

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.

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 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

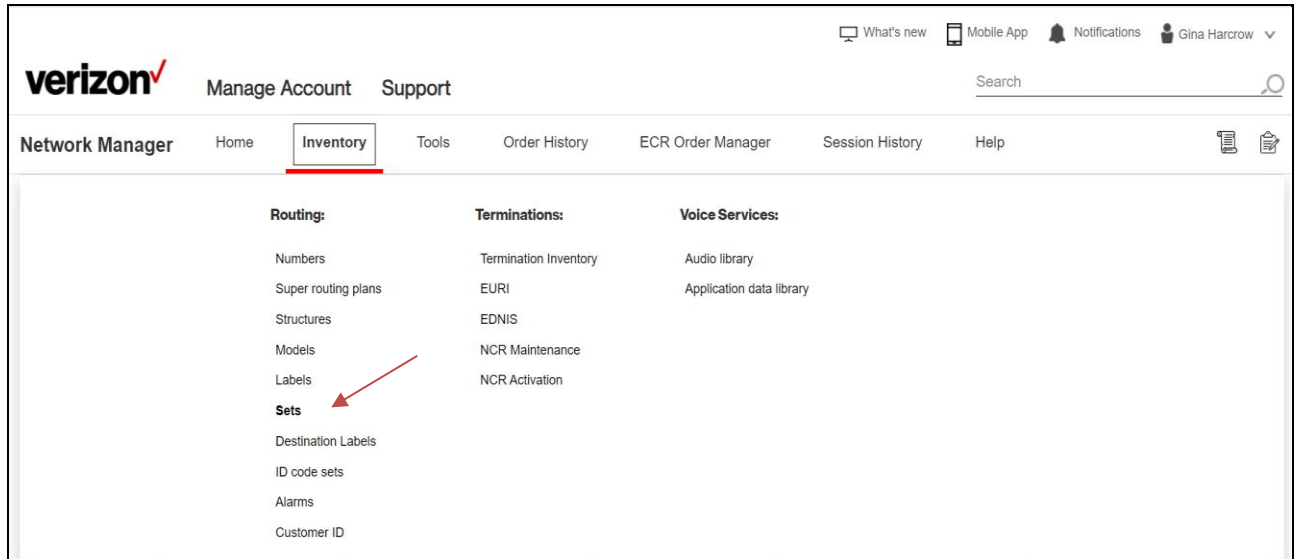
Business Rules for Sets

- 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**.



Set Navigation

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

The screenshot shows the Verizon Network Manager interface. The 'Set Inventory' section has a 'Customer ID' dropdown menu open, displaying a list of options: '99105112-MCI/JENNY GERARD', '67845311-INTERNAL IPCC VRD TEST', '84179423-INTERNAL IPCC VRD TEST', and '99105112-MCI/JENNY GERARD'. The 'Type' dropdown is set to 'Toll Free'. Below the dropdowns is a table with columns: Set ID, Type, Description, Set Level, and Parent Set ID.

Set ID	Type	Description	Set Level	Parent Set ID
888	Toll Free	TOF 888 SET	0	888
001	Toll Free	LORIE'S SET 1	1	888
002	Toll Free	New Name	1	888


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.

The screenshot shows the Verizon Network Manager interface. The 'Set Inventory' section has a 'Type' dropdown menu open, displaying a list of options: 'Toll Free', 'Local', and 'International'. The 'Customer ID' dropdown is set to '99105112-MCI/JENNY GERARD'. Below the dropdowns is a table with columns: Set ID, Type, Description, Set Level, and Parent Set ID.

Set ID	Type	Description	Set Level	Parent Set ID
888	Toll Free	TOF 888 SET	0	888
001	Toll Free	LORIE'S SET 1	1	888
002	Toll Free	New Name	1	888

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.

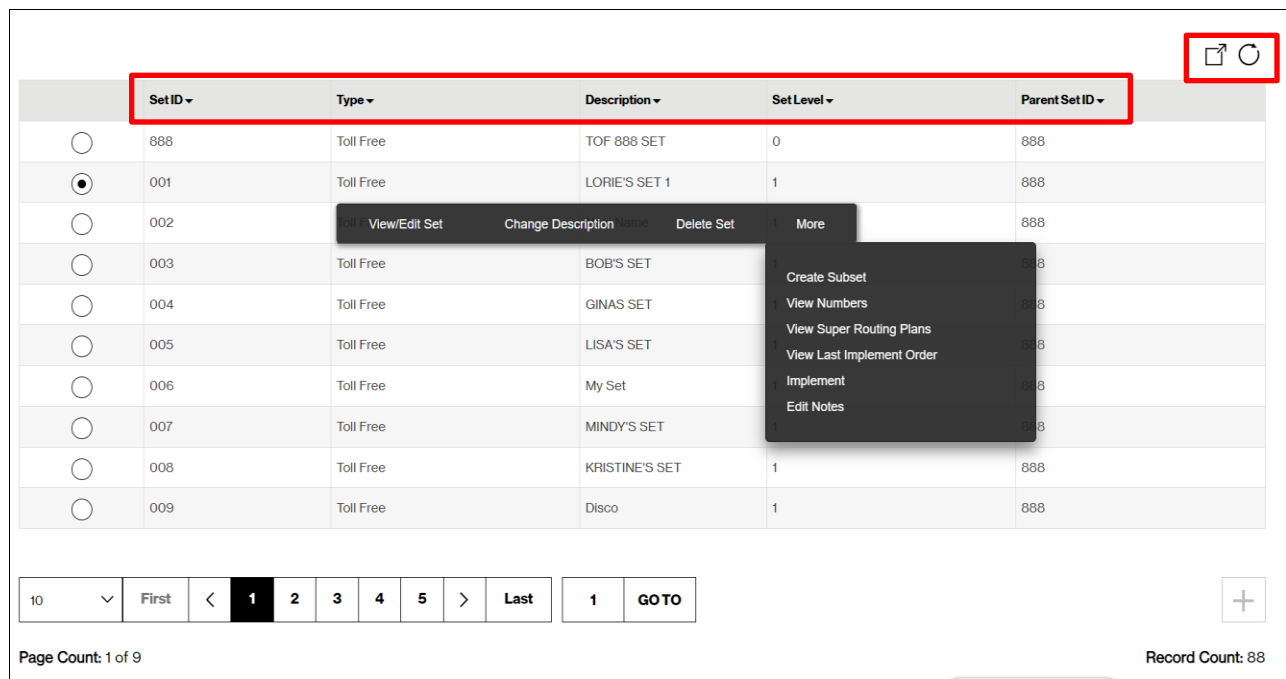
Type: Displays the Number Type – **Toll Free**, **Local**, or **International (Free Phone and PSTN)**

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.



	SetID	Type	Description	SetLevel	ParentSetID
<input type="radio"/>	888	Toll Free	TOF 888 SET	0	888
<input checked="" type="radio"/>	001	Toll Free	LORIE'S SET 1	1	888
<input type="radio"/>	002				888
<input type="radio"/>	003	Toll Free	BOB'S SET		888
<input type="radio"/>	004	Toll Free	GINAS SET		888
<input type="radio"/>	005	Toll Free	LISA'S SET		888
<input type="radio"/>	006	Toll Free	My Set		888
<input type="radio"/>	007	Toll Free	MINDY'S SET		888
<input type="radio"/>	008	Toll Free	KRISTINE'S SET	1	888
<input type="radio"/>	009	Toll Free	Disco	1	888

10 | First | < | 1 | 2 | 3 | 4 | 5 | > | Last | 1 | GOTO | +

Page Count: 1 of 9 | Record Count: 88

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.

	Set ID ▾	Type ▾	Description ▾	Set Level ▾	Parent Set ID ▾
<input type="radio"/>	888	Toll Free	TOF 888 SET	0	888
<input type="radio"/>	001	Toll Free	LORIE'S SET 1	1	888
<input type="radio"/>	002	Toll Free	New Name	1	888
<input type="radio"/>	003	Toll Free	BOB'S SET	1	888
<input checked="" type="radio"/>	004	Toll Free	GINAS SET	1	888
<input type="radio"/>	005				888
<input type="radio"/>	006	Toll Free	KIMS SET		888
<input type="radio"/>	007	Toll Free	MINDY'S SET		888
<input type="radio"/>	008	Toll Free	KRISTINE'S SET		888
<input type="radio"/>	009	Toll Free	Disco		888
<input type="radio"/>	010	Toll Free	Bob		888
<input type="radio"/>	011	Toll Free	Scotts Set - Do Not Touch	1	888
<input type="radio"/>	012	Toll Free	Gtestset	1	888

View/Edit Set Change Description Delete Set More

Create Subset
View Numbers
View Super Routing Plans
View Last Implement Order
Implement
Edit Notes

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.

