

# ENGAGE PORTAL

Online user guide

May 2021



**BUSINESS**

# Contents

1.	Hello and welcome.....	3
2.	Getting Started.....	4
3.	My Account .....	10
4.	Messages.....	18
5.	Serviceability.....	19
6.	Quotes .....	22
7.	Orders.....	45
8.	Disconnections.....	64
9.	Incidents and Requests.....	68
10.	Change Requests.....	84
11.	Network Capacity.....	120
12.	My Documents.....	125
13.	Sign up to MyBill.....	126
14.	Contact Us.....	127
15.	Product Configuration.....	129

# 1. Hello and welcome...

Welcome to Engage. It's great to have the opportunity to work with you.

The world is becoming more complex. You need to extend the reach of your network, control costs and ensure the security of your business – all while adopting new ways of working.

We're not claiming that solving such complexities is simple. But now we're working together we hope that Engage makes it easier and faster for you to get what you need. Then you can use the solutions you choose to turn those everyday complexities into opportunities.

Delve into this user guide whenever you need help on the portal.

## 2. Getting Started

The Engage portal can be accessed from the following URL:

[www.virginmediabusiness.co.uk/engage](http://www.virginmediabusiness.co.uk/engage)

Supported browser versions –

Chrome v31 and above

Firefox v25 and above

IE8 and above

Safari (Mac) v6 and above

A shorter, Quick Reference User Guide has been put together too. This can be located in the ‘**My Documents**’ section of the Engage Portal, alternatively click on the following link:

[Quick Reference Guide](#)

Once you have launched the site, please follow the on-screen instructions.

### Login

At first login, you’ll be asked several questions to personalise and secure your account.

You should have received an email from us containing a username and password. If not, please contact your system administrator.

Enter the login details provided – as indicated below – then click the “**Login**” button. **Please note:** your username and password are case sensitive.

By logging into and / or by using the Engage portal you accept and agree to be bound by the Engage Terms of Use (a link to the related document can be found near the bottom of the page).



The screenshot shows a login form with a dark purple header containing the text "Login:". Below the header, there are two input fields. The first is labeled "Username" and contains the text "TestUser". The second is labeled "Password" and contains a series of dots representing a masked password. Below the password field, there is a red "Login" button on the left and a "Forgot password?" link on the right.

## Initial Login Password Reset

Once you've logged in, you'll be prompted to reset your password. This is your chance to create a personal password that's a little easier to remember.

Password format requirements are as follows:

- Minimum of eight characters
- At least one digit
- One upper case letter
- One lower case letter
- One of the following special characters “ @ # \$ % ”

**Change Password:**

It must be 8 to 20 characters long with at least one digit, one upper case letter, one lower case letter and one of the following special characters @#\$%.

New password

Confirm new password

**Change Password**

## Security settings

We would like you to feel confident that any information you share with us will be kept safe. We ask you to apply some personal security to your account, so that only you, and additional users requested by you, can access your account.

Next you'll be asked to set your security questions and answers. Simply select your options from the drop down menus and create your personal answers.

You'll then be asked to provide a unique question and answer of your own, keeping things extra secure.

Make sure you store your answers somewhere safe, as they'll be used to confirm your identity if you need to reset your password in the future.

### Set Security Questions:

Question 1:

What is your favorite food? ▼

Please Select

- What is the name of your first elementary/primary school?
- What is the name of your high school/secondary school?
- What is your dream car?
- What is your father's first name?
- What is your favorite food?
- What was the name of your first pet?
- What was your favorite toy as a child?
- When is your father's birthday?
- When is your mother's birthday?

Model Answer 2

Question 3: Please enter a question of your own

What your favourite meal of the day?

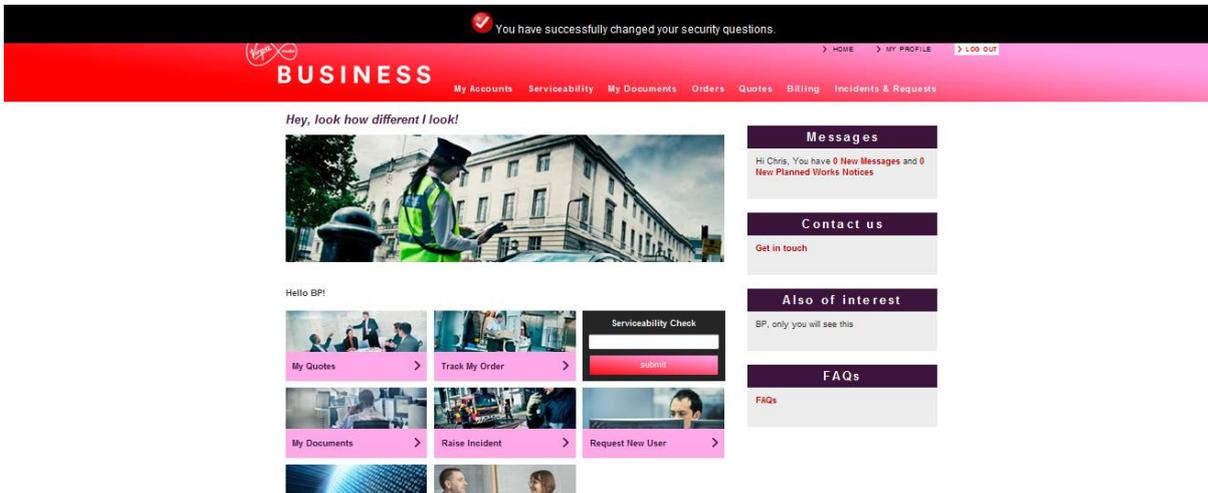
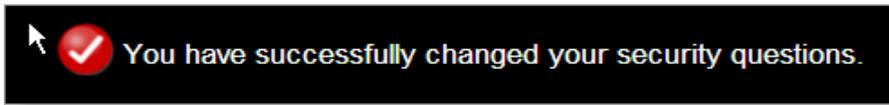
Answer 3: Please enter a response to the question you have chosen

Model Answer 3

[Submit](#) [back to Homepage](#)

# Engage Portal User Guide

Once you've set your security questions, you'll be directed to the Engage homepage. A message will display, confirming that your security question changes are complete.



You can update your security questions at any time by clicking on **My Profile** and then select **change my Security Questions**.

## How to change your password

To change your password, select the change password option under the **My Account** tab. You'll now have a view on-screen similar to the box displayed below. Enter your new password and then re-enter for confirmation.

*Remember!* Password format requirements are as follows, minimum of eight characters, at least one digit, one upper case letter, one lower case letter and one of the following special characters “ @ # \$ % ”.

**Change Password:**

It must be 8 to 20 characters long with at least one digit, one upper case letter, one lower case letter and one of the following special characters @#\$%.

New password

Confirm new password

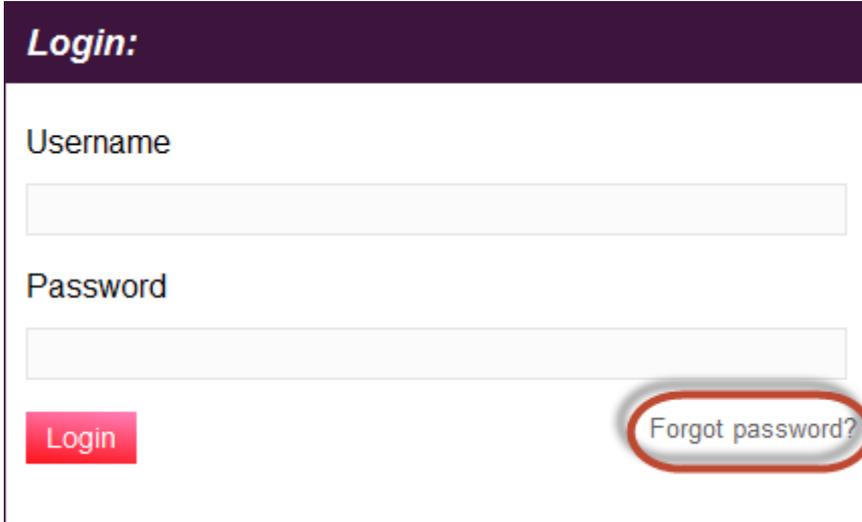
  

**Change Password**

Now click “**Change Password**” to submit change. You'll be redirected to the homepage, where you'll receive a confirmation message at the top of the page advising password change has been successful.

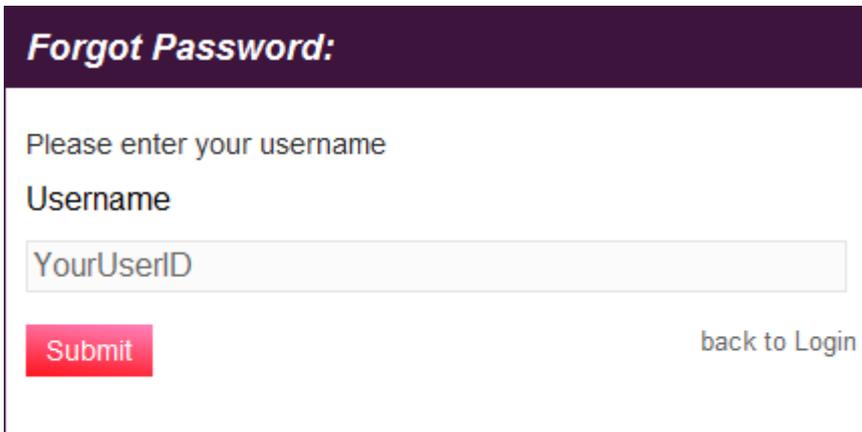
## Forgot your password?

If you can't recall your password then at the homepage there is the option to request a reset.



The screenshot shows a login form with a dark purple header containing the text "Login:". Below the header are two input fields: "Username" and "Password". At the bottom left is a red "Login" button. At the bottom right is a link labeled "Forgot password?", which is circled in red in the image.

Then enter your username and you'll be emailed a link to reset your password.



The screenshot shows a "Forgot Password:" page with a dark purple header. Below the header, it says "Please enter your username". There is an input field labeled "Username" with the placeholder text "YourUserID". At the bottom left is a red "Submit" button. At the bottom right is a link labeled "back to Login".

The email will take you to a page to answer your security questions and then you'll be able to enter a new password.

## Account locked?

After three failed attempts your account will be locked out. To gain access again, please contact your Engage administrator.

Where possible please request a password reset on a second failed attempt to login. Otherwise your account will lock on a third failed attempt.



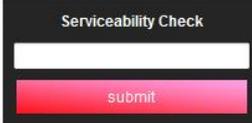
Throughout Engage you may see tool tips which offer additional information or guidelines. Simply mouse over the icon for details.

For example:



Enter a postcode or keyword to find your site quickly!

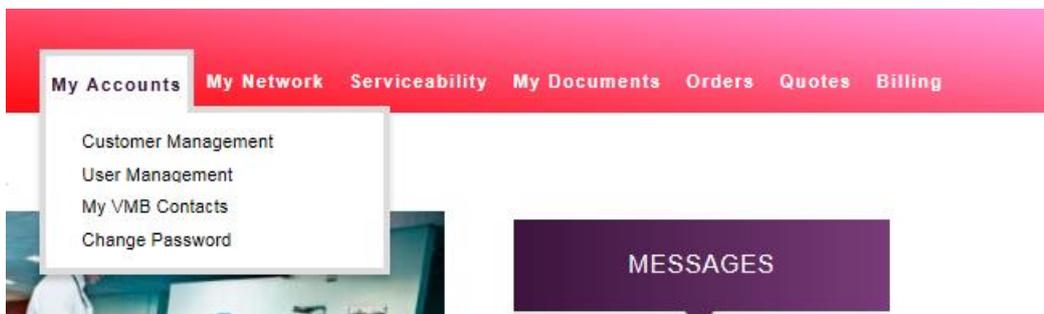
Also on the homepage you'll see quick links to common areas of the Engage site:

 My Quotes >	 Track My Order >	 Serviceability Check <input type="text"/> submit
 My Documents >	 Raise Incident >	 Request New User >
 Change Password >	 Help >	

# 3. My Account

## Good housekeeping

You manage the information that we hold on your organisation, so it's important to keep the information in this section up-to-date, as it will be used to automatically populate the order forms. Accurate information will help to improve service delivery timescales.



## Customer Management

Company information:



If you wish to edit your company details:

- Choose “**Customer Management**”
- Then “**Company Information**”
- Update the details as appropriate
- Once finished click “**Save**” at the bottom of the screen

# Engage Portal User Guide

Contacts:

**Account** | **Company Information** | **Contacts**

*Edit Customer - Contacts*

- ▶ *Contact* view
- ▶ *Billing Contact* view
- ▼ *Delivery*

**Delivery Contact**

First Name*	<input type="text" value="First"/>
Last Name*	<input type="text" value="Last"/>
Email*	<input type="text" value="first.last@test.com"/>
Contact Tel*	<input type="text" value="01234 567890"/>
Contact Mobile	<input type="text" value="07777 123456"/>

Change Contact

*\* Required Fields*

Cancel Finish

You can store different addresses for *billing*, *delivery* and *general* correspondence. Account information can be amended by updating the relevant field/s, then click **“Change Contact”** when you have finished making your changes.

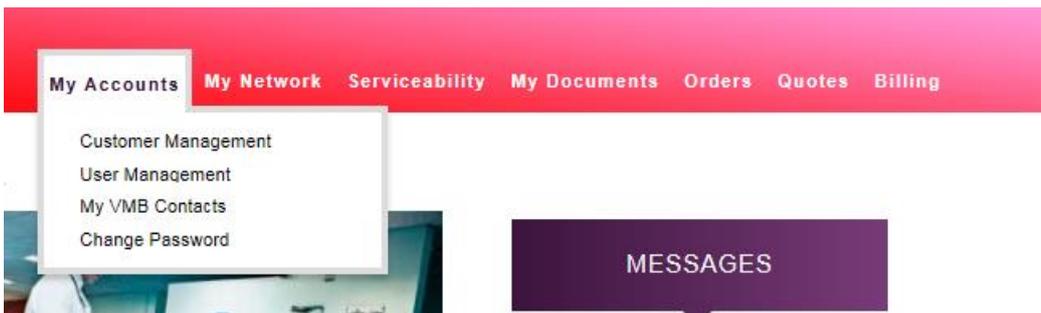
**Note:** All fields marked with an asterisk are mandatory and must be completed in order to progress.

The functions described in this User Guide apply to most Engage users. The naming convention we’ve adopted for this type of user is a Standard User. However, every customer organisation also has at least one Super User who has additional rights and responsibilities. You’ll find more details about these roles in the User Management tab.

## User Management

By selecting the "User Management" option, those with permissions (Super Users) can:

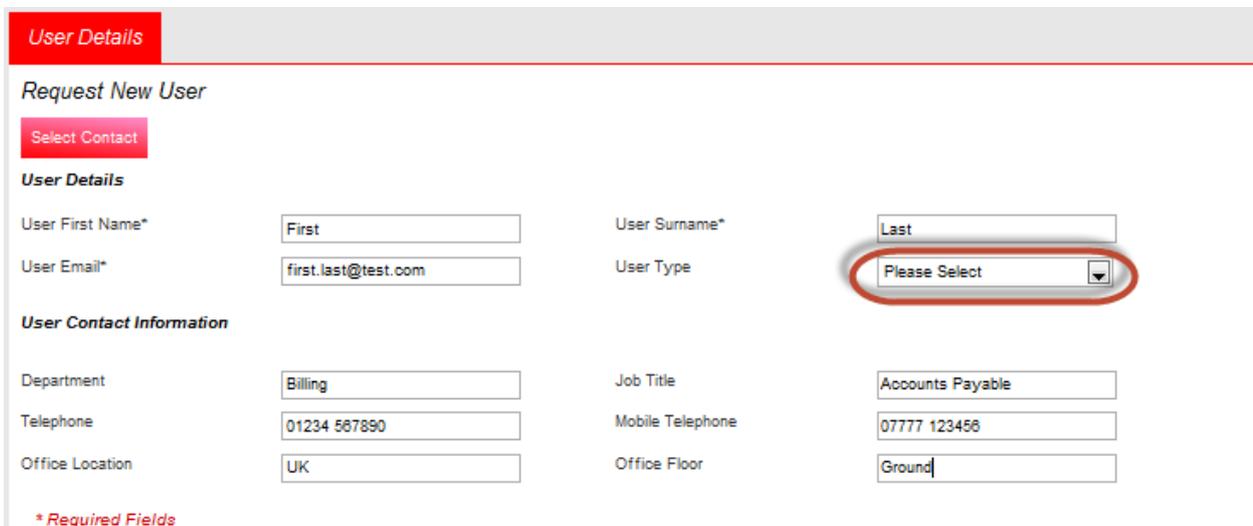
- Request new users
- Review and change an existing user's details
- Adjust roles/permissions
- Unlock user accounts
- Delete user accounts



## Create New User

To create a new user, enter the user's details in the request new user section.

Ensure you select the Super User or Standard User from the "User Type" drop down menu. If you do not select a user type you will receive an error message preventing you from further navigation, until a selection is made.



User Details			
User First Name*	First	User Surname*	Last
User Email*	first.last@test.com	User Type	Please Select

User Contact Information			
Department	Billing	Job Title	Accounts Payable
Telephone	01234 567890	Mobile Telephone	07777 123456
Office Location	UK	Office Floor	Ground

\* Required Fields

Next you can set the required access levels for the user. You have five permission options available.

# Engage Portal User Guide

Tick the “Select All” box to choose all, otherwise tick each one according to your preference for example:

- View Network Capacity Management
- Raise and edit quotes
- Raise and edit orders
- Raise disconnection request
- Track progress of all orders
- Raise and edit incidents and requests
- View Planned Works
- View incidents and requests
- View bill online
- Raise change requests
- View change requests

## Access Control



The screenshot shows a 'Permissions' section with a dark purple header. Below the header is a list of permissions, each with a checkbox. The first item is 'Select All' with a checked checkbox. The other items are 'Manage my details', 'Register for My Bill', and 'View My Bill', all with unchecked checkboxes. A 'Save User' button is visible below the list.

Save User

To complete the user registration process or update a user, once you have clicked Save User you will need to click Finish to complete the process.

Click “**Save User**” to submit your request to the administrator. The new user will receive login details by email.

\*You can only choose the Network Capacity Management feature if your account has been activated for this permission – if this feature has not been enabled for you, simply contact your Account team with your request and they'll do the rest.

## Update User Details / Permissions

There may be times when you need to change the information or permissions that you have given your users.

Alongside the user's details on the right hand side of the list, click **"Edit"**. Use the Search bar to search by name or navigate through the list using the directional arrows. Make your required changes then select **"Save"** – the changes will take immediate effect.

### Current Users

The screenshot shows a 'User List' interface. At the top left, there is a 'Show 10 entries' dropdown menu. At the top right, there is a search bar with the text 'tester' entered. Below these is a table with the following columns: Name, Email, Username, Status, and two action buttons (Edit and Delete). The table contains 11 rows of test users, all with a status of 'ACTIVE'. At the bottom of the table, there is a pagination control showing 'Showing 1 to 10 of 11 entries (filtered from 29 total entries)' and four navigation buttons: '<<', '<', '>', and '>>'.

Name	Email	Username	Status	Edit	Delete
A Tester	charlie.eng@virginmedia.co.uk	074074000A	ACTIVE	Edit	Delete
B Tester	charlie.eng@virginmedia.co.uk	074074000B	ACTIVE	Edit	Delete
C Tester	charlie.eng@virginmedia.co.uk	074074000C	ACTIVE	Edit	Delete
Charlie Testerson	charlie.eng@virginmedia.co.uk	0740740000C	ACTIVE	Edit	Delete
D Tester	charlie.eng@virginmedia.co.uk	074074000D	ACTIVE	Edit	Delete
E Tester	john.arnold@virginmedia.com	074074000E	ACTIVE	Edit	Delete
F Tester	john.arnold@virginmedia.com	074074000F	ACTIVE	Edit	Delete
G Tester	john.arnold@virginmedia.com	074074000G	ACTIVE	Edit	Delete
H Tester	john.arnold@virginmedia.com	074074000H	ACTIVE	Edit	Delete
I Tester	john.arnold@virginmedia.com	074074000I	ACTIVE	Edit	Delete

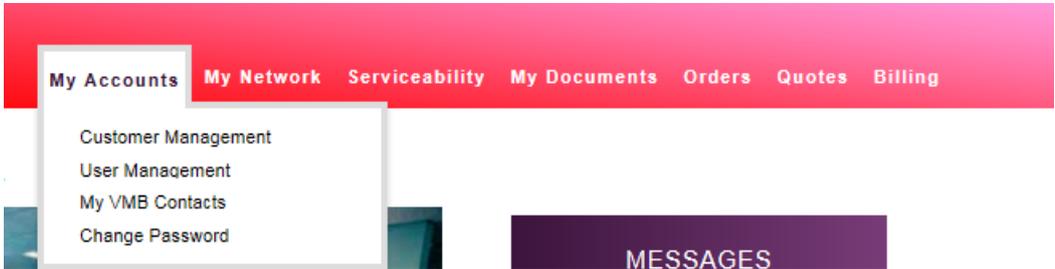
## Unlock a User Account

To unlock a user account click **"Unlock"** then select **"Finish"** – the user account will now be active.

The screenshot shows a single row of user account details. The row contains the following information: ID 'B7516868', Name 'Bill Baird', Email 'niranjana.talukdar@virginmedia.co.uk', Phone 'Tel: 01256090899 Mob: 9009090809', and Status 'LOCKED'. To the right of the status are two red buttons: 'Edit' and 'Delete'.

## My Virgin Media Business Contacts

If you need any direct support, just give us a shout! We know how your account works and will put you in touch with an account team representative to get things moving in the right direction.



Under the Virgin Media Business Contacts section you will find the contact details for your support functions:

- Service Relationship Manager
- Billing
- Incidents
- Account Manager
- Support
- Orders and Provisioning

### My Virgin Media Business Contacts

Service Relationship Manager
Name: Service Relationship Manager
Phone (Landline):
Phone (Mobile):
Service Manager Email:

Billing
Name: Billing Contact
Phone (Landline):
Phone (Mobile):
Billing Email:

Incidents
Name: Fault Management
Phone (Landline):
Phone (Mobile):
Incident Email:

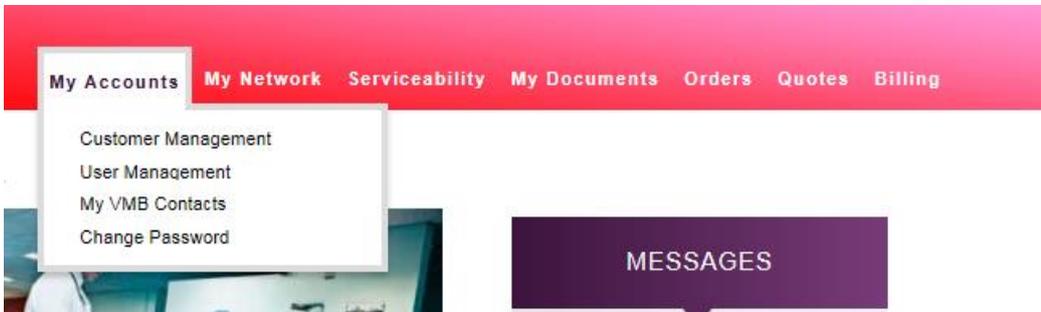
Account Manager
Name: Account Manager
Phone (Landline):
Phone (Mobile):
Account Manager Email:

Support
Name: Support Management
Phone (Landline):
Phone (Mobile):
Support Email:

Orders and Provisioning
Name: Orders Provisions
Phone (Landline):
Phone (Mobile):
Orders Email:

## Change Password

To change your password, select “**Change Password**” under the My Account tab. A box will display on-screen, similar to that shown in the following screen shot. Enter your new password and then re-enter for confirmation.



*Remember:* Password format requirements are as follows:

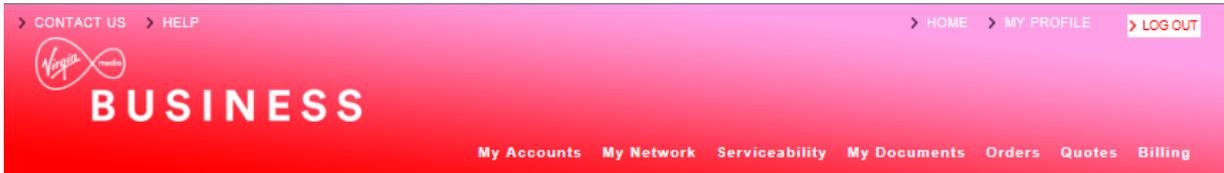
- Minimum of eight characters
- At least one digit
- One upper case letter
- One lower case letter
- One of the following special characters “ @ # \$ % ”

A screenshot of the 'Change Password' form. The form has a dark purple header with the text 'Change Password:'. Below the header, there is a text box containing the password requirements: 'It must be 8 to 20 characters long with at least one digit, one upper case letter, one lower case letter and one of the following special characters @#\$%'. Below this text are two input fields: 'New password' and 'Confirm new password'. At the bottom of the form is a red button labeled 'Change Password'.

Now click “**Change Password**” to submit your changes. You’ll be redirected to the homepage, where you will receive a confirmation message at the top of the page, advising that the password change has been successful.

## My Profile

You can update your security questions or user details at any time by clicking on “**My Profile**” at the top right hand section on the homepage.



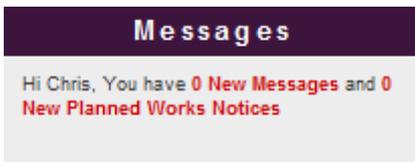
### My Profile

My Profile	
Name *	<input type="text" value="Another Tester"/>
Username	307452TesterA
Department	<input type="text"/>
Office Location	
Office Floor	
Job title	<input type="text"/>
Email address*	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>
Roles	Super User
User Type	External
Role	Super User
Company	Test Account 1 - Partner Markets Bus Partners
BPT Customer ID	30745
<i>* Required Fields</i>	
<a href="#">Change my Security Questions</a>	<a href="#">Save</a>

# 4. Messages

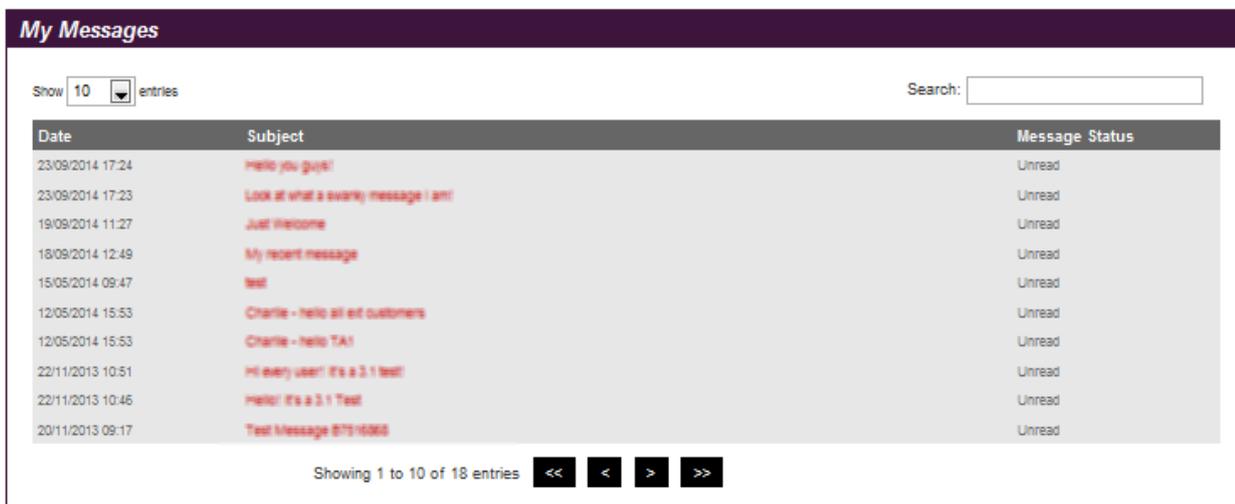
## Keeping you informed

From time to time we'll send you information to keep you up-to-date with what's going on and any planned changes that may affect you. When you login to Engage, you'll see a message notification on the right hand side of the homepage.



