# WBSA EASE VFO LSR Pre-Ordering and Ordering Job Aid

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### EASE LSR Login

Follow	the steps below to login to EASE VFO LSR.
Step	Action
1	To access EASE VFO, copy/paste or ctrl click <u>https://ease-lsr.brightspeed.com/</u> . (Note: Use Chrome for browser)  User Name: Enter User Name Password: Enter Password Module: select Local from the dropdown Click Login
	🖰 Login
	Please Login
	User Name : User Name <u>Forgot User Name</u> ?
	Password : ••••••
	Module : Local ~
	Change Password :
	Virtual Front Office <sup>sm</sup> Powered by synchronoss
	Result: Home Page/Status Screen Displays.
	M brightspeed
	ORDER PREORDER TEMPLATE
	Order List PON Ver Sup Trading Partner Customer Code ESP CC DDD

### LSR Preorder

Preord	ler is an option that prov	ides address validatio	n and speed qualificat	tion. The information can
be sav	ed and retrieved later in	to an LSR. Follow the	steps below to perfor	m a Preorder.
NOTE:	Entries should be in ALL	CAPS.		
Step	Action			
1	Hover over <b>PREORDER</b>	and click <b>New</b> .		
		QNTSI	beed	
		J		
	ORDER	PREORDER	TEMPLATE	
	Order List	New Search		
	order Lise		1	
	PO	N Ver Sup Tradi	ng Partner	Customer Code
2	Enter the Managed	ESP in Managed ESP	field, if necessary. It v	vill be the ESP that includes
	access to the OCN.			
	Enter a Tracking ID	in the <b>TXNUM</b> Field (I	Note: This will be used	to search for any saved
	ALERTI Please mak	e note of the TXNUM	nonulated as it will be	a used to retrieve preorder
	information on late	er steps.		s used to retrieve preorder
	https://ease-lsr.brights	peed.com/preOrderInitiation	n.do	
		Р	reOrder Initiation	1
	Managed ESP	Select One 🗙		
	TXNUM	2508		
	Trading Partner	Brightspeed 🗸		
		BSPD - Brightspeed		
	Service Center			
	ТХ Туре	-Select One-	✓	
		🔊 Initiate 🖲 Can	cel	

### LSR Preorder (Continued)

Step	Action
3	• Select the OCN in <b>OCN field</b> .
	Select A=Address Validation from the TX Type field.
	Utilize Values of:
	Click Initiate
	Service Center
	OCNSelect One ✓
	TX Type -Select One-
	Initiate Cancel
4	Enter the following fields as required:
	CCNA – OCN/Company Code
	• STATE – Two Alpha characters
	• Within the <u>SVC-ADDR-GRP</u> :
	<ul> <li>SANO – Svc Address Number (required)</li> </ul>
	<ul> <li>SASD – Svc Address St Direction Prefix (required if part of address)</li> </ul>
	<ul> <li>SASN – Svc Address Street Name (required)</li> </ul>
	<ul> <li>SATH – Svc Address Street Type (required)</li> </ul>
	<ul> <li>SASS – Svc Address St Dir Suffix (required if part of address)</li> </ul>
	o <b>CITY</b> – Required
	<ul> <li>STATE – Two Alpha characters (required)</li> </ul>
	<ul> <li>ZIP (required)</li> </ul>
	<ul> <li>LD/LV – Supplemental information such as unit, bldg., etc. (required if part of address)</li> </ul>

