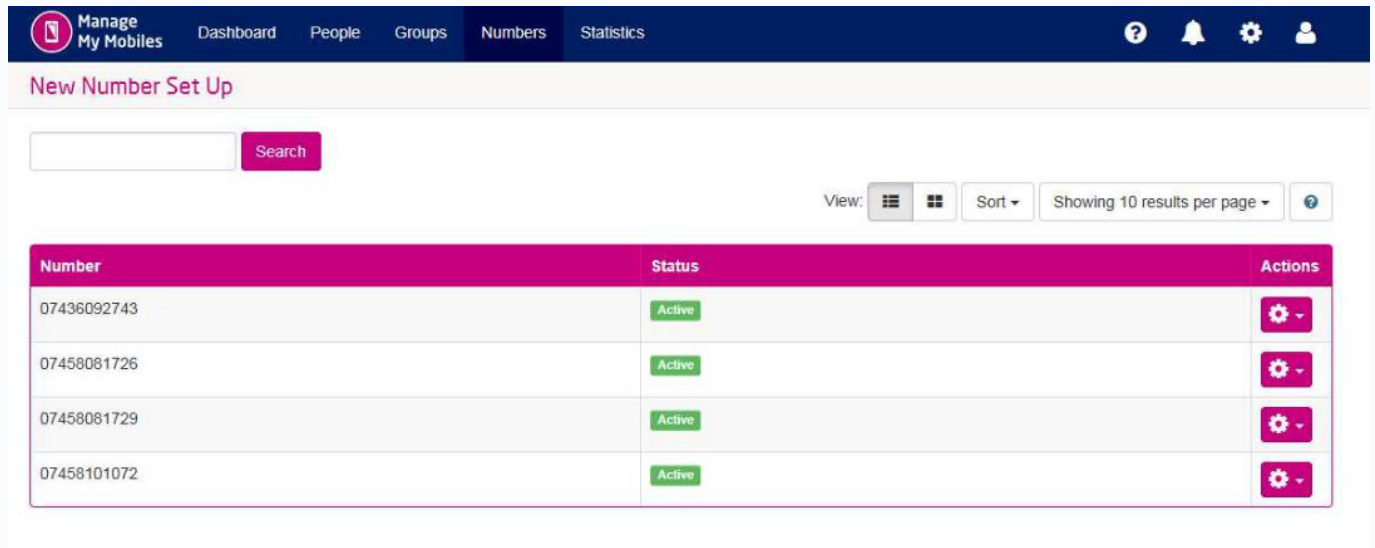


Manage My Mobiles - Allocating Numbers

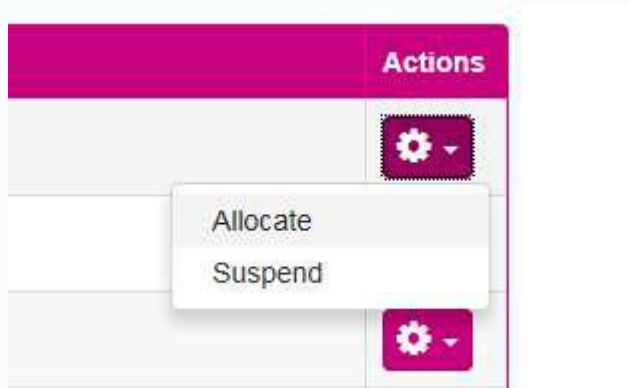
Once you provision a new company on the Manage My Mobiles portal and click finish, you will be on the “New Number Setup” page. Here you can allocate people to numbers.



The screenshot shows the 'New Number Set Up' page in the Manage My Mobiles portal. The navigation menu includes 'Manage My Mobiles', 'Dashboard', 'People', 'Groups', 'Numbers', and 'Statistics'. The page features a search bar with a 'Search' button and a table of active numbers. The table has columns for 'Number', 'Status', and 'Actions'. The 'Status' column shows 'Active' for all numbers. The 'Actions' column contains a gear icon with a dropdown arrow.

Number	Status	Actions
07436092743	Active	
07458081726	Active	
07458081729	Active	
07458101072	Active	

This page will show you a list of the active numbers that are already available on that company. These will have been pulled through from the Gamma Portal information. You can then allocate or suspend these numbers. If you click the dropdown under the actions tab you will be given those options.



The close-up screenshot shows the 'Actions' dropdown menu for a number. The menu is open, displaying two options: 'Allocate' and 'Suspend'. The 'Allocate' option is highlighted.

Once you click on the “Allocate” button, you will then be taken to “Allocate Number” window.

Allocate Number ×

Handset/IMEI: OtherBrand PreviousModel/352683023609198

Number: 07436092743

Allocate to: * ▼

Name: *

Email:

Group: ▼ **New Group**

To allocate that mobile number, simply complete the details as required on the “Allocate Number” window. As visible from above, the Manage My Mobiles portal will pull through the available mobile numbers and once selected will also pull through any handset details that have been entered for that number. As this is the first time setting up it is unlikely you will be able to allocate to an existing person but you are given that option on the “Allocate to” dropdown for future reference.

