Overview

This section covers the core basics of the web portal. If this is your first time using the web portal, start by getting familiar with logging in, basic navigation and account management in the **Top Level Interface Components** section. Afterward, familiarize yourself with the **Grid Components** layout/editing capability and, lastly, how to change data using the **Row Editor.**

Pages within the Web Portal Introduction:

1. **Top Level Interface Components** - This section includes the absolute minimums of the web portal. You can start by navigating to your organization's URL. This web address will be given to you by your company's system administrator or an Intellasoft representative.
2. **Grid Components** - Grids contain web portal components for modifying existing data or adding new company-specific information. Although the exact information displayed in web portal examples will vary from your displayed screen, the general technique for adding/changing information will still be covered in this documentation's respective screen pages.
3. **Row Editor** - Modify data within any displayed row on the web portal by using standard widgets.
4. **Class of Service** - Outgoing call permissions can be assigned for hunt groups, extensions, and phone map groups using the web portal screens.

Documentation Formatting

For the purposes of this handbook anytime a specific feature (such as a button, tab, screen, module, etc.) is specified in the guide it will be in a capitalized **Bold Face.** The **red boxes** outlining anything within the web portal indicate areas of attention.

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