Getting Started on Watch

SWIFT Business Intelligence Team

April 2018

- Defining the Watch Administrator
- Creating an account and logging into SWIFT.com
- Granting or revoking User Access to a Watch product contract
- Changing User Restrictions
- End user subscriptions
- Contact Us

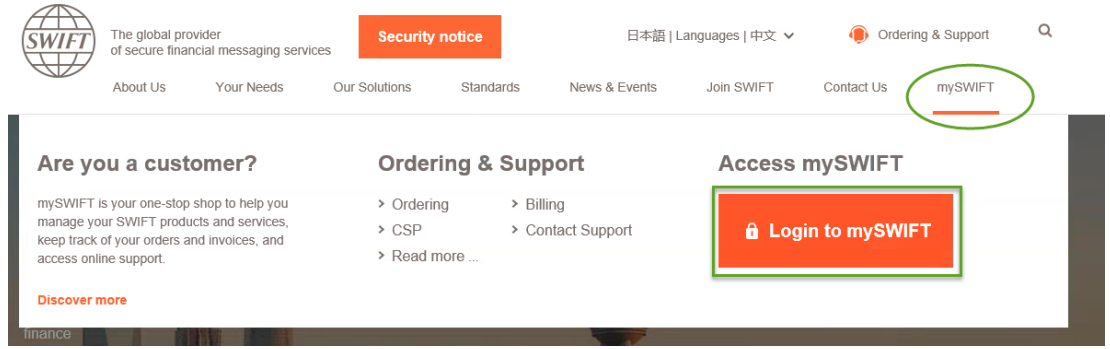
Defining the Watch Administrator

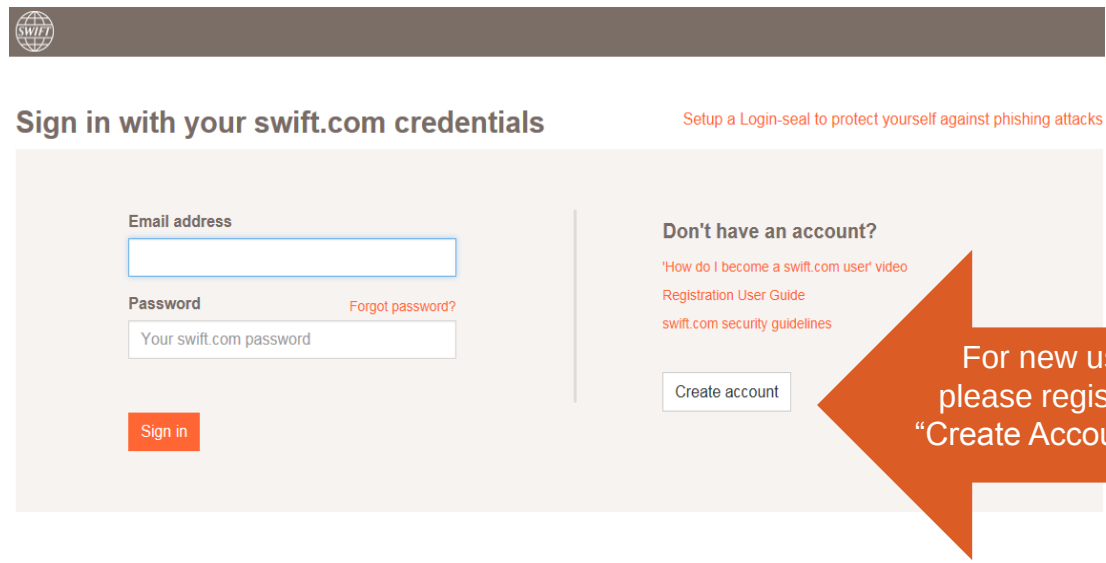
- The Watch Administrator has the authority to add and remove users on Watch.
- By default, the person who placed the e-order to obtain the Watch product/s will be considered as the first administrator, additional administrators can be assigned if needed. It is highly recommended to assign a back up administrator for your institution.
- Access to the Watch product/s for other employees in the organization is granted by the Watch Administrator. Please refer to Page 6 for further instructions.
- The Watch Administrator can only grant access to employees with a swift.com account. Please refer to Page 4 for further instructions on how to create a swift.com account.
- It is important to note that the Watch Administrators must grant access to the Watch product/s to themselves to be able to use the tools.

Creating an account and logging into SWIFT.com

- Go to https://www2.swift.com/
- Click on “mySWIFT”.
- Choose “Login to mySWIFT”.

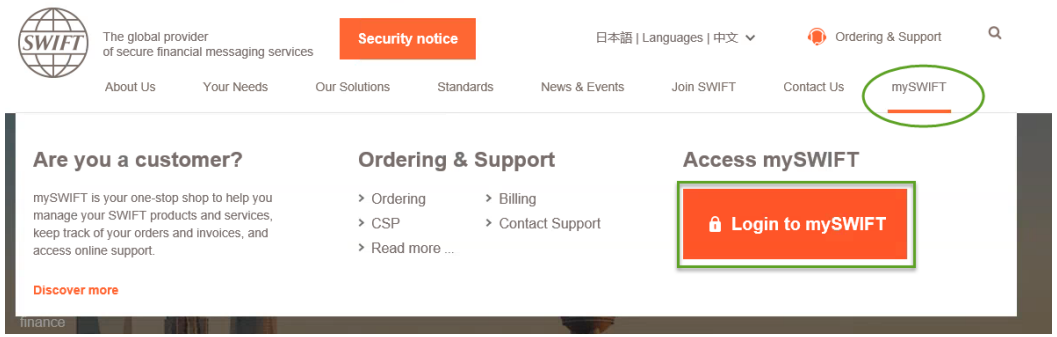
- For **new swift.com users**, you need to create an account following the steps below:
  - The swift.com Administrator needs to confirm the registration so that the user is recognised as an employee of the institution.
  - How do I become a swift.com user video
  - Registration user guide
  - Swift.com security guidelines

