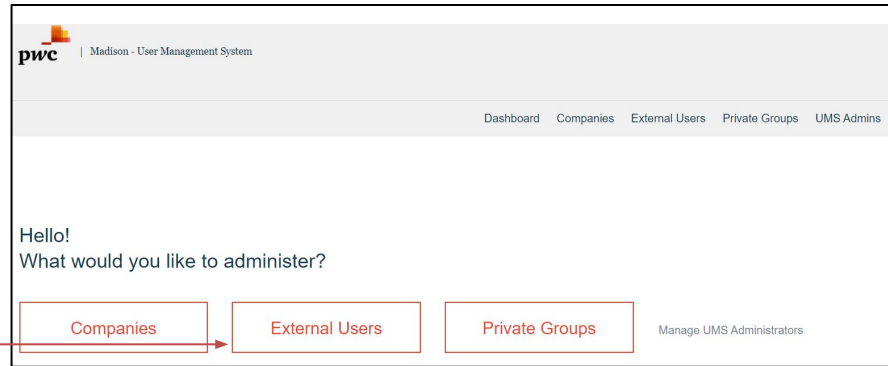
Companies – takes you to your company’s profile (or if you are a company administrator for multiple companies, it will take you to a list of those companies)

External users – lists all users under your company’s subscription.

Manage users – takes you to a list of company’s users where you can view usage and add or delete users. See overleaf for more information.

+Add user – click here to add a user to your company.

+Add admin – click here to add a company administrator. You can have up to 3 company administrators, and they can be a free user (no licence required).



Add user – Complete the form. The new user will be sent an activation email.

Add User

Company
Client Plc

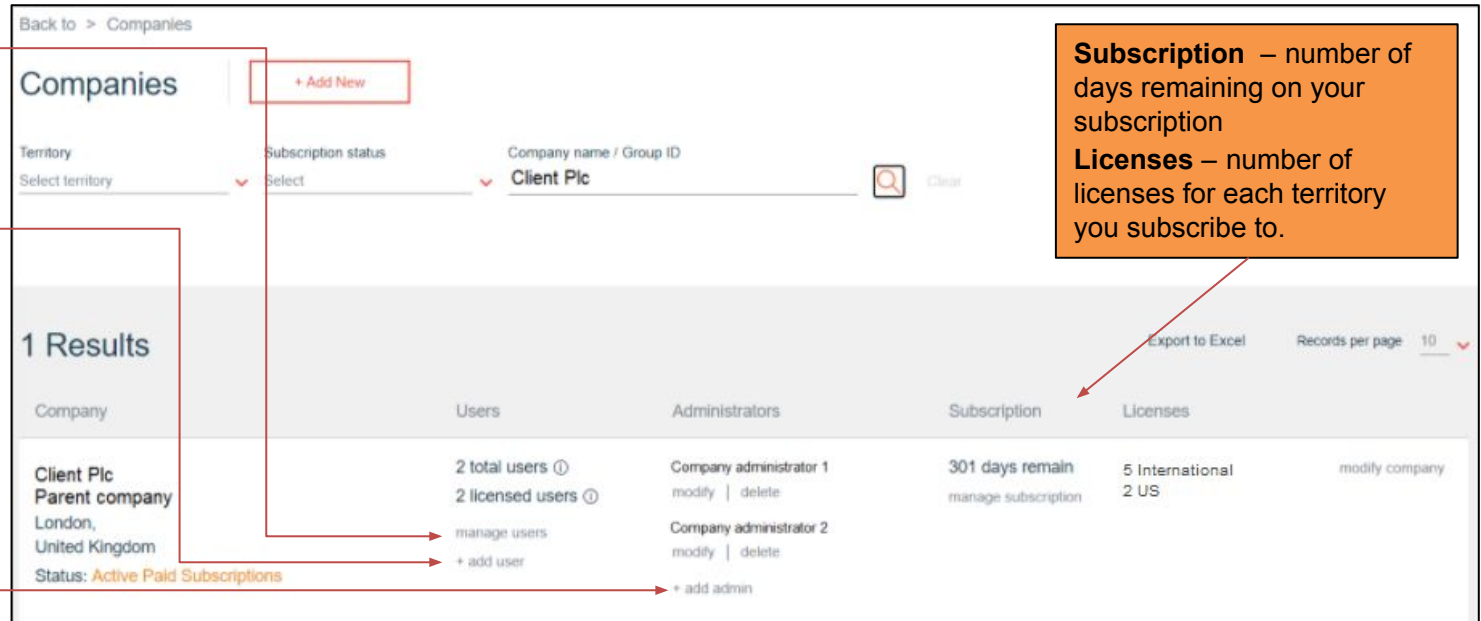
Parent Company
Client Plc

Group ID
ClientPlc123

Territory
United Kingdom

Email
Enter new user's email address

[Continue](#)



Subscription – number of days remaining on your subscription
Licenses – number of licenses for each territory you subscribe to.



View usage

Find a user by searching by Name or Email.

+Add user – click here to add a user under your company's subscription.

Licensed – a tick indicates that a user has been allocated licensed content. If unticked, they are a free registered user.

Modify user information such as email address.

Last log – date when the user last logged in to the site.

This mo. – # of times the user logged in this month.

12 mo. – # of times the user logged in within the last 12 months.

Life – # of times the user has logged in since registration.

The screenshot shows a web interface for managing users. At the top, there is a breadcrumb trail: "Back to > Companies > Company Users". Below this is the heading "Client Plc Find a user". There are two search input fields: "Name" (with placeholder "Enter user's name") and "Email" (with placeholder "Enter user's email address"). A search icon and a "Clear" button are to the right. Below the search fields, it says "Total Users / 6 Licenses" and there is a "+ Add New" button. The main part of the interface is a table with the following columns: Name, Email, Licensed, T&C, Last Log, This mo., 12 mo., and Life. Each row represents a user and includes a "modify" link and a delete icon (⊗). The table data is as follows:

Name	Email	Licensed	T&C	Last Log	This mo.	12 mo.	Life
User 1	user1@client.com	✓					
User 2	user2@client.com		✓	24/08/2020	1	1	
User 3	user3@client.com						
User 4	user4@client.com	✓	✓	28/10/2020	17	17	

Additional interface elements include "Export to Excel" and "Records per page 10" (with a dropdown arrow).