



Century**Link**[™]

CenturyLink EASE

VFO Overview

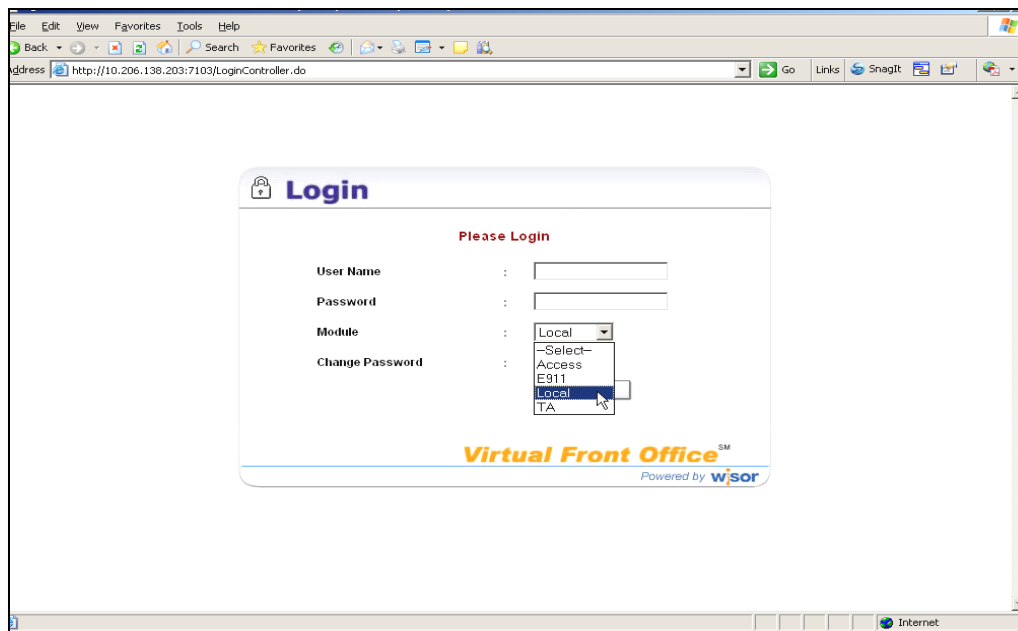
EASE VFO

As of March 2009, Local Service Requests (LSRs) are to be submitted via the online ordering interface, EASE Virtual Front End Office (VFO)

- (VFO) File transfers will continue to be submitted in the usual manner.

EASE VFO Login Screen

After accessing EASE, enter your user name and password and select **Local** from the **Module** drop down.



EASE VFO Order List

After successfully logging in – the **Order List** Displays.

	PON	Version	Trading Partner	Customer Code	Desired Due Date	Owner	Date Sent/Received	▲ Service Type ▲	Status
<input type="radio"/>	187	01	EMBARQ			CYF1630		1 - Simple Port Service Request	PendingValidation
<input type="radio"/>	129	01	EMBARQ			sxn0050		1 - Simple Port Service Request	PendingValidation
<input type="radio"/>	119	01	EMBARQ			CYF1630		1 - Simple Port Service Request	PendingValidation
<input checked="" type="radio"/>	117	01	EMBARQ		10/25/2008	CYF1630		1 - Simple Port Service Request	Errored
<input type="radio"/>	118	01	EMBARQ			Isrmgr1		1 - Simple Port Service Request	PendingValidation
<input checked="" type="radio"/>	111	01	EMBARQ			CYF1630		1 - Simple Port Service Request	Errored
<input type="radio"/>	109	01	EMBARQ			CYF1630		1 - Simple Port Service Request	PendingValidation
<input type="radio"/>	92	01	EMBARQ			Isruser1		1 - Simple Port Service Request	PendingValidation
<input checked="" type="radio"/>	91	01	EMBARQ			CYF1630		1 - Simple Port Service Request	Errored
<input type="radio"/>	90	01	EMBARQ	123	07/27/2008	Isruser1		1 - Simple Port Service Request	Validated
<input type="radio"/>	87	01	EMBARQ			Isrmgr1		1 - Simple Port Service Request	PendingValidation
<input type="radio"/>	176	01	EMBARQ	789		Isruser1		AB - Loop	PendingValidation
<input type="radio"/>	165	01	EMBARQ			Isruser1		AB - Loop	PendingValidation
<input type="radio"/>	151	01	EMBARQ			Isruser1		AB - Loop	PendingValidation
<input type="radio"/>	LOOPNEWINSTALL	01	EMBARQ	CUS		Isruser1	09/19/2008 07:59	AB - Loop	Submitted
<input type="radio"/>	146	01	EMBARQ			Isruser1		AR - Loop	PendingValidation

Displaying results 1-50 of 141 results
Result Pages : 1 2 3 ▶

Order List Status ICONS

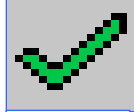
Action and Work Status Icons display to left of the **PON** column on the **Order List** to reflect order status.



