



# Straight Line with Line of Information Job Aid

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Frontier Wholesale

Jurisdiction: All

Revised Date: 11/25/2014



# Straight Line with Line of Information Job Aid

## Overview

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**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.

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**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

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**LSR Order Types** The details described in this document apply to the following LSR types:

- JB-N, C
- DB/EB-J

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**Charges** An extra line of information is a chargeable item, when tariff permits.

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**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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## Straight Line with Line of Information Job Aid

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 | <b>Only one DL section is populated...</b><br><br>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 | <b>Two or more DL sections are populated:</b><br><br>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 ≠<br>LOI |                   | LTXTY should = LOI (not ITX.)   |

# Straight Line with Line of Information Job Aid

## LSR Order Entry

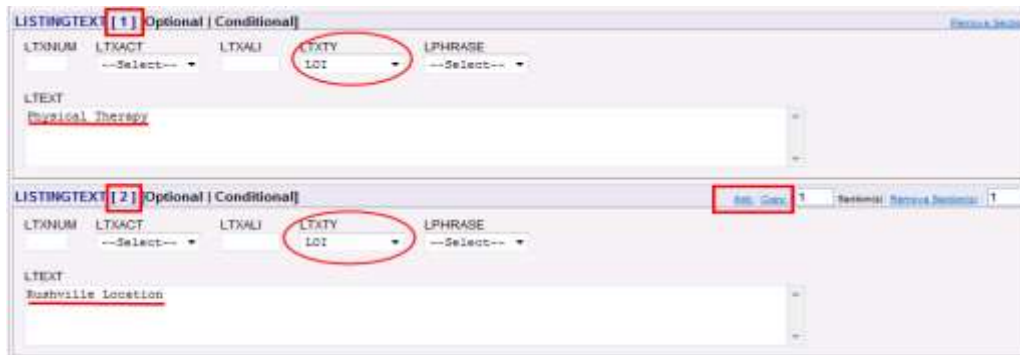
About this section

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 LXTY = 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.



The screenshot shows two instances of the 'LISTINGTEXT' form. Each instance has a header 'Optional | Conditional' and a 'Details | Search' button. The first instance is for listing text (1) and contains the text 'Physical Therapy'. The second instance is for listing text (2) and contains the text 'Rushville Location'. In both instances, the 'LXTY' dropdown menu is set to 'LOI' and is circled in red. The 'LTXACT' dropdown menu is set to '--Select--' and the 'LPHRASE' dropdown menu is also set to '--Select--'. A 'Save' button is visible on the right side of the second instance.

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.)

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# Straight Line with Line of Information Job Aid

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 33<sup>rd</sup> Ave Anytown.....672-7880

Populate the DL form as shown on this chart:

| Field    | Entry                    |
|----------|--------------------------|
| LACT     | N                        |
| RTY      | LML                      |
| LTY      | 1                        |
| STYC     | SL                       |
| MTN      | 5856727880               |
| LTN      | 5856727880               |
| LEX      | 585672                   |
| LNLN     | Tri                      |
| LNFN     | County Montessori School |
| LTXTY    | LOI                      |
| LTEXT    | Preschool Only           |
| LANO     | 19210                    |
| LASN     | 33rd                     |
| LATH     | Ave                      |
| LALOC    | Anytown                  |
| LAST     | NY                       |
| LAZC     | 16014                    |
| DIRTYP   | W                        |
| DIRQTYNC | 1                        |

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# Straight Line with Line of Information Job Aid

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 33<sup>rd</sup> Ave Marion.....382-7880

Populate the DL form as shown on this chart:

| Field     | Entry             |
|-----------|-------------------|
| LACT      | N                 |
| RTY       | LML               |
| LTY       | 1                 |
| STYC      | SL                |
| MTN       | 7403827880        |
| LTN       | 7403827880        |
| LEX       | 740382            |
| 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     | Marion            |
| LAST      | OH                |
| LAZC      | 43301             |
| DIRTYP    | W                 |
| DIRQTYNC  | 1                 |

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# Straight Line with Line of Information Job Aid

## 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 740/382-7880 is scoped to print in the Marion OH direction (DIRIDL 057772).

Marion Surgery Center  
Outpatient Only  
19210 33<sup>rd</sup> Ave Marion.....672-7880

To print the same listing in the Norwalk 058129 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    | 7403827880      |
| DIRIDL | 058129          |
| LTN    | 7403827880      |
| LEX    | 740382          |
| LNLN   | Marion          |
| LNFN   | Surgery Center  |
| LTXTY  | LOI             |
| LTEXT  | Outpatient Only |
| LANO   | 19210           |
| LASN   | 33rd            |
| LATH   | Ave             |
| LALOC  | Marion          |
| LAST   | OH              |
| LAZC   | 43301           |



# Straight Line with Line of Information Job Aid

## Change Log

| Date       | Page Number | Change                                  |
|------------|-------------|---|
| 11/25/2014 |             | Update address on cover page.           |
| 4/29/2020  |             | Update examples with current properties |
|            |             |   |

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