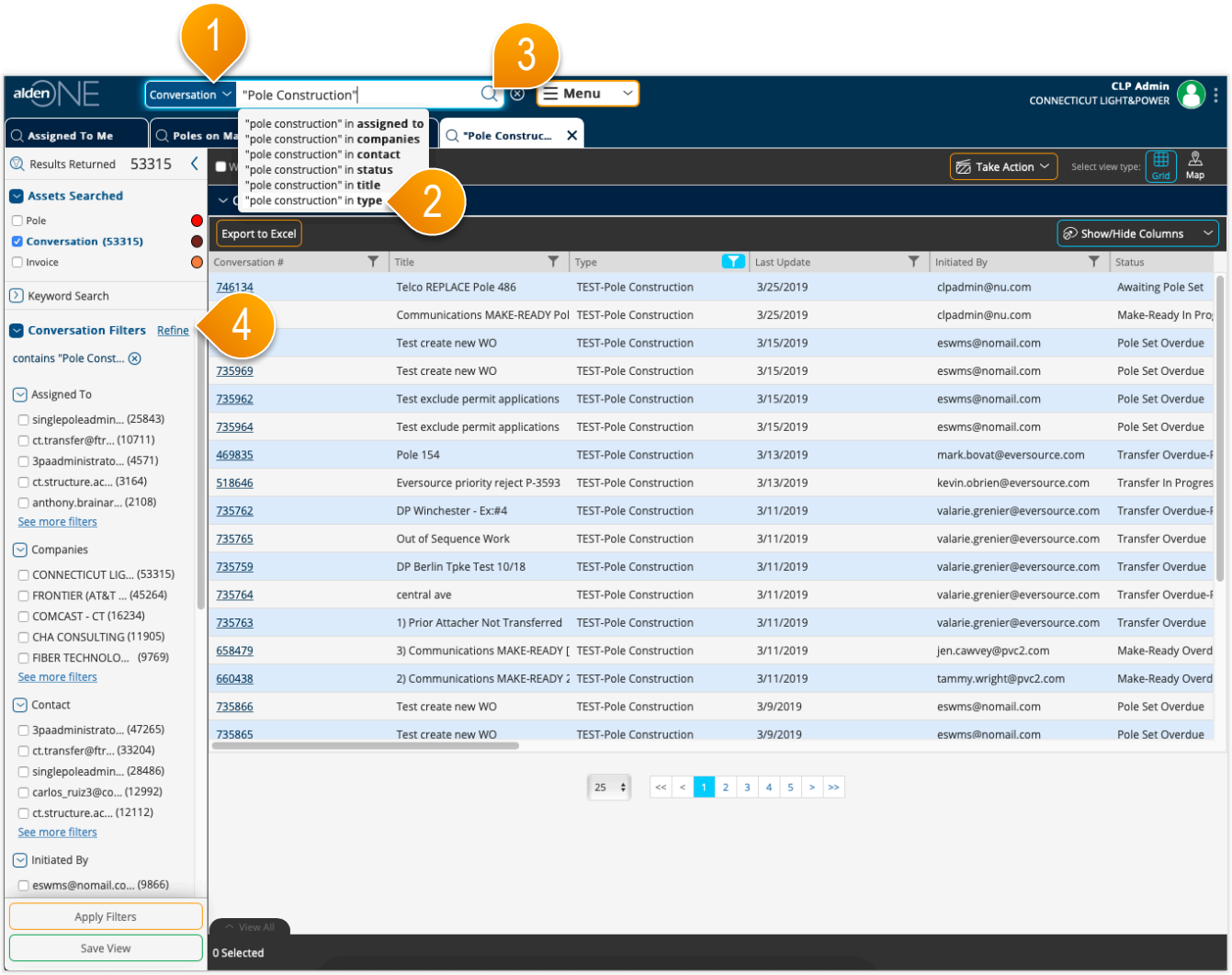
Permit to Attach Conversation – **Finding My Make-Ready Work**



Attacher's Responsibility

page walkthrough

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

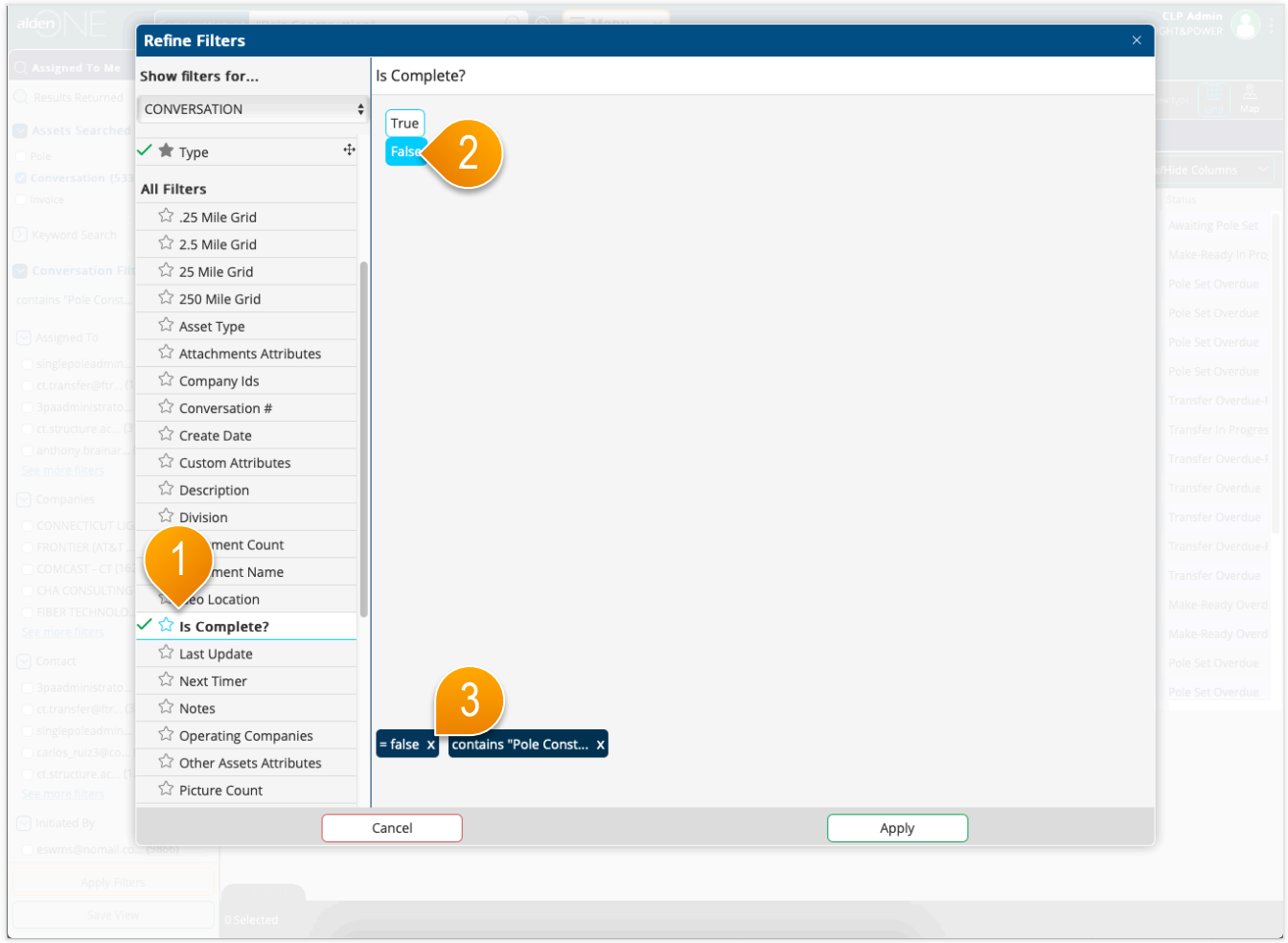
① Start your search by selecting "Conversations" in the search dropdown here. This will limit your search to ONLY conversations.

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.

Permit to Attach Conversation – **Finding My Make-Ready Work**



Attacher's Responsibility

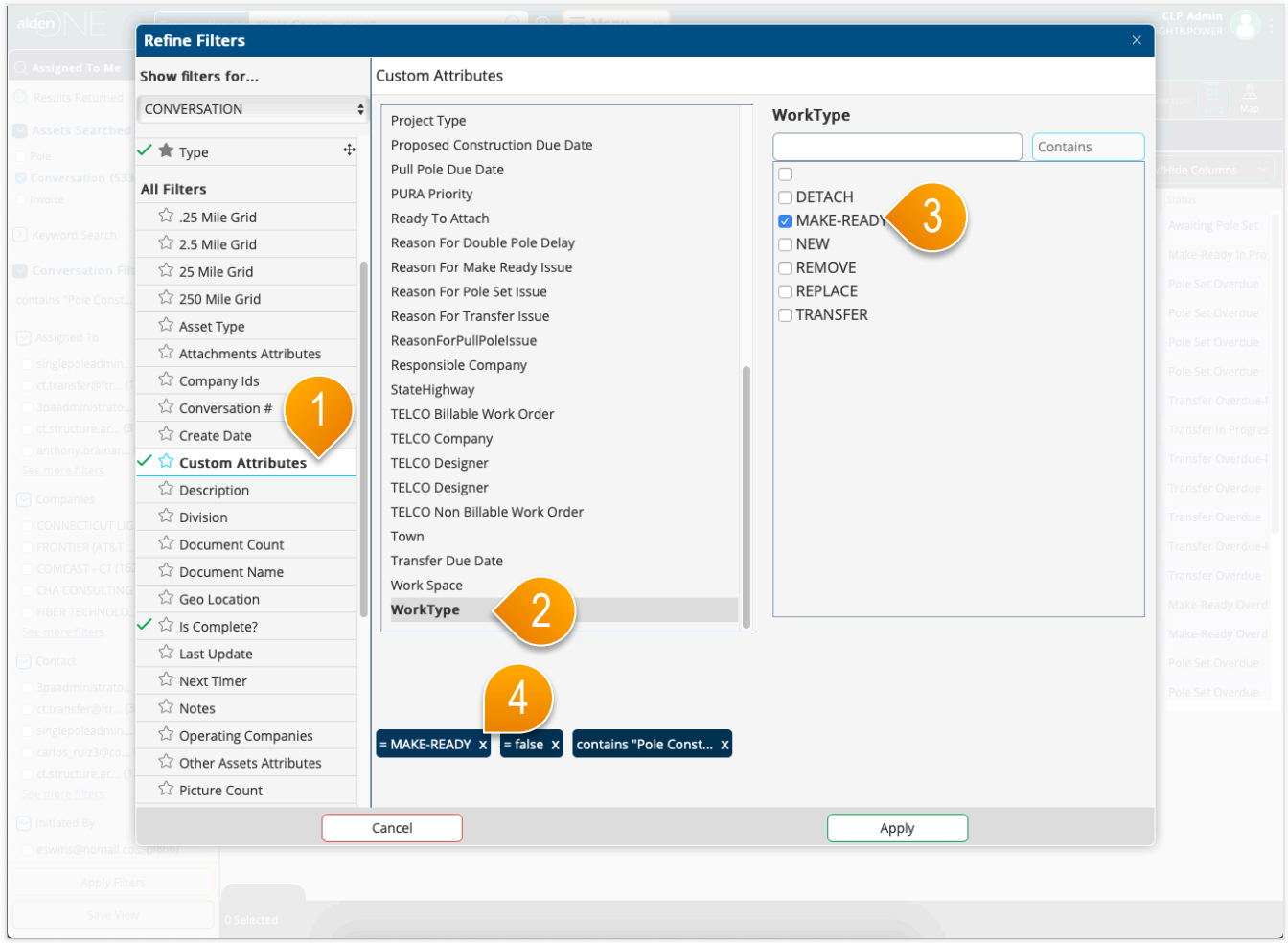
page walkthrough

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.

