

# Admin guide

Visit [www.justis.com/resources](http://www.justis.com/resources) to download the most recent training material for JustisOne, including material for students and our quick start guide.

For more information on using our new tools, or for an admin training session, please contact [training@justis.com](mailto:training@justis.com)

**JustisOne**  
Intelligent Legal Research

**Justis**  
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## Administrator tools

Account administrators can now manage their organisation's settings, add new users, manage their IP recognition, request training, email electronic resources to their users and much more with our new admin tools.

As an administrator, when you sign in to JustisOne you will see an Admin button in the left-hand menu. If your organisation is IP recognised, you will need to override the IP and sign in by clicking "Sign in as yourself" in the top-right hand corner of the screen. Click on the admin button to open our Account Administration page, shown below. Use the left-hand menu and page tabs to navigate between options.

### Personal users

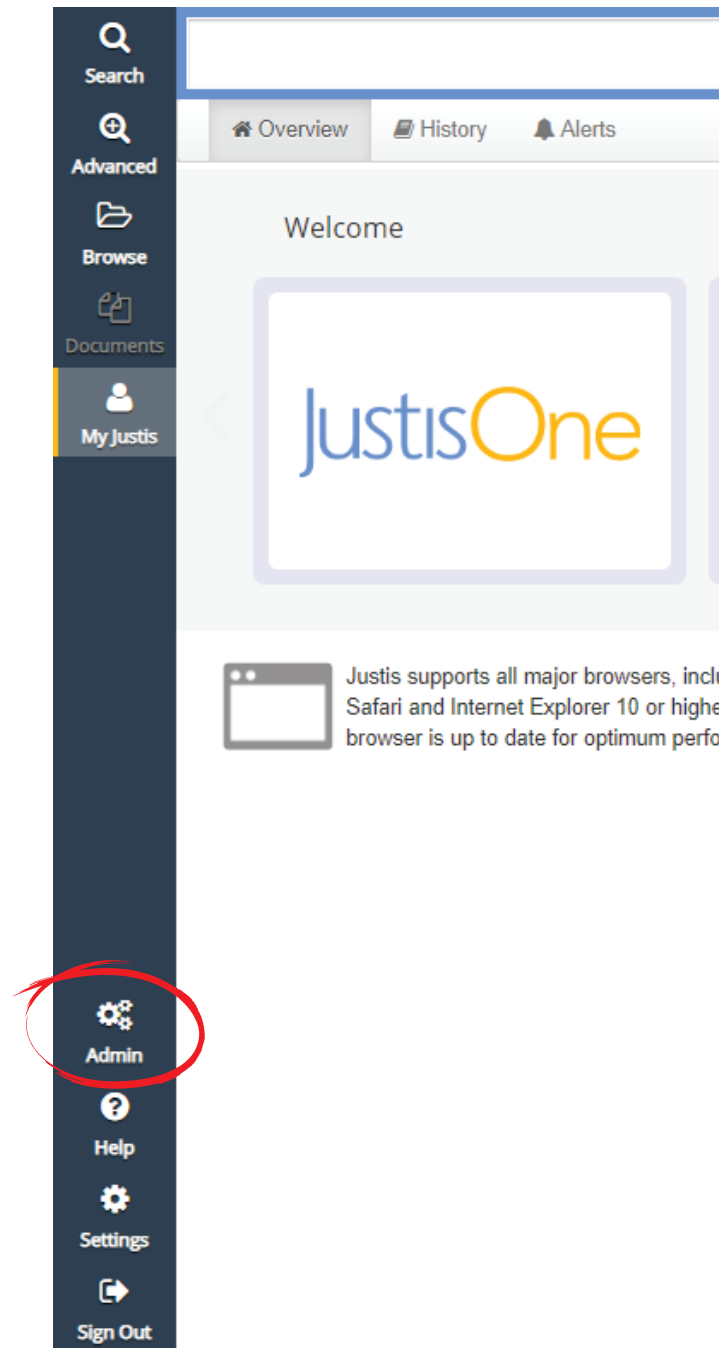
Here you can view active users, deactivated users and add new users. You can also send out password reset links to individuals – helping them to gain access to their account faster when they've forgotten their log-in details.

### IP recognition

For those accounts whose users sign in via IP, you can manage and submit new IP recognition requests here. These requests are automatically sent to our Helpdesk, who will notify you as soon as the change has been effected.

### Training and resources

Here you can send users our most up- to-date electronic resources, and request training sessions. All training is free to Justis subscribers.



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Within the JustisOne application you can also update your organisation's SourceLink and jurisdiction settings, by visiting the settings menu.

### SourceLink

SourceLink allows you to customise JustisOne so that links to Citations and Sources reflect the services that your users have available to them.

Alongside the full-text content, JustisOne provides an index of law reports, transcripts and official legislation on over 100 services. Access detailed relationships and citation metadata for each case and seamlessly link to the relevant documents on other services using SourceLink. For some subscription services, such as Westlaw, you will need to send us a sponsor code to enable the seamless linking in to your account. To get your sponsor code, please speak to that service's representative.

### Jurisdiction settings

The jurisdiction settings are customisable from all accounts, however as the administrator you are able to set a default for all users as standard by clicking 'Save Organisation Settings'. Without clicking that button, your changes will only be valid for your personal login rather than for all users on your account. If necessary, users can override the settings on their own accounts, any changes to the settings will be valid for that session.

