

# TPx Customer Portal

## UCx Administration – Announcements

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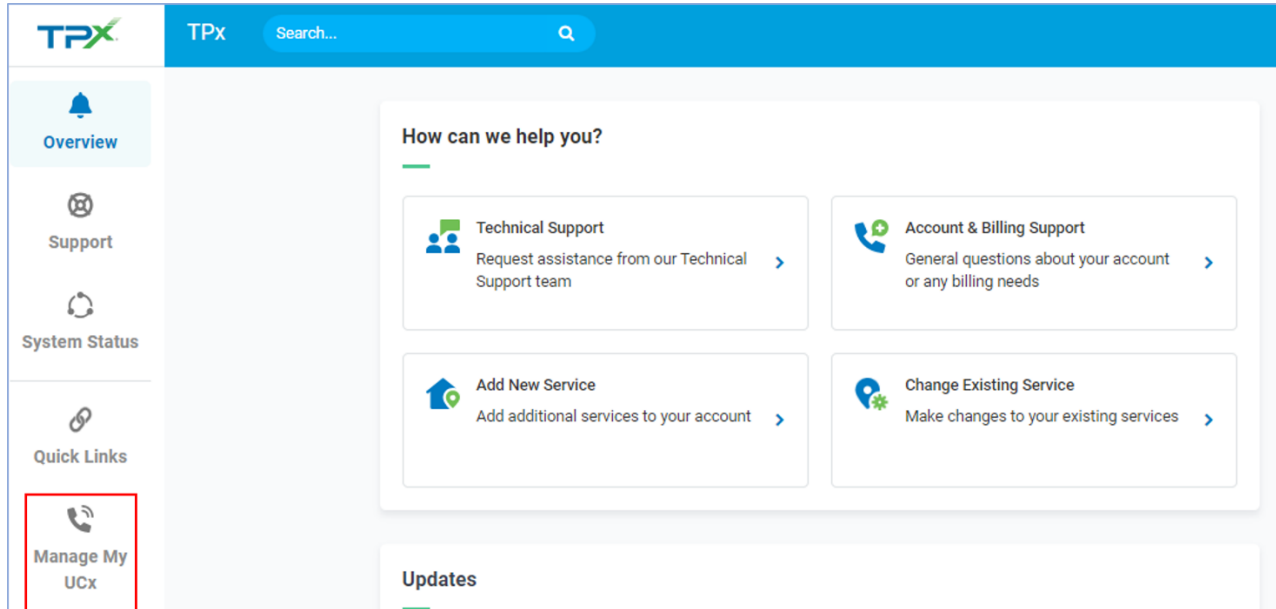


# TABLE OF CONTENTS

How to Access UCx settings .....	3
Announcement Repository Management.....	4
Location Repository .....	4
User Repository .....	4
Add an Announcement .....	5

# HOW TO ACCESS UCX SETTINGS

1. Log into the [TPx Customer Portal](#) and select **Manage My UCx** from the main menu as shown below.



**NOTE:** Register to the TPx Customer Portal [here](#). The Manage My UCx feature is being released in phases. If you do not see the Manage My UCx link, please select **Change Existing Service** to submit your change request. Access to the legacy voice portal is still available [here](#).

# ANNOUNCEMENT REPOSITORY MANAGEMENT

Announcement Repositories can be managed across two main areas. The specific Location (Group) or at the User level. The repository stores audio files used by various areas of the platform.

## LOCATION REPOSITORY

1. From the Dashboard, go to **Menu**.
2. Select **Announcement Repository**.

The screenshot shows the TPX interface. The top navigation bar includes the TPX logo, the user name 'TPx Odin (nmarquis895\_gmail-odin@bas1)', and dropdown menus for 'Resources', 'Search', 'My Ids', and 'My Account'. The breadcrumb trail is 'Dashboard / Groups / 999990 / Announcement Repository'. On the left, a 'Menu' sidebar lists 'Dashboard', 'Announcement Repository' (highlighted with a red box), 'Business Profile', 'Business Schedules', and 'Users'. The main content area is titled 'Announcement Repository' and contains a table with the following data:

Name ^	Type	Size
Open.wav	WAV	233

1 total items

## USER REPOSITORY

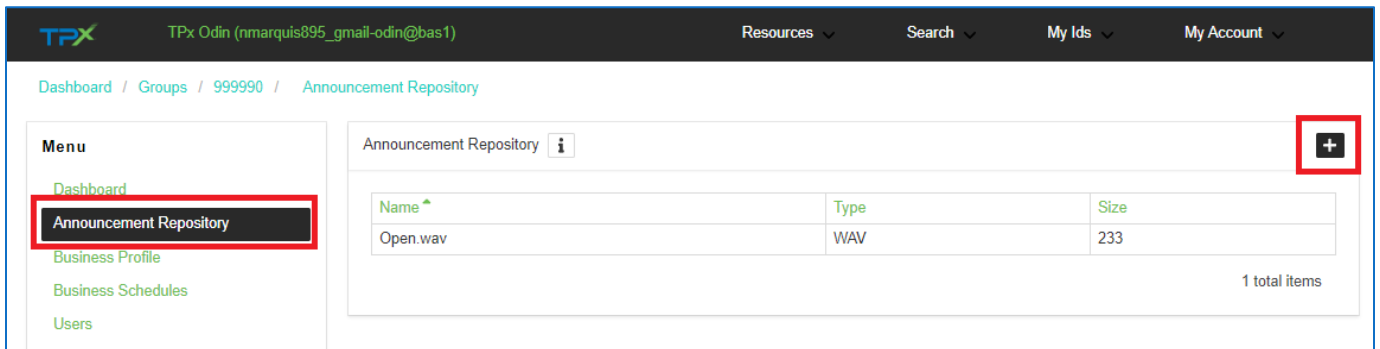
1. From the Dashboard, go to **Management**.
2. Select **User Announcements**.

The screenshot shows the TPX interface. The top navigation bar includes the TPX logo, the user name 'TPx Odin (nmarquis895\_gmail-odin@bas1)', and dropdown menus for 'Resources', 'Search', 'My Ids', and 'My Account'. The breadcrumb trail is 'Dashboard / Groups / 999990 / Users / 5085565523@d1-dscicorp.com / User Announcements'. On the left, a 'Menu' sidebar lists 'Dashboard' and 'Management', with 'User Announcements' (highlighted with a black box) under 'Management'. The main content area is titled 'User Announcements' and contains a table with the following data:

Name ^	Type	Size
No Data Found		

# ADD AN ANNOUNCEMENT

1. Go to **Menu**.
2. Select **Announcement Repository**.
3. Click the **+** button.



4. Select the audio file to upload and click **Save**. The portal automatically converts the file into the right format.

