GETTING STARTED WITH **FIBERLOCATOR**

FiberLocator

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Quick Tips for Getting Started

The following is a series of 10 quick tips for getting started with FiberLocator. For a deeper dive on each step, please continue reading through the FiberLocator User Guide.

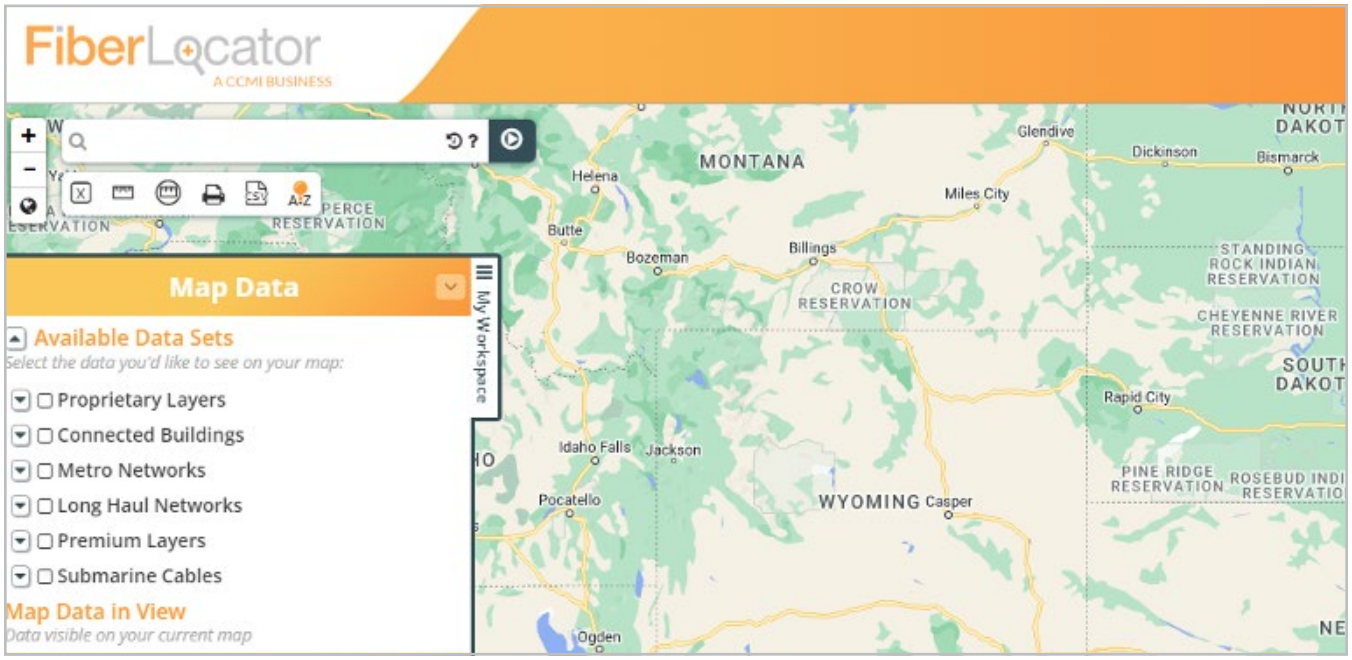
1. To access FiberLocator, go to app.fiberlocator.com, enter your user name and password and click “Login”.
2. Search by location or carrier in search box at the top left or navigate the map with the toolbar controls.
3. Once you’re in the area of interest, choose which layer(s) you want to turn on from the available data sets. Layer controls are located in the “My Workspace” panel on the mid-lower left side of the page and include Connected Buildings which are Lit Buildings/Data Centers/Internet Exchanges, Metro Networks, Long Haul Networks, and Premium Layers, Submarine Cables and Proprietary Data.
4. If you turned on the Metro Networks and/or Long Haul Networks layers, you can also see the individual carrier lit bldgs and fiber paths on the map as colored lines. You can associate the colors with the fiber providers by opening the networks under “Map Data in View” in the My Workspace panel.
5. To learn more information about which carriers are represented on your map, click directly on any individual network lines, lit building icons or data center icons.
6. You can measure distances with the point to point measurement feature and search for data within a specified radius by using the distance radius feature located in the toolbar in the top left.
7. Once your map view is customized with your selected layers and zoom view, you can create a PDF or PNG map output from the Print Map feature located to the right of the measurement features in the toolbar in the top left.
8. If you have multiple addresses that you need to research at a time, you can create and upload a CSV spreadsheet with up to 200 addresses or longitude, latitude coordinates into the CSV feature also located in the toolbar. The output will either be a new CSV spreadsheet or points on your map. If the building is lit, we will output every carrier it is lit by, and based on the fiber maps, we will report the 5 closest fiber providers and their distance to each address in feet or meters.
9. When you have Connected Buildings turned on, in the Map Data in View you will see an orange bar with Carriers in View. When you click this bar, you will see a list of all the carriers on your screen with the bldg count for each. There are also two different lit building icons that indicate if there are more than one carrier at that location.
10. Logout from FiberLocator by clicking the person icon in the top right corner and choosing “Logout” from the drop-down menu. You will be prompted to save your map—next time you login, you will come back in right where you left off.

Logging In

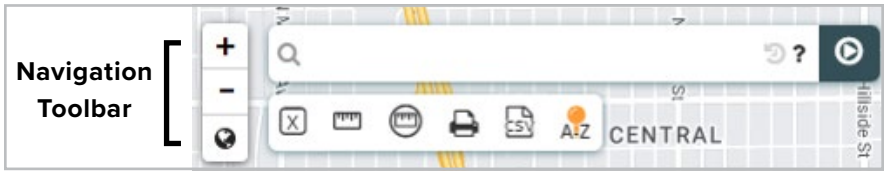
To begin, go to app.fiberlocator.com, enter your user name and password and click “Login”. By logging in you are agreeing to our Terms and Conditions. Remember, the login credentials are CASE SENSITIVE.

Searching FiberLocator

After login, your initial map view will be that of North America with all layers turned OFF unless you are logging into a previously saved session. This enables you to begin your search anywhere either by searching for a location or by using the zoom controls in the toolbar.



