i3forum Numbering Plan Community Platform

Getting Started (Quick Guide)

January 2022

Getting Started

Once you've gained access to the SharePoint site, with your newly assigned credentials, begin exploring!

Check out the Country Folders, News Posts, Members List, List of Market Guardians, and all Supporting Documentation

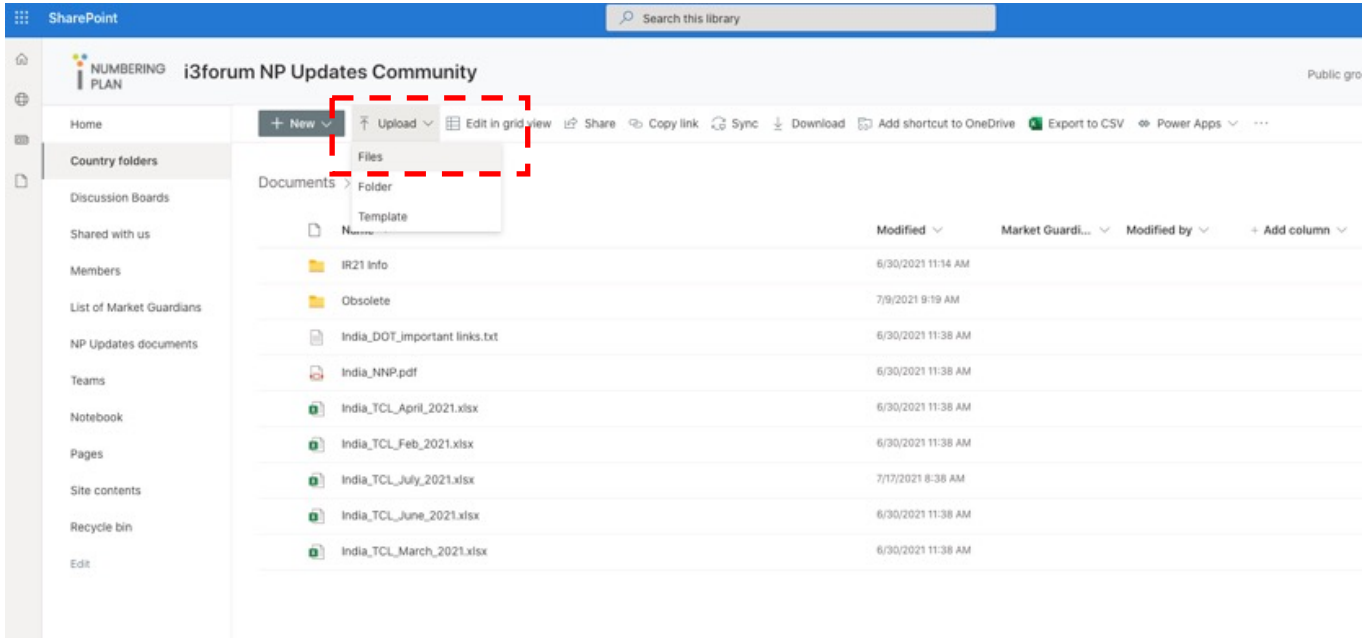
1. Explore country folders to get the latest NP updates for the various markets (you can sort the folders by the 'last modified' field)
2. Begin posting updates (for countries where you are the assigned market guardian, if any, and/or, countries that have not been assigned a guardian)*
3. Create a News Post(s) promoting your updates (tag participants, or the entire user group, in the comments section to notify them of your post)
4. Engage with industry peers! Start a Q&A session (or broader discussion) by utilizing the News section
    1. create a News Post containing your question or topic for general discussion
    2. tag participants, or the entire user group, to notify them accordingly (auto email notifications alerting them to your News Post)
    3. participants can reply through the comments section of the News Post while tagging participants at the appropriate level to notify them of their response(s)
5. Reach out to members individually using the Members List (email address included)
6. Contact the i3forum for any issues, suggestions, or mishaps! (npadmin@i3forum.org)

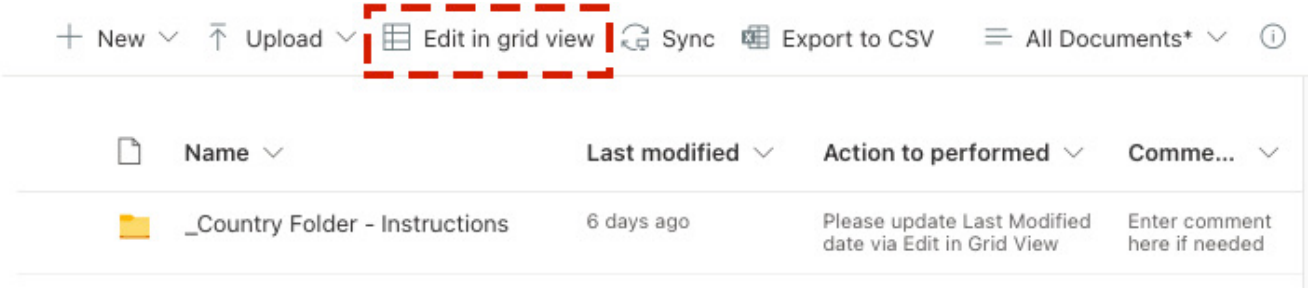
Please ensure you do not delete anything except your own posts if required (SharePoint is an open platform)
Please do not create additional folders or add anything to home page structure (contact i3forum for any related suggestions, npadmin@i3forum.org)