—**Clipboard** – Summary of all responses



—**Flame** - Rejected

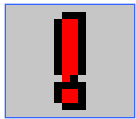


—**Green Check Mark** – Order Completed



—**Check Mark w/ Red Slash** – Order did not reach trading partner due to business rule violation

Order List Status ICONS (Continued)



—**Jeopardized** – Order is in Jeopardy.



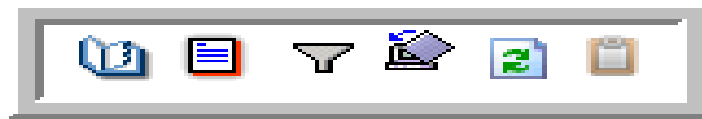
—**Tracking Only** - Order was placed outside of VFO and it is in VFO for tracking only




—**White Check on Green Folder** - Order has been confirmed

Order List Function ICONs

Function ICONs are displayed at the top right corner on the **Order List** screen. These ICONs can provide specific functions to a specified PON or to the **Order List** view.



Order History Function ICON

The **History** ICON  allows you to view the history of an order selected from the **Order List**. You can also view the order history using this same ICON from within in the PON.

Viewing the history allows you to view the PON as it was in previous statuses – such as errored, rejected, jeopardy, confirmed.

Order List Status and Function ICONS

Mark the radio button next to the PON desired and select the **History** function ICON to view the history of the PON.

The screenshot shows the Wisor Virtual Front Office interface. At the top, there is a navigation bar with 'Local', 'LAUNCH', 'HOME', 'ABOUT', 'HELP', and 'LOGOUT'. Below this is a header with the Wisor logo and 'Virtual Front Office SM Powered by Wisor'. The main content area has tabs for 'ORDER', 'PREORDER', and 'TEMPLATE'. A red arrow points to a set of icons in the top right, including a magnifying glass and a document icon. Below the tabs is the 'Order List' section. A table displays the following data:

	PON	Version	Trading Partner	Customer Code	Desired Due Date	Owner	Date Sent/Received	▲ Service Type ▲	Status
<input checked="" type="radio"/>	250	01	EMBARQ			CYF1630		1 - Simple Port Service Request	PendingValidation
<input type="radio"/>	187	01	EMBARQ			CYF1630		1 - Simple Port Service Request	PendingValidation
<input type="radio"/>	129	01	EMBARQ			sxn0050		1 - Simple Port Service Request	PendingValidation
<input type="radio"/>	119	01	EMBARQ			CYF1630		1 - Simple Port Service Request	PendingValidation
<input type="radio"/>	117	01	EMBARQ		10/25/2008	CYF1630		1 - Simple Port Service Request	Errored
<input type="radio"/>	118	01	EMBARQ			Isrmgr1		1 - Simple Port Service Request	PendingValidation
<input type="radio"/>	111	01	EMBARQ			CYF1630		1 - Simple Port Service Request	Errored
<input type="radio"/>	109	01	EMBARQ			CYF1630		1 - Simple Port Service Request	PendingValidation
<input type="radio"/>	92	01	EMBARQ			Isruser1		1 - Simple Port Service Request	PendingValidation
<input type="radio"/>	91	01	EMBARQ			CYF1630		1 - Simple Port Service Request	Errored
<input type="radio"/>	90	01	EMBARQ	123	07/27/2008	Isruser1		1 - Simple Port Service Request	Validated
<input type="radio"/>	87	01	EMBARQ			Isrmgr1		1 - Simple Port Service Request	PendingValidation
<input type="radio"/>	251	01	EMBARQ			Isruser1		AB - Loop	PendingValidation
<input type="radio"/>	249	01	EMBARQ			Isruser1		AB - Loop	PendingValidation
<input type="radio"/>	246	01	EMBARQ			Isruser1		AB - Loop	PendingValidation
<input type="radio"/>	221	01	FMPARQ			Isruser1		AR - Loop	PendingValidation

At the bottom of the table, it says 'Displaying results 1-50 of 198 results' and 'Result Pages : 1 2 3 4'.

