



National Veterinary Services

Add a Restricted User to NVS Online

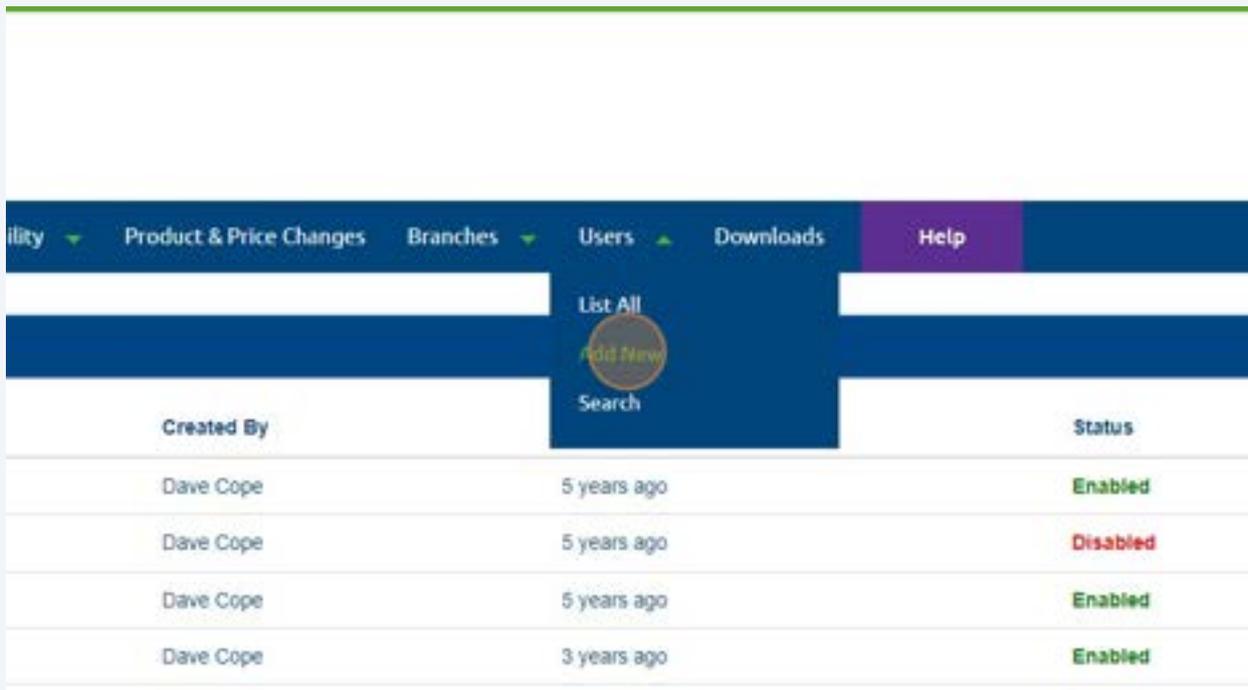
1 Navigate to <https://www.nvsonlinev2.co.uk/>