When you click on the message link, messages will be displayed in list format.

### My Messages



Select the message you would like to read by clicking on the subject field.



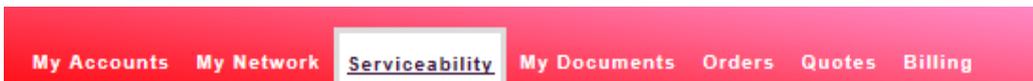
You can now read the content of your message on-screen. The status of the message will show as having been read and will be automatically stored for future reference.

The Planned Works messages function in the same way, please see section later in this document.

# 5. Serviceability

## Are you within easy reach?

The Engage portal has been designed to make doing business easier, faster and more flexibly. Serviceability checks can now be performed instantly – saving you valuable time and helping us work together, smarter.



To verify site serviceability i.e. whether you are on-net or off-net, please enter the postcodes of each of your sites, to check whether you are within reach.

A screenshot of the 'Serviceability' form. At the top, there is a progress bar with four steps: '1 Enter Post Codes' (active), '2 View Connectivity Results', '3 Select Address Postcodes', and '4 View Network Build Requirements'. Below the progress bar, the title 'Serviceability' is displayed. A text area labeled 'Postcodes' contains the following text:  
NE27 0QF  
BR11JQ  
IG11BY  
Below the text area, there is a note: 'Please write or paste your postcodes in the space provided above - a Maximum of 50 are allowed within any one submission. Postcodes should be entered individually on separate lines with no additional characters (:,\*@, etc)'. At the bottom left is a 'Cancel' button and at the bottom right is a 'Next' button.

Simply type in the postcode(s) – you can check up to 50 postcodes per search.

Click “Next” to view results of the available connectivity for those postcodes.

A screenshot of the 'Serviceability - Results' page. It features the same progress bar as the previous form, with '2 View Connectivity Results' now active. Below the progress bar, the title 'Serviceability - Results' is shown. There are two status messages:  
✓ This product is available at this site.  
✗ This product is available but the site you have selected is not serviceable.  
Below these messages is a table with three columns: 'Postcode', 'Virgin Media Connectivity', and '3rd Party Connectivity'.

Postcode	Virgin Media Connectivity	3rd Party Connectivity
SE137EP	✗	✓
BR11JQ	✓	✓
IG11BY	✓	✓

Below the table, there is a note: 'Virgin Media Business will still be able to provide service for postcodes shown with 3rd Party Connectivity, however this will be using a 3rd party supplier for the connectivity.' At the bottom left is a 'Cancel' button, and at the bottom right are 'Previous' and 'Next' buttons.

# Engage Portal User Guide

One of the following two connectivity options will be displayed on-screen:

- Virgin Media Connectivity
- 3<sup>rd</sup> Party Connectivity

Click **“Next”** to continue.

**Serviceability - Virgin Media Business Connectivity**  
Please select an address for each post code;

SE137EP \* VIRGIN MEDIA STORE UNIT 68 LEWISHAM CENTRE LONDON

BR11JQ \* VIRGIN MOBILE 101 HIGH STREET BROMLEY

IG11BY \* Select an Address

\* Required Fields

Cancel Previous Next

Select from the drop down list of full postal address/es for each of your entries, then click **“Next”** to submit.

**Serviceability - Virgin Media Business Connectivity Results** Export to CSV

✓ This product is available at this site.  
✗ This product is available but the site you have selected is not serviceable.

Address	Postcode	Ethernet	Cable Modem	Ethernet Lite	Broadband WBC
VIRGIN MEDIA STORE UNIT 6 8 LEWISHAM CENTRE LOND ON	SE137EP	✓ Virgin Media Civils Required	✓ Virgin Media Civils Required	✓ Third Party Tail	✗
VIRGIN MOBILE 101 HIGH ST REET BROMLEY	BR11JQ	✓ Virgin Media Site Connected	✓ Virgin Media Site Connected	✓ Third Party Tail	✗
VIRGIN MEDIA STORE 112A H IGH ROAD ILFORD	IG11BY	✓ Virgin Media Site Connected	✓ Virgin Media Site Connected	✓ Third Party Tail	✓ Third Party Tail

Cancel Previous Finish

Results are displayed on-screen, showing if network is readily available for connection, or whether further work will be required to get you up and running.

Click **“Finish”** when your search is complete. You’ll be redirected to the homepage and a message will display, confirming that your request is complete. The serviceability result includes the access types available at the site so that you know if broadband, ethernet and SDH is available prior to raising a quote.

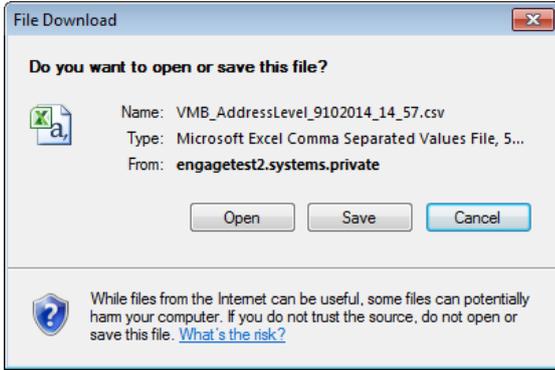


Export to CSV

# Engage Portal User Guide

At the top right hand corner of the screen there is an option available to export to CSV format for future reference as per the example below. If this is required, click “**Export to CSV**”.

Your document storage options are now displayed:



Below is an example of the CSV export:

	A	B	C	D	E	F	G	H	I
1	Address	Postcode	SDH	Ethernet	ADSL	ADSL2+	Cable Modem	Ethernet Lite	BroadbandFTTC
2	VIRGIN MOBILE 101 HIGH STREET BROMLEY	BR11JQ	Yes	Yes	Yes	Yes	Yes	Yes	Access Type not available at this site.
3	VIRGIN MEDIA STORE 112A HIGH ROAD ILFORD	IG11BY	Yes	Yes	Yes	Yes	Yes	Yes	Access Type not available at this site.
4	VIRGIN MEDIA STORE UNIT 68 LEWISHAM CENTRE LONDON	SE137EP	Yes	Yes	Yes	Yes	Yes	Yes	Access Type not available at this site.

# 6. Quotes

## Quotes

**Create Quote**

<b>Point to Point Ethernet</b>	<b>National High Capacity Services</b>	<b>Point to Point Postcode Level</b>	<b>VPN</b>
<b>Managed Internet Access</b>	<b>Install Services</b>		

**Upgrade/Renewal Quote Request**   **Saved Quotes**   **My Sites**

In this section you can raise and view quotes for a number of products and service types. Each section details the associated products, and will provide guidance on the requirements to submit your quote successfully.

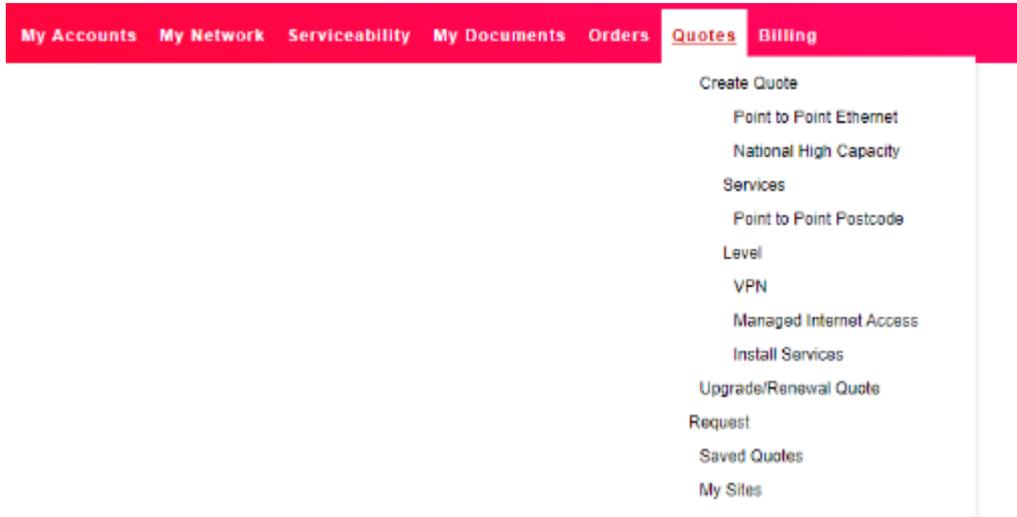
All of the sites you've added during the quote and order process are available in the **“My Sites”** section. These include:

- Site – a physical location (building or office) used by your organisation
- POI (Points of Interconnect) – “Your POI” is a POI set up especially for your organisation. The “Telehotel” is a POI that any customer can use

You're able to store details of your company's hubs and key sites. This will help you to speed up the quote and order process since the information you have entered will automatically be populated into the order form. Any information that has been saved and stored for each site can be used and accessed by all users in your company. It's therefore important to get all the details right first time.

## Create Quote

Select Create Quote from the Quotes drop down box.



Under the **Quotes** tab you can select from the following:

- Point-to-Point Ethernet
- High Capacity Services
- Point-to-Point postcode level
- VPN
- Managed Internet Access
- Install Services
- Upgrade/Renewal Quote Request
- Saved Quotes
- My Sites

**Note:** To find out more about our products, please refer to the Products & Configuration section. If there are products you can't see but you're interested in, please speak to your Account Manager.

## Site-to-site Quote

Here is an example of how to request a **Point-to-Point Ethernet** quote:

1 Sites 2 Serviceability 3 Configuration 4 Site Configuration 5 Saved Quote(s)

Show helpful info ⓘ

### Site Selection

Please select the sites you wish to use to prepare a quote.

- Add 1 A end site.
- For a site to site quote, add 1 B end site.
- For a site to multi-site quote, add more B end sites.

**Choose an A End Site:**

Choose which type of site to define as site A

Existing Point of Interconnect (POI)

All other sites/addresses (Non-POIs)

**Current stored POI sites:** Filter:

POI Site	Add
Test Account 1 - NNE - Your POI	Add +
E14 2AA - London Telehouse East - Telehotel	Add +
E14 2AA - Telehouse 2 (Adjacent to T1) - Telehotel	Add +
E14 9FJ - Redbus Interchange London 2 - Telehotel	Add +
E14 9GE - London Telecity 2 (Harbour Exch) - Telehotel	Add +
E14 9GE - Redbus Interchange London 1 - Telehotel	Add +

Showing 1 to 22 of 22 entries

Cancel Next

If you have a POI (Point of Interconnect) you'll be able to select this as your A-End, by clicking '**Add**' next to where it says '*Your POI*'. All of your POI sites will be available to select from the list, use the filter box to quickly find the one you need for your quote.

If you do not have a POI you can search for an A-End by selecting '**All other sites/addresses**' (Non-POI) and entering your postcode and selecting your address.

Once you have selected your A-End you will need to select your B-End(s):

**1 Sites** > 2 Serviceability > 3 Configuration > 4 Site Configuration > 5 Saved Quote(s)

Show helpful info ⓘ

### Site Selection

The A End Site you have selected is:

Address	Change Site A
RG279UP - VIRGIN MEDIA 10-14 BARTLEY WOOD BUSINESS PARK BARTLEY WAY HOOK	Change

### Site B Selection:

Search for a B end Site

Please enter the full postcode.

#### Current stored sites

Filter:

B End Address	Add
B263RZ - Site Address	Add +
B263RZ - Site Address	Add +
B263RZ - Site Address	Add +
B263RZ - Site Address	Add +
B263RZ - Site Address	Add +

Showing 1 to 14 of 14 entries

Site not found? Please contact your Account Team.

#### The B End Sites you have selected are:

Address	Remove All
B263RZ - Site Address	Remove

You can select a max of 50 sites.

Enter your postcode and click **'Search'**

Select your B-End(s) by clicking **'Add'**

If you want to prepare a Site to Multi Site quote then simply keep selecting and adding B-End sites

Once you have both an A-End and a B-End(s) selected click **'Next'**

# Engage Portal User Guide

The serviceability results for your chosen sites will now be displayed to help you understand which products are available. Click “Next” to move onto the next step.

Site A	Site B	Ethernet Extensions	Ethernet Extensions +	National Ethernet
BB98BN	E142AA	[Red X] More info	[Red X] More info	[Green Checkmark]

You'll now be able to select the **Product** for which you wish to prepare a quote.

The Quote Name field is automatically populated with your company name to save you time. You can however type over the pre-populated names. It's a good idea to agree a naming convention so that all quote names follow the same format. This will make it much easier for all your users to find and identify saved quotes in the future.

Select Product \* National Ethernet

Quote Name \* TEST

Contract term \*

- 1 Year
- 2 Years
- 3 Years
- 4 Years
- 5 Years

Billing Frequency \* Quarterly

Reporting Advanced Reporting

Edge QoS \* No

Layer 2 Control Protocol \* No

Is A End site an existing ENNI? \* Yes

Specify ENNI bearer bandwidth \* 10 Gbps

\* Required Fields

Next select the Contract term and Billing Frequency, Edge QoS and Layer 2 Control Protocol options. For POI sites that have an ENNI enabled, you'll also be asked to select the correct option.

Please then choose “Next” to proceed.

**1 Sites** **2 Serviceability** **3 Configuration** **4 Site Configuration** **5 Saved Quote(s)**

### Site Configuration

Show helpful info

#### A End Site Configuration

RG279UP VIRGIN MEDIA 10-14  
BARTLEY WOOD BUSINESS PARK  
BARTLEY WAY HOOK

Please note that the A end bearer bandwidth must be greater than or equal to the highest B end Site bandwidth.

Bearer Bandwidth\*

NTU\*

*\* Required Fields*

#### B End Site Configuration

RG279UP VIRGIN MEDIA 10-14 BARTLEY WOOD BUSINESS PARK BARTLEY WAY HOOK

Select either a default configuration or create your own custom configuration. To proceed to quote results click Next.

Please note: incompatible options are hidden.

**Default\***

- 10 Mbps / 10 Mbps / Alcatel 8 Port
- 10 Mbps / 100 Mbps / Alcatel 8 Port
- 100 Mbps / 100 Mbps / Alcatel 8 Port
- 100 Mbps / 1 Gbps / Alcatel 8 Port

\*e.g. Circuit Bandwidth 10 Mbps, Bearer Bandwidth 10 Mbps, NTU Alcatel 8 Port

[Create Custom Configuration](#)

Cancel Previous Next

- Configure an A-End by selecting:  
**Bearer Bandwidth**  
**NTU**
- Selecting the bearer and NTU values will reduce the list of available options for your B-End site making it easier for you to select the correct options
- Next configure your B-End
- Choose one of the default configurations or create a custom configuration by clicking on **Create Custom Configuration**
- Select an A-End and click 'Apply Configuration'

If you have selected multiple sites for your quote then you'll see these displayed in a table below the available configurations. Simply select the configuration you want for each of the sites and either apply the same configuration to all sites by using the **Select All** feature or apply to multiple or single sites by ticking the box next to the site and clicking on **Apply Configuration**.

If you do make a mistake, you can select a site or sites using the tick and click on **Remove Configuration**.

**Site Configuration**

**A End Site Configuration**

**RG279UP VIRGIN MEDIA 10-14 BARTLEY WOOD BUSINESS PARK BARTLEY WAY HOOK**

Please note that the A end bearer bandwidth must be greater than or equal to the sum of the B end Site bandwidths.

Bearer Bandwidth\*

NTU\*

*\* Required Fields*

**B End Site Configuration**

Select a configuration:

**Default\***

- 10 Mbps / 10 Mbps / Alcatel 8 Port
- 10 Mbps / 100 Mbps / Alcatel 8 Port
- 100 Mbps / 100 Mbps / Alcatel 8 Port
- 100 Mbps / 1 Gbps / Alcatel 8 Port
- 1 Gbps / 1 Gbps / Alcatel 8 Port

\*e.g. Circuit Bandwidth 10 Mbps, Bearer Bandwidth 10 Mbps, NTU Alcatel 8 Port

[Create Custom Configuration](#) **Remove Configuration** **Apply Configuration**

Postcode	Address	B End Configuration	Select All
RG279UP	VIRGIN MEDIA 10-14 BARTLEY WOOD BUSINESS PARK BARTLEY WAY HOOK		<input type="checkbox"/>
RG279UP	VIRGIN MEDIA 10-14 BARTLEY WOOD BUSINESS PARK BARTLEY WAY HOOK		<input type="checkbox"/>
RG279UP	LENOVO 240 BARTLEY WOOD BUSINESS PARK BARTLEY WAY HOOK		<input type="checkbox"/>
B263RZ	EAGLE 2 HATCHFORD WAY BIRMINGHAM		<input type="checkbox"/>
B263RZ	EAGLE TWO HATCHFORD WAY BIRMINGHAM		<input type="checkbox"/>

**Cancel** **Previous** **Next**

Please click **“Next”** to proceed.

# Engage Portal User Guide

1 Sites 2 Serviceability 3 Configuration 4 Site Configuration 5 Saved Quote(s)

Hide helpful info ⓘ

ⓘ Please ensure that when you place an order for a service based on the Engage 'Saved Quote' that you have double checked that the address you selected for the 'Saved Quote' is 100% correct. If it isn't and the selected address is incorrect, you need to be aware that:

- Installation of the service will be attempted at an incorrect site address.
- The pricing shown in the 'Saved Quote' is invalid for installation at the correct site address.
- You may be liable to pay us in relation to cancellation of your incorrect order and/or our costs incurred in connection with installation works for or at the incorrect site address.

Please contact your Account Team if you can't find the correct site address that you need and provide them with the relevant correct information. They will add the new correct address into Engage so that you can generate a new quote based on the correct site address.

**Saved Quote(s)** [See all Saved Quotes](#)

Quote Name	Quote ID	Product	A End Site	B End Site	Circuit Bandwidth	Status	Term	Install	Rental	Select Items
TEST-2-34285-001-061216	9034723	National Ethernet	Test Account 1 - NNE	RG279UP - VIRGIN MEDIA 10-14 - 10008961155	100 Mbps	OK	2 yrs	£1,805.00	£6,534.00	<input type="radio"/>

[Return to Home](#) [Create Another Quote](#) [Order](#)

Click **“Select Items”** for the quotes you wish to save. There could be more than one quote listed if you added additional quote configurations. If you have prepared a site to multisite quote then all B-End sites will be listed in the column appropriate column.

To view all of your existing Saved Quotes click **See all Saved Quotes**.

Click **“Create Another Quote”** to save and start another quote. This will take you to the first page of the quote journey – **Site Selection**.

Click **“Order”** to progress this quote into an order.

Your quote has now been stored in the **“Saved Quotes”** section.

## MIA/VPN Quote

Here is an example of how to request a **MIA or IPVPN** quote:

The screenshot shows a multi-step process for requesting a quote. The current step is '1 Select Sites'. The navigation bar includes: 1 Select Sites, 2 Select Access Methods, 3 Serviceability, 4 Product Configuration, 5 Site Configuration, and 6 Results. A 'Show helpful info' button is in the top right.

**Site Selection**  
Please select the addresses you wish to use to prepare a quote.

Please enter the full postcode.

RG27 9UP

**Current stored sites:**

End Address	Add
RG279UP - Full Site Address	<input type="button" value="Add +"/>
RG279UP - Full Site Address	<input type="button" value="Add +"/>

Site not found? Please contact your Account Team.

**The sites you have selected are:**

Address	Remove All
RG279UP - Full Site Address	<input type="button" value="Remove"/>

You can select a max of 50 sites.

Enter your Postcode and click **'Search'**.

Select your chosen site by clicking **'Add'**.

Once you have all sites selected click **'Next'**.

# Engage Portal User Guide

Select which access methods you wish to quote for and click **“Next”** to move onto the next step.

1 Select Sites 2 **Select Access Methods** 3 Serviceability 4 Product Configuration 5 Site Configuration 6 Results

Show helpful info ⓘ

Please select at least 1 option to proceed

IPVPN  Cable Modem  ADSL2+  
 SDH  Broadband FTTC  
 Ethernet

EVPN  Ethernet

For a more accurate serviceability check please enter the phone number for each site - if you do not have this information we will use the postcode.

E142AA - Site 32

Cancel Previous Next

The serviceability results for your chosen sites will now be displayed to help you understand which products are available Click **“Next”** to move onto the next step.

1 Select Sites 2 Select Access Methods 3 **Serviceability** 4 Product Configuration 5 Site Configuration 6 Results

**Service Availability**

Please find below details of the products available to select at the sites you have chosen. You may delete sites from the table should you find the product you want is not available. A minimum of two sites should remain in order for you to proceed with the quote.

✓ The service is fully available  
 ✗ Service is not available

Sites	EVPN	IPVPN	
	Ethernet	Cable Modem	ADSL2+ Ethernet
RG279UP	✓	✗ More info	✓ ✓ Delete

Please note: Non serviceable sites will not be considered for quote processing.

Cancel Previous Next

Now select the **Product** for which you wish to prepare a quote.

# Engage Portal User Guide

1 Select Sites 2 Select Access Methods 3 Serviceability 4 Product Configuration 5 Site Configuration 6 Results

Show helpful info ⓘ

Please select at least 1 option to proceed

IPVPN  Cable Modem  ADSL2+  
 SDH  Broadband FTTC  
 Ethernet

EVPN  Ethernet

For a more accurate serviceability check please enter the phone number for each site - if you do not have this information we will use the postcode.

NE270QF - VIRGIN MEDIA UNIT 2, NETWORK HOUSE NEW YORK WAY NEW YORK INDUSTRIAL PARK NEWCASTLE UPON TYNE

RG279UP - VIRGIN MEDIA 10-14 BARTLEY WOOD BUSINESS PARK BARTLEY WAY HOOK

Cancel Previous Next

The “Quote Name” field is automatically populated with your company name to save you time. You can however type over the prepopulated names. It’s a good idea to agree a naming convention so that all quote names follow the same format. This will make it much easier for all your users to find and identify saved quotes in the future.

1 Select Sites 2 Select Access Methods 3 Serviceability 4 Product Configuration 5 Site Configuration 6 Results

Show helpful info ⓘ

Quote Name \* TEST

Select Contract Terms \*  1 Year  
 2 Years  
 3 Years  
 4 Years  
 5 Years

Billing Frequency \* Quarterly

Service Type \* Please select

Quality Of Service Enabled \* Please select

\* Required Fields

Cancel Previous Next

Next select the Contract term, Billing Frequency, Service Type and Quality of Service Enabled.

# Engage Portal User Guide

Please then choose “**Next**” to proceed.

Select one of the sites in the box and click on **Configure Selected Site(s)**.

1 Select Sites 2 Select Access Methods 3 Serviceability 4 Product Configuration 5 Site Configuration 6 Results

Hold the Ctrl key and select to choose multiple sites. Filter

NE270QF VIRGIN MEDIA UNIT 2, NETWORK HOUSE NEW YORK WAY NEW YORK INDUSTRIAL PARK NE  
RG279UP VIRGIN MEDIA 10-14 BARTLEY WOOD BUSINESS PARK BARTLEY WAY HOOK

Configure Selected Site(s)

Cancel Previous

Configure your site by selecting the **Access Circuit** from the drop down menu.

1 Select Sites 2 Select Access Methods 3 Serviceability 4 Product Configuration 5 Site Configuration 6 Results

Show helpful info

Site configuration - Step 1 of 2  
NE270QF - VIRGIN MEDIA UNIT 2, NETWORK HOUSE NEW YORK WAY NEW YORK INDUSTRIAL PARK NEWCASTLE UPON... (being configured)

Access Circuit

Cancel Previous Next

Please then choose “**Next**” to proceed.

Select the **Access Bandwidth** and **Installation Option** from the drop down menu and for this IPVPN example tick **Homeworker** if required.

1 Select Sites 2 Select Access Methods 3 Serviceability 4 Product Configuration 5 Site Configuration 6 Results

Show helpful info

Site configuration - Step 2 of 2 - Cable Modem  
NE270QF - VIRGIN MEDIA UNIT 2, NETWORK HOUSE NEW YORK WAY NEW YORK INDUSTRIAL PARK NEWCASTLE UPON TYNE, (being configured)

Access Flavour\*

Access Bandwidth\*

Installation Option\*

Selected CPE\*  
Homeworker

\* Required Fields

Cancel Previous Next

Repeat the process for the remaining sites and when finished, click **Next** to continue.

# Engage Portal User Guide

1 Select Sites 2 Select Access Methods 3 Serviceability 4 Product Configuration 5 Site Configuration 6 Results

▼ VIRGIN MEDIA 10-14 BARTLEY WOOD BUSINESS PARK BARTLEY WAY HOOK RG279UP hide

Access Flavour: On net  
 Access Bandwidth: 100 Mbps  
 Circuit Size: 30 Mbps  
 Selected CPE: CISCO1921/K9 SKU 10030003  
 QoS Template Required: No

delete configure

▶ VIRGIN MEDIA UNIT 2, NETWORK HOUSE NEW YORK WAY NEW YORK INDUSTRIAL PARK NEWCASTLE UPON TYNE NE270QF view

Cancel Previous Next

Based on the information entered, Engage will now generate your quote(s) and display them in the Results screen.

1 Select Sites 2 Select Access Methods 3 Serviceability 4 Product Configuration 5 Site Configuration 6 Results

**Quote Results** [See all Saved Quotes](#)

Quote Name	Quote ID	Postcode	Site	Circuit Bandwidth	Install	Rental	Product	Term	Status	Select Items
TEST-3-63775-001-091216	9043359	RG279UP	RG279UP - VIRGIN MEDIA 10-14 - 10008961155	30 Mbps	£300.00	£5,472.00	IPVPN	3 yrs	OK	<input type="radio"/>
		NE270QF	NE270QF - VIRGIN MEDIA UNIT 2 NETWORK HOUSE - 47064633	30 Mbps						
TEST-5-63775-002-091216	9043360	RG279UP	RG279UP - VIRGIN MEDIA 10-14 - 10008961155	30 Mbps	£300.00	£5,168.00	IPVPN	5 yrs	OK	<input type="radio"/>
		NE270QF	NE270QF - VIRGIN MEDIA UNIT 2 NETWORK HOUSE - 47064633	30 Mbps						

Return to Home Create Another Quote Order

Click **“Select Items”** for the quotes you wish to save (there could be more than one quote listed if you added additional quote configurations).

