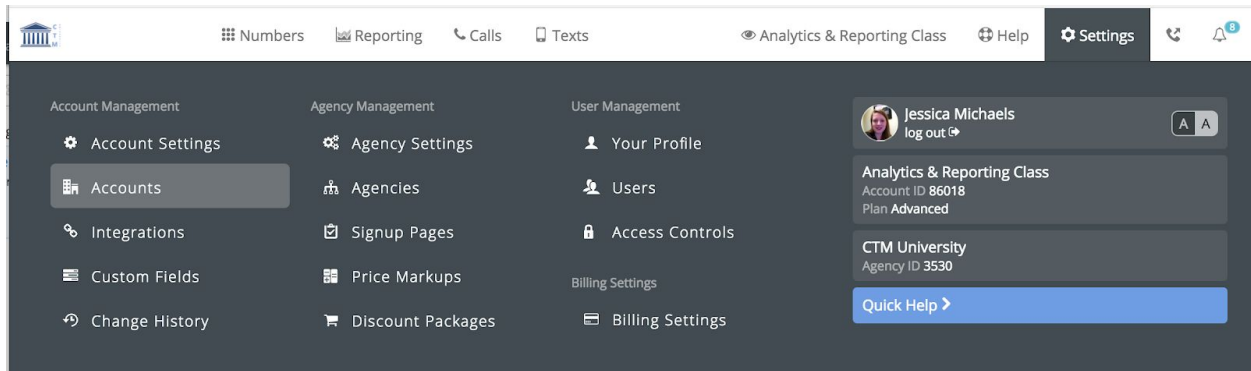


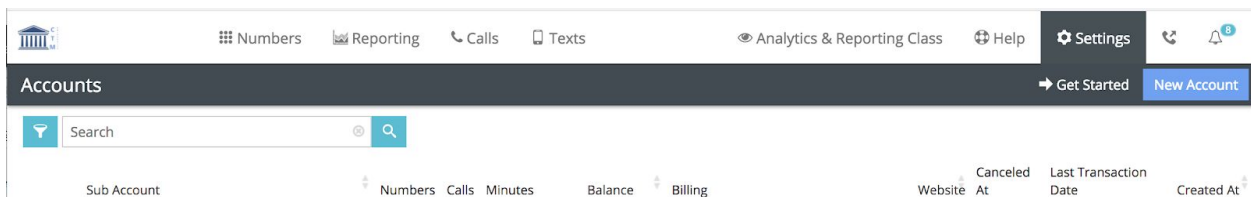
## Sub Accounts & Number Configuration

### Step 1) Create a new sub-account in CTM

- Go to the **Setting Gear > Accounts**

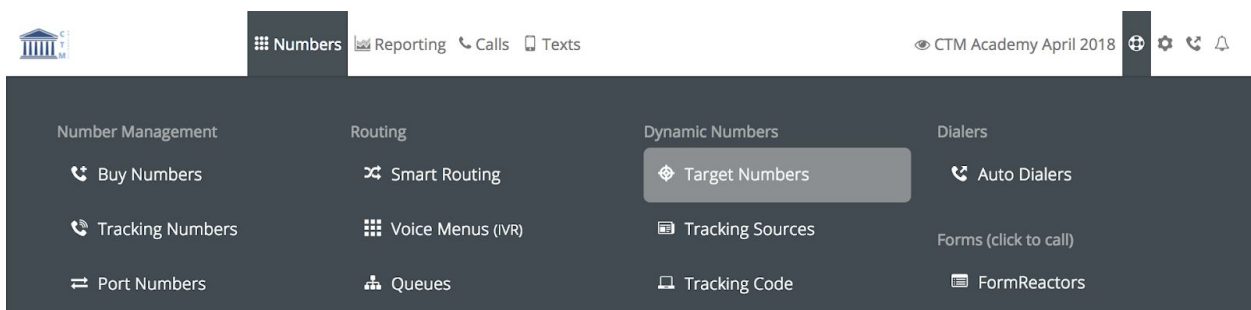


- Select the blue **New Account** button on the top right




- Name the new Sub Account “CTM Academy”

### Step 2) Create a Target Number - [Numbers > Target Numbers](#)



- Name the description of your target number: Website Target Number
- Hit “Save”
- Input the Target Number of: 800-000-0000
- Hit “Save”

Numbers Reporting Calls Texts CTM Academy April 2018

## New Target Number

**Target Numbers** are the numbers we will look for on your website and dynamically change/swap to a [tracking number](#). If you want us to search for multiple numbers on your website, you would need to add a target number for each phone number on your website. Our [JavaScript code](#) looks for the target numbers on your website and dynamically inserts a tracking number in their place (using the same format as the target number as it appears on your website).

