



# HOW TO ADD PAGE FAVORITES AND ACCESS SETTINGS

Fusion Connect Client Portal

## Resources

### Watch a Video:

[How To Add Page Favorites And Access Settings](#)

### More Resources:

See a complete list of Fusion Connect Client Portal self-support documents here:

<https://www.fusionconnect.com/support/portal-support>

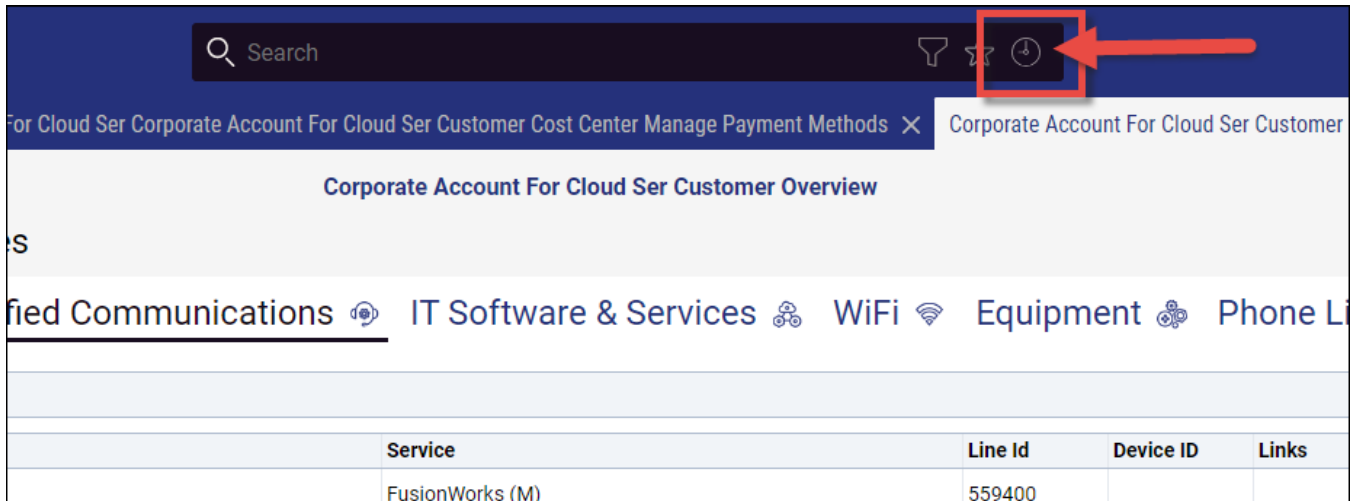


How do I add page favorites and access my portal settings?

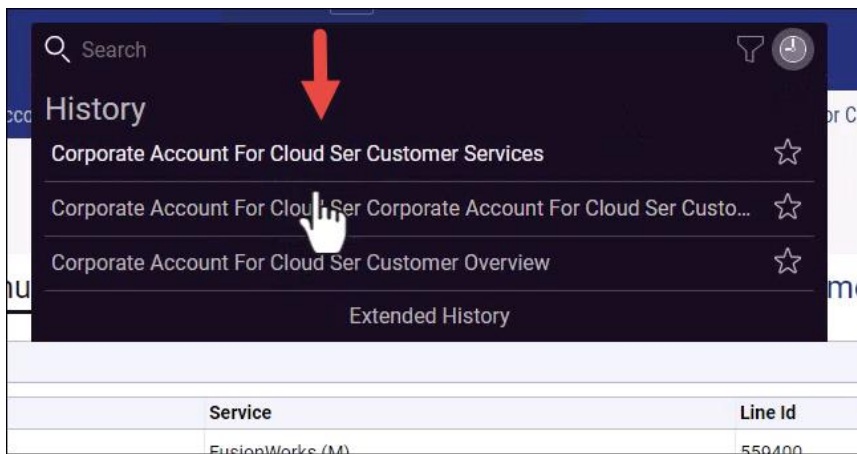
Your Fusion Connect Client Portal is built much like a web browser, meaning once you click something it opens a new tab. Each tab has a specific name.

