

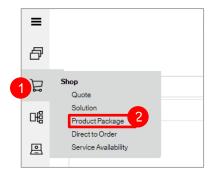
# Fiber to the Internet (FTTI) & Fixed Wireless Access (FWA) Package Quote Job Aid



### **Getting Started**

### From the Hamburger Menu

- Click on Shop
- 2. Click on Product Package



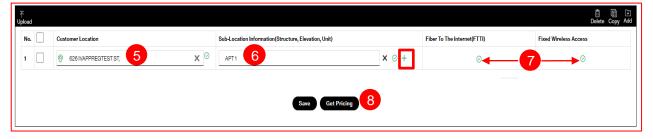
## **Product Package Configuration**

Choose from the following options:

- Product Package: Select Fiber to the Internet (FTTI) & Fixed Wireless Access (FWA)
- Select the appropriate Product Package Offering
   Active/Active: The Wireline and FWA services are intended to be "on" all the time
   Active/Backup: The FWA service is intended to be used as a backup if the Wireline service fails
- 3. Choose the appropriate **Company**
- 4. Modify the Group Name (if desired)



- 5. Enter **Customer Location** and select address from the dropdown
- 6. Select **Sublocation** from the dropdown **OR** click the + to manually enter the sublocation details (if needed)
- 7. Green signifies that all necessary information for creating the FTTI/FWA quote request has been provided
- 8. Click Get Pricing





## Fiber to the Internet (FTTI) & Fixed Wireless Access (FWA) Quote Job Aid

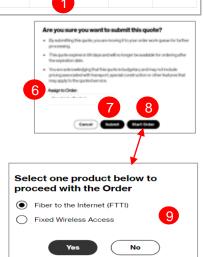


### **Product Package Configuration continued**

Note: FWA pricing is not included in quote. Refer to your FWA contract for applicable plans and rates



- 1. The MRC/NRC pricing will be displayed as "Contracted"
- 2. Click the checkbox to select the Price Quote
- 3. Click Accept to acknowledge the budgetary quote
- 4. Use the filter option to drill into additional detail
- 5. Submit Quote
- 6. Choose the Order Assignee (if desired)
- 7. Click Submit (this action moves the submitted quote to the Order Worklist to be worked on at a later time) **or**
- 8. Click Start Order (this action allows you to begin working on the order immediately)
- To proceed with the order creation process, select Fiber to the Internet (FTTI) or Fixed Wireless Access (FWA)



### **Quote Summary Functions**

- 1. Use **Download** to access quote/pricing CSV file
- 2. Click Refresh to reload the page
- 3. Choose **Accept** to agree to the Price Quote
- 4. Click **Edit Group** to:
  - Edit or Modify quotes in an Open or Error status
- 5. Click **Delete** to remove one, several or all quotes
- 6. Click **Submit** to process and submit the Quote
- 7. Click **PDF** to generate a PDF document for one quote at a time



#### Quoting Tips

- 1. A quote must be submitted to order for it to be converted to an order
- 2. Quotes in Submitted, Pricing Requested or Pricing Review status cannot be edited
- 3. In order to generate an additional quote, add a new row to the group and populate the requested information
- 4. Co-location addresses will default to Off Net pricing (Co-location override must be selected via Additional Features during the quote journey)
- 5. From the Quote Summary page, the group quote information can be downloaded into a csy file
- 6. You can manually add up to 250 locations