



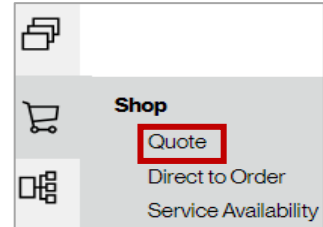
# Internet Dedicated+ Order Job Aid (Essentials)

Native Ethernet Handoff, QoS, Internet Essentials



## Things to Know

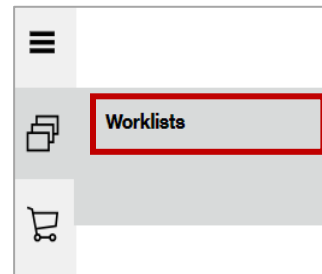
- A **“Quote”** must be submitted prior to creating an order
- Refer to the **Internet Dedicated + Essentials** Quote Job Aid



## Getting Started

From the Hamburger menu, select **Worklist**

1. Choose the **Order** Worklist
2. Enter the submitted **Quote ID** onto the search bar of the **Order Worklist** (or search directly from the worklist)
3. Click the Order Name field to open and **start the order submission process**



1 **Order** | Quote | Repair | Maps | Voice | Request | Availability

2  X 🔍

Filter by:

All Companies

All Owners

All Product Categories

All Activity

Apply

Order Name 🔍	Project ID 🔍	Product 🔍	Product Offering 🔍	Submitted Date 🔍	Requested Due Date 🔍	Status 🔍	Milestone 🔍
3 IDEESSENTIALS		Internet Dedicated Services	Internet Dedicated+		02/12/2024	Open	

Common Order Status:

**New**- A new Quote was submitted to Order  
**Open**- Order saved but not submitted for processing  
**Submitted**- Order submitted for processing  
**In Progress**- Order is being worked  
**Cancelled**- Order has been cancelled  
**Error**-An Order Error that requires attention  
**Completed** -The Order process is complete




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## Administration

- Click the pencil  to modify the Order Name aka PON (max length 16)
- Click the Flag to move a priority order towards the top of the order worklist (once the order is saved)

IDEESSENTIALS

Product Selected: Internet Dedicated Servi

Make the following selections

- Structure Type, Elevation Type, Unit Type (example below)
- End Customer Name
- Project ID- Label a group of orders for easier accessibility from the Order Worklist (as applicable)
- Related Order Number(RPON)- Group orders to be worked together or in a certain order (as applicable)
- Select Billing Account Number
  - Existing (Utilize an existing ban)
  - New (Provide billing address details to create a new ban)
  - BAN (Choose a particular ban from the dropdown box)
- Add Remarks (if needed). When DDOS Shield is chosen as a feature, include the following comments in the remarks section:
  - Include Lan, WAN IP Quantity
  - Indicate Border Gateway Protocol (BGP) is Yes or No

Click Next

Location: 620 Atlantic Ave I

Additional Location Details-Sub-Loc\*:

1 Structure Type*: Building	Elevation Type*: Floor	Unit Type*: Room
Structure Value*: main	Elevation Value*: 4	Unit Value*: telco

Company: ABC Term: 3 Years Contract: C34147-01

2 End Customer Name*: TELEPHONE	3 Project ID: 
4 Related Order Number (RPON): 	Billing Account Number (BAN/Bill ID)*: Existing
Billing Account Number (BAN/Bill ID)*: U2345688	
6 Remarks: 	

Next



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## Configuration

Choose the following **Configuration selections**

1. IP Addressing: IPv4 | IPv6 | Dual stack | IPv6 Tunneled
2. Routing: BGP | Static
3. Circuit Alias: Allows you to label the circuit (this does not flow to billing)

Port:	300 Mbps	Commit:	NA	Access:	300 Mbps	Interface:	1 Gbps
Routing Information:				Routing*:			
IP Addressing*:				Static			
Circuit Alias:							

