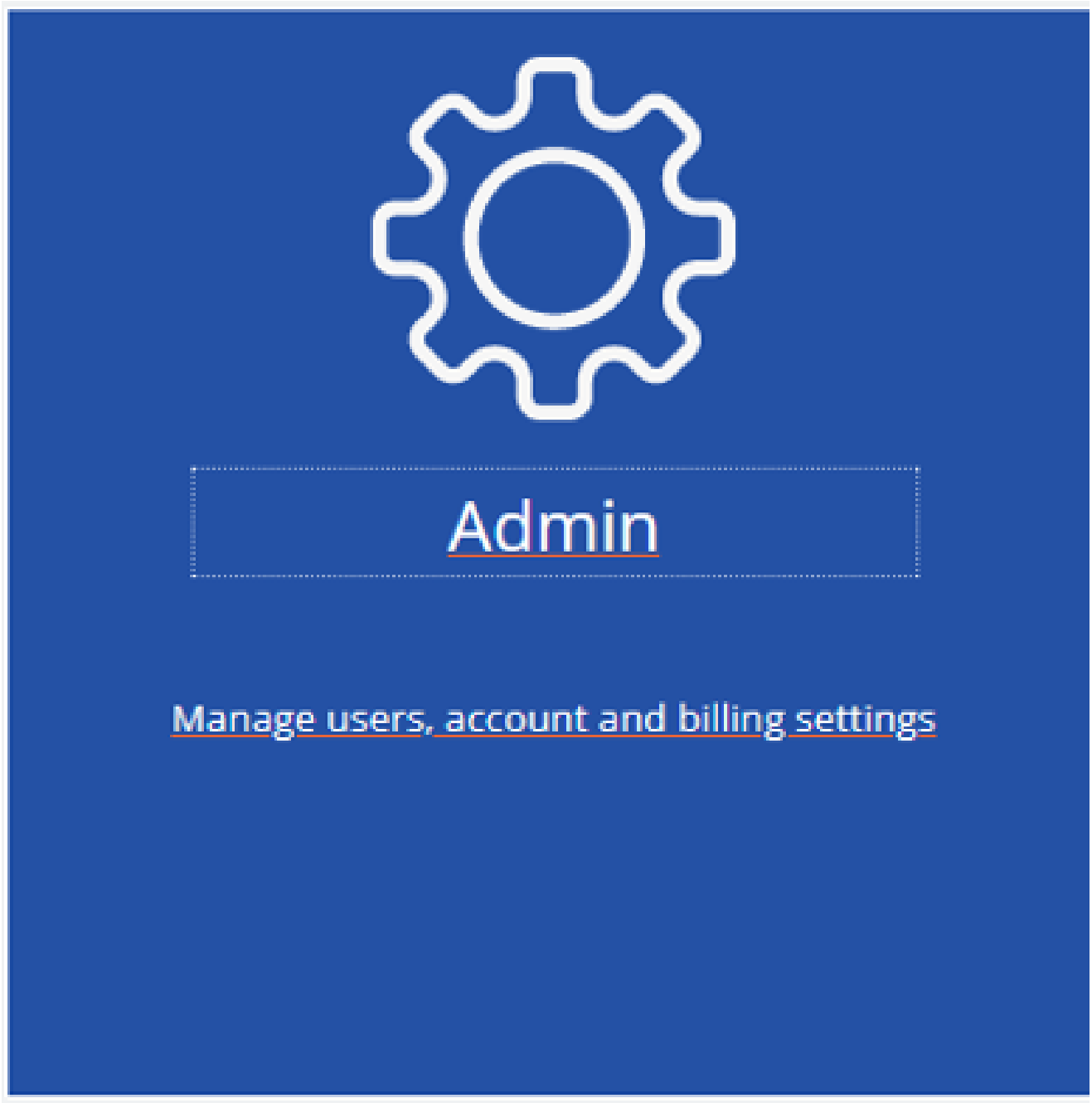
General Use

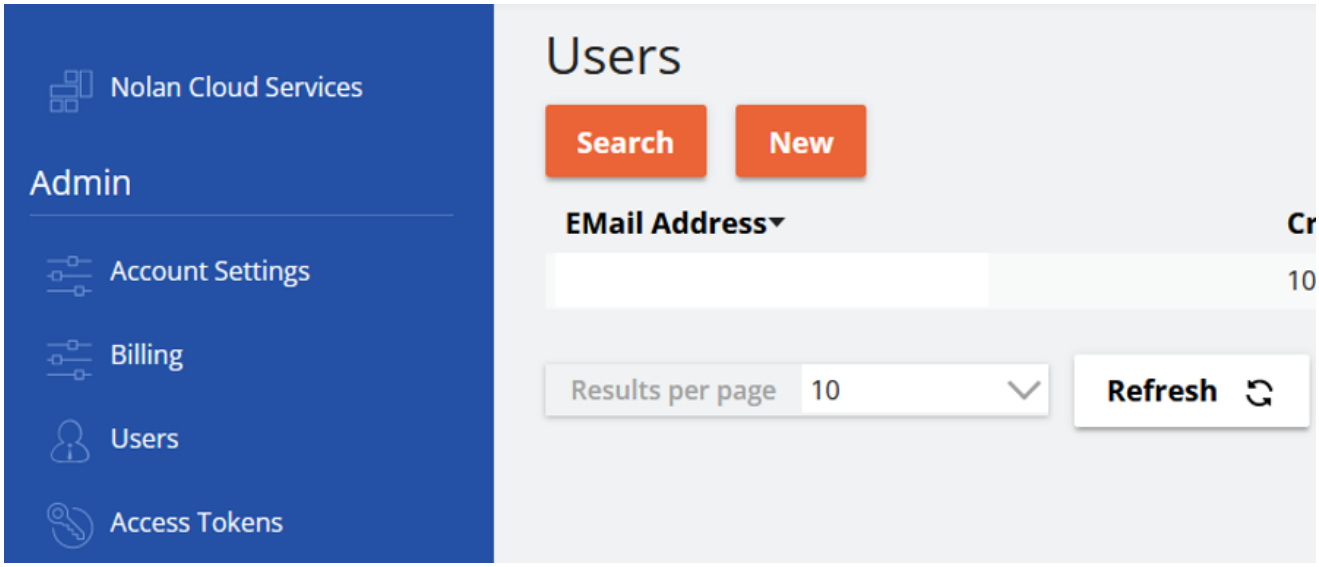
Last updated: April 22, 2022

Creating a New User

To create a **New User** in Nolan Cloud Services, you will