Derwent™ QUICK REFERENCE GUIDE

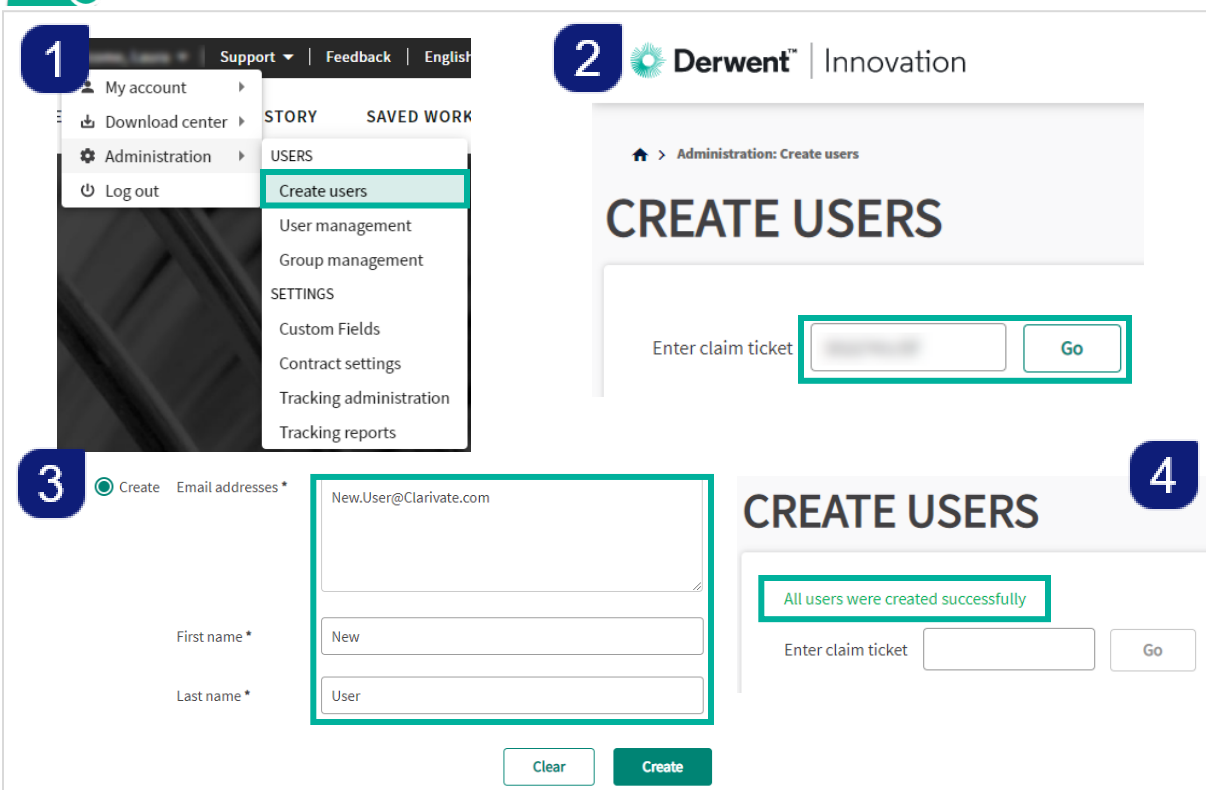
Common Administrator Tasks on Derwent Innovation

As an Administrator, you can use the Derwent Innovation administration tools to create and manage users on your account. The administration tools allow you to manage every aspect of our account efficiently and effectively. Your email is your username, and you received your password and account claim ticket information in the recent welcome email.

