

Wavelength Solutions **Linear Global Data Link Order Job Aid**



Getting Started | Order Process

Note: All required fields are denoted with an asterisk (*)

From the **Shop** menu, select: **Direct to Order:**

- Select Product Name: Wavelength Solutions 1.
- Select the applicable Product Offering: Wavelength Service National
- Select Company Name
- Enter **Request Name** (minimum of 4 characters max of 16)





- 5. Request Type: Order
- 6. Choose Order Type: Install Change Disconnect Move as applicable
- 7. Select Requested Due Date
- 8. Enter Contact Details:

template file to limit order delays.

Contact Name, Email & Phone 9. Upload file (*if a Template is needed, download from the template icon). A Quote PDF should be uploaded along with the

31 MM/DD/YYYY

Enter Remarks if desired Click Submit



Note: Order will be displayed on the Order Worklist



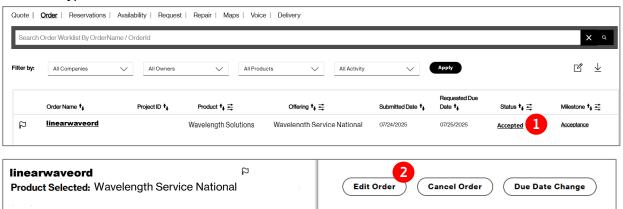
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Update a submitted Request

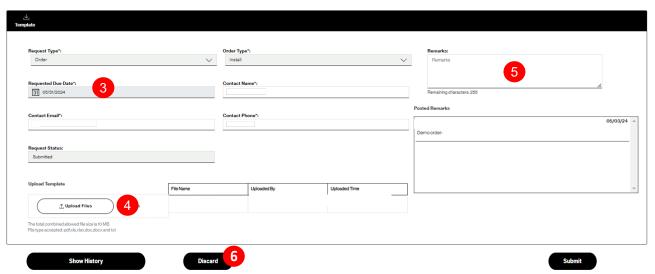
From the Order Worklist

Click the hyperlink listed on the Status column



- 2. Select Edit Order to make changes (if needed)
- 3. Update Requested Due Date (if needed)
- 4. Upload the revised template with a new file name (as applicable)
- 5. Add **Remarks** (as desired)
- 6. Use the **Discard** button to exit the request with no changes

Click Submit to proceed



Milestones

Additional Detail:

Use the following link to manage **Sup** & **Milestones**