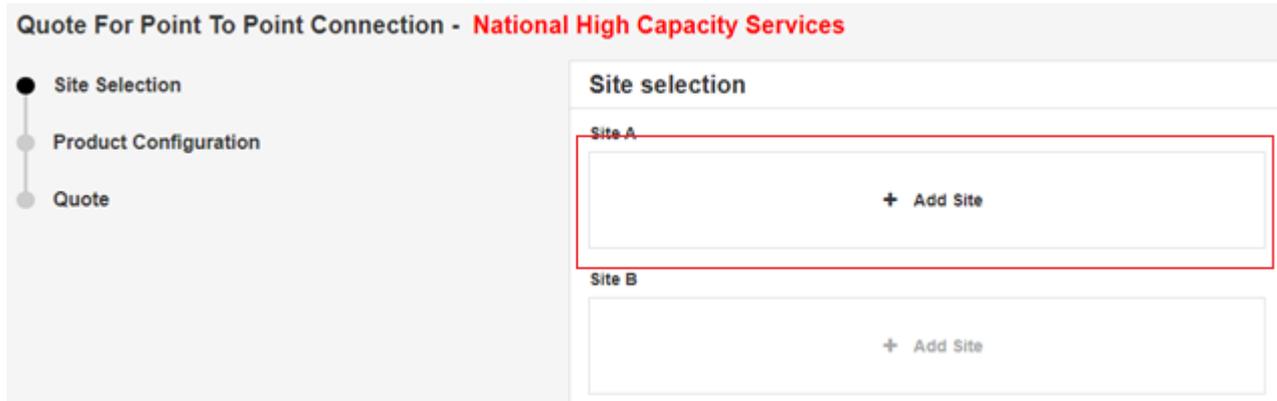
Click **“Create Another Quote”** to save and start on another quote.

Click **“Order”** to progress this quote into a full order.

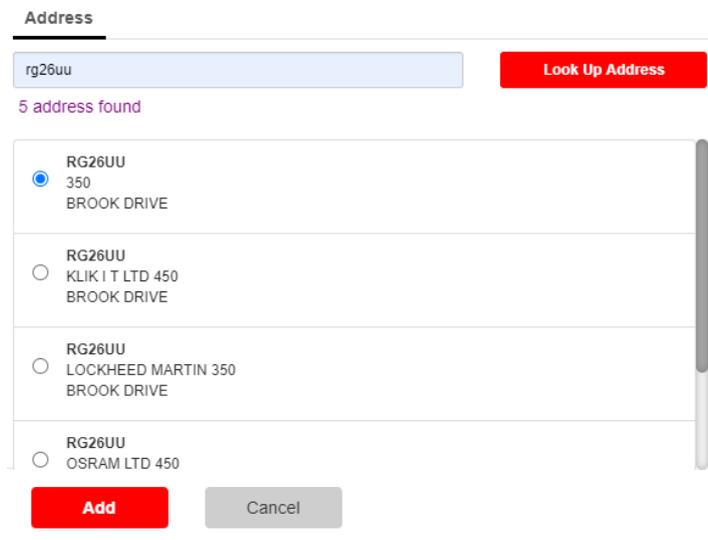
Your quote has now been stored in the **“Saved Quotes”** section.

## HCS Quote

Here is an example of how to request a **High Capacity Services** Quote:



Select **“Add site”** under the Site A heading



Enter the postcode of your Site A and click on **“Look up Address”**

Select the appropriate Site A address and click **“Add”**

Similar to the steps above, choose the address for Site B

## Product Configuration

### Bandwidth Bearer

### Number of Wavelengths

### Billing Frequency

### Contract Term

 3 Years  4 Years  5 Years

### Title for Quote

Use the dropdown choices to configure your **Bandwidth Bearer**, **Number of Wavelengths** and the **Billing Frequency**

Select the **Contract Term** by clicking one or multiple checkboxes depending on the term length you wish to receive a quotes for.

Enter a title of your choice, in the **Title for Quote** field

Click on the “**Generate Quote**” button

Based on the information entered, Engage will now generate your quote(s) and display them in the below the Generate Quote Button

## Generated Quote

<input checked="" type="radio"/>	<b>AZIM-4-93328-001-271020</b> 4 Years	Install £ 0	Rental £ 36250	Total <b>£ 36250</b>
----------------------------------	---	----------------	-------------------	-------------------------

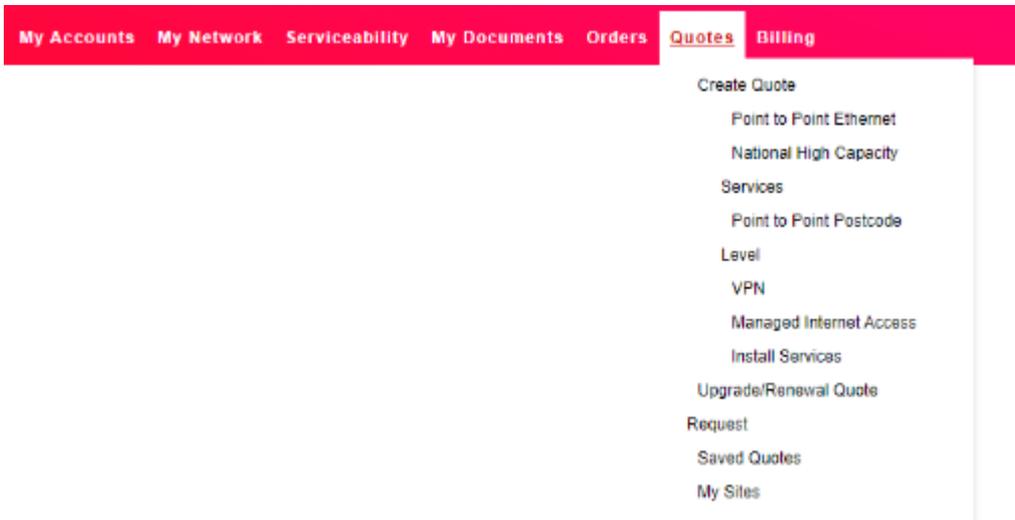
  

You can now place on order by selecting a quote and then clicking “**Proceed to Order**” or alternatively click on “**View Quote**” where you have further options, such as cloning a quote.

Your quote has now been stored in the “**Saved Quotes**” section.

## Saved Quotes

All saved quotes will be stored automatically for future reference. To view your saved quotes select “**Saved Quotes**” from the “**Quotes**” tab.



All of your saved quotes will now display in list format, as per example below:

### Saved Quotes

Data Broadband & Phone

Search  Please Select  Date From  Date To  Search Clear

**My Quotes - Data** Displaying from 31/08/2014 to 10/10/2014

Show 10 25 50 100 per page Filter page:

Quote Name	Quote ID	Product	Bandwidth	A Sites	B Sites	User name	Date Raised
USER GUIDE QUOTE_06691_01	5862032	Leased Line	4X2 Mbps	RG279UP	S93SE	307451PerrinC	10/10/2014
EVPN SLA CHECK_06820_002	5861666	Ethernet VPN	40 Mbps	S93SE		R7511889	08/10/2014
TESTINH_46163_01	5861625	National Ethernet	1 Gbps	E149GE	B258ET	307451KInpatrickA	08/10/2014
TESTINH_44902_01	5861624	National Ethernet	1 Gbps	E149GE	B258ET	307451KInpatrickA	08/10/2014
1750 RETEST!_29385_0_04	5861563	Ethernet Extensions	10 Mbps	S93SE	S93SE	R7511889	08/10/2014
1750 RETEST!_32297_0_03	5861562	Ethernet Extensions	100 Mbps	S93SE	S93SE	R7511889	08/10/2014
1750 RETEST!_85152_0_01	5861561	Ethernet Extensions	10 Gbps	S93SE	S93SE	R7511889	08/10/2014
1750 RETEST!_45084_0_02	5861560	Ethernet Extensions	1 Gbps	S93SE	S93SE	R7511889	08/10/2014
NE POI_07576_01	5861280	National Ethernet	2 Mbps	RG279UP	RG279UP	307451RogersC	07/10/2014
EE PLUS POI_31659_01	5861279 (QQ)	Ethernet Extensions +	6 Mbps	RG279UP	RG279UP	307451RogersC	07/10/2014

1 2 3 4 5 Next Page 9

Showing Page 1 of 9

Quick Quotes are labelled QQ

# Engage Portal User Guide

You can search for a quote (that has been created within the last 90 days) by product, quote name, quote ID, A or B-End postcode, username or quick quote.

Search  Please Select  Date From  Date To

Enter the information about the quote in the search field, and click “**Search**”.

The quotes will then be filtered accordingly, making it easier and faster for you to find the required quote.

Click on the **Quote Id** displayed in red font to select the quote.

Quote Name	Quote ID	Product	Bandwidth	A Sites	B Sites	User name	Date Raised
USER GUIDE QUOTE_06691_01	5862032	Leased Line	4X2 Mbps	RG279UP	S93SE	307451PerrinC	10/10/2014
EVPN SLA CHECK_06820_002	5861666	Ethernet VPN	40 Mbps	S93SE		R7511889	08/10/2014
TESTINH_46163_01	5861625	National Ethernet	1 Gbps	E149GE	B258ET	307451KirpatrickA	08/10/2014
TESTINH_44902_01	5861624	National Ethernet	1 Gbps	E149GE	B258ET	307451KirpatrickA	08/10/2014
1750 RETEST!_29385_0_04	5861563	Ethernet Extensions	10 Mbps	S93SE	S93SE	R7511889	08/10/2014
1750 RETEST!_32297_0_03	5861562	Ethernet Extensions	100 Mbps	S93SE	S93SE	R7511889	08/10/2014
1750 RETEST!_85152_0_01	5861561	Ethernet Extensions	10 Gbps	S93SE	S93SE	R7511889	08/10/2014
1750 RETEST!_45084_0_02	5861560	Ethernet Extensions	1 Gbps	S93SE	S93SE	R7511889	08/10/2014
NE POI_07576_01	5861280	National Ethernet	2 Mbps	RG279UP	RG279UP	307451RogersC	07/10/2014
EE PLUS POI_31659_01	5861279 (QQ)	Ethernet Extensions +	6 Mbps	RG279UP	RG279UP	307451RogersC	07/10/2014

This will then display the selected quote:

## Quote Details - USER GUIDE QUOTE\_06691\_01

Product Name : Leased Line  
Quote ID : 5862032  
Date Raised : 10/10/2014

### A Site

Sitename	hometown test 2
Address	VIRGIN MEDIA 10-14 BARTLEY WOOD BUSINESS PARK BARTLEY WAY HOOK
Postoode	RG279UP
Circuit Connectivity	BTW PPC

### B Site

Sitename	Virgin Sheffield
Address	VIRGIN MEDIA EVOLUTION HOUSE 1 CHIPPINGHAM STREET SHEFFIELD
Postoode	S93SE
Circuit Connectivity	BTW PPC

### Configuration

Circuit Bandwidth	Install	Rental	Product	Term
4X2 Mbps	£19,200.00	£25,602.00	Leased Line	5

From here you can “Edit”, “Query Quote” or “Create Order”.

# Engage Portal User Guide

**Edit** – will take you through the above steps and allow you to make amendments.

**Query Quote** – takes you to the following screen so that you can contact us:

## Query Quote

### Send Query

Order/Quote ID	<input type="text" value="5882032"/>
Confirm your email *	<input type="text" value="first.last@test.com"/>
Copy another user on replies	<input type="text"/>
Problem type *	<input type="text" value="Pricing Query"/>
Problem description	<input type="text" value="This is a query with a quote."/>

5971 remaining

*\* Required Fields*

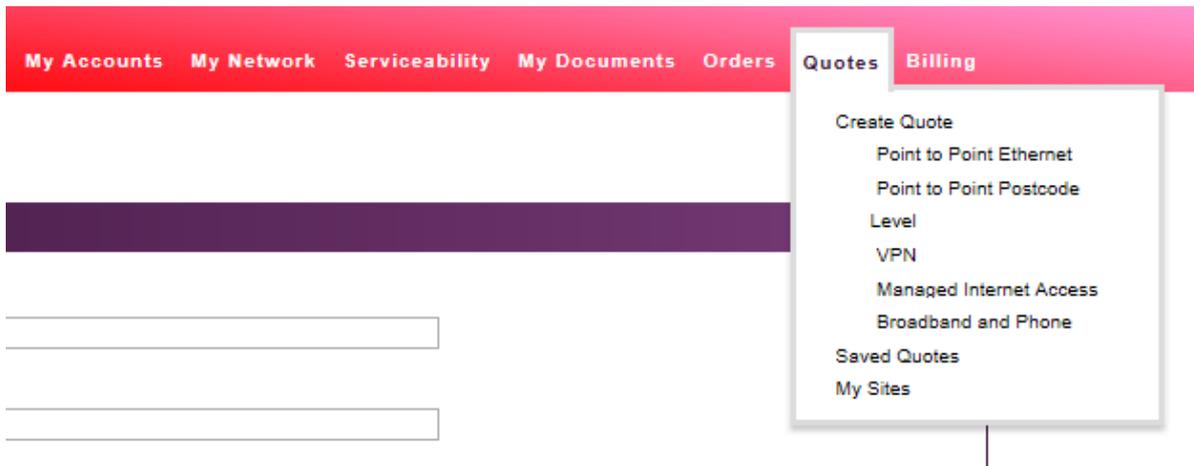
The populated details will then be sent to the relevant team and you'll receive the following confirmation:

## Thank You

Your message has been sent someone will look at your request and contact you as soon as possible.

**Create Order** – please see the order section on how to progress the quote to an order.

## Create Postcode Level Quote



From the “**Quotes**” tab select “Point to Point Postcode level” as shown above, then:

- Choose a quote name
- Select required contract term
- Choose Billing Frequency
- Select product option

Click “**Next**” to proceed.

A screenshot of the 'Quote Name Product' step in the quote creation process. The step is highlighted in red in the top navigation bar, which also shows '2 Product Configuration', '3 Postcodes', and '4 Save Quotes'. The form contains the following fields:

- 'Choose quote name:' with a text input field containing 'User Guide Indicative Quote'.
- Two radio buttons: 'Quote Name' (selected) and 'Enter in quote Line'.
- 'Contract term:' with four checkboxes: '1 Year', '2 Years', '3 Years', and '5 Years' (checked).
- 'Billing Frequency \*' with a dropdown menu showing 'Quarterly'.
- 'Product:' with a dropdown menu showing 'National Ethernet'.

At the bottom left is a black 'Cancel' button, and at the bottom right is a red 'Next' button.

# Engage Portal User Guide

Now enter:

- A & B-End bearer requirements
- Specify circuit bandwidths required for each or all circuits

Click **“Next”** to proceed.

1 Quote Name Product 2 Product Configuration 3 Postcodes 4 Save Quotes

A end bearers \*  
 Specified individually  10 Mbps  100 Mbps  
 1 Gbps

B end bearers \*  
 Specified individually  10 Mbps  100 Mbps  
 1 Gbps

Circuit bandwidths \*  
 All the same  Specified individually

Choose Bandwidth \*  
10 Mbps

\* Required Fields

Cancel Previous Next

Enter the required postcodes.

Now click **“Next”** to proceed.

1 Quote Name Product 2 Product Configuration 3 Postcodes 4 Save Quotes

A End Post Code B End Post Code Circuit Bandwidth: A end bearer: B End Bearer:  
SS3SE RG279UP 10 Mbps 10 Mbps 10 Mbps

Cancel Previous Next

# Engage Portal User Guide

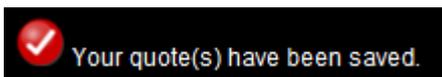
1 Quote Name Product > 2 Product Configuration > 3 Postcodes > 4 Save Quotes

### Save Quick Quotes

Quote Name	A End PostCode	B End PostCode	A End Bearer	B End Bearer	Circuit Bandwidth	Install	Rental	Products	Terms	Status
User Guide Indicative Quote_74638_Dq01_01	S93SE	RG279UP	10 Mbps	10 Mbps	10 Mbps	£0	£3,165.00	National Ethernet	5	OK

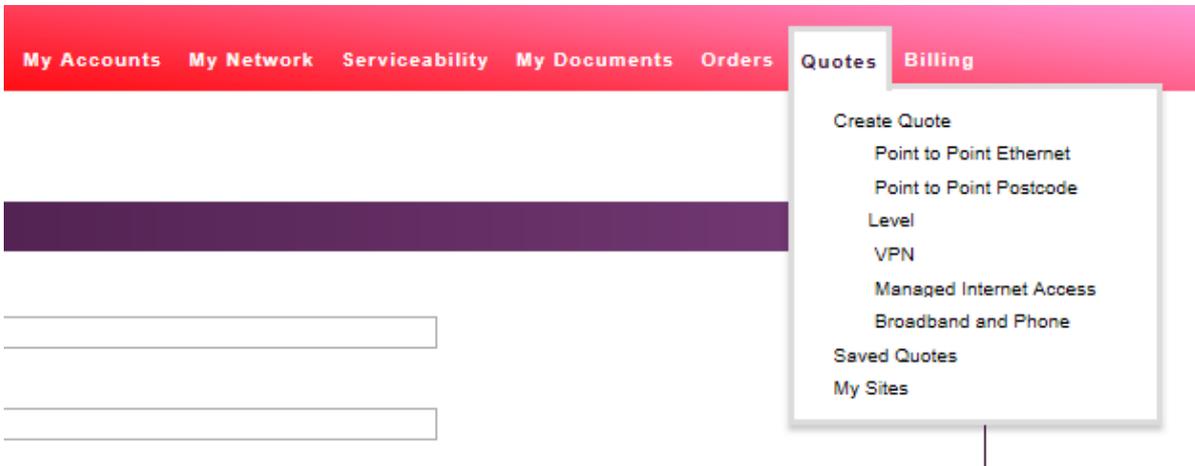
Cancel Finish

Then click "Finish" to add to your saved quotes page and you'll see the confirmation at the top of the next screen.



## Convert a Postcode Level Quote to a Full Quote

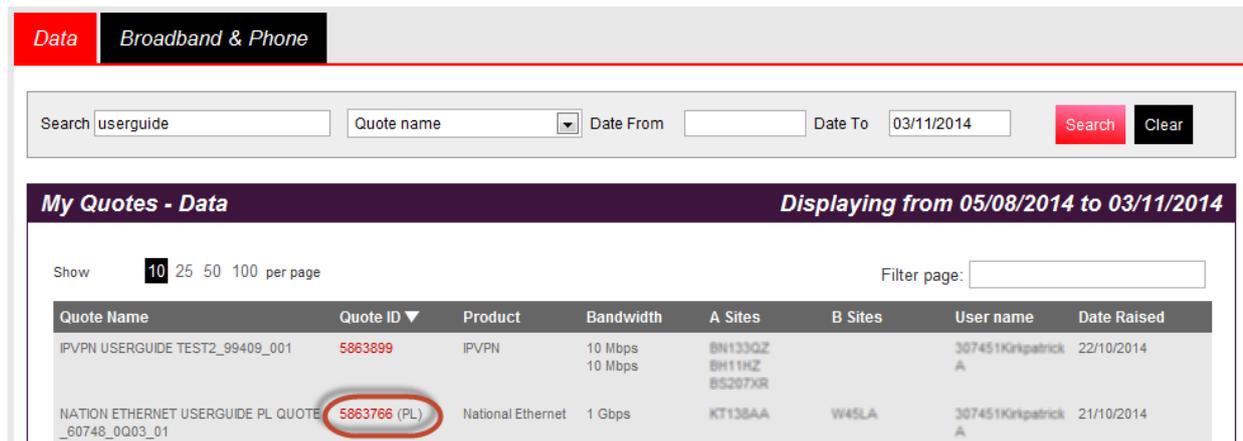
If you want to turn a **Postcode Level Quote** into an order, you must first convert it into a **Full Quote**. Select **"Saved Quotes"** from the **"Quotes"** tab.



All postcode level quotes are flagged as **"(PL)"** so they can be easily identified.

To convert your postcode level quote, select the quote by clicking the **Quote ID**:

### Saved Quotes



Any information you specified when creating the postcode level quote, will be pre-populated.

# Engage Portal User Guide

At the bottom of the page, click “**Convert to Full Quote**”.

## Quote Details - USER GUIDE INDICATIVE QUOTE\_74638\_0Q01\_01

Product Name : National Ethernet  
Quote ID : 5862114  
Date Raised : 10/10/2014

### A Site

Sitename	1919801561S93SE1412940801147
Address	R K MOTORS 228 CHIPPINGHAM STREET SHEFFIELD
Postcode	S93SE
Circuit Connectivity	Virgin Media Civils Required
Bearer Bandwidth	10 Mbps

### B Site

Sitename	Test Account 1 - NNE
Address	VIRGIN MEDIA 10-14 BARTLEY WOOD BUSINESS PARK BARTLEY WAY HOOK
Postcode	RG279UP
Circuit Connectivity	Virgin Media Site Connected
Bearer Bandwidth	10 Mbps

### Configuration

Circuit Bandwidth	Install	Rental	Product	Term
10 Mbps	£0	£3,165.00	National Ethernet	5

[Back](#) [Convert to Full Quote](#) [Query Quote](#)

Now follow the normal **Create a Quote** process steps to proceed to completion.

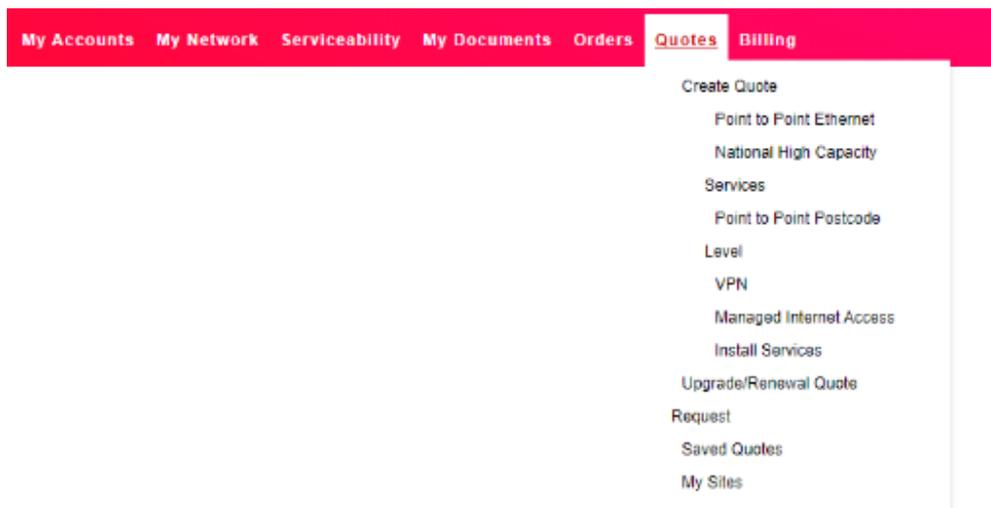
# 7. Orders

## Let's get down to business

### Raise Orders

Here we look at how you can raise an order from a saved quote. Remember, if you wish to convert a postcode level quote to an order, it has to be converted to a full quote, and then saved before progressing to order stage.

Select **Quotes** from the homepage tool bar tab at the top of the page.



Now select **“Saved Quotes”** from the drop down list.

You'll find a list of your **“Saved Quotes”** populated on-screen.

# Engage Portal User Guide

Either **Filter** in the tool bar at the top, or scroll through the list until you locate the quote you would like to convert to an order and click **Quote ID**. For this example we have used a National Ethernet order.

Search  Product  Date From  Date To  Search Clear

**My Quotes - Data** **Displaying from 17/07/2014 to 15/10/2014**

Show 10 25 50 100 per page Filter page:

Quote Name	Quote ID ▼	Product	Bandwidth	A Sites	B Sites	User name	Date Raised
NE CONVERT TO FULL QUOTE_41848_01	5862399	National Ethernet	2 Mbps	B100HJ	B908AD	R7511889	13/10/2014
NE QQ_87821_0Q05_01	5862398 (QQ)	National Ethernet	2 Mbps	B100HJ	B908AD	R7511889	13/10/2014
NE QQ_59719_0Q04_01	5862397 (QQ)	National Ethernet	2 Mbps	B100HJ	B908AD	R7511889	13/10/2014
NE QQ_22120_0Q03_01	5862396 (QQ)	National Ethernet	2 Mbps	B100HJ	B908AD	R7511889	13/10/2014
NE QQ_57826_0Q02_01	5862395 (QQ)	National Ethernet	2 Mbps	B100HJ	B908AD	R7511889	13/10/2014
NE QQ_00069_0Q01_01	5862394 (QQ)	National Ethernet	2 Mbps	B100HJ	B908AD	R7511889	13/10/2014
USER GUIDE INDICATIVE QUOTE_74638_0 Q01_01	5862114 (QQ)	National Ethernet	10 Mbps	S93SE	RG279UP	307451PerrinC	10/10/2014
TESTINH_46163_01	5861625	National Ethernet	1 Gbps	E149GE	B258ET	307451Kirkpatrick A	08/10/2014
TESTINH_44902_01	5861624	National Ethernet	1 Gbps	E149GE	B258ET	307451Kirkpatrick A	08/10/2014
NE POI_07576_01	5861280	National Ethernet	2 Mbps	RG279UP	RG279UP	307451RogersC	07/10/2014

1
2
3
4
5
Next
Page 7

Showing Page 1 of 7

Quick Quotes are labelled QQ

Once you have selected a quote you'll move to the quote details screen.

Review the details then select "**Create Order**" to progress.

## Quote Details - NE CONVERT TO FULL QUOTE\_41848\_01

Product Name : National Ethernet  
 Quote ID : 5862399  
 Date Raised : 13/10/2014

### A Site

Sitename	23
Address	UNIT 4B SMALL HEATH BUSINESS PARK TALBOT WAY BIRMINGHAM
Postcode	B100HJ
Circuit Connectivity	Virgin Media Civils Required
Bearer Bandwidth	10 Mbps

### B Site

Sitename	B908AD
Address	BAXTER STORY THE ORACLE BUILDING, ORACLE DRIVE BLYTHE VALLEY PARK SHIRLEY SOLIHULL
Postcode	B908AD
Circuit Connectivity	Virgin Media Site Connected
Bearer Bandwidth	100 Mbps

### Configuration

Circuit Bandwidth	Install	Rental	Product	Term
2 Mbps	£0	£4,995.00	National Ethernet	5

Back
Edit
Query Quote
Create Order

# Engage Portal User Guide

The first screen in the order process is Virgin Media Business' Terms and Conditions. Please read these carefully before accepting.

**Terms and Conditions**

Address Name: Test Customer 1 Billing Address  
Billing Address: 260  
Town: Hook  
Postcode: RG27 9UP  
Country: UK  
Product: Ethernet Extensions

[Change Address](#)

Ts&Cs \*  
Virgin Media Business Limited standard terms and conditions which have been provided to you TEST shall apply to this Order and the subsequent Contract.