Set Inventory > Edit Sets

Customer Id	Set ID	Description	Type	Set Level	Parent Set ID
99105112 - MCI/JENNY GERARD	004	GINAS SET	Toll Free	1	888

Numbers

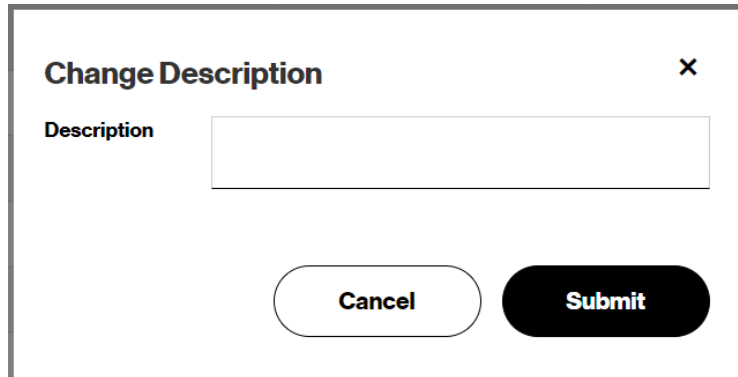
Numbers in Set 004

+ Add Numbers
- Remove Numbers

8002494122	8666668078	8667356270	8669094890	8669539157	8669789964	8778394795	8779014462	8884135847
8002494123	8666863028	8667486402	8669164462	8669554462	8669804462	8778506286	8779057272	8884756022
8002494124	8666863029	8667561388	8669184462	8669578331	8669834462	8778564462	8779074666	8886972644

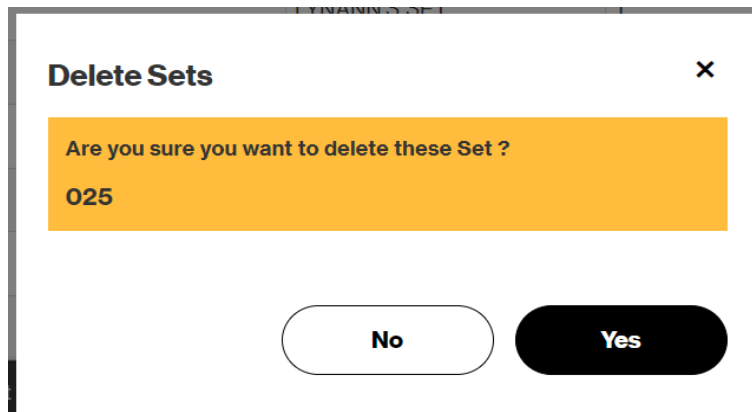
Existing Set Navigation and Functions

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



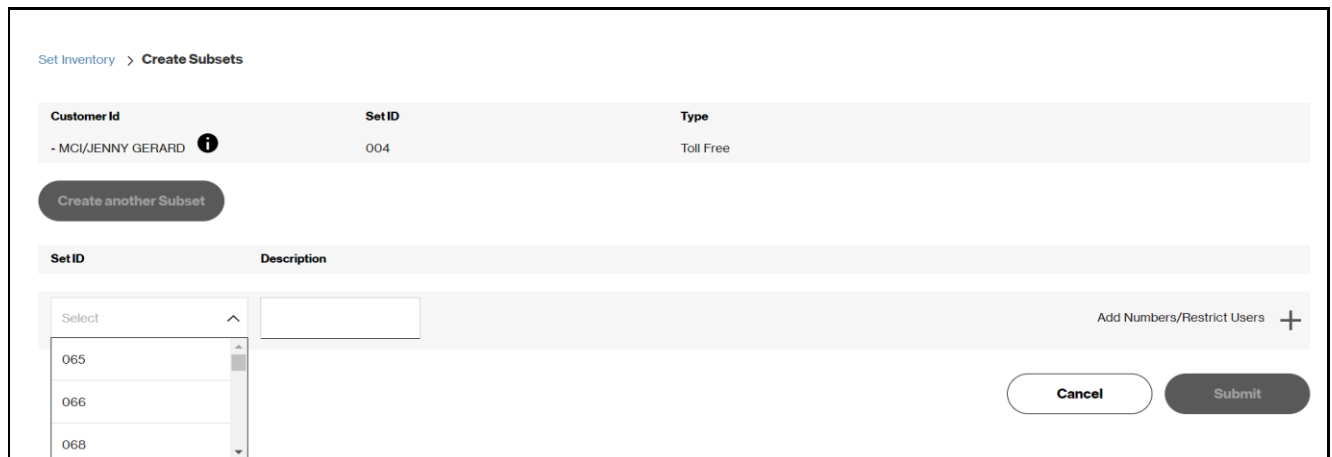
A pop-up window titled "Change Description" with a close button (X) in the top right corner. It contains a text input field labeled "Description". At the bottom, there are two buttons: "Cancel" and "Submit".

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.



A confirmation pop-up window titled "Delete Sets" with a close button (X) in the top right corner. It features a yellow background with the text "Are you sure you want to delete these Set ?" and "025" below it. At the bottom, there are two buttons: "No" and "Yes".

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.



The "Create Subsets" interface shows a breadcrumb "Set Inventory > Create Subsets". It displays a table with columns "Customer Id", "Set ID", and "Type". The current row shows "- MCI/JENNY GERARD" (with an info icon), "004", and "Toll Free". Below the table is a "Create another Subset" button. A table below that has columns "Set ID" and "Description". A dropdown menu is open under "Set ID", showing options "065", "066", and "068". To the right of the "Description" field is a button "Add Numbers/Restrict Users" with a plus sign. At the bottom right are "Cancel" and "Submit" buttons.

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 | GOTO | +

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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 | GOTO | +

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.

Set Inventory > View Last Implement Order

This is the last implement order that was processed for the selected set.

Implement Order Number :	FXJ86525	Set ID :	007	Plan level :	Super Routing
Implement Was Done On :	01/20/1970 13:06:17 PM	Set Type :	TOF	Plan ID :	002
Implement Type :	IMPS				

Undo Order

Number	Previous Plan Level	Previous Plan ID	Previous ICR	Error Code	Error Message
8002494120	Number	002	N		
8002494122	Super Routing	003	N		
8002494123	Super Routing	003	N		
8002494124	Number	002	N		
8002494125	Number	004	N		
8002494128	Super Routing	017	N		

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.

Set Inventory > Implement

Customer ID: 99105112 - MCI/JENNY GERARD ⓘ Set ID: 007

Number Level Plan | Super Routing Plan

1 Select Plan | 2 Select Trigger Points & Dates

Search Plan ID [X] **Find**

Plan ID	Description
<input type="radio"/> 002	My Normal 2
<input checked="" type="radio"/> 003	IP PLAN New
<input type="radio"/> 005	View Numbers
<input type="radio"/> 006	My Plan
<input type="radio"/> 008	Bill SRP
<input type="radio"/> 011	Emergency Announcement

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.

The screenshot shows the 'Set Inventory' page in the Network Manager. At the top, there are navigation tabs: Home, Inventory (selected), Tools, Order History, ECR Order Manager, Session History, and Help. Below the tabs, there are filters for 'Customer ID' (99105112-MCI/JENNY GERARD) and 'Type' (Toll Free). A table lists several sets with columns for Set ID, Type, Description, Set Level, and Parent Set ID. The first row is for Set ID 888, Type Toll Free, Description TOF 888 SET, Set Level 0, and Parent Set ID 888. A radio button is selected for this set. A 'More' menu is open for Set 888, showing options: Create Subset, View Numbers, View Super Routing Plans, View Last Implement Order, Implement, and Edit Notes. A red arrow points to the 'Create Subset' option.

Set ID	Type	Description	Set Level	Parent Set ID
888	Toll Free	TOF 888 SET	0	888
001	Toll Free	Change Description		888
002	Toll Free	New Name		888
003	Toll Free	BOB'S SET		888
004	Toll Free	GINAS SET		888
005	Toll Free	LISA'S SET		888
006	Toll Free	KIMS SET		888

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.