* Countries with a market guardian will include the assigned guardian in the country folder name, guardians can also be found in the 'List of Market Guardians' on the main menu (left side of home page)

Getting Started (Screenshots)

Posting NP updates





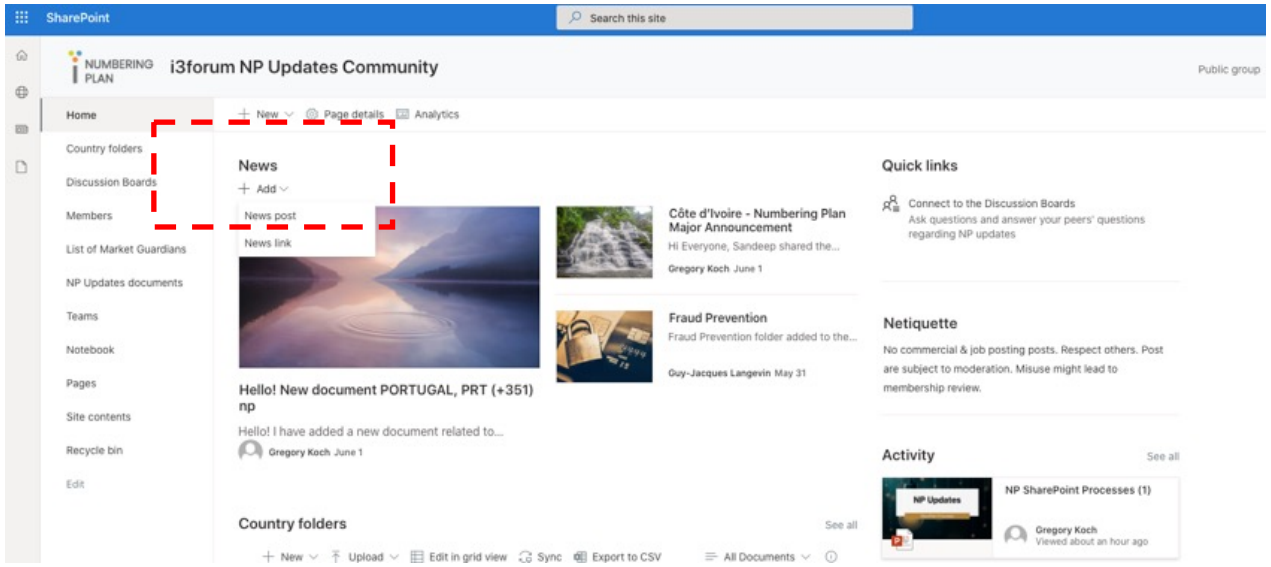
Upload your NP Update file(s) in the proper country folder(s)

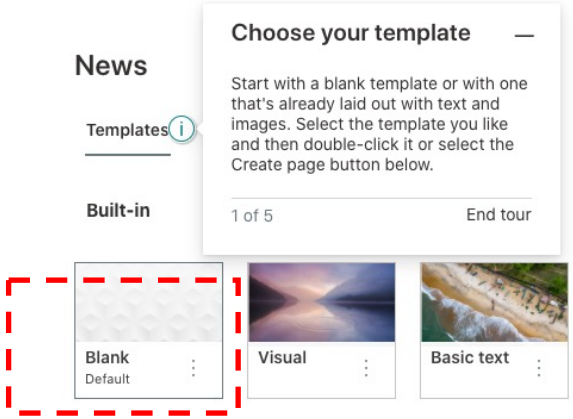
Please update the 'Last modified' date of the country folders when uploading your NP updates within those folders.

- Navigate to the country folder associated to your NP update
- Within the country folder upload your NP Update
- Navigate back to the country folder level (where you just uploaded your update)
- Select 'Edit in grid view'
- Update the 'Last modified' field with today's date (or the date when you uploaded the update if not today)
- If you want to include specific comments or clarifications with your update, while in "Edit in grid view", click in the "Comments" field to enter them accordingly

Getting Started (Screenshots)