Permit to Attach Conversation – **Finding My Make-Ready Work**



Attacher's Responsibility

page walkthrough

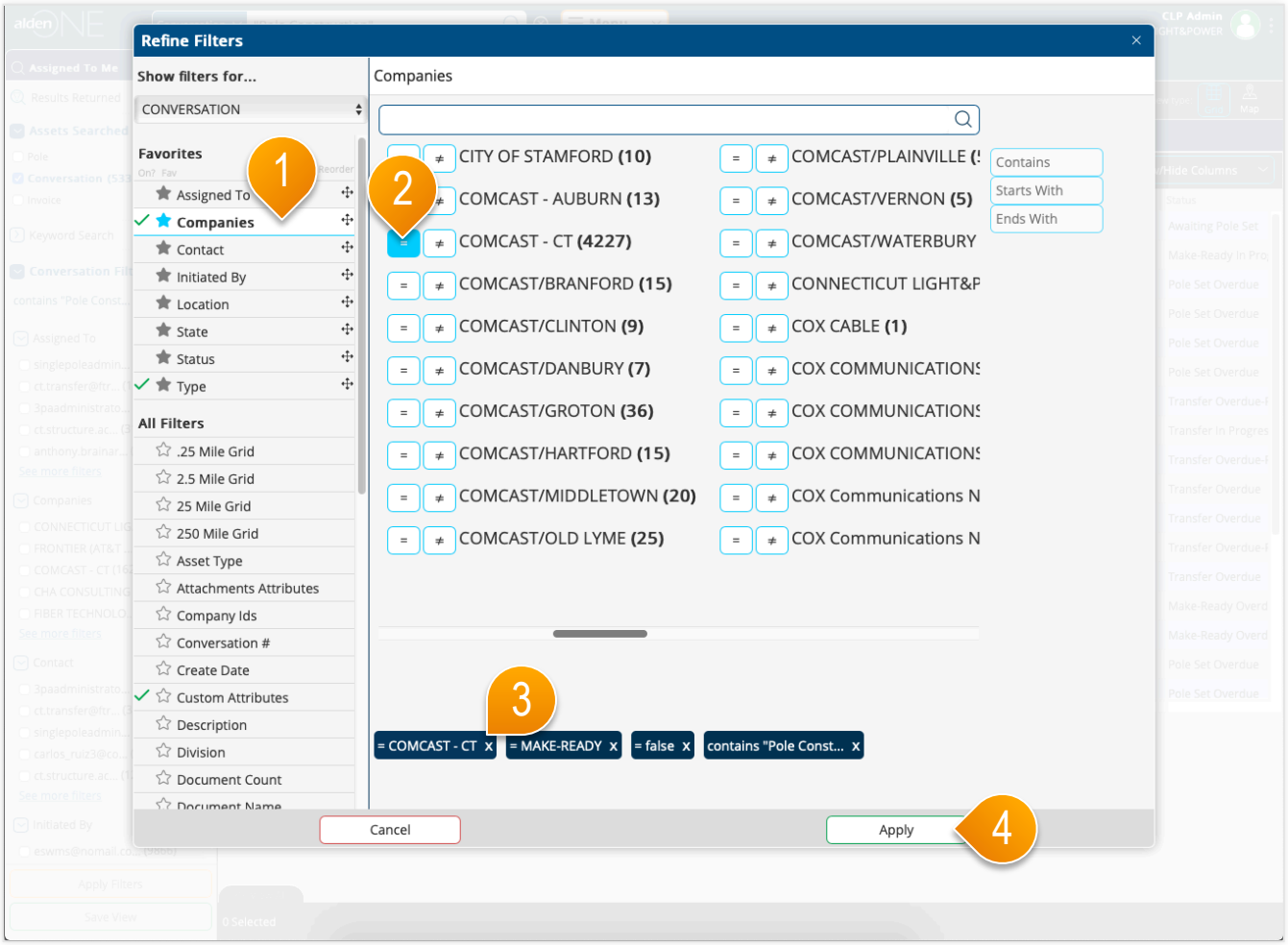
① Next, find the filter for "Custom Attributes."

② Select "Work Type."

③ Select "Make-Ready."

④ A breadcrumb will show for "Make-Ready."

Permit to Attach Conversation – **Finding My Make-Ready Work**



Attacher's Responsibility

page walkthrough

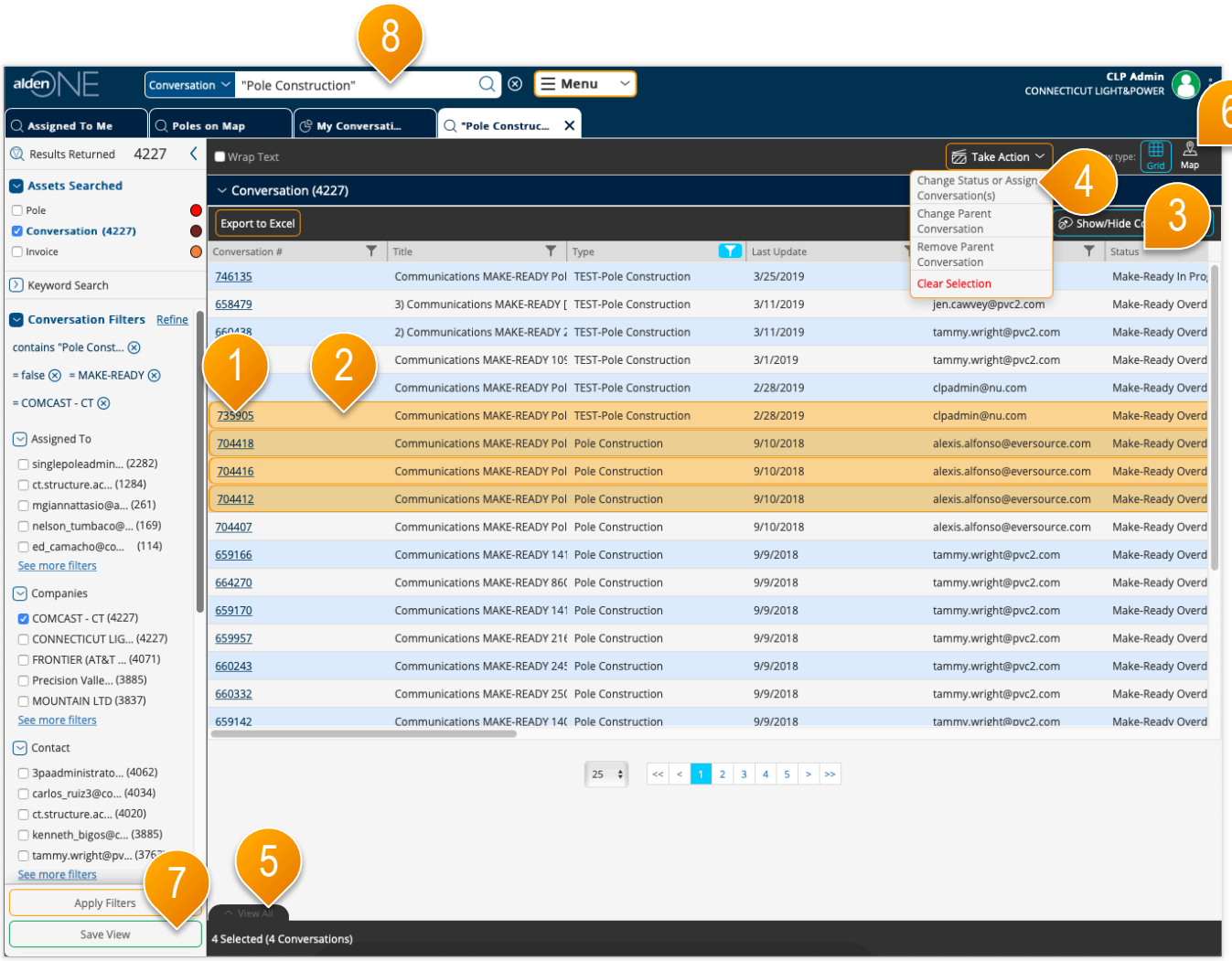
① Next, find the filter for "Companies."

② Select your company from the list by hitting the "=" button here.

③ A breadcrumb will show for "Make-Ready."

④ Now that all of your filters are in place, click "Apply."

Permit to Attach Conversation – **Finding My Make-Ready Work**



Attacher's Responsibility

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.

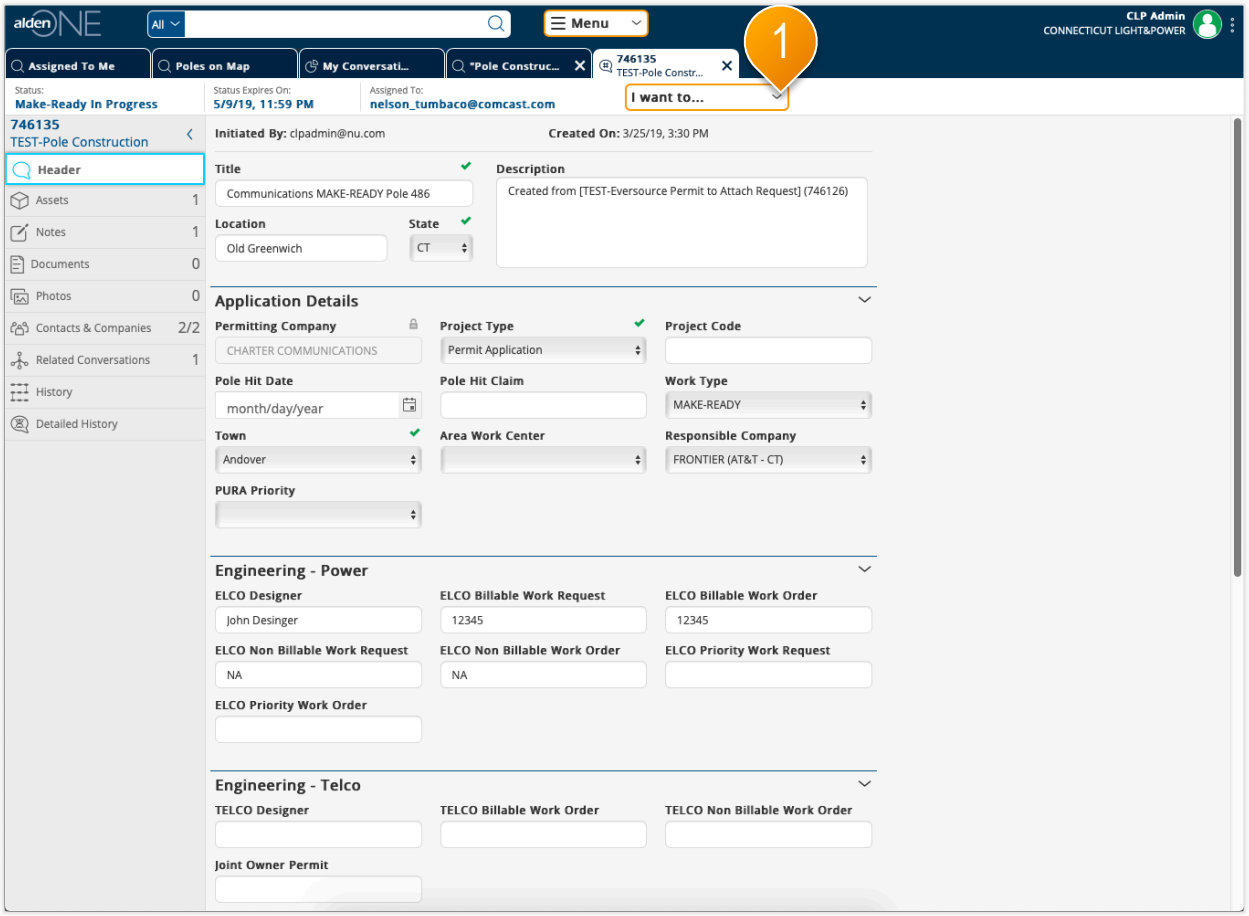
⑤ To view more information about the selected conversations, click here.

