

# Manage Reserved Numbers

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Read this to learn about how to work with reserved numbers, tagging them, editing and deleting tags, etc.

## Overview

Tags put numbers in the Reserved pool. Tags help admins find numbers that are reserved for a specific purpose.

- You're required to add a tag to reserve a number. You can optionally reserve the number for a specific organization.
- You can reserve and unreserve numbers from Number Status and Actions or from Number Management
- When numbers are initially deleted, the admin has a one-time option to tag the number and add a forwarding number. See *Delete user and release, reserve, or forward calls* (<https://help.moviuscorp.com/help/delete-user-and-forward-calls>).
  - *Note: After completing the deletion, it is impossible to forward a number that didn't initially have a forwarding number attached to it.*
  - However, if there is a forwarding number attached at that time, it can be edited or deleted.

## Before you start

- 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>).

## Reserve a number

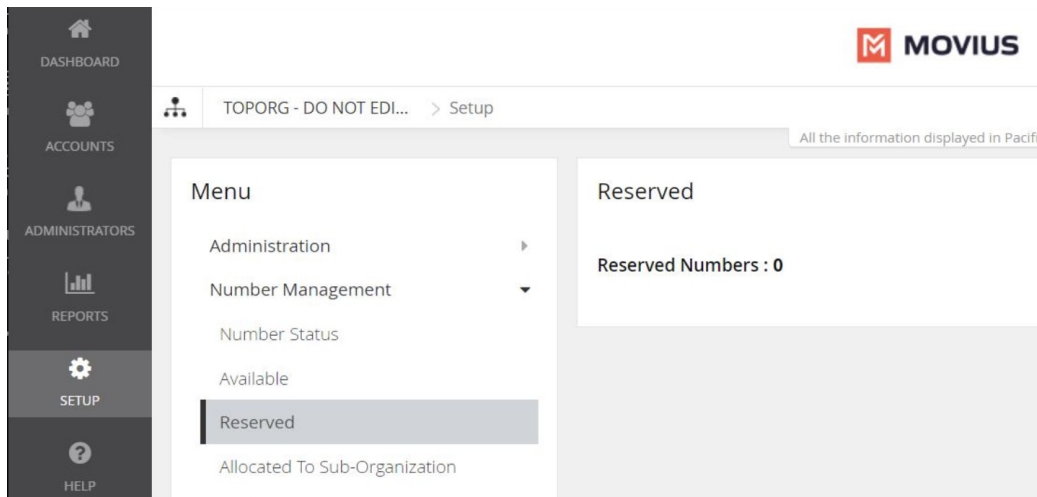
### Reserve a number from Number Status and Actions

1. Go to **Setup > Number Status and Actions**
2. Click **Reserve** from the Actions menu and enter the tag name. *Note: You can't leave tag name blank.*

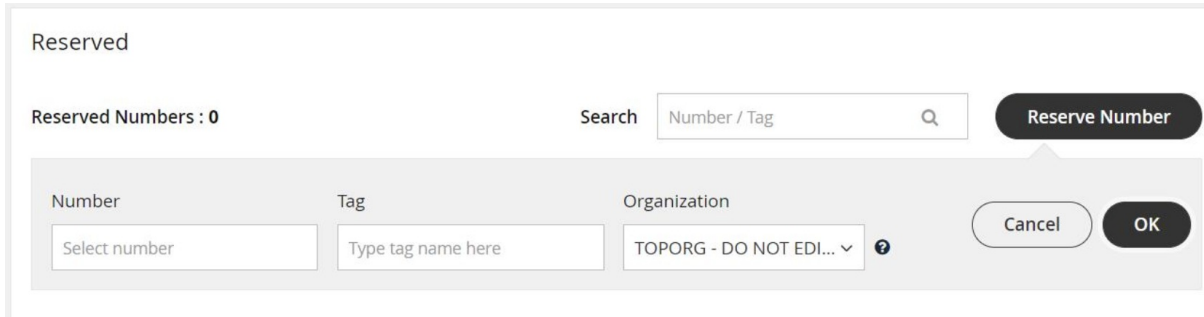
To Unreserve, click **Unreserve** from the Actions menu. This will remove the tag from the number and put it in the Available pool.

### Reserve a number from Number Management

1. Go to **Setup > Number Management > Reserved.**

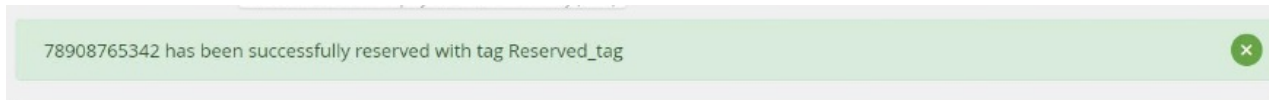


2. Click **Reserve Number**.



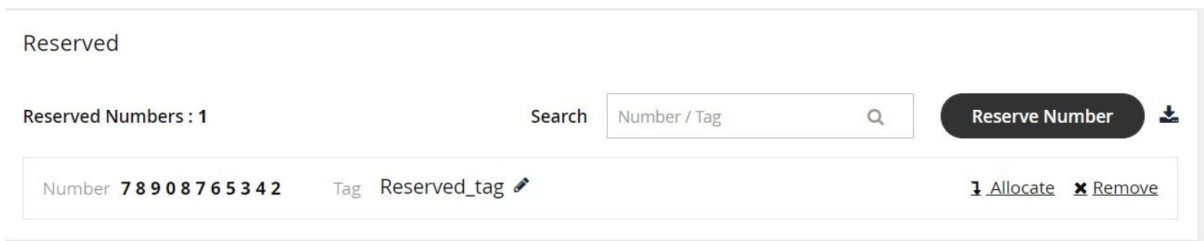
3. Select the number, enter the **Tag**, and select the Organization you are allocating the number to. Then click **OK**.

A confirmation message will appear and the number will enter the Reserved Numbers list:



## Edit a tag or forwarding number

1. Go to **Setup > Number Management > Reserved Numbers**.
2. Search for the Number or Tag to narrow your results, if desired.
3. Click the **Edit** icon.



4. Edit the **Tag** then click **Save**.
5. Click **Forwarded to** to edit the Forwarding Number.
6. Select **Update the Number** or **Remove the Number** according to your needs, then click Proceed.

## Delete a tag

1. Go to **Setup > Number Management > Reserved Numbers**.
2. Search for the **Number** or **Tag** to narrow your results, if desired.
3. Click **Remove**.

Reserved

Reserved Numbers : 1

Search

Number / Tag

Q

Reserve Number

Number 78908765342

Tag Reserved\_tag

[1 Allocate](#) [X Remove](#)

4. You can then confirm you want to delete the **Tag**. The number will be removed from the **Reserved Numbers** list.