need to start at the **Home Page** and select the **Admin** option.



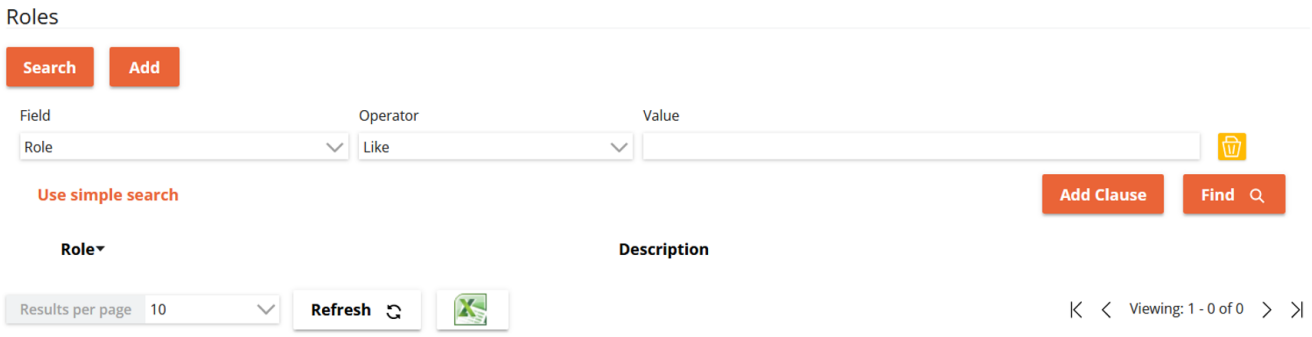
If this doesn't take you automatically to the user page, choose **Users** from the menu.



