Network Manager
Sets-
View, Create, and Implement
User Guide

Introduction

This document will take you through the steps to understand how to create, edit, and activate Sets of numbers in the Network Manager tool.

verizon business

What are Sets?

A set is a grouping of routing numbers and users under a Customer ID (Corporate ID or Service Instance ID). You can build a set to organize your numbers into manageable groups and restrict users to a specific set of numbers. Sets also allow you to quickly route a group of numbers to a Super Routing Plan (SRP) which is a single plan that multiple numbers can use when they have the same routing. An SRP must be associated with a set when it is created.
Set 888 is the inventory of all of your numbers for the selected customer id and known as the parent set. All other sets are subsets of the parent set 888. All numbers remain in set 888 even if it they are added to a subset. If a Super Routing plan is built for set 888, which is the default set for all numbers for the customer ID, then that SRP is available for all sets and numbers.

Set Rules

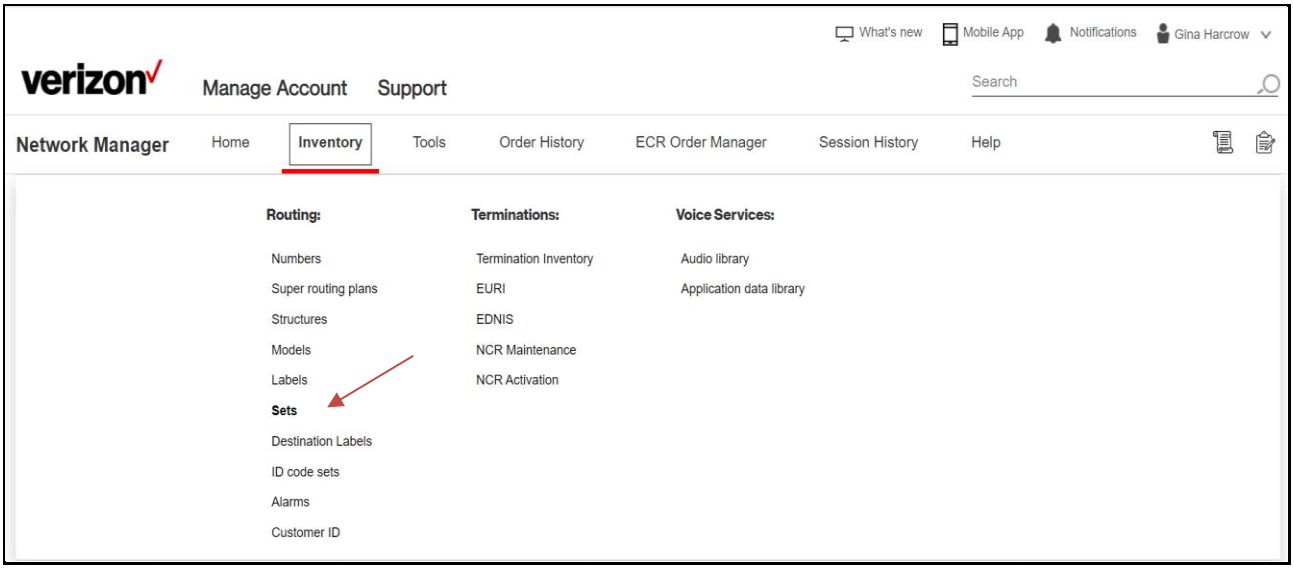
Business Rules for Sets

- You can have up to 998 sets.
- Set IDs are 001-999.
- Each set contains numbers of one type Toll-Free, Local, International Toll Free (FF/PSTN).
- Three levels of subsets are allowed below set 888.
- A subset may only contain numbers also contained in its parent.
- The same number can exist in sibling sets.
- A Super Routing Plan is assigned to one set when the plan is created.
- You can build up to 99 Super Routing Plans across all Sets under a Customer ID.
- A Super Routing Plan built for set 888 is available for set 888-Toll Free, Local, and International and all of their children sets/numbers.
- Set restricted users can only work within the TOF sets that they belong to.
- Set restricted users can modify SRP plans that are associated to a set they have access to.
- You cannot create sets for EVS Numbers.
- A set restricted user has access to all EVS numbers.

Set Inventory Navigation

Navigating to Sets

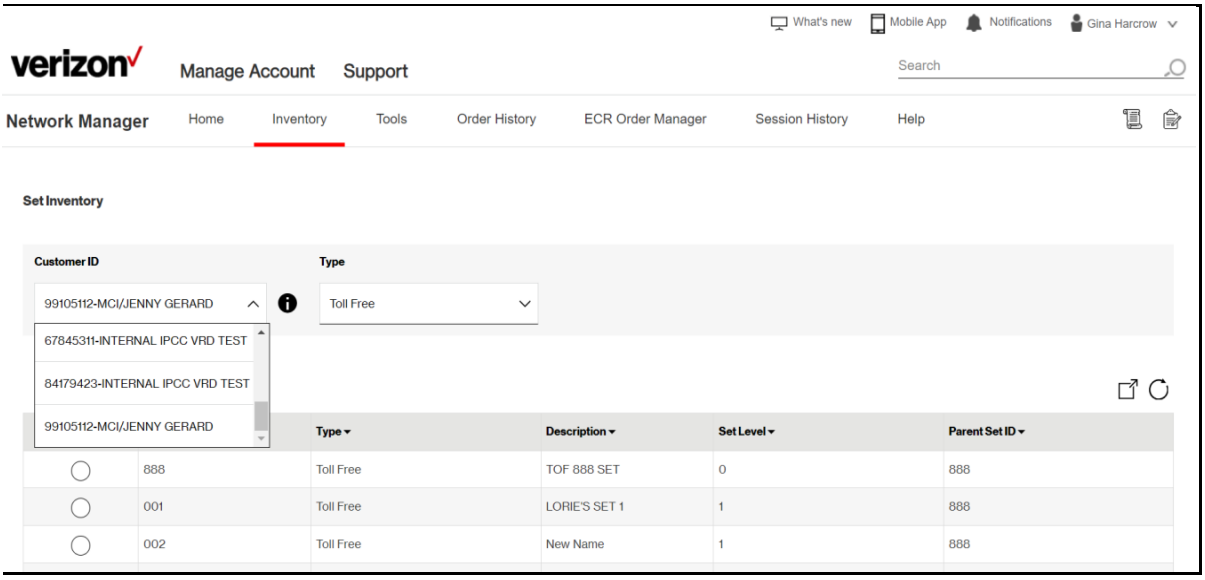
1. From any page, to navigate to the Sets, click **Inventory** on the top-level menu. Once the menu fully expands, under the **Routing** heading, click **Sets**.



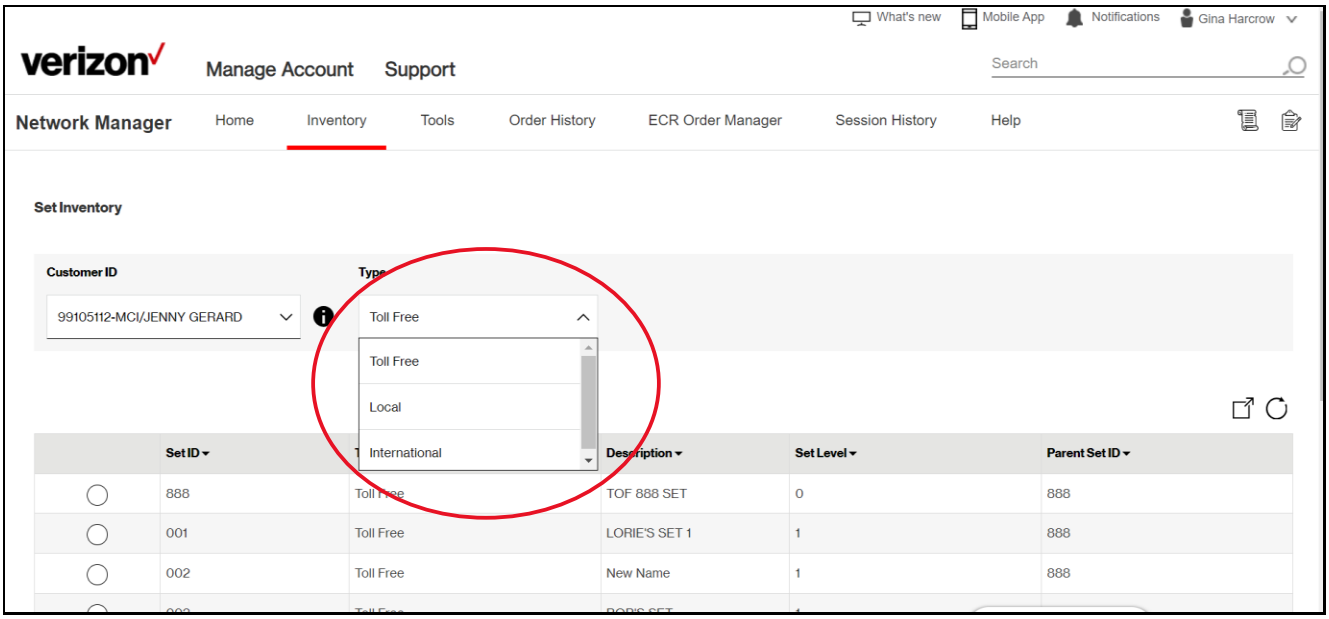
verizon business

Set Navigation

2. Select your **Customer ID** from the dropdown control.



3. Set Inventory displays with the default selection of **Toll Free** number sets with the parent set 888 on top of the list followed by any children sets under set 888. You can change the number **Type** drop down to display **Local** or **International (Free Phone and PSTN)** number sets.



verizon business

Set Inventory Navigation

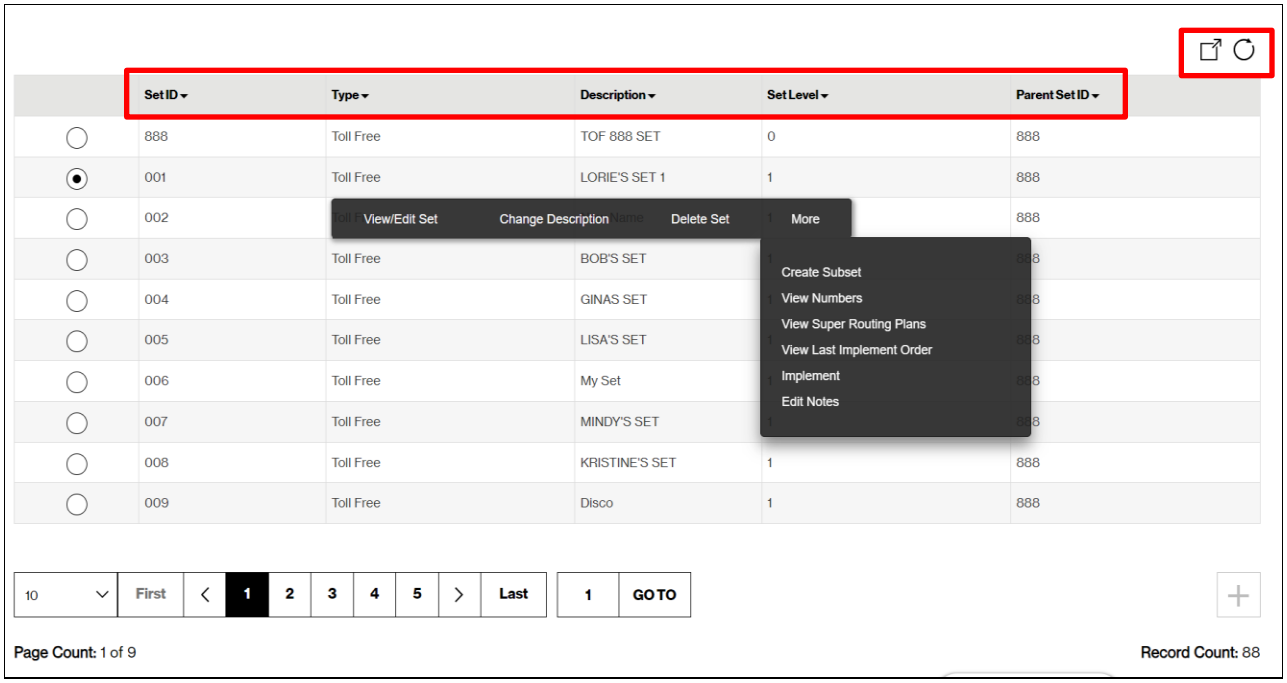
The Set Inventory screen has the following fields and functions:

Click the Export Icon in the right hand corner to export you Set Inventory List.
Click the Refresh Icon to Refresh the Inventory List.

SetID: Displays the set id for each set under for the selected **Customer ID/ Type** field.
Type: Displays the Number Type – **Toll Free**, **Local,** or **International (Free Phone and PSTN)**
Description: Displays the name given to the set.
Set Level:

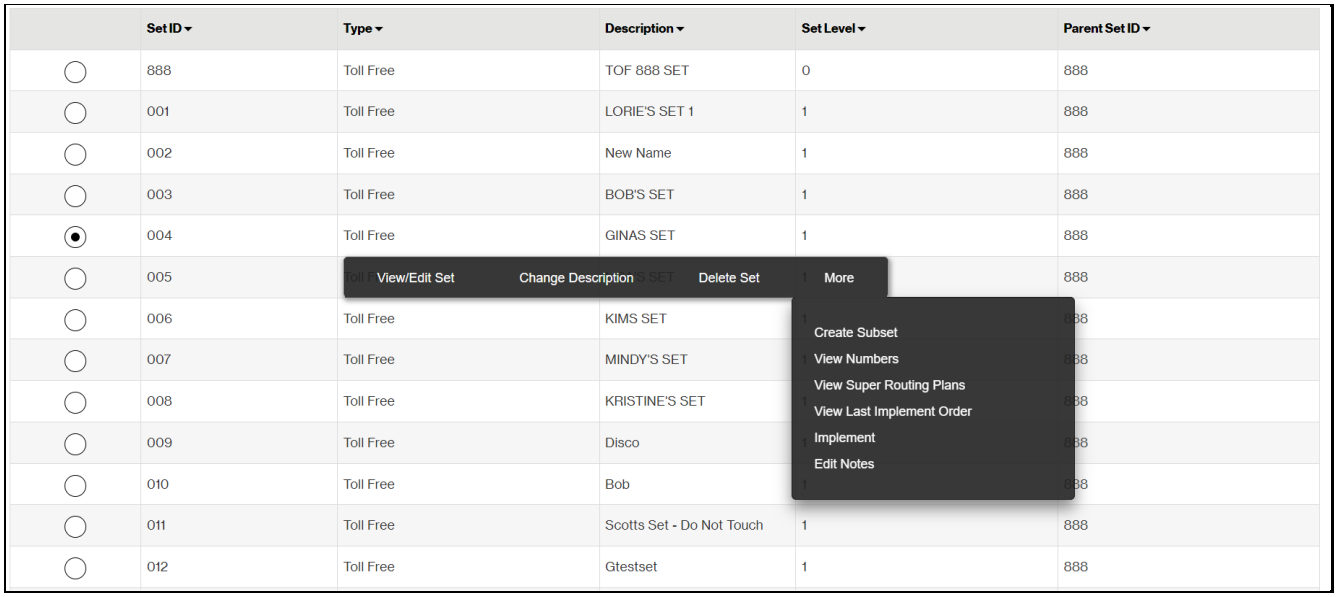
- 0-Set 888 Parent Set that contains all the numbers of the selected type.
- 1-Children sets of 888.
- 2-Child of a children set.
- 3-Child of a Level 2 set.

Parent Set ID: Displays the parent set ID.

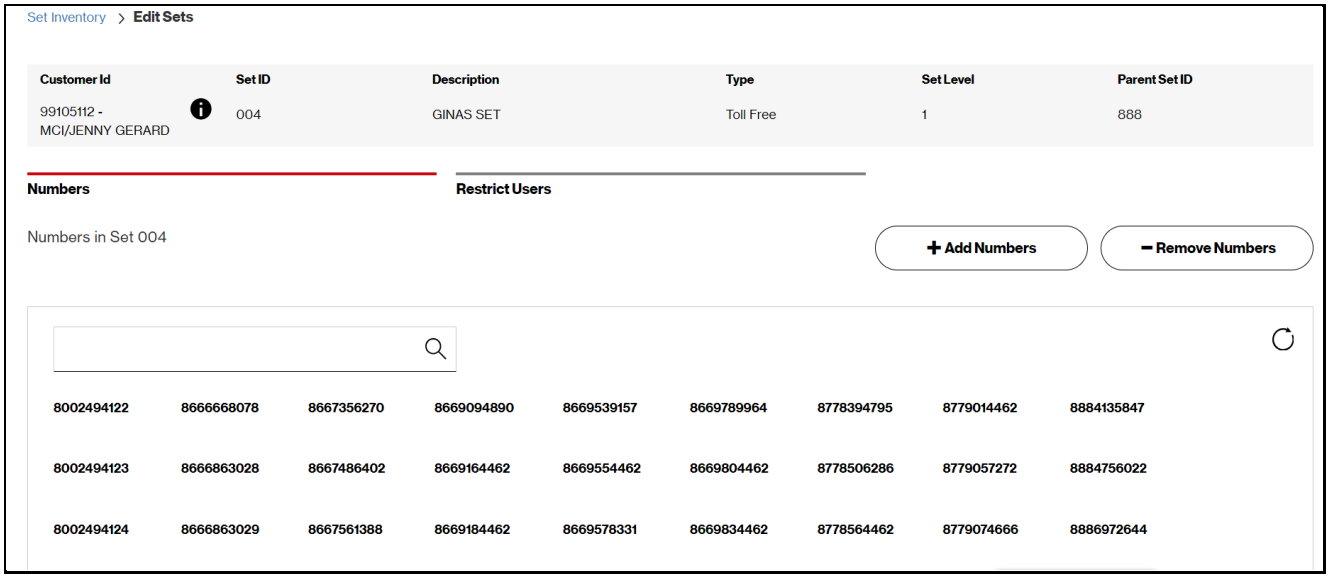


Set Inventory Navigation

There are several functions you can perform when you select an existing set, including adding and removing numbers or updating set descriptions. The following are definitions of each of the menu options for when selecting the radio button for a set.



