



Directory Listing

Caption Listing VFO Order Job Aid

Included:

[Order Creation for Business Caption Listing](#)

[Order to Add a New Listing under an Existing Caption](#)

VFO Order Creation for a New Business Caption Listing

This is an example of how to create a new business listing with captions. Below is the scenario detail.

| | | | | |
|------------------------|---|-------------------------|-----------------|-----------------|
| Order Activity | New Caption Listing | | | |
| Type of Service | Business Caption Listing | | | |
| Order Details | <ul style="list-style-type: none">• New Listing• Establish a new Caption Listing | | | |
| Directory | 0 | Acme Copier Co | | |
| Sample with | 1 | Customer Service | 100 Main | 555-1212 |
| Indent | 1 | New Orders | 250 Main | 555-1000 |
| Levels | 1 | Repair | 300 Main | 555-1213 |

Please Note: The screen shots on the right illustrate how to populate this scenario in Virtual Front Office, the information on the left provides descriptions of the fields and drop down values. This is to enable you to decide which value to select in your customer scenario.

VFO Order Creation for a New Business Caption Listing

Start New Order

1. Hover the Order tab and select **New**.
2. Enter a PON.
3. Select Service.
4. Select Activity.
5. Click **Initiate** button.
6. Enter LSR form information (See Notes Below)
7. Enter EU form information.
8. Click DL icon to complete Directory Listing data.

LSR Form Notes for REQ TYP JB

Administration Section Notes:

TOS= 1--- (Business) or 2--- (Residence)

Billing Section Notes:

Based on the REQ TYP & ACT, the notes below provide guidance on the BI and BAN fields.

JB/N: BI1=D (directory) and BAN1=N (new) (Frontier will assign the BTN for the new directory listing.)

JB/C: BI1=D (directory) and BAN1=the existing account telephone number. This is in the Package ID field on a DL preorder.

JB/D: BI1=D (directory) and BAN1=the existing account telephone number. This is in the Package ID field on a DL preorder.

The screenshot shows the VFO Order Creation interface. The 'ORDER' menu is open, with 'New' highlighted (1). The 'Order Initiation' form is displayed, showing fields for Order Number (1060), Trading Partner (Frontier Telecom), Receiver Code (FRT_ISC), Version (01), Guideline Version (9.18), Service (JB - Standalone DL only VZ Added) (3), Activity (N - New installation) (4), and Template (--Select One--). The 'Initiate' button is highlighted (5). Below the form, the 'ADMINSECTION' table is visible, showing columns for CCNA, PON (1060), VER (01), LOCQTY, and HT. The table also includes icons for LSR (6), EU (7), and DL (8).

| RECEIVER CODE | ACT | PON |
|---------------|-----|-------------------|
| FRT_ISC | N | 1060 |
| VERSION | SUP | STATUS |
| 01 | | PendingValidation |

| ADMINSECTION [Optional Conditional] | | | | |
|---------------------------------------|------|-----|--------|----|
| CCNA | PON | VER | LOCQTY | HT |
| | 1060 | 01 | | |

VFO Order Creation for a New Business Caption Listing

Populate Directory Listing Form

9. Enter Listing Activity (LACT)
 - N - New Listing
 - D - Delete Listing
 - I - Change Listing

10. Enter Record Type (RTY)
 - F – Foreign AC – Alternate call Listing
 - L – Local AL – Additional Listing
 - AM – Additional Main
 - CR – Cross Reference Listing
 - JU – Joint User
 - ML – Main Listing

11. Enter Listing Type (LTY)
 - 1 –Listed
 - 2 – Non Listed
 - 3 – Non-published

12. Enter Style Code (STYL)
 - CI – Caption Indent
 - SL – Straight Line

13. Enter Degree of Indent (DOI)
14. Enter a Main Telephone Number in the BTN field. This value is the same in each MTN field on this PON.
15. Enter the Listed Telephone Number in the LTN field
16. Enter Listed Name in the LNLN and LNFN fields