Select **New** and then enter user details into the required fields.

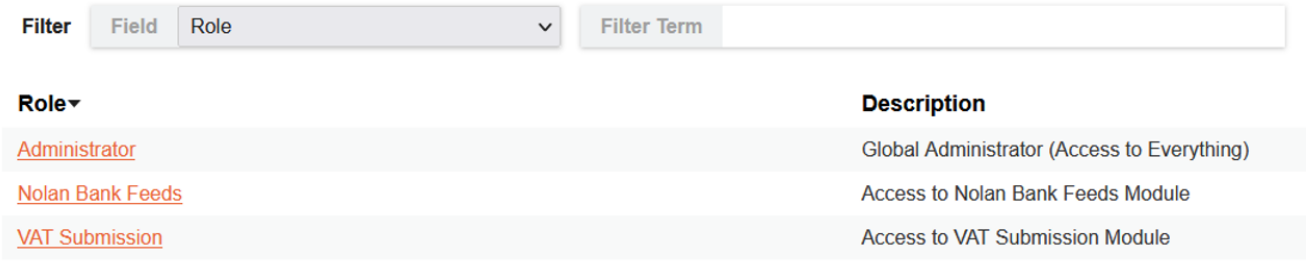
Next, you will also need to assign the **User** a **Role**. **User Roles** determine what aspects of NCS a **User** can access. It is therefore **Important** that **Users** have the correct **Roles** assigned.

To assign a **Role** to a **User** select between the **Search** or **Add** options.



The **Search** option will bring up the above **Fields** which you can use to find a specific **Role**. The **Roles** which match your search criteria will appear in the list under **Roles**. From here you can select which one you wish to assign to the **User**.

Otherwise, selecting the **Add** option, will bring up a list of **All** existing **Roles**.



