

alden ONE

Third Party Attacher &
Double Pole Process Training



Table of Contents

Connecticut Permit to Attach

Creating a New Application

- Initiating a Permit to Attach Conversation..... 5
- Created: First Steps..... 11
- Created: Adding Assets..... 12
- Created: Adding Poles to a Conversation from the Map..... 13
- Created: Adding Poles Not Already on the Map..... 15
- Created: Adding Proposed Attachments.....18
- Created: Adding Documents..... 21
- Created: Changing the Status..... 22
- Sending Email..... 25
- Adding a Pole to The Application After It Has Been Sent 27

New Application Review

- Sent: Acknowledging an Application..... 30
- Sent: Application Review..... 31
- Additional Information Needed: Changing the Status..... 33
- Awaiting Application Fee: What do I do now..... 35

Engineering

- Survey: What do I do now?..... 38
- Review: What do I do now?..... 39

Construction

- Finding My Make-Ready Work..... 54
- Make Ready in Progress: What do I do now?..... 59
- Make-Ready in Progress: Reporting an Issue..... 61
- Make-Ready Issue: What do I do now?..... 63
- Make-Ready: What do I do now?..... 64
- Ready to Attach: What do I do now?..... 66
- Requesting Temporary Attachments..... 68
- Adding Temporary Attachments..... 69
- Adding Temporary Attachments..... 70
- Inspection: What do I do now?..... 73
- Corrections Needed: What do I do now?..... 75
- Posting: What do I do now?..... 77
- Complete..... 79

Double Poles

- Finding My Transfer Work..... 81
- Transfer in Progress: What do I do now?..... 87
- Transfer in Progress: Reporting an Issue..... 89
- Transfer Issue: What do I do now?..... 91



Connecticut Permit To Attach - Process Walkthrough

This document will be your step-by-step guide to the Connecticut Permit to Attach process.

Use CTRL+F to quickly locate topics on using your computer.



Creating a New Application

The screenshot displays the alden ONE interface with the following elements:

- Callout 1:** Points to the "Poles on Map" tab in the search results.
- Callout 2:** Points to the "Menu" button in the top navigation bar.
- Callout 3:** Points to the "Create TEST-Connecticut Permit to Attach" option in the dropdown menu.

The interface shows a search bar with "Assigned To Me" and "Poles on Map" tabs. Below the search bar, there are filters for "Assets Searched" (Pole, Conversation (5)), "Keyword Search", "Conversation Filters" (Assigned To, Companies, Contact, Initiated By, Location), and "Apply Filters" and "Save View" buttons. The main content area displays a table of conversations with columns for Conversation #, Type, Date, and Status.

Conversation #	Type	Date	Status
746022	TEST-Work Order		
735992	TEST-Transfer Notice	2/18/2019	Escalated
735991	TEST-Transfer Notice	12/3/2018	Initial
735990	TEST-Transfer Notice	2/18/2019	Escalated
571333	TEST-Eversource Permit to Attach I	2/19/2019	Make-Ready Overdue

page walkthrough

- ① The easiest first step of beginning a Permit to Attach Conversation is finding the pole or poles that need the Permitting Process. To look for the poles, click the "Poles on Map" tab, viewable from anywhere in the application. It will usually be just to the right of your home tab unless you change the order.
- ② If you do not see the "Poles on Map" tab, click into the Search bar and find it in your list of "Quick Searches." Re-pin it to your tabs by using the "Pin" icon so you will have it later.
- ③ An alternate way to start a "Connecticut Permit to Attach" conversation is to use the "Create New Conversation" button in the "Menu," but we recommend finding the poles first and creating a conversation that way.

Attacher's Responsibility

The screenshot displays the aldenONE web application interface. The top navigation bar includes the aldenONE logo, a search bar, a menu icon, and the user's name (CLP Admin) and organization (CONNECTICUT LIGHT & POWER). The main content area features a map of Connecticut with a grid overlay. A search bar at the top left shows "Assigned To Me" and "Poles on M...". Below the search bar, there are filters for "Assets Searched" (738278) and "Pole Filters". The "Pole Filters" section includes options for "show shared data", "Attacher Name", "Owner Name", "State", and "Year Placed". A "Zoom to Loc" dialog box is open at the bottom right, with a "GO!" button. Annotations 1 through 6 are placed on the interface to guide the user through the process.

Attacher's Responsibility

page walkthrough

- ① The Search opens in a new tab.
- ② Your number of results is shown here (2a), but if the results are more than 1,000, they will not all display on the map (2b).
- ③ Since searching for "Poles", make sure that only the "Pole" asset type is selected.
- ④ Different owning companies will be displayed in different colors. Some colors are specific to a company type, some are able to be changed. Click the circle here to change the color of the poles displayed.
- ⑤ Use the "Zoom to Loc" feature to zoom the map to a particular address, city, zip code, or state.
- ⑥ Click "GO!"

The screenshot displays the aldenONE interface with the following elements and annotations:

- 1**: Search results showing 105 poles returned.
- 2**: A dashed blue rectangle (3a) drawn on the map, enclosing a group of poles (3b) that are highlighted in yellow.
- 3**: An information tray at the bottom right showing details for the selected poles.
- 4**: The 'Create Conversation With Selected Assets' button in the 'Take Action' dropdown menu.
- 5**: The 'Clear Selection' button in the 'Take Action' dropdown menu.
- 6**: The 'Take Action' dropdown menu itself.

Attacher's Responsibility

page walkthrough

- Now the results returned are under 1,000, so all the results are displayed on screen.
- Click the poles you would like to start the "Permit to Attach" conversation with. Click a selected pole to de-select it.
- You can select a group of poles using the drawing tools here (3a). Click a shape tool, then click the map where you want to start drawing your shape. The rectangle tool was used to draw the shape in the middle of the screen. The selected poles are in yellow (3b).
- To view more information about the selected poles, open this tray at the bottom of the screen.
- Create a conversation with the selected poles by using this button here.
- Clear all the poles selected with this button.

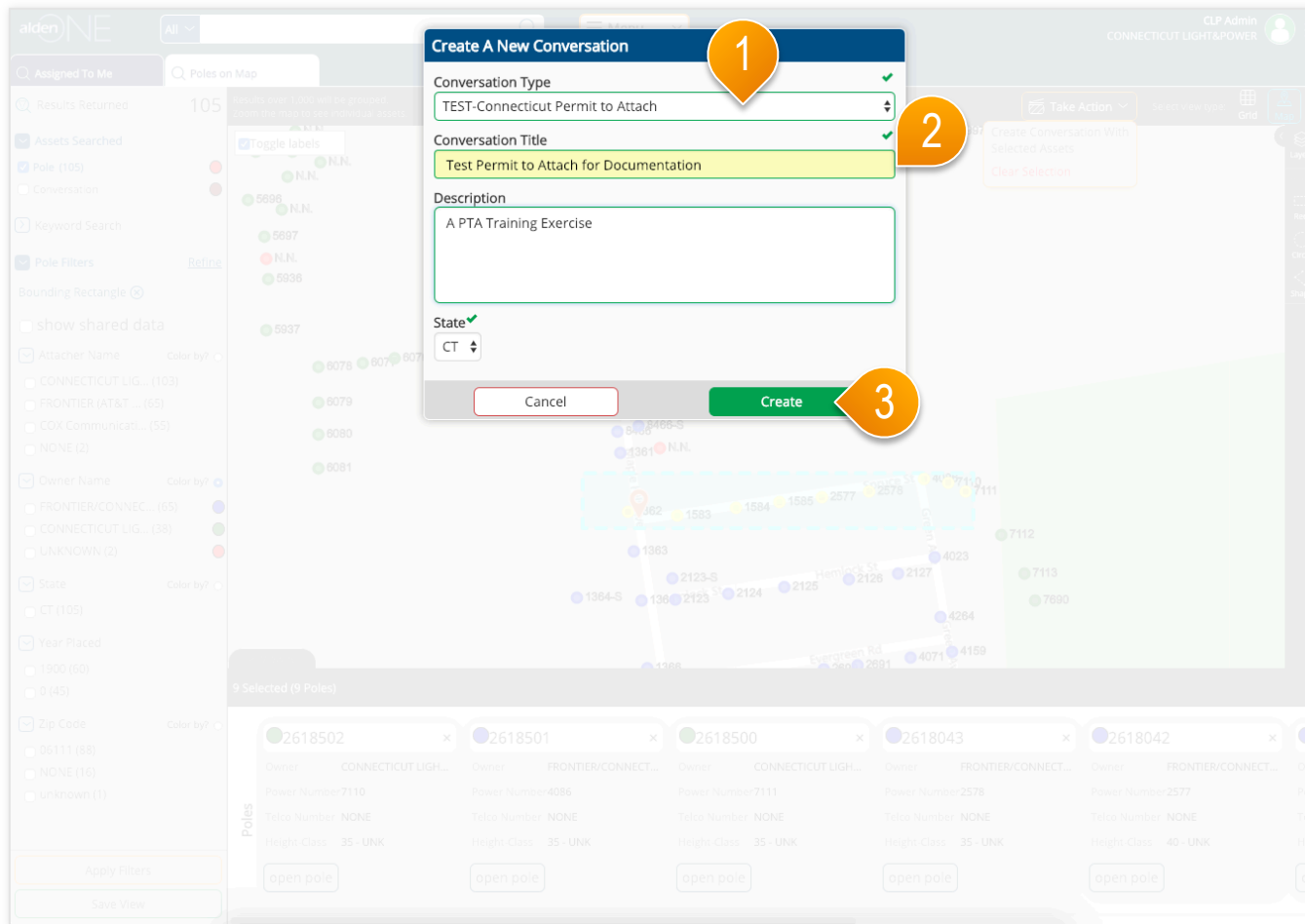
The screenshot displays the aldenONE interface with a map of poles and a list of selected poles. The interface includes a search bar, a menu, and a sidebar with filters. The map shows various poles with labels and a bounding rectangle around a group of poles. The list of selected poles is shown below the map, with each pole card containing details such as Owner, Power Number, Telco Number, and Height-Class. The 'open pole' button is visible for each card. A 'Take Action' dropdown menu is open, showing options like 'Create Conversation With Selected Assets' and 'Clear Selection'.

Power Number	Owner	Telco Number	Height-Class
7110	CONNECTICUT LIG...	NONE	35 - UNK
4086	FRONTIER/CONNECT...	NONE	35 - UNK
7111	CONNECTICUT LIG...	NONE	35 - UNK
2578	FRONTIER/CONNECT...	NONE	35 - UNK
2577	FRONTIER/CONNECT...	NONE	40 - UNK

Attacher's Responsibility

page walkthrough

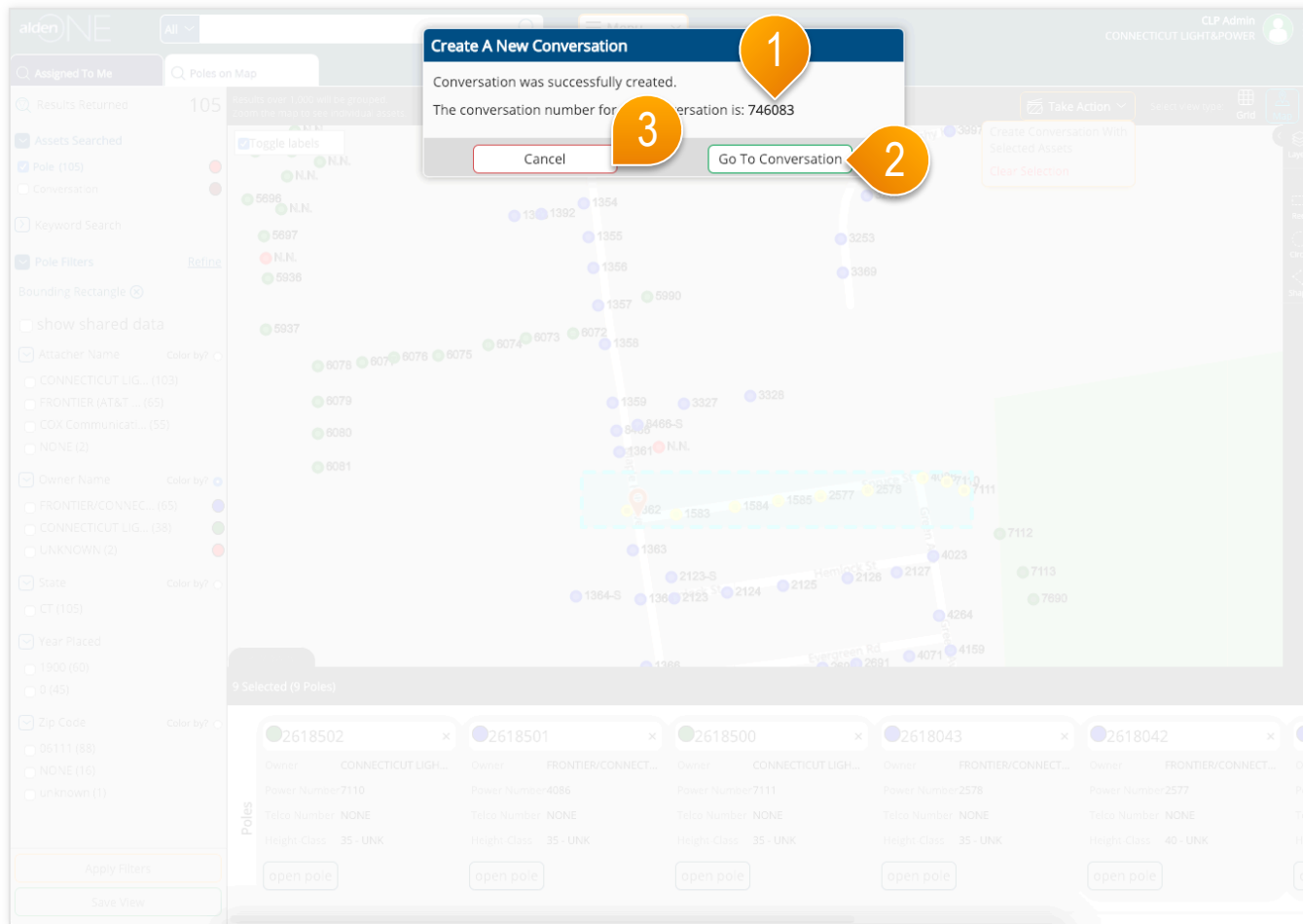
- 1 Create a conversation with the selected poles by using this button here.
- 2 Click "View All" to expand the tray and get more details about the selected poles.
- 3 View basic information about each pole here.
- 4 View more detailed information about a pole by opening it here.
- 5 Remove a pole from the selection by clicking the "x" here at the top right of a card.
- 6 Clear all the selected poles with this button.



page walkthrough

- 1 Select the Conversation type "Connecticut Permit to Attach."
- 2 Fill in the required fields and add a "Description," if appropriate.
- 3 Click "Create."

Attacher's Responsibility



Attacher's Responsibility

page walkthrough

- ① The conversation will be given a unique ID number for you. This will also show up on your home screen under the "Initiated By Me" button or on the dashboard by selecting "Initiated by me" on the dropdown.
- ② If you would like to view this new conversation, click "Go to conversation."
- ③ If you don't want to see the conversation, click this "Cancel" to close this tab. **This will NOT cancel your conversation.**

The screenshot displays the 'alden ONE' interface for a 'Permit to Attach Conversation'. The top navigation bar includes the user 'CLP Admin' and 'CONNECTICUT LIGHT&POWER'. The main content area shows a form for a permit with ID '746083'. The form is divided into sections: 'Header' (Title, Description, Location, State), 'Application Details' (Permitting Company, Application Type, Applicant Job Number, Due Date, Bonding Work), and a 'Save Changes' button at the bottom right. A red outline and asterisk mark the 'Bonding Work' field as required. A blue callout box with the number '1' points to the 'Description' field, and another blue callout box with the number '2' points to the 'Save Changes' button.

page walkthrough

- ① The first step in a newly created conversation is to fill in the required fields. Required fields are marked by a red outline and an asterisk.
- ② Once all required fields are filled in with the appropriate information, click "Save Changes" on the bottom right of the screen.

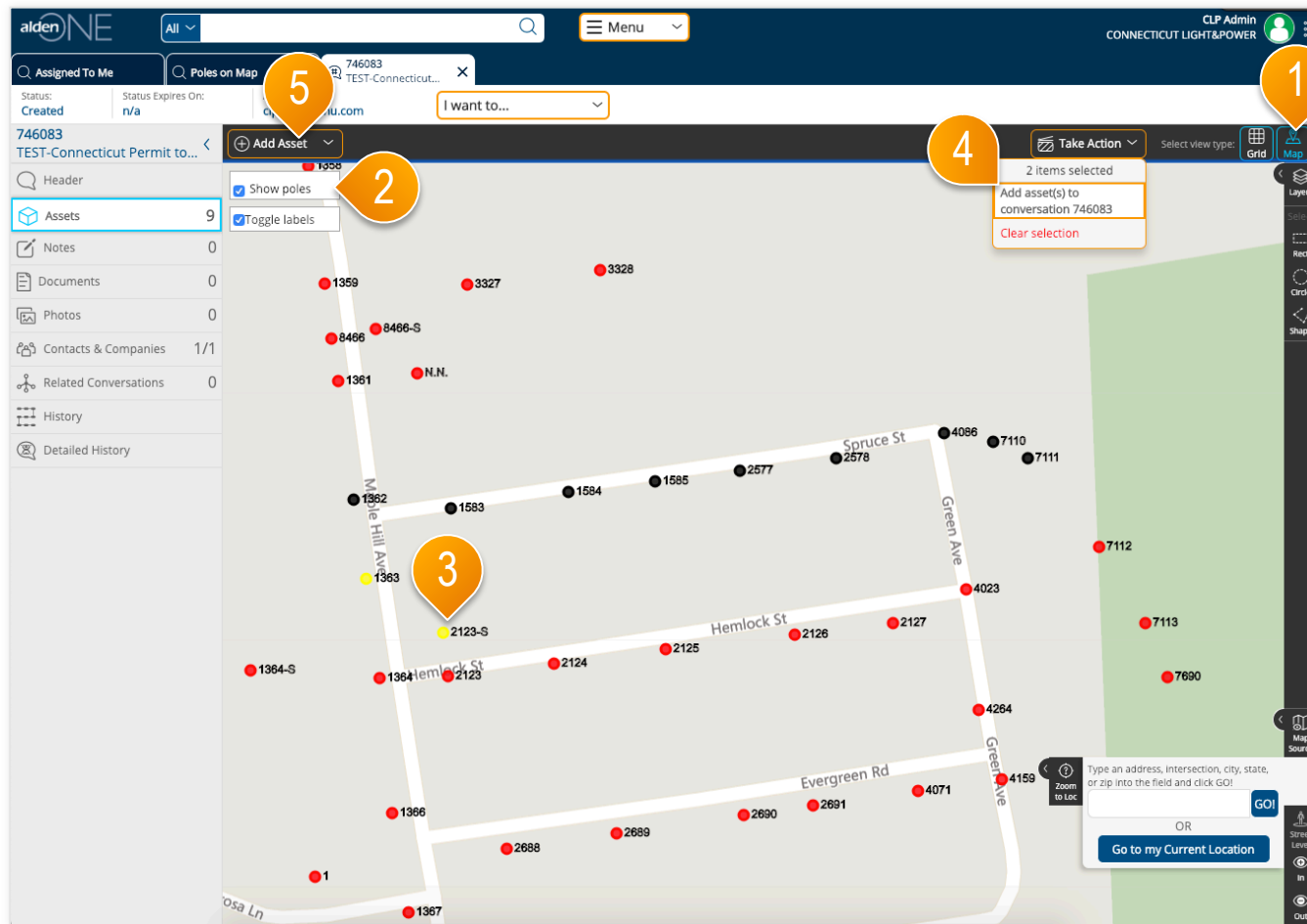
Attacher's Responsibility

The screenshot displays the Alden ONE interface for a permit conversation. The top navigation bar shows the user is logged in as 'CLP Admin' for 'CONNECTICUT LIGHT&POWER'. The main content area is titled '746083 TEST-Cor... permit to...' and shows a table of assets. The 'Assets' tab is selected in the sidebar, and the 'Take Action' menu is open, showing options like 'Line edit asset(s)', 'Form edit asset(s)', 'Remove asset(s)', 'Add Proposed Attachment to asset(s)', 'Show Poles In Jrm', 'Create a child conversation', and 'Clear selection'. The table lists assets with columns for Owner Name, Custodian, Pole-Tag, and Telco No.