The screenshot shows the 'Create Subsets' dialog in the Network Manager. At the top, there are navigation tabs: Home, Inventory (selected), Tools, Order History, ECR Order Manager, Session History, and Help. Below the tabs, there is a breadcrumb: Set Inventory > Create Subsets. The dialog shows the 'Customer id' as - MCI/JENNY GERARD, 'Set ID' as 888, and 'Type' as Toll Free. There is a 'Create another Subset' button. Below that, there are fields for 'Set ID' (with a dropdown menu) and 'Description'. There is an 'Add Numbers/Restrict Users' button with a plus sign. At the bottom right, there are 'Cancel' and 'Submit' buttons.

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.

Network Manager Home Inventory Tools Order History ECR Order Manager Session History Help

Set Inventory > Create Subsets

Customer Id	Set ID	Type
- MCI/JENNY GERARD ⓘ	888	Toll Free

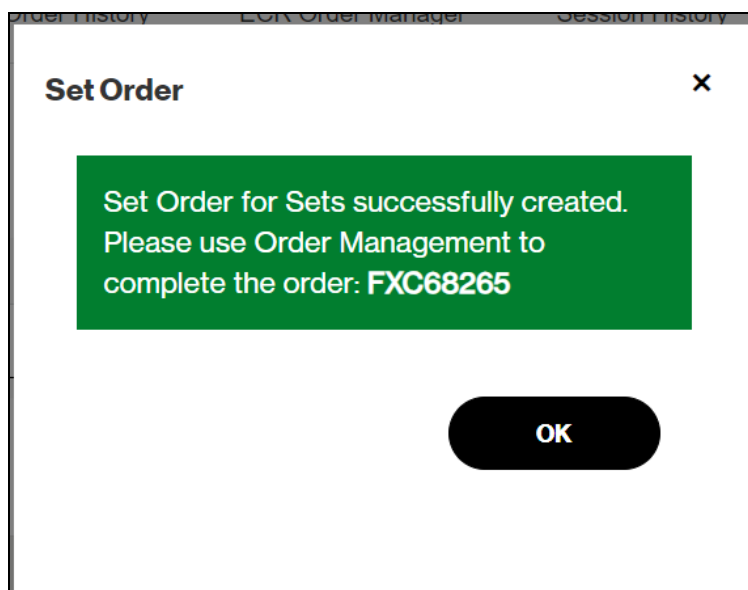
Create another Subset

Set ID Description

063 Description Here Add Numbers/Restrict Users +

Cancel Submit

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



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.

The screenshot shows the 'Set Inventory' page in the Network Manager. A green notification bar at the top states 'Order FXC68265 has been created successfully'. Below this, there are dropdown menus for 'Customer ID' (99105112-MCI/JENNY GERARD) and 'Type' (Toll Free). A table lists several sets with columns for Set ID, Type, Description, Set Level, and Parent Set ID. Set 063 is selected with a radio button. A floating menu is open over set 063, with 'View/Edit Set' highlighted by a red arrow.

Set ID	Type	Description	Set Level	Parent Set ID
060	Toll Free	test22	1	888
061	Toll Free	Jon Other Set	1	888
062	Toll Free	DALLAS	1	888
063	Toll Free	Description	1	888
064	Toll Free		1	888

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

The screenshot shows the 'Edit Sets' dialog for set 063. It displays the set details: Customer ID (99105112 - MCI/JENNY GERARD), Set ID (063), Description (Description), Type (Toll Free), Set Level (1), and Parent Set ID (888). Below the details, there are two sections: 'Numbers' and 'Restrict Users'. The 'Numbers' section shows 'Numbers in Set 063' and a search input field. A red arrow points to the '+ Add Numbers' button. The 'Restrict Users' section is currently empty. At the bottom, there is a message: 'Please add numbers to set 063 using the add numbers button'.

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.


Set Inventory > Edit Sets

Customer Id	Set ID	Description	Type	Set Level	Parent Set ID
99105112 - MCI/JENNY GERARD	063	Description	Toll Free	1	888

Numbers Restrict Users

Add Numbers to Set 063

Data Input Mode: Available numbers Import Data Entry

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

Numbers Restrict Users

Add Numbers to Set 063

Data Input Mode: Available numbers Import Data Entry

List of Available Numbers

Advanced Search

Numbers Starting from: Exact Match

Select All

8772159998 8772749134 8773070030 8773558860 8773900123 8774154462 8774754462 8775594462 8777204462 87776651E

8772164836 8772759113 8773154462 8773587965 8773914462 8774197733 8774972568 8775779506 8777268859 87777302

8772294462 8772854462 8773190058 8773612228 8773920536 8774204525 8774996454 8775889541 8777268861 87777944

Search Clear

Use this search to find numbers only from those that are currently populated on the available numbers list. It will not query your entire inventory.

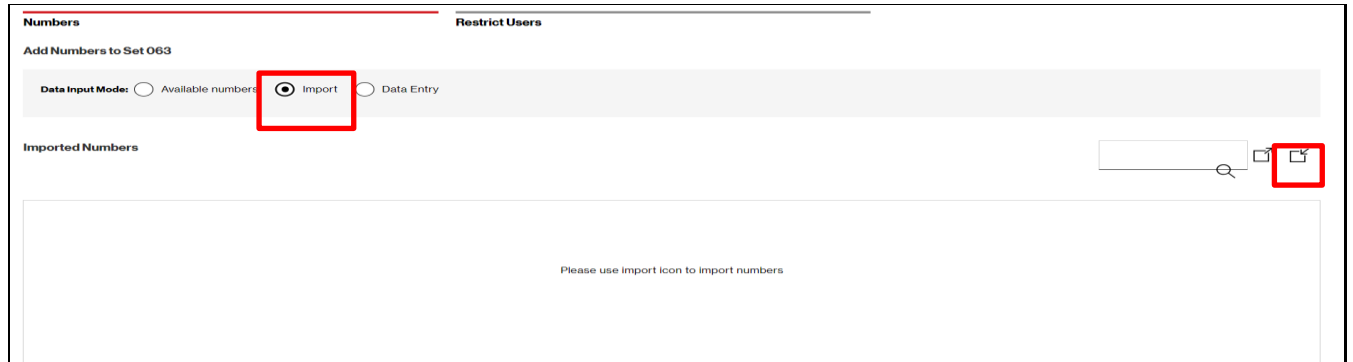
Use the advanced search option to run a query to find a number or list of starting from numbers. This option will query your entire inventory to located the desired number(s) and populate them onto the list of available numbers.

Adding Numbers to a Set

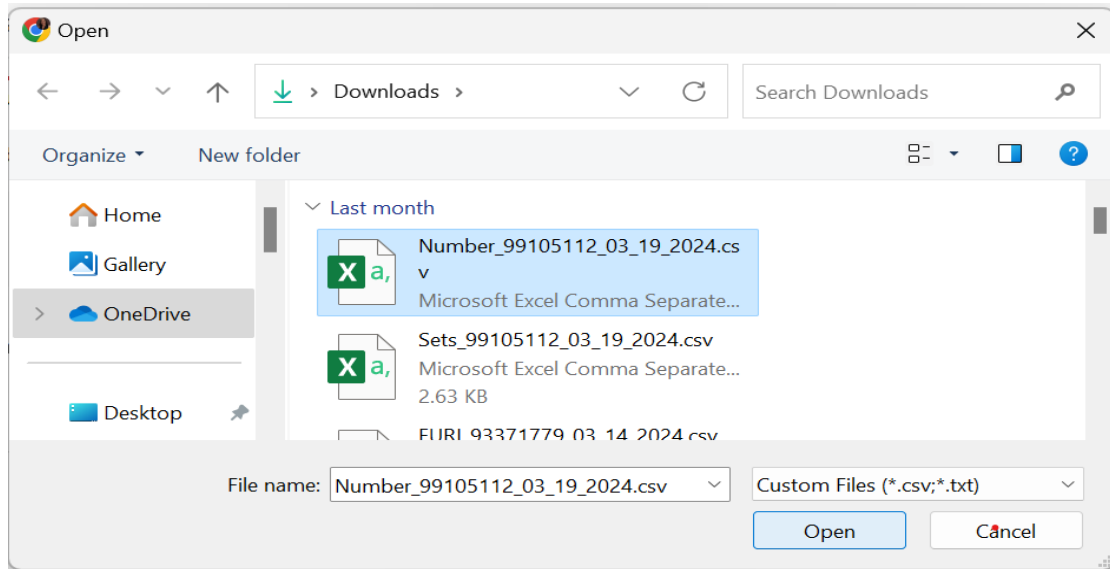
Import allows you to add numbers to a set by importing a .csv file of all the numbers in the set.