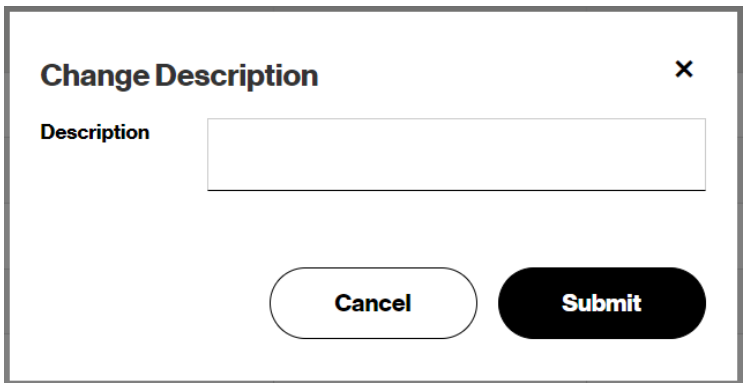
View/Edit Set – Select this option to view, add, or remove numbers from a set. You can use the same options to add/remove numbers as described in the *Create a Set* section of this guide.



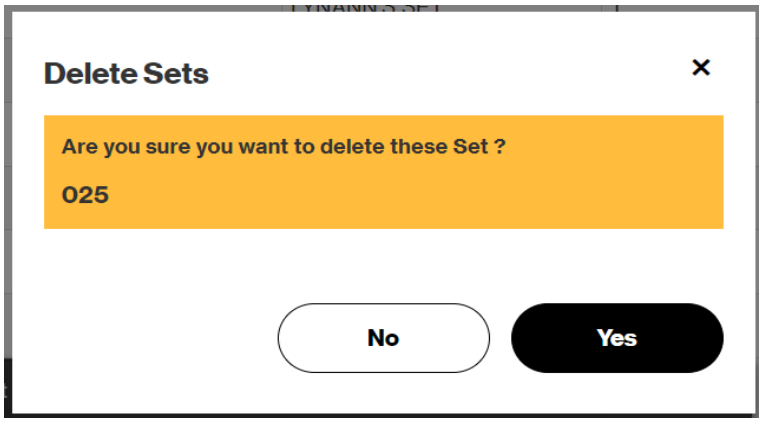
verizon business

Existing Set Navigation and Functions

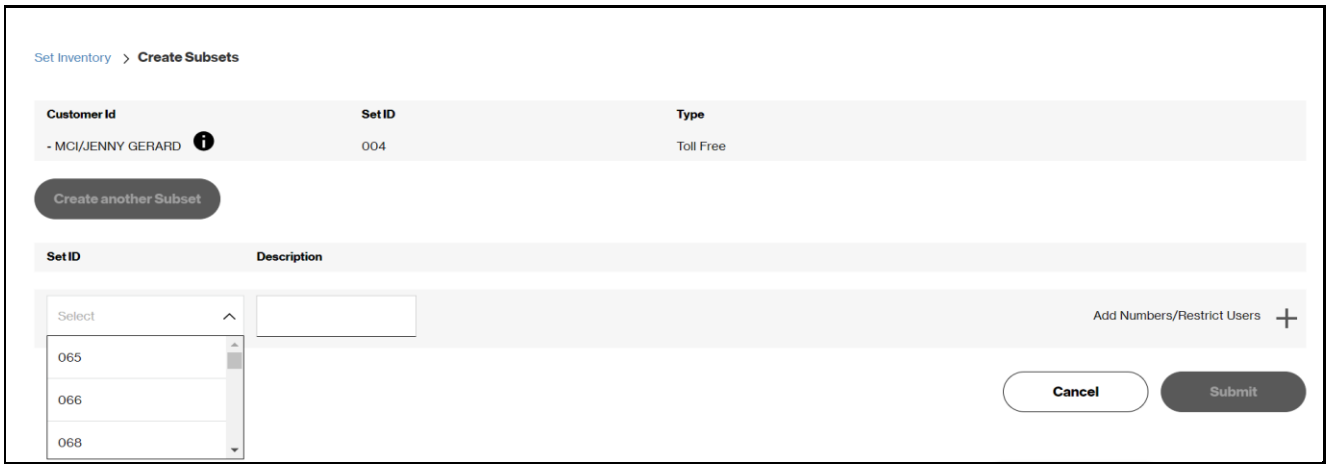
Change Description – Select to get a description pop-up screen that allows you to update the description of the set.



Delete Set – Select to delete the set. This will not impact the numbers in the set as they are always part of set 888 and will continue to be so. This only deletes this sub grouping of numbers.



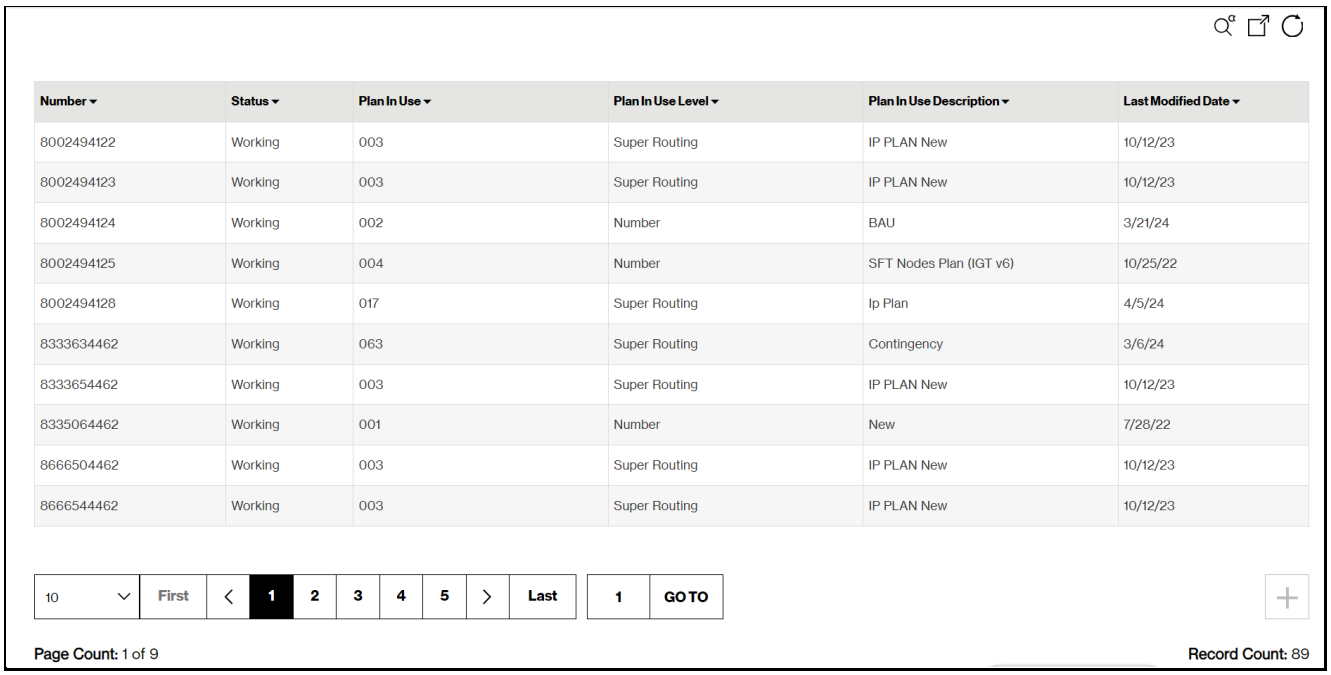
More/Create Subset – Select if you want to create a subset of numbers in the selected set. You can use the same steps found in the ***Create a Set*** section of this guide.



verizon business

Existing Set Navigation and Functions

More/View Numbers – Select to display the number inventory screen for the numbers in this set.

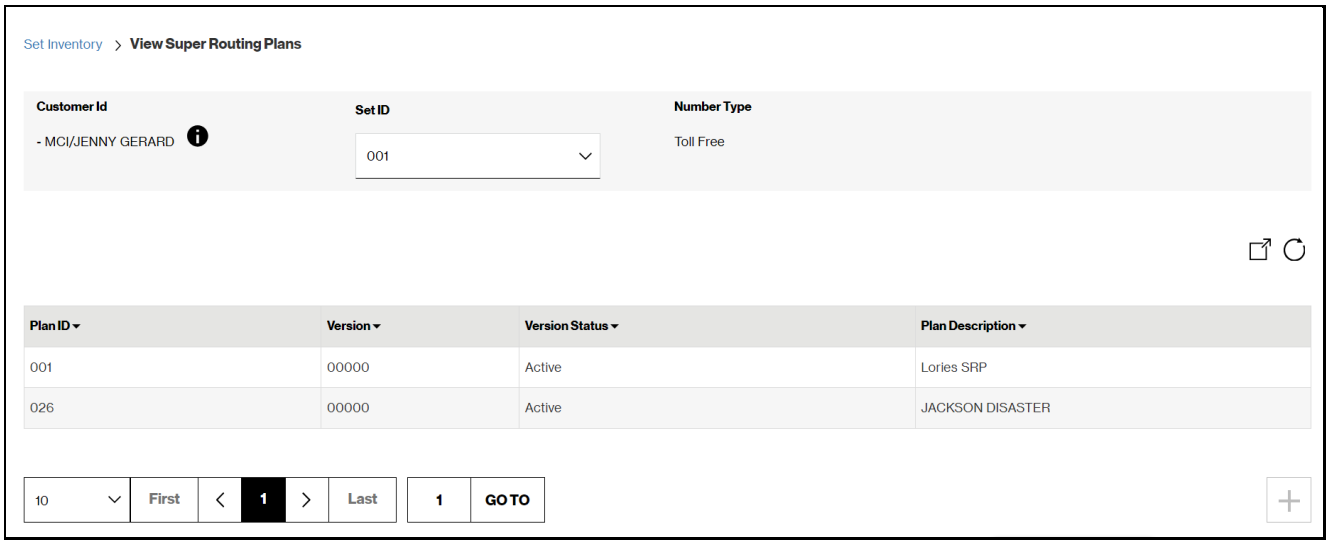


Number	Status	Plan In Use	Plan In Use Level	Plan In Use Description	Last Modified Date
8002494122	Working	003	Super Routing	IP PLAN New	10/12/23
8002494123	Working	003	Super Routing	IP PLAN New	10/12/23
8002494124	Working	002	Number	BAU	3/21/24
8002494125	Working	004	Number	SFT Nodes Plan (IGT v6)	10/25/22
8002494128	Working	017	Super Routing	Ip Plan	4/5/24
8333634462	Working	063	Super Routing	Contingency	3/6/24
8333654462	Working	003	Super Routing	IP PLAN New	10/12/23
8335064462	Working	001	Number	New	7/28/22
8666504462	Working	003	Super Routing	IP PLAN New	10/12/23
8666544462	Working	003	Super Routing	IP PLAN New	10/12/23

10 | First | 1 | 2 | 3 | 4 | 5 | Last | 1 | GO TO

Page Count: 1 of 9 Record Count: 89

More/View Super Routing Plans – Select to view the super routing plans built for this set. These plans are created by navigating to Inventory/Super Routing Plans and then selecting the set from the Set ID drop-down and clicking **Create a Routing Plan**. Only numbers in the selected set can use set specific super routing plans.



Set Inventory > View Super Routing Plans

Customer Id: - MCI/JENNY GERARD

Set ID: 001

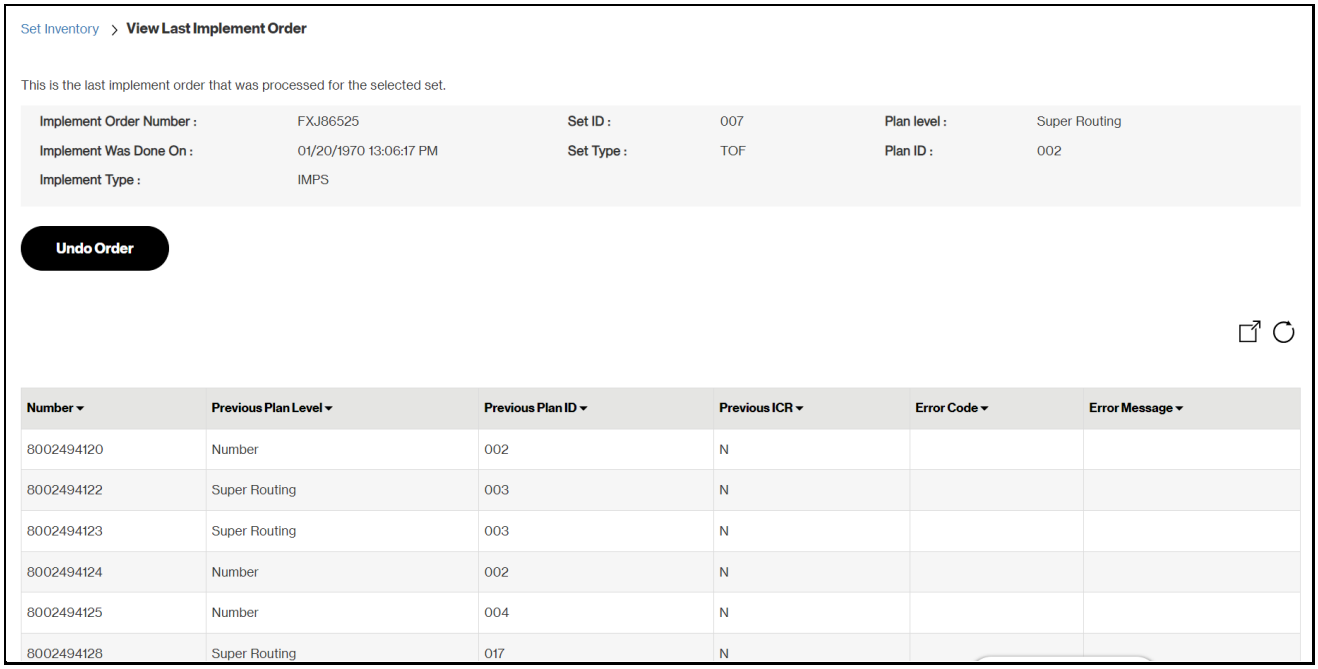
Number Type: Toll Free

Plan ID	Version	Version Status	Plan Description
001	00000	Active	Lories SRP
026	00000	Active	JACKSON DISASTER

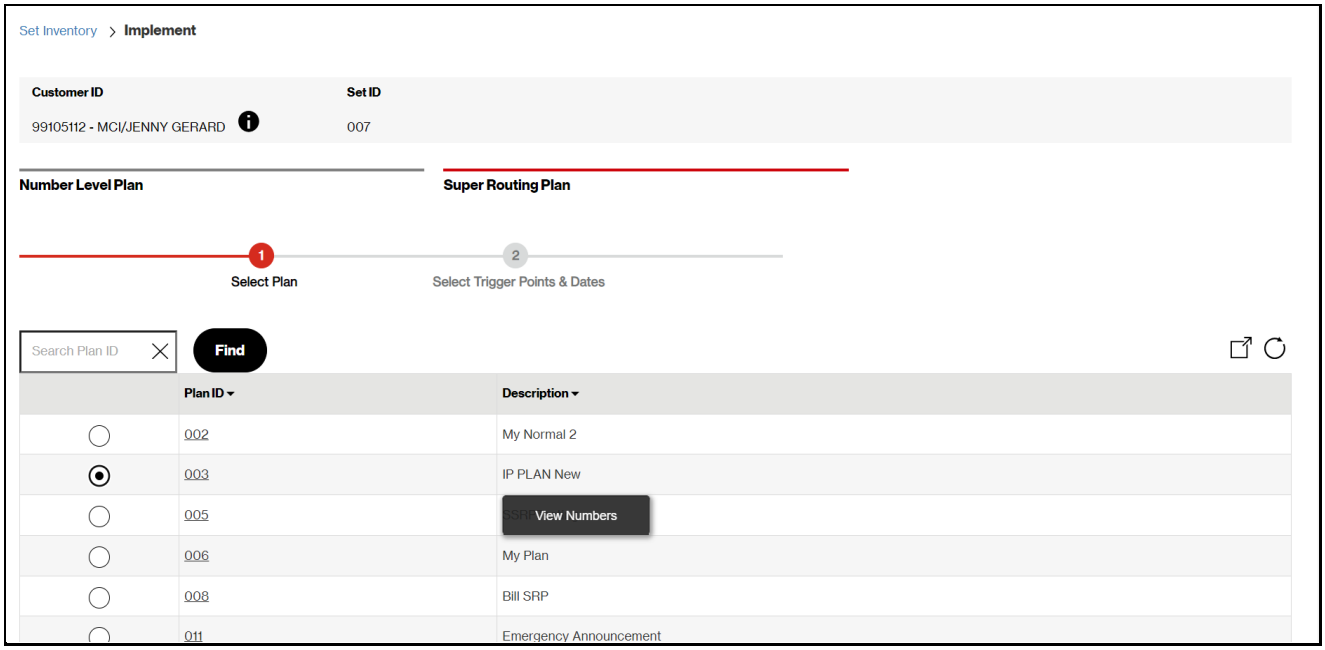
10 | First | 1 | Last | 1 | GO TO

Existing Set Navigation and Functions

More/View Last Implement Order – Select to view the last implement order created against this set along with a list of numbers in the set with the previous active plan for each listed. You can undo the last set implement order from this screen to return numbers to their previous plan. The steps are in located in the ***Implement Set to Super Routing Plan*** section of this guide.



