WBSA EASE VFO LSR Pre-Ordering and Ordering Job Aid

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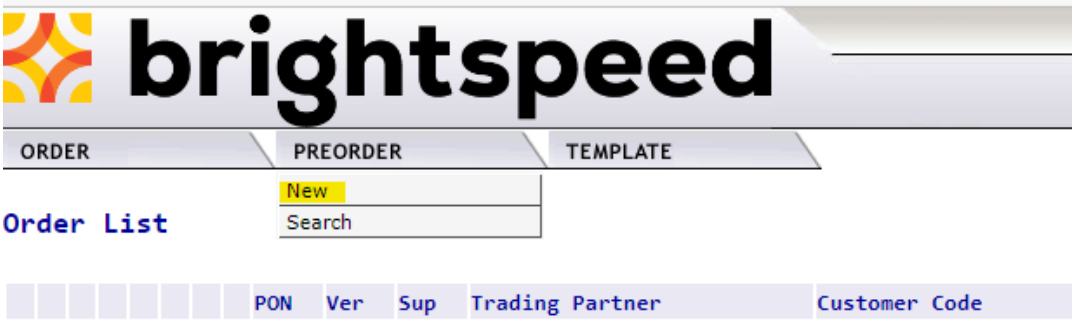
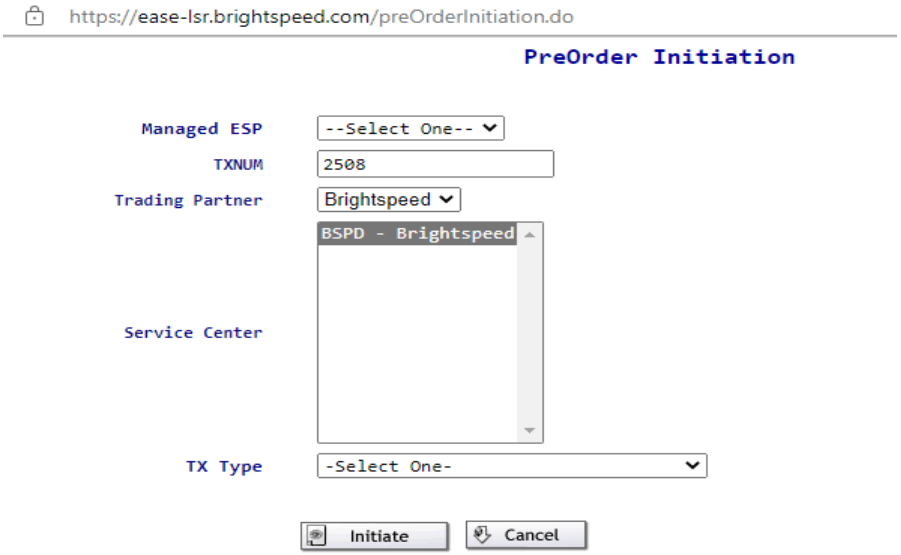
EASE LSR Login

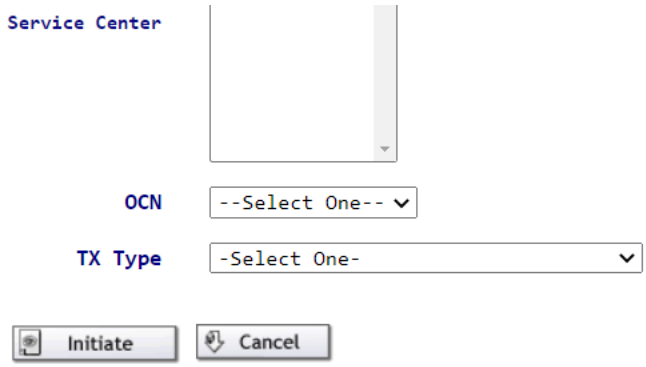
Follow the steps below to login to EASE VFO LSR.	
Step	**Action**
1	To access EASE VFO, copy/paste or ctrl click https://ease-lsr.brightspeed.com/ . (Note: Use Chrome for browser) • **User Name:** Enter User Name • **Password:** Enter Password • **Module:** select **Local** from the dropdown • Click **Login** Result: Home Page/Status Screen Displays.

