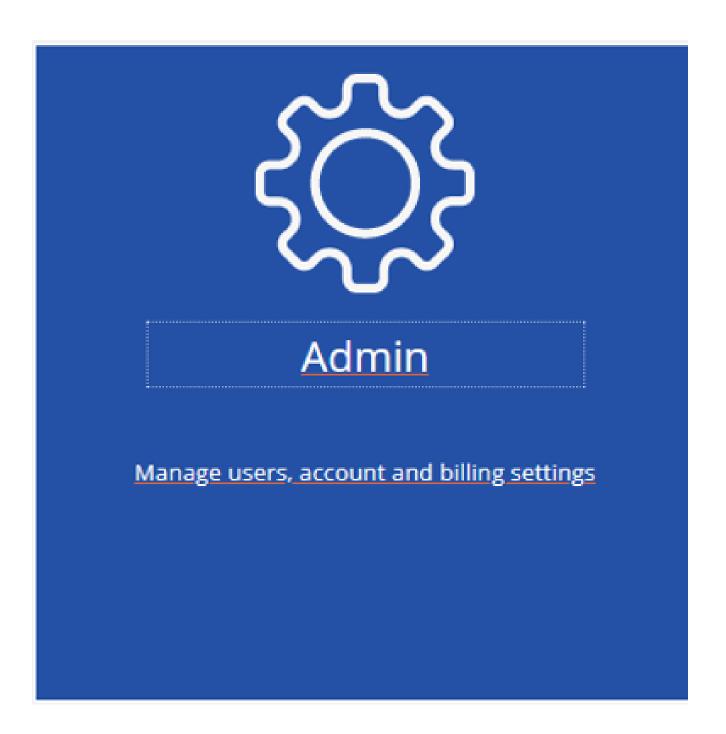


## General Use

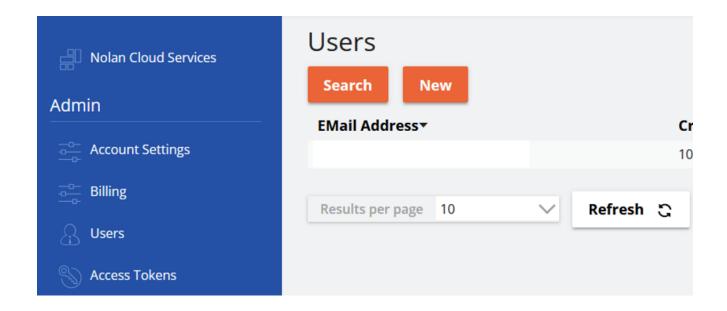
Last updated: April 23, 2022

**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.

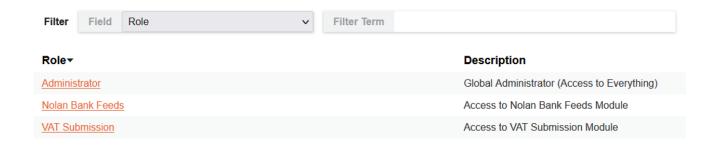
Next, you will also need to assign the **User** a **Role**. **User Roles** determine what aspects of NCS a **User** can access. It is therefore **Important** that **Users** have the correct **Roles** assigned.

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.



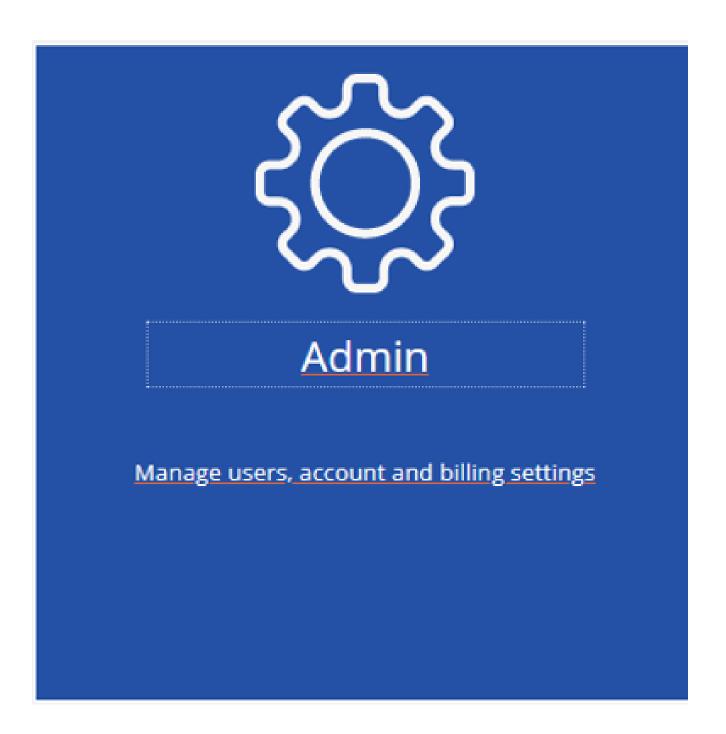
Here you can select which Role to assign to the User.