### LSR Preorder (Continued)

Τ	Action
	Click Submit
	INQUIRY RESULTS
	CCNA TPID TXNUM TXTYP TXACT RVER CC 4 A VSelect V
	SVC ADDR GRP [Optional   Conditional]
	AFT SAPR SANO SASF SASD Select  SASN
	chubbuck SATH SASS LD1 LV1 LD2 LV2 LD3 LV3 RDSelect V
	AAI
	CITY CHUBBUCK
	STATE ZIP ID 83202
	III Submit Close
	<ul> <li>Example of Exact Address Match Found. NOTE: use scroll bar for down and up and left and right</li> <li>If Exact Address Match Found, click Save. Or</li> </ul>
	<ul> <li>Example of Exact Address Match Found. NOTE: use scroll bar for down and up and left and right</li> <li>If Exact Address Match Found, click Save. Or</li> <li>If Near Match returned:         <ul> <li>Review the alternatives.</li> <li>Click on Change</li> <li>Deturn to stor 4</li> </ul> </li> </ul>
	<ul> <li>Example of Exact Address Match Found. NOTE: use scroll bar for down and up and left and right</li> <li>If Exact Address Match Found, click Save. Or</li> <li>If Near Match returned: <ul> <li>Review the alternatives.</li> <li>Click on Change</li> <li>Return to step 4.</li> </ul> </li> </ul>
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	Example of Exact Address Match Found. NOTE: use scroll bar for down and up and left and right  If Exact Address Match Found, click Save. Or  If Near Match returned:  Review the alternatives.  Click on Change  Return to step 4.  Review The Save Save Save Save Save Save Save Sav
	Example of Exact Address Match Found. NOTE: use scroll bar for down and up and left and right  If Exact Address Match Found, click Save. Or If Near Match returned:  Review the alternatives.  Click on Change  Return to step 4.  NOURY RESULTS Return to step 4.  Return to step 4.  NOTE: Use scroll bar for down and up and left and up and up and left and up and left and up and up and up and left and up and up and up and up and up and left and up and u
	Example of Exact Address Match Found. NOTE: use scroll bar for down and up and left and right  If Exact Address Match Found, click Save. Or  If Near Match returned:  Review the alternatives.  Click on Change  Return to step 4.  NAURY ISAPR ISAND ISASE ISASD ISASE ISASD ISASE ILDI ILVI ILV
	Example of Exact Address Match Found. NOTE: use scroll bar for down and up and left and right  If Exact Address Match Found, click Save. Or  If Near Match returned:  Review the alternatives.  Click on Change  Return to step 4.  NOURY SAPE SASE SASE SASE SASE SASE LD3 LV3 LD2 LV2 LD3 LV3 AAX CC  ADDR_INFO
	Example of Exact Address Match Found. NOTE: use scroll bar for down and up and left and right  If Exact Address Match Found, click Save. Or  If Near Match returned:  Review the alternatives.  Click on Change  Return to step 4.  Results Re
	Example of Exact Address Match Found. NOTE: use scroll bar for down and up and left and right  If Exact Address Match Found, click Save. Or  If Near Match returned:  Click on Change Click on
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	Example of Exact Address Match Found. NOTE: use scroll bar for down and up and left and right  If Exact Address Match Found, click Save. Or  If Near Match returned:  C Review the alternatives.  C Click on Change C Return to step 4.  Results  Resu
	Example of Exact Address Match Found. NOTE: use scroll bar for down and up and left and right  If Exact Address Match Found, click Save. Or  If Near Match returned:  C Review the alternatives.  C Click on Change C Click on Change C Return to step 4.  Resp. 5AND SASE SASD SASE SATE SASD SASE SASE
	Example of Exact Address Match Found. NOTE: use scroll bar for down and up and left and right  If Exact Address Match Found, click Save. Or  If Near Match returned:  Review the alternatives.  Click on Change Click on C
	Example of Exact Address Match Found. NOTE: use scroll bar for down and up and left and right  I If Exact Address Match Found, click Save. Or  If Near Match returned:  Review the alternatives.  Click on Change  Return to step 4.  RESULTS ASP SASS SASN SATH SATS LDX LVX LD2 LV2 LD3 LV3 AXI C  ADDR_TNFO ADDR_TNFO ADDR_TNFO ADDR_TNFO Exact Address Match Found Quest Territory RESPC RES
	Example of Exact Address Match Found. NOTE: use scroll bar for down and up and left and right  If Exact Address Match Found, click Save. Or  If Near Match returned:  O Review the alternatives.  Click on Change O Return to step 4.  Results

## LSR New Install PON

Follow	the steps below to create	e and submit an LSR.				
Step	Action					
1	Hover over ORDER and	click <b>New</b> .				
	🔨 h pia	<pre>xbtcmccd</pre>				
	V Drig	Intspeed				
	ORDER	REORDER TEMPLATE				
	New					
	Search					
	Save As Order					
	Save As Template	Ver Sup Trading Partner	Customer Code			
	View History					
	Peassion Order					
	External Ann Data					
	Summary Report					
-						
2	<ul> <li>Select the Managed</li> <li>Enter the order num DSL12345).</li> </ul>	nber in <b>Order Number</b> field. <b>NOTE</b> : N	nat includes access to OCN. lust start with DSL. (Example:			
	• Select the <b>OCN</b> .					
	• Select EB-Resale in S	Service Field.				
	Select N-New Instal	llation in Activity field.				
	Click Initiate.	······································				
	https://ease-lsr.brightspeed	d.com/orderInitiation.do				
	Order Initiation					
	Managed ESP	Select One 🗸				
	Order Number	1128				
	Trading Partner	Brightspeed V				
	Receiver Code	BSPD Brightspeed				
	Version	01				
	Guideline Version	UOM19 🗸				
	Service	None Available 🗸				
	Activity	None Available 🗸				
	Template	None Available 💙				
	📳 Init	tiate 🕑 Cancel				

