



Directory Listing

Caption Listing Job Aid

Adding a Listing to existing Directory

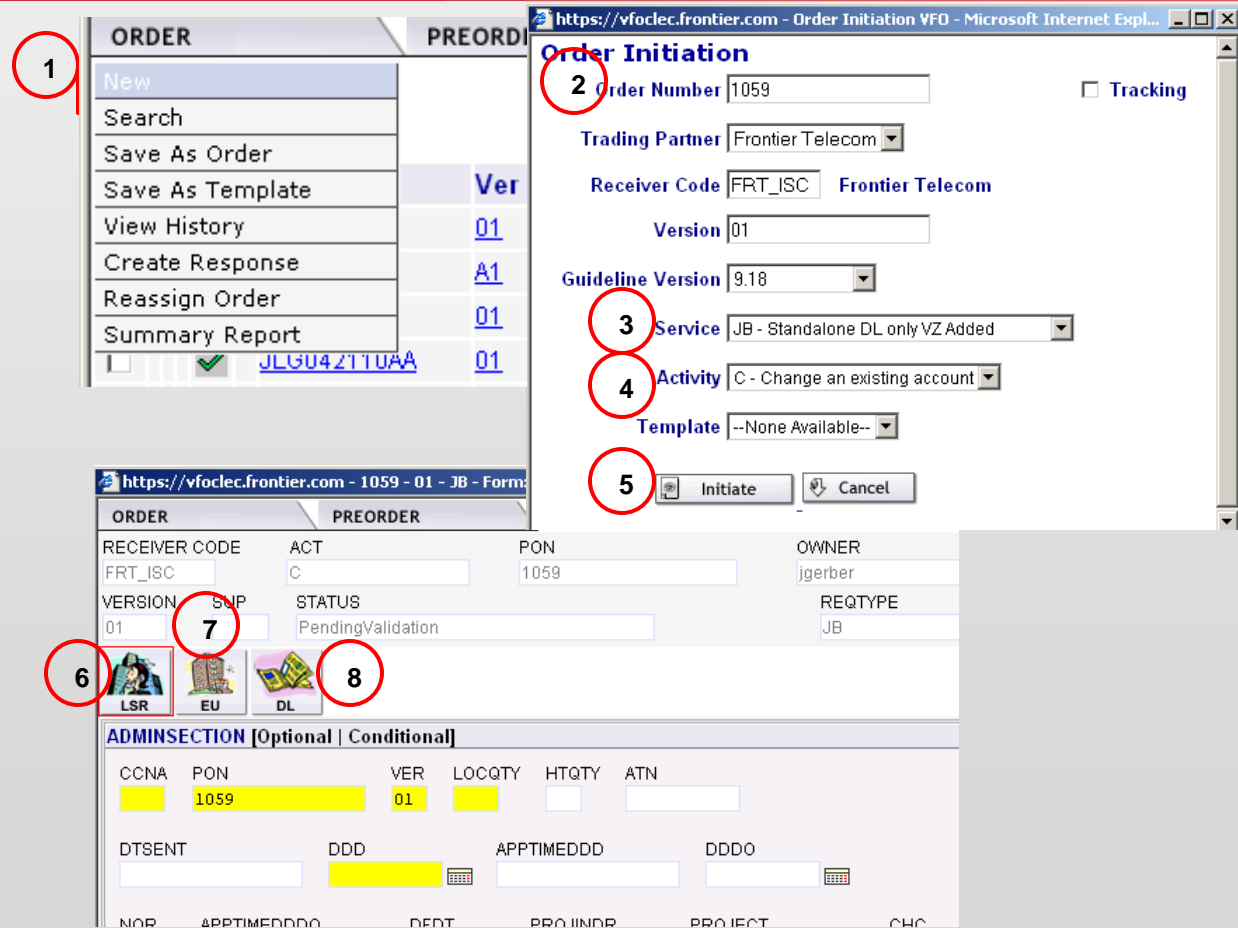
This is an example of how to update a listing with a new listing under a caption listing. Below is the scenario detail.

Order Activity	Sub Categories		
Type of Service	Business Caption Listing		
Order Details	Add Indent "Smith Hall" with telephone number to appear under existing sub category "Dormitories"		
Directory	0	Frontier University	
Sample with	1	Information	
Indent	2	Events Hotline	289-9281
Levels	2	Class Schedules	289-9282
	1	Residence Halls	289-9280
	2	Dormitories	
	3	Alfred Hall	289-9283
	3	Dana Hall	289-9284
	3	Smith Hall	289-9999

Adding a Listing to existing Directory

Start New Order

1. Hover the Order tab and select **New**.
2. Enter a PON.
3. Select Service.
4. Select Activity.
5. Click **Initiate** button.
6. Enter LSR form information
7. Enter EU form information.
8. Click DL icon to complete Directory Listing data.