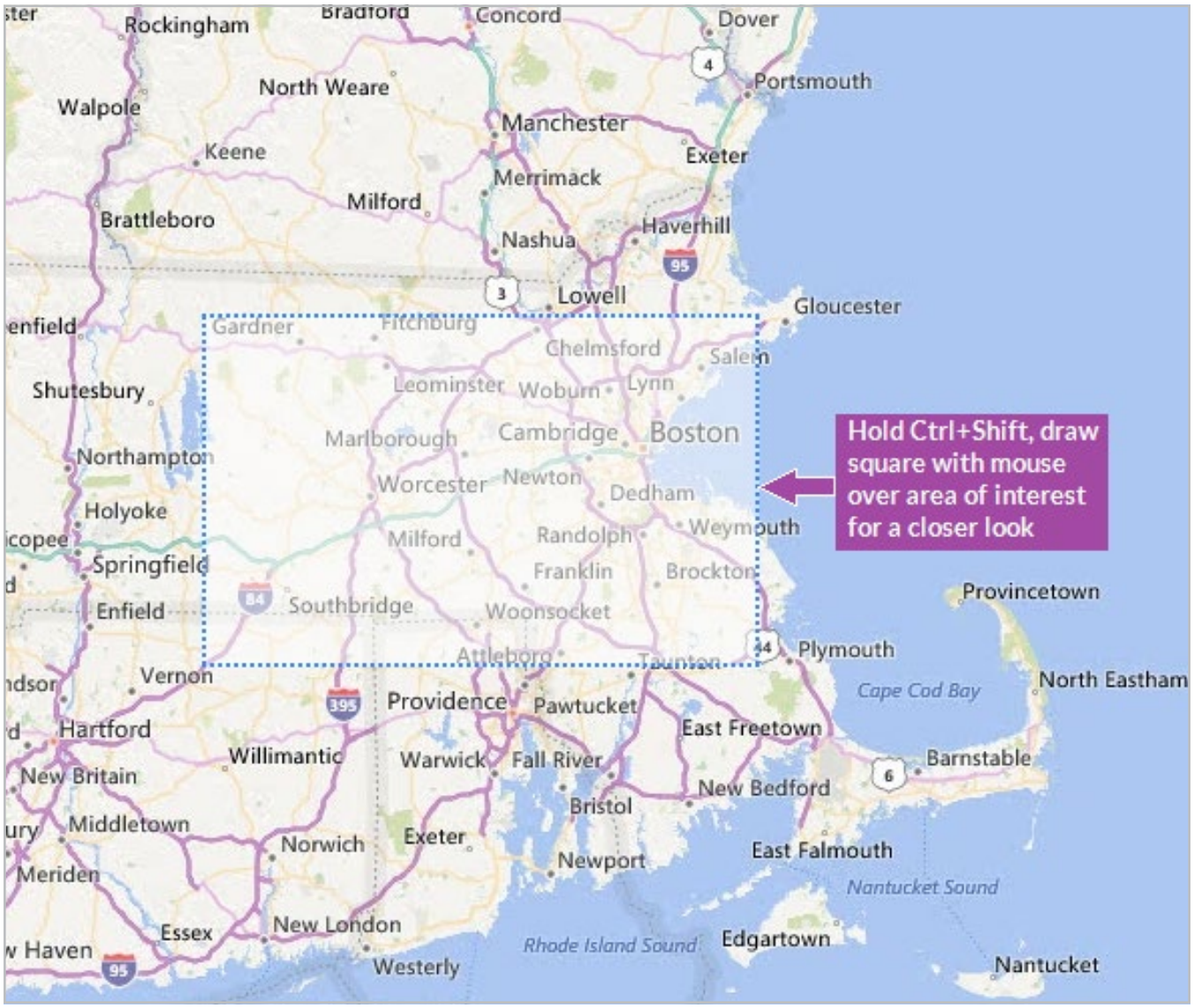
You can look up a location or carrier in the search bar at the top left of the page. Once you’ve entered text, click on the white arrow button to the right of the text field, or simply press “Enter” on your keyboard.



You can also begin navigating around the map using the controls in the navigation toolbar, located in the top left of the screen, to the left of the search bar. The plus sign (+) zooms your map in and the minus sign (-) zooms your map out, or you can also use your scroll wheel on your mouse for zoom in/out.. The globe icon allows you to zoom to max extent and return to the main screen showing the full map view of the US. To navigate within the map, simply drag your screen around with your mouse.

TIP #1 *Search or navigate to your desired location FIRST before turning on layers. The performance and speed of the application are optimized by searching the maps without the layers activated.*

TIP #2 *You can also zoom in to a specific area by holding Ctrl+Shift on your keyboard and drawing a square around the area you wish to see closer on your map.*



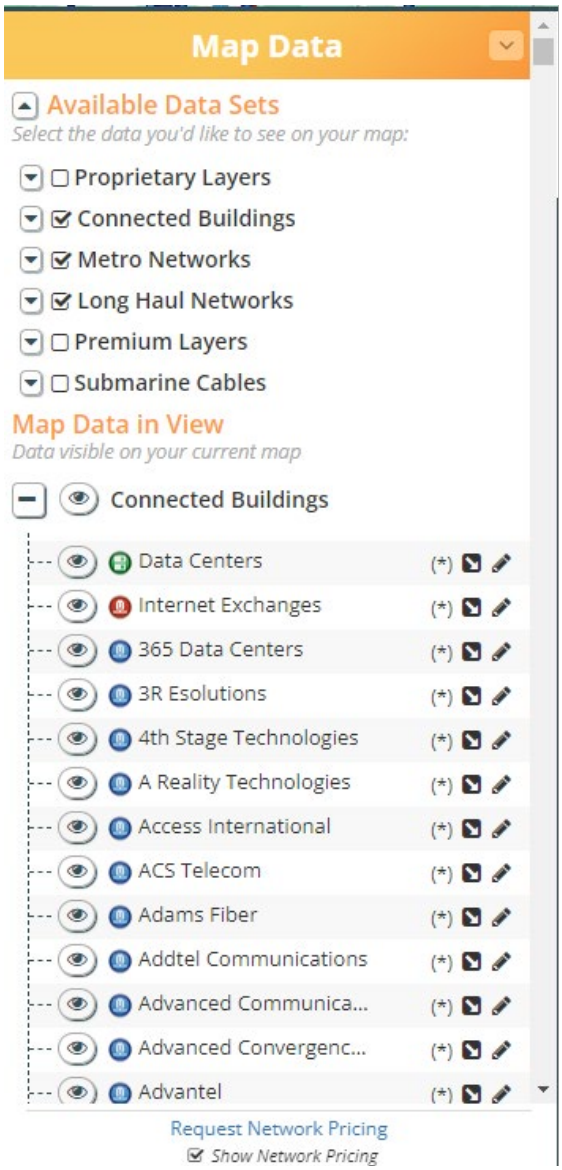
Layers & My Workspace

Once you are at a location of interest, you can start applying the various data layers available in FiberLocator. Check the boxes under “Available Data Sets” in your ***My Workspace*** panel.

