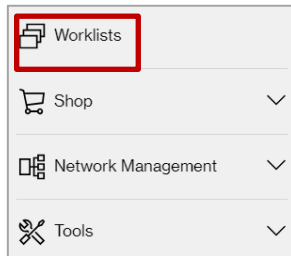


# How to Search for a Quote Job Aid

## Getting Started

There are **two** ways to navigate to the worklist to begin searching for quotes.

Option 1: From **Worklist**



Option 2: From **My Quotes**



## Search for Quote

From the worklist, there are multiple ways to search for a quote(s)

1. Use the **Search bar** on the Worklist to search for a Quote by: Group Name (a portion of the name can be used if the entire name is not known) Quote ID or Request ID and click enter or click on the **magnifying glass**

Further narrow your search by:

2. Applying **Filters**: Company | Owner | Product Category
3. Using the **Sort** Function: Name | Product | Product Offering | Date | Status

After locating the quote, click on the **Group Name** to view it

Quote | Order | Voice | Request | Availability | Maps | Reservations

Search Worklist **1**

**2** Filter by: All Companies | All Owners | All Product Categories | Apply

<b>3</b> Name	Product	Product Offering	Date	Status
<a href="#">TC07HAVFLV2</a>	Wavelength Solutions	Metro/National Wave (Optimized Service)	11/16/2023	Open
<a href="#">TC07HAVFLV1</a>	Wavelength Solutions	Metro/National Wave (Optimized Service)	11/16/2023	Open
<a href="#">RTCXUAT437V1</a>	Wavelength Solutions	Metro/National Wave (Optimized Service)	11/15/2023	Open
<a href="#">TC04QWSTSPY1</a>	Wavelength Solutions	Metro/Regional Wave (OWS)	11/15/2023	Open



# How to Search for a Quote Job Aid

Internal Only

## Search for Quote (continued)

1. Use the Quote Summary **Search bar** to search for a particular quote or drill down to view specific information
2. Click on the **Quote ID** to view **Quote Summary**
3. Click the check box to view the **Quote PDF**. Note: only one quote PDF can be viewed at a time.

**Quote Summary**

Product Name \*  
Switched E-Line Metro/Regional (TLS)

Product Offering\*  
UNI/EVC Combo

Group Name\*  
ATT11704534

**1**

**Field List**

Quote ID  
Speed

EVC Performance  
MRC

NRC  
Status

Expires  
Select

Apply Clear All

No.	<input type="checkbox"/>	Quote ID	Location	Access Type	Performance	Speed	Term	Contract	MRC	NRC	Status	Expires
1	<input checked="" type="checkbox"/>	ATT11704534-001	393 AMAR ST, GERMANTOWN, MD, 20876, USA	Verizon (On-Net)	Basic	100 Mbps/100 Mbps	3 Years	FB1BN00039	\$1,594.00	\$0.00	Open	02-14-2024
2	<input type="checkbox"/>	ATT11704534-002					3 Years	FB1BN00039	\$1,594.00	\$0.00	Open	02-14-2024
3	<input type="checkbox"/>	ATT11704534-003					3 Years	FB1BN00039	\$1,594.00	\$0.00	Open	02-14-2024

**2**

**Quote Summary**

Company: AT&TCL-AT&T(ATX)

Location: 393 AMAR ST, GERMANTOWN, MD, 20876, USA

Access Type: Verizon (On-Net)

Speed: EVC 100 Mbps/100 Mbps

Contract: FB1BN00039

Customer VLAN:

TSP:

Location Detail: AT&TCL-AT&T(ATX)

Pricing: MRC \$1,594.00  
NRC \$0.00

Product: Switched E-Line Metro/Regional (TLS) UNI/EVC Combo

Terms: 3 Year(s)

Performance: Basic

**Verizon Partner**

**Quote Request Summary**

Helping customers grow locally and

Company Name: AT&TCL-AT&T(ATX)      Quote Name: ATT11704534-001

Request Id: CXQ259807      Activity: Install

Generated By: Sukanya FullStack1      Creation Date: 11-16-2023 23:54 PM

Account: Manager Name      Expiration Date: 02-14-2024

**Switched E-Line (TLS)**

Circuit Term: 3 years      Contract ID: FB1BN00039

Users Comments

Location A: 393 AMAR ST, GERMANTOWN, MD, 20876, USA

Service Category & interface      Switched E-Line Metro/Regional (TLS) & 100 Mbps/100 Mbps

EVC: NA      Rate To Quote: UNI/EVC Combo

Access Type: Verizon (On-Net)      UNI Access Line NA (Local Loop)

VLAN Translation No

Location

**Price for 3 Year(s)**

Product	MRC(\$)	NRC(\$)
EVC	\$594.00	\$0.00

**3**