- Please note that the Service You order may require Us to undertake installation work which may affect the delivery time and/or Charges.
- Please note that if the Order Form You submit contains incorrect data this may cause delay and/or additional cost for which You will be responsible.
- Subject to Virgin Media Business Limited order acceptance.
- Subject to Survey.
- Prices are subject to VAT.

Tick to accept

[Click here for My Documents](#)

\* Required Fields

[Exit](#) [Delete](#) [Next](#)

Check the “**Tick to accept**” box if you’re happy to accept the terms and conditions. You may also need to update the billing address – if so click “**Change Address**”.

You can click the ‘**Save**’ button at any stage during the create order process and your progress will be saved. This can be picked up at any point in the saved orders page.

Click “**Next**” to progress to the customer details screen.

[1 Ts & Cs](#) [2 Customer Details](#) [3 Service](#) [4 Circuit](#) [5 Associated Orders/Notes](#) [6 Order Details](#)

Check that the prepopulated details are correct, and then enter your PO and account number. A PO number is mandatory. You will not be able to progress without entering these details.

To make amendments to correspondence/billing addresses or contacts, select the “Change” option at the bottom of each entry.

Then click “**Next**” to proceed.

# Engage Portal User Guide

## Customer Details

Customer Name *	Test Account 1 - Partner Markets Bus Partners -CP	Customer PO Number *	<input type="text" value="12345"/>
Company Reg No	30745	Customer Account Number **	<input type="text" value="22222"/>
BPT Quote Reference	5862399		

### Correspondence Address

Address Name	Test Address
Address	1
Town / City	Town
Postcode	AB1 2CD
Country	

[Change](#)

### Correspondence Contact

Contact Name	First Last
Telephone	01234 567890
Mobile	07777 123456
Email	first.last@test.com

[Change](#)

\*\* Note: Please confirm your existing Virgin Media Business account number to be used for this order

[Cancel](#)

[Previous](#)

[Next](#)



The service screen requires you to add details of your Order Type, Delivery Date and CRM reference number, as per the example below. Please note that you can locate the CRM reference on your original quote.

- Confirm if you would be happy to accept early delivery
- Confirm order type (new, upgrade, downgrade, move or amend)
- Enter CRM reference number
- Enter VLAN Tagging Scheme if applicable

Click "**Next**" to proceed.

# Engage Portal User Guide

1 Ts & Cs   2 Customer Details   **3 Service**   4 Circuit   5 Associated Orders/Notes   6 Order Details

### Service

Service *	National Ethernet	Order Type	New
Order Date	15/10/2014	Service Required Date **	26/11/2014
Accept Early Delivery *	Yes	Customer CRM Ref No *	CRM1234
Qos Classification *	Dot1p	VLAN Tagging Scheme *	C-VLAN12345
Performance Reporting	Advanced Reporting	Is QoS needed ?	No

*\* Required Fields*

\*\* The date will give an indication for your requirements. However, Virgin Media Business work to standard target lead times, please contact us for details. The delivery date will be confirmed following acceptance of the completed Order Form and will be subject to survey.

Note: if this is an amendment to an existing service, please provide circuit number(s)/reference/telephone number(s) in the 'Additional Information' section.

Cancel   Previous   Next

# Engage Portal User Guide

Now you'll be presented with the A End site details screen requesting further details.

Enter all mandatory information to proceed.

### National Ethernet Site Details

<b>Service Presentation Required</b>		<b>Standard Ethernet Physical Interface</b>	
A End*	<input type="text" value="Please select"/>	A End*	<input type="text" value="10/100Mbit/s RJ45Mb"/>

#### A End Installation Address

Address	UNIT 4B	Floor *	<input type="text"/>
	SMALL HEATH BUSINESS PARK	Room *	<input type="text"/>
	TALBOT WAY	Rack *	<input type="text"/>
Town	BIRMINGHAM	Contact First Name *	<input type="text"/>
Country		Contact Last Name *	<input type="text"/>
Postcode	B100HJ	Phone *	<input type="text"/>
		Email *	<input type="text"/>

Does this property have any existing Virgin Media Business services (excluding xDSL)? \*\*

#### Installation Details

A End Bearer Bandwidth	10 Mbps
Network Status	Virgin Media Civils Required
NTU	Alcatel 8 Port

Which port number should the Service be added to? If none requested Virgin Media Business will select the next appropriate.

#### Landlord/Managing Agent Contact Details

Are you the owner of this property \*

#### Additional Info

Please provide details of any site specific information that Virgin Media Business should be aware of. \*\*

Circuit details (A1 to B1)

6000 remaining

*\* Required Fields*

\*\*Note: if 'NO' should Virgin Media Business services not exist at the installation address it may be necessary to carry out cabling work into the building. Please complete a way leave questionnaire to identify the most appropriate procedure and to help ensure the efficient installation of the service. Once the additional information has been received and assessed we can determine an appropriate installation date.

# Engage Portal User Guide

We want to reduce any potential order delays as much as possible. One way of doing this is processing our wayleaves quicker. In order to do this, we very often need the specific information about the landlord managing agent from our customers.

The mandatory questions below are presented on the 'Circuit' tab of orders for all products.

**Are you the leaseholder/owner of this property?** If you select **Yes**, then no further information is required.

If you select **No** then a second mandatory question is presented allowing the landlord details to be entered as this will help to speed up your order.

### Landlord/Managing Agent Contact Details

Are you the owner of this property *	<input type="text" value="No"/>
How many years are left of your lease?	<input type="text" value="125"/>
Do you have authority to make changes internally to your building, including routing cabling?	<input type="text" value="Yes"/>
Are you willing and able to provide a copy of your lease?	<input type="text" value="Yes"/>
Is the property a listed building?	<input type="text" value="Yes"/>
Do you have the Landlord/Managing Agent contact details? *	<input type="text" value="Yes"/> ⓘ

Contact First Name *	<input type="text" value="First"/>	Contact Last Name *	<input type="text" value="Last"/>
Email *	<input type="text" value="first.last@test.com"/>	Phone *	<input type="text" value="01234 567890"/>

Notes and comments

More details here.

# Engage Portal User Guide

Then add any additional site information.

## Additional Info

Please provide details of any site specific information that Virgin Media Business should be aware of. \*\*

Circuit details (A to B)

8000 remaining

Click “Next” to proceed.

You’ll be presented with the site details screen again. But this time it’s requesting further details on the B-End site.

Enter all mandatory information to proceed.

Now you will have the A&B-End sites summary screen. Click “Next” to proceed.

The screenshot shows a multi-step navigation bar at the top with steps: 1 Ts & Cs, 2 Customer Details, 3 Service, 4 Circuit (highlighted in red), 5 Associated Orders/Notes, and 6 Order Details. Below the navigation bar, there are two expandable sections: 'A-END 23 B100HJ' with a 'view' link, and 'B-END B908AD B908AD' which is expanded to show a table of details. The table has two columns: 'Service Presentation Required' and 'Ethernet Physical Interface'. The first row shows 'VLAN' and the second row shows '10/100Mbit/s RJ45Mb'. There is an 'Edit' button in the bottom right corner of the table area. At the bottom of the screen, there are three buttons: 'Cancel', 'Previous', and 'Next'.

Service Presentation Required	VLAN
Ethernet Physical Interface	10/100Mbit/s RJ45Mb

Add any further details that will help to progress your order. Click “Next” to proceed.

1 Ts & Cs > 2 Customer Details > 3 Service > 4 Circuit > 5 Associated Orders/Notes > 6 Order Details

### Associated Orders & Notes

Associated Order Information

6000 remaining

Please provide details of any site specific information that Virgin Media Business should be aware of. \*\*

6000 remaining

**\*\* Note: nothing entered in this box shall vary any provision of the Framework Master Services Agreement applicable to this Order, which shall prevail.**

Cancel Previous Next

1 Ts & Cs > 2 Customer Details > 3 Service > 4 Circuit > 5 Associated Orders/Notes > 6 Order Details

The Order Details screen provides the full order form content and financial results:

- Section 1 – Customer Details
- Section 2 – Service
- Section 3 – Circuit Details
- Section 4 – Additional Information
- Section 5 – Associated Orders
- Section 6 – Notes and Comments
- Section 7 – Billing Requirements

## Section 7: Billing requirements

Itemisation	Total Installation Charges(£)	Total Quarterly Rental Charge (£)	Purchased Bandwidth
B100HJ <-> B908AD	£0	£1,248.75	2 Mbps
QoS Charges	£0	£0	
Reporting Charges	£0	£0	
Total Charges	£0	£1,248.75	

### Total Annual Rental Charge **£4,995.00**

Invoiced in advance as specified: Quarterly

Minimum contract period: 5

Cancel

Previous

Submit Order

If all is ok, click “**Submit Order**”. Your order will be stored under the **Saved Orders** tab.

## Raise Orders (HCS)

Here we look at how you can raise HCS orders.

After selecting an existing HCS quote, you can create an order by clicking “**Create Order**”

**Quote ID: 34725986**

**TEST ACCOUNT 1 - PARTNER MARKETS BUS PARTN-7064-06**



**NHCS**  
National High Capacity Services

Circuits  
**1**

Created on  
28/09/2020

Contract term  
**5 years**

Valid till  
27/12/2020

**Circuits** | Sites

---

**Circuit 1 - 2\*10 Gbps** £24,250.00

**Site A**

SL39BA - 1 CASTLE AVENUE DATCHET SLOUGH - 100080368969

**Site B**

SL25NS - 1 GOODMAN PARK SLOUGH - 100080317534

Total	<b>£24,250.00</b>
Billed	ANNUALLY
Install	£0
Rental	£24,250.00

Create Order

Clone Quote

All prices exclude VAT  
Pricing provided is subject to survey

After selecting an existing NHCS quote, you can create an order by clicking “**Create Order**”

You can proceed to an order from a newly created quote, or you can choose an existing quote from your saved quotes list.

**Engage ID: 34725986**

**Order for National High Capacity Services (NHCS)**

Quote ID **34725986**

**1**

**5 yrs**

Created on **28/09/2020**

No of circuits

Contract term

**Order Status** TO BE SUBMITTED

Registration number  
30745

\*Your own reference number

\*Service Required Date i

Engage Quote Reference  
34725986

PO Number

\*Accept early delivery

Order Type

Billing Account Number

**Billing Summary**

Install	
Circuits	£0
Rental	
Circuits	£24,250.00
Billing Cycle	Annually
Contract Term	5
<b>Total Annually</b>	<b>£24,250.00</b>

# Engage Portal User Guide

The Order screen prompts you to populate information related to your order in a single page. The first section requires you to add additional details such as;

- Your own Reference Number
- PO Number
- Billing Account Number
- Service Required Date
- Confirm if you would be happy to accept early delivery

Please note, the Service Required Date will give an indication of requirements but the actual delivery date will be confirmed at a later stage.

Scroll down to the **Site Details** to proceed.

**Site Details** 0 / 2 Sites done

SL39BA - 2 CASTLE AVENUE DATCHET SLOUGH - 100080368970 SL39BA <span>On Net</span> <span>Configure</span>	SL25NS - 1 GOODMAN PARK SLOUGH - 100080317534 SL25NS <span>On Net</span> <span>Configure</span>
---	--

Click **“Configure”** to enter details of your first Site. This will display a pop up panel where you will be able to add site details and well as enter any additional notes for the particular site.

We want to reduce any potential order delays as much as possible. One way of doing this is processing our wayleaves quicker. In order to do this, we very often need the specific information about the landlord managing agent from our customers.

# Engage Portal User Guide

Site 1

On Net

1. SL39BA - 2 CASTLE AVENUE DATCHET SLOUGH - 100080368970

## Address

2  
CASTLE AVENUE  
DATCHET  
SL39BA

## Business Name for site

test

## Power Supply

AC Power(default) ▼

## \*Floor

## \*Room

## \*Rack

## 2. Contact Details

### Primary Contact

#### \*First Name

Azim

#### \*Last Name

Akhtar

#### \*Email

azim.akhtar@systems.private

#### \*Phone number

0987654334567

#### Alternate number

Use Primary as secondary Contact

#### \*First Name

#### \*Last Name

#### \*Email

#### \*Phone number

#### Alternate number

## 3. Property Details

### \*Does this property have existing Virgin Media Business services?

Please select ▼

### \*Was this building built before 2000 or refurbished prior to 2000? ⓘ

Please select ▼

### \*Are you the owner of the building

Please select ▼

+ Add additional site details

Save

Cancel

The mandatory questions are presented in the Property Details section of the Site Details configuration panel.

**Are you the owner of this building?** If you select **Yes**, then no further information is required.

If you select **No** then a second mandatory question is presented allowing the landlord details to be entered as this will help to speed up your order.

Click **“Save”** and then proceed with the same process to configure details for your second site.

# Engage Portal User Guide

**Circuit Details**

**Site A1**  
SL39BA - 1 CASTLE AVENUE DATCHET SLOUGH - 100080368969

**Site B1**  
SL25NS - 1 GOODMAN PARK SLOUGH - 100080317534

No of Wavelength  
2\*10 Gbps

Wavelength	Client Interface	Connector
1	LC (default)	1310nm Single Mode
2	LC (default)	1310nm Single Mode

**Associated Orders**  
Add details here

**Notes and comments**  
Add additional comments here

After configuring the sites, scroll down to view the **Circuit Details**.

Choose the **Client Interface** and **Connector** for the Wavelength(s) from the dropdown menu.

You can also add additional comments in the **Associated Orders** and **Notes and comments** boxes.

**Contact and Address**

**Billing Details**

Contact	Address
<p> Azim Akhtar</p> <p> azim.1akhtar@virginmedia.co.uk</p> <p> 01111111111</p> <p> 01111111111</p> <p><a href="#">Change</a></p>	<p>RA TEST</p> <p>108 Mount Pleasant Road New Malden</p> <p>Surrey</p> <p>KT3 3EN</p> <p><a href="#">Change</a></p>

In the Contact and Addresses section, you can review key contact details, as well as add and edit details by using the “**Change**” button.

**Billing Details**

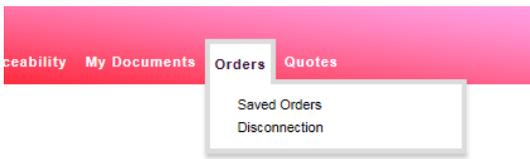
Item	Installation	Rental(Annually)
SL39BA <-> SL25NS (10 Gbps)	£0	£27,500.00
<b>Subtotal</b>	£0	£27,500.00
<b>Total</b>		<b>£27,500.00</b>

I accept terms and conditions

[Submit Order](#) [Cancel](#) [Save Order](#)

After viewing and accepting the terms and conditions, you can click “**Submit Order**”. Your order will be stored under the **Saved Orders** tab.

## Saved Orders



All saved orders will be stored automatically for future reference. To view your saved orders select “**Saved Orders**” from the “**Orders**” drop down menu, as per the above.

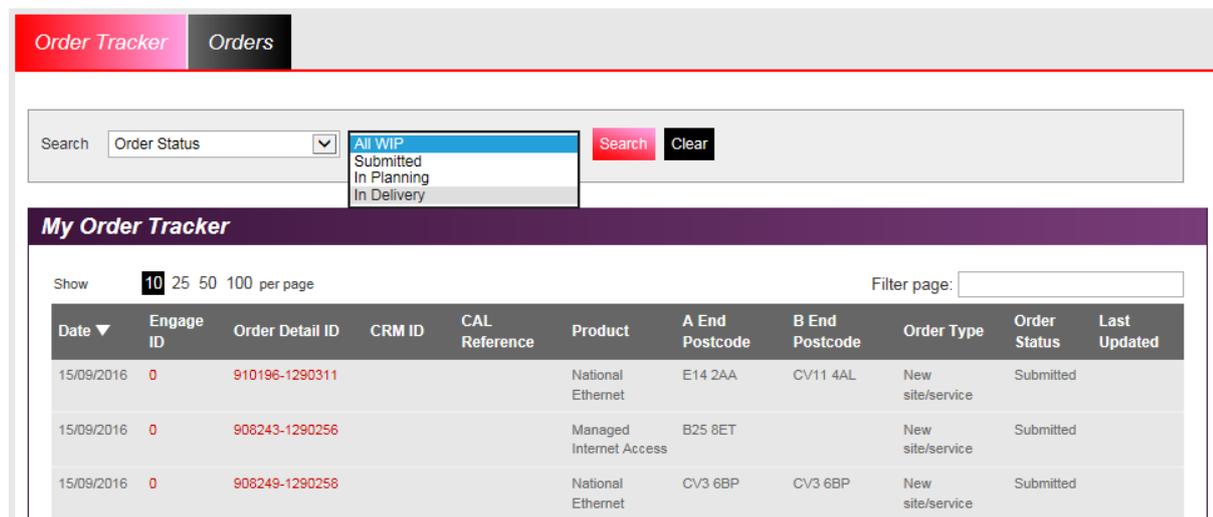
All of your saved orders will be displayed in two tabs:

- Order Tracker
- Orders

In the **order tracker** tab you can view your Work in Progress (WIP) orders or filter to specific delivery stages to give you the latest updates and progress of your order(s).

### Saved Orders

Export WIP Order Tracker



The screenshot shows the 'My Order Tracker' interface. At the top, there are two tabs: 'Order Tracker' (selected) and 'Orders'. Below the tabs is a search bar with a dropdown menu for 'Order Status' and a 'Search' button. The dropdown menu is open, showing options: 'All WIP', 'Submitted', 'In Planning', and 'In Delivery'. Below the search bar is a table with the following columns: Date, Engage ID, Order Detail ID, CRM ID, CAL Reference, Product, A End Postcode, B End Postcode, Order Type, Order Status, and Last Updated. The table contains three rows of data.

Date	Engage ID	Order Detail ID	CRM ID	CAL Reference	Product	A End Postcode	B End Postcode	Order Type	Order Status	Last Updated
15/09/2016	0	910196-1290311			National Ethernet	E14 2AA	CV11 4AL	New site/service	Submitted	
15/09/2016	0	908243-1290256			Managed Internet Access	B25 8ET		New site/service	Submitted	
15/09/2016	0	908249-1290258			National Ethernet	CV3 6BP	CV3 6BP	New site/service	Submitted	

In the **orders** tab you can search for an order by:

- Submitted
- All WIP
- In Planning
- Completed
- Awaiting Customer Approval
- Cancelled
- Rejected

# Engage Portal User Guide

- In Delivery
- Pending Submission

Enter the information you hold about the order in the Filter page field and click **“Search”**.

The orders will then be filtered accordingly, making it easier and faster for you to find the order required for review. Click on the **Order ID** displayed in red to select the order.

## Saved Orders

[Export List Of Orders](#) [Export Order Tracker](#)

[Order Tracker](#) **Orders**

Search   Date From  Date To  [Search](#) [Clear](#)

**My Orders** Displaying from 07/09/2016 to 06/12/2016

Show  25 50 100 per page Filter page:

Date	Engage ID	Order ID	CRM ID	Product	A End Postcode	B End Postcode	Order Type	Order Status	Last Updated
29/10/2016 16:59	9022982	111		National Ethernet	S93SE	S94PS	New site/service	Awaiting Customer Approval	06/12/2016 11:31
31/10/2016 10:21	9024355			IPV/PN	S93SE		New site/service	Awaiting Customer Approval	06/12/2016 11:31
31/10/2016 12:36	9024537			IPV/PN	B436LU		New site/service	Awaiting Customer Approval	06/12/2016 11:31

For orders which have been saved during the order process stage, the status will show as **‘Pending Submission’**.

For orders which have been completed on your behalf by your Account Manager, the order status will show as **‘Awaiting Customer Approval’**

## Order Tracking

From the "Saved Orders" screen you can view the progress of the orders you've placed with Virgin Media Business.

Select the order you would like to view the progress of by clicking on the **Order ID**.

### Saved Orders

[Export to CSV](#)

Search  Please Select  Date From  Date To  [Search](#) [Clear](#)

My Orders		Displaying from 31/08/2014 to 10/10/2014						
Show	<b>10</b> 25 50 100 per page	Filter page: <input type="text"/>						
Date	Engage ID	Order ID	CRM ID	Product	A End Postcode	B End Postcode	Order Type	Order Status
Processing	5862032	703875	CRM123456	Leased Line	RG279UP	S93SE	New site/service	Submitted
Processing	5861793	703757	234567	Managed Internet Access	S93SE	S93SE	New site/service	Submitted
Processing	5859219	703739	45678	Managed Internet Access	S93SE	S93SE	New site/service	Submitted

Click on the **Order Details** tab. Here you'll be provided with an in-depth overview of the current status of your order.

Order Summary

Order Details

### Order Summary

Engage ID:	5862032	Order ID:	703875
Address:	Test Address 2 2 Town AB1 2CD	Date:	10/10/2014
User name:	307451PerrinC	Product:	Leased Line
		Order name:	USER GUIDE QUOTE_06891_01

#### A End Site Details

Postcode: RG279UP  
Bearer Bandwidth: 4X2 Mbps

#### B End Site Details

Postcode: S93SE  
Bearer Bandwidth: 4X2 Mbps  
Circuit Bandwidth: 4X2 Mbps

Itemisation	Total Installation Charges(£)	Total Quarterly Rental Charge (£)	Purchased Bandwidth
RG279UP <-> S93SE	£19,200.00	£6,400.50	4X2 Mbps
Total Charges	£19,200.00	£6,400.50	

### Total Annual Rental Charge £25,602.00

Invoiced in advance as specified: Quarterly      Minimum contract period: 5

[Back](#) [View full Order details](#)

These include:

# Engage Portal User Guide

- **Order Detail ID** – this is our 12 digit FORCE reference. This needs to be added to all correspondence
- **Progress bar** – this displays a high level overview of the current order process
- **Status Update** – this is the current RAG status (red/amber/green)
- **Order Update/Additional Information** - This is more detail on the status of the order. E.g. Wayleave in progress. Awaiting response from the solicitor
- **Expedite Process Invoked** – this confirms if you have selected the paid expedite option
- **Order Status** - This will display the overall status of the order
- **Planned Install Date** – this is the date the order should be installed
- **Confirmed Install Date** – this is the date your order was installed (only populated on completed orders)
- **Product** – this will display the product you have ordered
- **Customer Contact** – the main customer contact
- **Bearer Bandwidth** – the overall size of the circuit
- **Circuit Bandwidth** – the circuit speed you're ordering
- **Your Order Contact at Virgin Media Business** – this is the person who is currently managing your order
- **A-End Customer Contact Details** – this contains the A-End address, site contact name, telephone number and email address
- **B-End Customer Contact Details** – this contains the B-End address, site contact name, telephone number and email address
- **Updates** – this part of the portal will contain all KCI emails (Keep Customer Informed) that have been sent to you. This includes all the milestone KCI mails along with ad hoc KCI emails

# Engage Portal User Guide

▼ Order Detail ID<sup>®</sup> : 724002-871297      Status Update : GREEN      Planned Install Date :      **hide**

---

Order Acknowledged      In Planning      In Delivery      Order Delivered

**Status Update** <sup>®</sup> GREEN      **Order Update**      We're progressing your order

**Order Status**      Submitted      **Expedite Process Invoked** <sup>®</sup>      No

**Planned Install Date**      **Product**      National Ethernet      **Customer Contact** <sup>®</sup>      Jayne Prince

**Bearer Bandwidth**      1Gbps      **Circuit Bandwidth** <sup>®</sup>      1Gbps

**Your Order Contact at Virgin Media Business** <sup>®</sup>      System Administrator (SYSTEM)

---

**A End Customer Contact Details:**

**A End Address**      TELEHOUSE EAST CORIANDER AVENUE E14 2AA

**Name**      james axton      **Telephone**      01256777111

**Email**      xxx@yyy.zzz

---

**B End Customer Contact Details:**

**B End Address**      M V KELLY LTD AMINGTON ROAD B25 8ET

**Name**      test tester      **Telephone**      09898787875

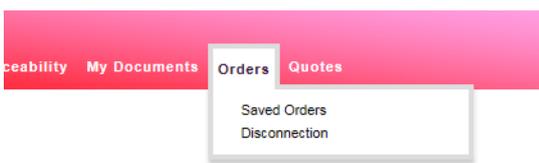
**Email**      test@test.com

# 8. Disconnections

We understand that changes happen in any business, so we've provided you with the facility to cancel your service online.

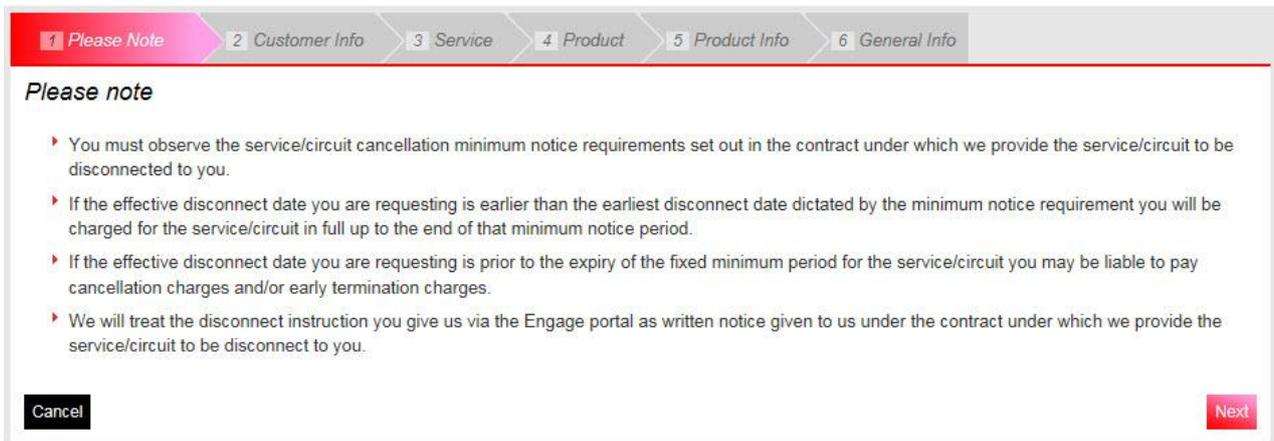
The Engage portal provides you with the ability to request disconnection of any one service at a time. Each service must be entered separately.

Under the **Orders** tab select "**Disconnection**".



The first screen provides you with details of the conditions you're agreeing to when requesting a disconnection via Engage.

Once you have read the note and if you're happy to proceed click "**Next**".



Please be aware that we will request that you specify a date of disconnection. We can't guarantee at what time during that date your disconnection will take place so suggest you plan the date carefully.

Please check the prepopulated details are correct and enter an additional email address that you would like us to include in any correspondence.

Click "**Next**" to proceed.

# Engage Portal User Guide

**Customer Info**

Business name: Test Account 1 - Partner Markets Bus Partners -CP      Salesforce name: Test Account 1 - Partner Markets Bus Partners

Contact first name\*: Cathryn      Contact last name\*: Hunt

Contact telephone\*: 09090909090      Contact email\*: cathryn.hunt@systems.private

Sector: South      Service Manager: Myles Anderson

Account Manager: Dan Frampton

\* Required Fields

Cancel      Previous      Next

**Service**

Service\*: Data

- Please Select
- Data
- Voice

\* Required Fields

Cancel      Previous      Next

In the Service screen you'll need to advise of the type of service that you require ceasing.

- Data
- Voice

Click **"Next"** to proceed.

