COLLOCATION SERVICE CENTER

AT&T Common Tool for space (A.C.T.) Collocation User Guide

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SECTION 1: GENERAL SYSTEM OVERVIEW

The A.C.T. tool is a web based mechanized system for the ordering and management of collocation in the AT&T 22 state footprint.

The A.C.T. tool provides users with the following functionality:

- Creation of New, Augment, Disconnect, and Reassignment of space applications
- Search for existing applications by case number, CLLI 8, Region, or ACNA.
- View, edit, delete, and print and saved or submitted applications.

The A.C.T. tool is designed with additional functionality that can be found in the sidebar menu.

Sidebar functionality includes the following:

- Creation of photo and access card/key requests.
- Canned CFA/POI reports
- Power Certification (currently only for Illinois, Michigan, Texas, Wisconsin).
- ACNA and contact editor
- Pre ACT applications

SECTION 2: ORDERING PROCESS

When a user logs into the ACT system, they will be presented with the User Profile page. To access the Main Menu screen simply click on the Application link found at the top of the sidebar menu. This will bring you to the Main Menu. This is the user's starting point to create a New Application or perform a specific action on a previously saved or submitted application. This is also the page on which users can search for a specific application based on the search criteria they enter.

Creating a New Collocation Application

- Enter the desired CLLI 8 code in the create application table

- Select the appropriate assigned ACNA.

- Choose the desired application type from the dropdown box (Physical or Virtual)

- Finally select the appropriate activity type (New or Augment)

- Click on create application

After clicking on the create application button you will be taken to section 1 of the application

Searching for an Existing Collocation Application

It is possible to search on any single field or refine your search by populating multiple fields within the search table.

- Enter the appropriate information in the desired field or fields

- Click the Search button

The results of the search are displayed in the Worklist table below the Search table. The applications listed include both previously saved and submitted applications. The system displays the date submitted for any previously submitted application in the Date Submitted column.

Performing Actions on Saved/Submitted Applications

Actions allowed on Saved applications include view, edit, delete and print

Viewing a Previously Saved/Submitted Collocation Application

1. Perform a search to locate the specific application to be viewed
2. View the saved applications in the worklist section of the screen
3. Click the "View" icon in the action column for the application you want to view

Editing a Previously Saved/Submitted Collocation Application

1. Perform a search to locate the specific application to be edited
2. View the saved applications in the worklist section of the screen
3. Select "Revise" from the Action column for the application you want to edit
4. Edit the appropriate sections of the application

Cancelling a Previously Saved/Submitted Collocation Application

1. Perform a search to locate the specific application to be deleted
2. View the saved applications in the worklist section of the screen
3. Select the "Cancel" icon in the action column for the application you want to delete

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Section 1: Collocator Information

This section will display pre-populated Collocator information, based on the ACNA entered by the ACT user on the Main Menu page.

Section 1.0 : Collocator Information

Collocator:	COLLOCATION TESTING
ACNA:	C11
Address:	
City:	
State:	GA
ZIP:	

If the information populated in this section please contact the (CSC – IS Call Center?) to have your customer profile updated.

Section 2: Collocation Information

This section will display pre-populated Collocation Location information, based on the CLLI8 entered by the ACT user on the Main Menu page.

Section 2.0 :Collocation Location Information

Collocation Location:	PEACHTREE PLACE
CLLI8:	ATLNGAPP
Address:	65 10TH ST NE
City:	ATLANTA
State:	GA
ZIP:	30303

Section 2.1: Pricing Selection

Select the appropriate Pricing Agreement radio button per the terms of your arrangement with AT&T (Interstate Tariff/State Tariff/Interconnection Agreement/Interconnection Agreement, Collocator Does Own Work)

Section 3: Collocation Request Type

This section will display pre-populated Collocation Location information, based on the CLLI8 entered by the ACT user on the Main Menu page.

Section 3.0 : Collocation Request Type

New Collocation Arrangement

Floor Space(Select One):
⊙ Initial Floor Space

Options:
☐ Virtual to Physical Conversion
☐ Virtual to Physical Conversion - In Place

Section 4: Contact Information

This section requires the ACT user to provide general contact information for a variety of contacts. The ACT user may choose from a list of pre-existing contact names or add new contact information.

Selecting an Existing Contact Name

1. Select the Application Contact Name from the drop down list
   a. Address, City, State, Zip Code, Phone, Fax and E-mail fields auto-populate with the user's information as it is stored in the database

Adding a New Contact Name and Information

1. Select the Add New contact icon in the top right corner of the table
   a. Contact Information fields become editable
2. Enter a new Contact Name into the Contact Name field and provide the remaining information (i.e. Address, City, State, Zip, Phone, Fax, E-mail)
3. Click the add button when updates have been completed
   a. Additions are saved to the AT&T Collocation Database

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Section 5: Floor Space

This section requires the ACT user to specify desired Floor Space requirements.