Site	Service	Line Id	Device ID	Links	St
Ashley Palacol	FusionWorks (M)	559400			Up
Billy Fisher	FusionWorks (M)	591868			Up
Billy Fisher LITTLE RIVER 1	FusionWorks (M)	618758			Up
Corporate Account For Cloud Ser	FusionWorks (M)	547497			Up
Pleasanton Office	FusionWorks (M)	515703			Up
Wallingford Office	FusionWorks (M)	515704			Up

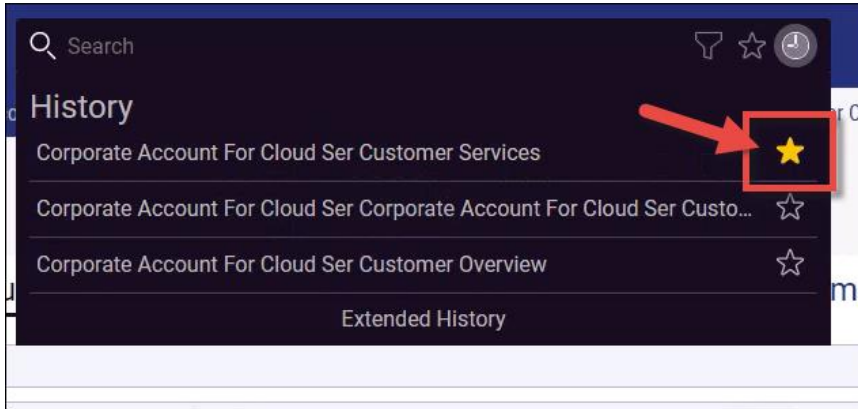
You can save a tab as a Favorite by clicking on the **clock icon** on the right of your search bar in the top.



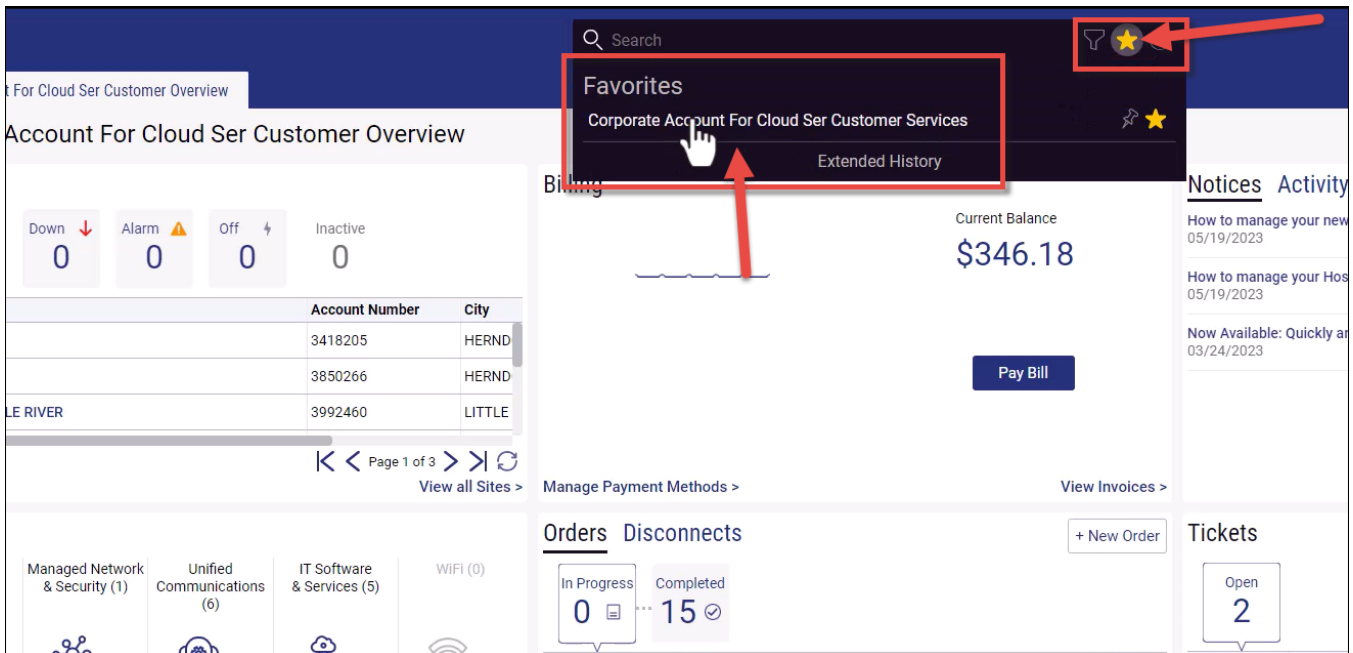
This Clock gives you a History of tabs you have opened previously.



