

# Booking an Appointment on 21C Portal Application (Open UI)

Version 2

Version 1. Zahid Atcha

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### **Version Control**

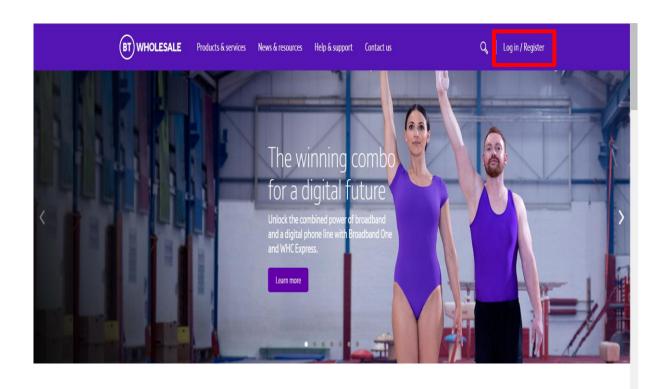
Date	Change	Version
July 22	User Guide Published	1
Nov 22	User Guide updated	2



### **Logging In**

#### Step 1: Logging In

- Go to <u>www.btwholesale.com</u>
- Click 'Login/register'



It's our mission to make sure you're a success

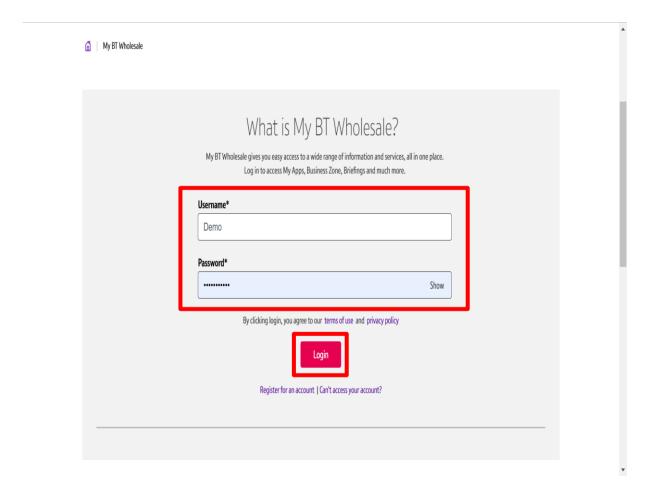
That means giving you all the help you need to sell our world-leading solutions to your customers. So come and have a look at our site and see how we can help enhance your business.



### **Logging In**

#### Step 1: Logging In

- Enter your Username and Password.
- Click 'Login'

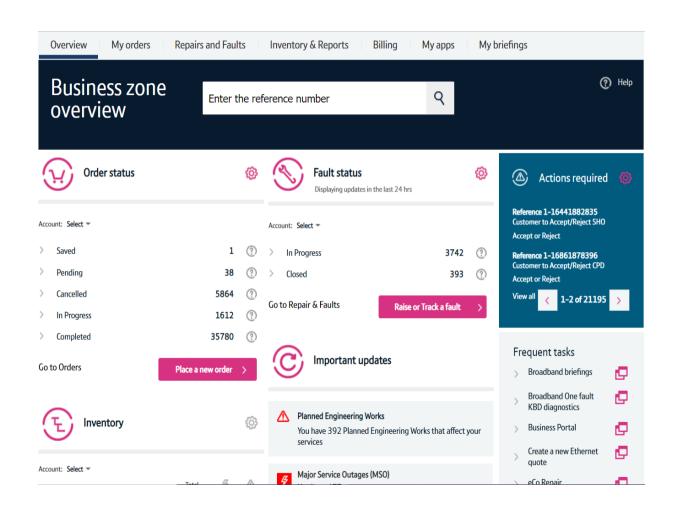




### Accessing the journey

#### Step 2: Accessing the journey

- Once logged in, you'll be taken to Business zone.
- If you aren't taken to Business zone, you'll need to arrange access via your company administrator.

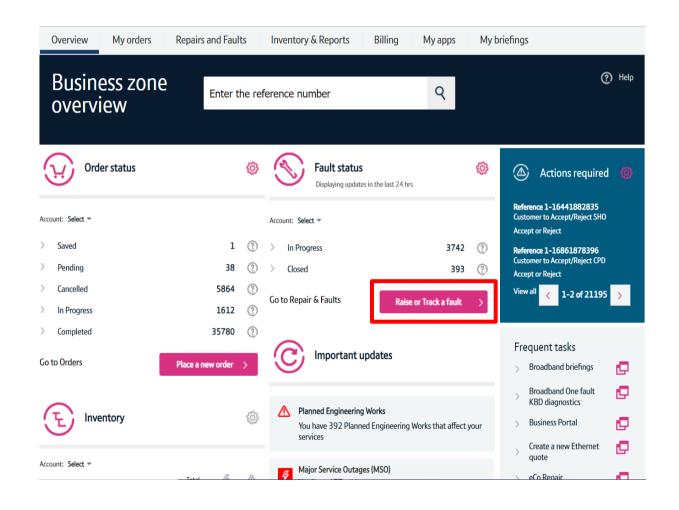




### Accessing the journey

#### Step 2: Accessing the journey

Click on 'Raise or Track a fault'