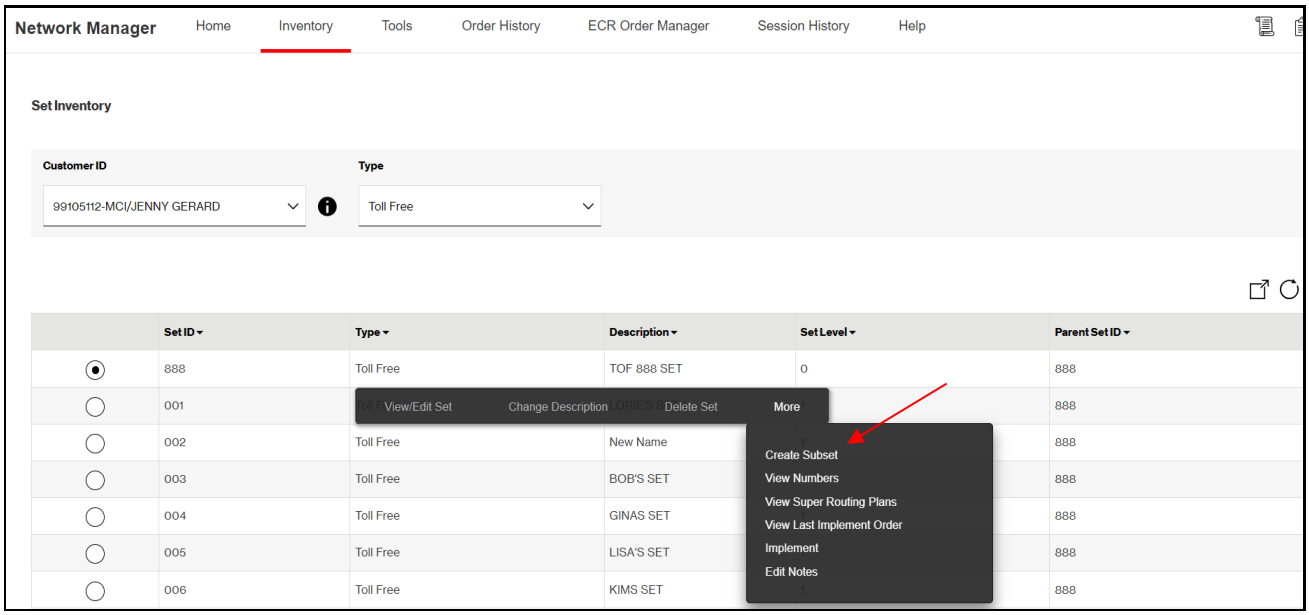
More/Implement – Select to implement all the numbers in a set to a super routing plan. The steps are in located in the ***Implement Set to Super Routing Plan*** section of this guide.



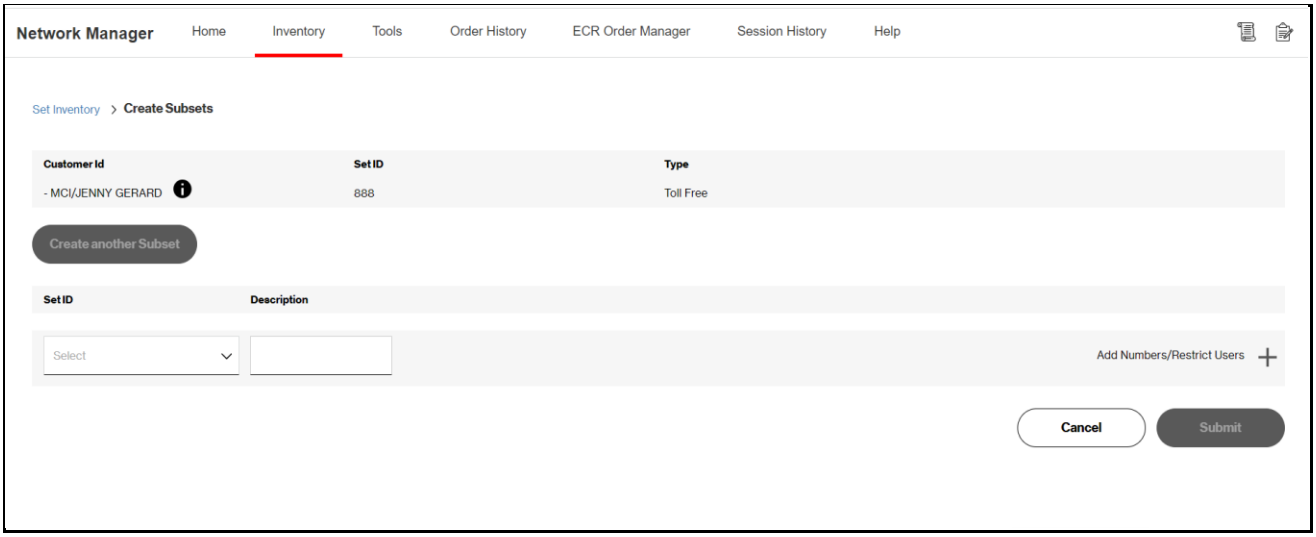
Create A Set

Organizing your numbers into sets provides the ability to move all the numbers in that set to a Super Routing Plan through one order. Another reason you may want to create a set is to restrict other user's access to just be able to view/maintain the numbers in that specific set.

Navigate to Set Inventory and follow these steps to create a new set.



1. Select the radio button for *Set 888*.
2. Navigate to the **More** menu drop down.
3. Select **Create Subset**. The *Create Subsets* dialog displays.

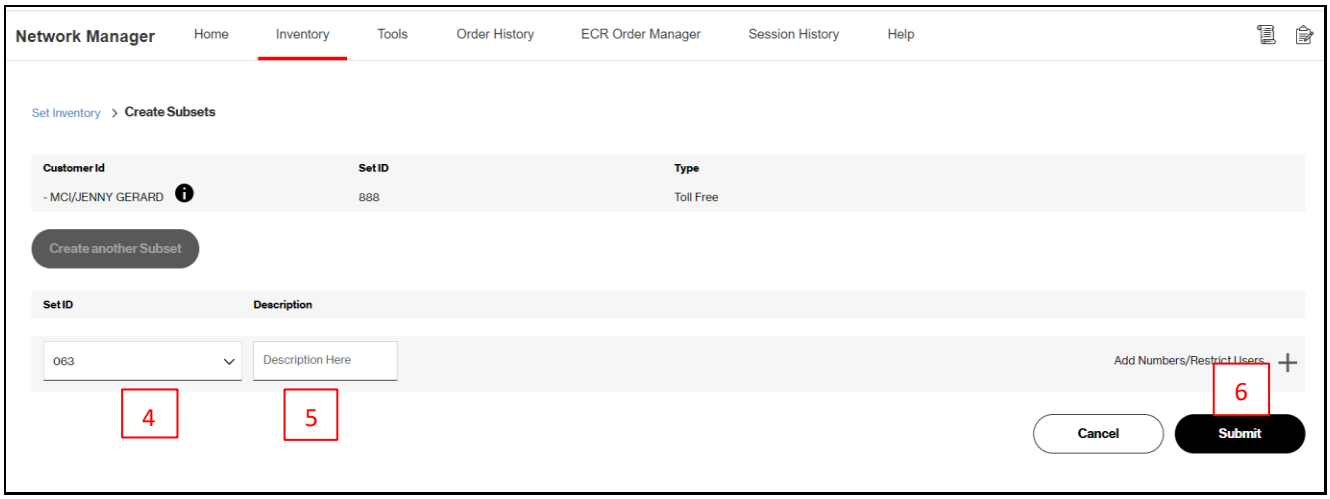


verizon business

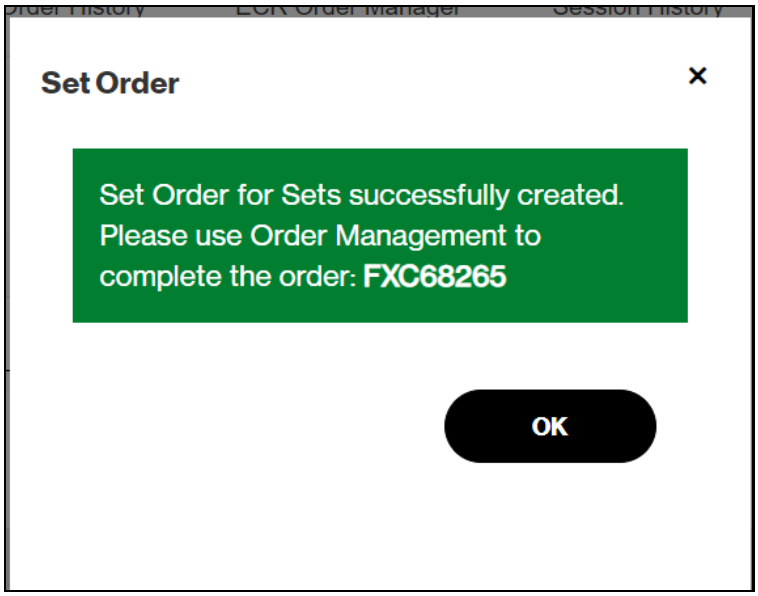
Create a Set

Sets require a set ID and a unique description. Set IDs are 001-999. The next available numeric Set ID displays in the SETID drop-down list. When a set ID is assigned to a set, it is no longer available in the drop-down list.

4. Select a **Set ID** from the list.
5. Provide a unique description for your set of numbers
6. Click **Submit** in the lower left corner.



7. Click **OK** on the *Set Order* dialog. The *Set Inventory* screen displays.

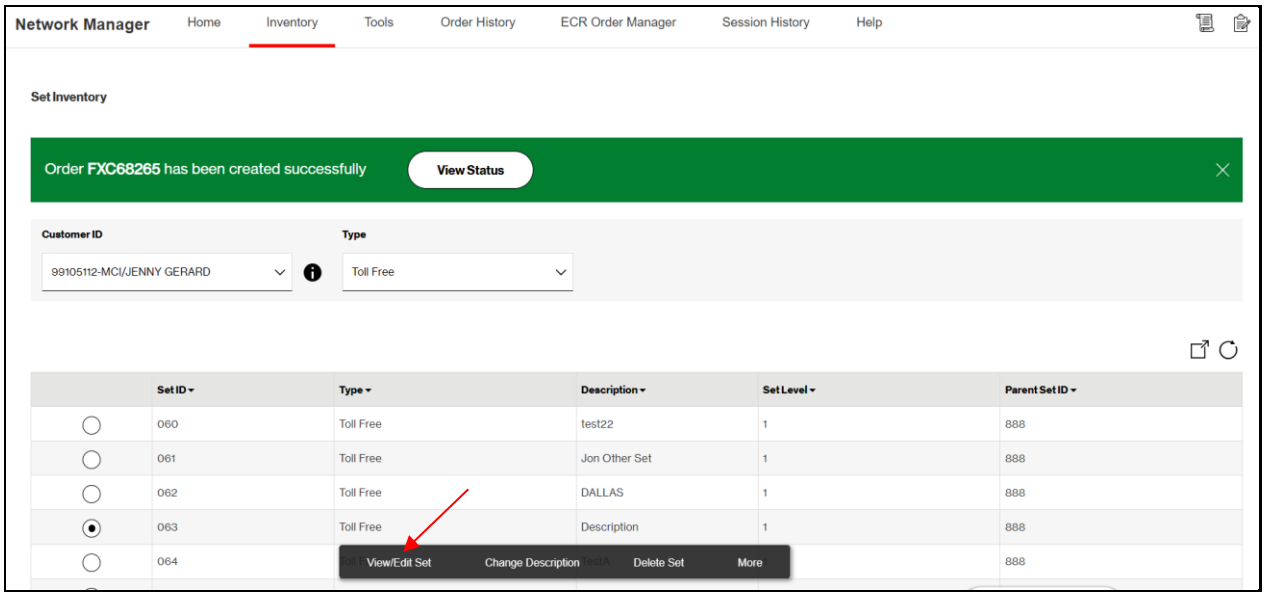


verizon business

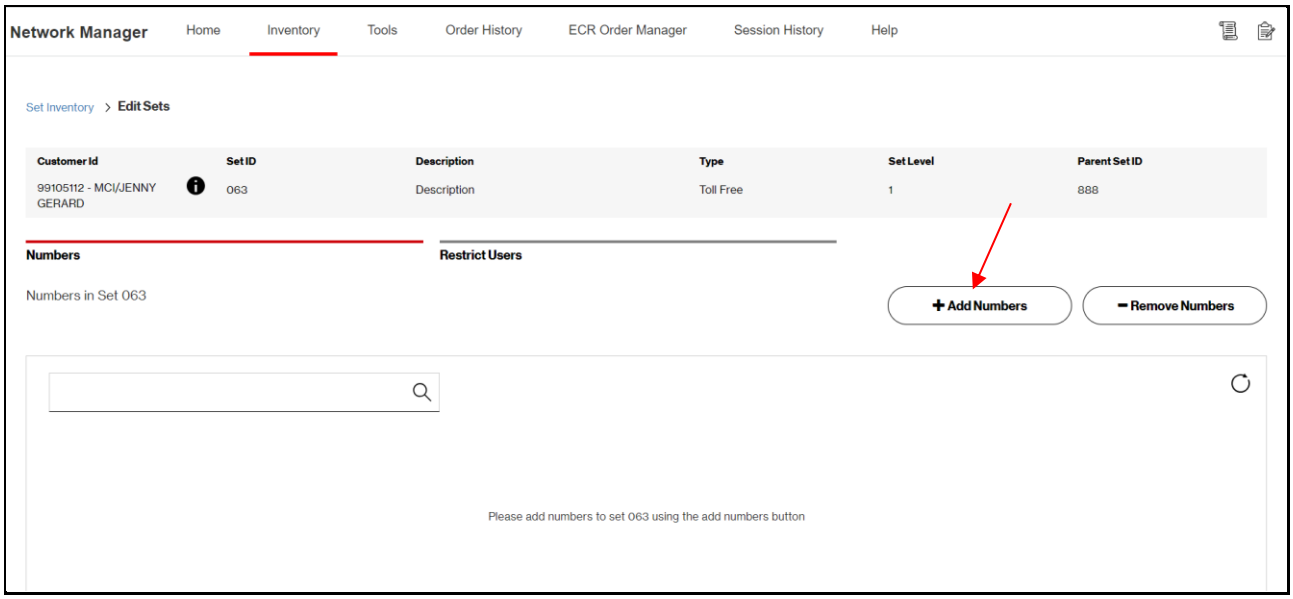
Adding Numbers to a Set

Once your order is complete your new set displays in numeric order in the Set List. You must select it to add numbers and restrict user access. You can import or add as many numbers as desired to a set, but only 160 numbers get added to the set with each submitted order. The added numbers will be removed from your screen and you will need to select Add and Submit again to add the next 160 numbers to the selected set and repeat this process until all the numbers have been added. Perform the following steps to add numbers to your set.

8. Select the radio button of the set you want to add numbers to.
9. Select **View/Edit Set** on the floating menu.



10. The Edit Sets dialog displays. Click **Add Numbers.**

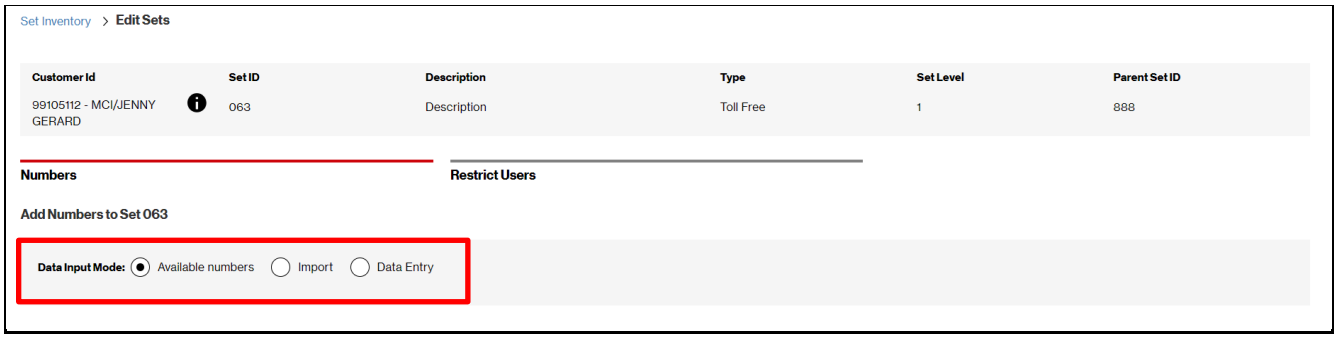


verizon business

Adding Numbers to a Set

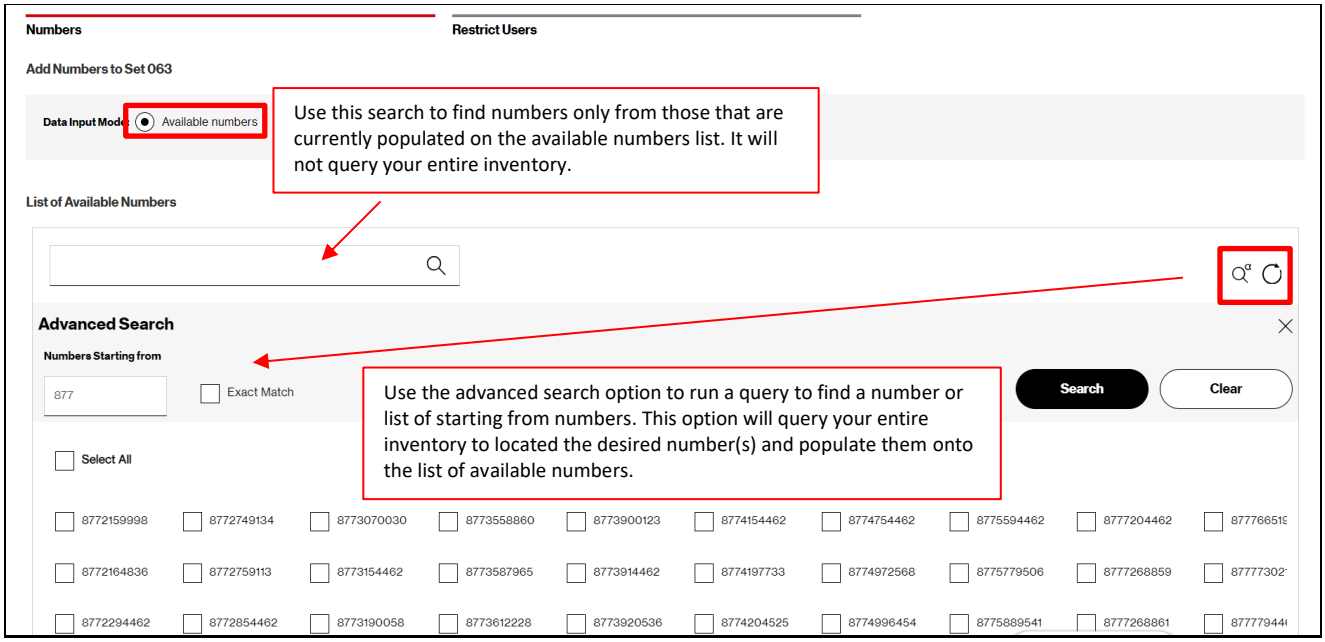
Only numbers in working status can be added to sets. You have three options when adding numbers to a set:

- **Available Numbers** to select numbers from the pre-populated list of all working numbers under the selected customer id.
- **Import** to import a csv file of all the numbers you want to add to the set.
- **Data Entry** where you type in the numbers you want to add to your set.