1. Select a first choice of collocation arrangement from the drop down list (Cage, Cageless)
   a. Only first choice collocation arrangement priority is required to move onto the next section of the application

   *If cageless is selected floor space dimensions will be calculated based upon dimensions provided in section six.

2. If cage is selected please populate the desired square footage (i.e. 50, or 100)
   a. When caged is selected it will be necessary to answer the following additional fields:
      i. Shared Cage (Y/N)
      ii. Guest Host (Y/N)
3. If yes is selected for Guest Host it will be necessary to fill out the Guest Company Name and ACNA for each company involved.

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Section 6: Bay Requirements

This section only appears to the user if "Cageless" collocation arrangement was selected in Section 5. This section is for Cageless Applications with equipment mounted in bays and cabinets.

Bay Selection for a New Application

1. Enter the Relay Rack/Bay Width
2. Enter the Relay Rack/Bay Height
3. Enter the Relay Rack/Bay Depth
4. Enter the Relay Rack/Bay Spacer Width
5. Enter the Front Door Swing Radius (if this is not application simply enter zero in this field)
6. Enter the Rear Door Swing Radius (if this is not application simply enter zero in this field)

Bay Width	Bay Depth	Bay Spacer Width	Front Door Swing Radius	Rear Door Swing Radius

Section 7: Interconnection Requirements

This section is used to identify interconnection quantity, interconnection panel information, and synchronization requirements. The interconnection table is hidden from view. If you desire to order interconnections you must check the "Yes" radio button in order for the interconnection table to be viewable.

Ordering Interconnections

1. Begin by selecting the desired termination type from the dropdown box (DS0, DS1, DS3, etc).
2. Once desired type of termination is selected enter desired quantity.
3. To add more than one termination type click on the Add Row button.
4. Another dropdown box will be presented under the first row.
5. Select additional desired terminations and quantity.
6. Repeat steps 1 through 5 for until all desired terminations are ordered.

Indicate the quantities of Interconnection terminations to be added.

Del Row	Type	Qty to be Added
	DS1 (shielded copper cables)	
	- select -	

Add Row

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Synchronization Requirements

1. Select the appropriate radio button specifying whether synchronization is required from ILEC (Yes/No)
2. If "Yes," enter the synchronization Quantity in the table provided

Plesiochronous timing is the ILEC preferred method of operation. Timing provided by ILEC shall be properly terminated observing DS1 template mask and distance constraints using BF-22 specification type of cabling from a primary reference source (PRS) traceable source (Synchronization provided by ILEC or Collocator is dependent upon applicable Tariff or ICA authorization).

Section 7.4 : Synchronization Requirements (MOP required)

(Synchronization requirements are not part of the Interconnection arrangements ordered above)
Do you require synchronization from ILEC?
○ Yes ○ No

Action	Quantity	Type
Add ⌄		DS-1

.

Section 8: Equipment

This section captures the Collocator's equipment information. This section must be completed for all equipment added or removed.

Section 8.1 : Select Equipment

Equipment Vendor   Search on Equipment Description

[Select Equipment Vendor ⌄]   [   ]

The ACT tool contains a dropdown box that contains all vendors that have equipment that is listed and approved on the All Equipment List (AEL). You simply find the name of the manufacturer for your equipment and choose that company.

This action will provide an additional table that lists all of the equipment by the specific manufacturer that has been previously approved by AT&T for use within a collocation arrangement. Depending on the manufacturer this list can be quite extensive therefore we have provided you with an additional field for searching on equipment description.

Once you have found the equipment simply mark the check box next to the desired piece of equipment and it will be populated in the equipment list.

If you do not find the specific piece of equipment you are looking for you do have the ability to input the information associated with you piece of equipment. In order to do so you will have to click on the "Show New Equipment" and you will be provided with an additional table to enter the equipment information. All equipment that is entered into this table will be populated in the equipment list.

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If any of the equipment that is populated in the equipment list is not also found on AT&T's All Equipment List, it will be necessary to fill out an ERRF (Equipment Review Request Form). The system will reflect the need for an ERRF form by clicking on the "Add" button located in the ERRF column. This form will require detailed specific information concerning the piece of equipment and its intended use. The system will not let you move forward or submit the application until the ERRF form is filled out and submitted.