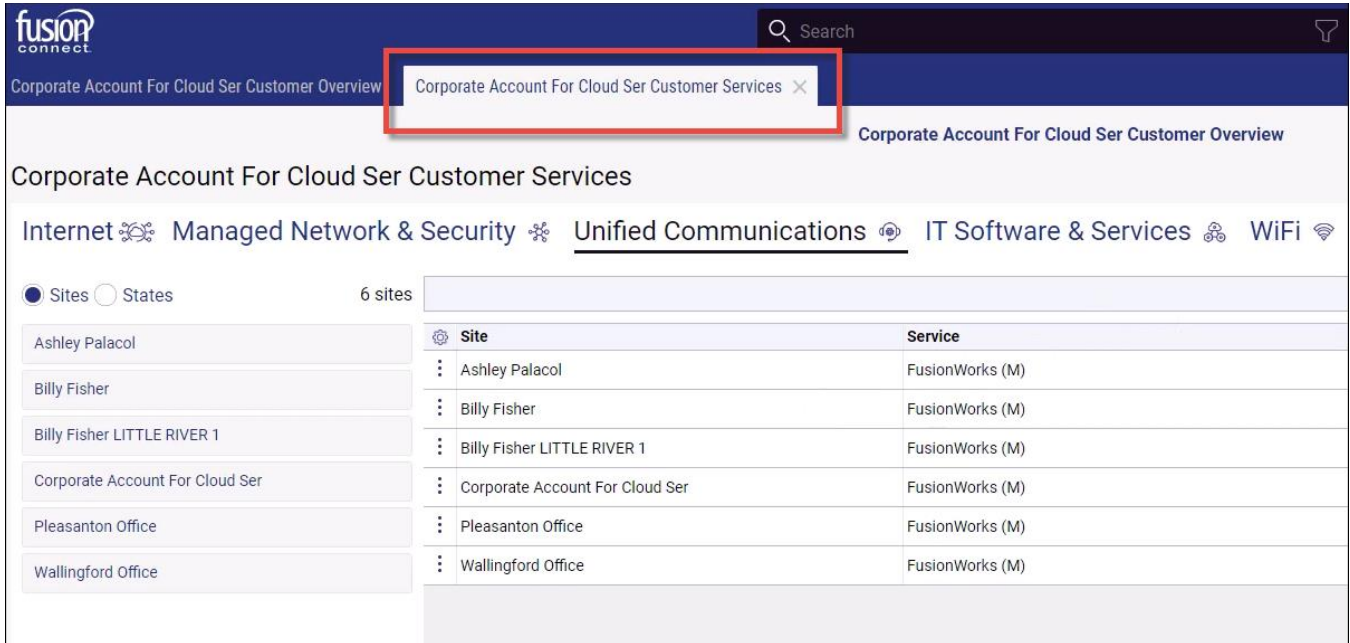
You can select the **Star** beside the tab name to favorite that page.



