



Billable Make-Ready

The screenshot shows the alden ONE software interface. At the top, there is a navigation bar with a search bar containing 'conversation 1560164'. Below this is a header for the permit application, showing the status as 'Billable Make-Ready Review', the assigned user 'EversourceSPA@eversource.com', and a dropdown menu labeled 'I want to...'. The main form area is divided into several sections: 'Application Details', 'Engineering - Power', and 'Engineering - Telco'. Each section contains various fields for dates, work orders, and other application-specific information.

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

The screenshot displays the 'aldenONE' interface with a 'status/assign' modal open. The modal contains the following elements:

- select an action:**
 - make-ready review complete (highlighted with a red circle '1')
 - undo (make-ready required billable)
- add note:** A text input field.
- assign conversation:**
 - add contact and assign
 - Eversource SPA
 - CONNECTICUT LIGHT&POWER
 - Comcast Contact
 - COMCAST - CT
 - Frontier Admin
 - FRONTIER (AT&T - CT)
- Buttons:** 'cancel' and 'save' (highlighted with a red circle '2').

The background form shows details for a 'Billable Make-Ready Review' initiated by 'noemail@comcastct.com' on 3/7/2018. It includes sections for 'Application Details' (Permitting Company: COMCAST - CT), 'Engineering - Power' (ELCO Survey Due Date: 4/21/2018, ELCO Designer: abcd, ELCO Work Request: abcd, ELCO Work Order: abcd), and 'Engineering - Telco' (TELCO Survey Due Date: 4/21/2018, TELCO Designer: abcd, TELCO Billable Work Order: abcd).

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:

- 1**: The status of the conversation is "Awaiting MR Payment".
- 2**: The "I want to..." dropdown menu is open.
- 3**: The "Related Conversations" tab is selected in the left sidebar.
- 4**: The "TEST-Invoice" conversation is highlighted in the table.

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
		TEST-Invoice	Created	keith.cournoyer@charter.com	FROM Read

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 top navigation bar includes 'aldenONE', a search bar, a 'Menu' button, and user information for 'CLP Admin'. The main content area is divided into several sections:

- Header:** Conversation ID 746133, Status 'Created', Expires on 5/9/19, 11:59 PM. Assigned to keith.cournoyer@charter.com.
- Assets:** FRONTIER (AT&T - CT) Make-Ready Billable Wo.
- Location:** Old Greenwich, State: CT.
- Invoice Details:**
 - Bill To Company: CHARTER COMMUNICATIONS
 - Bill To Account: CHARTER CO
 - Send Payment To: Frontier Communications CT Structl.
 - Invoice Total: 250.00
 - Checkout ID: [Empty]
 - Transaction ID: [Empty]
- Application Details:**
 - Project Type: Permit Application
 - Project Code: [Empty]
 - Town: Old Greenwich
 - Area Work Center: [Empty]
 - ELCO Billable Work Request: 12345
 - ELCO Billable Work Order: 12345
 - ELCO Priority Work Request: [Empty]
 - ELCO Priority Work Order: [Empty]
 - TELCO Billable Work Order: [Empty]

A dropdown menu is open over the 'I want to...' button, listing 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.

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 steps: 1. The 'Payment Sent' action is selected in the 'Select an Action' list. 2. The 'Add Note' text area is empty. 3. The 'Save' button is highlighted at the bottom of the dialog. The background shows invoice details for 'FRONTIER (AT&T - CT) Make' at 'Old Greenwich', with the bill to company 'CHARTER COMMUNICATIONS OF NORTHEASTERN CONNECTICUT' and the contact 'Keith Cournoyer'.

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

page walkthrough

- 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.

The screenshot displays the Alden ONE interface for a conversation titled '746133 TEST-Invoice'. The status is 'Payment Sent'. A dropdown menu is open over the 'I want to...' button, showing the following options:

- 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
- Get Help on This Conversation Type

The interface also shows the following details:

- Assigned To:** keith.cournoyer@charter.com
- Title:** FRONTIER (AT&T - CT) Make-Ready Billable Wo
- Location:** Old Greenwich
- State:** CT
- Invoice Total:** 250.00
- Project Type:** Permit Application
- Area Work Center:** ELCO Billable Work Request
- Project Code:** 12345
- Town:** Old Greenwich

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' application interface. A modal dialog titled 'Change Status and/or Assign Conversation' is open. The dialog is divided into three main sections:

- Select an Action:** A list of actions is shown, with 'Payment Received' selected. A callout bubble with the number '1' points to this section.
- Add Note:** A text input field for adding a note to the conversation.
- Assign Conversation:** A section for assigning the conversation to a contact. It includes a search bar and a list of contacts. 'Keith Cournoyer' is selected, with a callout bubble containing the number '2' pointing to the contact list.

At the bottom of the dialog are 'Cancel' and 'Save' buttons. The background shows a conversation detail view for '746133 TEST-Invoice' with various tabs like 'Assets', 'Notes', and 'Documents'.

Pole Owner's Responsibility

page walkthrough

The screenshot shows the aldenONE interface with a conversation list. The parent conversation (746133) is highlighted with a red circle and a '2' callout. Below it, a child conversation (746126) is highlighted with a red circle and a '1' callout. The interface includes a search bar, navigation tabs, and a table of conversations.