LSR Preorder

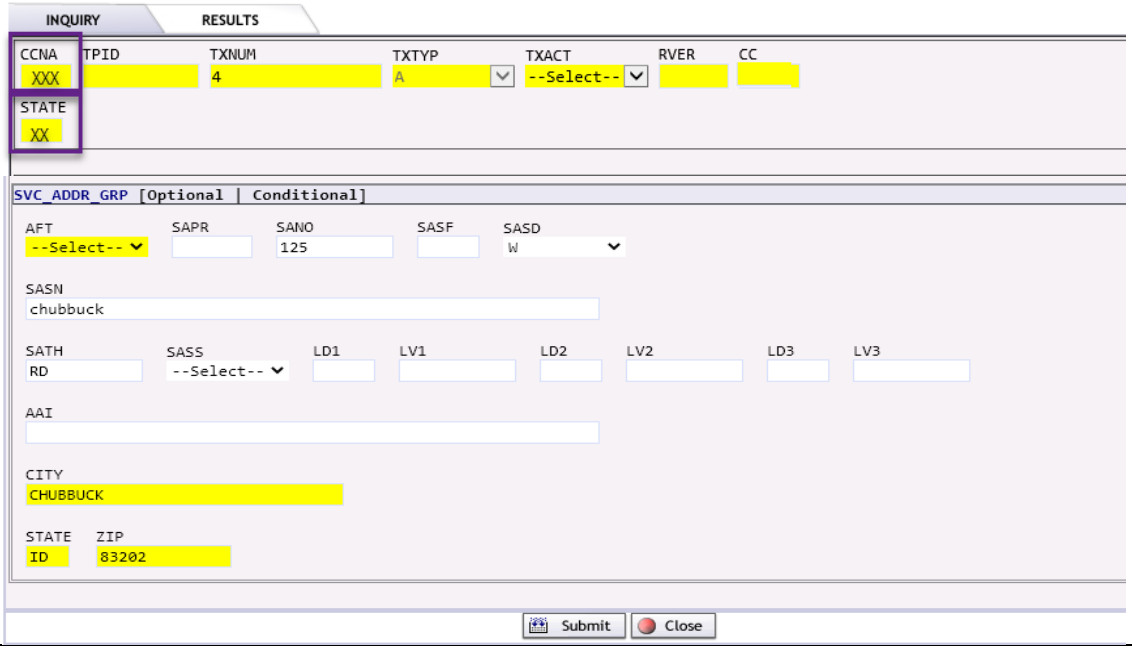
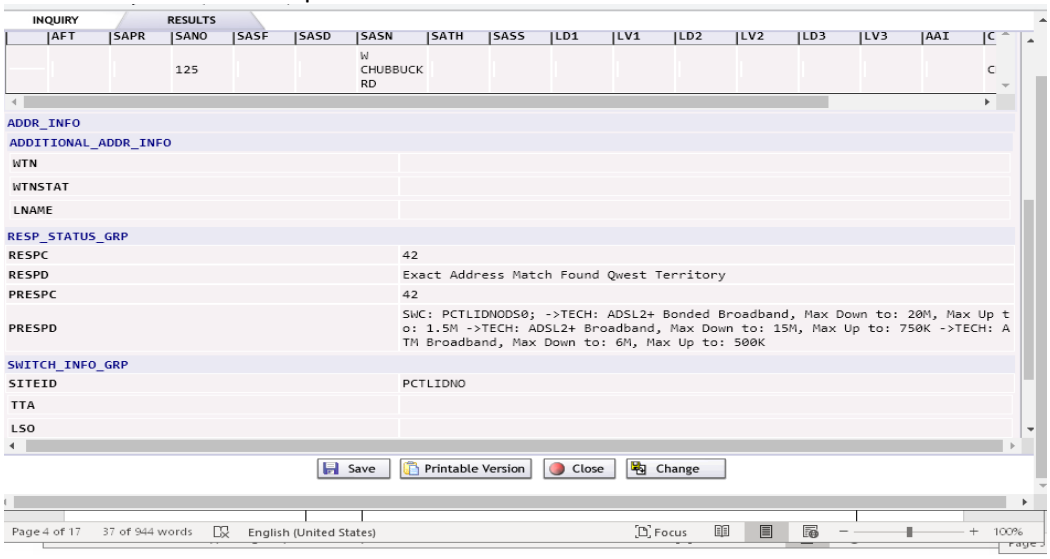
Preorder is an option that provides address validation and speed qualification. The information can be **saved** and retrieved later into an LSR. Follow the steps below to perform a Preorder.
NOTE: Entries should be in ALL CAPS.

Step	Action
1	Hover over **PREORDER** and click **New**. 
2	• Enter the Managed ESP in **Managed ESP** field, if necessary. It will be the ESP that includes access to the OCN. • Enter a Tracking ID in the **TXNUM** Field (Note: This will be used to search for any saved Preorder queries.) **ALERT!** Please make note of the TXNUM populated as it will be used to retrieve preorder information on later steps. 

