

## Sign In

To Access the Admin Dashboard and Admin Tools menu within My Cloud Services Portal:

Go to <https://portal.momentumtelecom.com> and enter your Administrator Username and Password to Sign In.

During the initial sign in process, you may be required to acknowledge Terms and Conditions to proceed.

## Admin Tools Menu

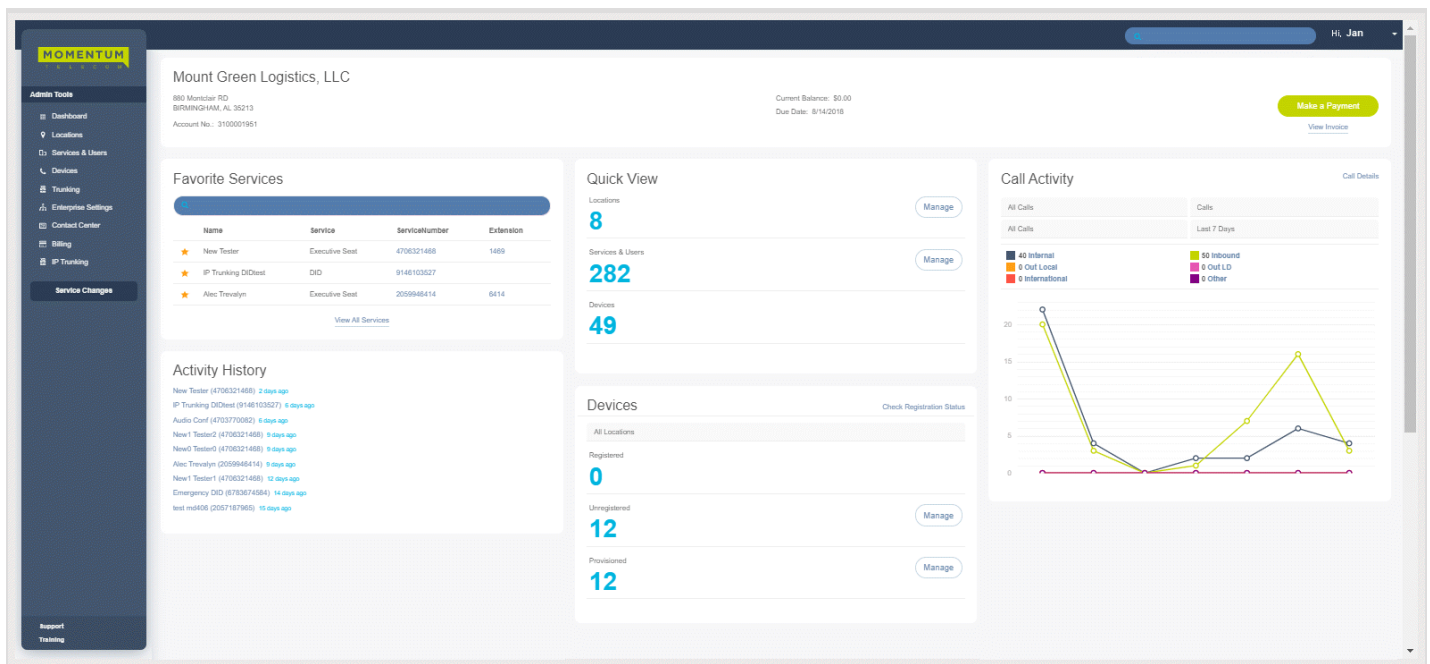
The **Admin Tools Menu** on the left side of the portal view offers permission-based access to at useful administration sections. Only those areas the Organizations the Admin is authorized to view will be displayed and available:

Note: *Restricted access sections require additional authorization and specialized training prior to use.*

- » **Dashboard** - The site Home page displays account activity, and offers filtered quick access links to Admin Tools sections.
- » **Locations & Groups** - Access to manage Department or Service level settings organized by Locations or Groups.
- » **Services & Users** - Access to review and manage individual User level services and settings.
- » **Trunking** - General SIP Trunk information and setting administration.
- » **Enterprise Settings** - Enterprise level feature and services management.
- » **Contact Center** - Manage queues, schedules, assignments and the setup for Contact Center(s).
- » **\*Billing** - Restricted Access. Authorized Admin access to account billing history and payment management tools.
- » **\*IP Trunking** - Where in use: Access tools for specialized Trunk settings and related information.
- » **\*Devices** - Restricted Access. Advanced tools. Manage device inventory and usage assignments.
- » **\*Enterprise Trunking** - Limited Access. Where in use: IT Admin access to specialized Trunk maintenance settings.
- » **\*Service Changes** - Restricted Access. Advanced single-process service and order management tools.
- » **\*Microsoft Teams** - Restricted/Limited Access. O365 / MS Teams Admin access to manage Teams User voice access.
- » **\*Call Recording** - Manage voice settings and dashboard link access for Call Recording license holders.

