

How to Implement a number to a routing plan

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Introduction

This document will take you through the steps you will need to perform to implement a number to either a Number-level or Super Routing plan.

Implement

To make a number route to a specific routing plan, the **Implement** function is used.

Locate the Number

First, you will want to locate the number. There are two main methods for locating your number: from the home page's Search, and from the Number Inventory screen.

Home page Number Search

From the Home page, Click the **Search by** control's down arrow. Click to select **Number** (1). In the **Number** field, type in the number you wish to find (2). Click the **Search** button (3).

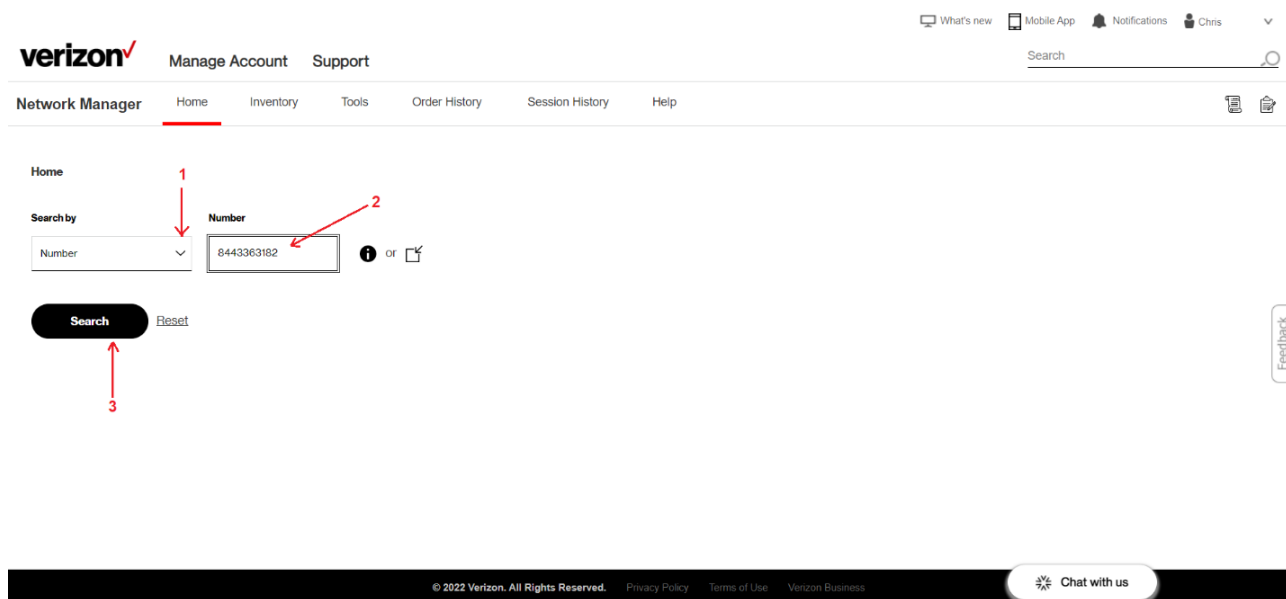


Figure 1 - Home screen

Next, from the results that are displayed, click to select the radio button for that number (4); this will display the floating context menu. Click **More** to expand the list of available actions (5). Click **Implement** (6). This will navigate you to the **Implement** screen.

Number	Type	Customer ID	Plan In use level	Plan In use description	Status	Plan In Use Last Modified	Refresh	Delete
8443383182	Toll Free	58583212	N001	MAIN	Working	05/20/2022		

4 →

5 →

6 →

20 First < 1 > Last 1 GO TO

Page Count: 1 of 1

Record Count: 1

- View Plans
- Quick Changes
- Implement
- Show EDNIS
- Show EURI
- Show Sets
- Show NCR Activation
- Create EVS Number
- Set Payphone Block
- Edit Notes
- View/Edit Number Description
- View/Edit Supp Code Values
- Customer Swap
- Disconnect
- Calendar View
- Show International ITFS/UIFN Numbers

Figure 2 - Number Inventory floating context menu

Number Inventory

From anywhere, to navigate to the Numbers Inventory, click **Inventory** on the top-level menu. Once the menu fully expands, under the **Routing** heading, click **Numbers**.