2 Hover over "Users"

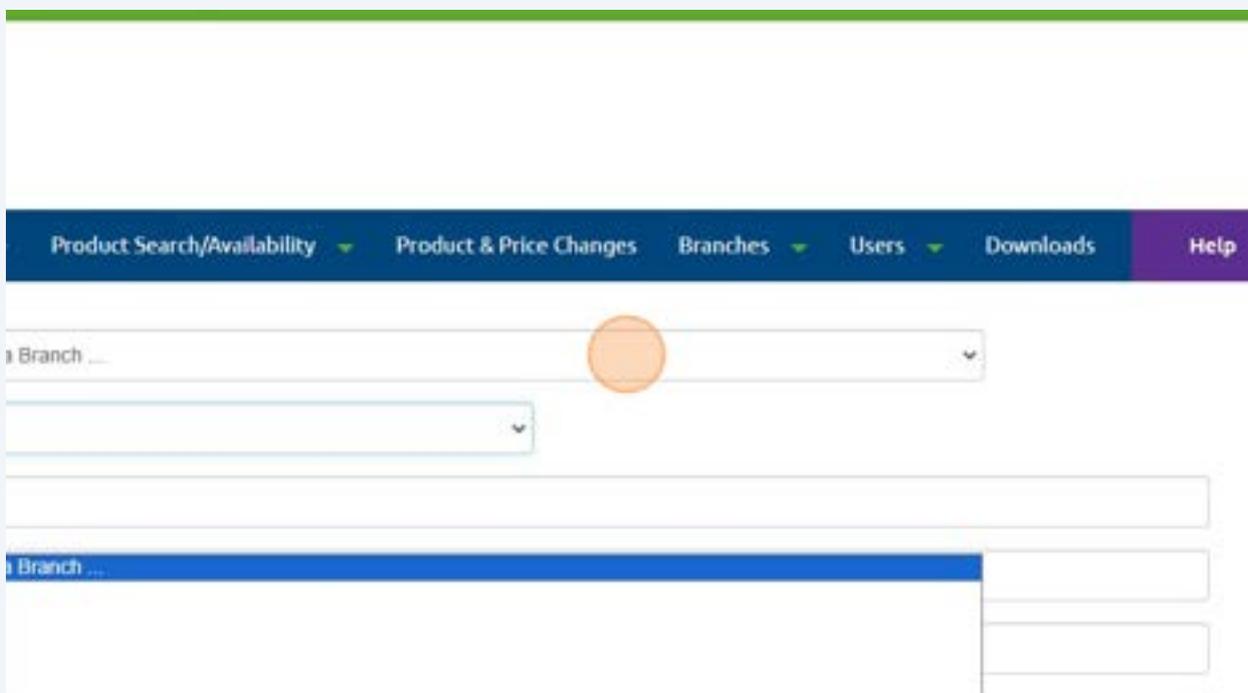
The screenshot shows the NVS Online interface. At the top, there is a green header bar with the text "to NVS Online - to learn more about our services please visit our [web site](#)" and a user profile icon labeled "Vet Tester (100000)". Below the header is a navigation menu with items: "Ability", "Product & Price Changes", "Branches", "Users", "Downloads", and "Help". The "Users" menu is highlighted with a yellow circle, and a dropdown menu is visible with options: "List All", "Add New", and "Search". Below the navigation menu is a table with the following data:

Created By		Status
Dave Cope	5 years ago	Enabled
Dave Cope	5 years ago	Disabled
Dave Cope	5 years ago	Enabled

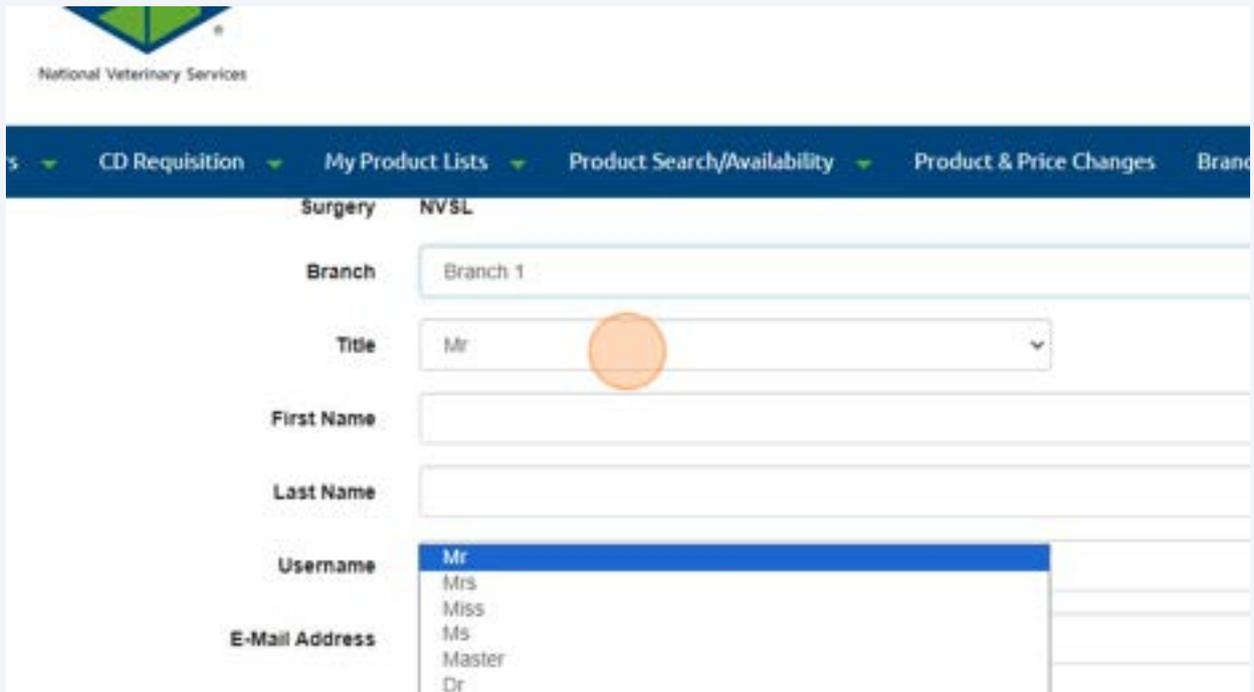
3 Click "Add New"