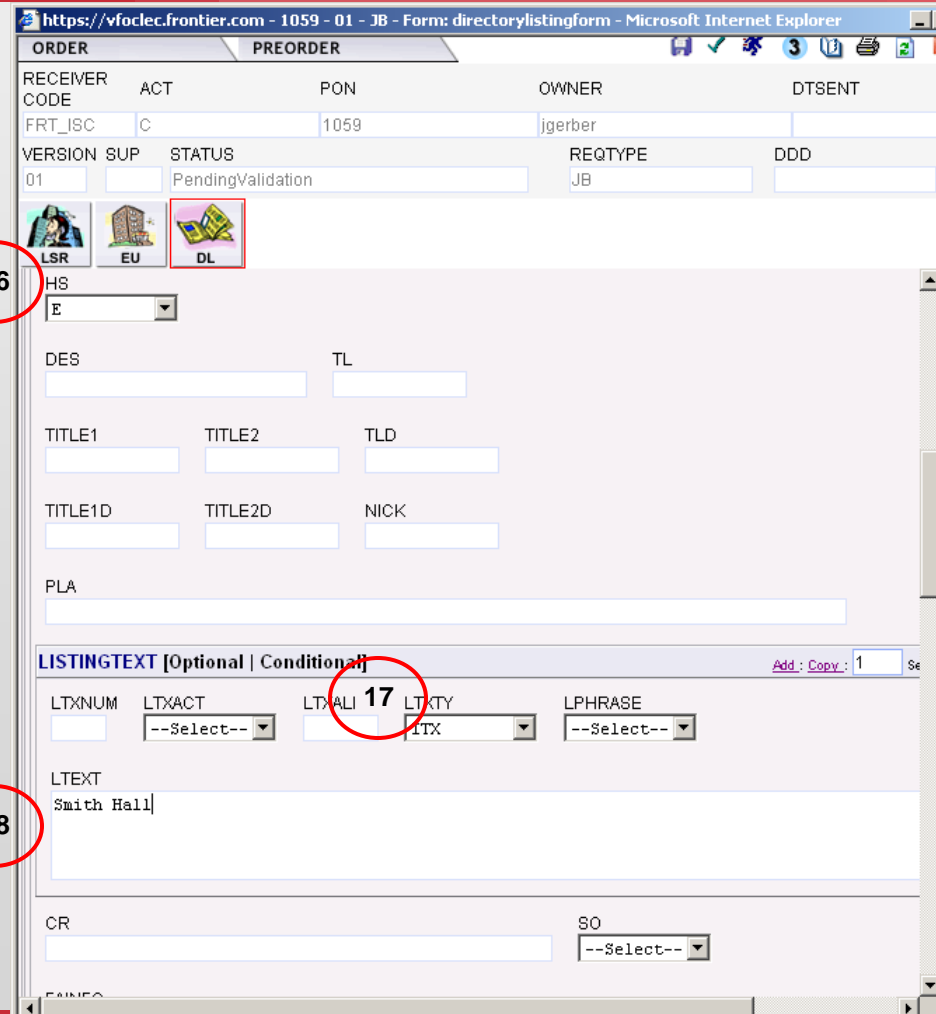
The screenshot shows the 'Order Initiation' web application interface. The interface is divided into several sections:

- ORDER PREORDER** (top left): A menu with options like 'New', 'Search', 'Save As Order', 'Save As Template', 'View History', 'Create Response', 'Reassign Order', and 'Summary Report'. A red circle '1' highlights the 'New' option.
- Order Initiation** (top right): A form for entering order details. Fields include 'Order Number' (1059), 'Trading Partner' (Frontier Telecom), 'Receiver Code' (FRT_JSC), 'Version' (01), 'Guideline Version' (9.18), 'Service' (JB - Standalone DL only VZ Added), 'Activity' (C - Change an existing account), and 'Template' (--None Available--). A red circle '2' highlights the 'Order Number' field, and a red circle '3' highlights the 'Service' dropdown. At the bottom, there are 'Initiate' and 'Cancel' buttons, with a red circle '5' highlighting the 'Initiate' button.
- Form Details** (middle): A table showing order information:

RECEIVER CODE	ACT	PON	OWNER
FRT_JSC	C	1059	jgerber
VERSION	SNP	STATUS	REQTYPE
01		PendingValidation	JB
- Form Navigation** (bottom left): Three icons labeled 'LSR', 'EU', and 'DL'. A red circle '6' highlights the 'LSR' icon, a red circle '7' highlights the 'EU' icon, and a red circle '8' highlights the 'DL' icon.
- ADMINSECTION [Optional | Conditional]** (bottom): A form with fields for 'CCNA', 'PON' (1059), 'VER' (01), 'LOCQTY', 'HTQTY', 'ATN', 'DTSNT', 'DDD', 'APPTIMEDDD', and 'DDDO'.

Adding a Listing to existing Directory

16. Enter Header Status (HS)
 - N - New caption header
 - E – Existing SLU header or caption header
17. Enter Listing Text Type (LTXTY)
 - ITX – Indent Text
 - TNL – TN text left
 - TNR – TN text right
 - TT – TT text
18. Enter Listing Text (LTEXT)