Creating News Posts



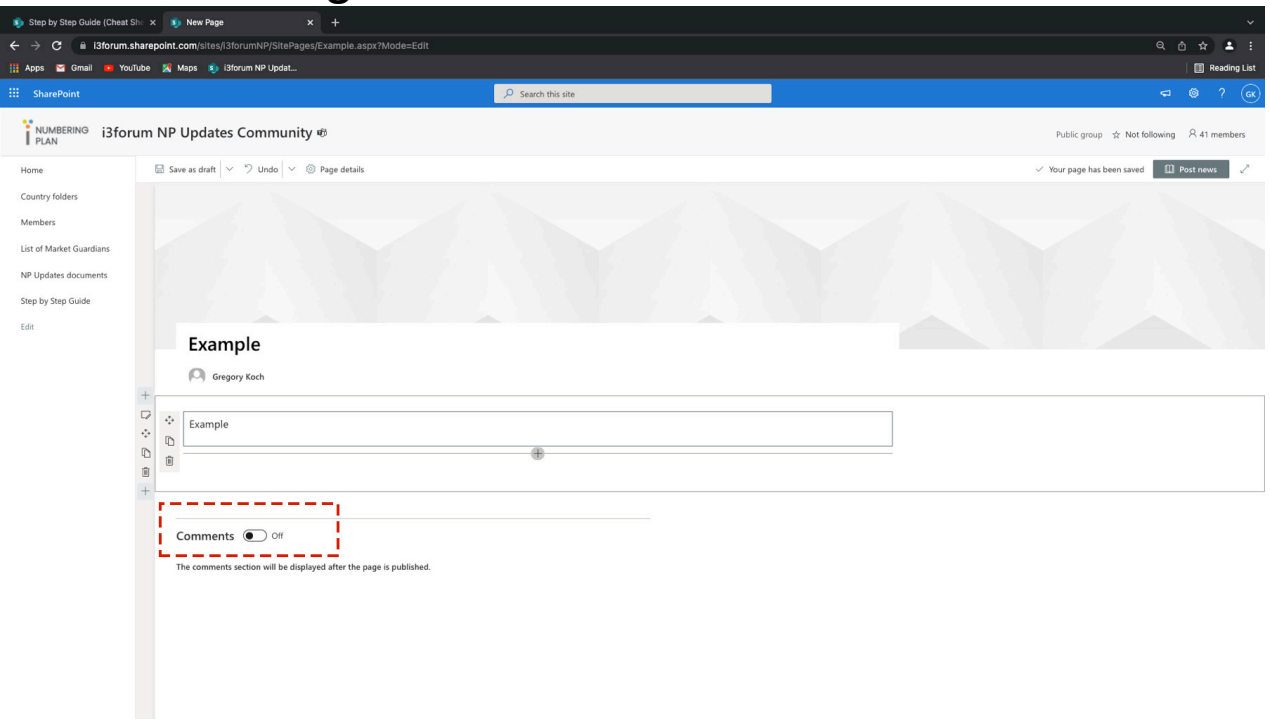


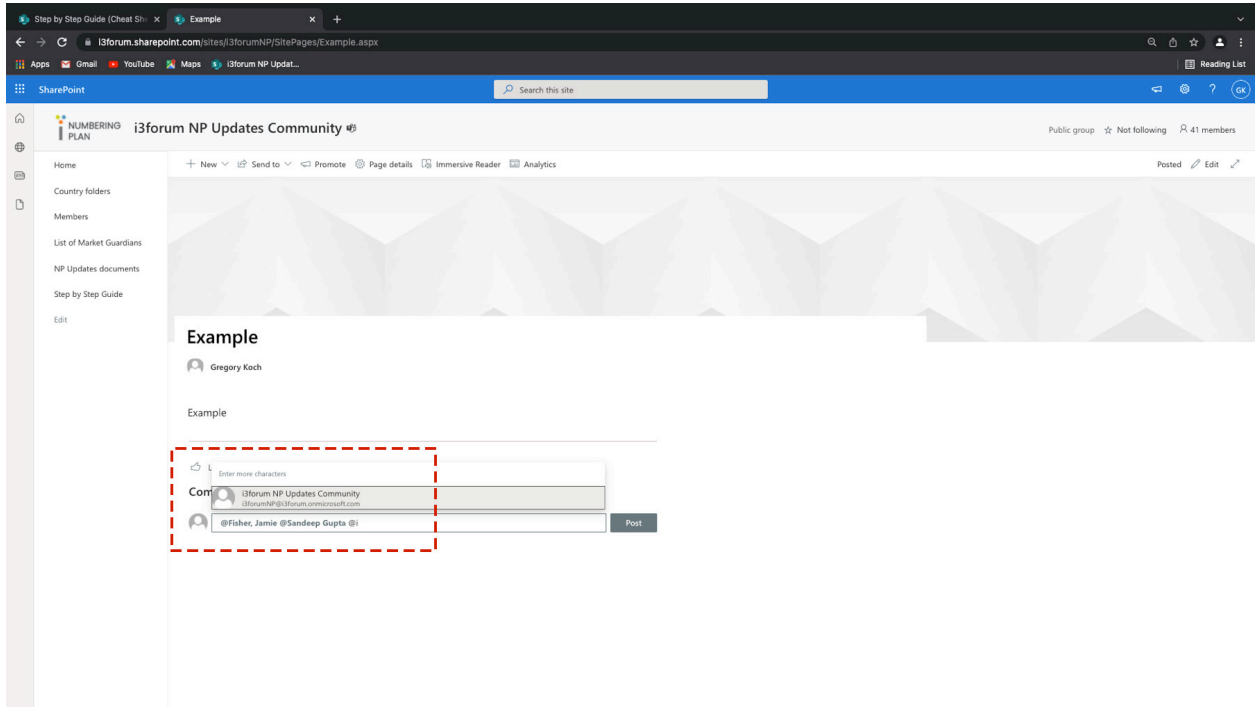
Utilize the News section to maximize awareness of your NP update.

- Navigate to the News section on the homepage
- Click the "+ Add" and select "News post"
- Select the "Blank" template and click on "Create post" (Blank template seems to be most user friendly with full features & functionality)
- You can then add an Image, add Text, and enable comments on your post

Getting Started (Screenshots)