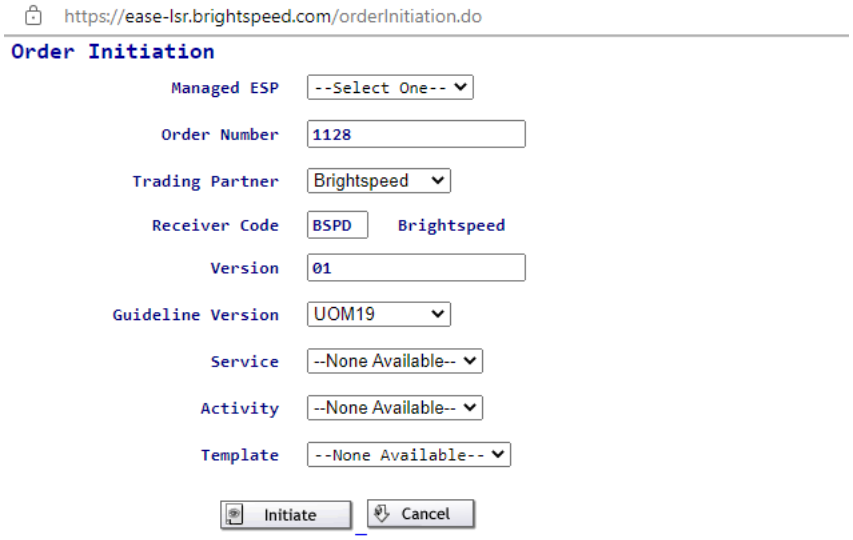
LSR Preorder (Continued)

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

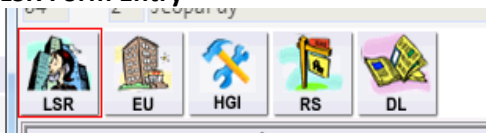
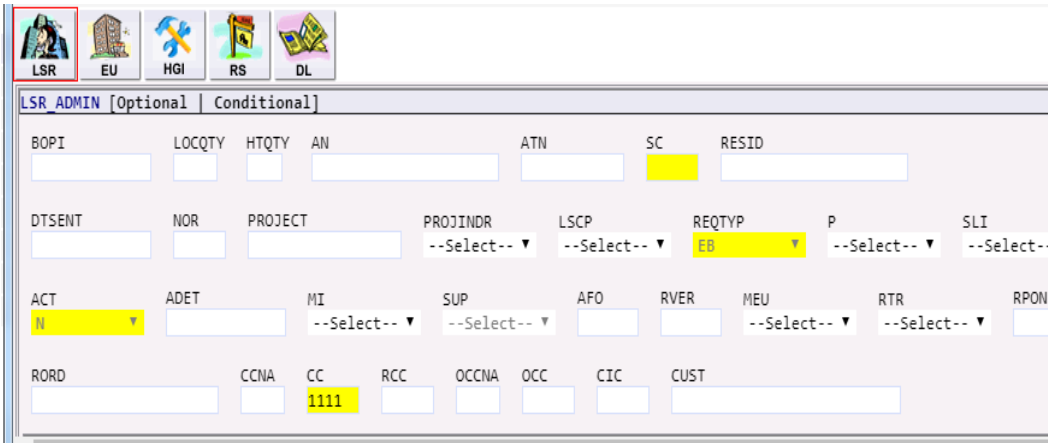
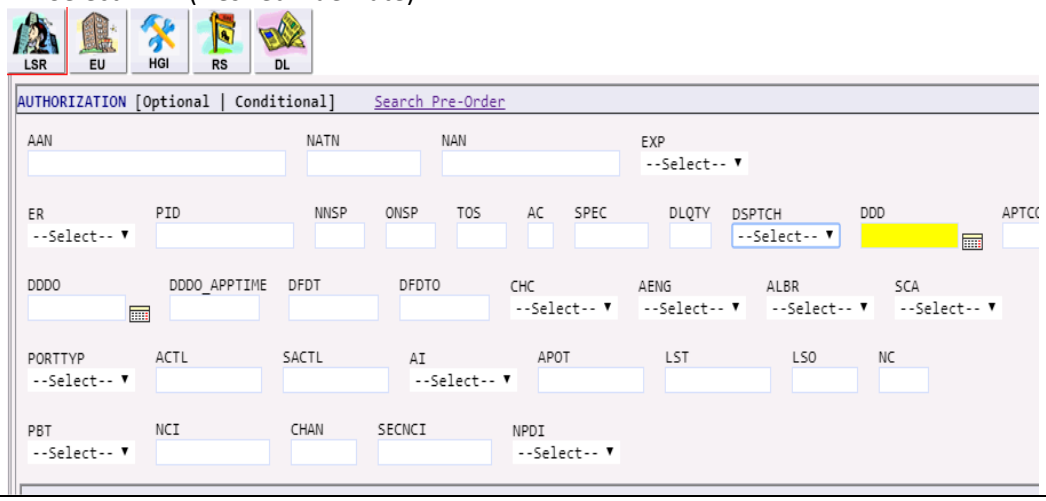
LSR Preorder (Continued)

Step	Action
4 cont	• Click **Submit** 
5	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. 

