




General Navigation Job Aid

Things to Know

1. **Dashboard and Hamburger menu** options presented will be based on the role(s) assigned to your login ID (quoting, ordering, repair, billing, etc.).
2. **Default set of dashboard widgets** will be displayed after you login. Customization of the dashboard widgets are available for Quick Links & Application Links.
3. **When a new quote, order or repair ticket is created, the widget count** on the dashboard will refresh immediately.

Main Landing Page

The Home page will contain **Tools** and **Functions** that are located within the:

1. **Header:** Support, Learn, Messages, Profile and Logout
2. **Banner:** Direct access to System Alerts and Messages
3. **Hamburger Menu:** Worklist, Shop, Network Management, Billing, Tools
4.  Navigates to the **Home Page/Dashboard**

The screenshot shows the Verizon Partner Solutions Exchange dashboard. Callout 1 points to the top navigation bar with icons for home, messages, profile, and logout. Callout 2 points to a banner link: "Click here to learn about navigating the new Verizon Partner Solutions Exchange dashboard and menu. Read More". Callout 3 points to the hamburger menu icon on the left sidebar. Callout 4 points to the checkmark icon in the top left corner of the dashboard area.

Quick Lists

Quote	Order	Repair
Quote Name	Product Name	Status

Quick Links

- Change Service
- Invoice List
- Create Repair Ticket
- Create Quote
- Create Order

Application Links

- FUSF Resale Certification
- CABS Billing Web
- Wholesale Billing Claims Portal
- Access Ordering
- LSI WISE
- WPTS Applications for Local Service Requests (LSR)

My Quotes

- Total Quotes: 34
- Switched E-Line: 10
- Dedicated E-Line Metro/Corridor (VCON): 7
- Dedicated E-Line: 6

My Orders

- Total Orders: 24
- Switched E-Line Metro/Regional (TLS): 7
- Wavelength Solutions: 5
- Dedicated E-Line Metro/Corridor (VCON): 4

My Repairs

- Total Repairs: 0

My Reservations

- Total Reservations: 13
- SPECIAL: 13

Summary Widgets:

- NA: 4
- Open: 19
- In Progress: 4
- Open: 7
- New: 5
- SCHEDULE: 2
- REQUESTED: 11



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Header Navigation

The Navigation **Functions within the Header** of the Verizon Partner Solutions Exchange portal include:

1. **Support:** Open or view Customer Care requests
2. **Learn:** Access Job Aids, Quick Tips, Release Notes or Schedule Training
3. **Messages:** Access system messages and alerts including invoice download files
4. **Profile:** User Information, Password and Security, Companies, Subscriptions, Notifications and Worklist Configuration
5. **Logout**

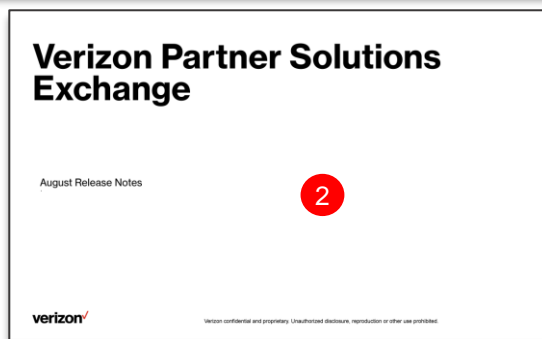
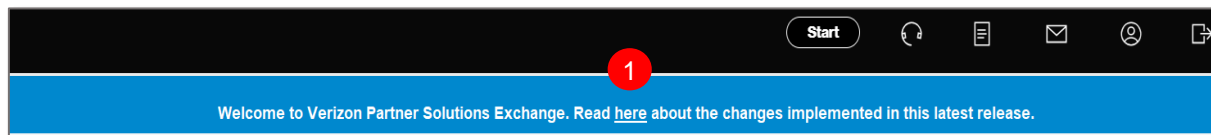


Banner

Keep informed of system changes or alerts displayed on the Verizon Partner Solutions Exchange **Banner**

View **Banner** message:

1. Click on **Hyperlink**
2. View **Banner details** (will be displayed in a separate tab)



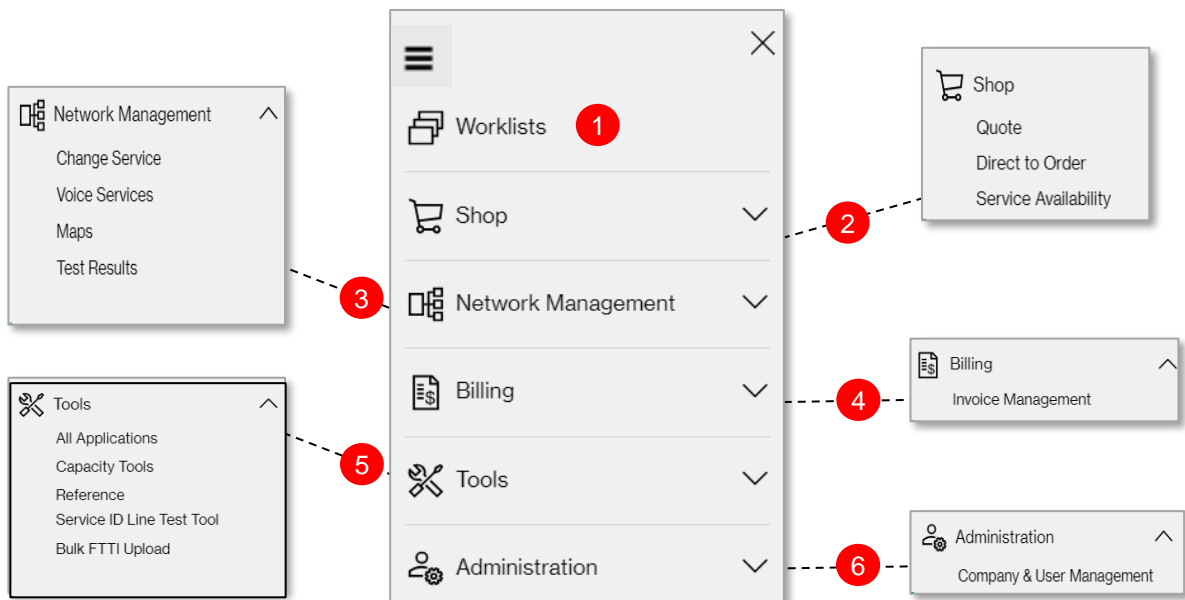


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Hamburger Menu

Access additional functions within the Verizon Partner Solutions Exchange portal using the **Hamburger Menu:**

1. View **Worklists**
2. Use **Shop** menu to **Quote**, initiate a **Direct to Order** transaction or check **Service Availability** (Broadband only)
3. Access **Network Management** to initiate a **Change Service** order, access **Voice Services**, request or download **Maps** or obtain **Test Results**
4. Click **Billing** to access **Invoice Management**
5. Click **Tools** to access **All Applications**, access **Capacity Tool**, use **Reference** to download files from the **Data Library**, access **Service ID Line Test Tool** or perform **Bulk FTTI Upload** of addresses
6. Use **Administration** to oversee **Company & User Management** of IDs





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Quick Lists

Click on the Verizon logo to access the Verizon Partner Solutions Exchange **Home** page

1. Under **Quick Lists**, click either **Quote, Order, or Repair** (Quick List options are based on user role)
2. Click **View Worklist**

Quick Lists 1 Note: Only flagged items appear on Quick Lists 2

Quote **Order** **Repair** [View Worklist](#)

Quote Name	Product Name	Status
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3. Search for transactions on the selected **Worklist**
4. Flagged items appear on their respective Worklist before non flagged items

Quote Worklist 3

Search Worklist x 🔍

Filter by: All Companies ▾ All ▾ All Product Categories ▾ Apply [Download Worklist](#)

Quote Name 🔽	Product 🔽	Product Offering 🔽	Location 🔽	Date 🔽	Status 🔽
SWUNI0707	Switched E-Line	UNI Standalone	622 BROADWAY BROOKLYN NY 11206	07/07/23	Submitted
SW0607	Switched E-Line	UNI Standalone	622 BROADWAY BROOKLYN NY 11206	07/06/23	Submitted
UNISW0307	Switched E-Line	UNI Standalone	18850 ORANGE ST BLOOMINGTON CA 92316	07/03/23	Submitted

Quick Links

Click on the Verizon logo to access the Verizon Partner Solutions Exchange **Home** page and initiate a **Quote, Order, Repair** transaction from **Quick Links** (based on user roles)

1. Click **Create Quote**
2. Click **Create Repair Ticket**
3. Click **Create Order**

Quick Links

[Create Quote](#) 1 [Create Order](#) 3

[Create Repair Ticket](#) 2

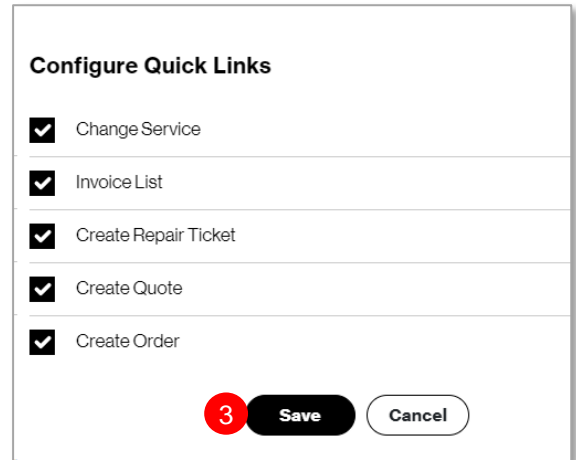
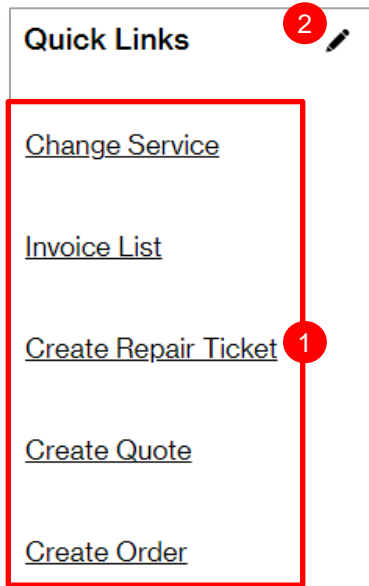


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Quick Links

Click on the Verizon logo to access the Verizon Partner Solutions Exchange **Home** page

1. Use **Quick Links**, initiate a transaction for **Change Service, Invoice List, Create Repair Ticket, Create Quote** and **Create Order** (based on roles)
2. Use the to Configure **Quick Links** - use drag and drop to change order, check box to change if items appears as a Quick Link
3. Click **Save** to save the configuration



Application Links

Click on the Verizon logo to access the Verizon Partner Solutions **Home** page

1. Use **Application Links**, to control quick access to up to 6 Applications
2. Use the to configure the applications for display
3. Click **Save** to save the configuration