Creating News Posts



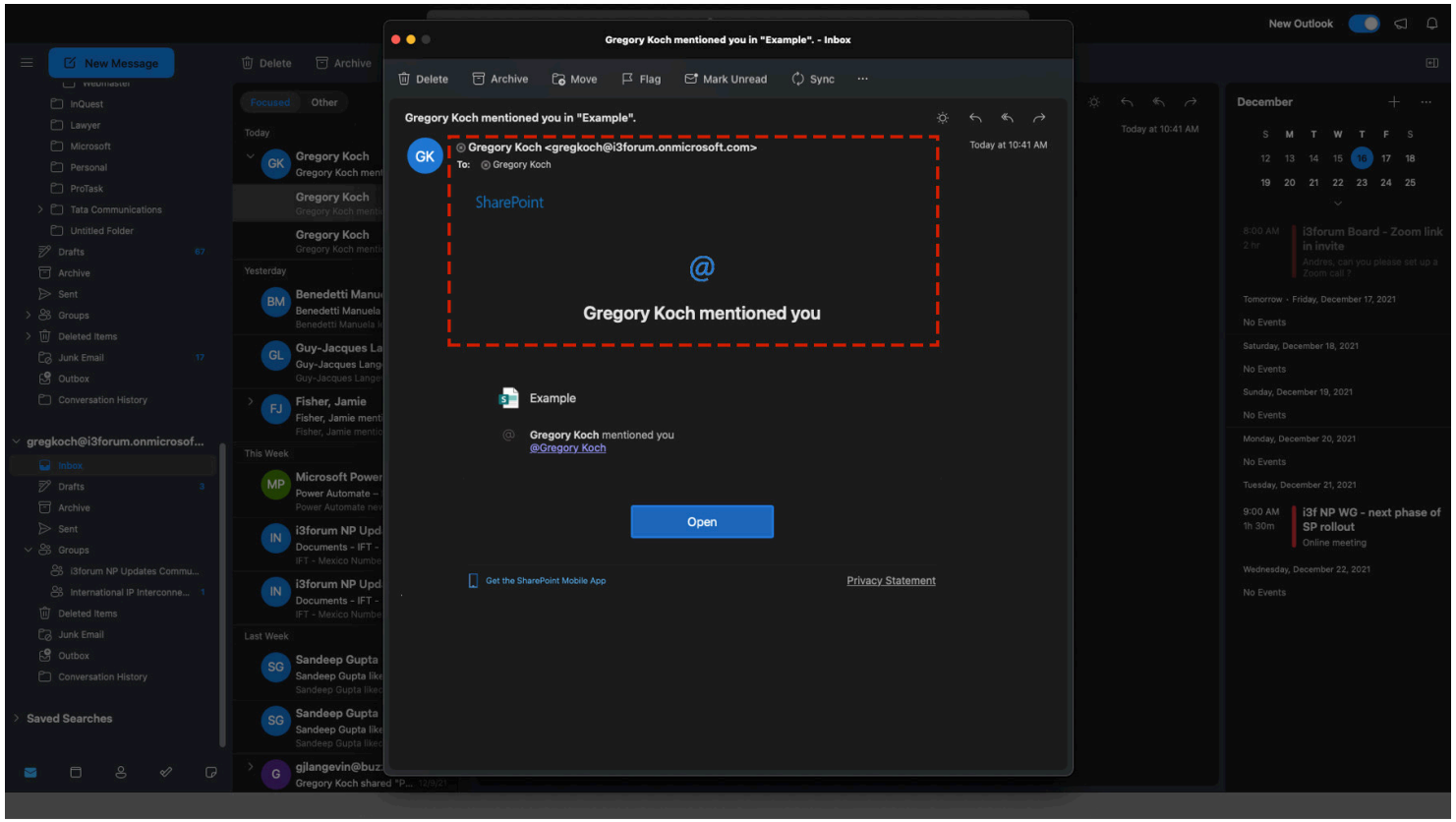


Utilize the News section to maximize awareness of your NP update (Continued)

- Enabling comments is required in order to send your post directly to targeted recipients (tagging other users) or the entire user group (depending on your needs)
- In the comments section type '@' and then a username, multiple usernames, or the user group name to tag other users at the appropriate level as needed
- Tagging them will ensure they receive a (email) notification alerting them to your post
- Hit "Post news"

Getting Started (Screenshots)

