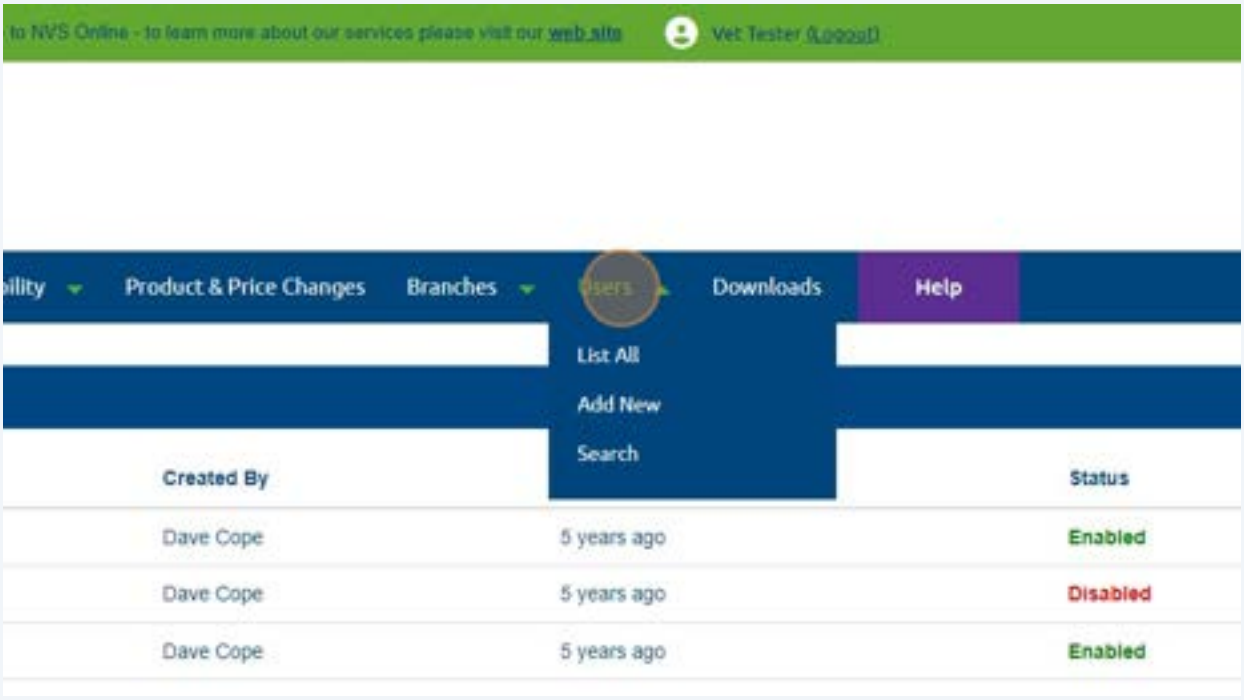
Add a Restricted User to NVS Online

National Veterinary Services

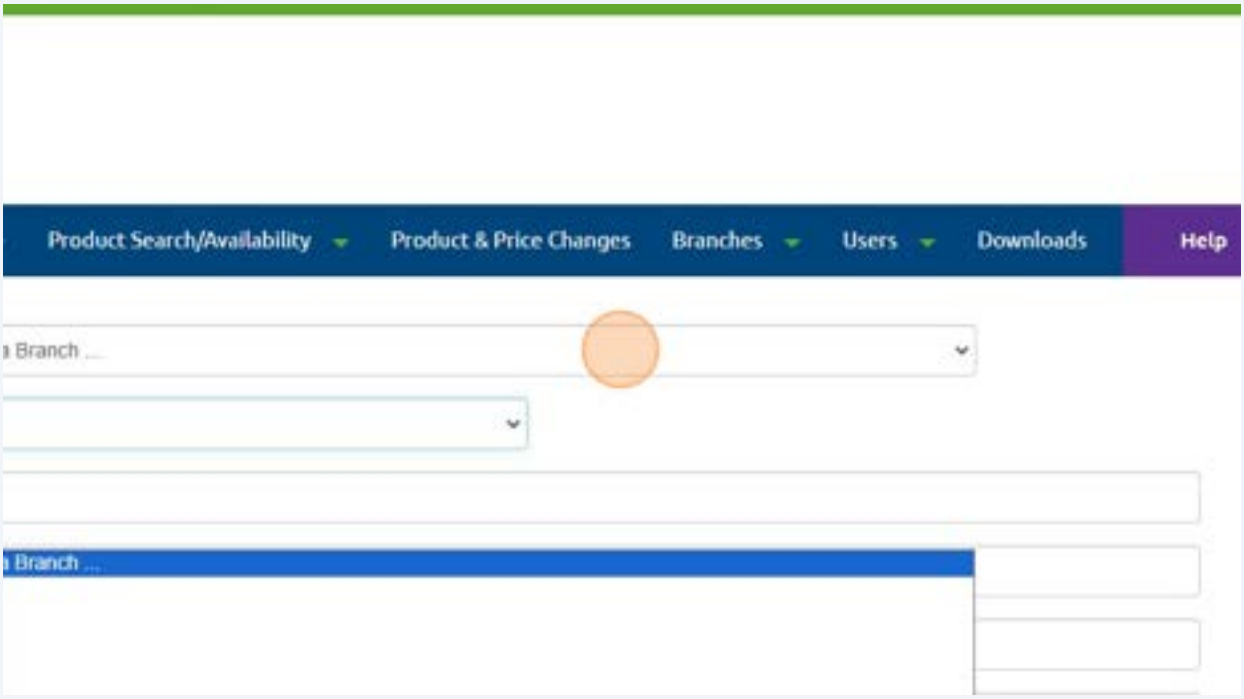
1 Navigate to https://www.nvsonlinev2.co.uk/