### Search for your fault

#### Step 3: Search for your fault

- Select 'Track a fault'.
- Enter either the Service ID or the fault reference.
- Please note If you track the fault using Service ID you will be displayed current open fault along with any historic faults raised.
- Click 'Go'

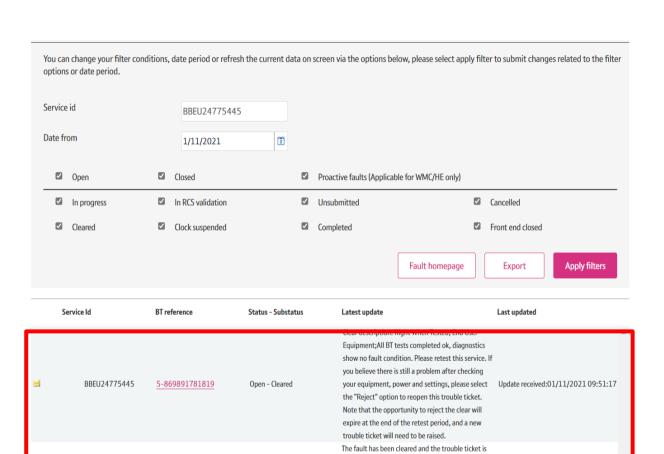




### Search for your fault

#### Step 3: Search for your fault

- You will see the following screen if you used Service ID to track your fault. As explained on previous slide you will be given current open fault and historic faults reported into BT Wholesale.
- Click the hyperlink under BT reference on the Open Fault.
- Please Note If there are no historic faults reported you will not see the following screen and can move onto the next slide



BBEU24775445

5-869890224672

Closed - Completed



now closed. Any charges incurred during fault fix will Update received:01/11/2021 09:49:31

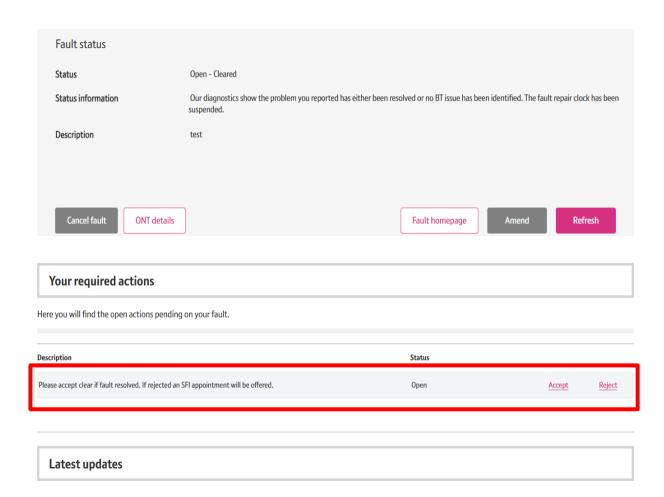
be visible under the Charge Details section.

### Viewing the fault details

#### **Step 4: Fault Summary**

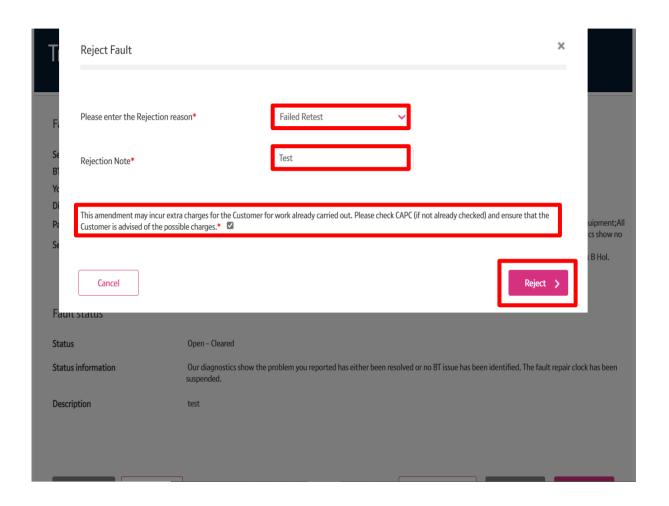
You are now given a summary of the fault

- Check the Outstanding Actions to make sure the fault is in the correct status for you to book an appointment.
- The 'Description' field will tell you if an SFI will be offered
- Select 'Reject' to start booking an appointment
- Please Note You may see another description asking to book appointment which may not be offered SFI, however the appointing Journey will be the same but you will need to select 'Accept' and go to slide 12.