When Choosing **Optical**, select

1. Connector: FC | SC | LC
2. Fiber Type: Single | Multi | Multi 62.5
3. Customer Power: AC | DC

Physical Interface*:		Connector*:	
<b>Optical</b>   Electrical		FC   SC   LC	
Fiber Type*:		Handoff: 1000Base-T	
Single   Multi 50   Multi 62.5		Customer Power*:	
		AC   DC	

When Choosing **Electrical**, select

1. Connector: RJ45 (this feature is pre-populated)
2. Cable Category: Cat 5e | Cat 6
3. Cable Shielding: Unshielded Twisted Pair UTP | Shielded Twisted Pair (STP)
4. Customer Power: AC | DC

Physical Interface*:		Connector*:	
Optical   <b>Electrical</b>		<b>RJ45</b>	
Cable Category:		Handoff: 1000Base-T	
Cat 5e   Cat 6		Customer Power*:	
Cable Shielding*:		AC   DC	
Unshielded Twisted Pair (UTP)   Shielded Twisted Pair (STP)			

Click **Next**

Next



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## Contacts

Provide contact details

- Technical Contact
- Primary Customer Contact
- Proactive Notification Contact
- Signatory Contact
- End Customer (Local Contact)
- Alternate Local Contact

Click **Next**

Technical Contact:		
Name*	Required	
Email*	Required	
Phone*	Required	
Time Zone*	Select Time Zone	
*This is a General Example *		
Primary Customer Contact:		
Name*	Required	
Email*	Required	
Phone*	Required	
Time Zone*	Select Time Zone	
Primary Proactive Notification Contact:		
Name*	Required	
Email*	Required	
Phone*	Required	
Time Zone*	Select Time Zone	
Signatory Contact:		
Name*	Required	
Email*	Required	
Phone*	Required	
Time Zone*	Select Time Zone	

**Note:**

- The End Customer and Alternate Contact must be different

Next

## Delivery

1. Click the appropriate **Month**
2. Select the **Requested Due Date** (first bolded date)
3. Click **"Early Acceptance"** Yes/No (allows Verizon to deliver the service sooner if possible)

Click **Next**

Scheduling Delivery	
Calendar	Requested Due Date
Today <b>13</b> Monday	1 FEB 2024
Early Acceptance: YES NO	Calendar grid showing dates 1-29 with a red circle 2 over the 14th and a red circle 3 over the 13th.
	Next



# Internet Dedicated+ Order Job Aid (Essentials)



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## Summary

### Review **Order Summary**

1. Click to Save Order
2. Assign Order (if needed)
3. Download order
4. Click back to make adjustments
5. Upload LOA (as applicable)
6. Click to Show History

Click **Submit**

### Additional Detail:

Use the following link to manage [Sups](#) & [Milestones](#)

**Order Summary** 3 Download Close

Contacts:	Charlene Spence	Activity:	Install
Technical Contact:	vww	Company:	AT&TCLE
Primary Customer Contact:	dddd		
Primary Proactive Notification:	zApPX76sS		
		End Customer:	TELEPHONE
		Signatory Contact:	Kannan Srinivasan
		Local Contact:	aaaazzzz
		Alternate Contact:	aaaadddd
Location:	620 Atlantic Ave New York NY		
Location Details:	Building: main, Floor: 4, Room: telco		
Requested Due Date:	02/12/2024	Early Acceptance:	N

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Product:	Internet Dedicated+ -	Terms:	3 Years
Speed:	Port: 100 Mbps Access, 100 Mbps Interface, 1 Gbps	Contract:	C34147-01
IP Addressing:	IPv4	Cable Category:	Cat 6
Cable Shielding:	Unshielded Twisted Pair (UTP)	Routing:	Static
Physical Interface:	Electrical	Customer Power:	AC
BAN/Bill ID:	Existing		

2 Assign To ▼

5

6 Show History

4 Back

1 Save

Submit