

Business Zone Ethernet – Saving an Order as a Template

BT Wholesale Online

V.2



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The screenshot shows the 'Order Wholesale Ethernet products: Step 1 of 4' interface. It features a top navigation bar with a 'Help' icon and a main navigation menu with four items: 'Configuration' (selected), 'Contacts', 'Billing', and 'Confirmation'. Below the navigation, the main content area is titled 'Step 1. Configure your order'. On the left, there is a sidebar with two main sections: 'Order Fibre (3-ASGD12E)' and 'Order Etherflow (3-ASGD12Q)'. Under 'Order Fibre', there are options for 'Choose network', 'Check availability', 'Add site details', and 'Add access details'. Under 'Order Etherflow', there are options for 'Activation' and 'Validate network'. The 'Choose network' option is currently selected. To the right of the sidebar, there is a 'Choose network' section with a 'Choose a network >' button. Below this, a message states 'No network has been selected yet.' and lists fields for 'Network service reference:', 'Network name:', and 'Network ID:'. At the bottom, a warning message reads: 'Please make sure you have selected the correct network before moving on. Selecting the wrong network may lead to issues with the way your order is processed.' In the top right corner, there is a shopping cart icon and a table with the following data:

	Qty	One-off	Monthly
Total	2	£0.00	£0.00



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Version Control

Date	Change	Version
14/11/16	User Guide Published.	1
16/01/16	Updated to include new available journeys (linked to Transformed Ethernet Ordering page)	2



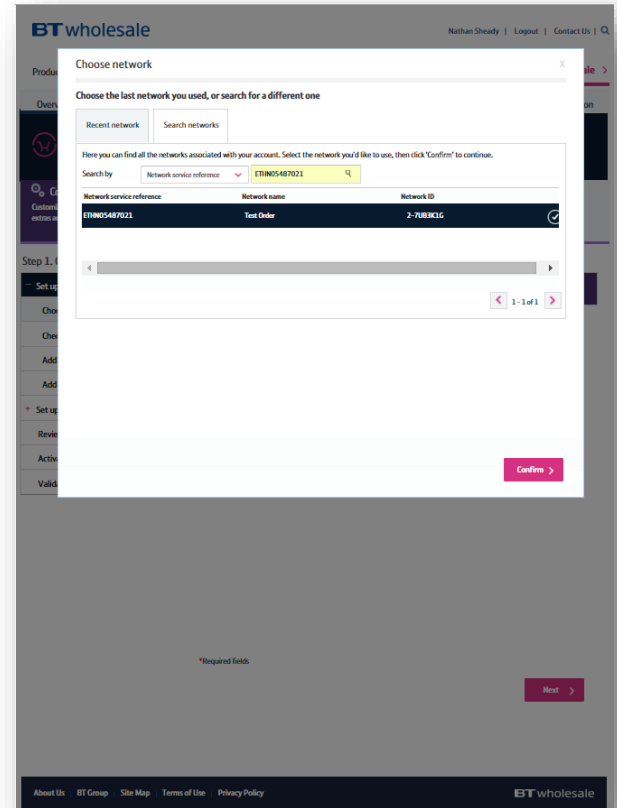
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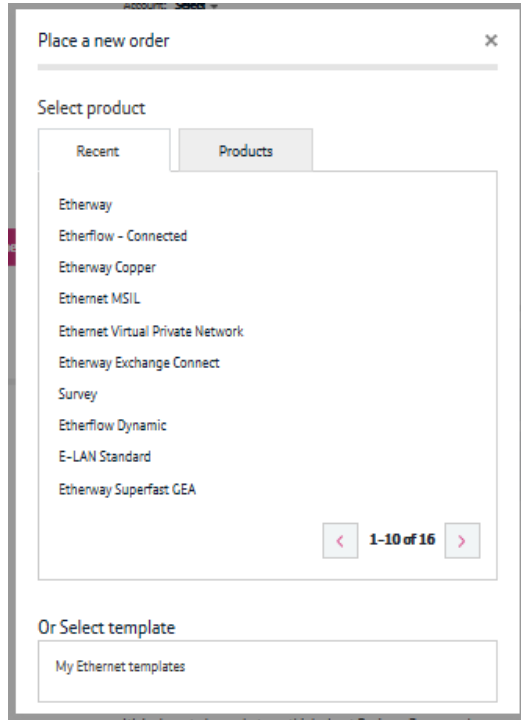
Pre-Requisites

What do you need to enter an Ethernet order via the new journey?