Owner Name	Custodian	Pole-Tag	Telco No
FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)		
FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)		
FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)		
FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)		
CONNECTICUT LIGHT&POWER	CONNECTICUT LIGHT&POWER		7110
CONNECTICUT LIGHT&POWER	CONNECTICUT LIGHT&POWER		7110
FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)		1583
FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)		2577
FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)		4086

page walkthrough

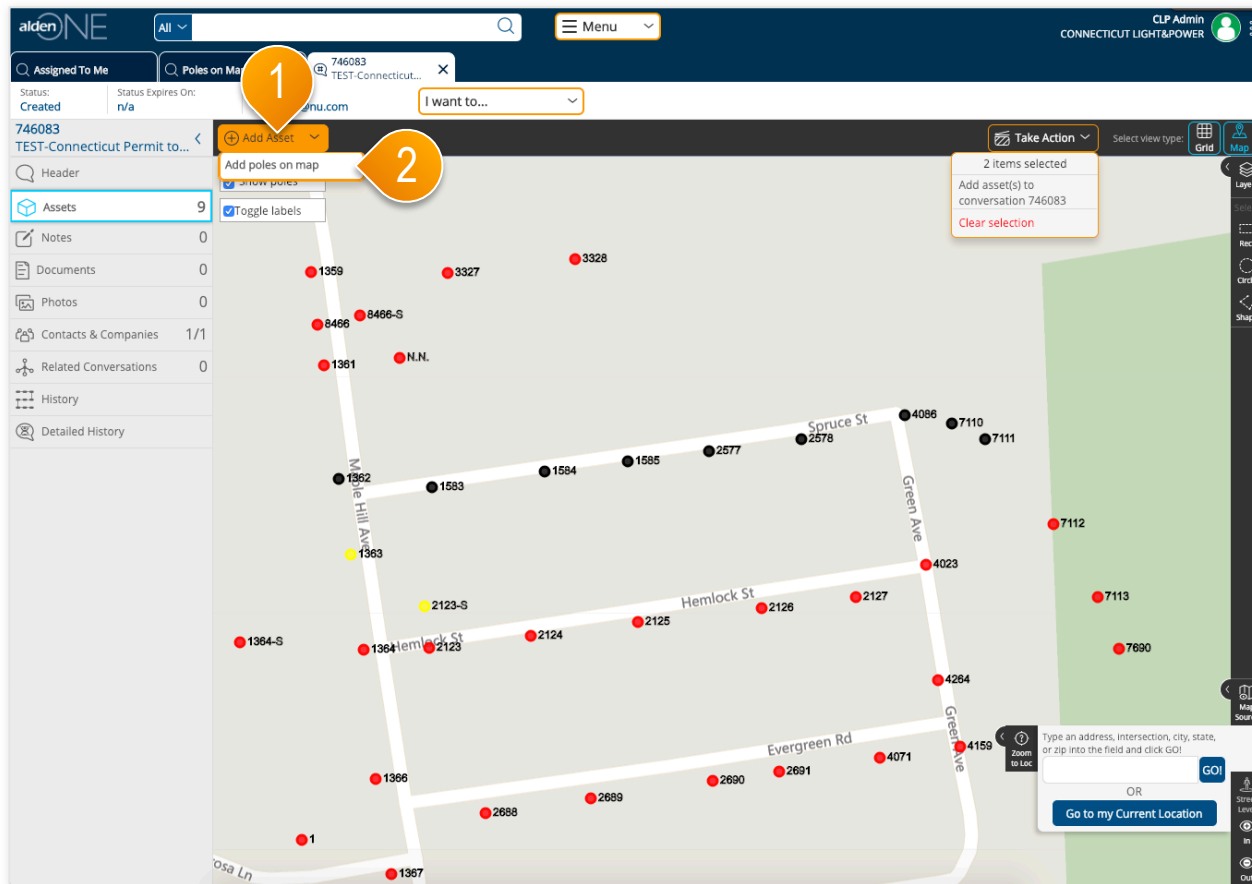
- Once all the required fields in the "Header" section are filled and saved, click the "Assets" tab.
- To add proposed attachments, select all poles one by one in the grid or use the dropdown menu to "Select all."
- Once selected, use the "Take Action" menu to "Add proposed attachments."
- On the next page, you can see how to do this on the map view instead of the grid view.



Attacher's Responsibility

page walkthrough

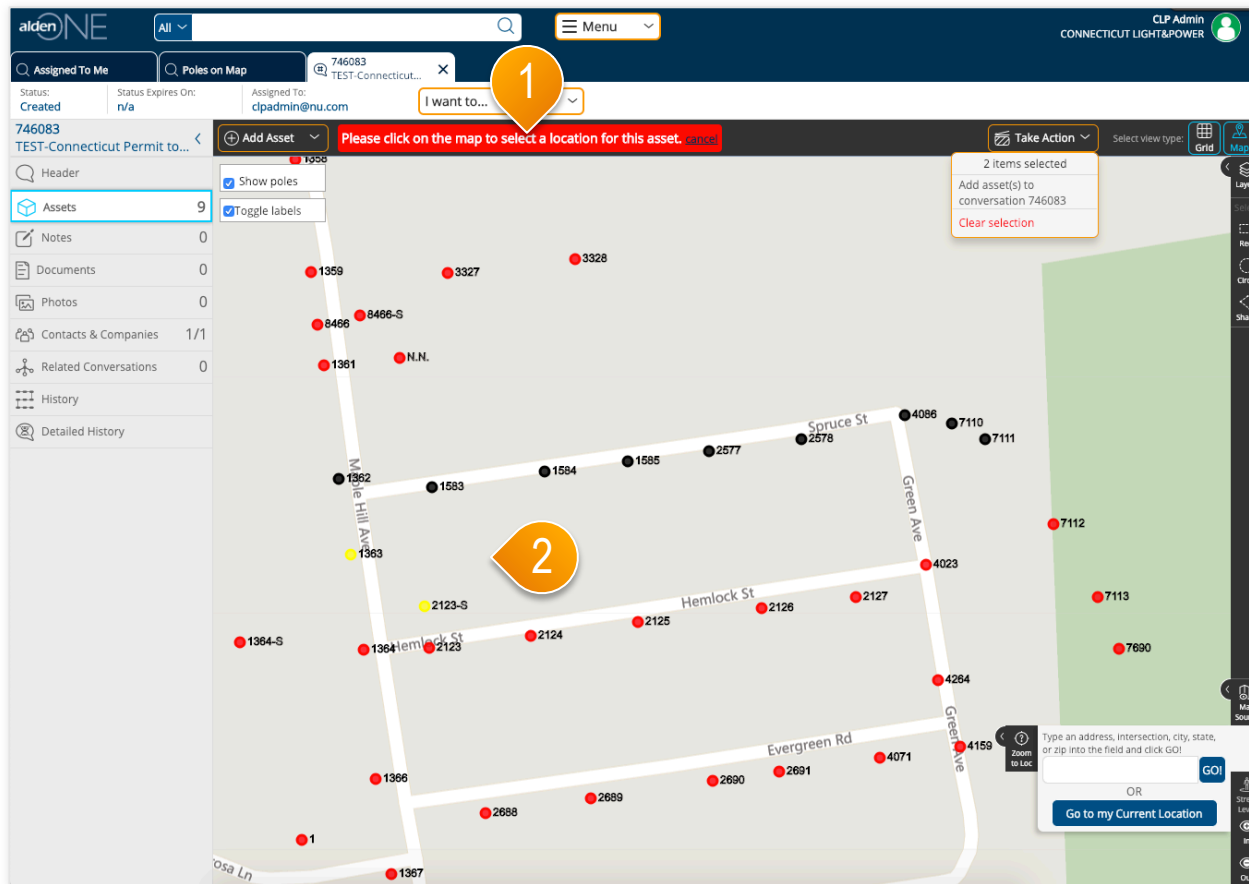
- ① To add more assets (already in Alden One) to the conversation, make sure you are on the Map view.
- ② Click the "Show poles" checkbox to view poles in the area. See the next slide for adding nearby poles to this conversation.
- ③ Select more poles by clicking on the ones that need to be added to this conversation.
- ④ Add the selected poles to the conversation here.
- ⑤ If you know a pole exists but cannot see it on the map of available poles after clicking "Show Poles," **you can add poles that are NOT in Alden One®**, by clicking the "Add asset" dropdown here and follow the steps on screen. See the next screen for more information.



Attacher's Responsibility

page walkthrough

- ① To add an asset in the field that exists but is not shown currently shown in Alden One, you can add it using the "Add Asset" dropdown here.
- ② Click "Add Pole on Map."



Attacher's Responsibility

page walkthrough

- ① A prompt will be displayed that will tell you to click anywhere on the map to drop the pole.
- ② Click the place on the map where the pole should be marked.

add asset

adding new pole to conversation.

Comment

owner name *

custodian *

pole tag

telco no

power no

location

height

class

material type

date placed

usage

address

city

state

zip code

latitude

longitude

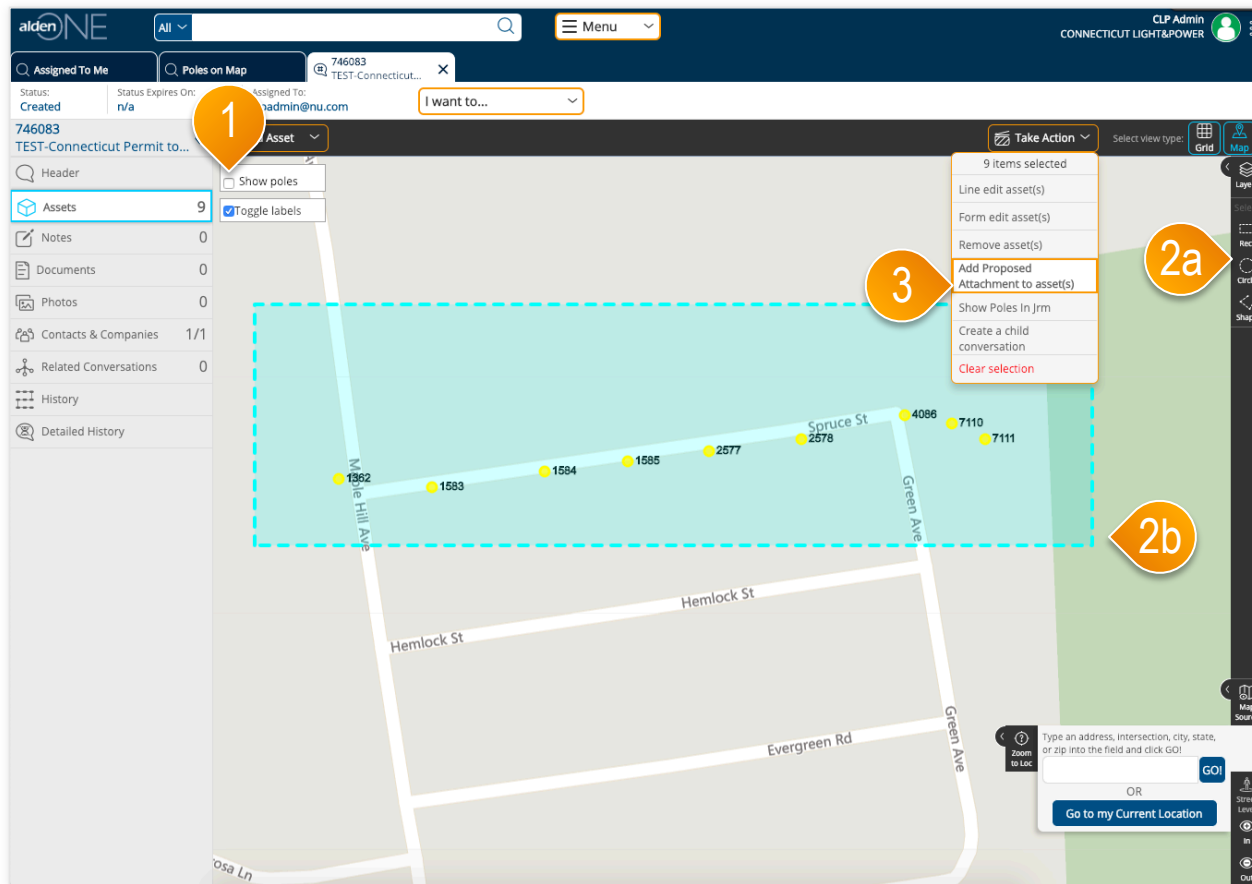
owner confirmed *

cancel save

page walkthrough

- ① A dialog box will appear. Fill in the required fields and any other fields you have the information for.
- ② Click "Save." The pole is now added to the conversation.

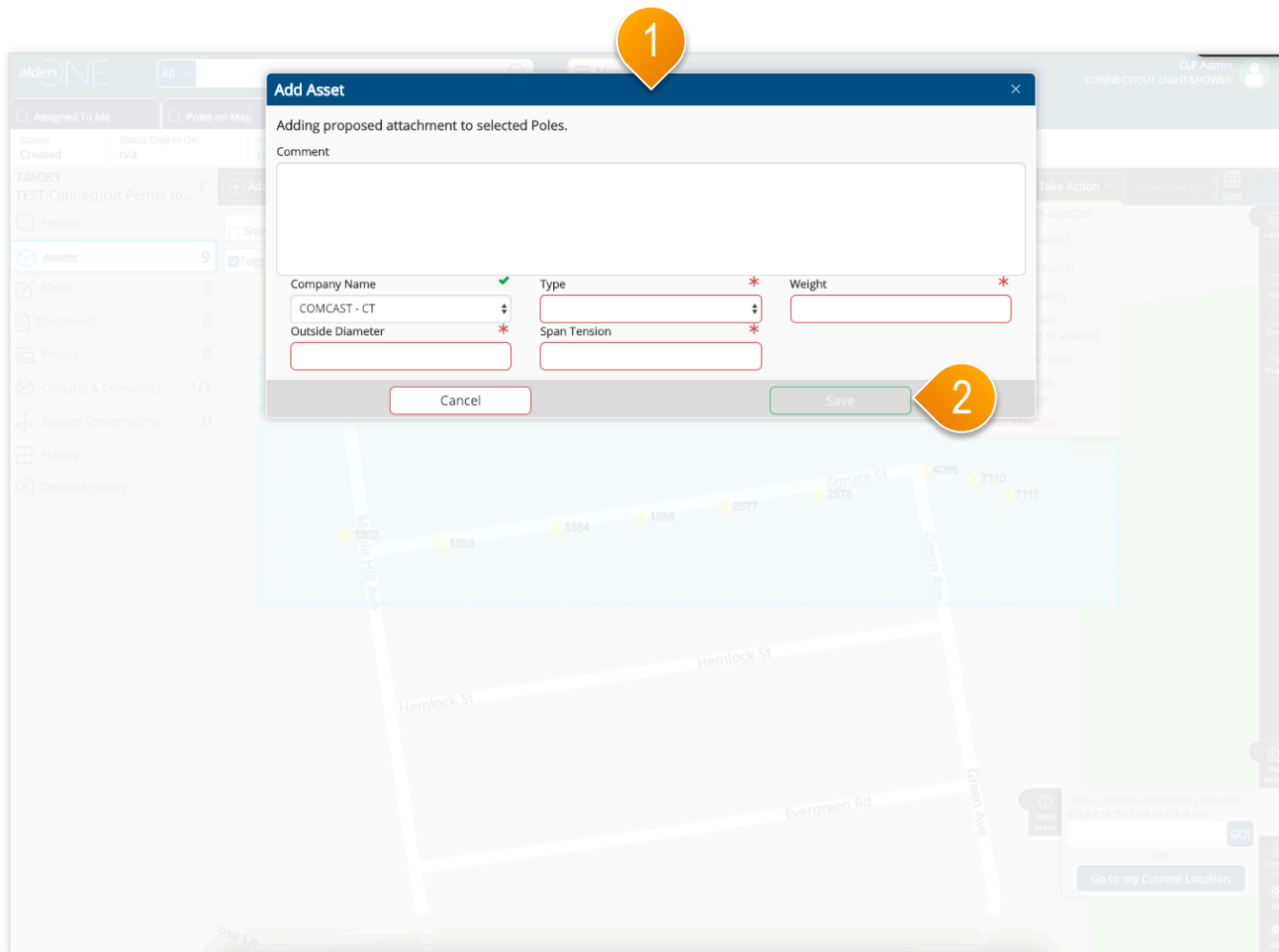
NOTE: If you have already added your proposed attachments to the other poles on this conversation, make sure you add your proposed attachments to this pole as well. Follow the steps in the "Adding a Proposed Attachment" walkthrough.



Attacher's Responsibility

page walkthrough

- ① Turn off other poles by unchecking "Show poles."
- ② Select all the poles on the conversation by choosing the draw tool (2a), then drawing a shape around them (2b).
- ③ Click "Add proposed attachments."



page walkthrough

- 1 Fill in all required fields to be able to save the changes.
- 2 Once the required fields are filled, click "Save."

Attacher's Responsibility

aldenONE

CLP Admin
CONNECTICUT LIGHT&POWER

Assigned To Me

Status: Created

Status Expires On: n/a

Assigned To: cdpadmin@nu.com

746083
TEST-Connecticut...

I want to...