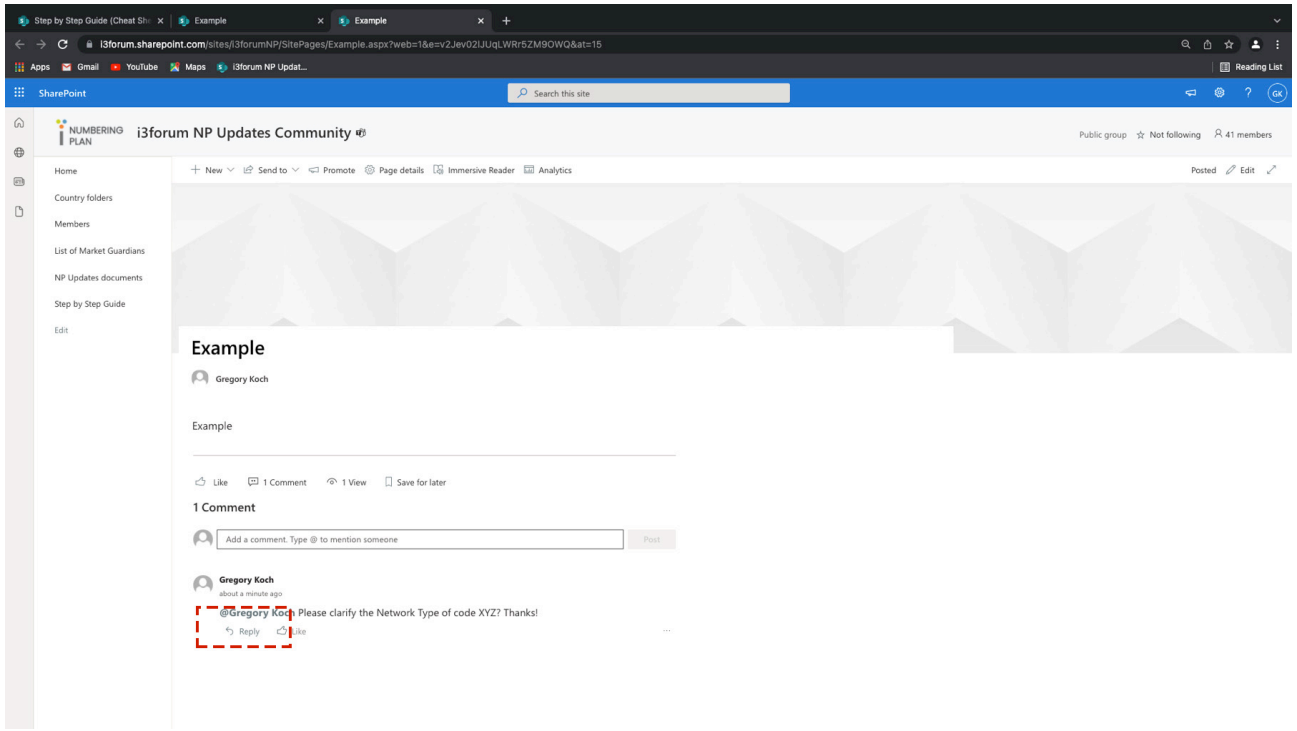
Creating News Posts



Tagging participants (or the entire user group id) will ensure they receive a (email) notification alerting them to your post

Getting Started (Screenshots)

Engaging With Peers



Utilize the News Section for asking (and answering) questions or creating broader dialogue and discussions with other members regarding topics of interest.

The 'Comments' section of News posts should be used to tag other participants (or the entire group) when initiating or participating to Q&A, and/or initiating or participating to broader discussions/dialogue regarding topics of interest.

Common use cases include

1.Asking questions about another member's NP update
2.Answering questions another member asked you
3.Initiating and participating to a more general dialogue regarding topics of interest

Asking questions about another member's NP update

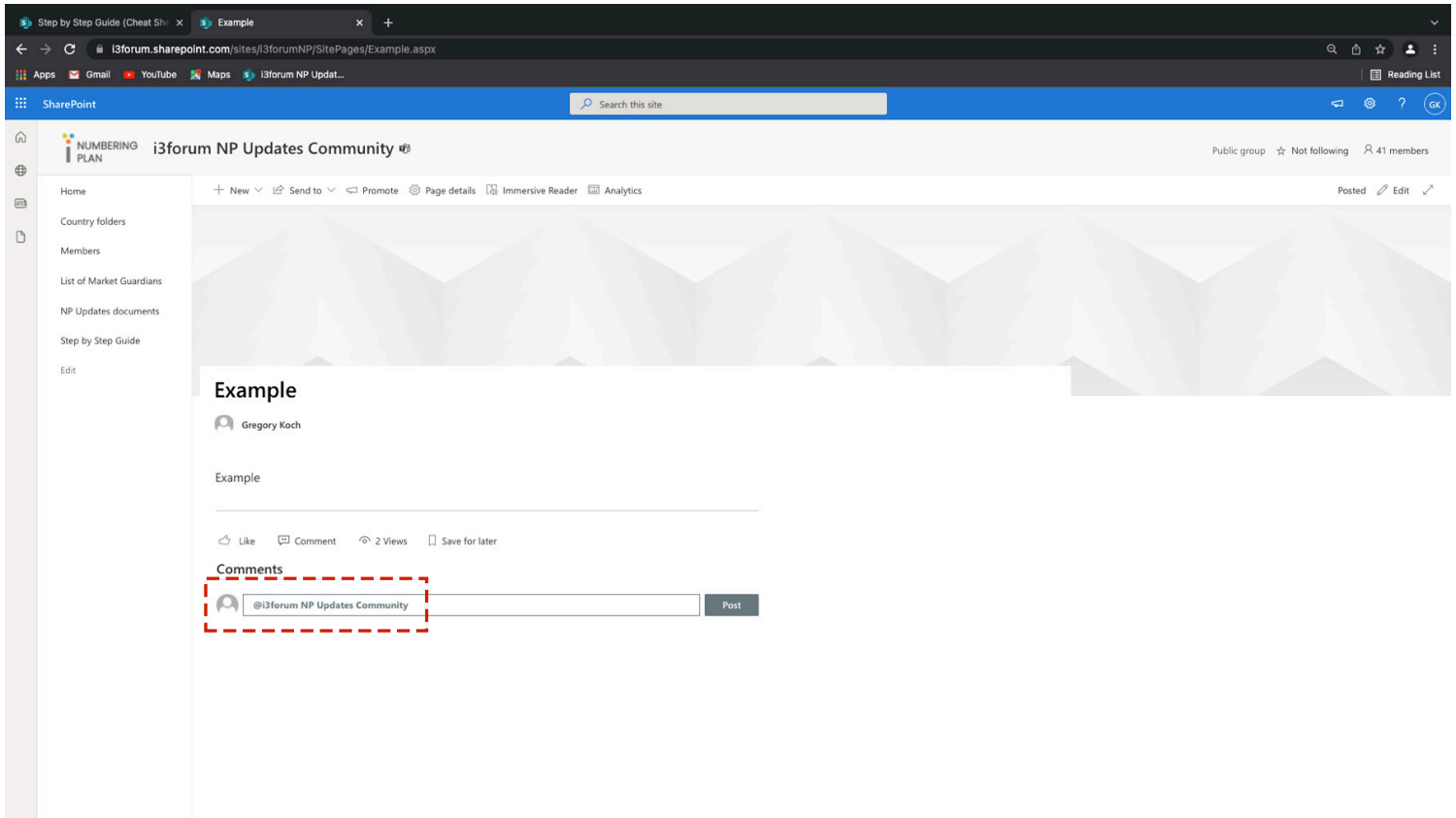
1.If the other member created a News post to promote their update, simply click on their update and scroll to the 'Comments' section
2.Type '@' and their user name, multiple user names, or the group id and type your question accordingly
3.All users that were tagged in step (2) above will receive a (email) notification alerting them to your question
4.If the other member did not create a News post to promote their update, you will need to create a new News Post containing the details of your question and utilize the 'Comments' and tagging functionality as described above.