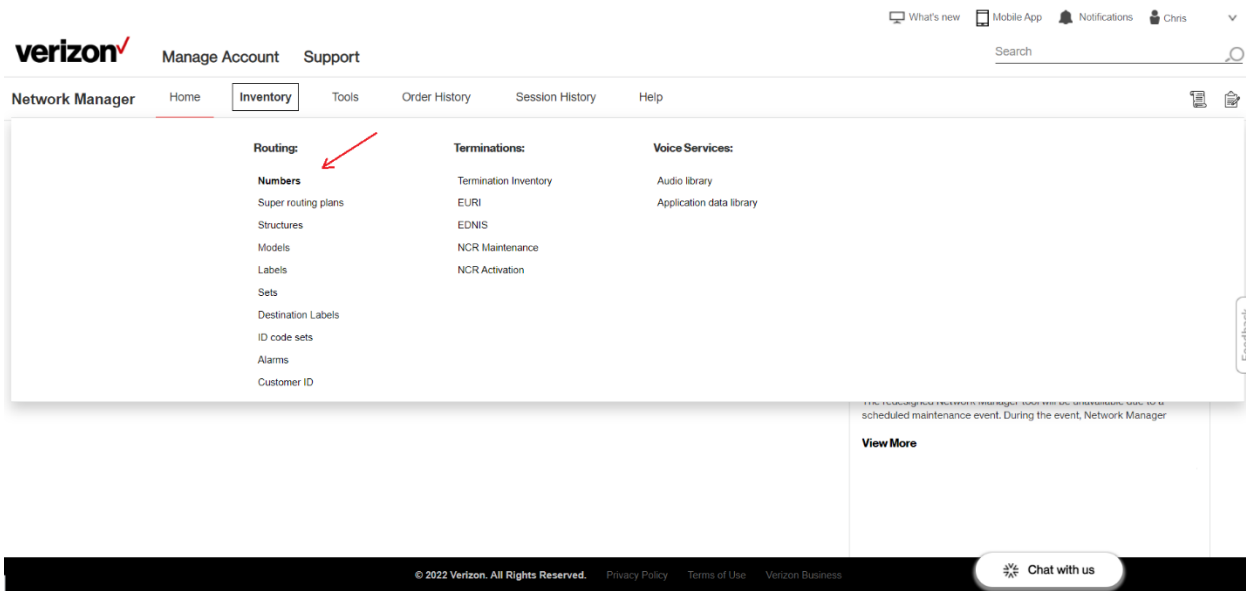


Figure 3 - Top-level menu for Network Manager

If this is the first time you are navigating to the Numbers Inventory in your web browser session, you may need to select your **Customer ID** from the dropdown control.

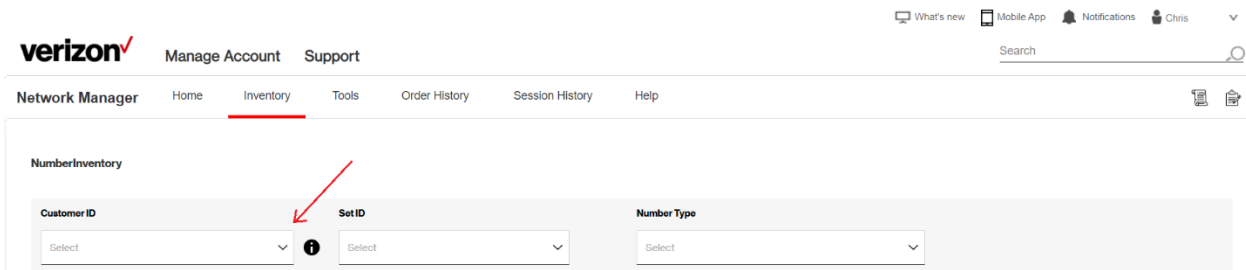


Figure 4 - Number Inventory Customer ID selection

Number Inventory will display with the default selection of the first (up to) 100 North American toll-free numbers for Set 888 (e.g., the Set-id of all numbers).

