

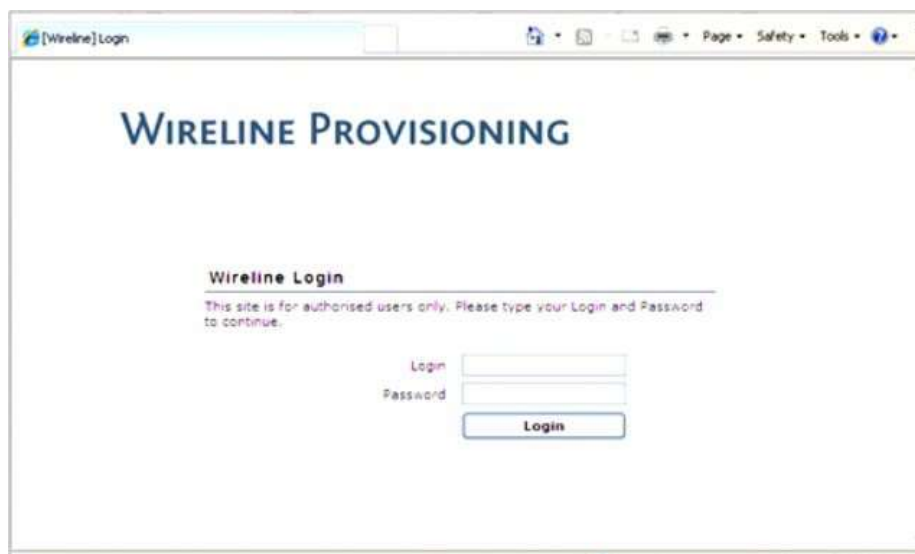
Online ordering and tracking

Login and navigation

1.1 Log into OO&T

Before beginning, ensure that you have your OO&T username and password. To log in:

1. Open OO&T. The Wireline Provisioning page displays.
2. Enter your login name and password and click login. The service provider dashboard page displays.



1.2 Navigate OO&T

1.2.1 SERVICE PROVIDER DASHBOARD

The service provider dashboard is visible when you first log into OO&T. The following diagram describes the service provider dashboard navigation:



1.2.2 LAYER 1 AND LAYER 2 DASHBOARDS

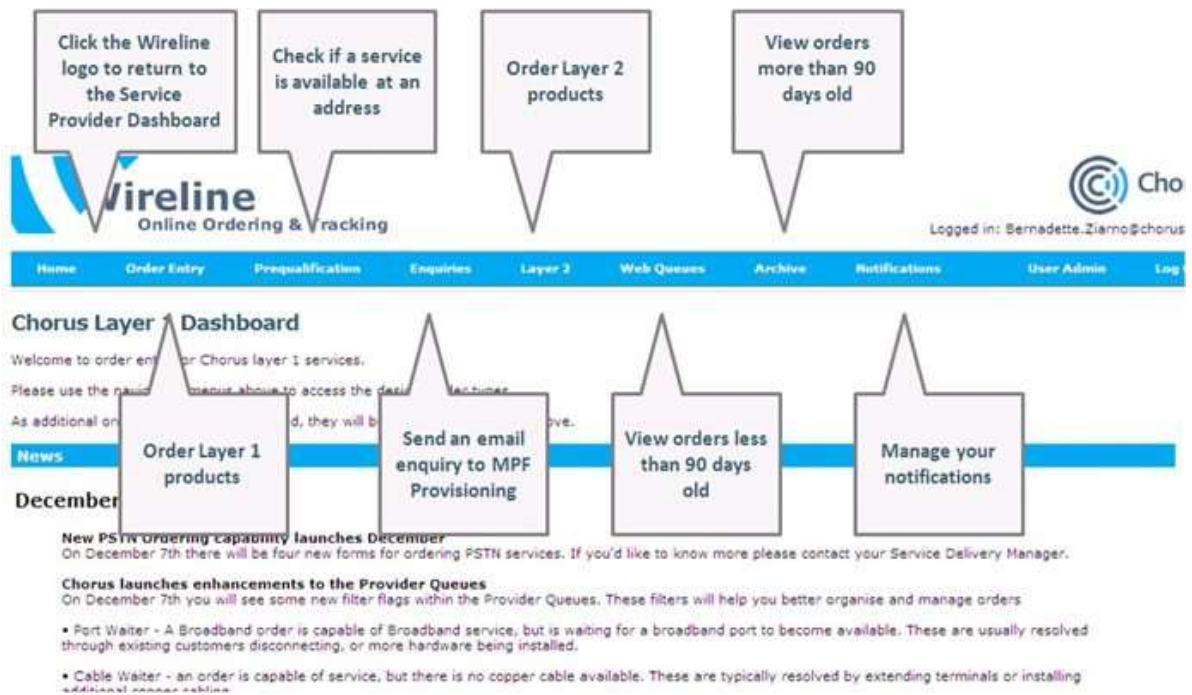
OO&T has two dashboards called layer 1 and layer 2. You can order different products and services from each dashboard:

DASHBOARD	PRODUCTS AND SERVICES
Layer 1	<ul style="list-style-type: none"> Bulk orders Colocation Field services Next generation home services (NGHS) Unbundled Copper Local Loop (UCLL) UCLL Backhaul

Layer 2	Baseband
	Broadband
	Bulk orders
	Handover Links
	High Speed Network Services (HSNS)
	Tolls
	Unbundled Bitstream Access (UBA) Backhaul
	Unbundled Partial Circuit (UPC)
	Voice

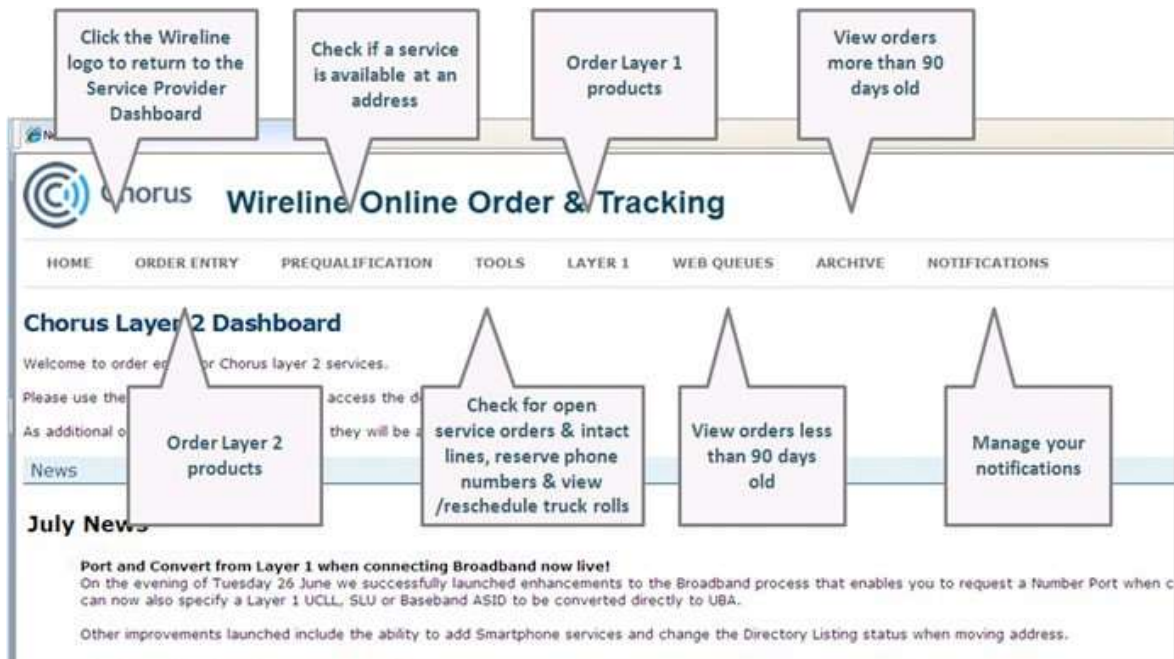
1.2.3 NAVIGATE CHORUS LAYER 1 DASHBOARD

The following diagram describes the Layer 1 dashboard navigation:



1.2.4 NAVIGATE CHORUS LAYER 2 DASHBOARD

The following diagram describes the layer 2 dashboard navigation:



1.3 Ordering overview

When you order a product or service in OO&T, there are three stages you must follow:



User administrator procedures

1.4 Accessing OO&T

To get access to OO&T, you must have signed the relevant documentation with us. Once this is complete, we will provide you with a user administrator login name and password.

If you need to re-set the user administrator's password, email implementation@chorus.co.nz.

1.5 User administrator responsibilities

The user administrator will be responsible for:

- Creating additional users
- Resetting passwords

1.6 Set up access for internal users

Complete the following steps to set up an internal user in OO&T:

1. Log on to [OO&T](#).
2. Click user admin and then select service provider user list. The customer child accounts page displays.
3. Select create new user. The child edit page displays.
4. Complete the following fields:

FIELD	WHAT TO ENTER OR SELECT
Logon name:	The user's valid email address.
Full name:	The user's full name.
Description:	A description of the user's role.
Contact phone:	A contact phone number.

Bulk Order Access: Select this check box if the user can submit bulk order requests.

5. Click save. The new user is now created

1.7 Reset a password

Complete the following steps to reset a password in OO&T:

1. Log to OO&T.
2. Click on user admin and then click service provider user list. The customer child accounts page displays.
3. Click edit for the user requiring a password reset. The customer child account edit page displays.
4. Click reset password. If a confirmation window displays, click OK.

The user's password is reset and a confirmation email is automatically sent to them advising the new password. The new password also displays under the reset password button.