The screenshot shows a web browser window displaying the 'directorylistingform'. The form is divided into several sections:

- ORDER / PREORDER**: Contains fields for RECEIVER CODE, ACT, PON, OWNER, DTSENT, FRT_ISC, VERSION, SUP, STATUS, REQTYPE, and DDD.
- LISTINGSECTION [Optional | Conditional]**: Contains icons for LSR, EU, and DL.
- LISTINGCONTROLSECTION [Optional | Conditional]**: Contains fields for LACT (9), ALI, RTY (10), LTY (11), EOS, STYC (12), TOA, DOI (13), and MTN (14).
- LISTINGINDICATORSECTION [Optional | Conditional]**: Contains fields for BRO, ADV, DLNM, DIRIDL, and OMSD.
- LISTINGINSTRUCTIONSECTION [Optional | Conditional]**: Contains fields for LTN (15), SHTN, DNA, LNPL, LNLN (16), and LNFN (16).

Numbered callouts in red circles point to the following fields:

- 9: LACT dropdown menu
- 10: RTY dropdown menu
- 11: LTY dropdown menu
- 12: STYC dropdown menu
- 13: DOI dropdown menu
- 14: MTN text field
- 15: LTN text field
- 16: LNLN and LNFN text fields

VFO Order Creation for a New Business Caption Listing

16. Enter Header Status (HS)
 - N - New caption header
 - E – Existing SLU header or caption header
17. Enter Listing Text Type (LTXTY)
 - ITX – Indent Text
 - TNL – TN text left
 - TNR – TN text right
 - TT – TT text
18. Enter Listing Text (LTEXT)

16

17

18

VFO Order Creation for a New Business Caption Listing

19. Enter Address information

- LANO is Listing Address number
- LASF is Listing Address number Prefix
- LASD is Listing Address Street Directional
- LASN is Listing Address Street Name
- LATH is Listing Address Thoroughfare
- LASS is Listing Address Street Suffix
- LALO is Listing Address Location
- LALOC is Listing Address Locality
- LAST is Listing Address State
- LAZC is Listing Address Zip Code

NOTE: Since this business has three listings under the business name, we need 3 listing sections. We just finished the first.

Create Additional Listing

20. Enter the number two in the box next to the Add and Copy Links.
21. Select either Add or Copy to create two additional listing sections, one for "New Orders" and the other for "Repair."

The screenshot shows a web browser window with the URL <https://vfoclec.frontier.com> and the page title "1060 - 01 - JB - Form: directorylistingform". The form is titled "ORDER" and "PREORDER".

Fields visible include:

- RECEIVER CODE: ACT, PON, OWNER, DTSENT
- FRT_ISC: N, 1060, jgerber
- VERSION SUP: 01, PendingValidation, REQTYPE: JB, DDD
- Icons: LSR, EU, DL (DL is highlighted with a red box)
- FAINFO: (empty)
- FATN: (empty), ACA: --Select--, ADI: --Select--, LANO: 100, LASF: (empty), LASD: --Select--
- LASN: Main (circled with a red circle and the number 19)
- LATH: (empty), LASS: --Select--, LALO: (empty)
- LALOC: Anytown
- LAST: WV, LAZC: 10036
- CAPTIONINDENTSECTION [Optional | Conditional]: Add, Copy: 1
- LVL: --Select--, PLS: --Select--
- PLINFO: (empty)
- PLTN: (empty), PLSO: --Select--

The screenshot shows two form sections:

- LISTINGSECTION [Optional | Conditional]:** Add, Copy: 1 (circled with a red circle and the number 20)
- LISTINGCONTROLSECTION [Optional | Conditional]:** Add, Copy: 1 (circled with a red circle and the number 21)

Fields in LISTINGCONTROLSECTION include:

- LACT: N
- ALI: (empty)
- RTY: LML
- LTY: 1
- EOS: (empty)
- STYC: CI
- TOA: --Select--
- DOI: 1
- MTN: 3045551212

