

My Cloud Services Portal: Admin Dashboard 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.

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 permission only 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 permission 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 portal 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 feature pages 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**.

The screenshot displays the Momentum Admin Dashboard for Mount Green Logistics, LLC. The interface includes a sidebar menu with options like Dashboard, Locations & Groups, Services & Users, Trunking, Enterprise Settings, Contact Center, Billing, and IP Trunking. The main content area is divided into several sections:

- Account Information:** Mount Green Logistics, LLC, 880 Montclair RD, BIRMINGHAM, AL 35213. Account No. is partially visible. Current Balance: \$0.00, Due Date: 8/14/20.
- Favorite Services:** A table listing services for 'name 2e' and 'First Last'.
- Quick View:** Summary statistics: Locations & Groups (10), Services & Users (320), Devices (21).
- Activity History:** A list of recent activities with timestamps and user names.
- Call Activity:** A line chart showing call volume over time, categorized by call type (Inbound, Out Local, Out LD, International, Other).

My Cloud Services Portal Admin

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, and for AP Billing Admins, see the latest invoice, pay the current bill, and access the Billing history.

[Links to: Billing](#)

Best Company, Inc

GAINESVILLE, GA 30501 Total Due: \$8,043.54

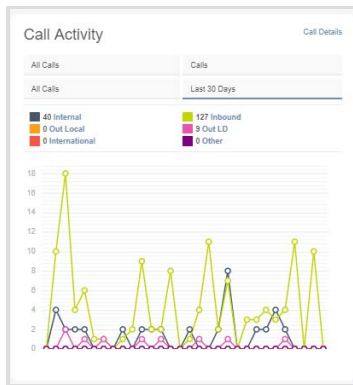
Account No.: 987654321 Current Balance: \$15688.71

[Make a Payment](#)

[View Invoice](#)

Due Date: 3/31/2018

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.



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

[Links to: Services & Users](#)

Devices Check Registration Status

All Locations

Registered: **0**

Unregistered: **7** [Manage](#)

Provisioned: **7** [Manage](#)

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.

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.

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 & Groups, Services & Users, and Devices](#) where access is authorized.