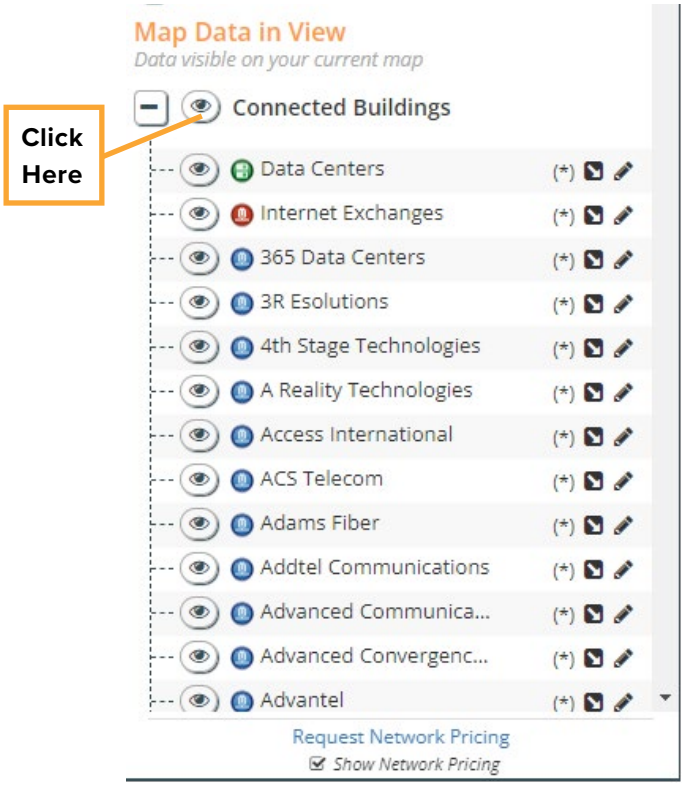
As you check off which layers you want to turn on, the layers will appear below Available Data Sets under “Map Data in View”.

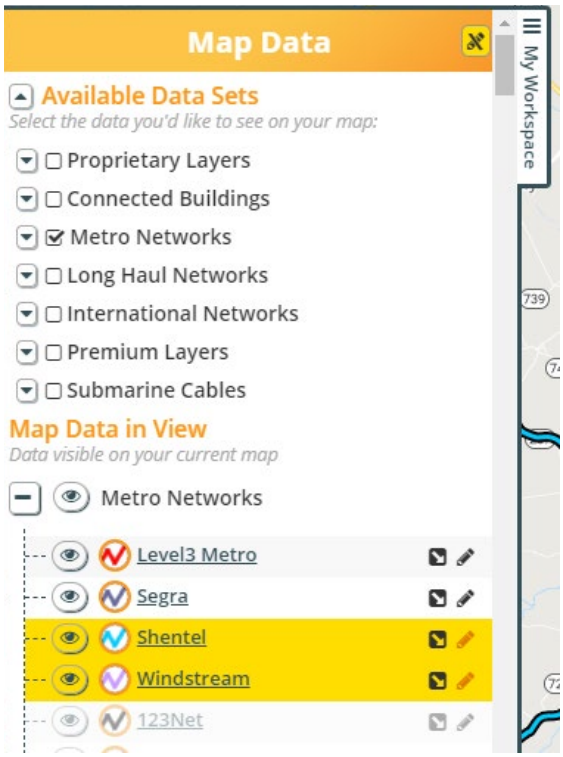
Now you can see the carriers currently appearing on your map.

PRO TIP *When you open your connected buildings and networks under Map Data in View, the carriers that are listed at the top in bold are carriers currently “in view” on your map. The carriers that are grayed out below represent the full list of available carriers that have existing fiber maps or lit buildings in the tool.*



You have the option to choose the carriers in view from your map by simply clicking on the eyeball icon next to an individual carrier name. If you want to hide all carriers from Connected Buildings, Metro Networks or Long Haul Networks without actually turning that layer off, you can click on the eyeball next to each. To turn the carrier layers back on, click on the eyeball icon a second time.





You can highlight an individual carrier by clicking the pencil icon to the right of the carrier's name. This will allow you to visualize a specific carrier's fiber path for your area in view and bring their colored line to the top of your screen, which will be highlighted in black. You can highlight more than one carrier at a time. To turn off your highlight(s), click the pencil next to the highlighted carrier(s) once more, or click the yellow icon located at the top right of your ***My Workspace*** panel.

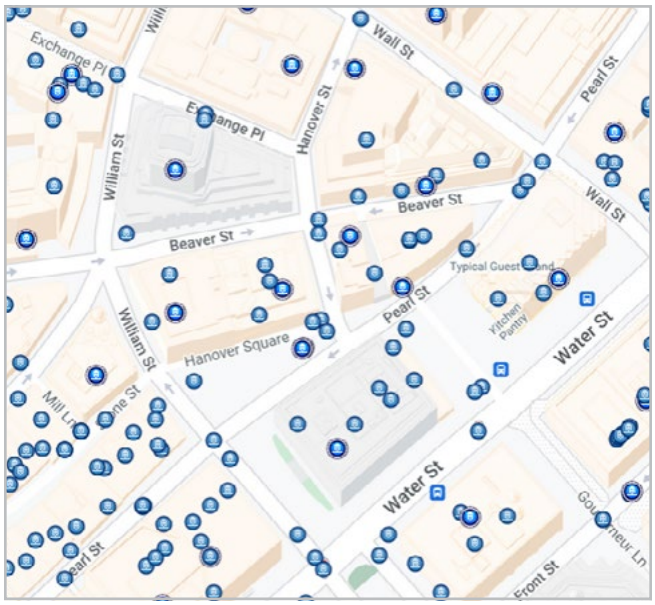
Pencil icon to highlight

Yellow icon at top to turn off all highlight

My Workspace tab to hide the panel

PRO TIP *You can hide your **My Workspace** panel at any time during your sessions to show a full screen view of your map by clicking on the top right where it says **My Workspace**.*

Building Information

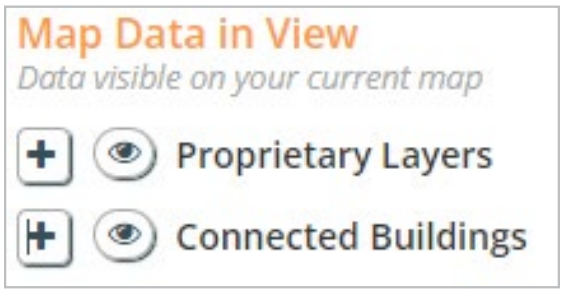


To learn more information about which carriers are represented where on your map, click directly on any individual colored network lines, lit building icons, data center icons or internet exchanges.

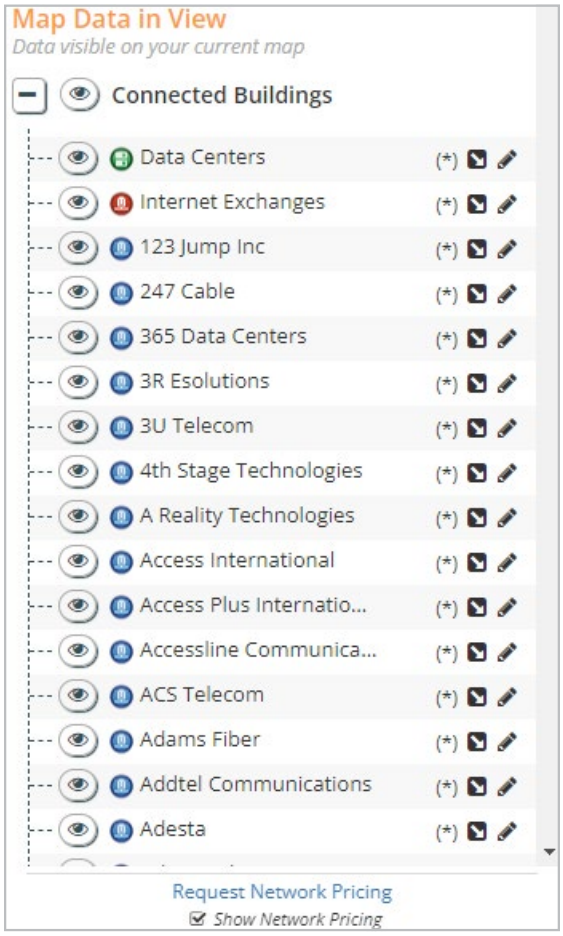
Once you've clicked on a data center (green), lit building (blue) icon or internet exchange (red), an information box will pop up and list out the carriers on net in a lit building, the providers that offer data center services in a data center and/or the internet exchange information.

