

COMREG - NUMBER PORTABILITY INTERNET SITE GUIDE

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THIS DOCUMENT CONTAINS 24 PAGES INCLUDING TITLE PAGE

1. Introduction

This document is intended as a guide for all those who use the ComReg Interim Number Portability Database.

Sections, which follow, include

- Pre-requisites
- Accessing the Number Portability System
- The ComReg Number Portability Database Home Page
- The ComReg Number Portability Database Search Page
- Non Geographic Number Port
- Geographic Number Port
- Geographic Range Port
- Data Transfer

2. Pre-Requisites

To use the Number Portability System users are required to have Internet Explorer 6.1 or greater installed on their desktop.

3. Accessing the Website

The method for accessing the Number Portability Database application has changed. Since the launch of the application, access has been by means of analogue dial up, but now the users will gain access via the internet.

The user will access the application by launching their Internet Explorer desktop browser and entering the appropriate URL, depending on whether they want to use the production or test system.

The URLs are as follows:

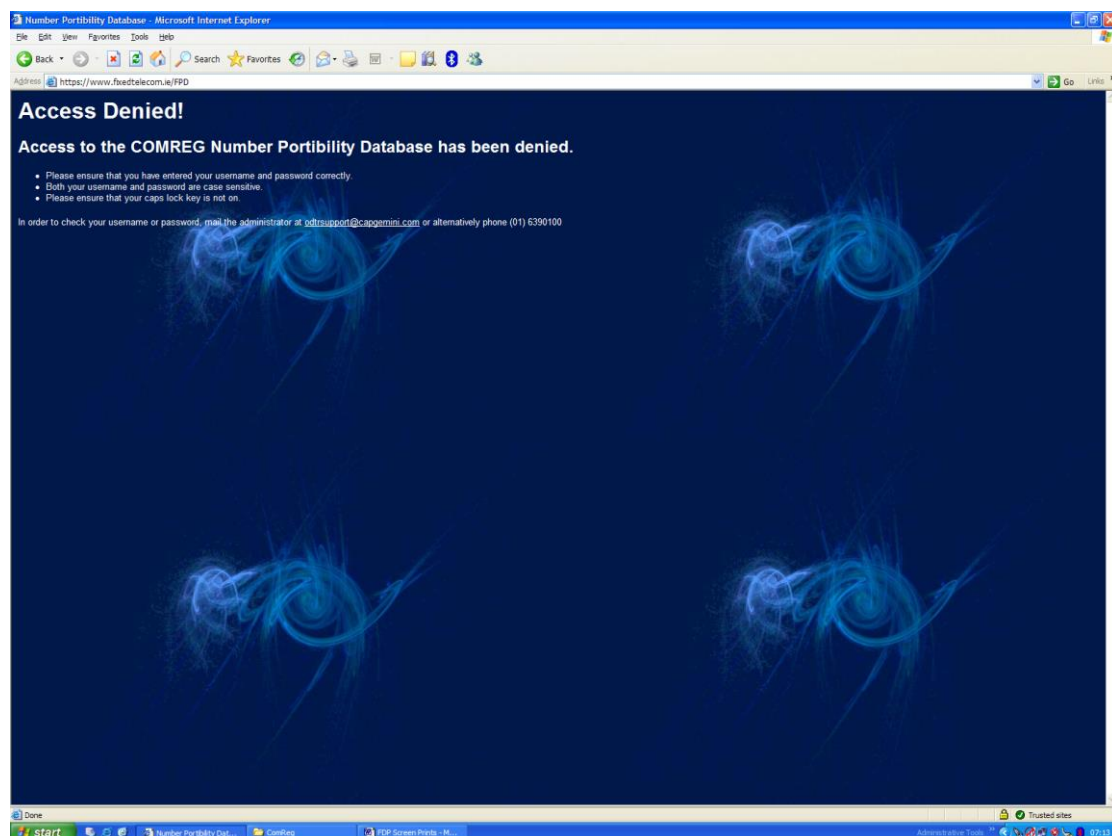
- Production System: www.fixedtelecom.ie/fpd
- Training System: www.fixedtelecom.ie/fpdtraining

Once the user has entered the URL and hit enter, the system will present a dialog box which challenges the user for a username and password, as shown in the screen-shot below. When the user enters in a valid username and password they will be directed to the Number Portability database home page.

