



Getting Started on Watch

SWIFT Business Intelligence Team

April 2018

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- **Granting or revoking User Access to a Watch product contract**
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Defining the Watch Administrator

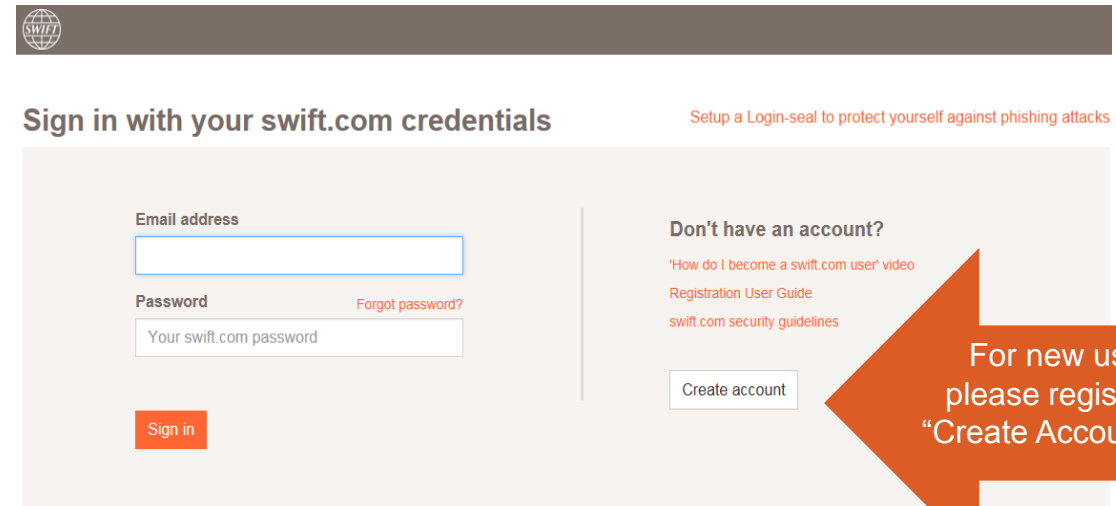
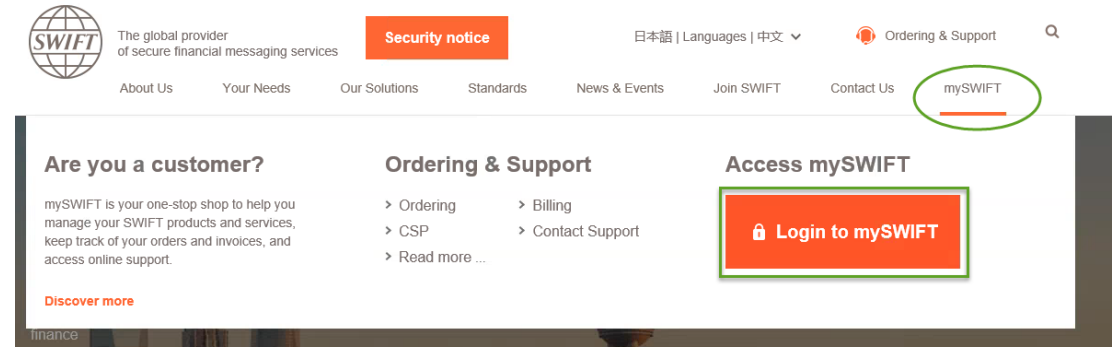
- The Watch Administrator has the authority to add and remove users on Watch.
- By default, the person who placed the e-order to obtain the Watch product/s will be considered as the first administrator, additional administrators can be assigned if needed. It is highly recommended to assign a back up 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.

The image shows a screenshot of the SWIFT.com website. The top navigation bar includes the SWIFT logo, the tagline 'The global provider of secure financial messaging services', a 'Security notice' button, language options (日本語 | Languages | 中文), and 'Ordering & Support'. The 'mySWIFT' link in the navigation bar is circled in green. Below the navigation bar, there are three main sections: 'Are you a customer?', 'Ordering & Support', and 'Access mySWIFT'. The 'Access mySWIFT' section contains a red button labeled 'Login to mySWIFT' with a lock icon. An orange arrow points from this button to a detailed view of the login form. The login form is titled 'Sign in with your swift.com credentials' and includes a 'Setup a Login-seal to protect yourself against phishing attacks' link. The form has two input fields: 'Email address' and 'Password'. The 'Password' field has a 'Forgot password?' link next to it. Below the input fields is a red 'Sign in' button. On the right side of the form, there is a 'Create account' button and a section titled 'Don't have an account?' with links to 'How do I become a swift.com user' video, 'Registration User Guide', and 'swift.com security guidelines'.