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

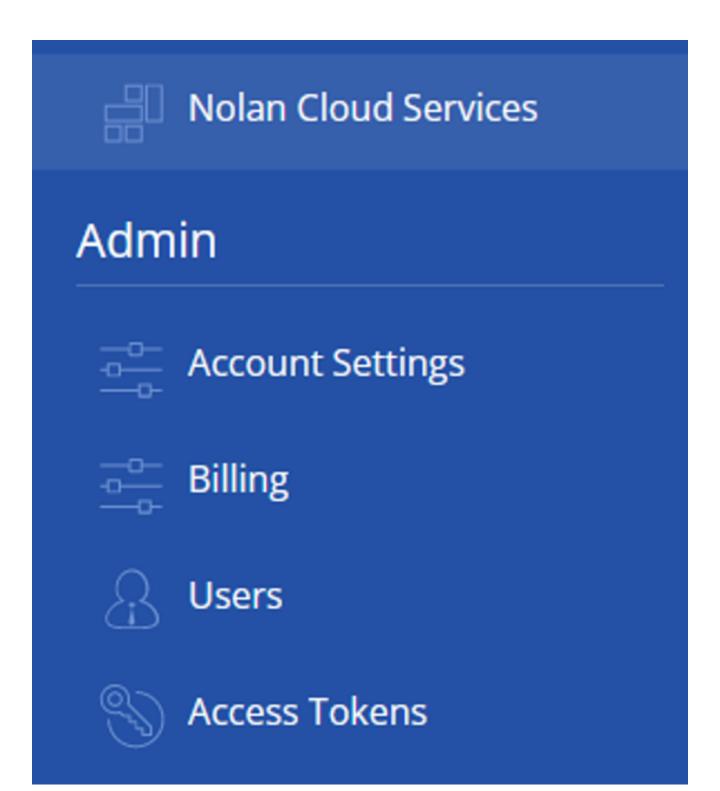
## Your Nolan Cloud Services Account - Settings, Billing, & Tokens

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.

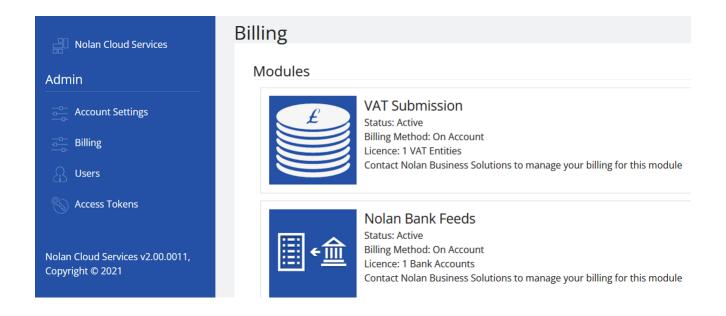
Account Settings	
Save	
Details	
Account Number	
Account Name	
Contact Name *	
Company Name *	
Address 1 *	
Address 2	
Address 3	
County	
Country *	
Post Code *	
Phone Number *	
Billing Contact Email *	
Account Owner	
Security	
Enable 2 Factor Authentication	

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.

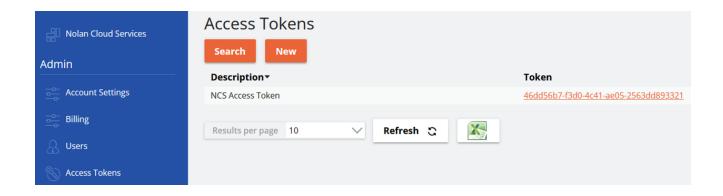
Select the **Billing** option on the **Left** of the screen. You will now be faced with the screen below.



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**.

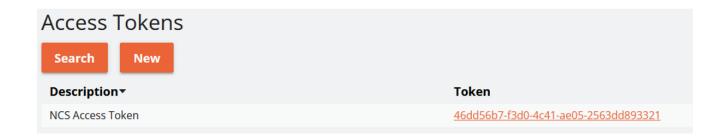
Select the **Access Tokens** option on the **Left** of the screen. You will be faced with the screen below.



**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**.

## Access Token Save Delete Details AccountNumber TES00005 AccountToken 46dd56b7-f3d0-4c41-ae05-2563dd893321 AccountTokenDesc NCS Access Token

This concludes this **General Use** section