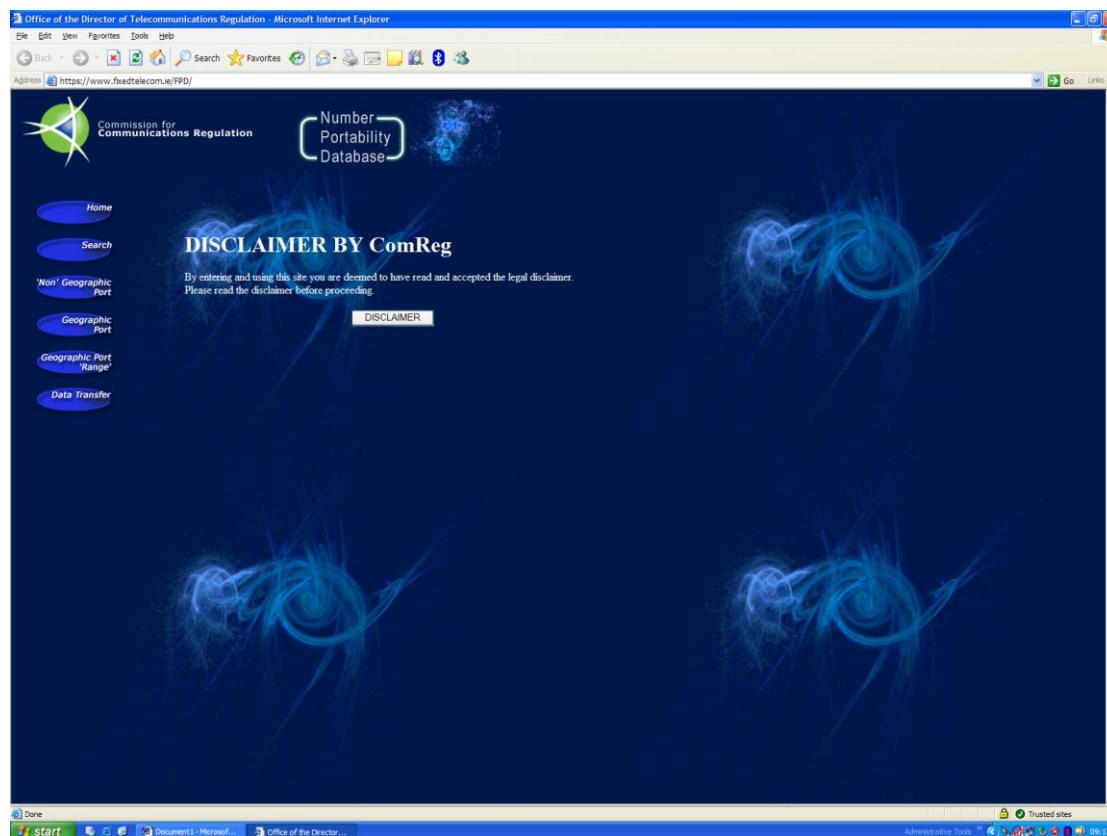


3.1 Access Denied Screen

When a user enters an incorrect username or password, the system will present the dialog box again. If a user enters an incorrect username or password more than 3 times, they will be presented with an Access Denied screen informing them that they have been denied access to the Number Portability database. This screen provides a list of checks to make before trying to gain access, followed by contact details in case a user has any queries.









4. The COMREG Number Portability Database Home Page



The system presents the Home Page when a user first accesses the system. This page provides a link to the Disclaimer, explaining that users are assumed to have read and accepted the contents of the Disclaimer.

The system also displays a navigation bar which provides a set of links to the other pages on the site. Each link is presented as a button. The following table describes how to use each of the buttons for navigating around the site.

Button	Use
 Home	Click on this button to return to the Home Page
 Search	Click on this button to link to the Search page, which you can use to verify that number porting transactions have been successful.
 Non Geographic Port	Click on this button to link to the 'Non' Geographic Port page, which you can use to port 'Non' Geographic numbers.
 Geographic Port	Click on this button to link to the Geographic Port page, which you can use to port Geographic numbers.

Geographic Port	
 Geographic Port Range	Click on this button to link to the Geographic Port 'Range' page, which you can use to port a range of Geographic numbers.
 Data Transfer	Click on this button to link to the Data Transfer page, which you can use to: <ul style="list-style-type: none"> • Upload a Transaction File • Download all Generated Transactions.

4.1 Types of Navigation Bar

Depending on the porting mode available to the Operator, the system displays one of the following sets of buttons in the Navigation Bar. Navigation set of links:

'Non Geographic'



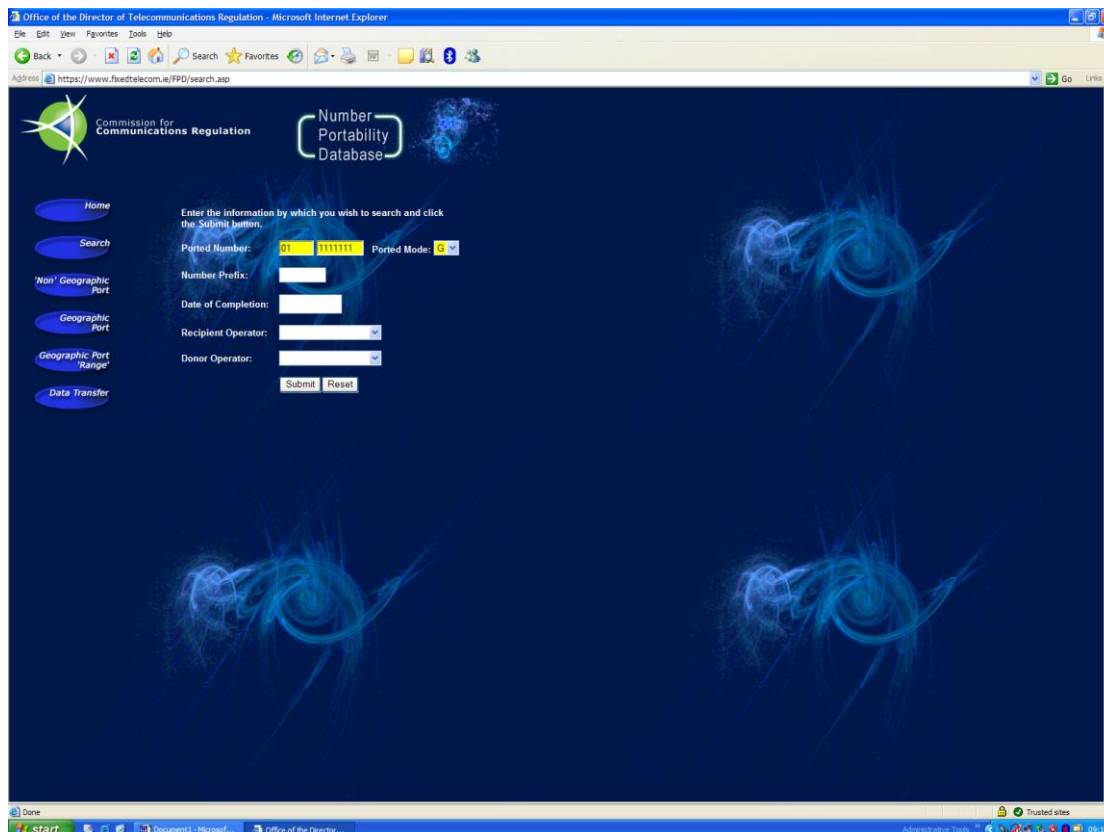
'Geographic'



'Geographic Range'



5. The COMREG Number Portability Database Search Page



The screenshot shows a web browser window displaying the 'Number Portability Database' search page. The page has a dark blue background with a glowing blue eye graphic. On the left, there is a navigation menu with links: Home, Search, 'Non' Geographic Port, Geographic Port, Geographic Port 'Range', and Data Transfer. The main content area contains a search form with the following fields: Ported Number (with a dropdown for '01' and a text input for '11111111'), Ported Mode (a dropdown with 'G' selected), Number Prefix (a text input), Date of Completion (a text input), Recipient Operator (a dropdown), and Donor Operator (a dropdown). Below these fields are 'Submit' and 'Reset' buttons. The browser's address bar shows the URL 'https://www.fixedtelecom.ie/FPD/search.asp'.

This page allows you to verify your number ports have been successful or trace a numbers porting history.