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”.

The screenshot displays the mySWIFT user interface. At the top left, the SWIFT logo and 'mySWIFT Your operational portal' are visible. On the top right, there is a 'My tools' dropdown menu and a user account dropdown menu showing 'SWHQBEBB'. The main content area is titled 'At a glance' and contains several widgets. The 'SWIFT Operational Status' widget shows a green checkmark and the text 'Messaging & connectivity is functioning normally.' Below this are links for 'Dashboard', 'Notifications', 'Maintenance & ADW', and 'Archive'. The 'Your highlights' widget shows 'Open cases 0', 'Invoices 0 0', and 'Open orders 6'. To the right, a user profile card displays the following information: 'Customer number', 'Support reg. number', 'BIC SWHQBEBB', and 'Institution name SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL'. At the bottom of this card, the 'Edit your profile' link is circled in red, and a 'Logout' link is also visible. At the bottom of the page, there is a notification bar with the text 'to the SWIFT customer security controls. Less than 3 months left.' and a 'More...' button.

Granting or revoking User Access to a Watch product contract

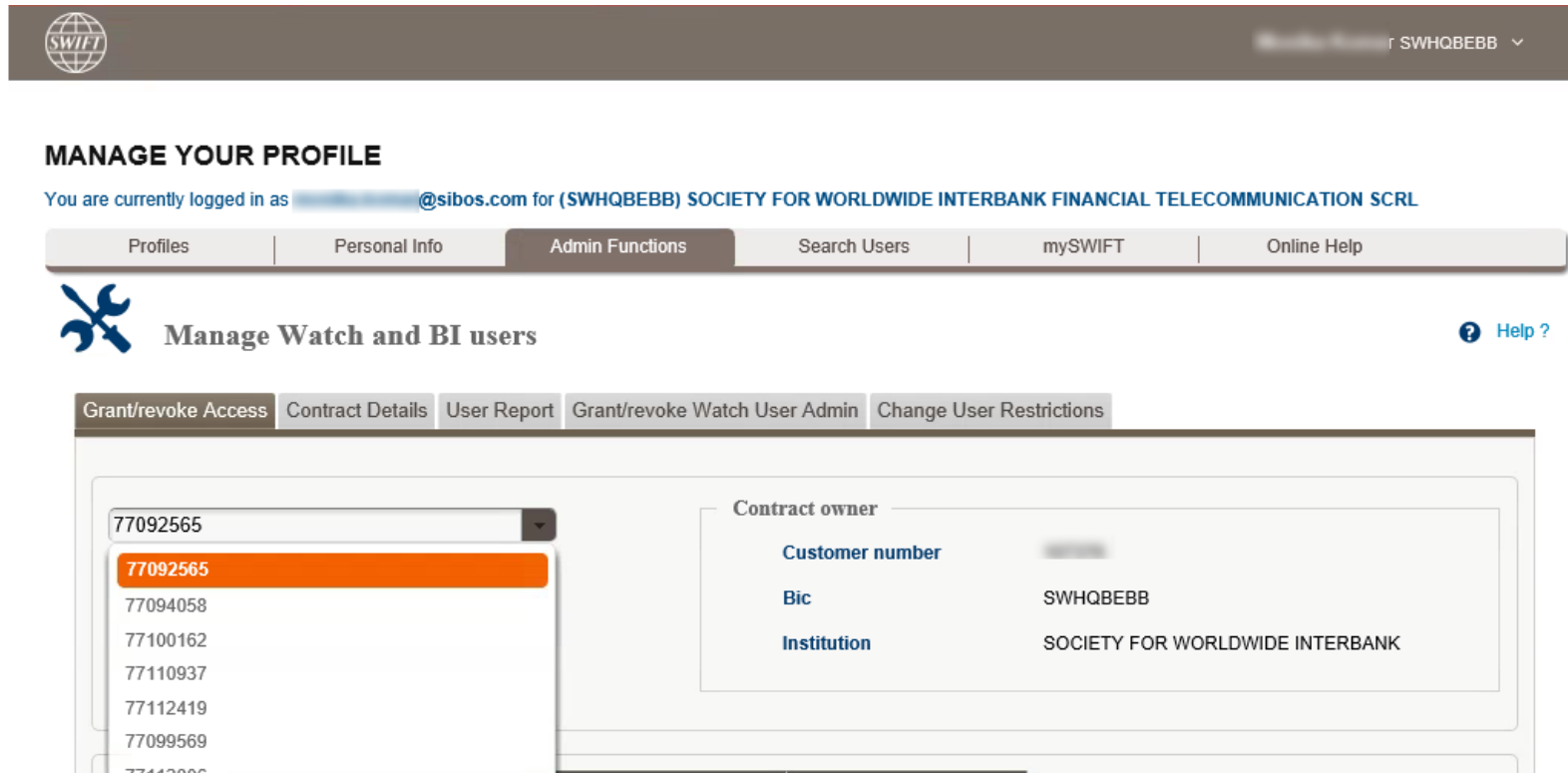
- Go to the “Admin Functions” tab.
- Click on “Grant/revoke Access” option.