2 Hover over "Users"

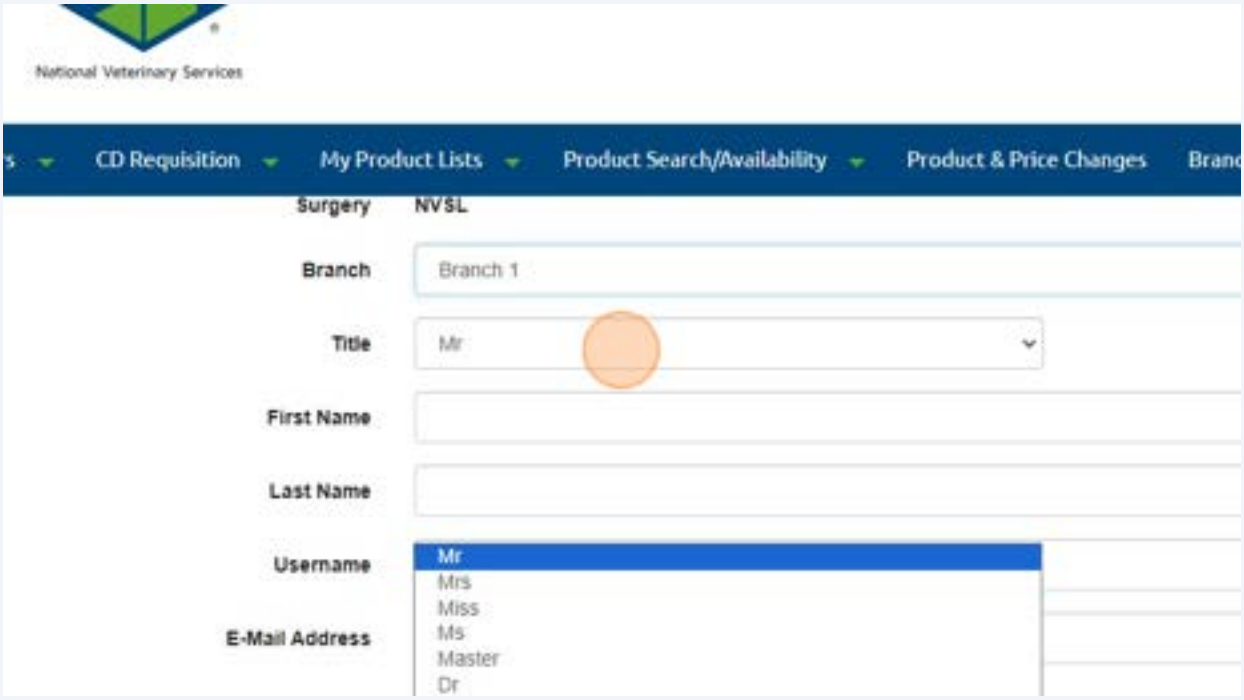


3 Click "Add New"

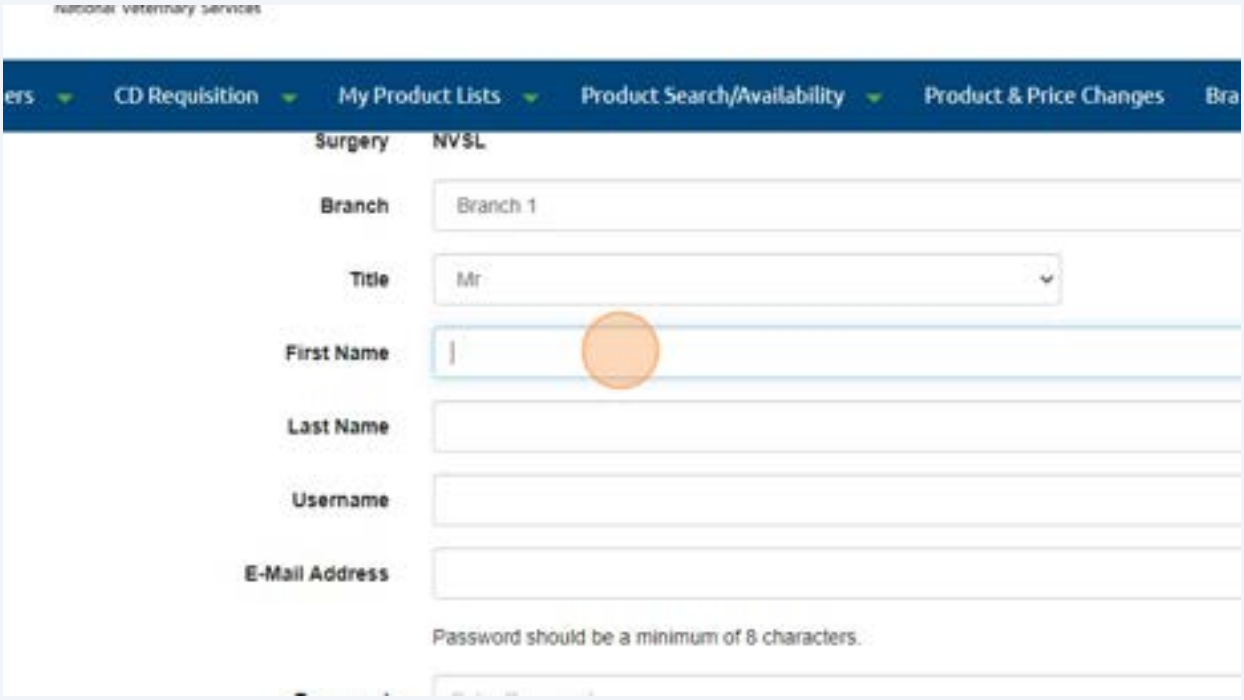
4 Click the branch drop down and select a branch