Answering questions requested of you

1.Click the link to the News post you received in the (email) notification, this will take you to the News post on the SP site
2.Scroll to the 'Comments' section, find the comment containing the question for which your response was requested, and click 'reply'
3.Type '@' and the user name, multiple user names, or the group id and respond with your feedback which will be sent to the users that you tagged

Getting Started (Screenshots)

Engaging With Peers

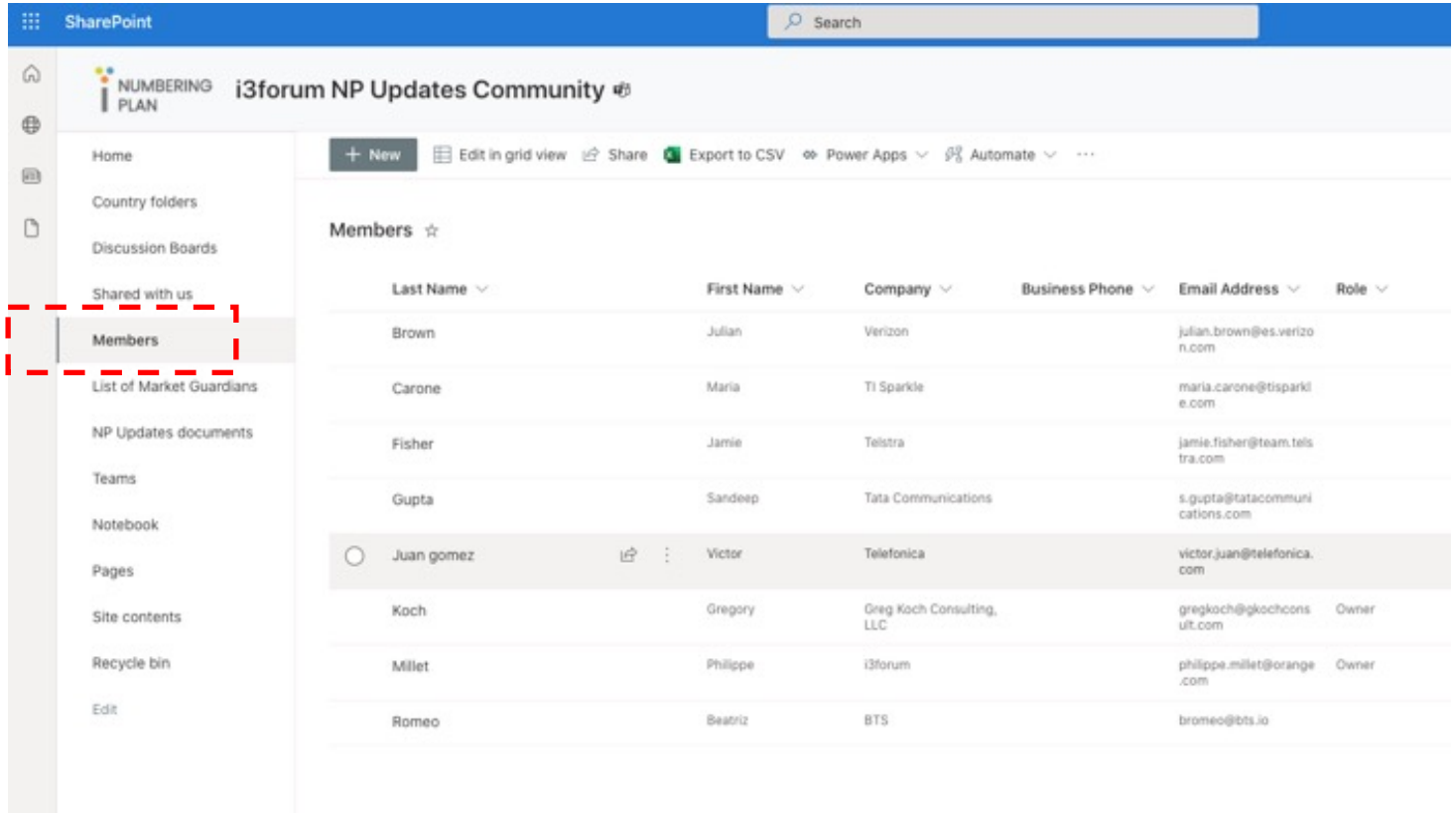


Initiating and participating to a more general dialogue regarding topics of interest

1.If you are the one initiating the discussion, create a News post regarding the topic of interest including all relevant details and feedback you are requesting from other members
2.Enable 'Comments' and tag the group id by typing '@' "i3forum NP Updates Community"
3.All members of the SP site should receive a (email) notification regarding your News post
4.Recipients of the notification that wish to provide feedback, click the link to the News post received in the (email) notification, this will take you to the News post on the SP site
5.Scroll to the 'Comments' section, and click 'reply'
6.Type '@' "i3forum NP Updates Community" and write your feedback which will be sent to all members of the SP site
7.Repeat these steps as needed to continue collaboration with your industry peers!