**Product Info**

Product\*: Please Select

- Broadband
- Broadband ADSL
- Broadband Travel/Power
- CCTV
- Dark Fibre
- EVPN
- Ethernet Extensions
- Ethernet Extensions +
- High Capacity Service
- IPVPN
- Leased Line
- MEVPN
- MIA
- National Ethernet
- Off Net Bundle

\* Required Fields

Cancel      Previous      Next

Select the product against which the request is being raised.

Click **"Next"** to proceed.

**Product Info**

Bandwidth\*  Circuit Ref\*  ⓘ

A-End postcode\*  B-End postcode\*

If there is an off-net element, does it need disconnecting?\*  ⓘ

**Contact details at site to be Disconnected**

First name\*  Last name\*

Telephone number\*  E-mail\*  x

\* Required Fields

Cancel Previous Next

The product info screen requires you to provide additional product and site information. (The fields in this screen are specific to the product you have selected). Enter all the mandatory information, for example:

- Bandwidth
- Circuit Ref
- A and B-End postcodes
- Any off-net element
- Site contact details

Mandatory fields are required to proceed with a disconnection request. If all mandatory information is not provided, we may refer your request back to you to provide more information. In these circumstances your request can be delayed and you will need to raise the request once all the information is entered,

Click **“Next”** to proceed.

# Engage Portal User Guide

**General Info**

Billing account number\*  ⓘ

Bill-end date  ⓘ

Install Reference  ⓘ

Full or partial disconnect\*  ⓘ

Reason for disconnect\*  ⓘ

Additional comments   
255 remaining

Service disconnect date\*  ⓘ

Rental\*  ⓘ

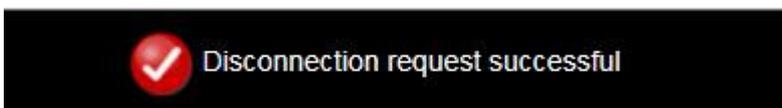
Notice period (days)  ⓘ

\* Required Fields

The General Info screen requires you to provide further information to assist us in processing your request. Enter all mandatory information to proceed:

- Billing account number your service is billed under
- Disconnection date
- Rental amount
- Full or partial disconnection
- Reason for the disconnection (leaving, upgrade, downgrade, relocation, site closure, other)
- Any additional comments to support your request

Click **“Finish”** to submit your request.



We need to confirm the details of the disconnection request. We will endeavour to do this within 5 working days of receipt of your request. You will receive confirmation of the disconnection request, the date of disconnection and any anticipated charges associated with the request. Please make sure you double check this against your records.

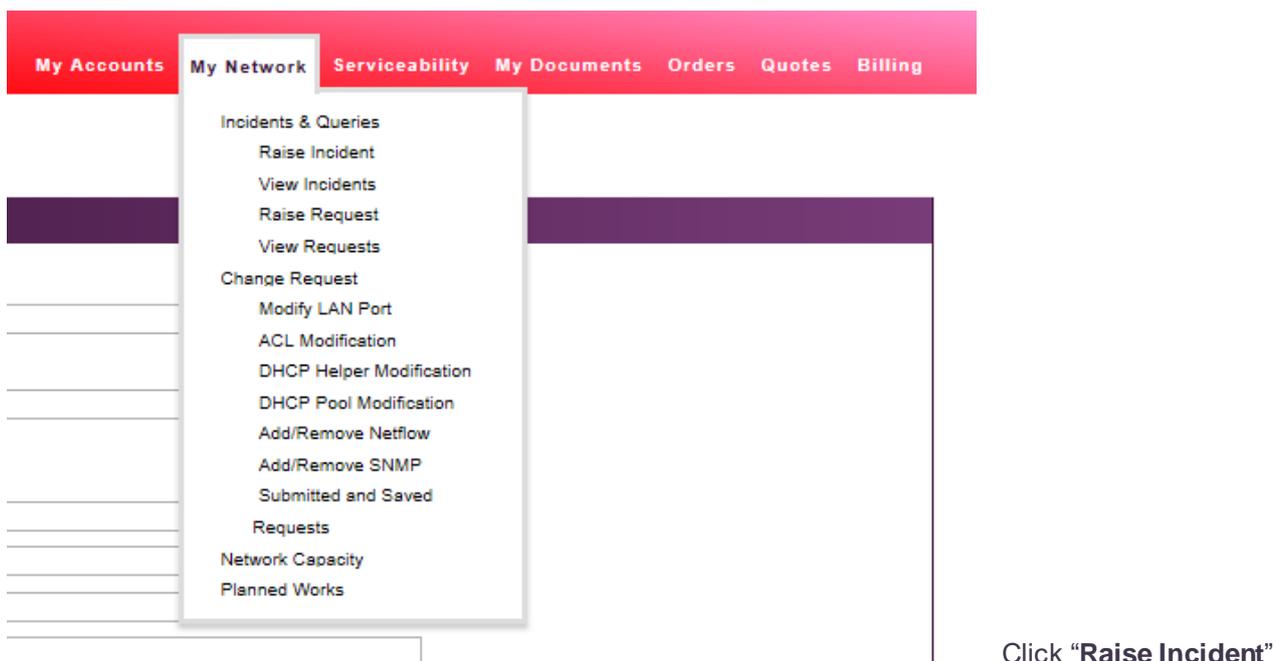
We will then contact you once the disconnection is complete.

# 9. Incidents and Requests

## Raise Incidents

If you have an incident with your in-life service you can log, update and track the fault through to resolution on Engage.

This is found under My Networks within the dropdown menu option Incidents & Queries.



under the **Incidents & Requests** option as per the above.

### Incidents & Requests

[Raise Incident](#) [View Incidents](#) [Raise Request](#) [View Requests](#) [Planned Works](#)

This is the area where you and your colleges can raise and track incidents and minor change requests for your voice and data products.

- ▶ Raise incident - facility to create incidents for services you have with Virgin Media Business in the event of a fault.
- ▶ View incidents - facility to search, view and update incidents that have already been logged with additional details.
- ▶ Raise requests - facility to raise a request for a minor change.
- ▶ View Requests - facility to search, view and update requests that have already been logged with additional details.
- ▶ View Planned Works - facility to view planned works that may be affecting your services with Virgin Media Business.

Now select from the drop down list or enter the contact name. Alternatively, enter your Virgin Media Business representative's contact name. Then click "**Next**" to proceed.

# Engage Portal User Guide

**1** Contacts **2** Reference **3** Site Search **4** Sites **5** Products **6** Issue Type **7** Questions

### Raise Incident - Contacts

Please raise an Incident for any problems with your service. For everything else raise a Request.

Contact Name \* Incident Management  
Jason Edger  
John Barnett  
Kyle Dale  
Nick Blower  
Nilesh Kosambia  
Peter Marshall  
Ross Burtain  
Sadie Emmerson-Turner  
Steve Donnelly

Cancel Next

You'll now be redirected to the raise incident reference screen. The contact details entered will be automatically populated. Here you're prompted to enter your own optional reference to help track the ticket.

**1** Contacts **2** Reference **3** Site Search **4** Sites **5** Products **6** Issue Type **7** Questions

### Raise Incident - Reference

First Name Incident  
Last Name Management  
Email Address nobody@telewest.co.uk  
Telephone Number 01246574848  
Mobile Number  
My Reference  ⓘ

Cancel Previous Next

Next you'll be taken to the "Site Search" screen to search for the site you wish to log a ticket against.

**1** Contacts **2** Reference **3** Site Search **4** Sites **5** Products **6** Issue Type **7** Questions

[Show helpful info ⓘ](#)

### Raise Incident - Site Search

Search Type\* Post Code ▼  
Search Term\*  Search

Cancel Previous

Search on one of the following criteria:

- Account Number
- Circuit Reference
- STD Telephone Number
- Postcode

# Engage Portal User Guide

- Serial Number
- Site Name

**Note:** You must enter a minimum of three characters.

Then click “**Search**” to proceed.

From the Sites screen choose the site affected from the drop down menu. Then click “**Next**” to proceed to next step.

**1** Contacts > **2** Reference > **3** Site Search > **4** Sites > 5 Products > 6 Issue Type > 7 Questions

### Raise Incident - Sites

For some sites there will be more results than we can show you.  
If your specific site is not visible below you might like to narrow your search settings by clicking [here](#)

Select Site \*

Cancel Previous Next

Now from the Products screen select the product required.

**Note:** Only products relevant to the site selected will be available.

**1** Contacts > **2** Reference > **3** Site Search > **4** Sites > **5** Products > 6 Issue Type > 7 Questions

### Raise Incident - Products

For some sites there will be more results than we can show you.  
If your specific product is not visible below you might like to narrow your search settings by clicking [here](#)

Product Name \*

Cancel Previous Next

Your specific product is now visible. If you have multiple products select the relevant one from the drop down menu. Then again click “**Next**” to proceed.

The next step is to select the type of issue you’re experiencing from the Issue Type screen.

**1** Contacts > **2** Reference > **3** Site Search > **4** Sites > **5** Products > **6** Issue Type > 7 Questions

### Raise Incident - Issue Type

Issue Type \*

For your site "LONDON" and product selection "IPVPN - CAL0051692" you have the following open incidents.

Incident ID	Created On	Entered By	My Ref	Description	View
F003217797	31/07/2014 11:49	TILLEY, Karina	PBI5623	Intermittant latency	<a href="#">View Notes</a>

Cancel Previous Next

# Engage Portal User Guide

Select from the drop down list the option which best describes the issue you're experiencing:

- Erroring, Latency, Jitter
- Intermittent connection
- No connection
- Packet Loss
- Routing Issues
- Other Issues

Then again click “**Next**” to proceed.

**Note:** If you currently have open incidents raised, they'll be displayed on-screen below the issue type option.

Any further information required will be requested in the following screen.

**1** Contacts > **2** Reference > **3** Site Search > **4** Sites > **5** Products > **6** Issue Type > **7** Questions

### Raise Incident - Questions

Please answer these questions to help us better understand what the issue is. You will need to answer each question before you are able to proceed.

When did you first notice the problem?\*

382 Remaining

**Next Question**

\* Required Fields, please enter more than 2 characters

Cancel Previous

# Engage Portal User Guide

Once you have made your selections, please click “**Next Question**” and complete until all questions have been answered. You can then proceed by clicking the “**Finish**” button.

**1** Contacts **2** Reference **3** Site Search **4** Sites **5** Products **6** Issue Type **7** Questions

### Raise Incident - Questions

Please answer these questions to help us better understand what the issue is. You will need to answer each question before you are able to proceed.

When did you first notice the problem?\*

Is the issue happening at this site only? If not, please tell us about the other sites affected.\*

Have you made any recent changes on your network? If so, please give us further information.\*

Please provide us with the telephone number and name of the site contact.\*

Please outline the access times and preferred access days. If site access requires to be pre-arranged, please advise.\*

Please also include any other additional information you think may be useful for us at this time.\*

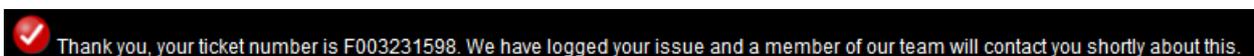
Only happens when raining.

374 Remaining

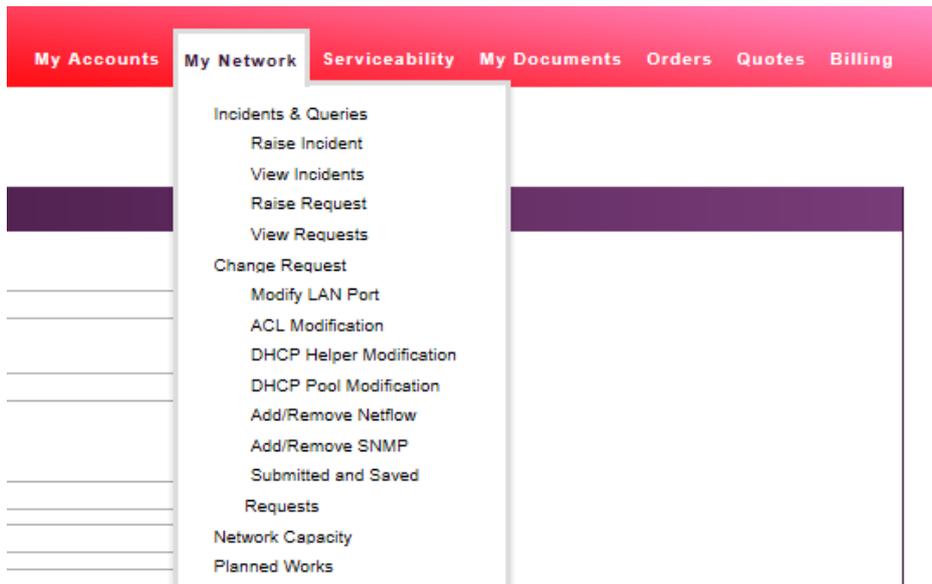
*\* Required Fields, please enter more than 2 characters*

Cancel Previous **Finish**

You'll then get a confirmation notice that the incident has been created.



## View Incidents



You now have the facility to view the incidents that have been created.

### View Incidents

[Raise Incident](#) [Export CSV](#)

Search   Date From  Date To  [Search](#) [Clear](#)

#### Incident History

Displaying from 02/09/2014 to 13/10/2014

Incident ID	Site	Product	Created On	Entered By	My Ref	Description	Status	!
F003231598	LONDON	IPVPN	13/10/2014 11:03	307451PerrinC	MyRef1234	Intermittent connection	Open	

The following incident details will be displayed to the user as part of the incident view:

- Incident ID
- Site
- Product
- Created on date
- Entered by
- Customer incident reference
- Short description
- Incident status i.e. open/closed

# Engage Portal User Guide

- ! – this means the ticket was triggered by an alarm

You'll also be able to click on each column to sort the results by this field and export a CSV file that will show all incidents by clicking "**Export CSV**".

## View Incidents

[Raise Incident](#) [Export CSV](#)

Search   Date From  Date To  [Search](#) [Clear](#)

Incident History								Displaying from 02/09/2014 to 13/10/2014	
Incident ID	Site	Product	Created On	Entered By	My Ref	Description	Status	!	
F003231598	LONDON	IPVPN	13/10/2014 11:03	307451PerrinC	MyRef1234	Intermittent connection	Open		

The following incident details will be displayed when you select to view the incident details, by clicking on the Incident ID:

- Public incident notes
- Entered on (date)
- Entered by (name)

[Edit Incident](#)

Detailed information about Incident F003231598 - Status: Open [Add Note](#)

Note	Entered On	Entered By
When did you first notice the problem? About 09:30 today. Is the issue happening at this site only? If not, please tell us about the other sites <a href="#">...More</a>	13/10/2014 11:03	307451PerrinC

[Cancel](#)

If you see "**More**" this can be clicked to show further detail.

You can also "**Add Note**" if required (then enter details and "**Save Note**").

## Search Incident

This search will look for incidents that you have raised against the services you have with us. Under the **My Network** tab select **View Incidents**, then enter your search criteria.

The following search criteria can be entered as part of the incident search:

- Site – any text can be entered
- Incident Number – any text can be entered
- Post code – any text can be entered
- Product – any text can be entered
- My Reference – any text can be entered
- Status – option of Open or Closed
- Date From, Date To – you can select dates from a calendar and it's not possible to select a date in the future. The system will not allow you to select more than 6 months' worth of data

**Note:** You'll also have the option to export the search results to a file by clicking **"Export CSV"** at the top of the page.

### View Incidents

[Raise Incident](#) [Export CSV](#)

Search   Date From  Date To  [Search](#) [Clear](#)

Incident History								Displaying from 02/09/2014 to 13/10/2014	
Incident ID	Site	Product	Created On	Entered By	My Ref	Description	Status		
F003231598	LONDON	IPVPN	13/10/2014 11:03	307451PerrinC	MyRef1234	Intermittent connection	Open		

Similar to the navigation process shown in above examples, please follow the steps required to successfully search for logged incidents:

- Enter the search criteria and click **"Search"** for the incident. The search is defaulted to the last 40 days, but you're able to change this
- You may search for your sites using:
  - Site Name
  - Postcode
  - Circuit Reference (for example: CALxxx, ENxxx, etc.)
  - Line Number
  - Account Number (voice only)
  - Serial Number

- Please enter at least 3 characters when searching for your site. The more specific your search term, the quicker you'll find what you're looking for

## Update Incident

You'll have the facility to update incidents that have already been logged.

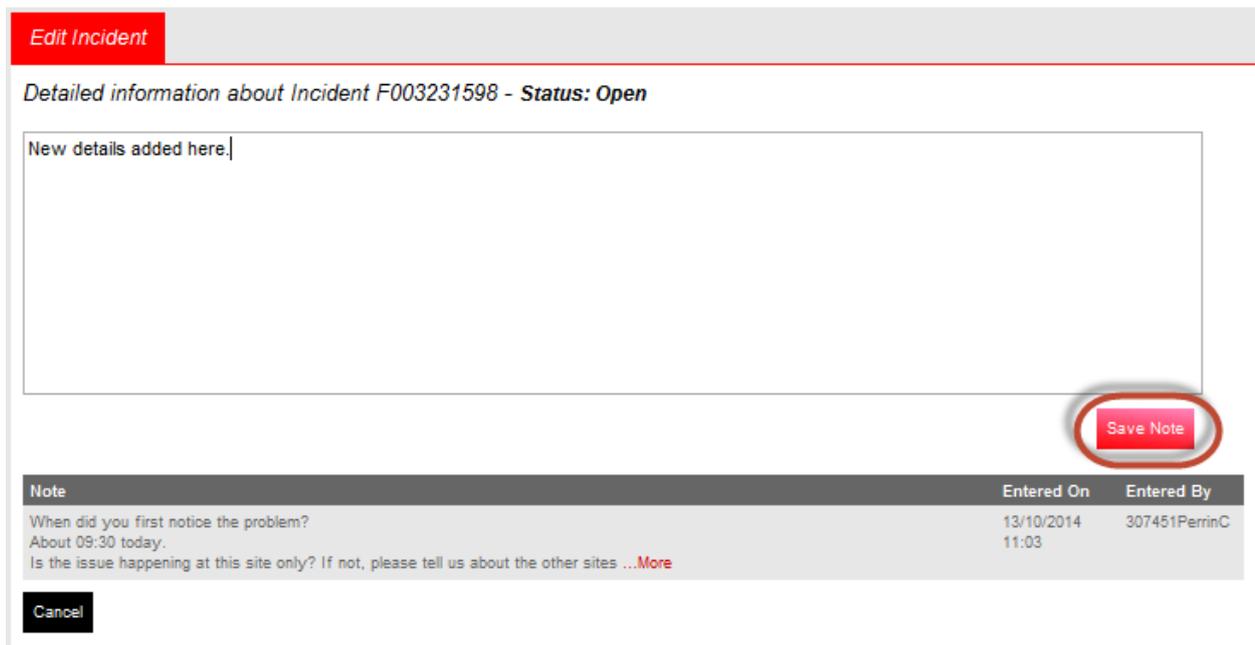
The following details can be completed as part of the incident update:

- Note
- Incident update recorded date
- Incident update entered by (name)

**Note:** You'll not be able to update a closed incident.

The below captures the steps required to successfully update incidents:

- Navigate to **Incidents & Requests** within **My Network** and select **"View Incidents"**
- Select the incident you wish to update and click **"Add Note"**
- Enter the details you wish to add to the incident
- Select **"Save Note"**
- The system successfully stores the incident information

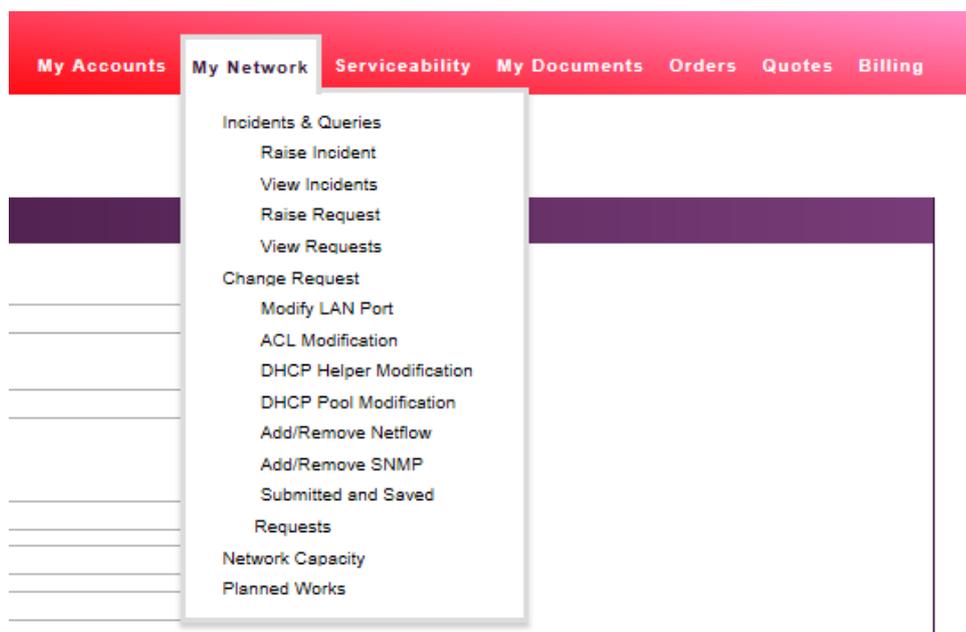


The screenshot shows the 'Edit Incident' interface. At the top, there is a red button labeled 'Edit Incident'. Below it, the title reads 'Detailed information about Incident F003231598 - Status: Open'. A large text area contains the placeholder text 'New details added here.'. To the right of the text area is a red button labeled 'Save Note', which is circled in red. Below the text area is a table with the following data:

Note	Entered On	Entered By
When did you first notice the problem? About 09:30 today. Is the issue happening at this site only? If not, please tell us about the other sites ...More	13/10/2014 11:03	307451PerrinC

At the bottom left of the interface is a black button labeled 'Cancel'.

## Raise Request



Not only are you now able to log faults, you can also log a number of small changes, subject to the below conditions:

- The change has no cost impacts
- Requires no Virgin Media Business on-site resource
- Has no impact on other customers
- Does not cause disruption to service
- Can be completed during normal business hours
- Takes no longer than 15 minutes
- Does not require any change to your current design

This is found in the **My Network** tab by selecting “**Raise Request**”.

It can also be accessed from the **View Requests** section.

The following steps are required to log a request:

- Enter the contact name for the ticket you’re about to log
- You’re now presented with your contact details and will now be asked if you have a reference you would like to associate with the ticket
- You’ll then be asked to search for the site you wish to log a request against
- Select the product

# Engage Portal User Guide

- The short description is set to New Request (you are unable to change this)

**1** Contacts > **2** Reference > **3** Site Search > **4** Sites > **5** Products > **6** Issue Type > **7** Questions

### Raise Request - Issue Type

Issue Type \*      New request

Cancel      Previous      Next

- You'll be asked one mandatory question: "Describe what you would like to change? Add as much information as possible to help us resolve this request." You can enter between 2 and 400 characters. Then click "Finish"

**1** Contacts > **2** Reference > **3** Site Search > **4** Sites > **5** Products > **6** Issue Type > **7** Questions

### Raise Request - Questions

Please provide more information about your request. You will need to answer each question before you are able to proceed.

Please provide us with the telephone number and name of the site contact.\* Edit Answer

Please outline the access times and preferred access days. If site access requires to be pre-arranged, please advise.\* Edit Answer

Please detail your request and include any information you think may be useful for us at this time.\*

Example: Please change to a dynamic IP.

361 Remaining

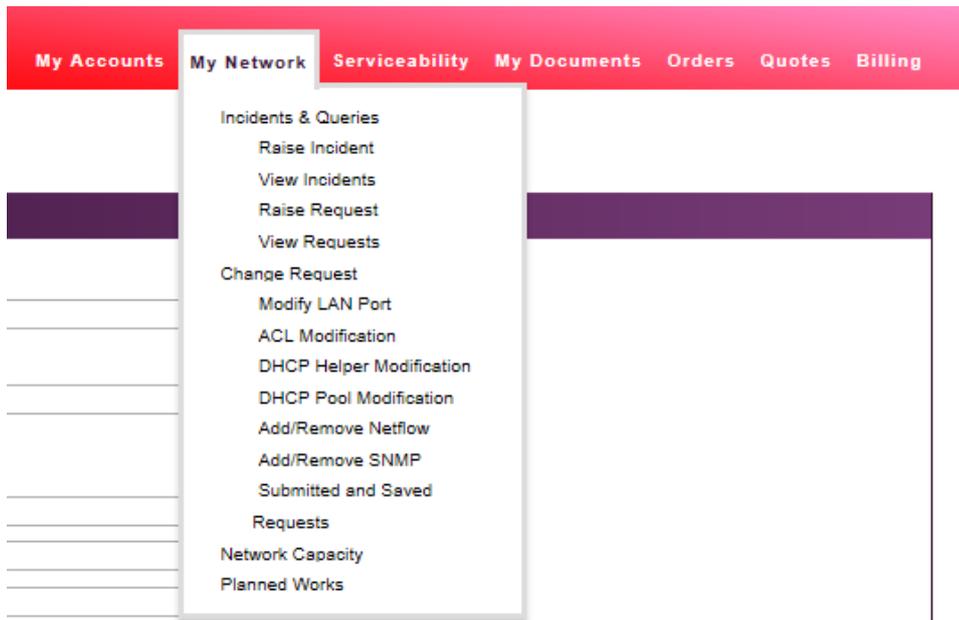
*\* Required Fields, please enter more than 2 characters*

Cancel      Previous      Finish

- The system successfully stores the incident information and presents a reference and unique identifying reference for your request. Which appears at the top of the screen in a message, as per below:

 Thank you, your ticket number is F003231599. We have logged your issue and a member of our team will contact you shortly about this.

## View Request



You'll have the facility to view the requests that have been created. This is found in the new **Incidents & Requests** section of Engage, under **View Requests**.

The following details will be displayed as part of the request view:

- Request ID
- Site
- Product
- Created on
- Entered by
- My Ref
- Description
- Status

**Note:** You'll be able to export these details to a spreadsheet by clicking on "**Export CSV**" at the top of the page. You'll also be able to click on each of these column titles to sort their results by this field.

## View Requests

[Raise Request](#) [Export CSV](#)

Search   Date From  Date To  [Search](#) [Clear](#)

Request History		Displaying from 02/09/2014 to 13/10/2014					
Request ID	Site	Product	Created On	Entered By	My Ref	Description	Status
<a href="#">F003231599</a>	LONDON	IPVPN	13/10/2014 12:15	307451PerrinC	MyRequest123	New request	Open

The following incident details will be displayed when you select to view the incident details by clicking on the Request ID:

- Public request notes
- Entered on (date)
- Entered by (name)

[Edit Request](#)

*Detailed information about Request F003231599 - Status: Open* [Add Note](#)

Request Note	Entered On	Entered By
Please provide us with the telephone number and name of the site contact. Dave 01234 567890 Please outline the access times and preferred access days. If site <a href="#">...More</a>	13/10/2014 12:15	307451PerrinC

[Cancel](#)

## Search Request

You'll be able to search for requests that have been raised against the services you have with Virgin Media Business.

