



NMCR L

NATO MASTER CATALOG OF REFERENCES FOR LOGISTICS

Quick Guide

User Management

Content

Thank you for using the NMCRL Web, and by that, supporting NATO and its Allies armed forces.

This guides describes the process of adding and removing users.

This procedure requires Master Administrator rights.

The action of adding/removing a user is fully described the [video tutorial](#) dedicated to user management.

9. User management



In this video, as a Master Administrator, you will get to learn how to:

- create a user,
- link a user to your subscription,



Add a **new user** to your subscription

Adding a user takes 2 steps:

Step 1: Creating the user in UM (*User Management*)

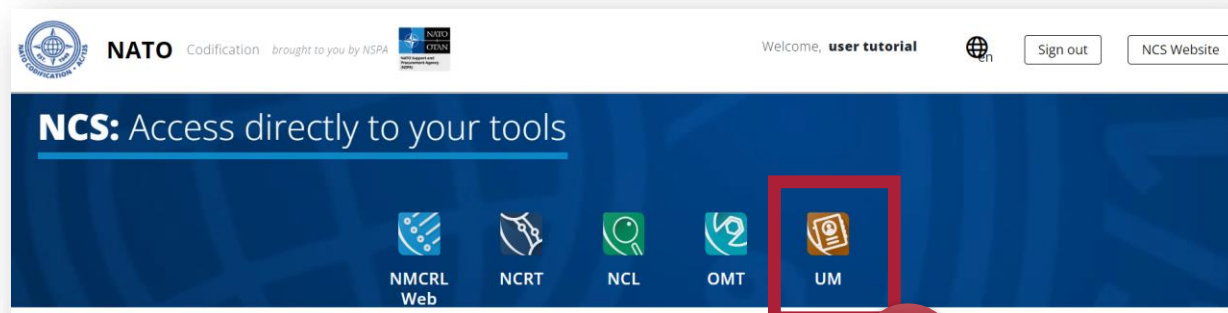
Step 2: Linking the user to your subscription in NSMS (*Subscription Management*)

Step 1. Creating the user in UM

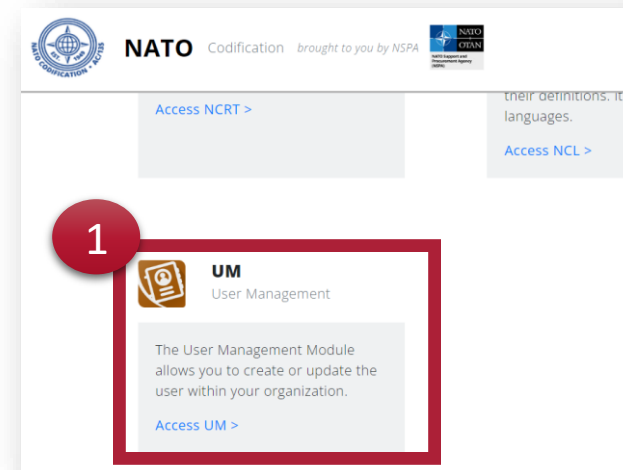
1. Access to your [NCS apps home page](#) and select **User Management (UM)**

If you do not see the app, you are not connected with your Master Administrator login.

Click on UM from the top ribbon



Or scroll down the page



1. At the bottom of the UM central, click on "Create user"

NSATO
OTAN
NATO Support and
Programme Agency
BY 94

IAM

Signed as ututorial

User

CREATE USER

Search for... and wait for the results

USER	ORGANISATION / DIVISION	EMAIL / PHONE NUMBER	APPLICATIONS	CREATED ON / LAST MODIFIED ON	
<input type="checkbox"/> tuser5 Full Name : Tutorial User	NSPA Tutorials Tutorials	olivia.tchala@nspa.nato.int 0035230631	NMCRL	Created : 24 Aug 2023 by : ututorial Modified : 24 Aug 2023 by : ututorial	
<input type="checkbox"/> ututorial3 Full Name : usertwo tutorial	NSPA Tutorials Tutorials	olivia.tchala@nspa.nato.int 0010770038589	NMCRL	Created : 06 Sep 2022 by : ututorial Modified : 02 Nov 2023 by : ututorial	
<input type="checkbox"/> ututorial2 Full Name : user tutorial	NSPA Tutorials Tutorials	olivia.tchala@nspa.nato.int 00352621466452	NMCRL	Created : 25 Jan 2022 by : ututorial Modified : 25 Jan 2022 by : ututorial	
<input type="checkbox"/> ututorial Full Name : user tutorial	NSPA Tutorials Tutorials	olivia.tchala@nspa.nato.int 0035230636691	NMCRL	Created : 24 Jan 2022 by : N/A Modified : 24 Jan 2022 by : ututorial	

1 to 4 out of 4 records displayed

1

CREATE USER

1. The central opens up a form where you have to input your new user information. All the fields with a red border are mandatory.
2. Decide if the user should be on the [alert list for NMCRL applications](#). We recommend selecting yes.
3. Pick a password for them
4. Decide if your user will have to change their password when they will log in.
5. Click on “Create User”

Create User

⚠ Non-standard Latin characters in the generated usernames will be converted to standard Latin letters. Any character that is not convertible will be removed from the username.

