

ENTERPRISE & USER PANEL ACCESS

To access the **Enterprise** panel and manage company settings:

1. Log in to the **OMNI Panel** using your username and password.
2. Click the **Enterprises** link on the left-hand side of the screen to access the **Manage Enterprises** page.
3. Type the name of the enterprise you would like to manage into the search bar. When the name appears underneath, click the arrow beside it to open the **Enterprise** page in a new window.
NOTE: Make sure to click the **arrow** if you would like to manage enterprise settings. To edit enterprise information, click the name, or search for the enterprise and click the corresponding edit button on the results page.

To access a **User** panel and manage individual extension settings:

1. Use the instructions above to log in to the **Enterprise** panel.
2. If the **Extensions** page does not appear in the new window, click the **Extensions** link on the left-hand side of the screen.
3. Type the name or number of the extension you would like to manage into the search bar. When the extension appears underneath, click the arrow beside it to open the extension's page in a new window.
NOTE: Make sure to click the **arrow** if you would like to manage extension settings. To edit extension information, click the name, or search for the extension and click the corresponding edit button on the results page.