Wrap Text

Take Action

Select view type: Grid Map

Assets 9

Notes 0

Documents 0

Photos 0

Contacts & Companies 1/1

Related Conversations

History

Detailed History

collapse all

Select Items

Hide Poles

Show/Hide Columns

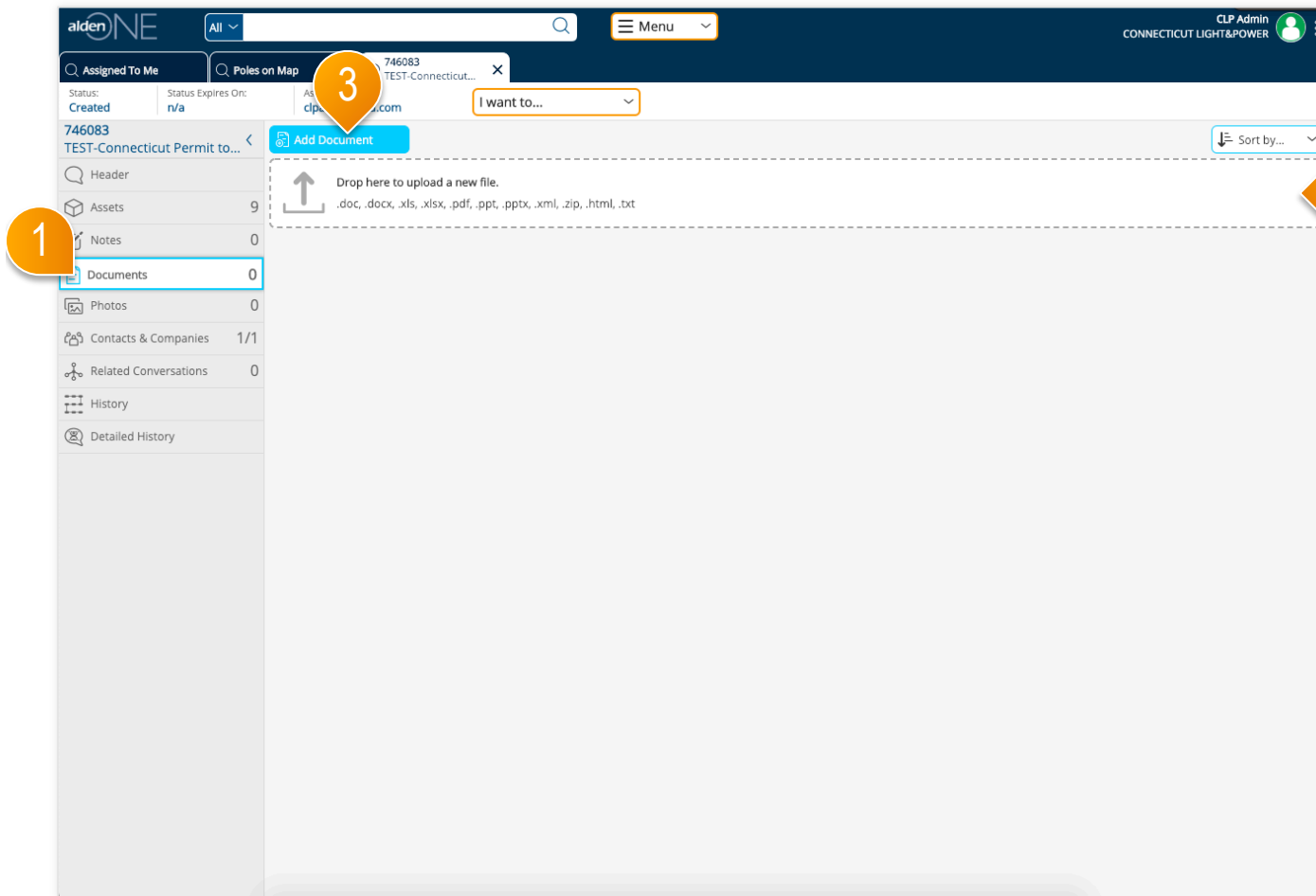
Owner Name	Custodian	Pole Tag	Telco No	Power No
FRONTIER/CONNECTICUT LIGHT&POWEI	FRONTIER (AT&T - CT)			1362
Proposed Attachment (1)				
Show/Hide Columns				
Company Name	Type	Weight	Outside Diameter	Span Tension
COMCAST -	Communication Main Line	5	3	100
FRONTIER/CON	LIGHT&POWEI	FRONTIER (AT&T - CT)		2578
Proposed Attachment (1)				
Show/Hide Columns				
Company Name	Type	Weight	Outside Diameter	Span Tension
COMCAST - CT	Communication Main Line	5	3	100
FRONTIER/CONNECTICUT LIGHT&POWEI	FRONTIER (AT&T - CT)			1584
Proposed Attachment (1)				
Show/Hide Columns				
Company Name	Type	Weight	Outside Diameter	Span Tension
COMCAST - CT	Communication Main Line	5	3	100
FRONTIER/CONNECTICUT LIGHT&POWEI	FRONTIER (AT&T - CT)			1585
Proposed Attachment (1)				

https://uat.aldenapps.com/aldenone/#

page walkthrough

- ① In the grid view of the Assets tab, click the expand button next to each pole to view the proposed attachment(s).
- ② Under each of the poles on this conversation, there is now a proposed attachment.

Attacher's Responsibility



page walkthrough

- ① In your Permit to Attach conversations, there will be documentation that you are required by the owning company to upload. To upload a document to any conversation, go to the Documents tab by either clicking the tab or scrolling through the conversation.
- ② To add a document, drag one from your desktop or search window into the dotted drop area here.
- ③ Alternatively, you can click “Add Document” to search for the document on your computer or device.

Please see Appendix for samples of required documents.

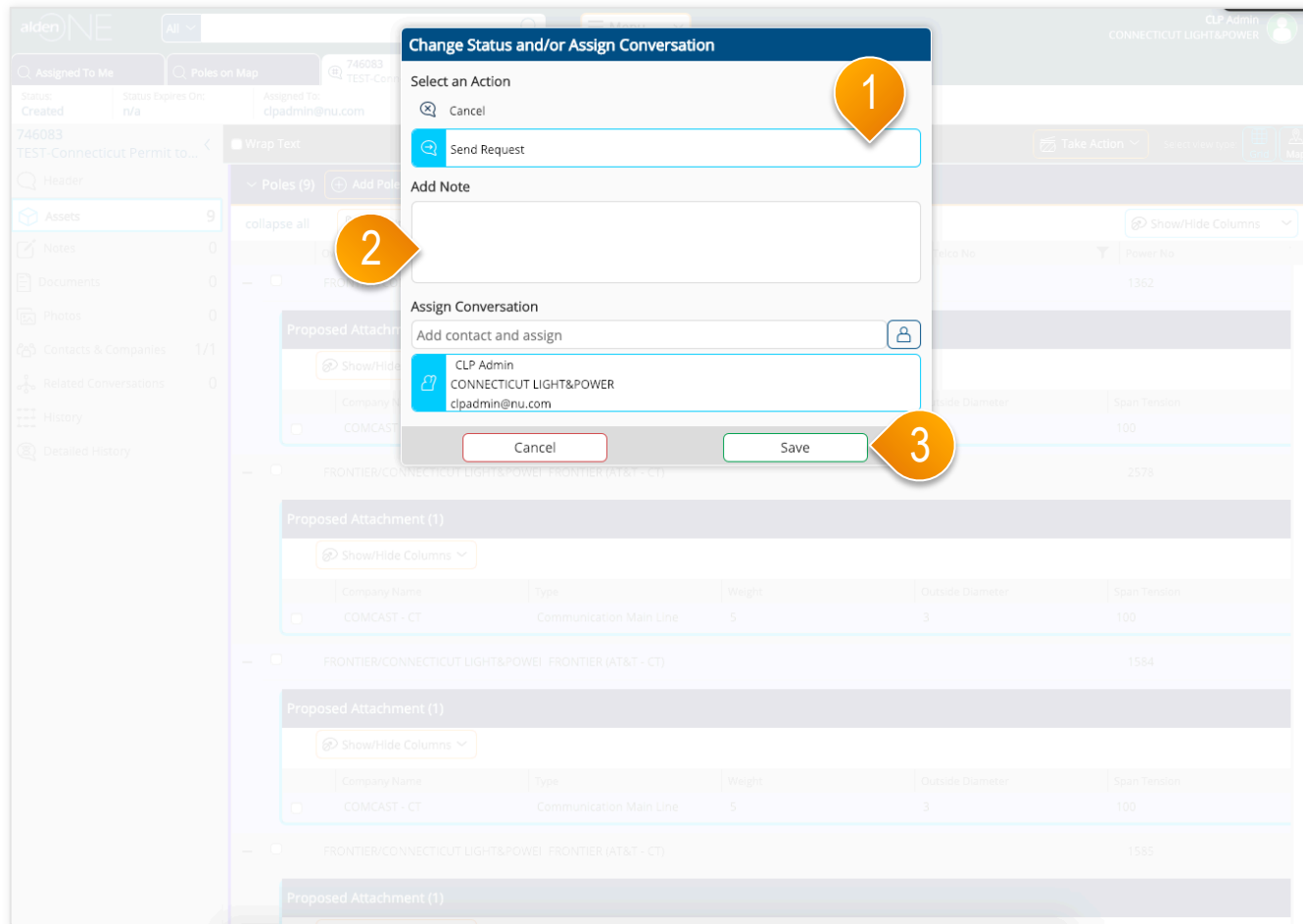
The screenshot displays the aldenONE interface for a conversation titled "746083 TEST-Connecticut Permit to...". The interface includes a left sidebar with navigation options like "Assets", "Notes", and "Documents". The main content area shows a table of "Proposed Attachment (1)" records. A context menu is open over the table, and a "Take Action" button is visible in the top right of the conversation header.

Company Name	Type	Weight	Outside Diameter	Span Tension
COMCAST - CT	Communication Main Line	5	3	100
FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)			2578
COMCAST - CT	Communication Main Line	5	3	100
FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)			1584
COMCAST - CT	Communication Main Line	5	3	100
FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)			1585

Attacher's Responsibility

page walkthrough

- ① The proposed attachments can be viewed under the Assets tab below the Poles.
- ② Now that the proposed attachments are added, the Conversation state can be changed and sent to the SPA Team.
- ③ Click the "I want to..." button and select "Change the Status and/or assignment" here to move the conversation forward.
- ④ You can also click in the status bar to bring up the change status dialog.



page walkthrough

- 1 Click "Send Request."
- 2 Add a note, if you wish. This step is not required but can be helpful if you need to add additional information for the pole owner. It will be saved in the Notes section of the conversation.
- 3 Click "Save" to submit the application.

The screenshot displays the Alden ONE interface for a conversation titled "746083 TEST-Eversource Permit to ...". The conversation status is "Sent". The interface is divided into several sections:

- Header:** Shows the user "CLP Admin" and the company "CONNECTICUT LIGHT&POWER".
- Navigation:** A left sidebar contains options like "Assets", "Notes", "Contacts & Companies" (highlighted with callout 2), "Related Conversations", "History", and "Details".
- Contacts:** A list of contacts is shown, including "CLP Admin", "Frontier3PA Administrator", and "Single Pole Administration" (highlighted with callout 3). Each contact has "Read Only?", "Assign", and "Remove" options.
- Companies:** A list of companies is shown, including "CONNECTICUT LIGHT&POWER" and "FRONTIER (AT&T - CT)".
- History:** A section for viewing the conversation's history (highlighted with callout 4).
- Menu:** A top right menu icon (highlighted with callout 5) leads to an "I want to..." dropdown menu.

page walkthrough

- ① The conversation Status is now "Sent", a new Status Expires date and time are shown, and the conversation is assigned to the Single Pole Administrator (SPA) Team's point of contact.
- ② The SPA Team's admins are also added to the conversation automatically and are found in the "Contacts and Companies" section of the conversation.
- ③ Email addresses are available for all Alden One® users if you need to contact them directly.
- ④ In the "History" section, view the last state change of the conversation here.
- ⑤ **Note:** After the Application is Sent, you will no longer be able to add other poles to the conversation. However, if you need to add a pole or poles, you can notify the SPA Team, using the "Send Email" feature in the "I want to..." menu., to assist you.

Attacher

SPA Team

aldenONE

send email

Who are you sending this email to?

Contacts (1 of 3 contacts selected)

Select at least one contact.

CLP Admin
CONNECTICUT LIGHT&POWER

Frontier3PA Administrator
FRONTIER (AT&T - CT)

Single Pole Administration
CONNECTICUT LIGHT&POWER

Don't see the person you would like to send this to? Add them to the conversation here:

add contact

Why are you sending this email?

I need to add additional poles to this conversation but cannot in the "Sent" status.

cancel

send email

Add other elements from the conversation to the email?

Add the entities of this conversation? (48 entities)

Add Notes? (0 notes selected) <

Add Files? (0 files selected) <

Add Photos? (0 photos selected) <

page walkthrough

- ① After selecting "Send Email" from the conversation, select at least one person to email by marking the checkbox.
- ② If the person you want to email is not listed, you can add a contact by typing in their name or email address.
- ③ Type your message in this box.
- ④ You can add entities, notes, files and/or photos associated with this conversation.
- ⑤ Click "Send Email" to transmit your message.

Note: a private copy of the message will be added to the "Notes" section of the conversation.

Attacher



SPA Team

The screenshot shows the alden ONE interface with a conversation titled '746083 TEST-Eversource Permit'. A note is visible with the text: 'Email Sent: I need to add additional poles to this conversation but cannot in the "Sent" status.' The 'Notes' tab is selected in the sidebar. An 'Edit Note' dialog box is open, showing the note content and options to set it as 'Public' or 'Private'. The 'Public' option is selected. Below the visibility options, there are sections for 'Contacts' and 'Companies' with a list of entities to share with. The 'Save' button at the bottom of the dialog is highlighted with a red circle.



page walkthrough

- ① Select the Notes tab to view a copy of the message sent.
- ② The Note is automatically marked private and can only be viewed by the email sender and recipients.
- ③ You can make the note public by clicking "edit" on the note
- ④ Selecting the eye-con for "Public" or
- ⑤ You can select specific contacts or companies to share with.
- ⑥ Select "Save" to save your changes.

1

2

	Owner Name	Custodian	Pole Tag	Telco No	Power No
+ <input type="checkbox"/>	FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)			1362
+ <input type="checkbox"/>	FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)			2578
+ <input type="checkbox"/>	FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)			1584
+ <input type="checkbox"/>	FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)			1585
+ <input type="checkbox"/>	CONNECTICUT LIGHT&POWER	CONNECTICUT LIGHT&POWER			7111
+ <input type="checkbox"/>	CONNECTICUT LIGHT&POWER	CONNECTICUT LIGHT&POWER			7110
+ <input type="checkbox"/>	FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)			1583
+ <input type="checkbox"/>	FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)			2577
+ <input type="checkbox"/>	FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)			4086

page walkthrough

- ① Sometimes the Attacher may not have added every pole to the conversation before sending and may request a new pole to be added. Only the SPA Team can perform this action after a Permit to Attach is Sent. To do this, go to the Assets Tab.
- ② Switch to Map View here.

The screenshot shows the aldenONE web application interface. The top header includes the user name 'CLP Admin' and 'CONNECTICUT LIGHT...'. The sidebar on the left has a 'Header' section with 'Assets 13' and 'Show poles' checked. The main map area displays several poles with labels like '13121', '13122', '3059', '3061', '3062', '3063', '11681', '11736', '2294', '2298', '3317', '3318', '3319', '2007', and '-1'. A 'take action' menu is open, showing 'add asset(s) to conversation 293298' and 'clear selection'. A 'Location' input field is visible at the bottom right.

page walkthrough

- 1 Toggle on “Show Poles.”
- 2 Select the pole(s) you wish to add.
- 3 Click “Add Assets to Conversation.”
- 4 Now that the poles have been added, you may inform the Attacher by using the “Send Email” button here.



New Application Review

The screenshot displays the aldenONE web application interface. At the top, there is a search bar and user information for 'CLP Admin'. Below the search bar, there is a navigation bar with 'home' and '293298 Eversource Pe...'. The main content area shows a map with several assets marked by red dots. A context menu is open over the map, listing actions such as 'Change the Status and/or Assignment', 'Add Assets', 'Edit Assets', 'Clone', 'Print', 'Send an Email', 'Export', and 'Get Help on This Conversation Type'. Two callout boxes are present: a purple box with the number '1' pointing to the search bar, and a purple box with the number '2' pointing to the 'I want to...' dropdown menu in the context menu.

SPA Team's Responsibility

page walkthrough

- ① To move the conversation forward (or back to the applicant for more information) click the "I want to..." dropdown here and select "Change Status."

The screenshot displays the 'aldenONE' interface with a 'Change Status and/or Assign Conversation' modal window open. The modal contains the following sections:

- Select an Action:** Includes 'Acknowledge' and 'Cancel' buttons.
- Add Note:** A text input field with a placeholder 'test!'.
- Assign Conversation:** A section with the heading 'Add contact and assign' and a list of contacts. The contact 'Single Pole Administration' is selected and highlighted.

Numbered callouts in the image indicate the following steps:

- 1: Click the 'Acknowledge' button.
- 2: Click the 'Add contact and assign' button.
- 3: Click the 'Save' button.

page walkthrough

- ① If everything on the conversation is in order, the SPA Team will “Acknowledge” the Permit to Attach Request. This will move the application into queue to be reviewed for accuracy and verification that required documents have been uploaded.
- ② Add a note for additional information, if desired.
- ③ Click “Save” to save your changes.

The screenshot shows the 'alden ONE' application review interface. The top navigation bar includes 'alden ONE', a search bar with 'sent in Status', a 'Menu' button, and user information for 'CLP Admin CONNECTICUT LIGHT&POWER'. The main content area is titled 'Application Review' and shows details for application '746126 TEST-Eversource Permit to ...'. The interface is divided into sections: 'Application Details', 'Engineering - Power', 'Engineering - Telco', and 'Construction'. A dropdown menu titled 'I want to...' is open, showing options like 'Change the Status and/or Assignment', 'Add Assets', 'Edit Assets', 'Clone', 'Change Parent Conversation', 'Remove Parent Conversation', 'Print', 'Send an Email', 'Export', and 'Get Help on This Conversation Type'. A red circle with the number '1' is at the bottom left, and a red circle with the number '2' is next to the dropdown menu.

1

SPA Team's Responsibility

page walkthrough

- ① The application has been acknowledged and must now be reviewed.
- ② Once reviewed, the SPA Team will either confirm or deny the application. To do this, the SPA Team will click the "I want to..." button to change the status.

page walkthrough

- ① If the review is complete and there are no issues with the application, the SPA Team will select “Application Review Complete.”
- ② **If something needs to be changed** by the Attacher, the Owner can return the conversation to the Attacher here. If this option is selected, a note must be added as well.
- ③ Unless required by choosing “Return to Applicant,” adding a note is optional. You may add a note for additional information, if desired.
- ④ Click “Save” to save your changes.
- ⑤ **Note:** Once submitted, two documents are generated and uploaded to the documents in the conversation for the Attacher to complete:
 - Exhibit A: a structure access request; and The Application Fee Payment form.
 - Exhibit B: the pole list with proposed attachment information.

An email will be sent out to all parties involved with the documents and confirming the application was received (planned for July 2018).

aldenONE Conversation sent in Status Menu CLP Admin CONNECTICUT LIGHT&POWER

Assigned To Me Poles on Map My Conversati... sent 746126 TEST-Eversource... I want to...

Status: Additional Information Needed Status Expires On: n/a Assigned To: charteruser@nomail.com

746126 TEST-Eversource Permit to ... Add Note Sort by...

Header 1

Assets 1

Notes 2

Documents 2

Photos 0

Contacts & Companies 3/3

Related Conversations 0

History

Detailed History

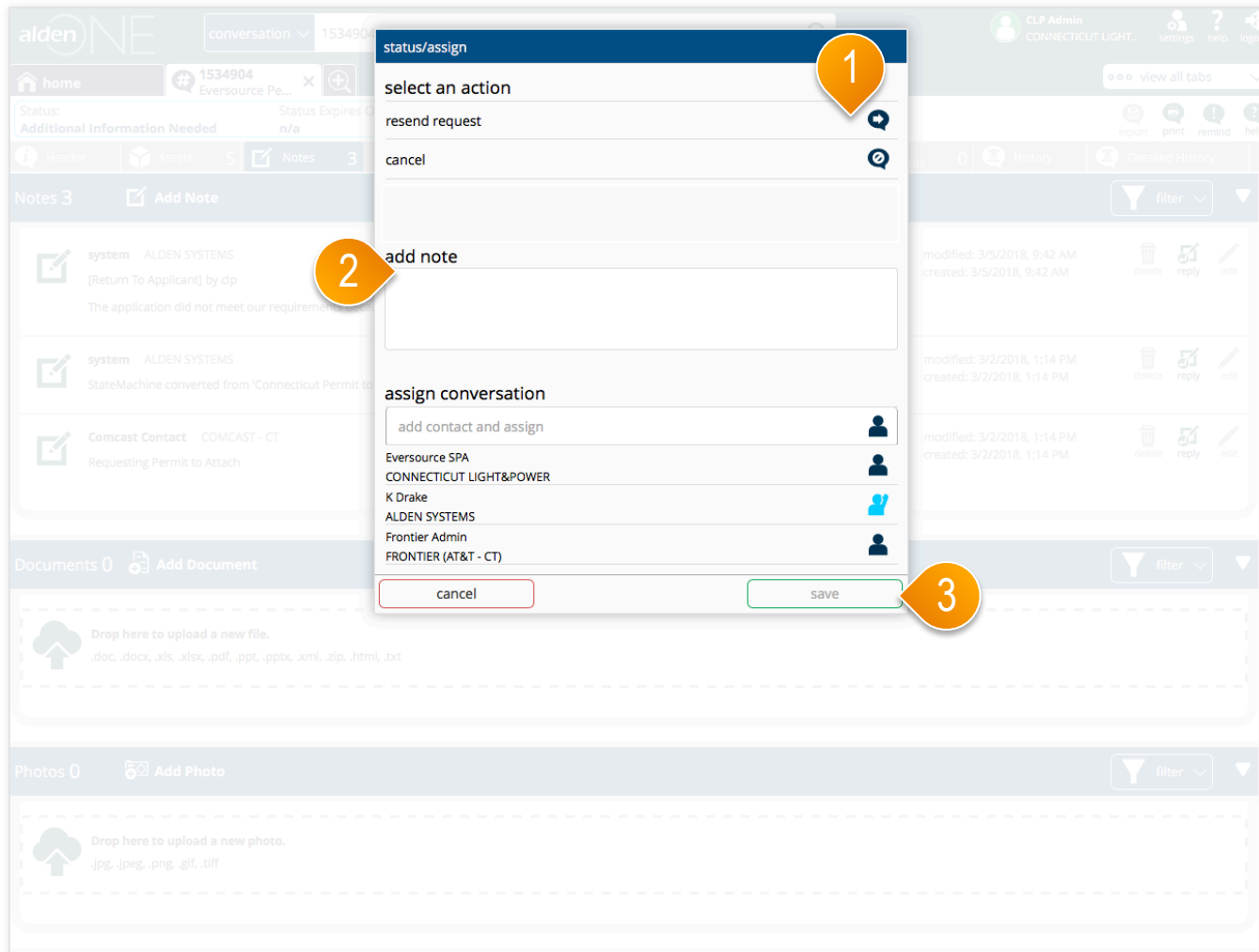
system ALDEN SYSTEMS, INC. Modified: 3/25/19, 11:02 AM Created: 3/25/19, 11:02 AM Delete Reply Edit
[Return To Applicant] by clpadmin
Hi, please review the assets you are applying to attach to. One is not owned by us.

