

NumeriTrack® Software

Course Title: Operating NumeriTrack Software

Overview: The NumeriTrack application is a number inventory, assignment, and reporting system. It works together with its licensed feature options and Network Data Manager™ to assist with inventory administration, assignment, management, and reporting. Network Data Manager functions as a data warehouse. It stores data retrieved from LERG (Local Exchange Routing Guide®) updates, quarterly ACSED (Area Code Split Exchange Diskette) updates, and semi-annual GEL (Geographic Exchange List) file updates in its databases and makes it available to NumeriTrack.

In this course, participants will learn how to operate NumeriTrack and Network Data Manager, to manage number inventory, to assign numbers and manage orders, to organize number inventory by named groups, and to process operational and FCC reports.

Audience: This course is valuable for individuals who:

- ◆ are responsible for number administration and assignment

Pre-requisites: Participants should have:

- ◆ a basic knowledge of:
 - number administration and assignment
 - service order processing in a telephony environment
 - Local Number Portability
- ◆ general computer operation skills

Course Duration: 3 days

Course Hours: 9:00 AM – 4:30 PM

Training Location: Denver, CO

Maximum Class Size: 9 Participants

Contact: Your respective Customer Manager



Course Outline:

- ◆ **Overview of NumeriTrack and Network Data Manager**
 - What is NumeriTrack?
 - Introducing NumeriTrack
 - The purpose of the NumeriTrack application
 - NumeriTrack Licensed Features
 - What is the Network Data Manager?
- ◆ **Understanding Resource States**
 - What is a resource state?
 - DN states
 - MIN, IMSI, and SIM states
- ◆ **Getting Started**
 - Logging on to the NumeriTrack application
 - Navigating in the NumeriTrack application
 - NumeriTrack application windows
 - System messages
 - Changing your password
 - Logging off the NumeriTrack application
- ◆ **Managing NumeriTrack Operating Company Information**
 - Introduction to Operating Company information
 - Finding and Viewing OCNs
 - Working with OCNs
- ◆ **Defining and Administering Named Groups and User Data Types**
 - Introduction to named groups
 - Finding named group types
 - Working with named group types
 - Configuring named group levels
 - Finding named group levels
 - Working with named group levels
 - Configuring named groups
 - Finding and viewing named group data
 - Working with a named group hierarchy
 - Viewing a named group hierarchy
 - Configuring user data types
 - Finding and viewing user data types
 - Working with user data types
- ◆ **Managing System Profiles**
 - Introducing system profiles
 - Finding a system profile
 - Working with system profiles
- ◆ **Managing Directory Numbers (DNs)**
 - DN flow and FCC mapping
 - Adding DN's Using Bulk Load File/Manual Methods
 - Adding DN's Using Port In/Port To Original
 - Finding, Viewing, and Modifying DN's
 - Modifying user data values
 - Completing Loading of DN's
 - Reselling DN's
 - Receiving a Return Donor DN
 - Disconnecting DN's
 - Reinstating a DN
 - Reserving a DN
 - Canceling a reserved DN
 - Overriding DN information
 - Porting Out a DN
 - Deleting a DN
 - Changing an OCN for a DN
 - Assigning DN's
- ◆ **Managing Mobile Identification Numbers (MINs)**
 - Introducing MIN's
 - Adding MIN's to the inventory
 - Finding, Viewing, and Modifying MIN's
 - Modifying user data values
 - Completing Loading of MIN's
 - Disconnecting MIN's
 - Reinstating a MIN
 - Reserving MIN's
 - Canceling Reserved MIN's
 - Overriding the state of a MIN
 - Deleting MIN's
 - Assigning MIN's
- ◆ **Managing Subscriber Identity Modules (SIMs)**
 - Introducing SIM's
 - Adding SIM's to the inventory
 - Finding, Viewing, and Modifying SIM's
 - Modifying user data values
 - Completing Loading of SIM's
 - Disconnecting SIM's
 - Reinstating a SIM
 - Reserving SIM's
 - Canceling Reserved SIM's
 - Overriding the state of a SIM
 - Deleting SIM's
 - Assigning SIM's