Order History Screen

Click on the desired status link to view the PON or the PON Response. For example clicking on Confirmed status allows you to view the Confirmation Response.


Order History

Service Type 1 - Simple Port Service Request
Activity V - Conversion
Trading Partner EMBARQ
Customer Code
Desired Due Date

PON	Version	Status	Owner	Date / Time	Updated By	
111	01	Errored	CYF1630	08/04/2008 14:10	CYF1630	View XML
111	01	PendingValidation	CYF1630	08/04/2008 14:10	CYF1630	View XML
111	01	PendingValidation	CYF1630	08/04/2008 14:10	CYF1630	View XML

Displaying results 1-3 of 3 results
Result Pages : 1

Order Filter Function ICON

The **Filter** ICON  allows you to search for specific types of orders based on criteria entered on the **Order List Filter** screen—for example, you could search for orders based on statuses such as Errored, Rejections, Jeopardy and Completions.

Order List Filter Screen

Order List Filter

Trading Partner: Due Date: From To Date Sent/Received: From To

Customer Code:

Public Search:

Owner:

Service:

Activity: Direction:

PON:

Telephone No.: - -

Business Name:

First Name: Last Name:

Exclude selected status:

VFO Status

<input type="checkbox"/> Acknowledged-Accept	<input type="checkbox"/> Acknowledged-Error	<input type="checkbox"/> Acknowledged-Reject	<input type="checkbox"/> Billing Completed	<input type="checkbox"/> Clarification
<input type="checkbox"/> Provisioning Completed	<input checked="" type="checkbox"/> Confirmed	<input type="checkbox"/> DSR Cancel	<input type="checkbox"/> DSRED- Error	<input type="checkbox"/> Directory Only Confirmation
<input type="checkbox"/> Directory Service Completion	<input checked="" type="checkbox"/> Errored	<input checked="" type="checkbox"/> Jeopardy	<input type="checkbox"/> PendingValidation	<input type="checkbox"/> Pending Submission
<input type="checkbox"/> Provider Initiated Action	<input type="checkbox"/> Provider Notification	<input checked="" type="checkbox"/> Rejected (Non-Fatal)	<input type="checkbox"/> Rejected (Fatal)	<input type="checkbox"/> Sent
<input type="checkbox"/> System Errored	<input type="checkbox"/> Submitted	<input type="checkbox"/> Tracked	<input type="checkbox"/> Validated	<input type="checkbox"/> Voided

Receive Status

Billing Completed	<input type="checkbox"/> Errored	<input type="checkbox"/> Pending Submission	<input type="checkbox"/> Saved	<input type="checkbox"/> Sent	<input type="checkbox"/> System_Errored	<input type="checkbox"/> Submitted	<input type="checkbox"/> Validated
Clarification	<input type="checkbox"/> Errored	<input type="checkbox"/> Pending Submission	<input type="checkbox"/> Saved	<input type="checkbox"/> Sent	<input type="checkbox"/> System_Errored	<input type="checkbox"/> Submitted	<input type="checkbox"/> Validated
Provisioning Completed	<input type="checkbox"/> Errored	<input type="checkbox"/> Pending Submission	<input type="checkbox"/> Saved	<input type="checkbox"/> Sent	<input type="checkbox"/> System_Errored	<input type="checkbox"/> Submitted	<input type="checkbox"/> Validated
Confirmed	<input type="checkbox"/> Errored	<input type="checkbox"/> Pending Submission	<input type="checkbox"/> Saved	<input type="checkbox"/> Sent	<input type="checkbox"/> System_Errored	<input type="checkbox"/> Submitted	<input type="checkbox"/> Validated
DSR Cancel	<input type="checkbox"/> Errored	<input type="checkbox"/> Pending Submission	<input type="checkbox"/> Saved	<input type="checkbox"/> Sent	<input type="checkbox"/> System_Errored	<input type="checkbox"/> Submitted	<input type="checkbox"/> Validated

OK Clear Cancel

Searching for an Order

To search for an existing order in EASE VFO, select **Search** from the **Order** tab menu.