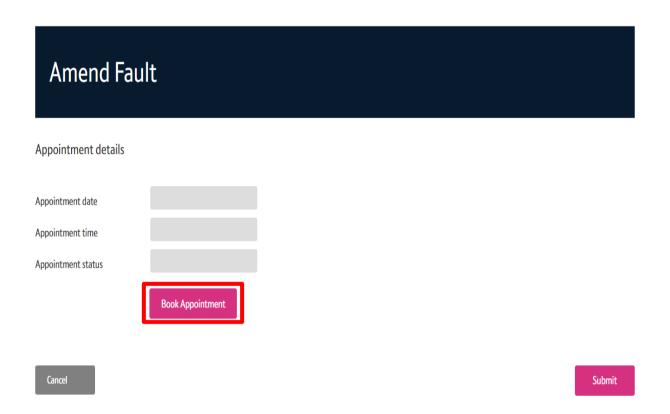
- Select 'Failed Retest'
- Enter your notes in 'Rejection Notes' field
- Read the statement and if you agree, tick in the check box
- · Click 'Reject'





#### **Step 5: Appointment booking**

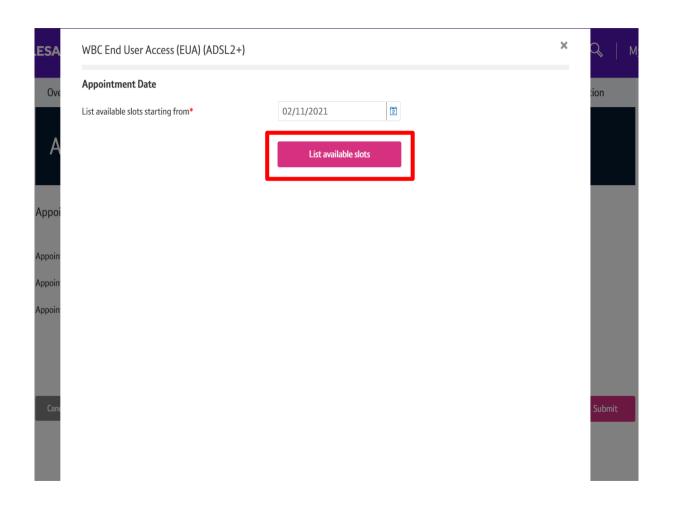
Click 'Book Appointment'





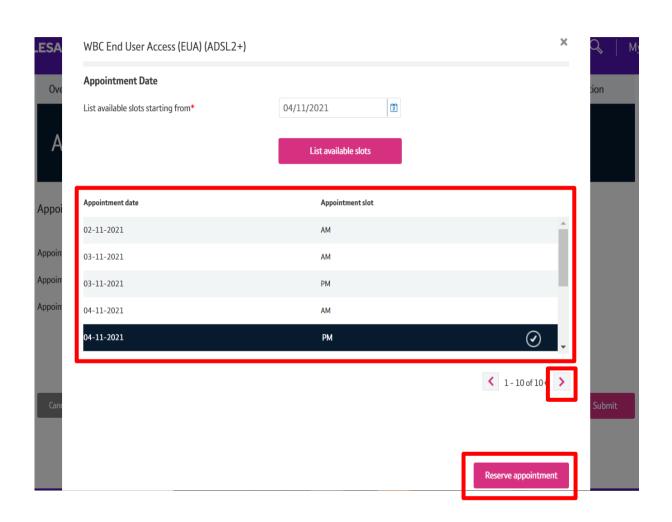
#### **Step 5: Appointment booking**

Click 'List available slots'



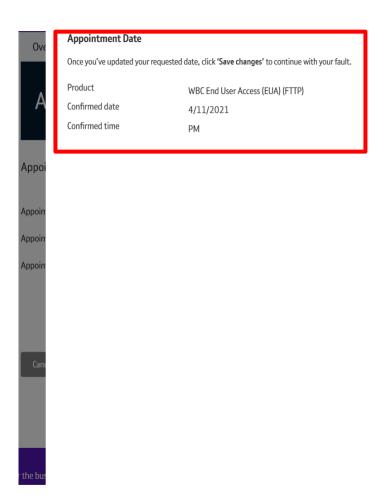


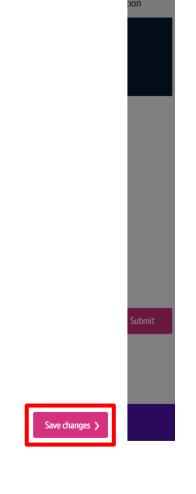
- Select the AM / PM Slot of your choice.
- You can also use the forward arrow to view future dates.
- Click 'Reserve appointment'





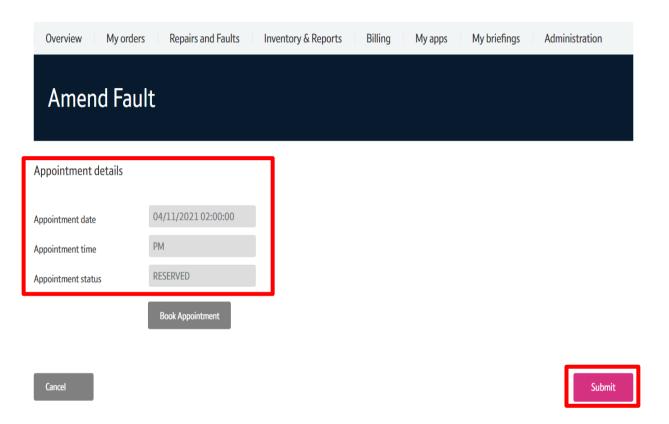
- Your chosen Appointment Date and slot will be displayed.
- Click 'Save Changes'