Now that you have selected all of your desired equipment it is now necessary to populate detailed specific information for each piece of equipment that is listed in this table.

Equipment List

Clear Row	ERRF	Action	Add Qty	Location (Cage# or RR#)	Equipment Vendor	Equipment Description	Heat Dissipation Watt	Heat Dissipation BTU	Floor Loading	NEBS Level 1 Y/N	DC Power List 1 (Nominal)	DC Power List 2
Del		⌄			3-COM	test				⌄		
Del		⌄			3-COM	testing				⌄		
Del		⌄			3-COM	testing				⌄		
Del		⌄			3-COM	testing ACT QC				⌄		
Del		⌄			3-COM	testing ACT QC				⌄		
Del	Add	⌄			ZHONE/NORTEL	IP router				⌄		

The choices presented in the "Action" column will be different depending on the type of activity type of your application (New, Augment, Discontinuance). For the addition of equipment you will choose "ADD" under the action column. You will populate the quantity of each piece of equipment under the "Add Qty" column. The system will allow you to add multiple pieces of identical equipment on one line. However the must be identical.

If this is a new application then you will not have the cage # or relay rack # at the time you fill out the application. So for new applications it will be acceptable to enter "TBD" (to be determined) or even N/A. However on all subsequent applications where the rack or cage is existing this information will be required.

Equipment vendor and equipment description are auto populated from the selections made from the pervious table. However you will have to provide the "Heat Dissipation" in both Watt and BTU. If you can only obtain one of the thermal measurements from the manufacturer then you can convert to find the other using the following formula:

How to convert Watts to BTU:

1W = 3.412142 BTU/hr

Simply multiply your total Watts times 3.412142 to arrive at the total BTU heat dissipation

How to convert BTU to Watts:

1 BTU/hr = 0.29307107 W

Simply divide your total BTU by 3.412142 to arrive at the total Watt heat dissipation

Converting Heat dissipation (Watts) to AMPS

If AMPS are greater than zero then multiply AMPS by a number between 43.2 and 57.2 (for example – AMPS x 44=Heat dissipation).

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Converting AMPS to Heat dissipation (Watts)

If Heat dissipation is greater than zero then divide Heat dissipation by a number between 43.2 and 57.2 (for example – Heat dissipation / by 44= Watts).

Field	Description
Clear Row	Removes line of equipment and all associated information by selecting the "DEL" button
ERRF (Equipment Review Request Form)	If equipment selected is not on the AEL this box will reflect "ADD" in the box. See below for detailed explanation.
Action	Drop down selection of either "Add" or "Remove" (applicable under an Augment/Complete Disconnect application)
Add Qty	Reflect the quantity of units to be added for the specific equipment
Location (Cage# or RR#)	If this is a new application and the specific location is not known, place a "TBD" in the box. If this is an augment and equipment is going into an existing location or adjacent to the location specify the location
Equipment Vendor	Auto populated by the system based upon selection made
Equipment Description	Auto populated by the system based upon the selection made.
Heat Dissipation Watt	Provide the heat dissipation in watts from the manufacturer specs
Heat Dissipation BTU	Provide the heat dissipation in BTUs from the manufacturer specifications
Floor Loading	Provide the floor loading for the unit from the manufacturer specifications
NEBS Level 1 Y/N	Indicate either "Y" or "N" from the drop down arrow if the equipment is or is not compliant to NEBS Level 1 specifications. Only equipment listed on the AEL and approved may be installed in a CO environment.
DC Power List 2	Provide the full List 2 power drain from the manufacturers specifications

Section 9: Power Requirements

Complete this section if -48V telecommunications equipment power is to be provided by AT&T.

REGARDING POWER TABLE INPUTS - IMPORTANT NOTE: When requesting power in this section, please note that redundancy is built into the power configuration. A redundant configuration consists of an "A" feed and a "B" feed. QUANTITY field = 1 equates to (1A & 1B Feed); 2 = (2A & 2B Feeds); 3 = (3A & 3B Feeds), etc.

 In order to request power for your collocation arrangement you must first check the "Yes" radio button under question:

Will you be augmenting power or listing existing power on this application? Once this question has been answered you will be provided the "Standard Power Request Table"

Requesting Power for Initial Collocation:

Standard Power Request

Del Row	Quantity	Action	CLEC End Termination RR# / Cage#	Requested Power Arrangmt (1A&1B)	CIPP Quantity	CIPP Provided By
☐	2	Add ▼	NA	10 ▼	0	N/A ▼

1. Quantity (populate the number of power feeds you desire. 1 = 1A feed and 1B feed)
2. Select add in the Action column.
3. CLEC End Termination RR# / Cage# (since this is assigned by AT&T N/A is applicable for this field).
4. Requested Power Arrangement (1A & 1B). Choose the desired fuse size from the drop down box.
5. CIPP Quantity (this is a contractual column and is dependent upon your ICA and region it this is not applicable then you can enter a quantity of zero).
6. CIPP Provided By. If a CIPP panel is required select who will provide from the dropdown box.

