


# The Gamma AI Concierge Portal Overview

## Please Note:

- Your Gamma AI Concierge portal account details will be sent to the email address set in the **Customer Email** field during the order journey. You will need to change your password during the initial login.

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**Gamma AI Concierge**  
Gamma AI Concierge is an AI-powered assistant designed for SMBs. Its core strength is automating appointment scheduling and call handling, integrating seamlessly with four leading calendar platforms. By reducing missed calls and manual diary management, it helps businesses deliver a consistent, professional customer experience around the clock.  
[Learn more](#)

Quantity: 1

Product details

Customer Reference: *	Monthly Minutes Cap: *	Entitlement
Customer1	1500	First 100 Minutes Inclusive 100 Minute Upfront
Overage Percentage: *	Business Name: *	Usage Rates
% 0	Test Business	AI Concierge Tariff Per Minute E0.30 / Minute
Postcode: *	Customer Email: *	
	customer@gamma.co.uk	

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## The Dashboard

The dashboard is the first page you see when logging in to the Gamma AI Concierge portal. This page collates your AI assistant data, including number of calls handled, the sentiment observed during the call, and appointments booked.

# Assistants

This section is where you create and configure your AI assistants. You can also test call your assistant/s and connect them to a particular calendar integration.

# Calendar Integration

Here you can connect your calendar service to the AI assistant, allowing it to access and create bookings on your behalf. Multiple calendar services are supported, including Outlook and Google Calendar.

# Appointments

This page collates all appointments that have been created by your AI assistants, and can be filtered by date, calendar service and the AI assistant that created it.

# Call Records

All calls handled by your AI assistants will appear here. Calls can be filtered by date and by specific assistant. Each call can be explored using the eye icon, letting you see the call summary, read a full transcript and listen to the call recording.

# Notifications

All AI Concierge notifications will be collected here.

# Billing & Usage

The final section will outline your current usage in minutes, including a breakdown of usage by assistant, and a summary of your minutes allowance.