[Close](#) [More Info](#) [Show me how](#)

### General

provide an optional description for this target number

Description (optional)

[Save Changes](#)

### Setup

configure the target number

OFF **Exact Match** ?

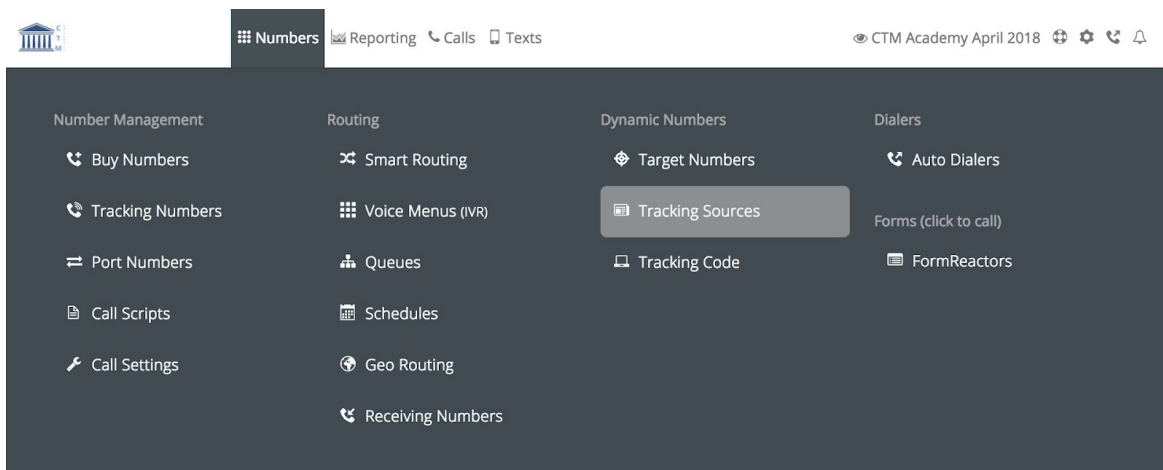
Keep in mind all tracking numbers must have a least one target number that is not exact match. In most cases, unless there are letters in your phone number, you will not need exact match.

Target Number

The phone number we should target for replacement on your website

[Save Changes](#)

## Step 3) Create a Tracking Source - [Number > Tracking Sources](#)



- Scroll & select “Website” from the preset options & **SAVE** your work

The screenshot shows the 'New Tracking Source' configuration page. The 'Name' field is empty. The 'Description (optional)' field is also empty. The 'Onsite (dynamic)' toggle is currently set to 'OFF'. A dropdown menu titled 'Select a preset' is open, listing several options: 'Ad Extension' (Google Adwords call extensions), 'Website' (Tracking numbers will show to all website visitors), 'Facebook Paid' (Paid traffic from Facebook Ads), and 'Accelerated Mobile Pages (AMP)' (A tracking source for AMP landing pages). The 'Website' option is highlighted. A 'Save Changes' button is located at the bottom left of the form.