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.

Permit to Attach Conversation –
Make Ready in Progress: What do I do now?

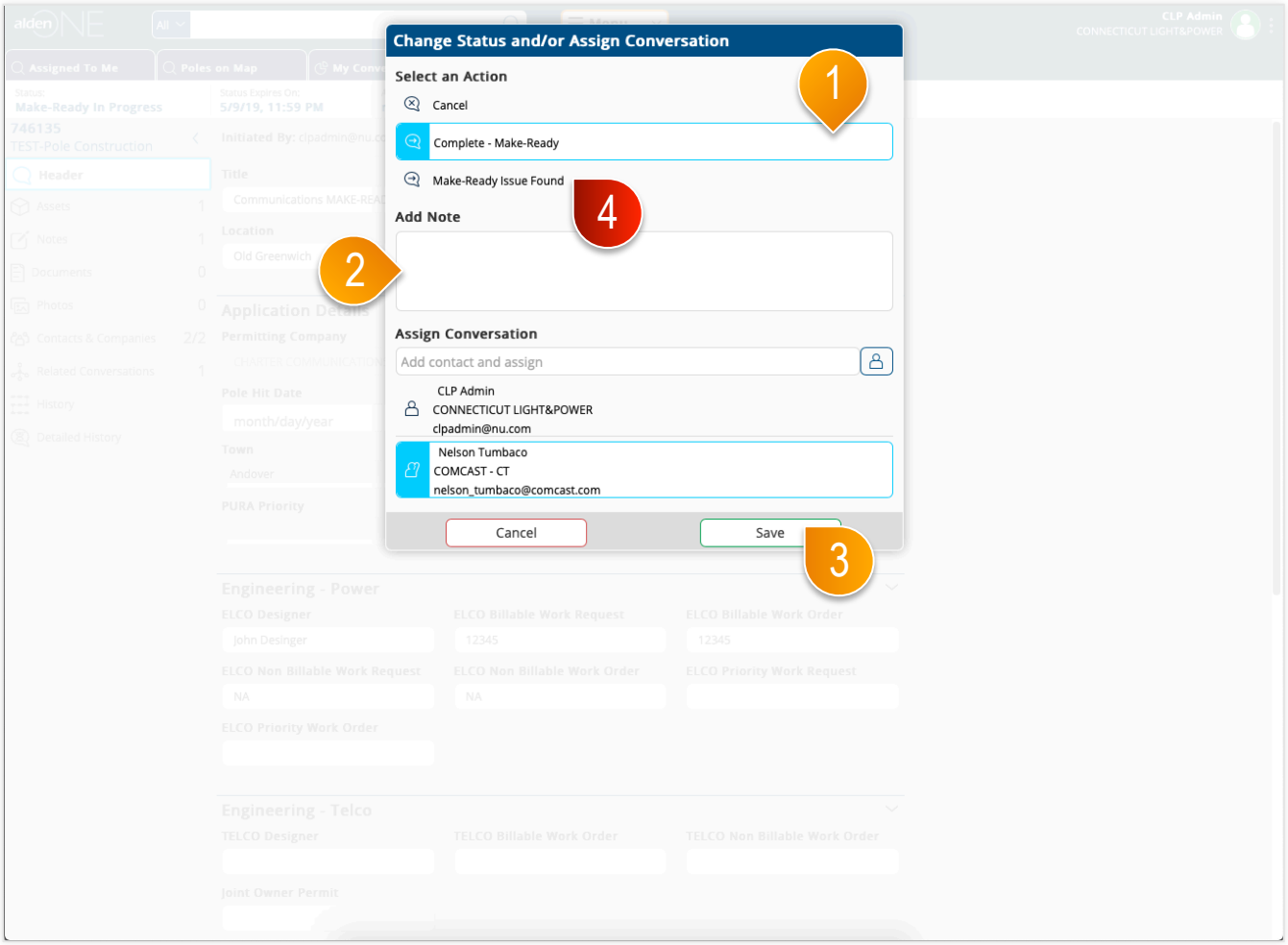


Attacher's Responsibility

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..."

Permit to Attach Conversation –
Make Ready in Progress: What do I do now?



Attacher's Responsibility

page walkthrough

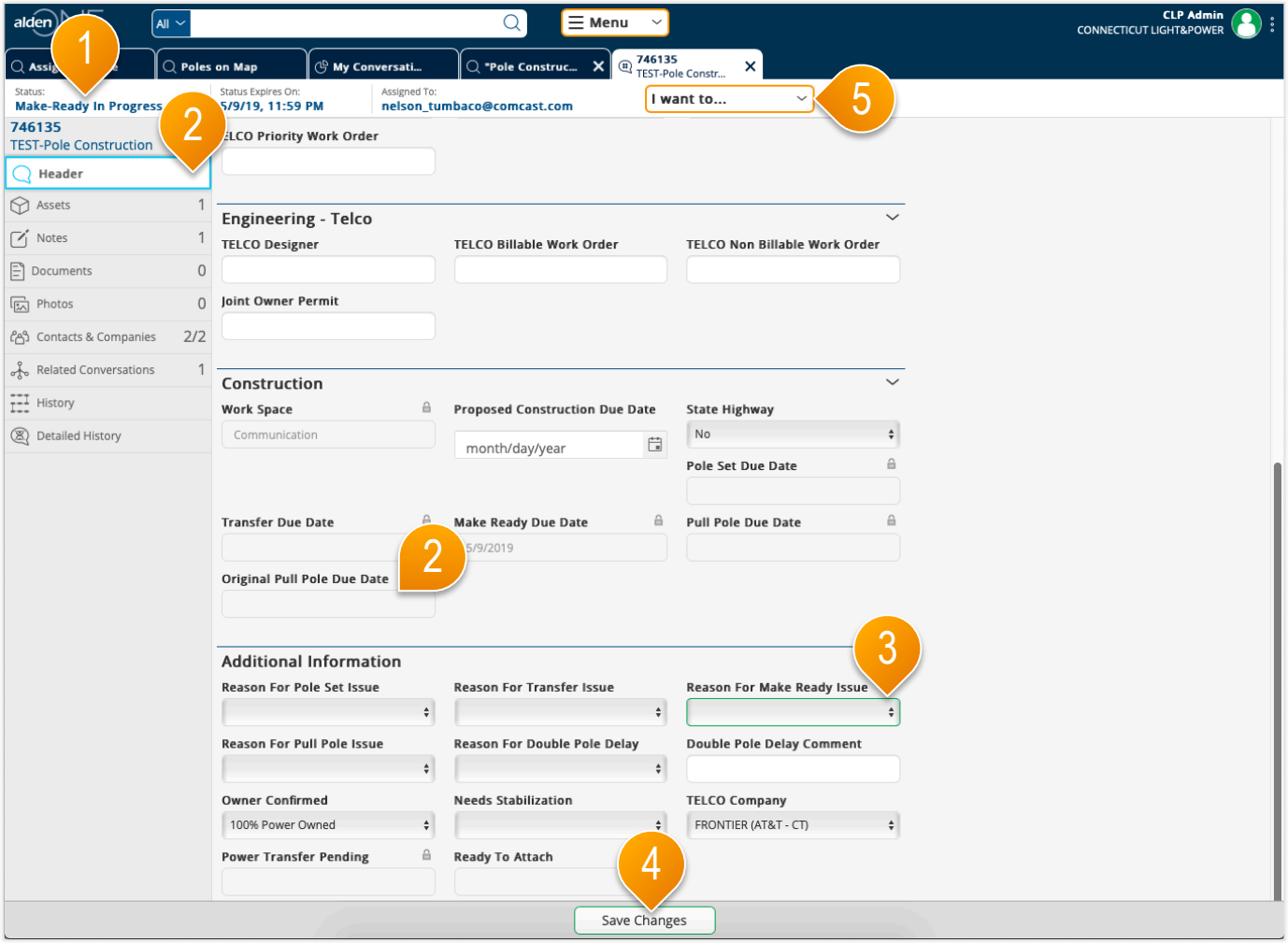
① Click "Complete Make-Ready" if the Make-Ready work is complete.

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.

Permit to Attach Conversation –
Make-Ready in Progress: Reporting an Issue



Attacher's Responsibility

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.