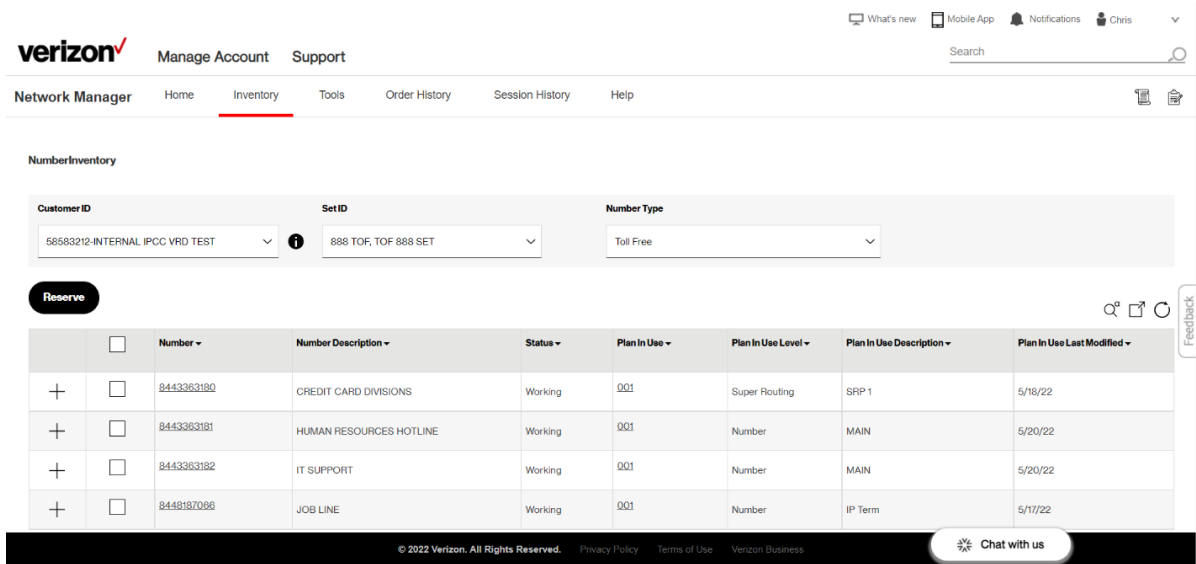


Figure 5 - Number Inventory default results view

You can either manually locate the number on the **Number Inventory** results grid, using the results navigation controls, OR

Click the Advanced Search button to bring up the Advanced Search window control.

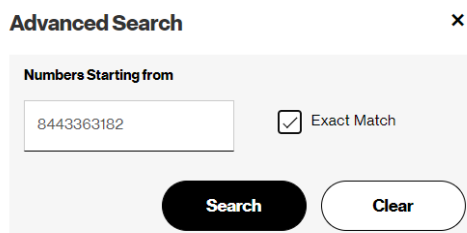


Figure 6 - Number Inventory Advanced Search

Type your number in the **Numbers Starting from** box and click the Search button to reposition the results grid to begin with the number.

Click the **Exact Match** checkbox to limit the search to *only* that specific number. Click the **Search** button.

From the **Number Inventory** results table, click the checkbox for the number you wish to change its active routing plan (a). This will open the floating context menu. Click **More** to expand the list of available actions (b). Click **Implement** (c). This will navigate you to the **Implement** screen.

	<input checked="" type="checkbox"/>	Number ▾	Number Description ▾	Status ▾	Plan In Use ▾	Plan In Use Level ▾	Plan In Use Description ▾
+	<input checked="" type="checkbox"/>	8443363182	IT SUPPORT	Working	001	Number	MAIN

a → (checkbox in first column)

b → 001 (Plan In Use value)

c → More (context menu button)

Create Routing Plan View Plans Quick Changes More

- Implement
- Show EDNIS
- Show EURI
- Show International ITFS/UIFN Numbers
- Show Sets
- Show NCR Activation
- Create EVS Number

150 ▾ First < 1 > Last 1 GO TO

Page Count: 1 of 1

Figure 7 - Number Inventory floating context menu to Implement function

Implement Plan

The **Implement** screen displays a summary information banner at the top of the page.

Summary Information Banner

NumberInventory Implement

Customer ID	SetID	Number	Number Type	Plan In Use
58563212 - INTERNAL IPCC VRD TEST ⓘ	888	8443363181	Toll Free	N001

Figure 8 - Implement Summary Information banner

To view further information about the Customer ID, click the information icon (ⓘ) to the right of the Customer ID control. The summary banner also displays the selected **Number**, the **Set ID** to which the number was associated when you selected it from the previous screen, the **Number Type**, as well as the number's current **Plan In-Use**.

Plan type selector tab

To select a routing plan to which you wish to implement the number, first click to select whether you want to select from the list of number-level plans or from the list of super routing plans. The **red** color line indicates which plan type is currently displayed in the results table. When first entering the screen, the **Number Level Plan** tab will be selected by default.

Number Level Plan

Super Routing Plan

Figure 9 = Plan Type selector tab

Progress indication

The **Implement** screen also indicates a progress bar indicating multiple steps that will be needed to complete the action. The highlighted step number indicates the step you are on. The greyed-out step indicates further actions you will need to take before the **Submit** button becomes enabled.