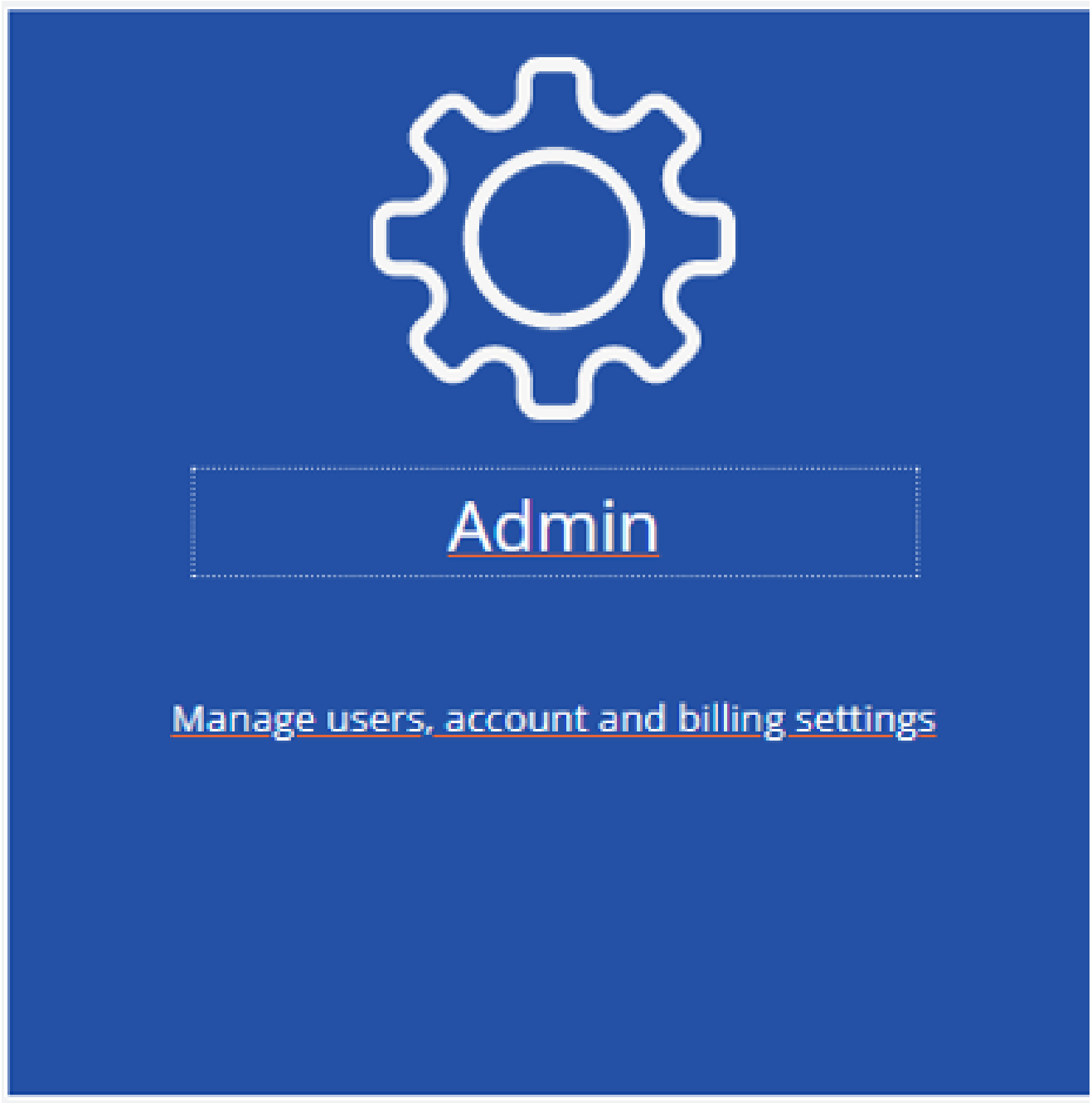
Here you can select which **Role** to assign to the **User**.

Once you have selected the relevant **User Role**, click **Save**. Your **New User** will now have been created.

