



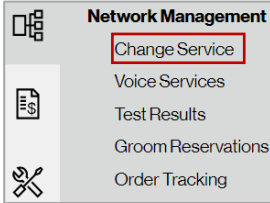
Change Service VzB Inside Move Job Aid



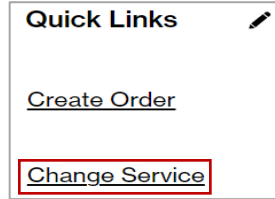
Getting Started

There are **three** ways to initiate a Inside Move Change Order

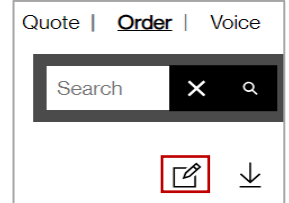
Option 1: From **Network Management**



Option 2: From **Quick Links**



Option 3: From **Order Worklist**



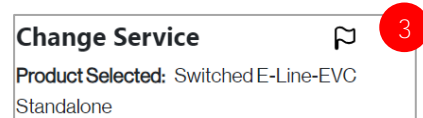
Search

1. On the search window, enter the Access or Port (Internet) Circuit ID
2. Select the applicable Circuit ID, hit enter or click the magnify icon
3. Click Change Services



Details

1. Click to expand and add **Order Name aka PON** (max length 16)
2. Use **Project ID** to label a group of orders for easier accessibility from the Order Worklist (as needed)
3. Click the **Flag** to move a priority order towards the top of the order worklist (once order is saved)





Change Service (VzB Inside Move) Job Aid



Details (continued)

1. Click on **Additional Location Details-Sub-Loc (inside move) Change Type** and input the appropriate sublocation details associated: Elevation Type and Unit Type (Structure Type is not applicable)

Additional Location Details-Sub-Loc(Inside Move)

Structure Type:

Structure Value: Elevation Value: Unit Value:

2. Enter **Remarks** if needed (such as the original install Order Name aka PON)

Remarks

Click **Finish Changes**

Contacts



Provide contact details for

- Technical Contact
- End Customer (Local Contact)
- Alternate Local Contact

Click **Next**

Contact Details

Requestor Contact: ****General Example****

Technical Contact:

Name:

Email:



Change Service (VzB Inside Move) Job Aid



Delivery

1. Click the appropriate **Month**
2. Select the **Requested Due Date** (bolded dates)
3. Click **“Early Acceptance”** Yes/No (allows Verizon to deliver the service sooner if possible)

Click **Next**

Scheduling Delivery

Calendar

Today
29
wednesday

Requested Due Date

1

NOV 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Early Acceptance:

YES NO

3

Next

Summary

Review **Order Summary**

1. Click to Save Order E3050000
2. Download order
3. Click back to make adjustments

Click **Submit**

Common Order Status:

- Open**- Order saved but not submitted for processing
- Submitted**- Order submitted for processing
- In Progress**- Order is being worked
- Canceled**- Order has been cancelled
- Error**- There is an error that requires action
- Completed** -Order is provisioned and Bill Complete

Order Summary ↓ **2**

Order Name:	testinside	Contacts:	
Activity:	Change	From Local Contact:	
Circuit ID:	E3054323	Alternate Local Contact:	
Company:	ABC COMP	Technical Contact:	test technical
Location:	1147 ABC COMP ROAD	Signatory Contact:	parvinder Singh
Sub Location Details:	FLR 1:N RM 200	Primary Customer Contact:	feb
		Requested Due Date:	05/21/2024
		Early Acceptance:	YES
		BAN/BAN ID:	
Product	Switched E-Line UNI Standalone		
End Customer Name:	1147 State Route 34	Cable Category:	Cat5e
Physical Interface:	Electrical	Cable Shielding:	
Access Speed:	10Mbps	Interface:	100BaseT
UNI Speed:	100 Mbps	Connector:	RJ45

Discard **Back** **3** **Save** **1** **Submit**

Additional Detail:

Use the following link to manage [Supps](#) & [Milestones](#)