VFO Order Creation for a New Business Caption Listing

Populate Directory Listing Form

22. Enter Listing Activity (LACT)
 - N - New Listing
 - D - Delete Listing
 - I - Change Listing

23. Enter Record Type (RTY)
 - F – Foreign AC – Alternate call Listing
 - L – Local AL – Additional Listing
 - AM – Additional Main
 - CR – Cross Reference Listing
 - JU – Joint User
 - ML – Main Listing

24. Enter Listing Type (LTY)
 - 1 –Listed
 - 2 – Non Listed
 - 3 – Non-published

25. Enter Style Code (STYL)
 - CI – Caption Indent
 - SL – Straight Line

26. Enter Degree of Indent (DOI)
27. Enter a Main Telephone Number in the MTN field. This value is the same in each MTN field on this PON.
28. Enter the Listed Telephone Number in the LTN field
29. Enter Listed Name in the LNLN and LNFN fields

The screenshot shows a web browser window with the URL <https://vfoclec.frontier.com> and the page title "1060 - 01 - JB - Form: directorylistingform". The form is titled "ORDER" and "PREORDER".

Fields and callouts:

- 22**: LACT dropdown menu, value "N".
- 23**: RTY dropdown menu, value "LAL".
- 24**: LTY dropdown menu, value "1".
- 25**: STYL dropdown menu, value "CI".
- 26**: DOI dropdown menu, value "1".
- 27**: MTN text field, value "3045551212".
- 28**: LTN text field, value "3045551000".
- 29**: LNLN text field, value "Acme".

Other visible fields include: FRT_ISC (N), PON (1060), OWNER (jgerber), STATUS (PendingValidation), REQTYPE (JB), DDD, LSR, EU, DL, LISTINGSECTION [2], LISTINGCONTROLSECTION, LISTINGINDICATORSECTION (BRO, ADV, DLNM, DIRIDL, OMSD), LISTINGINSTRUCTIONSECTION (SHTN, DNA, LNPL), LNFN (Copier Co).

VFO Order Creation for a New Business Caption Listing

30. Enter Header Status (HS)
 - N - New caption header
 - E – Existing SLU header or caption header
31. Enter Listing Text Type (LTXTY)
 - ITX – Indent Text
 - TNL – TN text left
 - TNR – TN text right
 - TT – TT text
32. Enter Listing Text (LTEXT)

https://vfoclec.frontier.com - 1060 - 01 - JB - Form: directorylistingform - Microsoft Internet Explorer

ORDER PREORDER

RECEIVER CODE ACT PON OWNER DTSSENT
FRT_ISC N 1060 jgerber

VERSION SUP STATUS REQTYPE DDD
01 PendingValidation JB

LSR EU DL

HS
E

DES TL

TITLE1 TITLE2 TLD

TITLE1D TITLE2D NICK

PLA

LISTINGTEXT [Optional | Conditional] 31 Add: Copy: 1 Ser

LTXNUM LTXACT LTXALI LTXTY LPHRASE
--Select-- ITX --Select--

LTEXT
New Orders 32

CR SO
--Select--

VFO Order Creation for a New Business Caption Listing

33. Enter Address information

- LANO is Listing Address number
- LASF is Listing Address number Prefix
- LASD is Listing Address Street Directional
- LASN is Listing Address Street Name
- LATH is Listing Address Thoroughfare
- LASS is Listing Address Street Suffix
- LALO is Listing Address Location
- LALOC is Listing Address Locality
- LAST is Listing Address State
- LAZC is Listing Address Zip Code

Create Additional Listing Section

33. Scroll down until you see **LISTINGSECTION [3]**.

https://vfoclec.frontier.com - 1060 - 01 - JB - Form: directorylistingform - Microsoft Internet Explorer

