

# **Number Status and Actions**

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Read on to learn about the Number Status and Actions feature

## **Overview**

The **Number Status and Actions** section under the **Setup** tab has utilities for searching numbers and performing actions.

- You can search numbers by number, tag, series, organization, or status
- You can move numbers and add, edit, and delete reserve tags.

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2	S52442891 MOVIUS IN> Marketing > 9	Setup		All the information di	splayed in US - Central ( CDT )			
ADMINISTRATORS	Menu Administration Number Management Number Status And Actions Reserved Bulk Number Operations User Permissions Feature Settings	ь • •	Number Status SEARCH BY Number / Tag Enter number/tag Status @ None Selected		Series None Selected	v	Organization None Selected	v Reset Search
	Branding	k	Series 1415 1470 1470 1646	Number <u>IL</u> 1415 1470 1470 1470	Organization Marketing Marketing Marketing Marketing	Status ASSIGNED IN USE AVAILABLE RESERVED	Reserved Tag	View Hierarchy 📩 🛓 Action 

## Before you begin

• An admin must have "Setup" Role in the organization to do these instructions. See What Admin Roles are in the Management Portal (https://help.moviuscorp.com/help/what-admin-roles-mmp).

### How to use the Search By panel

Use the **Search By** panel to refine your results. After making your selections, you will need to click the **Search** button. To undo your selections, click the **Reset** button.

- Number / Tag:
  - Type into the field either the number you're looking for or a reserved tag

Enter number/tag
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This field will perform partial searches. For example, if you search '1418' and there are numbers or tags that have that sequence as a part of them such as **1418**898476, 1876**1418**77, 147876**1418**, **1418**\_salestag, sales\_**1418**2, all these results will appear.

- Series:
  - Use the checkboxes to restrict your search to one or more number series



Series	
164	~
Search	Q
✓ 164	
1641	
□ 16415488	

• Use the **Search** field within the filter to narrow down your options

#### Organization:

Use the checkboxes to restrict your search to one or more sub-organizations
 Organization

None Selected	~
Search	Q
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WhatsappOrg	
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- Use the **Search** field within the filter to narrow down your options
- Status:
  - Use the checkbox to restrict your search to one or more statuses including Available, Reserved, Assigned, and In Use
  - Hover over the question mark icon for a reminder of the meaning of each status

Status 😧	
Available	~
Available	
Reserved	
Assigned	
🗆 In Use	

- View Hierarchy:
  - Click **View Hierarchy** to explore the sub-organizations within your organization

The actions performed by the Admin depends on which organization they have logged into. For example, If a number in a grandchild org must be moved to the parent organization, then this action is not permitted. This is because the access of the grandchild org is within the org and all the orgs below it.

- Sort:
  - Hover over the header row of your results to expose a **Sort** button
  - Click it once to sort results by that column. Click it again to reverse the sort order



- By default, it will display numbers from lowest to highest, characters from A to Z
- Clicking again will display numbers from highest to lowest, characters from Z to A

	Series	Number 🞼	Organization	Status <sup>9</sup>	Reserved Tag	
• Result	5:					
• Re	esults appea	r displaying Se	ries, Number, O	rganization, S <sup>.</sup>	tatus, and Reserv	/ed Tag
	Series	Number Ià	Organization	Status 🛛	Reserved Tag	

1405	1405742292	Number_status	AVAILABLE	
1405	1405742293	TOPORG - DO N	ASSIGNED	

### How to move and reserve numbers

The menu icon in the Actions column will show Move and Reserve options for **Available** numbers. It will show the Move option for **In Use** and **Reserved** numbers.

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#### Move a number

1. Click **Move** from the menu icon in the **Action** column.



- 2. There are two ways to select the organization you want to move the number to:
  - 1. Select an organization to display its sub-organizations and keep selecting until you have



selected the organization you want to move the number to.

Iumber: 1550011124 WA_Child_Format5O	Choose Organization	Search Organization Q
rg	WhatsappOrg	Sub_org_A_format1_sftp
OC Marketing_Extended_o		only_exchange
		Sub_org d
		SubOrgC_Format4 SFTP 3
		UK_Extended_testing_org
		Desc_577 112
		SubOrgE _Format6 SFTP 2
		Marketing_Extended_org
		Extended Testing Org

2. Use the search field to pull up the sub-organization you want and select it.

Choose Organization			
Number: 1550011124 From: WA_Child_Format5O rg	Choose Organization	Marketing	Q
Marketing_Extended_o To: rg	Marketing_Extended_org           WhatsappOrg         Marketing_Extended_org(899000324)		
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3. Click Move.

#### Add, edit, and delete Reserved tags

You can add Reserved Tags to Available numbers. If a number is reserved, theReserved tag column will contain the reserved tag, otherwise it will be blank.

#### **Reserve a number**

1. Click **Reserve** from the menu icon in the **Action** column.



Action	
Move	
Reserve	
	T

2. In the field that appears in the **Reserved Tag** column, enter your tag name. *Note: you cannot leave this field blank.* 

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3. Click the check mark to save, or 'x' mark to cancel.

### Edit a tag

1. Click the **Edit** pencil in the **Reserved Tag** column.



- 2. Edit the tag name in the field.
- 3. Click the check mark to save, or 'x' mark to cancel.

#### Unreserve a number

1. Click **Unreserve** from the action menu to remove the tag. *Note: The status of the number will change from Reserved to Available.* 