Augmenting Existing Power:

Standard Power Request

Del Row	Quantity	Action	CLEC End Termination RR# / Cage#	Telco Power Source	Telco Power Source RR#	Load A Panel & Fuse Position	Load B Panel & Fuse Position	Existing Power Arrangmt (1A&1B)	Requested Power Arrangmt (1A&1B)	CIPP Quantity	CIPP Provided By
☐		- select - ▾		- select - ▾					- select - ▾		N/A ▾

Note: Telco Power Source, Telco Power Source RR#, Load A Panel, and Load B Panel are optional fields when power is augmented.

1. Quantity (populate the number of power feeds you desire. 1 = 1A feed and 1B feed)
2. Select add, increase, remove, or decrease as desired in the Action column.
3. Enter the appropriate CLEC End Termination RR# / Cage#
4. Identify the appropriate Telco Power Source (BDFB or PDB this is for increase, decrease, or removals only)
5. Load A Panel Fuse Position (this is for increase, decrease, or removal only)
6. Load B Panel Fuse Position (this is for increase, decrease, or removal only)
7. Existing Power Arrangement (this is for indicating existing power fuse size)
8. Requested Power Arrangement (1A & 1B). Choose the desired fuse size from the drop down box.
9. CIPP Quantity (this is a contractual column and is dependent upon your ICA and region it this is not applicable then you can enter a quantity of zero).
10. CIPP Provided By. If a CIPP panel is required select who will provide from the dropdown box

Power Billing Options for Southeast Region:

There are several contractual options available for how power is billed. These options must be in your ICA in order to convert your billing from fused power amount to any of the billing options below. All power billing must be ordered on an augment and cannot be ordered on an initial application.

Section 9.2 : Power Billing Options

Central Office List 1 Drain Power Usage Option
Billing for AT&T Southeast provided -48V DC power for this collocation arrangement shall be based upon the List 1 Drain Power Usage Option?
○ Yes ○ No
Initial conversion of this collocation arrangement to the -48V List 1 Drain Power Usage Option?
○ Yes ○ No
Contract specific power billing options for AT&T Southeast provided -48V DC power
Central Office Metered Power Usage
Billing for AT&T Southeast provided -48V DC power for this collocation arrangement shall be based upon Metered Power Usage
○ Yes ○ No
Establishment of Metered Power Usage for this collocation arrangement
○ Yes ○ No
Discontinue Metered Power Usage Option for this collocation arrangement
○ Yes ○ No
AT&T Southeast Power Board - Fused Amps
This collocation arrangement utilizes -48V DC power feeds from AT&T Southeast's Power Board. Apply AT&T Southeast Power Board Fused Amp rates to this collocation arrangement.
○ Yes ○ No
Initial conversion of this collocation arrangement to AT&T Southeast Power Board Fused Amp rates
○ Yes ○ No
Contract specific power billing options for AT&T Southeast provided -48V DC power
Customer Requested -48V Power Drain
Billing for AT&T Southeast provided -48V DC power for this collocation arrangement shall be based upon the customer requested drain. Customer shall specify changes in the -48V DC power drain of their collocation arrangement in the "Change" column
○ Yes ○ No

Power Billing Options

1. Central Office List 1 Drain Power Usage (Check the Yes/No radio button as appropriate)
    a. Is this an initial conversion to List 1 drain? (Check the Yes/No radio button as appropriate)
2. Central Office Metered Power Usage (Check the Yes/No radio button as appropriate)
    a. Billing to be based on Metered Power? (Check the Yes/No radio button as appropriate)
    b. Is this application for the establishment of Metered Power? (Check the Yes/No radio button as appropriate)
    c. Is this a discontinuance of Metered Power? (Check the Yes/No radio button as appropriate)
3. Southeast Power Board – Fused Amps (Bulk feed 225 amps. Check the Yes/No radio button as appropriate)
    a. Is this an initial conversion? (Check the Yes/No radio button as appropriate)
4. Customer Requested -48V Power Drain (Check the Yes/No radio button as appropriate)

Power Billing Options for Legacy 13 state Region:

Power Certification is available in the following states: Illinois, Michigan, Texas, and Wisconsin. You must have Power Certification in your current ICA to request this power billing option. The appropriate billing for this is determined by the customer self certification module found in the sidebar menu in the ACT tool.

