



HOW TO EDIT THE PORTAL DISPLAY

Fusion Connect Client Portal

Resources

Watch a Video:

[How To Edit The Portal Display](#)

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 change my view or edit my portal display?

The display, or view of your Fusion Connect Client Portal can be edited.

First, if you hover over anything in your portal and it turns brighter blue, this means it is clickable, such as, View Invoices and Manage Payment Methods.

Number	City
	HERND
	HERND
	LITTLE

1 of 3 > > | Refresh

View all Site > **Manage Payment Methods >** View Invoices >

Orders Disconnects + New Order

WIFI (0)

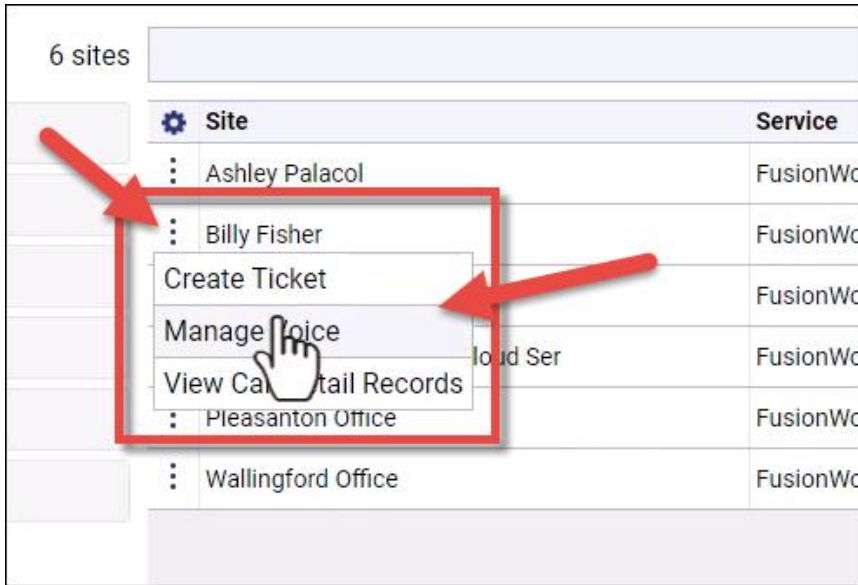
In Progress 0 Completed 15

Install Order	Site	Service
No Records Found		

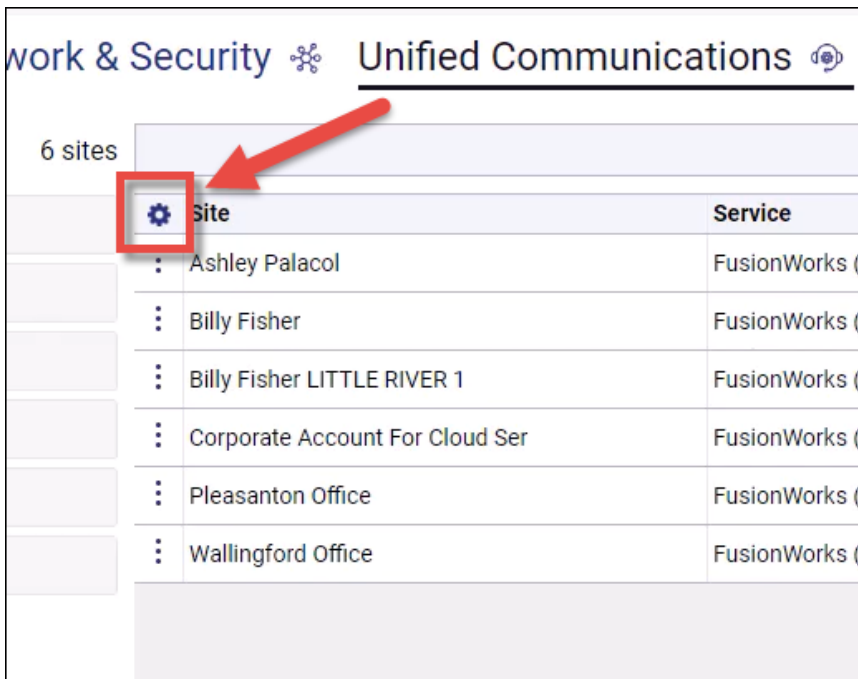
MS Teams Ca
Microsoft 365
CCaaS Profes
Fusion Fax

Tickets
Open 2
Ticket Id
AN10312340

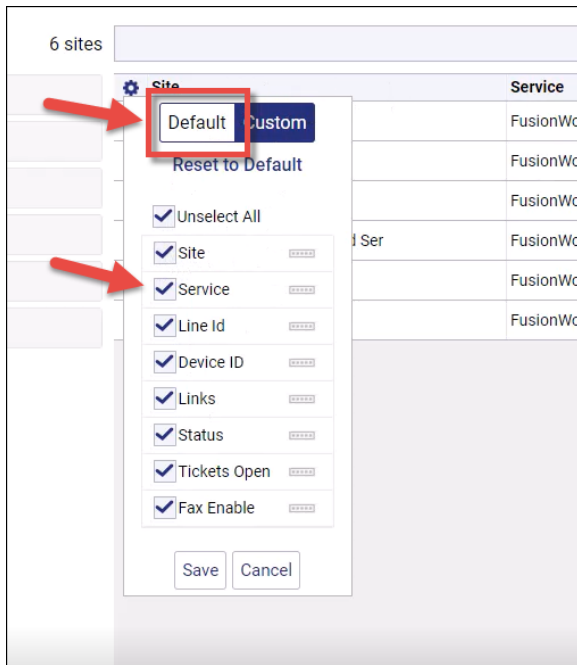
Also, within pages of your portal, if you click a **three-dot menu**, you will see more options. If the menu is on the bottom of the page, you can export. If the menu is to the left, you will have other options to choose from.



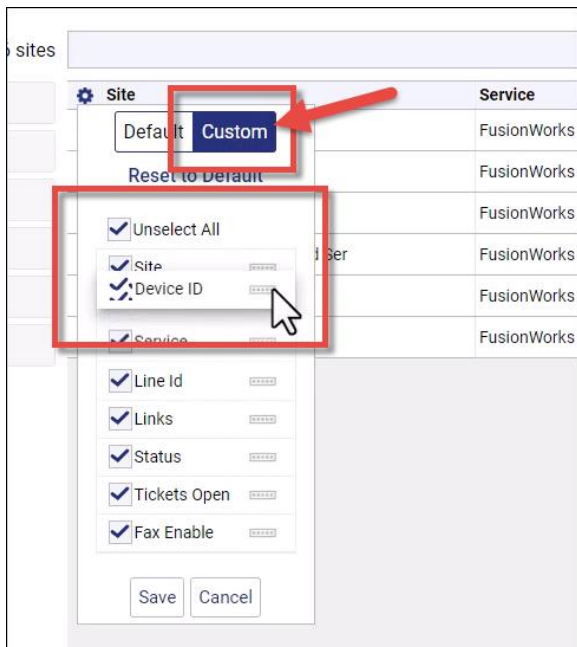
Some pages have a gear wheel. This indicates the layout is editable. Click on the **Gear Wheel**.



By **Default**, you can select or unselect specific columns to be displayed by **check marking** or **uncheck marking** the boxes.



If you click **Custom**, you can select or unselect and drag and drop to redesign the column layout.



Once you have moved the columns as desired, click **Save**.

