

# Instructions for using the service for adding IP addresses (for access to Onetec servers)

## Adding an IP address on the iptools resource

On the website <https://iptools.onetec.lv> you can simply add your IP address or log in as an administrator (to add users).

To add your IP address, you need to enter your phone number on the Home tab.



### Form for adding IP-address

**Youre phone:**

🇱🇻

After receiving the SMS, enter the code in the field:

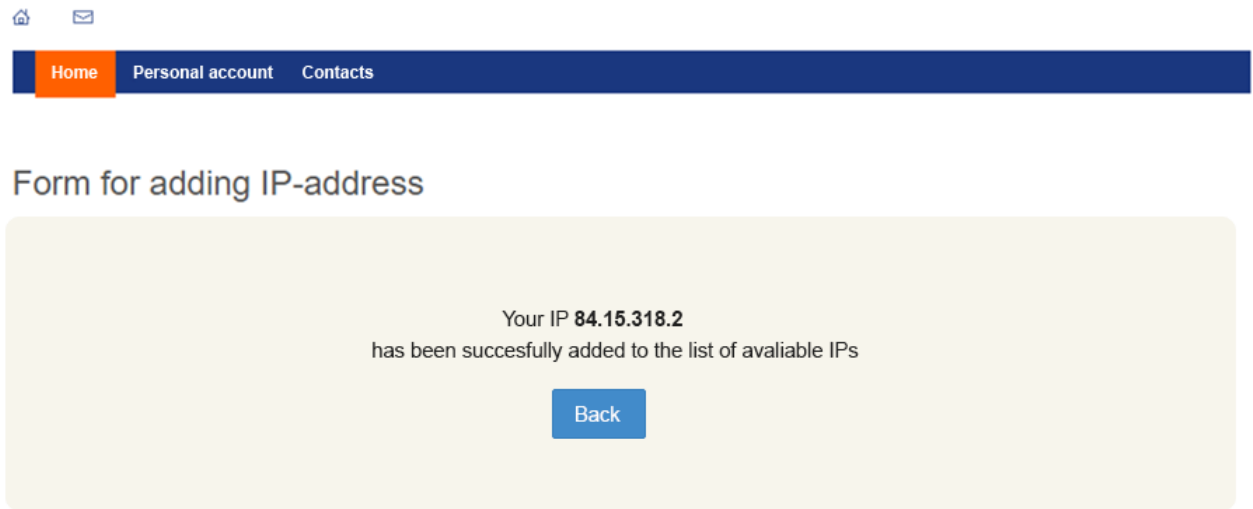


### Form for adding IP-address

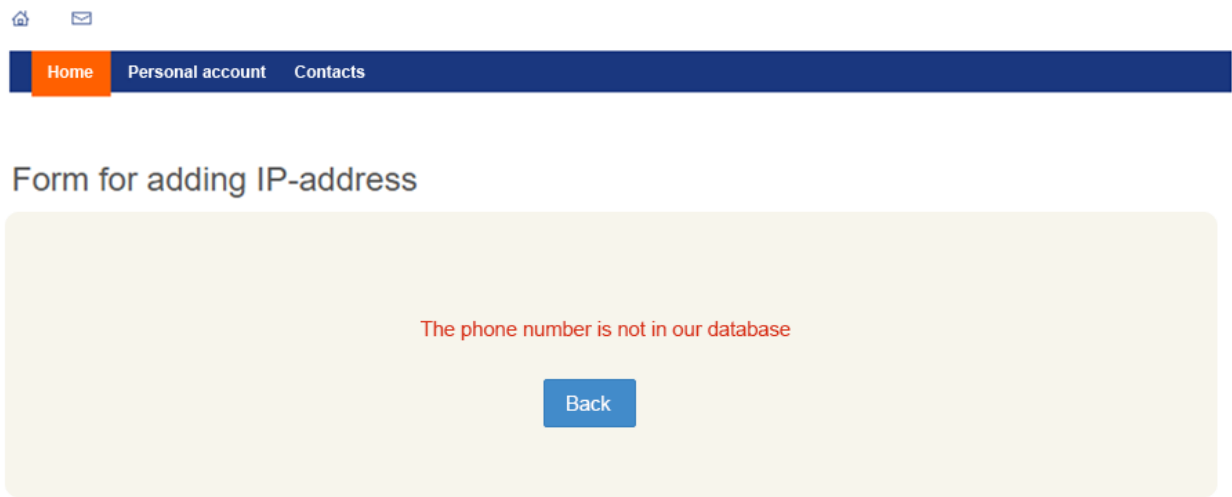
Your number: +371: ██████████ [\[Back\]](#)

**Add code from SMS:**  
*(in some cases, there may be a delay of 1-2 minutes in receiving SMS)*

If the phone number is in the list of users in 1C, the IP address will be added:



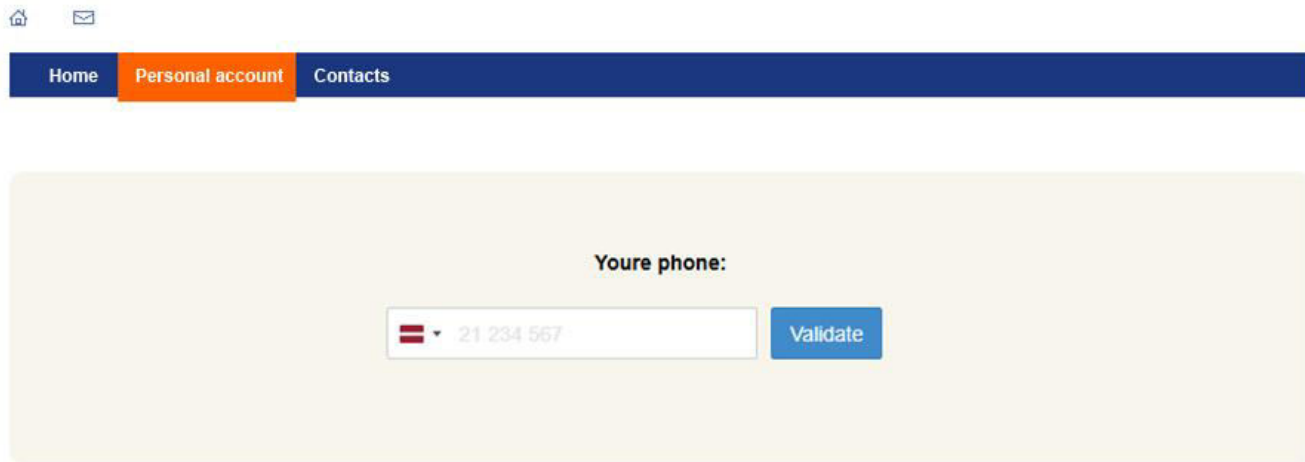
If the phone number is not on the list, a message will be displayed informing you of this:



In this case, you need to contact the administrator in your company (the person who was designated as the administrator on the service) or Onetec.

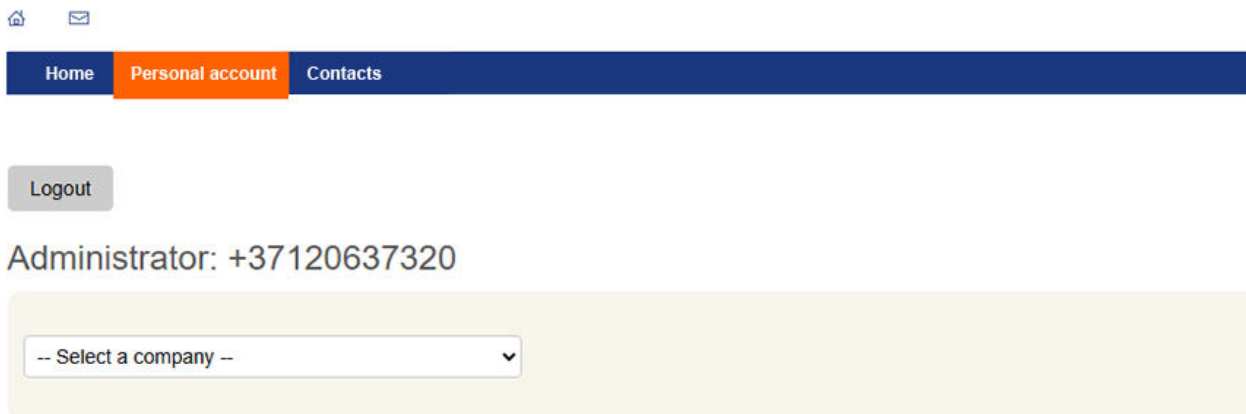
## Adding users (phone numbers) on the iptools resource

On the website <https://iptools.onetec.lv/> under the Personal Cabinet tab, you need to enter your phone number.



The screenshot shows the 'Personal account' section of the website. At the top, there is a navigation bar with 'Home', 'Personal account', and 'Contacts'. Below this, the text 'Your phone:' is displayed. Underneath, there is a text input field containing the phone number '21 234 567' and a dropdown menu showing a flag icon. To the right of the input field is a blue 'Validate' button.

Enter the code from the SMS and select the company with which the user is registered:



The screenshot shows the 'Personal account' section of the website. At the top, there is a navigation bar with 'Home', 'Personal account', and 'Contacts'. Below this, there is a 'Logout' button. Underneath, the text 'Administrator: +37120637320' is displayed. Below the text, there is a dropdown menu with the text '-- Select a company --' and a downward arrow.

After that, you will see a list of company users and will be able to either add new users or delete existing ones:

The screenshot shows a web application interface. At the top, there is a navigation bar with three items: "Home", "Personal account" (highlighted in orange), and "Contacts". Below the navigation bar is a "Logout" button. The main content area displays "Administrator: +37120637320". A dropdown menu is set to "OneTec". Below this is a table titled "Пользователь" (User) with three rows. Each row contains input fields for name, surname, and phone number, followed by a green checkmark and a red 'x' button. The third row is highlighted in red, and its green checkmark button is also highlighted with a red square.

Пользователь			
Shwartsnegger	Arnold	+ 041 [redacted]	✓ ✕
Vysotskiy	Maks	= 20 [redacted]	✓
User	285	= 22 222 22	✓ ✕

When adding a user, after filling in the fields, click the “+” button.

To delete the current user, click “x”.