HOW TO READ THE ORDERS AND DISCONNECTS TILE

Fusion Connect Client Portal

Resources

Watch a Video:

How To Read The Orders And Disconnects Tile

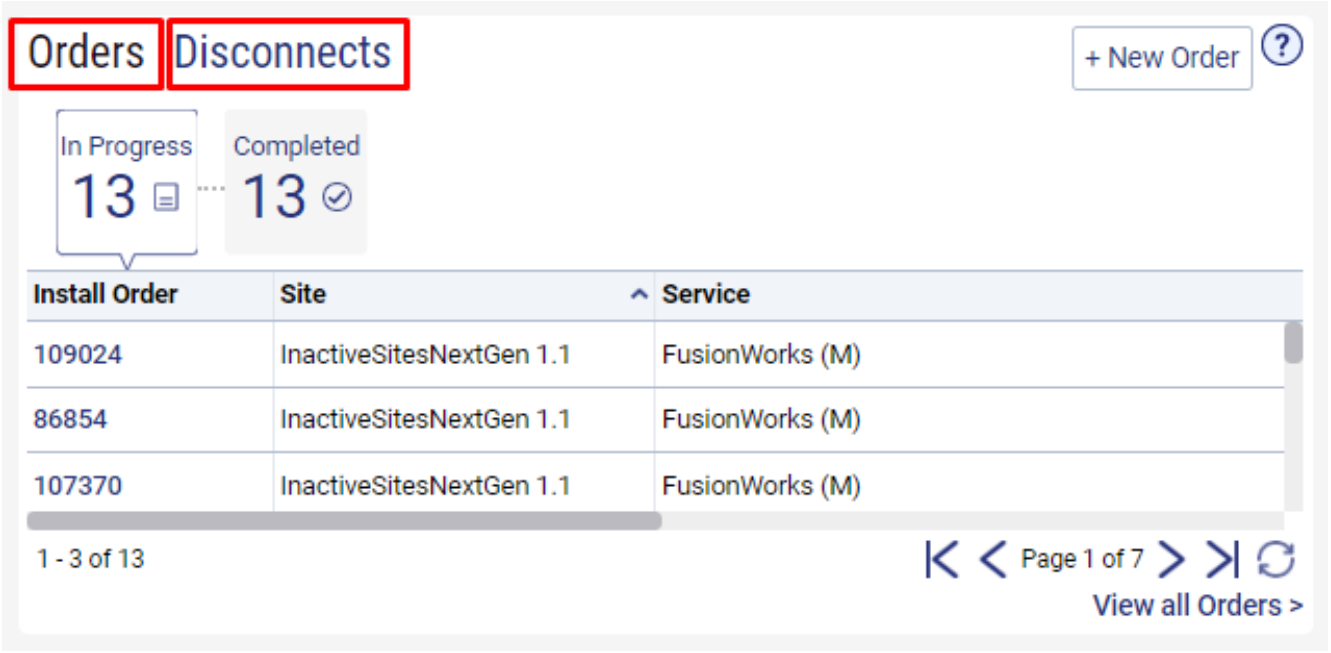
More Resources:

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

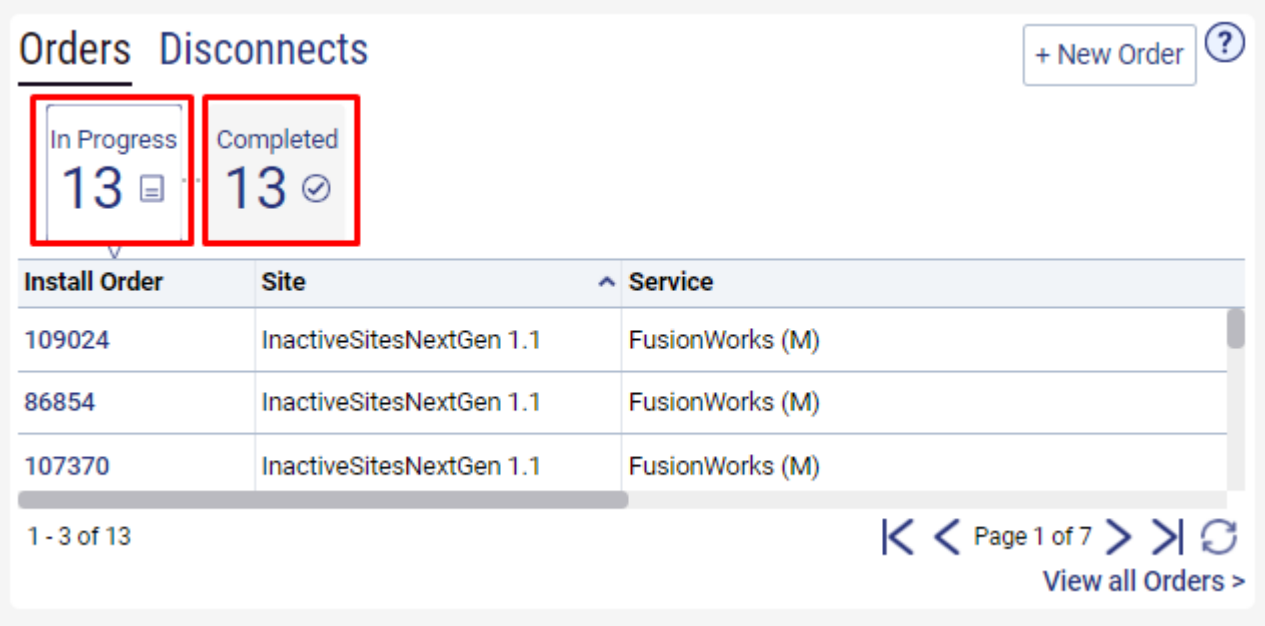
https://www.fusionconnect.com/support/portal-support

