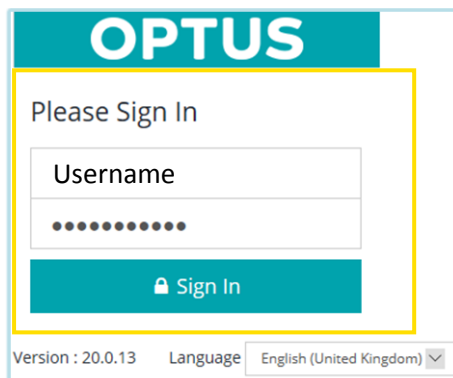


### Feature Overview

The Optus Loop portal provides real-time management of your phone system together with other Unified Communication features.

### Signing In

1. Enter the url <https://loop.optus.com.au/rep>
2. Enter your **Username** and **Password** (provided to you by Optus).
3. Click **Sign In**.

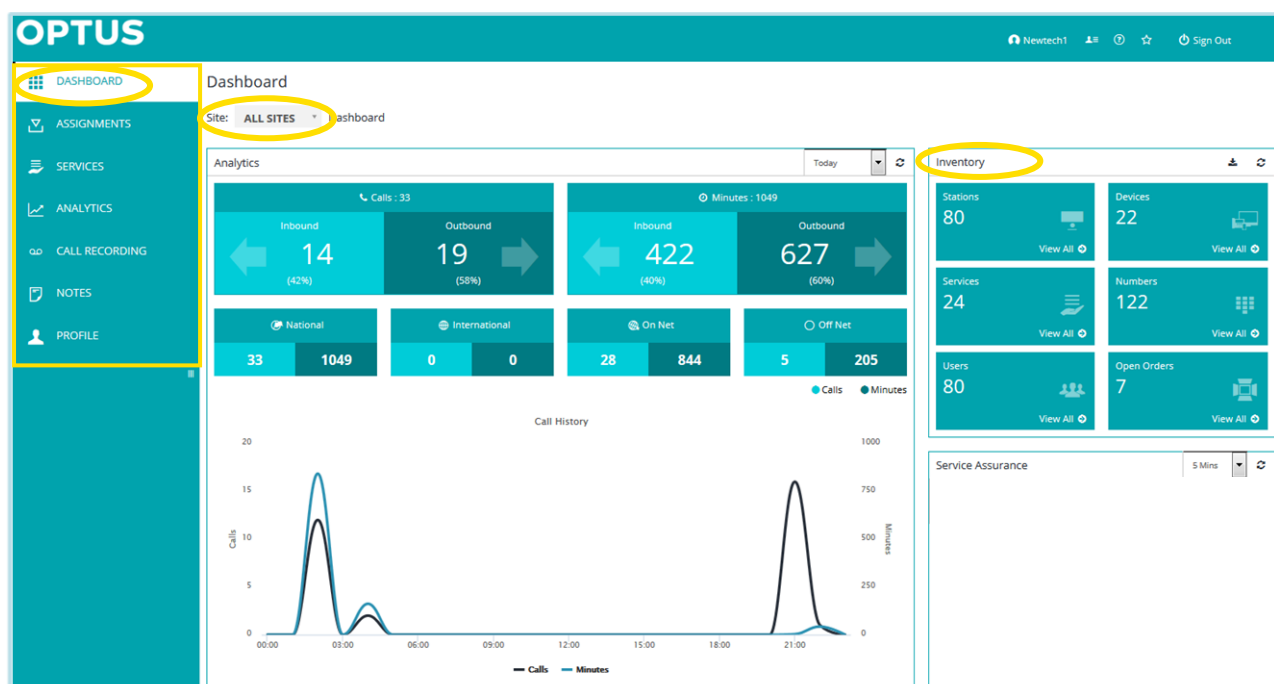


The screenshot shows the Optus sign-in interface. At the top is the 'OPTUS' logo. Below it, a yellow box highlights the 'Please Sign In' section, which contains a 'Username' input field, a password field represented by dots, and a 'Sign In' button. At the bottom of the page, it shows 'Version : 20.0.13' and a language dropdown set to 'English (United Kingdom)'.