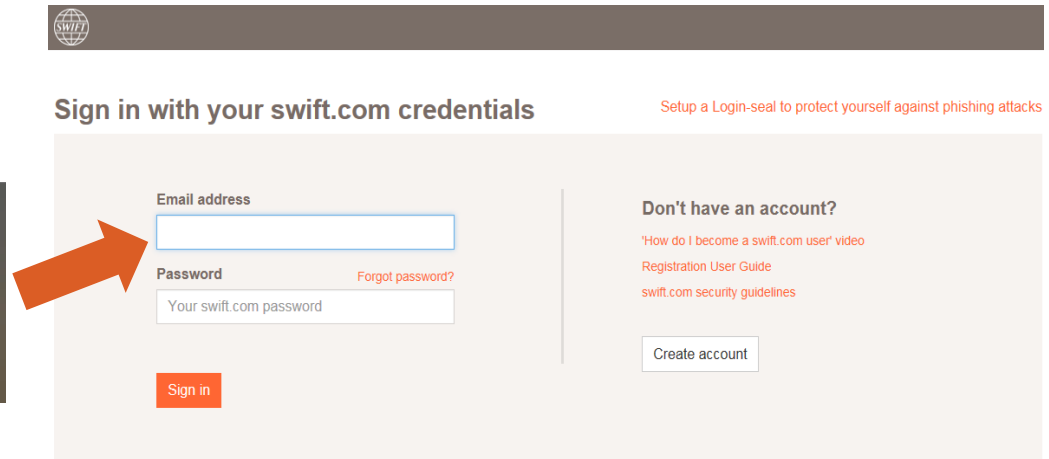




Creating an account and logging in to SWIFT.com

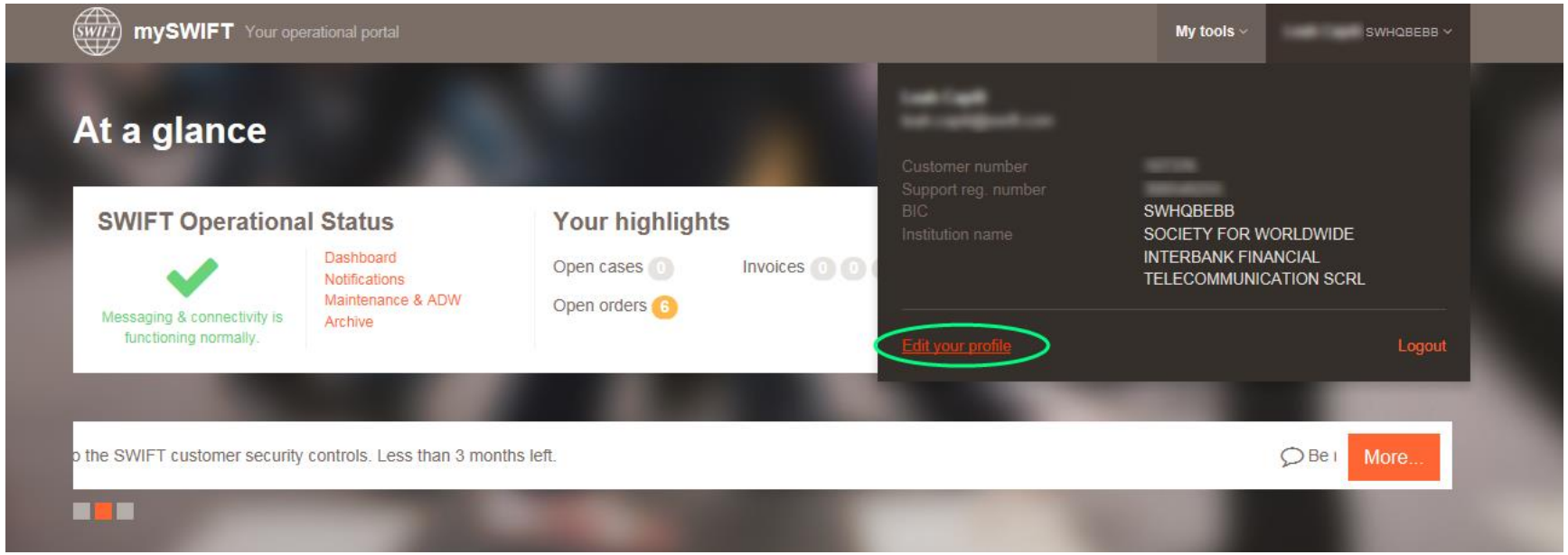
- For **existing swift.com users**, log in using your email address and password.
  - The homepage of your subscribed Watch product/s will be displayed upon login, provided that your Watch Administrator has granted you access.





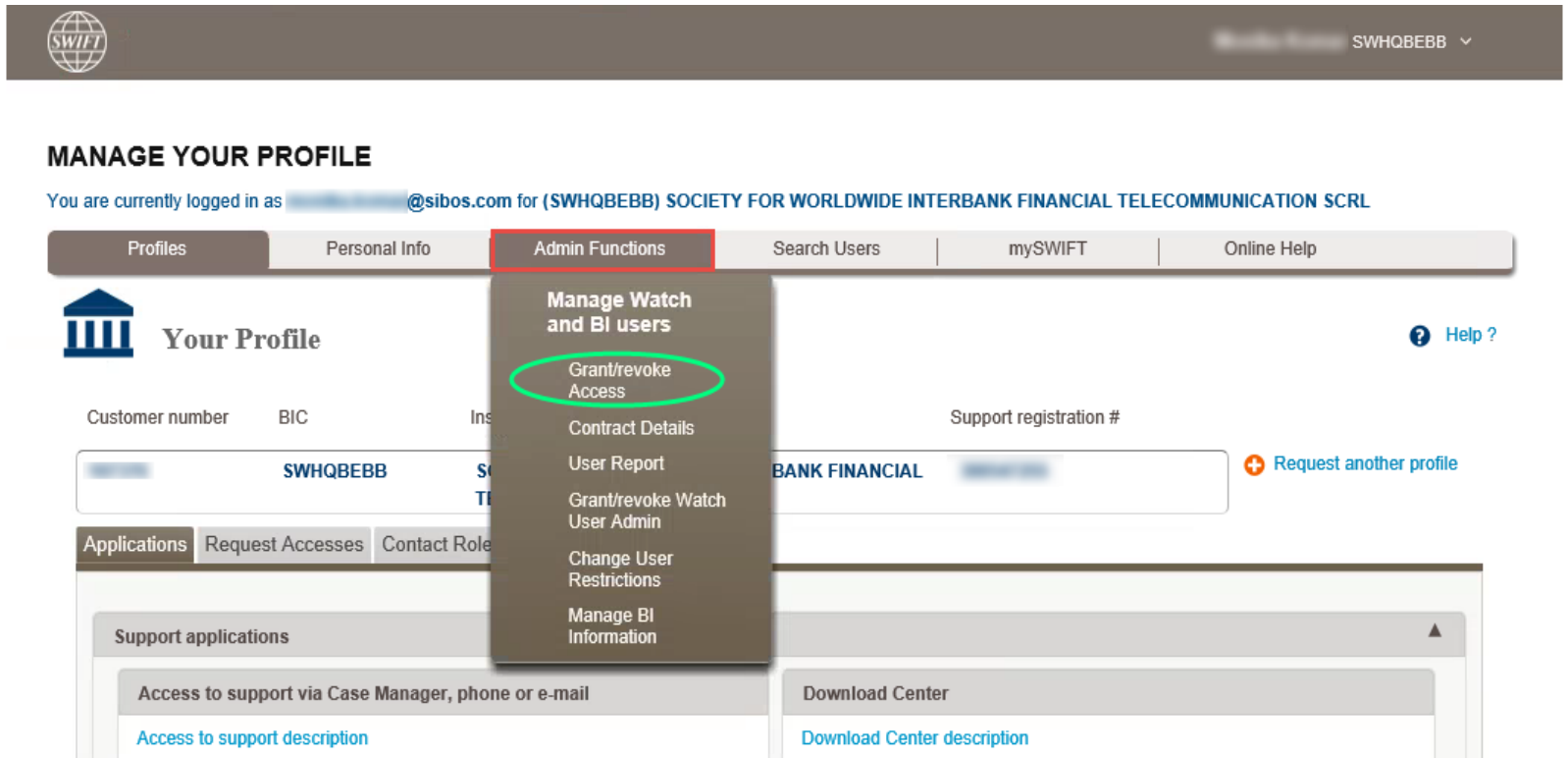
Granting or revoking User Access to a Watch product contract

- The Watch Administrator logs into SWIFT.com.
- Click on the drop down of your account, and choose “Edit your profile”.