ORDER PREORDER

RECEIVER CODE ACT PON OWNER DTSENT
FRT_ISC N 1060 jgerber

VERSION SUP STATUS REQTYPE DDD
01 PendingValidation JB

LSR EU DL

FAINFO

FATN ACA ADI LANO LASF LASD
--Select-- --Select-- 250 --Select--

LASN Main 33

LATH LASS LALO
--Select--

LALOC Anytown

LAST LAZC
WV 10036

CAPTIONINDENTSECTION [Optional | Conditional] Add: Copy: 1 s

LVL PLS
--Select-- --Select--

PLINFO 34

PLTN PLSO
--Select--

VFO Order Creation for a New Business Caption Listing

Populate Directory Listing Form

35. Enter Listing Activity (LACT)
 - N - New Listing
 - D - Delete Listing
 - I - Change Listing

36. Enter Record Type (RTY)
 - F – Foreign AC – Alternate call Listing
 - L – Local AL – Additional Listing
 - AM – Additional Main
 - CR – Cross Reference Listing
 - JU – Joint User
 - ML – Main Listing

37. Enter Listing Type (LTY)
 - 1 –Listed
 - 2 – Non Listed
 - 3 – Non-published

38. Enter Style Code (STYL)
 - CI – Caption Indent
 - SL – Straight Line

39. Enter Degree of Indent (DOI)
40. Enter a Main Telephone Number in the BTN field. This value is the same in each MTN field on this PON.
41. Enter the Listed Telephone Number in the LTN field
42. Enter Listed Name in the LNLN and LNFN fields

The screenshot shows a web browser window displaying the 'directorylistingform' for a 'PREORDER'. The form is divided into several sections, with specific fields highlighted in yellow and circled in red to correspond to the instructions on the left.

- ORDER PREORDER**
 - RECEIVER ACT: N
 - PON: 1060
 - OWNER: jgerber
 - DTSENT: [empty]
- VERSION SUP STATUS**
 - VERSION: 01
 - SUP: [empty]
 - STATUS: PendingValidation
 - REQTYPE: JB
 - DDD: [empty]
- LISTINGSECTION [3] [Optional | Conditional]**
 - Buttons: LSR, EU, DL
- LISTINGCONTROLSECTION [Optional | Conditional]**
 - LACT: N (35)
 - RTY: LAL (36)
 - LTY: 1 (37)
 - STYC: CI (38)
 - DOI: 1 (39)
 - MTN: 3045551212 (40)
- LISTINGINDICATORSECTION [Optional | Conditional]**
 - BRO: --Select--
 - ADV: --Select--
 - DLNM: --Select--
 - DIRIDL: [empty]
 - OMSD: [empty]
- LISTINGINSTRUCTIONSECTION [Optional | Conditional]**
 - LTN: 3045551213 (41)
 - LNPL: --Select--
 - LNLN: Acme (42)
 - LNFN: Copier Co (42)

VFO Order Creation for a New Business Caption Listing

43. Enter Header Status (HS)
 - N - New caption header
 - E – Existing SLU header or caption header
44. Enter Listing Text Type (LTXTY)
 - ITX – Indent Text
 - TNL – TN text left
 - TNR – TN text right
 - TT – TT text
45. Enter Listing Text (LTEXT)

https://vfoclec.frontier.com - 1060 - 01 - JB - Form: directorylistingform - Microsoft Internet Explorer

ORDER PREORDER

RECEIVER CODE ACT PON OWNER DTSSENT
FRT_ISC N 1060 jgerber

VERSION SUP STATUS REQTYPE DDD
01 PendingValidation JB

LSR EU DL

HS
E

DES TL

TITLE1 TITLE2 TLD

TITLE1D TITLE2D NICK

PLA

LISTINGTEXT [Optional | Conditional] Add: Copy: 1 Sec

LTXNUM LTXACT LTXALI LTXTY LPHRASE
--Select-- --Select-- ITX --Select--

LTEXT
Repair

CR SO
--Select--

VFO Order Creation for a New Business Caption Listing

46. Enter Address information

- LANO is Listing Address number
- LASF is Listing Address number Prefix
- LASD is Listing Address Street Directional
- LASN is Listing Address Street Name
- LATH is Listing Address Thoroughfare
- LASS is Listing Address Street Suffix
- LALO is Listing Address Location
- LALOC is Listing Address Locality
- LAST is Listing Address State
- LAZC is Listing Address Zip Code

https://vfoclec.frontier.com - 1060 - 01 - JB - Form: directorylistingform - Microsoft Internet Explorer