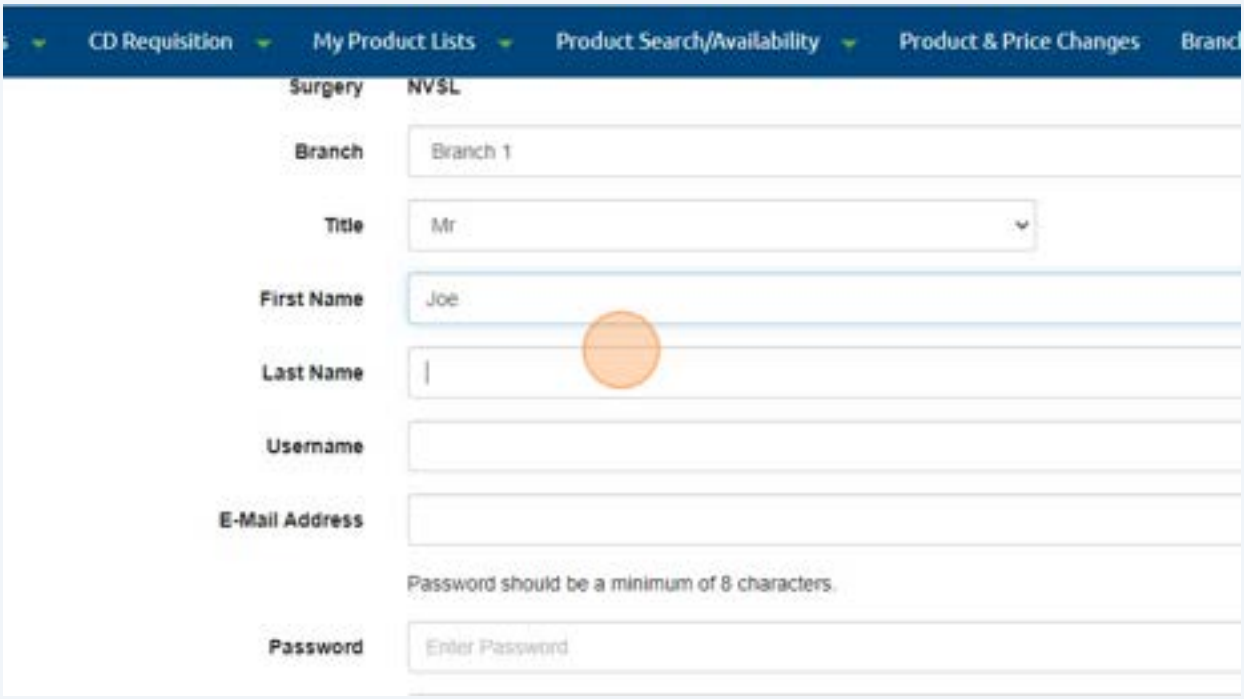
5 Click this dropdown to select a title



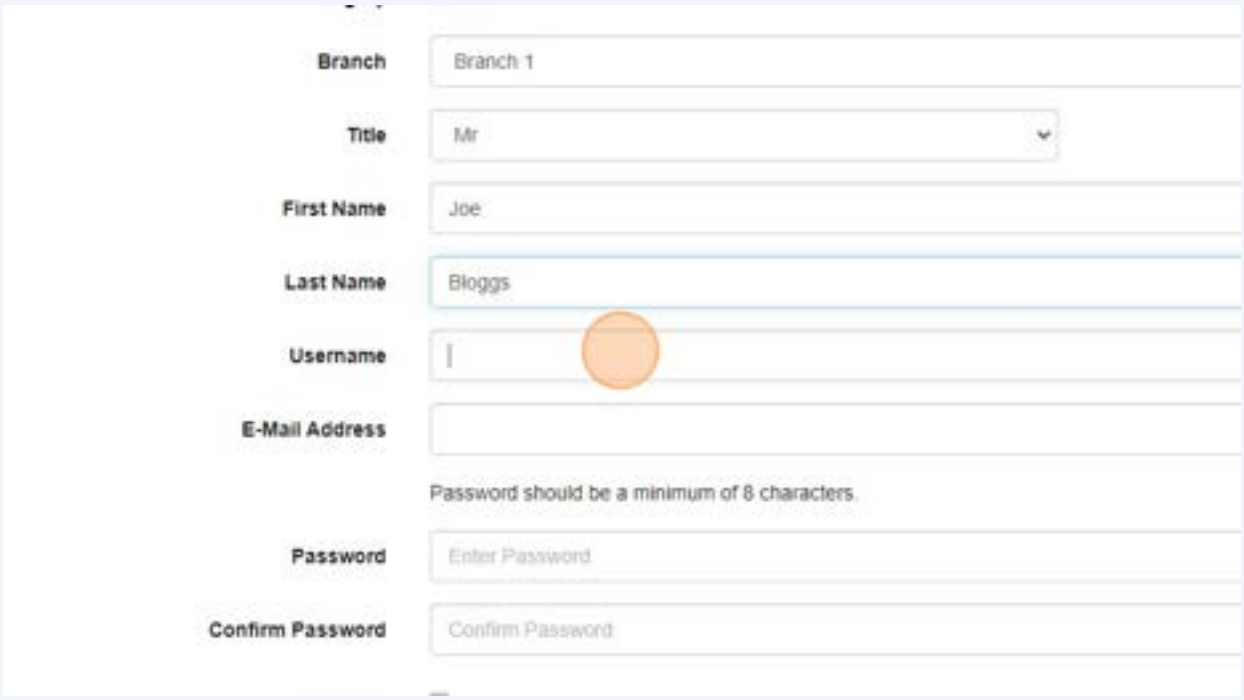