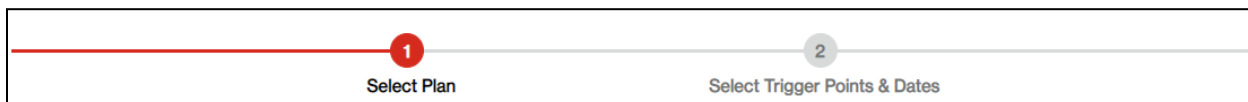


Figure 10 - Implement Progress indicator

Locate and select the plan

Locate the **Plan ID** to which you want to implement the number. To do this, you can use the result table's page controls to scroll through and visually locate the desired **Plan ID**. Please refer to [Results table page navigation](#), [Page Count](#) and [Records count and retrieving more](#) for more information on understanding these controls. Optionally, you may type in the numeric plan

identifier value in the control and click the **Find** button to filter the results to display only those plans that match your search criteria.

	Plan ID	Plan Description	Plan In Use
<input type="radio"/>	001	IP Term	Yes
<input type="radio"/>	002	Alternate Plan	No

Figure 11 - Routing Plan selection

Note: Depending on how you search, you still may have more than one Set ID from which to choose.

For example, if you type in a "2" in the control and click , the results table may display routing plans 012 and 020, because both have the number "2" in the plan value.

Once you locate the routing **Plan ID**, click its corresponding radio button to select it. Click the **Next** button to progress to the next action.

Select trigger points and dates

The progress bar will be updated to reflect the next action.



Figure 12 - Trigger Point selection update

It now also displays the plan you had selected on the previous screen, to serve as a confirmation reminder, in case an incorrect plan was chosen. If you determine that you did select the wrong **Plan ID**, you can either click the **Select Plan** back button

< Select Plan

to return to the previous screen, or you may click the **Cancel** button to abort the Implement action

altogether, which will route you to the **Number Inventory** screen.

Select whether to activate trigger points


Decide whether the **Implement** action will activate trigger points defined for the select **Plan ID**. Click the **Activate Trigger Points** radio button to turn on trigger points, or click the **Deactivate Trigger Points** radio button to turn off trigger points for the number once the new plan is implemented. If these controls are disabled, this means that the plan you selected does not have trigger points defined, so this action is not applicable.

Trigger Point

Activate Trigger Points Deactivate Trigger Points

Effective Date and Time

As soon as possible Date and time

05/18/2022 09:19 AM  EDT

RollBack Date and Time

RollBack

Remarks (Optional)

May 2022

Su	Mo	Tu	We	Th	Fr	Sa
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11



^
09
v

:
19
v

^
AM
v

Figure 13 - Implement Date and Time selection controls

Select the date and time


Decide when you want the **Implement** action to occur. Click the **As soon as possible** radio button to implement the number to the plan right away. If you wish to schedule the action to occur on a future date and time, click the **Date and time** radio button. The Date and Time control will be displayed. You may type over the date and time displayed in the control with your desired effective date and time. Alternatively, you can click on the calendar icon , which will bring up a more expansive calendar control. Use the calendar control to locate, and click, the date you wish the plan's **Implement** action to occur. The highlighted date indicates the date that is currently selected. Then, click the up and/or down arrows on the time control to indicate the time you want the action to occur. Optionally, click the highlighted AM/PM button to toggle between morning and evening time. After you have the desired date and time, click the calendar icon  again to close the more expansive calendar control.

Select Rollback Date and Time

Optionally, you may instruct the system to create a **Rollback** order to revert the changes in the future. Leave the **Rollback** checkbox unchecked if you do not need a rollback order created. Click to check the **Rollback** checkbox if you do need a rollback order created.

RollBack Date and Time

RollBack



5/20/2022, 10:00:00 AM  EDT

Remarks (Optional)

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

10 : 00 AM

Figure 14 - Implement Rollback controls

The rollback date and time control will be displayed. You may type over the date and time displayed in the control with your desired effective date and time. Alternatively, you can click on the calendar icon , which will bring up a more expansive calendar control. Use the calendar control to locate, and click, the date you wish the **Rollback** action to occur. The highlighted date indicates the date that is currently selected. Click the up and/or down arrows on the time control to indicate the time you want the action to occur. Optionally, click the highlighted AM/PM button to toggle between morning and evening time. After you have the desired date and time, click the calendar icon  again to close the more expansive calendar control.

Note: A **Rollback** order must be scheduled at least 5 minutes more in the future beyond the original **Implement** order. For example, if the **Implement** order is defined to occur on May 18 at 12:00pm eastern time, the **Rollback** order must be defined to take effect *at least* May 18 at 12:05pm eastern.

Enter Order Remarks

Optionally, you may type in freeform remarks that will be associated with the **Implement** order number. Type in the **Remarks** text box whatever freeform comments you want to enter for the order number.