Account Details

Title...	Last Name...
First Name... 1	Phone... 4
Email Address...	Email Notification... 2
Fax Number...	

Password Details

Password... 3	Password Confirmation...
Entrust Serial Number...	Change password at next logon... 4

CREATE USER **5**

1. On the next screen, verify that all information is correct. If it isn't, you may click on "modify" to adjust.
2. As you can see, **your user does not have access to the NMCRL yet**. Let's fix this by clicking on "Authorization"

The screenshot shows the IAM user management interface for user 'ututorial'. The 'AUTHORIZATIONS' tab is active. Under 'Main Applications', the 'NMCRL' application is listed with a red 'x' icon, indicating it is not authorized. A 'MODIFY' button is located at the bottom right of the interface.

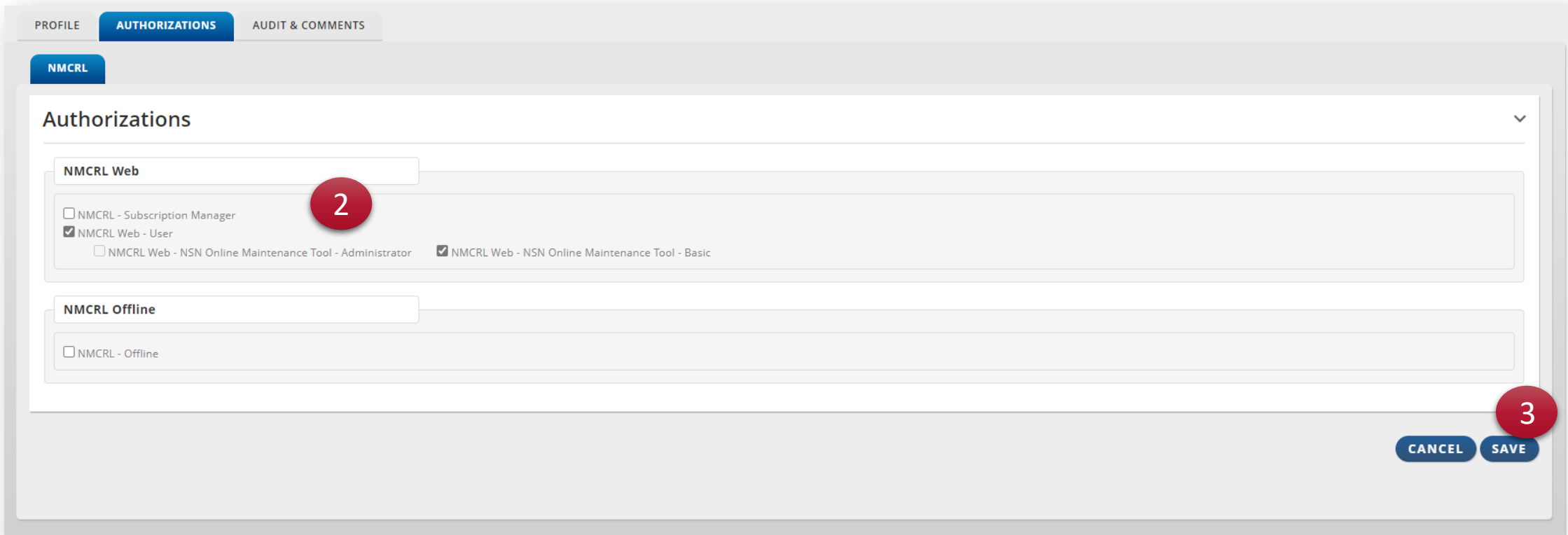
User Data	
	ututorial
Organisation	NSPA Tutorials
Division	Tutorials

Account Details	
Logon	Title
ututorial	Mme
First Name	Last Name
User	Tutorial
Email Address	Phone Number
olivia.tchala@nspa.nato.int	0000
Fax Number	Email Notification
N/A	Yes

Password Details	
Entrust Serial Number	Change password at next logon
N/A	No
Locked Out	
No	

No available action for this item.

1. Click on **MODIFY** to start editing the fields.



The screenshot shows the 'AUTHORIZATIONS' tab for a user profile. Under the 'NMCRL' section, there are two expandable panels: 'NMCRL Web' and 'NMCRL Offline'. The 'NMCRL Web' panel is expanded, showing a list of permissions with checkboxes. A red circle with the number '2' highlights the 'NMCRL Web - User' checkbox, which is checked. Other permissions include 'NMCRL - Subscription Manager' (unchecked), 'NMCRL Web - NSN Online Maintenance Tool - Administrator' (unchecked), and 'NMCRL Web - NSN Online Maintenance Tool - Basic' (checked). The 'NMCRL Offline' panel is collapsed, showing 'NMCRL - Offline' (unchecked). At the bottom right, there are 'CANCEL' and 'SAVE' buttons. A red circle with the number '3' highlights the 'SAVE' button.