4 Click the branch drop down and select a branch

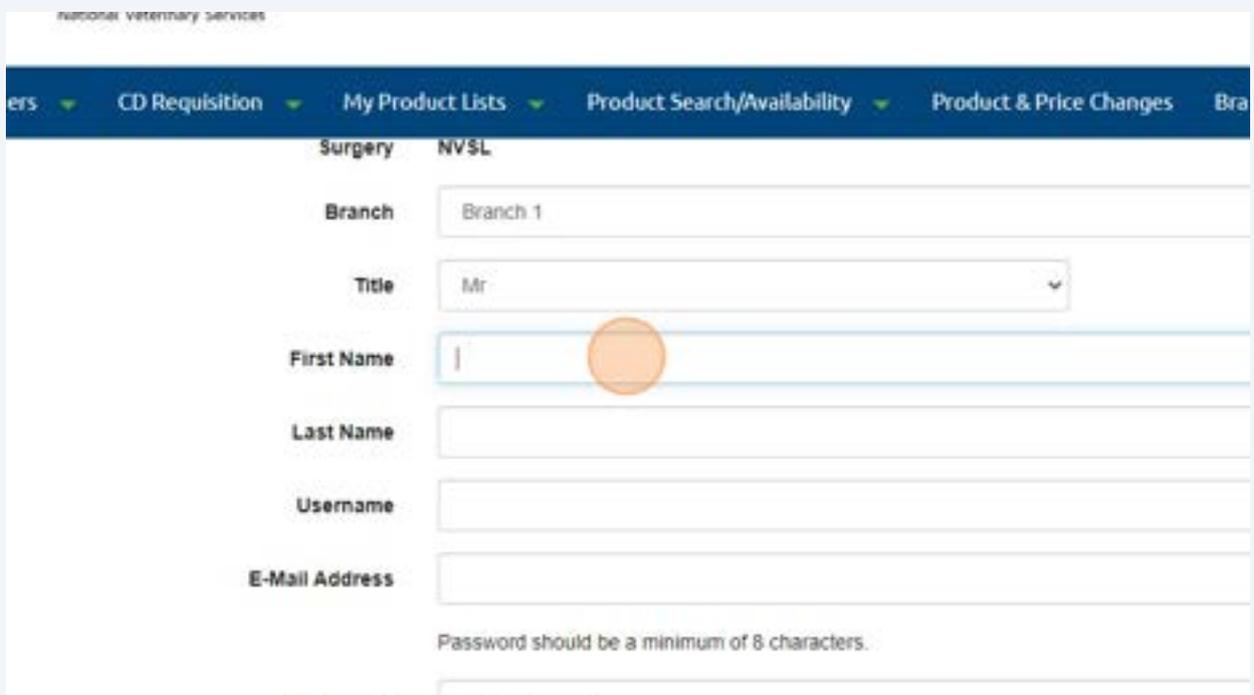


5 Click this dropdown to select a title



The screenshot shows a web application interface for National Veterinary Services. At the top, there is a navigation bar with several menu items: "CD Requisition", "My Product Lists", "Product Search/Availability", "Product & Price Changes", and "Branch". Below the navigation bar, the form is titled "Surgery NVSL". The form contains several input fields: "Branch" (text field with "Branch 1"), "Title" (dropdown menu with "Mr" selected), "First Name" (text field), "Last Name" (text field), "Username" (text field with a dropdown menu open showing options: "Mr", "Mrs", "Miss", "Ms", "Master", "Dr"), and "E-Mail Address" (text field). An orange circle highlights the "Title" dropdown menu.

