Directory Listing Activity on Conversion or Migration as Specified (ACT=V)

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Directory Listing Activity on LSRs when ACT=V

Introduction	The purpose of this document is to provide assistance in caring for directory listings on LSRs involving 'V' activity.

Verify Existing Listings	The CLEC can get details about existing directory listings using the following preorder methods: • Directory Listing Inquiry returns listing details for listed numbers. Non-listed or non-published number detail is not returned on a DLR. • Customer Service Record inquiry returns directory listing details for all telephone numbers associated with an account, including non-listed and non-published numbers.

Non-listed or non-published Standalone Listings	Prior to porting a number the CLEC should view the directory listing detail of existing accounts by using the DLR and CSR preorder functions. Non-published and non-listed numbers are charged monthly rates, as tariffs permit. When ELT=A all listings will be retained, including non-listed and non-published numbers. When a Standalone Directory Listing is created on a non-listed number at the time of CB-V porting the listing will be available in directory assistance. When a Standalone Directory Listing is created on a non-published number at the time of CB-V porting the listing is not printed nor is it in directory assistance. This type of record serves little purpose; however, the Company will establish the account as directed by the ELT value on the CB-V. To avoid keeping a non-published listing as a standalone record use ELT=B or blank when the account is single line. ELT=E or P can be used on multiline accounts to provide direction to delete NL or NP listings.

Yellow Page Headings	Yellow Page Heading changes are prohibited on all listing migration activity. Migrated listings are considered existing listings and are not entitled to changes through the LSR process. The end user must contact the publisher directly to make any changes or deletes to the existing YPH appearances. See the *Directory Publisher Contact Guide* for contact information.

End User Listing Treatment (ELT)

ELT Field

The ELT field is located on the End User form. Its purpose is to instruct the Company how to deal with the directory listings associated with the migrated account. The indicator that is populated in the ELT field will tell the Company what to do with existing listings, will alert us when a listing change is necessary, and when new listings should be created.

See **ELT Values** in this document for more details about valid ELT entries.

ELT Value Chart

Value	Name	Description
A	As Is	Indicates that all listings associated with the migrating telephone number(s) are to be migrated in their entirety. DL Form is prohibited
B	No listing	Indicates that all listings associated with the migrated telephone number(s) are to be deleted at migration. DL Form is prohibited
E	End State	Indicates that only those listings supported by a DL form are to be established with the migrated telephone number(s). Valid entries on the DL form can include the LACT values of: N, Z, I. The service order should reflect the YPH value from the LSR. Any other listing associated with the migrated telephone number(s) that is not supported by a DL form is to be deleted at migration. DL Form is required. **Note:** LACT D is not valid. An existing listing that is not affirmed by LACT N, Z or I is deleted without direction to do so.
P	Positive Reporting	Requires the CLEC to identify the treatment of each existing listing associated with the migrated telephone number(s). Valid entries on the DL form can include the LACT values of: N, D, Z, I. The service order should reflect the YPH value from the LSR. The CLEC is to be queried if a DL form is not provided for each existing listing associated with the migrated telephone number(s). DL Form is required.

Request Types That Require ELT Entries

The ELT field is required on Reqtype BB, EB, FB, JB, NB, PB and QB with ACT=V.

The ELT field is required on Reqtype DB with ACT=V and the EATN is populated.

The ELT field can be left blank on Reqtype CB with ACT=V. A blank entry will result in the deletion of all existing directory listings.

How to Use ELT Value A

Indicates that all listings associated with the migrating telephone number(s) are to be migrated in their entirety.

Listed Numbers
- A Standalone Directory Listing account will be created to keep the existing directory listing(s.) Charges for additional listings will apply.
- A Standalone Directory Listing account will be created to keep a non-listed number in Directory Assistance. Charges apply.
- A Standalone Directory Listing account will be created to house the NP listing. Charges apply.

See Non-listed or Non-published Standalone Listings for information about creating NL/NP listings as a result of ELT=A.

How to Use ELT Value B

Indicates that all listings associated with the migrated telephone number(s) are to be deleted at migration.

On CB-V orders a blank ELT field is the same as a B entry.

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**How to Use
ELT Value E**

Indicates that only those listings supported by a DL form are to be established with the migrated telephone number(s). This means that a listing section of the DL form should be completed for each directory listing the End User chooses to list. Charges for additional, foreign, non-listed and non-published listings will apply. If a listing section is not completed for telephone number the listing will be deleted.

When ELT=E is requested the CLEC should enter the LTN of each phone number that should remain listed. When additional listings for each telephone number should be retained, a DL section with the LTN + ALI code should be populated. Any listings that are in Company records, but are not included on the DL form, will be deleted.

LACT=N should be used in only these two instances:

- Use LACT=N when creating a listing for a telephone number that **does not have an existing listing**, or
- Use LACT=N when creating an additional listing for a telephone number that is already listed. Remember, the existing listing must be confirmed by LACT=Z or LACT=I.

LACT I
- When the main listed (LML) telephone number is staying the same but the listing detail is changing, use LACT = I.
- When a member telephone number is already listed the LACT=I should be used to change the listing details. An ALI code is required.
- Use LACT=I to change the Listing Type (LTY) from published to non-listed or non-published, and visa-versa. An ALI code is required.

LACT Z
- When a member telephone number is already listed the LACT=Z should be used to keep the existing listing.

How to Use ELT Value P

Requires the CLEC to identify the treatment of each existing listing associated with the migrated telephone number(s). When the CLEC has not completed a listing section for a listed, non-listed or non-published telephone number, the PON will be rejected asking for a completed DL form for the concerned number(s.)

When ELT=P is requested the CLEC should complete a DL section for each directory listing associated with the account and provide instruction on what to do with it. The LTN + ALI code is required for each additional listing. When listings exist in Company records, but are not included on the DL form, the LSR will be rejected. The Company will delete listings instructed by LACT=D, change listings instructed by LACT=I, and keep listings as is when LACT=Z.

LACT=N should be used only in these two scenarios:
- Use LACT=N when creating a listing for a telephone number that does not have an existing listing, or
- Use LACT=N when creating an *additional* listing for a telephone number that is already listed. Remember, the existing listing must be confirmed by LACT=Z, LACT=I, or LACT=D.

LACT I
- When the main listed (LML) telephone number is staying the same but the listing detail is changing, use LACT = I.
- When a member telephone number is already listed the LACT=I should be used to change the listing details. An ALI code is required.
- Use LACT=I to change the Listing Type (LTY) from published to non-listed or non-published, and visa-versa. An ALI code is required.

LACT Z
- When a member telephone number is already listed the LACT=Z should be used to keep the existing listing.

LACT D
- Existing listing that are not wanted after the migration should be deleted using LACT=D.

Change Log

Date	Page	Change