Available number selection allows you to search your inventory and select the numbers on the screen to add them to the set. Only the first 100 working numbers display and you can click the plus sign ⊞ in the lower left-hand corner to add additional numbers 100 at a time or use the advanced search option to run query on your entire inventory for a particular number or string.

Search Options

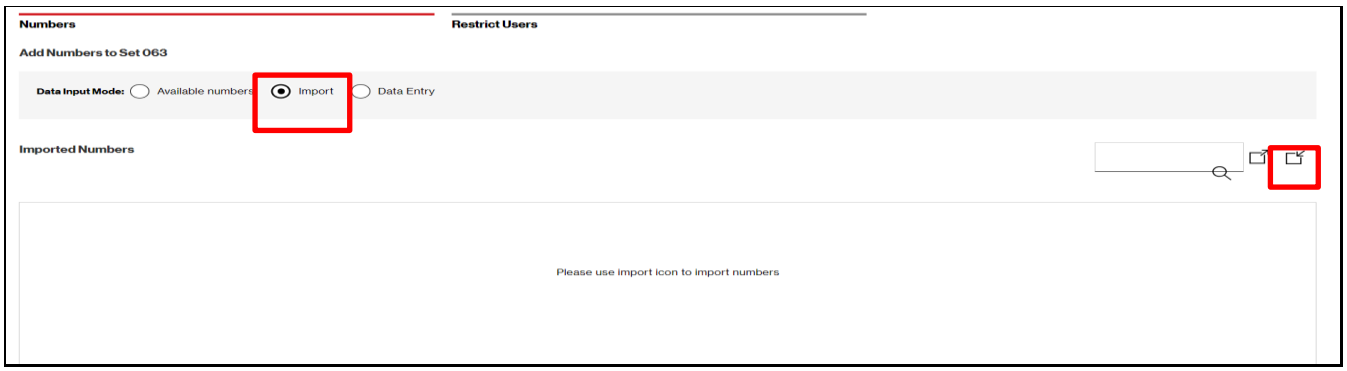


Adding Numbers to a Set

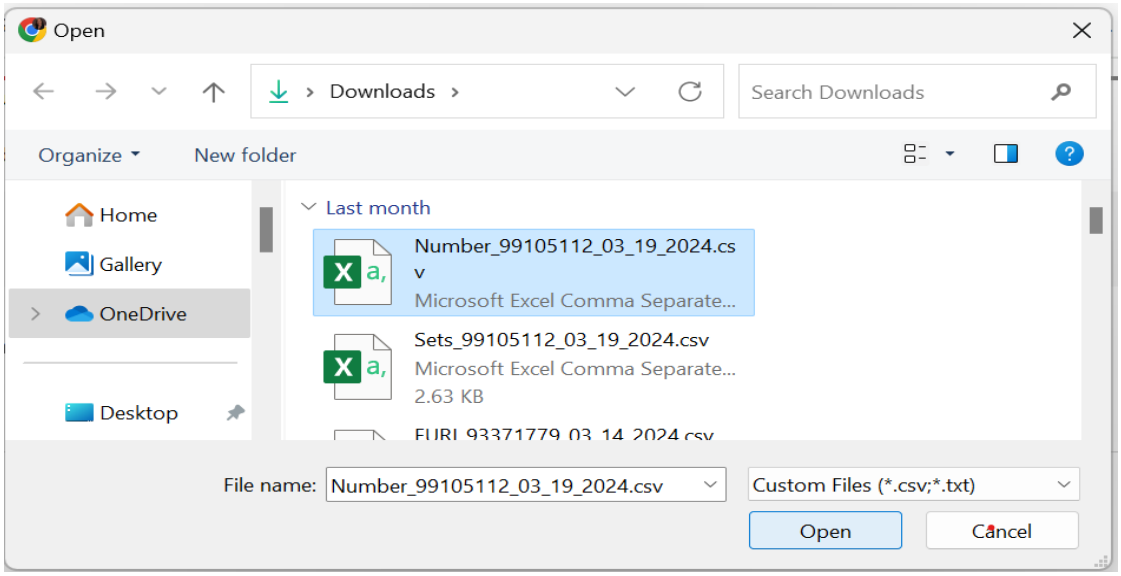
Import allows you to add numbers to a set by importing a .csv file of all the numbers in the set.

Number Format

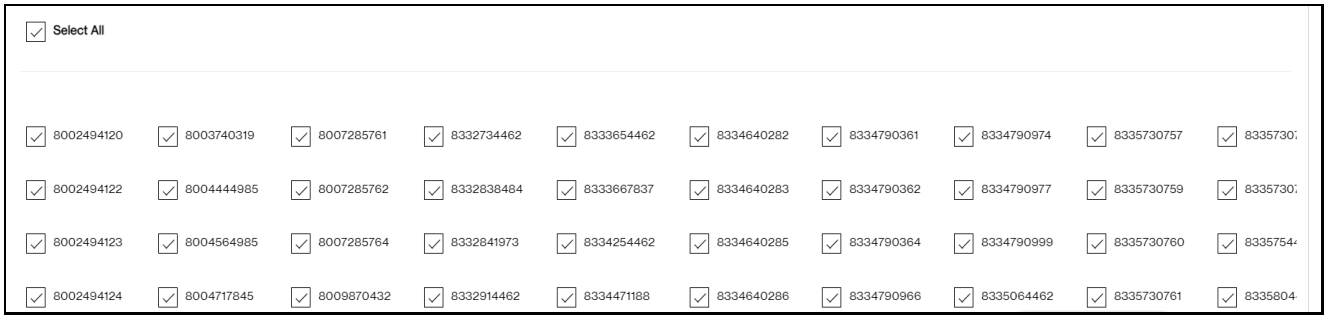
Toll-free – 8xxxxxxxxx **Local**-1xxxxxxxxxx **International**-Country Code followed by the number



Click Import and navigate to where your file is located. Select the file and click Open.



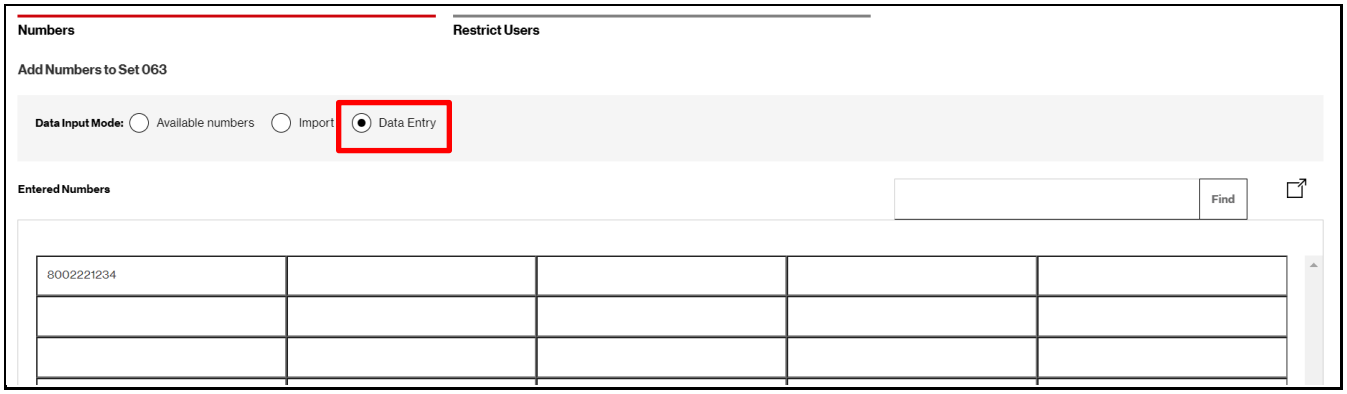
The numbers display on the screen.



verizon business

Adding Numbers to a Set

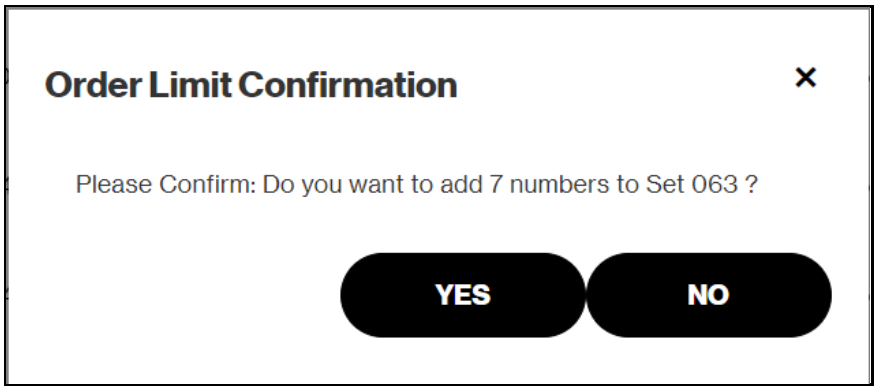
Data Entry allows you to type in the numbers you want to add to the set.



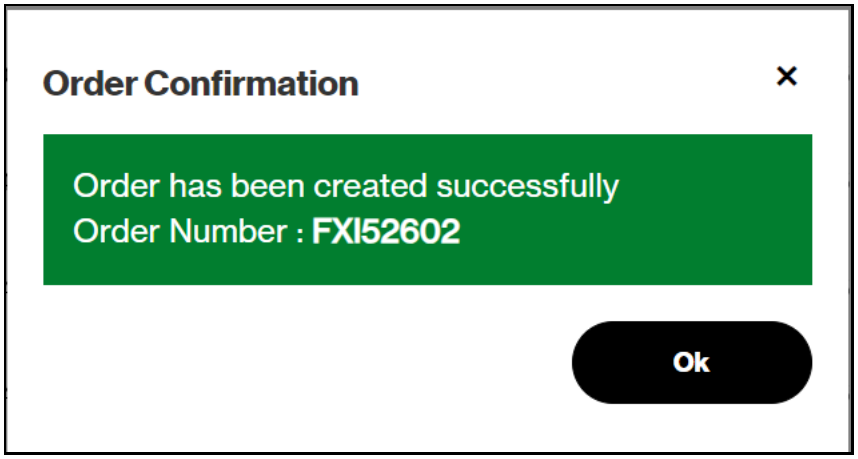
Whichever number entry method you use, once your desired numbers are in the set, click **Add & Submit** to add the numbers to the set.

Adding Numbers to a Set

Click **Yes** on the *Order Limit Confirmation* dialog.



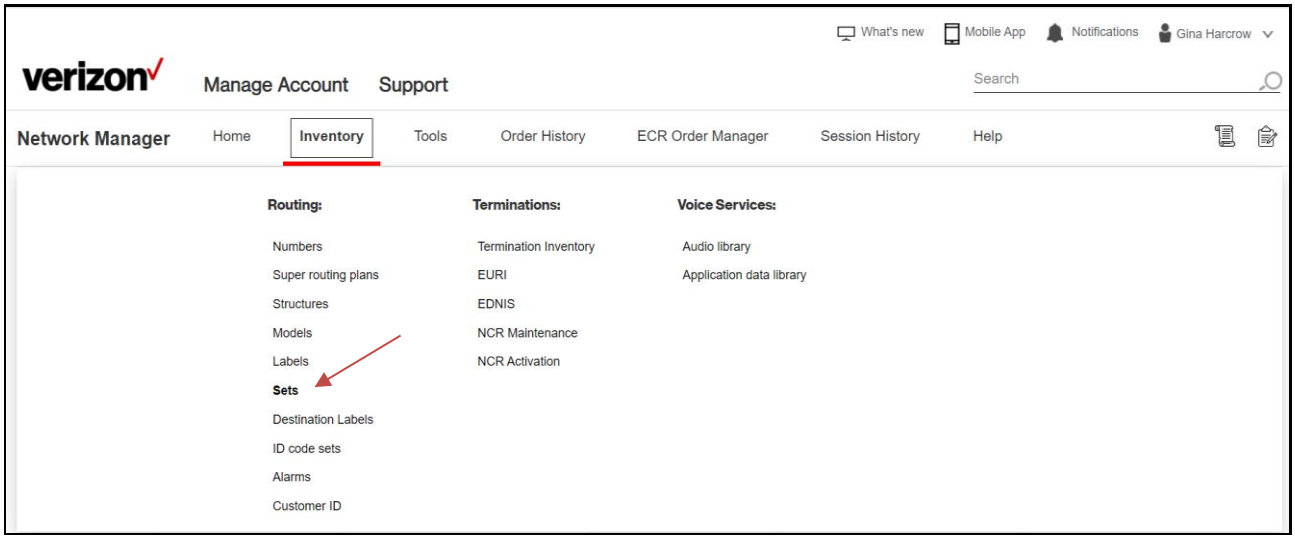
Click **Ok** on the *Order Confirmation* dialog.



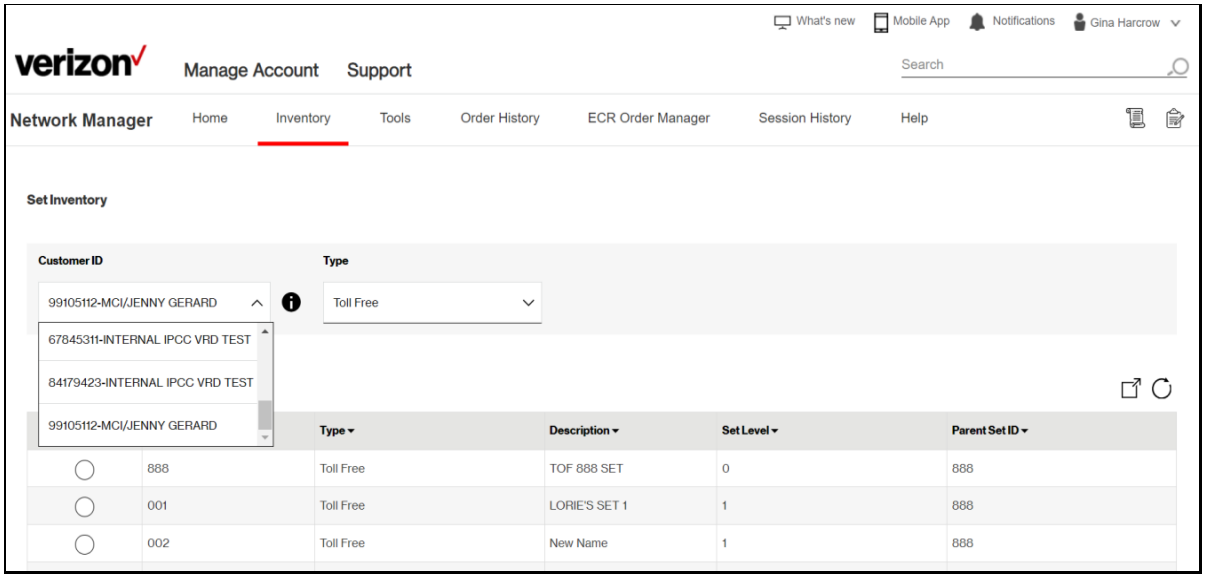
Implementing a Set to a Super Routing Plan

You can implement all of the numbers in a selected set to a Super routing plan or to individual number level plans with just a few clicks and the creation of a single order. This example will walk through how to implement a set of numbers to a Super Routing Plan.

1. From any page, to navigate to the Sets, click **Inventory** on the top-level menu. Once the menu fully expands, under the **Routing** heading, click **Sets**.



