

# My Cloud Services Portal: Admin Tools

## Sign In

To Access the Admin Tools Area Within My Cloud Services Portal:

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

## Admin Tools Menu

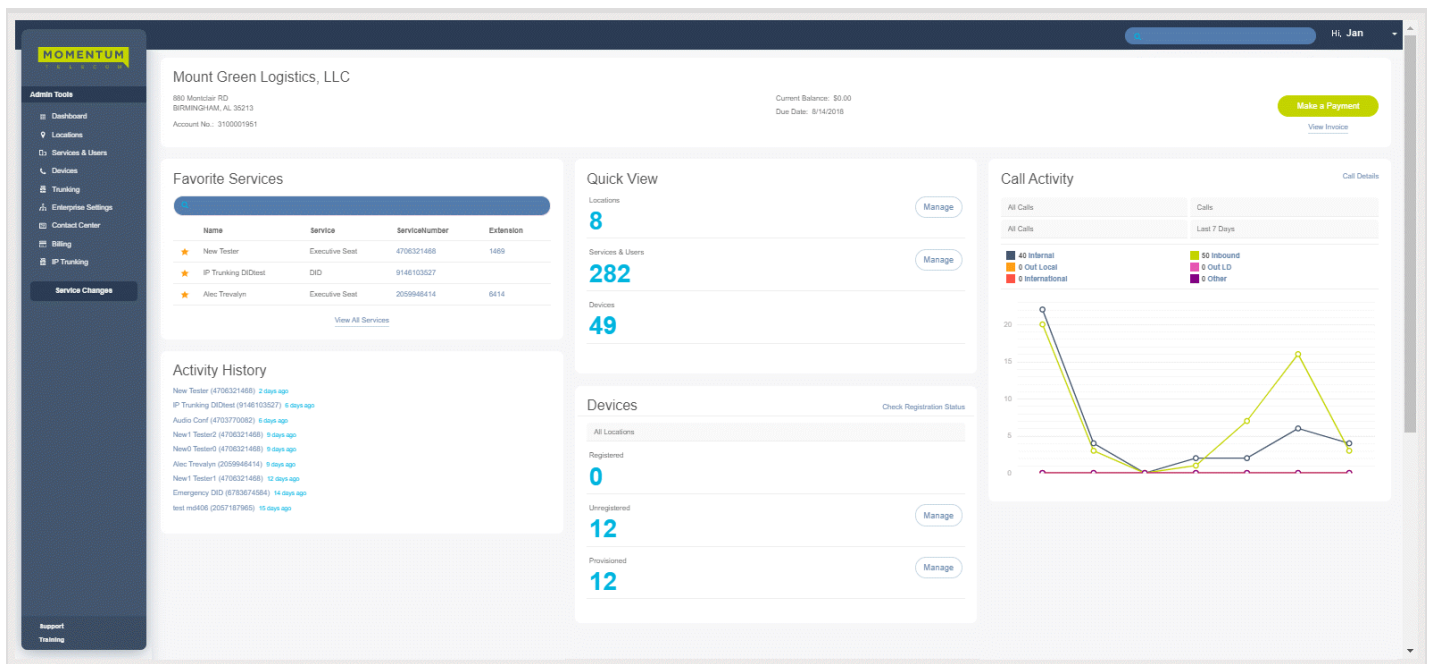
The **Admin Tools Menu** on the left side of the portal view offers permission-based access to any of the following sections the Admin is authorized to view:

- » **Dashboard** – Quick access links to voice and enterprise service management tools via the featured sections (cards).
- » **Locations** – Access to manage Group, Department or Service level settings organized by Location.
- » **Services & Users** – Access to manage individual User level services and settings.
- » **Devices** – Restricted Access. Manage device inventory and assignments.
- » **Trunking** – Optional. SIP Trunk information and administration.
- » **Enterprise Settings** – Enterprise level feature and services management.
- » **Contact Center** – Optional. Manage queues, schedules, assignments and the setup for Contact Center(s).
- » **Billing** – Restricted Access. Billing history and payment management for the enterprise account.
- » **IP Trunking** – Optional. Manage specialized IP Trunking location settings and reports.
- » **Enterprise Trunking** - Restricted Access. Manage Enterprise Trunk Group settings and assignments
- » **Service Changes** – Restricted Access. Advanced service and order management tools.

## Admin Dashboard

The Home page for Administrators.

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



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## ADMIN DASHBOARD FEATURES

The Dashboard section cards offer LIVE and historical data along with easy access to common administration tools. All Dashboard features and menu items require sufficient authorization or permission to view and use.

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

[Links to: Billing](#)

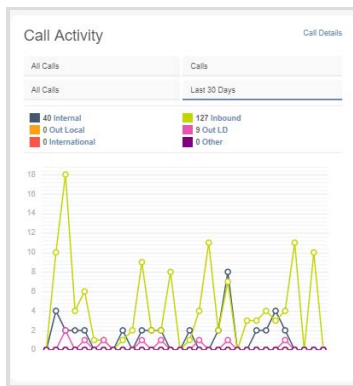
**Best Company, Inc**

GAINESVILLE, GA 30501  
Account No.: 987654321

Total Due: \$8,043.64  
Current Balance: \$15868.71  
Due Date: 3/31/2018

[Make a Payment](#)  
[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

All Locations

Registered: **0**

Unregistered: **7** Manage

Provisioned: **7** Manage

**Favorite Services**

Name	Service	Service Number	Ext
★ Basic Metered	Basic (Seat) Metered LD	4706321482	1482
★ 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	6782939829	9829
★ 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: **3** Manage

Services & Users: **32** Manage

Devices: **3**

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

[Links to: Locations, Services & Users, and Devices](#)