



Directory Listing

Caption Listing VFO Order Job Aid

Included:

[Order Creation for Business Caption Listing](#)

[Order to Add a New Listing under an Existing Caption](#)

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VFO Order Creation for a New Business Caption 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

Please Note: The screen shots on the right illustrate how to populate this scenario in Virtual Front Office, the information on the left provides descriptions of the fields and drop down values. This is to enable you to decide which value to select in your customer scenario.

VFO Order Creation for a New Business Caption 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 (See Notes Below)
7. Enter EU form information.
8. Click DL icon to complete Directory Listing data.

LSR Form Notes for REQ TYP JB

Administration Section Notes:

TOS= 1--- (Business) or 2--- (Residence)

Billing Section Notes:

Based on the REQ TYP & ACT, the notes below provide guidance on the BI and BAN fields.

JB/N: BI1=D (directory) and BAN1=N (new) (Frontier will assign the BTN for the new directory listing.)

JB/C: BI1=D (directory) and BAN1=the existing account telephone number. This is in the Package ID field on a DL preorder.

JB/D: BI1=D (directory) and BAN1=the existing account telephone number. This is in the Package ID field on a DL preorder.

The screenshot displays the VFO Order Creation interface. The 'ORDER' menu is open, with 'New' highlighted (1). The 'Order Initiation' form is visible, showing fields for Order Number (1060), Trading Partner (Frontier Telecom), Receiver Code (FRT_ISC), Version (01), and Guideline Version (9.18). The Service (JB - Standalone DL only VZ Added) and Activity (N - New installation) are selected (3, 4). The 'Initiate' button is highlighted (5). The 'ADMINSECTION' table shows the following data:

RECEIVER CODE	ACT	VERSION	SUP	STATUS
FRT_ISC	N	01		PendingValidation

The 'ADMINSECTION' table also includes fields for CCNA, PON (1060), VER (01), LOCQTY, and HT. The LSR, EU, and DL icons are highlighted (6, 7, 8).

VFO Order Creation for a New Business Caption Listing

Populate Directory Listing Form

9. Enter Listing Activity (LACT)
 - N - New Listing
 - D - Delete Listing
 - I - Change Listing

10. Enter Record Type (RTY)
 - F – Foreign AC – Alternate call Listing
 - L – Local AL – Additional Listing
 - S – Secondary AM – Additional Main
 - CR – Cross Reference Listing
 - JU – Joint User
 - ML – Main Listing

11. Enter Listing Type (LTY)
 - 1 –Listed
 - 2 – Non Listed
 - 3 – Non Published
 - 7 – No appearance

12. Enter Style Code (STYL)
 - CI – Caption Indent
 - SL – Straight Line

13. Enter Degree of Indent (DOI)
14. Enter a Main Telephone Number in the MTN field. The same value is used in the MTN field throughout the PON.
15. Enter the Listed Telephone Number in the LTN field
16. Enter Caption Header listed name in the LNLN and LNFN fields

The screenshot shows the 'directorylistingform' in a Microsoft Internet Explorer browser. The form is divided into several sections:

- ORDER / PREORDER**: Contains fields for RECEIVER CODE, ACT, PON, OWNER, DTSENT, FRT_ISC, VERSION, SUP, STATUS, REQTYPE, and DDD.
- LISTINGSECTION [Optional | Conditional]**: Includes icons for LSR, EU, and DL.
- LISTINGCONTROLSECTION [Optional | Conditional]**: Contains fields for LACT (9), ALI, RTY (10), LTY (11), EOS, STYC (12), TOA, DOI (13), and MTN (14).
- LISTINGINDICATORSECTION [Optional | Conditional]**: Contains fields for BRO, ADV, DLNM, DIRIDL, and OMSD.
- LISTINGINSTRUCTIONSECTION [Optional | Conditional]**: Contains fields for LTN (15), SHTN, DNA, LNPL, LNLN (16), and LNFN (16).