system ALDEN SYSTEMS, INC. Modified: 3/13/19, 1:49 PM Created: 3/13/19, 1:49 PM Delete Reply Edit
StateMachine converted from 'TEST-Connecticut Permit to Attach'

2
Attacher's Responsibility

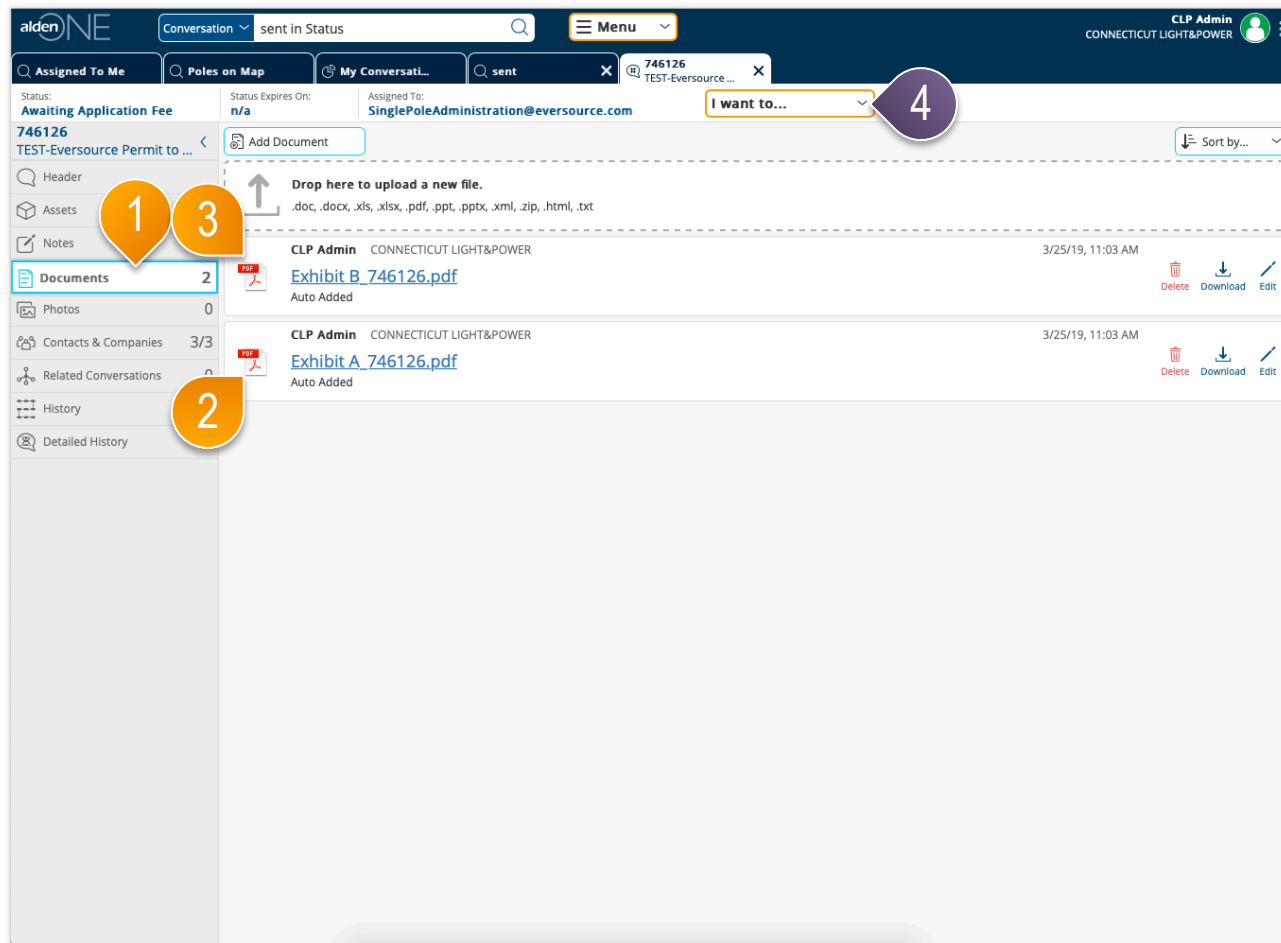
page walkthrough

- ① The only reason a Permit to Attach conversation would be in this status is if an owner needed additional information from the Attacher. Look in the Notes section to see what additional information is needed.
- ② Make the appropriate changes.
- ③ Click the "I want to..." button and select "Change the Status and/or assignment" here to move the conversation forward.



page walkthrough

- 1 Click “Resend Request.”
- 2 Add a note, if you wish. This step is not required but can be helpful if you need to add additional information for the pole owner.
- 3 Click “Save” here to move the conversation forward. This will send the conversation back into the “Sent” status. The owner will review the application.

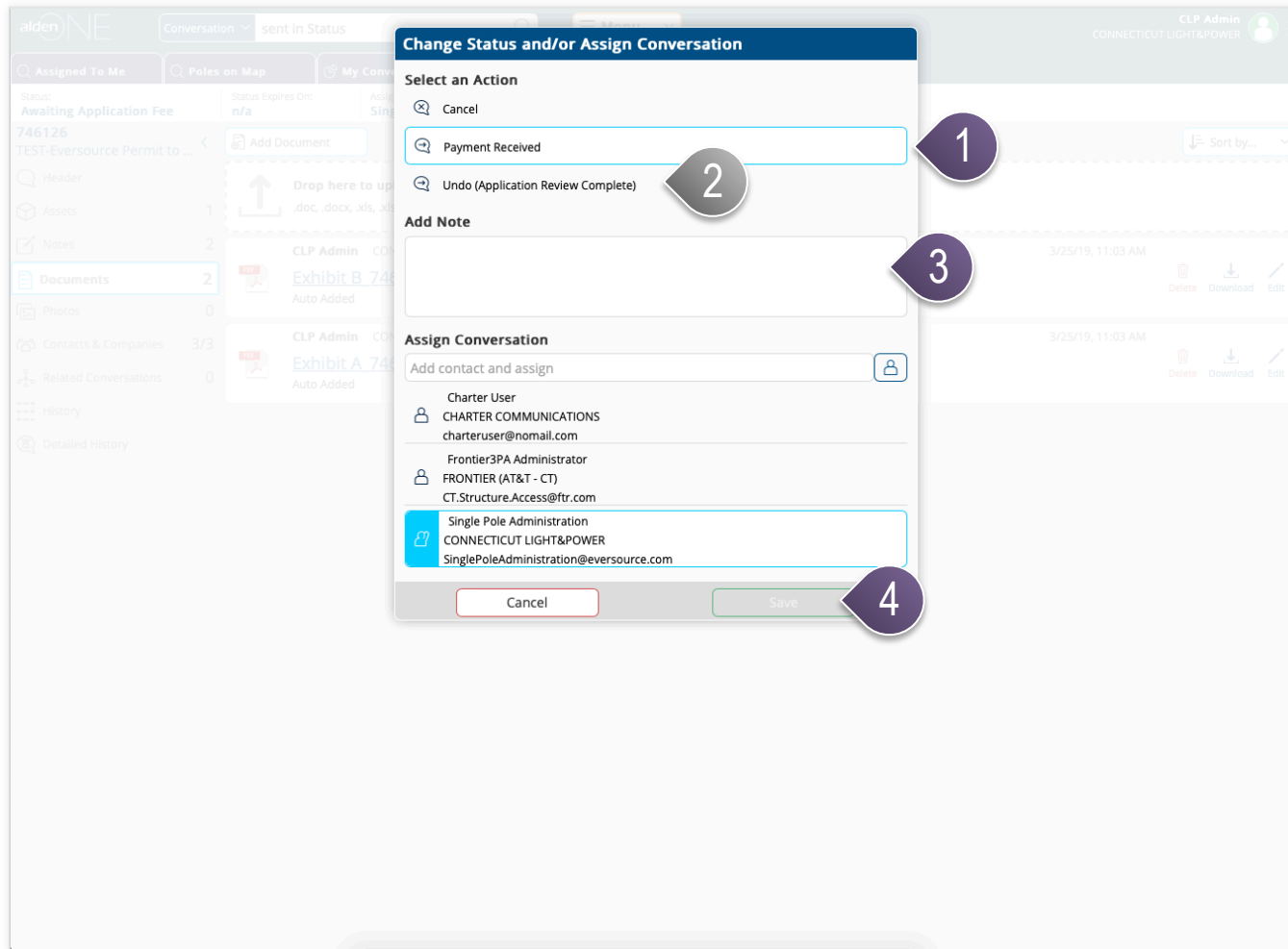


Attacher's Responsibility

SPA Team's Responsibility

page walkthrough

- ① The application fee is required before further work can be performed. See the Documents section for the appropriate documents to fill out and return. Starting in July 2018, you will also receive an email with these documents in them to the email address registered to your Alden One login account.
- ② Document "Exhibit A" is the detailed charges for the Application Fee. Also in this document is the information for where to send your payments. A copy of the "Exhibit A" must be included with your payment.
- ③ Document "Exhibit B" is an overview of the poles on the conversation and the attachments being requested.
- ④ Once payment is received, the SPA Team confirms the payment has been made by moving the conversation to "Survey" status.



page walkthrough

- ① **If the Application fee has been paid**, the SPA Team will choose “Payment Received.”
- ② **If something needs to be changed** by the Attacher, the SPA Team can return the conversation to the Attacher here.
- ③ Add a note for additional information, if desired.
- ④ Click “Save” to save your changes.



Engineering

1

2

3

3

4

4

5

Conversation survey in Status

Menu

CLP Admin
CONNECTICUT LIGHT&POWER

Assigned To Me Poles on Map My Conversati... survey 746126 TEST-Eversource ...

Status: Survey Status Expires On: 5/9/19, 11:59 PM Assigned To: SinglePoleAdministration@eversource.com I want to...

746126
TEST-Eversource Permit to ...

Parent
There is no parent conversation for this conversation.

Children

Selection: 0 conversations selected Take Action

Conversation Number	Is Closed	Conversation Type	State	Assigned To
746131		TEST-Power Survey	Created	SinglePoleAdministration@...
746132		TEST-Telecom Survey	Created	SinglePoleAdministration@...

Related Conversations 2

History

Detailed History

page walkthrough

- ① When the SPA Team acknowledges that payment has been received in Alden One, the Conversation moves to the Status of "Survey."
- ② Two child conversations are created: **Power Survey** and **Telecom Survey**. To view these, go to the "Related Conversations" area of the conversation. For help on the Power Survey and Telecom Survey conversations, view those documents in the Alden One® Training Center.
- ③ Click on the links here to go to the Survey conversations.
- ④ Each Survey conversation is auto-assigned to the appropriate person to take the next action.
- ⑤ No further work can be done on this parent conversation until both Survey conversations reach "Completed" status.
- ⑥ If this Survey goes into "Overdue" status and the work is not completed, **you can request a temporary attachment after 85 days**. For more on this process, view the slide titled "Requesting Temporary Attachments" on page 68.

Attacher's Responsibility

SPA Team's Responsibility

Conversation: survey in Status

Status: **Review** | Status Expires On: 5/9/19, 11:59 PM | Assigned To: SinglePoleAdministration@eversource.com

746126 TEST-Eversource Permit to ...

Parent
There is no parent conversation for this conversation.

Children

Select 2 conversations selected

Conversation Number	Is Closed	Conversation Type	State	Assigned To	Convi
746131		TEST-Power Survey	Created	SinglePoleAdministration@eversou	test I
746132		TEST-Telecom Survey	Created	SinglePoleAdministration@eversou	test I

Take Action

Related Conversations 2

page walkthrough

- ① When both child conversations (Power Survey and Telecom Survey) reach their SPA Review statuses, it moves the parent conversation to “Review” status.
- ② From here, there is still nothing that can be done on this conversation until the Power Survey and Telecom Survey reach “Complete” or “Cancel” status.
- ③ The SPA Team is responsible for finishing these survey conversations. Click on the conversation number here to open the conversation.

Attacher’s Responsibility

SPA Team's Responsibility

Conversation: survey in Status

CLP Admin
CONNECTICUT LIGHT&POWER

746126
TEST-Eversource ...

Status: Survey Complete
Status Expires On: n/a
Assigned To: SinglePoleAdministration@eversource.com

I want to...

746126
TEST-Eversource Permit to ...

Parent
There is no parent conversation for this conversation.

Children

Selection: 0 conversations selected

<input type="checkbox"/>	Conversation Number	Is Closed	Conversation Type	State	Assigned To	Conve
<input type="checkbox"/>	746131	✓	TEST-Power Survey	Complete	SinglePoleAdministration@eversou	test I
<input type="checkbox"/>	746132	✓	TEST-Telecom Survey	Cancel	SinglePoleAdministration@eversou	test I

Take Action

Related Conversations 2

page walkthrough

- ① Once **Power Survey** and **Telecom Survey** are completed, come back to the parent “Permit to Attach” conversation.
- ② The Status has changed to “Survey Complete”.
- ③ Click “I want to...” and select “Change Status” to move the conversation forward.

SPA Team's Responsibility

page walkthrough

- ① Choose "Attachment Approved" to send the conversation to "Ready to Attach" status. Once the attachment is approved, the assets are exported to JRM and Alden One will advance the conversation. Emails will also be sent to the attacher to inform them of the "Ready to Attach" status.
- ② If Make-Ready is required and is billable, select this to send the conversation into "Billable Make-Ready Review." Whether or not a conversation requires Make-Ready is dependent upon the Power and Telecom Surveys.
- ③ If Make-Ready is required and is non-billable, select this to send the conversation to "Requires Make Ready." Whether or not a conversation requires Make-Ready is dependent upon the Power and Telecom Surveys.
- ④ If the attachment is denied, a note is required to inform the attacher, and will send the conversation to a status of "Attachment Denied." **Note: A reason for the attachment denial must be given in the Header section of the conversation, under "Additional Information."**
- ⑤ To place the attachments on hold, select this to send the conversation to a status of "Make-Ready On Hold."
- ⑥ Click "Save" to advance the conversation.



Billable Make-Ready

The screenshot displays the 'alden ONE' software interface for a permit application. The top navigation bar includes a search bar with 'conversation' and '1560164', and user information for 'CLP Admin'. The main form header shows the status as 'Billable Make-Ready Review', with a callout '1' pointing to the 'home' button. The 'I want to...' dropdown menu is highlighted with a callout '2'. The form contains several sections: 'Application Details' with fields for Permitting Company (COMCAST - CT), Project Type (Permit Application), Application Type (Wireline), Bonding Work (Applicant requests to complete), Town (Plainville), and Area Work Center (CHESHIRE); 'Engineering - Power' with fields for ELCO Survey Start Date (11/30/2018), ELCO Survey Due Date (1/14/2019), ELCO Designer (John Q Designer), and various work order numbers; and 'Engineering - Telco' with fields for TELCO Survey Start Date (11/30/2018), TELCO Survey Due Date (1/14/2019), and TELCO Designer.

page walkthrough

- ① The conversation is in Billable Make-Ready Review.
- ② The SPA Team will move the conversation forward using the “I want to...” dropdown and selecting “Change Status...”

SPA Team's Responsibility

aldenONE

status/assign

select an action

- make-ready review complete
- undo (make-ready required billable)

add note

assign conversation

- add contact and assign
- Eversource SPA
- CONNECTICUT LIGHT&POWER
- Comcast Contact
- COMCAST - CT
- Frontier Admin
- FRONTIER (AT&T - CT)

cancel save

1

2

page walkthrough

- ① When the review is complete, the SPA Team selects “Make-Ready Review Complete.”
- ② Click save to advance the conversation.

SPA Team's Responsibility

The screenshot shows the Alden ONE interface with the following details:

- Top Bar:** Search bar with "survey in Status", "Menu" dropdown, and "CLP Admin CONNECTICUT LIGHT&POWER" user profile.
- Navigation:** "Assign", "Poles on Map", "My Conversati...", and "746126 TEST-Eversource..." tabs.
- Conversation Details:**
 - Status: **Awaiting MR Payment** (Callout 1)
 - Status Expires On: n/a
 - Assigned To: SinglePoleAdministration@eversource.com
 - Action: "I want to..." dropdown (Callout 2)
- Parent/Children:** "There is no parent conversation for this conversation." and "Children" section.
- Table of Related Conversations:**

Conversation Number	Is Closed	Conversation Type	State	Assigned To	Conve
746126	✓	TEST-Power Survey	Complete	SinglePoleAdministration@eversol	test I
746133	✓	TEST-Telecom Survey	Cancel	SinglePoleAdministration@eversol	test I
746133		TEST-Invoice	Created	keith.cournoyer@charter.com	FROM Read
- Left Panel:** "Related Conversations" tab is selected (Callout 3).
- Callout 4:** Points to the "TEST-Invoice" row in the table.

page walkthrough

- ① The conversation is in the "Awaiting MR Payment" status.
- ② From here, nothing can be done on this conversation until the Invoice conversation is completed, **unless there is no Make-Ready payment required.** If no payment is required, change the status of the conversation to "Payment Not Required."
- ③ Click on the "Related Conversations" tab.
- ④ Click on the Invoice conversation to open it.

Attacher's Responsibility

SPA Team's Responsibility

The screenshot shows the aldenONE interface for a conversation with an invoice. The conversation is titled "746133 TEST-Invoice" and is in the "Created" status. The invoice details show a total of 250.00. The dropdown menu is open, showing options such as "Change the Status and/or Assignment", "Add Assets", "Edit Assets", "Clone", "Change Parent To Conversation #746126", "Change Parent Conversation", "Remove Parent Conversation", "Print", "Send an Email", "Export", and "Get Help on This Conversation Type".

page walkthrough

- ① The Invoice Conversation is created from the Parent conversation of a Permit To Attach when billable Make-Ready work is required.
- ② Either the Attacher or Pole Owner can move this conversation forward based on the status of the payment. **If the payment has been sent by the Attacher**, they can mark it as such by changing the status. **If the payment has been received**, the Pole Owner can mark it as such by changing the status.

Attacher's Responsibility

Pole Owner's Responsibility

The screenshot displays the 'Change Status and/or Assign Conversation' dialog box in the Alden ONE system. The dialog is overlaid on a conversation view for an invoice. Three numbered callouts highlight key actions:

- 1**: Points to the 'Payment Sent' option in the 'Select an Action' section.
- 2**: Points to the 'Payment Received' option in the 'Select an Action' section.
- 3**: Points to the 'Save' button at the bottom of the dialog.

The background interface shows an invoice for 'FRONTIER (AT&T - CT) Make' with details such as 'Old Greenwich' and 'CHARTER COMMUNICATIONS'. The 'Send Payment To' field is set to 'Frontier Communications CT'.

page walkthrough

- ① If the payment has been sent by the attacher, they can mark it as sent here. An email will be sent to the Pole Owner for them to acknowledge when payment has been received.
- ② If an attacher skips this step and sends the payment without marking it as "Sent" in Alden One, the Pole Owner can still acknowledge their receipt of the payment and move the conversation forward here.
- ③ Click save to move the conversation forward.

