

















What is Management Portal?

Last Modified on 08/21/2024 3:29 pm EDT

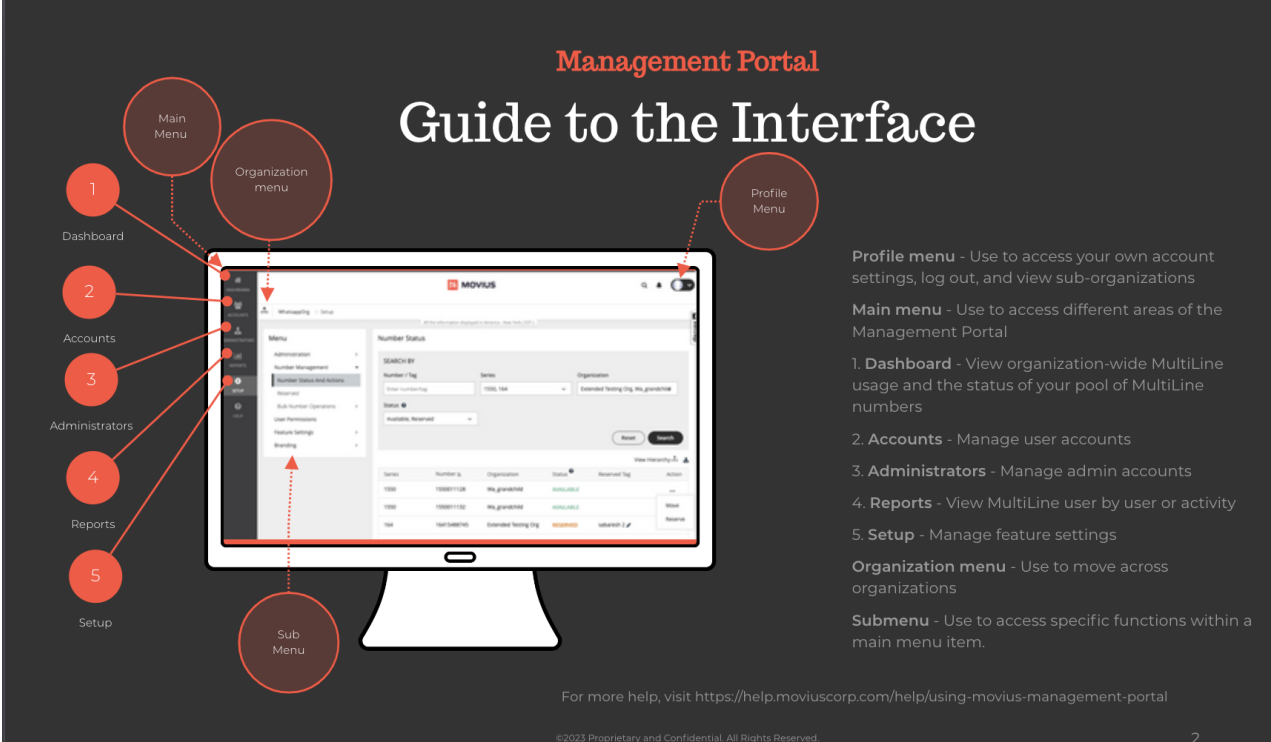
What is Management Portal?

The MultiLine service has an extensive management portal that MultiLine customers can leverage to manage their user base. Using the browser GUI-based portal, MultiLine admins can:

- [Create organizations](https://help.moviuscorp.com/help/manage-organizations)  (<https://help.moviuscorp.com/help/manage-organizations>) 
- [Invite Admins](https://help.moviuscorp.com/help/manage-admin-accounts)  (<https://help.moviuscorp.com/help/manage-admin-accounts>)  to Management Portal
- [Enable and disable specific features](https://help.moviuscorp.com/help/manage-feature-settings)  (<https://help.moviuscorp.com/help/manage-feature-settings>)  within the app.
 - For example, MultiLine customers may choose to only allow integration to Exchange for contacts or disable calling over Wi-Fi.
- [Control the number inventory](https://help.moviuscorp.com/help/numbers)  (<https://help.moviuscorp.com/help/numbers>)  and assign numbers to departments and to individuals within the department. It's possible to mimic the organizational structure within the portal for easy management.
- [Customize invitations](https://help.moviuscorp.com/help/customize-invitations)  (<https://help.moviuscorp.com/help/customize-invitations>)  to MultiLine accounts.
- [Create and invite](https://help.moviuscorp.com/help/manage-invitations)  (<https://help.moviuscorp.com/help/manage-invitations>)  MultiLine accounts.
- [Manage, edit, and delete](https://help.moviuscorp.com/help/manage-accounts)  (<https://help.moviuscorp.com/help/manage-accounts>)  MultiLine accounts
- Use [reporting](https://help.moviuscorp.com/help/manage-reporting-and-metrics)  (<https://help.moviuscorp.com/help/manage-reporting-and-metrics>)  to get information on usage data across the organization.

Management Portal

Guide to the Interface



The screenshot shows the Management Portal interface with several callouts pointing to different parts of the UI:

- 1 Dashboard**: Points to the main dashboard area.
- 2 Accounts**: Points to the Accounts menu item.
- 3 Administrators**: Points to the Administrators menu item.
- 4 Reports**: Points to the Reports menu item.
- 5 Setup**: Points to the Setup menu item.
- Main Menu**: Points to the top navigation bar.
- Organization menu**: Points to the Organization menu item.
- Sub Menu**: Points to a sub-menu item.
- Profile Menu**: Points to the Profile menu item.

Profile menu - Use to access your own account settings, log out, and view sub-organizations

Main menu - Use to access different areas of the Management Portal

1. **Dashboard** - View organization-wide MultiLine usage and the status of your pool of MultiLine numbers
2. **Accounts** - Manage user accounts
3. **Administrators** - Manage admin accounts
4. **Reports** - View MultiLine user by user or activity
5. **Setup** - Manage feature settings

Organization menu - Use to move across organizations

Submenu - Use to access specific functions within a main menu item.

For more help, visit <https://help.moviuscorp.com/help/using-movius-management-portal>



©2023 Proprietary and Confidential. All Rights Reserved. 2

How do I log into Management Portal?

Your account manager will provide the URL that you need to log into Management Portal. This unique URL is only used to access your Management Portal.

Some global companies may have multiple portal URLs. That's because users are provisioned

according to their global instance.

Learn more about signing on at [About Movius Management Portal Single Sign On](https://help.moviuscorp.com/help/mmp-ss0) 
(<https://help.moviuscorp.com/help/mmp-ss0>) .