6 Click this text field and add in the users first name



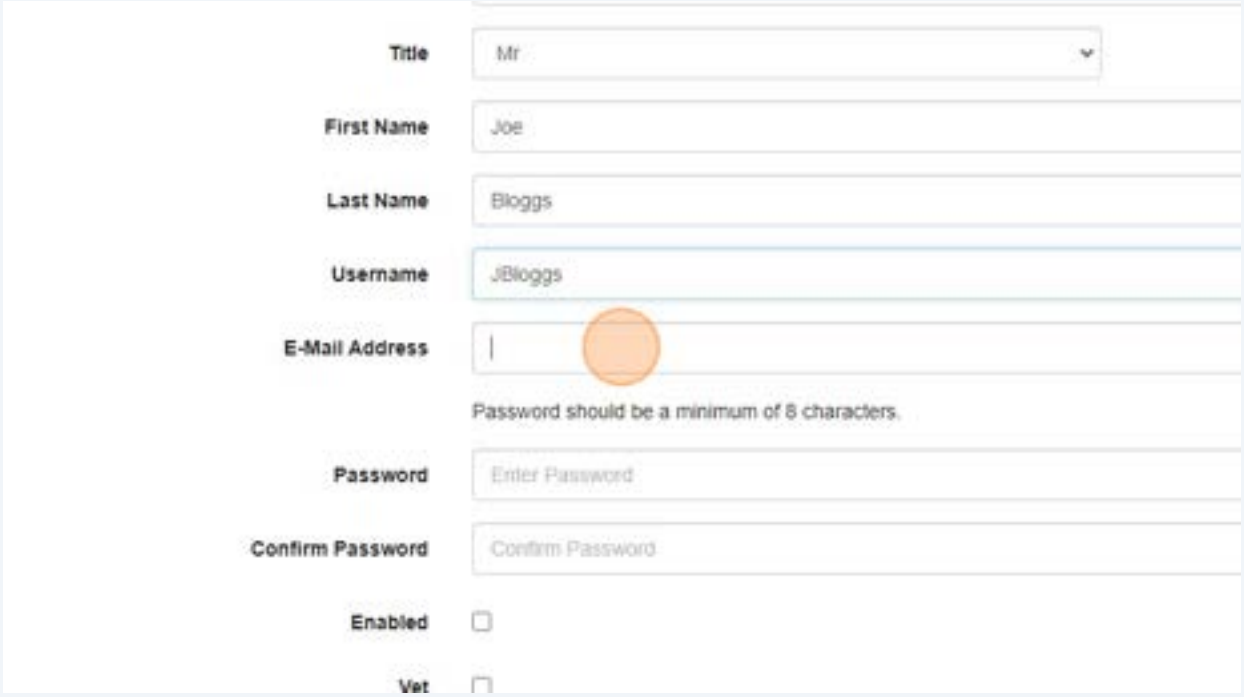
7 Click this text field and enter a last name