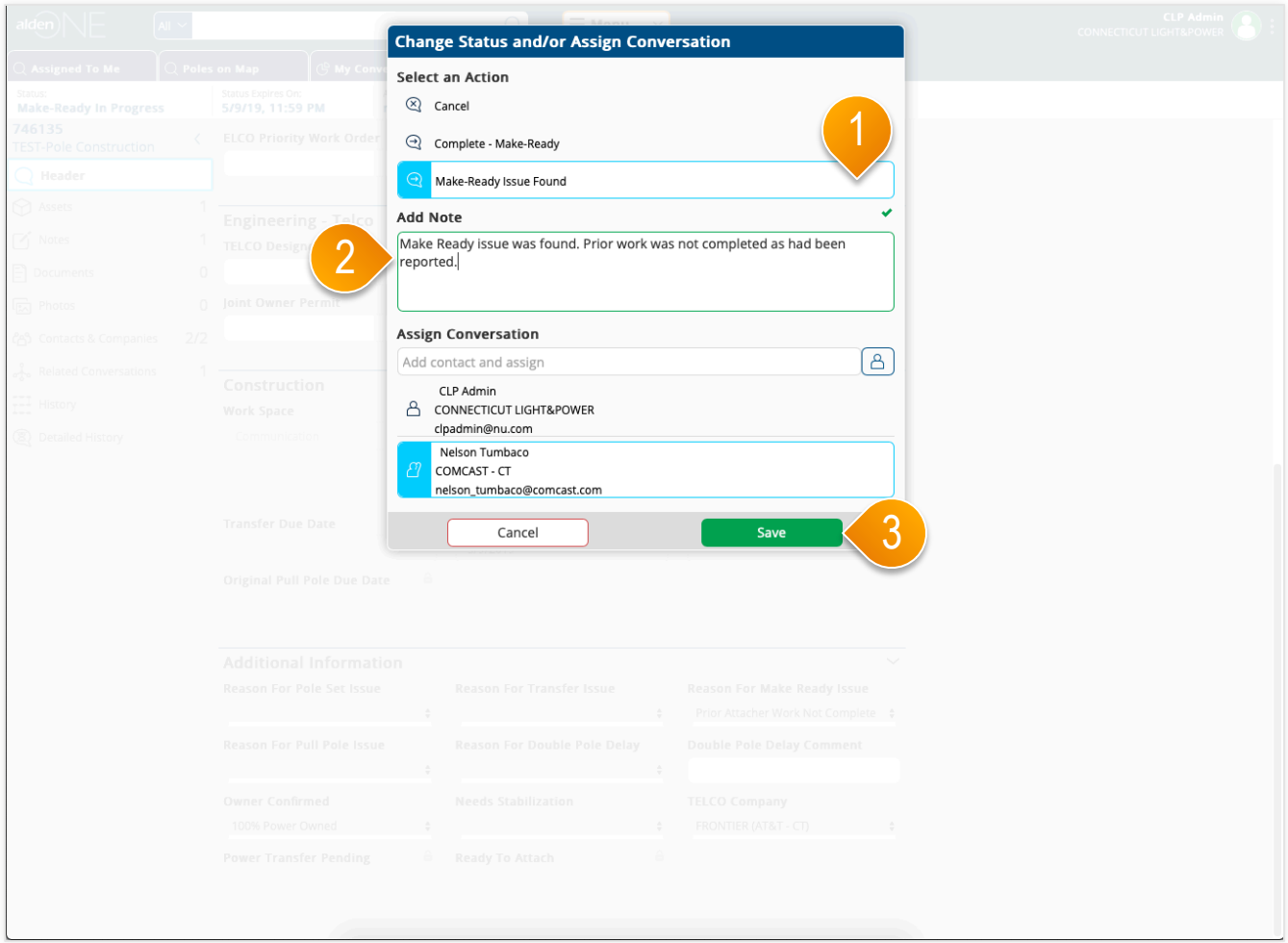
② On the Header tab, go down to the Additional Details section.

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..."

Permit to Attach Conversation –
Make-Ready in Progress: Reporting an Issue



Attacher's Responsibility

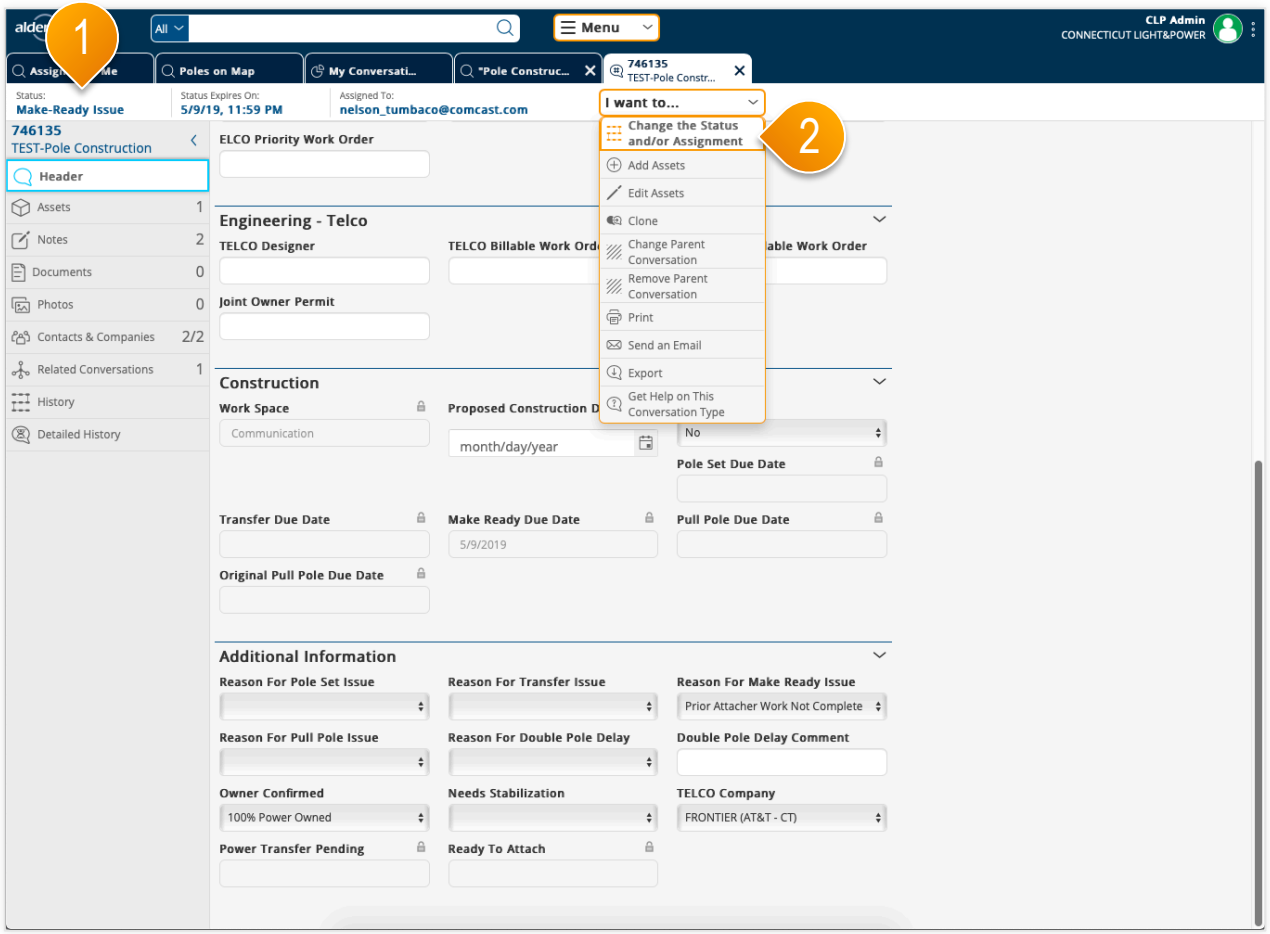
page walkthrough

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.

Permit to Attach Conversation –
Make-Ready Issue: What do I do now?



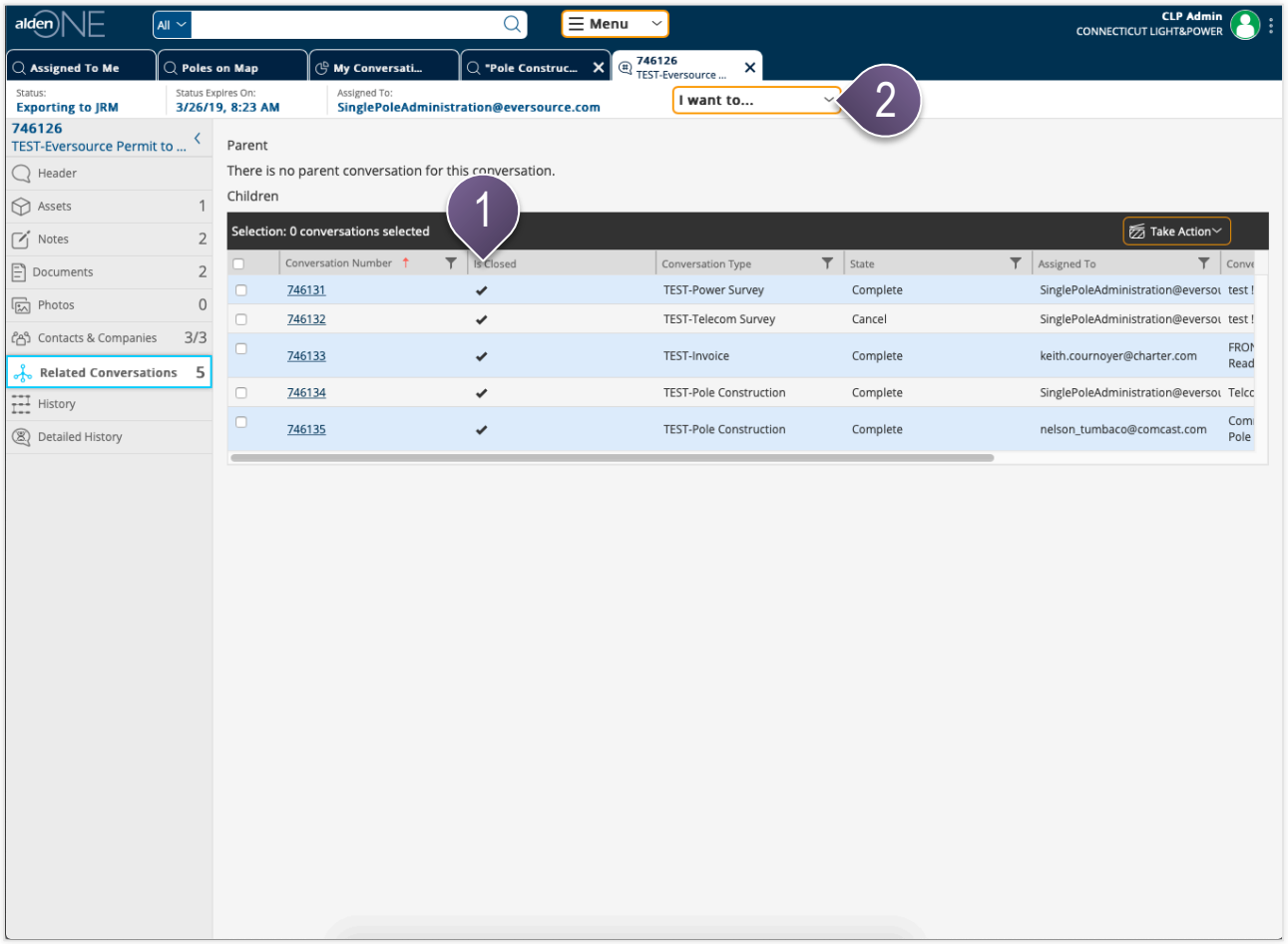
Attacher's Responsibility

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."

Permit to Attach Conversation –
Make-Ready: What do I do now?