To execute a search, complete the following obligatory fields then Click '**Submit**',

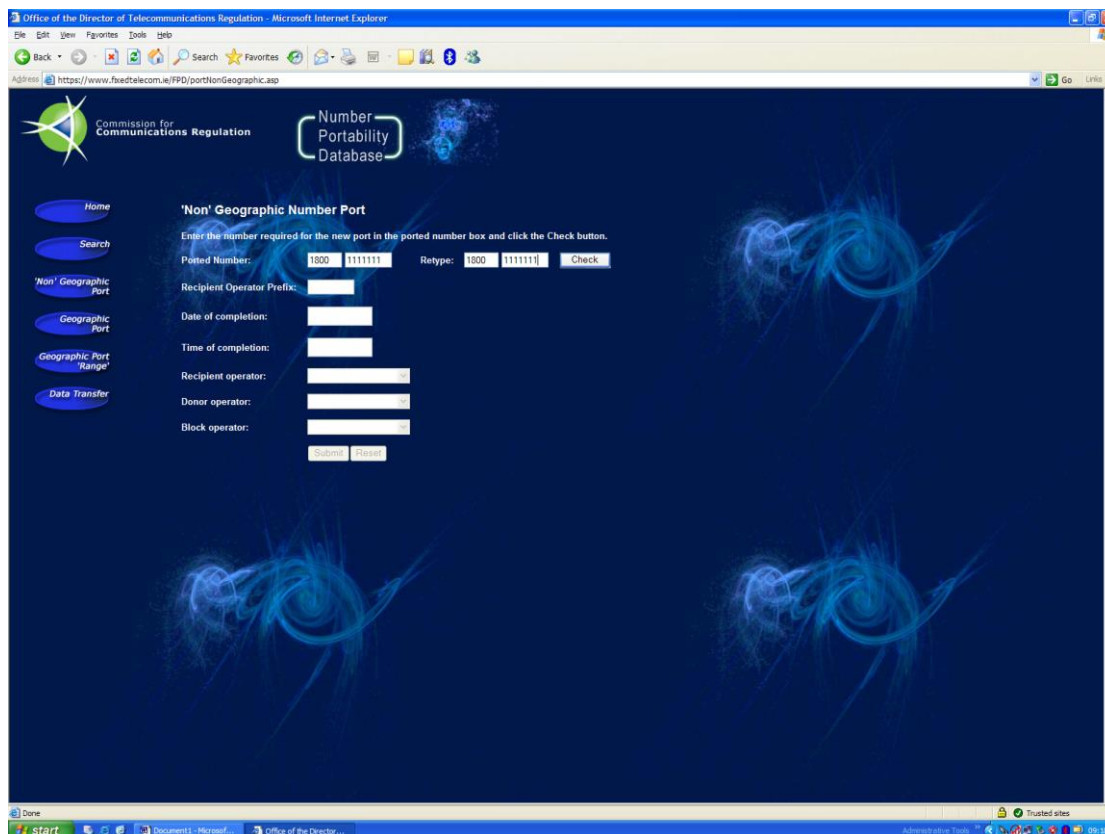
Field	Definition
Ported Number	Enter the ' Ported Number ' here.
Ported Mode	Mode of Port is either N – 'Non' geographic or G - Geographic

In addition to the obligatory fields you may complete any of the following optional fields, prior to submitting your search query.

Field	Definition
Number Prefix	Enter the ' Operator Prefix ' here.
Date of Completion	Enter the ' Date of Completion ' here.
Recipient Operator	Click on the ' Down Arrow ' and select the Recipient Operator.
Donor Operator	Click on the ' Down Arrow ' and select the Donor Operator.
Block Operator	Click on the ' Down Arrow ' and select the Block Operator.

You may reset all fields by clicking on the 'Reset' button

6. 'Non' Geographic Number Port



The screenshot shows a web browser window titled 'Office of the Director of Telecommunications Regulation - Microsoft Internet Explorer'. The address bar shows 'https://www.fixedtelecom.ie/FPD/portNonGeographic.asp'. The page features the Commission for Communications Regulation logo and a 'Number Portability Database' header. A left sidebar contains navigation links: Home, Search, 'Non' Geographic Port (selected), Geographic Port, Geographic Port Range, and Data Transfer. The main content area is titled 'Non' Geographic Number Port and contains the following fields and instructions:

Enter the number required for the new port in the ported number box and click the Check button.

Ported Number: Retype:

Recipient Operator Prefix:

Date of completion:

Time of completion:

Recipient operator:

Donor operator:

Block operator:

At the bottom of the form are 'Submit' and 'Reset' buttons.

To carry out a 'Non' Geographic Number Port, a user must complete the following 2 steps:

- Step 1: Request the system to check the number to be ported
- Step 2: Enter the remaining information which is required for a port

6.1 Step 1: Request the system to check the number to be ported

Enter the number to be ported in both the '**Ported Number**' and '**Retype**' text boxes, then click the **Check** button.

The system will then carry out the following checks and display an error message if any validation failure occurs:

- The numbers in both text boxes match.
- The user has entered valid numbers. (e.g. system checks the first four digits represent a valid STD code).

- None of the text boxes is left blank.

6.2 Step 2: Submit remaining port information

When all checks have been passed the system displays the ported number text boxes and makes them 'read only', so the user cannot change the values of the ported number or STD Code.

The port of the number will be one of the following statuses:

- First port (FP)
- Subsequent port (SP)
- Return to block (RB)
- Relinquish (RN)
- Emergency restore (ER)
- Support Transaction (ST)

When a user enters a number for the first time, it has a status of First Port, which means the user is free to select recipient, donor and block operators from the list. If it is not a First Port, the system sets the value in block operator text box and makes it 'read-only'.

6.2.1 Data validation checks

The system validates the data entered by the user following submission, according to the list of checks below. If validation fails, an error message is displayed to the user.