Attacher's Responsibility

Pole Owner's Responsibility

The screenshot displays the AldenONE interface for a conversation with ID 746133, titled 'TEST-Invoice'. The status is 'Payment Sent'. A context menu is open over the 'I want to...' button, listing several actions: 'Change the Status and/or Assignment', 'Add Assets', 'Edit Assets', 'Clone', 'Change Parent To Conversation #746126', 'Change Parent Conversation', 'Remove Parent Conversation', 'Print', 'Send an Email', 'Export', and 'Get Help on This Conversation Type'. The interface also shows details for the invoice, including the title 'FRONTIER (AT&T - CT) Make-Ready Billable Wo', location 'Old Greenwich', state 'CT', and an invoice total of 250.00.

page walkthrough

- ① Once payment is sent by the attacher and received by the Pole Owner, the Pole Owner must mark the payment as being received in Alden One. Do this by changing the status here.

Pole Owner's Responsibility

page walkthrough

- ① The Pole Owner must mark “Payment Received.”
- ② Click save to move the conversation forward.

The screenshot displays the 'aldenONE' interface. A modal window titled 'Change Status and/or Assign Conversation' is open. It contains three main sections: 'Select an Action' where 'Payment Received' is selected (indicated by a blue circle with the number 1), 'Add Note' with an empty text input field, and 'Assign Conversation' which lists several contacts. The contact 'Keith Cournoyer' from 'CHARTER COMMUNICATIONS OF NORTHEASTERN CONNECTICUT' is highlighted (indicated by a blue circle with the number 2). The background shows a conversation detail view for 'TEST-Invoice' with various tabs like 'Header', 'Assets', 'Notes', etc.

Pole Owner's Responsibility

page walkthrough

The screenshot shows the aldenONE interface with a conversation list. The parent conversation is highlighted in blue, and a red circle with the number 1 points to it. The child conversation is also highlighted in blue, and a red circle with the number 2 points to it. The interface includes a search bar, a menu, and a status filter set to 'Complete'. The parent conversation is titled '746133 TEST-Invoice' and the child conversation is titled '746126 TEST-Eversource Permit to Attach Request'.

Conversation Number	Is Closed	Conversation Type	State	Assigned To	Conversation Title
746126		TEST-Eversource Permit to Attach Request	Make-Ready Payments Received	SinglePoleAdministration@eversou	test 1

- ① Now that the conversation is Complete, the Parent conversation will have been automatically updated to “Make-Ready Payments Received” (provided ALL Invoice conversations are in the “Complete” status).
- ② Click on the parent conversation to return to the Permit to Attach Conversation.

The screenshot shows the alden ONE interface with a conversation list. The status is 'Make-Ready Payments Received'. A context menu is open over the conversation list, showing options like 'Change the Status and/or Assignment', 'Add Assets', 'Edit Assets', 'Clone', 'Change Parent Conversation', 'Remove Parent Conversation', 'Print', 'Send an Email', 'Export', and 'Get Help on This Conversation Type'. A red circle '1' highlights the row for conversation number 746133, and a red circle '2' highlights the 'I want to...' menu option.

Conversation Number	Conversation Type	Assigned To	Conversation Status
746131	TEST-Power Su	SinglePoleAdministration@eversol	test I
746132	TEST-Telecom	SinglePoleAdministration@eversol	test I
746133	TEST-Invoice	keith.cournoyer@charter.com	FROM Read

page walkthrough

- ① The related Invoice Conversation is now Complete and the Permit to Attach conversation has auto-advanced to this status of "Make-Ready Payments Received."
- ② Use the "I want to..." button and select "Change Status" to advance the conversation further.

SPA Team's Responsibility

The screenshot displays the 'aldenONE' interface. A modal dialog titled 'Change Status and/or Assign Conversation' is open. In the 'Select an Action' section, 'Start Construction' is selected. In the 'Assign Conversation' section, 'Single Pole Administration' is selected. A '1' callout points to the 'Start Construction' option, and a '2' callout points to the 'Save' button at the bottom of the dialog. The background shows a conversation list with a 'Take Action' button.

page walkthrough

- ① When the payments are received, the SPA Team selects "Start Construction."
- ② Click save to advance the conversation.



Construction

The screenshot displays the aldenONE interface with a search for "Pole Construction". The search results table is as follows:

Conversation #	Title	Type	Last Update	Initiated By	Status
746134	Telco REPLACE Pole 486	TEST-Pole Construction	3/25/2019	clpadmin@nu.com	Awaiting Pole Set
	Communications MAKE-READY Pol	TEST-Pole Construction	3/25/2019	clpadmin@nu.com	Make-Ready In Pro
	Test create new WO	TEST-Pole Construction	3/15/2019	eswms@nomail.com	Pole Set Overdue
735969	Test create new WO	TEST-Pole Construction	3/15/2019	eswms@nomail.com	Pole Set Overdue
735962	Test exclude permit applications	TEST-Pole Construction	3/15/2019	eswms@nomail.com	Pole Set Overdue
735964	Test exclude permit applications	TEST-Pole Construction	3/15/2019	eswms@nomail.com	Pole Set Overdue
469835	Pole 154	TEST-Pole Construction	3/13/2019	mark.bovat@eversource.com	Transfer Overdue-f
518646	Eversource priority reject P-3593	TEST-Pole Construction	3/13/2019	kevin.obrien@eversource.com	Transfer In Progres
735762	DP Winchester - Exc#4	TEST-Pole Construction	3/11/2019	valarie.grenier@eversource.com	Transfer Overdue-f
735765	Out of Sequence Work	TEST-Pole Construction	3/11/2019	valarie.grenier@eversource.com	Transfer Overdue
735759	DP Berlin Tpkc Test 10/18	TEST-Pole Construction	3/11/2019	valarie.grenier@eversource.com	Transfer Overdue
735764	central ave	TEST-Pole Construction	3/11/2019	valarie.grenier@eversource.com	Transfer Overdue-f
735763	1) Prior Attacher Not Transferred	TEST-Pole Construction	3/11/2019	valarie.grenier@eversource.com	Transfer Overdue
658479	3) Communications MAKE-READY	TEST-Pole Construction	3/11/2019	jen.cawvey@pvc2.com	Make-Ready Overd
660438	2) Communications MAKE-READY	TEST-Pole Construction	3/11/2019	tammy.wright@pvc2.com	Make-Ready Overd
735866	Test create new WO	TEST-Pole Construction	3/9/2019	eswms@nomail.com	Pole Set Overdue
735865	Test create new WO	TEST-Pole Construction	3/9/2019	eswms@nomail.com	Pole Set Overdue

Attacher's Responsibility

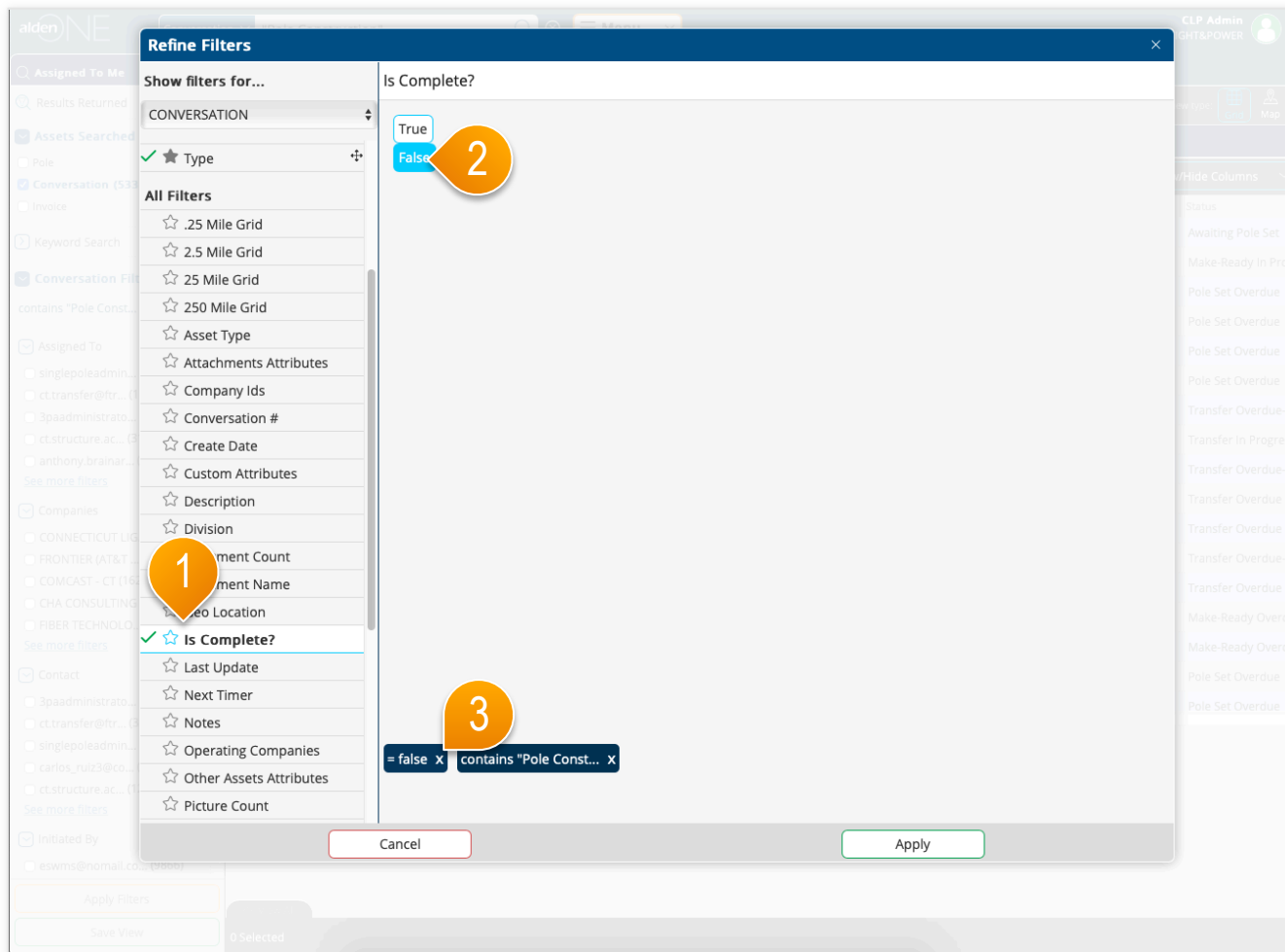
page walkthrough

Let's look at setting up a search for you to find your Make-Ready work to be completed.

- 1 Start your search by selecting "Conversations" in the search dropdown here. This will limit your search to ONLY conversations.
- 2 Type in "Pole Construction" inside of quotation marks (this will bring back only conversation types that have the exact phrase Pole Construction) and select "in Type."
- 3 Hit Enter or click the "Search" button here.
- 4 More filters will need to be applied to get your search results refined further. To do this, click "Refine" here.

page walkthrough

- ① Find the filter “Is Complete?” and click it.
- ② Set the “Is Complete” to “False.”
- ③ A breadcrumb will appear, confirming you made your selection.



Attacher's Responsibility

page walkthrough

- ① Next, find the filter for “Custom Attributes.”
- ② Select “Work Type.”
- ③ Select “Make-Ready.”
- ④ A breadcrumb will show for “Make-Ready.”

The screenshot shows the 'Refine Filters' dialog in the aldenONE application. The 'Show filters for...' dropdown is set to 'CONVERSATION'. The 'All Filters' list on the left includes 'Custom Attributes', which is selected with a blue checkmark and a yellow callout bubble containing the number '1'. The 'Custom Attributes' list in the center includes 'WorkType', which is selected with a yellow callout bubble containing the number '2'. The 'WorkType' list on the right includes 'MAKE-READY', which is checked with a yellow callout bubble containing the number '3'. The breadcrumb trail at the bottom shows '= MAKE-READY X = false X contains "Pole Const... X' with a yellow callout bubble containing the number '4'. The dialog has 'Cancel' and 'Apply' buttons at the bottom.

Attacher's Responsibility

page walkthrough

Refine Filters

Show filters for... CONVERSATION

Favorites

- Assigned To
- Companies
- Contact
- Initiated By
- Location
- State
- Status
- Type

All Filters

- 25 Mile Grid
- 2.5 Mile Grid
- 25 Mile Grid
- 250 Mile Grid
- Asset Type
- Attachments Attributes
- Company Ids
- Conversation #
- Create Date
- Custom Attributes
- Description
- Division
- Document Count
- Document Name

Companies

- CITY OF STAMFORD (10)
- COMCAST - AUBURN (13)
- COMCAST - CT (4227)
- COMCAST/BRANFORD (15)
- COMCAST/CLINTON (9)
- COMCAST/DANBURY (7)
- COMCAST/GROTON (36)
- COMCAST/HARTFORD (15)
- COMCAST/MIDDLETOWN (20)
- COMCAST/OLD LYME (25)
- COMCAST/PLAINVILLE (1)
- COMCAST/VERNON (5)
- COMCAST/WATERBURY
- CONNECTICUT LIGHT&P
- COX CABLE (1)
- COX COMMUNICATIONS
- COX COMMUNICATIONS
- COX COMMUNICATIONS
- COX Communications N
- COX Communications N

Contains
Starts With
Ends With

= COMCAST - CT x = MAKE-READY x = false x contains "Pole Const... x

Cancel Apply

- Next, find the filter for "Companies."
- Select your company from the list by hitting the "=" button here.
- A breadcrumb will show for "Make-Ready."
- Now that all of your filters are in place, click "Apply."

aldenONE Conversation "Pole Construction"

Assigned To Me Poles on Map My Conversati... "Pole Construc..."

Results Returned 4227

Wrap Text

Take Action

Change Status or Assign Conversation(s)

Change Parent Conversation

Remove Parent Conversation

Clear Selection

Export to Excel

Show/Hide Columns

Conversation #	Title	Type	Last Update	Status
746135	Communications MAKE-READY Pol	TEST-Pole Construction	3/25/2019	Make-Ready In Pro
658479	3) Communications MAKE-READY	TEST-Pole Construction	3/11/2019	Make-Ready Overd
660428	2) Communications MAKE-READY	TEST-Pole Construction	3/11/2019	Make-Ready Overd
735905	Communications MAKE-READY Pol	TEST-Pole Construction	2/28/2019	Make-Ready Overd
704418	Communications MAKE-READY Pol	Pole Construction	9/10/2018	Make-Ready Overd
704416	Communications MAKE-READY Pol	Pole Construction	9/10/2018	Make-Ready Overd
704412	Communications MAKE-READY Pol	Pole Construction	9/10/2018	Make-Ready Overd
704407	Communications MAKE-READY Pol	Pole Construction	9/10/2018	Make-Ready Overd
659166	Communications MAKE-READY 141	Pole Construction	9/9/2018	Make-Ready Overd
664270	Communications MAKE-READY 86	Pole Construction	9/9/2018	Make-Ready Overd
659170	Communications MAKE-READY 141	Pole Construction	9/9/2018	Make-Ready Overd
659957	Communications MAKE-READY 21	Pole Construction	9/9/2018	Make-Ready Overd
660243	Communications MAKE-READY 24	Pole Construction	9/9/2018	Make-Ready Overd
660332	Communications MAKE-READY 25	Pole Construction	9/9/2018	Make-Ready Overd
659142	Communications MAKE-READY 14	Pole Construction	9/9/2018	Make-Ready Overd

25

4 Selected (4 Conversations)

Apply Filters

Save View

page walkthrough

- ① You can open a conversation by clicking on the Conversation Number here.
- ② If you have multiple conversations that you would like to make actions on, select each conversation by clicking anywhere on the row EXCEPT the conversation number.
- ③ If all of the conversations selected are in the same status, you can make changes to all the conversations at once. All of these selected conversations are in a status of "Make-Ready Overdue." So they can be changed simultaneously. **If one or more selected conversations is in a different status, you will not be able to change them at the same time.**
- ④ To change the status of all selected conversations at once, use this button here.
- ⑤ To view more information about the selected conversations, click here.
- ⑥ To switch to a map view, click here.
- ⑦ To Save this search to re-use for later, use the "Save Search" button here. Give the search a descriptive title.
- ⑧ To reuse this search in the future, you can find it in your Saved Searches pane on your homepage.

Attacher's Responsibility

The screenshot displays the aldenONE interface for a permit application. The top navigation bar includes a search bar, a 'Menu' dropdown, and a user profile for 'CLP Admin'. The main content area shows the permit details for '746135 TEST-Pole Construction'. The status is 'Make-Ready In Progress'. A yellow callout bubble with the number '1' highlights the 'I want to...' menu option in the top navigation bar. The permit details include:

- Title:** Communications MAKE-READY Pole 486
- Description:** Created from [TEST-Eversource Permit to Attach Request] (746126)
- Location:** Old Greenwich
- State:** CT
- Application Details:**
 - Permitting Company:** CHARTER COMMUNICATIONS
 - Project Type:** Permit Application
 - Project Code:** [Empty]
 - Pole Hit Date:** month/day/year
 - Pole Hit Claim:** [Empty]
 - Work Type:** MAKE-READY
 - Town:** Andover
 - Area Work Center:** [Empty]
 - Responsible Company:** FRONTIER (AT&T - CT)
 - PURA Priority:** [Empty]
- Engineering - Power:**
 - ELCO Designer:** John Desinger
 - ELCO Billable Work Request:** 12345
 - ELCO Billable Work Order:** 12345
 - ELCO Non Billable Work Request:** NA
 - ELCO Non Billable Work Order:** NA
 - ELCO Priority Work Request:** [Empty]
 - ELCO Priority Work Order:** [Empty]
- Engineering - Telco:**
 - TELCO Designer:** [Empty]
 - TELCO Billable Work Order:** [Empty]
 - TELCO Non Billable Work Order:** [Empty]
 - Joint Owner Permit:** [Empty]

page walkthrough

- ① If your Make-Ready work is required, after the work is complete, use the "I want to..." menu and select "Change the Status..."

Attacher's Responsibility

Change Status and/or Assign Conversation

Select an Action

- Cancel
- Complete - Make-Ready
- Make-Ready Issue Found

Add Note

Assign Conversation

Add contact and assign

CLP Admin
CONNECTICUT LIGHT&POWER
clpadmin@nu.com

Nelson Tumbaco
COMCAST - CT
nelson_tumbaco@comcast.com

Cancel Save

page walkthrough

- 1 Click “Complete Make-Ready” if the Make-Ready work is complete.
- 2 Add a note, if you wish. This step is not required (unless a Transfer Issue is found) but can be helpful if you need to add additional information for the pole owner.
- 3 Click “Save.”
- 4 **If a Make-Ready Issue is found**, you must first mark the Make-Ready Issue on the Header tab under Additional Information and save it before selecting “Make-Ready Issue Found” here. See the next slide for more detailed information.

Attacher’s Responsibility

alden ONE

All

Menu

CLP Admin
CONNECTICUT LIGHT&POWER

Assigned To: nelson_tumbaco@comcast.com

Status: **Make-Ready in Progress**

Status Expires On: 5/9/19, 11:59 PM

746135
TEST-Pole Construction

TELCO Priority Work Order

Header

Assets 1

Notes 1

Documents 0

Photos 0

Contacts & Companies 2/2

Related Conversations 1

History

Detailed History

Engineering - Telco

TELCO Designer

TELCO Billable Work Order

TELCO Non Billable Work Order

Joint Owner Permit

Construction

Work Space

Proposed Construction Due Date

State Highway

Transfer Due Date

Make Ready Due Date

Pull Pole Due Date

Original Pull Pole Due Date

Additional Information

Reason For Pole Set Issue

Reason For Transfer Issue

Reason For Make Ready Issue

Reason For Pull Pole Issue

Reason For Double Pole Delay

Double Pole Delay Comment

Owner Confirmed

Needs Stabilization

TELCO Company

Power Transfer Pending

Ready To Attach

Save Changes

page walkthrough

- ① If a Make-Ready Issue is found, you can report it during your company's turn on the Make-Ready In Progress status.
- ② On the Header tab, go down to the Additional Details section.
- ③ Under "Reason for Make-Ready Issue," select the Make-Ready Issue found. Your options are:
 - Prior Attacher Work Not Complete
 - Assistance Required
 - Not Attached
 - Other.
- ④ Click "Save."
- ⑤ To move the conversation and report the issue, use the "I want to..." menu and select "Change the Status..."