6 Click this text field and add in the users first name



The screenshot shows the same web application interface as the previous one. The "Title" dropdown menu is now closed, and the "First Name" text field is highlighted with an orange circle. The "Username" dropdown menu is still open, showing the same options as before. Below the "E-Mail Address" field, there is a note: "Password should be a minimum of 8 characters."

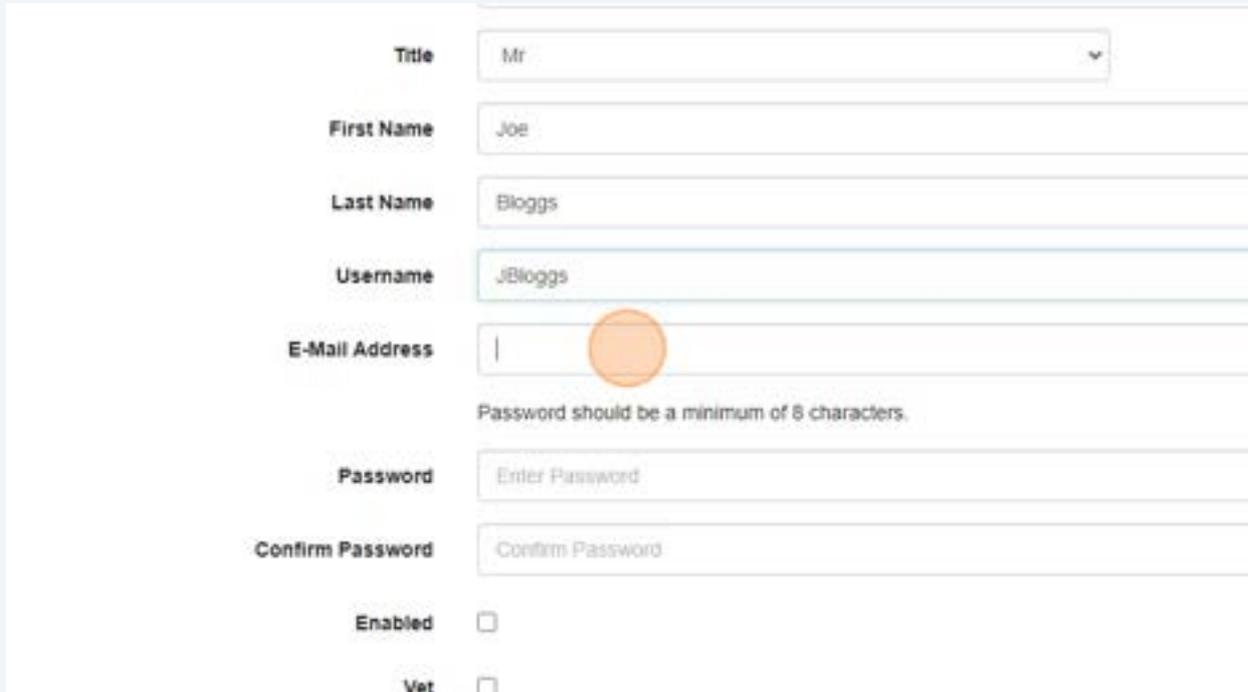
7 Click this text field and enter a last name

The screenshot shows a user registration form with the following fields: Surgery (NVSL), Branch (Branch 1), Title (Mr), First Name (Joe), Last Name (empty), Username (empty), E-Mail Address (empty), Password (Enter Password), and Confirm Password (empty). A note indicates that the password should be a minimum of 8 characters. An orange circle highlights the Last Name text field.

8 Click this text field and assign a username

This screenshot shows the same user registration form as above, but with the Last Name field filled with 'Bloggs'. The Username field is now empty and highlighted with an orange circle. The Confirm Password field is also visible at the bottom.