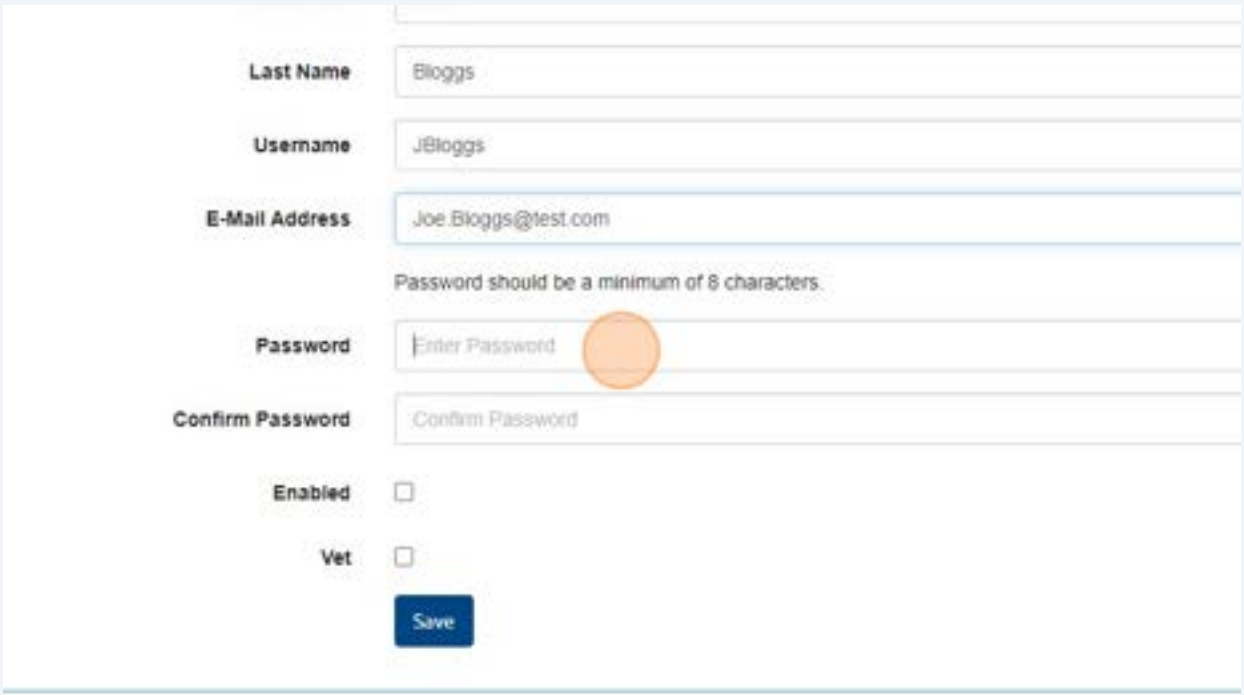
8 Click this text field and assign a username



