

# Your Portal Access

## **Logging into Atlas:**

The new portal is located at this address: <https://www.my.quantumtel.net>

## **Accounting:**

We have the ability to email your invoice as a PDF attachment to your billing contact when your invoice is auto-generated in Atlas. If you would like this change, please reach out to your account representative.

Once logged into Atlas, navigate to the Finance link on the top navigation bar. You will see a left-side navigation bar of Account Details, Orders, Invoices, and Payment Profiles.

- Account Details will give a short overview of the company information we have on file for you as well as all your active users. If your customer information ever needs to be changed, please reach out to your account representative so we may keep our information up to date
- Your current active order will be listed under Orders > Open
- Your new invoices will be listed under Invoices > Invoices
- Payments in the new system will be listed under Invoices > Payments
- If you are a Credit Card customer, under Payment Profiles you can manage your cards

## **Activity Report:**

The activity report resides under Reports > Call History Report

## **User Dashboard:**

The user dashboard allows your employees to manage their own devices. They can set up how they want their calls routed in real-time; ideal for personnel that are constantly on the go. They have the ability to turn off ringing to their desk phone, and get their calls on their cell phone, or change the destination of their 'No Answer' option and more! In the dashboard they can manage their voicemails as well, including marking as unread, saving, deleting, and even streaming them right from their web browser. The user dashboard also contains a quick call box where a user can put in the number they want to dial, select the device they would like to call from, and click the phone button. Our system will call the device they selected, and when answered, the system will automatically dial the destination number that they had put in the quick dial box. Their personal call history is also listed at the bottom and the user dashboard is compatible with most tablets and phones.