ORDER PREORDER

RECEIVER CODE ACT PON OWNER DTSENT
FRT_ISC N 1060 jgerber

VERSION SUP STATUS REQTYPE DDD
01 PendingValidation JB

LSR EU DL

FAINFO

FATN ACA ADI LANO LASF LASD
--Select-- --Select-- 300 --Select--

LASN
Main 46

LATH LASS LALO
--Select--

LALOC
Anytown

LAST LAZC
WV 10036

CAPTIONINDENTSECTION [Optional | Conditional] Add: Copy: 1

LVL PLS
--Select-- --Select--

PLINFO

PLTN PLSO
--Select--

VFO Order Creation for a New Business Caption Listing

Complete Directory Quantity

47. Enter Directory ID Type in the DIRTYP field.
 - W – White Pages or Cobound
 - Y – Yellow Pages
 - B – Business to Business
 - O - Other
48. Enter the number of directories delivered on new connect or Moves in the DIRQTYNC field.

Note: When multiple Directory ID Types are requested use the Add or Copy links to insert additional Directory Quantity sections.

Submit the Order

49. Review the request and then click the submit icon (running person).

https://vfoclec.frontier.com - 1060 - 01 - JB - Form: directorylistingform - Microsoft Internet Explorer

ORDER PREORDER

RECEIVER CODE ACT PON OWNER DTSENT
FRT_ISC N 1060 jgerber 49

VERSION SUP STATUS REQTYPE DDD
01 PendingValidation JB

LSR EU DL

DSRDELIVERYINFO [Optional | Conditional] Add: Copy: 1

NAME
NAME2 NAME3
ICO DDANO DDASF DDASD
DDASN DDATH DDASS
LD1 LV1 LD2 LV2 LD3 LV3
AAI
CITY STATE ZIP

DIRECTORYQUANTITY [Optional | Conditional] Add: Copy: 1

DIRTYP DIRQTYA DIRQTYNC
W 3 47 48

VFO Order to Add a Listing under an existing Caption

This is an example of how to update a listing with a new listing under a caption listing. Below is the scenario detail.

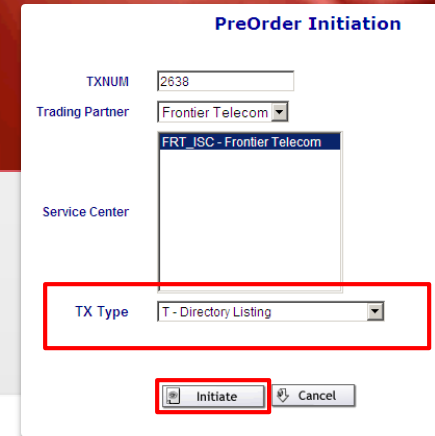
| Order Activity | Sub Categories | | |
|-----------------|---|---------------------|-----------------|
| Type of Service | Business Caption Listing | | |
| Order Details | Add Indent "Smith Hall" with telephone number to appear under existing sub category "Dormitories" | | |
| Directory | 0 | Frontier University | |
| Sample with | 1 | Information | |
| Indent Levels | 2 | Events Hotline | 289-9281 |
| | 2 | Class Schedules | 289-9282 |
| | 1 | Residence Halls | 289-9280 |
| | 2 | Dormitories | |
| | 3 | Alfred Hall | 289-9283 |
| | 3 | Dana Hall | 289-9284 |
| | 3 | Smith Hall | 289-9999 |

Please Note: The screen shots on the right illustrate how to populate this scenario in Virtual Front Office, the information on the left provides descriptions of the fields and drop down values. This is to enable you to decide which value to select in your customer scenario.