Numbered callouts in red circles point to the following fields:

- 9: LACT dropdown menu
- 10: RTY dropdown menu
- 11: LTY dropdown menu
- 12: STYC dropdown menu
- 13: DOI dropdown menu
- 14: MTN text field
- 15: LTN text field
- 16: LNLN and LNFN text fields

VFO Order Creation for a New Business Caption Listing

16. Enter Header Status (HS)
 - N - New 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)

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

ORDER PREORDER

RECEIVER CODE ACT PON OWNER DTSENT
 FRT_ISC N 1060 jgerber

VERSION SUP STATUS REQTYPE DDD
 01 PendingValidation JB

LSR EU DL

16 HS
 N

DES TL

TITLE1 TITLE2 TLD

TITLE1D TITLE2D NICK

PLA

LISTINGTEXT [Optional | Conditional] Add: Copy: 1

LTXNUM	LTXACT	LTXALI	17 LTXTY	LPHRASE
	--Select--		ITX	--Select--

LTEXT
 Customer Service

18

CR SO
 --Select--

VFO Order Creation for a New Business Caption 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."

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ORDER **PREORDER**

RECEIVER CODE ACT PON OWNER DTSENT
 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-- 100 --Select--

LASN **19**
 Main

LATH LASS LALO
 --Select--

LALOC
 Anytown

LAST LAZC
 WV 10036

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

PLINFO

PLTN PLSO
 --Select--

LISTINGSECTION [Optional | Conditional] **20** Add: Copy: 1

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

LACT ALI RTY
 N LML

LTY EOS STYC TOA DOI MTN
 1 CI --Select-- 1 3045551212

VFO Order Creation for a New Business Caption Listing

Populate Directory Listing Form

22. Enter Listing Activity (LACT)
 - **N - New Listing**
 - D - Delete Listing
 - I - Change Listing

23. Enter Record Type (RTY)
 - F – Foreign AC – Alternate call Listing
 - **L – Local** **AL – Additional Listing**
 - S – Secondary AM – Additional Main
 - CR – Cross Reference Listing
 - JU – Joint User
 - ML – Main Listing

24. Enter Listing Type (LTY)
 - **1 –Listed** 7 – No appearance
 - 2 – Non Listed
 - 3 – Non Published

25. Enter Style Code (STYL)
 - **CI – Caption Indent**
 - SL – Straight Line

26. Enter Degree of Indent (DOI)
27. Enter a Main Telephone Number in the MTN field. The same value is used in the MTN field throughout the PON.
28. Enter the indented Listed Telephone Number in the LTN field
29. Enter Caption Header Listed Name in the LNLN and LNFN fields

The screenshot shows the 'FORM: DIRECTORYLISTINGFORM' in a Microsoft Internet Explorer browser. The form is divided into several sections:

- ORDER / PREORDER:** Fields include RECDTYPE (ACT), PON (1060), OWNER (jgerber), FRTISC (N), VERSION (01), STATUS (PendingValidation), REQTYPE (JB), and DDD.
- LISTINGSECTION [2] [Optional | Conditional]:** This section contains sub-sections:
 - LISTINGCONTROLSECTION [Optional | Conditional]:** Contains fields LACT (N), RTY (LAL), LTY (1), EOS, STYL (CI), TOA, DOI (1), and MTN (3045551212).
 - LISTINGINDICATORSECTION [Optional | Conditional]:** Contains fields BRO, ADV, DLNM, DIRIDL, and OMSD.
 - LISTINGINSTRUCTIONSECTION [Optional | Conditional]:** Contains fields LTN (3045551000), SHTN, DNA, LNPL, LNLN (Acme), and LNFN (Copier Co).

Red circles and boxes highlight the following fields: LACT (N), RTY (LAL), LTY (1), STYL (CI), DOI (1), LTN (3045551000), LNLN (Acme), and LNFN (Copier Co).

VFO Order Creation for a New Business Caption Listing

30. Enter Header Status (HS)
 - E – Existing SLU header or caption header
31. Enter Listing Text Type (LTXTY)
 - ITX – Indent Text
 - TNL – TN text left
 - TNR – TN text right
 - TT – TT text
32. Enter Listing Text (LTEXT)
 - Enter the indented listed name [e.g. *New Orders*]

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ORDER PREORDER

RECEIVER CODE ACT PON OWNER DTSENT
FRT_ISC N 1060 jgerber

VERSION SUP STATUS REQTYPE DDD
01 PendingValidation JB

LSR EU DL

HS
E

DES TL

TITLE1 TITLE2 TLD

TITLE1D TITLE2D NICK

PLA

LISTINGTEXT [Optional | Conditional] Add: Copy: 1 Ser

LTXNUM	LTXACT	LTXALI	LTXTY	LPHRASE
	--Select--		ITX	--Select--

LTEXT
New Orders

CR SO
--Select--

VFO Order Creation for a New Business Caption Listing

33. 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: to omit the address ADI = 0

