

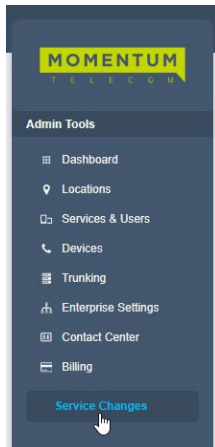
My Cloud Services Portal: Admin Tools

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 offers permission-based access to the following sections:

- » **Dashboard** – Quick access links to relevant 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** – Access to manage device inventory and assignments.
- » **Trunking** – SIP Trunk information and administration.
- » **Enterprise Settings** – Enterprise level feature and services management.
- » **Contact Center** – Manage queues, schedules, assignments and the setup for Contact Center(s).
- » **Billing** – Billing history and payment management for the enterprise account.
- » **Service Changes** – 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 everything that is going on in your Enterprise account and access any area or service you need to manage from one page - *fast*.

Best Company, Inc.
 880 Montclair RD
 BIRMINGHAM, AL 35213
 Account No.: 3100001951
 Current Balance: \$0.00
 Due Date: 6/14/2018
[Make a Payment](#)
[View Invoices](#)

Favorite Services

Name	Service	Service Number	Extension
★ Audio Conf	Audio Conferencing	4703770082	0082
★ Hunt Group	Hunt Group Unlimited	6782928536	9536
★ Exec DID	Executive Seat w/ DID	4706321468	1469
★ DID DID	DID	6783674674	4574
★ Brandon Hagood	Call Center DNIS Number	2055089031	9031

[View All Services](#)

Quick View

- Locations: **6** [Manage](#)
- Services & Users: **134** [Manage](#)
- Devices: **23**

Activity History

- Exec DID (4706321468) 8 days ago
- DID DID (6783674574) 8 days ago
- CC Test (2056881008) 9 days ago
- Callab Bridge (4706321480) 9 days ago
- Audio Conf (4703770082) 7 days ago
- Steve Aoki (2057917798) 7 days ago
- Virtual Fax (4706321470) 9 days ago
- Basic Metered (4706321482) 10 days ago
- DID DID (470909280) 10 days ago

Devices [Check Registration Status](#)

- All Locations
- Registered: **0**
- Unregistered: **5** [Manage](#)
- Provisioned: **5** [Manage](#)

Call Activity [Call Details](#)

All Calls: **127** Inbound
 0 Out Local, 0 Out LD, 0 International

Last 30 Days

My Cloud Services Portal: Admin Tools

Admin Dashboard Features

Dashboard cards offer LIVE and historical data along with easy access to common administration tools.

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

[Links to: Billing](#)

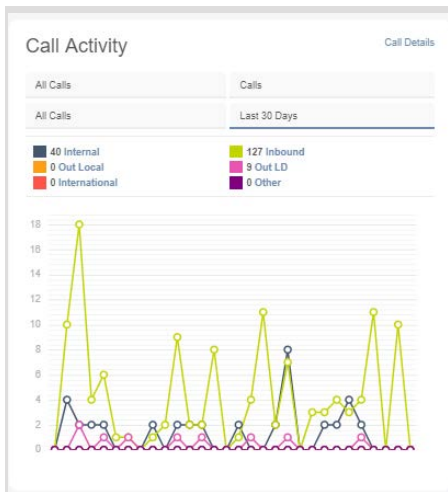
Best Company, Inc

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 overall call data for the account(s) the Admin manages, with tools to filter the view, and see 'mouse-over' details within the display.



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 account access and provides links to review the account or service shown in the list.

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

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, Services & Users

Devices - Current counts for registered, unassigned, and provisioned devices in inventory, with tools to check the registration status, and the ability to filter/view the items grouped by *Location*.

[Links to: Services & Users](#)

Devices [Check Registration Status](#)

All Locations

Registered

0

Unregistered [Manage](#)

7

Provisioned [Manage](#)

7

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	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.