VFO Order to Add a Listing under an existing Caption

The first step is to process a Directory Listing Preorder Inquiry to determine the Main Telephone number.

- Hover the **Preorder** tab, select **New**, and select TXTYP = **T - Directory Listing**
- Populate:
 - TXACT = A
 - CC = Your Company Code or OCN
 - Enter either:
 - ❖ LTN = Existing Listing Telephone Number
 - ❖ Finding Name = First 12 characters of Caption Header with no spaces (You may need to scroll down to see this field.)
 - Enter the State abbreviation
 - STYC
 - ❖ CH – Caption Header (Select this value when providing the Finding Name.)
 - ❖ CI – Caption Indent
 - ❖ CS – Caption Sub-header
- View Results:
 - Look for the package id field.
 - The first 10 digits are the MTN.
 - The Main Telephone Number is required in the order to associate this new listing with the existing caption.



PreOrder Initiation

TXNUM: 2638

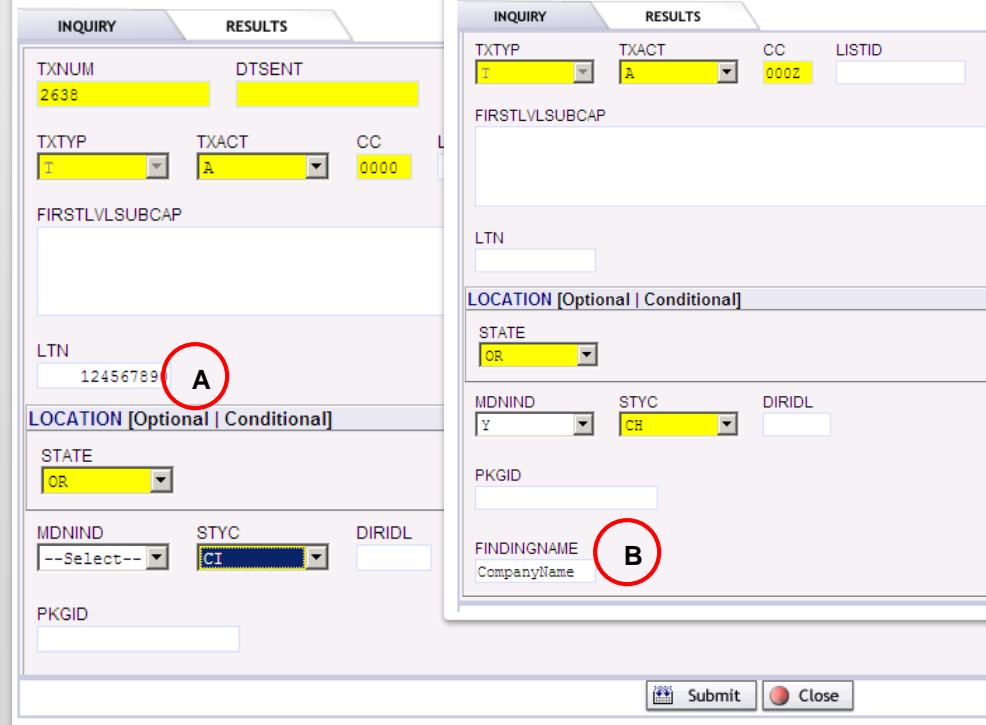
Trading Partner: Frontier Telecom

Service Center: FRT_ISC - Frontier Telecom

TX Type: T - Directory Listing

Initiate Cancel

T - Directory Listing



INQUIRY RESULTS

TXNUM: 2638 DTSNT

TXTYP: T TXACT: A CC: 0000

FIRSTLVLSUBCAP

LTN: 12456789 **A**

LOCATION [Optional | Conditional]