Create Additional Listing Section

34. Scroll down until you see LISTINGSECTION [3].

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ORDER / **PREORDER**

RECEIVER CODE ACT PON OWNER DTSENT
 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 **33**

LATH LASS LALO
 --Select--

LALOC
 Anytown

LAST LAZC
 WV 10036

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

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

PLINFO **34**

PLTN PLSO
 --Select--

VFO Order Creation for a New Business Caption Listing

Populate Directory Listing Form

35. Enter Listing Activity (LACT)
 - N - New Listing
 - D - Delete Listing
 - I - Change Listing

36. Enter Record Type (RTY)
 - F – Foreign AC – Alternate call Listing
 - L – Local AL – Additional Listing
 - S – Secondary AM – Additional Main
 - CR – Cross Reference Listing
 - JU – Joint User
 - ML – Main Listing

37. Enter Listing Type (LTY)
 - 1 – Listed 7 – No appearance
 - 2 – Non Listed
 - 3 – Non Published

38. Enter Style Code (STYL)
 - CI – Caption Indent
 - SL – Straight Line

39. Enter Degree of Indent (DOI)
40. Enter a Main Telephone Number in the MTN field. The same value is used in the MTN field throughout the PON.
41. Enter the indented Listed Telephone Number in the LTN field
42. Enter Caption Header Listed Name in the LNLN and LNFN fields

The screenshot shows the 'Form: directorylistingform' in a browser window. It contains several sections for listing information. Numbered callouts point to the following fields:

- 35**: LACT dropdown menu with 'N' selected.
- 36**: RTY dropdown menu with 'LAL' selected.
- 37**: LTY dropdown menu with '1' selected.
- 38**: STYL dropdown menu with 'CI' selected.
- 39**: DOI dropdown menu with '1' selected.
- 40**: MTN field containing the number 3045551213.
- 41**: LTN field containing the number 3045551213.
- 42**: LNLN field containing 'Acme' and LNFN field containing 'Copier Co'.

Other visible fields include: FRT_ISC (N), PON (1060), OWNER (jgerber), VERSION (01), SUP, STATUS (PendingValidation), REQTYPE (JB), DDD, LSR, EU, DL, LISTINGSECTION [3], LISTINGCONTROLSECTION, LISTINGINDICATORSECTION (BRO, ADV, DLNM, DIRIDL, OMSD), LISTINGINSTRUCTIONSECTION (LTN, SHTN, DNA, LNPL), LNLN, and LNFN.

VFO Order Creation for a New Business Caption Listing

43. Enter Header Status (HS)
 - E – Existing SLU header or caption header
44. Enter Listing Text Type (LTXTY)
 - ITX – Indent Text
 - TNL – TN text left
 - TNR – TN text right
 - TT – TT text
45. Enter Listing Text (LTEXT)
 - Enter the indented listed name [e.g. Repair]

The screenshot shows a web browser window with the URL <https://vfoclec.frontier.com>. The page title is "1060 - 01 - JB - Form: directorylistingform". The form is divided into "ORDER" and "PREORDER" sections.

ORDER Section:

RECEIVER CODE	ACT	PON	OWNER	DTSENT
FRT_ISC	N	1060	jgerber	
VERSION	SUP	STATUS	REQTYPE	DDD
01		PendingValidation	JB	

Below the table are icons for LSR, EU, and DL.

PREORDER Section:

HS: **43** E

DES: _____ TL: _____

TITLE1: _____ TITLE2: _____ TLD: _____

TITLE1D: _____ TITLE2D: _____ NICK: _____

PLA: _____

LISTINGTEXT [Optional | Conditional] **44** Add: Copy: 1

LTXNUM	LTXACT	LTXALI	LTXTY	LPHRASE
	--Select--		ITX	--Select--

LTEXT: **45** Repair

CR: _____ SO: --Select--

VFO Order Creation for a New Business Caption Listing

46. 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: to omit address ADI = 0

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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 **46**