16

17

18

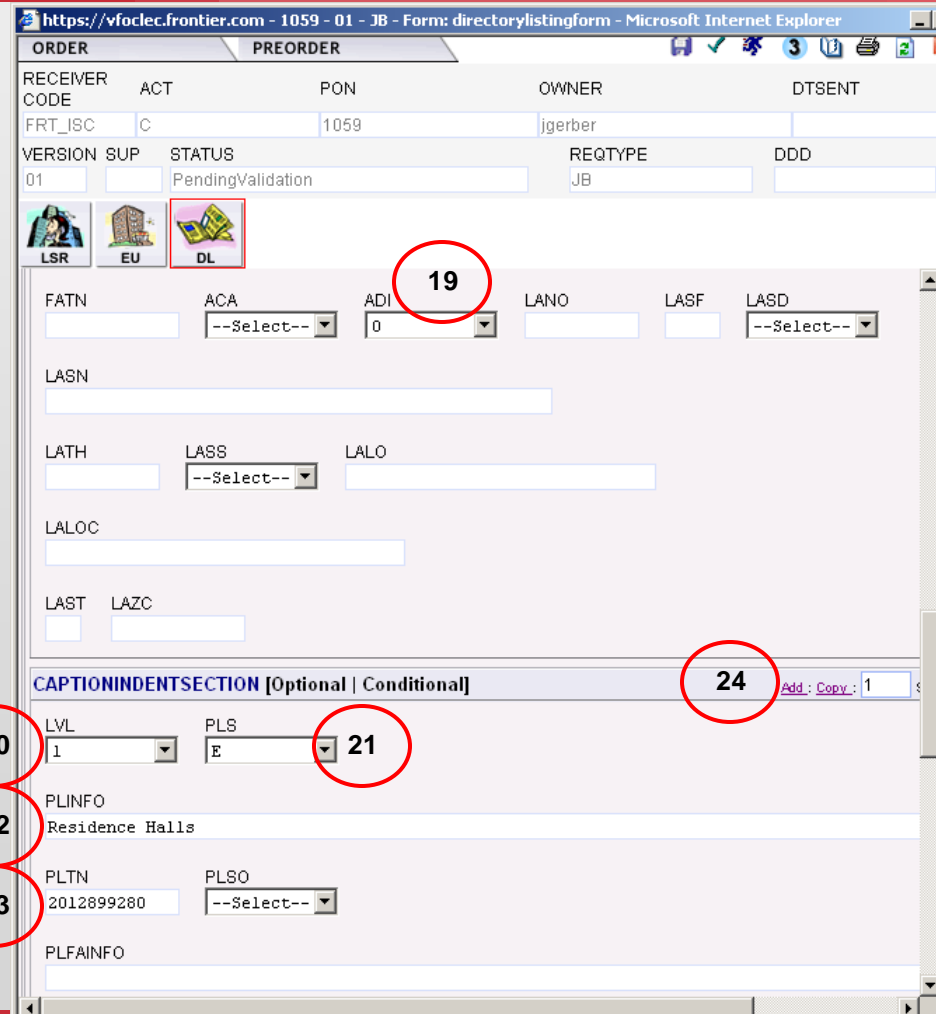
Adding a Listing to existing Directory

19. Enter Address Indicator (ADI)
 - O – Omit Address in DA and Directory
20. Enter Level (LVL) one information
21. Enter Prior Level Status (PLS)
 - N – New Caption Sub Header
 - E – Existing Caption Indent or Caption Sub-header
22. Enter Prior Level Info (PLINFO)
23. Enter Prior Level TN (PLTN)

Note: Since the new listing is at Degree of Indent (DOI) 3, we need to state where this falls under caption level 2.

Create Additional Section

24. Select either Add or Copy to create another Caption Indent section.



The screenshot shows a web browser window displaying the 'directorylistingform'. The form is titled 'ORDER' and 'PREORDER'. It contains several sections with fields and dropdown menus. Red circles highlight specific areas corresponding to the numbered instructions:

- 19:** The 'ADI' dropdown menu is set to '0'.
- 20:** The 'LVL' dropdown menu is set to '1'.
- 21:** The 'PLS' dropdown menu is set to 'E'.
- 22:** The 'PLINFO' field contains the text 'Residence Halls'.
- 23:** The 'PLTN' field contains the number '2012899280'.
- 24:** The 'CAPTIONINDENTSECTION' section is expanded, showing 'Add: Copy: 1'.

Adding a Listing to existing Directory

25. Enter Level (LVL) two information
26. Enter Prior Level Status (PLS)
 - N – New Caption Sub Header
 - E – Existing Caption Indent or Caption Sub-header
27. Enter Prior Level Info (PLINFO)
28. Enter Prior Level TN (PLTN)

Note: Review the information you have entered and make sure it is ready to be submitted.

Submit Order

29. Select the icon that looks like a running person, this is used to Submit the service request to Frontier.

https://vfoclec.frontier.com - 1059 - 01 - JB - Form: directorylistingform - Microsoft Internet Explorer

ORDER PREORDER

RECEIVER CODE ACT PON OWNER DTSENT

FRT_JSC C 1059 jgerber

VERSION SUP STATUS REQTYPE DDD

01 PendingValidation JB

LSR EU DL

CAPTIONINDENTSECTION [1] [Optional | Conditional]

LVL PLS

1 E

PLINFO

Residence Calls

PLTN PLSO

2012899280 --Select--

PLFAINFO

PLFATN

CAPTIONINDENTSECTION [2] [Optional | Conditional] Add: Copy: 1 Section(s) Re

LVL PLS

2 E

PLINFO

Dormitories

PLTN PLSO

2012899280 --Select--

PLFAINFO

Adding a New Business Listing

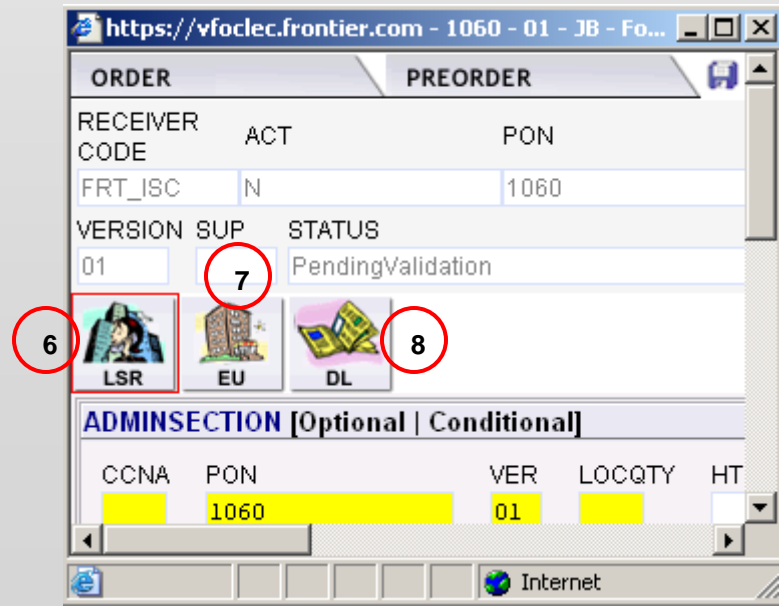
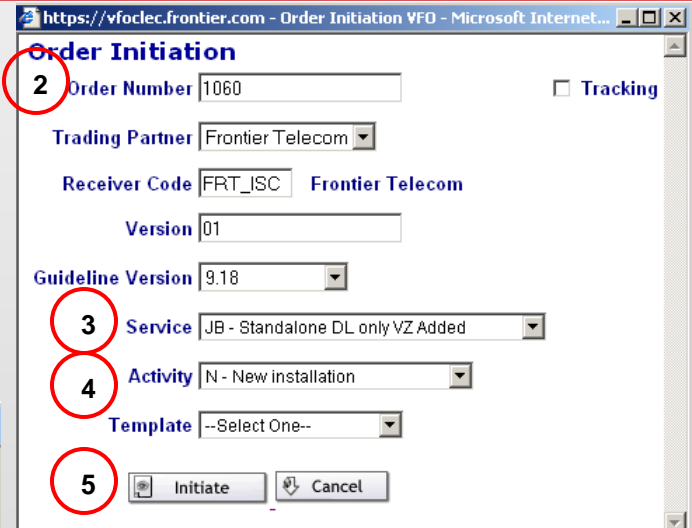
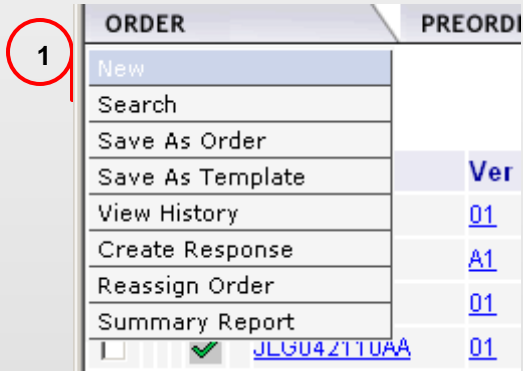
This is an example of how to create a new business listing with captions. Below is the scenario detail.