Number Format

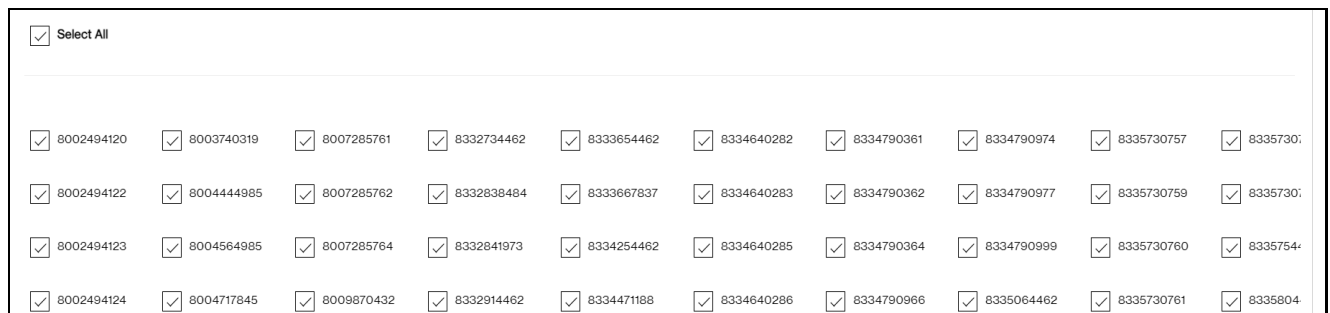
Toll-free – 8xxxxxxxxx **Local**-1xxxxxxxxx **International**-Country Code followed by the number



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

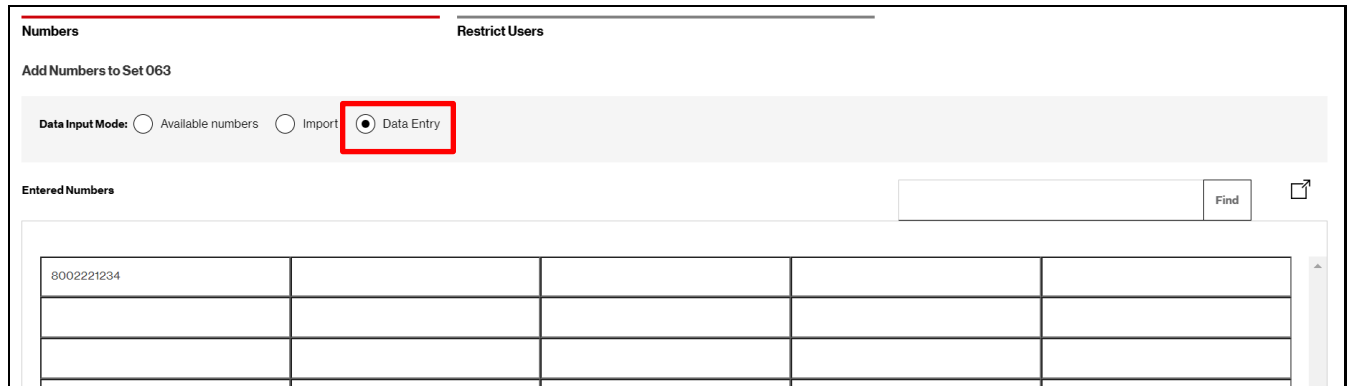


The numbers display on the screen.



Adding Numbers to a Set

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



The screenshot shows the 'Numbers' interface with the 'Restrict Users' header. Below the header, there is a section titled 'Add Numbers to Set 063'. Underneath, the 'Data Input Mode' is set to 'Data Entry', which is highlighted with a red box. Below this, there is an 'Entered Numbers' section with a search bar and a 'Find' button. A table below the search bar shows the numbers entered, with the first row containing the number '8002221234'.

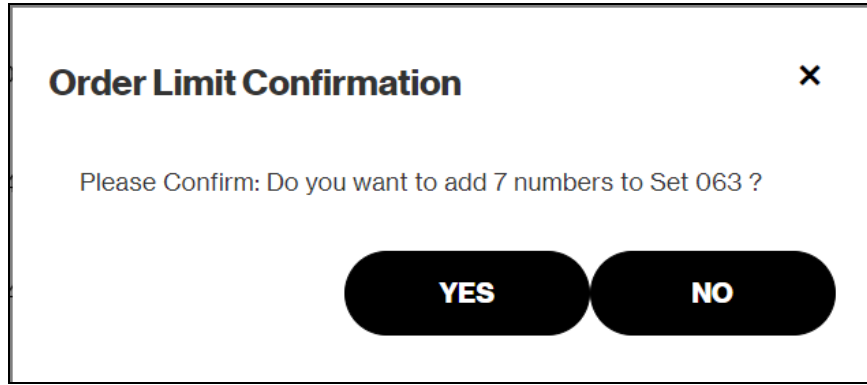
Whichever number entry method you use, once your desired numbers are in the set, click **Add & Submit** to add the numbers to the set.



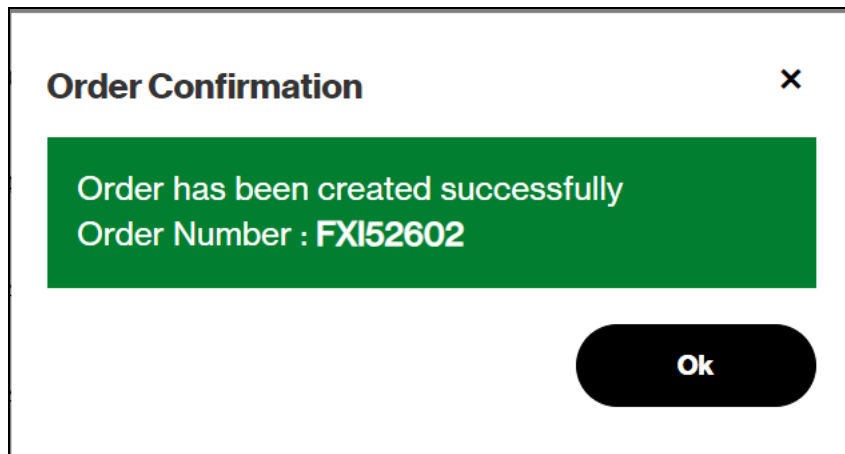
The screenshot shows a list of numbers with checkboxes next to them. The numbers are arranged in a grid. The last three numbers in the list are checked: '8334790973', '8335660813', and '8335'. Below the list, there is a 'Count 97' label and a '+' icon. At the bottom right, there are two buttons: 'Cancel' and 'Add & Submit', with the 'Add & Submit' button highlighted by a red box.

Adding Numbers to a Set

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



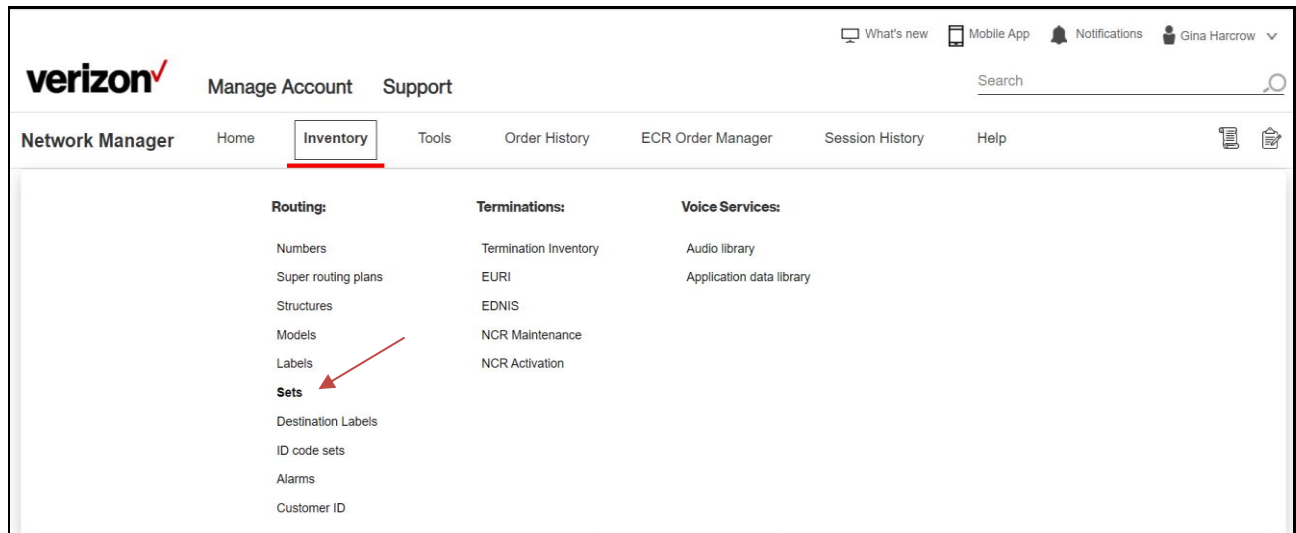
Click **Ok** on the *Order Confirmation* dialog.