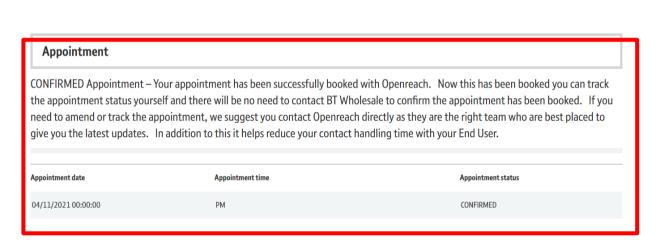
- The selected appointment will show on the booking screen. The appointment hasn't been booked at this point.
- · Click 'Submit'





#### **Step 6: Appointment Confirmation**

- You can scroll down to Appointment section. You will have
  visibility of the appointment date and slot booked along with
  the appointment status. As you can see here the Appointment
  status is showing confirmed. If it was showing Reserved then you
  can use the Refresh button to refresh the page till the
  Appointment status change.
- You now have the opportunity to give us any additional information that may be useful to the engineer on the day by completing the structured questions.
- This will allow you to add Note for the Engineer to see and any additional contact details you would like to add.



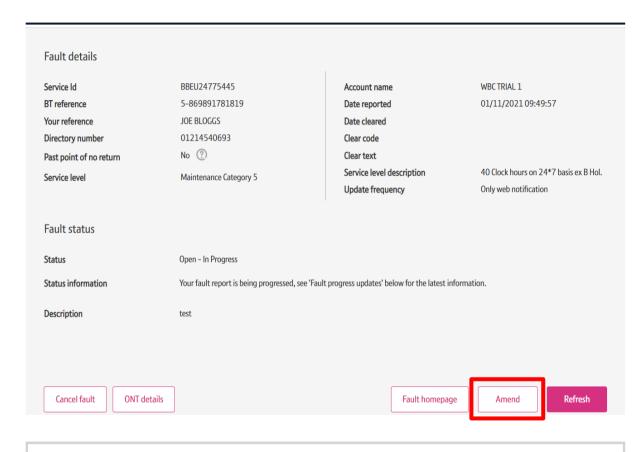


No Records



#### **Step 7: Additional Details**

Click 'Amend'

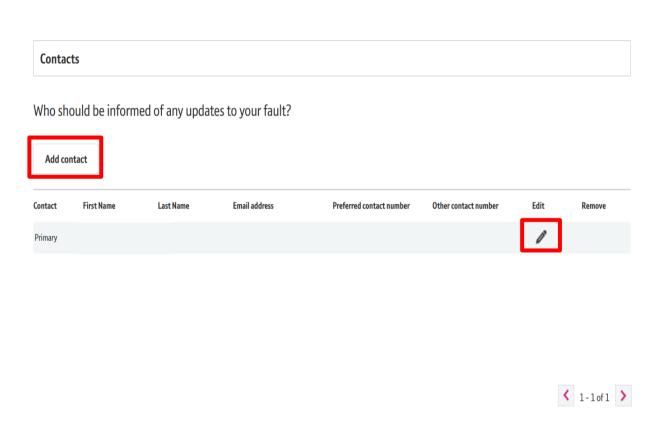


Your required actions



#### **Step 7: Additional Details**

- You will be given the opportunity to add additional contacts to whom you want to receive updates on this fault.
- You can also edit the existing contacts if its incorrect.
- Click 'Edit fault question'



Cancel

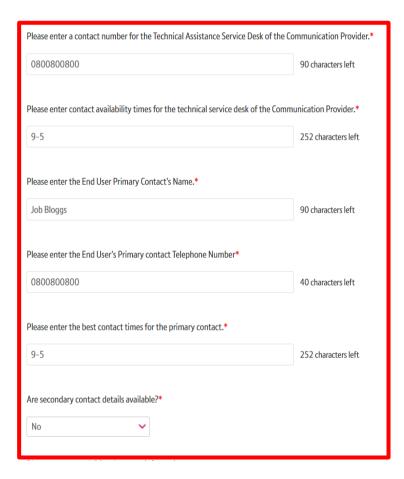


Submit

Edit fault question

#### **Step 7: Additional Details**

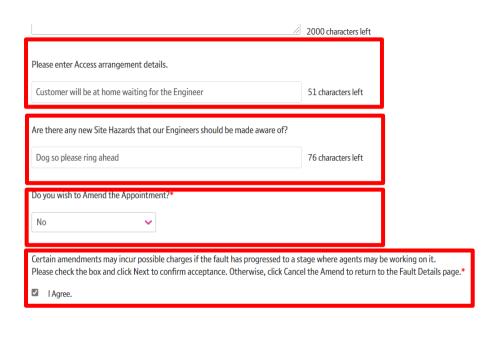
• Most of the details will have been filled in when you raised the fault, however this gives you opportunity to make any changes.