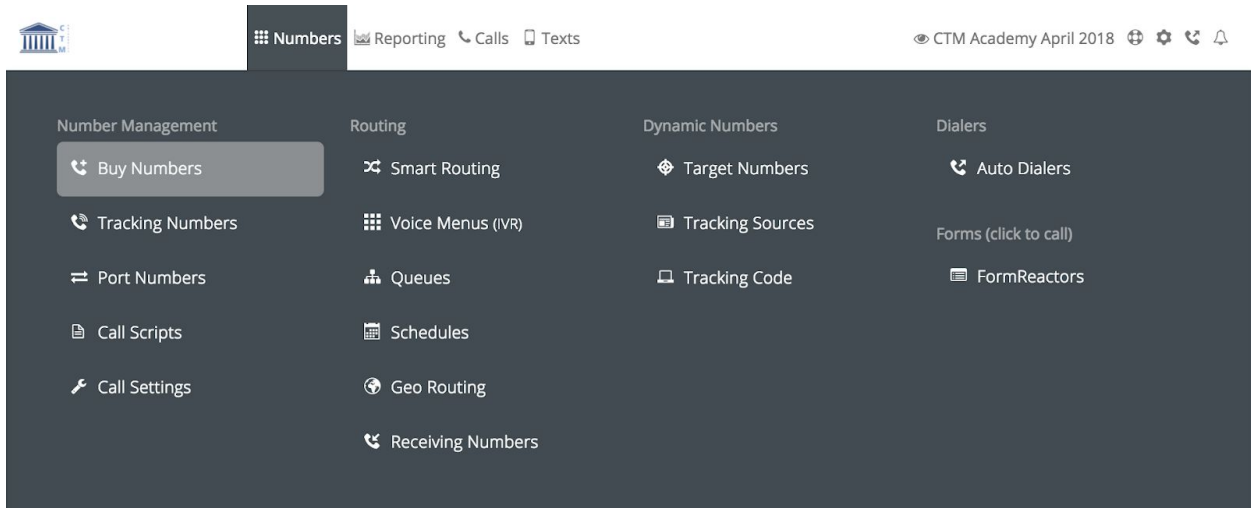
## Step 4) Create a Receiving Number - Numbers > Receiving Numbers

The screenshot shows the 'Numbers' menu in the CallTrackingMetrics interface. The menu is organized into four columns: 'Number Management', 'Routing', 'Dynamic Numbers', and 'Dialers'. The 'Receiving Numbers' option is highlighted at the bottom of the menu.

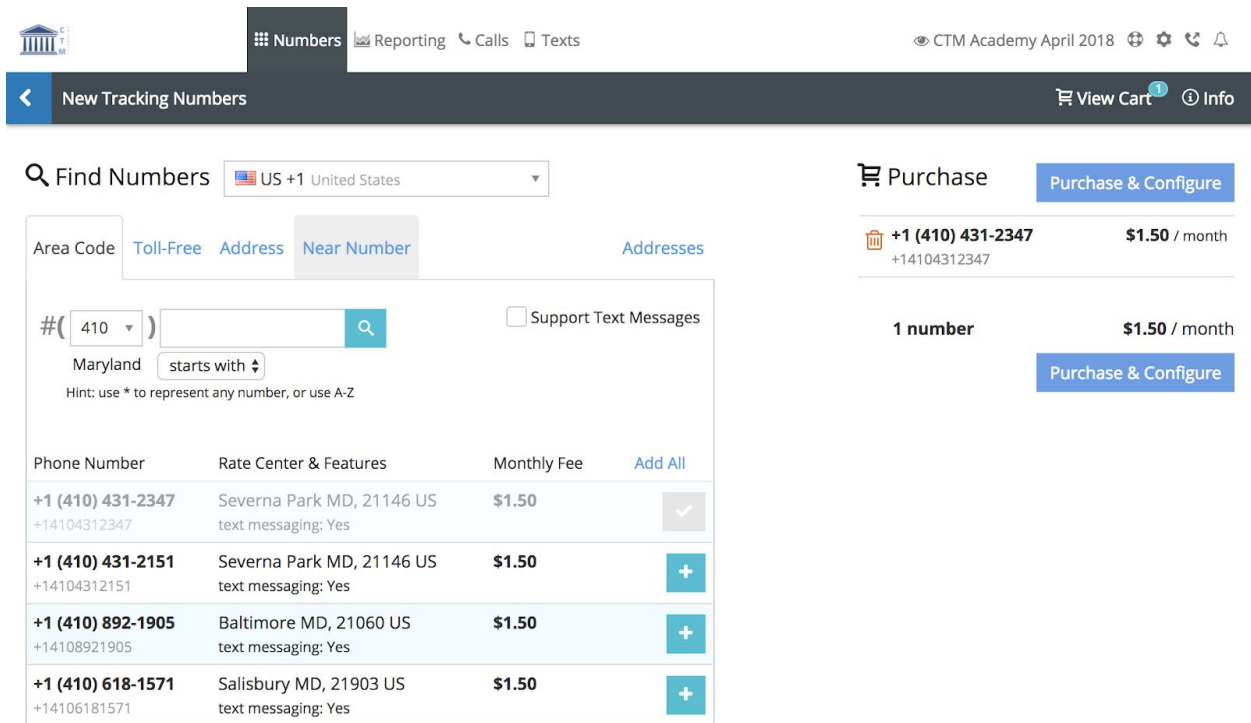
Number Management	Routing	Dynamic Numbers	Dialers
Buy Numbers	Smart Routing	Target Numbers	Auto Dialers
Tracking Numbers	Voice Menus (IVR)	Tracking Sources	Forms (click to call)
Port Numbers	Queues	Tracking Code	FormReactors
Call Scripts	Schedules		
Call Settings	Geo Routing		
	Receiving Numbers		

