

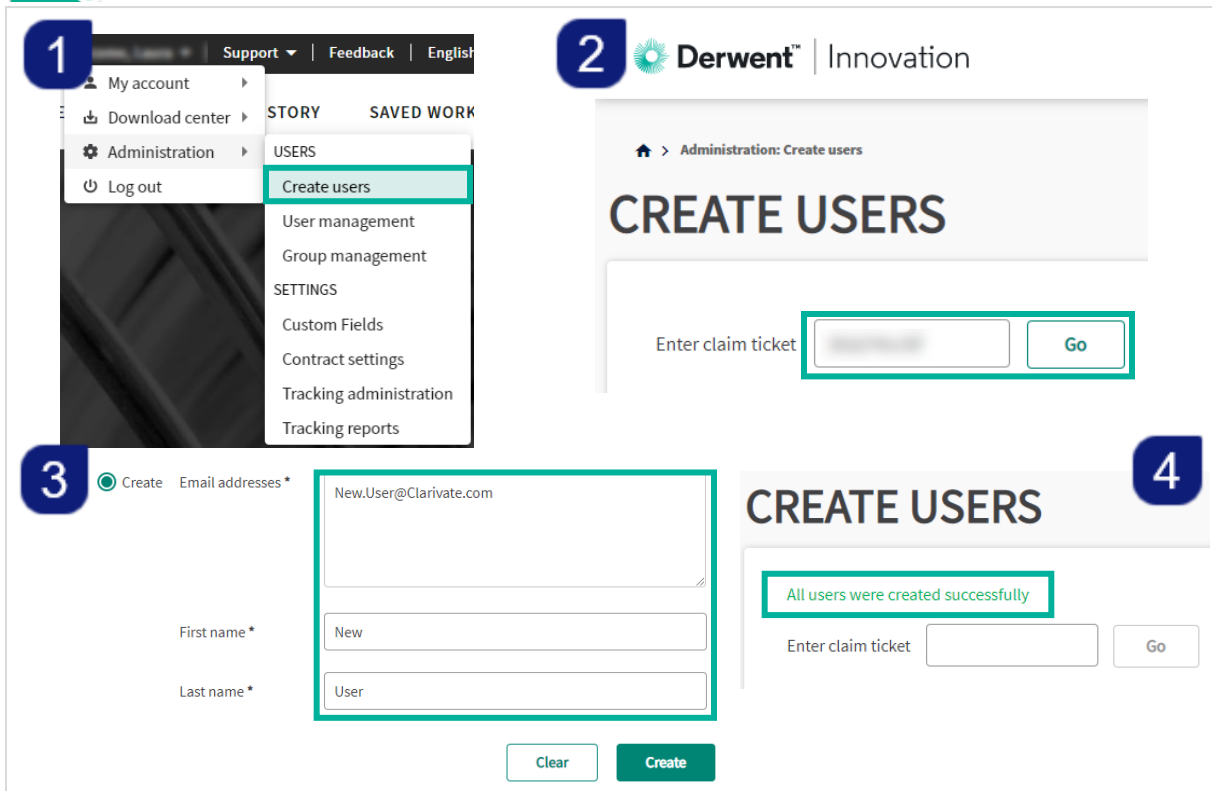
## Common Administrator Tasks on Derwent Innovation

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:

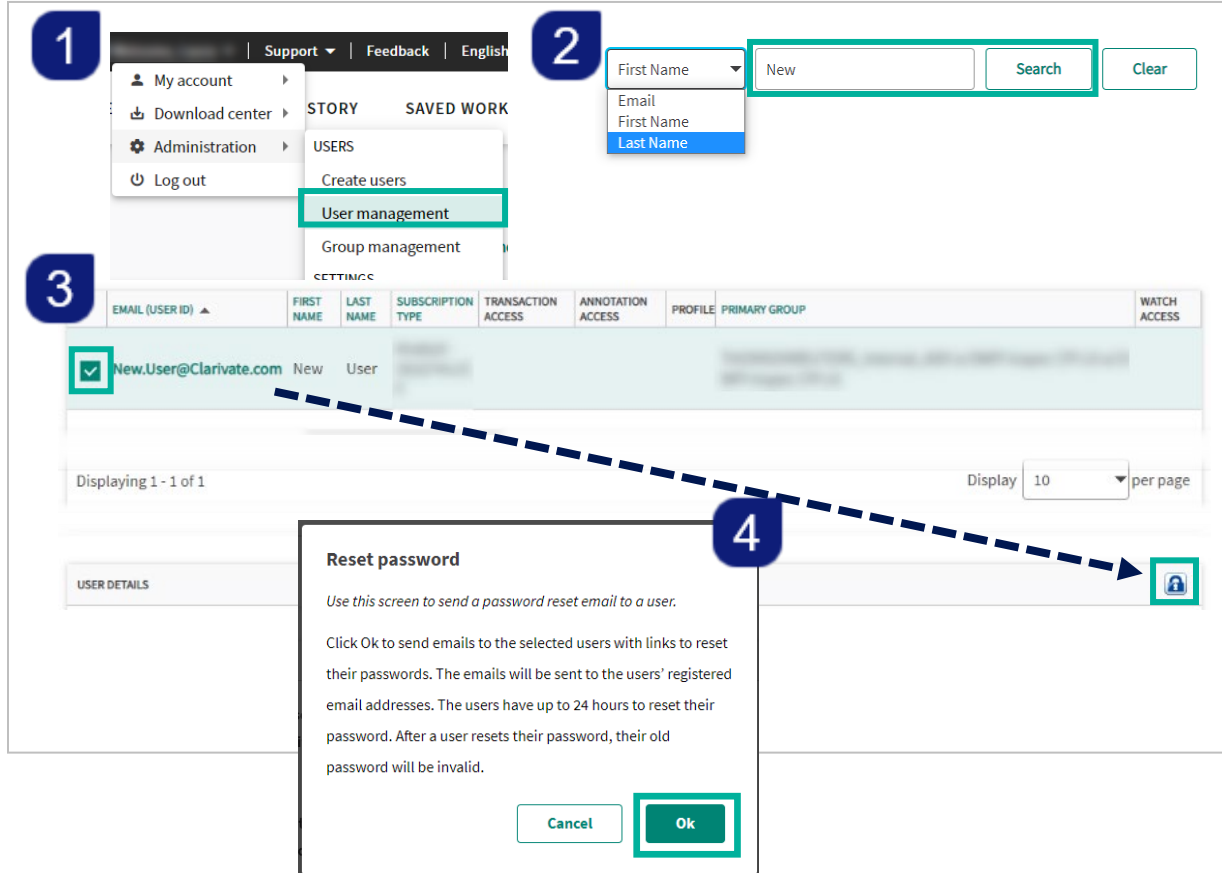
1. **Creating New Users**
2. **Password Reset**
3. **Seat Transfers (retaining user data)**
4. **Activating Watch Plus for Legal Status Monitoring**

### 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**



The screenshot illustrates the process of resetting a password in the Derwent Innovation system. It is divided into four numbered steps:

- 1**: The user navigates to the 'Administration' menu and selects 'User management'.
- 2**: The user searches for a user by entering 'New' in the search field.
- 3**: The user selects the checkbox next to the user ID 'New.User@Clarivate.com'.
- 4**: The user clicks the padlock icon in the bottom right corner of the user list, which opens a 'Reset password' dialog box.

The 'Reset password' dialog box contains the following text:

**Reset password**

*Use this screen to send a password reset email to a user.*

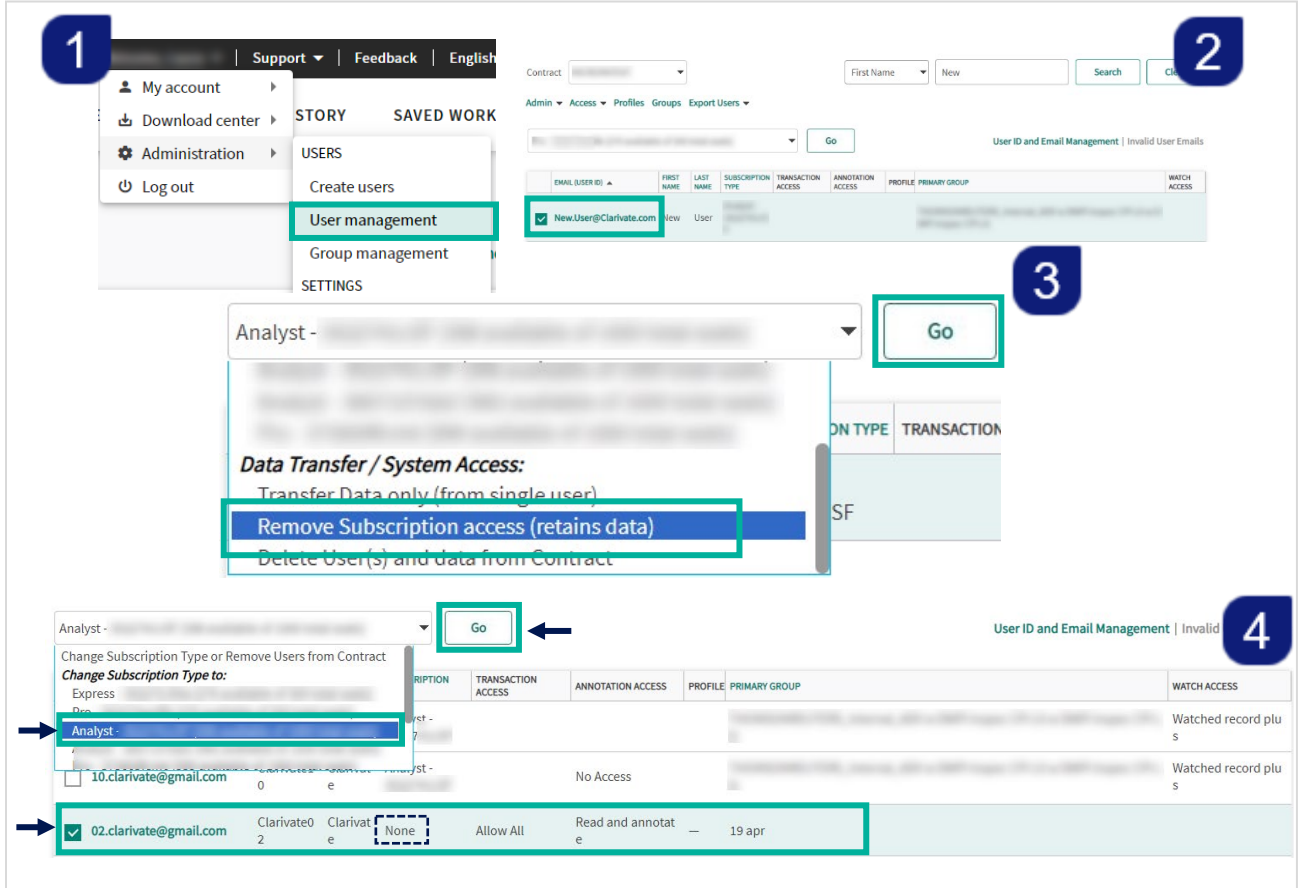
Click Ok to send emails to the selected users with links to reset their passwords. The emails will be sent to the users' registered email addresses. The users have up to 24 hours to reset their password. After a user resets their password, their old password will be invalid.

Buttons:

- 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"



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



The screenshot illustrates the process of switching user access in four steps:

- 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".