- You need correct access and privileges, including My BT Wholesale (Business zone). If you don't have this, please contact your company administrator to action
- The journey is currently only available to enter orders based on specific combinations of Etherway Fibre, Etherway Copper and Etherflow Connect. Please visit our [Transformed Ethernet Ordering page](#) to learn more.
- You must be using a Windows machine and using the latest version of Internet Explorer, Chrome or Firefox
- Mobile devices, Mac and Safari are not supported



Save Order as Template



Introduction to saving an order as a template

When entering an order, you are given the option to 'save your order as a template'.

This allows you to save the way you've configured your order so you can use it again, saving you time.

All your configuration will be saved except from the details that are unique to the order e.g. site address.

If you have any templates saved, you'll see 'My Ethernet Templates' link on My BT Wholesale (Business Zone).



Save Order as Template

1 Give your order a unique reference to help you find it later.

Your order reference*

Your order description

6/255 chars

Need to place a lot of similar orders?

Saving your order as a template will save you time when placing multiple similar orders. Please note, however, a template will not keep all information from the order, only certain fields.

2 Yes, save my order as a template

I accept the terms and conditions, and understand that delays could be encountered if any of the details I have provided are incorrect or missing.*

*Required fields

3

Previous

Save order

Place order >

Step 1: Saving the template


When placing an order, on the confirmation screen you'll have the option to save the order as a template.

1. When ordering, you'll need to give your order a reference. This will also be used to identify your template
2. Select the 'Yes, save my order as a template' checkbox
3. Place your order



Save Order as Template

1

 Success! Your order has also been saved as a template. [Click here](#) to see all your saved templates.

Order Submission

BT order reference 3-17917575220
Your order reference BX070

Your feedback is important to us
Please take a moment to tell us how we are doing.
Overall, how easy was it for you to complete your order journey on btwholesale.com today?

Extremely Difficult Very Difficult Fairly Difficult Neither Fairly Easy Very Easy E

< >

We value your comments.
Please let us know what we can do to continue to improve our online experience.

< >

Step 1: Saving the template

1. You'll be told that the order has been saved as a template on the order submission screen



Save Order as Template

Place a new order ×

Select product

Recent Products

- Etherflow - Connected
- Etherway
- Etherway Radio
- Etherway Copper
- Etherway Superfast GEA
- Survey
- E-LAN Standard
- Etherflow Dynamic
- Ethernet Virtual Private Network
- Ethernet MSIL

< 1-10 of 16 >

Or Select template

1 My Ethernet templates

Step 2: Retrieving a saved template

To retrieve a template, once you've clicked 'Place a new order' on My BT Wholesale (Business Zone), you'll see 'My Ethernet templates' in the lower section of the widget.

1. Click 'My Ethernet Templates'



Save Order as Template

Here are your saved templates.
Select one to apply the template to a new order.
These templates are shared amongst all users within the company.

Template reference	Template description	Last modified
RNAIK_24June	test123x	29/06/2016 07:06:37
ETHC_SW_2506_test	test123x	24/06/2016 10:32:47
Validate Network check 01		23/06/2016 11:44:05
1-7PMJ55C	1-7PMJ55C	22/06/2016 12:58:48
RN_22June	test	22/06/2016 11:29:33

1 - 2 of 2

Edit Delete Proceed to order >

Step 2: Retrieving a saved template

Here you'll see a list of your saved templates.

1. Click on the template you wish to use from the list.
2. You can edit or delete the template if you wish
3. If you want to apply the selected to an order, click 'Proceed to order'

You'll then be taken to the order in the new journey where your configuration will be populated.



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