**M&A CSS LOCATION TEMPLATE TRAINING SCRIPT**

**Video 1**

Welcome to the Merger & Acquisition CSSng Bulk Upload Training Video Series. This is Video 1 in a 4-part series. These videos are for Strategic 3rd Party Partners known as Partitioners. The purpose of this aid is to provide detail instructions on how to prepare a location template to submit for uploading. The CSSng Location Template is the 1st template for uploading your company’s site data into AT&T systems.

**Process Prerequisites**

To begin, you will use the following 3 excel files to reference specific fields in the template:

1. You will need the most current version of the Location Template.
2. The Location List of Values list referenced as the LOV throughout the video.
3. And finally, the **CSSZipCityCountyState** file which is used for pre-defined acceptable combinations in the CSS database.

**Video 2**

**File Requirements**

There are certain criteria and restrictions the file must adhere to for CSS to properly extract its data.

**File Data**

The template may contain up to 700 rows of data. Please do not skip lines or alter the template in anyway unless directed. The file must remain Excel 97-2003. Partial data will not be accepted; all required fields must be populated. Also, when populating, use the drop down menus when available.

**File Name**

When submitting the file, the actual file name cannot exceed 50 characters. This is an example of proper naming convention of a file before it is submitted: BU\_LOCATION\_V18\_PARTNER COMPANY NAME\_PH1v1\_CURRENT DATE\_Validation Needed.

**Video 3**

**Template Explanation**

We will be using an example of a location template completed with only the required fields. Starting at the left, row 1 and 4 are used as a reference for assisting with completing the template. Row 4 is color coded to distinguish different data sections. Peach displays location information, blue is used for E911 data, yellow is used for lat/long information and green is used for Structure/Tower information.

Column A is a freeform reference that can be used for a description. The user will begin adding site location data at cell B5.

**Video 4**

This is the operator field that needs to be set to either I for **INSERT** or U for **UPDATE**.

The **USID** value remains blank for an insert. The auto-generated value will be returned to you in a results file. However, if you have an update, you are required to enter the USID.

**LOCATION TYPE** contains a drop down menu where the user will select CELL SITE.

All **LOCATION NAME**s will Begin with the word PARTITIONER\_ followed by an underscore.

The user needs to add the site name. They MUST include the underscore ONLY between the word Partitioner and the site name.

Locations Names field cannot exceed 50 characters.

On the **IS PRIMARY** column, select yes to indicate that this is a primary location.

**FA EXECPTION REASON** will always be partner for this field.

When adding your **ADDRESS**, please reference the building permit, USPS.com and the acceptable **CITY, ZIP**, county and state combinations in the CSSZipCityCountyState file.

The **COUNTRY** column is always US.

For the **BUILD TYPE**, please note this value is provided by your Project Manager, it is a 4 character code specific to your company beginning with 3P. The value can be copy/paste directly into the build type field\*.

The **MASTER LEASE AGREEMENT** and **IS AT&T OWNED** fields should both be selected to a NO value.

In the **LOCATION DIRECTIONS** field, using the starting point from an airport or a major road, copy and paste directions from sites such as Google/Yahoo/Bing Maps.

**Video 5**

The **LOCATION PRIORITY**’s default value needs to be set to LOW.

And the default value needs to be No for the **ANCHOR LOCATION**.

The **ACQUIRED LOCATION** default value should be no except AT&T acquired locations.

Next, identify the LAT and Long of the location.

In the **LATITUDE DEGREE** field, the acceptable input value is between 0 and 90.

For **LATITUDE** and **LONGITUDE MINUTES**, a value between 0 and 59 is acceptable.

For **LATITUDE** and **LONGITUDE SECONDS**, a value between 0 and 59.99 is acceptable.

In the **LONGITUDE DEGREE** field, the acceptable input value is between -180 and 0.

**Video 6**

Here, you will identify if the **IS STRUCTURE AT&T OWNED**; the default value should be no.

Add the **STRUCTURE HEIGHT** in FEET here; please do not use any symbols as numeric values should only be used.

For **STRUCTURE TYPE**, please select from the Location LOV.

Please select yes or no if **FAA CALLOUT** is **REQUIRED**?: If yes, populate

The **FCC ASR NUMBER** And **ALARM RESPONSIBILITY** where you would indicate the responsible company

The **GROUND ELEVATION** should be a numerical value in FEET

Identify with a yes/no if **FAA MARKING** is required

Please select the **LIGHTING TYPE** from the Location LOV including NOT REQUIRED.

Select yes/no, if **PAINTED** signage is required on the structure

The default value is no for **SUB-LEASE RIGHTS**.

**Video 7**

**SITE ACCESS ID**: Remains blank for inserts and must be populated for updates. This value is auto generated upon uploading and will be returned to you in the results file.

**ACCESSIBIILTY** refers to the location’s availability: is it FULL or LIMITED access.

Identify location **ACCESS HOURS**: for example 24/7 or between the hours of 8-5.

Are there any **KEYS NEEDED** to access the site.

If yes, a **KEY COMMENTS** is required on how to access the keys.

**SITE ACCESS COMMENTS** are required. Provide information on accessing the site including contact person, numbers or special instructions.

The **USID**, **SITE ACCESS ID**, and **STATUS SUCCESS** or **EXCEPTION** will be returned to you in a results file to let you know the status of each line. When results are returned, it will have the current date and **\_RESULTS** at the end or if rework is require **\_NEED UPDATES.** If resubmission is needed, use the current date in the file name and only resubmit data that needs to be loaded.

Submit the completed template to your AT&T contact.

Please feel free to review this recording as needed.

Thank you for listening!