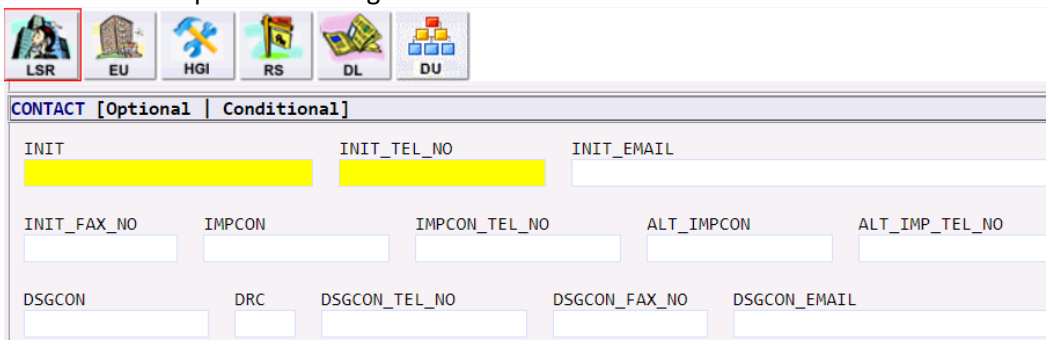
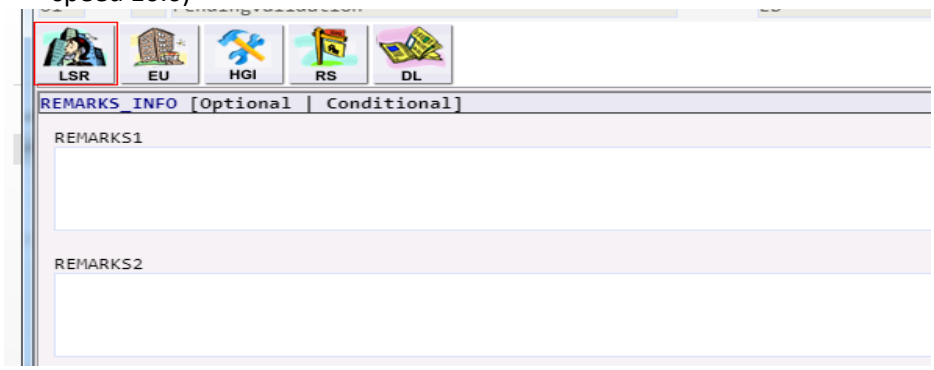
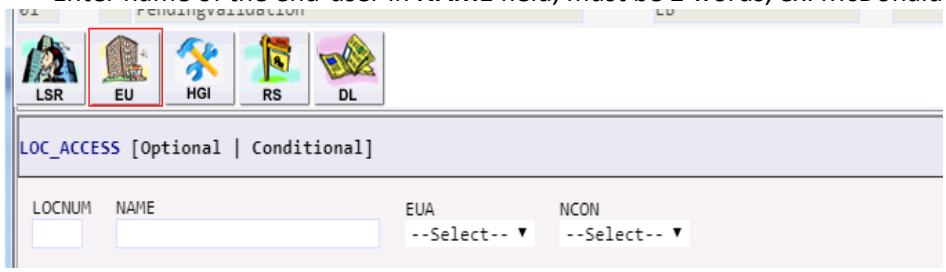
LSR New Install PON

Follow the steps below to create and submit an LSR.	
Step	**Action**
1	Hover over **ORDER** and click **New**.
2	• Select the **Managed ESP**, if necessary. It will be the ESP that includes access to OCN. • Enter the order number in **Order Number** field. **NOTE**: Must start with DSL. (Example: DSL12345). • Select the **OCN**. • Select **EB-Resale** in **Service** Field. • Select **N-New Installation** in **Activity** field. • Click **Initiate**. 