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

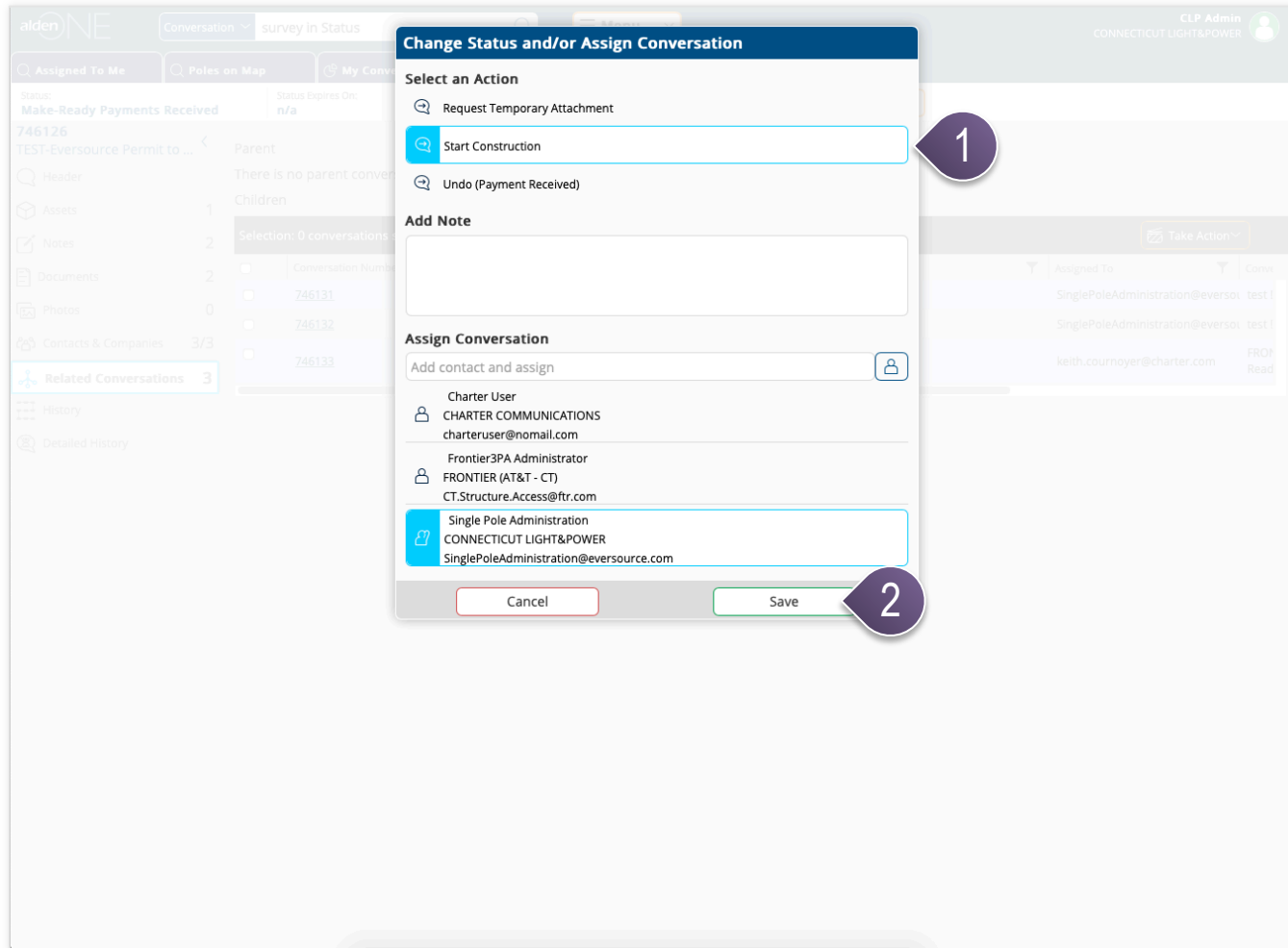
- ① Now that the conversation is Complete, the Parent conversation will have been automatically updated to “Make-Ready Payments Received” (provided ALL Invoice conversations are in the “Complete” status).
- ② Click on the parent conversation to return to the Permit to Attach Conversation.

The screenshot shows the alden ONE interface. The top navigation bar includes the alden ONE logo, a search bar with 'survey in Status', a menu icon, and the user 'CLP Admin' with 'CONNECTICUT LIGHT&POWER' below. The main content area shows a conversation with ID 746126 and status 'Make-Ready Payments Received'. The conversation is assigned to 'SinglePoleAdministration@eversource.com'. A table of related conversations is displayed, with three items: 746131 (TEST-Power Su), 746132 (TEST-Telecom), and 746133 (TEST-Invoice). A dropdown menu is open over the table, listing actions 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'. Callout 1 points to the conversation list, and callout 2 points to the dropdown menu.

Conversation Number	Conversation Type
746131	TEST-Power Su
746132	TEST-Telecom
746133	TEST-Invoice

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.



page walkthrough

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