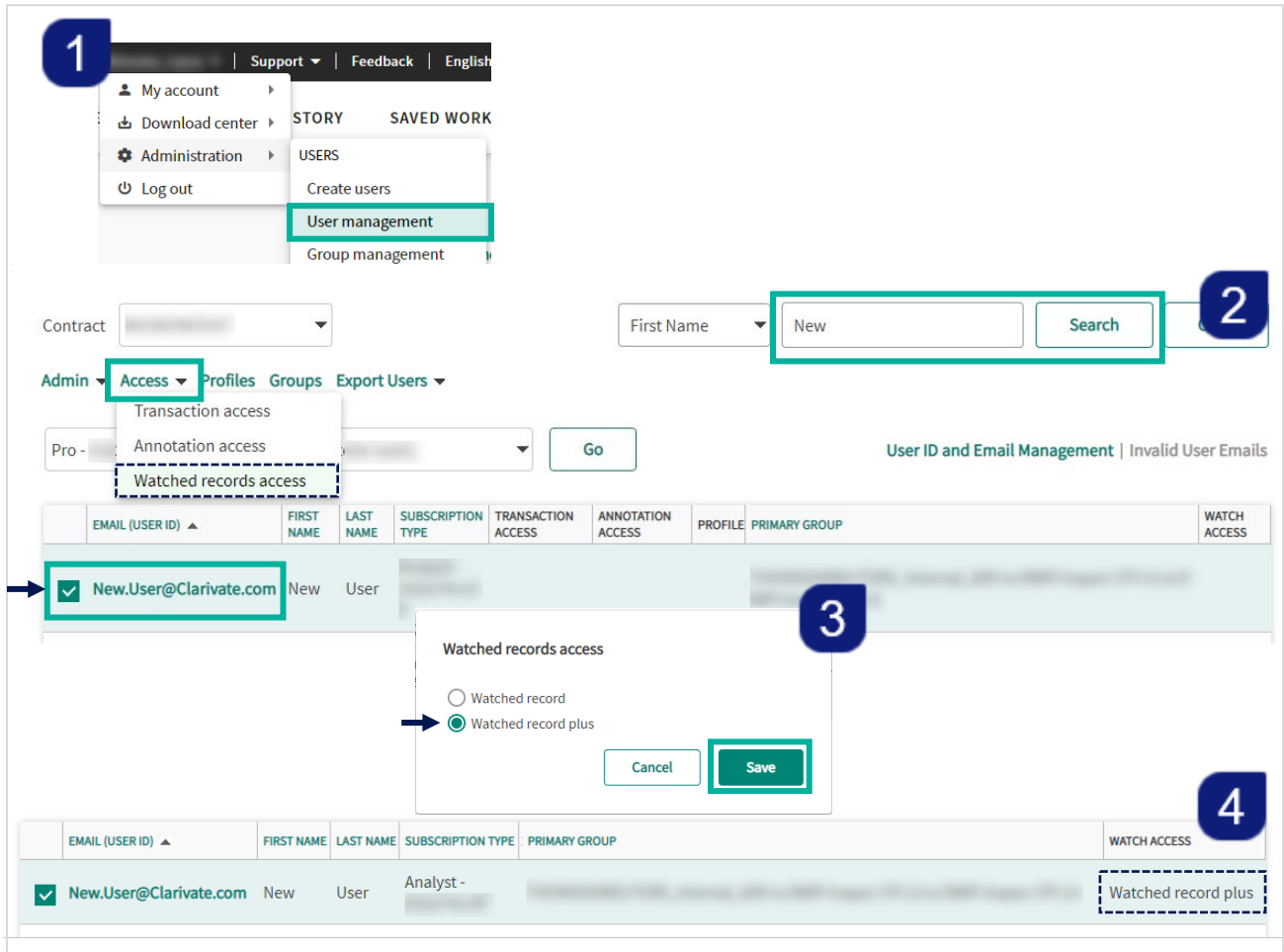
The interface shows a table of users with columns for EMAIL\_USER ID, FIRST NAME, LAST NAME, SUBSCRIPTION TYPE, TRANSACTION ACCESS, ANNOTATION ACCESS, PROFILE, PRIMARY GROUP, and WATCH ACCESS. A dropdown menu for "Analyst" is shown with options: Express, Drop, Analyst, and 10.clarivate@gmail.com. The "Remove Subscription Access" option is highlighted in blue.

- 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"



# Derwent™ QUICK REFERENCE GUIDE

## Common Task 4: Activating Watch Plus access



The screenshot illustrates the process of activating Watch Plus access for a user in the Derwent Innovation system. It is divided into four numbered steps:

- Step 1:** The user logs in and navigates to the "Administration" menu, selecting "User management".
- Step 2:** The user searches for a user by entering "New" in the "First Name" field and clicking "Search".
- Step 3:** The user selects the user "New.User@Clarivate.com" and clicks "Access". In the "Access" dropdown, "Watched records access" is selected. A modal dialog appears with "Watched record plus" selected and the "Save" button clicked.
- Step 4:** The page refreshes, and the user's "WATCH ACCESS" is updated to "Watched record plus".

EMAIL (USER ID)	FIRST NAME	LAST NAME	SUBSCRIPTION TYPE	TRANSACTION ACCESS	ANNOTATION ACCESS	PROFILE	PRIMARY GROUP	WATCH ACCESS
<input checked="" type="checkbox"/> New.User@Clarivate.com	New	User						
<input checked="" type="checkbox"/> New.User@Clarivate.com	New	User	Analyst -					Watched record plus

- 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](#).