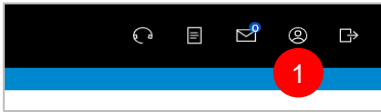# Profile Job Aid

verizon business

Getting Started

Click the Profile icon to manage a variety of features and functions

1. Click the **Profile** icon
2. Use the **Expand All** button to open all the sections at one time

User Information

View User ID details

1. View User Credential details
2. View enabled roles

Password & Security

Manage User credentials

- Change your Secret Question, Password, Email and Mobile Telephone Number

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Companies

Manage Companies

- View and manage the Companies linked to your profile

Companies	^
Linked Company: CLE	

Notifications

Manage Notifications

- Subscribe to informational notifications based on your assigned role(s)

Subscription

Verizon Event

Select the subscription you would like to receive email updates for.

- ☐ Access, Local & Network Events Messages
- ☐ GDPR
- ☐ Industry Letters
- ☑ Promotions
- ☑ Weather/Miscellaneous Events

Update

Alerts

Manage Alerts

1. Within the **Notifications** section
2. Select the Notification category (available options presented are based on assigned roles)
3. Select the checkbox(es) beside the notification you would like to receive email updates for
4. Click update (Repeat steps 2-4 for each role as applicable)

Notifications 1 ✓

Notification For 2

Quoting

- **Quoting**
- Ordering
- Billing
- Repair
- Maps
- Project Management
- Delivery
- Groom Reservation
- Generic
- Reporting
- RFP
- Solution Engineer

Notification For

Ordering ✓

Select the notifications you would like to receive email updates for.

- ☐ Accepted
- ☐ Network Evaluation
- ☑ Commitment
- ☐ Build
- ☐ Provisioned
- ☐ Private IP Configuration
- ☐ Design Layout Report DLR
- ☐ Activation
- ☑ Completed
- ☐ Letter of Authorization LOA
- ☐ Canceled
- ☐ Auto Cancellation
- ☑ Error Alerts
- ☐ Informational

3

Update 4

Profile Job Aid

Worklist Configuration

Manage Worklist

- Drag and drop worklist functions to be displayed in desired order
- Click **Apply**

Before

Worklist Configuration

| ❶ Maps | ❷ Request | ❸ Repair Worklist | ❹ Availability | ❺ Voice | ❻ Quote Worklist | ❼ Order Worklist |

If you do not see the worklist you are looking for, please contact your administrator.

Apply

After

Worklist Configuration

| ❶ Order Worklist | ❷ Quote Worklist | ❸ Repair Worklist | ❹ Maps | ❺ Voice | ❻ Request | ❼ Availability |

If you do not see the worklist you are looking for, please contact your administrator.

Apply