## Admin Dashboard

The Home page for Administrators. The Admin Dashboard provides at-a-glance views of *Live* and historical account activity, AND direct filtered quick-access links from each card section to the administrator-level tools, services, and features found in the menu on the left. Now you can see and track everything that is going on and access any area or service you need to manage from one web page - *fast*.



## ADMIN DASHBOARD FEATURES

The Dashboard section cards offer **LIVE** and historical data along with quick access to common administration tools within the portal. Note: All features and tools within the My Cloud Services Portal require sufficient authorization or permission to view and use.

**Account Profile** - Review current account information, and for AP Billing Admins, see the latest invoice, pay the current bill, and access the Billing history.

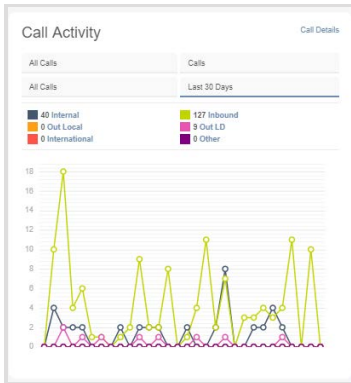
[Links to: Billing](#)

**Best Company, Inc**

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GAINESVILLE, GA 30501      Total Due: \$6,043.54  
 Current Balance: \$15668.71      [Make a Payment](#)  
 Account No.: 987654321      Due Date: 3/31/2018      [View Invoice](#)

**Call Activity** - A quick graphical view of call data, with tools to filter the view, useful 'mouse-over' details within the graph display, and access to open and filter your call logs for reporting.



### Activity History

- Basic Metered (4706321482) a few seconds ago
- DialIn Feature (4706321488) a few seconds ago
- AA Tree (4706321472) a minute ago
- Exec DID (4706321468) 17 hours ago
- Basic Metered Vmail (4706321535) 2 days ago
- Smart Number (4703770105) 2 days ago
- Exec Loc 2 (2056661018) 2 days ago
- Voicemail Only TN (6782939529) 5 days ago
- E911 DID (6783674584) 6 days ago
- Premium Queue (4703770093) 7 days ago
- DID DID (4705093297) 8 days ago

**Activity History** - Shows recent Administrator-level activities and provides quick access links to review the account or service shown in the list.

[Links to:](#) Direct links to Dashboard of the accounts or services listed here.

**Devices** - Current counts for registered, unassigned, and provisioned devices, and the ability to filter by **Location**, check registration status, and access device assignments.

[Links to: Services & Users](#)

**Devices**      [Check Registration Status](#)

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All Locations

Registered  
**0**

Unregistered      [Manage](#)  
**7**

Provisioned      [Manage](#)  
**7**

**Favorite Services**

Search: \_\_\_\_\_

Name	Service	Service Number	Ext
★ Basic Metered	Basic (Seat) Metered LD	4706321462	1462
★ Basic Metered Vmail	Basic Metered Seat with Voicemail w/ DID	4706321535	1535
★ Smart Number	Smart Number Unlimited Seat	4703770105	0105
★ Voicemail Only TN	Voicemail Only with TN	6782939529	9529
★ Exec DID	Executive Seat w/ DID	4706321468	1468
★ AA Tree	Auto Attendant Tree	4706321472	1472
★ Exec Loc 2	Executive Seat w/ DID	2056661018	1018

[View All Services](#)

**Favorite Services** - Locate accounts to set as favorites ★ for constant quick Dashboard access.

[Links to: Services & Users](#) and to the selected User's Dashboard for account management.

**Quick View**

Locations      [Manage](#)  
**3**

Services & Users      [Manage](#)  
**32**

Devices  
**3**

**Quick View** - Total number of Locations, Services & Users, and Devices currently on the account.

[Links to: Locations & Groups, Services & Users, and Devices](#) where access is authorized.