

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

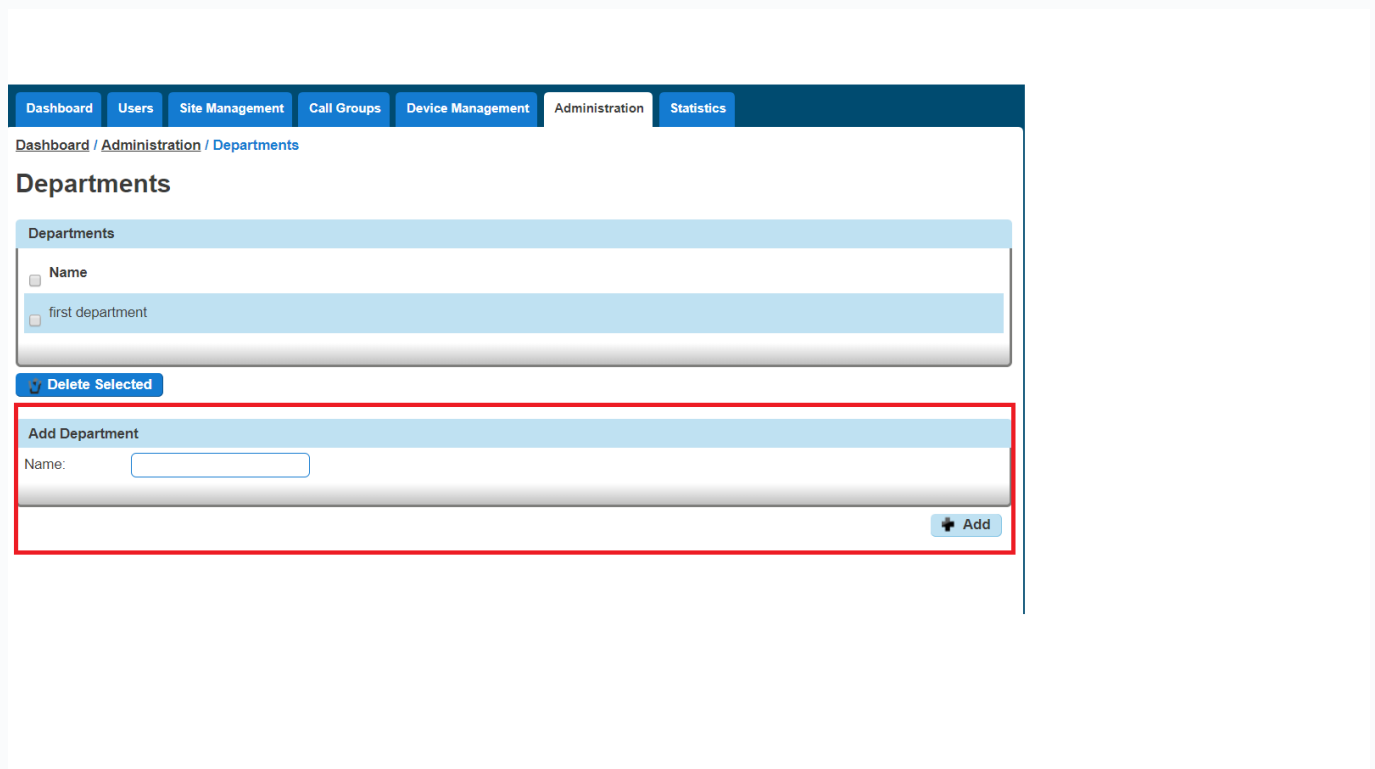
Log into the Gamma Portal and go to Provisioning and Service Management, Hosted, Horizon and Horizon Manage Company.

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.