2. Select the access rights you will give to your user.
3. Click on “Save”

Please note that there can only be one master administrator per subscription. Even if you select this option, it will not work. The only way to change a master administrator is by requesting a change in your subscription to the NMCRL subscription desk. Your user can access the module of NSN maintenance online tool, but only the master administrator can select the administrator rights.

Step 2. Linking the user to your subscription

If you fail to complete this step, our system cannot understand which subscription this user belongs to. This is something you may indicate in NSMS, as described in the following steps.

1. Access to your [NCS apps home page](#) and scroll down to select **NSMS** (NATO Subscription Management System)



NSMS

NATO Subscription
management System

The NATO Subscription Management System allows you to manage your subscription access.

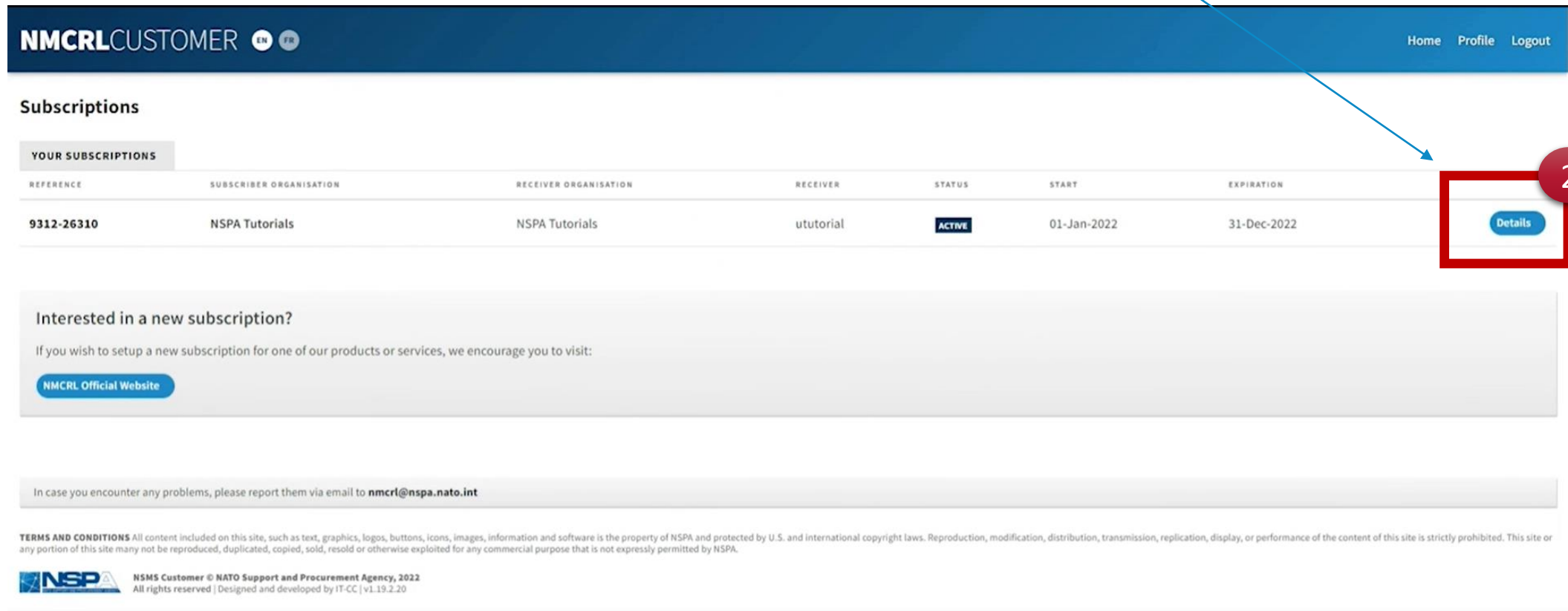
[Access NSMS >](#)

If you do not see the app, you are not connected with your Master Administrator login.

1

All your subscriptions are displayed.

2. Head to the subscription you want to link your user to and click on “**details**”.



NMCRLCUSTOMER EN FR Home Profile Logout

Subscriptions


YOUR SUBSCRIPTIONS

REFERENCE	SUBSCRIBER ORGANISATION	RECEIVER ORGANISATION	RECEIVER	STATUS	START	EXPIRATION	
9312-26310	NSPA Tutorials	NSPA Tutorials	ututorial	ACTIVE	01-Jan-2022	31-Dec-2022	Details

Interested in a new subscription?
If you wish to setup a new subscription for one of our products or services, we encourage you to visit:
[NMCRL Official Website](#)

In case you encounter any problems, please report them via email to nmcr1@nspa.nato.int

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The details of your selected subscriptions will be displayed.

