



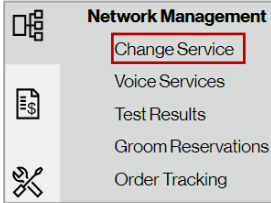
Change Service VzT Inside Move Job Aid



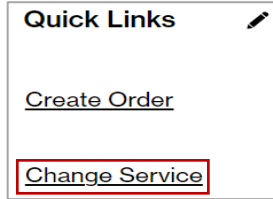
Getting Started

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

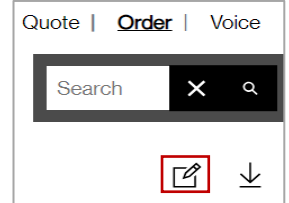
Option 1: From **Network Management**



Option 2: From **Quick Links**

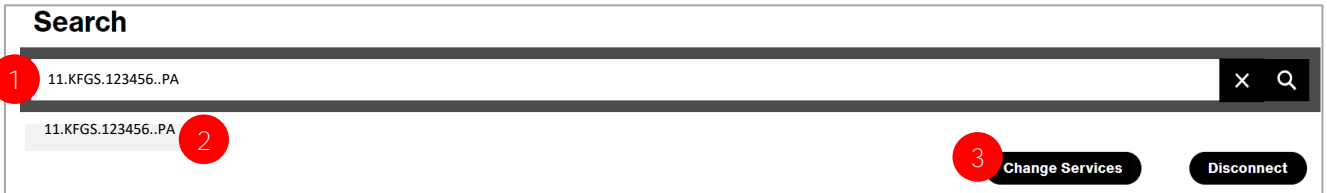


Option 3: From **Order Worklist**



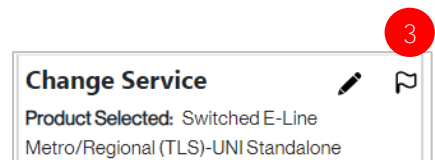
Search

1. On the search window, enter the Circuit ID / Service ID/ Configuration ID
2. Select the applicable Circuit ID (from the drop down) and 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)



Order Name

Order Name*:

Project ID:



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Details (continued)

1. Click on **Additional Location Details-Sub-Loc (inside move) Change Type** and input the appropriate sublocation details associated (as applicable)

Additional Location Details-Sub-Loc(Inside Move)

Structure Type: Elevation Type: Unit Type:

Structure Value: Elevation Value: Unit Value:

2. Enter **Remarks** (such as the original install Order Name aka PON, and new location)

Remarks

Click **Finish Changes**

Contacts



Provide contact details for

- Implementation Contact
- Design Contact
- End Customer (Local Contact)
- Alternate Local Contact

Click **Next**

Contact Details

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

Technical Contact:

Name:

Email:



Change Service VzT 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**

Summary

Review **Order Summary**

1. Click to Save Order
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			
Order Name:	Change Service	Contacts:	Clark Kent
Activity:	Change	Implementation Contact:	John Wayne
Circuit ID:	11.KFGS.123456_PA	Design Contact:	Diana P.
Project ID:		From Local Contact:	Contact Name
From Location:	60 HUDSON Ave	From Alternate Local Contact:	Name
To Location:		Contract:	FB2CA12345
Company:	ABC Company	Contract ID:	FB3YR12345
Product:	Switched E-Line Metro/Regional (TLS) UNI Standalone	Requested Due Date:	09/17/2024
BAN/Bill ID:	754M281143124	Early Acceptance:	NO
CCNA:	ABC		
Ping The NID:	No	Additional Sub-Location Details:	BLDG-MAIN_FLR 2.
From/End Customer:	XYZ Company	Speed:	100 MB
Physical Interface:	Electrical		
UNI Format:	TAGGED		
Remarks:	Inside move from floor 1 to floor 2.		

Additional Detail:

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