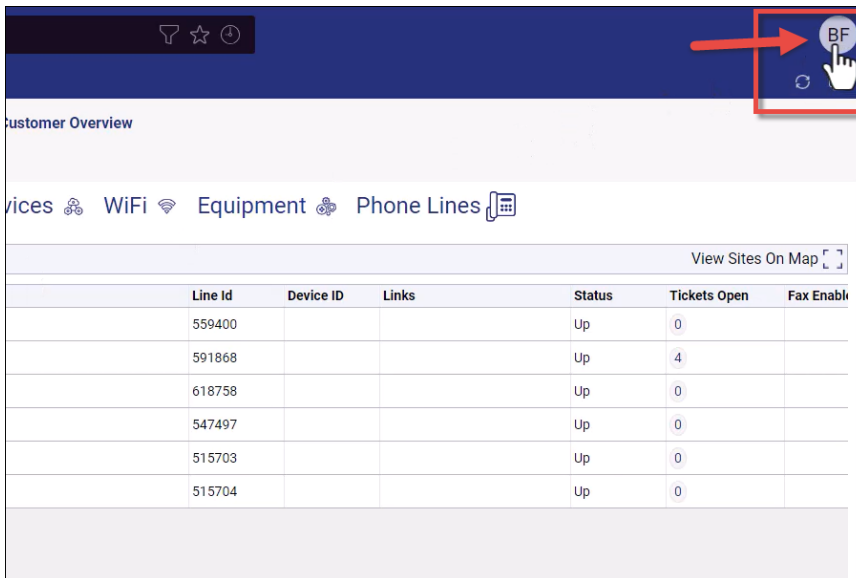
To return to this tab in the future, click the **Star** in your Search bar at the top, then click the **name** of the Favorite you want to go to.



That tab will then open.



To access your portal settings, click on your **Initials** in the top right corner.



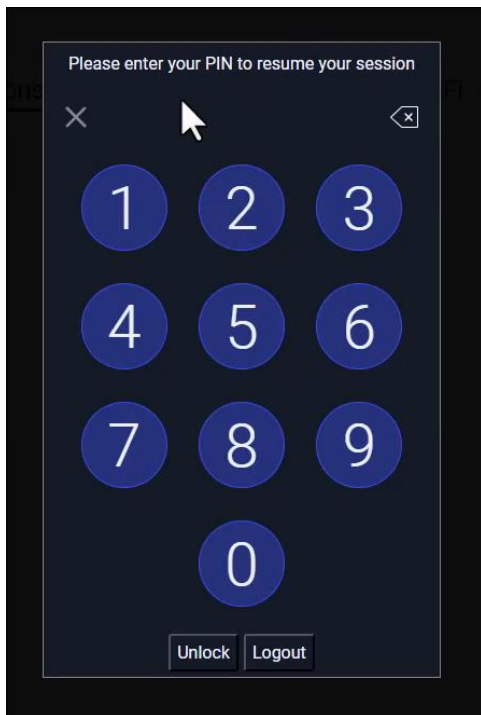
From here, you can access your Settings, Lock the portal or Logout of the portal.



The **Lock** option provides a dial pad. When you're logged in for the first time as an administrator, you set up a four digit PIN. That PIN is now used to unlock your portal.

The portal will automatically lock if there is no activity after 10 minutes.

You can enter your **PIN** on the dial pad to Unlock the portal.



Your portal will Unlock and you will be right back to where you were in the portal without having to navigate back to the tabs you had opened.