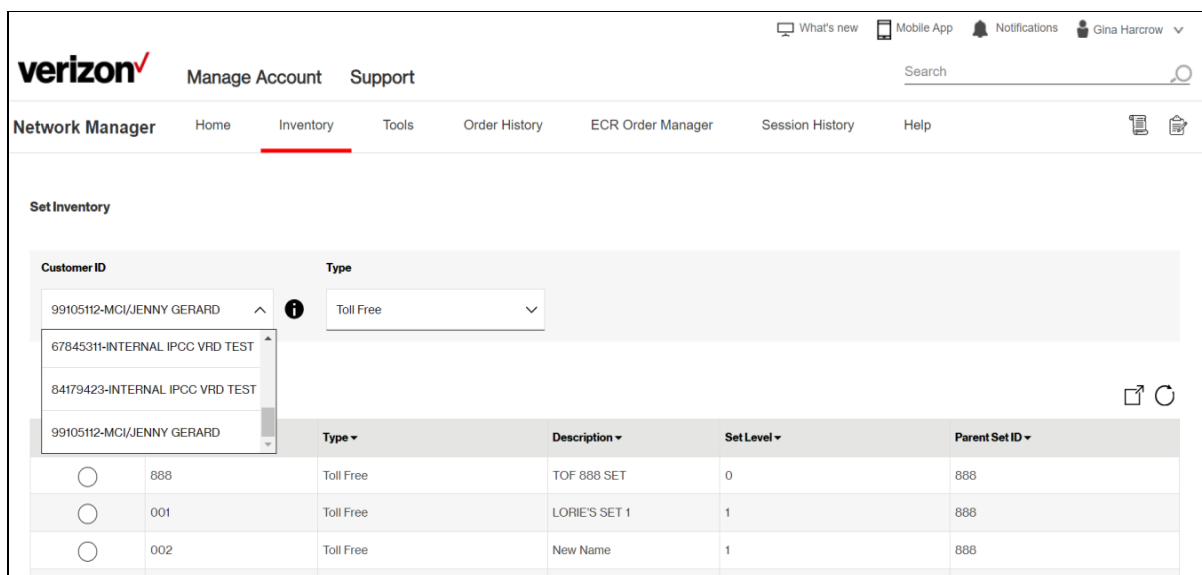
Implementing a Set to a Super Routing Plan

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.



Implementing a Set to a Super Routing Plan

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

Set ID	Type	Description	Set Level	Parent Set ID
<input type="radio"/> 888	Toll Free	TOF 888 SET	0	888
<input type="radio"/> 001	Toll Free	LORIE'S SET 1	1	888
<input type="radio"/> 002	Toll Free	New Name	1	888
<input type="radio"/> 003	Toll Free	BOB'S SET	1	888
<input type="radio"/> 004	Toll Free	GINAS SET	1	888
<input type="radio"/> 005	Toll Free	LISA'S SET	1	888
<input checked="" type="radio"/> 007	Toll Free	MINDY'S SET	1	888
<input type="radio"/> 008	Toll Free	Disco	1	888
<input type="radio"/> 009	Toll Free	Bob	1	888
<input type="radio"/> 010	Toll Free		1	888

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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.

Set Inventory > Implement

Customer ID: 99105112 - MCI/JENNY GERARD | Set ID: 007

Number Level Plan | **Super Routing Plan**

1 Select Plan | 2 Select Trigger Points & Dates

Search Plan ID: **Find**

Plan ID	Description
<input type="radio"/> 002	My Normal 2
<input type="radio"/> 003	IP PLAN New
<input type="radio"/> 005	SSRPTesting
<input type="radio"/> 006	My Plan
<input checked="" type="radio"/> 008	Bill SPP
<input type="radio"/> 011	
<input type="radio"/> 012	

View Numbers

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**.

<input type="radio"/>	002	My Normal 2
<input type="radio"/>	003	IP PLAN New
<input type="radio"/>	005	SSRPTesting
<input type="radio"/>	006	My Plan
<input checked="" type="radio"/>	008	Bill SRP
<input type="radio"/>	011	View Numbers
<input type="radio"/>	012	
<input type="radio"/>	013	SCOTT'S SRP PLAN
<input type="radio"/>	014	
<input type="radio"/>	017	Ip Plan

10 | First | < | 1 | 2 | 3 | 4 | > | Last | 1 | GOTO

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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.

Number Level Plan

Selected Plan : 014

Super Routing Plan

Select Tr

Trigger Point and Numbers

Include all numbers

Effective Date and Time

As soon as possible Date and time

April, 2024

Su	Mo	Tu	We	Th	Fr	Sa	10	31	AM
							11	32	PM
31	1	2	3	4	5	6	12	33	
7	8	9	10	11	12	13		34	
14	15	16	17	18	19	20	01	35	
21	22	23	24	25	26	27	02	36	
28	29	30	1	2	3	4	03	37	
5	6	7	8	9	10	11	04		

Clear Today

04/29/2024 10:31 AM MDT

Implementing a Set to a Super Routing Plan

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

The screenshot shows a two-step process for configuring a Super Routing Plan. Step 1, 'Number Level Plan', is complete with a checkmark and shows 'Selected Plan : 008 (Bill SRP)'. Step 2, 'Super Routing Plan', is active and shows 'Select Trigger Points & Dates'. Below the progress bar are three sections: 'Trigger Point and Numbers' with a radio button selected for 'Include all numbers'; 'Effective Date and Time' with radio buttons for 'As soon as possible' (selected) and 'Date and time'; and 'Remarks (Optional)' with an empty text box. At the bottom left is a '< Select Plan' button. At the bottom right are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

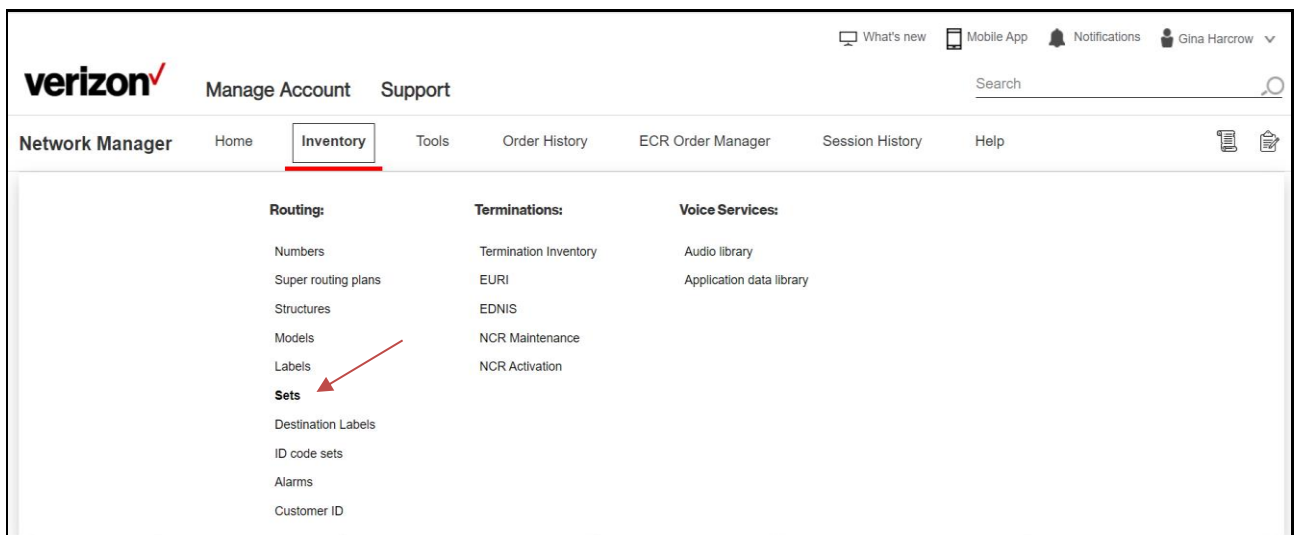
10. The *Order Confirmation* dialog displays. Click **OK**.