The common tasks in this Quick Reference Guide are:

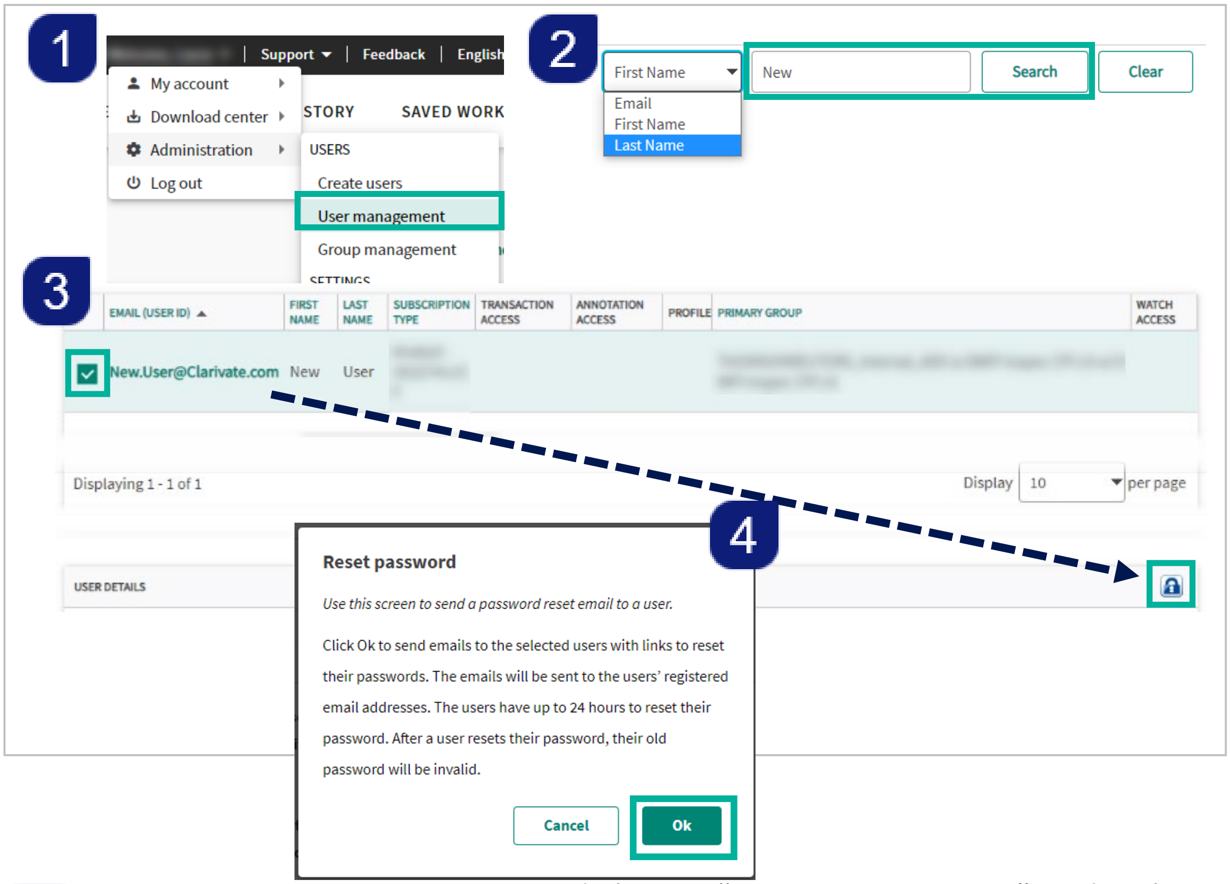
1. **Creating New Users**
2. **Password Reset**
3. **Seat Transfers (retaining user data)**
4. **Activating Watch Plus for Legal Status Monitoring**

Common Task 1: **Creating a New User**



1. Log in to Derwent Innovation and choose “Create Users” under the Administration options
2. Enter the alphanumeric claim ticket in the box and click “Go”
3. Fill in the email address and other required * fields, and click “Create”
4. A notification that user creation was successful will appear

Common Task 2: **Resetting a Password**



1. Log in to Derwent Innovation and choose "User Management" under the Administration options
2. Find the user in the display or search for the user by name or email address
3. Check the box next to the User ID and scroll down to click the padlock icon
4. Click "Ok"