Action
 LSR Form Entry
LSR Admin Section:
<ul> <li>Enter 1 in LOCQTY field.</li> <li>Enter the Project ID in PROJECT field. It will always begin with CWS and end in PSA.</li> </ul>
(example: CWSxxxxBSA)
• Select B in <b>PROJINDR</b> .
• Select E in <b>RTR</b> .
Enter <b>CCNA</b> – CCNA = ACNA
LSR_ADMIN [Optional   Conditional]
BOPI LOCQTY HTQTY AN ATN SC RESID
DTSENT NOR PROJECT PROJINDR LSCP REQTYP P SLI Select VSelect V EB VSelect VSelect
ACT ADET MI SUP AFO RVER MEU RTR RPON
N YSelect YSelect YSelect Y
RORD CCNA CC RCC OCCNA OCC CIC CUST
Authorization section: • Enter (185, for Business, 285, for Besidence) in TOS field. Note: The dash is part of the
<ul> <li><u>Authorization section:</u></li> <li>Enter (<b>1BF-</b> for Business, <b>2BF-</b> for Residence) in TOS field. <b>Note:</b> The dash is part of the TOS.</li> </ul>
<ul> <li><u>Authorization section:</u></li> <li>Enter (<b>1BF-</b> for Business, <b>2BF-</b> for Residence) in TOS field. <b>Note:</b> The dash is part of the TOS.</li> <li>Select <b>DDD</b> (Desired Due Date)</li> </ul>
<ul> <li><u>Authorization section:</u></li> <li>Enter (<b>1BF-</b> for Business, <b>2BF-</b> for Residence) in TOS field. <b>Note:</b> The dash is part of the TOS.</li> <li>Select <b>DDD</b> (Desired Due Date)</li> <li><u>M</u> <u>R</u> <u>R</u> <u>R</u></li> </ul>
<ul> <li>Authorization section:</li> <li>Enter (1BF- for Business, 2BF- for Residence) in TOS field. Note: The dash is part of the TOS.</li> <li>Select DDD (Desired Due Date)</li> <li>Image Res (Desired Due Date)</li> </ul>
<ul> <li>Authorization section:</li> <li>Enter (1BF- for Business, 2BF- for Residence) in TOS field. Note: The dash is part of the TOS.</li> <li>Select DDD (Desired Due Date)         Image: Provide Pre-Order         Authorization [Optional   Conditional] Search Pre-Order         Authorization [Optional   Conditi</li></ul>
<ul> <li><u>Authorization section:</u></li> <li>Enter (1BF- for Business, 2BF- for Residence) in TOS field. Note: The dash is part of the TOS.</li> <li>Select DDD (Desired Due Date)</li> <li>         Image: Conditional Conditional Search Pre-Order     </li> </ul>
Authorization section:         • Enter (1BF- for Business, 2BF- for Residence) in TOS field. Note: The dash is part of the TOS.         • Select DDD (Desired Due Date)         Image: Section and S
Authorization section:         • Enter (1BF- for Business, 2BF- for Residence) in TOS field. Note: The dash is part of the TOS.         • Select DDD (Desired Due Date)
Authorization section:         • Enter (1BF- for Business, 2BF- for Residence) in TOS field. Note: The dash is part of the TOS.         • Select DDD (Desired Due Date)

