

Number Status and Actions

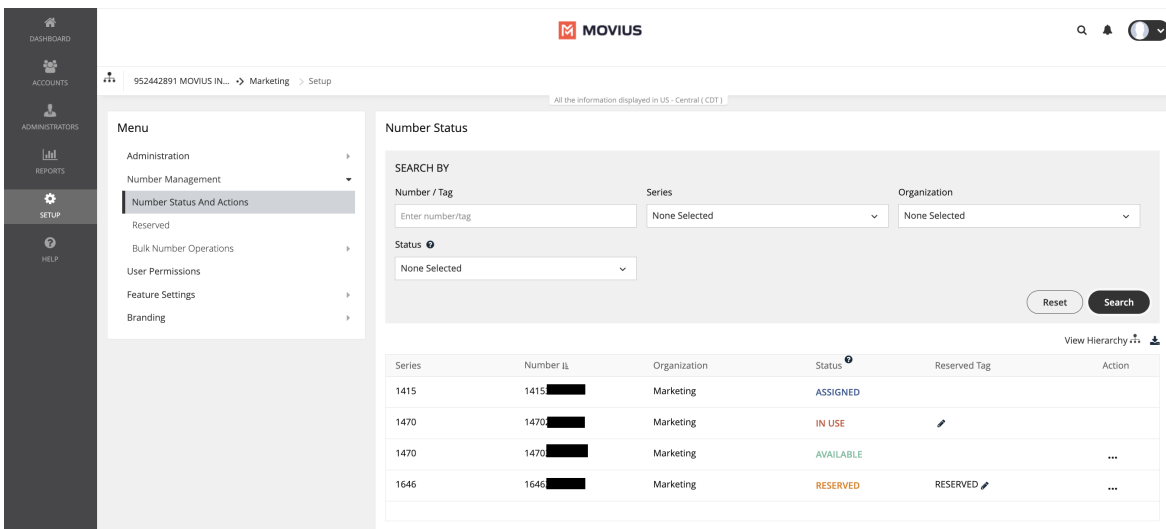
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Read on to learn about the Number Status and Actions feature

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.



Series	Number ID	Organization	Status	Reserved Tag	Action
1415	1415 [REDACTED]	Marketing	ASSIGNED		
1470	1470 [REDACTED]	Marketing	IN USE		
1470	1470 [REDACTED]	Marketing	AVAILABLE		...
1646	1646 [REDACTED]	Marketing	RESERVED	RESERVED	...

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) (<https://help.moviuscorp.com/help/what-admin-roles-mmp>).

How to use the Search By panel

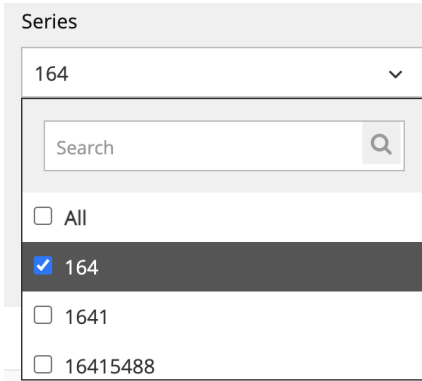
Use the **Search By** panel to refine your results. After making your selections, you will need to click the **Search** button. To undo your selections, click the **Reset** button.