3. Click on “**Manage Users**”.

NMCRLCUSTOMER EN FR Home Profile Logout

SUBSCRIPTION DETAILS 9312-26310 Close

General INFORMATION

Reference	Status	Starting Date	Expiration Date	Customer Reference	Order Date
9312-26310	Active	01-Jan-2022	31-Dec-2022	Tutorial	24-Jan-2022

Attachments DOWNLOAD

Master Admin (24-Jan-2022)

PRODUCTS

PRODUCT LICENSE	AMOUNT / YEAR	FINAL AMOUNT
NMCRL-WEB FOR NSPA USERS MEDIUM ORGANIZATION UP TO 20 USERS	0 €	0 €
TOTAL	0 €	0 €

Subscriber INFORMATION

Organisation
NSPA Tutorials

Division
Tutorials

User
ututorial

Receiver INFORMATION

Please note!
The Receiver of this subscription is the same as the Subscriber.

Invoice Receiver INFORMATION

Please note!
The Invoice Receiver of this subscription is the same as the Subscriber.

Payer INFORMATION

Please note!
The Payer of this subscription is the same as the Invoice Receiver.

Do you want to update something?

In case you notice that details of your subscription are incorrect or you simply wish to update some information, then we encourage you to use the Request Update form.

Based on your request, we'll update your subscription as soon as possible.

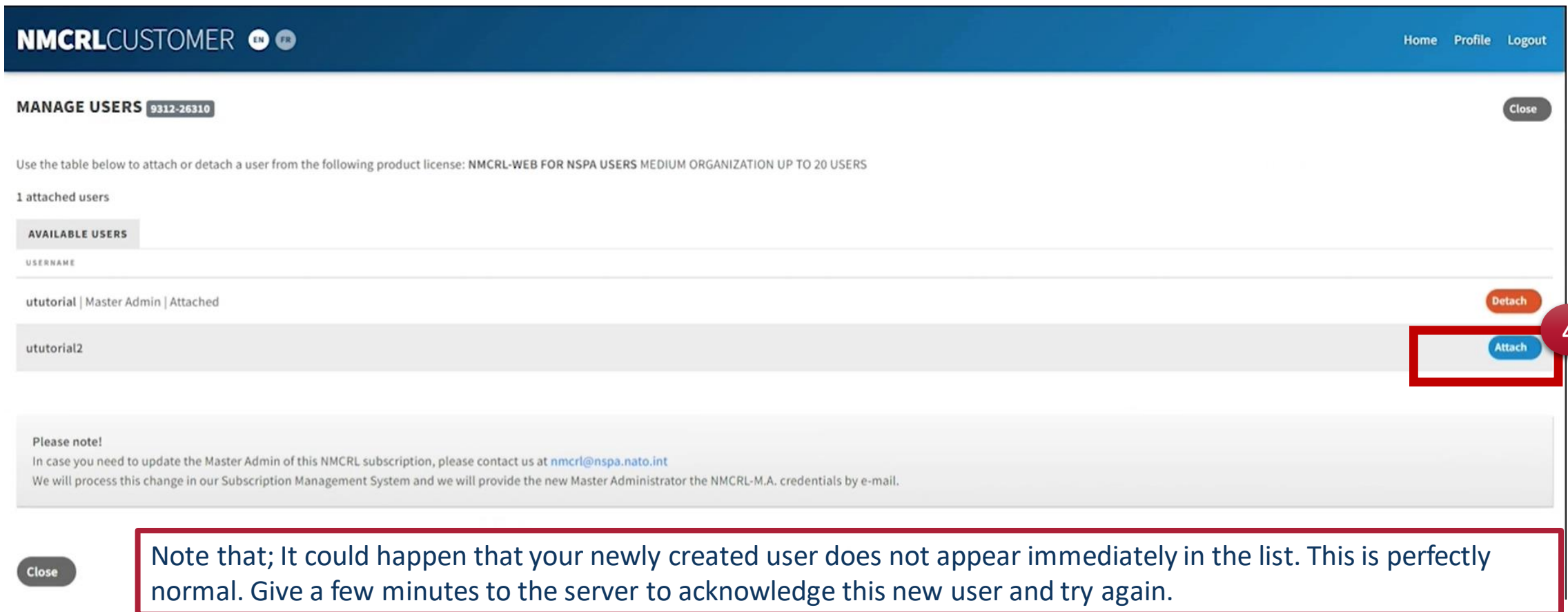
Request Update

Manage Users

Your newly created user is available here.

4. Click on “**attach**” next to his name, to link them to this particular subscription and finalize the procedure.

This user should now be able to connect smoothly.



