**EASE VFO**

#### Convert with Local Number Portability

**EASE - Port Job Aid**

**Version 1.5**

**01-06-2012**

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#### VFO Entry – Convert with LNP

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| Introduction | This document provides the necessary information for the required fields and the steps to enter a Convert to LNP request into EASE VFO.  **Important Note**: Orders will vary depending on the service and features requested. This job aid is only a guideline. Refer to LSOG guidelines for a complete description of fields. |

Convert with LNP - Process

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| Overview | The table below outlines the steps for creating a convert with LNP order request in EASE VFO. |

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| LSR Form Order Entry | Take the following steps to populate the **LSR** form on the order.  **Remember:** More or less fields may be required depending on what type of order you are entering. |

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| Step | Action |
| 1 | With the **Order List** in view, roll your cursor over the **Order** tab and select **New** from the drop-down menu,  **Result:** The **Order Initiation** window appears. |
| 2 | Select your **Managed ESP** company code used for submitting orders, from the **Managed ESP** drop-down menu. |
| 3 | Type a PON in the **Order Number** field or use the pre-populated number.  **Note:** The PON can be up to sixteen alpha, numeric, or alpha-numeric characters. |
| 4 | Select the applicable **OCN** from the **OCN** drop-down menu.  **Note:** This may or may not be the same OCN as the Managed ESP. |
| 5 | Select the **CB** from the **Service** drop-down menu. |
| 6 | Select **V** from the **Activity** drop-down menu. |
| 7 | Use the following table to determine the next step.   |  |  | | --- | --- | | **If** | **Then** | | Using a template for the order | Click the **Template** drop-down menu and select the applicable template name. | | No template is being used | Go to step 8. | |

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| Step | Action |
| 8 | In the **LSR ADMIN** section fill-in the following:   |  |  |  | | --- | --- | --- | | **Field** | **Description** | **Data** | | LOCQTY | # of service locations | 1-3 characters indicating amount of locations (normally 1 or 001) | | ATN | Account number assigned by NSP | End-user’s telephone number | | RTR | Confirmation type | E (only option supported by BRIGHTSPEED) | | \* MI – Populate only when number belongs to a resale type CLEC | Migration Indicator | C (when porting from a resale type CLEC) | | CCNA | Customer Code | 3 dgt ACNA | | CC | Company Code (OCN) | 4 digit OCN is pre-populated | | **Note:** The **ACT** field will auto-populate. The **DTSENT** field populates when order is accepted by BRIGHTSPEED | | | |
| 9 | In the **Authorization** section fill-in or select the following:   |  |  |  | | --- | --- | --- | | **Field** | **Description** | **Data** | | TOS | Type of Service | Populate a **1---** if Business or a **2---** if Residential. | | DDD | Desired Due Date | Desired due date. | | NPDI | Number port direction | Select the applicable port direction.  A= Wireless to wireless  B= Wireless to wireline  C= Wireline to wireless  D=Wireline to wireline | |

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| Step | Action |
| 10 | Scroll to the **CONTACT** section and fill-in the fields as noted in the table below.   |  |  |  | | --- | --- | --- | | **Field** | **Description** | **Data** | | INIT | Who initiated the order | Creator’s name | | INIT TEL NO | Contact telephone number | Creator’s telephone number. | |
| 11 | Scroll down to the **IMPCON** field found after the **INIT\_ADDR** section (no information is required in the **INIT\_ADDR** section). Fill-in the information as shown in the table below.   |  |  |  | | --- | --- | --- | | **Field** | **Description** | **Data** | | IMPCON | Installation contact | Creator or contact for the order. | | IMPCON  TEL NO | Installation contact telephone number | Creator or contact for the order. | |
| 12 | Click the **EU** form ICON. |
| 13 | In the **LOC\_ACCESS section** fill-in the following:   |  |  |  | | --- | --- | --- | | **Field** | **Description** | **Data** | | LOCNUM | Location number (normally 1).  **Note:** If additional location numbers are needed for OPS (OPX MEU must be marked), click the **Add** link on the right of this section. | 3 Character field - can be typed as 1 or 001 for example. | | NAME | End-user name | Type in end-user’s first and last name or the business name. | | AAI | Additional address information | Unit, suites, bldg information | |

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Convert with LNP - Process, continued