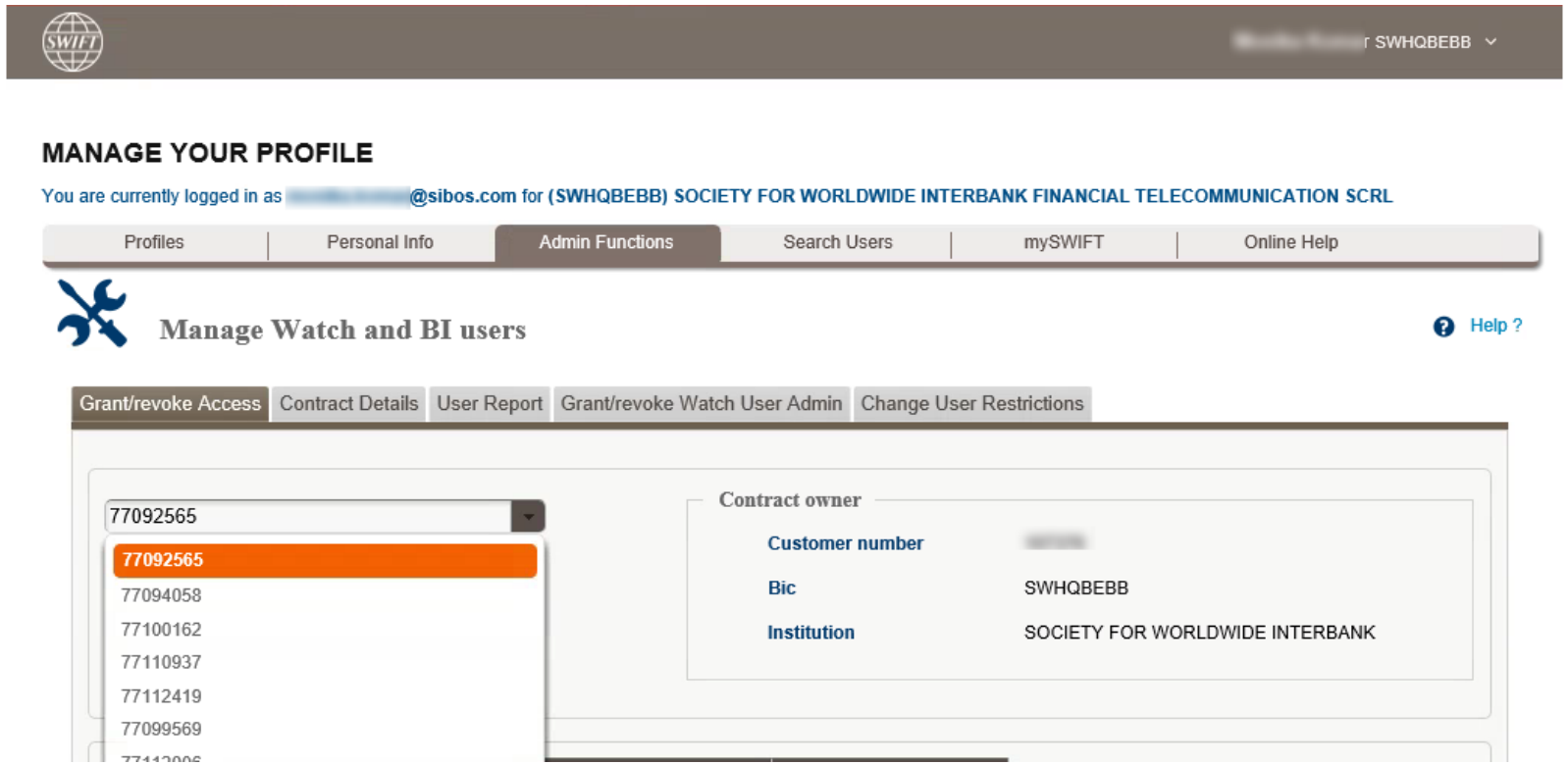
Granting or revoking User Access to a Watch product contract

- Go to the “Admin Functions” tab.
- Click on “Grant/revoke Access” option.



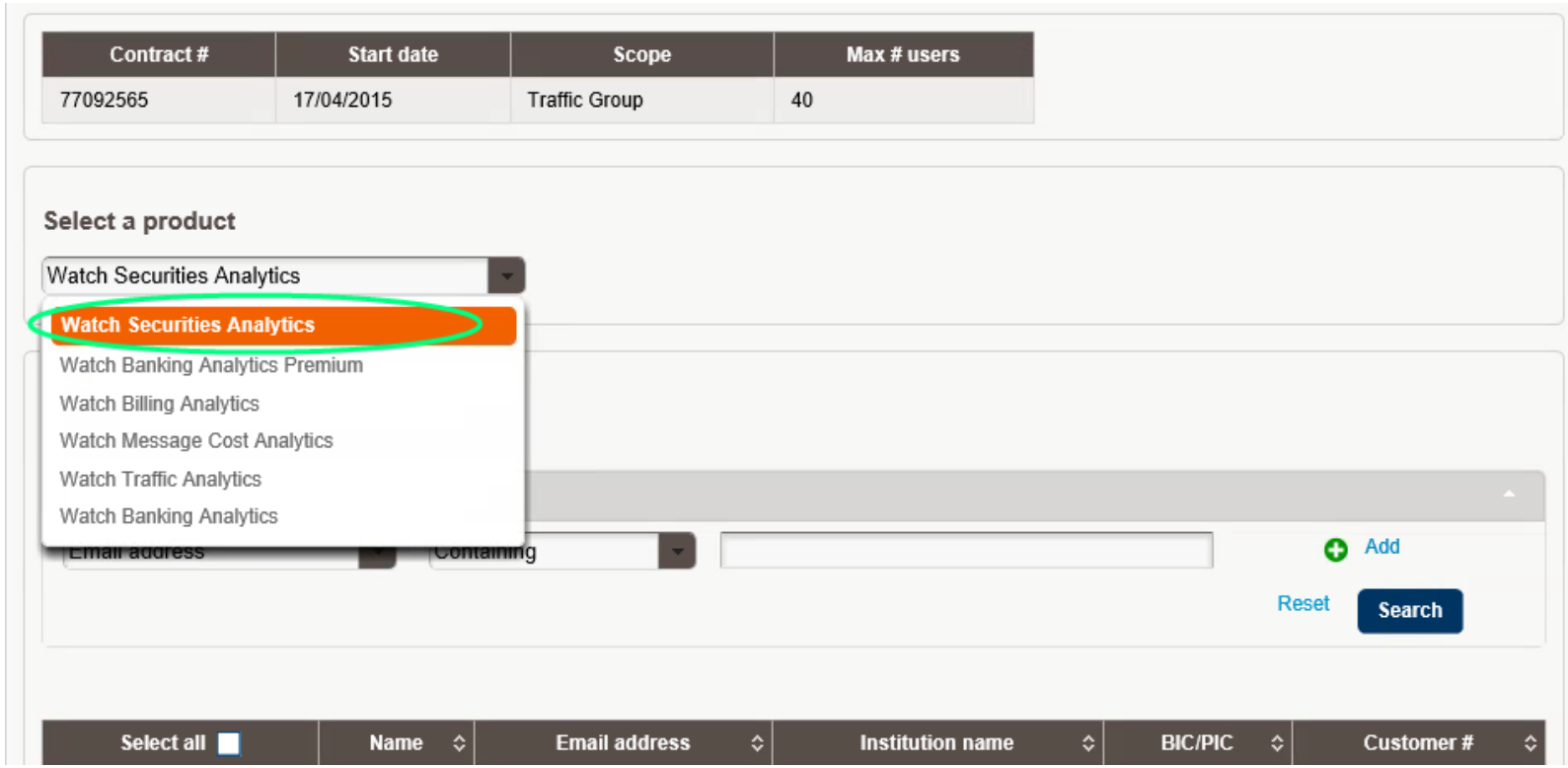
Granting or revoking User Access to a Watch product contract

- Choose the appropriate Contract Number.