- ◆ **Managing International Mobile Station Identifiers (IMSI)**
 - Introducing IMSIs
 - Adding IMSIs to the inventory
 - Finding, Viewing, and Modifying IMSIs
 - Completing Loading of IMSIs
 - Disconnecting IMSIs
 - Reinstating an IMSI
 - Reserving IMSIs
 - Canceling Reserved IMSIs
 - Overriding the state of an IMSI
 - Deleting IMSIs
 - Assigning IMSIs
- ◆ **Working with Orders**
 - Working with Orders
 - Finding, Viewing, and Modifying Order Information
 - Submitting an Order
 - Completing an Order
 - Canceling an Order
- ◆ **Working with Operational and Custom Block States**
 - Understanding operational block states
 - Understanding custom block states
 - Adding a custom block state
 - Working with custom block states
- ◆ **Managing Blocks**
 - Understanding block management
 - Finding a block
 - Adding a block
 - Viewing/modifying block information
 - Receiving and activating a pooled-in block
 - Returning an unused pooled block
 - Canceling receiving a pooled block
 - Assigning custom block states to a block
 - Protecting and unprotecting a block
 - Donating a block
 - Canceling a block donation
- ◆ **Managing Sequential Block Assignment Rules**
 - Understanding sequential block assignment rules
 - Defining sequential block assignment rules
 - Adding, Modifying, and Deleting block-level sequential block assignment rules
 - Adding, Modifying, and Deleting resource-level sequential block assignment rules
- ◆ **Configuring Data Segments, and Threshold and Utilization Rules**
 - Managing Data Segments
 - Configuring Threshold Rules
 - Configuring Utilization Rules
- ◆ **Managing State Transition Rules**
 - Understanding State Transition Rules
 - Finding state transition rules
 - Adding resource state transition rules
 - Adding block state transition rules
 - Viewing and modifying resource and block state transition rules
 - Prioritizing state transition rules
 - Deleting state transition rules
- ◆ **Single View Global Management Views**
 - Understanding SVGGM
 - Configuring the data hierarchy
 - Assigning block colors to block states
 - Viewing SVGGM data
 - 1000 Block Control View
 - Utilization View
 - History View
 - Forecast View
- ◆ **Managing Trending Rules**
 - What is a Trending Rule?
 - Finding Trending Rules
 - Viewing, Adding, and Modifying Trending Rules
 - Deleting Trending Rules
 - Exporting Trending Rules
 - Importing Trending Rules
- ◆ **Managing Special Events**
 - What are Special Events?
 - Finding Special Events
 - Adding, Viewing, and Modifying Special Events
 - Deleting Special Events
- ◆ **Understanding and Administering the Network Data Manager**
 - Processing data files
 - Working with Network Data Manager activities
- ◆ **Administering Industry Data**
 - Overview of industry data
 - Managing operating company information
 - Managing rate center information
 - Viewing Rate Centers and Rate Center Localities
 - Managing NPA data
 - Managing NPA-NXX and block data
 - Managing NPA-NXX Split data
 - Managing LRN data
 - Managing switching entity data

- ◆ **NumeriTrack Operational Reports**
 - Managing reports
 - Generating reports

- ◆ **Managing FCC Reports and Forms**
 - Understanding FCC reports and forms in the NumeriTrack application
 - Configuring your browser for FCC reports
 - Finding and viewing FCC reports and forms
 - Regenerating a report or form
 - Approving an FCC report or form
 - Submitting an FCC report or form
 - Viewing an FCC report's details

- ◆ **NRUF Form 502**
 - Understanding the NRUF Reporting Forms (NRUF Form 502)
 - Creating an NRUF Report
 - Modifying an unsubmitted NRUF report
 - Correcting a submitted NRUF report
 - Deleting an NRUF Form 502 workbook
 - Submitting an NRUF report

- ◆ **Managing NumeriTrack System Activities**
 - Working with Activities
 - Understanding Activities in the NumeriTrack application
 - Finding and viewing activities
 - Using the administrative indicator
 - Selecting Multiple Activities for Processing
 - Viewing activity details
 - Canceling activities
 - Successing activities
 - Resubmitting activities