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| Steps, (continued) |

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| Step | Action |
| 14 | In the **LOC\_ACCESS\_INFO** fill-in the following fields as indicated in the able below.   |  |  |  | | --- | --- | --- | | **Field** | **Description** | **Data** | | LCON | Local contact | Type contact name for access. | | Tel\_NO | Local contact’s number | Type access contact’s telephone number. | | EUMI | End-user moving indicator | Select the correct choice:  **N**=End-user is not moving  **Y**=End-user is moving | | ELT | End-user listing | Select the correct choice:  **A= Retain listing as is** (no changes to listing information or DA records - no DL form) (must have supporting DL contract)  **B= Do not retain listings** (listing will be removed - no DL form)  **C=Change end-user listing** (DL form is required)  **Note:** If this field is left blank, the default is B – remove listing. | |

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| Steps, (continued) |

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| Step | Action |
| 15 | Scroll to the **SVC ADDR GRP** section and fill-in the following fields as applicable for the end-user’s address.   |  |  |  | | --- | --- | --- | | **Field** | **Description** | **Data** | | AFT | Drop-down to select format of address | Not required unless needed. | | SAPR | Address number prefix | Not required unless needed. | | **SANO** | Street address number | Indentifies the house number. | | SASF | Service address suffix | Indentifies the suffix for the street address. **Example:** ½ | | SASD | Street direction | **Examples:** N, S, E, W, NE, NW, SE, SW | | **SASN** | Street name | **Examples**: Street Name, Highway etc. | | SATH | Street type | Thoroughfare portion of street address. **Examples:** DR, LN, ST | | SASS | Street Directional Suffix | Identifies the directional suffix  **Examples:** N, S, E, W, NE, NW, SE, SW | | **CITY** | City name | Type in complete city name. | | **STATE** | State abbreviation | 2 character abbreviation | | **Zip** | 5 character zip code | 5 character zip code. | |

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Convert with LNP - Process, continued

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| Steps (continued) |

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| Step | Action |
| 16 | Use the table below to determine the next step.   |  |  | | --- | --- | | If | Then | | Any telephone numbers on the BRIGHTSPEED account are disconnecting | In the EU\_DISCONNECT \_INFO section populate the following:  **DNUM –** Disconnect reference number**.**  **DISC\_NBR-** The telephone number being disconnected  **DISC\_CKT-** The circuit being disconnected.  **Note1:** If more than one telephone number is being disconnected, use the ADD or COPY link in this section to add new disconnect sections.  **Note2:** If operator intercept is needed for the disconnected numbers use the **TRANFERS\_OF\_CALLS\_GRP** section per LSOG guidelines or EASE Help Text for the specific fields. | | No telephone numbers with BRIGHTSPEED are disconnecting | Go to step 17. | |
| 17 | Click the **NP (**number port) formICON. |

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| Steps, (continued) |

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| Step | Action |
| 18 | In the **NP\_ADMIN** section fill-in the following:   |  |  |  | | --- | --- | --- | | **Field** | **Description** | **Data** | | NPQTY | Quantity of lines being ported | 3 Character field - can be typed as 1 or 001 for example. | |
| 19 | In the **NP\_SVC\_DET** section fill-in the following:   |  |  |  | | --- | --- | --- | | **Field** | **Description** | **Data** | | TDT | Ten digit trigger | Optional field select **Y** if desired or leave blank | | PORTED\_NBR | Ported Telephone | Type in the telephone number that is porting. | | NPT | Number port type | Select the applicable port type:  A=DID  B=RCF  C=Route Index  D= Local number routing |   **Note:** If multiple lines are porting, click the **Add:** or **Copy** link in this section.  **Add** adds additional blank sections and **Copy** copies the information populated in this section to the new section. The amount of sections needed can be populated in the **Section** field |

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Convert with LNP - Process, continued

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| Steps (continued) |

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| Step | Action |
| 20 | In the **SVC\_DET\_GRP** section fill-in the following:   |  |  |  | | --- | --- | --- | | **Field** | **Description** | **Data** | | LOCNUM | Service location number | 3 Character field - can be typed as 1 or 001 for example. | | LNUM | Indentifies the line | 3 Character field - can be typed as 1 or 001 for example.  **Exampl**e for 1st line 1 or 001, for 2nd line, 2 or 002. | | LNA | Line Activity | Select **V** |   Note: For multiple ports, each SVC\_DET\_GRP will need to be filled-in with the appropriate LNUM which references each ported number. |
| 21 | Use the table below to determine the next step.   |  |  | | --- | --- | | **If** | **Then** | | ELT is C (Change listing) | Click the DL form. Refer to page 12 for assistance in completing this form. | | ELT is A (retain listing as is) or B (do not retain listing) | Go to step 22. | |
| 22 | Click the green checkmark ICON on the top right of the order.  **Result:** The order goes through a system edit check. |