9 Click the "Email Address" field and add an email address

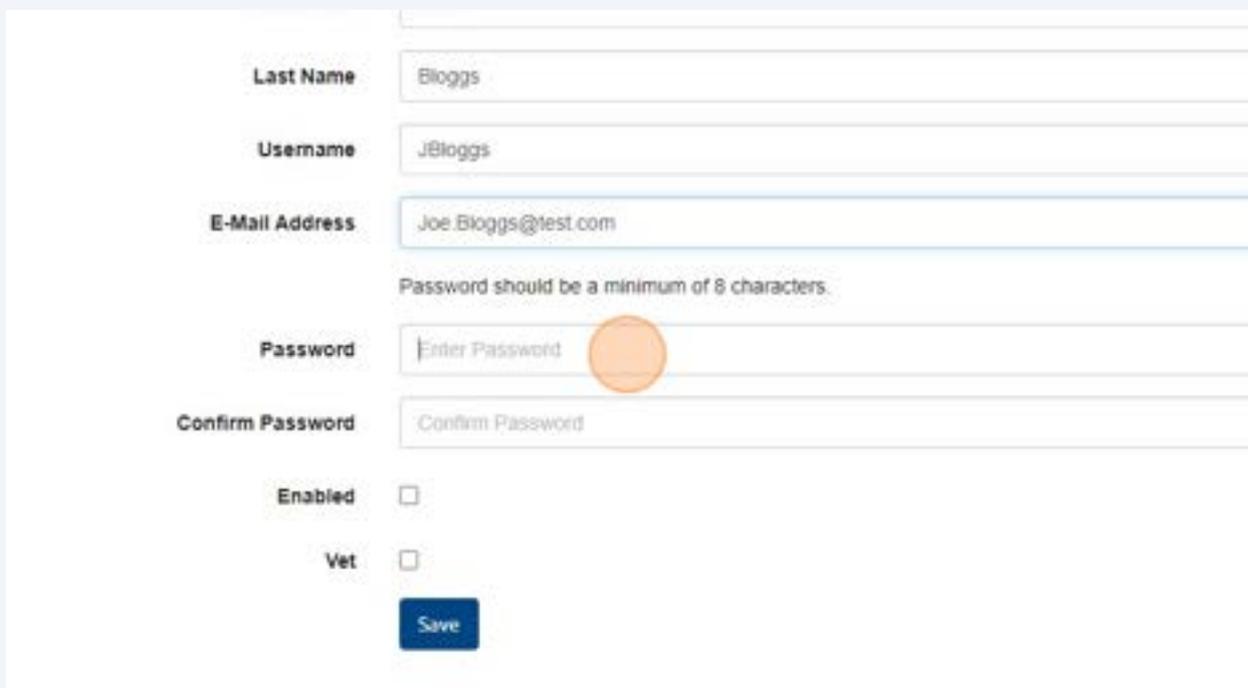


A screenshot of a user registration form. The form contains the following fields and options:

- Title:** A dropdown menu with "Mr" selected.
- First Name:** A text input field containing "Joe".
- Last Name:** A text input field containing "Bloggs".
- Username:** A text input field containing "JBloggs".
- E-Mail Address:** An empty text input field with a blue highlight and an orange circle indicating it is the current focus.
- Password:** A text input field with the placeholder "Enter Password".
- Confirm Password:** A text input field with the placeholder "Confirm Password".
- Enabled:** A checkbox that is currently unchecked.
- Vet:** A checkbox that is currently unchecked.

Below the "E-Mail Address" field, there is a note: "Password should be a minimum of 8 characters."

10 Click the "Password" field and enter a password for the user



A screenshot of the same user registration form, but with the "Password" field highlighted. The form now contains the following data:

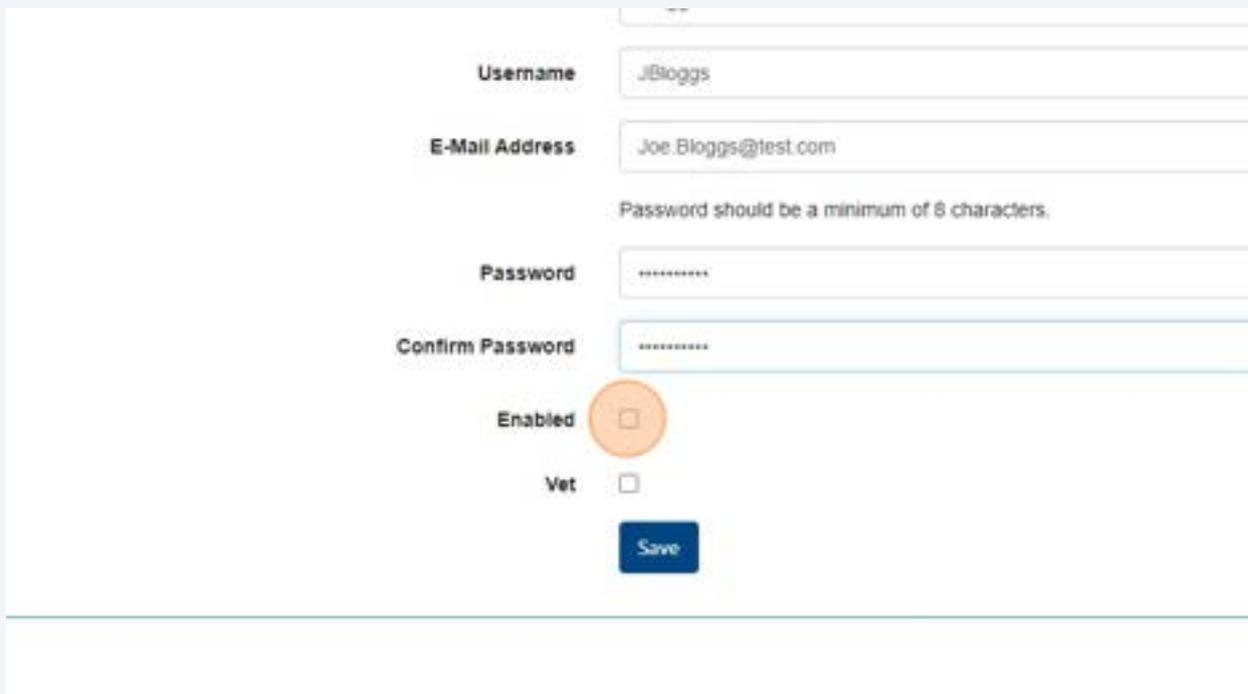
- Last Name:** "Bloggs"
- Username:** "JBloggs"
- E-Mail Address:** "Joe.Bloggs@test.com"
- Password:** An empty text input field with a blue highlight and an orange circle indicating it is the current focus.
- Confirm Password:** A text input field with the placeholder "Confirm Password".
- Enabled:** A checkbox that is currently unchecked.
- Vet:** A checkbox that is currently unchecked.

Below the "E-Mail Address" field, there is a note: "Password should be a minimum of 8 characters."

At the bottom of the form, there is a blue "Save" button.

11

Enable the user by selecting the checkbox. If your user is a vet then select the "Vet" field too.

