Directory Listing

Caption Listing VFO Pre-Order Job Aid

Included:

Directory Listing Common Terms
View Full Caption Listing
View Listings Indented with Caption Listing
View 'SEE' Listing

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## Directory Listing Common Terms

| Finding Name | Listings can be queried by entering the exact name of the directory listing in the FINDINGNAME field. Up to twelve characters of the listed name can be entered, with no spaces or punctuation. A % sign can be used as a wildcard.  
| Example: robertsja% |
| Listed Telephone Number | Listings can be queried by entering the telephone number in question. If there is one or more published listings for a telephone number, the listing(s) are returned. If the telephone number in question is non-listed or non-published, a message stating so is returned.  
The LTN field contains this information.  
Restriction: an LTN query is available only on the SL style code. |
| Style Codes | Directory listing searches include listings for these style codes:  
CH – Caption Header  
CI – Caption Indent  
CS – Caption Sub-header  
SI – Straightline Indent (Two lines in caption)  
SL – Straightline (Single line) |
# Directory Listing Common Terms

## List ID

A unique list id is assigned to every directory listing in DPI. A list id is equal to the listed telephone number followed by a number indicating the version of its appearance. An example is listed below.

<table>
<thead>
<tr>
<th>Listed Number</th>
<th>Directory Listing</th>
<th>List ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>765-442-8212</td>
<td>Jay's Pizza 123 Main St</td>
<td>76544682121</td>
</tr>
<tr>
<td>765-442-8212</td>
<td>J &amp; J Pizzeria 123 Main St</td>
<td>76544682122</td>
</tr>
</tbody>
</table>

## Package ID

A package id is assigned to each directory listing. The first 10 digits of a package id identify the BTN of the account on which the listing appears. The last 5 digits of the id identify the unique version or sequence of the listing. Two examples listed below.

**Example 1:** This example shows that both listings for Jay's Pizza and J & J Pizzeria are on the same account BTN.

<table>
<thead>
<tr>
<th>Listed Number</th>
<th>Directory Listing</th>
<th>Package ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>765-442-8212</td>
<td>Jay's Pizza 123 Main St</td>
<td>76544682120001</td>
</tr>
<tr>
<td>765-442-8212</td>
<td>J &amp; J Pizzeria 123 Main St</td>
<td>76544682120002</td>
</tr>
</tbody>
</table>

**Example 2:** This example shows that each listing appears on a separate account BTNs.

<table>
<thead>
<tr>
<th>Listed Number</th>
<th>Directory Listing</th>
<th>Package ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>765-552-1313</td>
<td>Payne Seymour Dr</td>
<td>765552131300001</td>
</tr>
<tr>
<td>765-552-1313</td>
<td>Payne Seymour Dr</td>
<td>765444800000001</td>
</tr>
</tbody>
</table>

- See note below

Note: the last example appears within a caption listing on 765-444-8000.
### Determining the MTN

<table>
<thead>
<tr>
<th>Single line account</th>
<th>The MTN (Main Telephone Number) is required on all completed DL forms. To find the MTN for an existing directory listing the entry in the EATN field should be used. The following general rules apply:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- When the listed number is a straight line listing, the EATN will equal the listed telephone number</td>
</tr>
<tr>
<td></td>
<td>- When the listed number is within a caption, the EATN will equal the telephone number on which the caption is built. This TN could be a owned by Frontier, CLEC A or CLEC B.</td>
</tr>
<tr>
<td></td>
<td>- The MTN can also be found in the first 10 digits of the PKGID.</td>
</tr>
</tbody>
</table>
To understand a caption listing it is necessary to pull the package id and list ids. We will use the caption for Wabash Community Unit School District No 348 for our example in this document.

Caption Listing as seen in the directory book

1. Wabash Community Unit School District No 348
2. Board of Education Office/Superintendent
   218 W 13th Street ........................................... 262-4181
3. Director of Instruction 201 Pear Street
   Mt Cram ..................................................... 262-8048
4. South Elementary School 715 W 3rd St
   Mt Carmel ..................................................... 263-3851
5. North Intermediate Center of Education
   1300 N Walnut Street Mt Carmel .......................... 263-3876
6. Pre-K Program ................................................. 262-4623
7. Project C.A.R.E.S ............................................. 263-3044
8. Mt Carmel Middle School 1520 Poester St
   Mt Carmel ..................................................... 262-5699
9. Mt Carmel High School 201 N Pear St
   Mt Carmel ..................................................... 262-5104
10. Teen Assistance Program/Guidance
    201 Pear Street ............................................. 262-8886
11. School Bus Garage
    12626 Highway 1 Mt Carmel ................................ 262-8539
12. School Closings Information 218 W 13th
    Mt Carmel ..................................................... 262-5496
To begin let’s start with something we know. We know that the first listing in the caption is 618-262-4181. We submit a Directory listing preorder to obtain the package id and list ids. The following fields will be populated.

TXTYP: T
TXACT: A
CC: 272C
LTN: 6182624181
State: IL
MDNIND: N
STYC: CI
The preorder results are returned, providing us with the package id and the list id.
To take a closer look at the details of a caption listing two additional searches are necessary.

1) Search by Package id
2) Search by List id

Note: Searching by package id returns the details of the caption header, caption indents and sub captions. To perform this search the user can utilize the same TXNUM previously used during the first step, by clicking on the change button.

Update the following fields:

- TXNUM: 4717
- Remove LTN 6182624181
- Package Id 618262418100001
- Change STYC to CH
A response is returned, providing the caption header, caption indents and sub captions.
Our next step will be to search by List id which returns *Indented* listing information. This step must be performed for each indented listing, and is limited to the details of the indented listing only. To perform this search the user will utilize the same TXNUM previously used, by clicking on the change button.

Update the following fields:

Remove package id: 618262418100001
Populate the List id: 61826280481
Change STYC to CI
The details of the indented listing is returned.
### SEE Listing (CSR Preorder)

When a directory listing appears within a caption a CSR will return the directory code SEE followed by the (lead) telephone number for the caption listing. If the TN appears under several captions, the CSR will return several SEE codes followed by the lead number for each caption.

<table>
<thead>
<tr>
<th>SEE</th>
<th>618-262-4181</th>
</tr>
</thead>
</table>

In this example we are looking for the directory listing on 618-262-8886. The CSR returns **SEE 618-262-4181** indicating that the only directory listing for 262-8886 appears under the caption on 618-262-4181.

Follow the DLI preorder steps to get the details of the indented listing, or the entire caption.