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| Step | Action |
| 23 | Determine the next step by utilizing the table below.   |  |  | | --- | --- | | **If** | **Then** | | An Error box displays. | * Correct the errors indentified.   **Note:** The **STATUS** field on the order will state Errored as shown below.     * Go to step 24 when the order reaches the Validated status. | | No Error box displays | The status will state validated and you are ready to submit the order. Go to step 24. | |
| 25 | Click the running man ICON to submit the order.  **Result**: The Status field on the order will change to Sent, then to Submitted |
| 26 | Congratulations! You have now completed the steps to complete a basic Local Number Portability Convert order. |

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Directory – DL Form

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| **Step** | **Action** |
| **Use the steps below if populated a C in the ELT field to change the directory listing.** | |
| 1 | In the **LISTING\_CNTRL** section of the **DL** form fill-in or select the following data for each field:   |  |  | | --- | --- | | **Field** | **Data** | | LACT (Listing Activitiy) | N (New) | | RTY (Record Type) | LML (Local Main Listing)  1st Character:  F=Foreign  L=Local  S=Secondary Listing  2nd Character:  AL=Additional Listing  AM=Additional Main  AU=Alternate user listing  CM=Client main  CR=Cross-reference listing  ML=Main listing | | LTY (Listing Type) | Valid Values:  1=Listed, 2=Non-listed, 3=Non-published,  4=Non-published emergency, 5=Non-published special, 6=Omit DA, 7=No appearance, 8=Temporary listing. | | STYC | SL (Straight Line) | | TOA (Type of Account) | R (Residential) or B (Business) | | DOI (Degree of Indent) | 0 (Zero) for straight-line listings. | | LOCNUM (Location Number) | 3 Character field - can be typed as 1 or 001 for example. | | DL Number (DLNUM) | 3 Character field - can be typed as 1 or 001 for example. | |
| 2 | In the **LISTING\_IND** section of the **DL** form fill-in or select the following data for each field:   |  |  | | --- | --- | | **Field** | **Data** | | DirName | Required only for a Foreign Listing. |   **Also –**   |  |  | | --- | --- | | **If** | **Then** | | The listing is a dual listing (two first and/or last names will be listed together). | Select Y in the **DLNM** (Dual Listing) field, and go to step 3. | | The listing is not a dual listing | Go to step 3. | |

Directory – DL Form, continued

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| **Step** | **Action** |
| 3 | In the **LISTING INSTRUCTION** section fill-in the following data if needed.   |  |  | | --- | --- | | **Field** | **Data** | | LTN (Listed TN) | End-users TN to be listed.  **Note:** If the telephone number is a non-standard number such as an 800 number, the TN is entered in the **NSTN** field. | | PLA (Place Listing As) | Indicates how a listing with a numerical value will be alphabetized. Type complete listing in word form  **Example** – The listing of - **1040 Tax -** could be alphabetized in the directory as **One Zero Forty Tax**, **Ten Forty Tax**, depending on the wording used in the PLA field. . | |

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| 4 | In the **LIST\_NAME\_GRP** section fill-in the following data if needed.   |  |  | | --- | --- | | **Field** | **Data** | | LNLN (Listed Last Name) | End-user’s **last** name or if a business – the business name  **Note**: If the business name begins with ‘The’, you may wish for ‘The’ to fall at the end rather than the beginning of the listing. | | LNFN (Listed First Name) | The end-user’s first name(s) or the remaining words of the business name. | |
| 5 | In the **LIST\_ADDR\_GRP** section fill-in the following data if needed.   |  |  | | --- | --- | | **Field** | **Data** | | LANO | HSN | | LASF | FRACTION | | LASD | DIRECTION | | LASN | STREET NAME | | LATH | TYPE | | LASS | SUFFIX | | LALO | N/A | | LALOC | CITY | | LAST | STATE | | LAZC | ZIP CODE | | ADI | O = Omit address in DA and directory |   **Note**: If units, suites etc are to be listed with the address, you must set the listing up as a caption listing. A monthly additional text charge applies. |

Directory – DL Form, continued

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| **Step** | **Action** |

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| 6 | In the **ADVERTISING** section fill-in the following data if needed (Business Only).   |  |  | | --- | --- | | **Field** | **Data** | | YPHV | Classified heading identifier number. | |

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| 7 | Click the green checkmark ICON on the top right of the order.  Result: The order goes through an error check. |

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| 8 | * Determine the next step by utilizing the table below.  |  |  | | --- | --- | | **If** | **Then** | | An Error box displays. | Correct the errors indentified.  **Note:** The **STATUS** field on the order will state Errored as shown below. | | No Error box displays | The status will state validated and you are ready to submit the order. | |

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| 9 | Click the running man ICON to submit the order.  **Result**: The Status field on the order will change to Sent, then to Submitted |