

Departments

As the company administrator you have the ability under the "Administrator" tab to add and manage departments, so that users and services can be associated to them.

Set Up Departments

Step 1

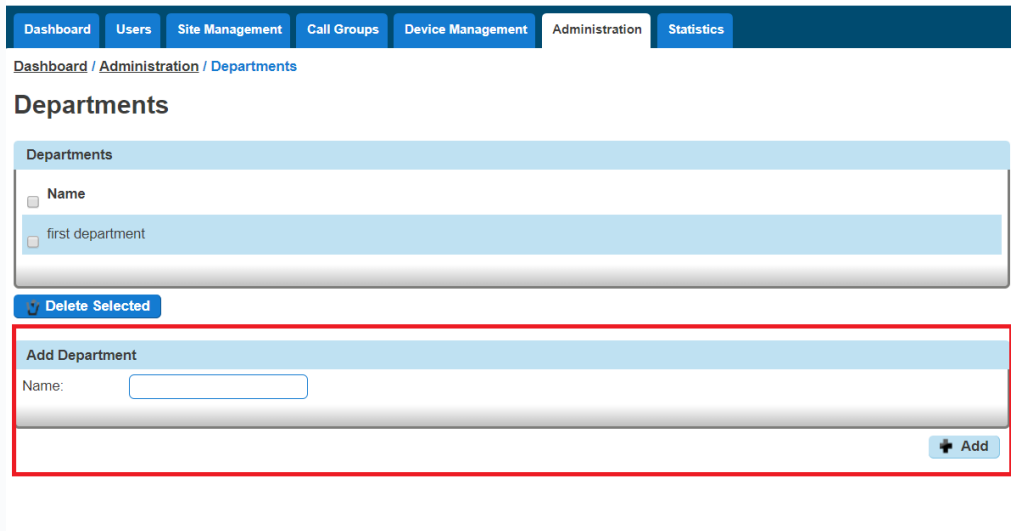
Log into the Gamma Portal and go to Provisioning and Service Management, Hosted, Horizon and Horizon Manage Company.

Step 2

Select your account and login to the company that you want by using the "Actions" button and selecting "Login to Horizon".

Step 3

Click the "Administration" option and then select "Departments". Enter the name of a department and click "Add"



Delete Departments

Step 1

Log into the Gamma Portal and go to Provisioning and Service Management, Hosted, Horizon and Horizon Manage Company.

Step 2

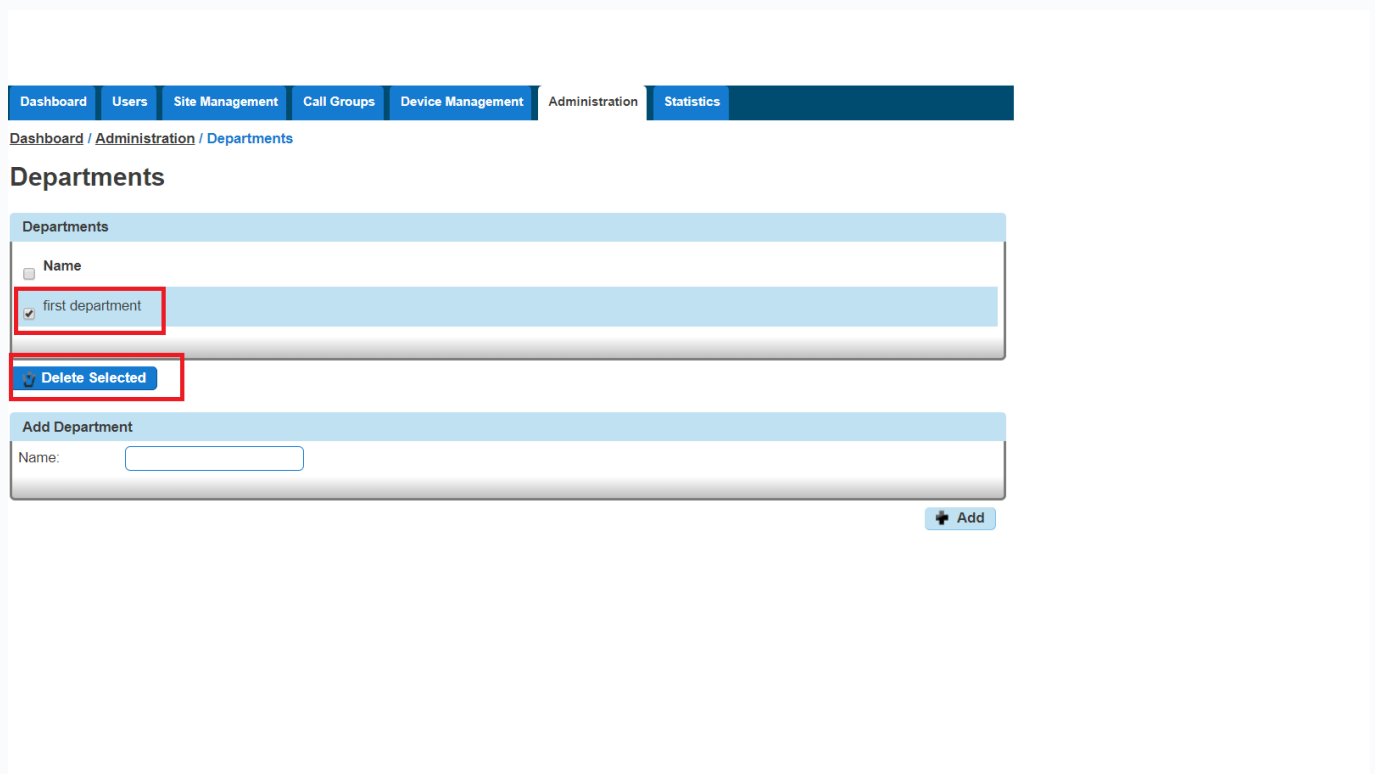
Select your account and login to the company that you want by using the “Actions” button and selecting “Login to Horizon”.

Step 3

Click the “Administration” option and then select “Departments”.

Select the Department that you wish to delete by using the tick-box next to it and then click “Delete

Selected”.



Add/Remove Users from Departments

Step 1

Log into the Gamma Portal and go to Provisioning and Service Management, Hosted, Horizon and Horizon Manage Company.

Step 2

Select your account and login to the company that you want by using the “Actions” button and selecting “Login to Horizon”.

Step 3

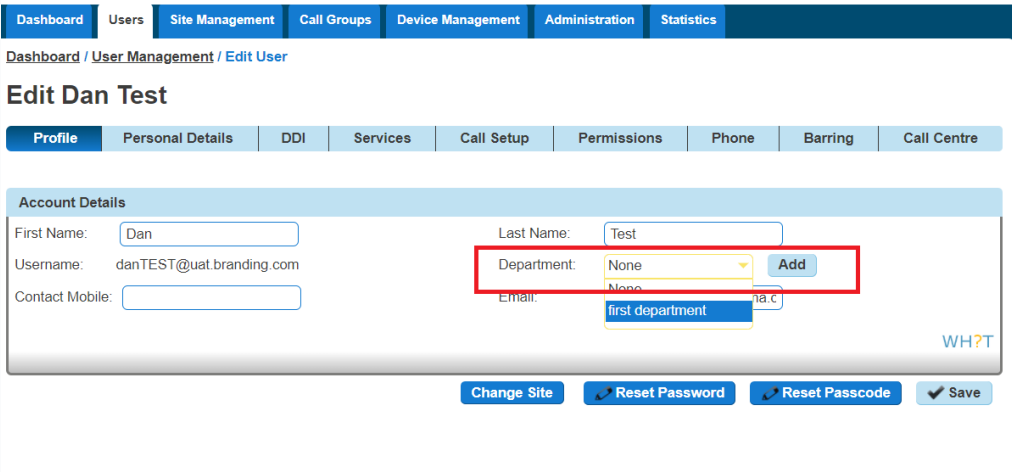
Click the “Users” option and then select “List Users” so you can search for the user that you want

add/remove the department for.

Locate the user and click the "Edit" button.

Step 4

On the "Profile" table you can select the Department of a user. If you wish for a user not to be assigned to a department then select the option "None". Click Save.



The screenshot shows a web interface for editing a user profile. The breadcrumb trail is "Dashboard / User Management / Edit User". The page title is "Edit Dan Test". There are several tabs: "Profile", "Personal Details", "DDI", "Services", "Call Setup", "Permissions", "Phone", "Barring", and "Call Centre". The "Profile" tab is active. Under "Account Details", there are input fields for "First Name" (Dan), "Last Name" (Test), "Username" (danTEST@uat.branding.com), and "Contact Mobile". The "Department" dropdown menu is open, showing "None" as the selected option and "first department" as a suggestion. An "Add" button is next to the dropdown. At the bottom, there are buttons for "Change Site", "Reset Password", "Reset Passcode", and "Save".