

White Pages Directory Listings - Checklist Item 8

Task List

1A Facility-Based CLEC Prepares Listing Forms & Faxes or Electronically Sends to USW Listing Group (or to ISC for listings associated with unbundled switching orders)	CLEC prepares one or more of the following OBF Directory Listing Forms: DSR – Directory Service Request – required for all listing information DL – Directory Listing – contains end user listing data as it is to appear in the published directory and on Directory Assistance DSCR – Directory Service Caption Request – required when requesting caption or straight line indent listings When the listing <i>is not</i> associated with a UNE request, or when the listing <i>is</i> associated with a UNE other than switching, the CLEC submits its request via fax or the IMA or EDI batch process. When the listing is associated with UNE-switching, the CLEC may submit its request via fax, EDI, or IMA.
1B Reseller CLEC Prepares Listing LSR Forms for Simple & Complex Listings & Faxes or Electronically Sends to ISC	CLEC prepares one or more of the following OBF directory listing forms: DSR – Directory Service Request – required for all listing information DL – Directory Listing – contains end user listing data as it is to appear in the published directory and on Directory Assistance DSCR – Directory Service Caption Request – required when requesting caption or straight line indent listings The CLEC may submit its request via fax, EDI, or IMA.
1C U S WEST Retail Operations Service Representative Prepares Simple Listing Orders; Service Representative or End User Prepares Complex Listings Referrals & Sends to Listings Group	U S WEST retail end user calls the U S WEST Service Representative Service representative prepares simple listings orders and releases to the service order processor (SOP) Service representative sends complex listings referrals to the Listings Group by fax or e-mail for processing and release to SOP, or the end user sends complex listings directly to the Listings Group
2 Listings Group inputs listings into listings database: or, listings go directly into U S WEST's listings database	Listings Group representative prepares and releases faxed listings into listings database Batch EDI listings feed directly to listings database; batch IMA listings are manually processed and released into listings database
3 ISC inputs simple listings orders into Service Order Processor (SOP)	ISC representative prepares and releases listing orders into SOP
4 Listings Group receives listing orders from CLEC	Listings Group receives faxed complex & simple listings orders from facility-based CLECs & processes facility-based listings orders & releases to listings database Receives complex listing requests from ISC, U S WEST retail operations or retail end user & processes complex listings orders & releases to SOP
5 Listings flow into listings database	Mechanical edits are applied to all listings - CLEC listings and U S WEST listings are commingled in database CLECs receive monthly "verification proof" reports of all their new or changed listings
6 Nightly downloads of commingled listings to Directory Assistance database and to U S WEST Dex	Data file automatically downloaded nightly updates directory assistance database from listings database Data file automatically downloaded nightly and sent to U S WEST Dex for updating white page directory listings
7 Service Order Processor	Processor takes listings service orders, applies edits, and releases them to all appropriate downstream databases and legacy systems
8 U S WEST Dex receives updated electronic listings files nightly	U S WEST Dex receives data file from U S WEST listings database nightly with commingled CLEC, U S WEST retail, and independent company listings to update its white page directory listings for purposes of publication in white pages directories
9 U S WEST Dex updates listings for white pages directories	1. U S WEST Dex white page directory listing database updated
10 White pages directory listings are published with same appearance for CLEC, independent company, and U S WEST retail end user listings	1, Integrated white pages directory listings are published with same appearance for CLEC, independent company, and U S WEST retail end user listings
11 Directory assistance listing database receives updated electronic listing files nightly	Directory Assistance database receives electronic data file nightly from listings database with listing additions, deletions, and modifications
12 Directory Assistance database updated nightly	1. Directory assistance database updated nightly