Attacher's Responsibility

Change Status and/or Assign Conversation

Select an Action

- Cancel
- Complete - Make-Ready
- Make-Ready Issue Found**

Add Note

Make Ready issue was found. Prior work was not completed as had been reported.

Assign Conversation

Add contact and assign

- CLP Admin
CONNECTICUT LIGHT&POWER
clpadmin@nu.com
- Nelson Tumbaco**
COMCAST - CT
nelson_tumbaco@comcast.com

Cancel Save

Additional Information

Reason For Pole Set Issue	Reason For Transfer Issue	Reason For Make Ready Issue
		Prior Attacher Work Not Complete
Reason For Pull Pole Issue	Reason For Double Pole Delay	Double Pole Delay Comment
Owner Confirmed	Needs Stabilization	TELCO Company
100% Power Owned		FRONTIER (AT&T - CT)
Power Transfer Pending	Ready To Attach	

page walkthrough

- ① Once the Make-Ready Issue has been saved on the Header tab, click “Make-Ready Issue Resolved.”
- ② A note will be required if an issue is found. Write about the issue in more detail here.
- ③ Click “Save” here to move the conversation forward.

Attacher’s Responsibility

The screenshot shows the Alden ONE interface for a 'Make-Ready Issue' conversation. The status is 'Make-Ready Issue' and it expires on 5/9/19 at 11:59 PM. The assigned user is nelson_tumbaco@comcast.com. The conversation is titled '746135 TEST-Pole Construction'. The interface includes a search bar, navigation tabs, and various data fields for the conversation. A red circle '1' highlights the 'I want to...' dropdown menu, and a red circle '2' highlights the 'Change the Status and/or Assignment' option within the menu.

1 I want to...

2 Change the Status and/or Assignment

ELCO Priority Work Order

Engineering - Telco

TELCO Designer TELCO Billable Work Order

Joint Owner Permit

Construction

Work Space Proposed Construction D

Communication month/day/year No

Pole Set Due Date

Transfer Due Date Make Ready Due Date Pull Pole Due Date

5/9/2019

Original Pull Pole Due Date

Additional Information

Reason For Pole Set Issue Reason For Transfer Issue Reason For Make Ready Issue

Reason For Pull Pole Issue Reason For Double Pole Delay Double Pole Delay Comment

Owner Confirmed Needs Stabilization TELCO Company

100% Power Owned Ready To Attach FRONTIER (AT&T - CT)

Power Transfer Pending Ready To Attach

page walkthrough

- ① Once the Make-Ready Issue is found and recorded in Alden One, the conversation moves to the "Make-Ready Issue" status.
- ② To change the status of the conversation, use the "I want to..." button and select "Change Status."

Attacher's Responsibility

alden ONE

Assigned To Me Poles on Map My Conversati... *Pole Construc... 746126 TEST-Eversource ...

Status: Exporting to JRM Status Expires On: 3/26/19, 8:23 AM Assigned To: SinglePoleAdministration@eversource.com I want to...

746126 TEST-Eversource Permit to ...

Parent: There is no parent conversation for this conversation.

Children:

Selection: 0 conversations selected Take Action

Conversation Number	Is Closed	Conversation Type	State	Assigned To	Conv
746131	✓	TEST-Power Survey	Complete	SinglePoleAdministration@eversou	test I
746132	✓	TEST-Telecom Survey	Cancel	SinglePoleAdministration@eversou	test I
746133	✓	TEST-Invoice	Complete	keith.cournoyer@charter.com	FROM Read
746134	✓	TEST-Pole Construction	Complete	SinglePoleAdministration@eversou	Telcc
746135	✓	TEST-Pole Construction	Complete	nelson_tumbaco@comcast.com	Com Pole

page walkthrough

- ① All Pole Construction conversations are now Closed.
- ② This conversation can now be moved forward using the “I want to...” button and selecting “Change Status...”

SPA Team's Responsibility

Change Status and/or Assign Conversation

Select an Action

Attachment Ready for Inspection

Cancel

Add Note

Selection: 0 conversations

Assign Conversation

Add contact and assign

Charter User
CHARTER COMMUNICATIONS
charteruser@nomail.com

FrontierSPA Administrator
FRONTIER (AT&T - CT)
CT.Structure.Access@ftr.com

Single Pole Administration
CONNECTICUT LIGHT&POWER
SinglePoleAdministration@eversource.com

Cancel Save

page walkthrough

- ① Select "Attachment Ready for Inspection."
- ② Click save to advance the conversation.

page walkthrough

The screenshot shows the Alden ONE interface for conversation 1534904. The status is 'Ready to Attach'. A dropdown menu is open, showing options: 'Change the Status and/or Assignment', 'Add/Edit Assets on this Conversation', 'Clone this Conversation', 'Print this Conversation', and 'Get Help on This Conversation Type'. A table below shows 'Proposed Attachment 5' with columns for Company Name, Type, Weight, Outside Diameter, Span Tension, and Status. Another table shows 'Pole Attachment 15' with columns for Attacher Name, Attachment Type, Attachment Height, No Of Attachments, Attachment Number, and Last Action Code.

Company Name	Type	Weight	Outside Diameter	Span Tension	Status
COMCAST - CT	Communication Drop	15	3	100	PROPOSED
COMCAST - CT	Communication Drop	15	3	100	PROPOSED
COMCAST - CT	Communication Drop	15	3	100	PROPOSED
COMCAST - CT	Communication Drop	15	3	100	PROPOSED
COMCAST - CT	Communication Drop	15	3	100	PROPOSED

Attacher Name	Attachment Type	Attachment Height	No Of Attachments	Attachment Number	Last Action Code
FRONTIER (AT&T - CT)	X	0.00	1		
FRONTIER (AT&T - CT)	X	0.00	1		

- ① The Status has changed to "Ready to Attach".
- ② When the attacher is ready to attach, click "Change" to move the conversation forward.



The screenshot shows the aldenONE interface with a 'status/assign' modal window open. The modal has three main sections: 'select an action', 'add note', and 'assign conversation'. In the 'select an action' section, there are three options: 'attachment ready for inspection' (with a blue speech bubble icon), 'cancel' (with a speech bubble icon), and 'add note' (with a text input field). In the 'assign conversation' section, there is a search field 'add contact and assign' and a list of contacts: 'Comcast Contact', 'COMCAST - CT', 'Frontier Admin', 'FRONTIER (AT&T - CT)', 'UI SPA', and 'UNITED ILLUMINATING'. At the bottom of the modal are 'cancel' and 'save' buttons. A red circle with the number '1' points to the 'attachment ready for inspection' button, and another red circle with the number '2' points to the 'save' button. The background shows a table of poles and a table of proposed attachments.

Owner Name	Custodian
Frontier/United Illuminating	FRONTIER (AT&T - CT)
Frontier/United Illuminating	FRONTIER (AT&T - CT)
Frontier/United Illuminating	FRONTIER (AT&T - CT)
Frontier/United Illuminating	FRONTIER (AT&T - CT)
Frontier/United Illuminating	FRONTIER (AT&T - CT)
Frontier/United Illuminating	FRONTIER (AT&T - CT)
Frontier/United Illuminating	FRONTIER (AT&T - CT)
Frontier/United Illuminating	FRONTIER (AT&T - CT)
Frontier/United Illuminating	FRONTIER (AT&T - CT)
Frontier/United Illuminating	FRONTIER (AT&T - CT)

Company Name	Type	Height	Weight	Outside Diameter	Span Tension
COMCAST - CT	Communication Drop		5	3	100
COMCAST - CT	Communication Drop		5	3	100

page walkthrough

- ① Once the attachments are placed, the attacher sends the conversation into "Attachment Ready for Inspection" by clicking here.
- ② Click "Save" to advance the conversation.

Attacher's Responsibility

1

2

3

4

5

Assets

Notes

Documents

Photos

Contacts & Companies

Related Conversations

History

Detailed History

Wrap Text

Take Action

Select view type: Grid Map

1 Items selected

Line edit asset(s)

Form edit asset(s)

Remove asset(s)

Create a child conversation

Clear selection

Columns

telco number	power number	pole tag	Company Name	Type	Weight
<input checked="" type="checkbox"/>	8570	8570	CHARTER COMMUNICATIONS	Antenna-1	na

Show/Hide Columns

telco number	power number	pole tag	Attacher Name	Attachment Type	Attachm
<input type="checkbox"/>	8570	8570	CONNECTICUT LIGHT&POWER	X	0.00

Show/Hide Columns

Billable (2) Add Billable

Select Items Hide Billable Show/Hide Columns

	Description	Payable To	Payer	Fixed Fee	Unit Price	Quiz
<input type="checkbox"/>	Application Fee Wireless	CONNECTICUT LIGHT&POWER	CHARTER COMMUNICATIONS	150	50	1
<input type="checkbox"/>	Application Fee Wireless	INTERMOUNTAIN RURAL ELECTRIC	CHARTER COMMUNICATIONS	150	50	0

Attacher's Responsibility

page walkthrough

- Once the Survey goes into Survey Overdue, 85 days after the Survey Start Date, you can request a Temporary Attachment.
- If the survey was completed and Pole Replacement is necessary, you cannot request a Temporary Attachment until 120 days after the Survey Start Date.
- To request a Temporary Attachment, go to the Assets tab.
- Select the proposed attachment(s) for the poles to which a temporary attachment is needed. To find the proposed attachments, click the "Hide Poles" button here, then select the proposed attachments from the table.
- Once all proposed attachments are selected, click on "Form Edit Assets" from the Actions menu. This will allow you to make the same change to ALL selected assets at once.

page walkthrough

- ① On the temporary attachment field, make sure to select “Yes.”
- ② Click “Save.”

Edit Asset

Currently editing Proposed Attachment -1.

Comment

Company Name ✓ CHARTER COMMUNICATIONS

Type ✓ Antenna-1

Weight ✓ na

Outside Diameter ✓ na

Span Tension ✓ na

Height na

Attachment Location

Bonding

Temporary Attachment ✓ Yes

Cancel Save

Pole Attachment (1)

id	telco number	power number	pole tag	Attacher Name	Attachment Type	Attacher
1	8570	8570		CONNECTICUT LIGHT&POWER	X	0.00

Billable (2)

Description	Payable To	Payer	Fixed Fee	Unit Price	Qty
Application Fee Wireless	CONNECTICUT LIGHT&POWER	CHARTER COMMUNICATIONS	150	50	1
Application Fee Wireless	INTERMOUNTAIN RURAL ELECTRIC	CHARTER COMMUNICATIONS	150	50	0

Attacher's Responsibility

page walkthrough

The screenshot shows the aldenONE interface with a 'Change Status and/or Assign Conversation' dialog box open. The dialog has three main sections:

- Select an Action:** Includes 'Cancel', 'Request Temporary Attachment' (highlighted with a '2' callout), and 'Clear selection'.
- Add Note:** A text input field.
- Assign Conversation:** Includes 'Add contact and assign' and two contact suggestions: 'Charter User' (CHARTER COMMUNICATIONS) and 'Single Pole Administration' (CONNECTICUT LIGHT&POWER, highlighted with a '2' callout).

At the bottom of the dialog are 'Cancel' and 'Save' buttons. In the background, a '1' callout points to the 'I want to...' dropdown menu in the top navigation bar.

- ① Now that the temporary attachment has been proposed on the pole(s), go to “I want to...” then click “Change Status...”
- ② Select “Request Temporary Attachment” and click “Save.” **This will create a Temporary Attachment Conversation for each of the poles you are requesting Temporary Attachments on.**
- ③ **NOTE:** This option will be available on the following conversation statuses:
 - Survey Overdue
 - Survey Complete
 - Review
 - Review Overdue
 - Make-Ready Payments Received
 - Make-Ready
 - Make-Ready Overdue
 - ...as long as the previously mentioned criteria has been met.

Attacher’s Responsibility

The screenshot shows the alden ONE interface. The top navigation bar includes the alden ONE logo, a search bar, and user information (CLP Admin, CONNECTICUT LIGHT...). Below the navigation bar, there's a header for a conversation with ID 838392, status 'Survey Overdue', and assigned to 'EversourceSPA@eversource.com'. The main content area is titled 'Parent' and 'Children'. Under 'Children', there's a table of related conversations. A callout box with '1' points to the 'Related Conversations' tab in the left sidebar. Another callout box with '2' points to the conversation number '1745298' in the table.

Conversation Number	Is Closed	Conversation Type	State	Assigned To	Conversation Title	Status E
838421		Power Survey	Survey Overdue	kollinger@aldensys.com	@UpdateConversationNumb	5/12/18,
838422		Telecom Survey	Survey Overdue	frontier_engineering@fr.con	@UpdateConversationNumb	5/12/18,
1745298		Temporary Attachment	Awaiting Approval	EversourceSPA@eversource.c	ABOVENET	5/13/18,

Attacher's Responsibility

page walkthrough

- Once the Temporary Attachment action has been taken, you can view the Temporary Attachment conversation(s) under the "Related Conversations" tab. If the conversation was created using these steps, it will be sent to the Power Company to review.
- To open the conversation, Click on the Conversation number here.
- The appropriate parties will need to follow the steps in the Temporary Attachment conversation. It will first be assigned to the custodian of the pole, then to the other companies on the pole.

page walkthrough

- ① Once the Temporary Attachment conversation(s) is (are) completed, a check mark will be shown here to show it was approved.
- ② Whether it was approved or denied is shown here.

The screenshot shows the alden ONE interface with a search for "temporary attachment in Type". The interface includes a navigation menu on the left, a top navigation bar with user information (CLP Admin, CONNECTICUT LIGHT&POWER), and a main content area. The main content area displays a conversation list with columns for Conversation Number, Is Closed, Conversation Type, State, Assigned To, and Conversation Status. Three rows are visible in the list, with callouts 1 and 2 pointing to specific cells.

Conversation Number	Is Closed	Conversation Type	State	Assigned To	Conversation Status
692145		TEST-Power Survey	Survey Overdue	mwagner@wagnertech.com	NHA
692146		TEST-Telecom Survey	Survey Overdue	CT.Structure.Access@ftr.com	NHA
735800		Temporary Attachment	Telco Approval Overdue	structure.Access@ftr.com	FIBEF NETV

Callout 1 points to the "Is Closed" column for the row with Conversation Number 735800. Callout 2 points to the "Conversation Status" column for the same row.

Attacher's Responsibility

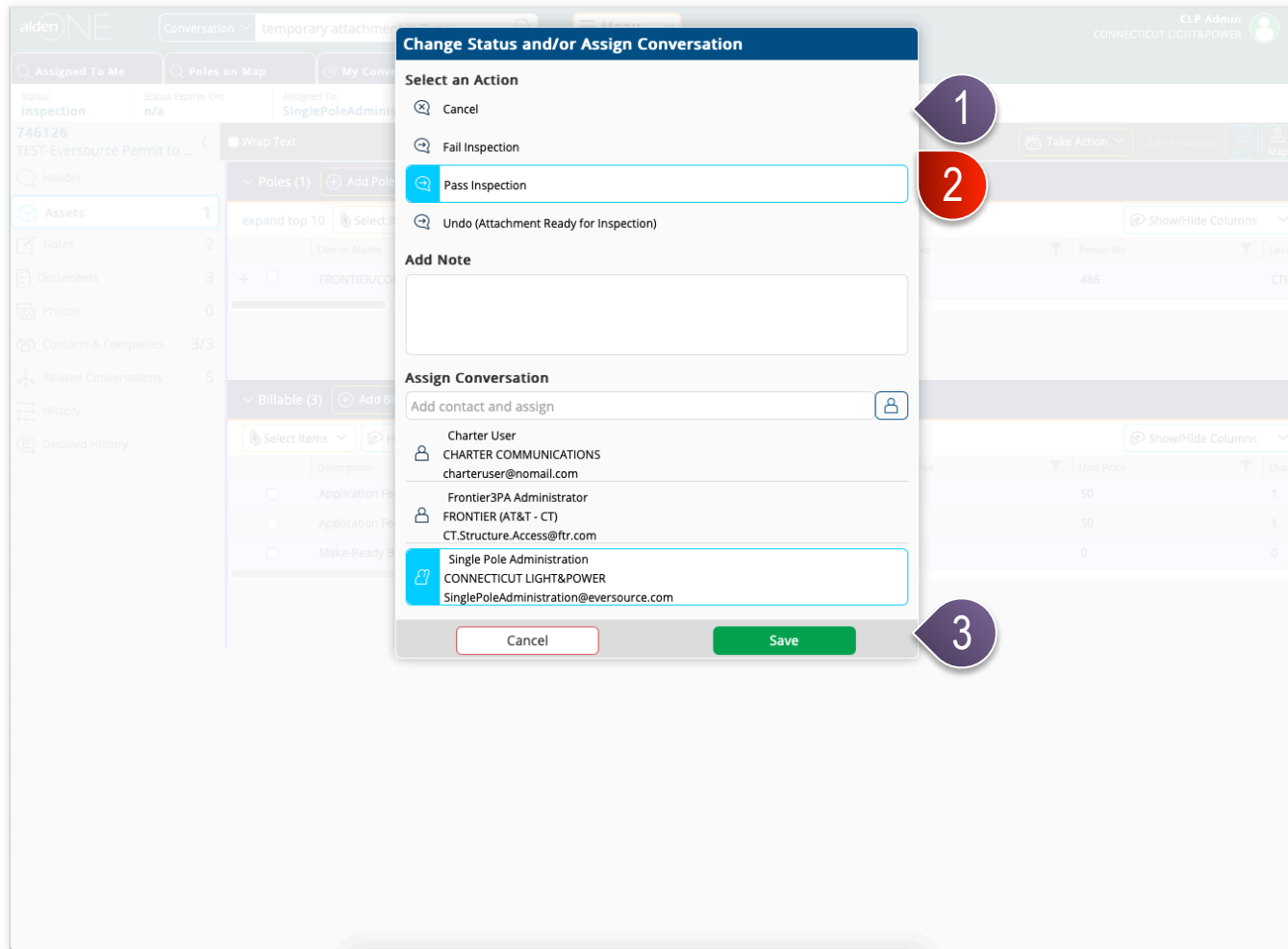
	Description	Payable To	Payer	Fixed Fee	Unit Price	Qty
<input type="checkbox"/>	Application Fee Wireline	CONNECTICUT LIGHT&POWER	CHARTER COMMUNICATIONS	150	50	1
<input type="checkbox"/>	Application Fee Wireline	FRONTIER (AT&T - CT)	CHARTER COMMUNICATIONS	150	50	1
<input type="checkbox"/>	Make-Ready Billable Work	FRONTIER (AT&T - CT)	CHARTER COMMUNICATIONS	250	0	0

page walkthrough

- ① The attachments are now ready for inspection. The SPA Team is auto-assigned the conversation.
- ② Once inspected, the SPA Team will change the status, either passing or failing the inspection by clicking the “I want to...” button, then selecting “Change Status...”.

Attacher

SPA Team



page walkthrough

- ① If the Inspection is passed, select “Pass Inspection” to move the conversation forward.
- ② If the Inspection failed, select “Fail Inspection” to send the conversation to a “Corrections Needed” Status to have the attacher fix the work.
- ③ Click “Save” to move the conversation forward.

1

2

3

4

Conversation temporary attachment in Type

CLP Admin CONNECTICUT LIGHT&POWER

Assigned To: SinglePoleAdministration@eversource.com

746126 TEST-Eversource Permit to ...

Assets

Notes

Documents

Photos

Contacts & Companies

Related Conversations

History

Detailed History

Wrap Text

Poles (1) Add Poles

expand top 10 Select Items Hide Poles

Owner Name	Custodian	Telco No	Power No	Loc
FRONTIER/CONNECTICUT LIGHT&P	FRONTIER (AT&T - CT)		486	CT

Billable (3) Add Billable

Select Items Hide Billable

Description	Payable To	Payer	Fixed Fee	Unit Price	Qty
Application Fee Wireline	CONNECTICUT LIGHT&POWER	CHARTER COMMUNICATIONS	150	50	1
Application Fee Wireline	FRONTIER (AT&T - CT)	CHARTER COMMUNICATIONS	150	50	1
Make-Ready Billable Work	FRONTIER (AT&T - CT)	CHARTER COMMUNICATIONS	250	0	0

I want to...