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Section 10: Collocation to Collocation Interconnection

Use Section 10 to specify Collocation-to-Collocation Interconnection requirements. This section is designed to identify requirements for Collocation-to-Collocation interconnections with other CLEC installations at the site identified in Section 2 of the application.

Collocation to Collocation Interconnection options and requirements

- A letter of authorization between interconnectors is required and must be uploaded to ILEC with application submission.
- If the collocator(s) is/are not located in contiguous space and ILEC will not permit the collocator(s) to physically pull the cable themselves through the ILEC provided structure(s), then ILEC will perform the necessary construction and perform the cable pull on a time and material basis.
- **Direct Connection - Non-contiguous Equipment**
  If this collocation installation requires interconnection between your non-contiguous cageless racks or cabinets and/or caged arrangements utilizing ILEC installed common cable support structure.
- **Co-Carrier Cross Connection**
  If covered in both collocation agreements, the collocation arrangements of two different collocators may be directly interconnected using co-carrier cross connects (CCXC). ILEC cross connect cable facilities will not be used. Available options include:
  1. CCXCs between two contiguous caged collocation arrangements. CCXC cable is installed by the requesting collocator utilizing dedicated cable support structure installed by the ILEC.
  2. CCXCs between any two collocation arrangements. CCXC cable is installed by requesting collocator's certified vendor utilizing common cable support structure provided/installed by ILEC.

Populating the Collocator to Collocator table

Section 10.1 : Collocator to Collocator Cabling Configuration

Del Row		Location CLLI	Bay Indicator #	Type of Identifier	To ACNA	Who is Providing/ Placing the Cable	Qty	Cable Type	Conductors/Fibers Qty	Cable Outside Diameter (in.)
☐	From			- select -		Customer		- select -		
	To			- select -						

Add Row

Collocator-to-Collocator Interconnection Configuration

1. Enter the From Location CLLI11
2. Enter the To Collocator's Name
3. Enter the To Collocator Location CLLI11
4. Select who is Providing/Placing the Cable from the drop down list ILEC or Collocator (depending upon your applicable ICA and region this may be auto populated).
5. Enter cable Quantity
6. Select the appropriate Cable Type from the Cable Type drop down list
7. Enter Cable Outside Diameter in inches
   a. This field is required if Collocator is providing cable
8. Indicate special requirements, (e.g., cage to cage conduit placements, etc.) in the provided remarks section.

Section 11: Entrance Facilities

This section identifies the Entrance Facility information for this application. Requirements for conduit licensing are outside the scope of this application. The Collocator must ensure that conduit licensing is complete, if necessary.

1. Select the appropriate radio button indicating if Entrance Facility is being placed for this request (Yes/No).
2. Select the appropriate radio button indicating the Type of Entrance Facility required (Cable/Microwave)
3. Select the appropriate radio button indicating if Diverse Entry into the location is required (Yes/No)
   a. If "Yes" indicate the number of entry points desired.
4. Select the appropriate radio button indicating whether or not Structure Access has been contacted (Yes/No)
5. Select the appropriate radio button indicating who will be pulling the entrance cabling (Collocator or ILEC)
   a. Depending upon your ICA or Region this may be auto populated for you.

Based on the selection made for Entrance Facility Type (Cable/Microwave), the Collocator will be required to complete either the Cable Entrance Facility Information Table or the Microwave Entrance Facility Information Table as described below.

Cable Entrance Facility Information

Section 11.1 : Cable Information

Direction from which cables will originate	Number of Cables	Vendor of Cable	Number of Fibers per Cable	Outside Cable Diameter (in.)	Cable Facilities	Sheath Type
	1				- select -	- select -
	1				- select -	- select -
	1				- select -	- select -
	1				- select -	- select -

1. Enter the direction from which the Collocator's outside plant cable will approach the building
   a. This will allow the ILEC engineers to determine which manholes will be used. The Collocator should specify their path(s) to the office by providing street names, directions, cross streets, etc. For example: Main Street, from the south or alley behind central office, from the northwest, on power company pole line
2. Enter the Cable Vendor
3. Enter the number of fibers per cable
4. Enter the Outside Cable Diameter in inches
5. Identify the cable facility type (Entrance or Riser)
6. Indicate the sheath type (metallic or dielectric)

* On the direction from which cables will originate, be as specific as possible. Indicate manhole number, street and corner, etc, if known.