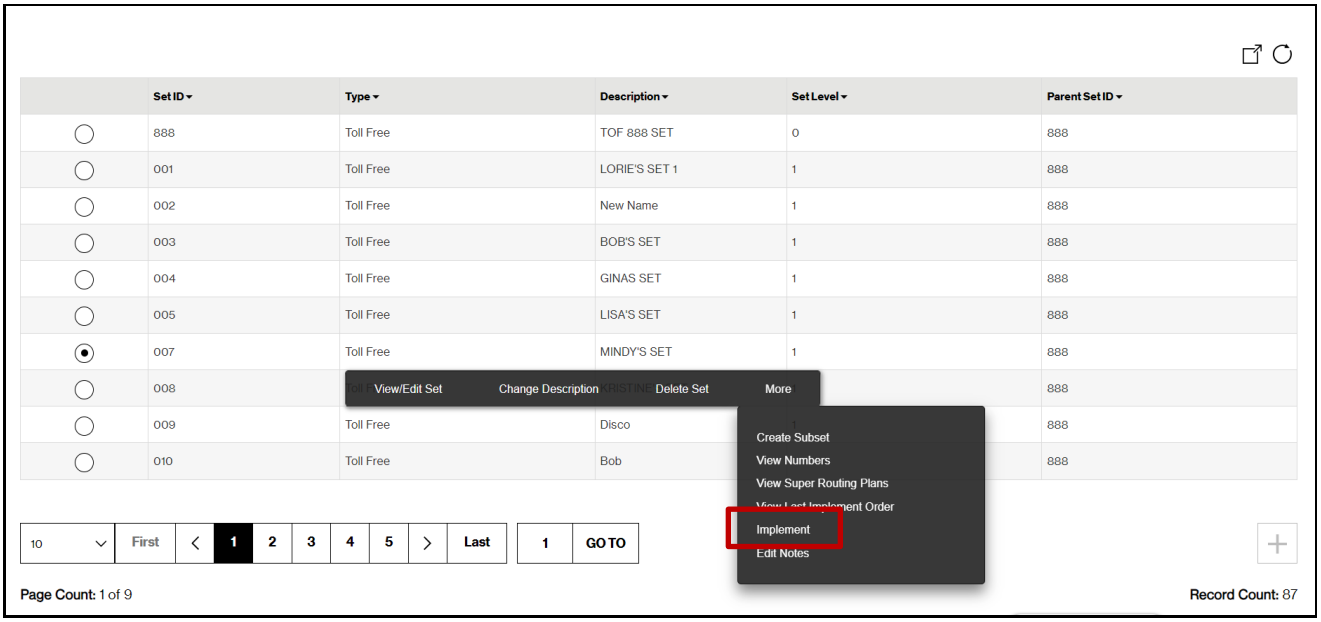
2. Select your **Customer ID** from the dropdown control.



verizon business

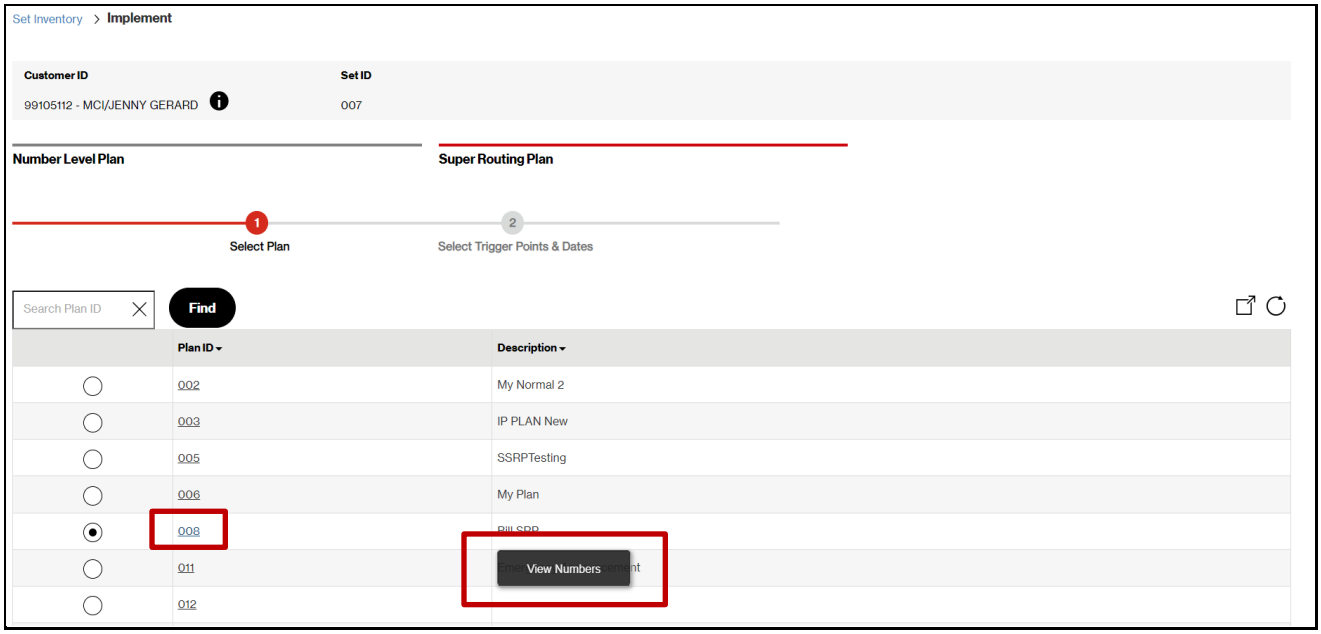
Implementing a Set to a Super Routing Plan

3. Select the radio button of the Set you want to Implement.
4. Select **More/Implement.**



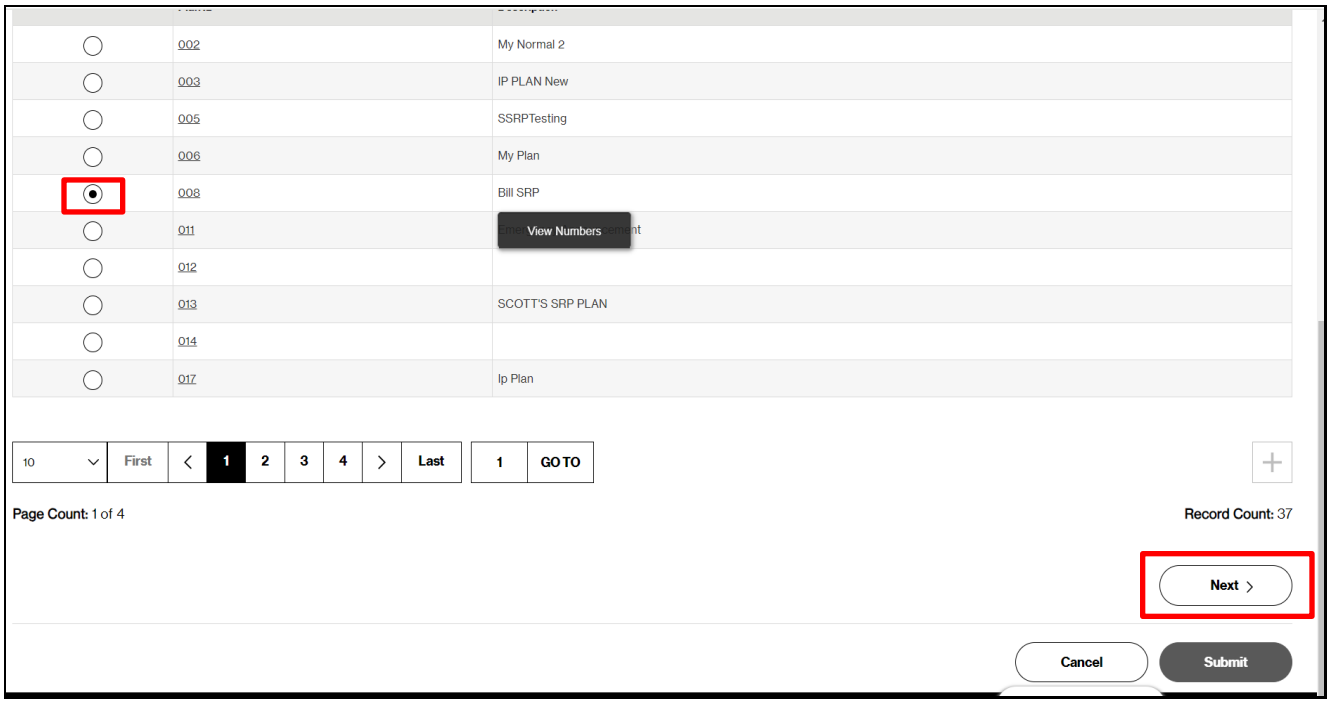
The *Implement* dialog displays with the *Super Routing Plan* tab selected. All the Super Routing Plans built for this set and for set 888 (the global parent set) display.

5. Select the Radio button of the plan you want to Implement. If desired, you can click the plan link to view the plan or select **View Numbers** to view a list of existing numbers that are routing to the selected plan.

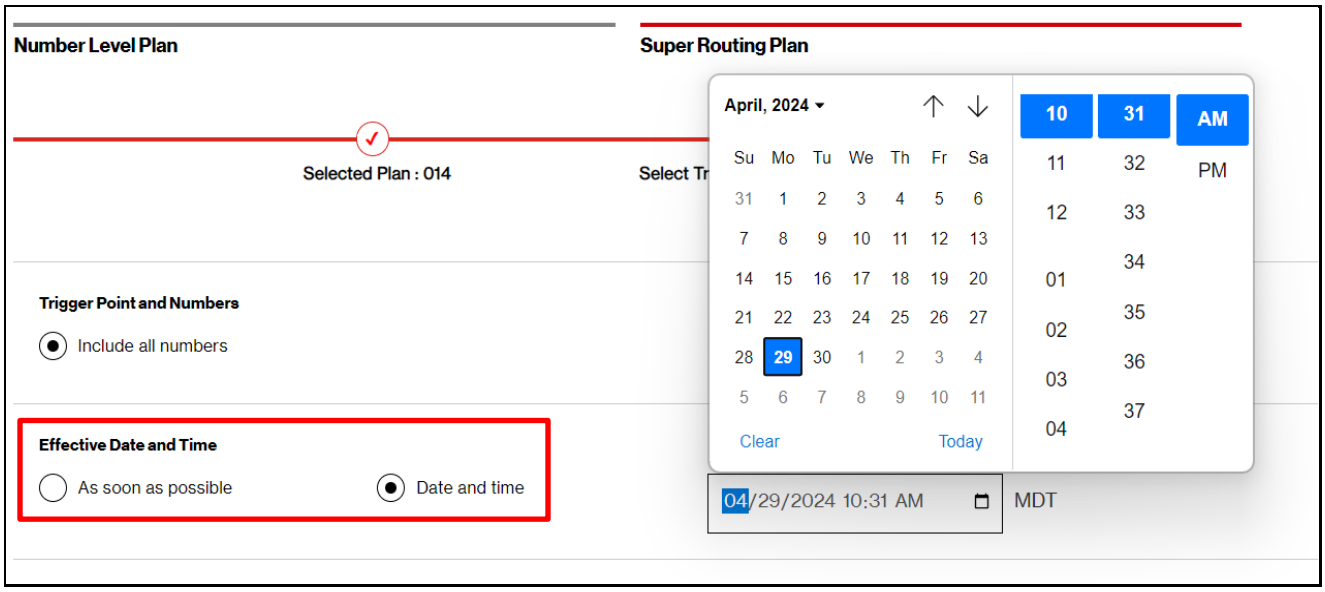


Implementing a Set to a Super Routing Plan

6. Once the radio button is selected for the plan you want to implement, scroll down and select **Next**.

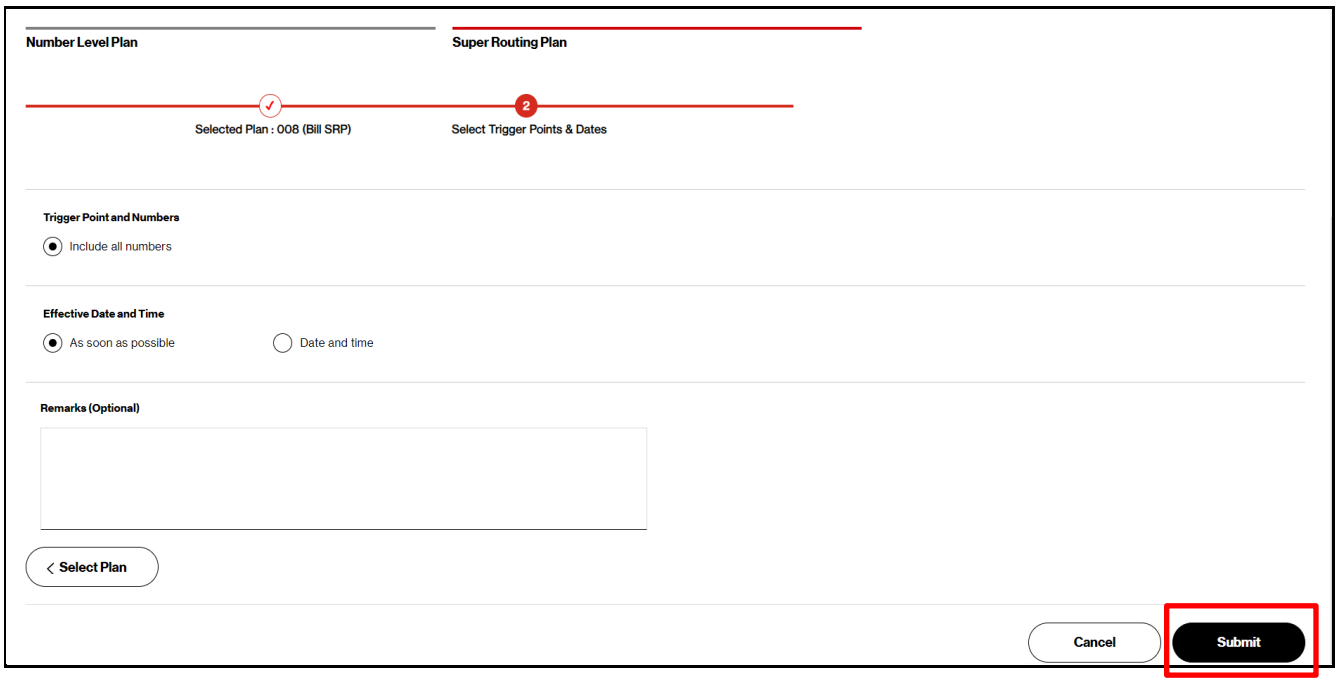


7. Under the *Effective Date and Time* field, leave **As soon as possible** selected if you want the plan to implement immediately or Select **Date and Time** to schedule the implementation for a future date and time.

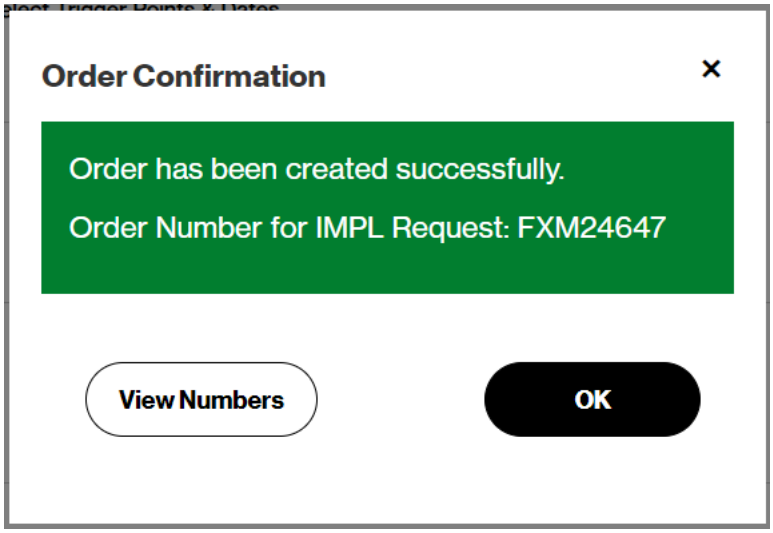


Implementing a Set to a Super Routing Plan

8. If desired, type in **Remarks** that save with the order.
9. Click **Submit**.



10. The *Order Confirmation* dialog displays. Click **OK**.

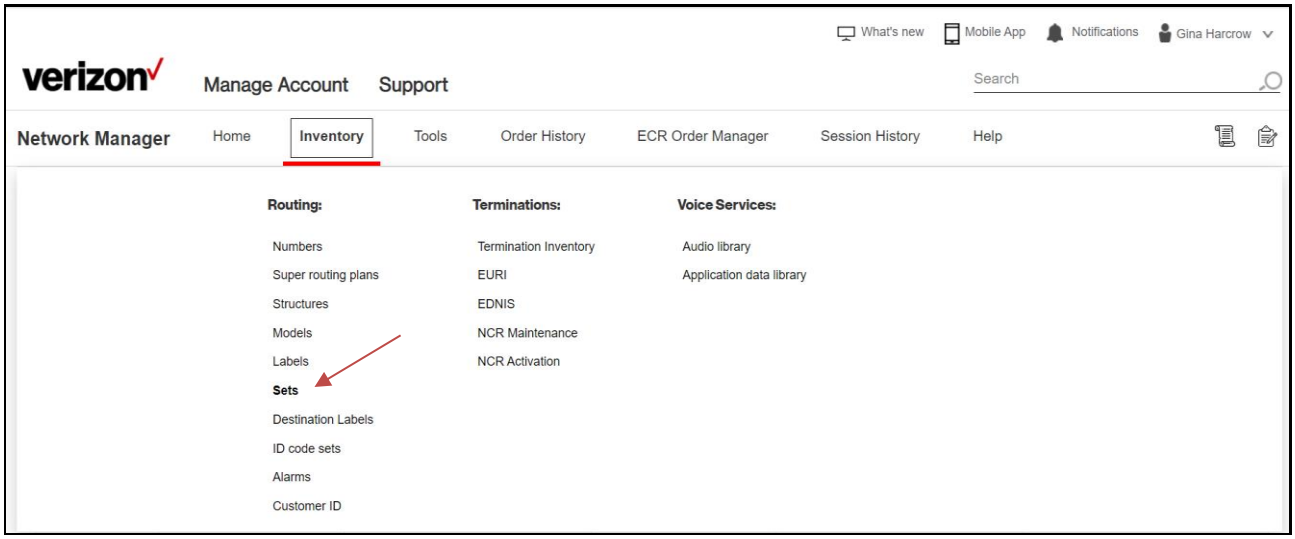


verizon business

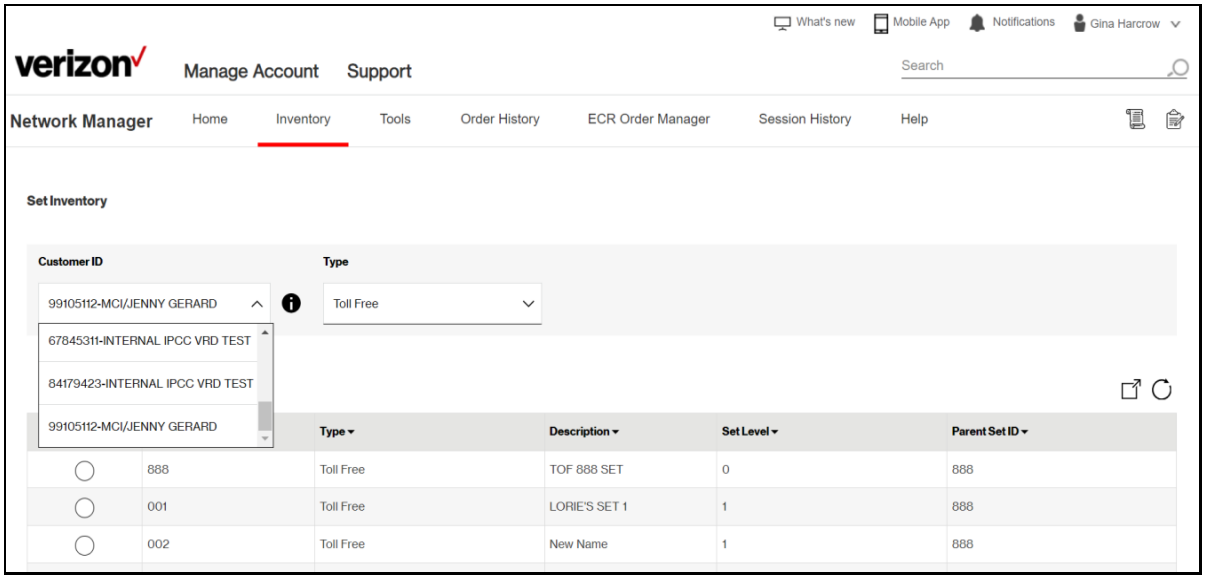
Rolling Back a Set Implementation

You can roll back each number to its previous plan through the **Undo Order** function. When you perform this function, every number will revert back to the previous plan it was on. Numbers in the set that have had an implementation order cut against them since the set move will not roll back and will remain on its current plan.

