ASR Pre-Order CFA Inquiry

The ASR Pre-Order CFA Inquiry search allows the user to verify if a channel is busy or available for use on an ASR firm order request. There are three types of searches available, CFA List (A-Z locations), CFA Details (facility/system) and CFA Channel Details. The below steps provide detailed instructions for performing the different types of CFA Inquiry searches available.

1.	To begin an ASR Pre-Order Inquiry, select the **Pre-Order** tab to open the dropdown box and display the possible Preorder activities. PREORDER
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 Pre-Order list to begin a new inquiry. New
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 used to search for a previously entered CFA inquiry that has been saved, however, if the inquiry is not saved, you will not be able to retrieve it at a later time. Once an inquiry is saved, the Message ID assigned to the inquiry cannot be used on a new inquiry. If the inquiry is not saved, then you may reuse the inquiry number. Make a note of this number if you wish to search for this inquiry in the future. Select the Receiver Code Click the **Service Type** drop down box.
4.	Select **CFA_INQUIRY**. CFA_INQUIRY
5.	Click **Initiate** to begin the Inquiry. Initiate
6.	The CFA Inquiry Window opens. The Message ID and ICSC are pre-populated.

7.	You may search for a specific facility by populating the FACDESG, FACTYPE, LOCA and LOCZ fields with the CLF circuit ID information. Omitting the channel will display all channels and status of the channels for the circuit.

CHANNEL FACILITY ASSIGNMENT [Required]

FACDESG	FACTYPE	CHANNEL	LOCA	LOCZ
101	t3z		wlngwvcpk31	wlsmwv0lw01

You may search to obtain information for a specific channel on a facility by populating the FACDESG, FACTYPE, Channel, LOCA and LOCZ fields with the CLF circuit ID information.

CHANNEL FACILITY ASSIGNMENT [Required]

FACDESG	FACTYPE	CHANNEL	LOCA	LOCZ
101	t3z	01	wlngwvcpk31	wlsmwv0lw01

Note: Wildcard searches are not permitted in Pre-Order CFA-Inquiry.

Note: You must populate the CCNA

Note: When the FACDESG field is populated, the FACTYPE field must also be populated.

Note: Entry in the LOCA and LOCZ fields are required.

8.	Click the **Submit** button to initiate the Inquiry.

Submit

9.	The "Waiting for Pre-Order Response" message displays while the inquiry is in progress.
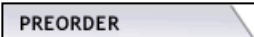
10.	A message indicating the facility was found displays in the IRM field.

IRM	Found - Request exists and response data will be provided
CFA_DETAILS	
CFA	
FACDESG	101
FACTYPE	T3Z
CHANNEL	01
LOCA	WLNGWVCPK31
LOCZ	WLSMWV01W01
CHANNEL_INFO	
STATUS	S

If the search was for all the channels on the facility click the Scrollbar to scroll down to view the detailed channel information returned for the facility.

11.	The status of the Channel displays in the Status field of the Channel INFO section. "S" indicates that the channel is spare and may be used as CFA on a rider. If a circuit was working on the channel, then the status would reflect "B" for busy and the circuit ID of the working circuit would also be provided. Click **Close** to return to the Pre-Order List. [⬤ Close]
12.	There are two ways to modify a CFA inquiry. One way is to select the Change button from the Results tab. The second method is to click the Inquiry tab. Click the **Change** button to return to the inquiry screen to make the appropriate corrections. [🗗 Change]
13.	If you want to save the search click the save button and the following message would appear **Request and Response saved successfully.** **Note: Note the Message ID for future use.**
14.	If you do not want to save the search click the **Close** button after reviewing the results to return to the Order List. [⬤ Close]
15.	To close out of the application once you have saved the message id click the Inquiry Tab [INQUIRY RESULTS] and click close.
16.	To use the search function to find a saved inquiry. Click the **Pre-Order** tab to open the drop down box. [PREORDER]
17.	Select **Search** from Pre-Order drop down box. [Search]
18.	Enter the Message ID for your saved CFA Inquiry request in the **TX Num** (Transaction Number) field.
19.	Click the **Go** button to search for the specific Message ID entered in the TX Num field. [▶ Go]
20.	Only your Message ID displays in the Pre-Order List. Click the **message Id number** link under the Message ID column to open your saved inquiry.

21.	Click the scrollbar to review the remainder of the CFA search results.
22.	Click the **Close** button to return to the Pre-Order search screen. 🔴 Close
23.	You can also search by Service Type to retrieve all saved inquiries associated with a specific Service Type. Click in the TX Num field and press **[Delete]** to remove the Message ID from the **TX Num** field.
24.	Click the **Service Type** drop down to open a list of available options.
25.	Select the inquiry type you want to search from the Service Type drop down box.
26.	Click the **Go** button to search and display only the CFA Inquiry Service Types. ▶ Go
27.	The Pre-Order List now displays only the list of saved CFA Inquiries. You can narrow this list by establishing a date range for your search using the TX From Date and TX To Date fields. Click the **Calendar** link to select the TX From Date.
28.	Select a date as the beginning date for the search range by clicking on the **date**
29.	Click the **Calendar** link to select a TX To Date for the end date of the search range.
30.	Select a date as the ending date for the search range by clicking on the **date**. The current date is indicated by the white box.
31.	Click the **Go** button to begin the date range search. ▶ Go
32.	Notice that the list of CFA inquiries is between the two dates requested.
33.	After reviewing the information, click the **Close** button to return to the Pre-Order Search screen. 🔴 Close