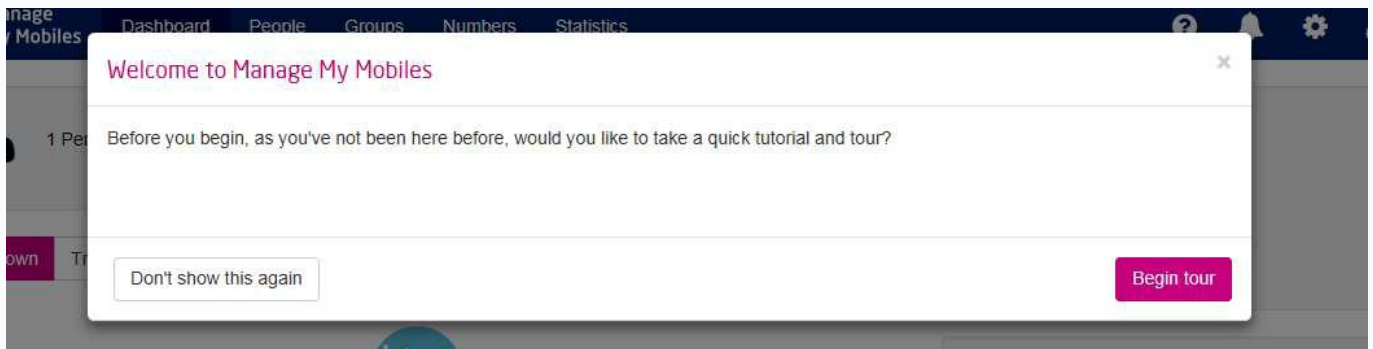



# Manage My Mobiles Portal

When you log into the Manage My Mobiles portal for the first time, you will be presented with a window providing the option to do a tour of the site, if you wish to do this click the “begin tour” button.




When you choose to do the tour you will then be shown a break-down of the different naming conventions used within the portal.

### People




A person can be allocated a mobile number. You can configure settings on their mobile number to bar certain features such as calls, messages, data usage. You will also be able to set up individual usage alerts for a person.

### Group



A group allows you to organise the people you create. These groups could represent a department within your organisation or a cost centre. You can configure settings and usage alerts at the group level.

### Mobile Number



A mobile number is allocated to a person. You are able to configure the settings when allocated to a person and also when it's unallocated. A mobile number can easily be transferred from one person to another or it can be left unallocated whilst it's not in use.

Once you click continue, there will then be an explanation of different actions you can do within the portal.

## Usage Alerts



You can configure alerts to be sent via email or SMS when defined thresholds (minutes, message or data) are exceeded. You are able to configure alerting at three levels: globally, at group level and for a person. Regulatory roaming alerts cannot be set here.

## Statistics



You can view usage statistics at three levels: globally, group or on a person. You have the ability to filter for specific dates and other criteria such as usage trends, cumulative usage and more detailed breakdowns.

## Settings



Settings allows you to configure barring options for voice calls, SMS, MMS, data, roaming and voicemail. You can enable and disable all of these features. You also have the ability to reset the voicemail PIN.

When you click continue again, you will be taken to the new number Setup page on the Manage My Mobiles portal.

Manage My Mobiles Dashboard People Groups Numbers Statistics

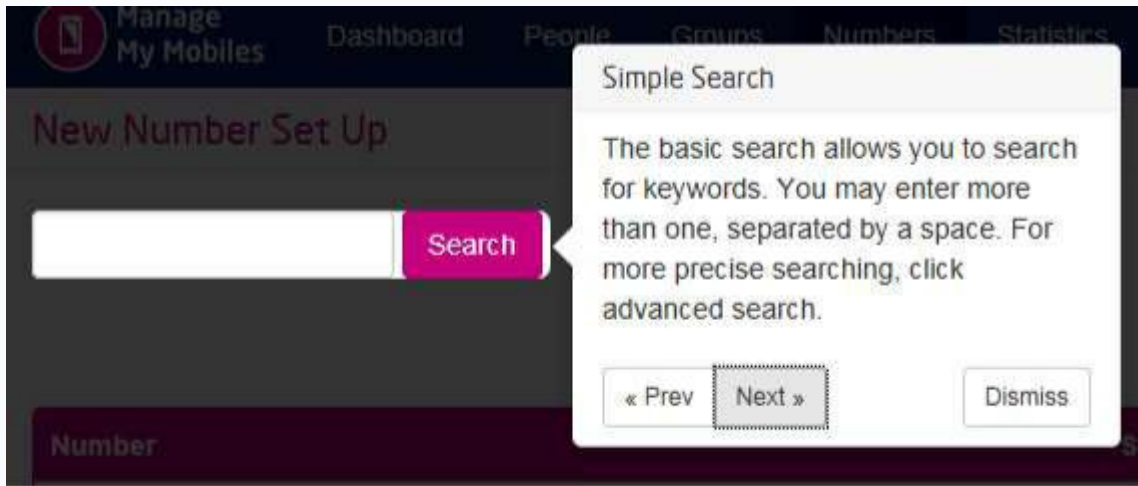
New Number Set Up

Search

Welcome  
As it's your first time using a search page, would you like to take a quick look around?  
Dismiss Start tour

Number	Status	Actions
07436092743	Active	
07458081726	Active	
07458081729	Active	
07458101072	Active	

Now the actions have been outlined and the naming conventions discussed you will then be given the option to start a tour of the site. Simply click "start tour".



Step by step there will be a walkthrough of the different search and view areas on the portal. Click “next” to continue.



Once you have been shown how to navigate around the site, click “finish”.