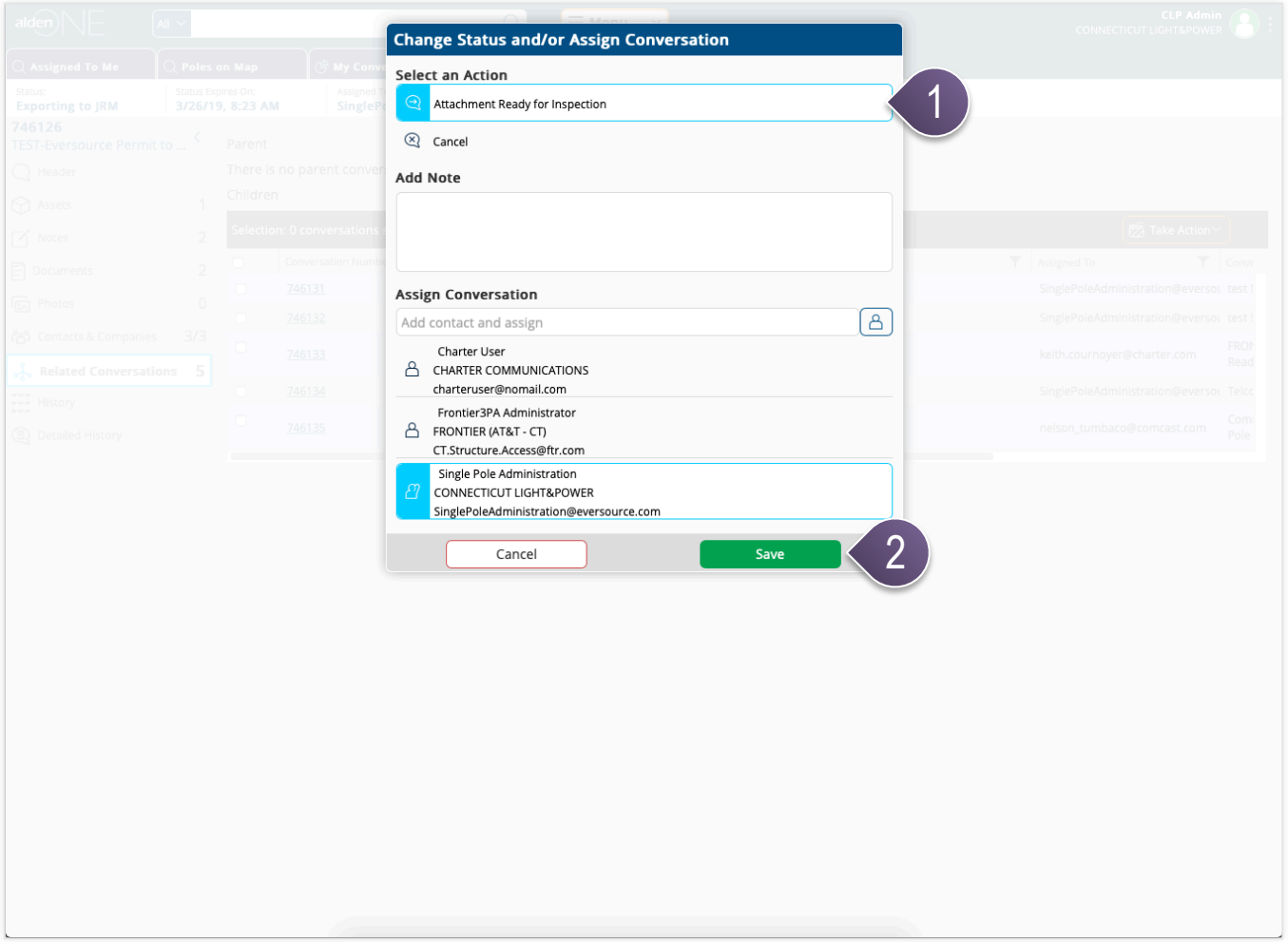
SPA Team's Responsibility

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...”

Permit to Attach Conversation – **Make-Ready: What do I do now?**



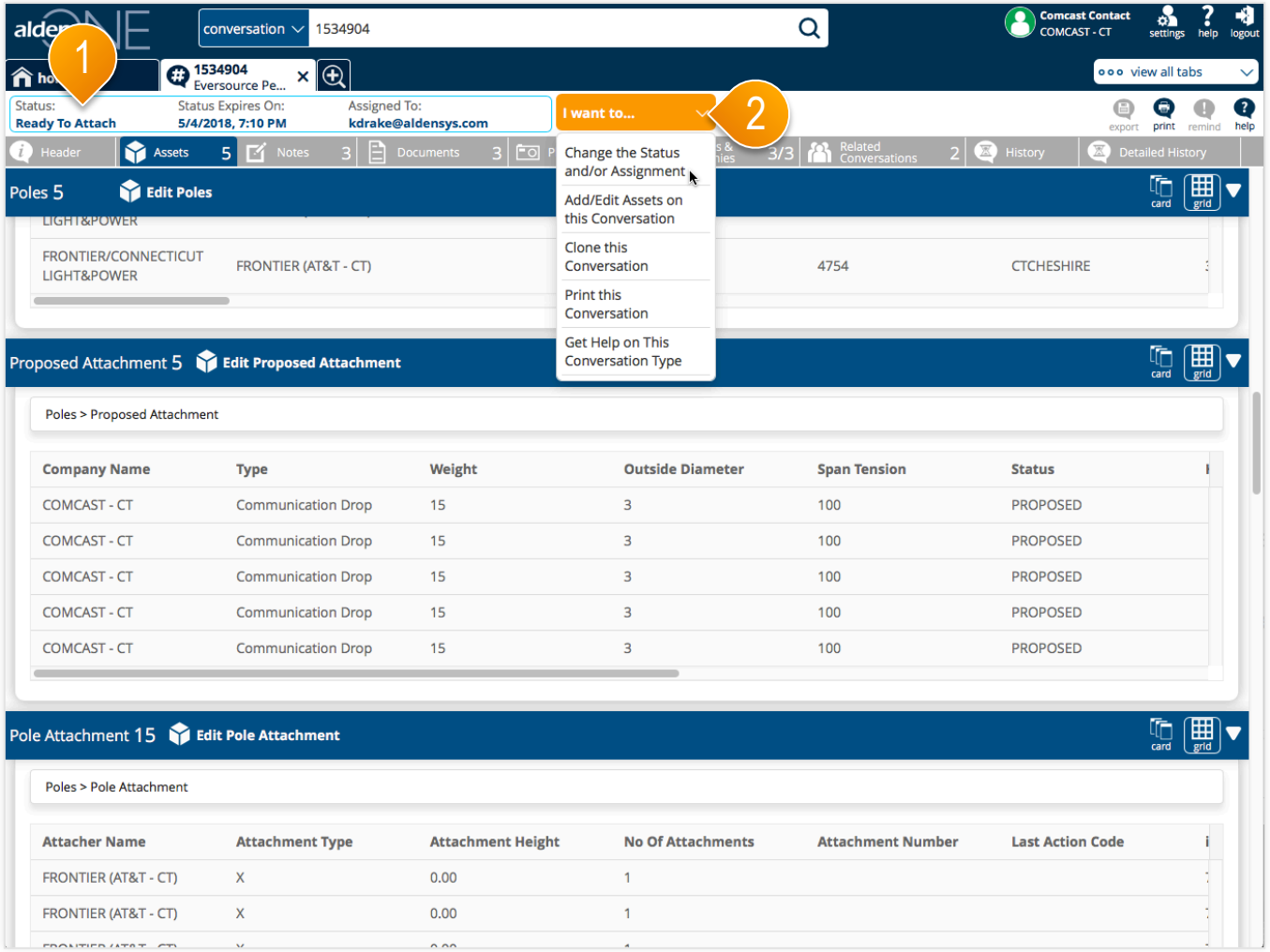
SPA Team's Responsibility

page walkthrough

① Select “Attachment Ready for Inspection.”

② Click save to advance the conversation.

Permit to Attach Conversation –
Ready to Attach: What do I do now?



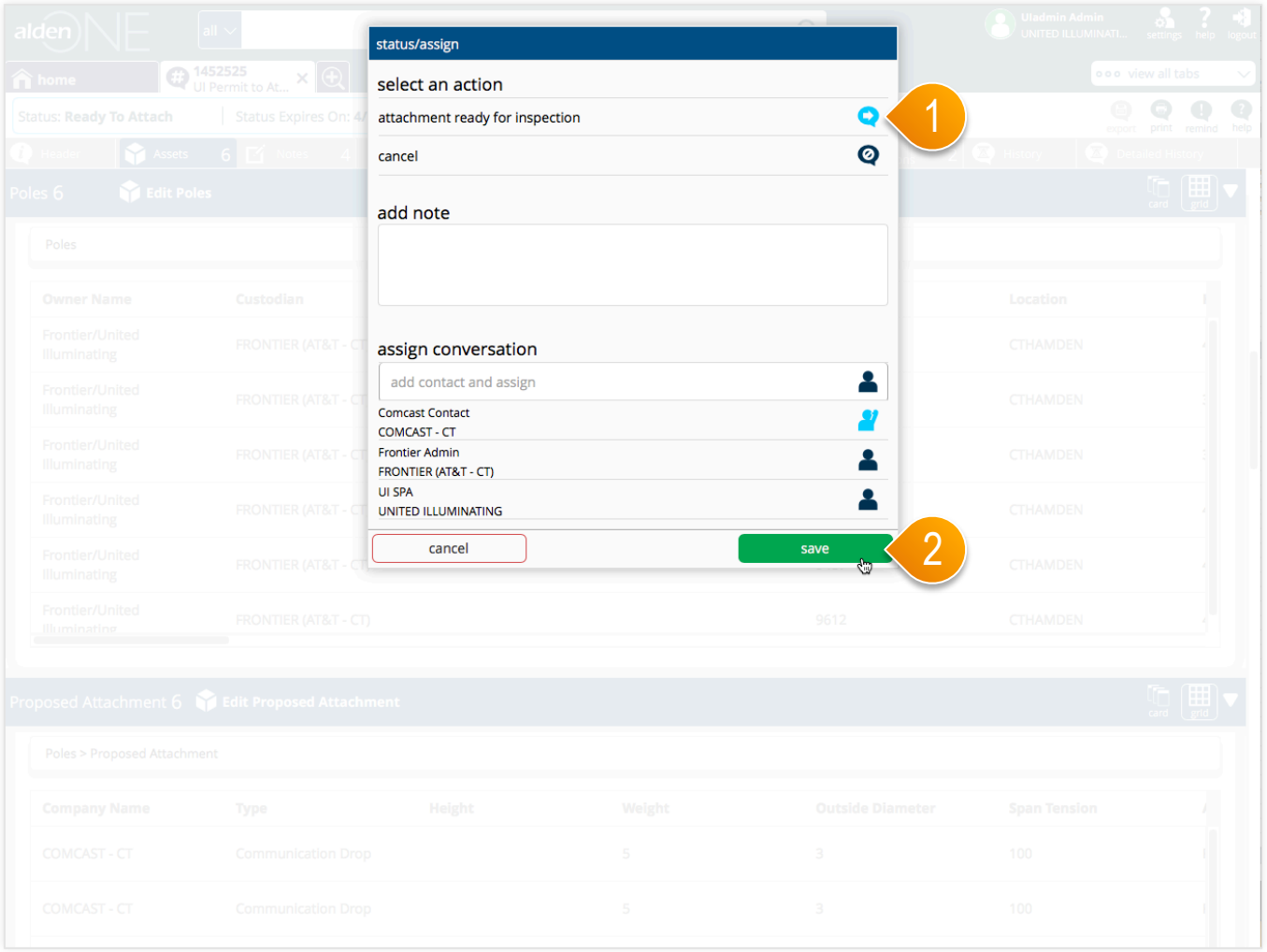
SPA Team → Attacher

page walkthrough

① The Status has changed to “Ready to Attach”.