STATE: OR

MDNIND: Y STYC: CH DIRIDL

PKGID

RESULTS

TXTYP: T TXACT: A CC: 0002 LISTID

FIRSTLVLSUBCAP

LTN

LOCATION [Optional | Conditional]

STATE: OR

MDNIND: Y STYC: CH DIRIDL

PKGID

FINDINGNAME: **B**
CompanyName

Submit Close

VFO Order to Add a Listing under an existing Caption

Start New Order

1. Hover the Order tab and select **New**.
2. Enter a PON.
3. Select Service.
4. Select Activity.
5. Click **Initiate** button.
6. Enter LSR form information
7. Enter EU form information.
8. Click DL icon to complete Directory Listing data.

REQTYP JB LSR Form Billing Section Notes:

Based on the REQTYP & ACT, the notes below provide guidance on the BI and BAN fields.

JB/N: BI1=D (directory) and BAN1=N (new) (Frontier will assign the BTN for the new directory listing.)

JB/C: BI1=D (directory) and BAN1=the existing account telephone number. This is in the Package ID field on a DL preorder.

JB/D: BI1=D (directory) and BAN1=the existing account telephone number. This is in the Package ID field on a DL preorder.

VFO Order to Add a Listing under an existing Caption

Populate Directory Listing Form

9. Enter Listing Activity (LACT)
 - N - New Listing
 - D - Delete Listing
 - I - Change Listing

10. Enter Record Type (RTY)
 - F – Foreign AC – Alternate call Listing
 - L – Local AL – Additional Listing
 - AM – Additional Main
 - CR – Cross Reference Listing
 - JU – Joint User
 - ML – Main Listing

11. Enter Listing Type (LTY)
 - 1 –Listed
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 - 3 – Non-published

12. Enter Style Code (STYL)
 - CI – Caption Indent
 - SL – Straight Line

13. Enter Degree of Indent (DOI)
14. Enter a Main Telephone Number in the MTN field. This value is the same in each MTN field on this PON.
15. Enter the Listed Telephone Number in the LTN field
16. Enter Listed Name in the LNLN and LNFN fields

The screenshot shows a web browser window displaying the 'directorylistingform' in Microsoft Internet Explorer. The form is titled 'ORDER' and 'PREORDER'. It contains several sections: 'RECEIVER ACT', 'VERSION SUP', 'LISTINGSECTION', 'LISTINGCONTROLSECTION', 'LISTINGINDICATORSECTION', and 'LISTINGINSTRUCTIONSECTION'. The fields are populated with the following values:

| RECEIVER CODE | ACT | PON | OWNER | DTSENT |
|---------------|-------------------|---------|---------|--------|
| FRT_ISC | C | 1059 | jgerber | |
| VERSION SUP | STATUS | REQTYPE | DDD | |
| 01 | PendingValidation | JB | | |

Below the 'LISTINGCONTROLSECTION', the following fields are highlighted with red circles and numbered callouts:

- 9**: LACT dropdown menu showing 'N'.
- 10**: RTY dropdown menu showing 'LAL'.
- 11**: LTY dropdown menu showing '1'.
- 12**: STYL dropdown menu showing 'CI'.
- 13**: DOI dropdown menu showing '3'.
- 14**: MTN field showing '2012899280'.
- 15**: LTN field showing '3042899999'.
- 16**: LNLN field showing 'Frontier' and LNFN field showing 'University'.