NMCRLCUSTOMER EN FR Home Profile Logout

MANAGE USERS 9312-26310 Close

Use the table below to attach or detach a user from the following product license: NMCRL-WEB FOR NSPA USERS MEDIUM ORGANIZATION UP TO 20 USERS

1 attached users

AVAILABLE USERS

USERNAME
ututorial Master Admin Attached Detach
ututorial2 Attach

Please note!
In case you need to update the Master Admin of this NMCRL subscription, please contact us at nmcrl@nsa.nato.int
We will process this change in our Subscription Management System and we will provide the new Master Administrator the NMCRL-M.A. credentials by e-mail.

Close

Note that; It could happen that your newly created user does not appear immediately in the list. This is perfectly normal. Give a few minutes to the server to acknowledge this new user and try again.

A few precisions

- Remember that, as a Master Administrator, you have to communicate the new login, as well as password, to your new user.
- You can create **as many user accounts as you want**, but your license sets the maximum amount of concurrent connections.

If you have an “Up to 20” license, this means that a maximum of 20 users may connect simultaneously to the application. If the 21st user tries to access, (s)he will receive the message that the license number of users is exceeded. One user will have to log off to solve this issue.

Remove a user from your subscription

Removing completely is not possible due to archiving reasons.

Deactivating a user takes 2 steps:

Step 1: Unlinking the user from your subscription in NSMS (*Subscription Management*)

Step 2: Removing the user's rights in UM (*User Management*)

Step 1. Unlinking the user from your subscription

1. Access to your [NCS apps home page](#) and scroll down to select **NSMS** (NATO Subscription Management System)



NSMS

NATO Subscription
management System

The NATO Subscription Management System allows you to manage your subscription access.

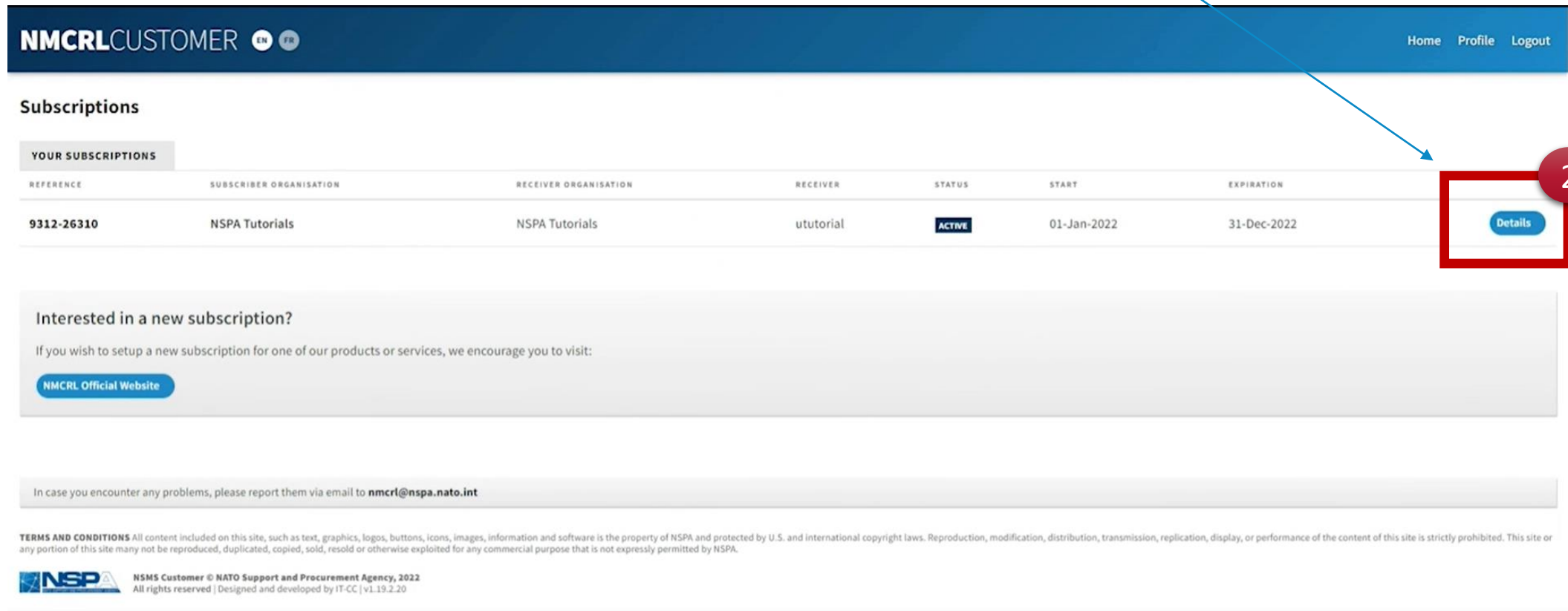
[Access NSMS >](#)

1

If you do not see the app, you are not connected with your Master Administrator login.

