

# Horizon Sites

## Add/Remove Sites

You should have collated all the required information for this part of the process during the site survey stage.

At this stage you can order the following services:

|          |   |
|----------|---|
| Numbers  | New number ranges with area codes of your choice  |
| Bolt-Ons | Additional bolt-ons required for your Company, such as Collaborate, Hunt Groups, Voicemail etc. |
| Hardware | Handsets, power supplies & peripherals  |

Please note that the services you order at this stage are tied to the customer site you have just created.

### **Step 1**

From the Gamma Portal, go to "Provisioning and Service Management", "Hosted", "Horizon" and "Horizon Manage Company".

### **Step 2**

Find the company that you wish to add sites to using the Actions drop-down to select "Manage Sites"

## Manage Horizon

Use this screen to manage sites, subscriptions and users. Controls to do this can be found in the actions column.

Account: XXXX Gamma UAT 2 - 44001389

Company Name:

Records Per Page: 200

Max Results Returned: 5000

Search

Download

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| Company Name         | Reseller ID | Domain                   | Main Site        | Contact Name   | Contact Email               | Actions  |
|----------------------|-------------|--------------------------|------------------|----------------|-----------------------------|--|
| MikeGammaTest        | 1389        | mikegammatest2.gammatest | Migration Test 1 | MikeSmith      | mike.smith@gamma.co.uk      | Actions  |
| Mircea_1903HorHotfix | 1389        | mircea.com               | sitename1        | mirceaPurluca  | mircea.purluca@gamma.co.uk  | Actions  |
| 19marchassured       | 1389        | 19marchassured.com       | 19marchassured   | RichJames      | richard.james@gamma.co.uk   | Actions  |
| dantest19mar1        | 1389        | dantest19mar1.com        | dantest19mar1    | DanEdwards     | daniel.edwards@gamma.co.uk  | Manage Company<br>Manage Administrators<br>Manage Boltions<br>Add Subscriptions<br>Manage Numbers<br>Manage Devices<br>Manage Sites<br>Login to Horizon<br>Health Check<br>Cease Company |
| 19MarchTom1          | 1389        | 19marchtom1.co.uk        | 19MarchTom1      | ThomasBoardman | thomas.boardman@gamma.co.uk |  |
| 19marchcomm          | 1389        | 19marchcomm.com          | 19marchcomm      | RichJames      | richard.james@gamma.co.uk   |  |
| 19MarchTom2          | 1389        | 19marchtom2.co.uk        | 19MarchTom2      | ThomasBoardman | thomas.boardman@gamma.co.uk |  |
| dantest19mar2        | 1389        | dantest19mar2.com        | dantest19mar2    | DanEdwards     | daniel.edwards@gamma.co.uk  |  |
| 19marschools         | 1389        | 19marschools.com         | 19marschools     | RichJames      | richard.james@gamma.co.uk   |  |

### Step 3

From here you can either delete a site by using the “Actions” drop-down for the site and clicking “Delete Site”, or you can add a new site by clicking “Add Site”.

## Manage Sites

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| Site Name      | Site Type | Contact Name  | Contact Email             | Status | Actions                             |
|----------------|-----------|---------------|---------------------------|--------|-------------------------------------|
| 19marchassured | Fixed     | Richard James | richard.james@gamma.co.uk | Active | Actions<br>Edit Site<br>Delete Site |

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### Step 4

Enter the Site Name, the Site Access Details and the Site Address.

If you want numbers tick the “order numbers” tick box and then enter how many new Gamma Numbers you would like for your Horizon Company. If you are planning on porting or migrating numbers to your new Horizon Company then you would still need to select at least one number to get your Horizon Company created so you can start your testing.

### Important

Due to the availability of London telephone numbers (0203, 0207 and 0208) you will be allocated the

next available 020 number. If you specifically require a 0203, 0207 or 0208 number then you should follow the Specific Number Process documented in the Gamma Numbers and Porting guide on the Academy Knowledgebase.

If you want new bolt-ons, tick the “order bolt-ons” box and then enter the number of bolt-ons you need for your Horizon Company. You can add or remove subscriptions at any time. See the [Manage Bolt-Ons](#) article for details. Details of the bolt-ons are available in the [Horizon Knowledge Base](#).

If you want new hardware for your site tick the “order CPE” tick box and then enter your hardware. This can be delivered to the Site or to another address.

## Important

Please ensure that you select the correct handset(s) for your customer before you submit your order. Gamma cannot accept any change of mind exchanges to returns on hardware. If you need to discuss what is right for you and your customer please speak to your Business Development Manager or Internal Account Manager.

Please note

You do not need to order a power supply for the SPA 122 or Yealink W52P as these devices already come with power supplies as standard.

## Step 5

You can view your Horizon Fund and select how much you want to spend on your order.

This panel is dynamically updated based on all the information that you have entered on this page and will pull through any saved funds from previous orders which can be spent.

“Total Funds” is the total available Horizon Fund contribution that you have saved in your pot.

“Total hardware cost on this order” will change any time you add or remove hardware from the order.

The “Fund to Spend” value is defaulted to the maximum value that you can spend on this order. This will be the “Total hardware cost on this order” value, up to the “Total Funds” figure. If you want to, you can change this value to any value below the “Fund to spend” figure. This can be between £00.00 (and thus saving your funds) up to the figure that is already in the text box.

Confirm that you are going to be deducting what you have agreed to and you can continue with your order.

Gamma will not be refunding any errors made during this step. Please ensure that you select the correct value that you want to spend on this order.

## Step 6

Clicking Submit will confirm the order and you will receive an email when your site has been set up on your Horizon Company.

## Add Site

### Site Details

Site Name: \*

Site name required

### Site Address Details

Postcode: \*



### Site Contact Details

Contact Name: \*

Contact Email: \*

Telephone: \*

Mobile:

### Access Selection

Gamma Provided

Third Party

Access Type\*

Please Select



## Number Details

### Number

Would you like to order numbers?

## Bolt On Details

### Bolt Ons

Would you like to order bolt ons?

## CPE Details

### Customer Premises Equipment

Would you like to order CPE?

### Horizon Fund

Total funds: £1394780.88

Total hardware cost on this order: £0.00

Horizon fund can be applied as a credit to your bill to cover the cost of your Horizon hardware.

Fund to spend: £

\* I accept that I am going to be deducting a total of £0.00 from my Horizon fund and this is non-refundable. The new value of my Horizon fund after this order will be £1394780.88

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[✓ Submit](#)