1. From any page, to navigate to the Sets, click **Inventory** on the top-level menu. Once the menu fully expands, under the **Routing** heading, click **Sets**.



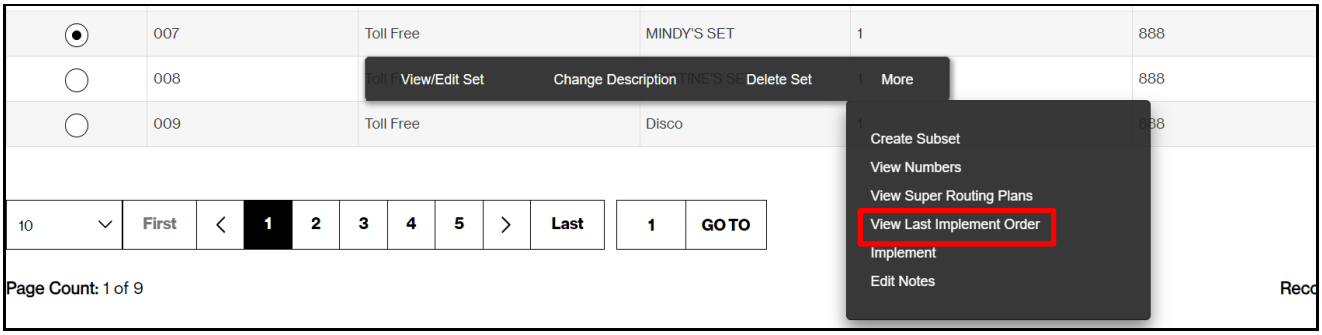
2. Select your **Customer ID** from the dropdown control.



verizon business

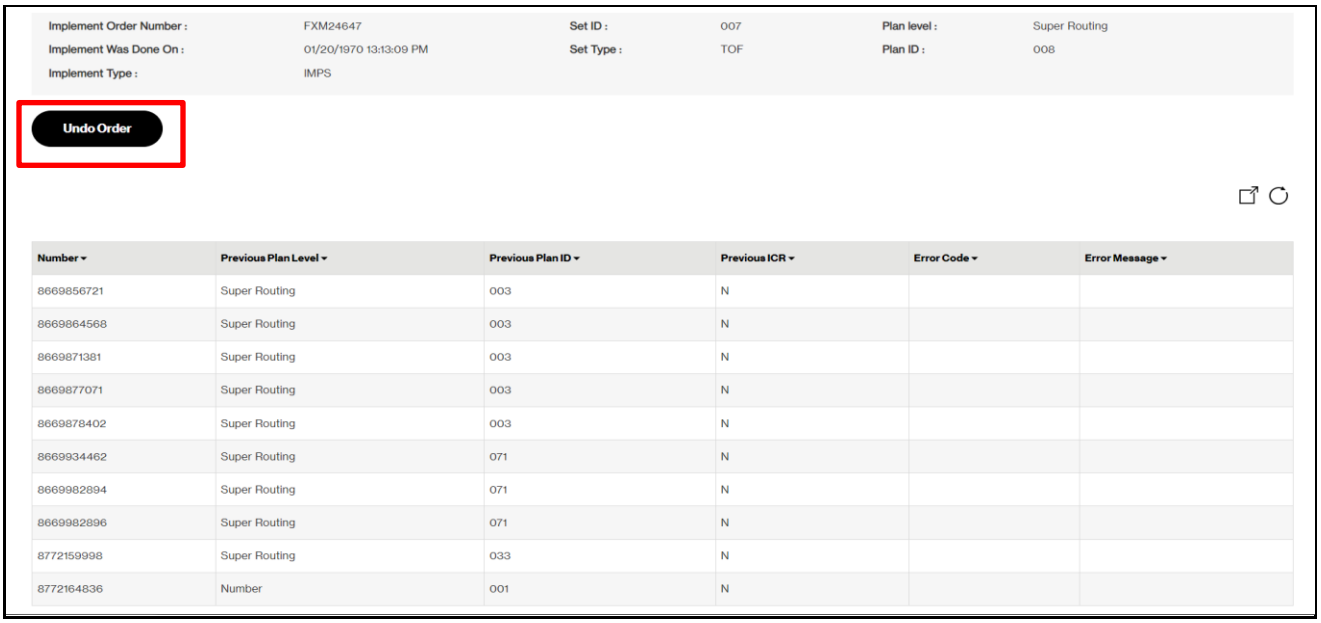
Rolling Back a Set Implementation

3. Select the radio button of the Set you want to revert the implementation on.
4. Select **More/View Last Implement Order.**



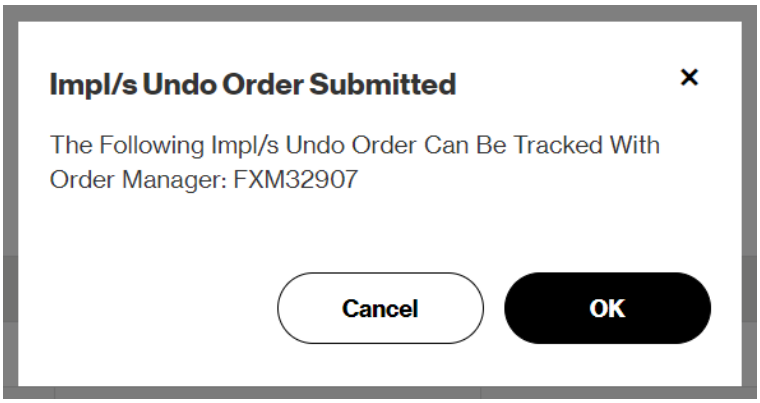
The *View Last Implement Order* dialog displays with the Set Implement Order information and a list of all the numbers in the set along with their corresponding previous active plan.

5. Click **Undo Order** to revert each number back to its previous plan.



Rolling Back a Set Implementation

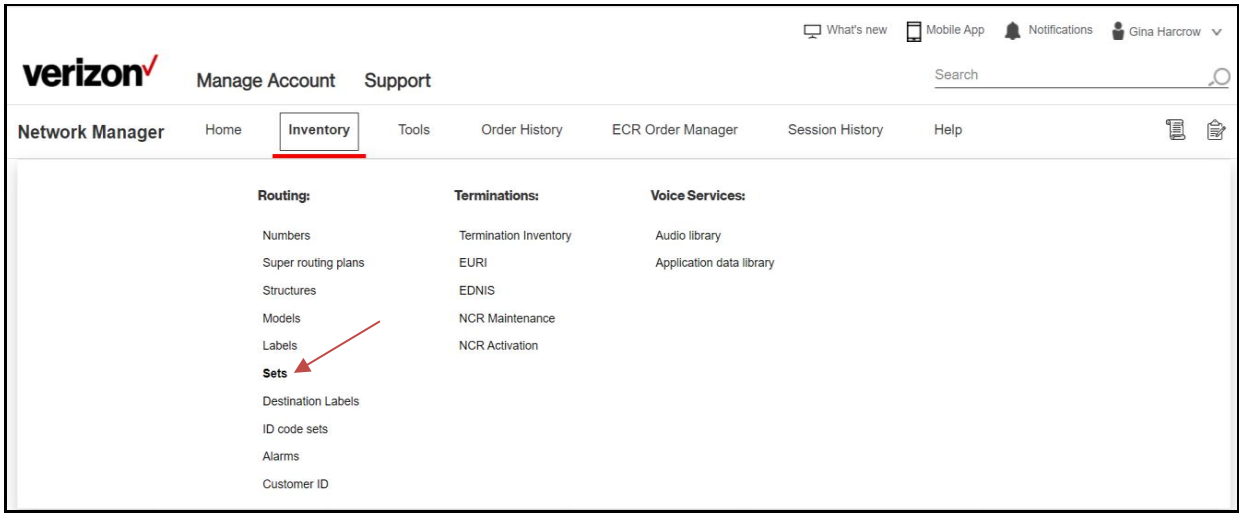
6. Click **OK** on the Order dialog.



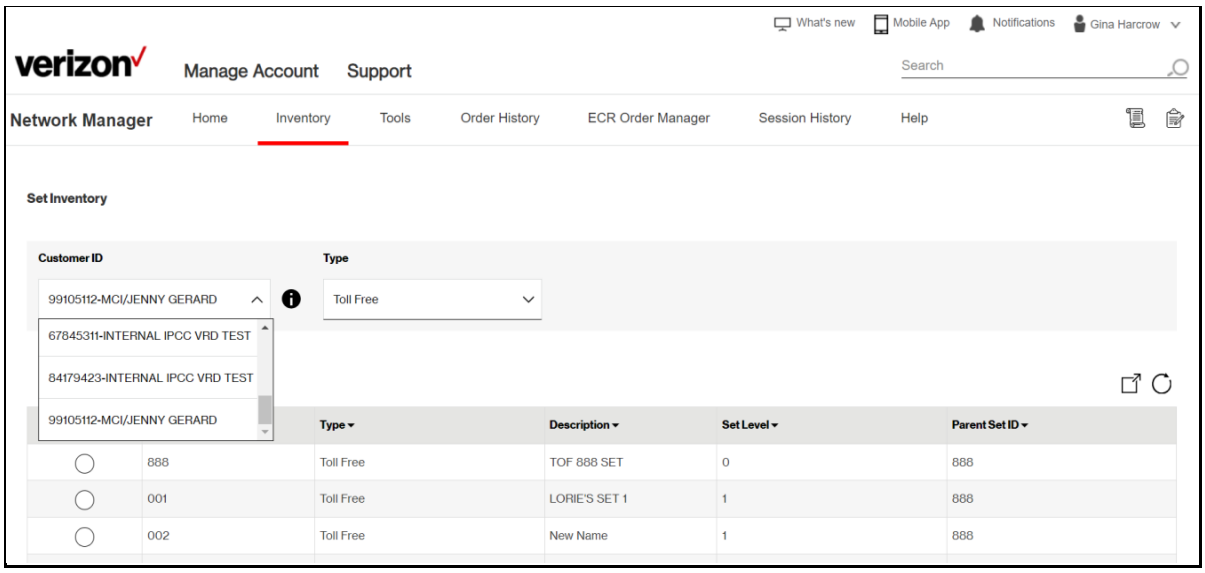
Implementing a Set to Number Level Plans

You can implement all of the numbers in a selected set to their own individual number level plans (NLPs) by routing to a plan id. For instance, if the primary routing number level plan on all the numbers in a set was built as NLP 001 and the alternate disaster plan was built as NLP 002 for each number, you could use set routing to move numbers from NLP 001 to 002 and back again. If a number does not have a number level plan with the selected ID, it will remain on its current plan. This example will walk through how to implement a set of numbers to a individual number level plans.

7. From any page, to navigate to the Sets, click **Inventory** on the top-level menu. Once the menu fully expands, under the **Routing** heading, click **Sets**.



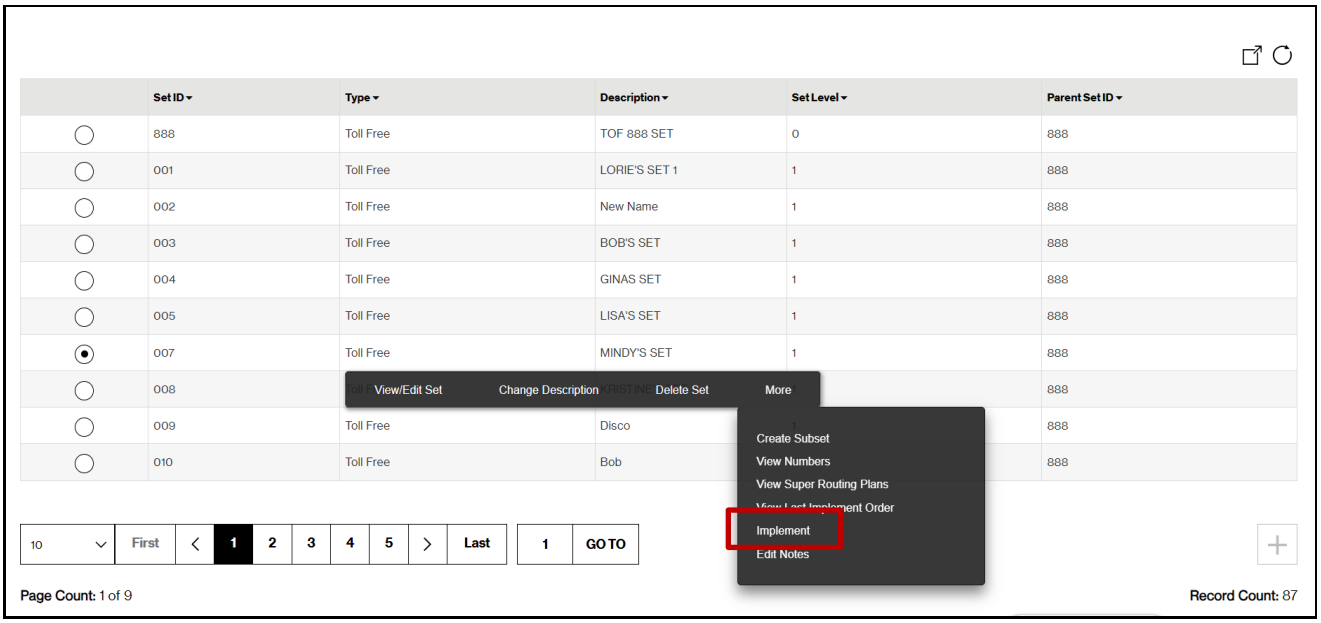
8. Select your **Customer ID** from the dropdown control.



verizon business

Implementing a Set to Number Level Plans

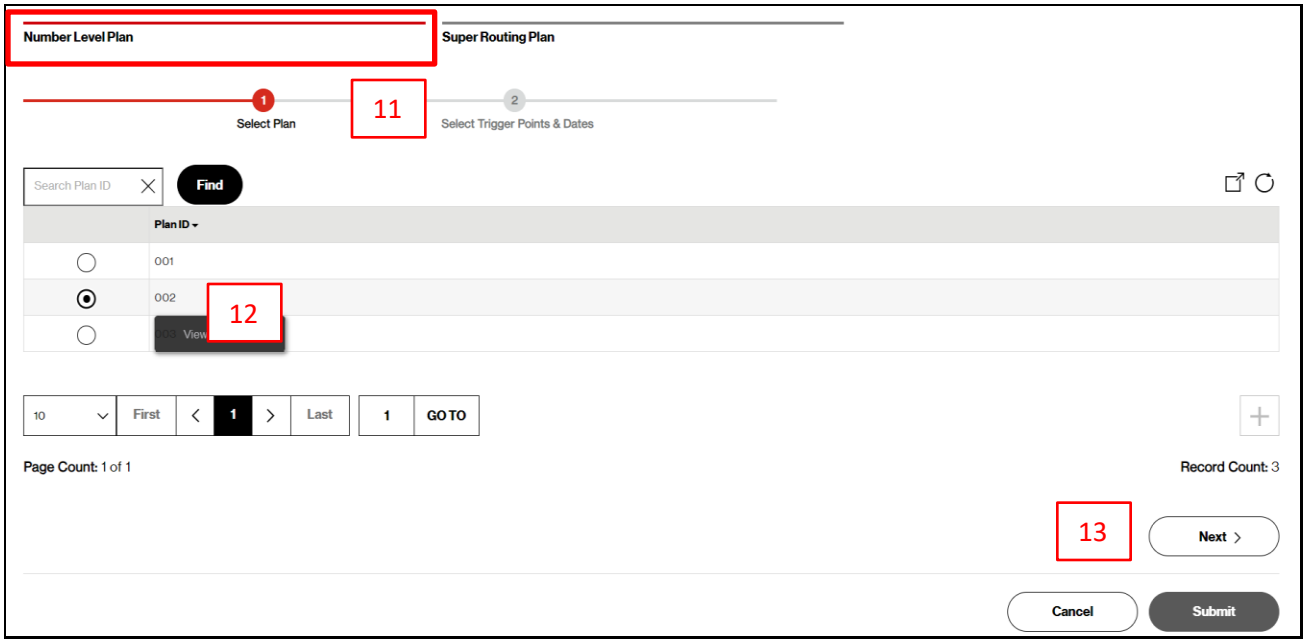
9. Select the radio button of the Set you want to Implement.
10. Select **More/Implement.**



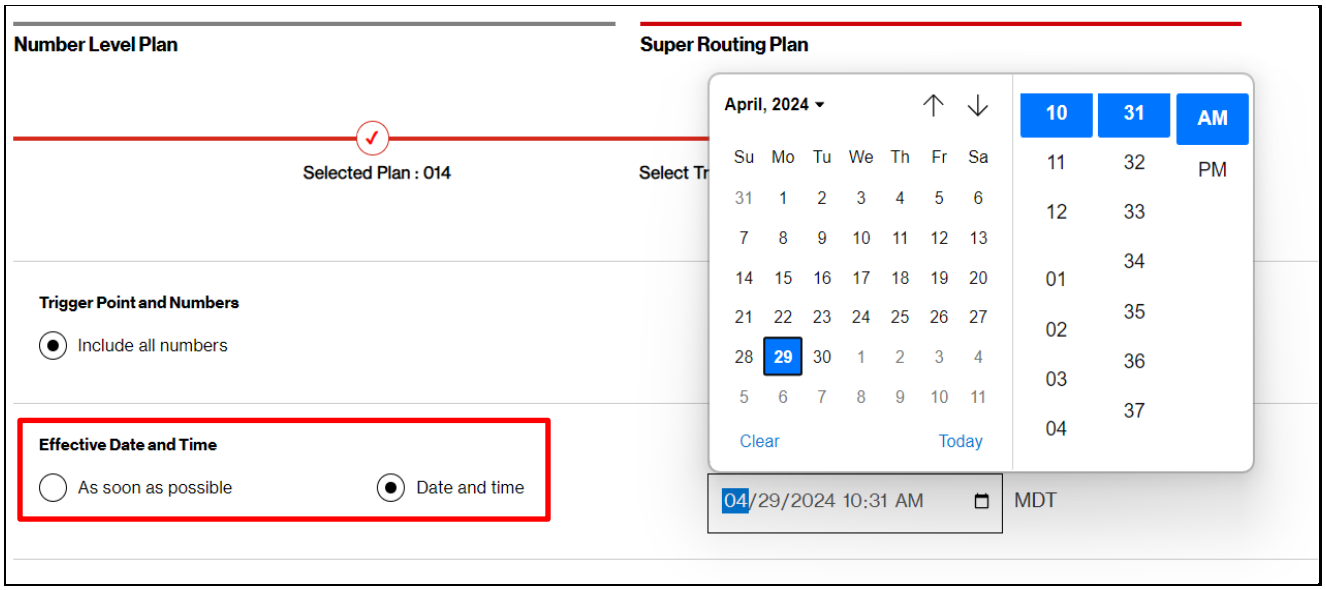
The *Implement* dialog displays with the Super Routing Plan tab selected. All the Super Routing Plans built for this set and for set 888 (the global parent set) display.