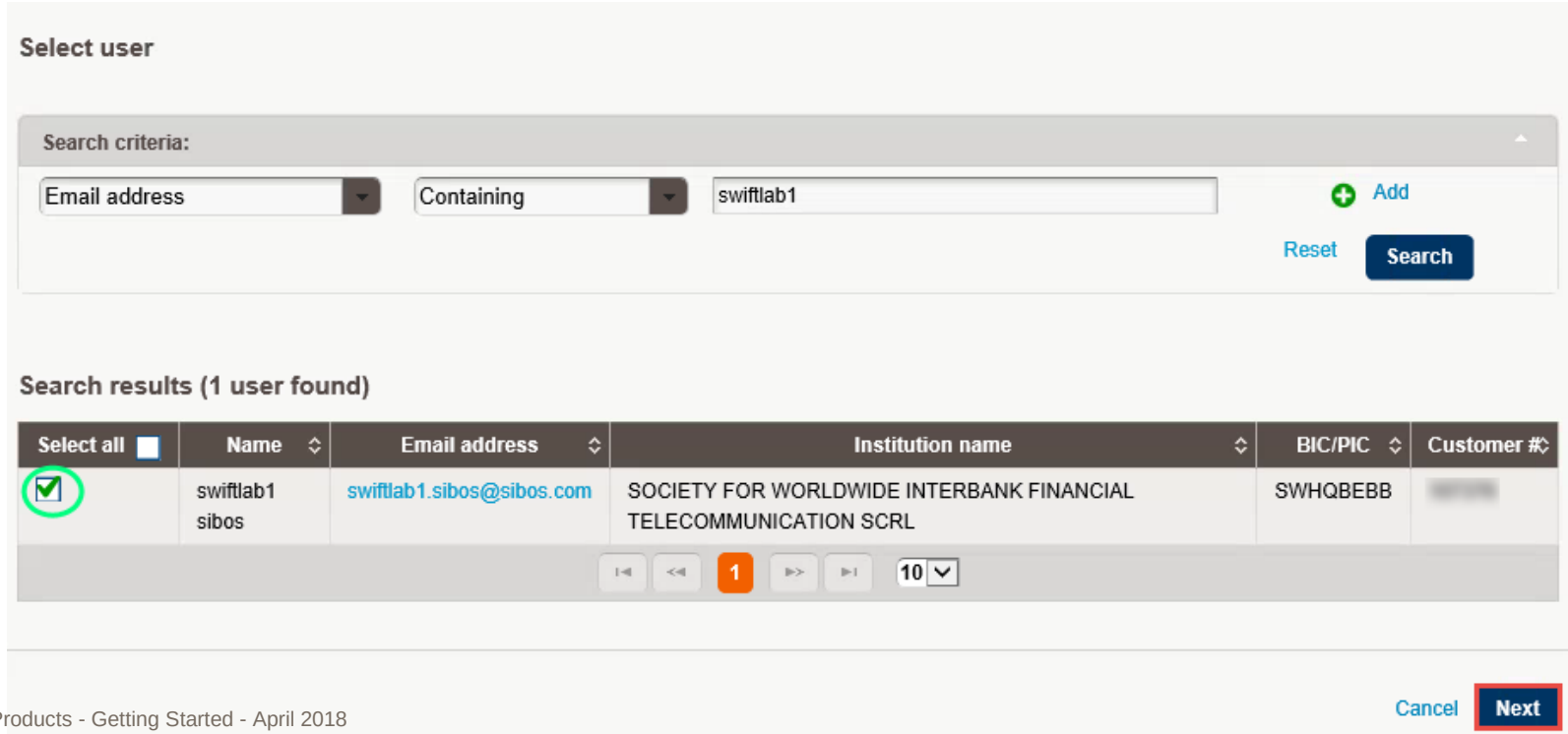
Granting or revoking User Access to a Watch product contract

- From the drop down, select the applicable Watch product.



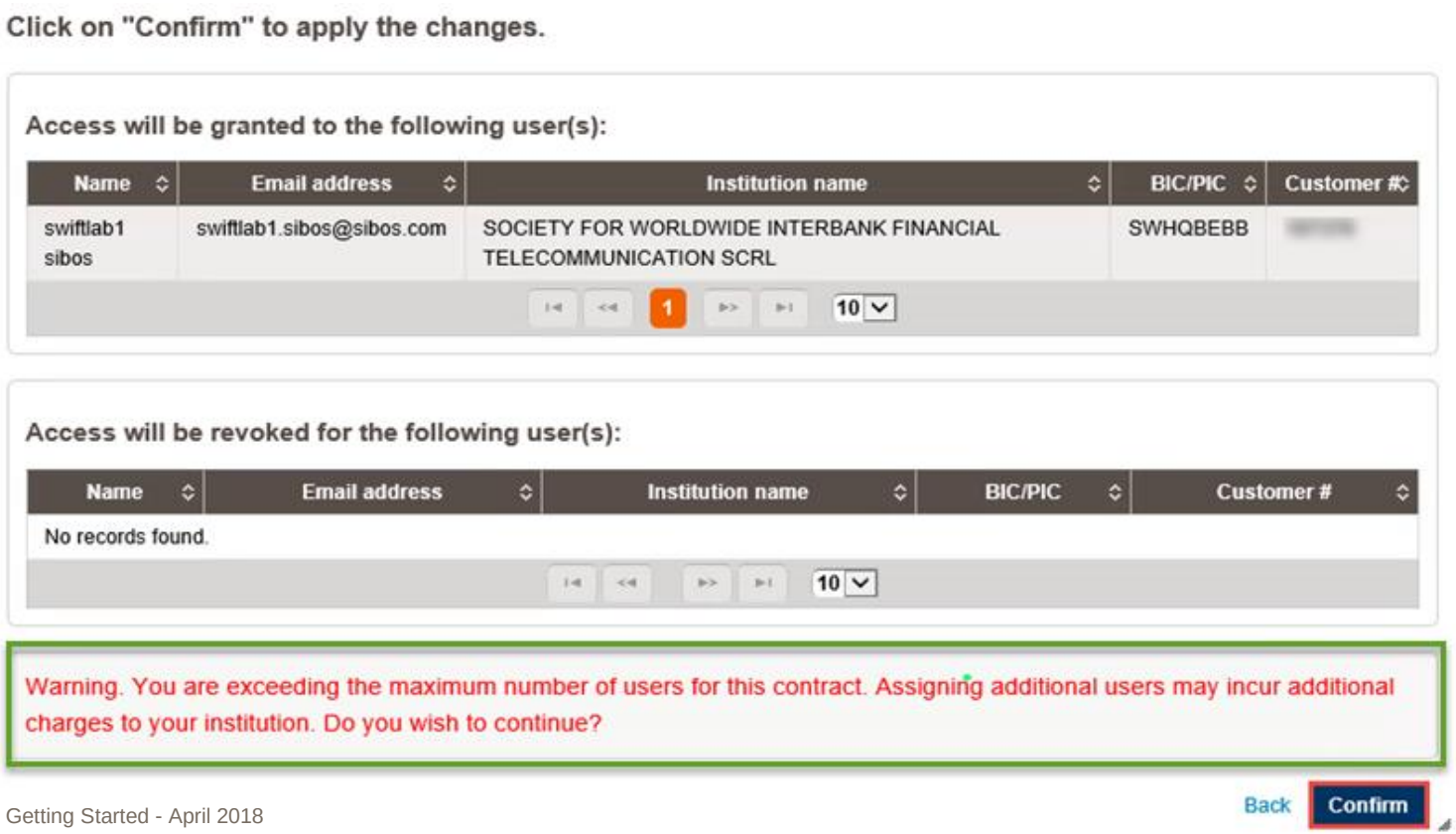
Granting or revoking User Access to a Watch product contract

- Search the user/s you would like to grant or revoke access to.
- The list will show all the users in your institution with a SWIFT.com account.
- If the box is ticked, you are granting the user access, if the box is unticked, you are revoking the user access.
- Click on “Next”.