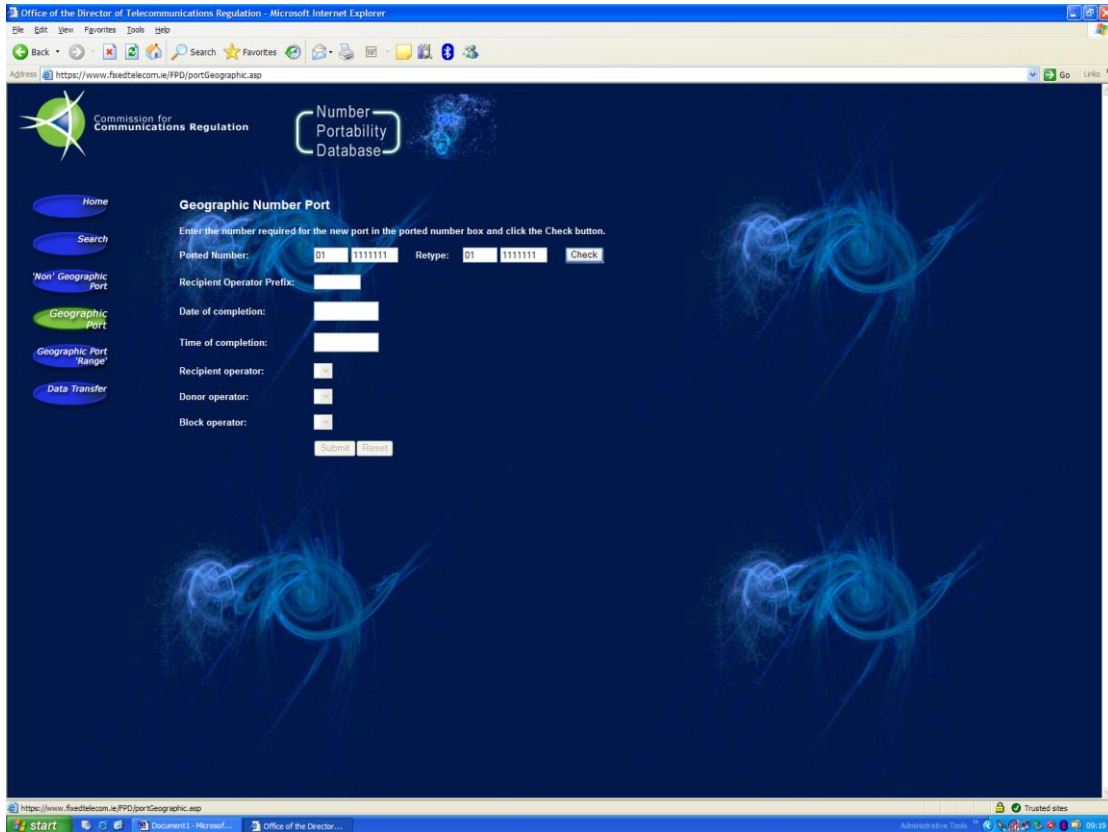
Validation Error	Message(s)
Date of Completion	The date must have 10 characters with the format DD/MM/YYYY
Time of Completion	The time must have 5 characters with the format 99.99
Date Comparisons	<p>The combination of date & time of completion must be less than the combination of current date and time</p> <p>For numbers that have a status other than FP, the combination of completion date & time must be later than the date and time of the previous record</p>
Mandatory fields	All fields must be completed. Blank spaces are not accepted
Operator fields	<p>The Recipient, Donor and Block Operator fields must not all have the same value</p> <p>The Donor and Block Operators must be the same for a First Port</p>

6.2.2 Emergency Restore

- If the recipient is the same operator as the donor of the previous port, the system will change the status to Emergency Restore (ER). The system will ask the user to confirm or reject this change in status. If the user confirms the change, the system will update the status to Emergency Restore (ER).

Note: The Operator lists (Donor, Recipient and Block) are restricted to only those Operators that can work in this porting mode.

7. Geographic Number Port

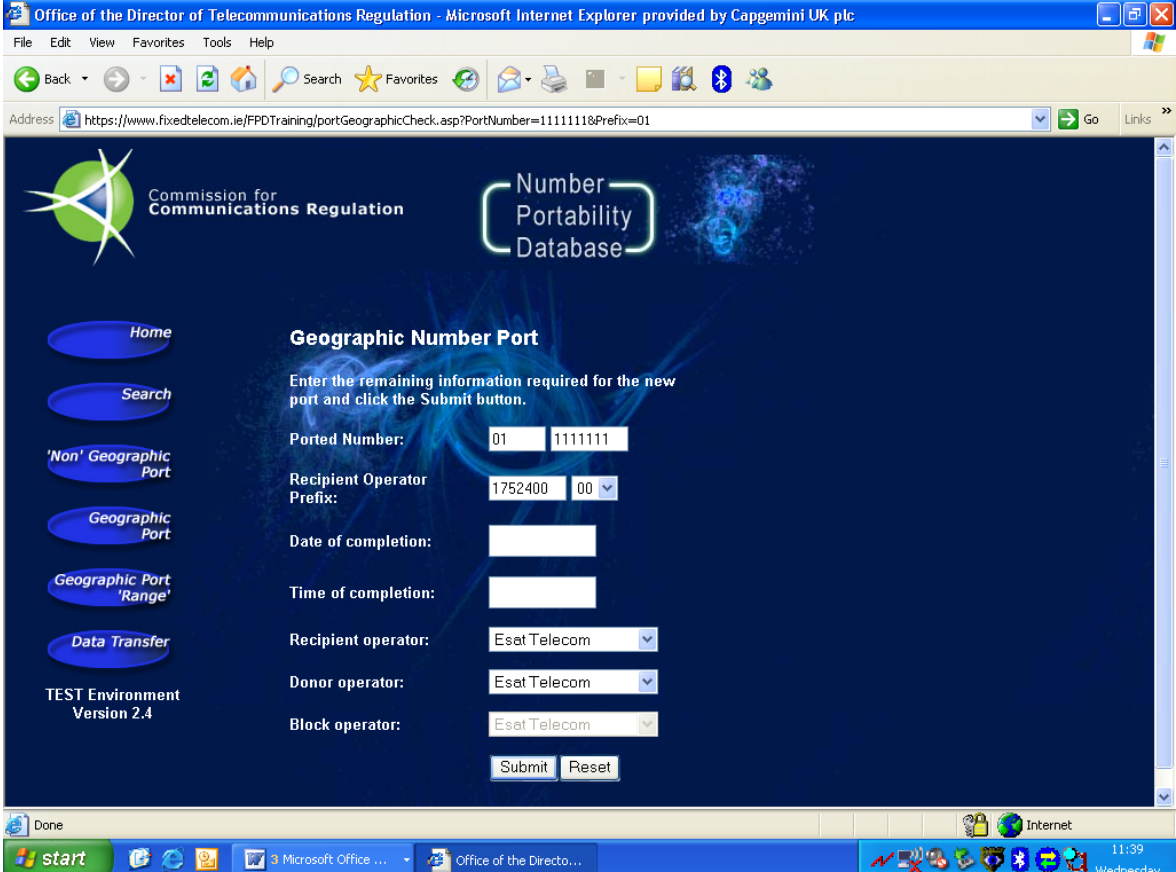


To carry out a Geographic Number Port, a user must complete the same steps as for a 'Non' Geographic Number Port. These are as follows:

- ▲ Step 1: Request the system to check the number to be ported
- ▲ Step 2: Enter the remaining information which is required for a port

Please refer to Section 6 for details of each step.