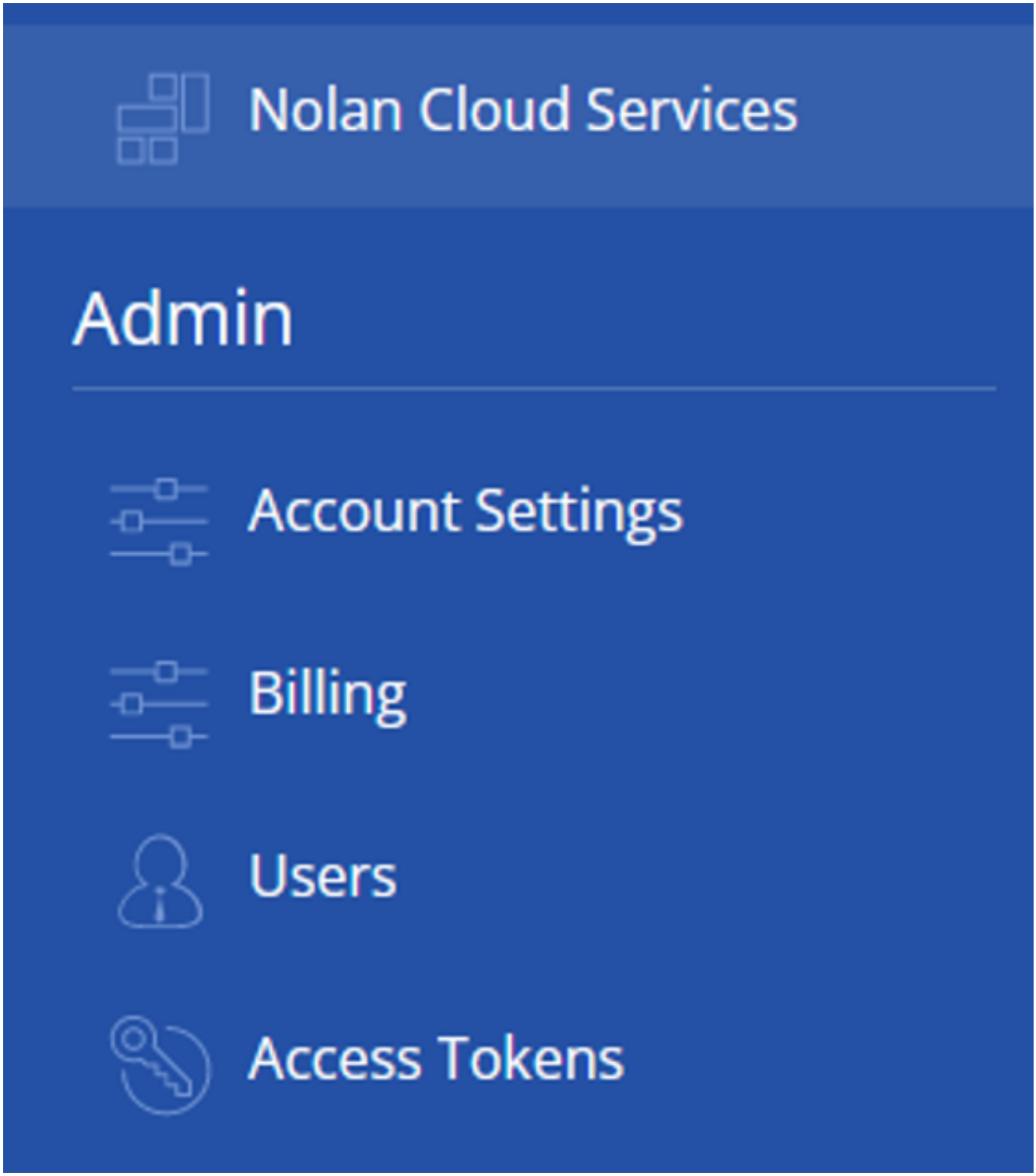
Your Nolan Cloud Services Account – Settings, Billing, & Tokens

We shall now cover the other aspects of Nolan Cloud Services from the **Admin** side.

Selecting the **Admin** option on the NCS **Home Page** will automatically bring you to the **Users** page.