Granting or revoking User Access to a Watch product contract

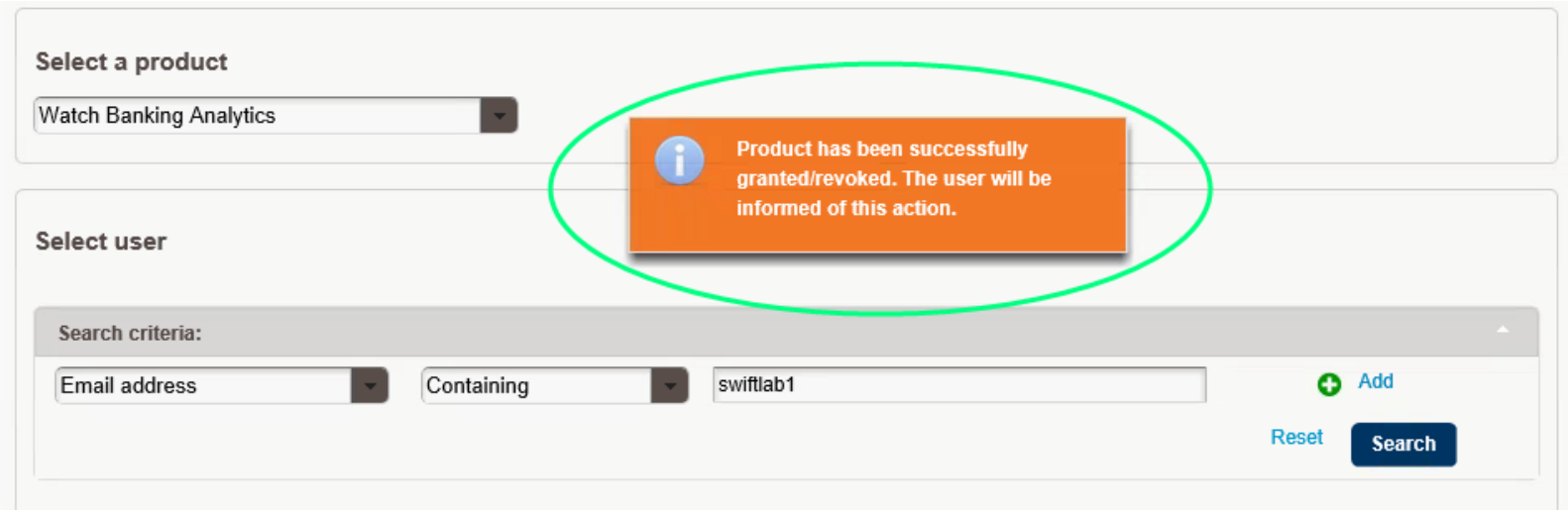
- Another page should open and this will provide a summary of the access that was granted or revoked.
- Click on “Confirm”.



If you should require additional users, please refer to *Page 23* for further instructions.

Granting or revoking User Access to a Watch product contract

- You should see a confirmation that the product access has been successfully revoked/granted.
- Once the Watch Administrators have assigned end users, the end users will have access to the tool within 24 hours.

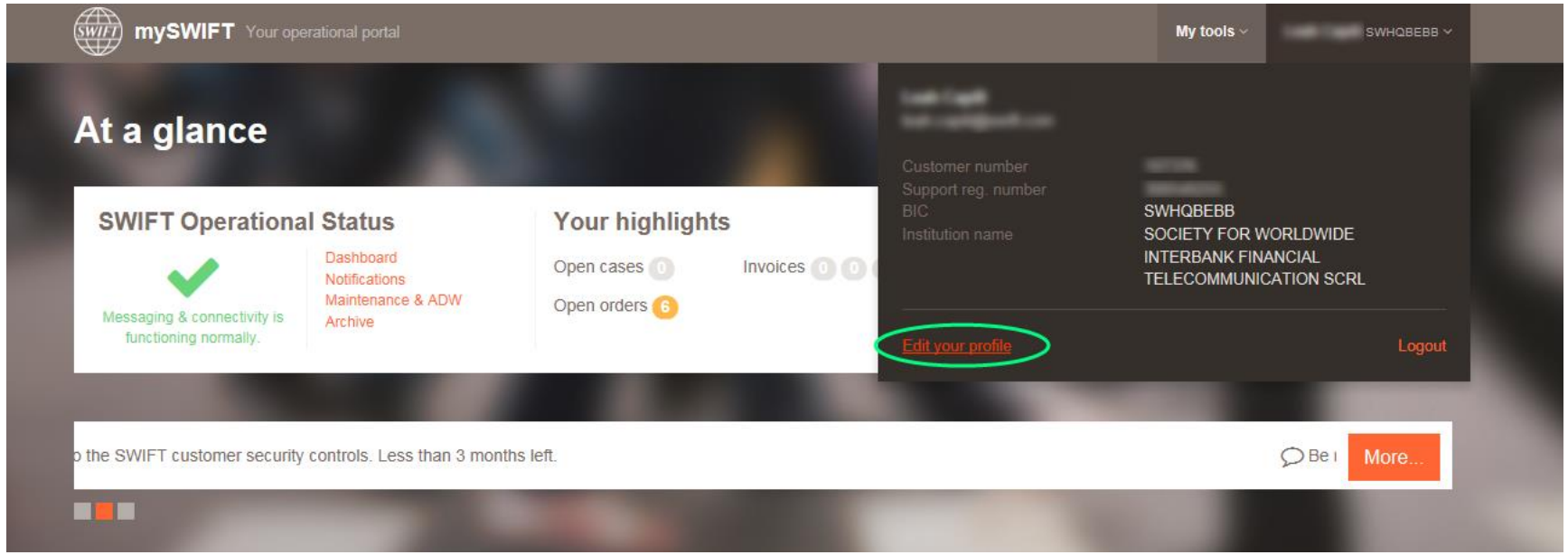


Changing User Restrictions

- By default, product access is granted to the whole BIC tree of an institution.
- User restrictions can be managed by the Watch Administrator that is assigned by each bank. Refer to Page 14 for further instructions.