Accessing lit building counts is easier than ever:

1. Turn on Connected Buildings layer in your ***My Workspace*** panel



2. If there are lit buildings in the area you're researching, you'll notice Connected Buildings pop up in your ***My Workspace*** panel under "Map Data in View"



3. Click on the eyeball icon to include/exclude specific carriers. Data Centers and Internet Exchanges will be displayed if there are any in your mapped area.

4. This is a full list of carriers on net in all the lit buildings currently on your screen with a count for each carrier. Once you reach more than 10,000 lit buildings, the number will change to (*). Zooming into a smaller area will fix this.

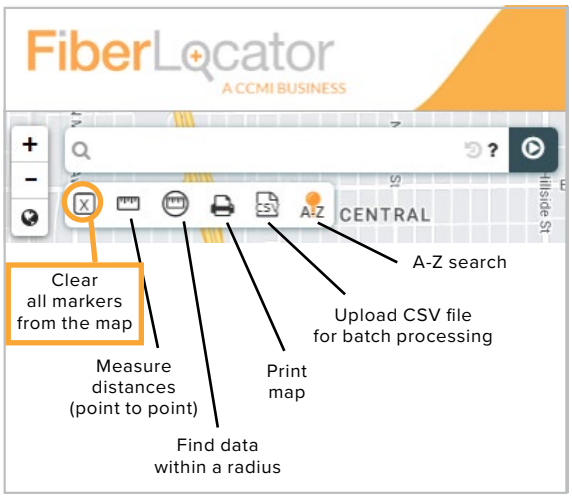
Note: If there are over 10,000 lit buildings up on your screen, the carrier list will disappear, and you'll see a message asking you to please zoom in closer.

A Closer Look at the Toolbar

The controls in FiberLocator are straightforward and easy to use. If you hover your mouse over each icon in the toolbar, a box will pop up telling you what each icon represents. See the following diagram for an explanation of what each icon does within FiberLocator.

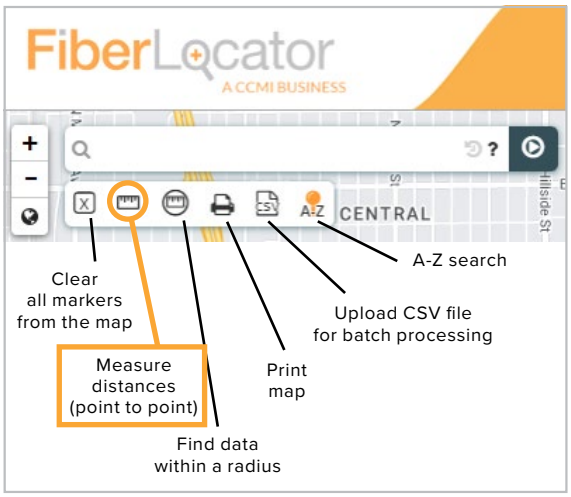
Clear all Markers from the Map

The first icon in the toolbar clears any markers you have added to the map either by typing an address into the address bar (blue markers) or the csv batch processing tool (green markers).



Measure Distances

The second icon in the toolbar lets you measure distances from point to point. You can click multiple points on a map view to measure a total distance from starting point to ending point.



Once you select the ruler icon, click anywhere on your map, move your mouse along a fiber path and click again as you turn corners. Continue clicking point to point to measure a specific path of fiber or distance and when you get to your destination, double-click to reveal how many feet or meters you have traveled. To turn this feature off, click the ruler icon once more.

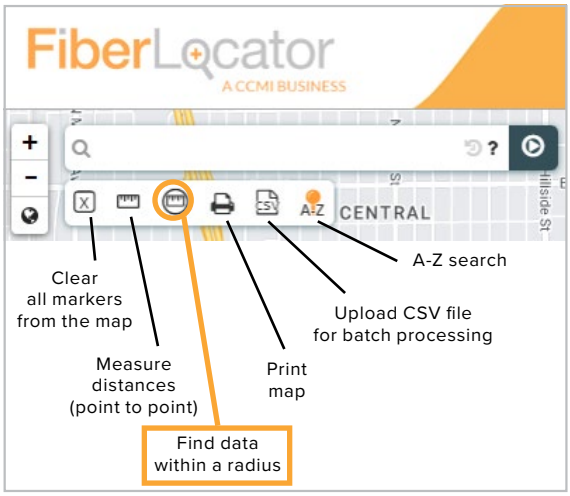
TIP #1 *When using the measure tool, it is helpful to zoom in to the maximum extent.*

TIP #2 *Use the point to point measurement when you're trying to determine the current radius and zoom view on your screen. If you click once on the center of the map and double-click all the way to the right of the map, you can estimate the map radius you are currently viewing.*

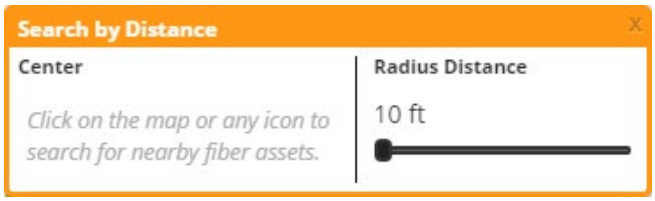
Distance Radius Tool

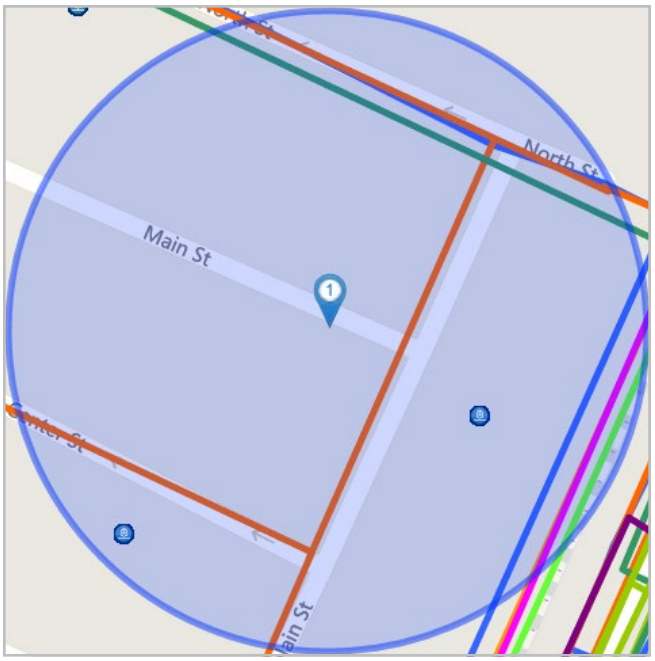
The third icon in the toolbar is the effective distance radius tool. This feature highlights an area on the map that encompasses your desired radius around a specific point, and allows you to search for data within your specified radius.