### Dashboard

The Dashboard gives you an overview including an Inventory of all the **Optus Loop** features. The Dashboard makes it easy for Administrators to view all services, users and numbers at a Company or site level.

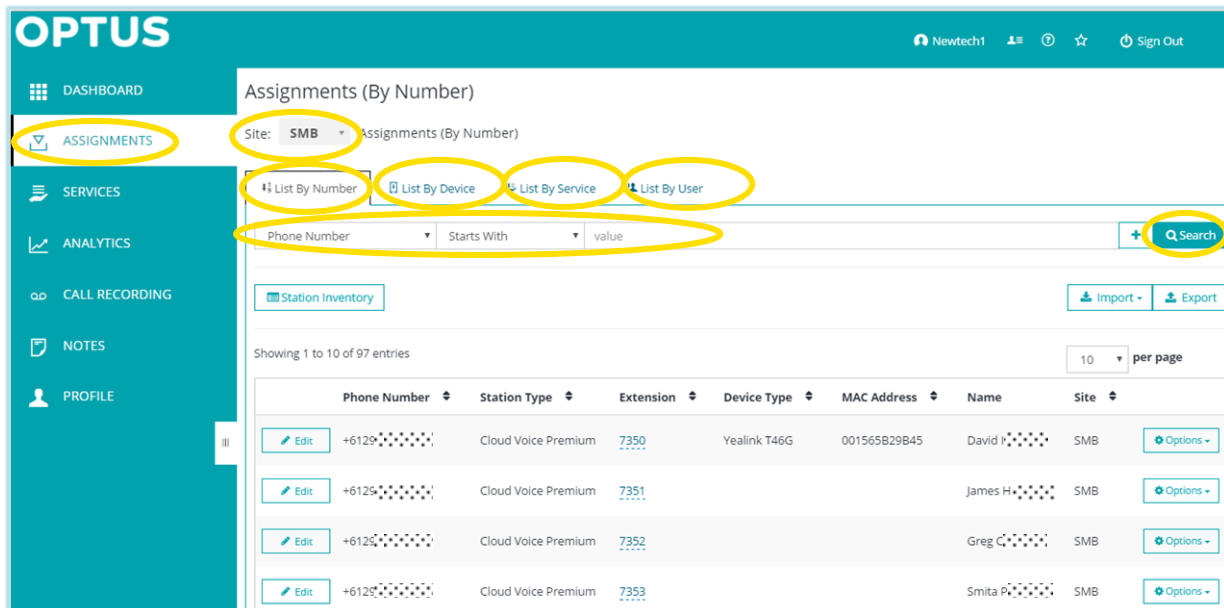
1. Select from any of the available **Menu** options (Assignments, Services, Analytics, Call Recording, Notes, Profile) to navigate through the features.
2. Select from the available **Sites**.