Implementing a Set to Number Level Plans

11. Select the **Number Level Plan** tab. All the Number Level Plan IDs display.
12. Select the Radio button next to the plan id of the NLP you want to move each number to.
13. Click **Next**.



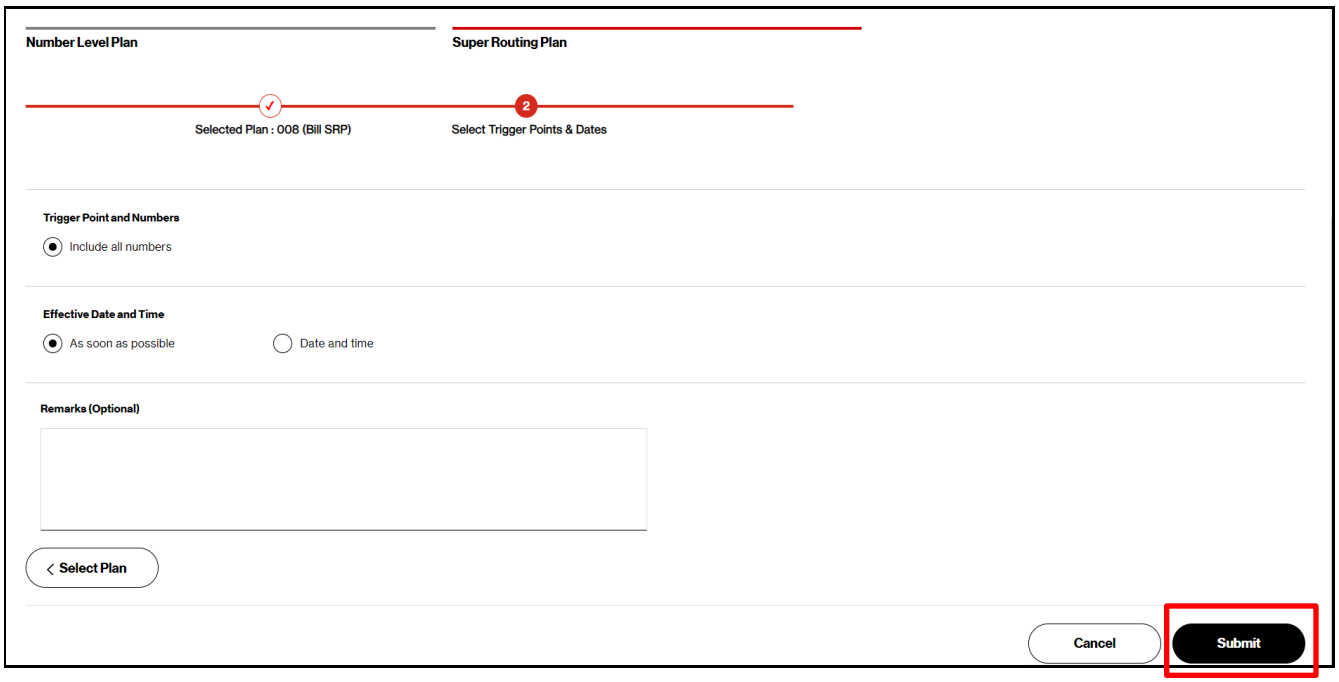
14. Under the *Effective Date and Time* field, leave **As soon as possible** selected if you want the plan to implement immediately or Select **Date and Time** to schedule the implementation for a future date and time.



verizon business

Implementing a Set to Number Level Plans

15. If desired, type in **Remarks** that save with the order.
16. Click **Submit**.



17. The *Order Confirmation* dialog displays. Click **OK**.

Restricting Users to a Set

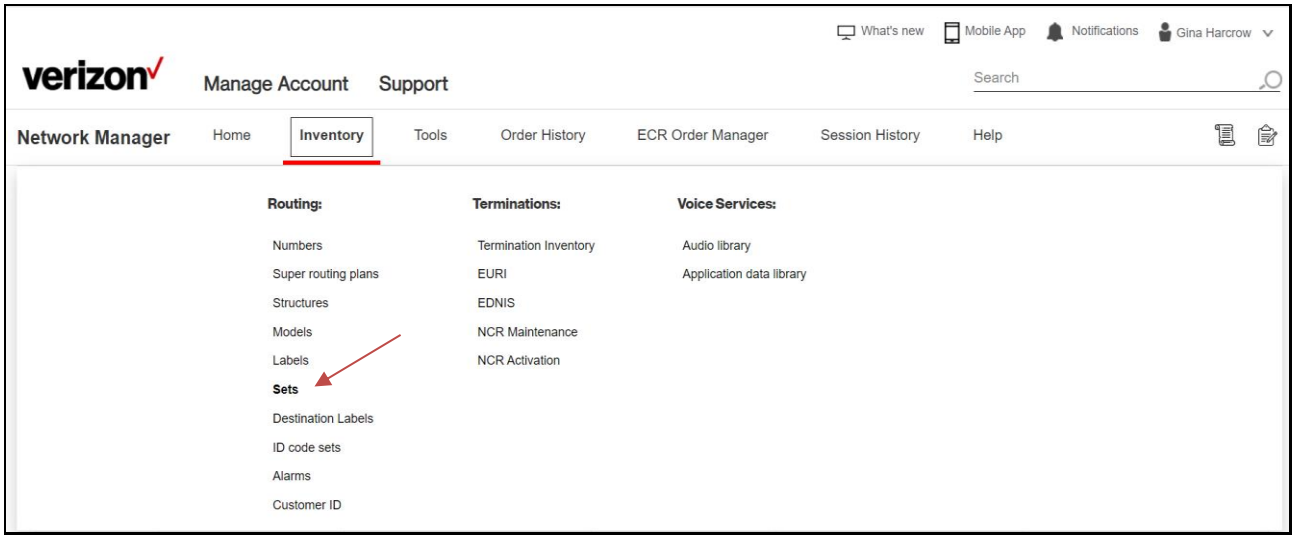
You can restrict User access to a specific set of numbers. If a user is restricted, the numbers in that set are the only ones they can see and work on when they are in Network Manager. You can restrict a User to multiple sets. You must know the RACF id of the user. This is the ID associated with their Verizon Enterprise Center log in and displays with any orders they place in Network Manager.

Set Restricted Rules

- A set restricted user is allowed to view and modify the Number Level Plans for the numbers listed in the set they are in.
- A set restricted user is also allowed to view and modify any Super Routing Plans associated with their set, or Super Routing Plans associated any child set of that set.
- Users with access to a set can implement (make active) Super Routing Plans associated with that set or any Super Routing Plans associated with that set's parents.
- A set restricted user is allowed to Implement number level plans for the numbers listed in the set the user is associated to.
- They can also Implement these numbers to Super Routing Plans associated with their set, either individually or at the set level. This includes any Super Routing Plans associated to any parent set of their set up to and including set 888.
- If a user is set restricted but not associated to any sets, they do not have the ability to access any sets or numbers.

To restrict user access, perform the following steps.

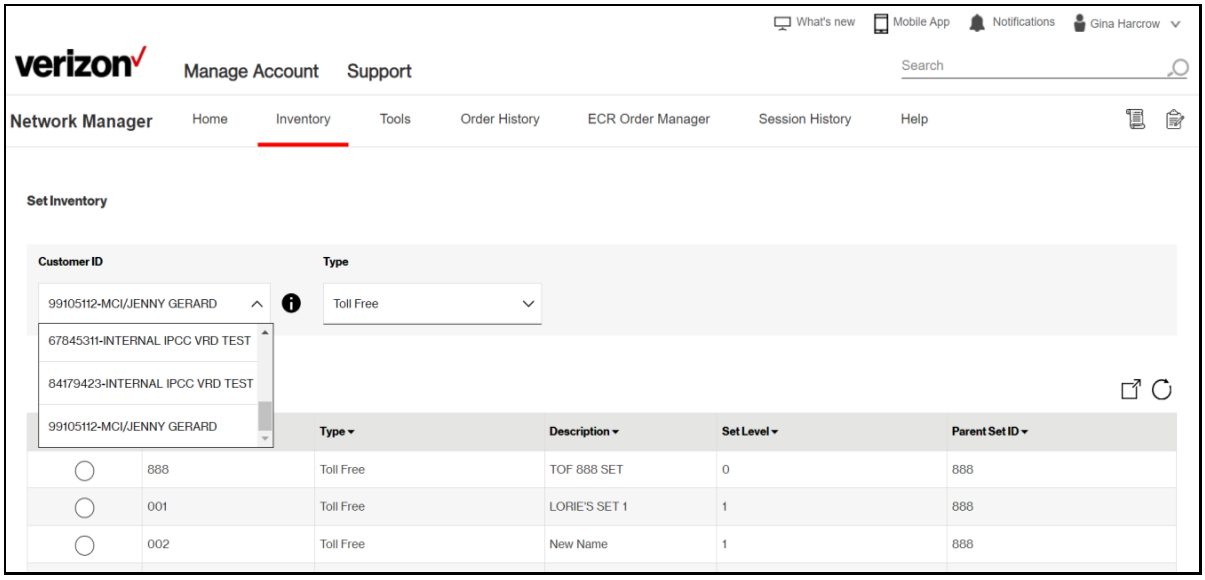
1. From any page, to navigate to the Sets, click **Inventory** on the top-level menu. Once the menu fully expands, under the **Routing** heading, click **Sets**.



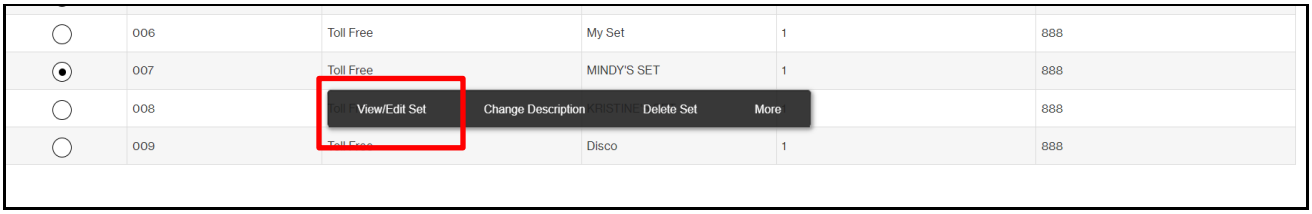
verizon business

Restricting Users to a Set

2. Select your **Customer ID** from the dropdown control.



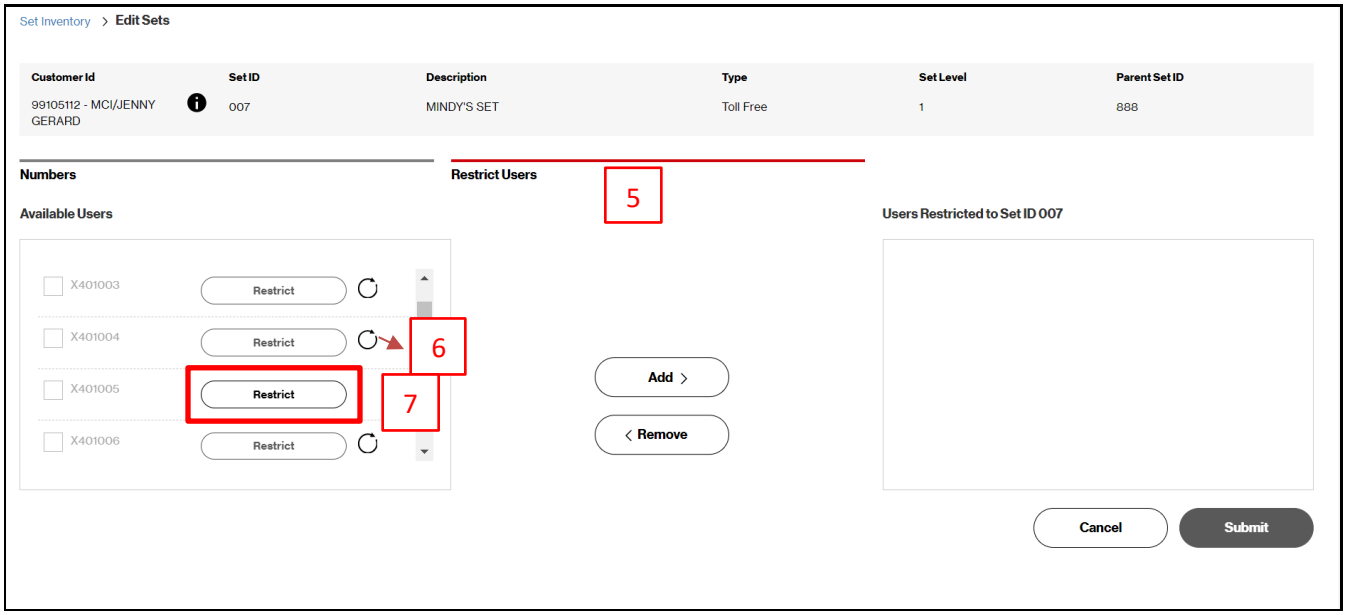
3. Select the radio button of the Set you want to restrict the user to.
4. Select **View/Edit Set.**



verizon business

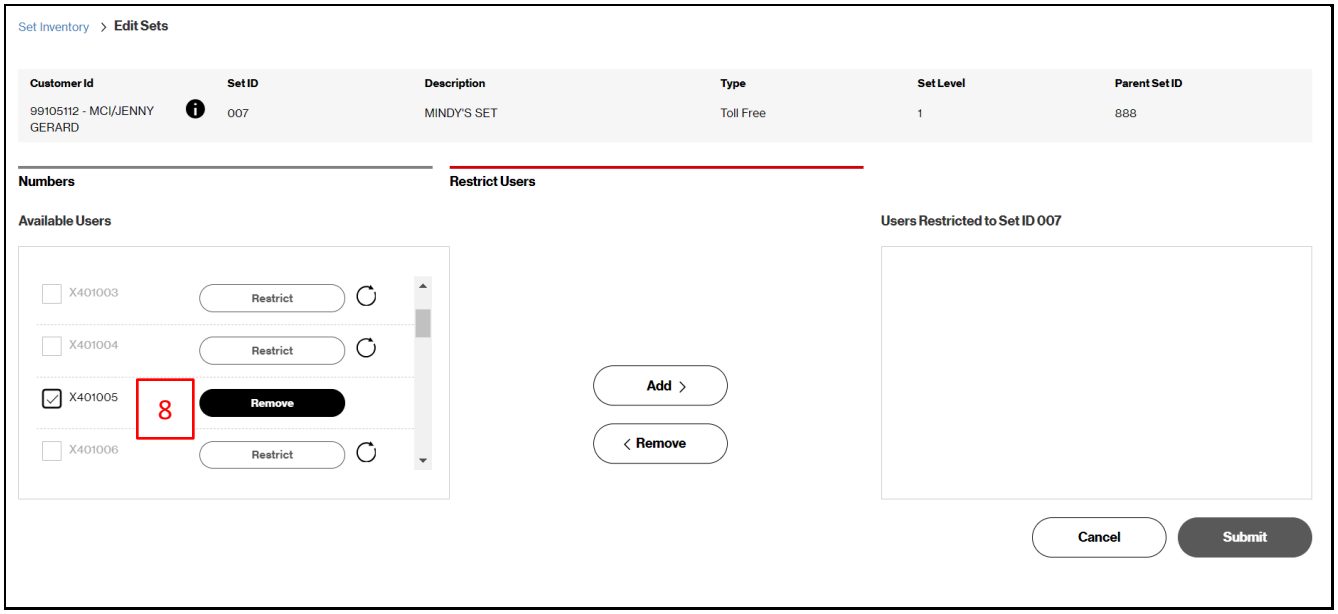
Restricting Users to a Set

5. Select the **Restric Users** tab.
6. Click the **Refresh** Icon next to the user's RACF ID you want to restrict. This enables the **Restrict** button.
7. Click **Restrict** for that user.

