

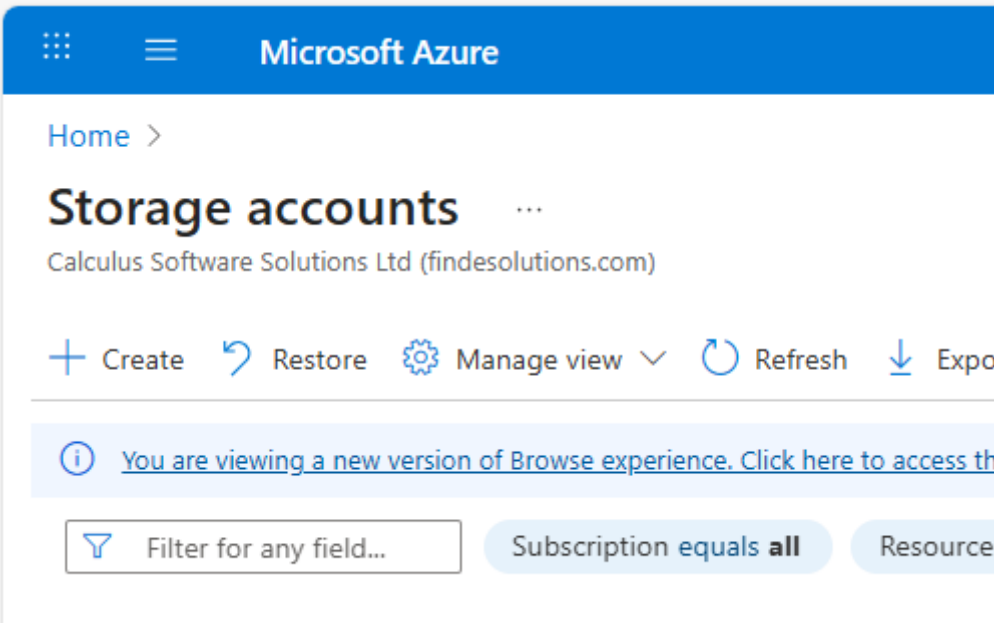
Creating a Storage Location (Azure)

Creating A Storage Account

Access Storage Locations in the Azure portal by using the following link:

<https://portal.azure.com/#browse/Microsoft.Storage%2FStorageAccounts>

Click to Create a new one



Use settings:

Setting	Value
Subscription	NCompass
Resource group	ncompassstorage
Storage account name	3401009999inv <i>Replace the numbers with the numeric part of their serial number</i>
Region	UK South
Primary service	Azure blob storage
Performance	Standard

Redundancy	GRS
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On the following pages, at time of writing the defaults are correct, but verify they match these before completing:

Blob service

Hierarchical namespace

Disabled

Default access tier

Hot

Blob anonymous access

Disabled

Blob soft delete

Enabled (7 days)

Container soft delete

Enabled (7 days)

Versioning

Disabled

Change feed

Disabled

NFS v3

Disabled

Allow cross-tenant replication

Disabled

Storage tasks assignments

None

File service

Large file share

Enabled

Identity-based access

Not configured

Default share-level permissions

Disabled

Soft delete

Enabled (7 days)

Queue service

CMK support

Disabled

Table service

CMK support

Disabled

Security

Require secure transfer for REST API operations

Enabled

Storage account key access

Enabled

Minimum TLS version

Version 1.2

Infrastructure encryption

Disabled

Networking

Allow access from

All networks

Private endpoint connections

0

Network routing

Microsoft network routing

Access for trusted Microsoft services

Yes

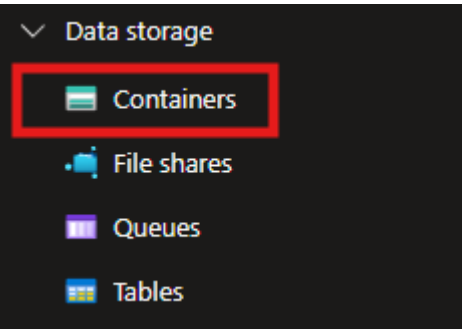
Endpoint type

Standard

Creating a Container

Once you have created your storage location, you will then need to add a container to store the invoices.

Navigate to Data Storage > Containers in the side menu.



Click on Add Container to create a new container

...

+

Add container

↑

Upload

↻

Refresh

🗑

Delete

🔒

Change access level

🔄

Restore containers

⚙

Edit columns

🔍

Search containers by prefix

Showing all 2 items

☐

Name

☐

Slogs

☐

dstest

Last modified

22/07/2025, 1

22/07/2025, 1

New container

×

Name *

xxxxxxxxxxxxinvoices

Anonymous access level ⓘ

Private (no anonymous access)

ⓘ

The access level is set to private because anonymous access is disabled on this storage account.

▼

Advanced

This new container should be named xxxxxxxxxxxxinvoices with the customers serial number replacing the x's.

Leave the rest of the settings as the default.

Getting the details from Azure for population in NCompass.

Give the below details to the Support Engineer configuring the customer's system.

NCompass Field	Azure Location	Example
Description	N/A (value doesn't need to match Azure)	
Account Name	Security + Networking -> Access Keys -> Storage Account Name	ncompasststoragebeta
Container Name	Data Storage -> Containers -> Name of the Container Created	invoiceaibeta
Container Endpoint	Settings -> Endpoints -> Blob service -> Blob service	https://ncompasststoragebeta.blob.core.windows.net/
Account Key 1	Security + Networking -> Access Keys -> Key 1	LxN8uQp1zKaM7fT+YrjGdVbHcwXqEo9sRm==
Account Key 2	Security + Networking -> Access Keys -> Key 2	
Connection String	Security + Networking -> Access Keys -> Connection String	DefaultEndpointsProtocol=https;AccountName=ncompasststoragebeta;AccountKey=LxN8uQp1zKaM7fT+YrjGdVbHcwXqEo9sRm==;EndpointSuffix=core.windows.net
Connection String 2 (If Present)	Security + Networking -> Access Keys -> Connection String 2	

The following config needs to be set with the storage location once created and set up inside of NCompass.