NOTE: ILEC Outside Plant Engineer will provide the customer with the length of dielectric, fire-retardant, riser-rated cable required to extend from outside the entrance manhole into the central office vault. It is the responsibility of the AT&T Approved Installation Supplier, hired by the customer, to engineer the length of the cable from the vault to the customer's dedicated space and to purchase and install this cable.

Microwave Entrance Facility Information

When requesting Microwave Entrance Facilities the Collocator will need to complete the fields in the table provided for caged or cageless collocation, as appropriate. All FCC licensing, zoning and other governmental approvals or permissions are the Collocator's responsibility.

Note: You must adopt the amendment for Microwave Entrance Facilities prior to submitting an application. Please contact your Contract Negotiator for this amendment.

Manufacturer of Outdoor Unit:	
Size of Outdoor Unit:	
Model Number of Outdoor Unit:	
Manufacturer of Antenna:	
Size of Antenna:	
Model Number of Antenna:	
Dish Orientation:	
Dish Azimuth:	
Dish Centerline:	
Type of Waveguide/Cabling:	
Microwave Band:	
Cabling Airpressure Requirements:	
Spectrum Interference and Space Routing:	
Waveguide Airpressure Requirements:	

* All microwave licensing is the responsibility of the Collocator.

Enter the appropriate information in each field of the Microwave Entrance Facility table
Each field in the Microwave Entrance Facility Information table is required if Microwave Entrance Facility is requested

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Section 12: Collocation Vendor Information

Section 12 is used for the communication of your specific vendor contact information.

The following tables are provided:

1. Cable Placing Vendor
2. Cable Splicing Vendor
3. Equipment Installation Vendor
4. Equipment Installation Vendor 2
5. Engineering Vendor

Editing contact information:

It is possible to save contact information so that on future requests you can simply choose your desired vendors contact information from the drop down box.

In order to input a new contact click on the " + " icon to enable all fields to be editable. It is necessary that you populate every filed in the table:

1. Vendor Contact Name
2. Address
3. City
4. State
5. Zip
6. Phone
7. Fax
8. Email

Fill out each table for every vendor contact that is appropriate for the application you have submitted.

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Section14: Insurance Information

Use Section 14 to provide AT&T with insurance information. As specified in the appropriate tariffs and interconnection agreements, proof of insurance must be provided with each application.

Select the appropriate radio button indicating if current insurance information is on file with AT&T (Yes/No)

a. If "Yes," enter the insurance policy number and the insurance carrier and select the policy expiration date from the Expiration Date drop down list

 If "No," it will be necessary to provide to provide proof of insurance.

You must fill out the following fields in order to satisfy the proof of insurance requirement

1. Policy Number
2. Insurance Carrier
3. Expiration date of existing policy

It will be necessary to upload an electronic copy of your insurance policy in the attachment section of the application. Once uploaded this information will be available on future applications.

Section 15: Attachments

Section 15 is for the managing and uploading of any attachments that may be required based upon the selections made on your application. The application will accept any document that is created in and/or compatible with Microsoft Office.


Section 15 provides the ability to upload the following predefined documents:

1. Front Equipment View/Front Elevation
2. Proof of Insurance
3. Space Availability Report

If it is necessary to upload an attachment you can click on the "Upload Additional Attachment" found at the bottom right hand corner of the attachments table.

After you have clicked on the "Upload Additional Attachment" link you will be provided with the follow pop up box:
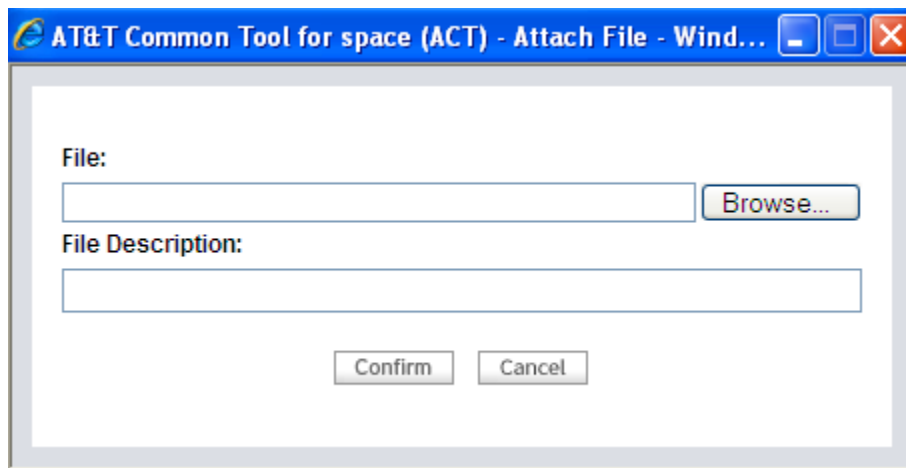
Click on the browse button to navigate to the appropriate file to attach. Enter a brief description in the "File Description" field to further clarify the purpose of the document being attached.