② When the attacher is ready to attach, click “Change” to move the conversation forward.

Permit to Attach Conversation –
Ready to Attach: What do I do now?



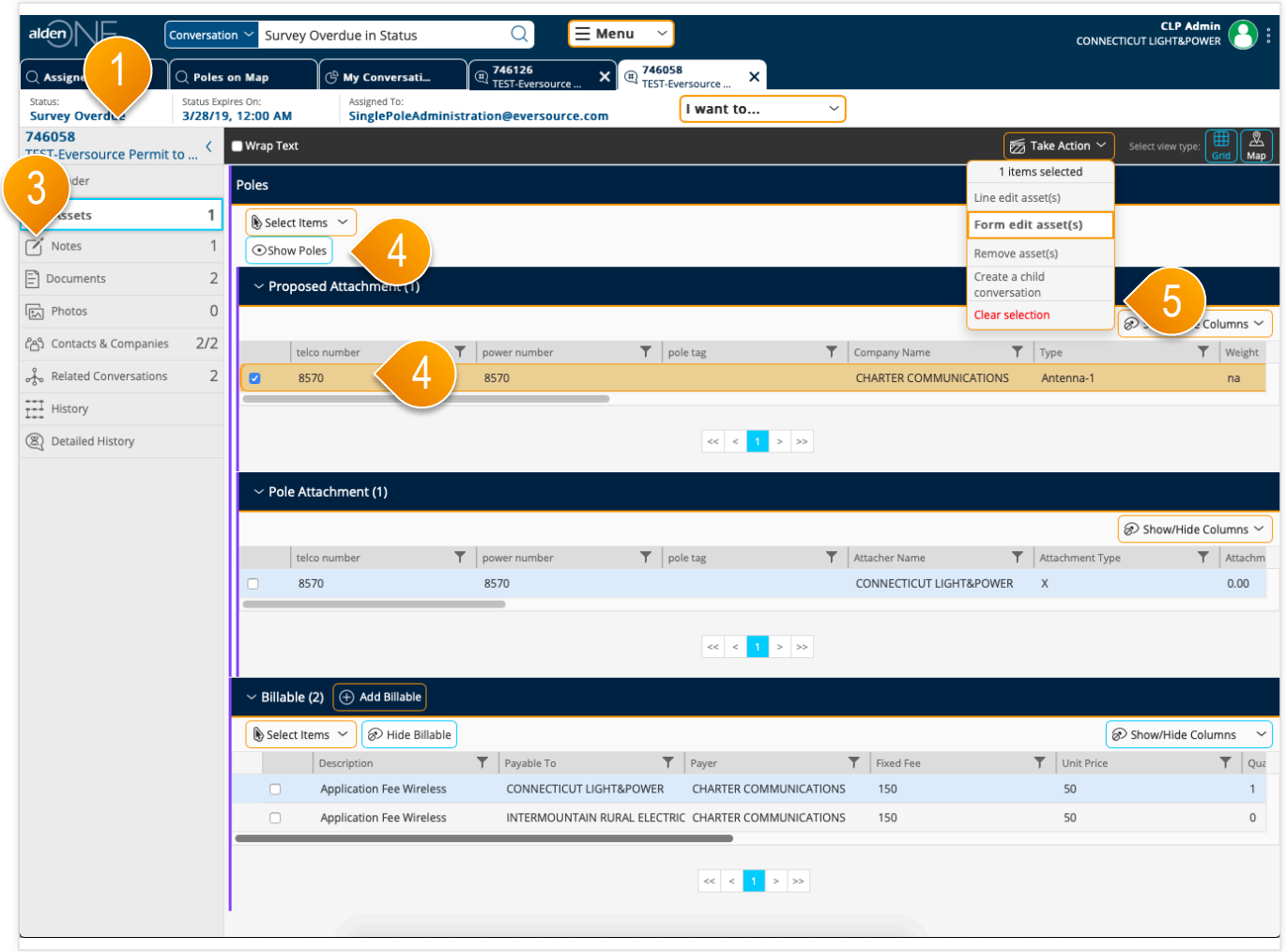
Attacher's Responsibility

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.

Permit to Attach Conversation – **Adding Temporary Attachments**



Attacher's Responsibility

page walkthrough

① Once the Survey goes into Survey Overdue, 85 days after the Survey Start Date, you can request a Temporary Attachment.

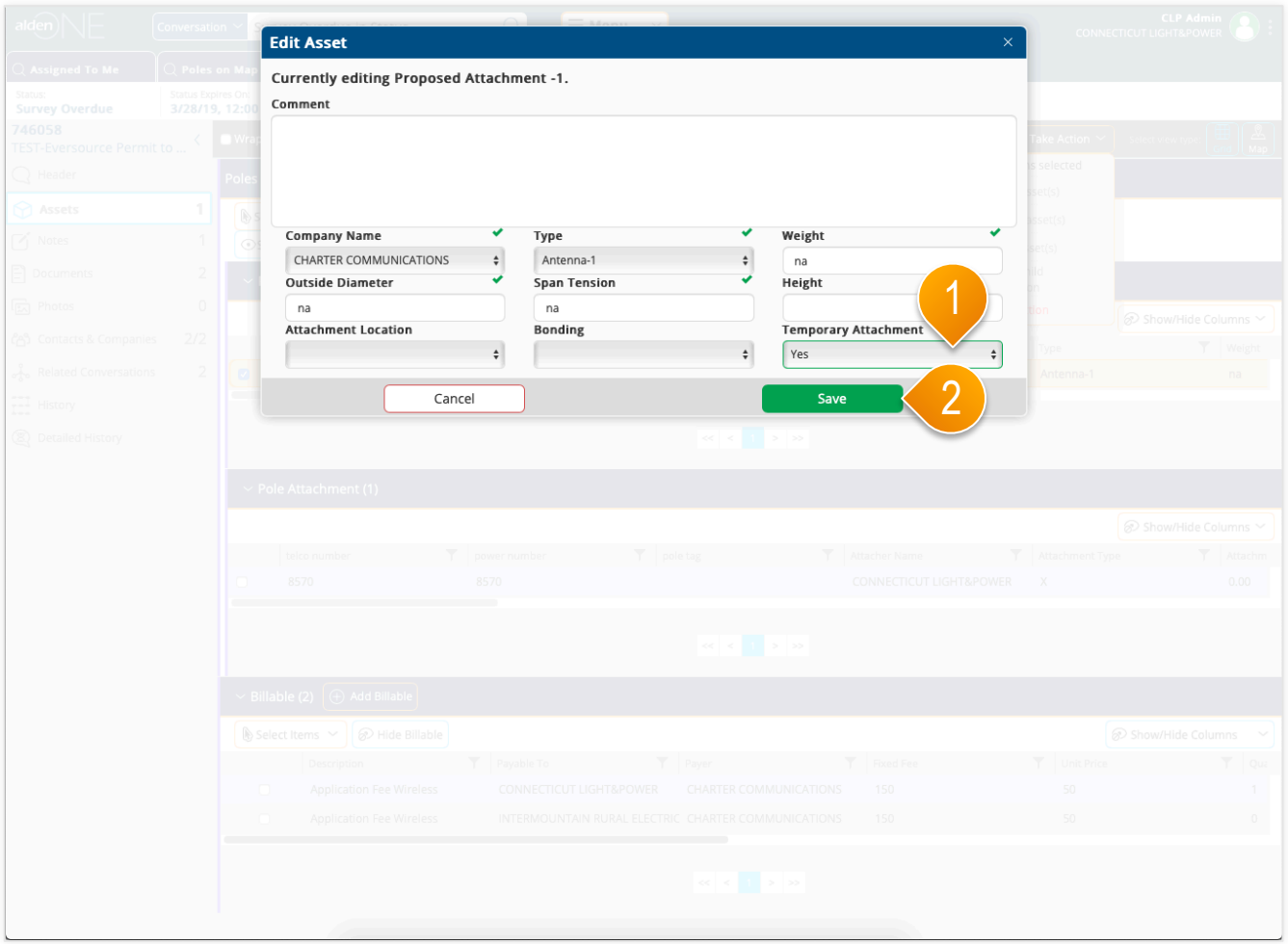
② If the survey was completed and Pole Replacement is necessary, you cannot request a Temporary Attachment until 120 days after the Survey Start Date.

③ To request a Temporary Attachment, go to the Assets tab.

④ 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.

⑤ 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.