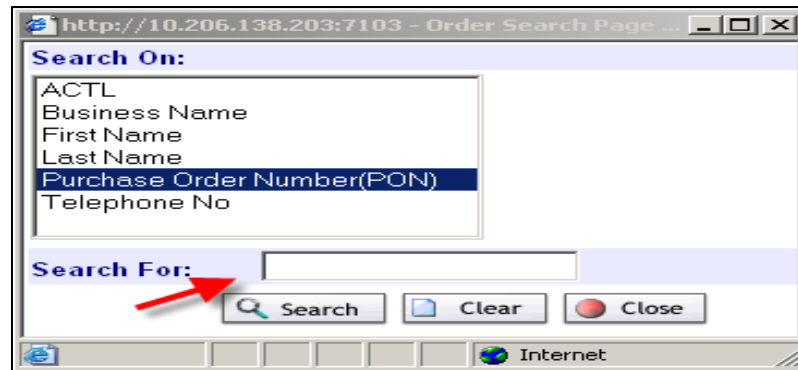
The screenshot shows the EASE VFO web application interface. The browser window title is "VFO - Order List - Microsoft Internet Explorer provided by Embarq". The address bar shows "http://10.206.138.203:7103/LoginController.do". The application header includes the "wisor" logo and "Virtual Front Office SM Powered by wisor". The navigation menu has tabs for "ORDER", "PREORDER", and "TEMPLATE". The "ORDER" tab is active, and a dropdown menu is open, showing options like "New", "Search", "Save As Order", etc. The "Search" option is highlighted. Below the menu is a table of orders with columns: Version, Trading Partner, Customer Code, Desired Due Date, Owner, Date Sent/Received, Service Type, and Status. The table displays 198 results, with the first 50 shown. The status of the orders varies, including "PendingValidation", "Errored", and "Validated".

Version	Trading Partner	Customer Code	Desired Due Date	Owner	Date Sent/Received	Service Type	Status
01	EMBARQ			CYF1630		1 - Simple Port Service Request	PendingValidation
01	EMBARQ			CYF1630		1 - Simple Port Service Request	PendingValidation
01	EMBARQ			sxn0050		1 - Simple Port Service Request	PendingValidation
01	EMBARQ			CYF1630		1 - Simple Port Service Request	PendingValidation
01	EMBARQ		10/25/2008	CYF1630		1 - Simple Port Service Request	Errored
01	EMBARQ			Isrmgr1		1 - Simple Port Service Request	PendingValidation
01	EMBARQ			CYF1630		1 - Simple Port Service Request	Errored
01	EMBARQ			CYF1630		1 - Simple Port Service Request	PendingValidation
01	EMBARQ			Isruser1		1 - Simple Port Service Request	PendingValidation
01	EMBARQ			CYF1630		1 - Simple Port Service Request	Errored
01	EMBARQ	123	07/27/2008	Isruser1		1 - Simple Port Service Request	Validated
01	EMBARQ			Isrmgr1		1 - Simple Port Service Request	PendingValidation
01	EMBARQ			Isruser1		AB - Loop	PendingValidation
01	EMBARQ			Isruser1		AB - Loop	PendingValidation
01	EMBARQ			Isruser1		AB - Loop	PendingValidation
01	EMBARQ			Isruser1		AB - Loop	PendingValidation

Displaying results 1-50 of 198 results
Result Pages : 1 2 3 4

Order Search Page

PON is the default search option, but you can select other search options from the drop-down and type your search criteria in the **Search For:** box.



Viewing a PON

To view a PON, select an order from the **Order List** clicking on it. The PON will be displayed in a new window.

Because of this, it is important that you remember to close your windows when you are done. The main EASE VFO screen containing the **Order List** will remain open, but additional windows need to be closed when you are done with them.

Viewing a PON (Continued)