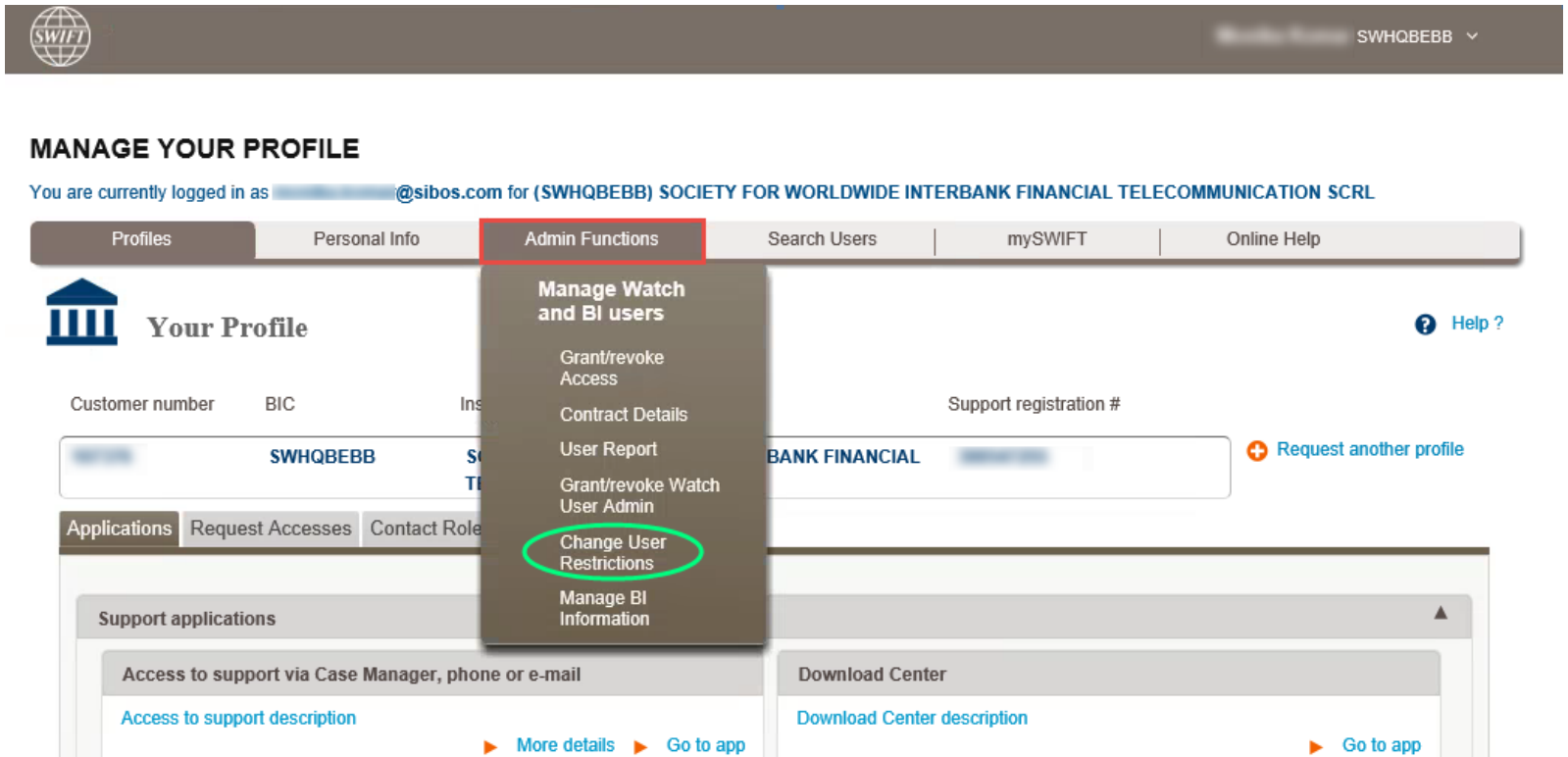
Changing User Restrictions

- The Watch Administrator logs into SWIFT.com.
- Click on the drop down menu of your account, and choose “Edit your profile”.



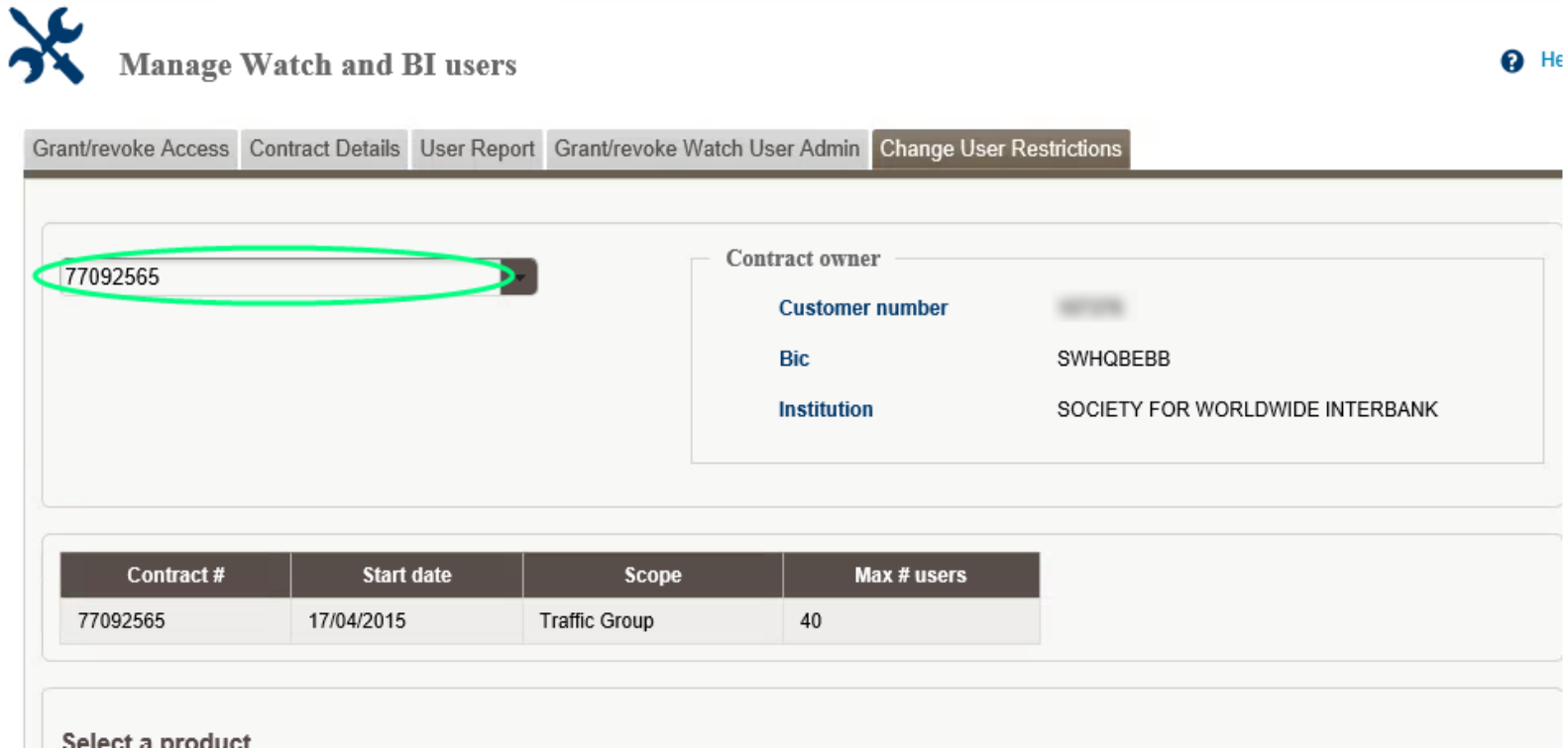
Changing User Restrictions

- Go to the “Admin Functions” tab.
- Click on the “Change User Restrictions” option.



