

Manage Restricted Phone Numbers

This page contains instructions on how to restrict phone numbers and manage them from the interface.

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Restrict phone number

The first condition to restricting a phone number is that at least one [database category](#) is defined.

To restrict a phone number:

1. Click on the [Add Phone Number](#) icon in the **Tools** area.
2. Import phone number from file and fill in the fields below. The uploaded file entries must be in the <phone_number>, <category_name> format.
 - **Import numbers from file:** Select this option to add the database numbers from an existing .csv file. If this option is disabled, so are the next two fields.
 - **Import file:** Use this text box or the **Browse** button to specify the location of the file containing the database numbers.
 - **Field separator:** Specify the field separator character. Default value: ','
3. Or manually add a phone number and fill in the fields below.
 - **Number:** Enter the phone number that will be used to filter the users' outgoing calls.
 - **Database category:** Select one of the categories available.
 - **Add buttons:** Add/remove several numbers by using the +/- icons.
4. Click **OK** to save your settings and add a new number to the restricted phone numbers list. To go back to the previous page without adding anything, click **Cancel**.

Export restricted phone numbers

VoipNow allows you to export all the phone numbers from a call screening database to a .csv file and share them among VoipNow systems or save them for backup purposes. To do so, click the [Export numbers](#) link, then save the .csv file to the desired location.

Search for a restricted phone number

When the list of numbers is too long and you are searching for a particular number, you can enter the number in the text box located above the table and click the  **Search** button. The system remembers the search criteria when a new search is performed and even after the user logs out.

You can also use the **View numbers in category** drop-down list, which allows you to see all the numbers that belong to a certain database category.

Remove phone numbers

To remove a phone number:

1. Select it in the **Phone Numbers** table and click the [Remove selected](#) link on top.
2. Select the **Confirm removal** checkbox and click **OK**. To return to the previous page without removing the phone number, click **Cancel**.

Related Topics

[Restrict Phone Number](#)

[Manage Database Categories](#)