TIP *Before using, first make sure you have your Connected Buildings, Metro and/or Long Haul Network layers turned on and opened under Map Data in View in your* ***My Workspace*** *panel.*

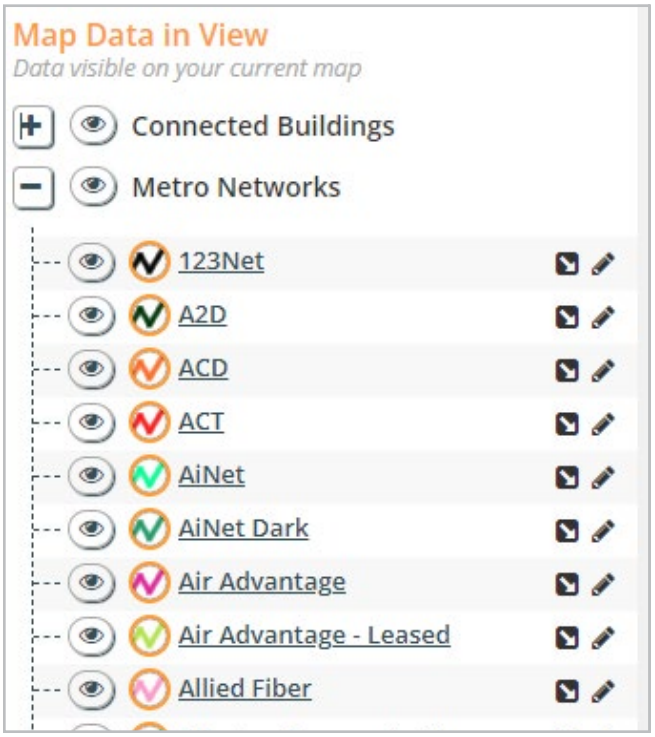


Once you click the circled ruler icon and the location of interest on your map, a box that says "search by distance" will pop up in the top right of the application with a measurement scale. On the right where it reads "Radius Distance", drag the black box to select your preferred radius. As you drag the measurement back and forth, you will notice a blue circle representing the radius change in size on your map.



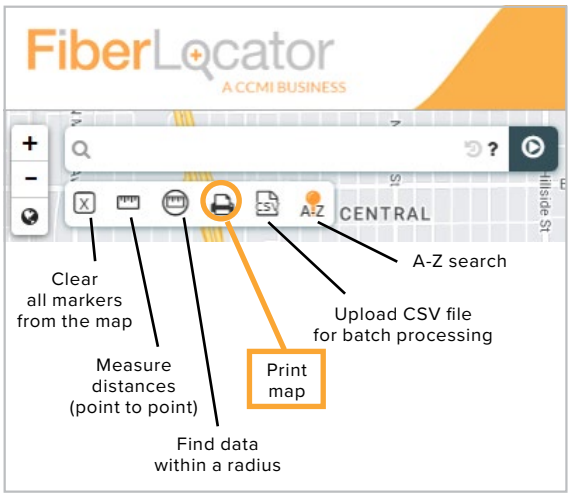


Once you finish choosing your measurement, look under Map Data in View and you'll see the measurements appear next to each carrier within the selected radius. Please note, the measurements will only pop up next to the carriers that are within your selected radius; some carriers in view will not have a measurement. To turn this feature off, click the circled ruler icon once more.



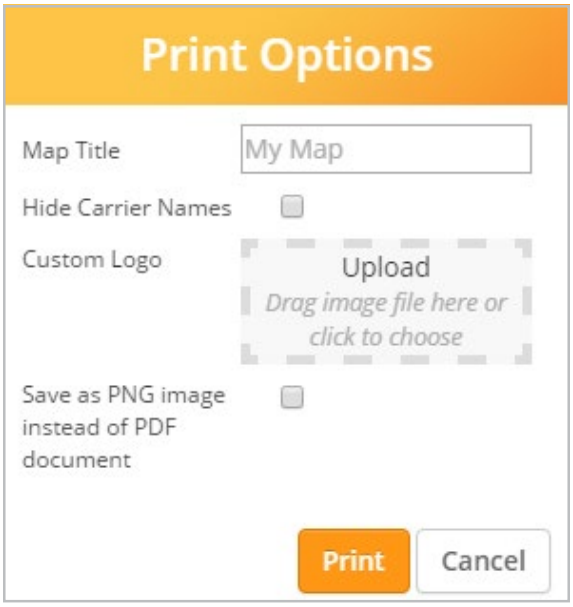
Print Maps

The fourth icon in the toolbar allows you to output your map view along with a detailed legend to either a PDF or PNG file.

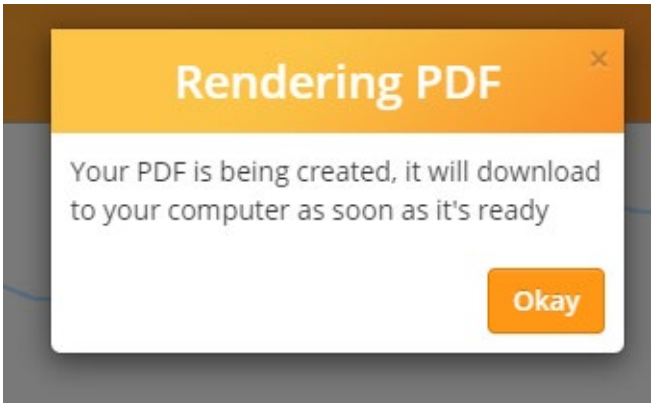


You can customize your map output by following these four easy steps:

1. Renaming the map (which will appear in the top left of the PDF or PNG)
2. Including or excluding carrier names (to exclude, click Hide Carrier Names)
3. Adding your own custom logo by uploading or dragging the image file
4. Saving your map as a PDF or PNG

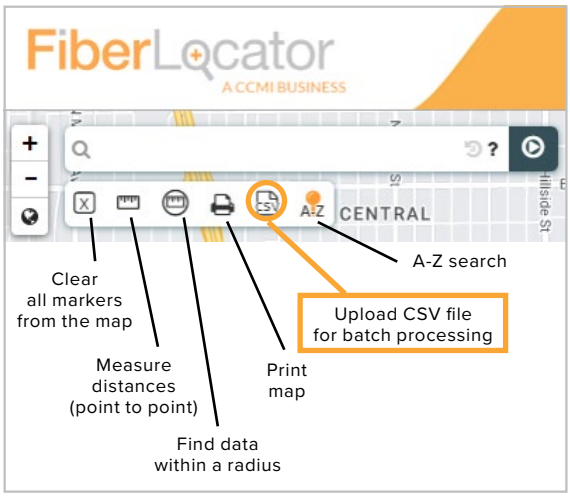


Once you finish customizing your map, click 'Print' and the map will download to your computer for offline use.