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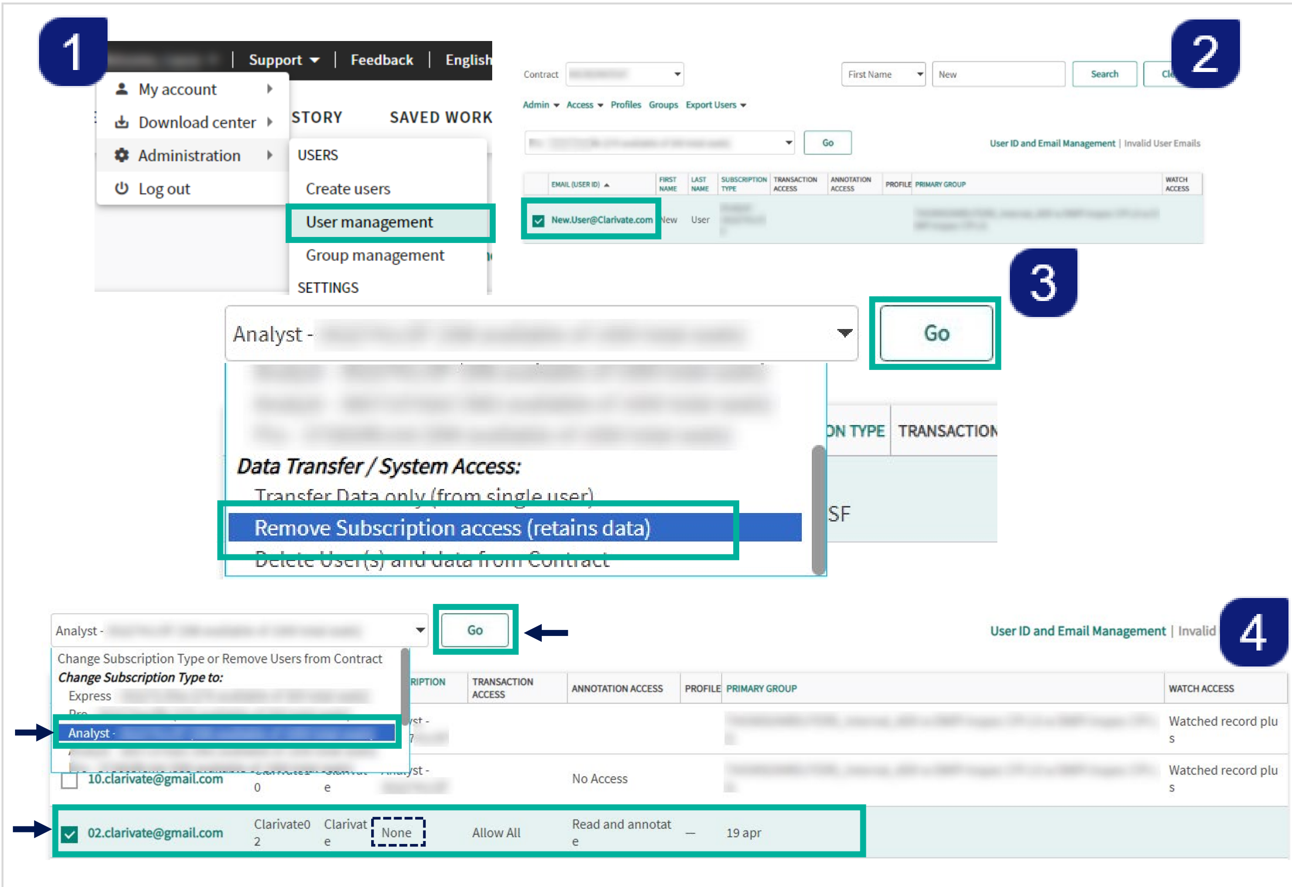
Common Task 3: **Switching User Access (swaps)**



1. Log in to Derwent Innovation and choose “User Management” under the Administration options

2. Check the box of the user you want to remove seat access from, while still retaining their user data

3. Choose “Remove Subscription Access” from the drop-down and click “Go”

4. Refresh the page. Then check the box of the user without access and use the drop-down to give them subscription access, and click “Go”