All your subscriptions are displayed.

2. Head to the subscription you want to link your user to and click on “**details**”.



NMCRLCUSTOMER EN FR Home Profile Logout

Subscriptions


YOUR SUBSCRIPTIONS

REFERENCE	SUBSCRIBER ORGANISATION	RECEIVER ORGANISATION	RECEIVER	STATUS	START	EXPIRATION	
9312-26310	NSPA Tutorials	NSPA Tutorials	ututorial	ACTIVE	01-Jan-2022	31-Dec-2022	Details

Interested in a new subscription?
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In case you encounter any problems, please report them via email to nmcr1@nspa.nato.int

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The details of your selected subscriptions will be displayed.

3. Click on “**Manage Users**”.

NMCRLCUSTOMER EN FR Home Profile Logout

SUBSCRIPTION DETAILS 9312-26310 Close

General INFORMATION

Reference	Status	Starting Date	Expiration Date	Customer Reference	Order Date
9312-26310	Active	01-Jan-2022	31-Dec-2022	Tutorial	24-Jan-2022

Attachments DOWNLOAD

Master Admin (24-Jan-2022)

PRODUCTS

PRODUCT LICENSE	AMOUNT / YEAR	FINAL AMOUNT
NMCRL-WEB FOR NSPA USERS MEDIUM ORGANIZATION UP TO 20 USERS	0 €	0 €
TOTAL	0 €	0 €

Subscriber INFORMATION

Organisation
NSPA Tutorials

Division
Tutorials

User
ututorial

Receiver INFORMATION

Please note!
The Receiver of this subscription is the same as the Subscriber.

Invoice Receiver INFORMATION

Please note!
The Invoice Receiver of this subscription is the same as the Subscriber.

Payer INFORMATION

Please note!
The Payer of this subscription is the same as the Invoice Receiver.

Do you want to update something?

In case you notice that details of your subscription are incorrect or you simply wish to update some information, then we encourage you to use the Request Update form.

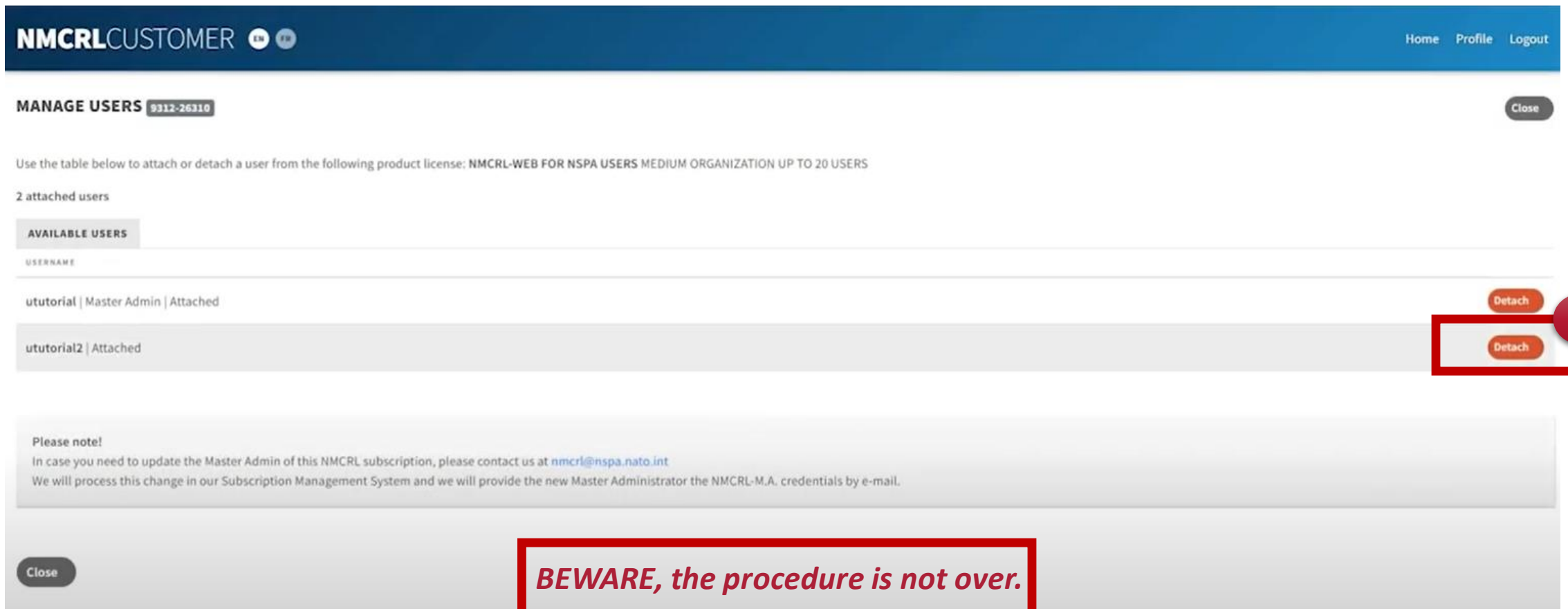
Based on your request, we'll update your subscription as soon as possible.

