

Bulk Editor

Bulk Editor allows you to make similar modifications across many users at the same time

- From the Station Explorer, select the stations to be edited. This will open the Order Editor.
- Select the stations to be changed and Bulk Edit.
- Use the wizard to add/modify/delete features or change any of the options available.

Managing Orders

Orders issue the commands to activate services and can be Searched, Scheduled, Unscheduled, Modified, Discarded, Finalized or placed On Hold. Once an order (change request) is sent, the order can be viewed and changed via any of these four methods:

- Station Editor when editing a station
- Orders button via main toolbar of the application
- Group Editor when editing a group
- Authorization Code Management Window when adding, editing or deleting Authorization Codes


Most Common Feature Changes

All feature changes are made from the Stations Editor. Find your station and open the Station Editor.


Change Line Class Codes


For 5ESS and EWSD, select the LCCs available in the dropdown box under the DN feature.
For DMS, the LCC is set by selecting the Station Model.

Change Call Appearances

For 5ESS and EWSD, select a vacant key on an ISDN set and add DN. Populate the information on the shared number or create a new number on the key by populating the required fields.
For DMS, add **MDN** appearance from the Group Editor. Search for the  Groups Group in the Group Explorer and Edit desired group. Select Insert and walk through the Wizard to add **MADN** appearances.

Configuration Group Options

For 5ESS Terminal Configuration Groups, select the Config Group tab. Select the appropriate configuration group from the drop down and view the layout in the panel below. Once the config group is selected, return to the Key-Features tab to activate the features on the mapped  keys. Select the key and choose the Activate Config Group Feature icon.

For EWSD Feature Key Management Profile, select the Key Management tab. Select the appropriate profile from the drop down and view the layout in the panel below. Once the profile is selected, return to the Key-Features tab to activate the features on the mapped keys. Select the key and  choose the Activate Feature Key Management Feature icon.

Hunting Options

For 5ESS Series Completion Hunt, select the DN feature and open the circuit tab to change the Series Hunt to Number (SERHLN). Or manage the MLHG features assigned to the line.

For DMS Series Completion, select the SCMP features. All hunt groups (MLH, DLH, DNH) can be managed from the Groups tab. Follow the wizard to add members or edit the attributes from the Group Editor. For EWSD Series Completion Hunt, select the SERCOMP feature.

Forwarding Options

Changes to forwarding come in a variety of options. All switches support Call Forward on Busy, Don't Answer, and All Calls and allow for forwarding based on the source of the call. See table for the most common features that apply per switch type, or review the User Guide for greater detail.

	5ESS	DMS	EWSD
Busy	/CFBLAC	CFB	CFBL
Don't Answer	/CFDAAC	CFD	CFDA
All Calls	/CFV	CFV	CFV

For more information, visit

www.Frontier.com/Business/help



Quick Reference Card

CentrexManager Provisioning

CentrexManager Provisioning is a web-based portal that allows an enterprise administrator to assign service and change features for users within the organization.

Accessing CentrexManager

Enter the following URL into your computer's browser:

<https://centrexmanager.frontier.com/>

To log-in:

- User ID: user ID provided by your system administrator
- Example: **firstinitiallastname**
- Default password: **abcd1234**
- Click Log-in
- Note: User ID and password are case sensitive.



Accessing On-Line Help

- Select Help from the Menu Bar > Help
- Help will display in Acrobat PDF format or in your internet browser program or in an independent Acrobat Reader window.

Logging Out

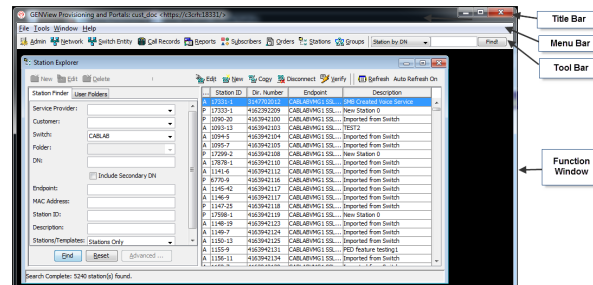
- Click the "X" in the upper right corner of the workspace window OR
- Select File > Exit from the Menu Bar



Navigating CentrexManager

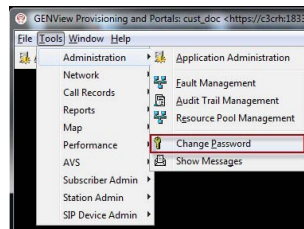
CentrexManager uses standard Windows conventions such as point, click, double click, drag & drop, window sizing and keyboard shortcuts using the ALT + underlined character in the menu name.

CentrexManager utilizes a Menu bar for main navigation allowing you to have multiple windows open simultaneously to move between functions as required. You can press ALT+TAB to alternate between Function windows or resize them to fit simultaneously on your screen. Certain buttons in the Tool Bar located below the Menu Bar may not be enabled for your User ID and user profile.



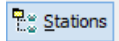
Changing Your Password

- From the Menu Bar, Select Tools > Administration > Change Password



- Enter your current password (case sensitive)
- Enter your new password twice to confirm
- Click OK to save your changes and remember to use the new password upon next login.

Finding a Station (Line)



- From the Tool Menu select Stations to open the Station Explorer Console
- Using the Station Finder tab, enter criteria to locate/find the subscriber you wish to modify. Example: Enter the Directory Number (DN) and click FIND
- From the results window, use your mouse to highlight the item you want to manage and click one of the following icons:

EDIT	Highlight a station and click EDIT icon at the top of the results window to open the Station Editor to edit a
NEW	Click NEW to open the Station Editor and add a new
COPY	Highlight a station and click COPY icon at top of the results window to copy a station to add a new station.
DELETE	Highlight a station and click DELETE to remove them from the service.
Verify	High a station and click VERIFY to synchronize the station with the switch.
REFRESH	Reruns the selection criteria query to ensure the

Editing a Station (Line)

Station Editor allows you to modify a station. The tabs found in the Station Editor may vary slightly based upon the type of switch you are accessing.

- Title Bar— Shows the station you are editing
- Tool Button Bar—Provides buttons to Save, Execute (send changes to the switch immediately), Schedule (allows changes to be scheduled for the future), Override Schedule, Open Order & Open Subscriber
- General Tab—Assign fields such as Description, Location, Billable Telephone Number, Folder as well as edit eligible checkboxes
- Features Tab— Indicates the station model, all the features currently assigned. This is where you can add, modify and delete features.
- Custom Properties Tab—Assign information you would like to track for this station.
- Message Boxes— Displays any rule violations or switch errors based upon requests