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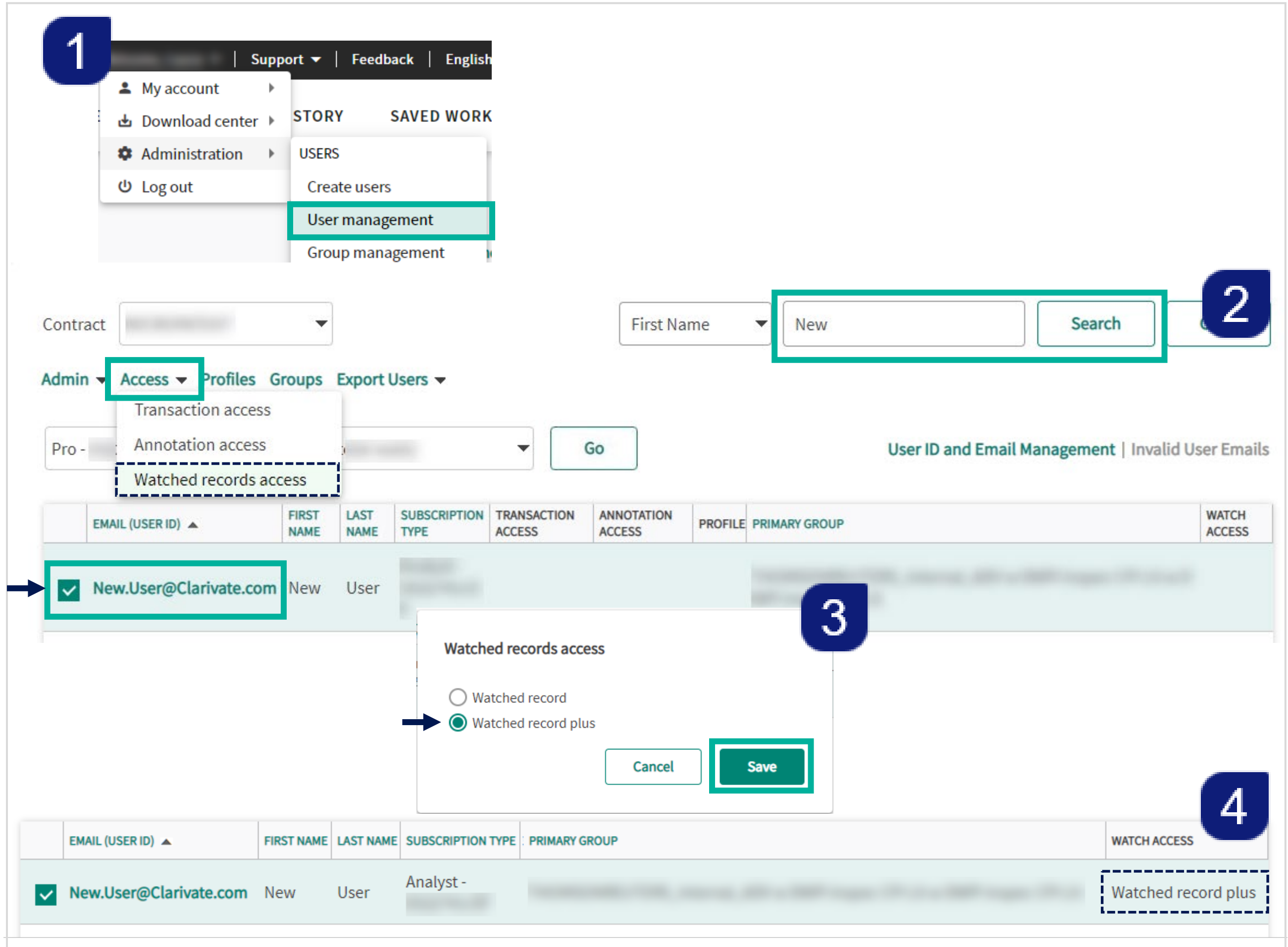
Common Task 4: **Activating Watch Plus access**



1. Log in to Derwent Innovation and choose "User Management" under the Administration options
2. Check the box of the user(s) who need Watch Plus and click "Access" to select "Watch Records Access"
3. Choose "Watch record plus" and click "Save"
4. The page should automatically refresh indicating the user now has Watch Record Plus access

Please visit the **Help Guide** for more information on [Watch Records Plus](#).