Allocate to: *

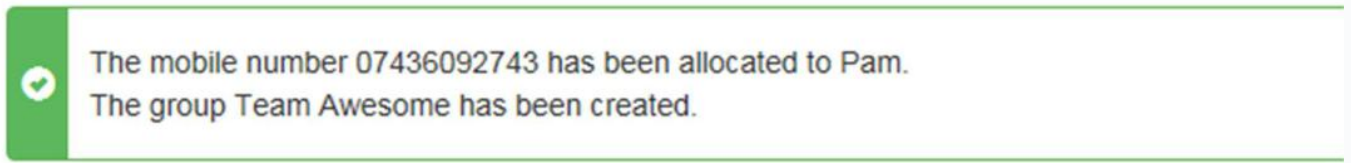
Similarly with Group, it is likely you may not have a group setup at this point, so you have the option to have no group set or to add a new group. To add a new group, click on the “new group” button and then manually enter your chosen group name in the text field. Then click allocate. You can also add to a group at a later point.

Group: ▼ **New Group**

If you were to select an existing group, you will also be given the options for that number/user to inherit the settings on the group by clicking a tick box to accept this.

Group Settings: Update settings on 07436092743 to inherit from New Group.

Once you have clicked on allocate, you will be shown a banner confirming that number has been allocated to a person and also that a group has been created, if you chose to create a group.

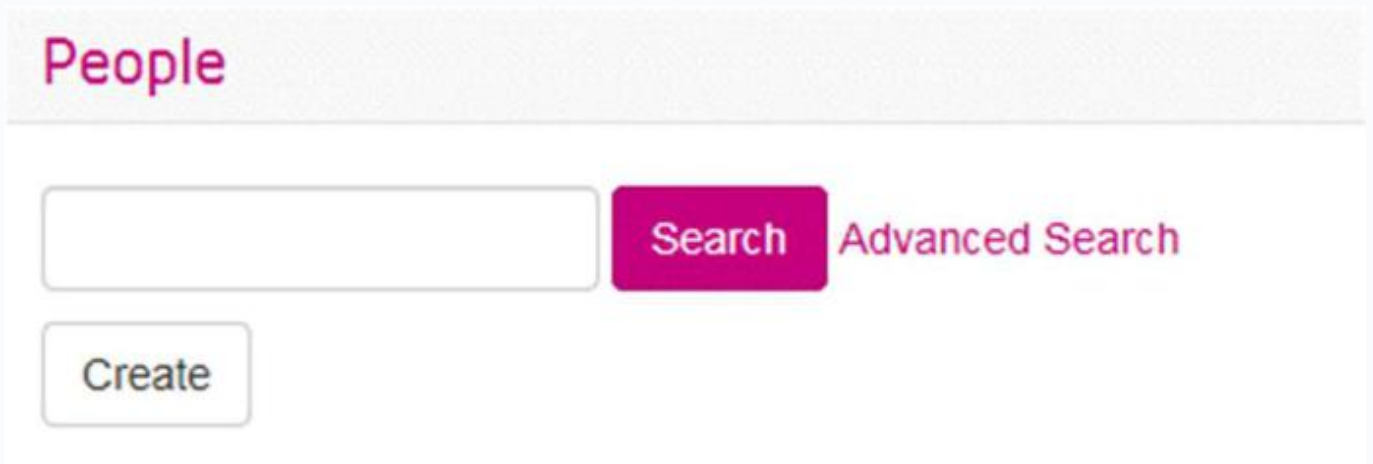


To allocate the remaining numbers available on the account follow the same actions as before until all numbers you require to allocate to someone are allocated.

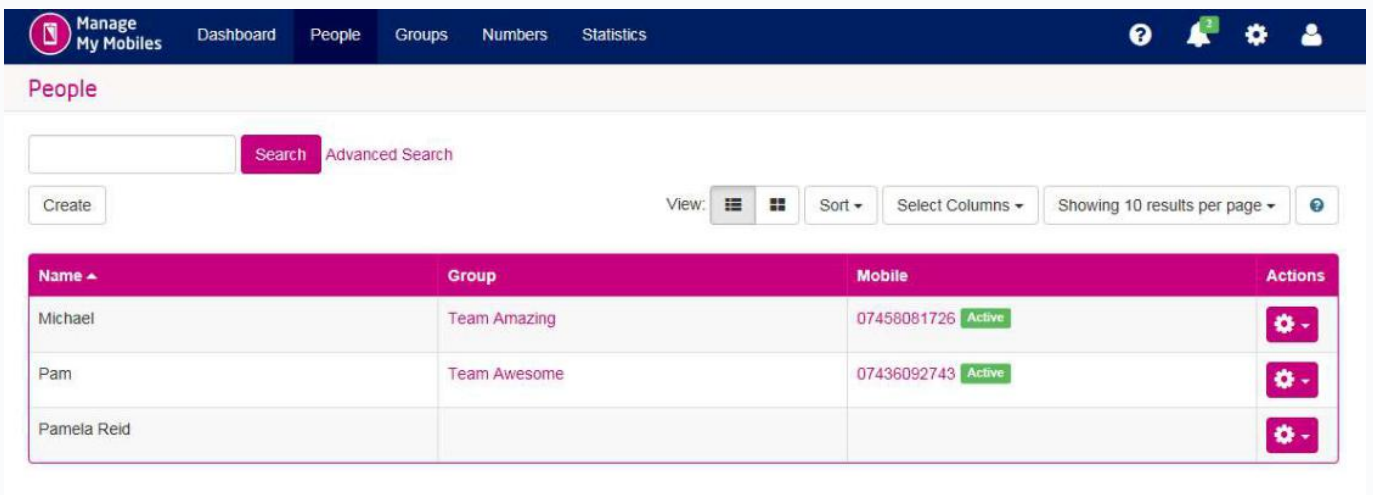
Alternatively you can also allocate numbers to people. Go to people page on the menu bar.