Batch Searches

The fifth icon on the toolbar is our CSV batch processing tool. If your data needs require carrier information for multiple locations per project, the CSV Batch Upload is your solution for an efficient search and fast results. This tool allows you to run a batch report for up to 200 addresses or latitude/longitude coordinates at a time.



To start, you'll need to create a CSV spreadsheet with anywhere from 1-200 addresses or latitude and longitude coordinates. All of your address data will need to be entered into one CSV column (Column "A") and your first cell needs to list the word "address" (Cell 1A). You'll also want to make sure you don't have any spaces after the word Address in your first cell.

	A	B	C
1	Address		
2	800 Boylston Street, Boston, MA 02199		
3	1 Summer Street, Boston, MA 02110		
4	2150 Washington Street, Newton, MA 02462		
5			

While some batch uploads require you to split up the street address, city, state and zip – ours requires you to combine them all into one cell. See an example spreadsheet at the top of the next column with the optional id field that will display on your markers:

	A	B
1	address	id
2	800 Boylston St, Boston, MA 02116	1
3	241 Fort Evans Rd NE, Leesburg, VA 20176	2
4	904 Quality Way, Richardson, TX 75081	3
5	910 15th St, Suite 4, Denver, CO 80202	4
6	2150 Washington St, Newton, MA 02462	5
7	12 Main St, Floor 2, Albany, NY 12204	6
8	8500 Silver Spur Ct Cresson, TX 76035	7
9	360 SW Bond St, Bend, OR 97702, USA	8
10	5449 Verbena St, Denver, CO 80238	9
11	7380 W Sand Lake Rd, Orlando, FL 32819	10
12		

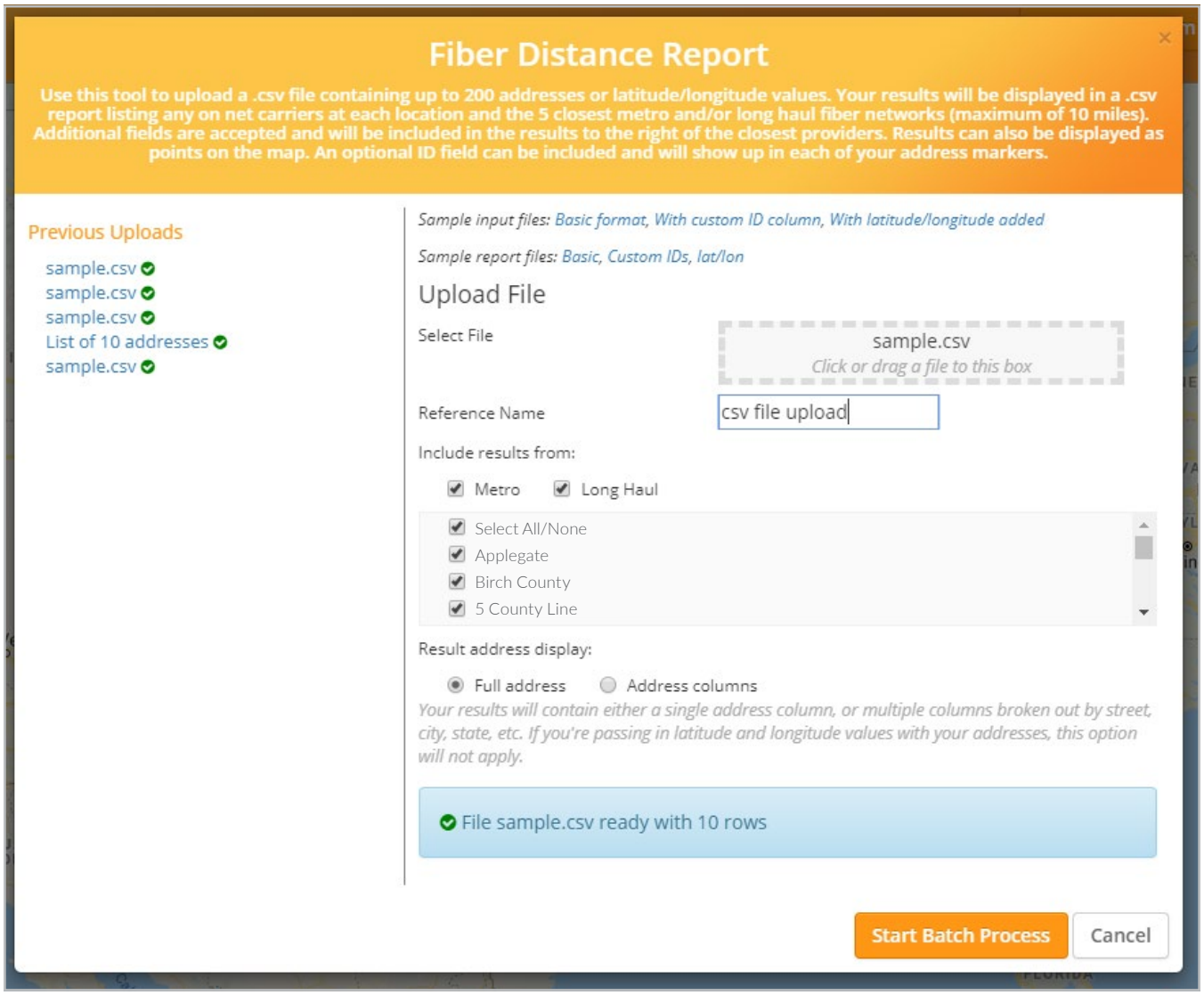
Alternatively, if you'd like to run your batch report with latitude and longitude coordinates, you can have two separate columns labeled "latitude" and "longitude".

	A	B	C	D	E
1	latitude	longitude			
2	40.74111	-73.9896			
3	37.79661	-122.407			
4	24.55121	-81.8028			
5					