### Assignments

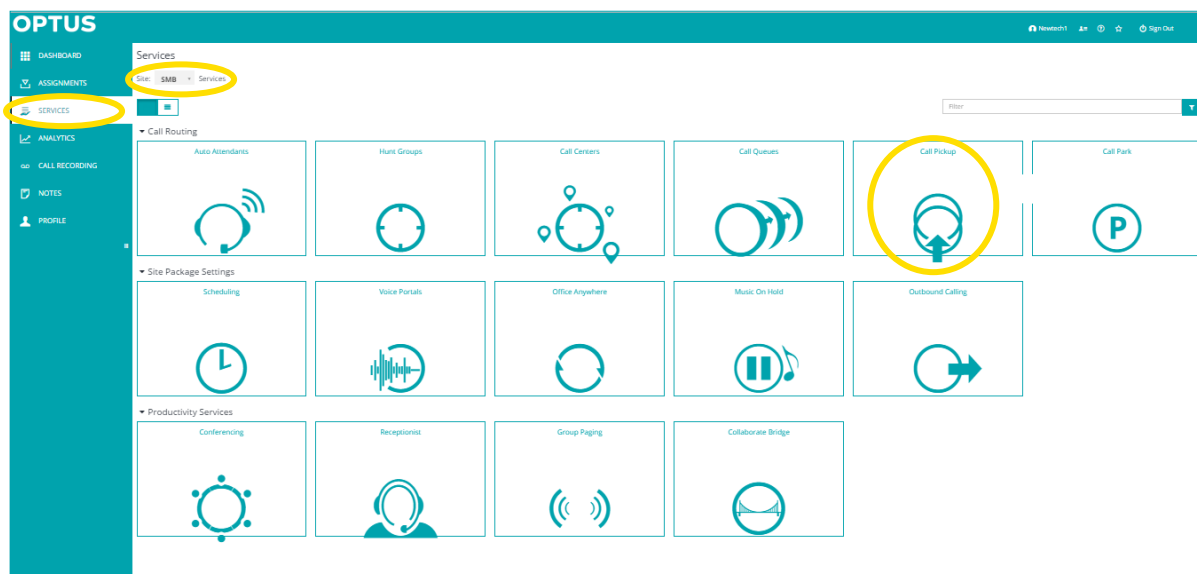
This is where you get an overall view of Company numbers, Devices, Services and Users. Making changes are easy from this Window.

1. Select from the available **Sites**.
2. Click on the corresponding **tabs** to view the information.
3. **Search** using the criteria displayed.



### Services

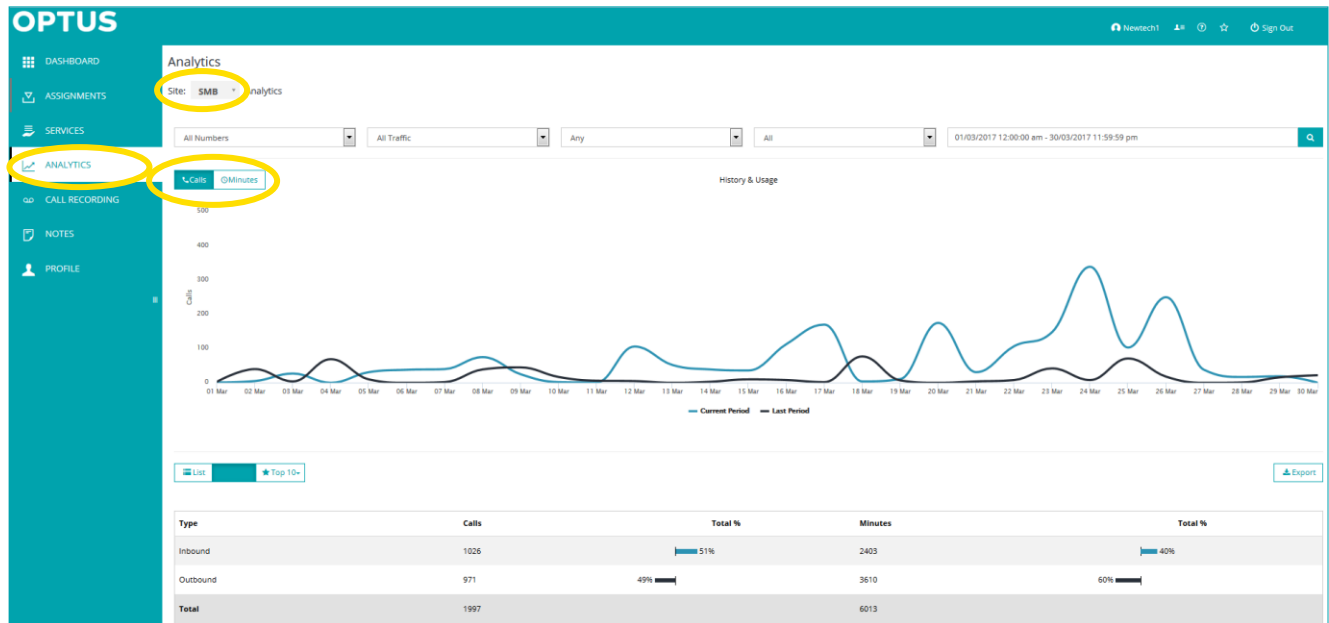
Here you can create or edit features such as – Auto Attendants, Hunt Groups, Call Pickup groups, Music on Hold and Receptionist.