List of Members

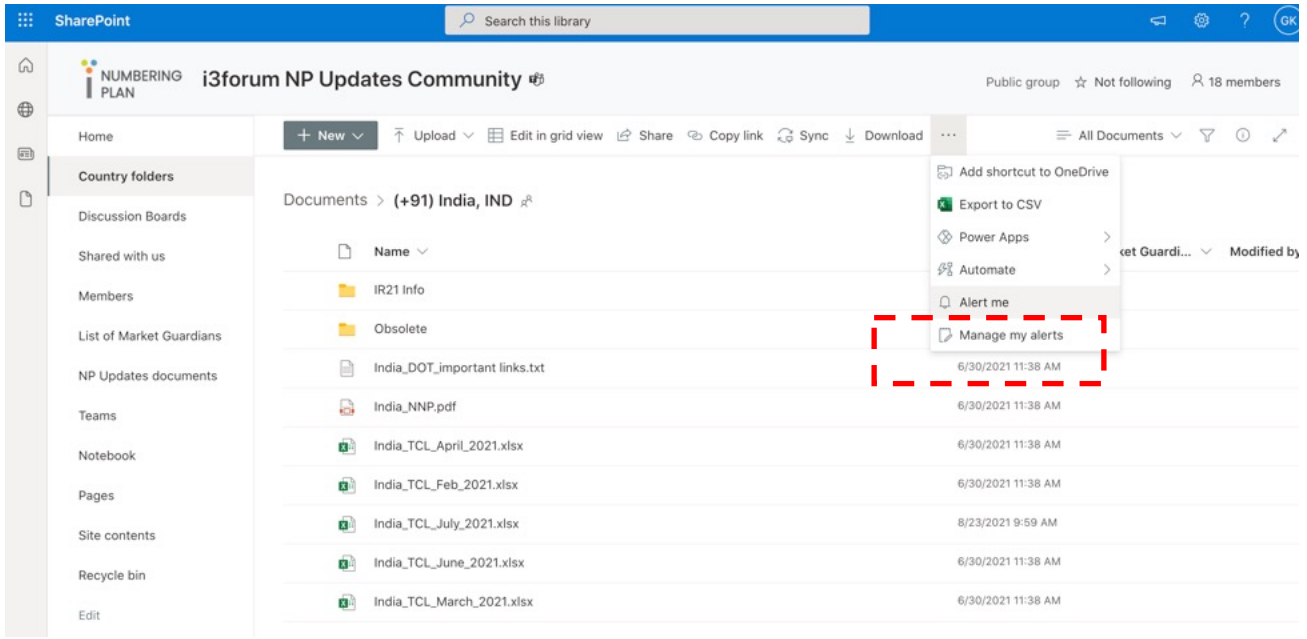
- List of members can be found under ‘Members’ menu item (Contacts List)
- Central Maintenance Function responsible for updating
- Screenshot of the founding members included for reference purposes



How do I know if something has changed?

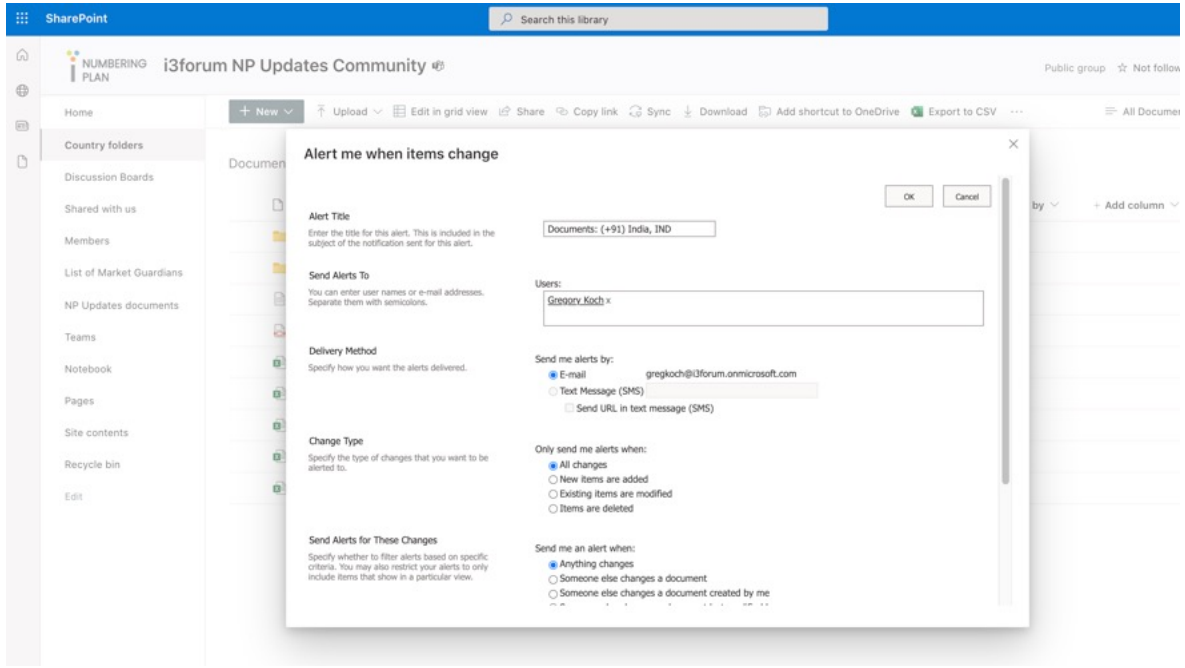
Creating and Managing Alerts to changes that are important to me