When the system has successfully checked the number, you can modify the Recipient Operator Prefix by making a selection from the drop-down list, as shown below:



Office of the Director of Telecommunications Regulation - Microsoft Internet Explorer provided by Capgemini UK plc

Address: <https://www.fixedtelecom.ie/FPDTraining/portGeographicCheck.asp?PortNumber=1111111&Prefix=01>

Commission for Communications Regulation

Number Portability Database

Geographic Number Port

Enter the remaining information required for the new port and click the Submit button.

Ported Number: 01 1111111

Recipient Operator Prefix: 1752400 00

Date of completion:

Time of completion:

Recipient operator: Eset Telecom

Donor operator: Eset Telecom

Block operator: Eset Telecom

Submit Reset

TEST Environment Version 2.4

8. Geographic Number Port Range

Use the Geographic Number Port Range functionality to port a range of numbers. Complete the following steps:

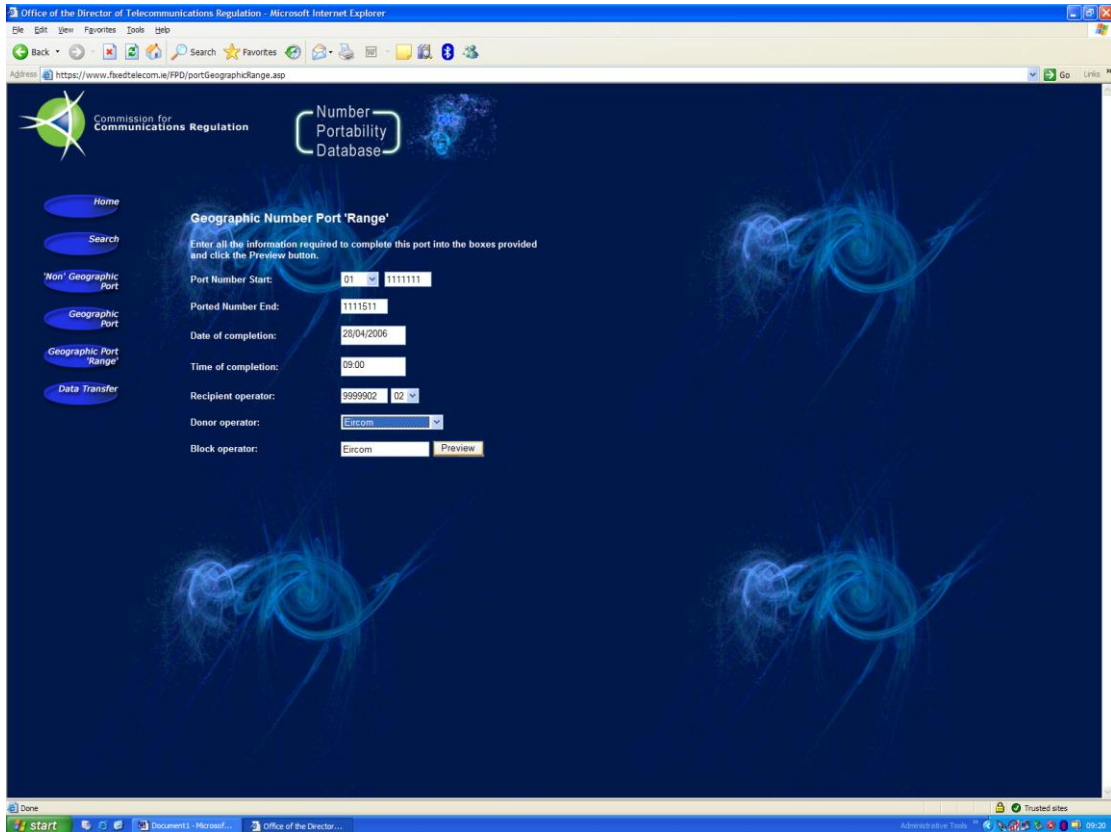
- Step 1: Request a preview of which numbers within the range are eligible for porting
- Step 2: Submit the numbers for porting or amend the range you have selected
- Step 3: Confirm your request.

Note: Only number ranges that are free from validation errors can be ported. Any range found to have a validation error will be rejected by the system. The user will need to re-submit a range excluding validation error.

8.1 Step 1: Request a preview of numbers for porting

Enter the following information for the range, using the screen displayed below and click on the 'Preview' button:

- STD code
- Start number
- End number
- Date of Completion
- Time of Completion
- Recipient Operator
- Donor Operator
- Block Operator



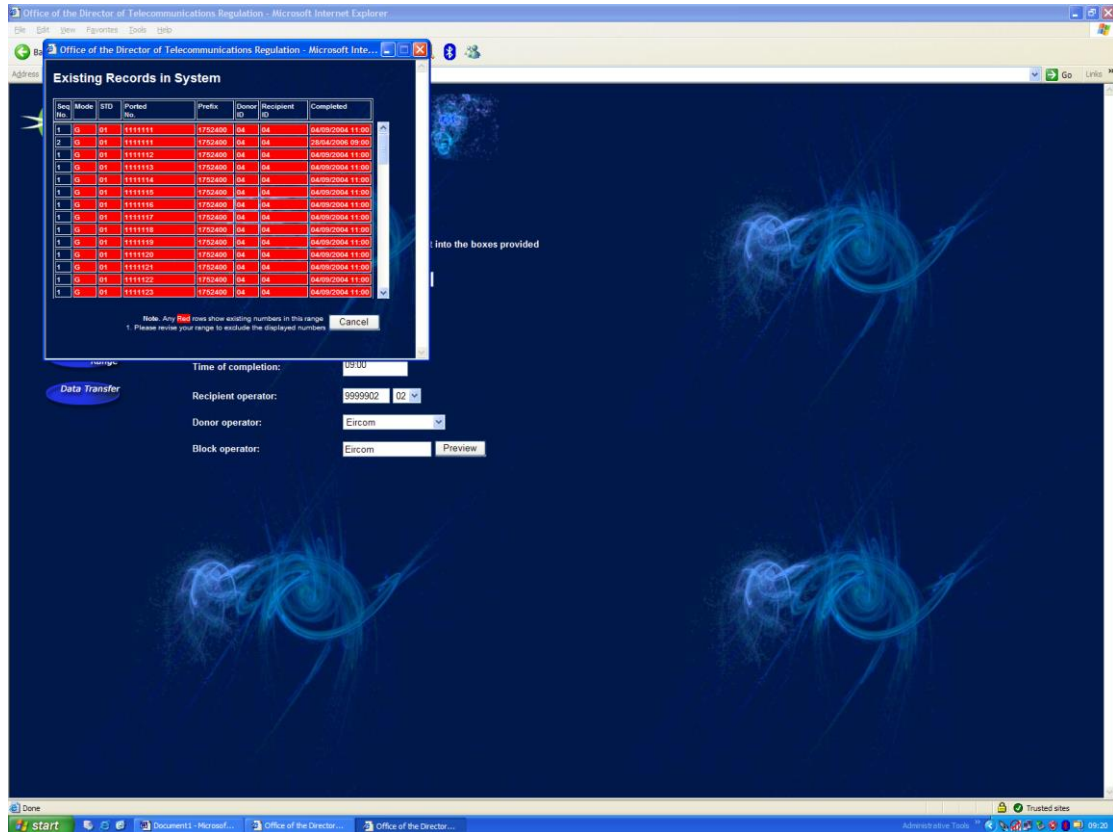
The screenshot shows a web browser window with the address <https://www.fixedtelecom.ie/FPD/portGeographicRange.asp>. The page is titled 'Number Portability Database' and 'Geographic Number Port Range'. It contains a form with the following fields:

- Port Number Start: 01 1111111
- Ported Number End: 1111511
- Date of completion: 28/04/2006
- Time of completion: 09:00
- Recipient operator: 9999902 02
- Donor operator: Eircom
- Block operator: Eircom

A 'Preview' button is located next to the 'Block operator' field. The background of the page features a blue abstract design with glowing eyes.

8.2 Step 2: Submit the numbers for porting or amend the range

The system validates the number range and shows any validation errors in a popup window as illustrated below:



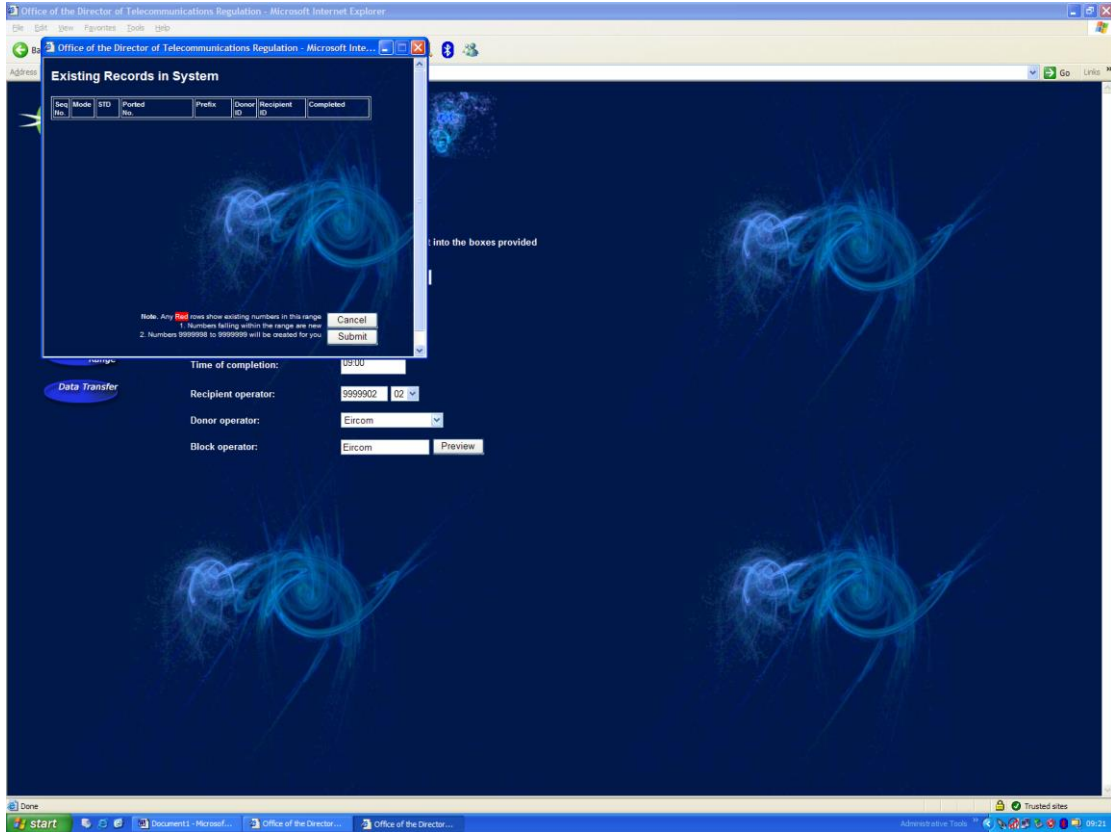
Numbers are eligible for porting if they are within the range originally specified and are not displayed in the 'Existing Records in System' list. The validation rules for 'Range' porting are:

- Only port those numbers for which this is the 'First Port'
- Date & Time of Completion must be less than the current date & time.

Click the 'Cancel' button to return to the Geographic Number Port Range screen and amend your range selection.

If all numbers are eligible for porting, there will be no records displayed in the '**Existing Records in System**' list.

Click the 'Submit' button to port the numbers in the range you specified or 'Cancel' to return to the Geographic Number Port Range screen and amend your range selection.




Office of the Director of Telecommunications Regulation - Microsoft Internet Explorer

Office of the Director of Telecommunications Regulation - Microsoft Inte...

Address

Existing Records in System

Seq. No.	Mode	STD No.	Ported No.	Prefix	Donor ID	Recipient ID	Completed
							

Note: Any **red** rows show existing numbers in this range
 1. Numbers falling within the range are new
 2. Numbers 9999998 to 9999999 will be created for you.

Cancel
Submit

Time of completion: 0910

Data Transfer

Recipient operator: 9999902 02

Donor operator: Eircom

Block operator: Eircom Preview

into the boxes provided

start

Document1 - Microsoft... Office of the Director... Office of the Director...

Address bar: Trusted sites

Address bar: Tools

99:21

8.3 Step 3: Confirm your request

After you have clicked the 'Submit' button, the system will present a confirmation box.