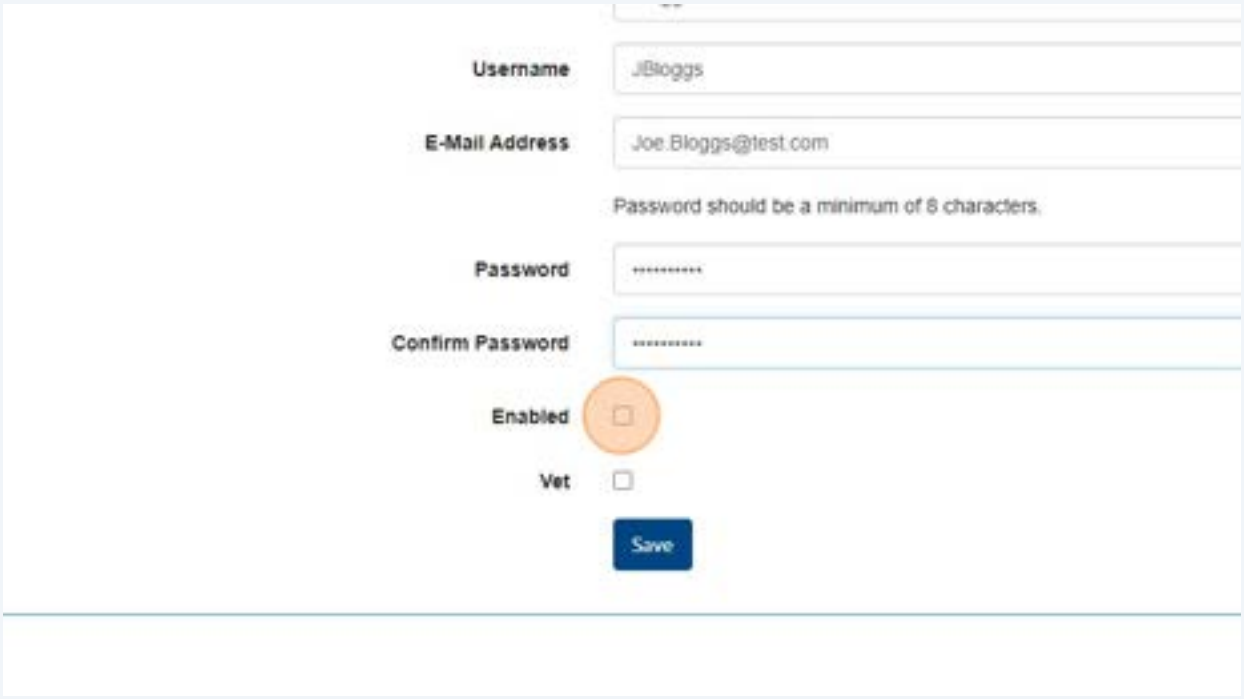
9 Click the "Email Address" field and add an email address