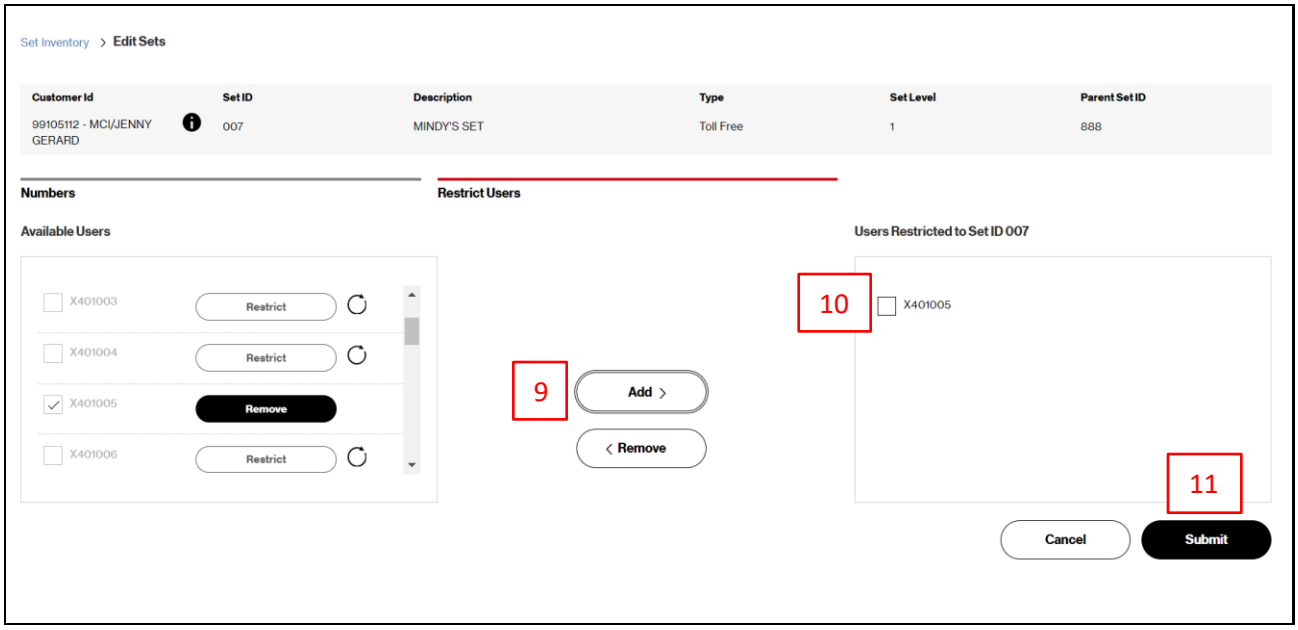


Restricting Users to a Set

8. Check the box of the User you want to restrict to this set.



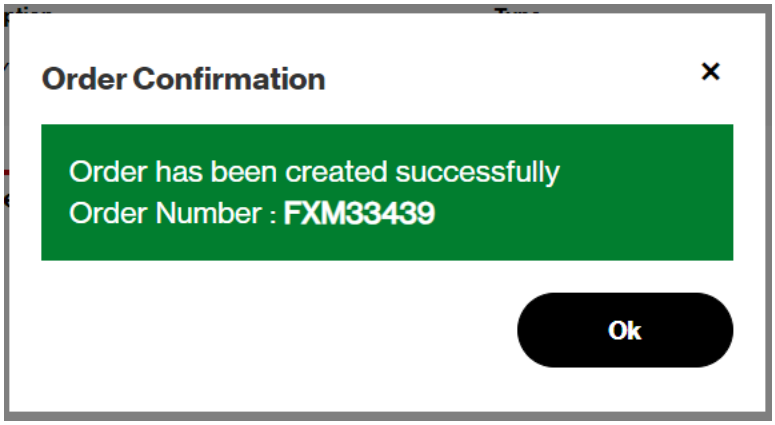
9. Click **Add**.
10. The user is added to the *User Restricted to Set ID XXX field*.
11. Click **Submit.**



verizon business

Restricting Users to a Set

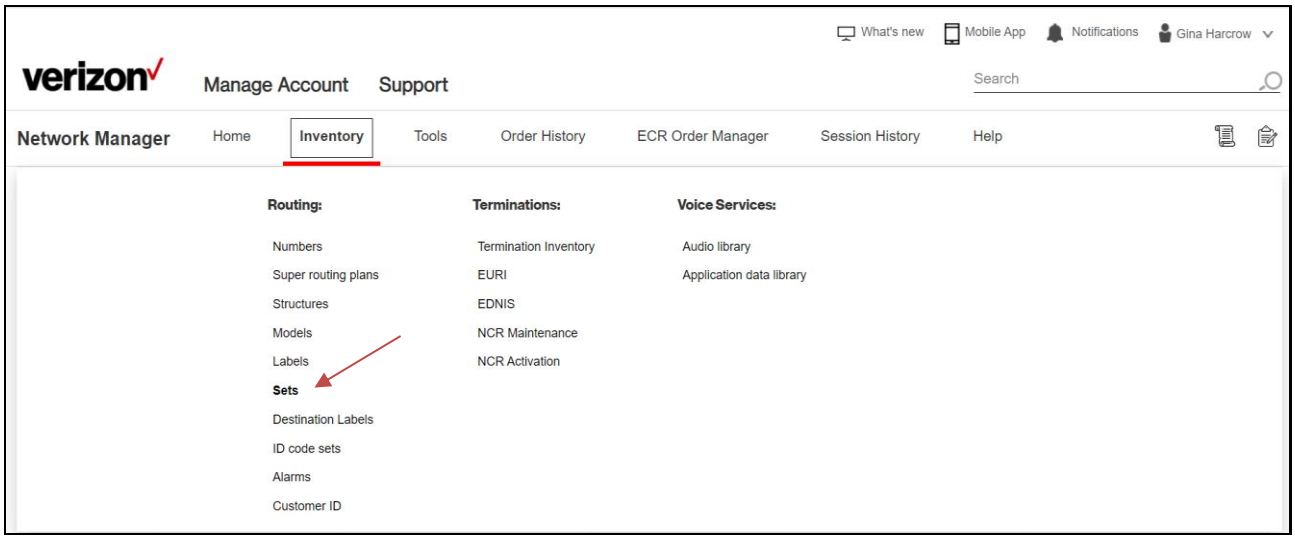
12. Click **OK** on the *Order Confirmation* Dialog



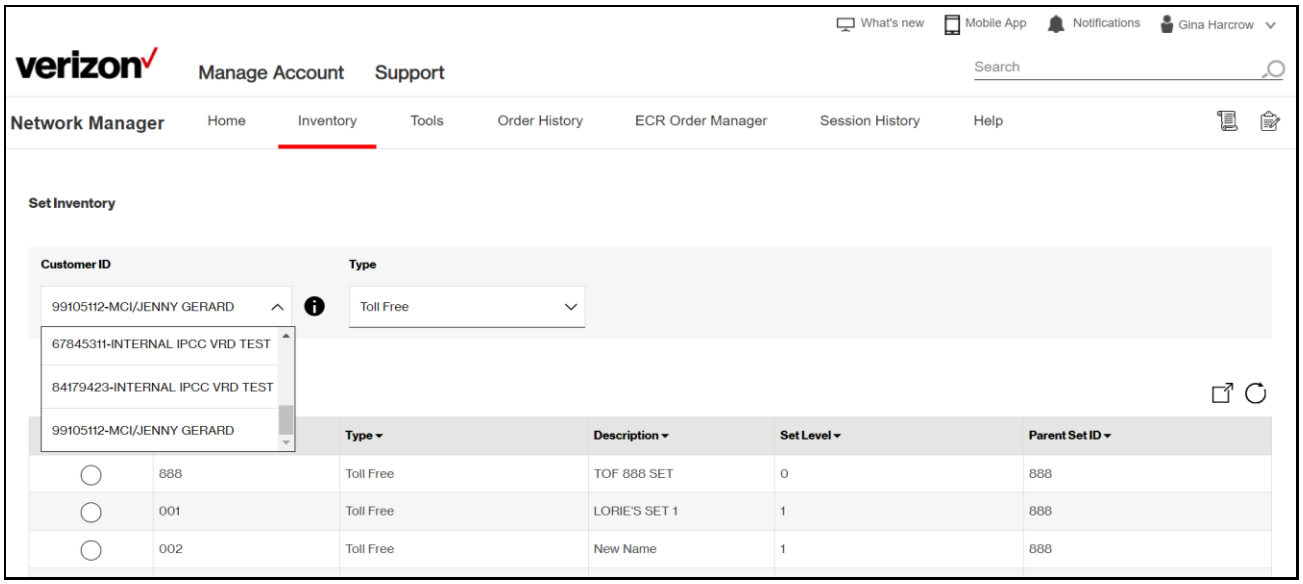
Unrestricting Users from a Set

Users can be unrestricted from a set of numbers to which they were restricted.

1. From any page, to navigate to the Sets, click **Inventory** on the top-level menu. Once the menu fully expands, under the **Routing** heading, click **Sets**.



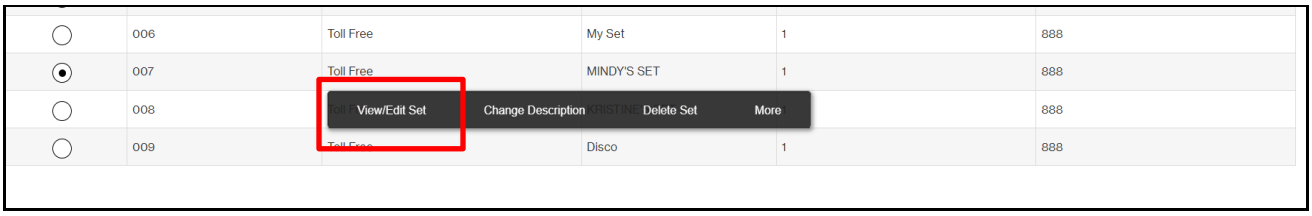
2. Select your **Customer ID** from the dropdown control.



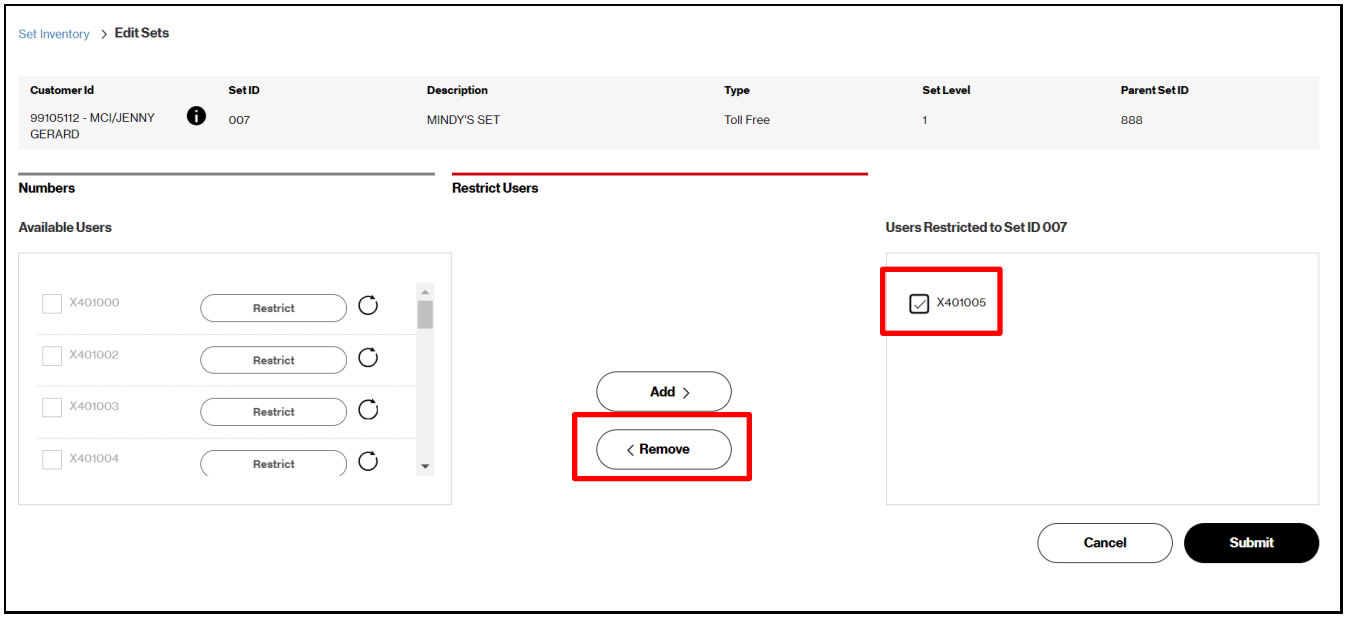
verizon business

Unrestricting Users from a Set

3. Select the radio button of the Set you want to restrict the user to.
4. Select **View/Edit Set.**



5. Select the **Restric Users** tab.
6. Check the box of the User's RACF ID un the Users Restricted to Set field.
7. Click **Remove**. The user is no longer restricted to the selected set.

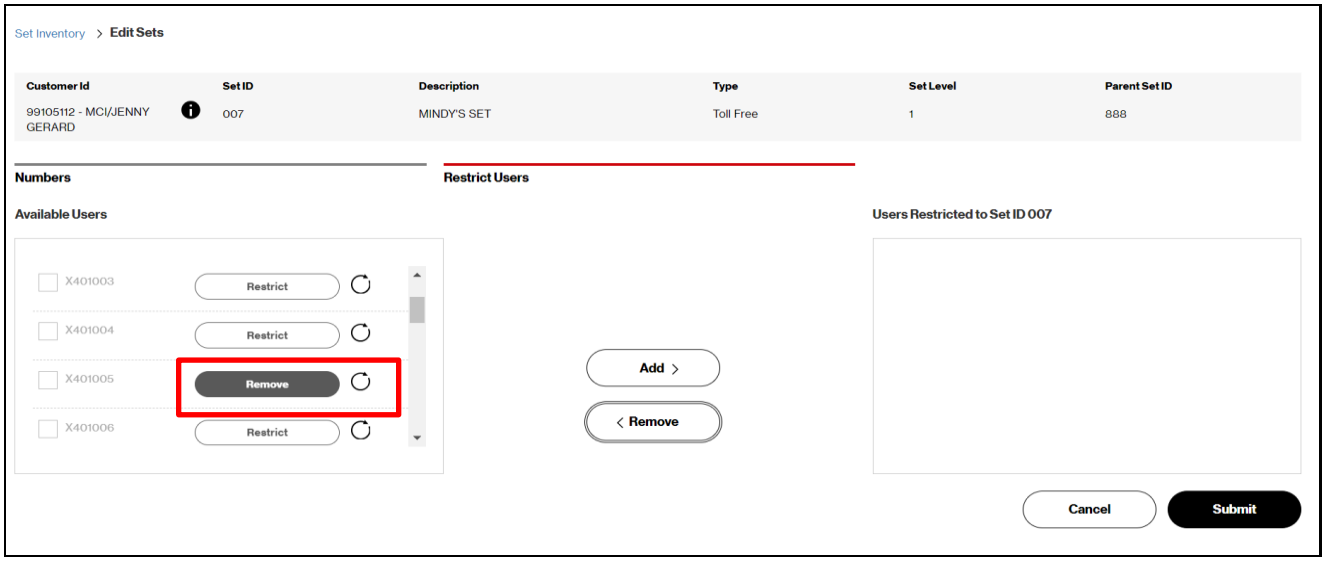


Removing Set Restricted Access for a User

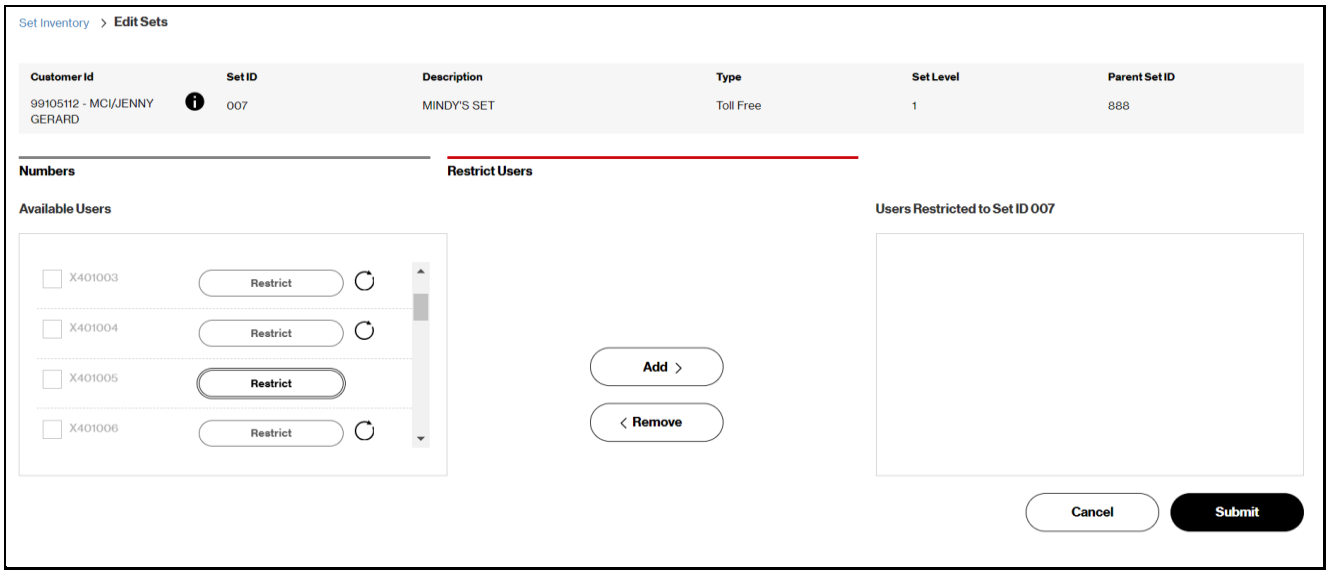
You can remove the restrictions on a user so that they are no longer restricted to any sets and have the full view of all the numbers and sets under a customer ID.

From Edit Sets/Restrict Users tab, perform the following to remove restricted access from a user.

1. Click the **Refresh** icon for the RACF ID you want to remove set restriction from. The Remove option is enabled.
2. Click the **Remove** button.



3. The User access to all numbers and all sets is restored.



verizon business