#### **Step 7: Additional Details**

- The Access Arrangements and Site Hazard fields are the most important fields to fill out. The engineer will see these notes so please enter any information that will help them with their investigations
- If you want to change the appointment you selected in Step 5 then select 'Yes'. Otherwise select 'No'
- Tick the box if you agree with the statement.
- Click 'Next'



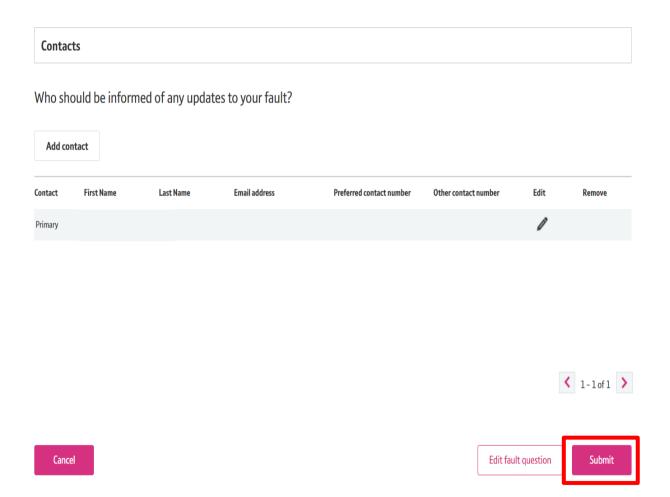
Cancel





#### **Step 7: Additional Details**

Click 'Submit'





#### **Step 8: Confirmation**

The amendments has been submitted.

#### Amended fault

#### Your fault amendment has been submitted.

Your fault amendment has been submitted, your reference details are:

BT fault reference: 5-869891781819

Your fault reference: JOE BLOGGS

#### What's next

- You will receive an email (if applicable) to the primary email address associated to the fault.
- · You'll receive further updates on the fault resolution.
- You can track the progress of your fault via the BT Fault reference hyperlink or via the Fault homepage.

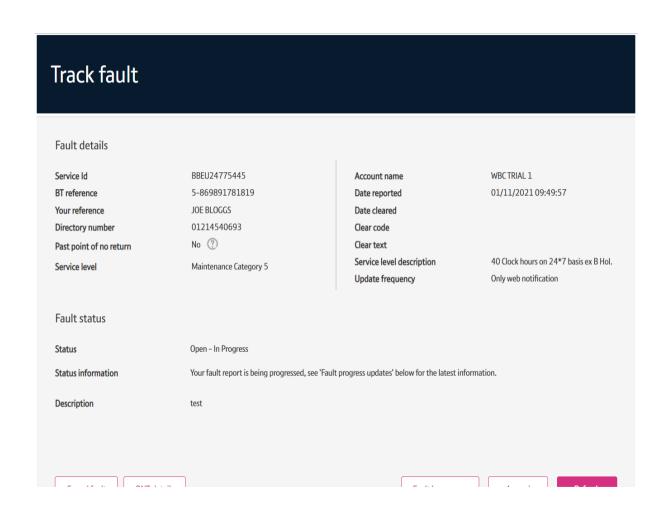
Fault homepage





#### **Step 1: Appointment Details Screen**

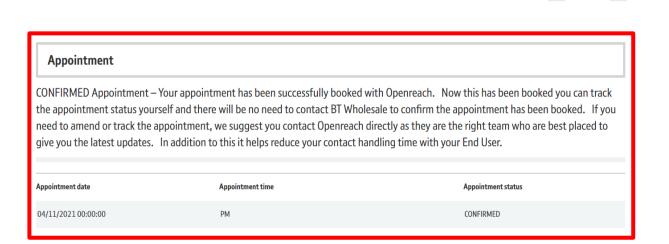
 From the Fault Details screen scroll down the page to the Appointment Details section





#### Step 1: Appointment Details Screen

- You will have visibility of the appointment date and slot booked along with the appointment status. As you can see here the Appointment status is showing confirmed. If it was showing Reserved then you can use the Refresh button to the refresh the page till the Appointment status change.
- If you have amended the appointment and the amended slot isn't showing on this page, then you can confirm the correct appointment by following the next slide





No Records



#### **Step 2: Additional Information**

Click 'Additional Information'



	Date created	Update type	Description
<b>\( \)</b>	01/11/2021 11:53:12	Update	Appointment confirmed from Openreach end
<b>×</b>	01/11/2021 11:53:10	Update	Notification Only - TR Amendment Accepted
≅	01/11/2021 10:47:35	Update	**Line Stability:**Network Stability:**Test Outcome:Pass**MFL:OK**Term Statement:CPE  DETECTED (BELLS A-B LEGS)**Line Signature:**Distance to Fault:O**Cable length:2.76**Test  Start Time:2021-11-01T10:47:29**Test Stop Time:2021-11-01T10:47:29
×	01/11/2021 10:46:27	Undate	Annointment confirmed from Openreach end