ORDER		PREORDER											
RECEIVER CODE	ACT	PON	OWNER	DTSENT									
EMBG	N	255	lsruer1										
VERSION	SUP	STATUS	REQTYPE	DDD									
01		PendingValidation	AB										
HDR	LSR	EU	LS	DL									
LSR ADMIN [Optional Conditional]													
LSR_NO	LOCQTY	HTQTY	AN	ATN	SC	SC1	SC2	RESID					
TEST123	1				AAAA								
DTSENT	NOR	PROJECT	PROJINDR	LSCP	REQTYP	P	SLI						
			--Select--	--Select--	AB	--Select--	--Select--						
ACT	ADET	MI	SUP	AFO	RVER	MEU	RTR	RPON					
N		--Select--	--Select--			--Select--	C						
RORD	CCNA	CC	RCC	OCCNA	OCC	CIC	CUST						
	000												
AUTHORIZATION [Optional Conditional]													
DATED	AUTHNM	AAN	NATN			NAN		EXP					
								--Select--					
ER	PID	NNSP	ONSP	TOS	SPEC	DLQTY	DSPTCH	DDD	DDD_APPTIME				
--Select--							--Select--						
DDDO	DDDO_APPTIME	DFDT	DFDTO	CHC	AENG	ALBR	SCA						
				--Select--	--Select--	--Select--	--Select--						
RL	PORTTYP	ACTL	SACTL	AI	APOT	LST	LSO	NC					
Identifies the COMMON LANGUAGE IAC code for the customer. This field is required. This field contains 3 alpha characters													

Order Initiation

To begin an order, with the **Order List** screen in view you can select **New** from the **Order** tab.

The screenshot displays the Wisor VFO Order List interface. The browser window shows the URL `http://10.206.138.203:7103/LoginController.do`. The page features a navigation bar with tabs for 'ORDER', 'PREORDER', and 'TEMPLATE'. The 'ORDER' tab is active, and a dropdown menu is open, highlighting the 'New' option. Below the navigation bar is a table of orders. The table has the following columns: Version, Trading Partner, Customer Code, Desired Due Date, Owner, Date Sent/Received, Service Type, and Status. The table contains 198 results, with the first 50 displayed. The status of the orders varies, including 'PendingValidation', 'Errored', and 'Validated'.

Version	Trading Partner	Customer Code	Desired Due Date	Owner	Date Sent/Received	Service Type	Status
01	EMBARQ			CYF1630		1 - Simple Port Service Request	PendingValidation
01	EMBARQ			CYF1630		1 - Simple Port Service Request	PendingValidation
01	EMBARQ			sxn0050		1 - Simple Port Service Request	PendingValidation
01	EMBARQ			CYF1630		1 - Simple Port Service Request	PendingValidation
01	EMBARQ		10/25/2008	CYF1630		1 - Simple Port Service Request	Errored
01	EMBARQ			Isrmgr1		1 - Simple Port Service Request	PendingValidation
01	EMBARQ			CYF1630		1 - Simple Port Service Request	Errored
01	EMBARQ			CYF1630		1 - Simple Port Service Request	PendingValidation
01	EMBARQ			Isruser1		1 - Simple Port Service Request	PendingValidation
01	EMBARQ			CYF1630		1 - Simple Port Service Request	Errored
01	EMBARQ	123	07/27/2008	Isruser1		1 - Simple Port Service Request	Validated
01	EMBARQ			Isrmgr1		1 - Simple Port Service Request	PendingValidation
01	EMBARQ			Isruser1		AB - Loop	PendingValidation
01	EMBARQ			Isruser1		AB - Loop	PendingValidation
01	EMBARQ			Isruser1		AB - Loop	PendingValidation
01	EMBARQ			Isruser1		AR - Loop	PendingValidation

Displaying results 1-50 of 198 results
Result Pages : 1 2 3 4

Order Initiation Window

Once **New** is selected, the **Order Initiation** window appears.

The screenshot shows a web browser window titled "http://10.206.138.203:7103 - Order Initiation VFO - Microsoft Internet Explorer provided by Embarq". The main content area is titled "Order Initiation" and contains the following fields and controls:

- Order Number:** Text input field containing "256".
- Trading Partner:** Dropdown menu with "--Select One--".
- Receiver Code:** Text input field.
- Guideline Version:** Dropdown menu with "--None Available--".
- Service:** Dropdown menu with "--None Available--".
- Activity:** Dropdown menu with "--None Available--".
- Template:** Dropdown menu with "--None Available--".
- Tracking:** A checkbox labeled "Tracking" which is currently unchecked.
- Buttons:** "Initiate" and "Cancel" buttons.

The browser's status bar at the bottom shows "Done" on the left and "Internet" on the right.






VFO Orders

An LSR in EASE VFO is made up of all the industry standard forms necessary for the type of service requested.