VFO Order to Add a Listing under an existing Caption

17. Enter Header Status (HS)
 - N - New caption header
 - E – Existing SLU header or caption header
18. Enter Listing Text Type (LTXTY)
 - ITX – Indent Text
 - TNL – TN text left
 - TNR – TN text right
 - TT – TT text
19. Enter Listing Text (LTEXT)

The screenshot shows a web form for adding a listing. The form is titled "https://vfoclec.frontier.com - 1059 - 01 - JB - Form: directorylistingform". It has tabs for "ORDER" and "PREORDER". The form contains several fields and sections:

- RECEIVER CODE: FRT_ISC (C), ACT, PON (1059), OWNER (jgerber), DTSENT
- VERSION SUP: 01, STATUS: PendingValidation, REQTYPE: JB, DDD
- Icons: LSR, EU, DL (DL is highlighted with a red box)
- HS: E (highlighted with a red circle and labeled 17)
- DES, TL, TITLE1, TITLE2, TLD, TITLE1D, TITLE2D, NICK, PLA
- LISTINGTEXT [Optional | Conditional] (Add: Copy: 1)
- LTXNUM, LTXACT: --Select-- (highlighted with a red circle and labeled 18), LTXALI: 18 (highlighted with a red circle and labeled 18), LTXTY: ITX (highlighted with a red circle and labeled 18), LPHRASE: --Select--
- LTEXT: Smith Hall (highlighted with a red circle and labeled 19)
- CR, SO: --Select--

VFO Order to Add a Listing under an existing Caption

20. Enter Address Indicator (ADI)
 - O – Omit Address in DA and Directory
21. Enter Level (LVL) one information
22. Enter Prior Level Status (PLS)
 - N – New Caption Sub Header
 - E – Existing Caption Indent or Caption Sub-header
23. Enter Prior Level Info (PLINFO)
24. Enter Prior Level TN (PLTN)

Note: Since the new listing is at Degree of Indent (DOI) 3, we need to state where this falls under caption level 2.

Create Additional Section

25. Select either Add or Copy to create another Caption Indent section.

The screenshot shows a web form for creating a listing. The browser address bar indicates the URL is <https://vfolec.frontier.com> and the form is titled 'directorylistingform'. The form is divided into sections: 'ORDER' and 'PREORDER'. The 'ORDER' section includes fields for RECEIVER CODE (FRT_ISC: C), ACT (1059), OWNER (jgerber), and DTSENT. The 'PREORDER' section includes fields for VERSION SUP (01), STATUS (PendingValidation), REQTYPE (JB), and DDD. Below these are icons for LSR, EU, and DL. The 'DL' icon is highlighted with a red circle and the number 20. The form also includes fields for FATN, ACA, ADI (0), LANO, LASF, LASD, LASN, LATH, LASS, LALO, LALOC, LAST, and LAZC. The 'CAPTIONINDENTSECTION' section is highlighted with a red circle and the number 25. It includes fields for LVL (1), PLS (E), PLINFO (Residence Halls), PLTN (2012899280), and PLSO. The 'PLTN' field is highlighted with a red circle and the number 24. The 'LVL' field is highlighted with a red circle and the number 21. The 'PLS' field is highlighted with a red circle and the number 22. The 'PLINFO' field is highlighted with a red circle and the number 23.

VFO Order to Add a Listing under an existing Caption

26. Enter Level (LVL) two information
27. Enter Prior Level Status (PLS)
 - N – New Caption Sub Header
 - E – Existing Caption Indent or Caption Sub-header
28. Enter Prior Level Info (PLINFO)
29. Enter Prior Level TN (PLTN)

Note: Review the information you have entered and make sure it is ready to be submitted.

Submit Order

29. Select the icon that looks like a running person, this is used to Submit the service request to Frontier.

https://vfoclec.frontier.com - 1059 - 01 - JB - Form: directorylistingform - Microsoft Internet Explorer

ORDER PREORDER

RECEIVER ACT PON OWNER DTSENT
CODE C 1059 jgerber

FRT_ISC C 1059 jgerber

VERSION SUP STATUS REQTYPE DDD
01 PendingValidation JB

LSR EU DL

CAPTIONIDENTSECTION [1] [Optional | Conditional]

LVL PLS
1 E

PLINFO
Residence Calls

PLTN PLSO
2012899280 --Select--

PLFAINFO

PLFATN

CAPTIONIDENTSECTION [2] [Optional | Conditional] Add: Copy: 1 Section(s) Re

LVL PLS
2 E

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