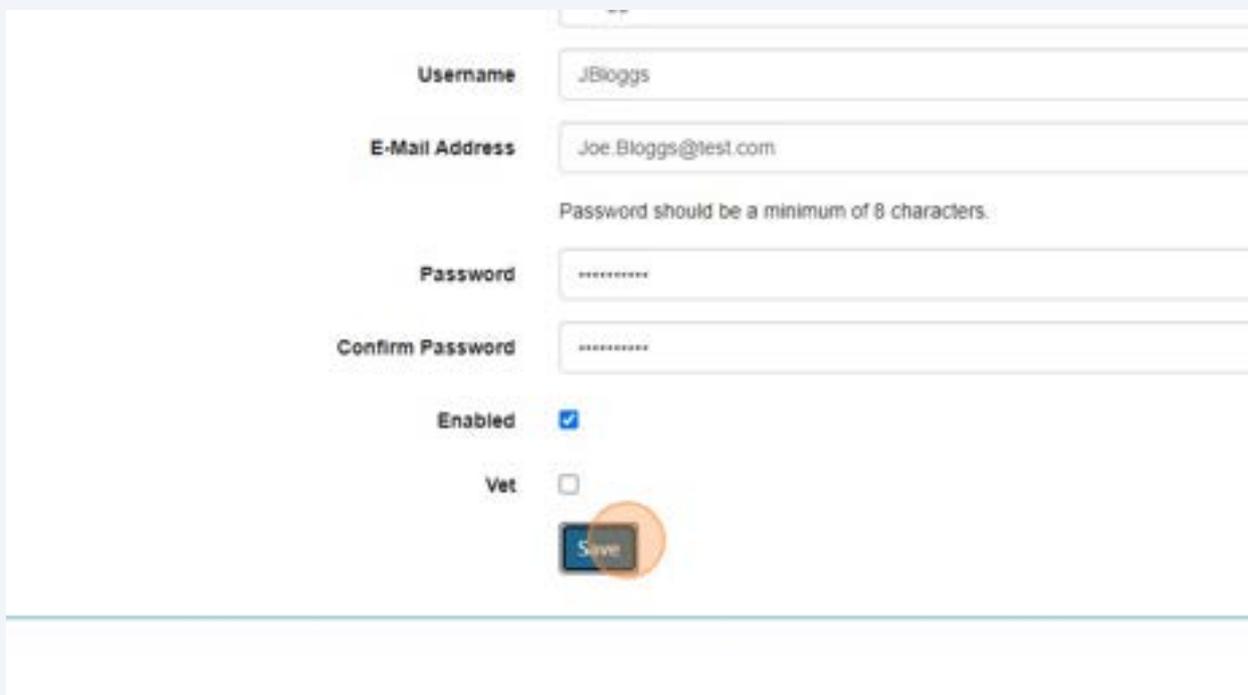


A screenshot of a user creation form. The form contains the following fields and controls:

- Username:** JBloggs
- E-Mail Address:** Joe.Bloggs@test.com
- Password:** A field with a minimum length requirement of 8 characters, currently containing 8 dots.
- Confirm Password:** A field with 8 dots.
- Enabled:** A checkbox that is currently unchecked. It is highlighted with an orange circle.
- Vet:** A checkbox that is currently unchecked.
- Save:** A blue button located below the checkboxes.

12

Click "Save" to save your changes

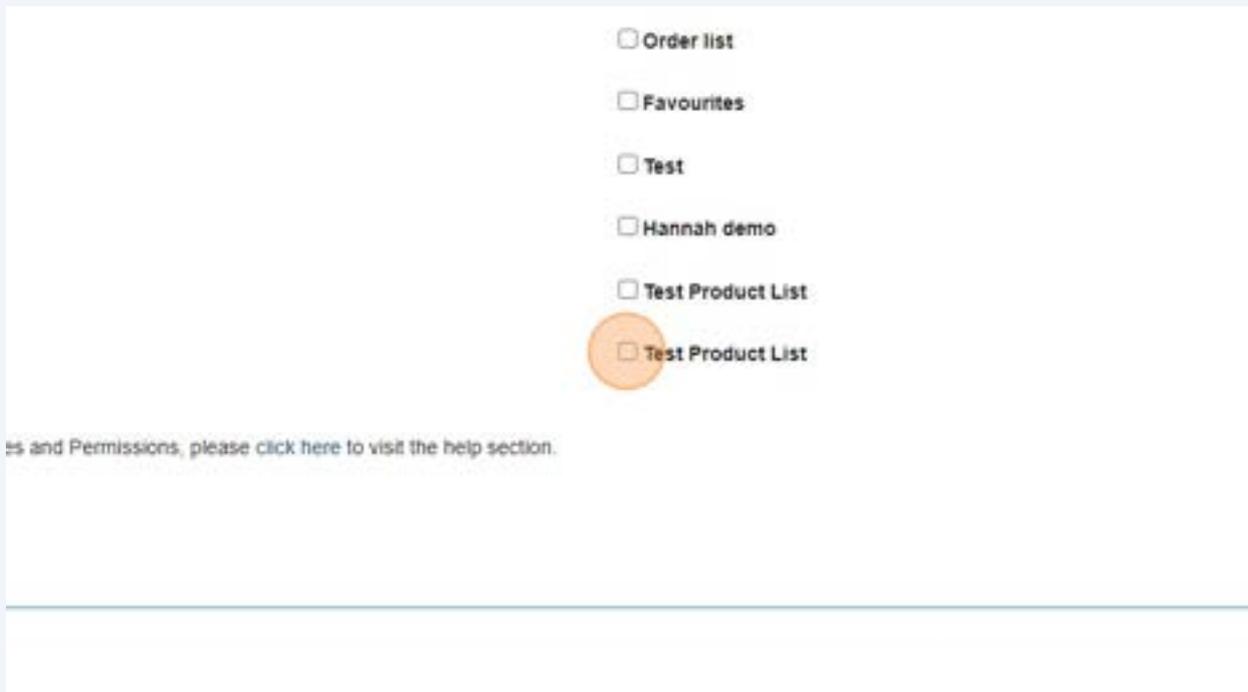


A screenshot of the same user creation form as in step 11. The state is as follows:

- Enabled:** The checkbox is now checked with a blue checkmark. It is highlighted with an orange circle.
- Vet:** The checkbox remains unchecked.
- Save:** The blue button is highlighted with an orange circle.

