

# My Portal

## Overview

When you log into *up.time*, the first screen you see is the *My Portal* panel. The *My Portal* panel gives quick access to basic *up.time* functions and to saved reports. The *My Portal* panel is divided into several sections:

### Assistance

The top portion of the *My Portal* panel gives you quick access to:

- tutorials that demonstrate how to perform basic tasks in *up.time*
- *up.time*'s online help
- the uptime software community support forums

There is also a search engine with which you can find information in the Client Care Web site Knowledge Base and support forums.

### My Preferences

The *My Preferences* section enables you to:

- View your user account settings. Click the *View* icon or your user name to open your account settings in the subpanel. You can also edit your user information by clicking

*Edit User*

- Change your user account settings. Click the *Edit* icon. The Edit User window appears. See [Editing User Information](#) for details on editing your user account settings.

### Latest up.time Articles

The *Latest up.time Articles* section contains a list of recent Knowledge Base articles. This list is fed to the *My Portal* panel via RSS (Really Simple Syndication, a method for delivering summaries of and links to Web content). You simply click the title of the article to open it in your Web browser.

### up.time Information

The *up.time Information* section contains the following information about your Monitoring Station:

- Whether or not updates are available. If an update is available, there will be a link to the uptime software Client Care Portal where you can download the update.
- The status of your license, including the type of license and the numbers remaining before the license expires.

### My Alerts

The *Current Issues* section contains a list of systems that are in a warning or critical state.

### Saved Reports

The *Saved Reports* tab lists the reports that you have scheduled and saved. For more information on scheduling reports, see [Scheduling Reports](#).

This section contains the following information about the reports:

- the name of the report
- an optional description of the report
- whether or not the report is scheduled to run at a specific time
- whether or not the report will be saved to a directory on the Monitoring Station or on another server
- the time at which the report will next be run, in the following format:

Wed Oct 12 14:30:00 EDT 2005



*Note - The My Portal panel only displays the reports and graphs that you have defined. However, a system administrator or a user with administrator privileges can view all saved reports.*

### Custom Dashboards

A custom dashboard tab displays the contents of an external Web page that is referenced by URL. Creating one or more custom tabs allows *up.time* users to view customized content through *My Portal*.

Custom dashboards are visible to members of specific, dashboard-related User Groups. For information on configuring a custom dashboard, see [Custom Dashboard Tabs](#).