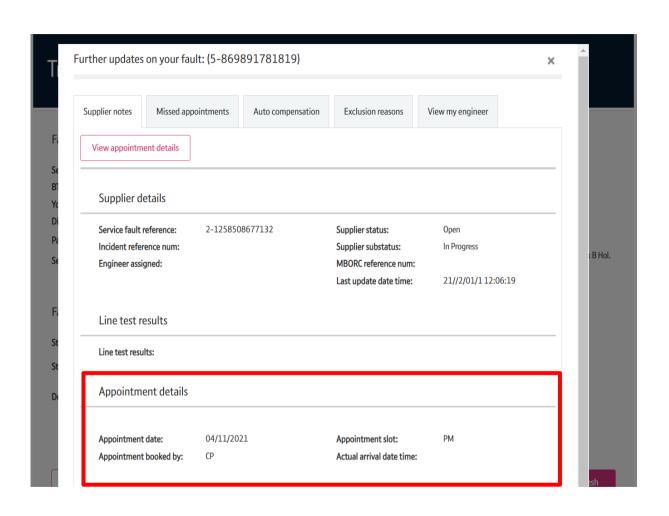
Mark all records as read Additional information

Fault charges



#### **Step 3: Appointment Details Section**

- You can view the Appointment Details extracted from Openreach's systems
- If you see a difference between the date on the Appointment Detail page and the Additional Information page, please contact BT Wholesale to confirm the slot.



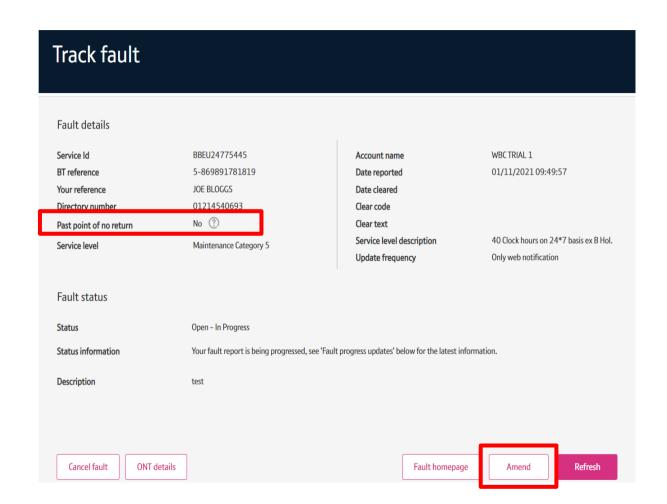


# Changing your Appointment (Amend)



#### **Step 1: Fault Summary**

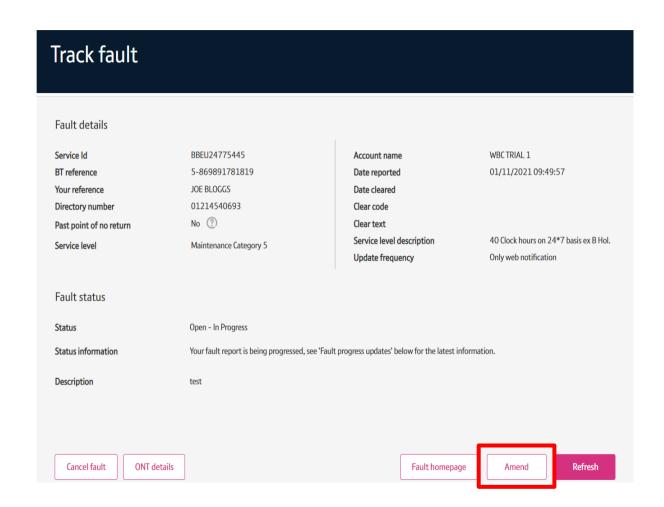
- You can only amend the appointment 24 hours before the appointment date. You can refer to 'Past point of no return'.
   This will either show 'Yes' or 'No'
- If it shows Yes then you will not be able to amend the appointment. The Amend button will be greyed out.
- If it shows No then you will able to amend the appointment. The Amend button will not be greyed out.





