

Withdraw Unused Numbers

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Read this to learn how to withdraw an unused number.

Overview

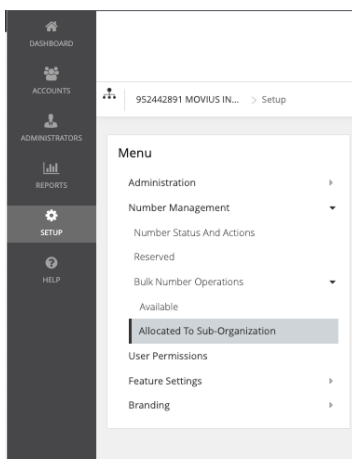
Withdrawing a number will remove it from being allocated to that Sub-Organization and moves it to the immediate parent organization. You can only withdraw unused numbers.

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>).

Withdraw unused numbers

1. Go to the sub-organization that has numbers allocated to it.
2. Go to **Setup > Number Management > Bulk Number Operations > Allocated to Sub-Organization**.



3. Click on the organization to expand it and view the allocated number series and click **Withdraw Numbers**.

Allocated to Sub-Organization

Allocated Numbers : 348

▼ VAV 8 Numbers Allocated

Series	1 4 1 9	Allocated	1	Unused	0
Series	1 4 7 0	Allocated	4	Unused	0
Series	1 5 6 1	Allocated	1	Unused	0
Series	1 8 1 6	Allocated	1	Unused	0
Series	1 9 1 7	Allocated	1	Unused	1

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Withdraw Numbers

4. Enter the quantity to be withdrawn.

Withdraw Numbers

Unused numbers 1

Enter quantity to withdraw :

5. Click **Proceed**. Note: the quantity should not be greater than the Allocated Numbers.

You're done!

When completed a confirmation message will appear

1 number from series 1256 has been successfully withdrawn from Digital Safe UK3 organization

Allocated to Sub-Organization

Allocated Numbers : 153673