1. Select from the available **Sites** and select the **Feature** you wish to perform.

## Analytics

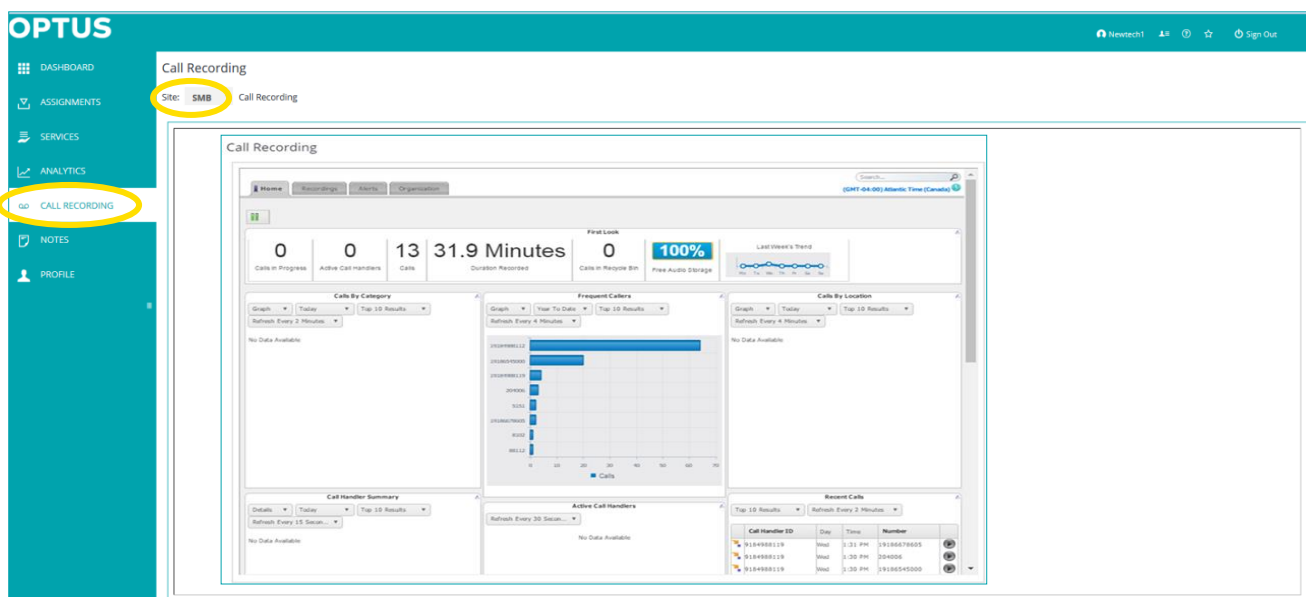
View Analytics to get an analysis of **Call History** and **Usage** in **Minutes** or **Calls**.