#### **Step 2: Amend Journey**

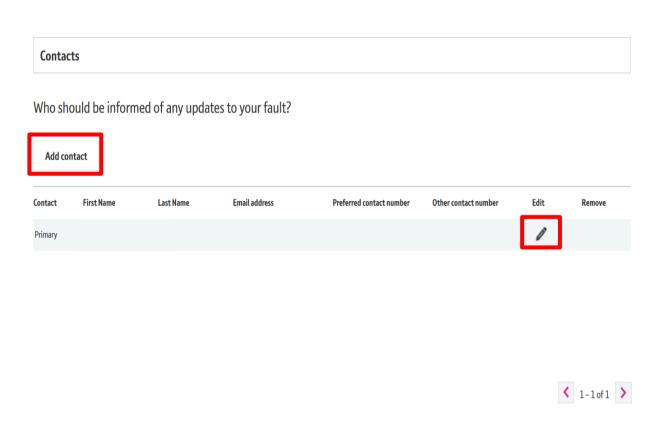
Click 'Amend'





#### **Step 2: Amend Journey**

- You will be given the opportunity to add additional contacts to whom you want to receive updates on this fault.
- You can also edit the existing contacts if its incorrect.
- Click 'Edit fault question'



Cancel

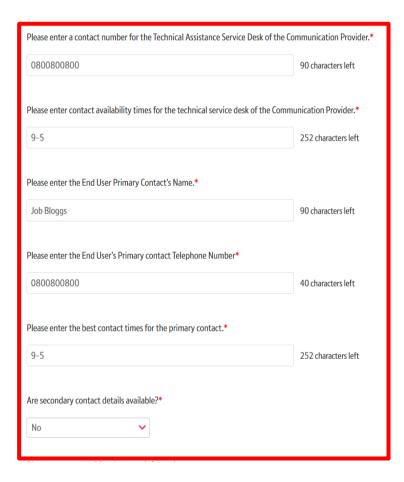


Submit

Edit fault question

#### **Step 3: Additional Details**

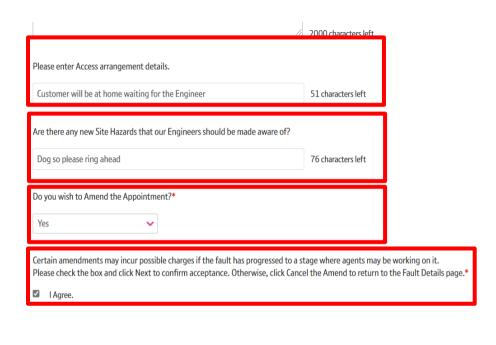
 Most of the details will have been filled in when you raised the fault, however this gives you opportunity to make any changes.





#### **Step 3: Additional Details**

- The Access Arrangements and Site Hazard fields are the most important fields to fill out. The engineer will see these notes so please enter any information that will help them with their investigations
- As we want to amend the appointment select 'Yes'
- Tick the box if you agree with the statement.
- · Click 'Next'



Cancel





#### **Step 4: Changing your Appointment**

Click 'Change appointment'

#### WBC End User Access (EUA) (ADSL2+)

Asset details

 Service Id
 BBEU24775445

 Account name
 WBCTRIAL 1

 Billing account
 5002639427

 Directory number
 01214540693

Date Installed 17/01/2017 10:42:10
Address BIRMINGHAM CENTRE F...

LADYWOOD ROAD

BIRMINGHAM B16 8SZ

#### Appointment details

Appointment date

O4/11/2021 00:00:00

Appointment time

Appointment status

CONFIRMED

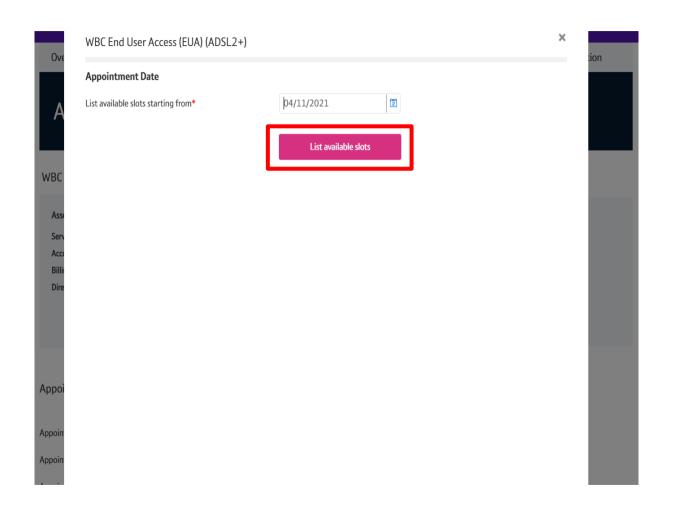
Change appointment

Contacts



#### **Step 4: Changing your Appointment**

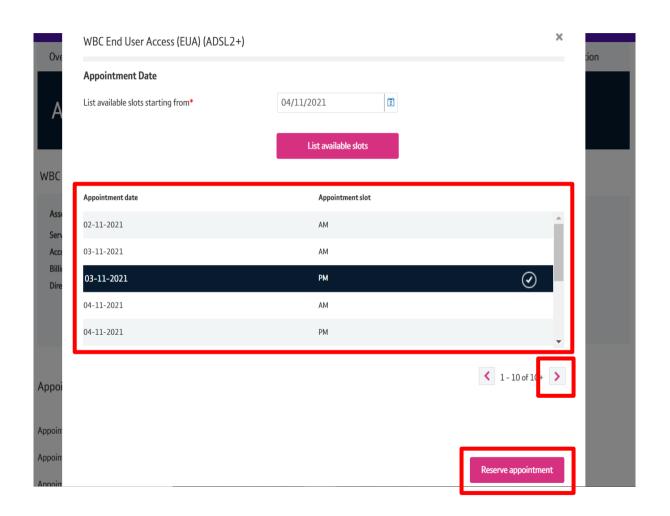
Click 'List available slots'