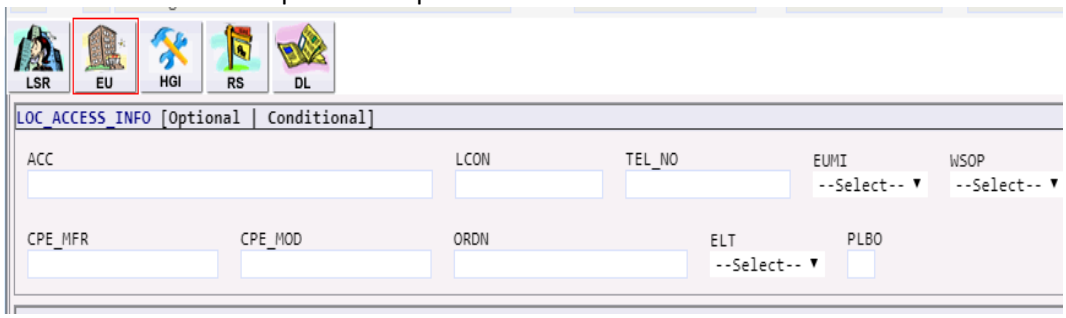
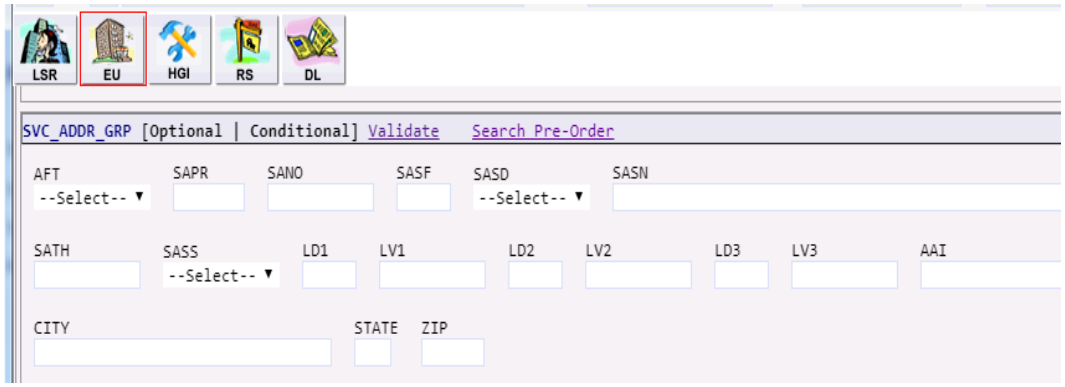
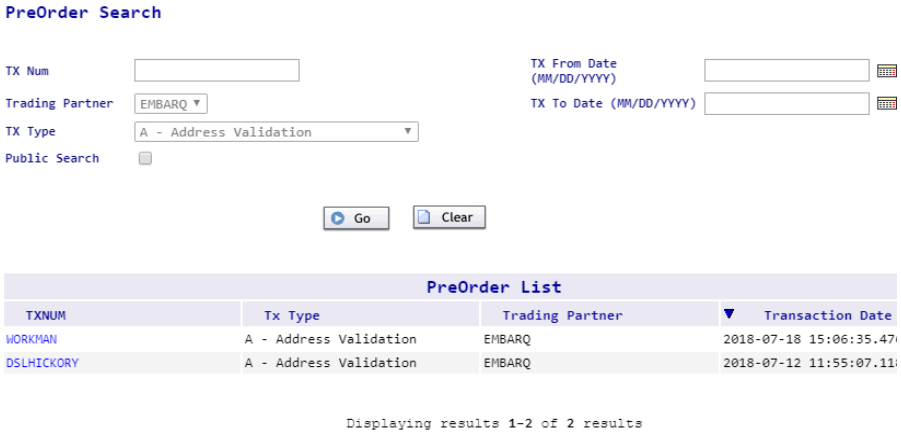
LSR New Install PON (Continued)

Step	Action
3	**LSR Form Entry**  LSR Admin Section: • Enter 1 in **LOCQTY** field. • Enter the Project ID in **PROJECT** field. It will always begin with CWS and end in BSA (example: CWSxxxxBSA) • Select B in **PROJINDR**. • Select E in **RTR**. • Enter **CCNA** – CCNA = ACNA  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) 