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

Number / Tag

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 🔍

☐ All

☒ 164

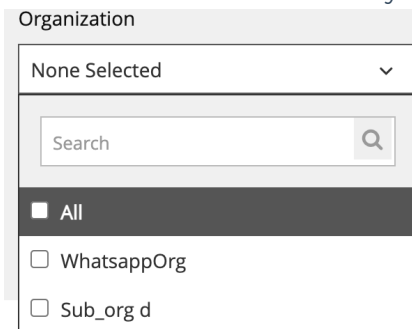
☐ 1641

☐ 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 🔍

☐ All

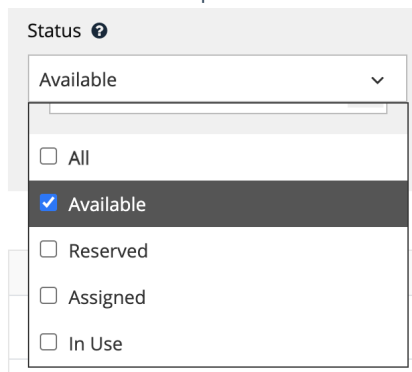
☐ WhatsappOrg

☐ Sub_org d

- 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 ▼

☐ All

☒ 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 	Reserved Tag
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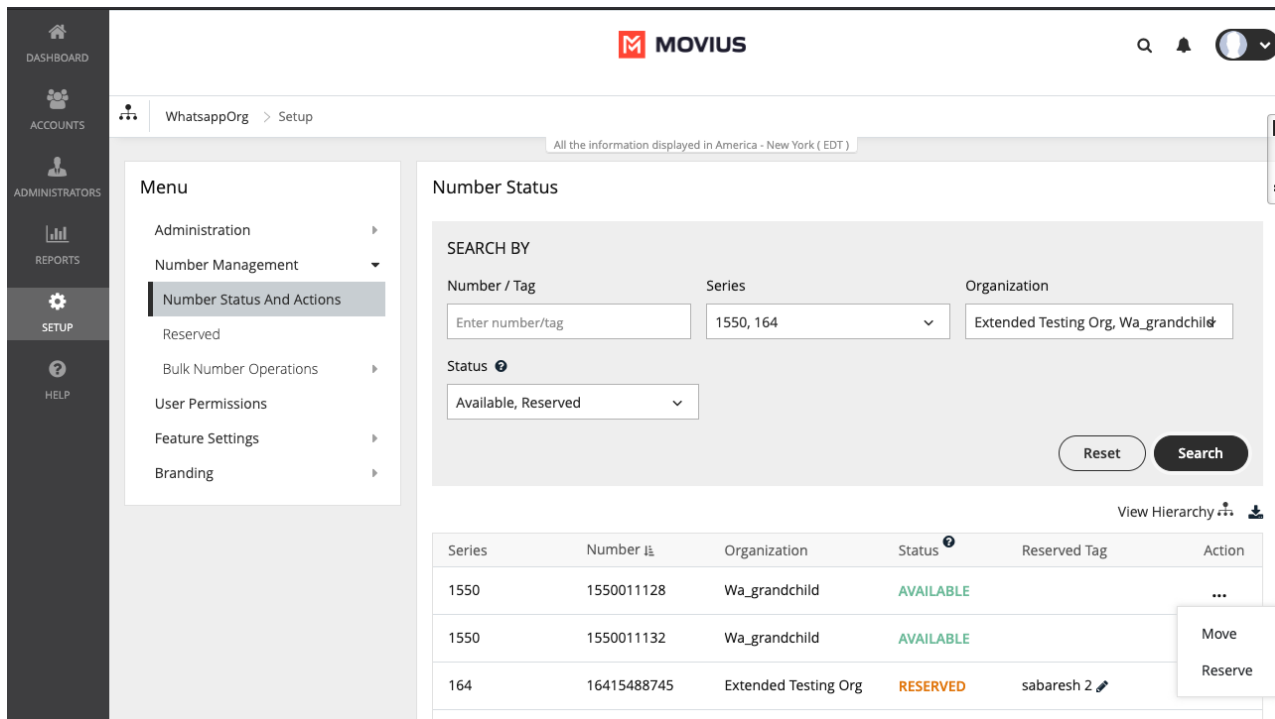
• Results:

- Results appear displaying Series, Number, Organization, Status, and Reserved Tag

Series	Number 	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.







Number Status

SEARCH BY

Number / Tag: Series: Organization:

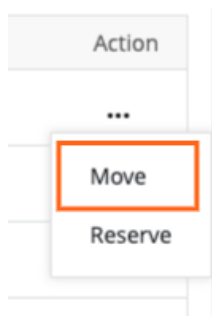
Status :

View Hierarchy 

Series	Number 	Organization	Status 	Reserved Tag	Action
1550	1550011128	Wa_grandchild	AVAILABLE		...
1550	1550011132	Wa_grandchild	AVAILABLE		Move Reserve
164	16415488745	Extended Testing Org	RESERVED	sabaresh 2 	