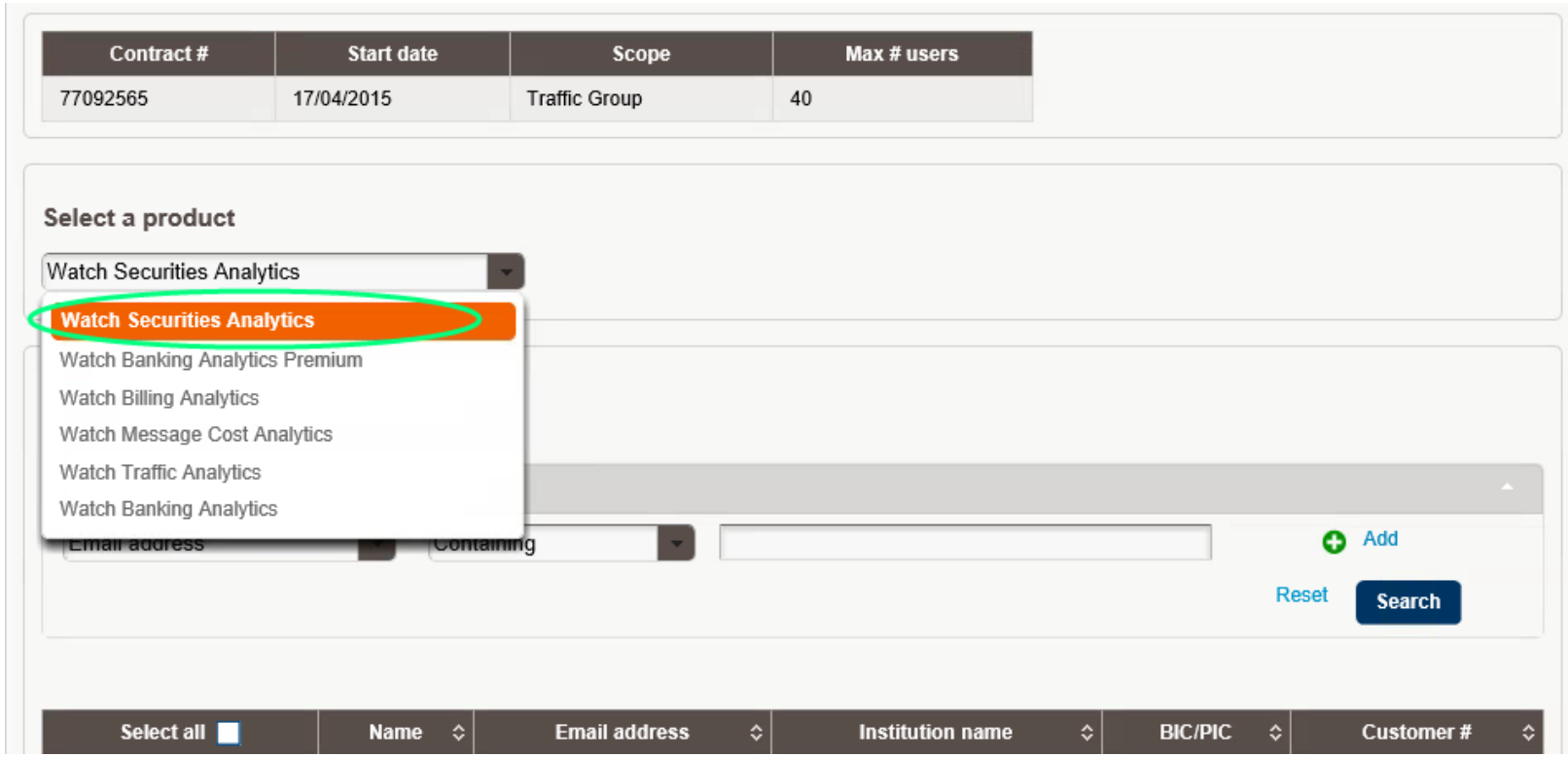
Changing User Restrictions

- Choose the appropriate Contract Number.



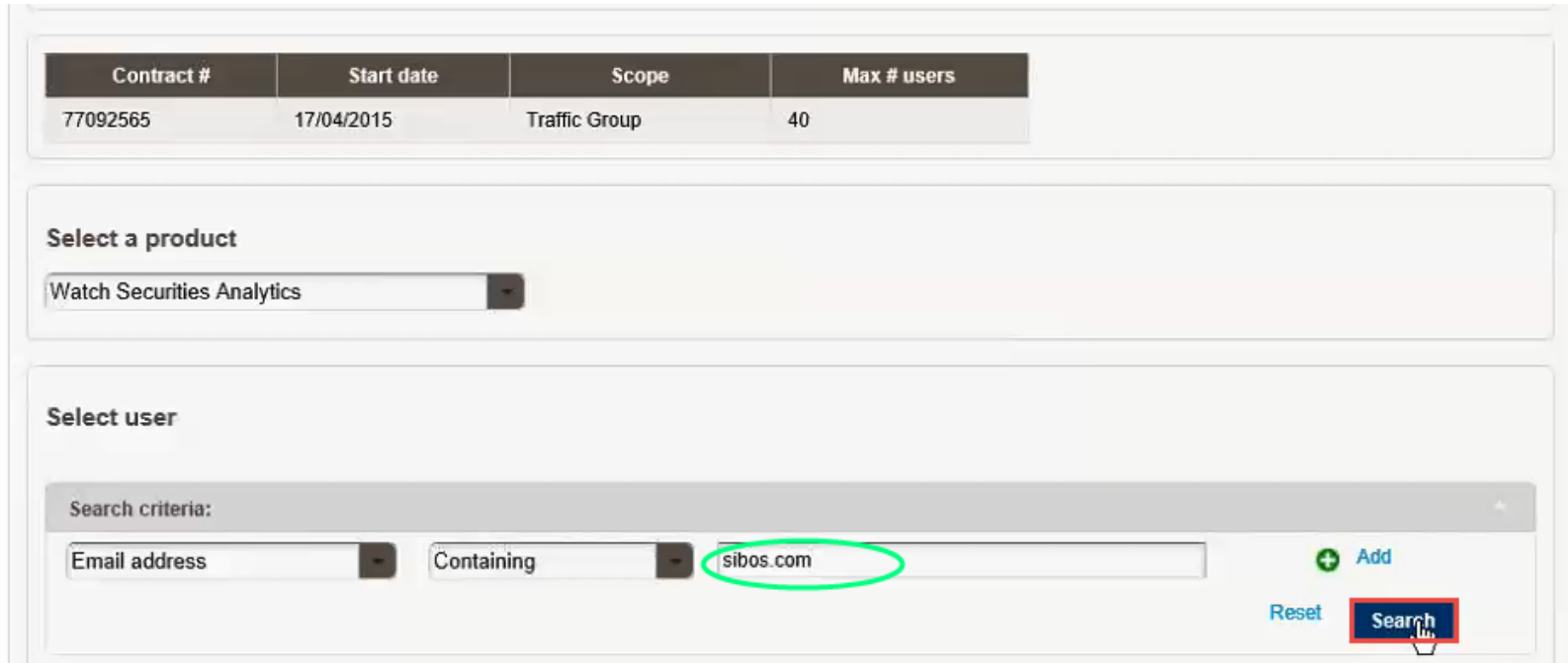
Changing User Restrictions

- From the drop down, select the applicable Watch product.



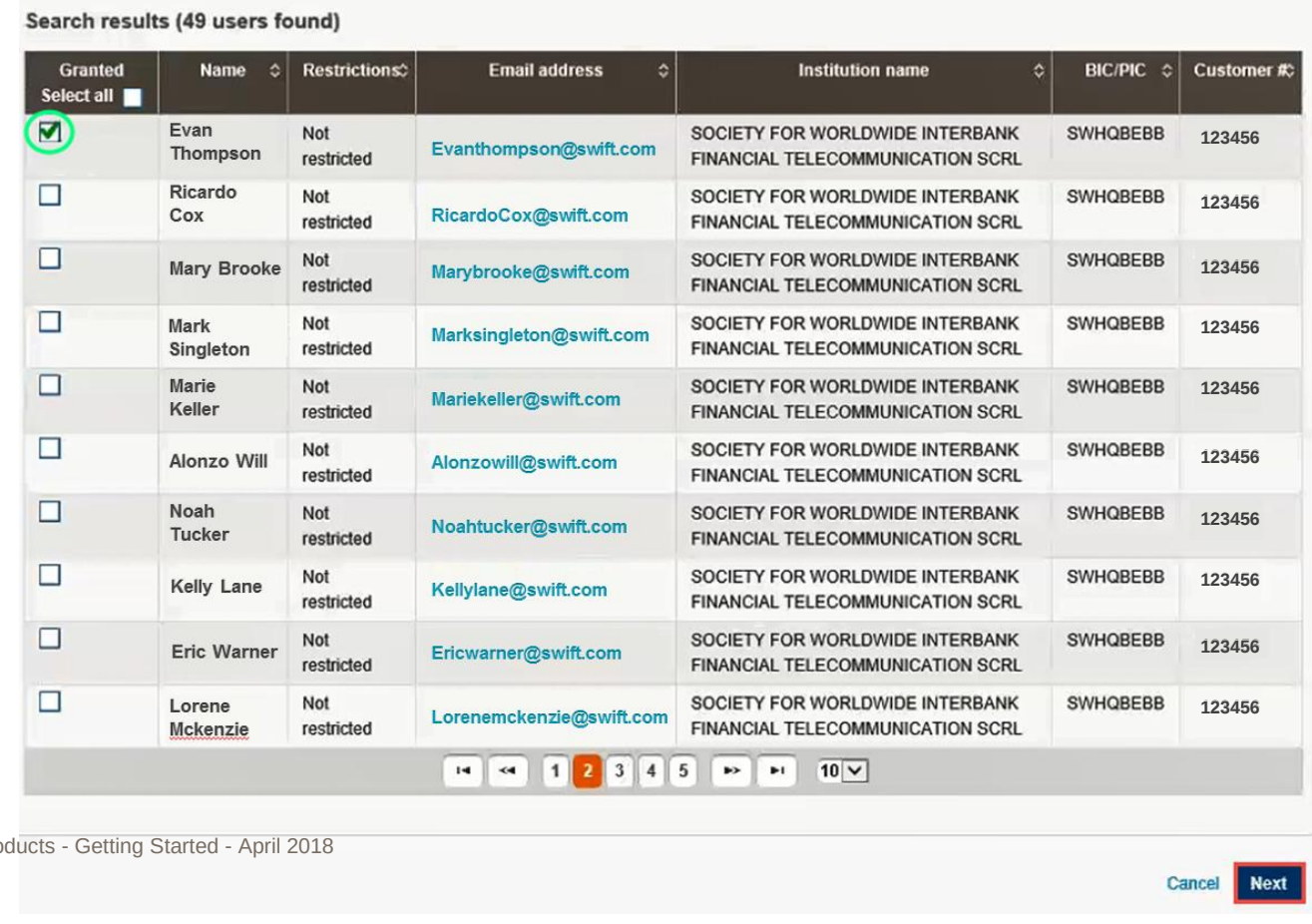
Changing User Restrictions

- Search the user/s you would like to modify the restrictions on.
- The list will show all the users in your institution with a SWIFT.com account.