Order Activity	New Caption Listing		
Type of Service	Business Caption Listing		
Order Details	<ul style="list-style-type: none"> • New Listing • Establish a new Caption Listing 		
Directory	0	Acme Copier Co	
Sample with	1	Customer Service	100 Main 555-1212
Indent	1	New Orders	250 Main 555-1000
Levels	1	Repair	300 Main 555-1213

Adding a New Business Listing

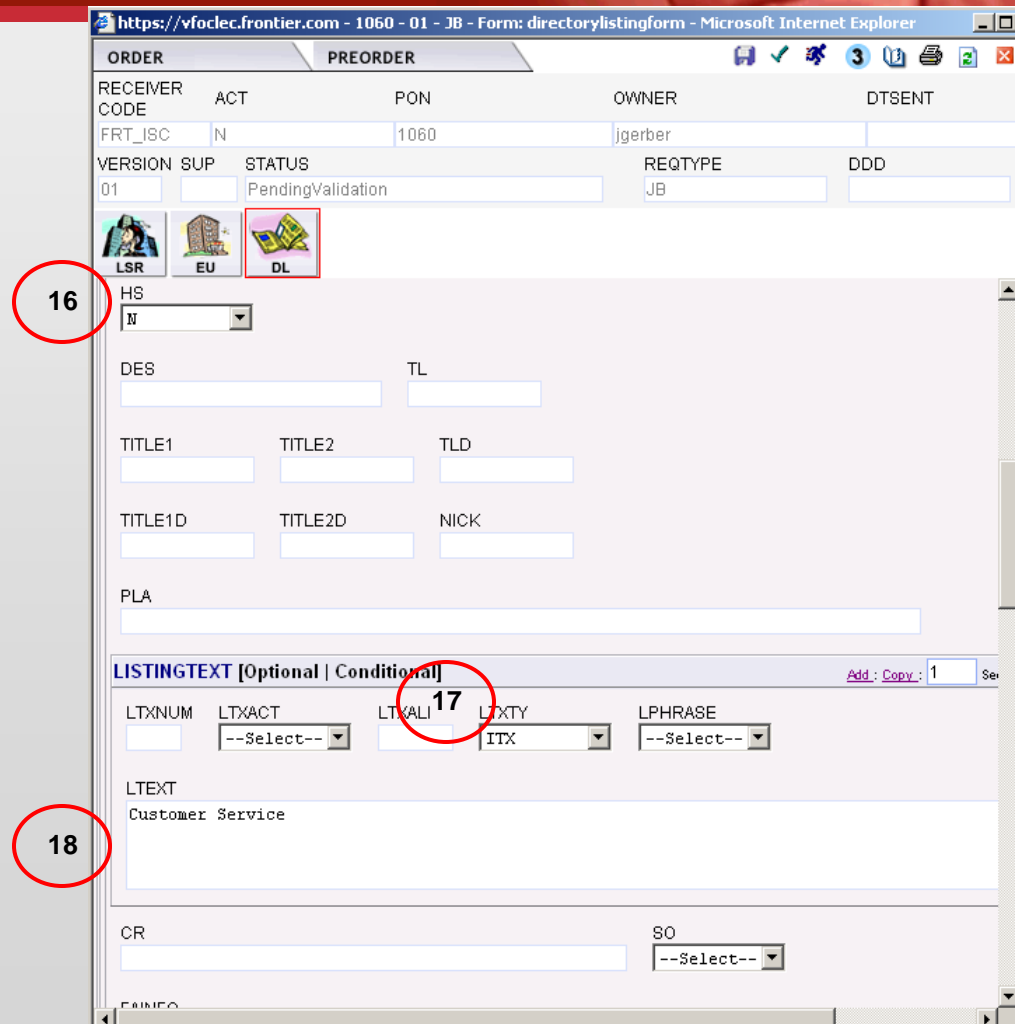
Start New Order

1. Hover the Order tab and select **New**.
2. Enter a PON.
3. Select Service.
4. Select Activity.
5. Click **Initiate** button.
6. Enter LSR form information
7. Enter EU form information.
8. Click DL icon to complete Directory Listing data.



Adding a New Business Listing

16. Enter Header Status (HS)
 - N - New caption header
 - E – Existing SLU header or caption header
17. Enter Listing Text Type (LXTY)
 - ITX – Indent Text
 - TNL – TN text left
 - TNR – TN text right
 - TT – TT text
18. Enter Listing Text (LTEXT)



The screenshot shows a web browser window with the URL `https://vfoclec.frontier.com - 1060 - 01 - JB - Form: directorylistingform`. The form is titled "ORDER" and "PREORDER". It contains several fields and sections:

- RECEIVER CODE**: ACT, PON, OWNER, DTSENT
- FRT_ISC**: N, 1060, jgerber
- VERSION SUP**: 01, PendingValidation, REQTYPE: JB, DDD
- Icons**: LSR, EU, DL (DL is circled in red)
- HS**: N (circled in red with annotation 16)
- DES**, **TL**, **TITLE1**, **TITLE2**, **TLD**, **TITLE1D**, **TITLE2D**, **NICK**, **PLA**
- LISTINGTEXT [Optional | Conditional]**: Add: Copy: 1 Ser
- LTXNUM**, **LTXACT**: --Select-- (circled in red with annotation 17), **LTXALI**, **LXTY**: ITX (circled in red with annotation 17), **LPHRASE**: --Select--
- LTEXT**: Customer Service (circled in red with annotation 18)
- CR**, **SO**: --Select--