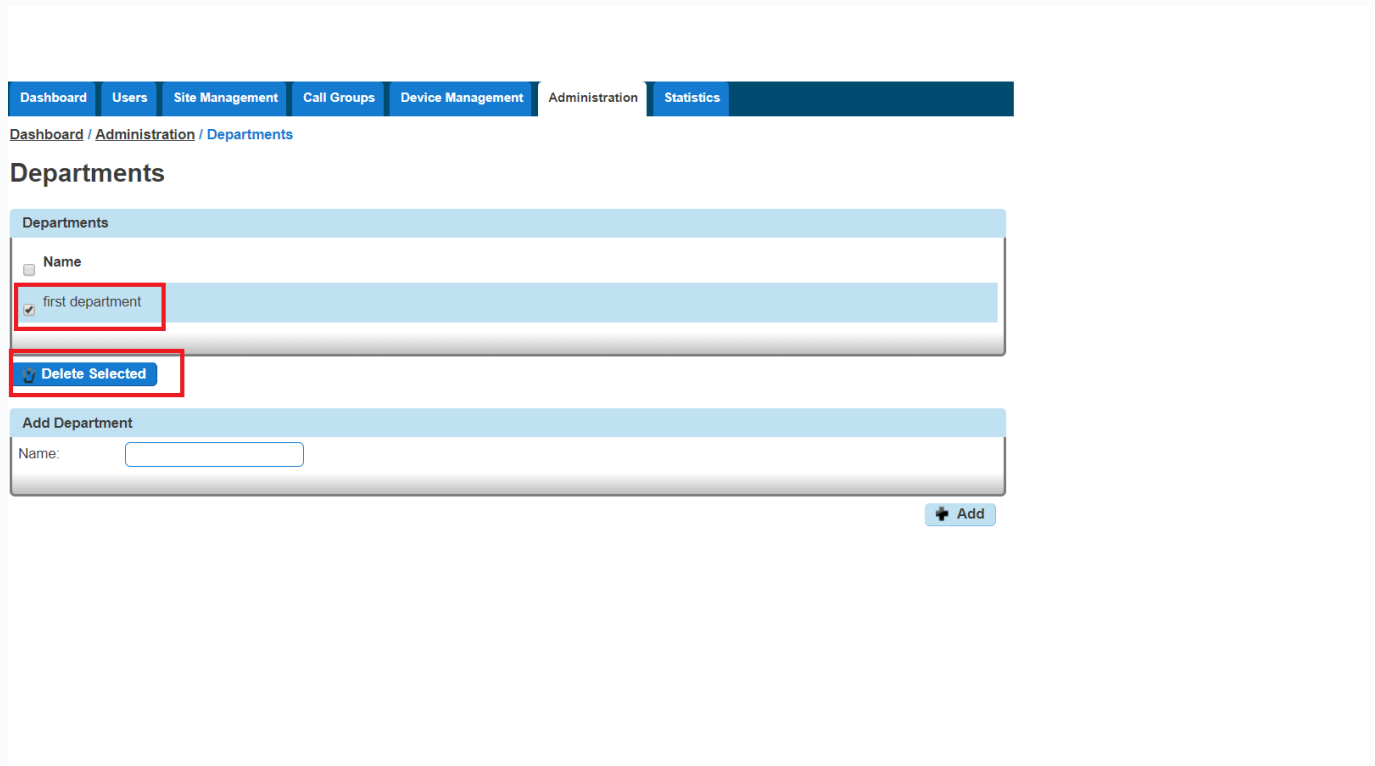
Step 2

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. At the top, there is a navigation bar with tabs: Dashboard, Users, Site Management, Call Groups, Device Management, Administration, and Statistics. Below this, the breadcrumb trail reads 'Dashboard / User Management / Edit User'. The main heading is 'Edit Dan Test'. A secondary navigation bar contains tabs: Profile, Personal Details, DDI, Services, Call Setup, Permissions, Phone, Barring, and Call Centre. The 'Profile' tab is active. The 'Account Details' section contains several input fields: First Name (Dan), Last Name (Test), Username (danTEST@uat.branding.com), and Contact Mobile. The Department field is a dropdown menu currently set to 'None', which is highlighted with a red box. An 'Add' button is next to it. A dropdown menu is open below the Department field, showing 'first department' and 'na.c'. At the bottom of the form, there are four buttons: Change Site, Reset Password, Reset Passcode, and Save.