Example of Resale Form ICONS

VFO Order

ORDER		PREORDER							
RECEIVER CODE	ACT	PON	OWNER	DTSENT					
EMBQ	N	267	lsruser1						
VERSION	SUP	STATUS	REQTYPE	DDD					
01		PendingValidation	AB						
<div style="display: flex; justify-content: space-around; align-items: center;">      </div>									
LSR ADMIN [Optional Conditional]									
LSR_NO	LOCQTY	HTQTY	AN	ATN	SC	SC1	SC2	RESID	
DTSENT	NOR	PROJECT	PROJINDR	LSCP	REQTYP	P	SLI		
			--Select--	--Select--	AB	--Select--	--Select--		
ACT	ADET	MI	SUP	AFO	RVER	MEU	RTR	RPON	
N		--Select--	--Select--			--Select--	--Select--		
RORD	CCNA	CC	RCC	OCCNA	OCC	CIC	CUST		
AUTHORIZATION [Optional Conditional]									
DATED	AUTHNM	AAN	NATN	NAN	EXP				
					--Select--				
ER	PID	NNSP	ONSP	TOS	SPEC	DLQTY	DSPTCH	DDD	DDD_APPTIME
--Select--							--Select--		
DDDO	DDDO_APPTIME	DFDT	DFDTO	CHC	AENG	ALBR	SCA		
				--Select--	--Select--	--Select--	--Select--		
RL	PORTTYP	ACTL	SACTL	AI	APOT	LST	LSO	NC	

Order ICON Functions

Once an order is generated there are specific functions that may be able to be performed with the order.

The ICONs in the upper right hand corner of the order perform specific functions.



Validate Function

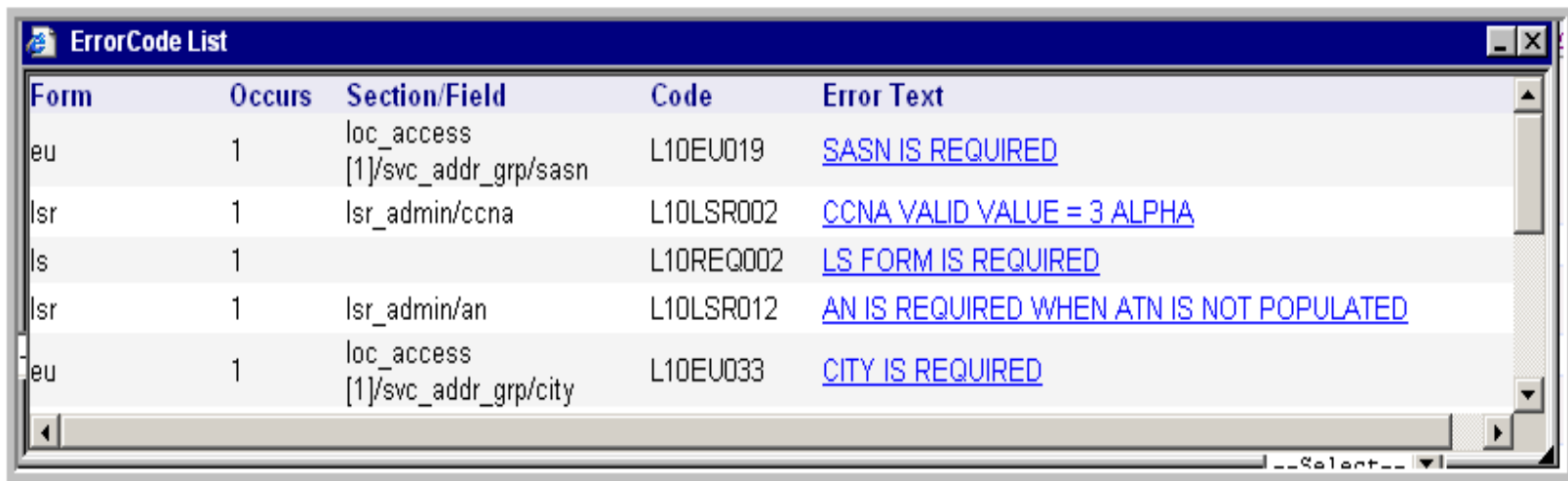
—Validate ICON

This ICON is used prior to order submission to initiate an error check. Validate is also available from the **Order** tab menu.

- If the order is not in a status that allows a validation check, you will get a pop-up box with an error.
- If order validation is successful, you will not get a pop-up box containing errors within the order.

Order Errors

Once the order is validated, you may or may not receive an **ErrorCode List** box.