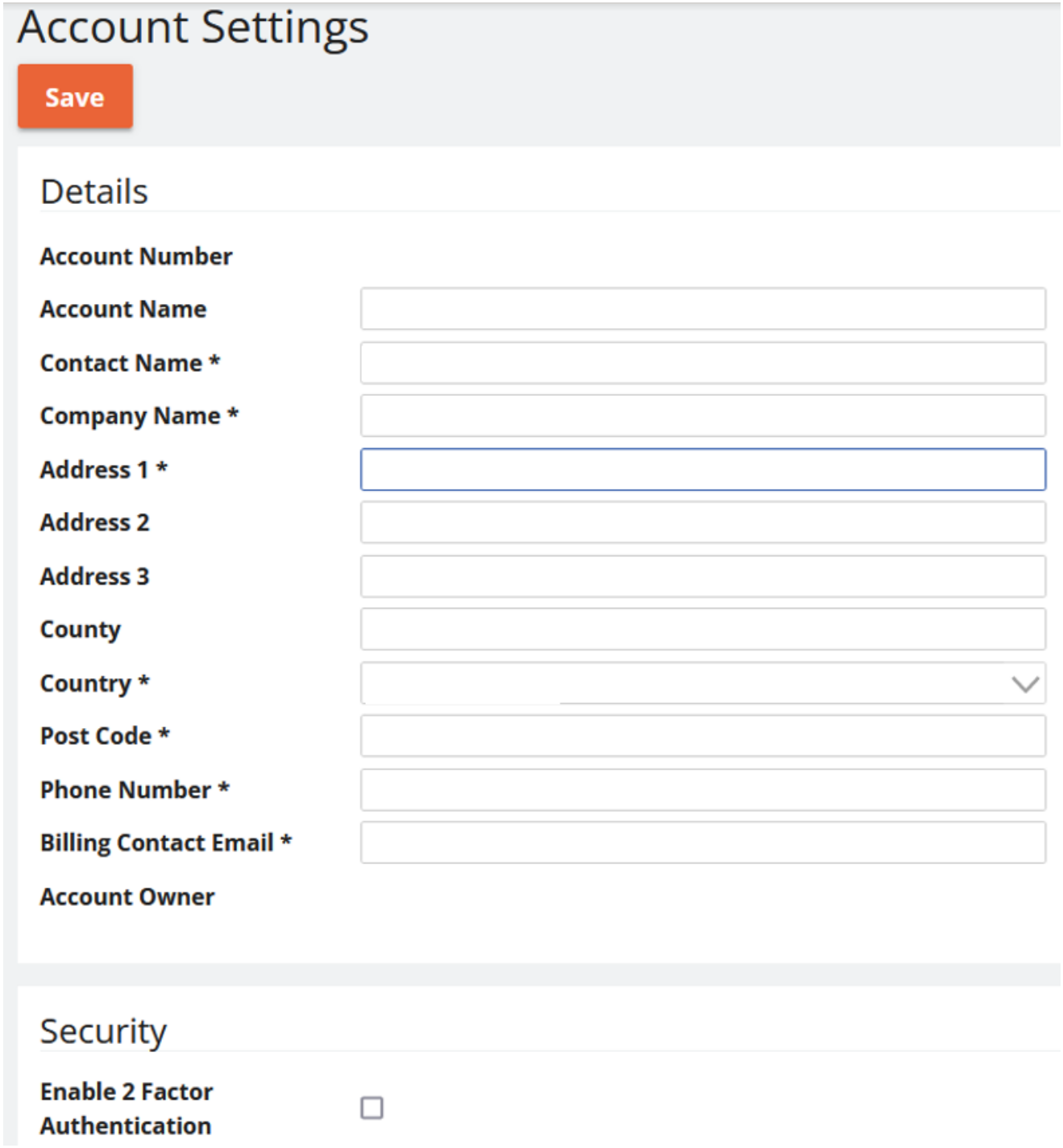


On the **Left** of the screen however, you will see some other **Options**.



Firstly, we will go over the **Account Settings** section.

Select **Account Settings**, you should now be faced with the screen below.