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

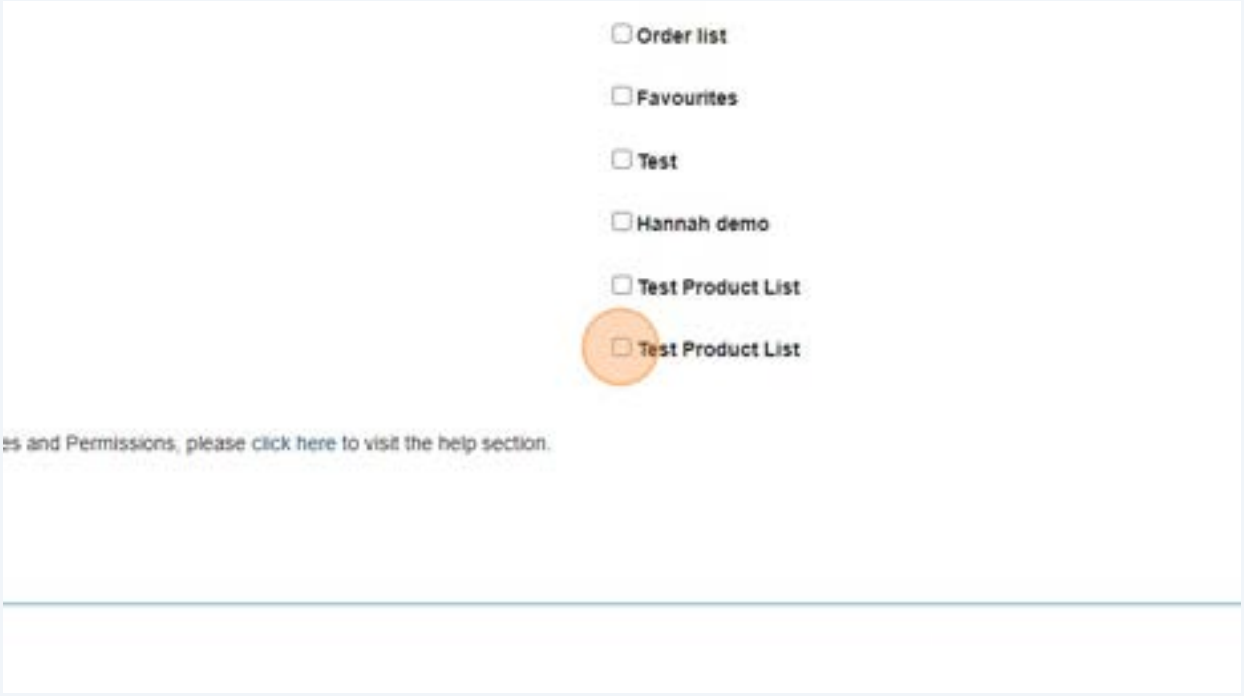


11 Enable the user by selecting the checkbox. If your user is a vet then select the "Vet" field too.

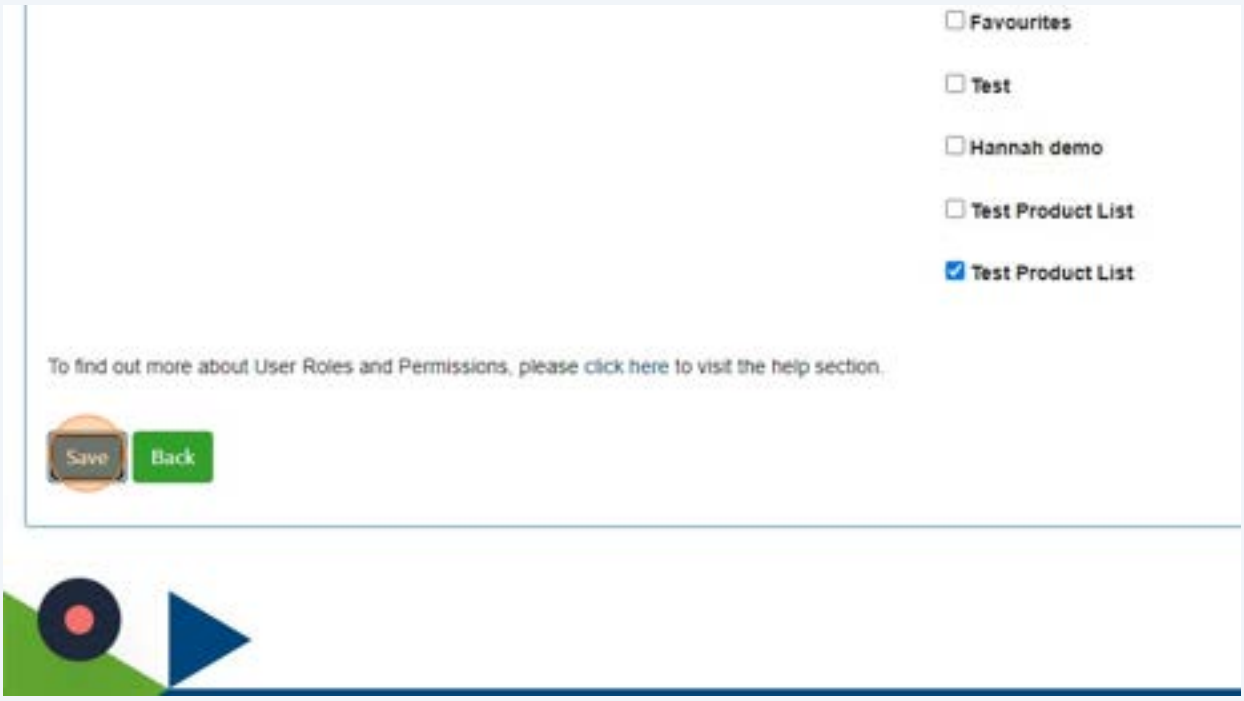


12 Click "Save" to save your changes

