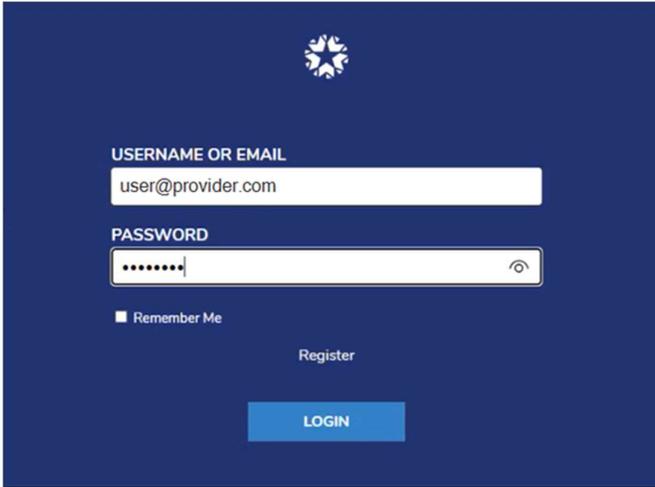
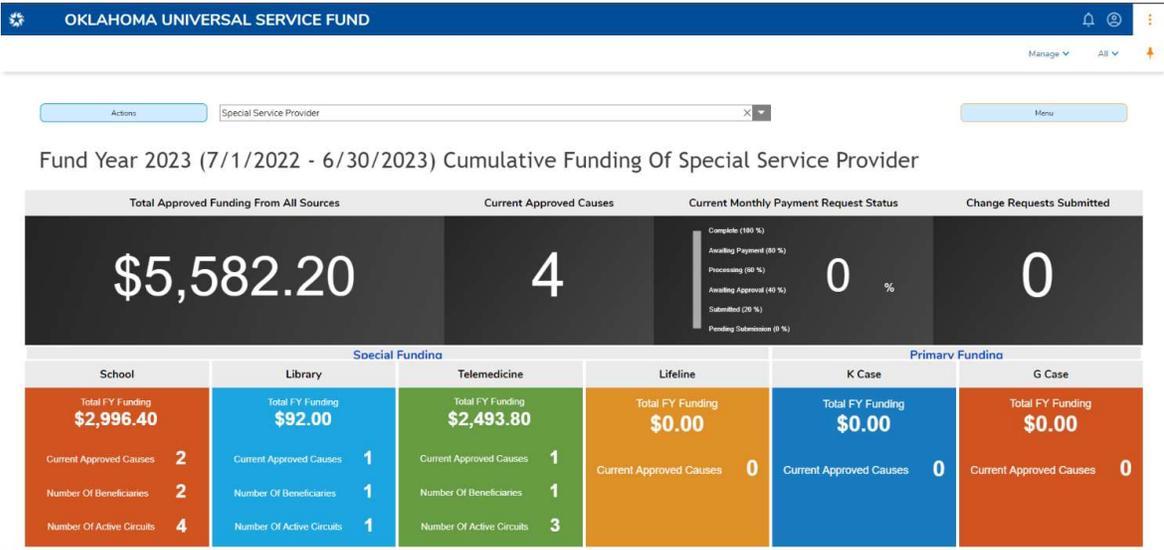
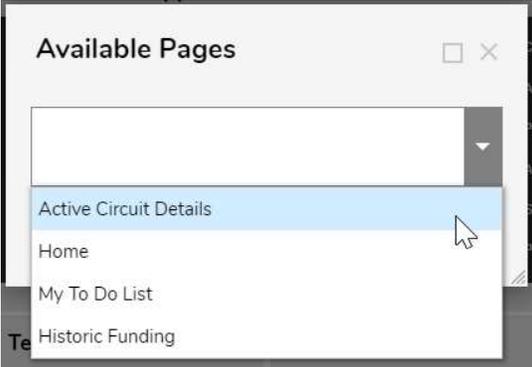
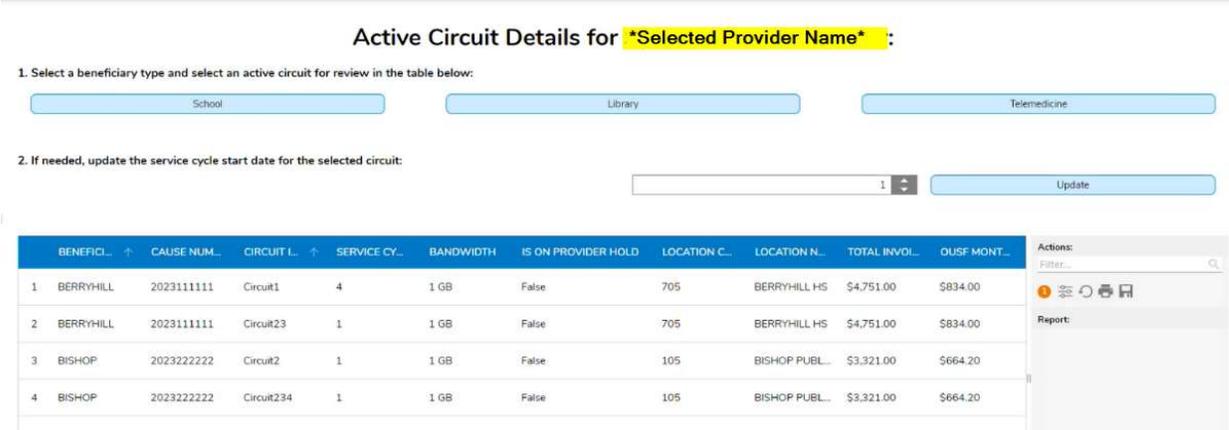


## Training Handout: Active Circuit Details

**Overview:** The Active Circuit Details page is a convenient view to see all special circuits which are considered "active." An active circuit is one that is eligible for continued funding and these circuits will show up in a generated MPR unless placed on hold or stopped. A circuit's standard service cycle start date may also be adjusted from this page.

Step	Action																																				
1.	Login: <a href="https://occ.decisions.com/">https://occ.decisions.com/</a> 																																				
2.	Provider Dashboard/Home will automatically open upon login.  <table border="1"> <thead> <tr> <th colspan="2">Special Funding</th> <th colspan="4">Primary Funding</th> </tr> <tr> <th>School</th> <th>Library</th> <th>Telemedicine</th> <th>Lifeline</th> <th>K Case</th> <th>G Case</th> </tr> </thead> <tbody> <tr> <td>Total FY Funding <b>\$2,996.40</b></td> <td>Total FY Funding <b>\$92.00</b></td> <td>Total FY Funding <b>\$2,493.80</b></td> <td>Total FY Funding <b>\$0.00</b></td> <td>Total FY Funding <b>\$0.00</b></td> <td>Total FY Funding <b>\$0.00</b></td> </tr> <tr> <td>Current Approved Causes: 2</td> <td>Current Approved Causes: 1</td> <td>Current Approved Causes: 1</td> <td>Current Approved Causes: 0</td> <td>Current Approved Causes: 0</td> <td>Current Approved Causes: 0</td> </tr> <tr> <td>Number Of Beneficiaries: 2</td> <td>Number Of Beneficiaries: 1</td> <td>Number Of Beneficiaries: 1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number Of Active Circuits: 4</td> <td>Number Of Active Circuits: 1</td> <td>Number Of Active Circuits: 3</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Special Funding		Primary Funding				School	Library	Telemedicine	Lifeline	K Case	G Case	Total FY Funding <b>\$2,996.40</b>	Total FY Funding <b>\$92.00</b>	Total FY Funding <b>\$2,493.80</b>	Total FY Funding <b>\$0.00</b>	Total FY Funding <b>\$0.00</b>	Total FY Funding <b>\$0.00</b>	Current Approved Causes: 2	Current Approved Causes: 1	Current Approved Causes: 1	Current Approved Causes: 0	Current Approved Causes: 0	Current Approved Causes: 0	Number Of Beneficiaries: 2	Number Of Beneficiaries: 1	Number Of Beneficiaries: 1				Number Of Active Circuits: 4	Number Of Active Circuits: 1	Number Of Active Circuits: 3			
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Step	Action
3.	Navigate to "Menu" 
4.	Select "Active Circuit Details" 
5.	The "Active Circuit Details" page will automatically open on a separate tab. 
6.	Select filtering options, if desired, by choosing a beneficiary type: <ul style="list-style-type: none"> <li>○ School</li> <li>○ Library, or</li> <li>○ Telemedicine</li> </ul> 

Step	Action																																								
7.	<p>a. Select the Circuit ID that requires an update to the service cycle.</p> <ol style="list-style-type: none"> <li>1. Adjust the day of the month that the billing will begin (Pick a day 1 through 30)</li> <li>2. Select "Update" when complete. <ul style="list-style-type: none"> <li>• <b>NOTE:</b> Only one circuit's start date may be updated at a time</li> </ul> </li> </ol> <p>For example, the billing cycle for Circuit #8 is currently from the 1st day of the month to the end of the month. However, the billing cycle is changing from the 15th day of the month to the 14th of the following month.</p> <p>a. Select Circuit # 8 from the list of Circuits.</p> <ol style="list-style-type: none"> <li>1. Select "15" as the new start date.</li> <li>2. Select "Update"</li> </ol> <p>2. If needed, update the service cycle start date for the selected circuit:</p> <div style="text-align: center;">  </div> <table border="1" data-bbox="267 1018 1469 1323"> <thead> <tr> <th>BEN...</th> <th>CAUSE ...</th> <th>CIRCUIT ID ↑</th> <th>SERVIC...</th> <th>BAND...</th> <th>IS ON P...</th> <th>LOCATI...</th> <th>LOCATI...</th> <th>TOTAL I...</th> <th>OUSF ...</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>1 GB</td> <td>False</td> <td>705</td> <td></td> <td>\$845.00</td> <td>\$507.00</td> </tr> <tr> <td></td> <td></td> <td><b>Circuit ID #8</b></td> <td>1</td> <td>1 GB</td> <td>False</td> <td>140</td> <td></td> <td>\$845.00</td> <td>\$507.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>1 GB</td> <td>False</td> <td>999</td> <td></td> <td>\$845.00</td> <td>\$507.00</td> </tr> </tbody> </table>	BEN...	CAUSE ...	CIRCUIT ID ↑	SERVIC...	BAND...	IS ON P...	LOCATI...	LOCATI...	TOTAL I...	OUSF ...				1	1 GB	False	705		\$845.00	\$507.00			<b>Circuit ID #8</b>	1	1 GB	False	140		\$845.00	\$507.00				1	1 GB	False	999		\$845.00	\$507.00
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