The following search criteria can be entered as part of the request search:

- Site
- Request Number
- Postcode
- Product
- My Reference
- Status
- Date From, Date To – you can select dates from a calendar and it's not possible to select a date in the future. The system will not allow you to select more than 6 months' worth of data

**Note:** You'll also have the option to export the search results to a file by clicking "**Export CSV**" at the top of the page.

# Engage Portal User Guide

Follow these steps to successfully search for logged requests:

Navigate to **My Network** and select “**View Requests**”.

Enter your search criteria and select to search for the request. The default search is for 40 days’ worth of requests, but you can amend this.

The system will retrieve the details of the request(s).

## Update Request

You have the facility to update requests that have already been logged.

The following details can be completed as part of the request update:

- Free text note
- Request update recorded date

Follow the steps below to successfully update requests:

- Navigate to **My Network** and select “**View Requests**”
- Select the request you wish to update
- System will prompt you to enter the details you wish to add to the request
- Enter the request update details
- Select to save the note
- The system successfully stores the request information

**Edit Request**

Detailed information about Request F003231599 - Status: Open

**Save Request**

Request Note	Entered On	Entered By
Please provide us with the telephone number and name of the site contact. Dave 01234 567890 Please outline the access times and preferred access days. If site ... <a href="#">More</a>	13/10/2014 12:15	307451PerrinC

**Cancel**

## Planned Works

You now have the facility to view planned works that may affect your Virgin Media Business services. This appears under the **My Network** tab under **Planned Works**. Any unread messages will appear in purple, whilst read messages will be in black. This is for each Engage user, rather than each customer.

▶ C00565323 view

▼ C00565322

Customer Impact	There will be a degradation/loss of service during the scheduled timeframe whilst the required maintenance work is completed.	Status	Scheduled
Scheduled start date/time	02/11/2014 00:00	Scheduled end date/time	02/11/2014 05:00

**Impacted Circuits\***

Circuit Reference	A End Site Name	A End Post Code	B End Site Name	B End Post Code	Product Name
CAL0114377	TEST ACCOUNT	CF1 7WW			National Ethernet

\* Data products only

Only Planned Outages relevant to you will be displayed and the following details will be displayed to them upon clicking **“View”**:

- Change ID
- Customer Impact / Planned Works Summary
- Status
- Scheduled Start Date and Time
- Scheduled End Date and Time
- Sites Affected

▶ C00565323 view

▼ C00565322

Customer Impact	There will be a degradation/loss of service during the scheduled timeframe whilst the required maintenance work is completed.	Status	Scheduled
Scheduled start date/time	02/11/2014 00:00	Scheduled end date/time	02/11/2014 05:00

**Impacted Circuits\***

Circuit Reference	A End Site Name	A End Post Code	B End Site Name	B End Post Code	Product Name
CAL0114377	TEST ACCOUNT	CF1 7WW			National Ethernet

\* Data products only

You'll also receive a message about any Planned Works that may affect you. The message indication will appear under Messages on the homepage.

## Messages

Hi Chris, You have **0 New Messages** and **2 New Planned Works Notices**

Follow the steps below to successfully view planned outages:

- Navigate to **My Network** and select “**Planned Works**”
- The system displays any outages that relate to your services

# 10. Change Requests

You'll be able to configure and submit a range of change requests to manage your sites or networks more efficiently. It's possible to add new services to sites, or remove services that are no longer needed. Existing services can also be modified.

You'll be able to carry out the following type of change requests:

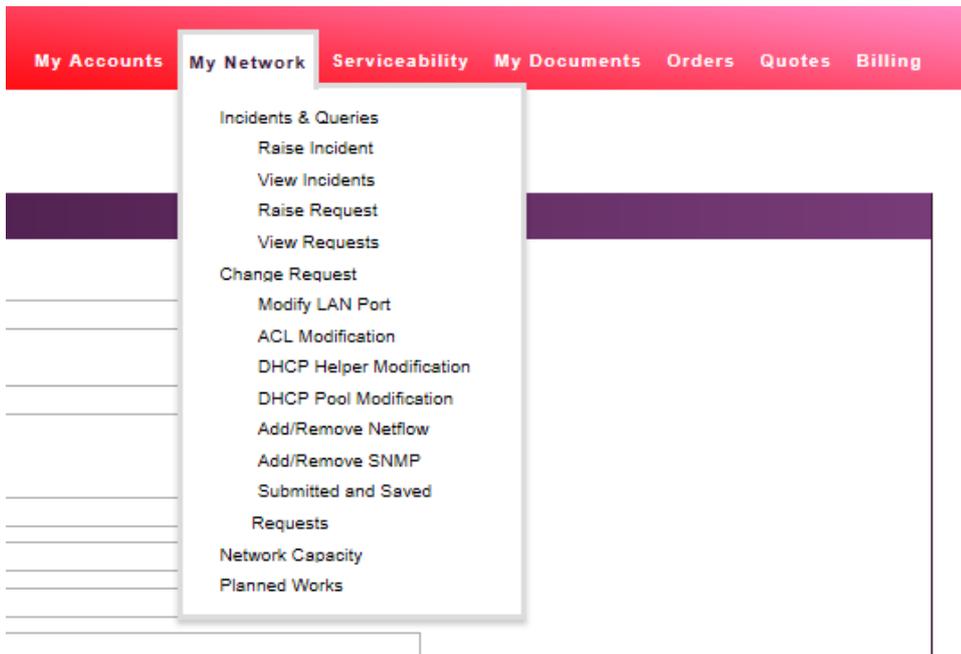
**Routing changes & LAN features** – edit the Local Area Network ports for sites and features.

- LAN (Local Area Network) Port Configuration
- ACL (Access Control List) Modification
- DHCP (Dynamic Host Control Protocol) Helper Modification
- DHCP Pool Modification

**Monitoring** – add or remove the network and IP (Internet Protocol) traffic configuration tools.

- Add/Remove Netflow
- Add/Remove SNMP (Simple Network Management Protocol)

## Modify LAN Port



From the Home page select **My Network** and then select **Change Request** from the dropdown menu.

Alternatively, you can click '**Change Request**' within the **My Network** landing page to take you directly. Here you'll see a summary of your changes, as well as selecting the request type you're after.

## Change Request

### Change Request

#### What change do you require?

Here you can configure and submit a range of request changes to manage your sites networks. It is possible to add new services to sites, or remove those that are no longer required. Existing services can also be modified.

- ▶ Select the request area from below or directly select the change
- ▶ Does it need to be added or removed
- ▶ The choose product it needs to be applied to
- ▶ If required set the configuration details
- ▶ Add any additional helpful notes for us
- ▶ Let us know who to notify, and set the request date & time
- ▶ Review and submit or save for a later date

Once submitted you will be notified that the request is open and pending, requests have a 10 working day lead time from submission. Changes can be made outside of office hours or late hours for minimum disruption to services, however this will incur extra charges than if undertaken in office hours.

Submitted and Saved Requests

#### Routing Changes & LAN Features

Edit the Local Area Network ports for sites and their features.

- [Modify LAN Port](#)
  - [ACL Modification](#)
  - [DHCP Helper Modification](#)
  - [DHCP Pool Modification](#)

#### Monitoring

Add or remove the Network & IP Traffic configuration tools.

- [Add/Remove Netflow](#)
- [Add/Remove SNMP](#)

Now select 'Modify LAN Port'

Please note the following steps also apply for the following change requests:

- ACL (Access Control List) Modification
- DHCP (Dynamic Host Control Protocol) Helper Modification
- DHCP Pool Modification

You'll be taken to the 'LAN Port' screen.

# Engage Portal User Guide

**1 LAN Port** > 2 Site Selection > 3 Configuration > 4 Customer Details > 5 Supporting Notes > 6 Order Review

## LAN Port

**What change do you require?**

Add or remove Local Area Network settings for sites. Additionally manage the sub features of the LAN these include the Dynamic Host Configuration Pool, Dynamic Host Configuration Helper and Access Control List.

Please note work undertaken outside of office hours will incur additional charges.

**In Hours** - between 9:00 AM to 5:30 PM on weekdays (excluding bank holidays).

**Out of Hours** - between 5:30 PM to midnight and 7:00 AM to 9:00 AM on weekdays or any time (excluding midnight to 7:00 AM) during weekends or public holidays.

**Late Night Hours** - Late Night hours between midnight to 7:00 AM.

**Exit** **Next**

Here you'll see a description of your changes, as well as a reminder of the 'in hours', 'out of hours' and 'late night hours' times.

Now click '**Next**'.

You'll be taken to the '**Site Selection**' page.

**1 LAN Port** > **2 Site Selection** > 3 Configuration > 4 Customer Details > 5 Supporting Notes > 6 Order Review

Product \*

IPVPN  MIA

## Choose sites

Find & select sites from below or add manually.

[Show All Stored Sites](#) Please select  **Search** **Clear**

Add \* for wildcard

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
No data available in table								

[Select All Sites](#) [Deselect All Sites](#)

Max 0 sites selectable.

**Choose Selected Sites**

**Site not found?** **Manually Add Site - Show**

## Selected Sites

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
No data available in table								

**Exit** **Previous** **Save** **Next**

Here you can search for your pre-loaded sites, or manually search for the different sites.

First select the product you'd like to make the changes to.

**Note:** You can only make changes to IPVPN and MIA products.

# Engage Portal User Guide

1 LAN Port 2 Site Selection 3 Configuration 4 Customer Details 5 Supporting Notes 6 Order Review

Product \*  
 IPVPN  MIA

**Choose sites**  
Find & select sites from below or add manually.

[Show All Stored Sites](#)

Please select  
Postcode  
CAL Ref  
Hostname  
LAN Network IP

search Add \* for wildcard Search Clear

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
No data available in table								

[Select All Sites](#) [Deselect All Sites](#)

Max 0 sites selectable.

[Choose Selected Sites](#)

From the drop down menu you can search for your sites via the following:

- Postcode
- CAL ref
- Host name
- LAN network IP

Alternatively, you can click on 'Show All Stored Sites' to show all the sites available to you.

Once you have selected which option you wish to search by, click '**Search**'.

# Engage Portal User Guide

1 LAN Port > 2 Site Selection > 3 Configuration > 4 Customer Details > 5 Supporting Notes > 6 Order Review

Product \*  
 IPVPN     MIA

**Choose sites**  
 Find & select sites from below or add manually.

Show All Stored Sites    Please select    search    Search    Clear  
Add \* for wildcard ⓘ

Show  entries    Filter:

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
CF1 7WW	TEST ACCOUNT				TEST	TSET		
CF1 7WW	TEST ACCOUNT				TEST	TEST		
CF1 7WW	TEST ACCOUNT				TEST	TEST1244		

Showing 1 to 10 of 44 entries  
 2 rows selected    [Select All Sites](#)    [Deselect All Sites](#)

[First](#)   [Previous](#)   [1](#)   [2](#)   [3](#)   [4](#)   [5](#)   [Next](#)   [Last](#)    Max 50 sites selectable.

[Choose Selected Sites](#)

Click on the site you wish to change. If you wish to select more than one site hold the ctrl key and select all the additional sites.

Once you have selected all required sites, click ‘**Choose Selected Sites**’.

If your site is not found, you’ll need to enter it manually.

Next to the ‘Site Not Found?’, click ‘**Manually Add Site**’

**Site not found?** [Manually Add Site - Hide](#)

Please make sure site details you enter are accurate. If we're unable to find any site(s), we will not be able to apply this change to those site(s).

Postcode *	Site Name *	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
<input type="text" value="B28 8SE"/>	<input type="text" value="Test"/>	<input type="text" value="CAL1234"/>	<input type="text" value="100mb"/>	<input type="text" value="1Gb"/>	<input type="text" value="Host"/>	<input type="text" value="Model"/>	<input type="text" value="Mgmt"/>	<input type="text" value="192.11.123.9"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Update](#)  
[Add +](#)

**Selected Sites**

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
B28 8SE	Test	CAL1234	100mb	1Gb	Host	Model	Mgmt	192.11.123.98 <a href="#">✕</a>

[Exit](#)   [Previous](#)    [Save](#)   [Next](#)

Enter all your site information and click ‘**Add**’. Continue to add as many sites as you need. Once you have selected all your sites, click ‘**Next**’.

You'll then be taken to the 'Configuration' page.

**Configure Sites**

**Choose sites to configure**

Product: IPVPN

Select site from table below, then apply its configuration

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP	Configuration status
CF1 7WW	TEST ACCOUNT				TEST	TEST			

**Search & add/remove/sites**

**Apply configuration**

Add     Modify     Remove

Port Type \*

Interface description   
Max 32 characters

VLAN ID \*

**LAN Features**

The following LAN features can be added, removed or modified or leave unselected if no changes required

HSRP     DHCP Helper     DHCP Pool     ACL

[Reset form](#)    **Apply Configuration**

This will clear the form but maintain your site(s) selection

**Exit**    **Previous**    **Save**    **Next**

Here you can Add, Modify or Remove configurations for your chosen sites.

Click on the site you wish to make changes to.

Then select Add, Modify or Remove option.

## ADDING CONFIGURATIONS

Click 'Add'.

Select 'Port Type' from the drop down menu.

Enter an 'Interface Description' (if one is required).

Enter your 'VLAN ID'.

In the table, please enter the new IP addresses(s) and Subnet Mask(s).

**Apply configuration**

Add     Modify     Remove

Port Type \*     ▼

Interface description      
Max 32 characters

VLAN ID \*   

**IP Address & Subnet Mask**

NEW IP Address & Subnet Mask

<input type="text" value="192.84.100.101"/>	<input type="text" value="100"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## MODIFYING CONFIGURATIONS

Click 'Modify'.

Select 'Port Type' from the drop down menu.

Enter an 'Interface Description' (if one is required).

Enter your 'VLAN ID'.

Please enter your existing IP address(es) and Subnet Mask(s) in the table, as well as your new IP address(es) and Subnet Mask(s).

**Apply configuration**

Add     Modify     Remove

Port Type \*     ▼

Interface description      
Max 32 characters

VLAN ID \*   

**IP Address & Subnet Mask**

EXISTING IP Address & Subnet Mask		NEW IP Address & Subnet Mask	
<input type="text" value="111.12.133.144"/>	<input type="text" value="123"/>	<input type="text" value="192.84.100.101"/>	<input type="text" value="100"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## REMOVING CONFIGURATIONS

Click 'Remove'.

Select 'Port Type' from the drop down menu.

Enter an 'Interface Description' (if one is required).

Enter your 'VLAN ID'.

Please enter your existing IP address(es) and Subnet Mask(s) in the table.

*Apply configuration*

Add     Modify     Remove

Port Type \*   

Interface description      
Max 32 characters

VLAN ID \*   

**IP Address & Subnet Mask**

EXISTING IP Address & Subnet Mask

<input type="text" value="111.12.133.144"/>	<input type="text" value="123"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Once you have added, modified or removed configurations for your site, you can also add, modify or remove Local Area Network (LAN) features to your chosen site.

The following LAN features can be added:

HSRP

DHCP Helper

DHCP Pool

ACL

Please note for MIA changes the only LAN feature which can be added is HSRP.

# Engage Portal User Guide

## HSRP FEATURE

Select HSRP.

Enter Group Number, Virtual IP and Priority.

*HSRP*

Group Numbers	<input type="text" value="10"/>
	<input type="text" value="20"/>
	<input type="text" value="30"/>
	<input type="text" value="40"/>
Virtual IP	<input type="text"/>
Priority	<input type="text" value="100"/>

## DHCP Helper

Enter a minimum of 1 and a maximum of 4 DHCP Helpers.

*DHCP Helper*

DHCP Helpers *	<input type="text" value="119.10.123.45"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Min 1 & Max of 4

## DHCP POOL

Enter a Network Range and Subnet Mask (if required).

Choose whether you wish to exclude IP addresses or IP ranges from the drop down.

Enter minimum 1 and maximum 255 pairs of DHCP Option Helpers.

Enter the Domain name.

Enter DNS Servers.

Enter Default Gateway.

# Engage Portal User Guide

## LAN Features

The following LAN features can be added, removed or modified or leave unselected if no changes required

HSRP     DHCP Helper     DHCP Pool     ACL

## DHCP Pool

Network Range & Subnet Mask

Exclude IP/Range \*

IP Address 1

IP Address 2

Min of 1 & Max of 2 IP Addresses

DHCP Option Number \*    [+ Add Another](#)

Min 1 pair & Max of 255 pairs

Domain name \*

DNS Servers \*

Min 1 & Max of 4

Default Gateway \*

## ACL

Select whether you require a basic or advanced ACL mode.

For Basic ACL:

Select Action and Transport Values.

Enter a Source IP Range and Destination IP Range.

## ACL

ACL Mode     Basic     Advanced

Action \*     Deny     Permit

Transport Values \*     TCP     UDP

IP     ICMP

Source IP Range \*           

Destination IP Range \*           

For Advanced ACL:

Enter your ACL advanced values in the text box provided.

# Engage Portal User Guide

Once you have selected your required LAN features, click '**Apply Configuration**'.

Repeat this process for all your chosen sites and then click '**Next**'.

You'll then be taken to the **Customer Details** screen.

Here you'll be able to enter and amend all company and contact details, as well as the preferred date for the work to be carried out.

## **BILLING CONTACT:**

Review your billing contact and address details. If this needs to be amended click '**Change Contact**' or '**Change Address**'.

### Billing Contact

First Name *	<input type="text" value="DSDFS"/>
Last Name *	<input type="text" value="DFSDF"/>
Email *	<input type="text" value="SAM@SAM.COM"/>
Contact Tel *	<input type="text" value="01141234567"/>
Mobile	<input type="text"/>

[Change Contact](#)

### Address

Address Title/ Name *	<input type="text" value="100"/>
House Name/ Number *	<input type="text" value="TEST"/>
Street Name	<input type="text" value="TEST"/>
Town / City	<input type="text" value="TEST"/>
County	<input type="text" value="TEST"/>
Country	<input type="text" value="TEST"/>
Post Code *	<input type="text" value="S93SE"/>

[Change Address](#)

## **TECHNICAL CONTACT:**

Enter details of your technical contact.

At least 1 contact must be entered, with a maximum of 3.

### Technical Contact

You must provide at least 1 technical contact & max of 3.

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email *	<input type="text"/>
Contact Tel *	<input type="text"/>
Mobile	<input type="text"/>

[Add Another Contact +](#)

# Engage Portal User Guide

## PRE-NOTIFICATION CONTACT:

Enter details of your pre-notification contact.

At least 1 contact must be entered, with a maximum of 3.

**Pre-change Notification Contact**

You must provide at least 1 pre-change contact & max of 3.

First Name \*

  
Last Name \*  
Email \*  
Contact Tel \*  
Mobile

## TESTING NOTIFICATION CONTACT:

Enter details of your testing contact.

At least 1 contact must be entered, with a maximum of 3.

**Testing Notification Contact**

You must provide at least 1 Testing contact & max of 3.

First Name \*

  
Last Name \*  
Email \*  
Contact Tel \*  
Mobile

## SCHEDULE:

Select the date you wish your changes to take place from the drop down menu.

**Note:** Changes must be scheduled at least 10 working days from the date of submission.

Select the preferred time for your change to take place from the drop down:



Your change request has now been submitted. You can now see your order in the 'Change Request' tab in the Saved Orders section.

## ACL Modification

For any ACL Modifications select '**ACL Modification**' from the menu and follow the same steps as 'Modify LAN Port' for your site selection (see pages 81-83).

Once you get to the configuration screen you'll see the following:

The screenshot displays the 'Configure Sites' interface. At the top, a navigation bar shows steps: 1 ACL, 2 Site Selection, 3 Configuration (highlighted), 4 Customer Details, 5 Supporting Notes, and 6 Order Review. Below the navigation bar, the 'Configure Sites' section is titled 'Choose sites to configure' and shows 'Product: IPVPN'. A note says 'Select site from table below, then apply it's configuration'. A table lists site details:

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP	Configuration status
CF1 7WW	TEST ACCOUNT				TEST	TSET			

Below the table is a 'Search & add/remove/sites' section. The 'Apply configuration' section includes radio buttons for 'Add', 'Modify', and 'Remove'. It features input fields for 'Port Type \*' (a dropdown menu), 'Interface description' (with a 'Max 32 characters' limit), and 'VLAN ID \*'. There are also radio buttons for 'ACL Mode' with options 'Basic' and 'Advanced'. At the bottom right, there are buttons for 'Reset form', 'Apply Configuration', 'Exit', 'Previous', 'Save', and 'Next'. A note states: 'This will clear the form but maintain your site(s) selection'.

Choose whether you wish to Add, Modify or Remove ACL.

Enter your 'Port Type'.

Enter an 'Interface Description' (if applicable).

Enter 'VLAN ID'.

Enter your desired ACL Mode – Basic or Advanced.

Once you have configured your changes, please follow the same steps as 'Modify LAN Port' (see pages 89-91).

## DHCP Helper Modification

For any DHCP Helper Modifications select '**DHCP Helper Modification**' from the menu and follow the same steps as 'Modify LAN Port' for your site selection (see pages 81-83).

Once you get to the configuration screen you'll see the following:

**Configure Sites**

Choose sites to configure

Product: IPVPN

Select site from table below, then apply it's configuration

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP	Configuration status
CF1 7WW	TEST ACCOUNT				TEST	TSET			

[Search & add/remove/sites](#)

**Apply configuration**

Add     Modify     Remove

Port Type \*

Interface description   
Max 32 characters

VLAN ID \*

DHCP Helpers \*   
  
  
  
Min 1 & Max of 4

[Reset form](#)

This will clear the form but maintain your site(s) selection

Choose whether you wish to Add, Modify or Remove.

Enter your 'Port Type'.

Enter an 'Interface Description' (if applicable).

Enter 'VLAN ID'.

Enter 'DHCP Helper' addresses.

Once you have configured your changes, please follow the same steps as 'Modify LAN Port' (see pages 89-91).

## DHCP Pool Modification

For any DHCP Pool Modifications select 'DHCP Pool Modification' from the menu and follow the same steps as 'Modify LAN Port' for your site selection. (see pages 81-83)

Once you get to the configuration screen you'll see the following:

**Configure Sites**

**Choose sites to configure**

Product: IPVPN

Select site from table below, then apply it's configuration

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP	Configuration status
CF1 7WW	TEST ACCOUNT				TEST	TEST			

[Search & add/remove/sites](#)

**Apply configuration**

Add  Modify  Remove

Port Type \*

Interface description   
Max 32 characters

VLAN ID \*

Network Range & Subnet Mask

Exclude IP/Range \*

DHCP Option Number \*   [+ Add Another](#)  
Min 1 pair & Max of 255 pairs

Domain name \*

DNS Servers \*   
  
  
  
Min 1 & Max of 4

Default Gateway \*

[Reset form](#) [Apply Configuration](#)

This will clear the form but maintain your site(s) selection

[Exit](#) [Previous](#) [Save](#) [Next](#)

Choose whether you wish to Add, Modify or Remove.

Enter your 'Port Type'.

Enter an 'Interface Description' (if applicable).

# Engage Portal User Guide

Enter 'VLAN ID'.

Enter your 'Network Range' and 'Subnet Mask' (if applicable).

Enter the 'Execute IP Range'

Enter 'DHCP Option Number' (you can enter a minimum of 1 and a maximum of 255).

Enter 'Domain name'.

Enter 'DNS Servers' (you can enter a minimum of 1 and a maximum of 4).

Enter 'Default Gateway'.

Once you have configured your changes, please follow the same steps as 'Modify LAN Port' (see pages 89-91).

## Add/Remove Netflow

From the menu toolbar or landing page click '**Add/Remove Netflow**'.

You'll be taken to the Netflow landing page.

**1 Netflow** > 2 Site Selection > 3 Configuration > 4 Customer Details > 5 Supporting Notes > 6 Order Review

### Netflow

A network protocol developed by Cisco for collecting IP traffic information and monitoring network traffic. By analyzing flow data, a picture of network traffic flow and volume can be built.

Please note work undertaken outside of office hours will incur additional charges.

**In Hours** - between 9:00 AM to 5:30 PM on weekdays (excluding bank holidays).

**Out of Hours** - between 5:30 PM to midnight and 7:00 AM to 9:00 AM on weekdays or any time (excluding midnight to 7:00 AM) during weekends or public holidays.

**Late Night Hours** - Late Night hours between midnight to 7:00 AM.

[Exit](#) [Next](#)

Here you'll see a description of your changes, as well as a reminder of the 'in hours', 'out of hours' and 'late night hours' times.

Now click '**Next**'.

You'll be taken to the '**Site Selection**' page.

Here you can search for your pre-loaded sites, or manually search for the different sites.

First select the product you'd like to make the changes to. And then decide if you'd like to '**add**' or '**remove**' Netflow.

**Note:** You can only make changes to IPVPN and MIA products.

# Engage Portal User Guide

**Choose Product & Type**

Product \*

IPVPN  MIA

What type of change is required\*

Add  Remove

**Choose sites**

Find & select sites from below or add manually.

[Show All Stored Sites](#)

search

Add \* for wildcard ⓘ

Please select

- Postcode
- CAL Ref
- Hostname
- LAN Network IP

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
No data available in table								

[Select All Sites](#) [Deselect All Sites](#)

Max 0 sites selectable.

From the drop down menu you can search for your sites via the following:

- Postcode
- CAL ref
- Host name
- LAN network IP

Alternatively, you can click on 'Show All Stored Sites' to show all the sites available to you.

Then click '**Search**'.

# Engage Portal User Guide

1 Netflow 2 Site Selection 3 Configuration 4 Customer Details 5 Supporting Notes 6 Order Review

### Choose Product & Type

Product \*

IPVPN  MIA

What type of change is required\*

Add  Remove

### Choose sites

Find & select sites from below or add manually.

[Show All Stored Sites](#) Please select

Add \* for wildcard ⓘ

Show  entries Filter:

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
CF1 7WW	TEST ACCOUNT				TEST	TSET		
CF1 7WW	TEST ACCOUNT				TEST	TEST		
CF1 7WW	TEST ACCOUNT				TEST	TEST1244		
CH48 4EF	LEES SOLICITORS - GRANGE RD							

Showing 1 to 10 of 44 entries  
1 row selected

[Select All Sites](#) [Deselect All Sites](#)

Max 500 sites selectable.

Click on the site you wish to make changes to. If you wish to select more than one site hold the ctrl key and select all additional sites.

Once you have selected all required sites, click '**Choose Selected Sites**'.

If your site is not found, you'll need enter it manually.

Then click '**Manually Add Site**'.

# Engage Portal User Guide

**Site not found?** [Manually Add Site - Hide](#)

Please make sure site details you enter are accurate. If we're unable to find any site(s), we will not be able to apply this change to those site(s).

Postcode *	Site Name *	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
<input type="text" value="B28 8SE"/>	<input type="text" value="Test"/>	<input type="text" value="CAL1234"/>	<input type="text" value="100mb"/>	<input type="text" value="1Gb"/>	<input type="text" value="Host"/>	<input type="text" value="Model"/>	<input type="text" value="Mgmt"/>	<input type="text" value="192.11.123.9"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Selected Sites**

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
B28 8SE	Test	CAL1234	100mb	1Gb	Host	Model	Mgmt	192.11.123.98 <input type="button" value="🗑"/>

Enter all your site information and click 'Add'.