- Input your cell phone number into the **Receiving Number** field
- Input a description of: My Cell Phone Number
- Hit **SAVE CHANGES** and exit the Receiving Number setup

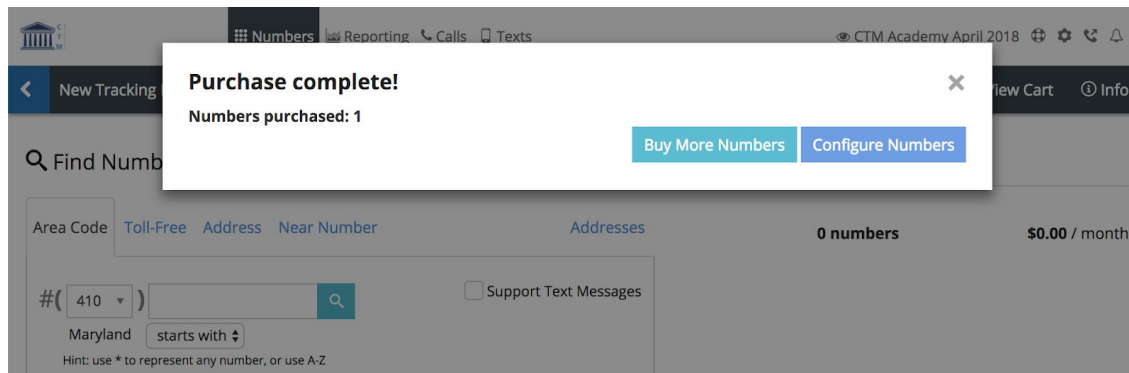
## Step 5) Purchase Tracking Number - [Numbers > Buy Numbers](#)



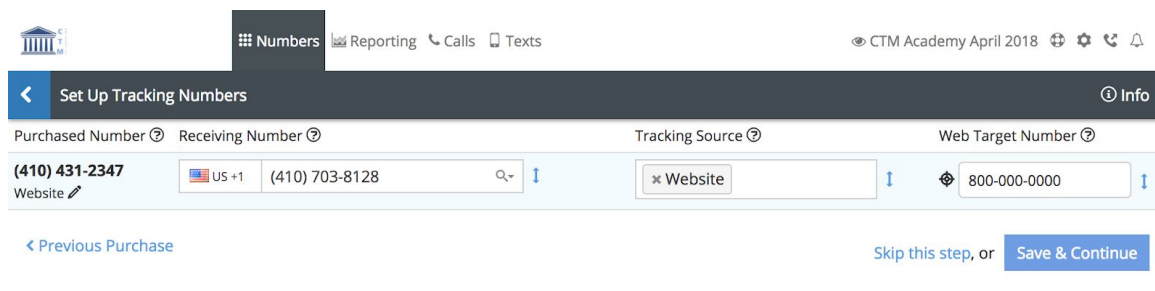
- Search for and select a **local tracking number**