The screenshot displays the SWIFT user interface. At the top, the SWIFT logo is on the left, and the user ID 'SWHQBEBB' is on the right. Below the header, the main navigation bar includes 'Profiles', 'Personal Info', 'Admin Functions' (highlighted with a red box), 'Search Users', 'mySWIFT', and 'Online Help'. The 'Admin Functions' dropdown menu is open, showing options such as 'Manage Watch and BI users', 'Grant/revoke Access' (circled in green), 'Contract Details', 'User Report', 'Grant/revoke Watch User Admin', 'Change User Restrictions', and 'Manage BI Information'. The background shows the 'Your Profile' section with fields for 'Customer number' (SWHQBEBB) and 'BIC' (SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL). A 'Request another profile' button is also visible.



Granting or revoking User Access to a Watch product contract

- Choose the appropriate Contract Number.



The screenshot shows the SWIFT user interface. At the top, there is a dark header with the SWIFT logo on the left and a dropdown menu on the right showing 'SWHQBEBB'. Below the header, the main content area is titled 'MANAGE YOUR PROFILE'. Underneath this, it says 'You are currently logged in as [redacted]@sibos.com for (SWHQBEBB) SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL'. A navigation bar contains several tabs: 'Profiles', 'Personal Info', 'Admin Functions' (which is active), 'Search Users', 'mySWIFT', and 'Online Help'. Below the navigation bar, there is a blue wrench icon followed by the text 'Manage Watch and BI users' and a 'Help?' link. A sub-navigation bar contains five tabs: 'Grant/ revoke Access' (active), 'Contract Details', 'User Report', 'Grant/ revoke Watch User Admin', and 'Change User Restrictions'. The main content area shows a dropdown menu with contract numbers. The selected number is '77092565', which is highlighted in orange. Other visible numbers include 77094058, 77100162, 77110937, 77112419, 77099569, and 77112006. To the right of the dropdown, there is a 'Contract owner' section with the following details: 'Customer number' (redacted), 'Bic' (SWHQBEBB), and 'Institution' (SOCIETY FOR WORLDWIDE INTERBANK).



Granting or revoking User Access to a Watch product contract

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

Contract #	Start date	Scope	Max # users
77092565	17/04/2015	Traffic Group	40

Select a product

Watch Securities Analytics

Watch Securities Analytics

Watch Banking Analytics Premium

Watch Billing Analytics

Watch Message Cost Analytics

Watch Traffic Analytics

Watch Banking Analytics

Email address Containing

[+ Add](#)

[Reset](#) [Search](#)

Select all

Name

Email address

Institution name

BIC/PIC

Customer #



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”.

Select user

Search criteria:

Email address swiftlab1 + Add

[Reset](#) [Search](#)

Search results (1 user found)

Select all <input type="checkbox"/>	Name	Email address	Institution name	BIC/PIC	Customer #
<input checked="" type="checkbox"/>	swiftlab1 sibos	swiftlab1.sibos@sibos.com	SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL	SWHQBEBB	

1 10

[Cancel](#) [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”.

Click on "Confirm" to apply the changes.

Access will be granted to the following user(s):

Name	Email address	Institution name	BIC/PIC	Customer #
swiftlab1 sibos	swiftlab1.sibos@sibos.com	SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL	SWHQBEBB	

Navigation: 1 of 10 records

Access will be revoked for the following user(s):

Name	Email address	Institution name	BIC/PIC	Customer #
No records found.				