- Change the Status and/or Assignment
- Add Assets
- Edit Assets
- Clone
- Change Parent Conversation
- Remove Parent Conversation
- Print
- Send an Email
- Export
- Get Help on This Conversation Type

page walkthrough

- ① The conversation reached this state because the SPA Team failed the inspection of the attachments.
- ② It is up to the Attacher to make corrections on the attachments and send it back to the SPA Team for Inspection again.
- ③ **Attachers:** look in the Notes section to see if the SPA Team left a reason for the failure.
- ④ Once fixed, send the conversation back to the SPA Team by using the "I want to..." button and selecting "Change status..."

SPA Team

Attacher

The screenshot shows the 'Change Status and/or Assign Conversation' dialog box in the aldenONE system. The dialog is overlaid on a conversation page for a permit with ID 746126. The dialog has three main sections:

- Select an Action:** Contains three options: 'Cancel', 'Corrections Made' (highlighted with a blue bar and a red circle with the number 1), and 'Undo (Fail Inspection)'.
- Add Note:** A text input field for adding a note to the conversation.
- Assign Conversation:** A search bar labeled 'Add contact and assign' and a list of users. The 'Single Pole Administration' user (CONNECTICUT LIGHT&POWER, SinglePoleAdministration@eversource.com) is highlighted with a blue bar and a red circle with the number 2.

At the bottom of the dialog are 'Cancel' and 'Save' buttons.

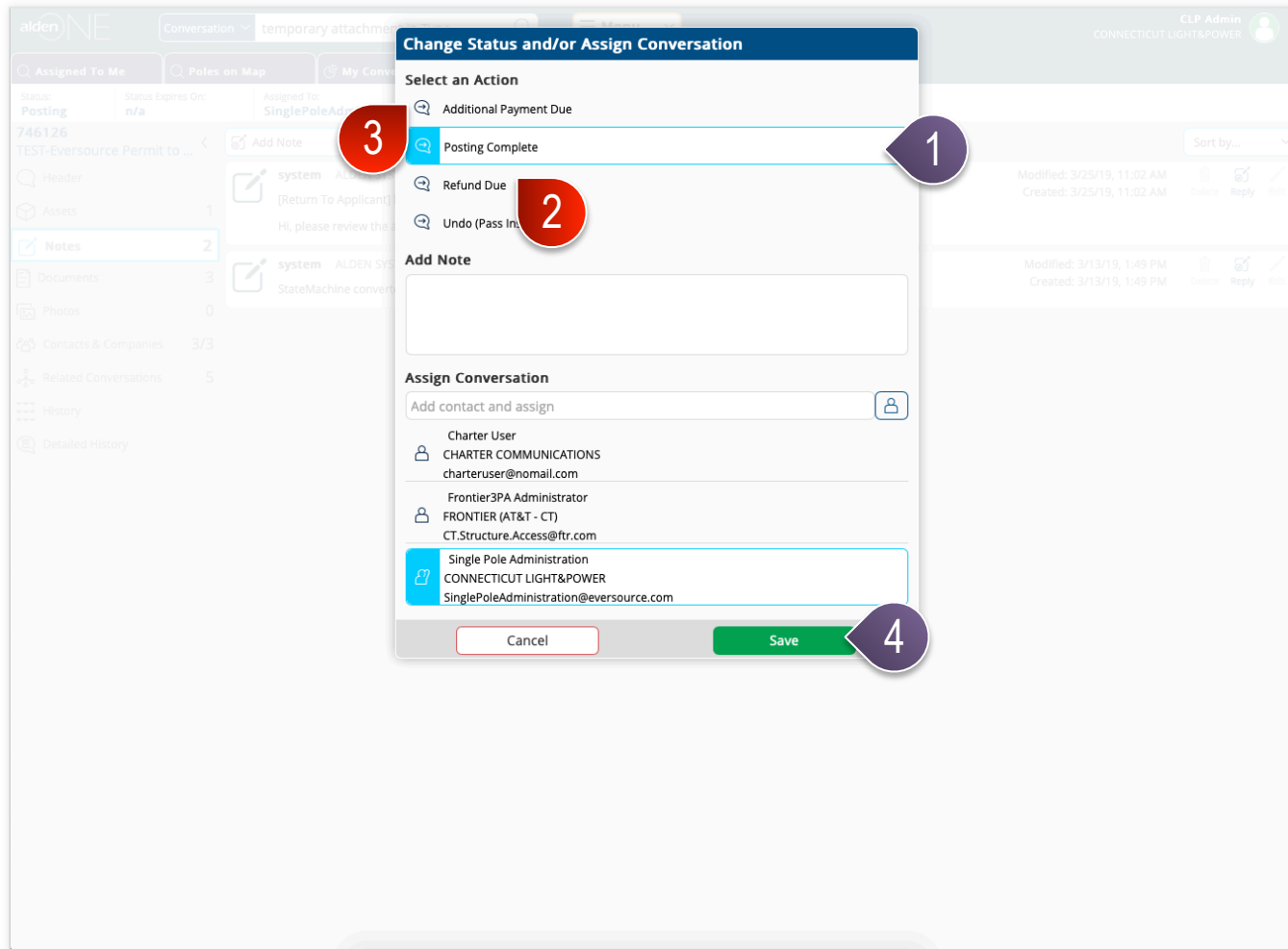
page walkthrough

- ① If the corrections were made, notify the SPA Team by sending the conversation back to them.
- ② Click "Save" to move the conversation forward.

The screenshot shows the Alden ONE interface for a conversation titled "746126 TEST-Eversource Permit to ...". The interface includes a navigation sidebar on the left with options like "Notes", "Documents", and "Photos". The main content area displays a conversation thread with two messages from "system ALDEN SYSTEMS, INC.". A dropdown menu titled "I want to..." is open over the second message, with the option "Change the Status and/or Assignment" highlighted. Two callout boxes with numbers 1 and 2 are overlaid on the image: callout 1 points to the dropdown menu, and callout 2 points to the highlighted option.

page walkthrough

- ① The attachments are now ready to be referenced with billing and the conversation is in Posting.
- ② Once referenced, posting is either marked complete, a refund is due to the attacher, or additional payment is required from the attacher. Click "Change" to move the conversation forward.



page walkthrough

- ① If the billing was correct, select "Posting Complete" to move the conversation forward.
- ② If the Attacher paid too much, select "Refund Due."
- ③ If the Attacher did not pay enough, select "Additional Payment Due."
- ④ Click "Save" to move the conversation forward.

The screenshot shows the 'alden ONE' interface for a conversation. At the top, the status is 'Complete' and the assigned user is 'SinglePoleAdministration@eversource.com'. The conversation ID is '746126 TEST-Eversource Permit to ...'. The left sidebar shows navigation options like 'Header', 'Assets', 'Notes', 'Documents', 'Photos', 'Contacts & Companies', 'Related Conversations', 'History', and 'Detailed History'. The main content area displays two system messages:

- Message 1:** From system (ALDEN SYSTEMS, INC.), dated 3/25/19, 11:02 AM. Subject: [Return To Applicant] by clpadmin. Content: "Hi, please review the assets you are applying to attach to. One is not owned by us." Modified: 3/25/19, 11:02 AM. Actions: Delete, Reply, Edit.
- Message 2:** From system (ALDEN SYSTEMS, INC.), dated 3/13/19, 1:49 PM. Subject: StateMachine converted from 'TEST-Connecticut Permit to Attach'. Modified: 3/13/19, 1:49 PM. Actions: Delete, Reply, Edit.

page walkthrough

- 1 The conversation is now Complete.



Double Poles - Process Walkthrough

This document will be your step-by-step guide to the Double Pole process.

The screenshot displays the aldenONE interface with a search for 'POLE CONSTRUCTION'. The search results table is as follows:

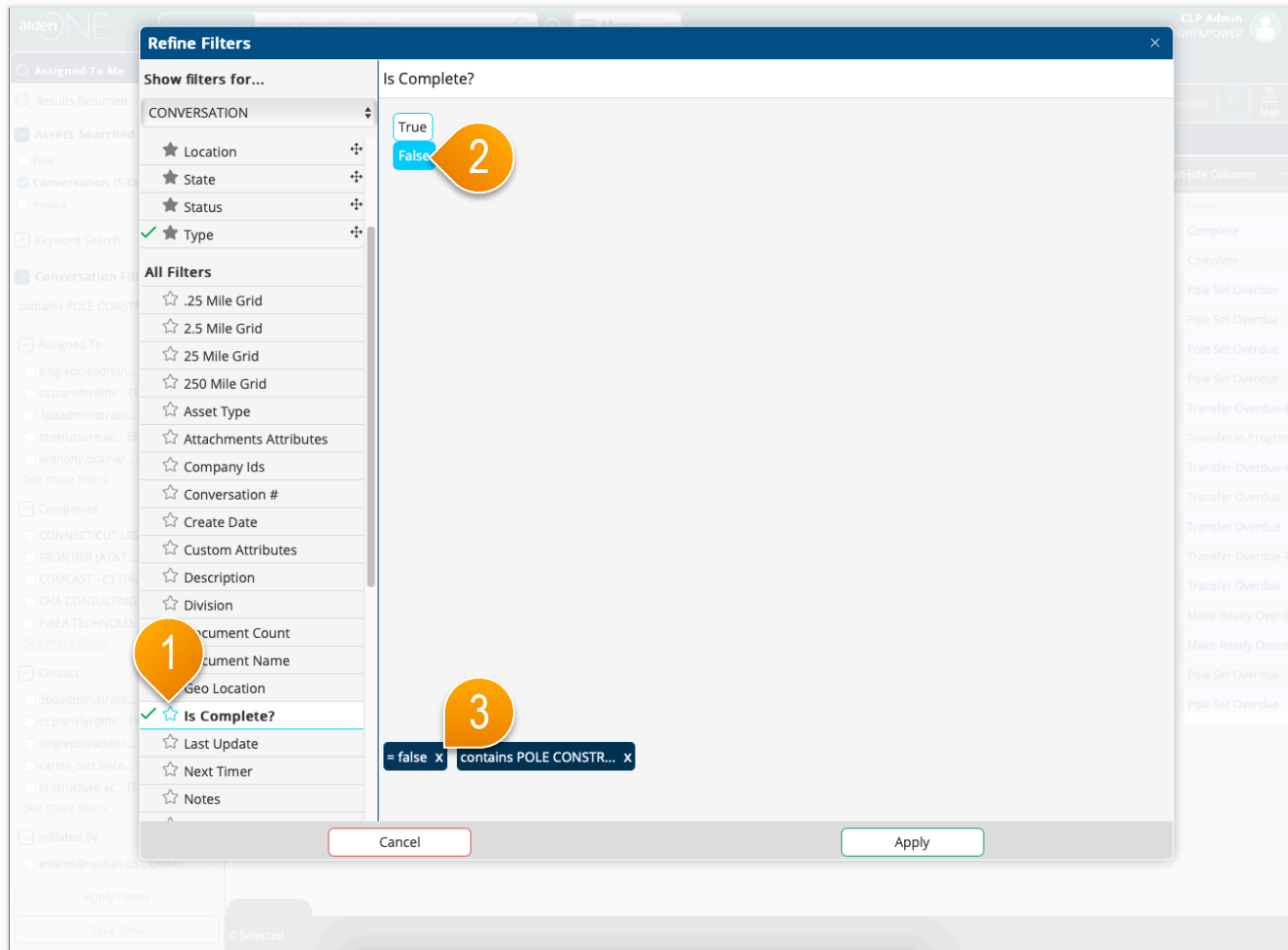
Conversation #	Title	Type	Last Update	Initiated By	Status
746134	Telco REPLACE Pole 486	TEST-Pole Construction	3/26/2019	clpadmin@nu.com	Complete
	Communications MAKE-READY Pol	TEST-Pole Construction	3/26/2019	clpadmin@nu.com	Complete
	Test create new WO	TEST-Pole Construction	3/15/2019	eswms@nomail.com	Pole Set Overdue
735969	Test create new WO	TEST-Pole Construction	3/15/2019	eswms@nomail.com	Pole Set Overdue
735962	Test exclude permit applications	TEST-Pole Construction	3/15/2019	eswms@nomail.com	Pole Set Overdue
735964	Test exclude permit applications	TEST-Pole Construction	3/15/2019	eswms@nomail.com	Pole Set Overdue
469835	Pole 154	TEST-Pole Construction	3/13/2019	mark.bovat@eversource.com	Transfer Overdue-f
518646	Eversource priority reject P-3593	TEST-Pole Construction	3/13/2019	kevin.obrien@eversource.com	Transfer In Progres
735762	DP Winchester - Exc#4	TEST-Pole Construction	3/11/2019	valarie.grenier@eversource.com	Transfer Overdue-f
735765	Out of Sequence Work	TEST-Pole Construction	3/11/2019	valarie.grenier@eversource.com	Transfer Overdue
735759	DP Berlin Tpkc Test 10/18	TEST-Pole Construction	3/11/2019	valarie.grenier@eversource.com	Transfer Overdue
735764	central ave	TEST-Pole Construction	3/11/2019	valarie.grenier@eversource.com	Transfer Overdue-f
735763	1) Prior Attacher Not Transferred	TEST-Pole Construction	3/11/2019	valarie.grenier@eversource.com	Transfer Overdue
658479	3) Communications MAKE-READY	TEST-Pole Construction	3/11/2019	jen.cawvey@pvc2.com	Make-Ready Overd
660438	2) Communications MAKE-READY	TEST-Pole Construction	3/11/2019	tammy.wright@pvc2.com	Make-Ready Overd
735866	Test create new WO	TEST-Pole Construction	3/9/2019	eswms@nomail.com	Pole Set Overdue
735865	Test create new WO	TEST-Pole Construction	3/9/2019	eswms@nomail.com	Pole Set Overdue

Attacher's Responsibility

page walkthrough

Let's look at setting up a search for you to find your Transfer work to be completed.

- 1 Start your search by selecting "Conversations" in the search dropdown here. This will limit your search to ONLY conversations.
- 2 Type in "Pole Construction" inside of quotation marks (this will bring back only conversation types that have the exact phrase Pole Construction) and select "in Type."
- 3 Hit Enter or click the "Search" button here.
- 4 More filters will need to be applied to get your search results refined further. To do this, click "Refine" here.



page walkthrough

- ① Find the filter “Is Complete?” and click it.
- ② Set the “Is Complete” to “False.”
- ③ A breadcrumb will show up confirming you made your selection.

Attacher's Responsibility

page walkthrough

- ① Next, find the filter for “Custom Attributes.”
- ② Select “Work Type.”
- ③ Select “Transfer.”
- ④ A breadcrumb will show for “Transfer.”

The screenshot shows the 'Refine Filters' dialog in the AldenONE application. The 'Show filters for...' dropdown is set to 'CONVERSATION'. The filter list on the left includes 'Custom Attributes', which is selected (marked with a red circle '1'). The 'Custom Attributes' section is expanded, showing a list of attributes. 'WorkType' is selected (marked with a red circle '2'). The 'WorkType' dropdown is open, showing options: DETACH, MAKE-READY, NEW, REMOVE, REPLACE, and TRANSFER. 'TRANSFER' is selected (marked with a red circle '3'). At the bottom, a breadcrumb shows '= TRANSFER x | = false x | contains POLE CONSTR... x' (marked with a red circle '4'). The dialog has 'Cancel' and 'Apply' buttons at the bottom.

Attacher's Responsibility

page walkthrough

- ① Next, find the filter for “Companies.”
- ② Select your company from the list by hitting the “=” button here.
- ③ A breadcrumb will show for “Transfer.”

The screenshot shows the 'Refine Filters' dialog in the AldenONE application. The 'Favorites' section on the left has 'Companies' selected, indicated by a blue checkmark and a yellow callout bubble with the number '1'. The 'All Filters' section also lists 'Companies'. The main area displays a list of companies with their counts. A yellow callout bubble with the number '2' points to the '=' button next to 'COMCAST - CT (4853)'. Below the list, a breadcrumb trail is visible: '= COMCAST - CT X = TRANSFER X = false X contains POLE CONSTR... X'. A yellow callout bubble with the number '3' points to the 'TRANSFER X' part of the breadcrumb. The dialog has 'Cancel' and 'Apply' buttons at the bottom.

Attacher's Responsibility

The screenshot shows the 'Refine Filters' dialog in AldenONE. The 'Assigned To' filter is selected in the 'Favorites' list. The search field contains '@comcast.com'. The 'Contains' button is highlighted. The breadcrumb trail at the bottom shows 'contains @comcast.com'. The 'Apply' button is highlighted.

page walkthrough

- ① Next, find the filter for “Assigned To.”
- ② Enter your company’s domain (everything after the “@” symbol in your email address) in the search field.
- ③ Then click the “Contains” button.
- ④ A breadcrumb will show for “contains” and your company’s domain.
- ⑤ Now that all of your filters are in place, click “Apply.”

Attacher’s Responsibility

The screenshot displays the aldenONE interface for Pole Construction conversations. The search bar at the top contains the text "POLE CONSTRUCTION". The left sidebar shows filters for "Assigned To", "Companies", and "Contact". The main table lists conversations with columns for Conversation #, Title, Type, Last Update, and Status. A "Take Action" dropdown menu is open over the table, showing options like "Change Status or Assign Conversation(s)", "Change Parent Conversation", "Remove Parent Conversation", and "Clear Selection".

Conversation #	Title	Type	Last Update	Status
735763	1) Prior Attacher Not Transferred	TEST-Pole Construction	3/11/2019	
735831	Pole S3358	TEST-Pole Construction	2/28/2019	Transfer Overdue
735830	Pole S3359	TEST-Pole Construction	2/28/2019	Transfer Overdue
735830	Pole S3360	TEST-Pole Construction	2/28/2019	Transfer Overdue
735830	Pole 8102	TEST-Pole Construction	2/28/2019	Transfer Overdue
638911	4) Adding an Attacher not Listed	TEST-Pole Construction	2/28/2019	Transfer Overdue
638911	WO 3112423 P1523 MIDDLE BUTC	Pole Construction	9/19/2018	Transfer Overdue
638910	WO 3112423 P1524 MIDDLE BUTC	Pole Construction	9/19/2018	Transfer Overdue
638902	WO 3112423 P1874 MIDDLE BUTC	Pole Construction	9/19/2018	Transfer Overdue
476046	FTR WP POWER SET Pole 49	Pole Construction	9/9/2018	Transfer Overdue
638854	WO 3118357 P920 W. WOOSTER S	Pole Construction	9/9/2018	Transfer Overdue
537577	FTR WO 3107090	Pole Construction	9/9/2018	Transfer Overdue
672307	FRONTIER WO 3119847	Pole Construction	9/8/2018	Transfer In Progress
629042	FTR WO 3116820	Pole Construction	9/7/2018	Transfer Overdue
393484	3100477	Pole Construction	9/6/2018	Transfer Overdue
358987	JUC Import TK144428	Pole Construction	9/6/2018	Transfer Overdue

page walkthrough

- ① You can open a conversation by clicking on the Conversation Number here.
- ② If you have multiple conversations that you would like to make actions on, select each conversation by clicking anywhere on the row EXCEPT the conversation number.
- ③ If all of the conversations selected are in the same status, you can make changes to all the conversations at once. All of these selected conversations are in a status of "Transfer Overdue." So they can be changed simultaneously. **If one or more selected conversations is in a different status, you will not be able to change them at the same time.**
- ④ To change the status of all selected conversations at once, use this button here.
- ⑤ To view more information about the selected conversations, click here.
- ⑥ To switch to a map view, click here.
- ⑦ To Save this search to re-use for later, use the "Save Search" button here. Give the search a descriptive title.
- ⑧ To reuse this search in the future, you can find it in your Saved Searches That comes out when you click into your search bar here. **Make sure to clear any text out the search bar.**

Attacher's Responsibility

The screenshot displays the Alden ONE software interface for a 'Transfer in Progress' conversation. The main content area shows the following details:

- Status:** Transfer in Progress
- Assigned To:** nelson_tumbaco@comcast.com
- Title:** FTR WO#3111319
- Location:** Middletown, CT
- Project Type:** Pole Hit
- Pole Hit Date:** 7/29/2017
- Pole Hit Claim:** POLICE CASE # 17-18400
- Town:** Middletown
- Area Work Center:** EAST HAMPTON
- Responsible Company:** FRONTIER (AT&T - CT)
- PURA Priority:** (dropdown menu)

The 'Engineering - Power' section includes fields for:

- ELCO Designer
- ELCO Billable Work Request
- ELCO Billable Work Order
- ELCO Non Billable Work Request (3150091)
- ELCO Non Billable Work Order
- ELCO Priority Work Request

The 'Engineering - Telco' section includes fields for:

- TELCO Designer
- TELCO Billable Work Order
- TELCO Non Billable Work Order (3111319)
- Joint Owner Permit

Attacher's Responsibility

page walkthrough

- ① Once the Pole Set and Power Transfer are complete, the conversation moves to "Transfer in Progress."
- ② The conversation is also auto-assigned to the next company in line for transfer. This can happen several times on this conversation type depending upon what attachers are on the pole.
- ③ You can also see who is next in line by going to the "Assets" tab and looking at the Company Work Sequence. The Power Company will always be first, followed by the attachers.
- ④ If you are the company next in line, once the work has been performed, click the "I want to..." button and select "Change the Status and/or assignment" here to move the conversation forward.