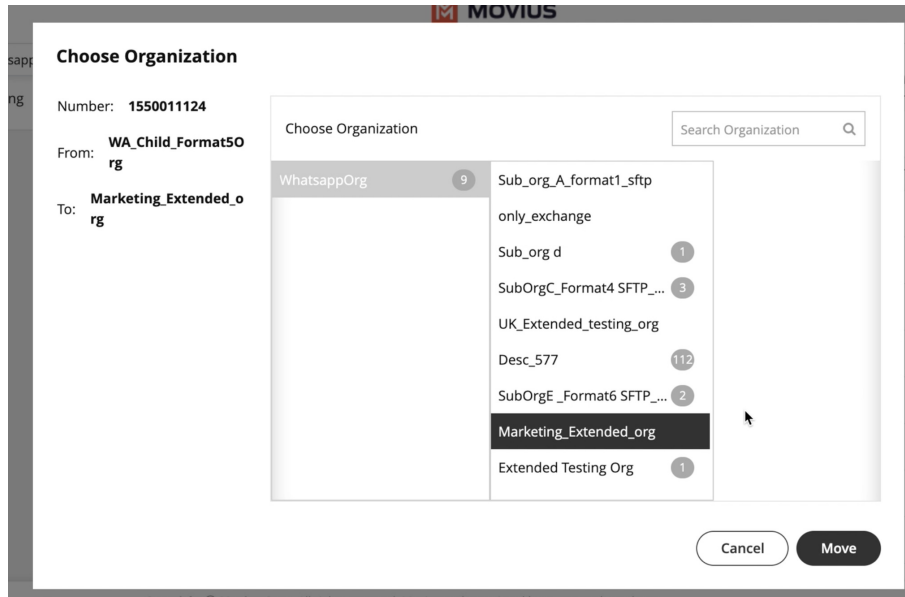
Move a number

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

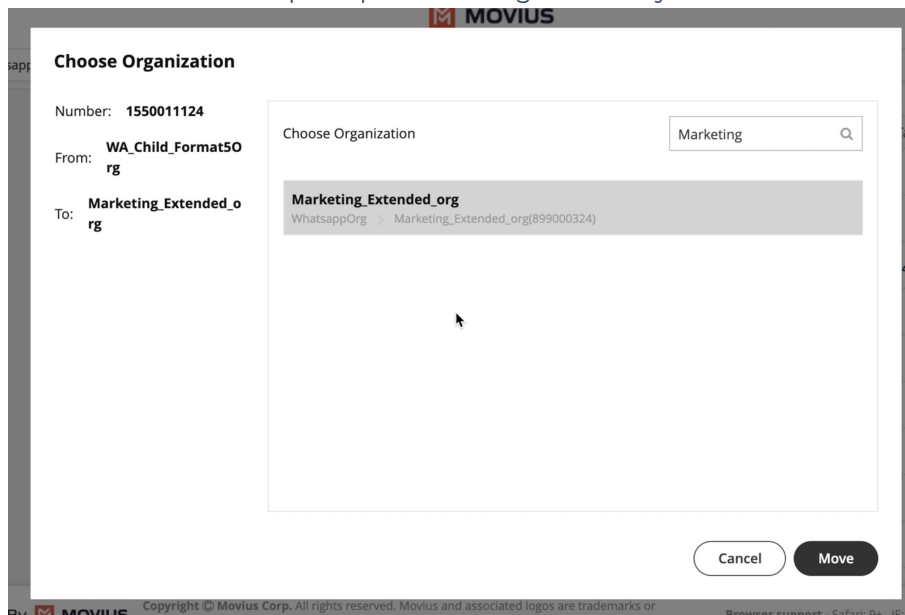


2. There are two ways to select the organization you want to move the number to:
 1. Select an organization to display its sub-organizations and keep selecting until you have

selected the organization you want to move the number to.



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



3. Click **Move**.

Add, edit, and delete Reserved tags

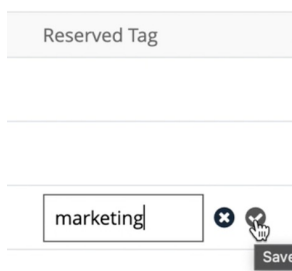
You can add Reserved Tags to Available numbers. If a number is reserved, the Reserved tag column will contain the reserved tag, otherwise it will be blank.

Reserve a number

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



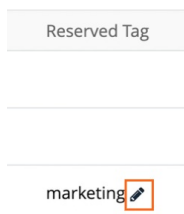
2. In the field that appears in the **Reserved Tag** column, enter your tag name. *Note: you cannot leave this field blank.*



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.*