The screenshot shows an 'Order Confirmation' dialog box with a close button (X) in the top right corner. A green message box contains the text: 'Order has been created successfully.' and 'Order Number for IMPL Request: FXM24647'. At the bottom of the dialog are two buttons: 'View Numbers' and 'OK'.

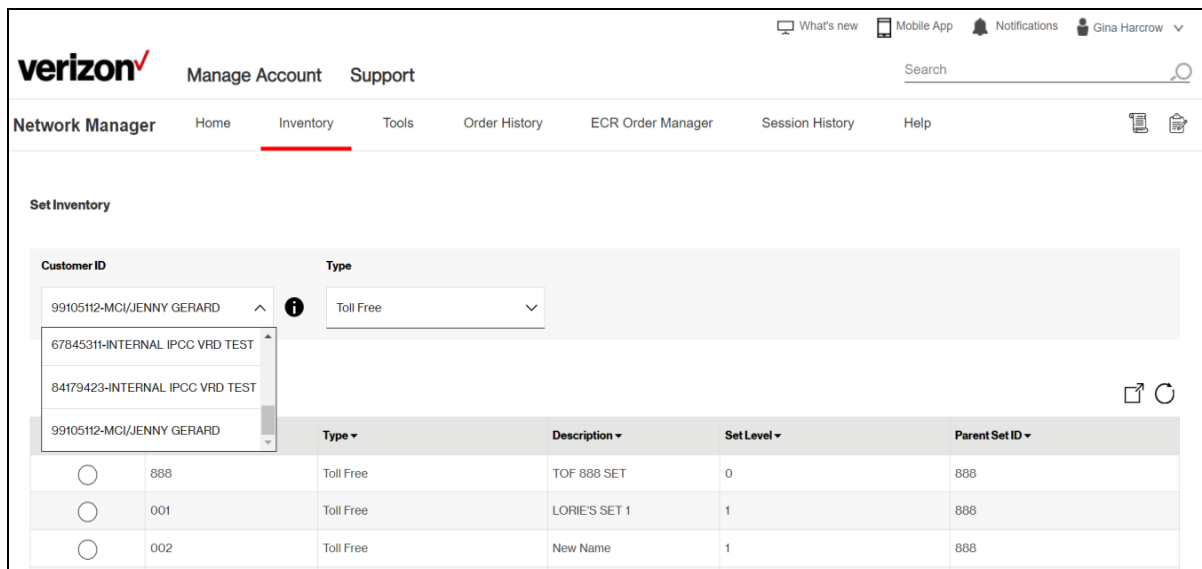
Rolling Back a Set Implementation

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.



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**.

<input checked="" type="radio"/>	007	Toll Free	MINDY'S SET	1	888
<input type="radio"/>	008				888
<input type="radio"/>	009	Toll Free	Disco		888

[View/Edit Set](#)
[Change Description](#)
[Delete Set](#)
[More](#)

[Create Subset](#)
[View Numbers](#)
[View Super Routing Plans](#)
[View Last Implement Order](#)
[Implement](#)
[Edit Notes](#)

10 < 1 2 3 4 5 > Last

1 GOTO

Page Count: 1 of 9

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.

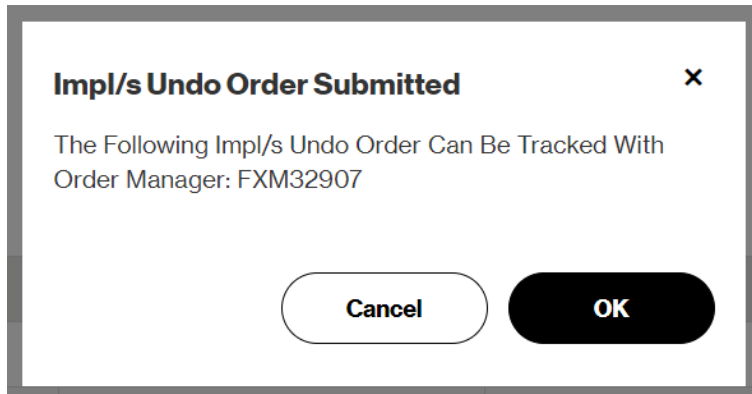
Implement Order Number :	FXM24647	Set ID :	007
Implement Was Done On :	01/20/1970 13:13:09 PM	Set Type :	TOF
Implement Type :	IMPS	Plan level :	Super Routing
		Plan ID :	008

Undo Order

Number	Previous Plan Level	Previous Plan ID	Previous ICR	Error Code	Error Message
8669856721	Super Routing	003	N		
8669864568	Super Routing	003	N		
8669871381	Super Routing	003	N		
8669877071	Super Routing	003	N		
8669879402	Super Routing	003	N		
8669934462	Super Routing	071	N		
8669982894	Super Routing	071	N		
8669982896	Super Routing	071	N		
8772159998	Super Routing	033	N		
8772164836	Number	001	N		

Rolling Back a Set Implementation

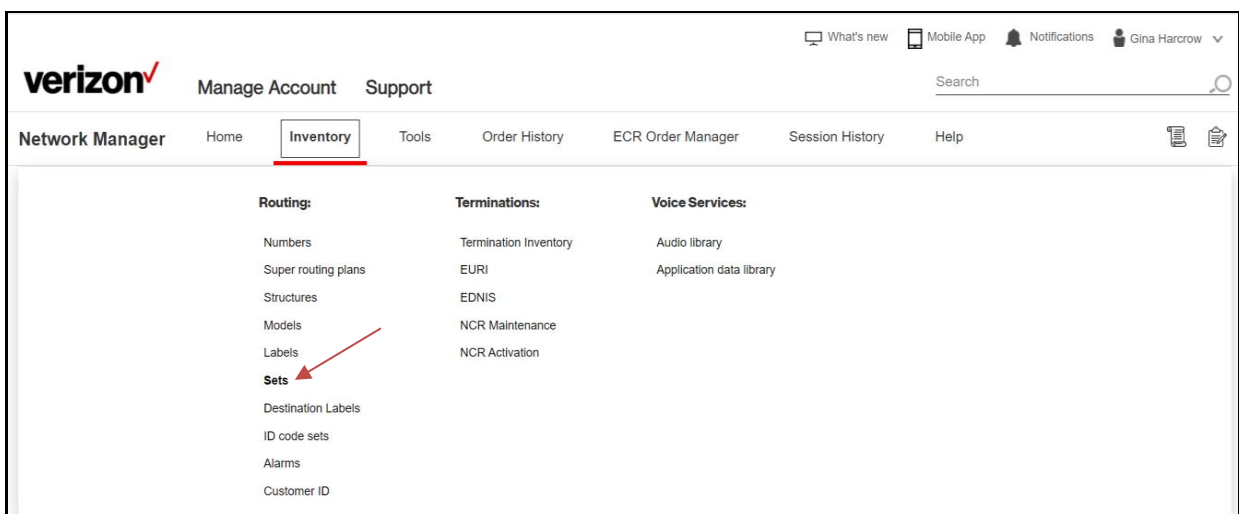
6. Click **OK** on the Order dialog.



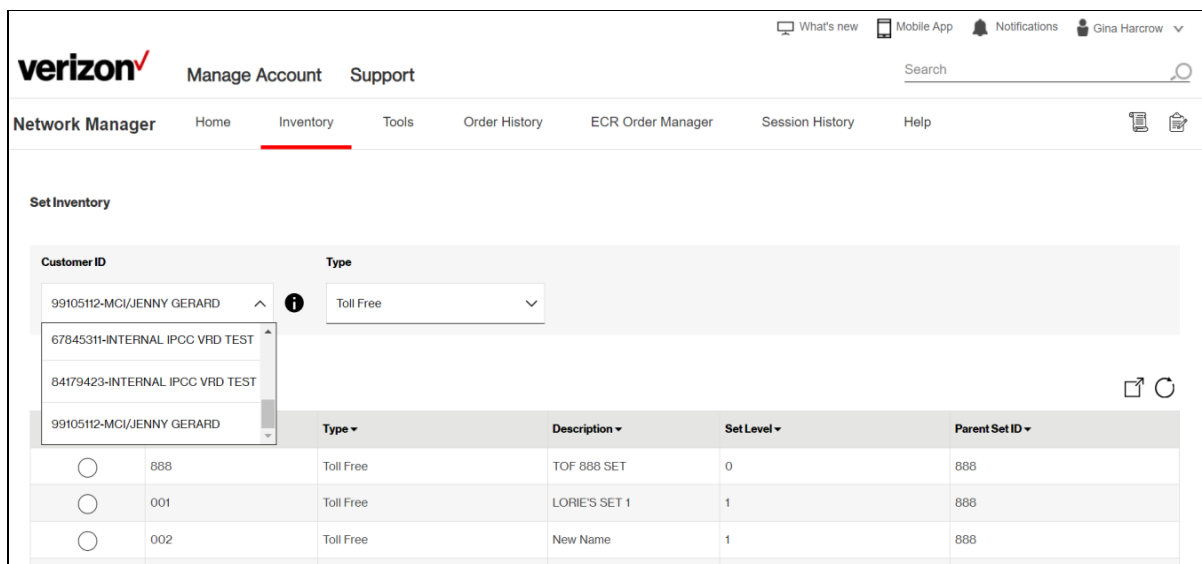
Implementing a Set to Number Level Plans

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.