Form	Occurs	Section/Field	Code	Error Text
eu	1	loc_access [1]/svc_addr_grp/sasn	L10EU019	SASN IS REQUIRED
lsr	1	lsr_admin/ccna	L10LSR002	CCNA VALID VALUE = 3 ALPHA
ls	1		L10REQ002	LS FORM IS REQUIRED
lsr	1	lsr_admin/an	L10LSR012	AN IS REQUIRED WHEN ATN IS NOT POPULATED
eu	1	loc_access [1]/svc_addr_grp/city	L10EU033	CITY IS REQUIRED

Submit Function

—Submit ICON

This ICON is used to submit the order to CenturyLink once all errors are cleared.

The **Status** field within the PON should change to **Submitted**—then systematically change to **Sent Sent** once the PON is accepted by the system.

Supplement Function

—Supplement ICONs

These ICONs are used to SUP an existing order. You can SUP an existing order once it has been accepted by CenturyLink all the way up until it is completed. Be sure to use the SUP number that reflects your request.

- 1 = Supplement - Cancel
- 2 = Supplement - DDDChange
- 3 = Supplement - Others

Order Tab within an Order

The **Order** tab in the upper left hand corner of your order contains a drop-down menu.

http://10.206.138.203:7103 - 267 - 01 - AB - Form: LS - Microsoft Internet Explorer provided by Embarg

ORDER PREORDER

Action Validate and Submit
Supplement
Edit
Revert
View
Void
External App Data

STATUS Errored

PON 267

OWNER Isruser1

DTSENT

REQTYPE AB

DDD 12/24/2008

LS DL

LQTY

LS_SVC_DET [Optional | Conditional] Add: Copy: 1 Section(s)

CFA SLTN LMT TNT RL
 OECCKT RESID RECCKT UDSPEED
 ISR DRT CCEA CTI VPI VCI
 VPID CBCID TSP SAN DISC_NBR TERS JR BTRL

SVC_DET_GRP [Optional | Conditional]

LOCNUM LNUM LNA CKR ECCKT

TIE_DOWN_GRP [Optional | Conditional]

SYSTEM_ID CABLE_ID Add Field(s) SHELF SLOT SPORT RELAY_RACK CHAN_PAIR Add Field(s) UNIT

TRANSFER_OF_CALLS_GRP [Optional | Conditional]

TC_OPT TC_PER TC_TO_PRI TC_NAME TCID

Shortcut to order.do# Internet

Order Tab Menu Options

—Action

- **Save Order** – Saves changes made to the order.
- **Save As Order** – Allows you to replicate an existing order. Can not modify Req type.
- **Save As Template** – Allows you to save an existing order as a template. When you get ready to use the template, you select it on the Order Initiation page.
- **Validate** – Performs the same function as the green check ICON on the top right - sends the order through the validation process.

Order Tab Menu Options (Continued)

—**Validate and Submit** – Performs error check and submits when all errors cleared.

—**Edit**

- **Create Response** – Used internally to send FOC's, Rejects, Completion etc notifications to the customer
- **Apply Template** – Allows use of existing templates for the order.
- **Resubmit Original Order** – Allows the user to resubmit order if order to not change to Sent status.

Order Tab Menu Options (Continued)

—Supplement

- **Cancel Order**
- **DDD Change**
- **Other**

—Revert

- **Revert to Last Saved** – Reverts the order to the last time you saved it.
- **Revert to Last Submit** – Reverts the order to the last time you submitted it.

Order Tab Menu Options (Continued)

—View

- **View History** – Shows you the history of the order.
- **View Error List** – Shows you errors associated with the order.
- **View PrintableVersion** - Puts the order into a printable format.
- **Refresh** – Refreshes the order.

—**Void** – Voids an order that has not been submitted.

Preorder in EASE VFO

A Preorder tab is available in EASE VFO which allows the user to:

- View Customer Service (CSI) records of existing CenturyLink working telephone numbers and your end-user customers.
- Perform an address validation.
- View directory listings belonging to CenturyLink or the CLEC's company.

Order Tab Menu Options (Continued)

External App Data Menu displays the options based on order type.