#### **Step 4: Changing your Appointment**

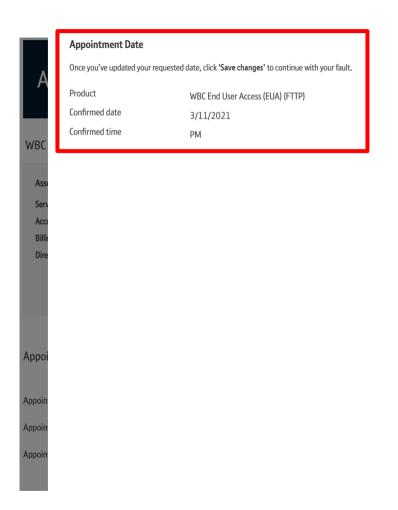
- Select the AM / PM Slot of your choice.
- You can also use the forward arrow to view future dates.
- Click 'Reserve appointment'





#### **Step 4: Changing your Appointment**

- Your chosen Appointment Date and slot will be displayed.
- Click 'Save Changes'





#### **Step 4: Changing your Appointment**

• The selected appointment will show on the booking screen. The appointment hasn't been booked at this point.

#### WBC End User Access (EUA) (ADSL2+)

Asset details

Service Id BBEU24775445

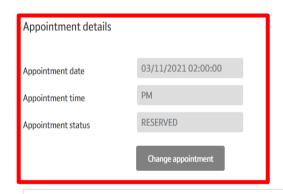
Account name WBCTRIAL 1

Billing account 5002639427

Directory number 01214540693

Date Installed 17/01/2017 10:42:10
Address BIRMINGHAM CENTRE F...
LADYWOOD ROAD

BIRMINGHAM B16 8SZ

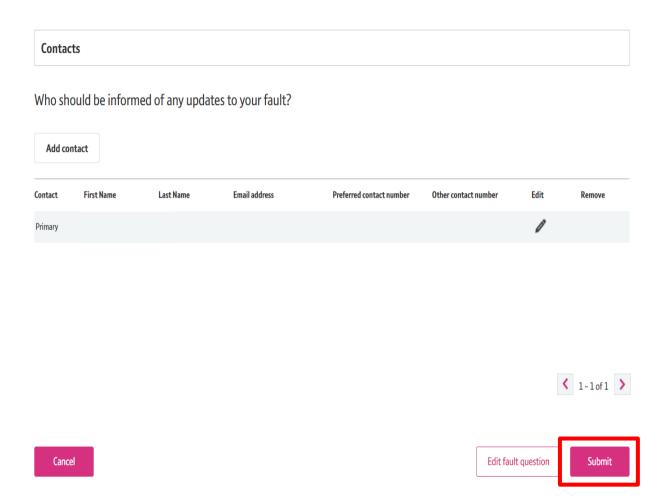


Contacts



#### **Step 4: Changing your Appointment**

Click 'Submit'.





#### **Step 5: Confirmation**

• Click on the hyperlink which is showing as the fault reference.

#### Amended fault

#### Your fault amendment has been submitted.

Your fault amendment has been submitted, your reference details are:

BT fault reference:

5-869891781819

Your fault reference:

JOE BLOGGS

#### What's next

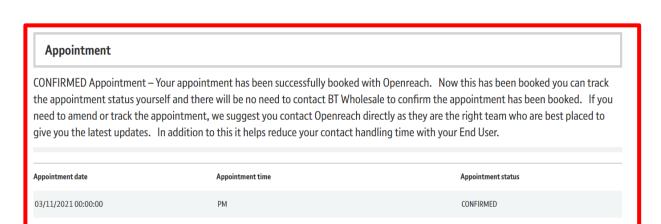
- You will receive an email (if applicable) to the primary email address associated to the fault.
- · You'll receive further updates on the fault resolution.
- · You can track the progress of your fault via the BT Fault reference hyperlink or via the Fault homepage.

Fault homepage



#### **Step 6: Appointment Confirmation**

- You can scroll down to Appointment section. You will have
  visibility of the appointment date and slot booked along with
  the appointment status. As you can see here the Appointment
  status is showing confirmed. If it was showing Reserved then you
  can use the Refresh button to the refresh the page till the
  Appointment status change.
- You can also see the previous appointment booked showing closed.



PM

04/11/2021 00:00:00



CLOSED

✓ No Records >



## Cancelling your Appointment



### **Cancelling your Appointment**

 To cancel your Appointment you can contact Openreach who will cancel the appointment on your behalf, provided that the appointment is cancelled 24 hours before the appointment slot start.



