

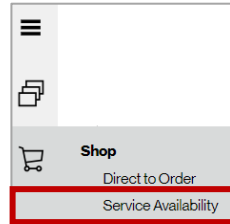


# Nationwide Broadband Order Job Aid

New Install of Broadband Service

## Getting Started

From the **Shop** menu, click “**Service Availability**”



## Availability Configuration

1. Select **Product Name: Broadband Services**
2. Select **Product Offering : Nationwide Broadband** (used to check availability for FTTH & FWA)
3. Choose **Company Name** from the drop down
4. Modify **Group Name** if needed, (minimum of 4 characters maximum of 12)

<b>Product Name*</b> Broadband Services <span style="color: red; font-weight: bold;">1</span>	<b>Product Offering*</b> Nationwide Broadband <span style="color: red; font-weight: bold;">2</span>	<b>Company*</b> ABC Telephone <span style="color: red; font-weight: bold;">3</span>
<b>Group Name*</b> NWBB <span style="color: red; font-weight: bold;">4</span>		

1. Enter **Location**
2. Enter **Sublocation Information: Structure, Elevation, Unit** (If needed)
3. Click **Availability**

No.	Location*	Sub-Location Information(Structure, Elevation, Unit)
1	60 SAIOCT ST <span style="color: red; font-weight: bold;">1</span>	<span style="color: red; font-weight: bold;">2</span>

3

5. Review the Availability Summary
  - If FTTH is set to Yes; after submitting the availability inquiry, the transaction will move to order
  - If FWA is set to Yes; after submitting the availability inquiry, the transaction will be redirected to the Fixed Wireless Access application for ordering.
6. Select the outer box, then click **Submit**

Request ID	Location	Sub-Location Information	FTTH Available	Existing Service at Location	FTTH Max Speed	FWA Available	FWA Max Speed	Status	Expires
NWBB-00	60 SAIOCT ST, GREAT <span style="color: red; font-weight: bold;">5</span>	NA	Yes	Yes	1Gbps/1Gbps	No	NA	Open	04/18/2024

Availability Functions  
**Download**- Download location details onto a csv file  
**Refresh**- Reload page  
**Edit Group**-Modify Location details  
**Delete**- Remove a Location  
**Submit**- Start an Order



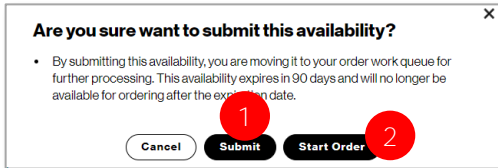
# Nationwide Broadband Order Job Aid



New Install of Broadband Service

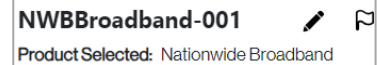
## Availability Continued

1. Click **Submit** (this action moves the availability transaction to the Order Worklist to be processed at a later time) or
2. Click **Start Order** (this action allows you to immediately begin working on the order)



## Configuration

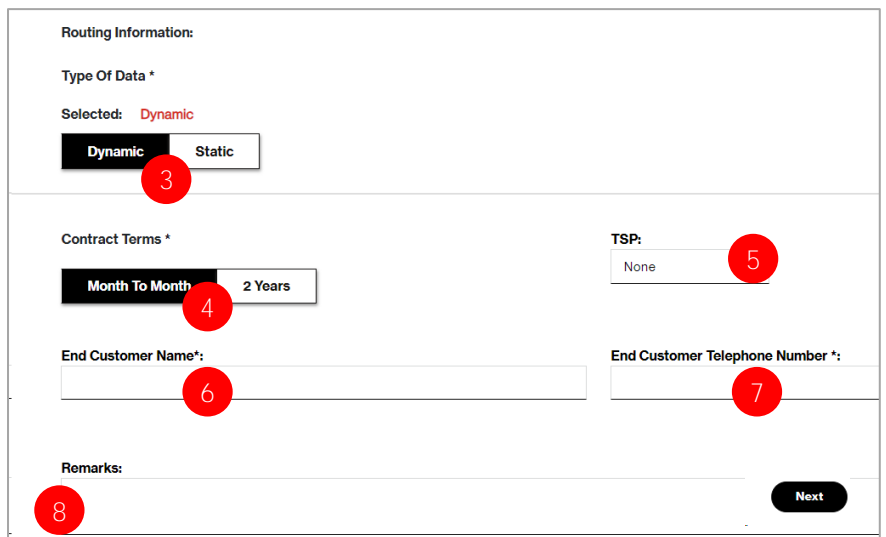
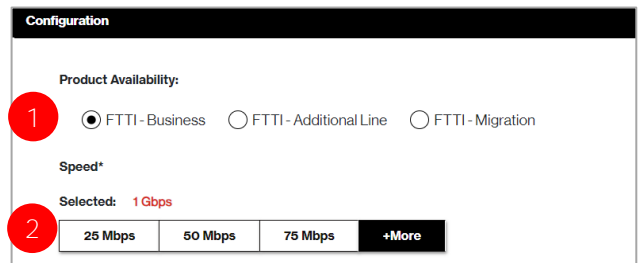
- Click the pencil to modify the Order Name aka PON (Max length is 16)
- Click the Flag to move a priority order towards the top of the order worklist (once order is saved)



Make the following selections

- 1 Choose **Product Availability**:
- 2 Choose **Speed**
- 3 Select **Type of Data**: Dynamic, Static
- 4 Contract **Terms**: Month to Month, 2 Years
- 5 Select **TSP** (as applicable)
- 6 Enter **End Customer Name** and **Telephone No**
- 7 Select **Customer Premise Equipment**
- 8 Add Remarks (if needed)

Click **Next**





# Nationwide Broadband Order Job Aid



New Install of Broadband Service

## Contacts

Provide the following contact details

- Implementation Contact
- End Customer (Local Contact)
- Alternate Local Contact
- Multiple IP Block Technical Contact

Click **Next**

**Note:**

- The End Customer and Alternate Contact must be different

**Contact Details**

Requestor Cont: \* General Example \*

Implementation Contact:

Name\*: employee one

Email\*: testing@nonucom

End Customer (Local Contact):

Name\*: endcust

Email\*: endcust@ga.com

**Next**

## Delivery

1. Click the appropriate **Month**
2. Select the **Requested Due Date** (bolded dates)
3. Choose **“Preferred Appointment Time”**

Click **Next**

**Schedule Delivery**

Calendar: Today **31** Tuesday

Requested Due Date: OCT 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	31				

Preferred Appointment Time: None

**Next**

## Summary

Review **Order Summary**

1. Click to Save Order
2. Assign Order (if needed)
3. Download order
4. Click back button to make adjustments

Click **Submit**

**Additional Detail:**

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

**Order Summary**

Order Name:	NWBroadband-001	Contact:	
Company:		Location:	60 SA/OCT/GREAT
End Customer Name:	Customer	Requested Due Date:	09/29/2024
End Customer Telephone Number:	908555212	Appointment Time:	11:00 AM - 12:00 PM
Implementation Contact:	employee one	End Customer (Local Contact):	endcust
Alternate Contact:	endlocal	Multiple IP Block Contact:	
<b>Product Details</b>			
Product:	Broadband Services	Activity:	Install
Contract Terms:	Month To Month	Speed:	25 Mbps
Type Of Data:	Dynamic	Product Availability:	FTT1 - Business

**Back**

**Save**

**Submit**