Implementing a Set to Number Level Plans

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

The screenshot shows a table with the following columns: Set ID, Type, Description, Set Level, and Parent Set ID. The table contains 11 rows of data. The row for Set ID 007 is selected, and a 'More' dropdown menu is open over it, with the 'Implement' option highlighted by a red box. Below the table is a pagination control showing page 1 of 9, and a 'Record Count: 87' indicator.

Set ID	Type	Description	Set Level	Parent Set ID
<input type="radio"/> 888	Toll Free	TOF 888 SET	0	888
<input type="radio"/> 001	Toll Free	LORIE'S SET 1	1	888
<input type="radio"/> 002	Toll Free	New Name	1	888
<input type="radio"/> 003	Toll Free	BOB'S SET	1	888
<input type="radio"/> 004	Toll Free	GINAS SET	1	888
<input type="radio"/> 005	Toll Free	LISA'S SET	1	888
<input checked="" type="radio"/> 007	Toll Free	MINDY'S SET	1	888
<input type="radio"/> 008	Toll Free	Disco	1	888
<input type="radio"/> 009	Toll Free	Bob	1	888
<input type="radio"/> 010	Toll Free		1	888

More menu options: Create Subset, View Numbers, View Super Routing Plans, View Last Implementation Order, **Implement**, Edit Notes.

Page Count: 1 of 9 | Record Count: 87

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**.

The screenshot shows a web interface with two tabs: "Number Level Plan" (highlighted with a red box) and "Super Routing Plan". A progress bar at the top indicates two steps: "1 Select Plan" (highlighted with a red box and the number 11) and "2 Select Trigger Points & Dates". Below the progress bar is a search area with a "Search Plan ID" input field, a "Find" button, and a refresh icon. A table lists "Plan ID" values: 001, 002 (selected with a radio button and highlighted with a red box and the number 12), and another empty row. Below the table are pagination controls: "10" (dropdown), "First", "<", "1" (highlighted), ">", "Last", "1", and "GOTO". At the bottom right, there are "Page Count: 1 of 1", "Record Count: 3", a "Next >" button (highlighted with a red box and the number 13), a "Cancel" button, and a "Submit" button.

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.

The screenshot shows the "Effective Date and Time" configuration section. The "Number Level Plan" tab is selected, and "Selected Plan : 014" is displayed. The "Trigger Point and Numbers" section has the "Include all numbers" radio button selected. The "Effective Date and Time" section (highlighted with a red box) has two options: "As soon as possible" (radio button) and "Date and time" (radio button). A date and time picker is open, showing a calendar for "April, 2024" with the date "29" selected. The time is set to "10:31 AM" and the time zone is "MDT". The picker also shows a grid of dates and times, with "10", "31", and "AM" highlighted in blue.

Implementing a Set to Number Level Plans

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

Number Level Plan Super Routing Plan

Selected Plan : 008 (Bill SRP) Select Trigger Points & Dates

Trigger Point and Numbers

Include all numbers

Effective Date and Time

As soon as possible Date and time

Remarks (Optional)

< Select Plan

Cancel **Submit**

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

Restricting Users to a Set

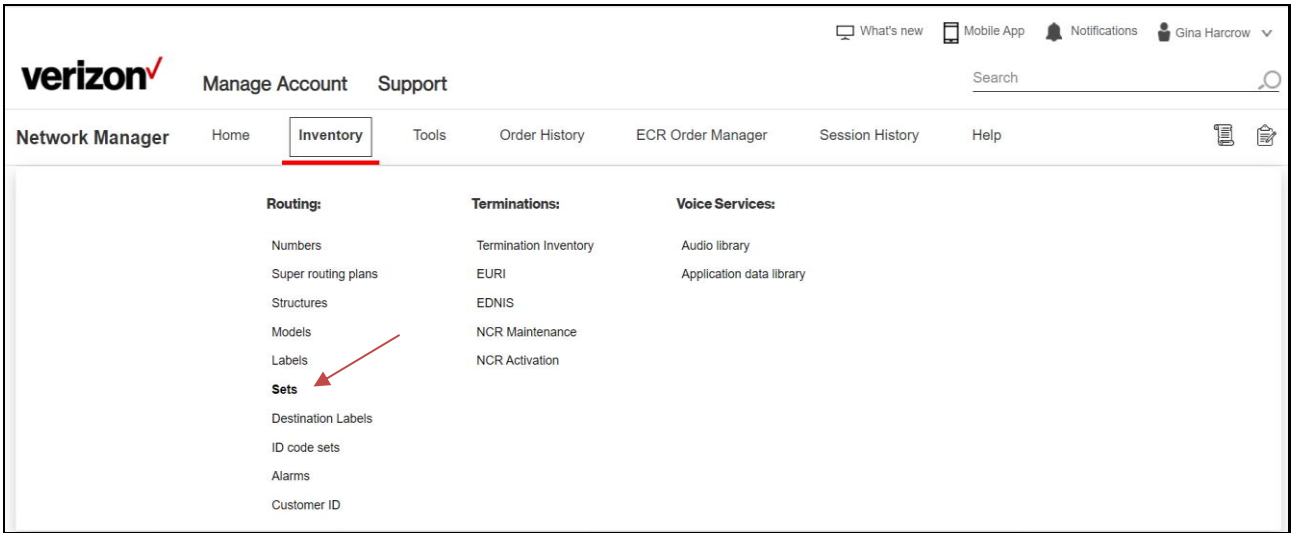
You can restrict User access to a specific set of numbers. If a user is restricted, the numbers in that set are the only ones they can see and work on when they are in Network Manager. You can restrict a User to multiple sets. You must know the RACF id of the user. This is the ID associated with their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



Restricting Users to a Set

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

verizon Manage Account Support Search

Network Manager Home Inventory Tools Order History ECR Order Manager Session History Help

Set Inventory

Customer ID: 99105112-MCI/JENNY GERARD (selected), 67845311-INTERNAL IPCC VRD TEST, 84179423-INTERNAL IPCC VRD TEST, 99105112-MCI/JENNY GERARD

Type: Toll Free

Type	Description	Set Level	Parent Set ID
<input type="radio"/> 888	TOF 888 SET	0	888
<input type="radio"/> 001	LORIE'S SET 1	1	888
<input type="radio"/> 002	New Name	1	888

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

<input type="radio"/>	006	Toll Free	My Set	1	888
<input checked="" type="radio"/>	007	Toll Free	MINDY'S SET	1	888
<input type="radio"/>	008	Toll Free	Disco	1	888
<input type="radio"/>	009	Toll Free	Disco	1	888

View/Edit Set Change Description Delete Set More

Restricting Users to a Set

5. Select the **Restrict 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.

Set Inventory > Edit Sets

Customer Id	SetID	Description	Type	Set Level	Parent Set ID
99105112 - MCI/JENNY GERARD	007	MINDY'S SET	Toll Free	1	888

Numbers

Restrict Users 5

Available Users

<input type="checkbox"/> X401003	Restrict	Refresh
<input type="checkbox"/> X401004	Restrict	Refresh
<input type="checkbox"/> X401005	Restrict	Refresh
<input type="checkbox"/> X401006	Restrict	Refresh

Users Restricted to Set ID 007

Cancel Submit

Restricting Users to a Set

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

Set Inventory > Edit Sets

Customer Id	Set ID	Description	Type	Set Level	Parent Set ID
99105112 - MCI/JENNY GERARD	007	MINDY'S SET	Toll Free	1	888

Numbers **Restrict Users**

Available Users **Users Restricted to Set ID 007**

<input type="checkbox"/> X401003	Restrict	↻
<input type="checkbox"/> X401004	Restrict	↻
<input checked="" type="checkbox"/> X401005	Remove	
<input type="checkbox"/> X401006	Restrict	↻

