Straight Line with Line of Information Job Aid

Effective:	05/01/2020
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Overview

Purpose	The purpose of this job aid is to provide information about straight line listings (one single telephone number) with at least one line of indented text below the listed name.

Straight Line w/Line of Information Description	An extra line of detail can be added to a straight line listing (one listed telephone number) if the purpose of the detail is to help identify the listed customer.
	
	Here is an example of a straight line listing with one line of information:
	
	Olson Enterprises
	  Apple Barn
	  123Main St Marion………672-7880
	
	Here is a sample of a straight line listing with two lines of information.
	
	Marion Clinic
	  Physical Therapy
	  Rushville Location
	  123 Main St ………..…...555-1212

LSR Order Types	The details described in this document apply to the following LSR types: • JB-N, C • DB/EB-J
Charges	An extra line of information is a chargeable item, when tariff permits.
Listed Text / Lines of Information Details	The CLEC may order additional *listed text* on a residential or business straight line listing, to help further define the listing. The following guidelines apply to indented line of listed text: • Listed text is designed to help a directory user identify a correct listing. • Listed text should not be used for advertising purposes. • Listed text on straight line listings is always at one (1) degree of indent. • Straight line listings may have multiple lines of indented listed text, all at one (1) degree of indent.

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Reject / Queries The following LSR order situations may result in a query or rejection in effort to gain clarification on order requirements:

When ...	And…	Query/Reject when …
STYC = CI	Header Status = N	**Only one DL section is populated…** When Header Status = N reject PON saying "caption listing requires two or more listings. If straight line, remove DOI and resubmit with STYC=SL.
STYC = CI	Header Status = N	**Two or more DL sections are populated:** When Header Status = N on each DL section, it indicates the listings are not being combined into a caption. Reject PON saying "LSR indicates that three unique captions should be made, but indented listing orders are missing. If straight line, remove DOI and resubmit with STYC=SL.
LTXTY ≠ LOI		LTXTY should = LOI (not ITX.)

LSR Order Entry

About this section	This section of the job aid provides samples of DL form completion to add a line of information to a straight line listing. The purpose of these samples is to display how to order extra lines of information, and may not include other details necessary for your order, such as YPH or directory delivery address.
DL Form Help	Complete the LISTINGTEXT section using LTXTY = LOI. Populate the LTEXT section with the line of information detail.
	Lines of information are indented at one degree of indent. Each line is positioned sequentially in order it appears on the LSR. Listing text (1) will appear first, followed by listing text (2), and so on.

To change line of information on existing listing	To change a line of information on an existing straight line listing submit the appropriate directory order (JB-C, DB/EB-J) with LACT = I. Populate the DL form as you want the changed listing to appear (with or without lines of information.)

One straight-line w/one line of information

One straight line listed telephone number with one indented line of information.

> Tri County Montessori School
> Preschool Only
> 19210 33rd Ave Lynnwood………672-7880

Populate the DL form as shown on this chart:

Field	Entry
LACT	N
RTY	LML
LTY	1
STYC	SL
MTN	4256727880
LTN	4256727880
LEX	425672
LNLN	Tri
LNFN	County Montessori School
LTXTY	LOI
LTEXT	Preschool Only
LANO	19210
LASN	33rd
LATH	Ave
LALOC	Lynnwood
LAST	WA
LAZC	98201
DIRTYP	W
DIRQTYNC	1

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One straight-line w/two lines of information

One straight line listed telephone number with one indented line of information.

Marion Surgery Center
  Fairview Campus
  Outpatient Clinic
  19210 33rd Ave Lynnwood………672-7880

Populate the DL form as shown on this chart:

Field	Entry
LACT	N
RTY	LML
LTY	1
STYC	SL
MTN	4256727880
LTN	4256727880
LEX	425672
LNLN	Marion
LNFN	Surgery Center
LTXTY (1)	LOI
LTEXT (1)	Fairview Campus
LTXTY (2)	LOI
LTEXT (2)	Outpatient Clinic
LANO	19210
LASN	33rd
LATH	Ave
LALOC	Lynnwood
LAST	WA
LAZC	98201
DIRTYP	W
DIRQTYNC	1

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Foreign straight line w/one line of information

One straight line listed telephone number to be printed in a Foreign book, with one line of indented information.

A local listing for 425/672-7880 is scoped to print in the Snoking-Seattle 077733 directory.

> Marion Surgery Center
> Outpatient Only
> 19210 33rd Ave Lynnwood………672-7880

To print the same listing in the Eastside 077260 directory submit an order for a Foreign listing.

Populate the DL form as shown on this chart:

Field	Entry
LACT	N
RTY	FAL
LTY	1
STYC	SL
MTN	4256727880
DIRIDL	077260
LTN	4256727880
LEX	425672
LNLN	Marion
LNFN	Surgery Center
LTXTY	LOI
LTEXT	Outpatient Only
LANO	19210
LASN	33rd
LATH	Ave
LALOC	Lynnwood
LAST	WA
LAZC	98201

Change Log

The purpose of this section is to indicate all changes made to this training from the time of posting.

Date/Time	Description of Change Made