Adding a New Business Listing

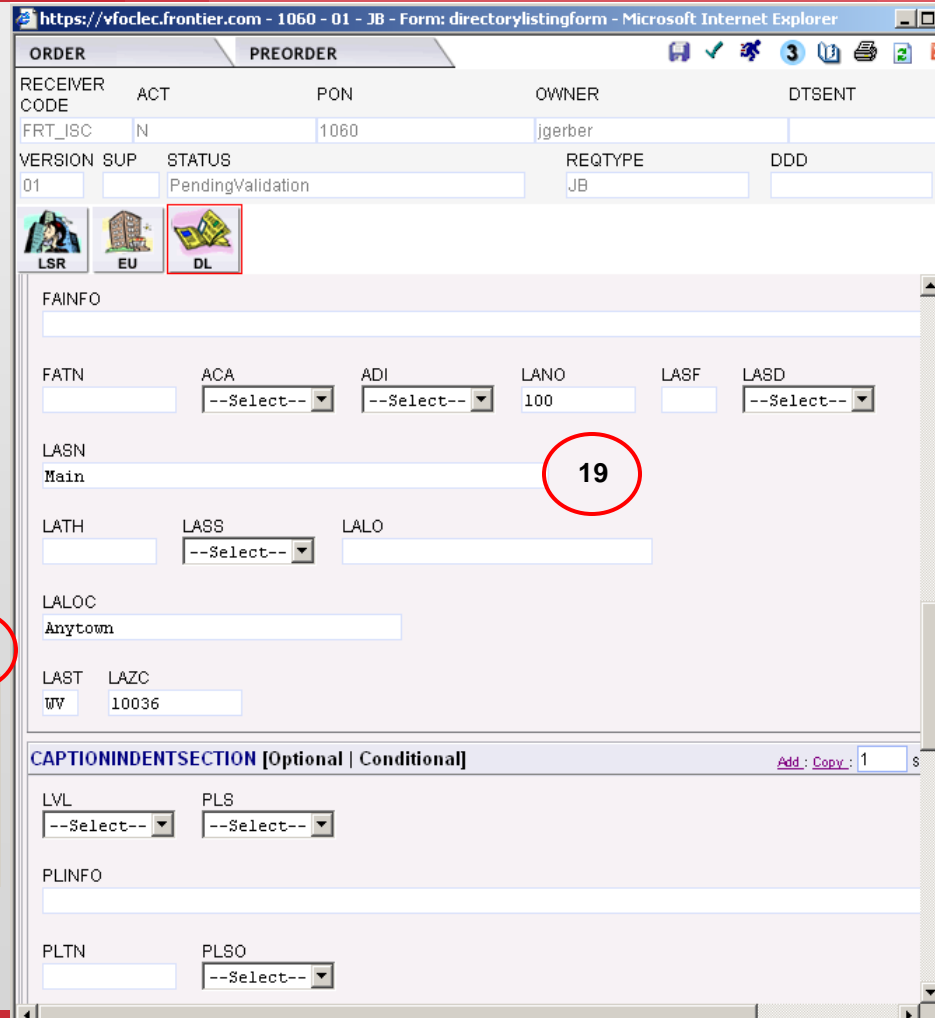
19. Enter Address information

- LANO is Listing Address number
- LASF is Listing Address number Prefix
- LASD is Listing Address Street Directional
- LASN is Listing Address Street Name
- LATH is Listing Address Thoroughfare
- LASS is Listing Address Street Suffix
- LALO is Listing Address Location
- LALOC is Listing Address Locality
- LAST is Listing Address State
- LAZC is Listing Address Zip Code

NOTE: Since this business has three listings under the business name, we need 3 listing sections. We just finished the first.

Create Additional Listing

20. Enter the number two in the box next to the Add and Copy Links.
21. Select either Add or Copy to create two additional listing sections, one for "New Orders" and the other for "Repair."



https://vfoclec.frontier.com - 1060 - 01 - JB - Form: directorylistingform - Microsoft Internet Explorer

ORDER **PREORDER**

RECEIVER ACT PON OWNER DTSENT
 CODE N 1060 jgerber

FRT_ISC N

VERSION SUP STATUS REQTYPE DDD
 01 PendingValidation JB

LSR EU DL

FAINFO

FATN ACA ADI LANO LASF LASD
 --Select-- --Select-- 100 --Select--

LASN
 Main **19**

LATH LASS LALO
 --Select--

LALOC
 Anytown

LAST LAZC
 WV 10036

LISTINGSECTION [Optional | Conditional] **21** Add: Copy: 1

LISTINGCONTROLSECTION [Optional | Conditional]