There is a remarks field for general application comments. This section is provided so you can provide additional information concerning your application request.

Section 15.1 : Comments

Summary: Application Summary

The application summary page is a listing of all missing information that is in need or correction before the application can be submitted.

Summary

Please populate following fields before submitting this Application

Incomplete Section(s)	Missing Field(s)
Section 5.0 : Total Floor Space Requirement	Early Space Acceptance Requested?
Section 6.0 : Equipment Bay Requirements	Bay Depth
Section 6.0 : Equipment Bay Requirements	Bay Spacer Width
Section 6.0 : Equipment Bay Requirements	Bay Width
Section 6.0 : Equipment Bay Requirements	Second Choice Bay Depth
Section 6.0 : Equipment Bay Requirements	Second Choice Bay Spacer Width
Section 6.0 : Equipment Bay Requirements	Second Choice Bay Width

Every incomplete section is listed in the table along with the identified missing field(s). Each blue section is a hyperlink that once clicked on will take you back to the appropriate section in order to populate the missing information. Once you have corrected all incomplete sections you will have the ability to submit your collocation application.

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Workbook Sections

The workbook section is designed to mechanize the communication of your application response into one single accessible source. The workbook is made up of multiple pages that are each designed to communicate detailed and specific arrangement information concerning your collocation application.

Customer Response

The customer response section is populated with your specific collocation arrangement details based upon the inputs provided on your application. This page can be saved and or printed by the customer for their records. This workbook page is populated with the following information:

Customer Response		Current Role: Superadmin Application	
Case #:	FTPYALMA-012312-PC-01N ver. 1	App Received Date:	01/23/2012 10:17 AM
ACNA:	DLT	Revision Received Date:	
Cust Name:	DELTACOMM	App Reviewed Date:	01/23/2012 10:19 AM
Pricing Type:	FCC Standard Rates	CSC Response Due Date:	02/02/2012
Current Status:	Quoted	CSC Quote Due Date:	02/07/2012
CLLI11:	FTPYALMA	Provisioning Start Date:	
Site Status	In Progress	Space Ready Due Date:	

Quote Expiration Date	07/02/2012
CFA Due Date	

General Information

Wire Center Name	FORT PAYNE
Address	212 5TH ST NW
City	FORT PAYNE
State	AL
Collocation arrangement location in building (floor)	
ACTL CLLI	FTPYALMA
Billing Account Number	

1. General Information (Wire Center information, ACTL CLLI)
2. Project Interval (construction interval)
3. Power Requirements (List 1 drain, power board location)
4. Floor Space (billable floor space, relay rack/cage #)
5. Entrance Information (available entry points, entry lengths and locations)
6. Interconnection Information (termination quantities and termination blocks)
7. Network Contact information
8. Remarks

This page contains all responses associated with your application. Every item on your application should have a response present on this page.

QUOTE

The quote section is a detailed price break down based upon the inputs from your application and governed by the appropriate Interconnection agreement or State/Federal Tariff.

Quote Summary

Case Quoted: FTPYALMA-012312-PC-01N DLT Ver. 1

Rate Element Details

Rate Elements	Unit	Non-Recurring Charges Due	Monthly Recurring Charges Due	USOC	Quantity	Total Non-Recurring Charges Due	Total Monthly Recurring Charged Due
Application Fee - Initial	Per application	$3,760.00	$0.00	PE1BA	1	$3,760.00	$0.00
Floor Space (Zone A), per sq foot	Per Square Foot	$0.00	$3.68	PE1PJ	5	$0.00	$18.40
Floor Space (Zone B), per sq foot	Per Square Foot	$0.00	$0.00	PE1PK	5	$0.00	$0.00
Space Preparation - Firm Order Processing	Per Square Foot	$1,211.00	$0.00	PE1SJ	5	$6,055.00	$0.00
Space Preparation - C.O. Modification per square ft.	Per Square Foot	$0.00	$2.24	PE1SK	5	$0.00	$11.20
Space Preparation, Common Systems Modifications- Cageless, per sq ft	Per Square Foot	$0.00	$3.01	PE1SL	5	$0.00	$15.05
Cable Records, DS3, per T3 TIE	Per T3 TIE	$29.53	$0.00	PE1C3	12	$354.36	$0.00
Cable Records, per request - Initial	Per Request	$1,708.00	$0.00	PE1CR	1	$1,708.00	$0.00
					Subtotal	$11,877.36	$44.65

The quote page will contain the following information:

1. Rate element (description of billable item)
2. Unit (how the rate is applied)
3. Non-Recurring Charge
4. Monthly Recurring Charge
5. USOC
6. Quantity
7. Total Non-Recurring Charges Due
8. Total Monthly Recurring Charges Due

It will be necessary to electronically accept the quote in order for the application and build out process to continue.