Navigation: 0 of 10 records

Warning. You are exceeding the maximum number of users for this contract. Assigning additional users may incur additional charges to your institution. Do you wish to continue?

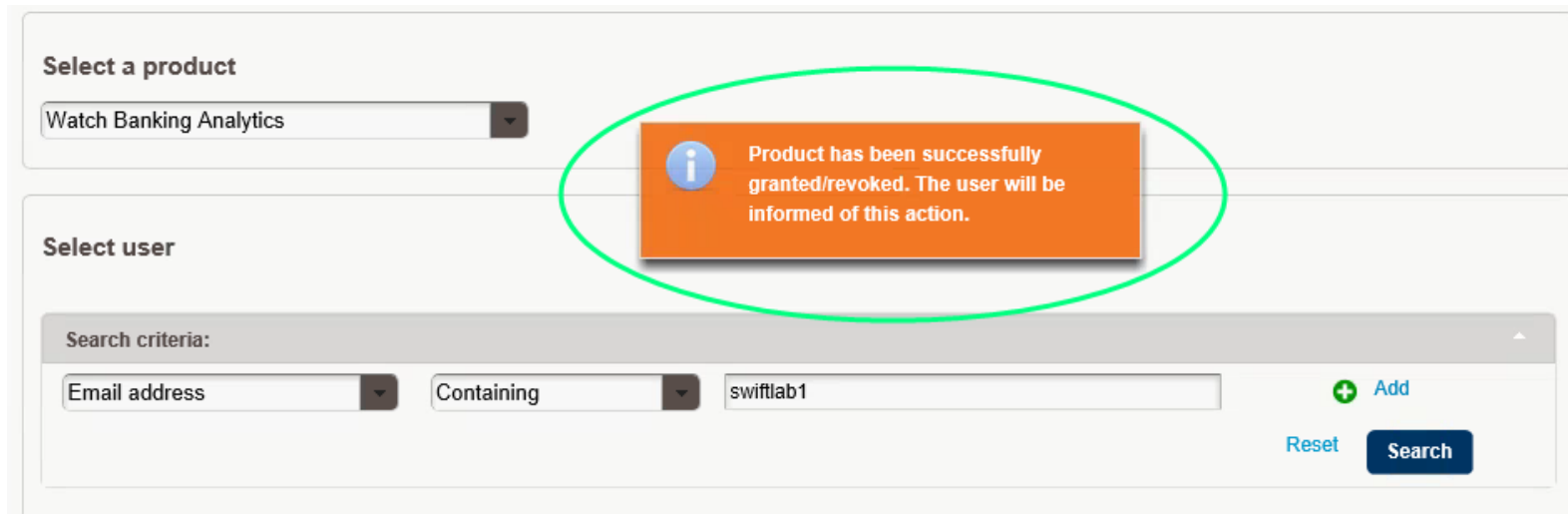
If you should require additional users, please refer to [Page 23](#) for further instructions.



Back **Confirm**

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.



The screenshot displays a web interface with two main sections: "Select a product" and "Select user".

Select a product: A dropdown menu is set to "Watch Banking Analytics".

Select user: A search criteria section is visible, including a dropdown for "Email address", a dropdown for "Containing", and a text input field containing "swiftlab1". To the right of the search criteria are buttons for "Add" (with a green plus icon), "Reset", and "Search".

A prominent orange information box is overlaid on the interface, circled in green. It contains the text: "Product has been successfully granted/revoked. The user will be informed of this action." The box features a blue information icon (an 'i' in a circle) on the left side.

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”.

The screenshot displays the mySWIFT user portal interface. At the top left, the SWIFT logo and 'mySWIFT Your operational portal' are visible. On the right, there is a 'My tools' dropdown menu and a user account dropdown menu showing 'SWHQBEBB'. The main content area is titled 'At a glance' and contains two primary sections: 'SWIFT Operational Status' and 'Your highlights'. The 'SWIFT Operational Status' section shows a green checkmark and the message 'Messaging & connectivity is functioning normally.' Below this, there are links for 'Dashboard', 'Notifications', 'Maintenance & ADW', and 'Archive'. The 'Your highlights' section shows 'Open cases' (0) and 'Invoices' (0), with 'Open orders' (6) highlighted in orange. On the right side of the dashboard, a user profile card is displayed with the following information: Customer number, Support reg. number, BIC (SWHQBEBB), and Institution name (SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL). At the bottom of this card, the 'Edit your profile' link is circled in red, and a 'Logout' button is visible. At the bottom of the page, there is a notification bar stating 'to the SWIFT customer security controls. Less than 3 months left.' with a 'More...' button.