LACT ALI RTY
 N LML

LTY EOS STYC TOA DOI MTN
 1 CI --Select-- 1

CAPTIONIDENTSECTION [Optional | Conditional] Add: Copy: 1

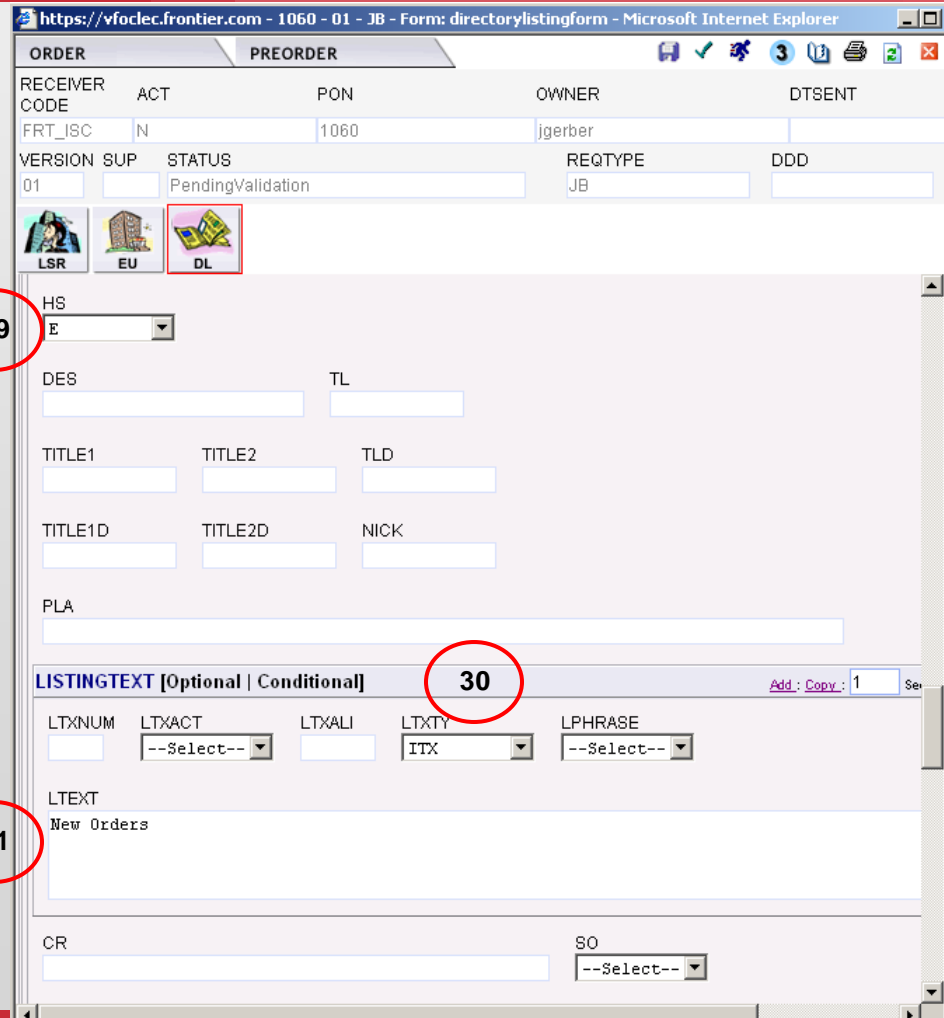
LVL PLS
 --Select-- --Select--

PLINFO

PLTN PLSO
 --Select--

Adding a New Business Listing

29. Enter Header Status (HS)
 - N - New caption header
 - E – Existing SLU header or caption header
30. Enter Listing Text Type (LTXTY)
 - ITX – Indent Text
 - TNL – TN text left
 - TNR – TN text right
 - TT – TT text
31. Enter Listing Text (LTEXT)



29 HS: E

30 LISTINGTEXT [Optional | Conditional]

LTXACT: --Select-- LTXTY: ITX

31 LTEXT: New Orders

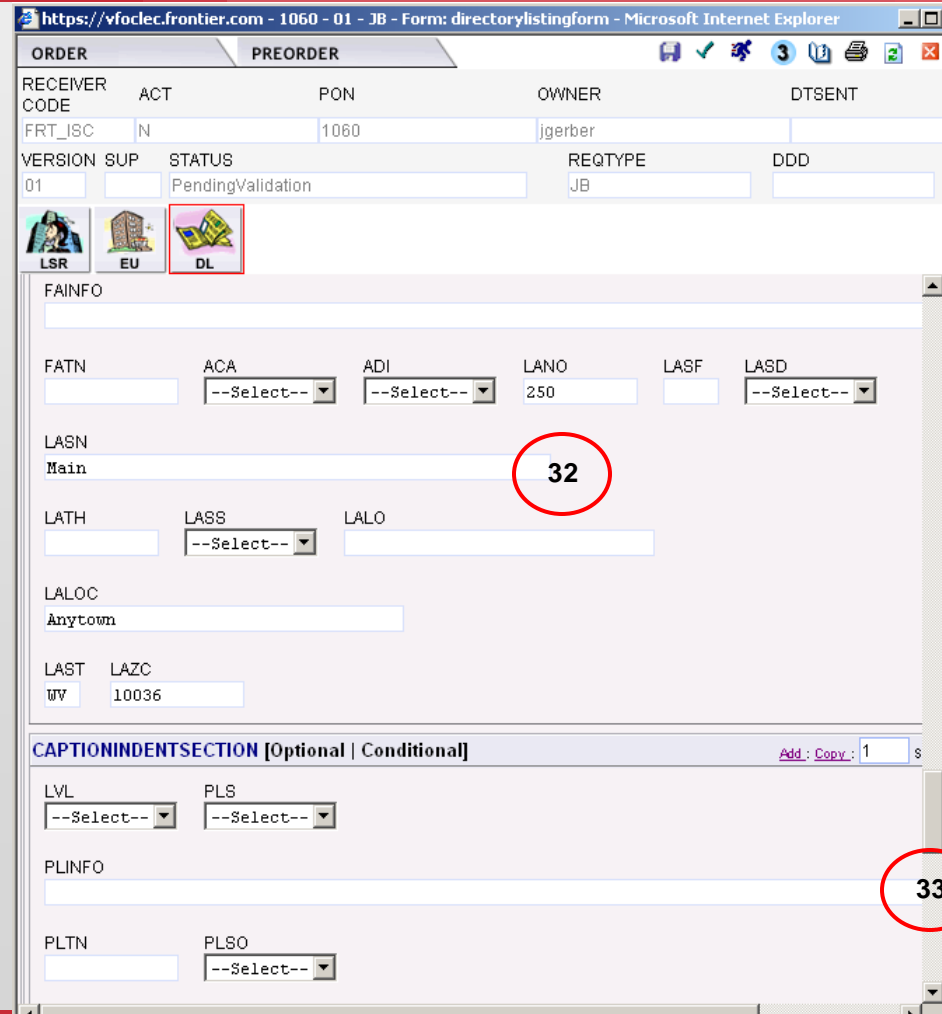
Adding a New Business Listing

32. Enter Address information

- LANO is Listing Address number
- LASF is Listing Address number Prefix
- LASD is Listing Address Street Directional
- LASN is Listing Address Street Name
- LATH is Listing Address Thoroughfare
- LASS is Listing Address Street Suffix
- LALO is Listing Address Location
- LALOC is Listing Address Locality
- LAST is Listing Address State
- LAZC is Listing Address Zip Code

Create Additional Listing Section

33. Scroll down until you see **LISTINGSECTION [3]**.



https://vfoclec.frontier.com - 1060 - 01 - JB - Form: directorylistingform - Microsoft Internet Explorer

