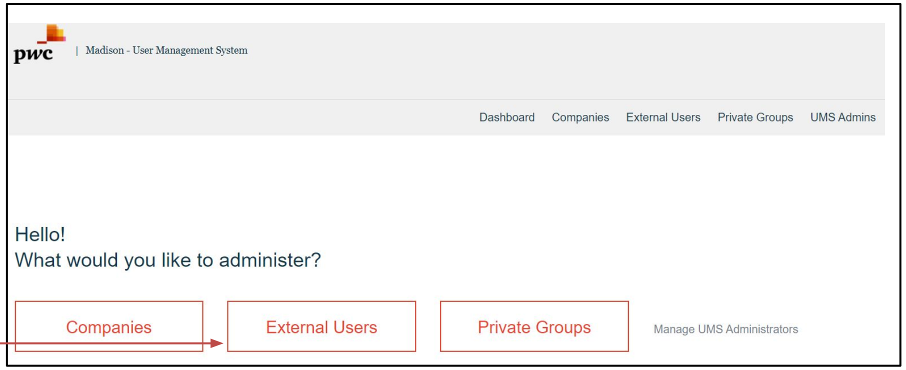
Viewpoint – User Management System (UMS)

Quick reference card for company administrators

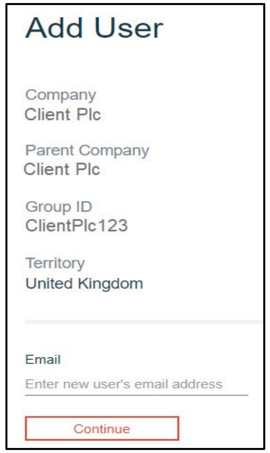
Access the Viewpoint UMS at https://ums-viewpoint.pwc.com/en/dashboard.html

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.



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



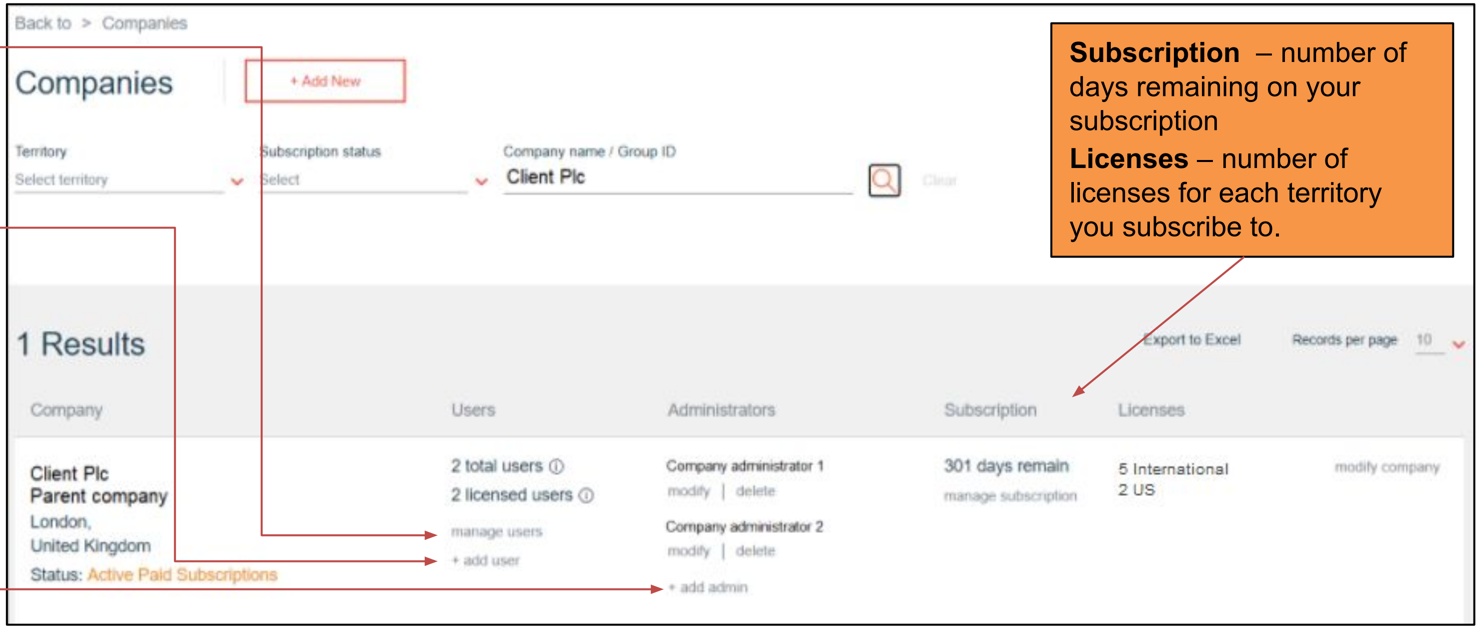
Manage users – takes you to a list of company's users where you can view usage and add or delete users. See overleaf for more information.

+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).

Subscription – number of days remaining on your subscription

Licenses – number of licenses for each territory you subscribe to.



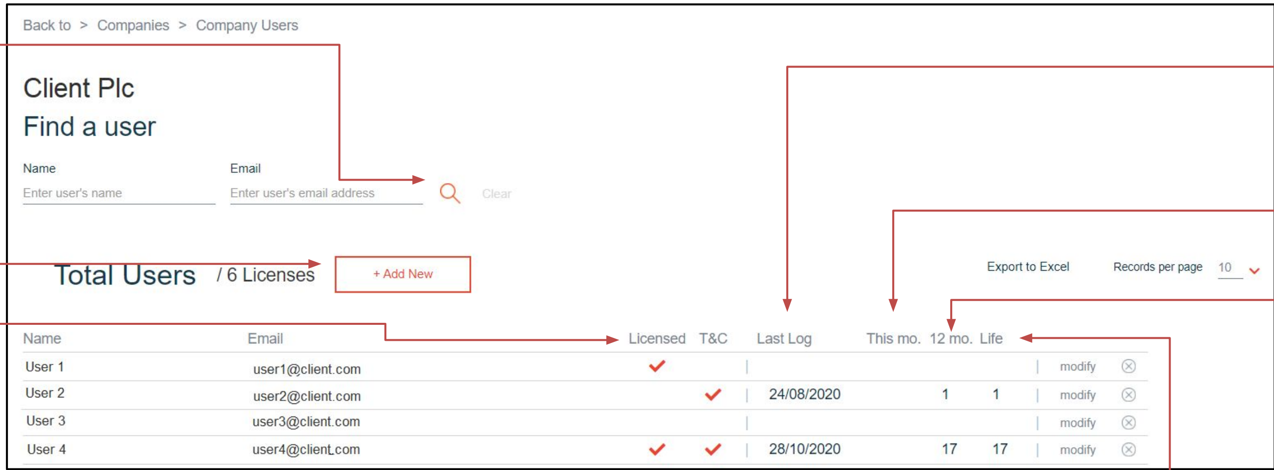
View usage

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 within the last 12 months.

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