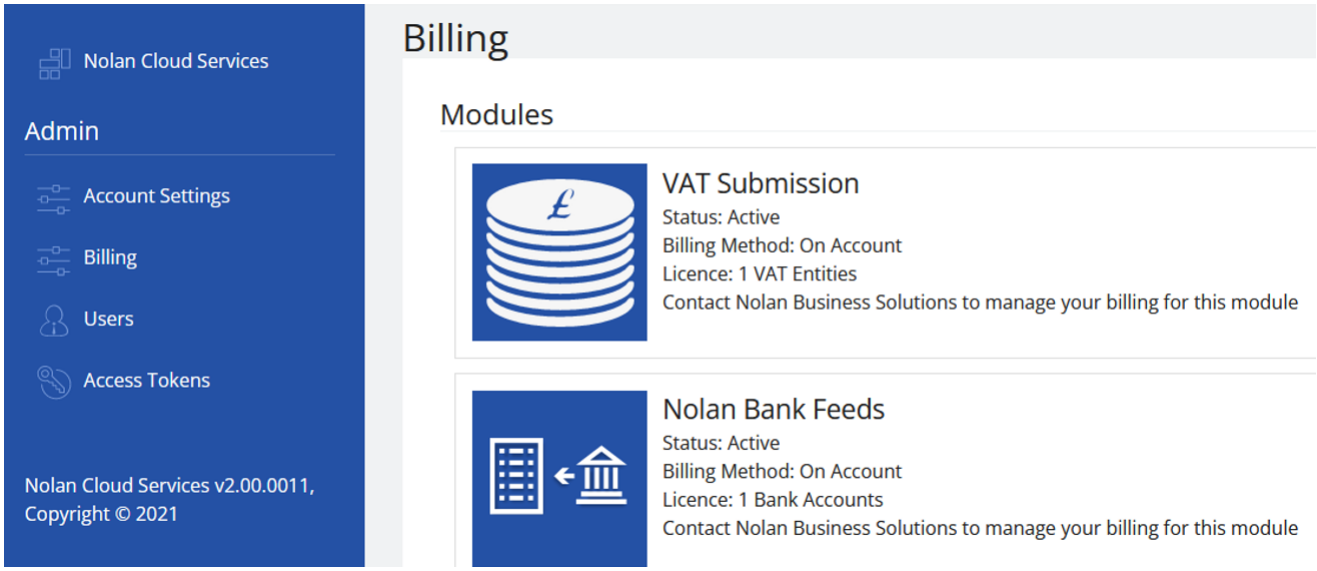


Here you can see all the details of your **Current NCS Account**. There is also the option to activate **Two Factor Authentication** for added security.

Please be aware that only users with **Administrative** roles will be able to access and edit this page.

Next, we will cover **Billing**.

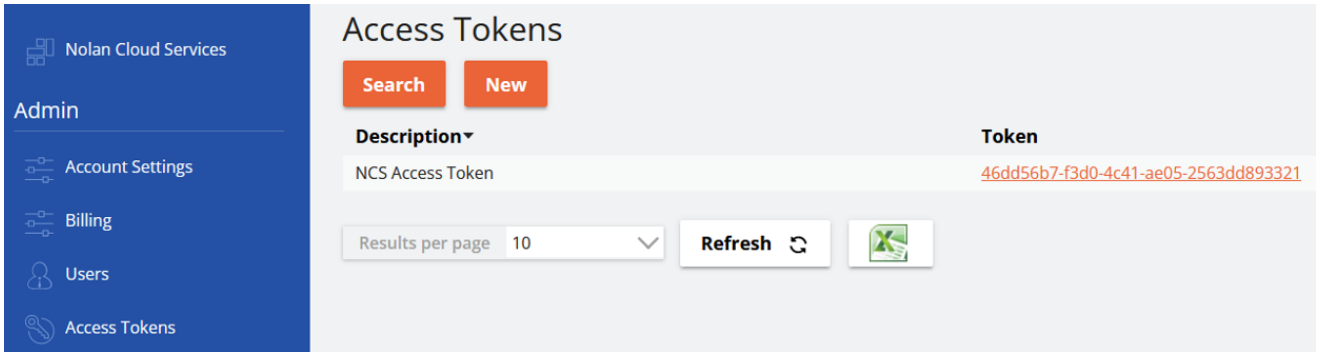
Select the **Billing** option on the **Left** of the screen. You will now be faced with the screen below.



This screen details the **Modules** which are currently **Active** on your **Account**. As you can see for **VAT Submission**, this test account only has a licence for one **VAT Entity**. To discuss all things billing contact Nolan Business Solutions.

Finally, we will discuss **Access Tokens**.

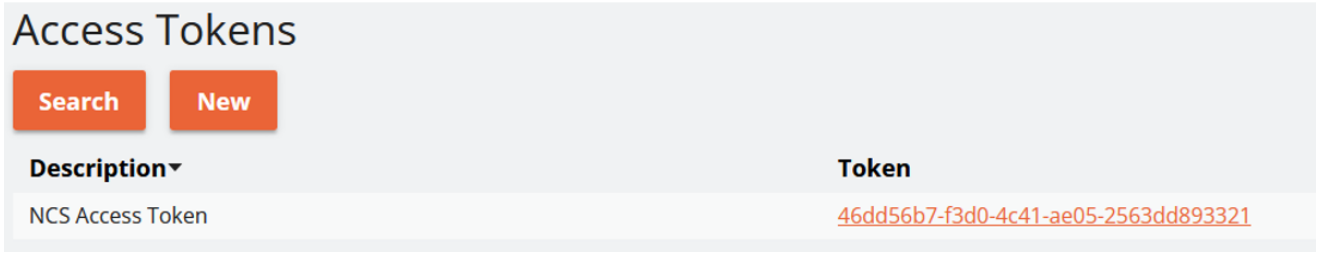
Select the **Access Tokens** option on the **Left** of the screen. You will be faced with the screen below.



