




# Data Library Job Aid

## Getting Started

Access a variety of data files and promotional details.

1. Select **Tools**  from the hamburger menu
2. Select **Reference**

- Worklists
- Shop
- Network Management
- Billing
- Tools** (1)
  - All Applications
  - Capacity Tools
  - Reference** (2)
  - Historical Records
  - Service ID Line Test Tool
  - Bulk FTTI Upload

## How to View

1. Read the file **Description**
2. Select the desired **File Name** (hyperlink) to download

File Name (2)	Description (1)	Modified
<a href="#">Hot Route Addresses for Optical Wave Service with Optical Extension v1.05 4-5-2023.xlsx</a>	The Hot Routes for Optical Wave Service with Optical Extension Address List contains a list of locations where existing fiber capacity is available to support OWS-OE services exists and no special construction charges will be required as of 4/5/2023.	4/5/2023
<a href="#">FTTI Address List Version 4.1 - 3-30-23.xlsx</a>	This file contains approximately 1 million addresses and subaddresses (units, suites, etc.) where Fiber To The Internet (FTTI) is available for our customers. Note that in some cases FTTI may only be available in certain portions of a building.	3/29/2023
<a href="#">TDM to Ethernet Migration Promotion Details.pdf</a>	This information provides details regarding the promotional offer for migrating eligible VPS TDM services to TLS or Switched E-Line services which runs through 9/30/2023.	3/22/2023
<a href="#">TDM to FTTI (Fiber To The Internet) Migration Promotion Details.pdf</a>	This information provides detailed information regarding VPS' TDM to FTTI migration promotion which runs through 9/30/2023	3/22/2023