Permit to Attach Conversation – **Adding Temporary Attachments**



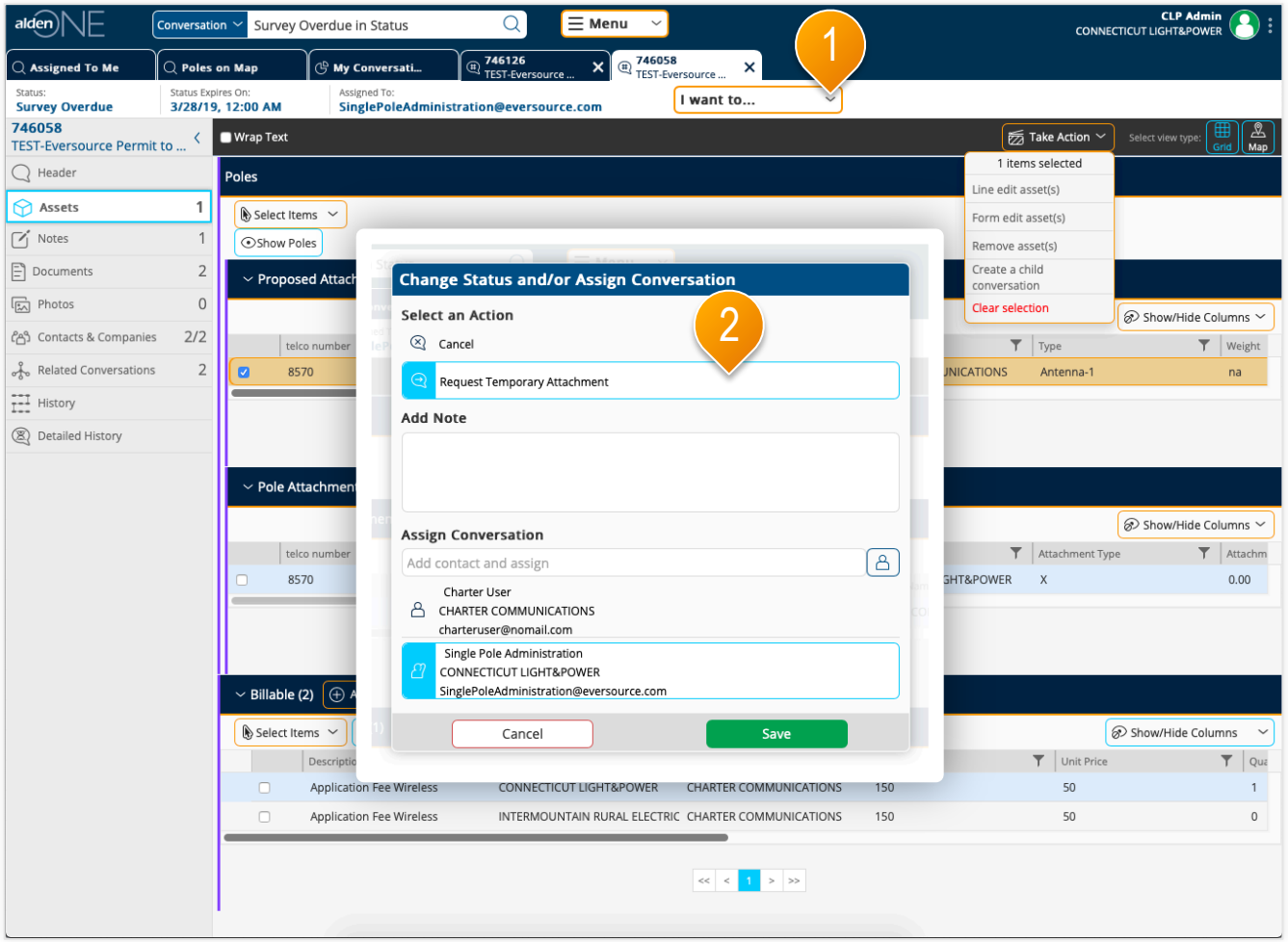
Attacher's Responsibility

page walkthrough

① On the temporary attachment field, make sure to select "Yes."

② Click "Save."

Permit to Attach Conversation – **Adding Temporary Attachments**



Attacher's Responsibility

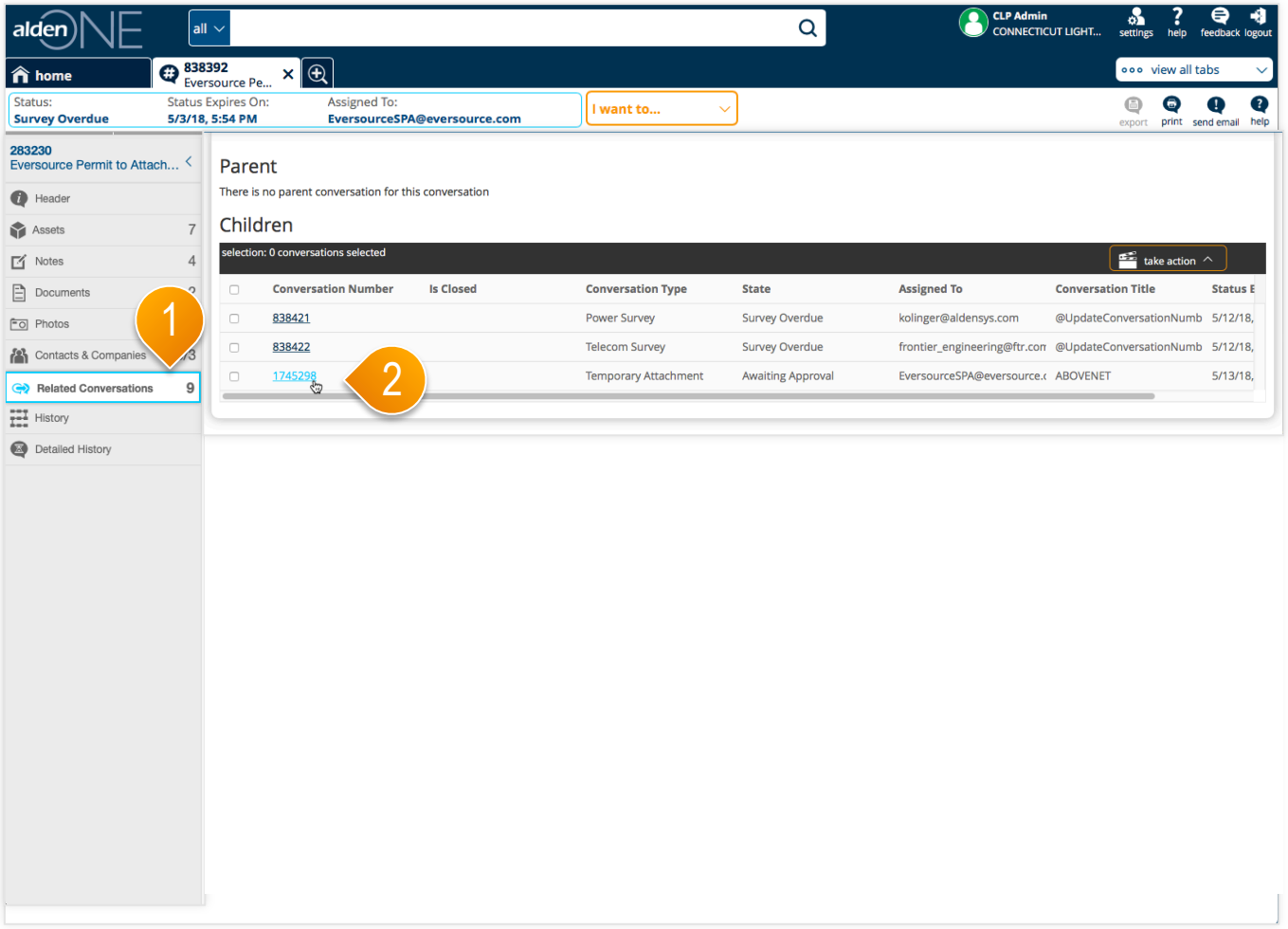
page walkthrough

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.

Permit to Attach Conversation – **Adding Temporary Attachments**



Attacher's Responsibility

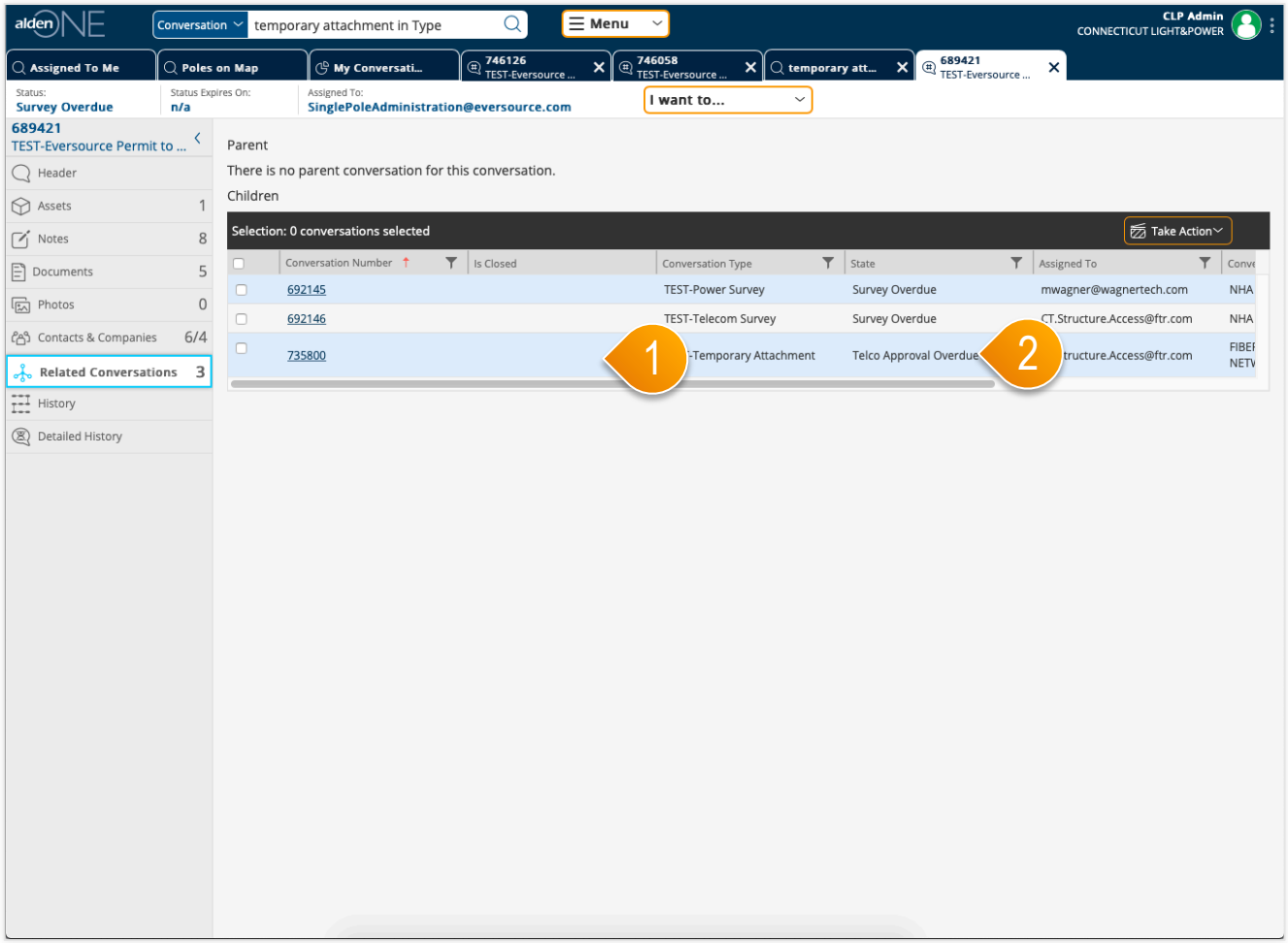
page walkthrough

① 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.

② To open the conversation, Click on the Conversation number here.

③ 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.