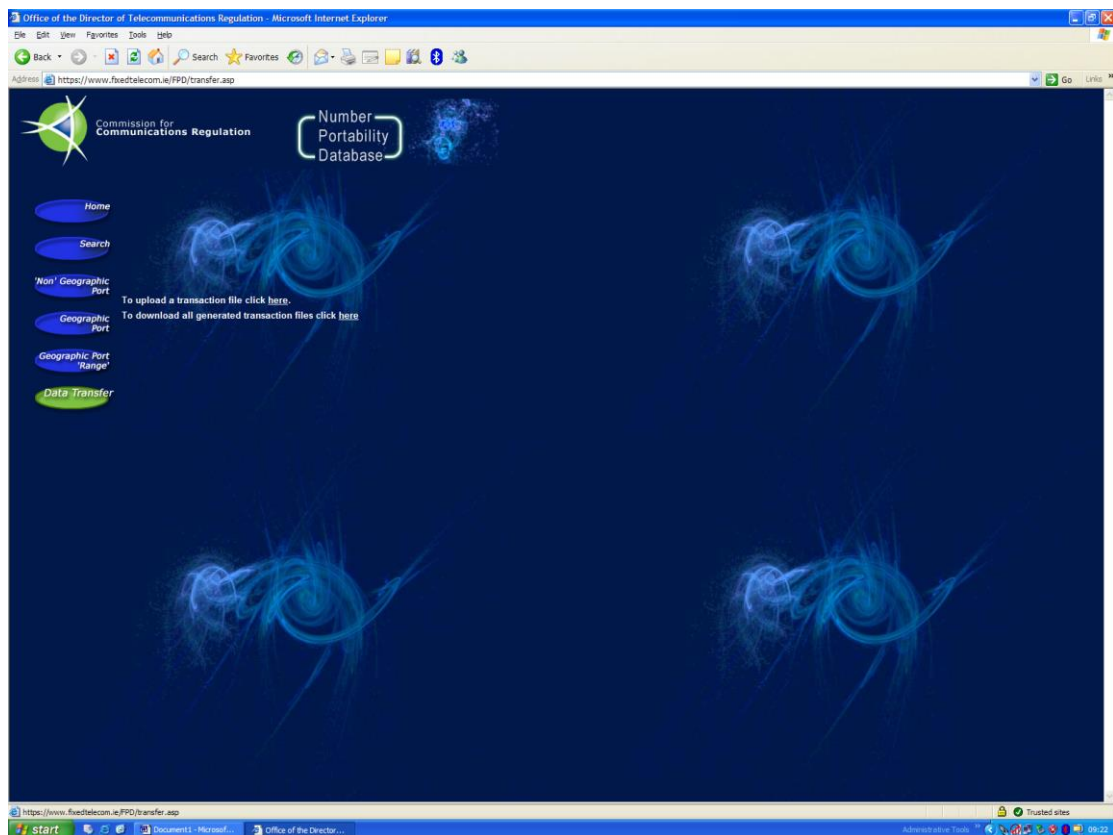
Choose 'OK' to confirm the ports.

Choose 'Cancel' to return to the Preview screen.

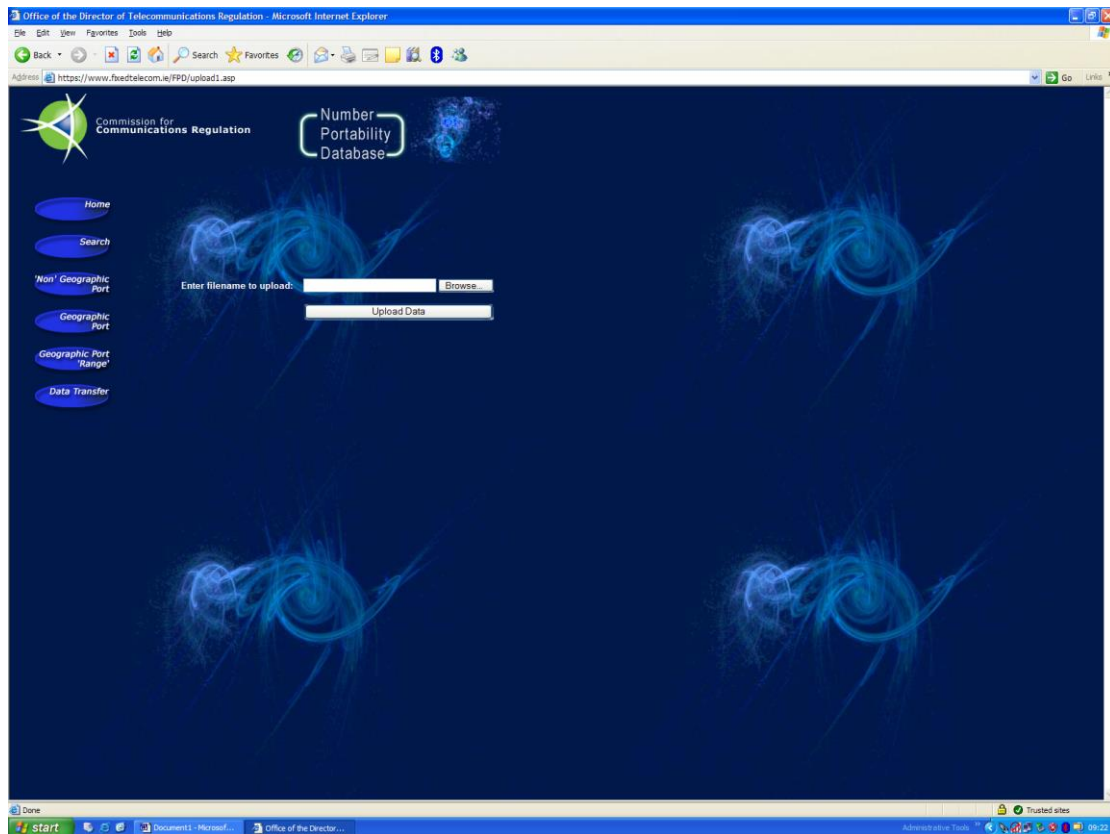
9. Data Transfer

Use this page to perform the following tasks:

- Upload a transaction file (containing number ports).
- Download a file containing all transactions (number porting history) held on the system .



9.1 Uploading a transaction file



Use the Upload function to complete a number of ports rather than entering each one individually.

Complete the following steps:

- ▲ Step 1: Enter porting details in to .csv file
- ▲ Step 2: Upload the .csv file

9.2 Step 1: Enter porting details into .csv file

Enter the porting details in to a .csv file with the following format. Ensure you include leading zeros for Operator id's e.g. 02 not 2. the system will automatically identify a number prefix as being either 'Geographic' or 'Non Geographic' when it uploads the file.