Request Update

3 Manage Users

Your created users are listed here.

4. Click on “**detach**” next to his name, to link them to this particular subscription and finalize the procedure.



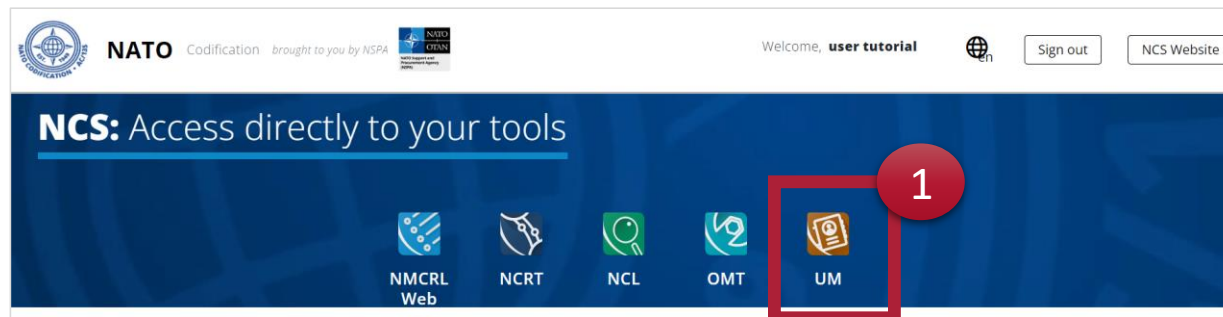
The screenshot shows the NMCRL Customer interface. At the top, there is a blue header with "NMCRLCUSTOMER" and navigation links for "Home", "Profile", and "Logout". Below the header, a "MANAGE USERS" section is visible, with a sub-header "9312-26310" and a "Close" button. The main content area contains instructions: "Use the table below to attach or detach a user from the following product license: NMCRL-WEB FOR NSPA USERS MEDIUM ORGANIZATION UP TO 20 USERS". It indicates "2 attached users" and lists them in a table. The table has a header "AVAILABLE USERS" and a sub-header "USERNAME". The first row shows "utorial | Master Admin | Attached" with a "Detach" button. The second row shows "utorial2 | Attached" with a "Detach" button. A red box highlights the "Detach" button for the second user, and a red circle with the number "4" is next to it. Below the table, there is a "Please note!" section with contact information for updates. At the bottom left, there is a "Close" button. A red box at the bottom center contains the text "BEWARE, the procedure is not over."

Step 2. Removing the user's rights in UM

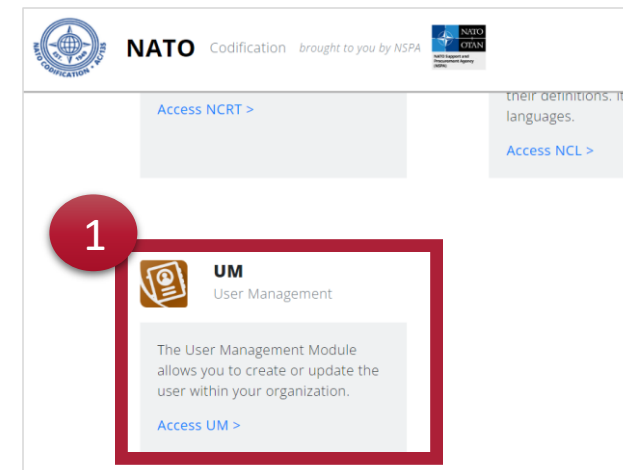
1. Access to your [NCS apps home page](#) and select **User Management (UM)**


If you do not see the app, you are not connected with your Master Administrator login.