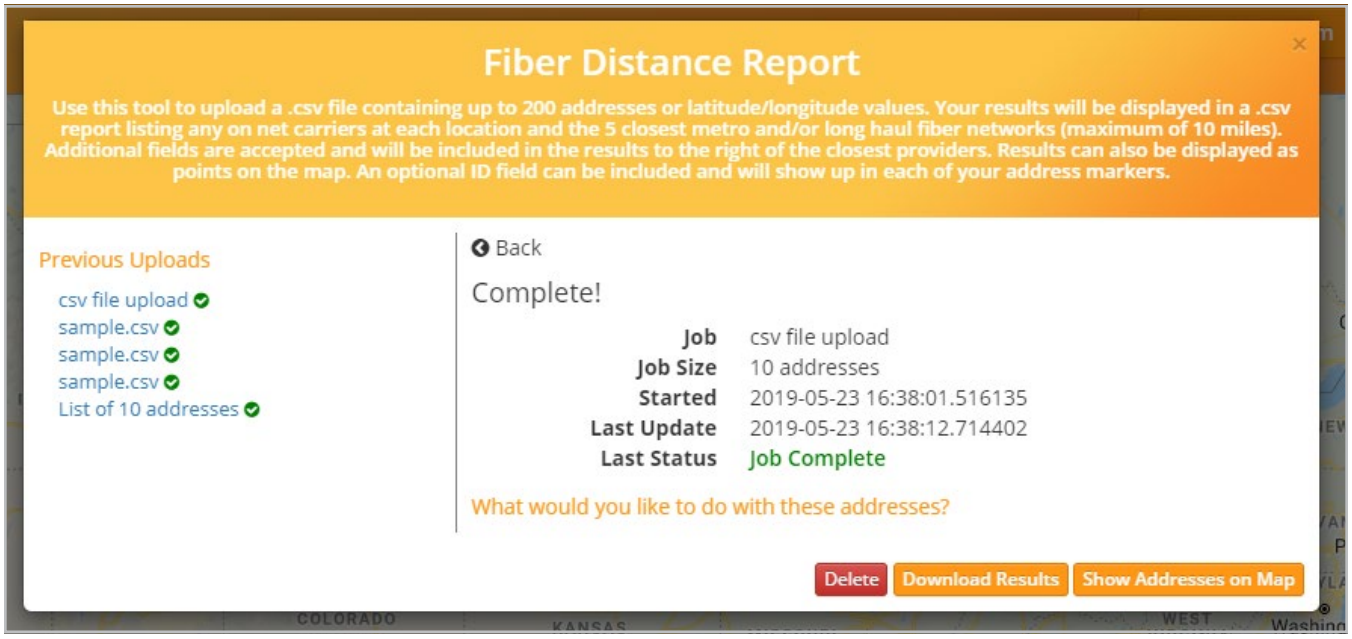
After finalizing and saving your CSV spreadsheet, click on the CSV icon in the toolbar and upload the file you just created by either dragging the file to the upload box or clicking on the box to select and upload the file. You will see a notification telling you that your file is ready to run.

If you want to revise the file name for easy reference, you can do so by filling in a new Reference Name. Check off either Metro, Long Haul or both so your results include the appropriate types of fiber. If you have proprietary data loaded, you can also run the report against your proprietary layer.

The last option is how you would like the address returned. You can get results with the address all in one column or broken out by street, city, state, etc.



Click “Start Batch Process” to run your report. When complete, you’ll have a choice to download the results in a brand new CSV spreadsheet or view your results as points on the FiberLocator map. Don’t worry, if you choose the wrong option, you can go back and select the other output.



For each address in your new CSV spreadsheet or on points of your map, you'll be able to determine if the building is lit by any of the providers in our database as well as the 5 closest fiber providers and their distance to each address in feet/meters. Save your new file to a format of your preference and our work is complete.

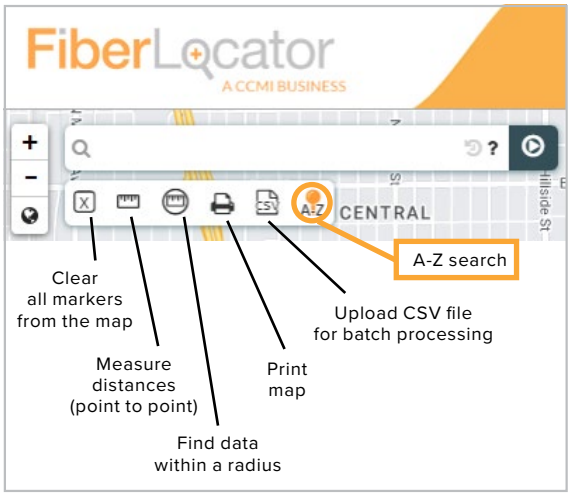
PRO TIP #1 *While your results are pending, don't feel like your workflow has been interrupted. You'll be able to pick up where you left off before you started this batch process. Check back for your results when you're ready. When the spinning wheel next to your file name comes to a halt and switches to a small green checkmark, you'll know the process is complete.*

PRO TIP #2 *All of your previous reports will stay listed under "Previous Uploads" unless otherwise deleted. To delete, click on a previous report, then click "Delete".*

PRO TIP #3 *The CSV batch markers are green and the single search address markers are blue. You also have the option to include a custom ID and it will show up on each of your address markers.*

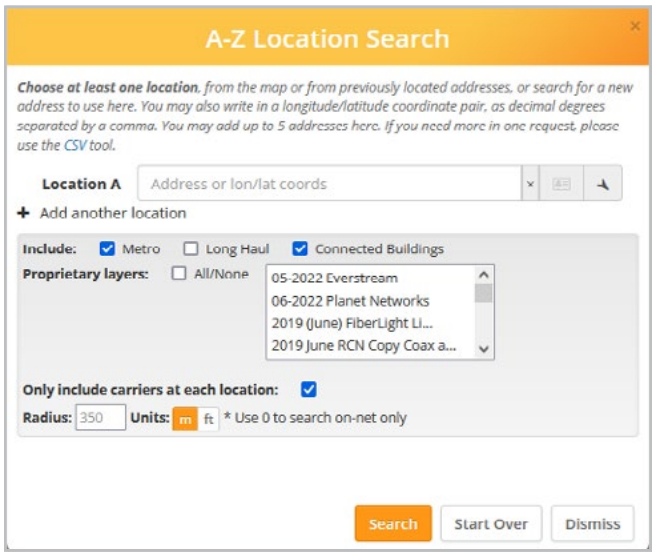
PRO TIP #4 *You can create PDF/PNG maps displaying your batch upload markers using the print function.*

A-Z Location Search

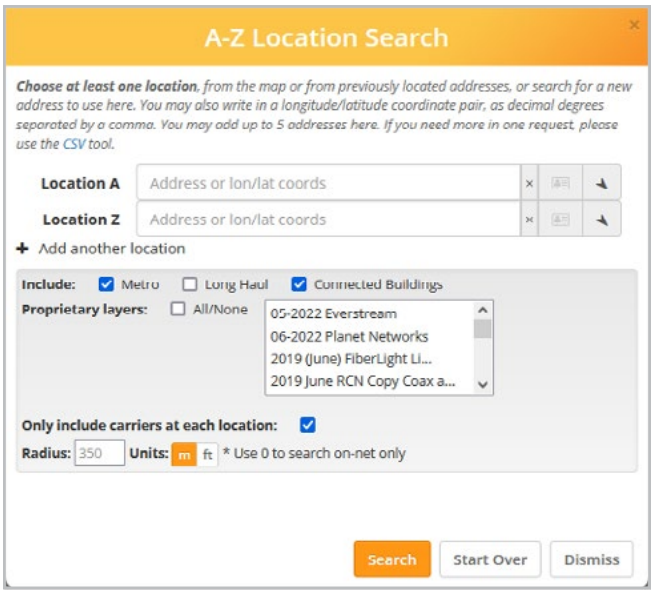


Search for Locations

1. **Select Location A** – Input an address, longitude/latitude (in this order) or use your mouse to select a location on the map.