Continue to add as many sites as required.

If you need to remove any sites, then click the red bin icon.

Once you have selected all your sites, click '**Next**'.

You'll be taken to the '**Configuration**' page.

# Engage Portal User Guide

If you have chosen to 'Add Netflow you'll see the following screen:

**Configure Sites**

**Selected Sites**

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
CF1 7WW	TEST ACCOUNT				TEST	TSET		
CF1 7WW	TEST ACCOUNT				TEST	TEST		
CF1 7WW	TEST ACCOUNT				TEST	TEST1244		

**Apply configuration**

Product: IPVPN

Which version of NETFLOW is required? \*

Version 5

Enter Server IP Address & UDP Port Number \*

IP Address      UDP Port Number

12.101.135.186      100

Min 1 pair & Max of 3 pairs

Exit   Previous      Save   Next

**Note:** When adding and removing network configurations you can only make changes to all sites. You will not be able to add or remove Netflow for individual sites.

From the drop down select which version of Netflow you require:

- Version 5
- Version 9

Enter new IP Address and UCP Port Number. You must enter a minimum of 1 and a maximum of 3 addresses.

# Engage Portal User Guide

If you have chosen to 'Remove' Netflow you'll see the following screen:

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
CF1 7WW	TEST ACCOUNT				TEST	TSET		
CF1 7WW	TEST ACCOUNT				TEST	TEST		
CF1 7WW	TEST ACCOUNT				TEST	TEST1244		

You'll then see all the sites you'd like to remove Netflow from.

Now click 'Next'.

You'll be taken to the 'Customer Details' screen.

Here you'll be able to enter and amend all company and contact details as well as a preferred date for your change to be carried out.

## BILLING CONTACT:

Review your billing contact and address details. If this needs to be amended click 'Change Contact' or 'Change Address'.

**Billing Contact**

First Name \*

Last Name \*

Email \*

Contact Tel \*

Mobile

[Change Contact](#)

**Address**

Address Title/ Name \*

House Name/ Number \*

Street Name

Town / City

County

Country

Post Code \*

[Change Address](#)

## TECHNICAL CONTACT:

Enter details of your technical contact.

At least 1 contact must be entered, with a maximum of 3.

# Engage Portal User Guide

**Technical Contact**

You must provide at least 1 technical contact & max of 3.

First Name \*

Last Name \*

Email \*

Contact Tel \*

Mobile

**Add Another Contact +**

## PRE-NOTIFICATION CONTACT:

Enter details of your pre-notification contact.

At least 1 contact must be entered, with a maximum of 3.

**Pre-change Notification Contact**

You must provide at least 1 pre-change contact & max of 3.

First Name \*

Last Name \*

Email \*

Contact Tel \*

Mobile

**Add Another Contact +**

## TESTING NOTIFICATION CONTACT:

Enter details of your testing contact.

At least 1 contact must be entered, with a maximum of 3.

### Testing Notification Contact

You must provide at least 1 Testing contact & max of 3.

First Name \*

Last Name \*

Email \*

Contact Tel \*

Mobile

[Add Another Contact +](#)

## SCHEDULE:

Select the date you wish your changes to take place from the drop down menu.

**Note:** Changes must be scheduled at least 10 working days from the date of submission.

Select the preferred time for your change to take place from the drop down:

- **Late Night Hours** – between midnight to 7:00 AM, change request charged at £750.00 per site.
- **In Hours** – between 9:00 AM to 5:30 PM on week days (excluding Bank Holidays), change request charged at £500.00 per site.
- **Out of Hours** – between 5:30 PM to midnight and 7:00 AM to 9:00 AM on week days or any time (excluding midnight to 7:00 AM) during weekends or public holidays, change request charged at £750.00 per site.

**Note:** Pricing will vary according to existing contractual agreements. Please check with your Account Manager for further details.

### Schedule

Request Date \*  A minimum of 10+ working days lead time applies from submission date.

Preferred Start Time \*

**In Hours** - between 9:00 AM to 5:30 PM on weekdays (excluding bank holidays), change request charged at £500.00 per site.

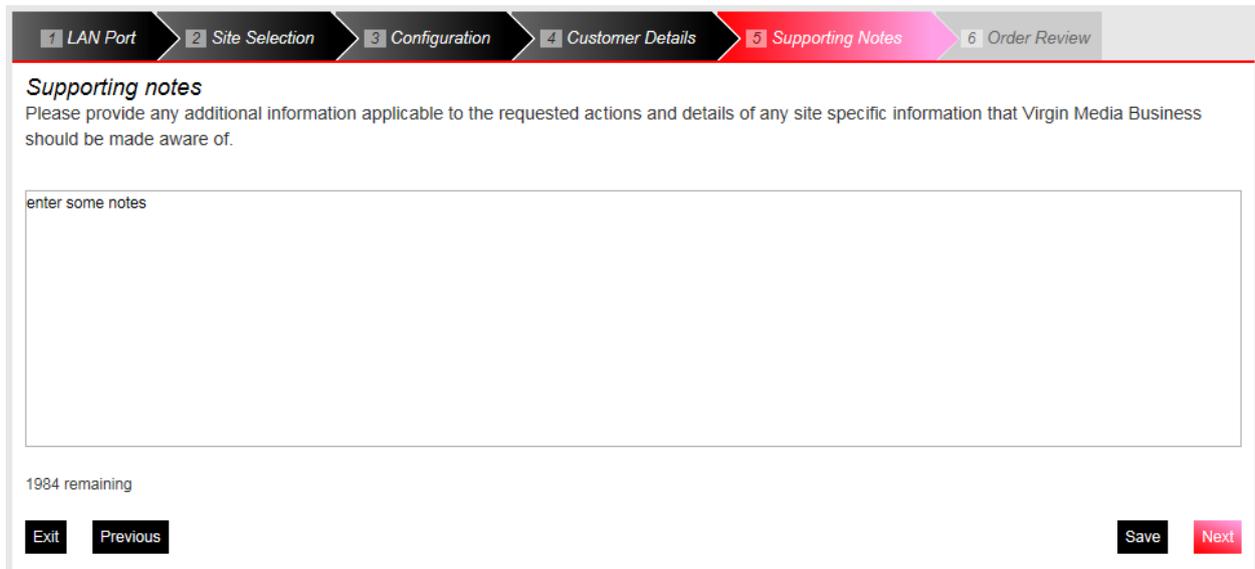
**Out of Hours** - between 5:30 PM to midnight and 7:00 AM to 9:00 AM on weekdays or any time (excluding midnight to 7:00 AM) during weekends or public holidays, change request charged at £750.00 per site.

**Late Night Hours** - between midnight to 7:00 AM, change request charged at £750.00 per site.

# Engage Portal User Guide

Once you have entered all your contact details and preferred date, then click '**Next**'.

You'll be taken to the **Supporting notes** screen:



**Supporting notes**  
Please provide any additional information applicable to the requested actions and details of any site specific information that Virgin Media Business should be made aware of.

enter some notes

1984 remaining

Exit Previous Save Next

Enter any additional notes or information and click '**Next**'.

You'll be taken to the **Order Review** page.

You can then review all the details you've entered for each of your sites.

Once you have reviewed your options, click the box 'I confirm I have read and understood the existing Terms & Conditions' and then click '**Submit**'.

Existing Terms & Conditions can be found by clicking on the Terms & Conditions link on screen.

Your change request has now been submitted. You can now see your order in the 'Change Request' tab in the Saved Orders section.

## Add/Remove SNMP

From the menu toolbar or landing page click '**Add/Remove SNMP**'.

# Engage Portal User Guide

You'll be taken to the Netflow landing page.

**1** SNMP   2 Site Selection   3 Configuration   4 Customer Details   5 Supporting Notes   6 Order Review

## SNMP

Is a popular protocol for network management, used for collecting information from, and configuring, network devices, such as servers, printers, hubs, switches, and routers on an Internet Protocol (IP) network.

Please note work undertaken outside of office hours will incur additional charges.

**In Hours** - between 9:00 AM to 5:30 PM on weekdays (excluding bank holidays).

**Out of Hours** - between 5:30 PM to midnight and 7:00 AM to 9:00 AM on weekdays or any time (excluding midnight to 7:00 AM) during weekends or public holidays.

**Late Night Hours** - Late Night hours between midnight to 7:00 AM.

[Exit](#) [Next](#)

You'll see a description of your changes, as well as a reminder of the 'in hours', 'out of hours' and 'late night hours' times.

Now click '**Next**'.

You'll be taken to the '**Site Selection**' page.

Here you can search for your stored sites, through the drop downs in the search bar or manual site entry.

Please select which product you wish to submit your change request for. Also whether you wish to **add** or **remove** Netflow.

**Note:** You can only make changes to IPVPN and MIA products.

**1** Netflow   **2** Site Selection   3 Configuration   4 Customer Details   5 Supporting Notes   6 Order Review

## Choose Product & Type

Product \*

IPVPN    MIA

What type of change is required\*

Add    Remove

### Choose sites

Find & select sites from below or add manually.

[Show All Stored Sites](#)  [Search](#) [Clear](#)

Add \* for wildcard ⓘ

Please select  
Postcode  
CAL Ref  
Hostname  
LAN Network IP

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
No data available in table								

[Select All Sites](#)   [Deselect All Sites](#)

Max 0 sites selectable.

[Choose Selected Sites](#)

# Engage Portal User Guide

From the drop down you can search for your sites via the following:

- Postcode
- CAL ref
- Host name
- LAN network IP

Alternatively, you can click on 'Show All Stored Sites' to show all the sites available to you.

After you have selected which option you wish to search your sites by, click 'Search'.

**Choose Product & Type**

Product \*

IPVPN  MIA

What type of change is required\*

Add  Remove

**Choose sites**

Find & select sites from below or add manually.

[Show All Stored Sites](#) Please select

Add \* for wildcard

Show  entries Filter:

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
CF1 7WW	TEST ACCOUNT				TEST	TSET		
CF1 7WW	TEST ACCOUNT				TEST	TEST		
CF1 7WW	TEST ACCOUNT				TEST	TEST1244		
CH48 4EF	LEES SOLICITORS - GRANGE RD							

Showing 1 to 10 of 44 entries  
1 row selected

[Select All Sites](#) [Deselect All Sites](#)

Max 500 sites selectable.

Click on the site you wish to change. If you wish to select more than one site, hold the ctrl key and select the additional sites. Once you have selected the required sites, click 'Choose Selected Sites'.

If your site is not found, you'll need to enter it manually.

# Engage Portal User Guide

Next to the 'Site Not Found?', click '**Manually Add Site**'.

**Site not found?** **Manually Add Site - Hide**

Please make sure site details you enter are accurate. If we're unable to find any site(s), we will not be able to apply this change to those site(s).

Postcode *	Site Name *	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP	
<input type="text" value="B28 8SE"/>	<input type="text" value="Test"/>	<input type="text" value="CAL1234"/>	<input type="text" value="100mb"/>	<input type="text" value="1Gb"/>	<input type="text" value="Host"/>	<input type="text" value="Model"/>	<input type="text" value="Mgmt"/>	<input type="text" value="192.11.123.98"/>	<input type="button" value="Update"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add +"/>

**Selected Sites**

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP	
B28 8SE	Test	CAL1234	100mb	1Gb	Host	Model	Mgmt	192.11.123.98	<input type="button" value="🗑"/>

Enter all your site information and click '**Add**'.

Continue to add as many sites as required.

If you need to remove any sites, then click the red bin icon.

Once you have selected all your sites, click '**Next**'.

You'll be taken to the '**Configuration**' page.

If you have chosen to '**Add** SNMP you'll see the following screen:

1 SNMP > 2 Site Selection > 3 Configuration > 4 Customer Details > 5 Supporting Notes > 6 Order Review

### Configure Sites

**Selected Sites**

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
CF1 7WW	TEST ACCOUNT				TEST	TSET		
CF1 7WW	TEST ACCOUNT				TEST	TEST		
CF1 7WW	TEST ACCOUNT				TEST	TEST1244		

**Apply configuration**

**NB: all sites must be in the same VPN**

Product: IPVPN

Enter Server IP Address \*

Min 1 & Max of 5

Community String \*

A min of 20 & max of 50 characters long & have all of the following - mixed case, one or more numerical digits.

**Note:** When adding and removing network configurations you can only make changes to all sites. You're not able to add or remove SNMP for individual sites.

## ENTER NEW SERVER IP

Enter a Community String – A community string must be minimum of 20 and maximum of 50 characters long and have all of the following – mixed case, one or more numerical digits.

An example of what one should look like has been provided to you.

If you have chosen to 'Remove' SNMP you'll see the following screen:

1 SNMP > 2 Site Selection > 3 Configuration > 4 Customer Details > 5 Supporting Notes > 6 Order Review

### Configure Sites

**Selected Sites**

Postcode	Site Name	CAL Reference	Circuit Bandwidth	Bearer Bandwidth	Hostname	Model	Management Flag	LAN Network IP
CF1 7WW	TEST ACCOUNT				TEST	TSET		
CF1 7WW	TEST ACCOUNT				TEST	TEST		
CF1 7WW	TEST ACCOUNT				TEST	TEST1244		

You are removing SNMP from sites. This change will apply to all the above sites.

# Engage Portal User Guide

You'll see all the sites you're removing Netflow from.

Now click '**Next**'.

You'll be taken to the **Customer Details** screen.

Here you'll be able to enter and amend all company and contact details as well as a preferred date for your change to be carried out.

## **BILLING CONTACT:**

Review your billing contact and address details. If this needs to be amended click '**Change Contact**' or '**Change Address**'.

### Billing Contact

First Name *	<input type="text" value="DSDFS"/>
Last Name *	<input type="text" value="DFSD"/>
Email *	<input type="text" value="SAM@SAM.COM"/>
Contact Tel *	<input type="text" value="01141234567"/>
Mobile	<input type="text"/>

[Change Contact](#)

### Address

Address Title/ Name *	<input type="text" value="100"/>
House Name/ Number *	<input type="text" value="TEST"/>
Street Name	<input type="text" value="TEST"/>
Town / City	<input type="text" value="TEST"/>
County	<input type="text" value="TEST"/>
Country	<input type="text" value="TEST"/>
Post Code *	<input type="text" value="S93SE"/>

[Change Address](#)

## TECHNICAL CONTACT:

Enter details of your technical contact.

At least 1 contact must be entered, with a maximum of 3.

**Technical Contact**

You must provide at least 1 technical contact & max of 3.

First Name \*

Last Name \*

Email \*

Contact Tel \*

Mobile

**Add Another Contact +**

## PRE-NOTIFICATION CONTACT:

Enter details of your pre-notification contact.

At least 1 contact must be entered, with a maximum of 3.

**Pre-change Notification Contact**

You must provide at least 1 pre-change contact & max of 3.

First Name \*

Last Name \*

Email \*

Contact Tel \*

Mobile

**Add Another Contact +**

## TESTING NOTIFICATION CONTACT:

Enter details of your testing contact.

At least 1 contact must be entered, with a maximum of 3.

### Testing Notification Contact

You must provide at least 1 Testing contact & max of 3.

First Name \*

Last Name \*

Email \*

Contact Tel \*

Mobile

[Add Another Contact +](#)

## SCHEDULE:

Select the date you wish your changes to take place from the drop down menu.

**Note:** Changes must be scheduled at least 10 working days from the date of submission.

Select the preferred time for your change to take place from the drop down:

- **Late Night Hours** – between midnight to 7:00 AM, change request charged at £750.00 per site.
- **In Hours** – between 9:00 AM to 5:30 PM on week days (excluding Bank Holidays), change request charged at £500.00 per site.
- **Out of Hours** – between 5:30 PM to midnight and 7:00 AM to 9:00 AM on week days or any time (excluding midnight to 7:00 AM) during weekends or public holidays, change request charged at £750.00 per site.

**Note:** Pricing will vary according to existing contractual agreements. Please check with your Account Manager for further details.

### Schedule

Request Date \*  A minimum of 10+ working days lead time applies from submission date.

Preferred Start Time \*

**In Hours** - between 9:00 AM to 5:30 PM on weekdays (excluding bank holidays), change request charged at £500.00 per site.

**Out of Hours** - between 5:30 PM to midnight and 7:00 AM to 9:00 AM on weekdays or any time (excluding midnight to 7:00 AM) during weekends or public holidays, change request charged at £750.00 per site.

**Late Night Hours** - between midnight to 7:00 AM, change request charged at £750.00 per site.

Once you have entered all your contact details and preferred date, please click 'Next'.

# Engage Portal User Guide

You'll be taken to the **Supporting Notes** screen:

**Supporting notes**  
Please provide any additional information applicable to the requested actions and details of any site specific information that Virgin Media Business should be made aware of.

enter some notes

1984 remaining

Exit Previous Save Next

Enter any additional notes or information and click '**Next**'.

You'll be taken to the **Order Review** page.

Here all the details you entered for all the sites can be reviewed. There is an option to edit any of the details by clicking 'Edit' next to the section you wish to amend.

Once you have reviewed your options, click the box 'I confirm I have read and understood the existing Terms & Conditions' and then click '**Submit**'.

Existing Terms & Conditions can be found by clicking on the Terms & Conditions link on screen.

Your change request has now been submitted. You can now see your order in the 'Change Request' tab in the Saved Orders section.

## Saving your progress

You're able to save your progress at any point during your change request journey.

Simply click '**Save**'.

# Engage Portal User Guide

1 LAN Port 2 Site Selection 3 Configuration 4 Customer Details 5 Supporting Notes 6 Order Review

### Supporting notes

Please provide any additional information applicable to the requested actions and details of any site specific information that Virgin Media Business should be made aware of.

enter some notes

1984 remaining

Exit Previous Save Next

Your request will be saved in 'Saved Orders' under the Orders tab.

To access saved or submitted orders you can go to the 'submitted and saved orders' page and click on the **Change Request** option within **My Network**

Alternatively, from the Home page go to 'Change Request' within **My Network** on the toolbar and click 'Submitted and Saved Requests'..

## Saved Orders

Order Tracker Orders **Change request**

Search Request Status All Date From 09/01/2017 Date To 09/04/2017 Search Clear

### My Change Requests Displaying from 09/01/2017 to 09/04/2017

Change Request ID	Request Type	Product	User Name	Request Status	Submission Date	Edit/ Review	Cancel Order
00322	Modify LAN Port	IPV/PN		Submitted	08/04/2017	Review	N/A
00321	SNMP	Managed Internet Access		Submitted	07/04/2017	Review	N/A
00320	Netflow	Managed Internet Access		Submitted	07/04/2017	Review	N/A
00319	Netflow	IPV/PN		Submitted	07/04/2017	Review	N/A
00318	SNMP	IPV/PN		Submitted	07/04/2017	Review	N/A

Showing Page 1 of 1

# Engage Portal User Guide

You'll be taken directly to the change request tab in the saved orders page.

## Saved Orders

**Order Tracker** | **Orders** | **Change request**

Search   Date From  Date To

**My Change Requests** Displaying from 09/01/2017 to 09/04/2017

Change Request ID	Request Type	Product	User Name	Request Status	Submission Date ▼	Edit/ Review	Cancel Order
00322	Modify LAN Port	IPV/PN		Submitted	08/04/2017	<a href="#">Review</a>	N/A
00321	SNMP	Managed Internet Access		Submitted	07/04/2017	<a href="#">Review</a>	N/A
00320	Netflow	Managed Internet Access		Submitted	07/04/2017	<a href="#">Review</a>	N/A
00319	Netflow	IPV/PN		Submitted	07/04/2017	<a href="#">Review</a>	N/A
00318	SNMP	IPV/PN		Submitted	07/04/2017	<a href="#">Review</a>	N/A

Showing Page 1 of 1

# 11. Network Capacity

This area allows you to manage the capacity of your 10Gbps Ethernet Interconnects which will give you the ability to plan the Interconnect capacity growth and avoid delivery delays. You will only see this option if it is has been enabled by your Service Relationship Manager or Account Manager, and if your user has been granted the permission.

This area will allow you to view:

- Your Point of Interconnect Sites
- Your Interconnects and the available bandwidth on each
- The Services you have on each Interconnect and their status
- A extract of your Interconnects and an extract of your services for an interconnect

This area can be accessed either from within the 'My Network' landing page available on Engage:

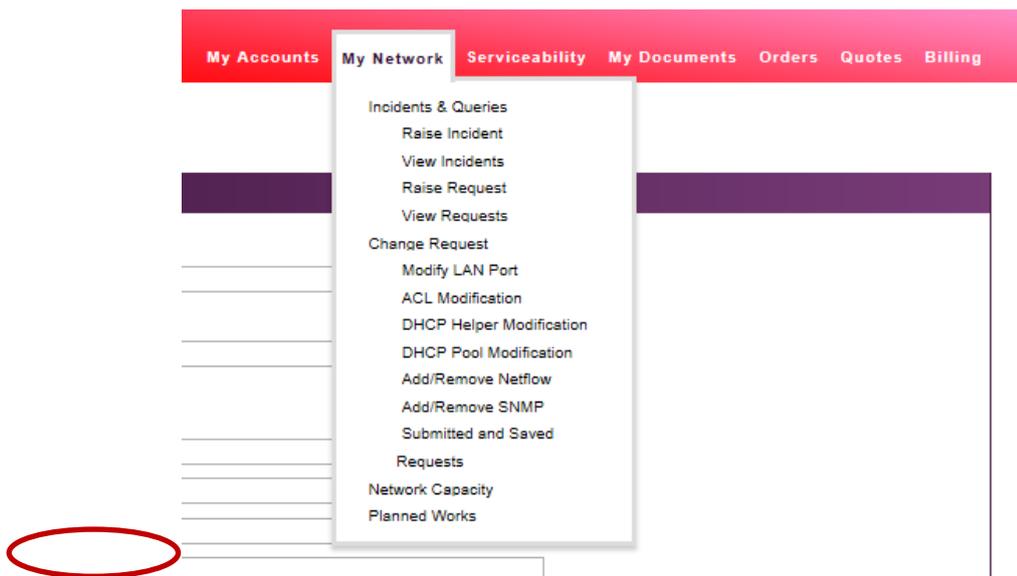
## My Network

Welcome to the My Network area of Engage. This is where you can manage all aspects of your service.

The screenshot displays the 'My Network' dashboard. At the top left, there is a 'Network Capacity' section with a 'View All' button. Below it is a table with three columns: 'POI Site Name', 'POI Site Address', and 'POI Site Postcode'. The table contains two rows: 'POI Site 1' with address 'Test Ltd, 1 Capacity Street, Manchester, WX1 2YZ' and 'Telehotel Test' with address '35, Test Street, London, AB1 2CD'. To the right of the table are three vertical panels: 'MESSAGES' showing '502 New Messages' and '0 New Planned Works Notices', 'CONTACT US' with a 'Get in touch' link, and 'ALSO OF INTEREST' listing 'Generation IP', 'Business Blog', 'News and Events', and 'Site to Site Connectivity'. At the bottom left, there are two boxes: 'INCIDENTS & QUERIES' and 'CHANGE REQUESTS'.

POI Site Name	POI Site Address	POI Site Postcode
POI Site 1	Test Ltd, 1 Capacity Street, Manchester, WX1 2YZ	WX1 2YZ
Telehotel Test	35, Test Street, London, AB1 2CD	AB1 2CD

Or if **Network Capacity** within the dropdown menu is chosen:



## Point of Interconnect Sites:

View a list of your sites within this screen..

The information below shows the 10Gbps Interconnects we provide you with. If you need to see a list of your 1Gbps Interconnects, please contact your Service Relationship Manager or Account Manager or the MLE Customer Contact Centre

### My Network

Welcome to the My Network area of Engage. This is where you can manage all aspects of your service.

Network Capacity		
POI Site Name	POI Site Address	POI Site Postcode
POI Site 1	Test Ltd, 1 Capacity Street, Manchester, WX1 2YZ	WX1 2YZ
Telehotel Test	35, Test Street, London, AB1 2CD	AB1 2CD

**MESSAGES**

Hi A, You have **502 New Messages** and **0 New Planned Works Notices**.

**CONTACT US**

Get in touch

**INCIDENTS & QUERIES**

In this area, you can raise and track the status of incidents. Here's a quick summary of the new features: Raise Incident - should the worst happen, then you can log a fault with us by raising an incident for that particular service View incidents - search, view and update existing incidents Raise requests - raise a request for a minor change to your

**CHANGE REQUESTS**

**WHAT CHANGE DO YOU REQUIRE?**

Here you can configure and submit a range of request changes to manage your sites networks. It is possible to add new services to sites, or remove those that are no longer required. Existing services can also be modified.

**ALSO OF INTEREST**

- Generation IP
- Business Blog
- News and Events
- Site to Site Connectivity

## Interconnects:

The information below shows the details of your 10Gbps Interconnects.



[Show help& info](#)

### Network Capacity

The information below shows the Point of Interconnect sites where we connect with you, as well as the 10G interconnects and services that are provisioned on them. Please select a row to see the available services against a specific interconnect.

[Export interconnects](#) search:

POI (Site) Name	POI (Site) Postcode	POI (Site) Address
POI SITE 1	WX1 2YZ	TEST LTD, 1 CAPACITY STREET, MANCHESTER, WX1 2YZ
TELEHOTEL TEST	AB1 2CD	35, TEST STREET, LONDON, AB1 2CD

Search:

Interconnect Port	Interconnect Description	Physical BW	Logical BW	Booked BW	Available BW
ABCD-METNET-1A 1/2/3	CFL ntu-001 Test Network Capacity 1 ENNI	10000	10000	400	9600

Select a port to see the services against a specific interconnect.

You can also export a list of all your POI Sites and the associated interconnect by clicking on **Export interconnects**

## Services:

The information displayed on this screen shows the services that are provisioned against your selected Interconnect. To export a list of services against a specific interconnect click **Export circuits**



Show helpful info

## Network Capacity

The information below shows the Point of Interconnect sites where we connect with you, as well as the 10G interconnects and services that are provisioned on them. Please select a row to see the available services against a specific interconnect.

Export interconnects Search:

POI (Site) Name	POI (Site) Postcode	POI (Site) Address
POI Site 1	WX1 2YZ	Test Ltd, 1 Capacity Street, Manchester, WX1 2YZ

Search:

Interconnect Port	Interconnect Description	Physical BW	Logical BW	Booked BW	Available BW
WXVZ-METNET-1B 1/2/3	CFL ntu-002 Test Network Capacity 2 (Oversubscribed 2:1)	10000	20000	600	19400

Export circuits Search:

B-End CAL	B-End NTU	Purchased BW	B End Status	Customer VLAN
CAL00000010	NTU-98765 1/10	600	Up, Up	298

If any of your information is incorrect, please contact your Service Relationship Manager or Account Manager or the MLE Customer Contact Centre.

Each column header can be selected to sort that particular column. Additionally, if you need to search for a particular Site, Interconnect, or Service, please use the search bars provided at each level.

## Helpful Text

We have provided helpful text / definitions for the information we are displaying across the screens, please refer to this functionality if need be; otherwise please contact your Service Relationship Manager or Account Manager or the MLE Customer Contact Centre.