Step	Action
3	LSR Form Entry (continued)
cont.	
	Contact section:
	• Enter name of person creating LSR in IMPCON field (to the right of the screen)
	• Enter TN of person creating the LSR in IMPCON TEL NO field.
	CONTACT [Optional   Conditional]
	INIT_TEL_NO INIT_EMAIL
	INIT_FAX_NO IMPCON IMPCON_TEL_NO ALT_IMPCON ALT_IMP_TEL_NO
	DSGCON DRC DSGCON_TEL_NO DSGCON_FAX_NO DSGCON_EMAIL
	Remarks Info section:
	<ul> <li>Enter remarks pertinent to the request in <b>REMARKS1</b>. (Example: install pure broadband, speed 10.0)</li> </ul>
	REMARKS_INFO [Optional   Conditional]
	REPARAJI
	REMARKS2
4	Click on EU Form
	LOC ACCESS section:
	Enter 1 in LOCNUM field
	<ul> <li>Enter name of the end-user in NAME field, must be 2 words, ex: McDonald's Restaurant.</li> </ul>
	LOC_ACCESS [Optional   Conditional]
	LOCNUM NAME EUA NCON Select VSelect V

tep	Action									
	EU Form E	ntry (con	tinued)							
ont										
	LOC ACCE	LOC ACCESS INFO section:								
	Enter local contact person in LCON.									
	• Enter	local cont	act persor	n telepho	ne number i	n TEL NO	<b>)</b> .			
			S DL							
	LOC_ACCESS_I	NFO [Optional	Conditiona	1]						
	ACC			L	.CON	TEL_NO		EUMI Select▼	WSOP Select▼	
	CPE_MFR		CPE_MOD	0	RDN		ELT Select	PLB0		
	Click S	GRP sections for the section of the	e-Order.							
	SVC_ADDR_GR	P [Optional	Conditional]	<u>Validate</u>	Search Pre-Orde	r				
	AFT Select	SAPR	SANO	SASF	SASD Select▼	SASN				
	SATH	SASS Select	LD1	LV1	LD2 LV	2	LD3	LV3	IAI	
	CTTV			STATE 7TD						
	CIT			STATE ZIF						
	Select     Pre0rder Set	the savec	l Preorder	TXNUM	related to th	nis reque	est and	click on it.		
	TX Num				TX From Da (MM/DD/YYY	te Y)				
	Trading Partner	EMBARQ V	-1:		TX To Date	(MM/DD/YYYY)				
	Public Search	A - Address \	/aildation	4						
			0	Go Clea	ar					
				Pre	Order List					
	T XNUM WORKMAN		Tx Type A - Address Va	lidation	Trading Parts	ier	Tra 2018-07-	18 15:06:35.47		
	DSLHICKORY		A - Address Va	lidation	EMBARQ		2018-07-	12 11:55:07.11		
			D	isplaying res	sults 1-2 of 2 res	sults				

Step	Action
4	EU Form Entry (continued)
cont	
	Result: Preorder opens.
	Click PrePopulate.
	ioogle Chrome
	net/PreOrderController.do?task=showPreOrder&preOrderInfoId=133960&csrfToken=bieuv7s6-tWTWYpcA7ou2B0VeFp
	Prepopulate Close Print
	TXNUM TXTYP TXACT RVER CC
	Result: EU SVC ADDR GRP pre-populates with valid address.
	SVC_ADDR_GRP [Optional   Conditional] Validate         Search Pre-Order
	AFT     SAPR     SANO     SASF     SASD     SASN      Select     205    Select     WORKMAN
	SATH SASS LD1 LV1 LD2 LV2 LD3 LV3 AAI
	CITY STATE ZIP
5	Click on RS Form
	PS ADMIN coction
	<u>RS ADMIN Section.</u>
	LSR EU HGI RS DL
	RSOTY ORD
	0001
	RS SVC DET section:
	• Enter N in the <b>TNS</b> field.
	RS_SVC_DET [Optional   Conditional] Search Pre-Order Add: Sect
	NPI         LTOS         TNS         S         TERS         OTN          Select▼
	RL CFA OECCKT TSP
	SAN JR CNAM Select V

Step	Action
5	RS Form Entry (continued)
cont	
	SVC DET GRP section:
	• Enter 01 in <b>LOCNUM</b> field.
	• Enter 01 in LNUM field.
	• Enter N in <b>LNA</b> field.
	SVC_DET_GRP [Optional   Conditional]
	LOCNUM LNUM LNA CKR ECCKT
	N T
	LINE RESTRICT 2 GRP.
	Enter NONE in <b>FIC</b> field
	LINE_RESTRICT_2_GRP [Optional   Conditional] Search Pre-Order
	LSCP FPI PIC LPIC IPIC Select▼Select▼
	FEATURE GRP Section:
	• Enter 5 in section(s).
	• Click Add.
	FEATURE_GRP [ 1 ] [Optional   Conditional]
	FA FEATURE Select V
	FEATURE DETAIL
	<b>Result:</b> There are now 6 Feature fields available to be populated.