Change Status and/or Assign Conversation

Select an Action

- Complete - Transfer
- Transfer Issue Found
- Cancel

Add Note

Assign Conversation

Add contact and assign

- 3PA Admin
CONNECTICUT LIGHT&POWER
3PAAdministrator@eversource.com
- Michele Taber
FRONTIER (AT&T - CT)
CT.Transfer@ftr.com
- Nelson Tumbaco
COMCAST - CT
nelson_tumbaco@comcast.com
- Single Pole Administration
CONNECTICUT LIGHT&POWER
SinglePoleAdministration@eversource.com

Cancel Save

Attacher's Responsibility

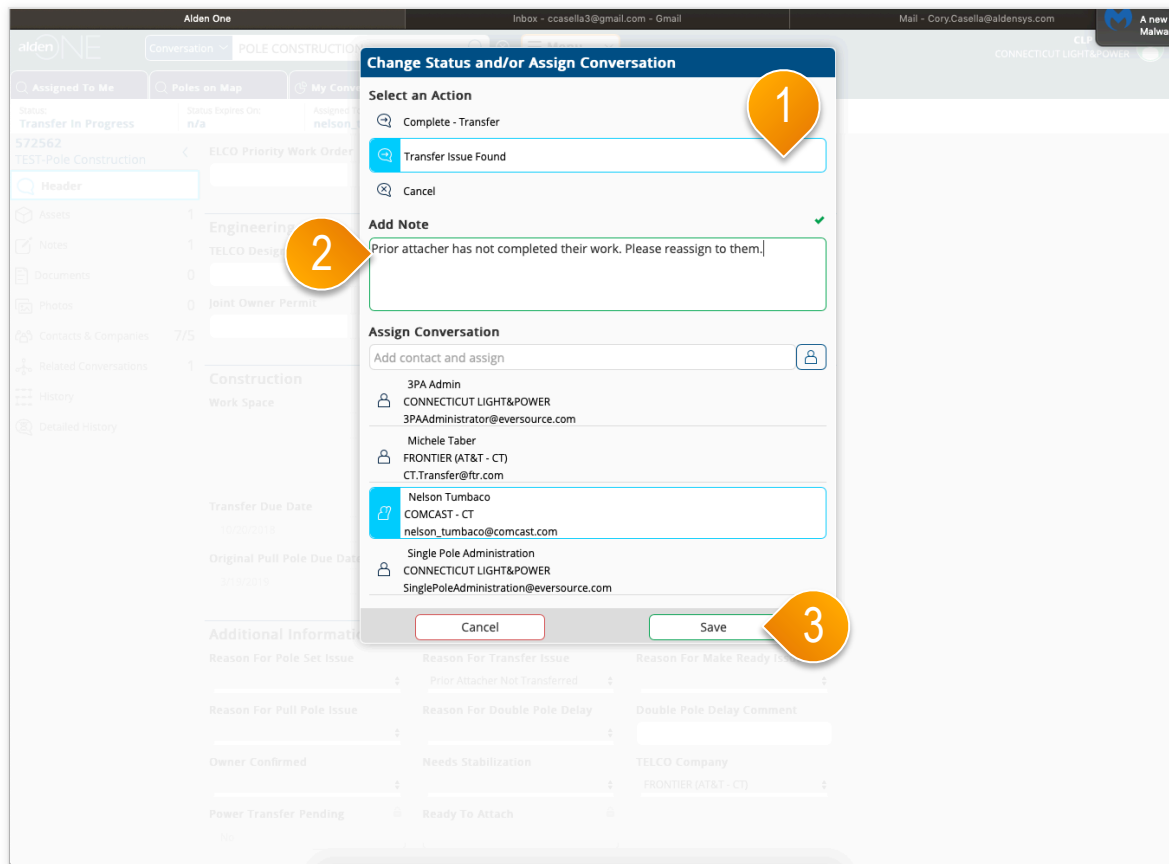
page walkthrough

- 1 Click "Complete Transfer."
- 2 Add a note, if you wish. This step is not required (unless a Transfer Issue is found) but can be helpful if you need to add additional information for the pole owner.
- 3 Click "Save" here to move the conversation forward.
- 4 If a Transfer Issue is found, you must first mark the Transfer Issue on the Header tab under Additional Information and save it before selecting "Transfer Issue Found" here. Go to the next slide for more detailed information.

Attacher's Responsibility

page walkthrough

- ① If a Transfer Issue is found during your transfer, you can report it during your company's turn on the Transfer In Progress status.
- ② On the Header tab (2a), go down to the Additional Details section (2b).
- ③ Under "Reason for Transfer Issue," select the Transfer Issue found. Your options are:
 - Prior Attacher Not Transferred
 - Pole to Pole Guy
 - Incorrect Pole Set
 - Assistance Required
 - Out of Sequence Work
 - Not Attached
 - Other.
- ④ Click "Save."
- ⑤ To move the conversation and report the issue, use the "I want to..." menu and select "Change the Status..."



Attacher's Responsibility

page walkthrough

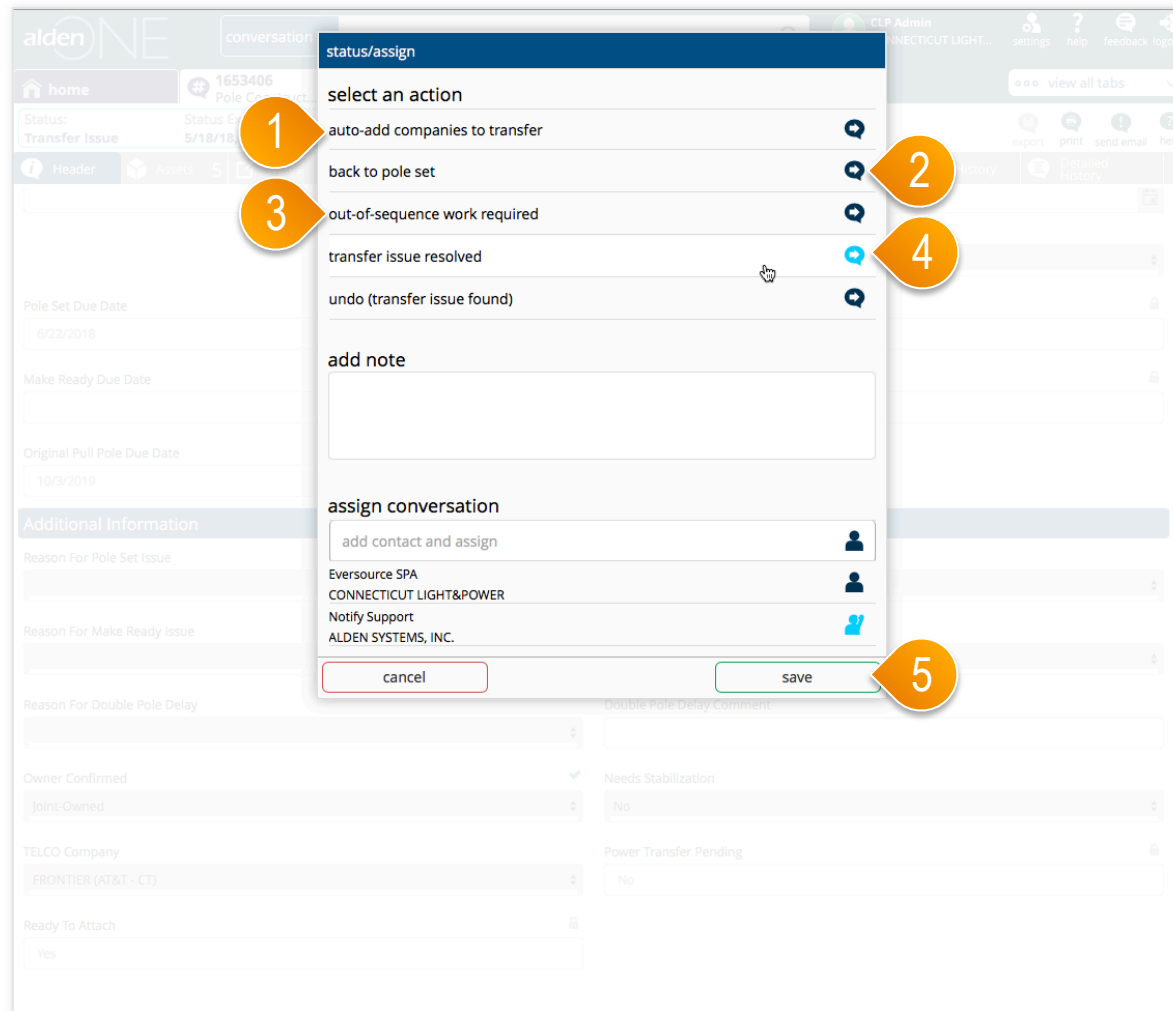
- ① Once the Transfer Issue has been saved on the Header tab, click "Transfer Issue Found."
- ② A note will be required if an issue is found. Write about the issue in more detail here.
- ③ Click "Save" here to move the conversation forward.

The screenshot displays the Alden ONE interface for a Pole Construction Conversation. The status is 'Transfer Issue'. A dropdown menu is open over the 'I want to...' button, showing options such as 'Change the Status and/or Assignment', 'Add Assets', 'Edit Assets', 'Clone', 'Change Parent Conversation', 'Remove Parent Conversation', 'Print', 'Send an Email', 'Export', and 'Get Help on This Conversation Type'. The interface includes fields for Title, Location, State, Application Details, Engineering - Power, and Engineering - Telco.

Attacher's Responsibility

page walkthrough

- ① Once the transfer Issue is found and recorded in Alden One, the conversation moves to the "Transfer Issue" status.
- ② To change the status of the conversation, use the "I want to..." button and select "Change Status."



page walkthrough

- ① To auto-add the companies to transfer, click here.
- ② To send the conversation back to pole set, click here.
- ③ To require out of sequence work, click here. Choosing this will send the conversation into a "Working Out of Sequence Issue" status. From there, the Out of Sequence work will need to be resolved.
- ④ If the Transfer Issue was resolved, click here.
- ⑤ To save and apply the action you selected, click "Save."

Attacher's Responsibility

Pole Owner's Responsibility



Appendix

Required Documents	
Wireline Attachment Applications	
1. Exhibit A	
2. Completed Exhibit B	
3. Strand Map	
4. Product Specifications	
Wireless Attachment Applications	
1. Exhibit A	
2. Exhibit B	
3. Strand Map	
4. Product Specifications	
5. Abutters Consent	

PURA Mandated Timeframes for the Third Party Attachment and Double Pole Processes*		
Actions	Third Party Attachment	Double Poles
Make Ready Estimates (Engineering Phase):	45	N/A
Make Ready Completion (Construction Phase):		
Pole Set Not Required	45**	N/A
Pole Set Required	80	N/A
Transfers	ALL transfers must be complete within 45 days	45 days per attacher
Pull Pole	N/A	12 months for State roads 18 months for non-State roads
*Measured in Calendar Days		
**Telecommunications gain shares the 45 days for shift work - 15 days to shift per attacher		

File Message Tell me what you want to do

Fri 05/04/2018 12:22 PM

E EversourceSPA_UAT@eversource.com
Alden One - Application Received - Conversation# 1415128

To Torres, Adrian; Alfonso, Alexis; Vazquez, Desiree; kolinger@aldensys.com; Grenier, Valarie L

Exhibit A.pdf 65 KB Exhibit B.pdf 56 KB

Dear Comcast Contact,

Congratulations! Your Third Party Attachment application has been submitted. Kindly make reference to the application summary for details.

Application Summary

Conversation ID: 1415128
 Company Name: COMCAST - CT
 Municipality: Westport
 Number of Poles: 2
Application Status: AWAITING APPLICATION FEE

To ensure prompt processing of this application, please mail in the following to the address listed in EXHIBIT A.

1. Signed **EXHIBIT A - Structure Access Request - Poles Connecticut**
2. Application Fee Payment

Please note: This application cannot be processed until payment and signed forms are received by the Single Pole Administration team.

If you have any questions or need additional information, please email SinglePoleAdministration@eversource.com.

Thank you

File Message Tell me what you want to do

Fri 05/04/2018 12:44 PM

E EversourceSPA_UAT@eversource.com
Alden One - Engineering Complete - Make Ready Needed - Conversation#

To Torres, Adrian; Alfonso, Alexis; Vazquez, Desiree; kolinger@aldensys.com; Grenier, Valarie L

Dear Comcast Contact,

The engineering phase is complete.

Our engineering teams have determined Make-Ready construction work **is required** for this application. You will receive a follow-up communication from the Single Pole Administration team regarding applicable Make-Ready construction costs and timeframes.

If you have any questions or need additional information, please email SinglePoleAdministration@eversource.com.

Thank you

File Message Tell me what you want to do

Fri 05/04/2018 12:52 PM

E EversourceSPA_UAT@eversource.com
Alden One - License Released - Conversation# 1415128

To Torres, Adrian; Alfonso, Alexis; Vazquez, Desiree; kolinger@aldensys.com; Grenier, Valarie L

Release Letter - Wireline.pdf 33 KB

Dear Comcast Contact,

Congratulations! Conversation #1415128 has been released. Please review the attached PDF document for Release Letter details.

PURA requires that all proposed pole attachments be completed within 60 days of licensing. Kindly update Alden One upon completing the attachment of your approved facilities.

Application Summary

Conversation ID: 1415128
 Joint-Owner Permit: 4
 Company Name: COMCAST - CT
 Municipality: Westport
 Number of Poles: 2
Application Status: LICENSE RELEASED

If you have any questions or need additional information, please email SinglePoleAdministration@eversource.com.

Thank you



107 Selden Street, Berlin, CT 06037
P.O. Box 270, Hartford, CT 06141-0270

05-04-2018

COMCAST - CT

License Number: 1415128
Joint-Owner Permit: 4
Town: Westport

Effective 05-04-2018, the Connecticut Light and Power Company dba Eversource Energy (the "Company") grants a non-exclusive right for your organization to attach its facilities to the poles requested on license number 1415128.

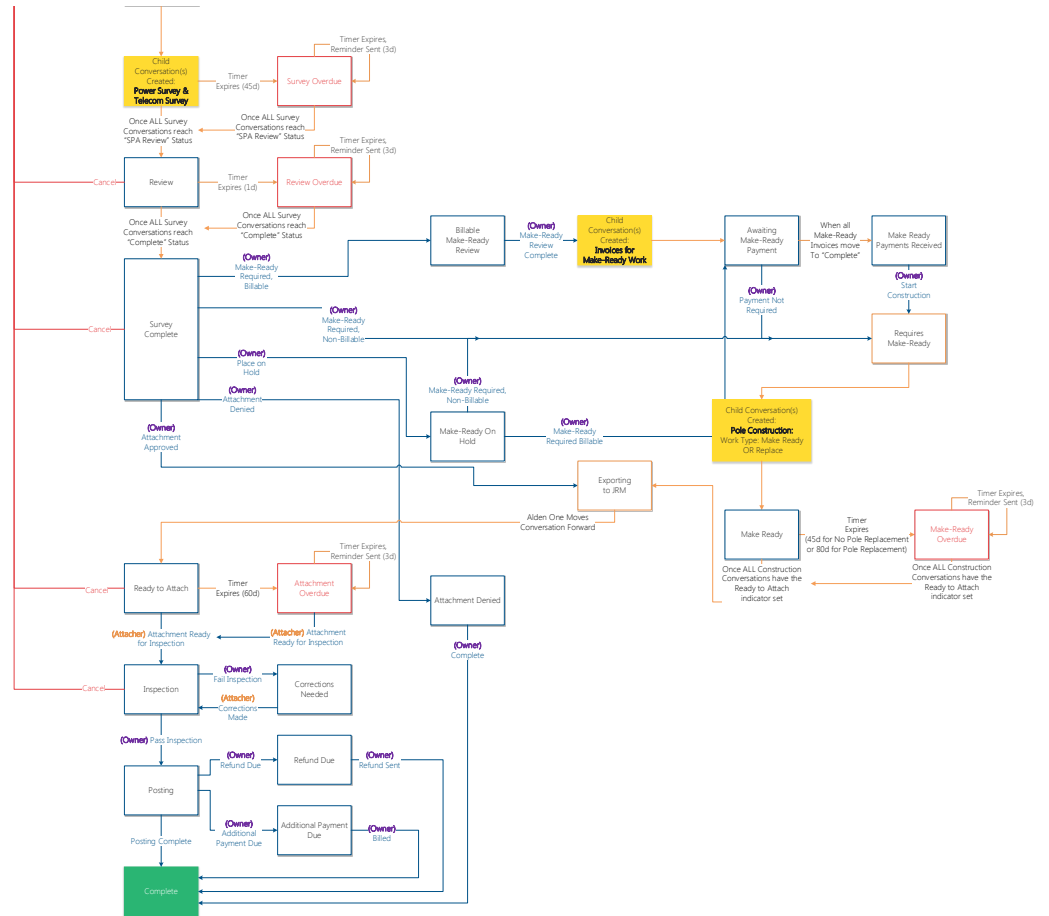
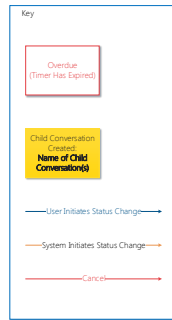
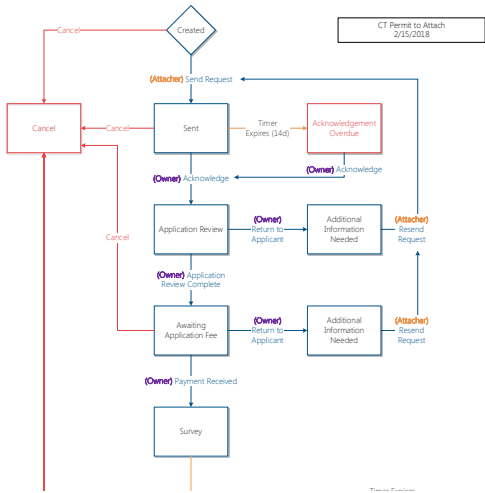
If you have any questions concerning this notice, please contact me by telephone or e mail.

Sincerely,

Desiree Vazquez

Desiree Vazquez
Supervisor - Single Pole Administrator
On Behalf of CL&P dba Eversource Energy

The Connecticut Permit to Attach Process Diagram



The Connecticut Pole Construction Process Diagram

CT Pole Construction