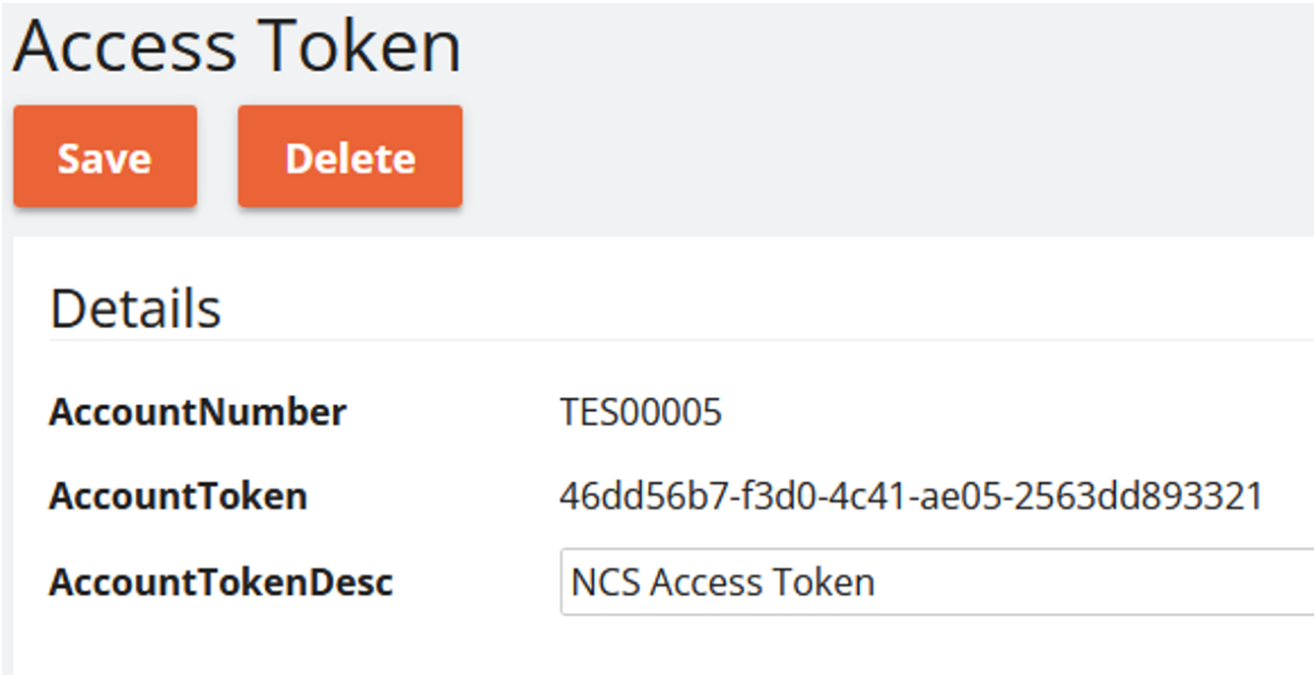
Access Tokens are a security feature. Acting much like a password, they ensure that whichever **Module** you are using has permission to access your Nolan Cloud Services Account.

Access Tokens are not unique to each user, but instead to each Nolan Cloud Services Account. At present there should not be a need to generate a **New Token**. This option is accessible however via the **New** button.

You can also view further information on your **Access Token** by clicking the **Token** itself as seen below.



This will bring up the following screen with details such as your **Account Number** and full **Account Token**.



This concludes this **General Use** section