Changing User Restrictions

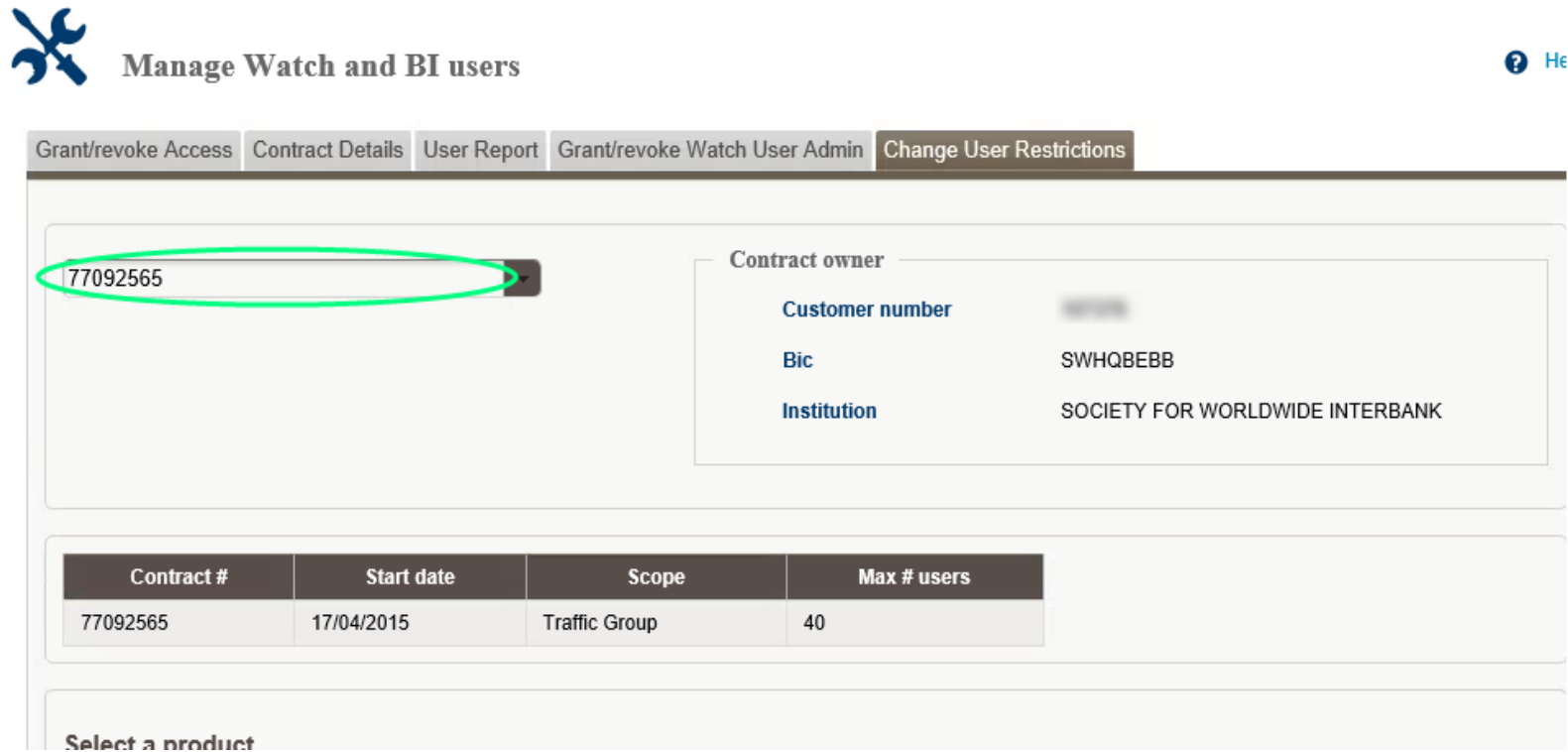
- Go to the “Admin Functions” tab.
- Click on the “Change User Restrictions” option.