Remarks (Optional)

Implementing to alternate routing plan to account for snowstorm in Buffalo.

Figure 15 - Order remarks textbox

Submit

When you are completed with your actions for the **Implement** order, click the **Submit** button to submit to the system to process. If you want to reconsider your actions, click the **Cancel** button to abort the request. On submission of the action, the system will display a confirmation pop-up window to inform you of the **Implement** order number that was created. Also, if you chose to create a rollback order, the confirmation window will display that additional order number as well.

Order Confirmation

×

Order has been created successfully.

Order Number for IMPL Request: FJQ17715

Order Number for Rollback Request: FJQ17716

OK

Figure 16 - Implement Order Confirmation

Navigation controls

Results table page navigation

At the bottom of the results table, Network Manager presents page navigation controls that will help you more effectively view the information.



Label	Control
A	Items per page
B	Navigate to first page
C	Previous page
D	Current page
E	Next page
F	Navigate to last page
G	Go to page

Items per page (A)

Controls how many records will display per page for the current results grid. To change, click on the dropdown control to display the list of available values. Click to select the items per page you want to view for the current results.

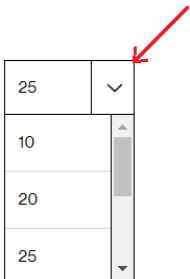



Figure 17 - Items per Page control

Navigate to first page (B)

Click on the “First” button to quickly navigate to the first page of results. The button will be disabled if you are currently on the first page of results.

Previous page (C)

Click on the  button to navigate to the previous page of results. The button will be disabled if you are currently on the first page of results.

Current page (D)

The current page will be highlighted. The controls will also display up to 2 previous and up to 2 next page numbers (when available) to which you may click to navigate to that page of results.

Next page (E)

Click on the button to navigate to the next page of results. The button will be disabled if there are no more pages of results available.

Navigate to last page (F)

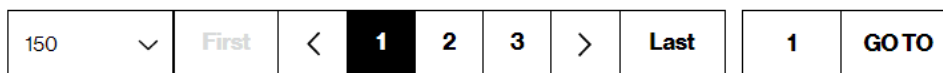
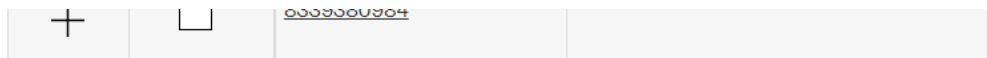
Click on the “Last” button to quickly navigate to the first page of results. The button will be disabled if you are currently on the last page of results.

Go to page (G)

Click the Go To page number text box and type in the page number you wish to view. Then, click the button to be directed to that page of results. You may only navigate to a page number that is available (example: you may *not* navigate to page 20 if there are only 15 pages of results available).

Page Count

On the bottom left corner of the page, just underneath the results table navigation controls, Network Manager displays the **Page Count**. For those results that have been loaded into that browser session, Network Manager informs you which page of data the results table is currently displaying (e.g.: **Page Count:** x of y, where x is the page number you are currently on). It also informs you how many total pages of data are currently available to display (e.g.: **Page Count:** x of y, where y is the total quantity of pages available).



Page Count: 1 of 3



Figure 18 - Page Count

Important note: the **Page Count** value and total pages available may vary from one user to another depending on how many **Items per Page** had been selected and/or your VEC user setting. For example, a user that has selected 100 **Items per Page** will have fewer total pages of data available compared to a user who has selected 20 **Items per Page**.

Important note: the **Page Count** and total pages of data available will be affected by whether or not the user has first retrieved all of the data from the database for the results grid. See the section on **RECORDS COUNT AND RETRIEVING MORE** for more information.

Records count and retrieving more

On the bottom right corner of the results, Network Manager displays the **Record Count** of the quantity of database records are currently loaded into the results grid.

Vorking	003	Super Routing	STEFF SRP	3/29/22
Vorking	002	Super Routing	SDN SUPER QIKS	5/12/22
Vorking	099	Super Routing	Hotel	8/9/21
Vorking	003	Super Routing	STEFF SRP	3/29/22

Feedback



Record Count: 368

Figure 19 - Record count

There is also a button that displays a *plus* sign. This is the **Retrieve More** button (also called the “**More** button”) that, when enabled, allows you to **retrieve more** records from the database.

- When the button is disabled, the button appears in a light grey color. This indicates that there are no more database records that may be retrieved for this screen.



- When the button is enabled, the button appears in a black color. This indicates that there are more available database records that may be retrieved for this screen.