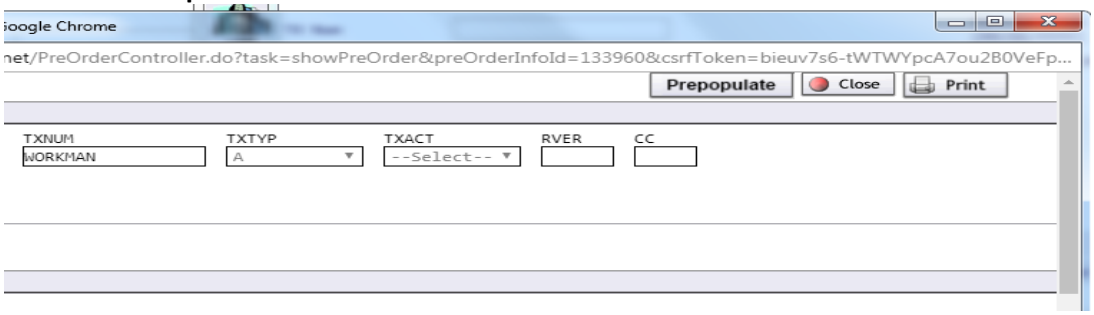
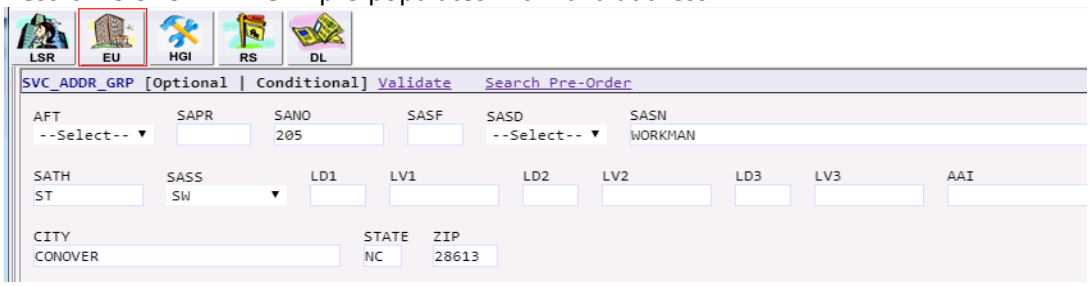
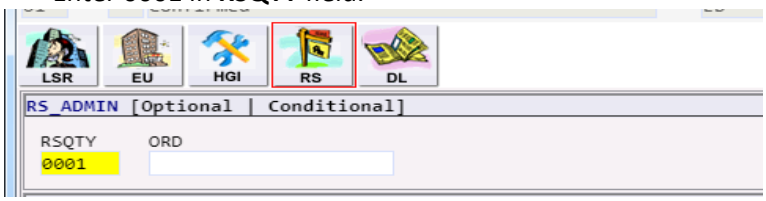
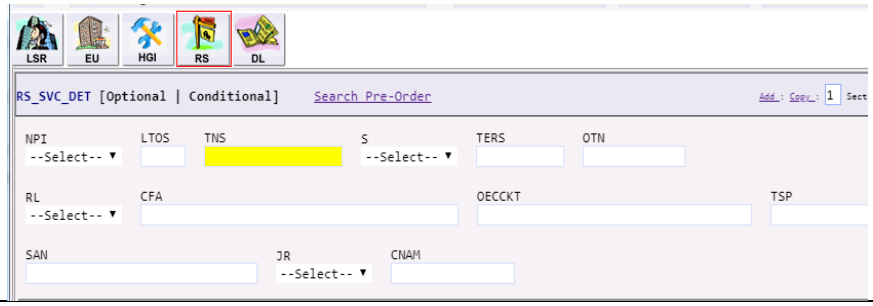
LSR New Install PON (Continued)

Step	Action
3 cont.	**LSR Form Entry** (continued) 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.  Remarks Info section: • Enter remarks pertinent to the request in **REMARKS1**. (Example: install pure broadband, speed 10.0) 
4	**Click on EU Form** LOC ACCESS section: • Enter 1 in **LOCNUM** field. • Enter name of the end-user in **NAME** field, must be 2 words, ex: McDonald's Restaurant. 

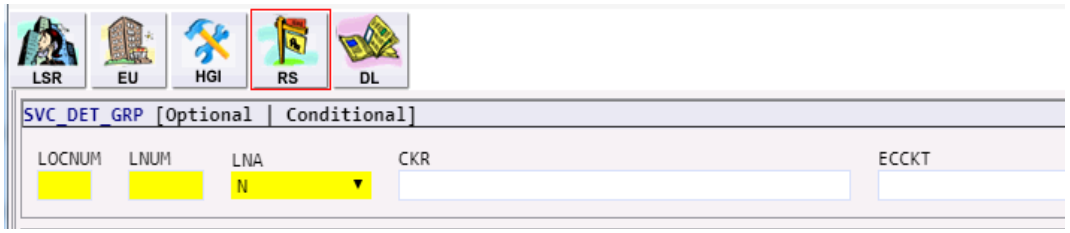
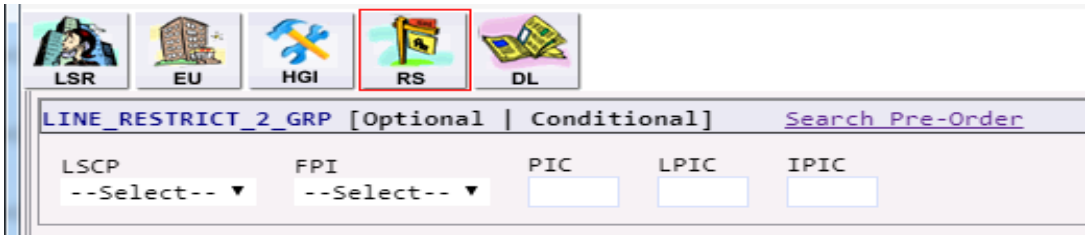
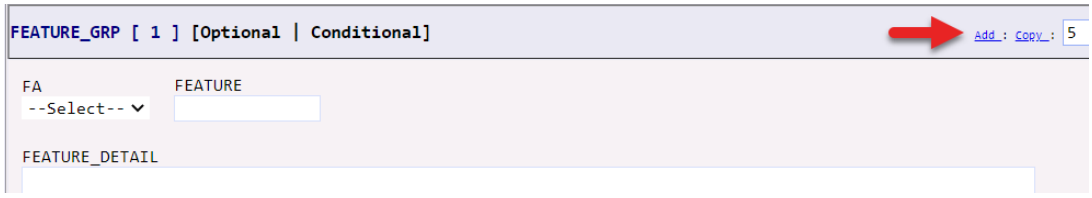
LSR New Install PON (Continued)