How do I read the Orders and Disconnects tile?

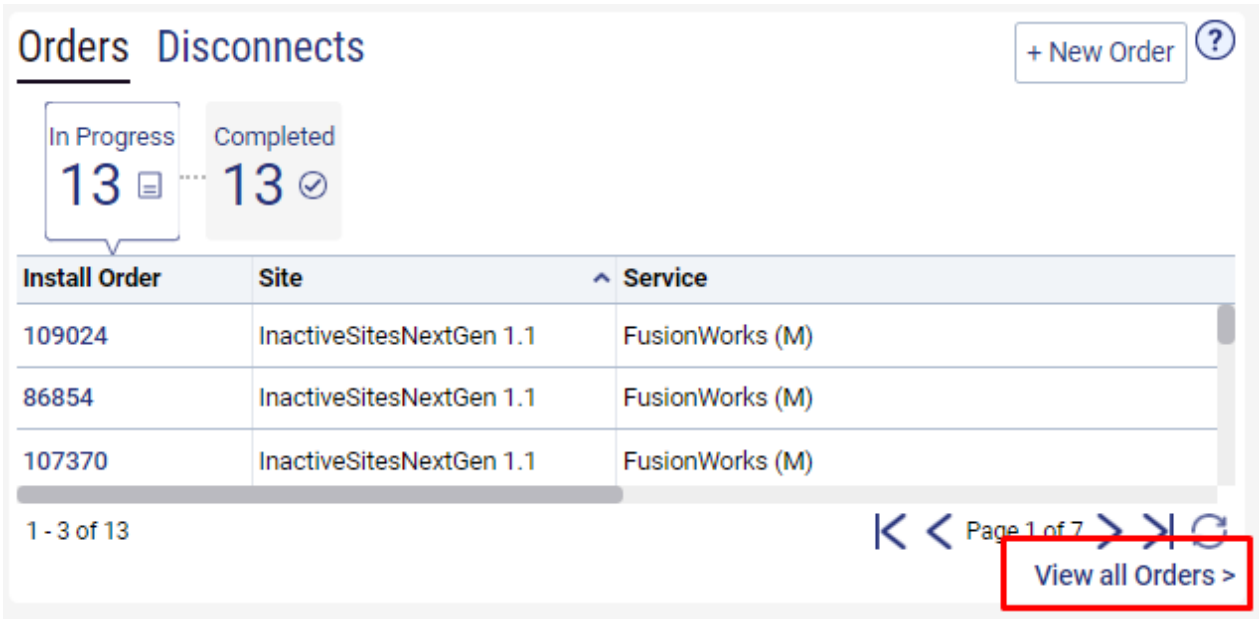
The Orders and Disconnects tile allows you to view all in progress and completed **Orders** or **Disconnects** for your account. You can choose which you want to view by selecting the name:



You can use the **In Progress** and **Completed** buttons to filter your view:

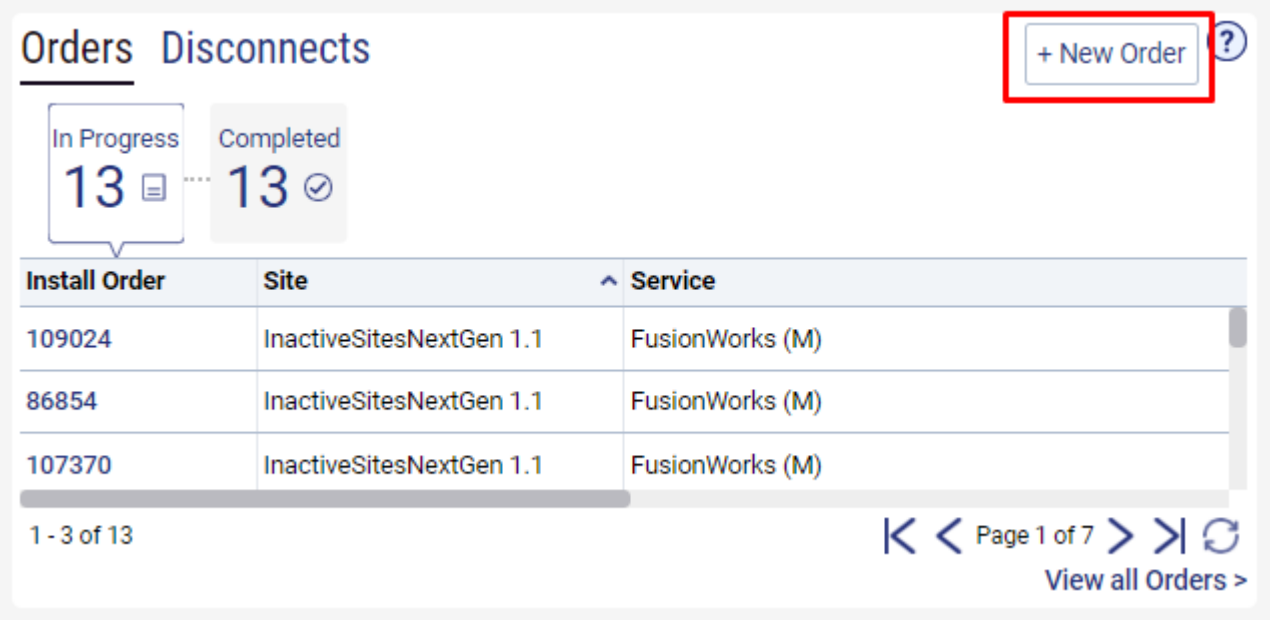
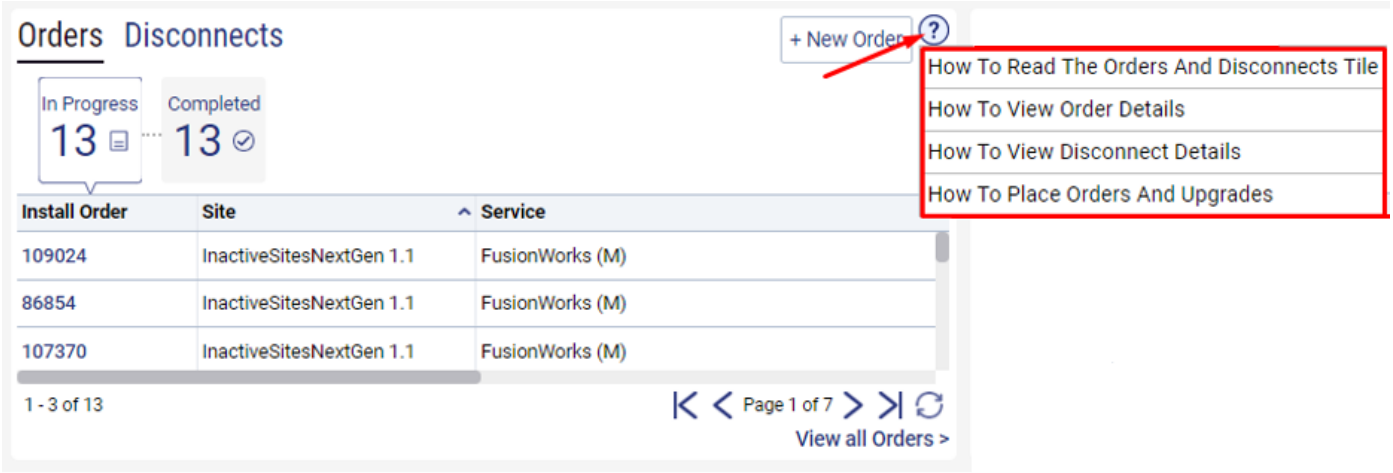


You can view all Orders or all Disconnects by selecting the link in the lower right corner of the tile:



When you are viewing Orders, you can place a new order by selecting the **+ New Order** button:

Note: Disconnects does not have an option to place a new disconnect. To disconnect a service, please contact your sales representative.



You can click the **Help (?) icon** (top right corner), to access helpful "How To" links to PDF User Guides which also provide quick clip video(s) for each section of the Tile: