

Account and Authorisation Codes

Account codes are enabled to track calls made by defined users outside the Horizon Company by prompting the users for an account code.

You have the option of setting up a list of optional and mandatory groups. In order to enter a code in either group you will need to dial *71, then the account code, and then the number to be dialled.

Authorisation codes are used to perform authorisation of calls made outside of a calling group by prompting the user for an authorisation code. This could be for example where a phone is located in a public area and calls are to be restricted.

You can only use an Account Code if you have Authorisation Codes disabled. You cannot have both running concurrently.

Account and Authorisation Codes can only be set up by a Company Administrator.

Switch Account Codes On/Off

Step 1

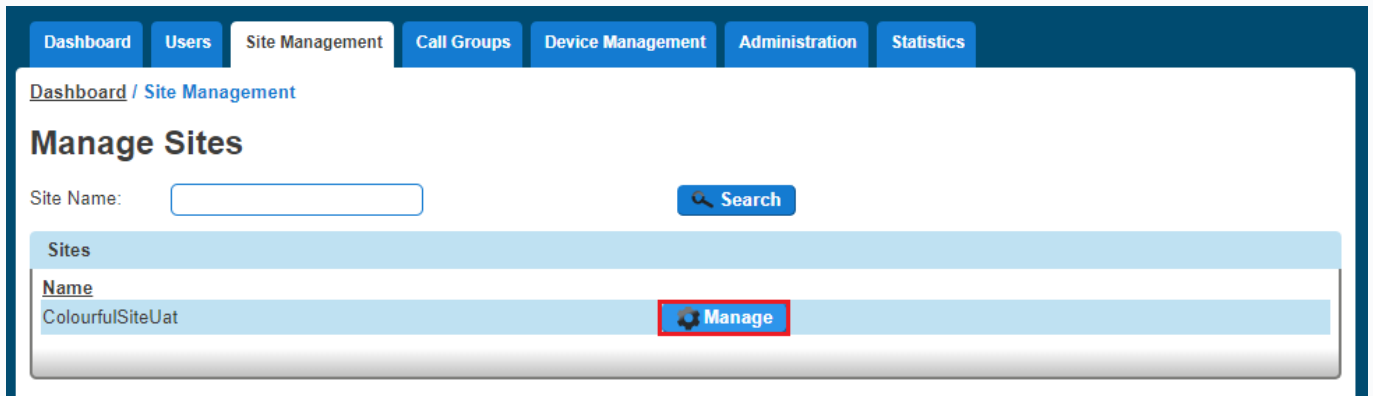
Log into the Gamma Portal and go to Provisioning and Service Management, Hosted, Horizon and Horizon Manage Company.

Step 2

Select your account and locate the company that you want to update the Account Codes for. Using the "Actions" button select "Login to Horizon".

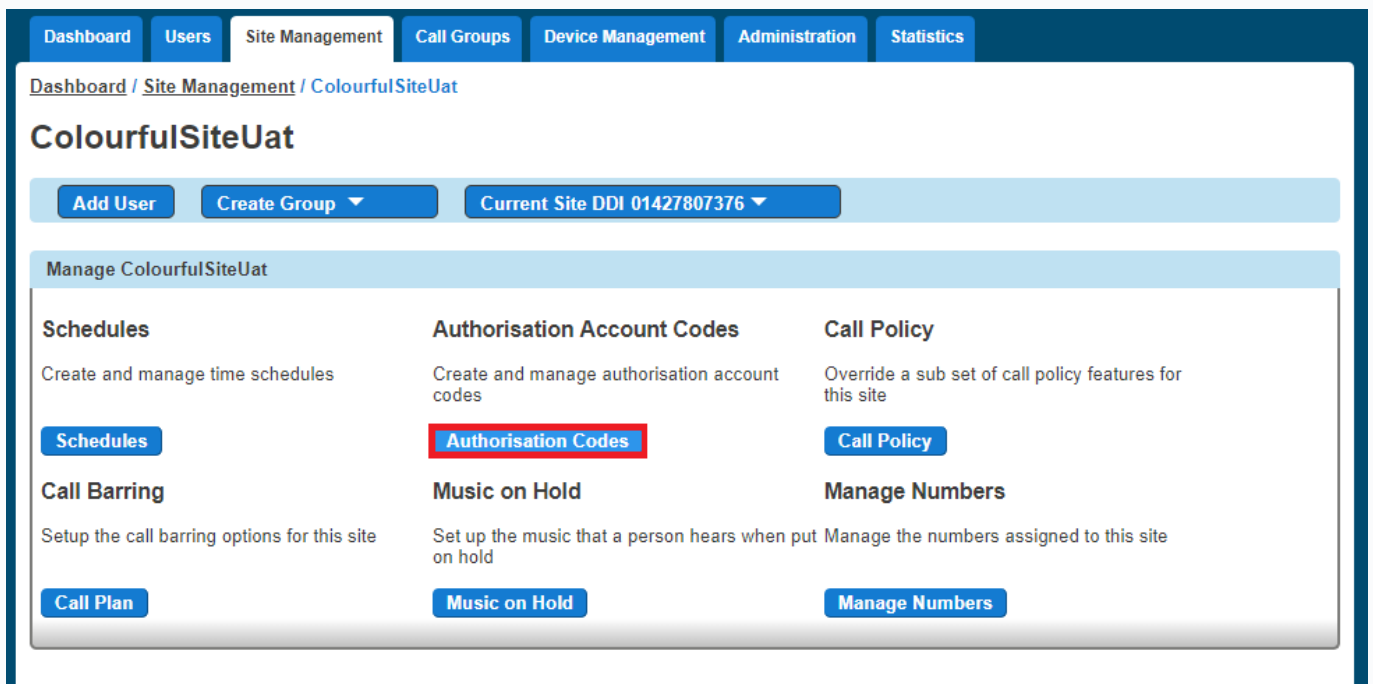
Step 3

Select "Site Management" and then click the "Manage" button of the site that you wish to switch Account Codes on or off for.



Step 4

Select "Authorisation Codes"



Step 5

To switch off the account codes you should make sure that the "Enabled Codes" button is set to "Off".

To switch on account codes you should set “Enable Codes” to “On”, and select how many digits you want before clicking “Save.” The code length can be between 2 and 14 digits.

[Dashboard](#) / [Site Management](#) / [ColourfulSiteUat](#) / [Auth Code Administration](#)

ColourfulSiteUat Auth Account Code Administration

[Manage ColourfulSiteUat](#)

Code Structure

Enable Codes off Code Length

Step 6

Now you should select to use Account Codes and then select “Manage Codes” once this has been selected.

[Dashboard](#) / [Site Management](#) / [ColourfulSiteUat](#) / [Auth Code Administration](#)

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Code Structure

Enable Codes on Code Length

Administration Code

Authorisation Codes Account Codes

Only one code structure may be used at a time. When switching from one structure to another any selected users will be preserved.

Step 7

From here you can add and delete codes.

To Add an Account Code you add the details in the “Code” and the “Description” text boxes.

To Delete an Account Code you simply select the code from the table and press “Delete Selected”.

ColourfulSiteUat Auth Account Code Administration

Manage ColourfulSiteUat

Code Results

Code Description

No Records Found

Delete Selected

Add Code

Code: 123456

Description: TEST

Back

Add

Once you've clicked "Add", you can go "Back" and then you can save your changes by clicking the "Save" button.

ColourfulSiteUat Auth Account Code Administration

Manage ColourfulSiteUat

Code Structure

Enable Codes

Code Length 6

Save

Administration Code

Authorisation Codes

Switch to this

Account Codes

Manage Users

Only one code structure may be used at a time. When switching from one structure to another any selected users will be preserved.

Manage Codes

Manage Account Code Users

Step 1

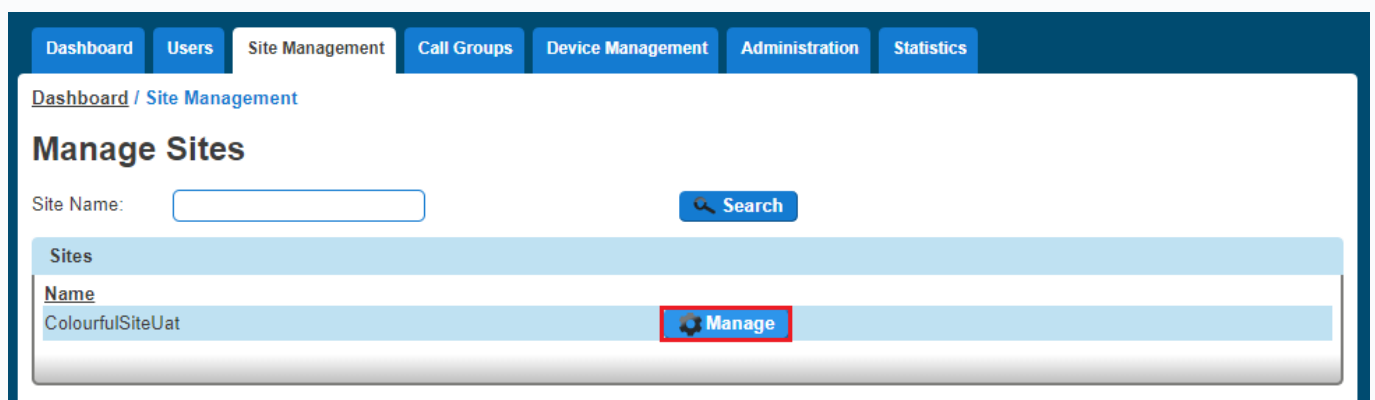
Log into the Gamma Portal and go to Provisioning and Service Management, Hosted, Horizon and Horizon Manage Company.

Step 2

Select your account and locate the company that you want to update the Account Codes for. Using the “Actions” button select “Login to Horizon”.

Step 3

Select “Site Management” and then click the “Manage” button of the site that you wish to switch Account Codes on or off for.



The screenshot shows a web application interface with a dark blue header containing navigation tabs: Dashboard, Users, Site Management, Call Groups, Device Management, Administration, and Statistics. Below the header, the breadcrumb path is 'Dashboard / Site Management'. The main heading is 'Manage Sites'. There is a search form with the label 'Site Name:' and a 'Search' button. Below the search form is a table with the following structure:

Sites	
Name	
ColourfulSiteUat	Manage

Step 4

Select “Authorisation Codes”

Dashboard | Users | Site Management | Call Groups | Device Management | Administration | Statistics

Dashboard / Site Management / ColourfulSiteUat

ColourfulSiteUat

[Add User](#) [Create Group](#) [Current Site DDI 01427807376](#)

Manage ColourfulSiteUat

Schedules Create and manage time schedules Schedules	Authorisation Account Codes Create and manage authorisation account codes Authorisation Codes	Call Policy Override a sub set of call policy features for this site Call Policy
Call Barring Setup the call barring options for this site Call Plan	Music on Hold Set up the music that a person hears when put on hold Music on Hold	Manage Numbers Manage the numbers assigned to this site Manage Numbers

Step 5

Select “Manage Users” and then you can add your Mandatory and Optional users in the relevant tables.

ColourfulSiteUat Auth Code Administration

[Manage ColourfulSiteUat](#)

Select Users

Search...

<input checked="" type="checkbox"/> Mike Test <input checked="" type="checkbox"/> Lindis Test <input checked="" type="checkbox"/> Dan Test	Mandatory Louise Test X Bernice Test X Mircea Test X + Add Selected
	Optional + Add Selected

[Cancel](#) [Save](#)

To remove a user you just simply have to click the “X” next to the user. Once you’ve finished making

all your changes you just need to click “Save”.

Switch Authorisation Codes On/Off

Step 1

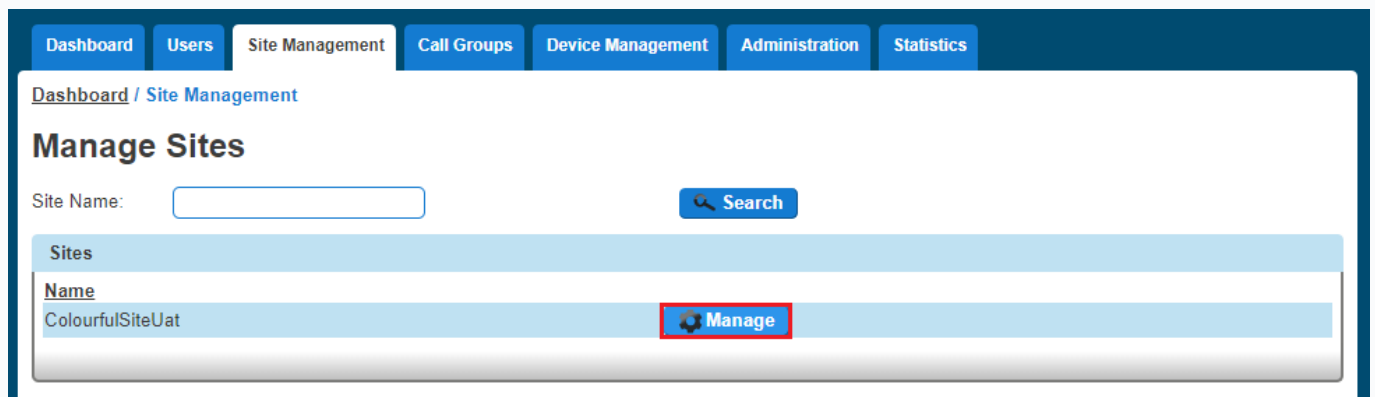
Log into the Gamma Portal and go to Provisioning and Service Management, Hosted, Horizon and Horizon Manage Company.

Step 2

Select your account and locate the company that you want to update the Authorisation Codes for. Using the “Actions” button select “Login to Horizon”.

Step 3

Select “Site Management” and then click the “Manage” button of the site that you wish to switch Authorisation Codes on or off for.



Step 4

Select “Authorisation Codes”

Dashboard / Site Management / ColourfulSiteUat

ColourfulSiteUat

Add User Create Group Current Site DDI 01427807376

Manage ColourfulSiteUat

Schedules Create and manage time schedules Schedules	Authorisation Account Codes Create and manage authorisation account codes Authorisation Codes	Call Policy Override a sub set of call policy features for this site Call Policy
Call Barring Setup the call barring options for this site Call Plan	Music on Hold Set up the music that a person hears when put on hold Music on Hold	Manage Numbers Manage the numbers assigned to this site Manage Numbers

Step 5

To switch off the authorisation codes you should make sure that the “Enabled Codes” button is set to “Off”.

To switch on account codes you should set “Enable Codes” to “On”, and select how many digits you want before clicking “Save.” The code length can be between 2 and 14 digits.

Dashboard / Site Management / ColourfulSiteUat / Auth Code Administration

ColourfulSiteUat Auth Account Code Administration

Manage ColourfulSiteUat

Code Structure

Enable Codes off Code Length 6

Save

Step 6

Now you should select to use Authorisation Codes and then select “Manage Codes” once this has been selected.

Step 7

From here you can add and delete codes.

To Add an Authorisation Code you add the details in the “Code” and the “Description” text boxes.

To Delete an Authorisation Code you simply select the code from the table and press “Delete Selected”.

Once you’ve clicked “Add”, you can go “Back” and then you can save your changes by clicking the “Save” button.

Manage Authorisation Code Users

Step 1

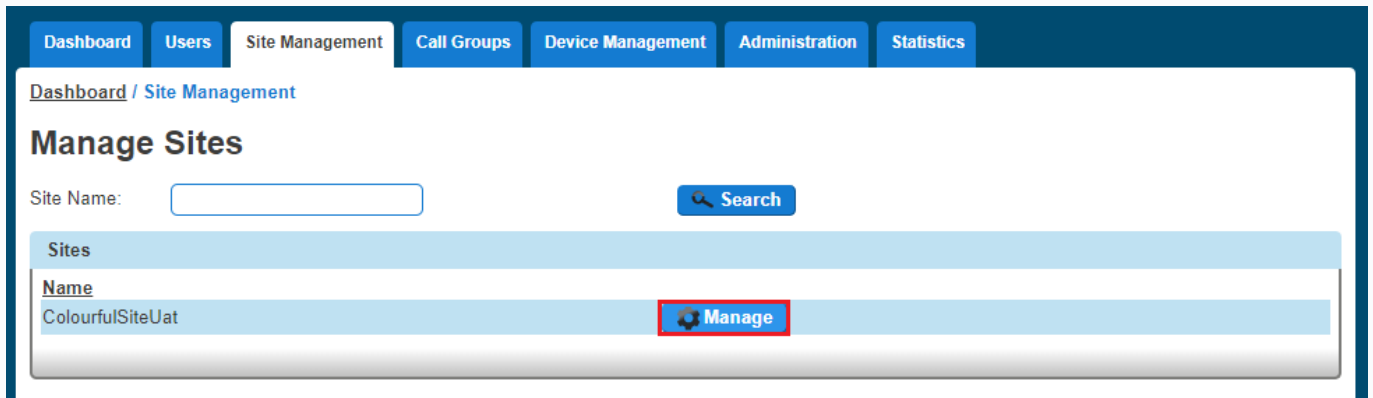
Log into the Gamma Portal and go to Provisioning and Service Management, Hosted, Horizon and Horizon Manage Company.

Step 2

Select your account and locate the company that you want to update the Authorisation Codes for. Using the “Actions” button select “Login to Horizon”.

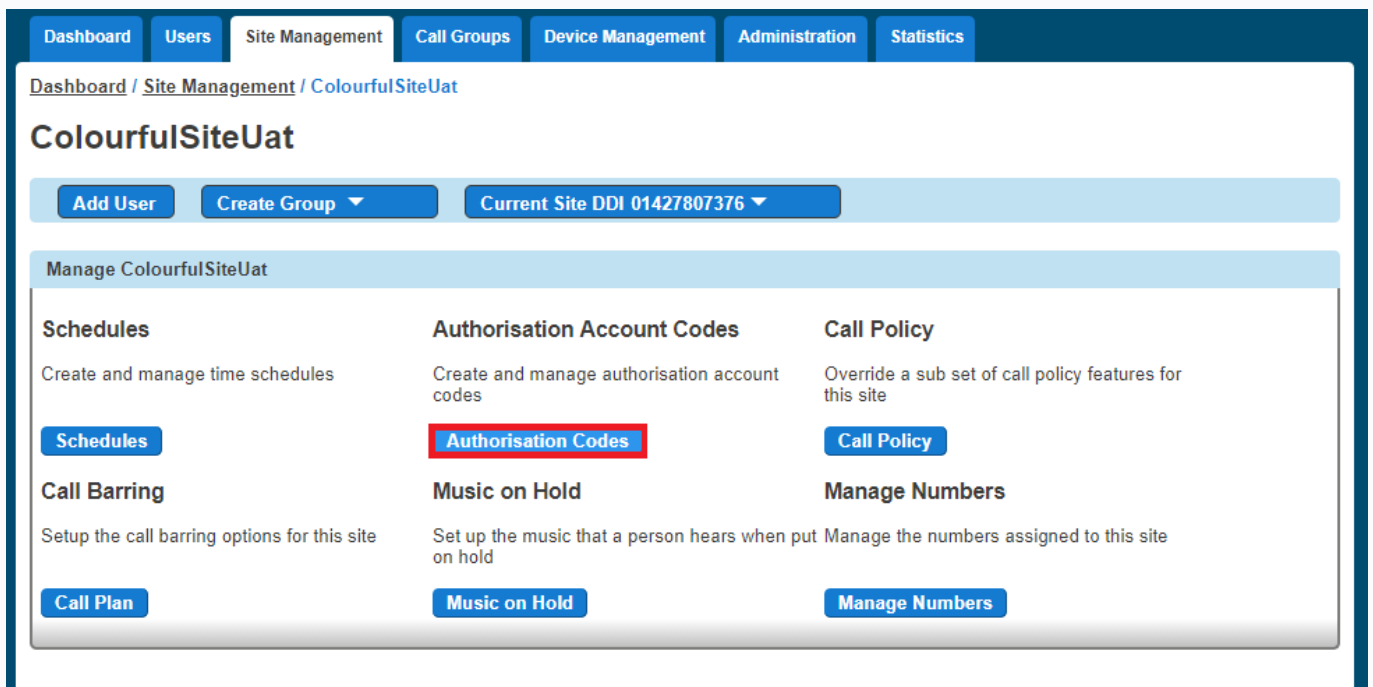
Step 3

Select “Site Management” and then click the “Manage” button of the site that has the Authorisation Codes you wish to edit the users for.



Step 4

Select "Authorisation Codes"



Step 5

Select "Manage Users" and then you can add your Mandatory and Optional users in the relevant tables.

Select Users

- Mike Test
- Lindis Test
- Dan Test

Mandatory

- Louise Test
- Bernice Test
- Mircea Test

Optional

To remove a user you just simply have to click the "X" next to the user. Once you've finished making all your changes you just need to click "Save".