



ASR Pre-Order Location Inquiry Switched Ethernet Only Job Aid

The Location Inquiry Switched Ethernet Only pre-order transaction allows the user to prequalify a service address for fiber or copper facilities prior to issuance of an Access Service Request (ASR).

1.	Select the Pre-Order tab to open the drop down box and display the possible preorder activities. 
2.	"New" is used to begin a new Pre-Order Inquiry. "Search" is used to look for a previously saved Inquiry. Select New from the drop down list to begin a new Pre-Order Inquiry. 
3.	The Pre-Order Initiation window opens. The Message ID field is pre-populated with a number assigned to the inquiry. The Message ID: - May be overlaid and changed, if desired. The Message ID Number is automatically assigned Select your ICSC code.
4.	Click the Service Type drop down box for a list of Pre-Order selections. 
5.	Select LOCATION_INQUIRY_SWITCHED_ETHERNET_ONLY option from the Service Type drop down box. 
6.	Click Initiate to begin the Location Inquiry. 
7.	Terms of Use screen will open. Customer must accept terms of use to continue with transaction. To accept terms, please click the ' OK ' button located at the bottom of the Terms of Use box.



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8.	<p>Once terms of use are accepted, the Customer Information screen will appear. The Customer Information screen is customized and does not follow ASOG.</p> <p>The customer name, which identifies the VFO User company, will automatically populate for you. You have 2 options to identify the location you are prequalifying.</p> <p>Option 1: Populate the latitude in the Latitude box. Populate the longitude in the Longitude box. Alert! The Longitude Field on this pre-order transaction requires the user to populate the hyphen (-) for negative value.</p> <p style="text-align: center;">OR</p> <p>Option 2: Populate the street address in the Address box. Populate the city in the City box. Select the state from the State dropdown. Populate the zip code in the Zip box.</p>
9.	Click Next .
10.	If inquiry initiated with a customer address, the Select Address window will appear showing the address found. If address found matches your inquiry, select Next . (If address not correct for inquiry, select Back to update the address.)
11.	Google Map screen will appear showing a Red Teardrop Marker. If valid, right click on the location marker to validate. Once validated, the location marker will turn green.
14.	Click the Submit button to initiate the address inquiry request. 
15.	The results of the Inquiry are returned including: <ul style="list-style-type: none">• VFO User Company Name (Business Name)• Street Address (Null if Latitude/Longitude Inquiry)• Latitude/Longitude• WC CLLI• LIT<ul style="list-style-type: none">➤ True = Location is Fiber LIT➤ False = Location is Not Fiber LIT• Fiber Qualification Status• Copper Qualification Status• WC QoS Available• WC Speed Available



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16.	After reviewing the information, click the Close button to return to the PreOrder Initiation screen. 
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