Each Point of Interconnect site displays the interconnects you have available as well as a view of the capacity used on each. Additionally, each interconnect can be selected to display the services on that interconnect. All bandwidths (BW) are shown in Mbps. Here are some definitions to help you better understand the data being displayed on screen:

**Physical BW** – physical capacity available on the port, this is the actual port speed and usually 10,000Mbps (10Gbps)/p>

**Logical BW** -maximum bandwidth that should be provisioned on a port, in accordance with your over subscription agreement. You can locate the details of your over subscription agreement within your Master Services Agreement.

**Available BW** – this is the remaining bandwidth available to you. We calculate it as logical bandwidth minus booked bandwidth. If a minus value is shown, it means the interconnect has exceeded the recommended booked bandwidth. If this happens, please contact your Service Relationship Manager or Account Manager and they will look at the following options for you:

- 1.Provisioning a new Interconnect
- 2.Increasing your over subscription agreement, or applying a over subscription agreement if you don't already have one in place.

**Booked BW**- This is the sum of the purchased bandwidths (EVC speed) of all services provisioned on this interconnect

**B-end CAL** - this is a unique circuit reference provided to an individual circuit

**B-End Status** -this shows the status of the Access Circuit at the B-end of the service

**Up, Up**- the circuit is physically and logically connected (things are working)

**Up, Down** - Interface admin enabled, however link is down (may not be physically or logically connected)

**Down, Down** - our management platform has detected a problem with the circuit

**Purchased BW** - The purchased bandwidth, or EVC speed for this service

**Customer VLAN** – the VLAN (Virtual Local Area Network) reference provided by you at the time of provisioning and used to hand-off the service at the interconnect

If any of your information is incorrect, please contact your Service Relationship Manager or Account Manager or the MLE Customer Contact Centre

## Next Steps

If you are nearing full capacity for one of your interconnects, there are a few options available to you:

1. Request a new Interconnect – Please contact your Account Manager to discuss options
2. Shift a service to an alternate Interconnect, to enable an upgrade – Please contact your Account Manager
3. Use the dashboard to identify an alternative Interconnect with capacity

# 12. My Documents

## Keep it safe and up-to-date

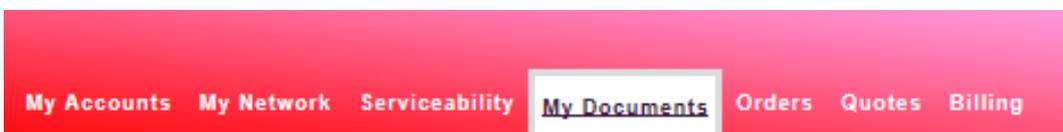
This area holds specific documents relevant to your services, such as product user guides, network diagrams, the Framework Master Services Agreement (MSA) between us and the Engage Terms of Use.

Please make sure you always refer to the documents in this section, rather than locally saved versions, as we update these documents regularly.

We'll take care of uploading all available documents. However, if you have any specific requirements for storing any other documents, please let your Account or Service Manager know.

## To view documents

You can access your stored documents by selecting the **My Documents** tab on the tool bar across the top.



Documents may be stored by folder or individually, whatever your preference.

### My Documents

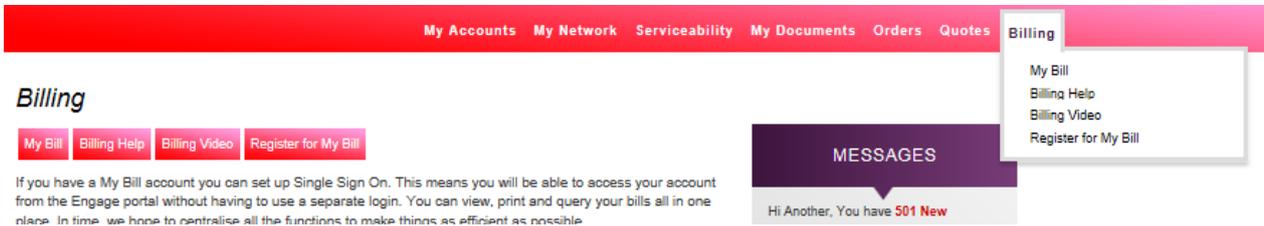
You Are Here > Document Store

Folder(s)			
Folder Type	Folder Name	No of Subfolders	No of Documents
	Agreements	1	0
	Contract	0	9
	Engage Terms of Use	0	1
	Service Descriptions	0	2
	T&Cs by Service	10	0
	Test	1	0
	testing	0	1
	User Guides	0	1

Document(s)			
File Type	Document Name	Publish Date	Version
	Customer Service Description - Ethernet Extensions v 2.1 March 2	Mon Sep 15 00:00:00 BST 2014	1.00
	Customer Service Description NE and EE+	Mon Sep 15 00:00:00 BST 2014	1.00
	Engage Terms of Use v1	Mon Sep 15 00:00:00 BST 2014	1.00

# 13. Sign up to MyBill

## Working smarter



If you have a MyBill account, you can set up the Single Sign On feature. This means that you'll be able to access your account from the Engage portal, without having to use a separate login. You can view, print and query your bills all in one place. In time, we hope to centralise all the functions to make things as efficient as possible.

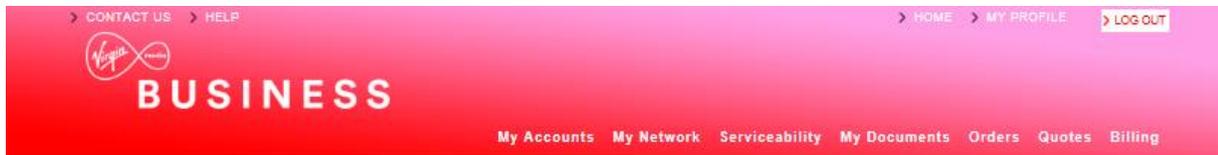
Click on the **Billing tab** at the top of the homepage. Now select the **"MyBill"** option and you'll be automatically redirected to the MyBill homepage.

**Note:** This option is only available to users who currently have a MyBill account. If you don't currently have a MyBill account, then click on the link below to register.

<http://www.virginmediabusiness.co.uk/Customer-area/Billing-Portal-Registration/>

# 14. Contact Us

To send us an email Click on “**Contact Us**” from the left hand side of the top tool bar or in the bottom right hand corner of the homepage, and make your preferred selection from the options available.



Select the query type in the ‘How can we help’ drop down box.

- Pricing Query
- Product Query
- Competitor Price Review
- Change of Existing Service
- Portal Feedback
- Bulk Site Request
- Raise A Complaint
- General Feedback

Next enter Order/Quote ID – this will help us deal with your query efficiently.

Please check the pre-populated contact details are correct.

Enter any additional email address that you’d like us to include in any correspondence.

Under “**More Information**” please provide as much detail as possible, as this prevents continuous call backs that may hold up your enquiry.

# Engage Portal User Guide

## Contact us

**Contact us**

How can we help

Order/Quote/Account ID (if applicable)

Name \*

Confirm your email \*

Confirm your telephone number \*

CC Email

More Information \*

# 15. Product Configuration

## AVAILABLE QUOTE TYPES

Product configuration is required during the quote and the order stage.

During the quote stage the level of configuration is dependent on the quote type.

	Standard	Address	Postcode
National Ethernet	✓	✓	✓
EE	✓	✓	✓
EE+	✓	✓	✓
LL	✓	✓	✓
MIA	✓	✓	
IPVPN		✓	
EVPN		✓	
Broadband & Phone		✓	

**Standard quotes** require the least configuration since it's using the most common configurations when calculating the quotes. Standard quotes are only available for National Ethernet, Ethernet Extensions+, Ethernet Extensions, Leased Lines and Managed Internet Access. All standard quotes are calculated in the background to allow you to perform other tasks while the quote is being calculated. You can select if you want to be notified or not when the quote is available to view in the saved quotes section.

**Address quotes** are the most accurate quote type since it allows you to select the exact site, bearer, bandwidth and required NTU/CPE.

**Postcode quotes** are only to be used when the exact address is not known, or when an indicative price for multiple sites is required. Postcode level quotes do not take dig distance or required civils into account. All postcode level quotes must be converted to address level quotes prior to being ordered. This quote type allows you to enter your configuration details into a table. You can add multiple A-End and B-End with the same or different configuration options.

# Engage Portal User Guide

During the order stage, a final set of configuration is required to ensure that we have all the necessary information to deliver the service you need when you need it.

The information below is required during the order stage for all products:

- Customer PO number – this is a required field and should reflect your internal PO reference
- Customer Account Number – select the account number that should be used for the specific order. This can be selected from the dropdown menu. Additional account numbers can be added in the Customer Management section
- Order Type – you need to confirm the correct order type. The available options are “New”, “Upgrade”, “Downgrade”, “Move” or “Amend”
- Service Required Date – the earliest delivery date is showing by default, please change the date if you require delivery at a later date
- Accept Early Delivery – the default option is “Yes”. If you’re unable to accept an early delivery please change this to “No”
- Customer CRM Ref Number – this field is your internal CRM reference number. You’re able to search for an order with this number, as well as the reference number provided by Engage and Virgin Media Business
- Confirm the A-End and B-End installation details such as:
  - The exact location in the building including floor, room and rack details
  - Site contact details including full name, telephone number and email
  - Confirm for both the A-End and B-End if sites have any existing Virgin Media Business service. The options to select from are “Existing”, “Not Sure” and “New”
  - Confirm for both the A-End and B-End if you’re the owner of the property. The options are “Yes” or “No”
  - For the sites where you’re not the owner you’ll need to confirm the landlord/managing agent contact details and the information listed below:
    - Number of years left on the lease
    - If you have the authority to manage any changes internally to the building, including routing cabling
    - If you’re willing to provide a copy of your lease
    - If the property is a listed building
    - Confirm if you have the landlord managing agent’s contact details
    - The landlord/managing agent contact details should include full name, telephone number and email address
- Any additional comments that will help to deliver the service such as access, specific service hours etc.

## National Ethernet and Ethernet Extensions+

### ADDRESS LEVEL QUOTES

For this quote type you will need to specify the following:

- Exact address for both the A-End and B-End
- Quote name – this has to be unique for each quote
- Contract term – you can select one or multiple options with the minimum term being 1 year and the maximum 5 years
- Billing frequency – your default billing frequency will be pre-selected for you, but you can change this if required. The options are “Monthly”, “Quarterly” or “Annually”
- QoS – confirm if the circuit requires QoS or not
- Layer 2 Control Protocol – confirm if the circuits required layer 2 control protocol or not
- A-End and B-End bearer, the options are 10 Mbps, 100 Mbps and 1Gbps
- A-End and B-End NTU – the options are:
  - Alcatel 8 Port – select this NTU if you require no more than 8 circuits in the future at this site
  - Alcatel 24 Port – select this NTU if you’ll order multiple circuits to this site in the future
  - Alcatel Hardened – select this NTU if the circuit is delivered in a room that is not in a controlled environment
  - Alcatel High Bandwidth
  - Existing – select this option if you already have an NTU with spare ports at the site
- Network delivery for both the A-End and the B-End. The options are “No Preference”, “On-net” or “Third Party tail”. If you select “No preference” the quote will provide you with the best possible price, whether this is using the last mile access from Virgin Media Business or one of our trusted network suppliers
- QoS template – if you require QoS please select one of the following templates:
  - Classic – historical National Ethernet settings with a single data class, therefore no differential QoS is supported
  - Complex Data Environments – for advanced data environments with different identified application types
  - Converged Applications – mixed simple data and voice environments
  - Multi-Media Application – voice and video centric environments with simple data
  - Advanced Environments – next generation application aware environments, with managed CPE control elements covering voice, video and mixed data applications

- The required circuit bandwidth – you can select one or multiple options with the available bandwidths between 2Mbps up to 1Gbps

## POSTCODE LEVEL QUOTES

The following information is required for this quote type:

- Quote name – this has to be unique for each quote. You can select to specify this as a default value or individually in the quote table
- Contract term – you can select one or multiple options with the minimum term being 1 year and the maximum 5 years
- Billing frequency – your default billing frequency will be pre-selected for you, but you can change this if required. The options are “Monthly”, “Quarterly” or “Annually”
- Product
- A-End and B-End bearer – the options are 10Mbps, 100Mbps and 1Gbps
- The required circuit bandwidth – you can select one or multiple options with the available bandwidths between 2Mbps up to 1Gbps
- Single or multiple postcodes for the A-End(s) and B-End(s)

## ORDER STAGE

During the order stage in Engage you'll need to define/confirm the following configurations in addition to the standard questions that are asked for all products during the order stage:

- VLAN Tagging Scheme – in this section you need to highlight if you require a C\_VLAN tag or not
- Service Presentation for both the A-End and B-End – select between Port or VLAN presentation
- Standard Ethernet Physical Interface – the circuit will be presented with either RJ45 Copper interface for 10/100Mbps service or 1000Mbps fibre (singlemode 1310nm or Multimode 850nm) LC for 1000Mbps as standard. A Copper, RJ45 presentation of 1000Mbps is available on request
- You'll need to specify the port the service should be added to. For the B-End site you'll need to specify if Layer 2 Control Protocol tunnelling is required or not
- Layer 2 Control Protocol Tunnelling – to provide a completely transparent Ethernet transport service, layer 2 control frame tunnelling (CFT) is used. This enables any frame that is passed to the VM NTU from your network to be forwarded between your sites. The options include:
  - On (standard set) as per the table below for site-to-site
  - Off (discard everything)
  - Bespoke (as agreed with pre-sales)
  - Not applicable (not port-to-port)

## Ethernet Extensions

### ADDRESS LEVEL QUOTES

For this quote type you will need to specify the following:

- Exact address for both the A-End and B-End
- Quote name – this has to be unique for each quote
- Contract term – you can select one or multiple options with the minimum term being 1 year and the maximum 5 years
- Billing frequency – your default billing frequency will be pre-selected, but you can change this if required. The options are “Monthly”, “Quarterly” or “Annually”
- The required circuit bandwidth – there are only 4 available options, 10Mbps, 100Mbps, 1Gbps and 10Gbps
- A-End and B-End NTU, the options are dependent on the circuit bandwidth:
  - Existing – select this option if you already have an NTU with spare ports at the site
  - For 10/100Mbps the options are single or multi-port EDX 100
  - For 1Gbps the options are single or multiport EDX 1006 for the A-End and a single Port EDX 1002 for the B-End
  - For 10Gbps the options are Multi port TM 301 or Single Port TM 102

### POSTCODE LEVEL QUOTES

The following information is required for this quote type:

- Quote name – this has to be unique for each quote. You can select to specify this as a default value or individually in the quote table
- Contract term – you can select one or multiple options with the minimum term being 1 year and the maximum 5 years
- Billing frequency – your default billing frequency will be pre-selected, but you can change this if required. The options are “Monthly”, “Quarterly” or “Annually”
- Product
- A-End and B-End bearer, the options are 10Mbps, 100Mbps and 1Gbps
- The required circuit bandwidth – you can select one or multiple options with the available bandwidths between 2Mbps up to 1Gbps
- Single or multiple postcodes for the A-End(s) and B-End(s)

## ORDER STAGE

During the Engage order stage, you'll need to define/confirm the following configurations in addition to the standard questions that are asked for all products during the order stage:

- Standard Ethernet Physical interface – this is dependent on the bandwidth you're ordering. The circuit will be presented with either RJ45 Copper interface for 10/100Mbps service or 1000Mbps fibre (singlemode 1310nm or Multimode 850nm) LC for 1000Mbps as standard for 1Gbps and 10Gbps services. For both the A-End and B-End you'll need to select if the service is using an Existing NTU or requires a new NTU
- You'll need to specify the port the service should be added to

## Leased Lines

### ADDRESS LEVEL QUOTES

For this quote type you will need to specify the following:

- Exact address for both the A-End and B-End
- Quote name – this has to be unique for each quote
- Contract term – you can select one or multiple options with the minimum term being 1 year and the maximum 5 years
- Billing frequency – your default billing frequency will be pre-selected, but you can change this if required. The options are “Monthly”, “Quarterly” or “Annually”
- Network delivery for both the A-End and the B-End. The options are “No Preference”, “On-net” or “Third Party tail”. If you select “No preference” the quote will provide you with the best possible price, whether this is using the last mile access from Virgin Media Business or one of our trusted network suppliers
- The required circuit bandwidth – you can select one or multiple options with the available bandwidths being 2Mbps, 2x2Mbps, 3x2Mbps or 4x2Mbps

### POSTCODE LEVEL QUOTES

The following information is required for this quote type:

- Quote name – this has to be unique for each quote. You can select to specify this as a default value or individually in the quote table
- Contract term – you can select one or multiple options with the minimum term being 1 year and the maximum 5 years
- Billing frequency – your default billing frequency will be pre-selected, but you can change this if required. The options are “Monthly”, “Quarterly” or “Annually”
- Product
- The required circuit bandwidth – you can select one or multiple options with the available bandwidths being 2Mbps, 2x2Mbps, 3x2Mbps or 4x2Mbps. You can select to specify this as a default value or individually in the quote table
- Single or multiple postcodes for the A-End(s) and B-End(s)

### ORDER STAGE

During the Engage order stage, you'll need to define/confirm the following configurations in addition to the standard questions that are asked for all products during the order stage:

- Service Presentation – you'll need to select the service presentation you need for this circuit for both the A-End and the B-End
- G.703 is an ITU-T standard for transmitting voice or data over digital carriers such as T1 and E1. G.703 provides specifications for pulse code modulation (PCM). G.703 is either transported over

# Engage Portal User Guide

75 ohm co-axial cable terminated in BNC or Type 43 connectors or 120 ohm twisted pair cables terminated in RJ48C jacks. The choice is carrier and region dependant

- X.21 is an interface specification for differential communications introduced in the mid-1970s by the ITU-T. The Signal Element Timing, or clock, is provided by the carrier and is responsible for correct clocking of the data. X.21 is primarily used in Europe and Japan

## Managed Internet Access

### ADDRESS LEVEL QUOTES

For this quote type you will need to specify the following:

- Exact address for all sites included in the quote
- Quote name – this has to be unique for each quote
- Contract term – you can select one or multiple options with the minimum term being 1 year and the maximum 5 years
- Billing frequency – your default billing frequency will be pre-selected, but you can change this if required. The options are “Monthly”, “Quarterly” or “Annually”
- Network delivery for all sites. The options are “No Preference”, “On-net” or “Third Party tail”. If you select “No preference” the quote will provide you with the best possible price, whether this is using the last mile access from Virgin Media Business or one of our trusted network suppliers
- Access and circuit bandwidths
- Core Management level, the options are “Full – With router” or “Partial – No router”
- Secure MIA Firewall – the options are “No, we’ll secure it ourselves” or “Quick start”
- If Quick start is selected, the following security features can be selected:
  - BGP – Border Gateway Protocol (BGP) is the protocol which is used to make core routing decisions on the [Internet](#). It involves a table of IP networks or "prefixes" which designate network reachability among [autonomous systems \(AS\)](#)
  - Threat Prevention
  - URL Web filtering
  - Extended Wildfire
  - Customer CPE – select between a one box (combined firewall and router) or a two box solution

### ORDER STAGE

During the Engage order stage, you’ll need to define/confirm the following configurations in addition to the standard questions that are asked for all products during the order stage:

- Description – you can include a description for your requirement here
- LAN presentation – the option available is dependent on the bandwidth selected
- Do you have an existing AS Number? – Autonomous System (AS) is a collection of connected Internet Protocol (IP) routing prefixes under the control of one or more network operators that presents a common, clearly defined routing policy to the Internet. AS numbers are assigned in blocks by the Internet Assigned Numbers Authority (IANA) to Regional Internet Registries (RIRs). If you select “yes” you’ll need to provide us with the existing AS number that you’d like to use

## Engage Portal User Guide

- Do you have existing Provider Independent (PI) Address space? – provider-independent addresses offer end-users the opportunity to change service providers without renumbering their networks and use multiple access providers in a multi-homed configuration. If you select “yes”, you’ll need to provide us with the existing PI address space that you intend to use with this service
- Do you want us to provide IP addresses for use with this service? – an Internet Protocol address (IP address) is a numerical label assigned to each device (e.g. computer, printer) participating in a computer network that uses the Internet Protocol for communication. An IP address serves two principal functions: host or network interface identification and location addressing. If you’d like us to provide the IP address you need to let us know how many IP addresses you require. If you have existing IP addresses that you intend to use with this service, please let us know who owns these addresses

## IPVPN

### QUOTE STAGE

IPVPN can be configured with a number of access types – Ethernet, Ethernet lite, SDH, Cable Modem, Broadband FTTC, ADSL2+ and ADSL.

IPVPN uses Multi Protocol Label Switching (MPLS) to deliver extremely high levels of security and traffic performance. MPLS places information into packets and labels them according to one of eight different classes of service (three for broadband), as specified by you. Each class has an assigned committed bandwidth and is delivered across the network in accordance with the Service Level Agreement for that class of traffic.

- Real Time 1 & 2 – a minimum bandwidth together with minimum loss, delay and jitter needs to be provided. Real Time traffic in excess of that specified by you will be policed i.e. dropped, to guarantee service quality for voice/video calls already established. Within the customer domain, a Call Admission Control method, and some form of bandwidth reservation protocol is also desirable for control of the voice traffic
- RealTime 1 – traffic sent in excess of the contracted rate is discarded. The maximum amount of RealTime 1 bandwidth is 75% of the provisioned bandwidth or 50% if the access circuit is 10/100/1000Mbps
- Application 1-4 – the maximum amount of bandwidth that can be ordered per application class is equivalent to the available bandwidth. The minimum amount of in-contract application 1-4 bandwidth that can be ordered is 10% of provisioned bandwidth with the minimum for any individual class being 10Kbps or 1%, whichever is higher
- Customer Control – this is intended for signalling and control data in support of your multimedia voice and video transactions. It's separately specified from the RealTime 1 & 2 classes to ensure that existing calls are not adversely impacted by the bandwidth needed to support signalling traffic
- Standard – standard class is designed for business applications that have no specific performance requirement. Such traffic typically consists of email, intranet / internet HTTP traffic and FTP. The minimum bandwidth available for this class is 10 Kbps or 5% of the provisioned bandwidth, whichever is higher. Standard class traffic can use 100% of the provisioned bandwidth if no other traffic is being transmitted at the same time

# Engage Portal User Guide

You'll need to specify the following information during the quote stage:

- Exact address for all sites included in the quote
- Access type
- Phone numbers to the sites to improve the accuracy of the serviceability check for Ethernet lite, Broadband FTTC and ADSL2+
- Quote name – this has to be unique for each quote
- Contract term – you can select one or multiple options with the minimum term being 1 year and the maximum 5 years
- Billing frequency – your default billing frequency will be pre-selected, but you can change this if required. The options are “Monthly”, “Quarterly” or “Annually”
- Service type – select Managed or Unmanaged
- Quality Of Service enabled – select Yes or No
- Select the access type required for each site – you can only select the access type that is available at the site
- Access flavour for all sites – the options are “No Preference”, “On-net” or “Third Party tail”. If you select “No preference” your quote will provide you with the best possible price, whether this is using the last mile access from Virgin Media Business or one of our trusted network suppliers
- Access bandwidth and port size – the options will differ based on the access type selected
- Select the CPE–, the options will differ based on the access type selected
- Select the required QoS template

## ORDER STAGE

During the order stage for IPVPN the following configuration options will need to be selected:

- Select the network topology – there are two options (Hub and Spoke or Full Mesh)
- Physical Interface – select the available options from a dropdown list
- Class of Service configuration – provide detail prioritisation as a percentage for the selection you made during the quote stage

## Ethernet VPN

### QUOTE STAGE

EVPN can be configured with two different access types Ethernet and Ethernet lite.

You'll need to specify the following information during the quote stage:

- Exact address for all sites included in the quote
- Access type
- Phone numbers to the sites to improve the accuracy of the serviceability check for Ethernet lite
- Quote name – this has to be unique for each quote
- Contract term – you can select one or multiple options with the minimum term being 1 year and the maximum 5 years
- Billing frequency – your default billing frequency will be pre-selected, but you can change this if required. The options are “Monthly”, “Quarterly” or “Annually”
- Quality Of Service enabled – select Yes or No
- Layer 2 Control Protocol – select Yes or No
- Select the access type required for each site – you can only select the access type that is available at the site
- Access flavour for all sites. The options are “No Preference”, “On-net” or “Third Party tail”. If you select “No preference” your quote will provide you with the best possible price, whether this is using the last mile access from Virgin Media Business or one of our trusted network suppliers
- Access bandwidth and port size, the options will differ based on the access type selected
- Select the NTU
- Select the required QoS template from the following options:
  - Complex data environments – for advanced data environments with different identified application types
  - Converged applications – mixed simple data and voice environments
  - Multi-Media application – voice and video centric environments with simple data
  - Advanced environments – next generation application aware environments, with managed CPE control elements covering voice, video and mixed data applications
- If you selected Ethernet lite as the access type you'll also need to define the contention ratio, select between dedicated and shared

## ORDER STAGE

During the Engage order stage, you'll need to define/confirm the following configurations in addition to the standard questions that are asked for all products during the order stage:

- Service Presentation for both the A-End and B-End – select between Port or VLAN presentation
- Layer 2 control protocol – select the required protocol from the dropdown menu
- Standard Ethernet Physical Interface – the circuit will be presented with either RJ45 Copper interface for 10/100Mbps service or 1000Mbps fibre (singlemode 1310nm or Multimode 850nm) LC for 1000Mbps as standard. A Copper, RJ45 presentation of 1000Mbps is available on request
- You'll also need to specify the port the service should be added to

## Broadband and Phone

### QUOTE STAGE

You'll need to specify the following information during the quote stage:

- Exact address for all sites included in the quote
- For a more accurate serviceability check please enter the phone number for each site
- Select product – the selection will apply to all of the sites in your quote and the options are broadband or broadband and phone
- Select the term – the minimum term is 2 years and the maximum term is 5 years
- The billing frequency is 1 month and it cannot be changed due to usage charges
- For each site you'll need to select the required bandwidth from the dropdown menu showing all available options
- Select your requirements for Static IP from the dropdown menu if this option is available for the bandwidth you selected
- Select the install option from the dropdown menu
- Select the care level from the dropdown menu
- Select the number of phone lines required at the site, minimum is 1 and maximum is 10
- Select any additional phone features that you require

### ORDER STAGE

- You'll need to confirm that your PCs meet the minimum specification required
- Confirm the telephone number of the line to be billed with the Business Broadband bundle
- Confirm if you have an existing broadband service to transfer – select yes or no from the dropdown menu
- If yes, you need to provide the MAC code and expiry date and the phone number
- You also need to confirm if you have an existing phone line to transfer in. If so, please select yes from the dropdown menu
- If you have a phone line to transfer, you also need to confirm the existing phone line provider, the phone number and if a number port is required

# Thank you

**Registered Office:**

**Virgin Media Business**  
Media House  
Bartley Wood Business Park  
Bartley Way  
Hook  
Hampshire  
RG27 9UP

T: 0800 052 0800

Registered in England and Wales No. 01785381



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