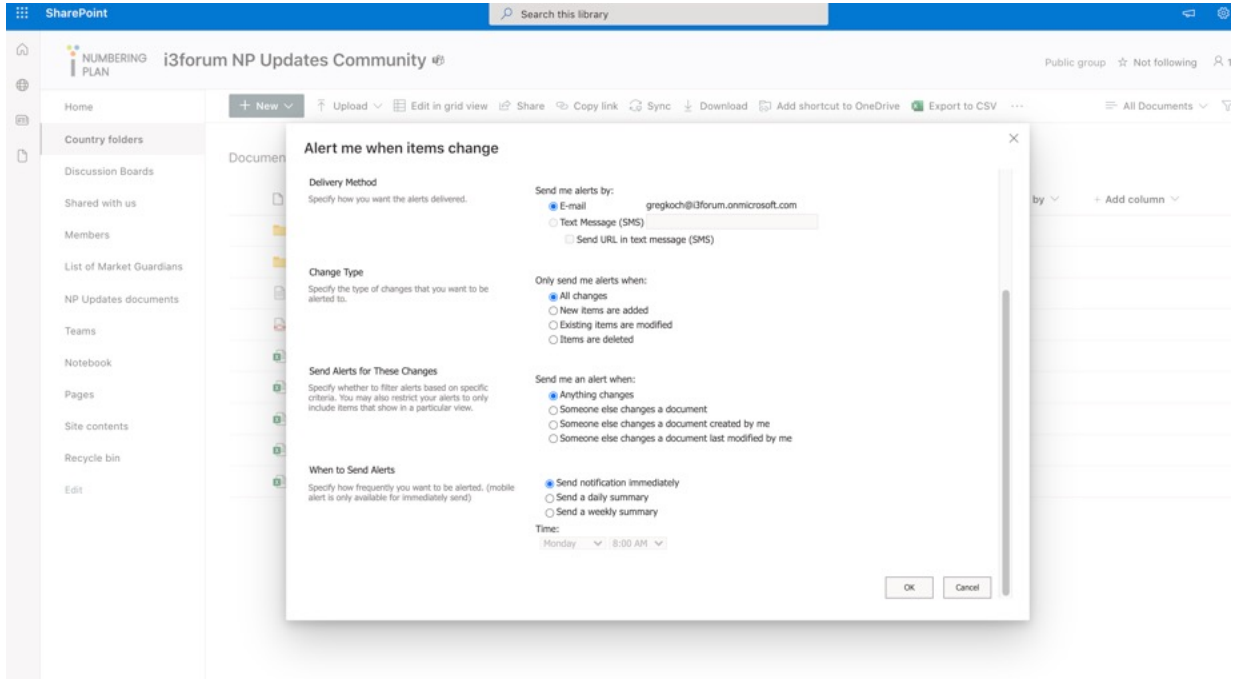
For example, I want to proactively receive notifications of changes in specific country folders (i.e. India)



How do I know if something has changed?

Select from pre-defined options to tailor your alerts based on personal preferences (some options may not be available based on licensing details)





Initiating discussion regarding another member's post – asking questions

1. Enter your question in the comments section of the News Post associated with the NP Update (tag the owner of the update to ensure they receive an auto notification to your question)*
2. If the owner of the NP Update did not create a News Post you will need to create one containing the details of your question while utilizing the comments and the tagging functionality accordingly*
3. Alternatively, maintain the discussion 'offline' via email if preferable to utilizing the News functionality

* Please reference Getting Started (Screen Shots) for more details

Core NP Data (expected in posts)

- Range (Country Code + National Destination Code + Subscriber Number)
- Network Provider (Owner of the range as designated by NRA, trying to avoid generic names including OLO, etc.)
- Network Type (Fixed, Mobile, Non-Geographic i.e.. Satellite, Free-Phone, Toll Free, VoIP Personal, etc. as designated by NRA)

Additional Highly Desirable NP Data (welcome in posts)

- Status of Range (Vacant = no information, Reserved = network type but no service provider, Assigned = reserved + service provider, In Service = assigned + available for use)
- Service Provider (the operator that is using the range to provide service, if we know, might be different than the network operator that owns the range, in cases such as OTT and MVNO, etc.)
- Use of Range (Premium Number, VAS, Audio Text, MSRN, VoIP)
- Effective Date (MNDDYY)
- Minimum Length (includes country code in length)
- Maximum Length (includes country code in length)
- International Eligibility (A number, B number, both, no, unknown)

Visit the Step-by-Step Guide Quick Reference Page for Additional Assistance

https://i3forum.sharepoint.com/sites/i3forumNP/SitePages/Step-by-step-guides-for-posting-updates.aspx