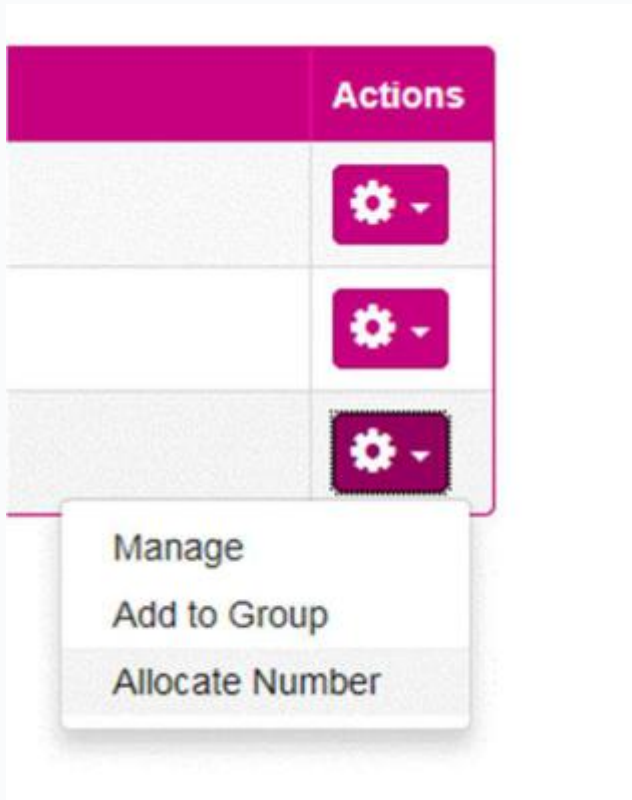
On this page you can create or search for an existing person.



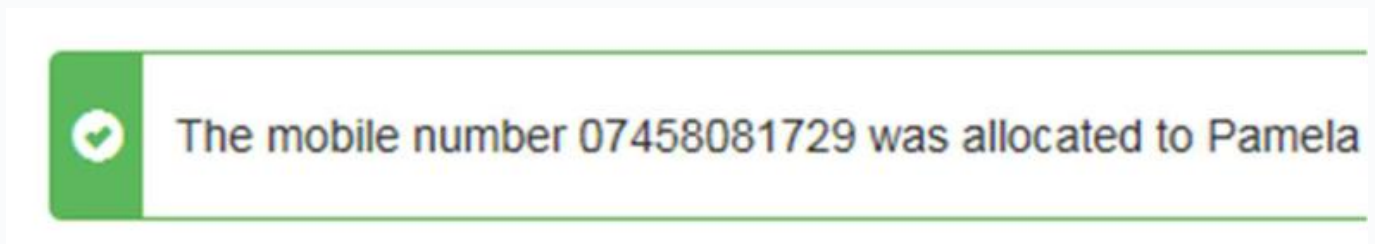
On the People page, you will be able to see an overview of the people who have been created for this specific company. You will also be able to see if they have a number allocated and whether they are part of a group.



To allocate a number to a person, click on the dropdown under the actions tab and select "allocate number".



This will open up an “allocate Number” window where you are able to choose an available number from the dropdown and click “Allocate”.



This will then show you a green banner to confirm this action was successful.

Please note that if there are no more numbers available on the account for allocation purposes then new mobile numbers will need to be provisioned through the Gamma Portal as per BAU.

Another thing to note is that if you assign a number to a person then they will receive an email to inform them that a change has been made to their account...



Manage My Mobiles

Your account details were updated

Dear Pamela Reid

You're receiving this e-mail because your account details were updated.

If you made this change, you don't need to do anything more.

If you didn't make these changes, your account may have been compromised, and you should change your password immediately.

To do this, go to <http://test.managemymobiles.co.uk/forgotPassword>