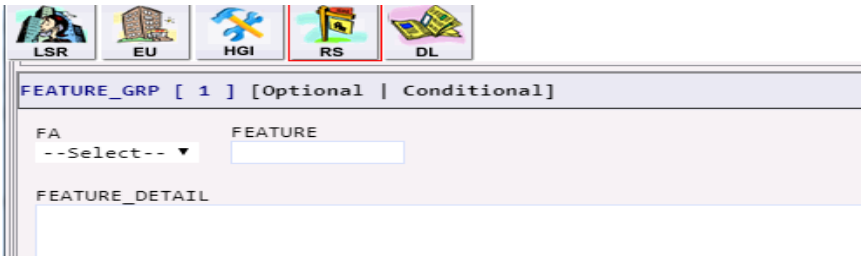
Step	Action
4 cont	**EU Form Entry** (continued) <u>LOC ACCESS INFO section:</u> • Enter local contact person in **LCON**. • Enter local contact person telephone number in **TEL NO**.  <u>SVC ADDR GRP section:</u> • Click **Search Pre-Order**.  • Select the saved Preorder TXNUM related to this request and click on it. 

LSR New Install PON (Continued)

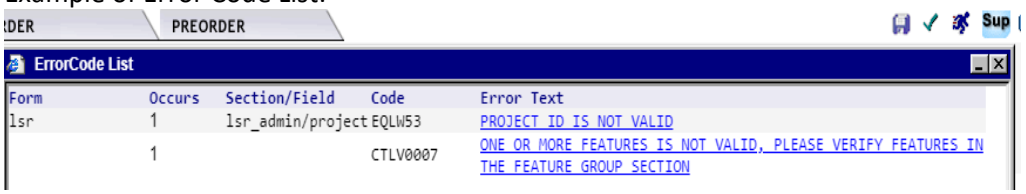
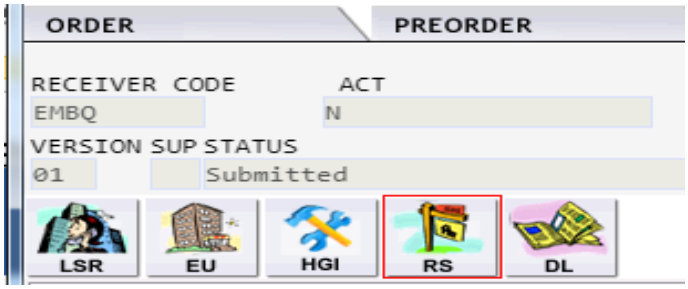
Step	Action
4 cont	**EU Form Entry** (continued) **Result:** Preorder opens. • Click **PrePopulate**.  **Result:** EU SVC ADDR GRP pre-populates with valid address. 
5	**Click on RS Form** <u>RS ADMIN section:</u> • Enter 0001 in **RSQTY** field.  <u>RS SVC DET section:</u> • Enter N in the **TNS** field. 

LSR New Install PON (Continued)

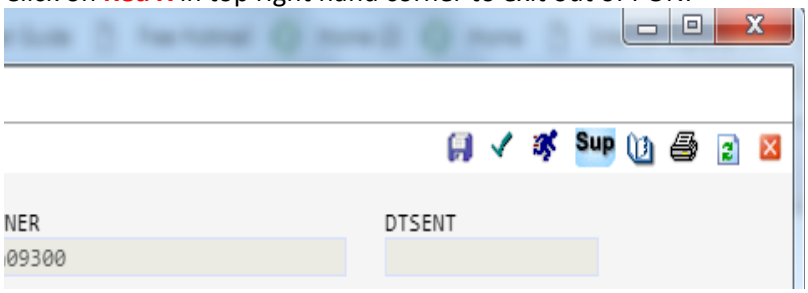
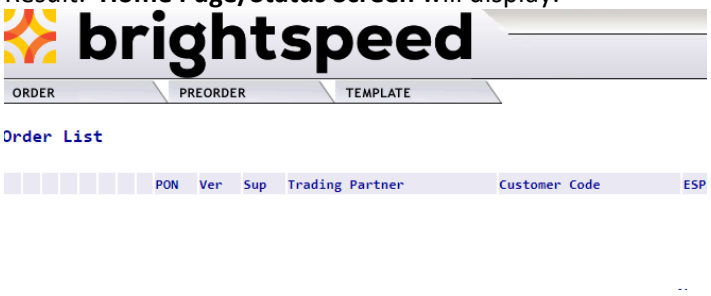
Step	Action
5 cont	**RS Form Entry** (continued) SVC DET GRP section: • Enter 01 in **LOCNUM** field. • Enter 01 in **LNUM** field. • Enter N in **LNA** field.  LINE RESTRICT 2 GRP: • Enter NONE in **PIC** field. • Enter NONE in **LPIC** field.  FEATURE GRP Section: • Enter 5 in section(s). • Click **Add**.  **Result:** There are now 6 Feature fields available to be populated.

