



EASE

Reference

Maintenance Utility

Guideline

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Steps for Accessing

Background	Reference Maintenance Utility provides a method to validate key information to enter accurate information for an Access Service request (ASR) within VFO. Examples: CLLI, NC/NCI codes.
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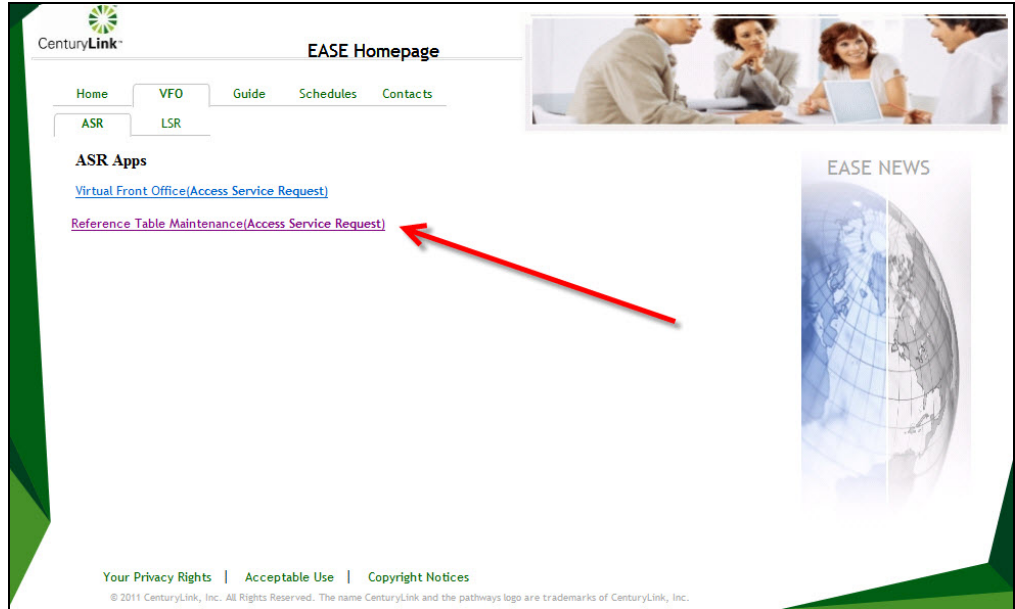
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Steps for Accessing, Continued

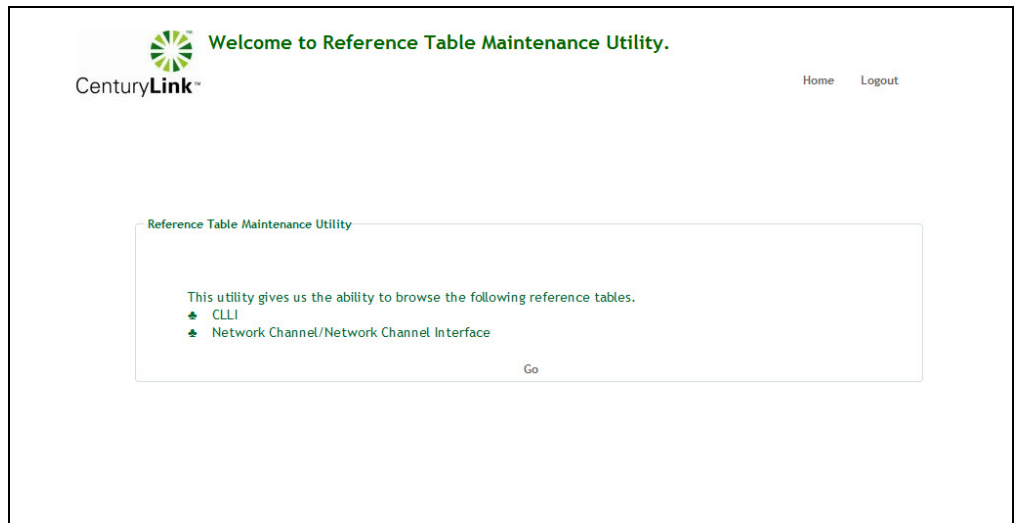
Access

Access by entering the following URL in an Internet Browser:
<http://ease.Centurylink.com/ease.jsp>

- a) Selecting the VFO tab
- b) Select the Reference Table Maintenance link



Upon display of Welcome screen, select Go.



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Steps for Accessing, Continued

CLLI Inquiry	<p>CLLI Codes can be researched by the following steps</p> <ol style="list-style-type: none">1. Select the 'Browse' option to the right of Table Name CLLI.2. System will display the CLLI Search criteria screen:<ol style="list-style-type: none">a) CLLI Code: Enter the CLLI code to execute search on.<ul style="list-style-type: none">• Valid entries: full CLLI code or partial CLLI code.• System will display CLLI code, Effective Date, Category ID and View Details.b) CLLI Category Code: Select category code associated with CLLI.<ul style="list-style-type: none">• Valid entries: Operator, Local Tandem, End Office, Frame Relay, Tandem, Remote, Switched ACTL, Optical, Miscellaneous, Special ACTL, ATM, STP, Frame Relay/ATM, Ethernet, Smart Remote, End User, and 911 Router.• System will display the search results based on CLLI category Code. Can narrow down by providing additional data such as LATA.c) LATA: Enter LATA associated with CLLI.<ul style="list-style-type: none">• Populate with appropriate LATA and system will display CLLI codes for given LATA. Can narrow search by providing CLLI category code. <p>Note: To return to the CLLI search, select Home.</p>
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Steps for Accessing, Continued

Network Channel / Network Channel Interface Inquiry	To validate CenturyLink specific NC/NCI codes – follow directions listed below.
NC Code	<p>NC CD: Identifies NC code Enter the NC code to execute search on.</p> <ul style="list-style-type: none"> Valid entries: full NC code, partial CLI code with wild card search character of “%” ex: HCE- or HCE% System will display list of valid NC codes with associated NCI CD, SEC NCI CD and ASR Type for entry into VFO order.
NCI Code	<p>NCI CD: Identifies NCI code Enter the NCI code to execute search on.</p> <ul style="list-style-type: none"> Valid entries: full NCI code, partial CLI code with wild card search character of “%” ex: 01FCF.X or 01FCF.% System will display list of valid NCI codes with associated NC CD, SEC NCI CD and ASR Type for entry into VFO order.
SECNCI Code	<p>SEC NCI CD: Identifies secondary NCI code. Enter the NCI and SEC NCI code to execute search on.</p> <ul style="list-style-type: none"> Valid entries: SEC NCI codes For best results enter NC/NCI/SEC NCI fields. System will display list of valid NC/NCI/SEC NCII codes with associated criteria entered.
ASR Type Code	<p>ASR Type CD: Identifies associated ASR Rectype for NC/NCI code. Enter the ASR Type code to execute search on.</p> <ul style="list-style-type: none"> Valid entries: ASR Rectype code ex: Rectype SD System will display list of valid ASR Types for associated NC CD, NCI CD and SEC NCI CD for entry into VFO order.
Company	<p>Company: Identifies associated NC/NCI/SECNCI Company. Enter the Company name to execute the search on.</p> <ul style="list-style-type: none"> Valid entries: Centurylink or Qwest.
System Navigation	To return to the CLI search, select Home.