1. Select the required **Site**.
2. Select **Calls** or **Minutes** to view the data.

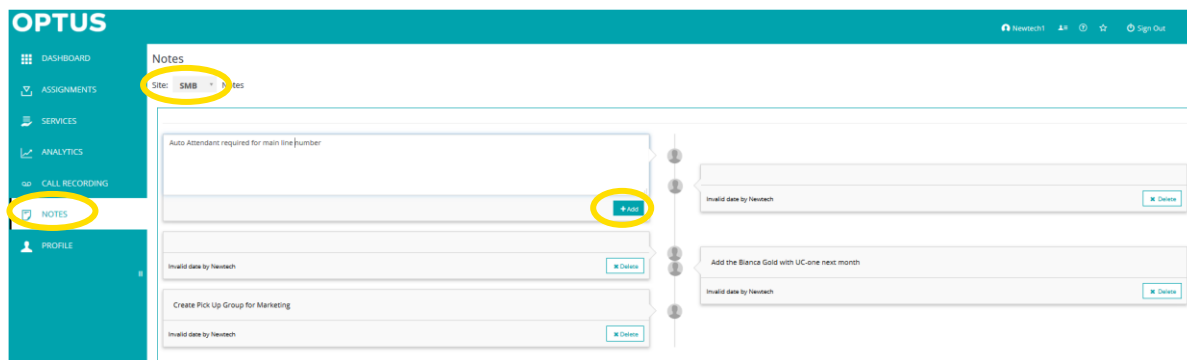
## Call Recording

If you have a Call Recording license assigned to you this is where you will get a snapshot view of the current call recording activity.



### Notes

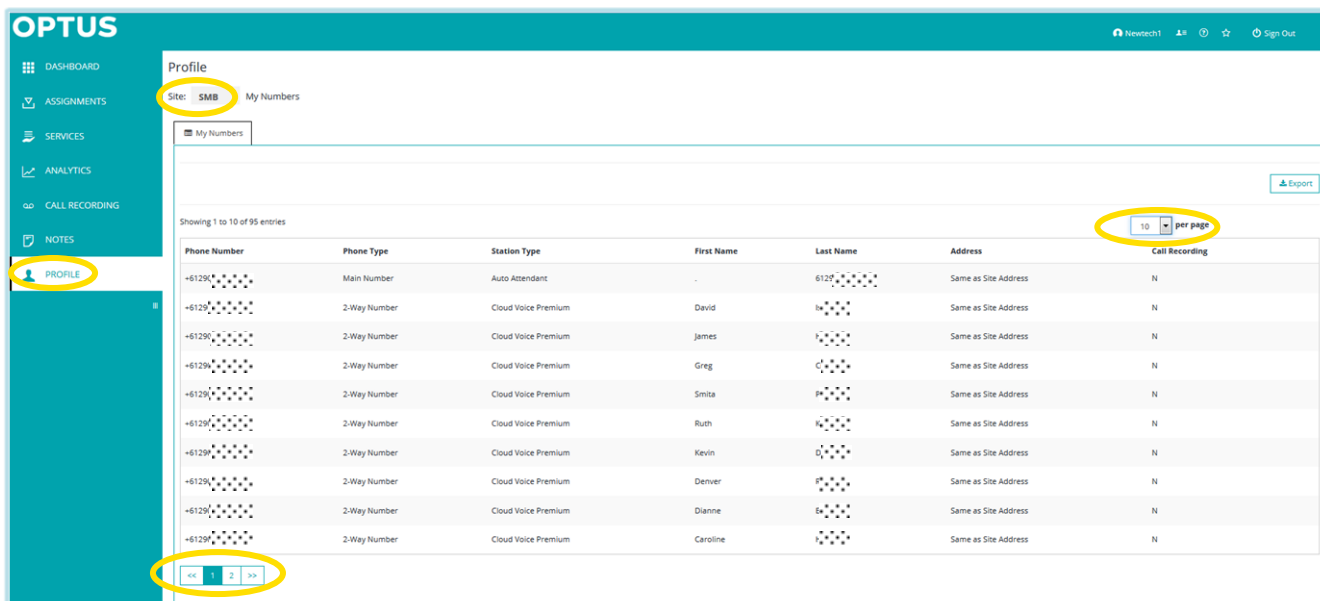
Notes is where we can share information between Administrators. One administrator can leave a note for another administrator to action, i.e. set up Mary Bloggs as a new user on the 10<sup>th</sup>.



1. Select from the available **Sites**.
2. Type your note and click on **Add**. All Administrators can view notes that have been added.

### Profile

View site specific information from the **Profile** menu to get an overview of site contact information, numbers and services provisioned.



1. Select from the available **Sites**.
2. Change the Number of Records you view per page – 10, 25, 50 or 100 by selecting from the **Per Page** dropdown.
3. Use the **Page Navigation** buttons to move through the pages.

## Sign Out of Optus Loop

When you are finished and wish to **Sign Out** of Optus Loop

1. Click on **Sign Out** to sign out of Optus Loop