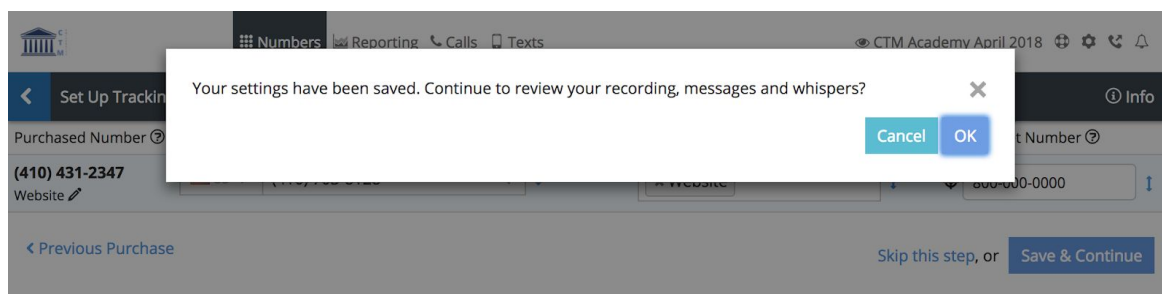
## Step 6) Select “Configure Numbers”



- Select your Receiving Number from the dropdown (should be your cell phone number)
- Select the **Tracking Source** from the dropdown (should be **Website**)
- Select the **Web Target Number** from the dropdown (should be the 800-000-000 number)
- Label the **Tracking Number** to be “Website” (helps align the tracking number to the source)

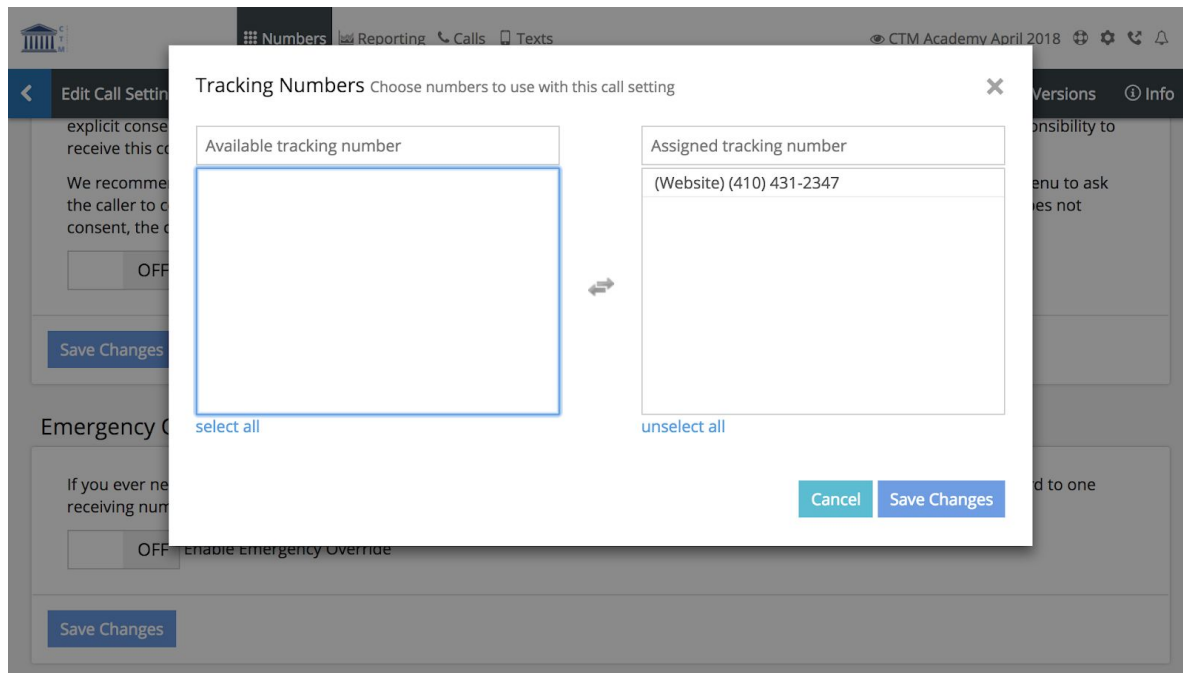


- Hit **SAVE & CONTINUE**



- Select **OK**
- Scroll to the bottom of the **Call Settings**
- Select “Edit Assigned Tracking Numbers”

- Select your Tracking Number from the “Available Tracking Number” box and click to move it to the “Assigned Tracking Numbers” box



- Hit **SAVE CHANGES**
- Close out of the **Call Settings**
- View your number configuration - [Numbers > Tracking Numbers](#)

