



ID Manager for Wolters Kluwer online products

ID Manager provides the designated site contact at the law firm, accounting firm, university, or corporation with an easy to use browser based tool to assign new employees a User id and manage the organization's user ids. The tool also generates reports listing the entire organization's User ids, status, user names, and locations (if utilized), as well as managing some advanced administrative features.

ID Manager is available to the individual who has previously been established as the site contact for the Wolters Kluwer Account. To access to the ID Manager, go to the URL <https://idm.saas.wolterskluwertal.com> and enter your site contact email.

A screenshot of the "ID Manager Login" form. The form has a blue header with the title "ID Manager Login". Below the header, there are two input fields: "User Id *" and "Password *". Below the password field is a checkbox labeled "Remember Me". There is a "Login" button, a link for "Forgot password?", and a link for "Register Site Contact".

Select [Forgot Password?](#) to receive an email with your password.

For new site contacts, select [Register Site Contact](#) link and enter your email address and click on submit.

A screenshot of the "ID Manager - Site Contact Registration Validation" form. The form has a blue header with the title "ID Manager - Site Contact Registration Validation". Below the header, there is a message: "Please enter your email in the field below and click submit." Below the message is an input field labeled "Email :" containing the text "GBSQA1@CCH.COM". Below the input field are three buttons: "Submit", "Clear", and "Back".

A registration form displays for entering your site contract information.

Enter End User Details

Please enter your details in the field below and click submit to register.

Email:*

Password*

Confirm Password *

First Name*

Last Name*

After entering your information, a screen displays with your account information.

Welcome idmsitecontact1@test.com (Site Contact) to ID Manager

Account(s)

[Record(s) 1-1 of 1]

Account No	Account Name	Active ID(s)	Suspended ID(s)
TEMP-100012505	testnam	4	0

[Record(s) 1-1 of 1]

Select the account to manage the users registered on the account. From this view, you can Create New IDs and Manage User details by selecting the User id

[Create New ID](#)
[Manage Users](#)
[Show Site Contacts](#)
[Reports](#)
[History](#)
[Setup](#)

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User Search

End Users

[Record(s) 1-4 of 4]

Select	End User Id	First Name	Last Name	Status	Email Id	Subscriptions	Authentication Type
<input type="checkbox"/>	idmsitecontact1@test.com	s	d	ACTIVE	syed.hussaini@woltersklower.com	Research	Standard
<input type="checkbox"/>	testuseridnam3@test.com	test1	testname	ACTIVE	testuseridnam2@test.com	Research	Standard
<input type="checkbox"/>	testuseridnamlimited1@test.com	first	name	ACTIVE	testuseridnamlimited1@test.com	Research	Standard
<input type="checkbox"/>	testuseridnamlimited2@test.com	first	name	ACTIVE	testuseridnamlimited2@test.com	Research	Standard

[Record(s) 1-4 of 4]

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Selecting a User id allows you to change the user information and login as the user with the selected product.

Create New ID Manage Users Show Site Contacts Reports History Setup

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User - idmsitecontact1@test.com

Fields marked * are mandatory

User Details

User Id* idmsitecontact1@test.cc

First Name* s

Last Name* d

Communication Email* syed.hussaini@woltersk

Carbon Copy

Site Contact

Login as user

Select Product Select

Submit Resend Welcome Email Back

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The Reports menu provides useful reports that can be exported to CSV to use in Excel and other applications.

Create New ID Manage Users Show Site Contacts Reports History Setup

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Select the report from the below drop down list and click "Export Data" to generate reports with your account data. All reports are exported in csv format

Reports

Reports:

- <Select>
- New User IDs Created Last Month
- Active Products
- Users Count By Work Location
- Active and Suspended Users
- Email Addresses in Non-Approved Domains

The Setup screen allows you to setup basic parameters for each User id that is created.

Create New ID Manage Users Show Site Contacts Reports History Setup

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Set Password for New Users

By default, new users are assigned a randomly generated password. Here, you can specify if you want new users to be assigned a specific password.

Generate Random Password
 Assign Password

Password :

Confirm Password :

Restrict Email Addresses

Include your corporate email domains. When setup, the email addresses of user IDs must match a pre-approved email domain when an ID is created or updated. Restricted Email Addresses only apply to User IDs created in ID Manager.

Approved Email Domain:

Pre-Approved Email Domains

Require User's Work Location

When creating IDs you can specify whether or not the user's work location is required. ID Manager will display work location on all applicable reports if you enable this setting.

Require Work Location When Creating or Updating IDs

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