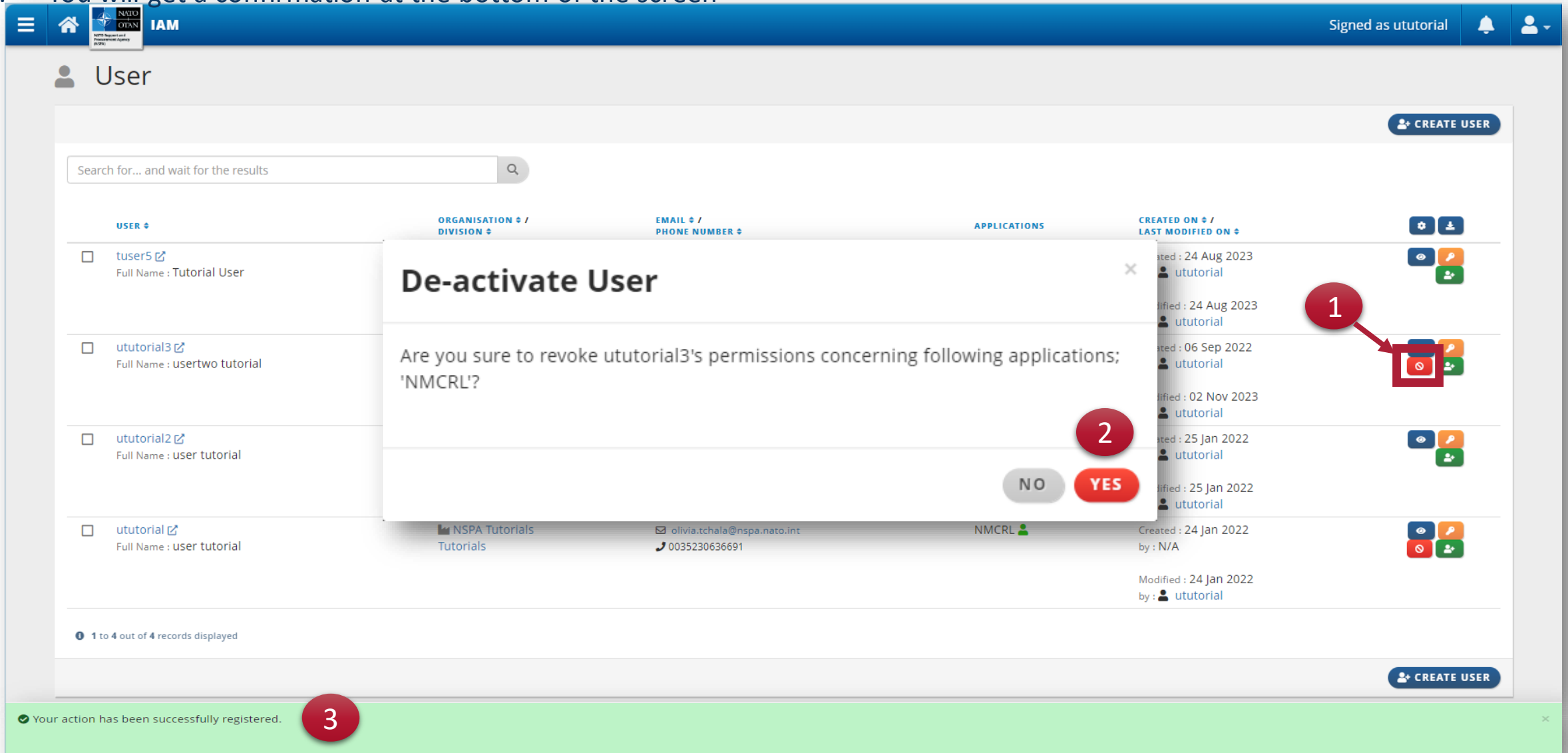
Click on UM from the top ribbon



Or scroll down the page



1. In the UM central, identify the user you want to deactivate and click on the icon 
2. Confirm on the pop up by clicking on Yes.
3. You will get a confirmation at the bottom of the screen



The screenshot displays the IAM User Management interface. At the top, there is a navigation bar with the NATO logo and 'IAM' text. The main content area shows a list of users with columns for 'USER', 'ORGANISATION / DIVISION', 'EMAIL / PHONE NUMBER', 'APPLICATIONS', and 'CREATED ON / LAST MODIFIED ON'. A modal dialog box titled 'De-activate User' is open, asking for confirmation to revoke permissions for user 'ututorial3' regarding the 'NMCR' application. The dialog has 'NO' and 'YES' buttons. A green banner at the bottom indicates that the action was successfully registered. Red circles with numbers 1, 2, and 3 highlight the deactivation icon, the 'YES' button, and the success message respectively.

USER	ORGANISATION / DIVISION	EMAIL / PHONE NUMBER	APPLICATIONS	CREATED ON / LAST MODIFIED ON
<input type="checkbox"/> tuser5 Full Name : Tutorial User				Created : 24 Aug 2023 Modified : 24 Aug 2023
<input type="checkbox"/> ututorial3 Full Name : usertwo tutorial				Created : 06 Sep 2022 Modified : 06 Sep 2022
<input type="checkbox"/> ututorial2 Full Name : User tutorial				Created : 02 Nov 2023 Modified : 02 Nov 2023
<input type="checkbox"/> ututorial Full Name : user tutorial	NSPA Tutorials Tutorials	olivia.tchala@nspa.nato.int 0035230636691	NMCR	Created : 24 Jan 2022 by : N/A Modified : 24 Jan 2022 by : ututorial



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- NMCRL FAQ in [English](#) – In [French](#)
- NMCRL HelpDesk (technical issues): nmcrl-help@nspa.nato.int
- NMCRL Subscription (subscriptions and renewals): nmcrl@nspa.nato.int