LATH LASS LALO
 --Select--

LALOC
 Anytown

LAST LAZC
 WV 10036

CAPTIONIDENTSECTION [Optional | Conditional] Add: Copy: 1

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

PLINFO

PLTN PLSO
 --Select--

VFO Order Creation for a New Business Caption Listing

Complete Directory Quantity

47. Enter Directory ID Type in the DIRTYP field.
 - W – White Pages or Cobound
48. 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

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

The screenshot shows a web browser window with the URL <https://vfoclec.frontier.com>. The page title is "1060 - 01 - JB - Form: directorylistingform - Microsoft Internet Explorer". The form is titled "PREORDER" and contains the following fields:

- RECEIVER CODE: ACT, PON, OWNER, DTSENT (with a red circle around the number 49)
- FRT_ISC: N, 1060, jgerber
- VERSION SUP: 01, STATUS: PendingValidation, REQTYPE: JB, DDD: [empty]
- LSR, EU, DL (submit icons)
- DSRDELIVERYINFO [Optional | Conditional] (Add: Copy: 1)
- NAME, NAME2, NAME3, ICO, DDANO, DDASF, DDASD (dropdown: --Select--), DDASN, DDATH, DDASS (dropdown: --Select--), LD1, LV1, LD2, LV2, LD3, LV3 (dropdown: --Select--), AAI, CITY, STATE, ZIP
- DIRECTORYQUANTITY [Optional | Conditional] (Add: Copy: 1)
- DIRTYP: W (with a red circle around the number 47), DIRQTYA: [empty], DIRQTYNC: 3 (with a red circle around the number 48)

VFO Order to Add a Listing under an existing Caption

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 Levels	2	Events Hotline 289-9281
	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

Please Note: The screen shots on the right illustrate how to populate this scenario in Virtual Front Office, the information on the left provides descriptions of the fields and drop down values. This is to enable you to decide which value to select in your customer scenario.

VFO Order to Add a Listing under an existing Caption

The first step is to process a Directory Listing Preorder Inquiry to determine the Main Telephone number.

- Hover the **Preorder** tab, select **New**, and select TXTYP = **T - Directory Listing**
- Populate:
 - TXACT = A
 - CC = Your Company Code or OCN
 - Enter either:
 - ❖ LTN = Existing Listing Telephone Number
 - ❖ Finding Name = First 12 characters of Caption Header with no spaces (You may need to scroll down to see this field.)
- Enter the State abbreviation in the State field
- STYC
 - ❖ CH – Caption Header (Select this value when providing the Finding Name.)
 - ❖ CI – Caption Indent
 - ❖ CS – Caption Sub-header
- View Results:
 - Look for the package id field.
 - The first 10 digits of the pkgid field is the MTN value.
 - The Main Telephone Number is required in the order to associate this new listing with the existing caption.

PreOrder Initiation

TXNUM: 2638

Trading Partner: Frontier Telecom

FRT_ISC - Frontier Telecom

Service Center:

TX Type: T - Directory Listing

Initiate Cancel

T - Directory Listing

INQUIRY RESULTS

TXNUM: 2638 DTSENT:

TXTYP: T TXACT: A CC: 0000

FIRSTLVLSUBCAP:

LTN: 12456789 **A**

LOCATION [Optional | Conditional]

STATE: OR

MDNIND: Y STYC: CH DIRIDL:

PKGID:

FINDINGNAME: **B**
CompanyName

Submit Close

VFO Order to Add a Listing under an existing Caption

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.

REQTYP JB LSR Form Billing Section Notes:

Based on the REQTYT & ACT, the notes below provide guidance on the BI and BAN fields.

JB/N: BI1=D (directory) and BAN1=N (new) (Frontier will assign the BTN for the new directory listing.)

JB/C: BI1=D (directory) and BAN1=the existing account telephone number. This is in the Package ID field on a DL preorder.

JB/D: BI1=D (directory) and BAN1=the existing account telephone number. This is in the Package ID field on a DL preorder.