The screenshot displays the SWIFT user interface. At the top left is the SWIFT logo. The top right shows the user's name 'SWHQBEBB' with a dropdown arrow. Below this is the 'MANAGE YOUR PROFILE' section, indicating the user is logged in as 'SWHQBEBB' for 'SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL'. A navigation bar contains tabs for 'Profiles', 'Personal Info', 'Admin Functions', 'Search Users', 'mySWIFT', and 'Online Help'. The 'Admin Functions' tab is highlighted with a red box. A dropdown menu is open from this tab, listing options: 'Manage Watch and BI users', 'Grant/revoke Access', 'Contract Details', 'User Report', 'Grant/revoke Watch User Admin', 'Change User Restrictions' (circled in green), and 'Manage BI Information'. The main content area shows 'Your Profile' with fields for 'Customer number' (SWHQBEBB) and 'BIC' (SWHQBEBB). There are also sections for 'Support applications' and 'Download Center'.



Changing User Restrictions

- Choose the appropriate Contract Number.



Manage Watch and BI users

Grant/revoke Access | Contract Details | User Report | Grant/revoke Watch User Admin | **Change User Restrictions**

77092565

Contract owner

Customer number [blurred]

Bic SWHQBEBB

Institution SOCIETY FOR WORLDWIDE INTERBANK

Contract #	Start date	Scope	Max # users
77092565	17/04/2015	Traffic Group	40

Select a product

Changing User Restrictions

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

Contract #	Start date	Scope	Max # users
77092565	17/04/2015	Traffic Group	40

Select a product

Watch Securities Analytics

Watch Securities Analytics

Watch Banking Analytics Premium

Watch Billing Analytics

Watch Message Cost Analytics

Watch Traffic Analytics

Watch Banking Analytics

Email address Containing

[+ Add](#)

[Reset](#) [Search](#)

Select all <input type="checkbox"/>	Name <input type="text"/>	Email address <input type="text"/>	Institution name <input type="text"/>	BIC/PIC <input type="text"/>	Customer # <input type="text"/>
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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.

Contract #	Start date	Scope	Max # users
77092565	17/04/2015	Traffic Group	40

Select a product

Watch Securities Analytics

Select user

Search criteria:

Email address Containing sibos.com + Add

Reset Search

Changing User Restrictions

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

Search results (49 users found)

Granted Select all <input type="checkbox"/>	Name	Restrictions	Email address	Institution name	BIC/PIC	Customer #
<input checked="" type="checkbox"/>	Evan Thompson	Not restricted	Evanthompson@swift.com	SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL	SWHQBEBB	123456
<input type="checkbox"/>	Ricardo Cox	Not restricted	RicardoCox@swift.com	SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL	SWHQBEBB	123456
<input type="checkbox"/>	Mary Brooke	Not restricted	Marybrooke@swift.com	SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL	SWHQBEBB	123456
<input type="checkbox"/>	Mark Singleton	Not restricted	Marksingleton@swift.com	SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL	SWHQBEBB	123456
<input type="checkbox"/>	Marie Keller	Not restricted	Mariekeller@swift.com	SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL	SWHQBEBB	123456
<input type="checkbox"/>	Alonzo Will	Not restricted	Alonzowill@swift.com	SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL	SWHQBEBB	123456
<input type="checkbox"/>	Noah Tucker	Not restricted	Noahtucker@swift.com	SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL	SWHQBEBB	123456
<input type="checkbox"/>	Kelly Lane	Not restricted	Kellylane@swift.com	SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL	SWHQBEBB	123456
<input type="checkbox"/>	Eric Warner	Not restricted	Ericwarner@swift.com	SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL	SWHQBEBB	123456
<input type="checkbox"/>	Lorene Mckenzie	Not restricted	Lorenemckenzie@swift.com	SOCIETY FOR WORLDWIDE INTERBANK FINANCIAL TELECOMMUNICATION SCRL	SWHQBEBB	123456

Navigation: 1 2 3 4 5 10



Changing User Restrictions

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

Restrictions

Institution

Institution

Restriction type:

Unrestricted

Restricted white list

Restricted black list

Institution BICs	N/A

→

→|

←

←|

Cancel Save

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.

Restrictions

Institution

Institution

Restriction type:

Unrestricted

Restricted white list

Restricted black list

Institution BICs

SWHQBEBB

BICs of white list

→

→

←

←

Cancel Save



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.

Restrictions

Institution

Institution

Restriction type:

Unrestricted

Restricted white list

Restricted black list

Institution BICs

BICs of black list

SWHQBE'BB

→

→

←

↔

Cancel Save



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

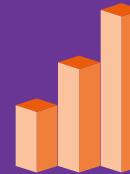


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