N.A.S.

Newtown Answering Service

How to access and use the Web Portal

Enter http://www.newtownanswering.com/webportal

Click on "Click Here to Login"

Enter your login ID and passcode

You are now logged in to NAS's Web Portal!

User ID -	Admin ID -
User Pass -	Admin Pass -

*You must login in with the user ID first only when you make changes will the system ask you for the admin ID and Pass

Web OnCall

Click the "OnCall" tab at the top of the page

If you have multiple schedules, use the drop down menu to choose the correct OnCall schedule

From the calendar, click on the date you would like to view - A listing of who is OnCall will appear

Add, Edit, Delete OnCall

(Only account administrators have the ability to add, edit or delete OnCall schedules)

Choose the date you would like to work with

From the top of the page click Add, Edit or Delete

Adding an OnCall

Click Add and Input the following:

Start Time - Enter the start date and time for the person OnCall

End Time - Enter the End date and time for the person OnCall

Rank - Only if multiple employees are OnCall for the same time period

Comment - How to reach the OnCall (ie, Cell, Home, Text Msg, etc)

Resource - Who from your staff is OnCall

Click **Save**

You have now scheduled that person to be OnCall at that time!

Editing an OnCall

To edit an already scheduled OnCall, first choose the date and then choose the scheduled OnCall you want to edit

Click Edit

Make the necessary changes to the OnCall by following the "Adding an OnCall" directions above

Deleting an OnCall

First choose the date and then click on the OnCall
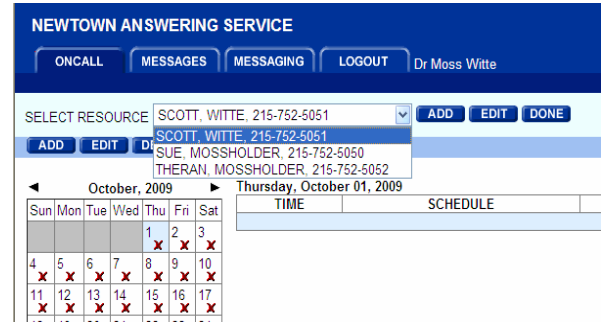
Click Delete

Click OK to confirm

Adding, Changing, Editing Resources

(Only account administrators have the ability to add, edit or delete OnCall resources)
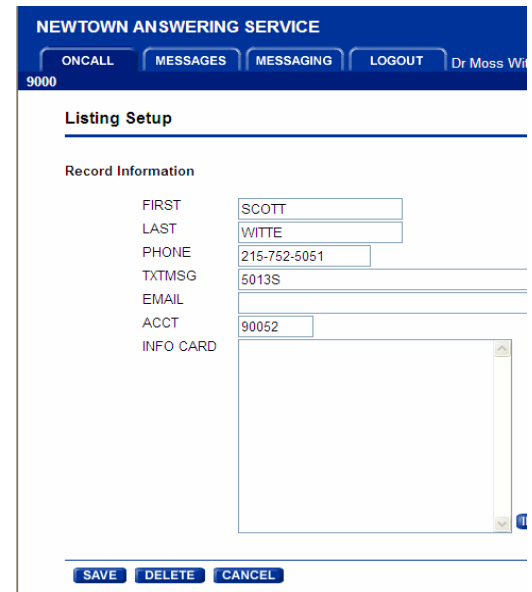
From the top of the page click Resource
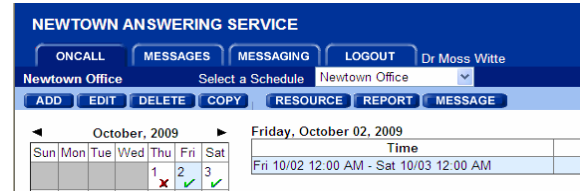
Select the resource you would like to edit from the drop down box - Click edit or delete - If the resource does not exist in the box, click add

Input that resource's information into the proper spaces and then click save

When done, click Save

VERY IMPORTANT - DO NOT add, edit, or delete Beeper #'s, Alpha Pagers, or Text Messages as these are programmed dial strings that our system recognizes - Once they are changed or deleted, we can no longer retrieve them - If there are changes or additions, please call NAS and ask to speak with an office staff member