VFO Order to Add a Listing under an existing Caption

Populate Directory Listing Form

9. Enter Listing Activity (LACT)
 - **N - New Listing**
 - D - Delete Listing
 - I - Change Listing

10. Enter Record Type (RTY)
 - F – Foreign AC – Alternate call Listing
 - **L – Local** **AL – Additional Listing**
 - S – Secondary AM – Additional Main
 - CR – Cross Reference Listing
 - JU – Joint User
 - ML – Main Listing

11. Enter Listing Type (LTY)
 - **1 –Listed** 7 – No appearance
 - 2 – Non Listed
 - 3 – Non Published

12. Enter Style Code (STYL)
 - **CI – Caption Indent**
 - SL – Straight Line

13. Enter Degree of Indent (DOI)
14. Enter a Main Telephone Number in the MTN field. The same value is used in the MTN field throughout the PON.
15. Enter the Indented Listed Telephone Number in the LTN field
16. Enter Caption Header Listed Name in the LNLN and LNFN fields

The screenshot shows the 'directorylistingform' in a Microsoft Internet Explorer browser window. The form is divided into several sections:

- ORDER / PREORDER:** Contains fields for RECEIVER CODE (FRT_JSC), ACT (C), PON (1059), OWNER (jgerber), and DTSENT.
- VERSION SUP STATUS:** Contains fields for VERSION (01), SUP, STATUS (PendingValidation), REQTYPE (JB), and DDD.
- LISTINGSECTION [Optional | Conditional]:** Contains fields for LACT (N), ALI, RTY (LAL), LTY (1), EOS, STYC (CI), TOA, DOI (3), and MTN (2012899280).
- LISTINGCONTROLSECTION [Optional | Conditional]:** Contains fields for BRO, ADV, DLNM, DIRIDL, and OMSD.
- LISTINGINDICATORSECTION [Optional | Conditional]:** Contains fields for LTN (3042899999), SHTN, DNA, LNPL, LNLN (Frontier), and LNFN (University).

Red circles with numbers 9 through 16 are overlaid on the form to indicate the fields to be populated according to the instructions on the left. Fields 9, 10, 11, 12, 13, and 14 are circled in red. Fields 15 and 16 are circled in black.

VFO Order to Add a Listing under an existing Caption

17. Enter Header Status (HS)
 - N - New caption header
 - **E – Existing SLU header or caption header**
18. Enter Listing Text Type (LXTY)
 - ITX – Indent Text
 - TNL – TN text left
 - TNR – TN text right
 - TT – TT text
19. Enter Listing Text (LTEXT)
 - Enter the indented listed name [e.g. Smith Hall]

The screenshot shows the 'directorylistingform' in Microsoft Internet Explorer. The form is divided into several sections:

- ORDER / PREORDER:** Contains fields for RECEIVER CODE, ACT, PON, OWNER, DTSENT, VERSION, SUP, STATUS, REQTYPE, and DDD.
- Icons:** LSR, EU, and DL icons are visible.
- HS:** Header Status field is set to 'E'.
- LXTY:** Listing Text Type field is set to 'ITX'.
- LTEXT:** Listing Text field contains 'Smith Hall'.
- LTXACT:** Listing Text Act field is set to '--Select--'.
- LTXALI:** Listing Text Ali field is set to '18'.
- LPHRASE:** Listing Text Phrase field is set to '--Select--'.
- CR:** Caption Reason field is set to 'SO'.

VFO Order to Add a Listing under an existing Caption

20. Enter Address Indicator (ADI)
 - O – Omit Address in DA and Directory
21. Enter Level (LVL) one information
22. Enter Prior Level Status (PLS)
 - N – New Caption Sub Header
 - E – Existing Caption Indent or Caption Sub-header
23. Enter Prior Level Info (PLINFO)
24. 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

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

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

ORDER **PREORDER**

RECEIVER ACT PON OWNER DTSENT
 FRT_ISC C 1059 jgerber

VERSION SUP STATUS REGTYPE DDD
 01 PendingValidation JB

LSR EU DL

FATN ACA ADI LANO LASF LASD
 --Select-- 0 --Select--

LASN

LATH LASS LALO
 --Select--

LALOC

LAST LAZC

CAPTIONINDENTSECTION [Optional | Conditional] Add : Copy : 1

LVL PLS 21 22
 1 E

PLINFO
 Residence Halls 23

PLTN PLSO 24
 2012899280 --Select--

PLFAINFO

VFO Order to Add a Listing under an existing Caption

26. Enter Level (LVL) two information
27. Enter Prior Level Status (PLS)
 - N – New Caption Sub Header
 - E – Existing Caption Indent or Caption Sub-header
28. Enter Prior Level Info (PLINFO)
29. 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.