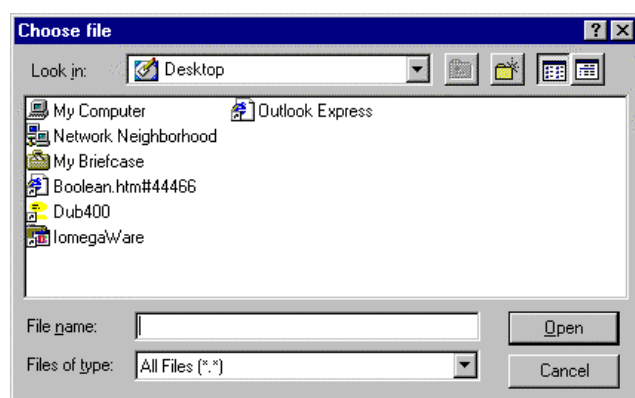
Header	STD code	Date Time										
	FH	04	25/09/2000	15:09:32								
Detail	FD	1800	1600000	1751004	01	03	03	22/09/2000	0:01:00			
	FD	1800	1600001	1751004	01	03	03	22/09/2000	13:01:00			
	FD	1800	1600002	1751004	01	03	03	22/09/2000	13:01:00			
	FD	1800	1600003	1751004	01	03	03	23/09/2000	14:20:00			
	FD	1800	1600004	1752410	01	03	03	24/09/2000	9:45:00			
	FD	1800	1600005	1752411	01	03	03	24/09/2000	9:45:00			
Footer	FF	6										

Count

2 digit Operator Id's
(Recipient, Donor, Block)

9.3 Step 2: Upload the .csv file

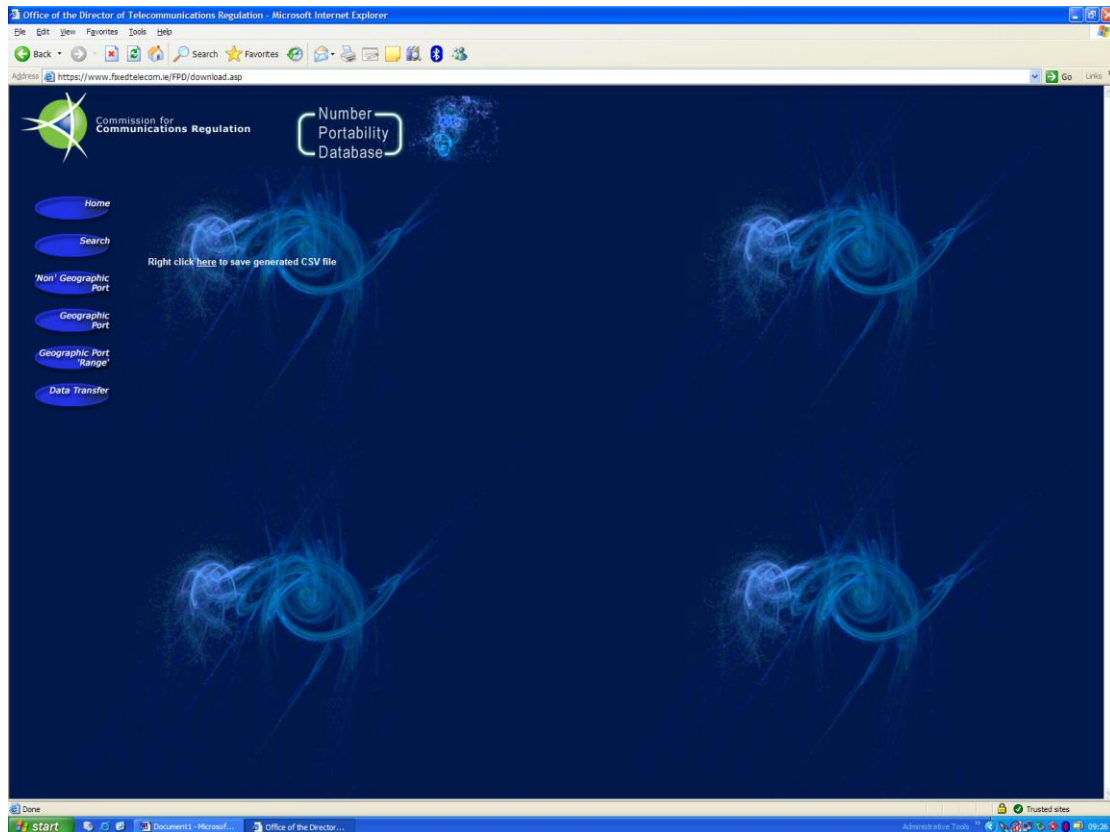
Choose the file you wish to upload, using the 'Browse' button.



Then Click on the 'Upload Data' button.

The system will display an error message if the data in the upload file has the incorrect format or is inconsistent (eg. the Recipient Operator is different to the Operator who is uploading the file).

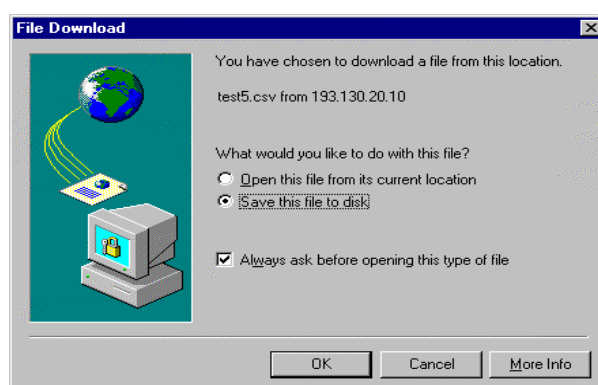
9.4 Downloading all generated transactions



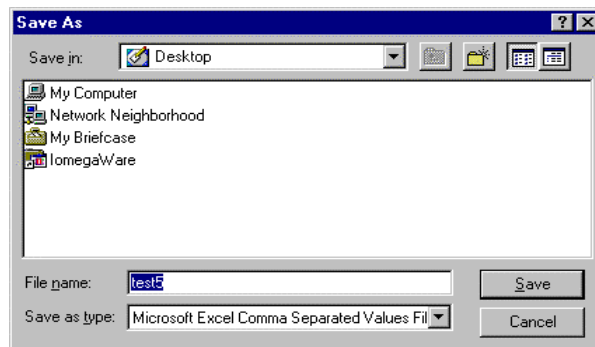
The downloaded file is in the same format as described for the upload transaction (*section 8.1*).

Note: The downloaded file will only show a level of detail as permitted by the logged on users role.

Use this menu to save your file to disk:



Use this menu to select a destination for your file:



APPENDICES

Appendix A: Document Control

Version History

<i>Version</i>	<i>Date</i>	<i>Comments</i>
0.1	Nov 1999	First draft
1.0	Feb 2001	Reviewed document after system modifications
2.0	May 2006	Modifications to reflect applications migration to being internet facing

Document Distribution

<i>Name</i>	<i>Location</i>	<i>Responsibility</i>	<i>Action / Information</i>
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