ORDER PREORDER

RECEIVER ACT PON OWNER DTSENT
CODE

FRT_ISC N 1060 jgerber

VERSION SUP STATUS REQTYPE DDD
01 PendingValidation JB

LSR EU DL

FAINFO

FATN ACA ADI LANO LASF LASD
--Select-- --Select-- 250 --Select--

LASN
Main 32

LATH LASS LALO
--Select--

LALOC
Anytown

LAST LAZC
WV 10036

CAPTIONIDENTSECTION [Optional | Conditional] Add: Copy: 1 s

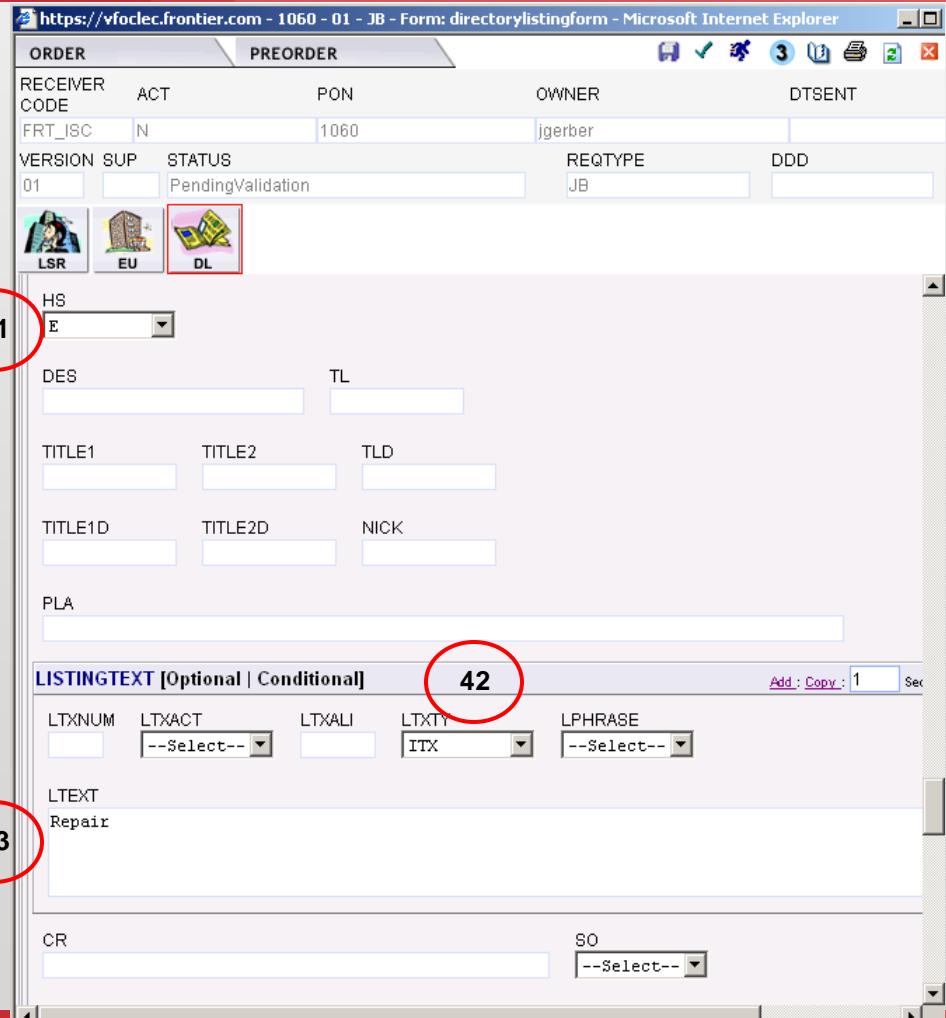
LVL PLS
--Select-- --Select--

PLINFO 33

PLTN PLSO
--Select--

Adding a New Business Listing

41. Enter Header Status (HS)
 - N - New caption header
 - E – Existing SLU header or caption header
42. Enter Listing Text Type (LTXTY)
 - ITX – Indent Text
 - TNL – TN text left
 - TNR – TN text right
 - TT – TT text
43. Enter Listing Text (LTEXT)