Add >

< Remove

Cancel **Submit**

9. Click **Add**.

10. The user is added to the *User Restricted to Set ID XXX* field.

11. Click **Submit**.

Set Inventory > Edit Sets

Customer Id	Set ID	Description	Type	Set Level	Parent Set ID
99105112 - MCI/JENNY GERARD	007	MINDY'S SET	Toll Free	1	888

Numbers **Restrict Users**

Available Users **Users Restricted to Set ID 007**

<input type="checkbox"/> X401003	Restrict	↻
<input type="checkbox"/> X401004	Restrict	↻
<input checked="" type="checkbox"/> X401005	Remove	
<input type="checkbox"/> X401006	Restrict	↻

9 Add >

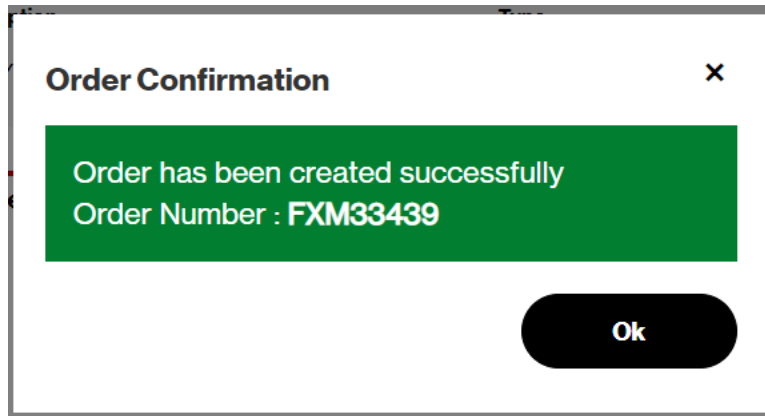
< Remove

10 X401005

11 **Submit**

Restricting Users to a Set

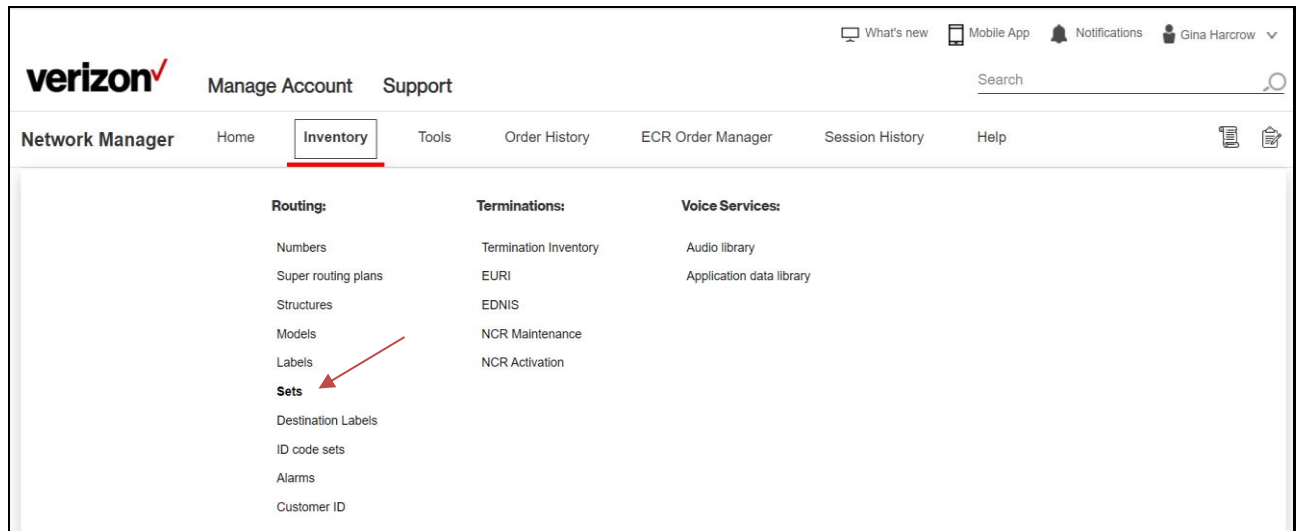
12. Click **OK** on the *Order Confirmation* Dialog



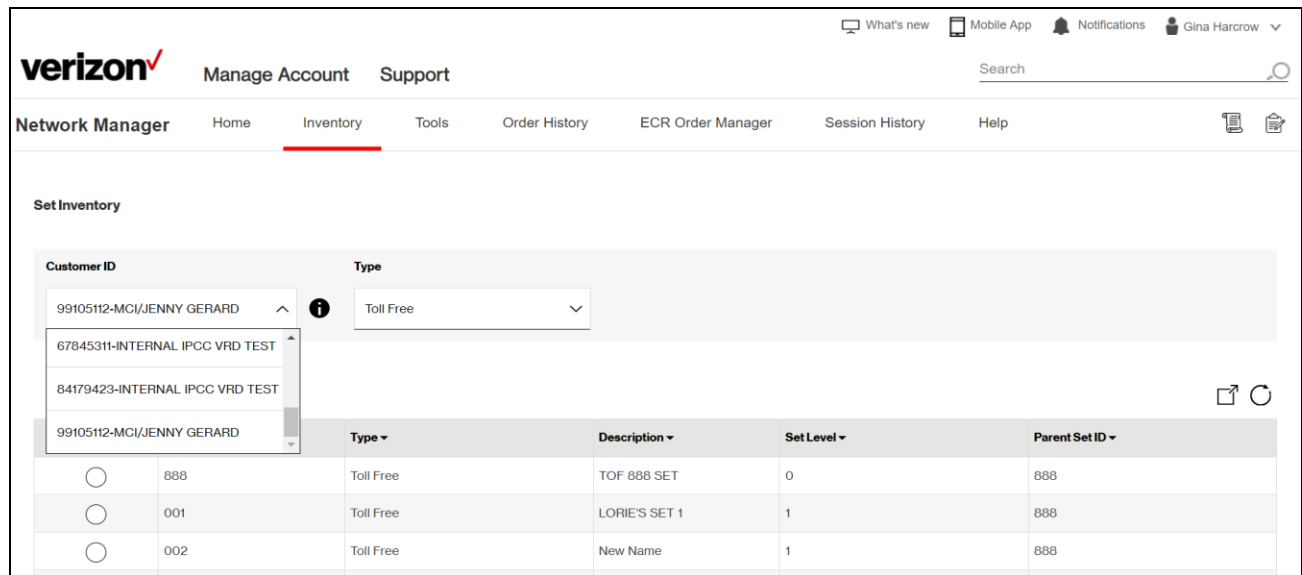
Unrestricting Users from a Set

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.



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**.

<input type="radio"/>	006	Toll Free	My Set	1	888
<input checked="" type="radio"/>	007	Toll Free	MINDY'S SET	1	888
<input type="radio"/>	008				888
<input type="radio"/>	009		Disco	1	888

A dropdown menu is open for the selected set (007), with the 'View/Edit Set' option highlighted by a red box.

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

Set Inventory > Edit Sets

Customer Id	Set ID	Description	Type	Set Level	Parent Set ID
99105112 - MCI/JENNY GERARD	007	MINDY'S SET	Toll Free	1	888

Numbers | **Restrict Users**

Available Users

<input type="checkbox"/> X401000	Restrict	<input type="radio"/>
<input type="checkbox"/> X401002	Restrict	<input type="radio"/>
<input type="checkbox"/> X401003	Restrict	<input type="radio"/>
<input type="checkbox"/> X401004	Restrict	<input type="radio"/>

Users Restricted to Set ID 007

<input checked="" type="checkbox"/> X401005

Buttons: Add > | < Remove

Buttons: Cancel | Submit

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.

Set Inventory > Edit Sets

Customer Id	Set ID	Description	Type	Set Level	Parent Set ID
99105112 - MCI/JENNY GERARD	007	MINDY'S SET	Toll Free	1	888

Numbers | **Restrict Users**

Available Users

- X401003 Restrict
- X401004 Restrict
- X401005 **Remove**
- X401006 Restrict

Users Restricted to Set ID 007

Add > < Remove

Cancel Submit

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

Set Inventory > Edit Sets

Customer Id	Set ID	Description	Type	Set Level	Parent Set ID
99105112 - MCI/JENNY GERARD	007	MINDY'S SET	Toll Free	1	888

Numbers | **Restrict Users**

Available Users

- X401003 Restrict
- X401004 Restrict
- X401005 **Restrict**
- X401006 Restrict

Users Restricted to Set ID 007

Add > < Remove

Cancel Submit