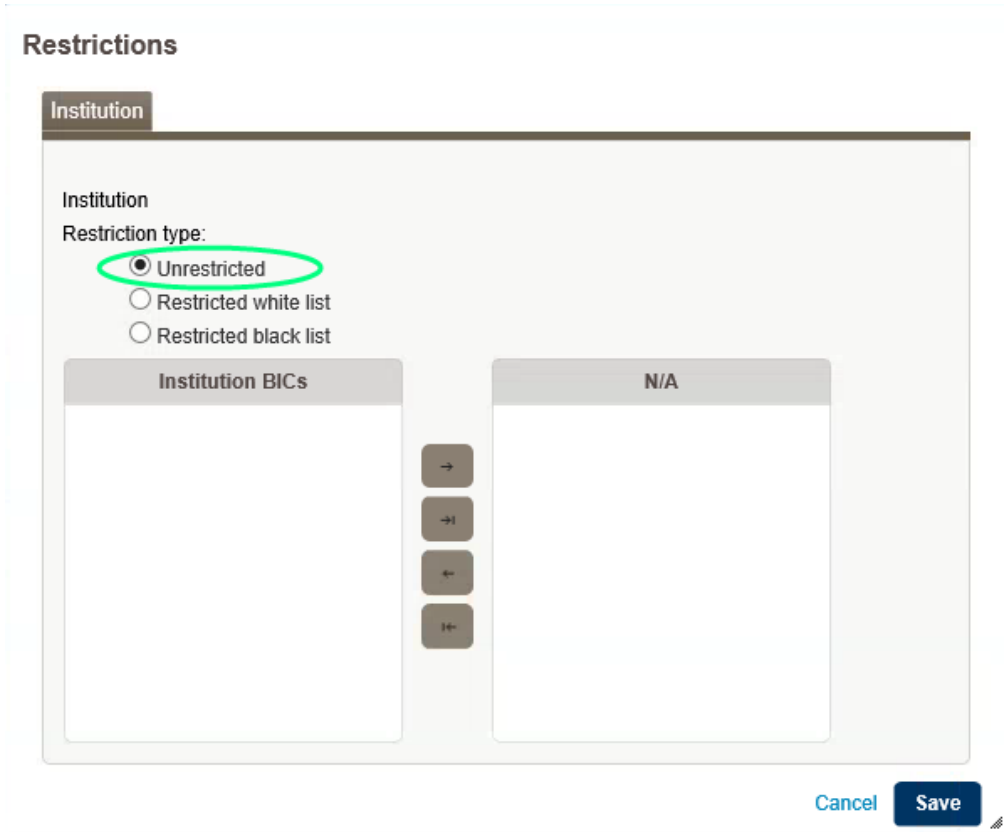
Changing User Restrictions

- Tick the box beside the user/s that you would like to restrict or derestrict.
- Click on “Next”.



Changing User Restrictions

- The restrictions window will open, by default all users are set to “Unrestricted”.



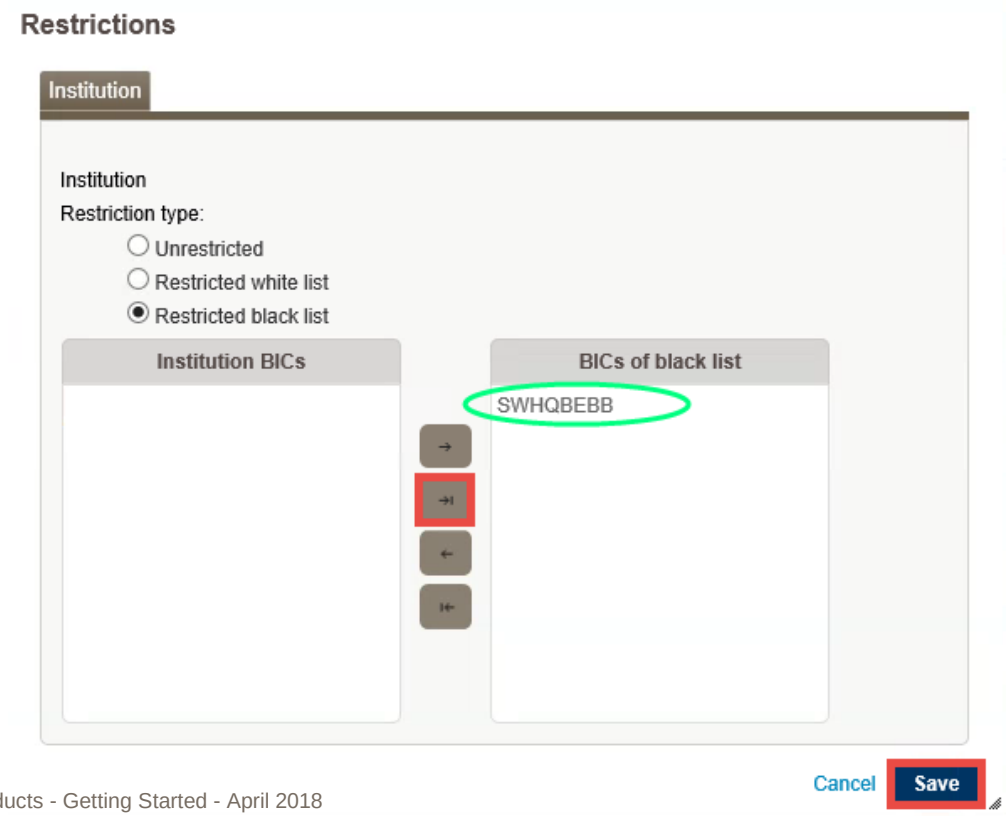
Changing User Restrictions

- The “Restricted white list” means that these are the BICs which the user(s) will **have access to.**
- Add the BICs accordingly by clicking the right button, and click on “Save”. You should see a confirmation that the changes will be applied.

In this example however, there is only one BIC under the group, SWHQBEBB.

Changing User Restrictions

- The “Restricted black list” means that these are the BICs which the user(s) will **not have access to.**
- Add the BICs accordingly by clicking the right button, and click on “Save”. Once this is saved, a confirmation message will appear.



*In this example however, there is only one BIC under the group, SWHQBEBB.

End user subscriptions

- By default, 10 users are allotted access to the Watch product.
- Users (and at least one Administrator) are specified upon placing the order.
- If your institution would require more end users, the additional charges are shown below.

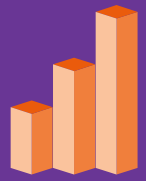
Watch Product	# of additional users per block	Additional monthly charges
Watch Banking Analytics	**10 users**	**250 EUR**
Watch Banking Insights	**3 users**	**75 EUR**
Watch for Securities Analytics	**10 users**	**250 EUR**
Watch for Securities Insights	**3 users**	**75 EUR**

Find out more about Business Intelligence

Learn more on our e-training platform:
SWIFT Smart
Access to this module is only available for swift.com registered users.
Dedicated e-trainings on Watch Products available

SWIFT Business Intelligence
Watch documentation

Customer Support



Documentation available on the Watch platform

SWIFT Business Intelligence for Transaction Banking

Send us your feedback at watch@swift.com

www.swift.com