41 HS: E

42 LISTINGTEXT [Optional | Conditional]

LTXACT: --Select-- LTXTY: ITX

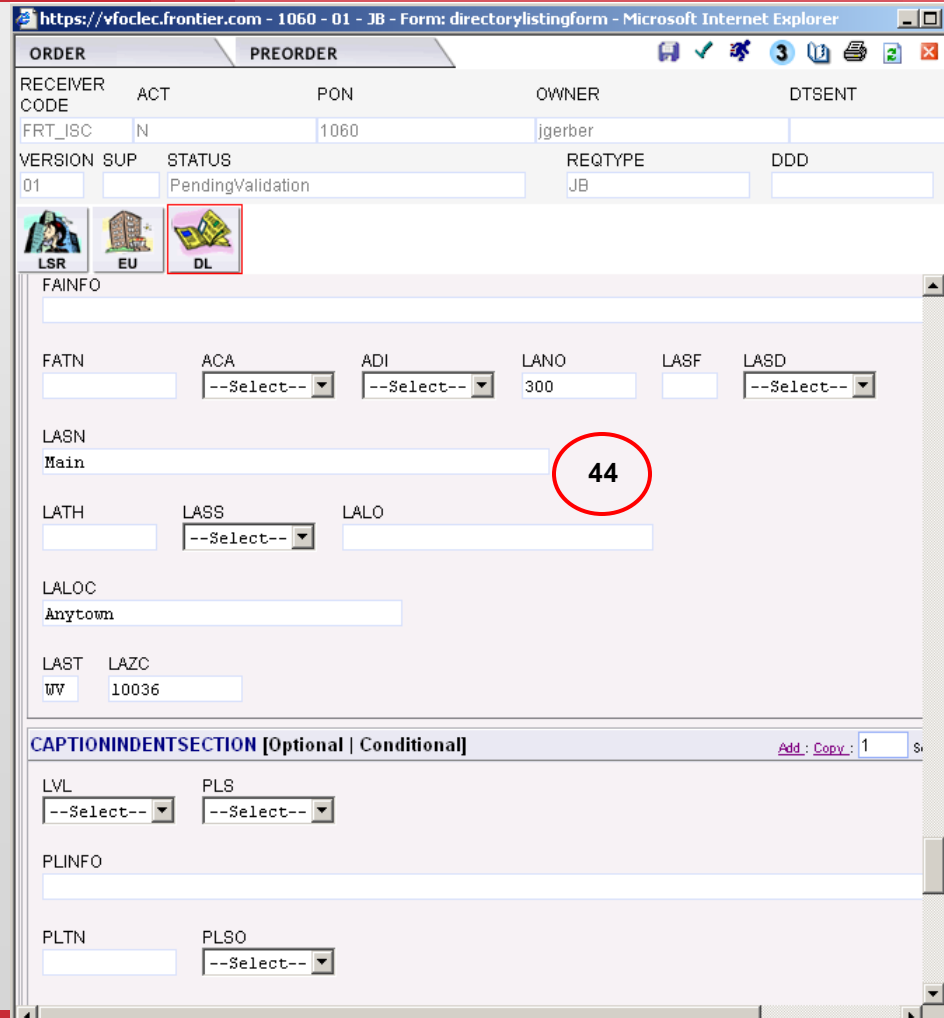
LTEXT: Repair

43 LTEXT: Repair

Adding a New Business Listing

44. Enter Address information

- LANO is Listing Address number
- LASF is Listing Address number Prefix
- LASD is Listing Address Street Directional
- LASN is Listing Address Street Name
- LATH is Listing Address Thoroughfare
- LASS is Listing Address Street Suffix
- LALO is Listing Address Location
- LALOC is Listing Address Locality
- LAST is Listing Address State
- LAZC is Listing Address Zip Code



https://vfoclec.frontier.com - 1060 - 01 - JB - Form: directorylistingform - Microsoft Internet Explorer

ORDER PREORDER

RECEIVER ACT PON OWNER DTSENT
 CODE FRT_ISC N 1060 jgerber

VERSION SUP STATUS REQTYPE DDD
 01 PendingValidation JB

LSR EU DL

FAINFO

FATN ACA ADI LANO LASF LASD
 --Select-- --Select-- 300 --Select--

LASN
 Main **44**

LATH LASS LALO
 --Select--

LALOC
 Anytown

LAST LAZC
 WV 10036

CAPTIONINDESECTION [Optional | Conditional] Add: Copy: 1

LVL PLS
 --Select-- --Select--

PLINFO

PLTN PLSO
 --Select--

Adding a New Business Listing

Complete Directory Quantity

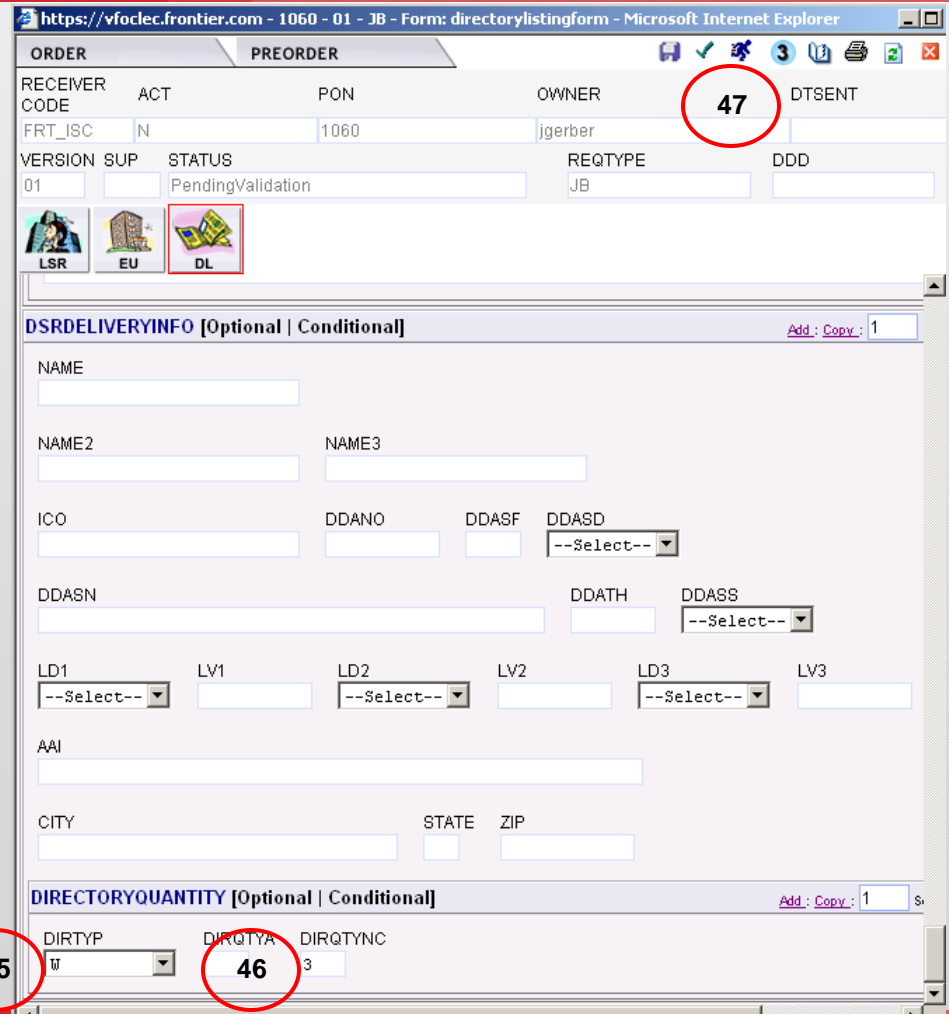
45. Enter Directory ID Type in the DIRTYP field.
- W – White Pages or Cobound
 - Y – Yellow Pages
 - B – Business to Business
 - O – Other

46. Enter the number of directories delivered on new connect or Moves in the DIRQTYNC field.

Note: When multiple Directory ID Types are requested use the Add or Copy links to insert additional Directory Quantity sections.

Submit the Order

47. Review the request and then click the submit icon (running person).



https://vfoclec.frontier.com - 1060 - 01 - JB - Form: directorylistingform - Microsoft Internet Explorer

ORDER PREORDER

RECEIVER ACT PON OWNER DTSENT
 CODE FRT_ISC N 1060 jgerber 47

VERSION SUP STATUS REQTYPE DDD
 01 PendingValidation JB

LSR EU DL

DSRDELIVERYINFO [Optional | Conditional] Add: Copy: 1

NAME
 NAME2 NAME3
 ICO DDANO DDASF DDASD
 DDASN DDATH DDASS
 LD1 LV1 LD2 LV2 LD3 LV3
 AAI
 CITY STATE ZIP

DIRECTORYQUANTITY [Optional | Conditional] Add: Copy: 1

DIRTYP DIRQTYA DIRQTYNC
 W 46 3