You will be provided the option to "Accept" or "Decline" at the bottom of your application.

Whether you "Accept" or "Decline" the quote it will be date and time stamped at the time of acceptance or decline.

*Note: Declining the application is the same and cancelling. If you have questions about your pricing please contact your assigned application contact.

Attachments

The attachment section is designed to house any attachments that were submitted on an application. It will be maintained here as a matter of record.

Attachments		Current Role: Superadmin	Application

Case #:	FTPYALMA-012312-PC-01N ver. 1	App Received Date:	01/23/2012 10:17 AM
ACNA:	DLT	Revision Received Date:	
Cust Name:	DELTACOMM	App Reviewed Date:	01/23/2012 10:19 AM
Pricing Type:	FCC Standard Rates	CSC Response Due Date:	02/02/2012
Current Status:	Quoted	CSC Quote Due Date:	02/07/2012
CLLI11:	FTPYALMA	Provisioning Start Date:	
Site Status	In Progress	Space Ready Due Date:	

Current Attachments

Filename	Description	Date	Owner	Action
No Attachments have been uploaded.				

New Attachment

Filename:	[ ] Browse...
File Remarks:	[ ] Characters Remaining: 2000
File Owner:	jr7745

Upload

Version 1 (6/11/2012)

Forms

The forms workbook is designed to mechanize the appropriate network sign off forms. You will receive mechanized correspondence directly from the network should your application require a sign off form. If a form is required it will be made available on this page and you will be notified that it is available for population and submission.

When it is necessary to fill out a network form you will see that form appear in the Form Tracking table:

The necessary form is presented as a Hyperlink in this table. You will click on the link in order to open the form to be filled out. The form will then open in a new window to be filled out and submitted. Please fill out the necessary information as defined in the letter. Once you have completed the form you can either click on the "Submit" or "Cancel" button found at the bottom of the form. If you click submit the form will reflect submission on the Forms Screen. If you click cancel you will have to fill out the form and resubmit at a later date.

Version 1 (6/11/2012)

Email History

The email history workbook is a repository of every email or letter that was generated by the tool. Every application has its own unique workbook and email history tab.

Sent	Subject
⊞ 06/01/2012 12:18:36 PM	Quote Letter
⊞ 01/26/2012 11:55:34 AM	TEST: DLT FTPYALMA-012312-PC-01N ver.1 - Status CSC Responded
⊞ 01/25/2012 04:15:50 PM	TEST: DLT FTPYALMA-012312-PC-01N ver.1 - CSPM Workbook Resubmitted.
⊞ 01/25/2012 04:14:58 PM	TEST: DLT FTPYALMA-012312-PC-01N ver.1 - CSPM Workbook complete.
⊞ 01/25/2012 04:13:43 PM	TEST: DLT FTPYALMA-012312-PC-01N ver.1 - Network Group Pages Complete.

Every email is present along with the date and time it was sent and the subject of that specific email.

Sent	Subject
⊞ 06/01/2012 12:18:36 PM	Quote Letter
⊟ 01/26/2012 11:55:34 AM	TEST: DLT FTPYALMA-012312-PC-01N ver.1 - Status CSC Responded

Sent: Thursday, January 26, 2012 11:55:34 AM
To: aa5298@us.att.com; aa5298@att.com; ap5694@att.com; cw6561@att.com; jp2151@att.com; jr7745@att.com; kg2313@att.com; kn9737@att.com; mt0717@att.com; pk610u@att.com; ps7547@att.com; rg121g@att.com; tc7708@att.com; tr0694@att.com; g04051@att.com
Subject: TEST: DLT FTPYALMA-012312-PC-01N ver.1 - Status CSC Responded

FTPYALMA-012312-PC-01N ver.1 - Status CSC Responded
Collocator: DELTACOMM
ACNA: DLT

You can expand the email and view its content by simply clicking on the "**+**" icon. This will reveal the email body along with recipients and the content of the message.

Version 1 (6/11/2012)