The screenshot displays a web browser window with the following content:

- Browser Title:** http://10.206.138.203:7103 - LISATEST3 - 01 - EB - Form: EU - Microsoft Internet Explorer provided by Embarq
- Form Header:**
 - ORDER: PREORDER
 - Action: T
 - Submit: LISATEST3
 - Supplement: STATUS
 - Edit: PendingValidation
 - Revert: [Icon]
 - View: [Icon]
 - Void: [Icon]
- Fields:**
 - PON: LISATEST3
 - OWNER: lismgr1
 - DTSENT: [Field]
 - REQTYPE: EB
 - DDD: [Field]
 - BILLCON: [Field]
 - TEL_NO: [Field]
 - STREET: [Field]
 - ROOM_MAIL_STOP: [Field]
 - CITY: [Field]
 - STATE: [Field]
 - ZIP: [Field]
- External App Data Menu:**
 - Available Services
 - Telephone Number
 - Centrex Feature code
 - Available Pics
 - Existing Services
- ADDR_GRP [Optional]**
- EU_DISCONNECT_INFO [Optional | Conditional]** (Add: Copy: 1 Section(s))

DNUM	DISC_NBR	TERS	DISC_ECCKT
[Field]	[Field]	[Field]	[Field]
- TRANSFER_OF_CALLS_GRP [Optional | Conditional]**

TC_OPT	TC_PER	TC_TO_PRI	TC_NAME	TCID
[Field]	[Field]	[Field]	[Field]	[Field]
- TRANSFER_OF_CALLS_SEC_GRP [Optional | Conditional]** (Add: Copy: 1 Section(s))

TC_TO_SEC	TC_NAME	TCID
[Field]	[Field]	[Field]
- LOC_ACCESS [Optional | Conditional]** (Add: Copy: 1 Section(s))

LOCNUM	NAME	AAI	EUA	NCON
[Field]	[Field]	[Field]	[Field]	[Field]
- Footnote:** Indicates reason for the expedite request. Valid Values: 1 = Medical emergency, 2 = Natural disaster/fire, 3 = Out of service (customer error), 4 = Customer request. This field is conditional. This field contains 1 numeric character.

Preorder Tab

Below is an example of the Preorder tab in EASE VFO.

The screenshot shows a web browser window titled "VFO - PreOrder Initiation... - Microsoft Internet Explorer provided by Embarg". The page content is titled "PreOrder Initiation" and contains the following fields:

- Message Id:** A text input field containing the value "442".
- Receiver Code:** A dropdown menu with a list of options including:
 - CN01 - CENTEL - TEXAS, KILLEEN, TX
 - CT02 - CENTEL - NORTH CAROLINA, CHARLOTTESVILLE, VA
 - CV30 - CENTEL - VIRGINIA, CHARLOTTESVILLE, VA
 - EG05 - UNITED TEL SYS - EASTERN, CARLISLE, PA
 - EMBQ - EMBARQ
 - FL02 - CENTEL - FLORIDA, TALLAHASSEE, FL
 - FL03 - UNITED TEL SYS - FLORIDA, ALTAMONTE SPRINGS, FL
 - LV01 - CENTEL - NEVADA, LAS VEGAS, NV
 - MG04 - UNITED TEL SYSTEMS - MIDWEST, INDUSTRIAL AIRPORT, KS
 - NC01 - UNITED TEL SYSTEMS-CAROLINA, TARBORO, NC
- Service Type:** A dropdown menu currently set to "-None Available-".

At the bottom of the form, there are two buttons: "Initiate" and "Cancel".

Order Tab Menu Options, continued

- **Available Services** – based on contracts and services available in the area
- **Telephone Number** – allows the user to assign new telephone numbers
- **Centrex Feature Code** – displays Centrex code information
- **Available PICS** – displays long distance carriers available in the area
- **Existing Services** – displays existing services on an CenturyLink working telephone number (WTN) if a CSI preorder took place on the Preorder tab.

EASE Highlights

- CenturyLink will be conforming closely to LSOG 10 standards. This means requiring stricter adherence to data requirements prior to order acceptance.
- The policies governing error handling will be modified for increased order accuracy.

EASE Highlights (Continued)

- Preorder data can not be transferred to the LSR.
- Directory listing information will no longer be entered into eSUDS.
 - The listing information will be entered on the DL page of the EASE LSR.
 - EASE will validate the data for the correct syntax and format and send the information to the Directory Listing database.

EASE Highlights (Continued)

Telephone Number Assignment

- Customers choosing to select their own telephone numbers in TNA must complete the LSR within 2 hours.
- If the telephone number is systematically selected, it is business as usual.

EASE Highlights (Continued)

- External customers will have the ability to manage their own EASE User ID and passwords. The process will be distributed 30 days prior to implementation.
- The Customer notification process remains the same via the Application Performance Team.