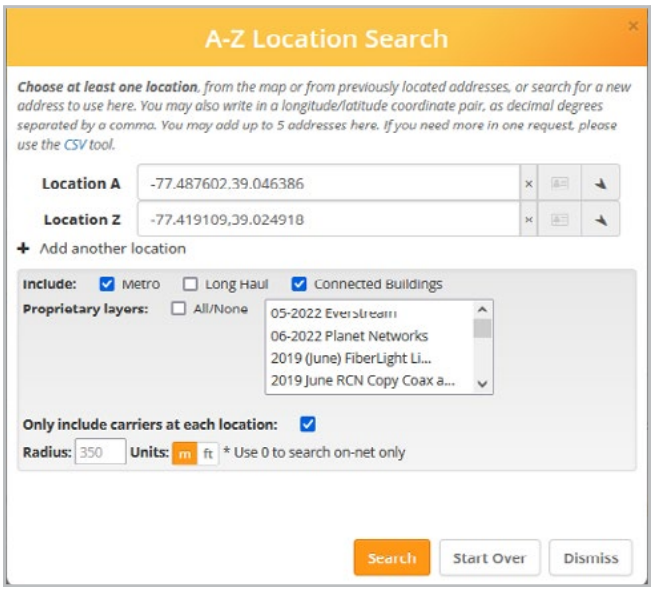


2. **Add another location** – Adding a second location will create Location Z. Additional locations can be added denoted Location B, Location C, etc.



3. **Choose layer options** – Once your locations are set, choose the assets to include. Metro and Connected Buildings are selected by default.

   You can include/exclude these along with Long Hall and Proprietary layers. With Proprietary layers, you can opt to add all at once or select individual proprietary layers.

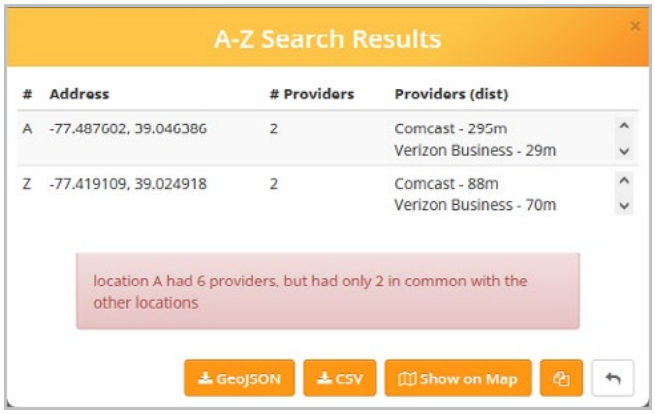


4. Include only those carriers that are present at each location or all carriers. The default is set to **Only include carriers at each location.**

5. Define the search radius – Finally choose the radius around the location. Set the value to 0 for only on net carriers. The Units option is set to your FiberLocator default but can be changed here.

6. Now select Search

Search Results



The number of providers, their names and distance from the location are provided.

CSV Download

```
location,address,longitude,latitude,provider,distance
A,,-77.487602,39.046386,Comcast,295
A,,-77.487602,39.046386,Verizon Business,29
Z,,-77.419109,39.024918,Comcast,88
Z,,-77.419109,39.024918,Verizon Business,70
```

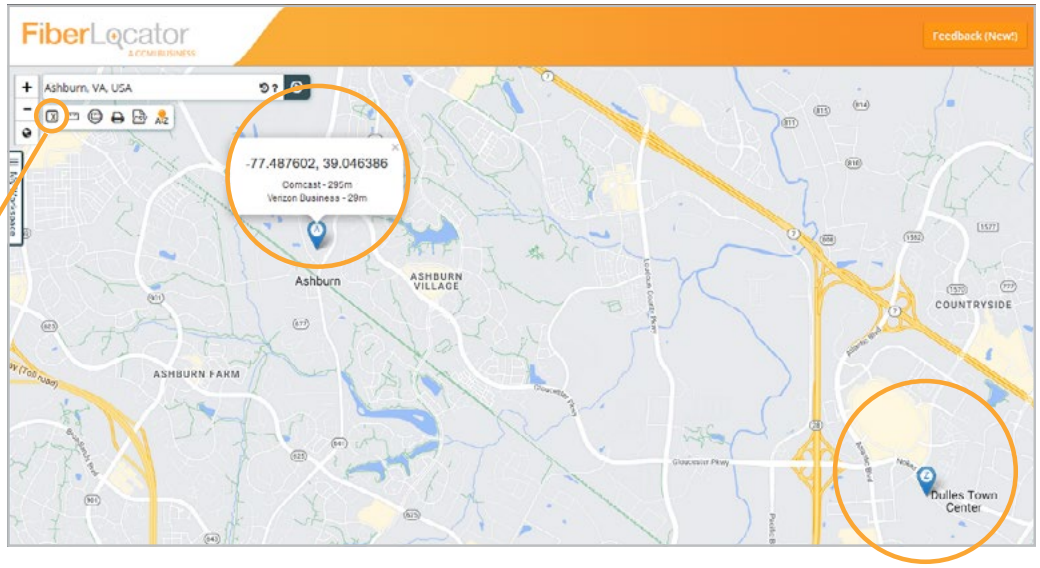
This information can be easily copied to your clipboard, downloaded as a CSV or GeoJSON file or viewed on the map.

Shown on Map

See Providers at Each Location

Click on the location markers to see the providers and distance from the location.

To clear the markers, select the ✖ button in the toolbar.



Network Pricing Requests

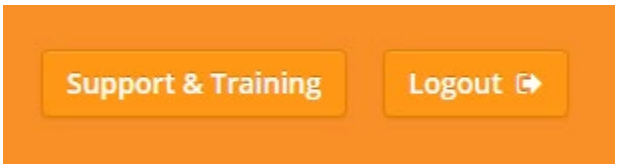
The “Request Network Pricing” feature in FiberLocator allows you to leverage our team of experts. As a complimentary service to our FiberLocator users, you can submit any requests for carrier quotes through the application by simply clicking on the “Request Network Pricing” link located on the bottom of the “My Workspace Panel” or in the business information box.

How the price request process works:

1. Submit a request.
2. During FiberLocator’s regular business hours, we will forward your request to our partners and a member of their team will contact you as soon as possible.
3. After confirming the details of your requirements, our partners will return to you a matrix of available options from relevant providers.

User Training & Logging Out

As a FiberLocator user, you have multiple options for support and training. By clicking on the ‘Support & Training’ button in the top right corner of the tool, you are brought to a page with our FAQs, Support, Resource Center, What’s New and Enhancements. You also have the option to contact us via phone or email for support.



When you’re ready to end your session, you can simply click on the user icon then select “Logout” from the drop down menu. You will be prompted to save your map so the next time you log in, you can pick up right where you left off.

FiberLocator is constantly evolving and improving with the suggestions and feedback from users like you. Please don’t hesitate to send us comments or request data, features, and functions that you think would be helpful or would improve the application. Contact us by emailing support@fiberlocator.com or by calling **888-275-2264** with your suggestions! We look forward to hearing from you.

FiberLocator

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