Step	Action
5 cont	**RS Form Entry** (continued) Utilizing the WBSA EASE Product Ordering Codes document , enter FEATURE GRP [1] through [6] with valid Feature Codes for the speed/technology to be ordered. Note: Not all FEATURE fields may be populated; entries may vary depending on whether Static IPs are requested. <u>RS FEATURE GRP [1] Section:</u> • Enter N in **FA field**. • Enter NDT Line Feature Code in **FEATURE** Field.  <u>RS FEATURE GRP [2] Section:</u> • Enter N in **FA field**. • Enter the speed Feature Code in **FEATURE** Field. <u>RS FEATURE GRP [3] Section:</u> • Enter N in **FA field**. • Enter the install Feature Code in **FEATURE** Field. <u>RS FEATURE GRP [4] Section:</u> • Enter N in **FA field**. • Enter the Gateway/Modem Feature Code related to the install choice in **FEATURE** 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. <u>RS FEATURE GRP [5] Section:</u> • Enter N in **FA field**. • Enter Static IP Address Feature Code **FEATURE** Field. <u>RS FEATURE GRP [6] Section:</u> • Enter N in **FA field**. • Enter Static IP Feature Code for the number of IPs requested in **FEATURE** Field.

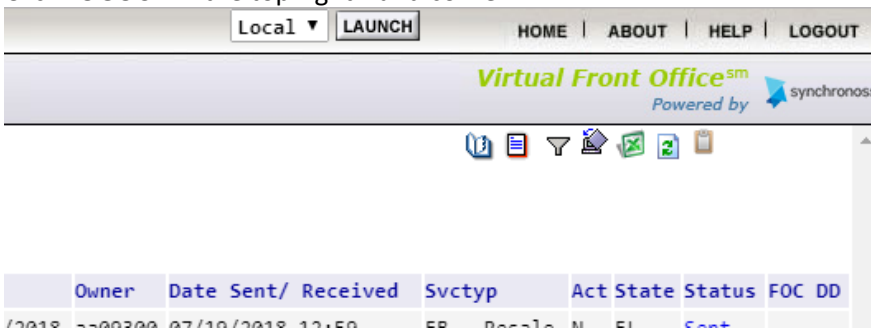
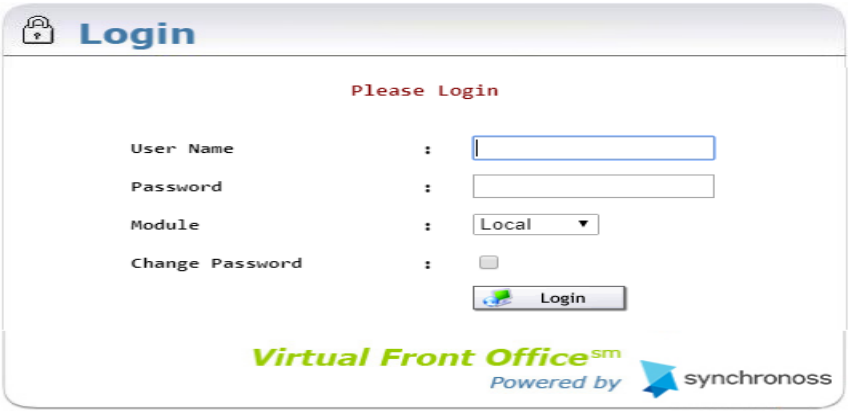
LSR New Install PON (Continued)

Step	Action
7	In top right corner of LSR, click on Save ICON.
8	In top right corner of LSR, Click on Validate ICON.
9	If Error Code list returns, correct those errors. Errors must be corrected before PON can be submitted. Example of Error Code List:  If no errors were received or once PON is error free, click on **Submit** ICON. Result: STATUS will show Submitted. 

LSR New Install PON (Continued)

Step	Action
10	Click on **Red X** in top right hand corner to exit out of PON.  Result: **Home Page/Status Screen** will display. 
11	End of process.

EASE LSR Logout

Follow the steps below to Logout of EASE VFO LSR.	
Step	**Action**
1	Click LOGOUT in the top right-hand corner.  **Result:** Login screen displays.