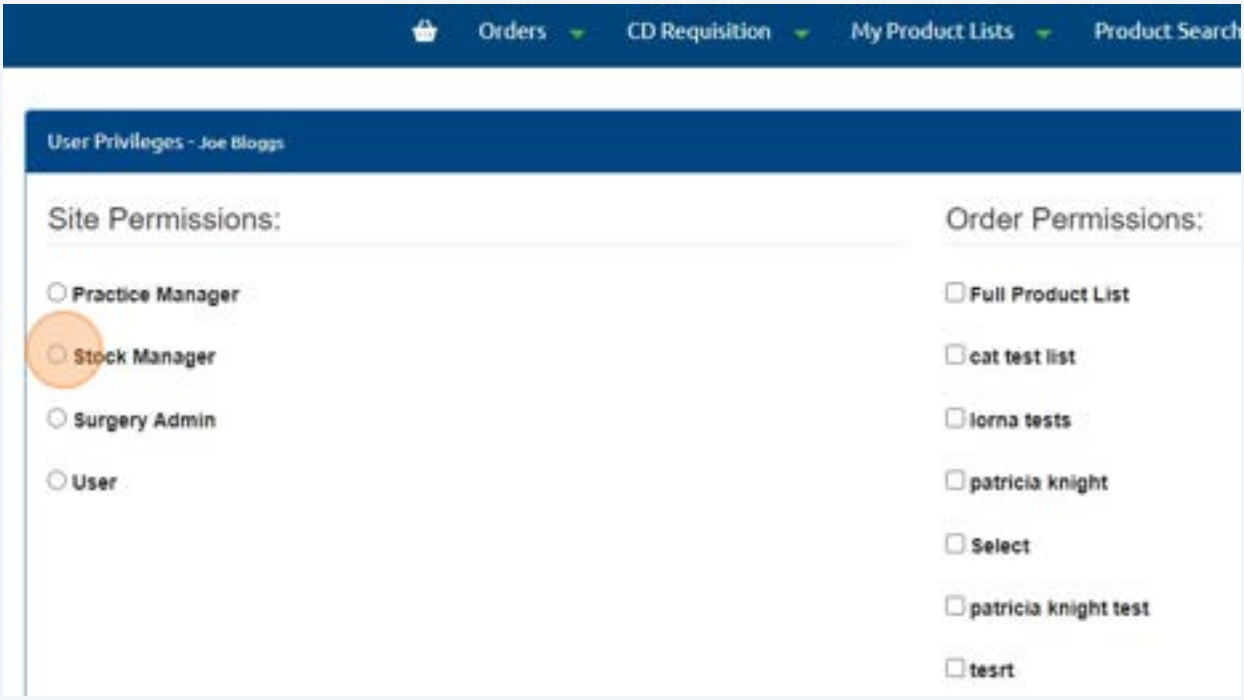
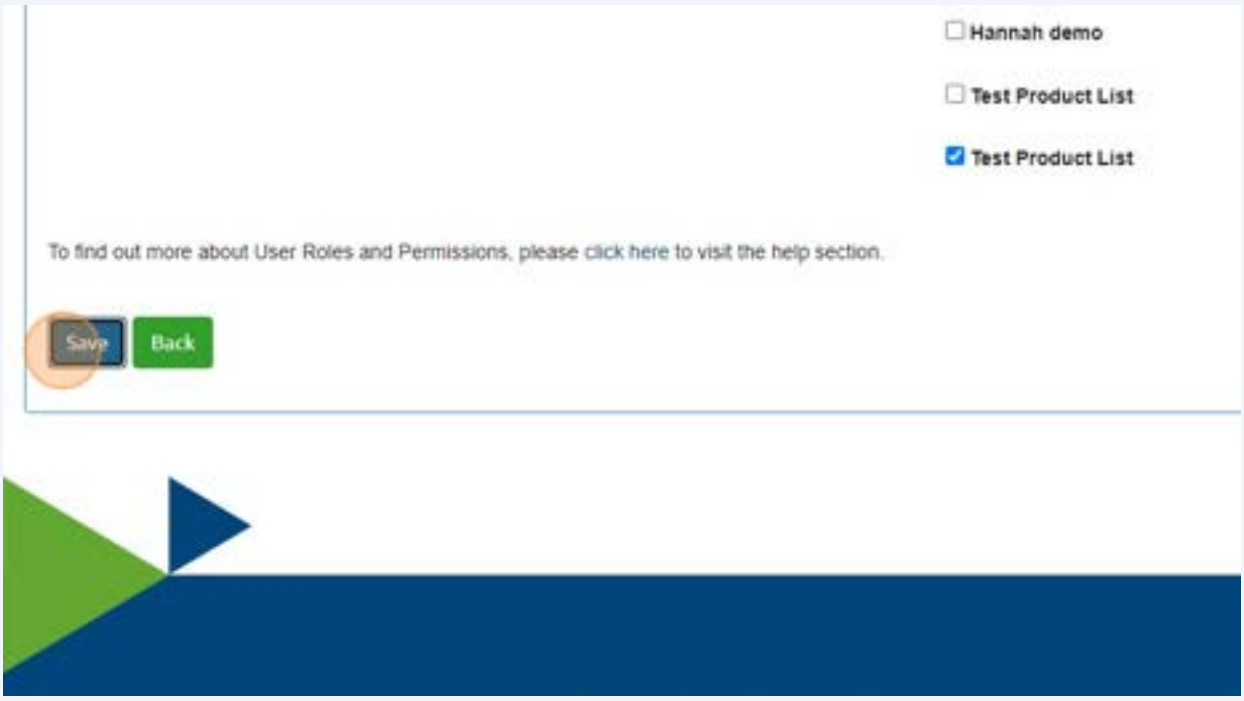
13 On the next screen you will need to select the product list that you created in the earlier steps



14 Click "Save"



15 Click the "Stock Manager" field.



16 Click "Save"