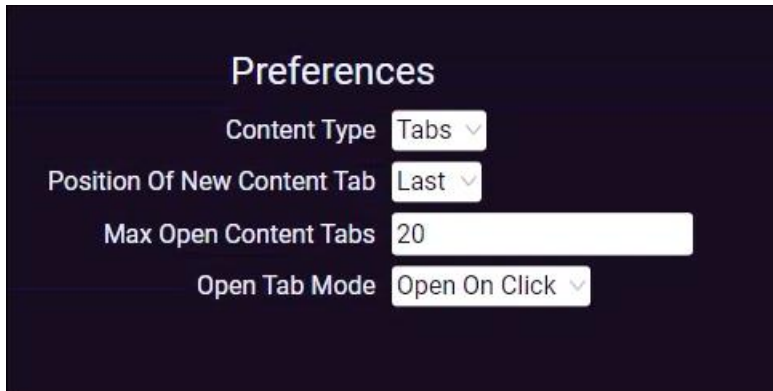
If you click on your **Initials** again, you can find your **Settings**.



In the **Settings** option, you can access Preferences, a Reset Password option and a Reset PIN option.



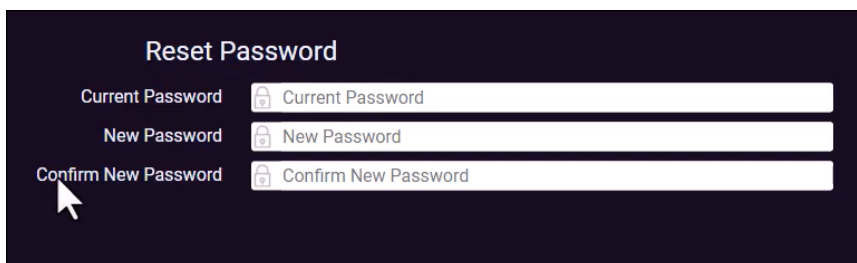
**Preferences** allows you to change preferences for your Tabs.



The screenshot shows a dark-themed settings page titled "Preferences". It contains four configuration items:

- Content Type:** A dropdown menu with "Tabs" selected.
- Position Of New Content Tab:** A dropdown menu with "Last" selected.
- Max Open Content Tabs:** A text input field containing the number "20".
- Open Tab Mode:** A dropdown menu with "Open On Click" selected.

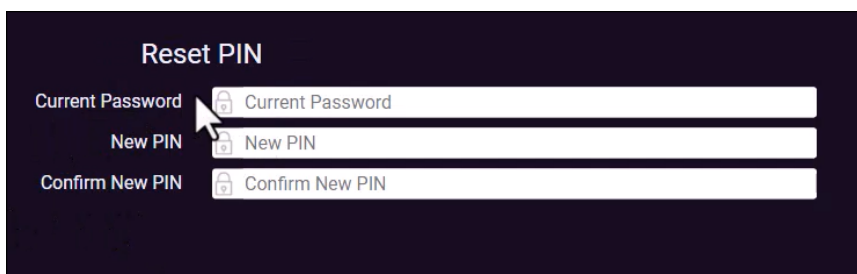
The **Reset Password** option in Settings allows you to reset your portal password.



The screenshot shows a dark-themed settings page titled "Reset Password". It contains three input fields, each with a lock icon on the left:

- Current Password:** A text input field.
- New Password:** A text input field.
- Confirm New Password:** A text input field. A mouse cursor is pointing at the label.

The **Reset PIN** option in Settings allows you to reset your PIN for portal unlock.



The screenshot shows a dark-themed settings page titled "Reset PIN". It contains three input fields, each with a lock icon on the left:

- Current Password:** A text input field. A mouse cursor is pointing at the label.
- New PIN:** A text input field.
- Confirm New PIN:** A text input field.



To reset your PIN, enter your **Current Password** for the portal, a **New PIN** and then **Confirm New PIN**. Then click the **Reset** button.

The image shows a 'Reset PIN' form on a dark background. The form has three input fields: 'Current Password', 'New PIN', and 'Confirm New PIN'. Each field has a lock icon on the left and a placeholder text. Red arrows point to each of these three fields. Below the fields are two buttons: 'Reset' and 'Cancel'. The 'Reset' button is highlighted with a red square, and a red arrow points to it from above.