Step	Action
5	RS Form Entry (continued)
cont	Utilizing the WBSA EASE Product Ordering Codes document , enter FEATURE GRP [1] through
	[6] with value reactive codes for the speed/technology to be ordered. Note: Note an FEATORE
	nelus may be populated, entries may vary depending on whether static iss are requested.
	RS FEATURE GRP [1] Section:
	• Enter N in FA field.
	Enter NDT Line Feature Code in <b>FEATURE</b> Field.
	FEATURE GRP [ 1 ] [Optional   Conditional]
	FA FEATURE Select V
	FEATURE_DETAIL
	RS FEATURE GRP [2] Section:
	Enter N in FA field.     Enter the speed Facture Code in FEATURE Field
	• Enter the speed Feature Code in <b>FEATORE</b> Field.
	RS FEATURE GRP [3] Section:
	Enter N in FA field.     Extended to FEATURE Field
	• Enter the install Feature Code in <b>FEATURE</b> Field.
	RS FEATURE GRP [4] Section:
	• Enter N in <b>FA field</b> .
	• Enter the Gateway/Modem Feature Code related to the install choice in <b>FEATURE</b> Field.
	NOTE: FEATURE GRP [5] and [6] can be used for ordering Static IP. If not ordering Static IP,
	leave them blank and go to next step.
	RS FEATURE GRP [5] Section:
	• Enter N in <b>FA field</b> .
	• Enter Static IP Address Feature Code <b>FEATURE</b> Field.
	RS FEATURE GRP [6] Section:
	• Enter N in <b>FA field</b> .
	• Enter Static IP Feature Code for the number of IPs requested in <b>FEATURE</b> Field.

Step	Action
7	In top right corner of LSR, click on Save ICON.
	DTSENT
8	In top right corner of LSR, Click on Validate ICON.
	🗐 🗸 🕸 Sup 🕕 🖨 😰 🛛
	DTSENT
9	If Error Code list returns, correct those errors, Errors must be corrected before PON can be
	submitted.
	Example of Error Code List:
	IDER PREORDER
	ErrorCode List
	Form Occurs Section/Field Code Error Text
	1 CTLV0007 ONE OF MORE FEATURES IS NOT VALID, PLEASE VERIFY FEATURES IN
	THE FEATURE GROUP SECTION
	If no errors were received or once PON is error free, click on <b>Submit</b> ICON.
	🗐 🗸 🚿 Sup 🔃 🎒 🔁 🔀
	DTSENT
	U I DEMI
	Result: STATUS will show Submitted.
	ORDER PREORDER
	RECEIVER CODE ACT
	EMBQ N
	VERSION SUP STATUS
	01 Submitted
	LSR EU HGI RS DL

Step	Action
10	Click on Red X in top right hand corner to exit out of PON.
	🗐 🗸 🚿 Sup 🕦 🖨 🖻 🛛
	NER DTSENT
	Result: Home Page/Status Screen will display.
	ORDER PREORDER TEMPLATE Drder List
	PON Ver Sup Trading Partner Customer Code ESP
11	End of process.

# EASE LSR Logout

	Action							
	Click LOGOUT i	n the top	right-han	d corr	ner.			
	Local V LAUNCH HOME   ABOUT   HELP   LOGOUT							
	Virtual Front Office <sup>sm</sup> Powered by synchronos							
	10 🖹 🍸 🖄 👔 📋 🧍							
	Owner Da	ate Sent/	Received	Svct	VD	Act State	Status	FOC DD
					/F			
	/201000200 0	7/10/2010	10.50	50	Decelo	N EI	Cont	
	Result: Login so	creen disp	lays.	ED	Dec-1-	M E1	5 <b>t</b>	
	Result: Login so	reen disp	lays.	ase Lo	parala	N EI	C +	_
	Result: Login so	r Name	lays.	ase Lo	perele ogin	N C I	Cast	
	Result: Login so Logi Use Pas	r Name	lays.	ase Lo :	pgin		· · · · ·	
	Result: Login so Logi Use Pas Mod	r Name sword	lays. Plea	ase Lo : :	ogin	NI E I		
	Result: Login so Logi Use Pas Mod Cha	r Name sword ule nge Password	lays. Plea	ase Lo : : :	pgin Local	V CI		