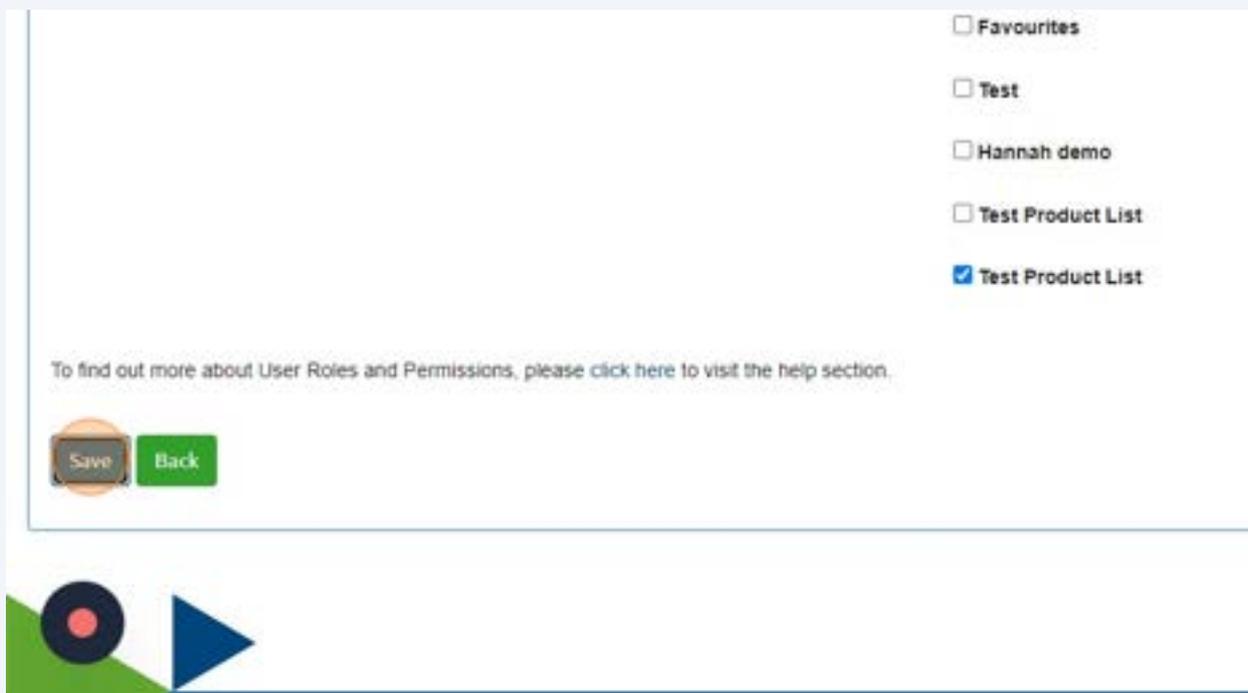
13

On the next screen you will need to select the product list that you created in the earlier steps



14

Click "Save"



15 Click the "Stock Manager" field.

The screenshot shows a web interface for 'User Privileges - Joe Bloggs'. At the top, there is a navigation bar with icons and text: 'Orders', 'CD Requisition', 'My Product Lists', and 'Product Search'. Below this, the page is divided into two main sections: 'Site Permissions' and 'Order Permissions'. In the 'Site Permissions' section, there are four radio button options: 'Practice Manager', 'Stock Manager', 'Surgery Admin', and 'User'. The 'Stock Manager' option is highlighted with an orange circle. In the 'Order Permissions' section, there are eight checkbox options: 'Full Product List', 'cat test list', 'lorna tests', 'patricia knight', 'Select', 'patricia knight test', and 'tesrt'. The 'Save' button in the next screenshot is also highlighted with an orange circle.

16 Click "Save"

The screenshot shows the bottom portion of the 'User Privileges' page. On the right side, there are three checkbox options: 'Hannah demo', 'Test Product List', and 'Test Product List' (which is checked). Below these options, there is a text link: 'To find out more about User Roles and Permissions, please click here to visit the help section.' At the bottom left, there are two buttons: 'Save' and 'Back'. The 'Save' button is highlighted with an orange circle. The page footer features a decorative graphic with green and blue triangles on the left and a solid blue bar at the bottom.