Permit to Attach Conversation – **Adding Temporary Attachments**



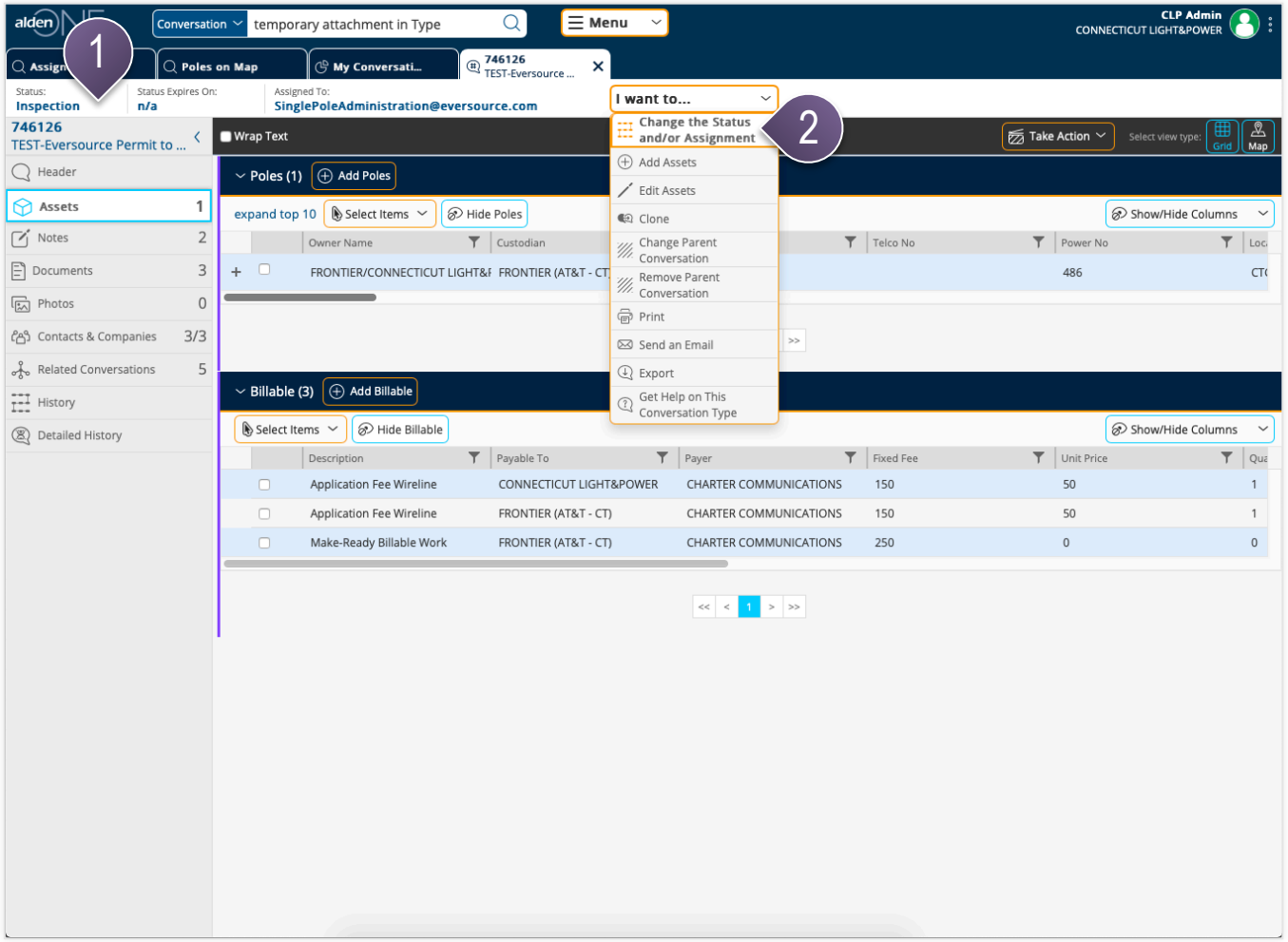
Attacher's Responsibility

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.

Permit to Attach Conversation – **Inspection: What do I do now?**



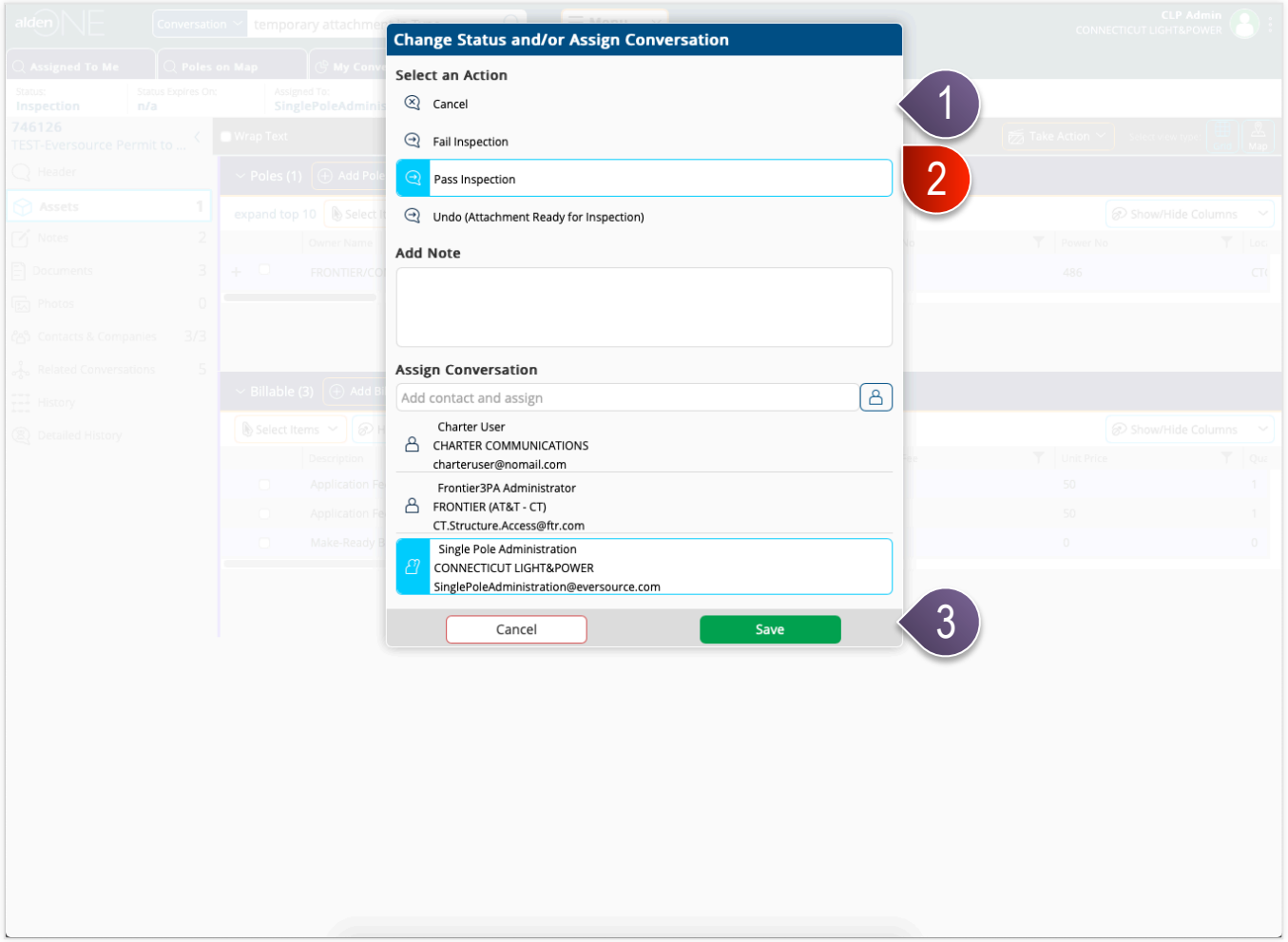
Attacher → SPA Team

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...”.

Permit to Attach Conversation – **Inspection: What do I do now?**



SPA Team's Responsibility

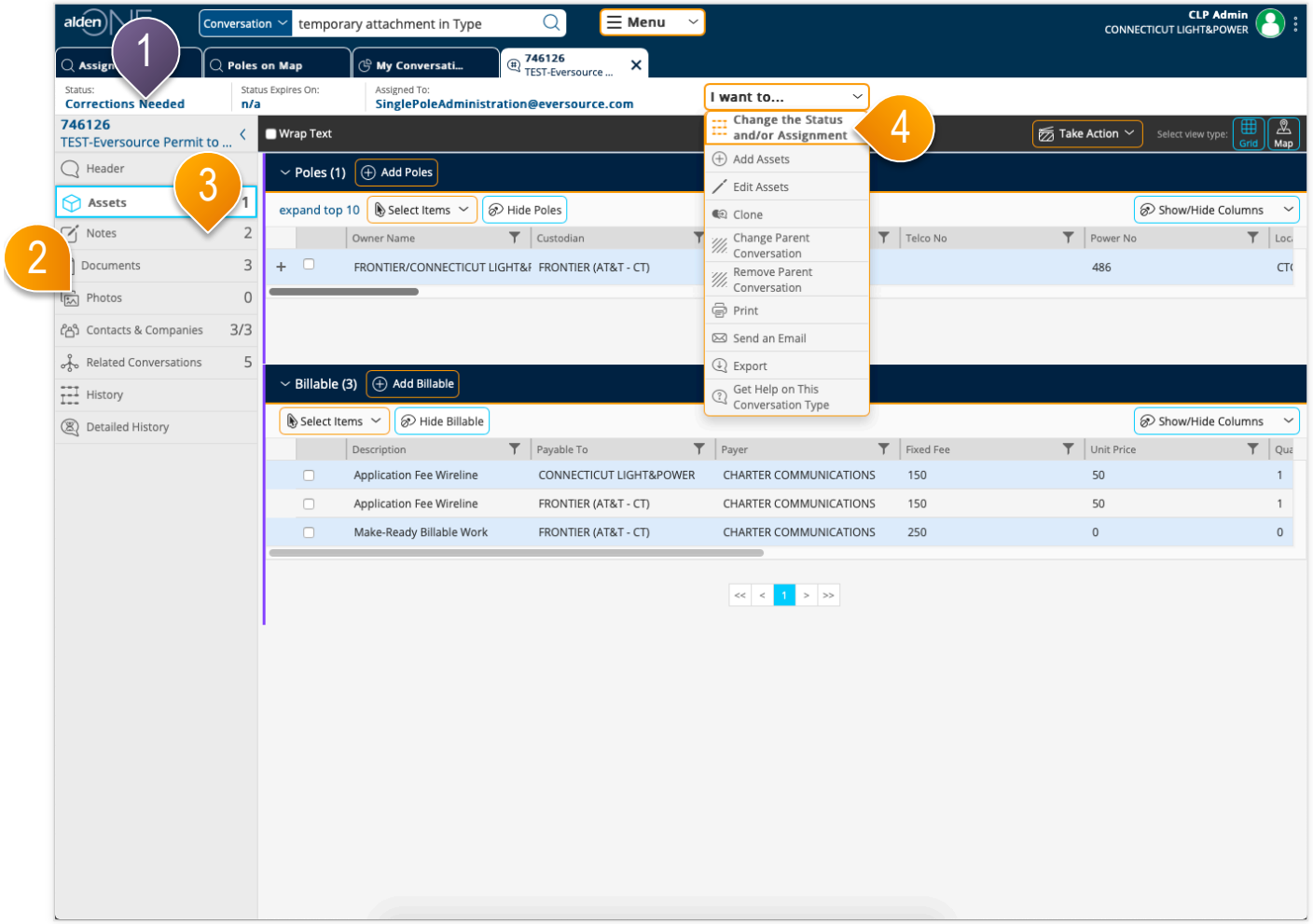
page walkthrough

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.

Permit to Attach Conversation –
Corrections Needed: What do I do now?



SPA Team → Attacher

page walkthrough

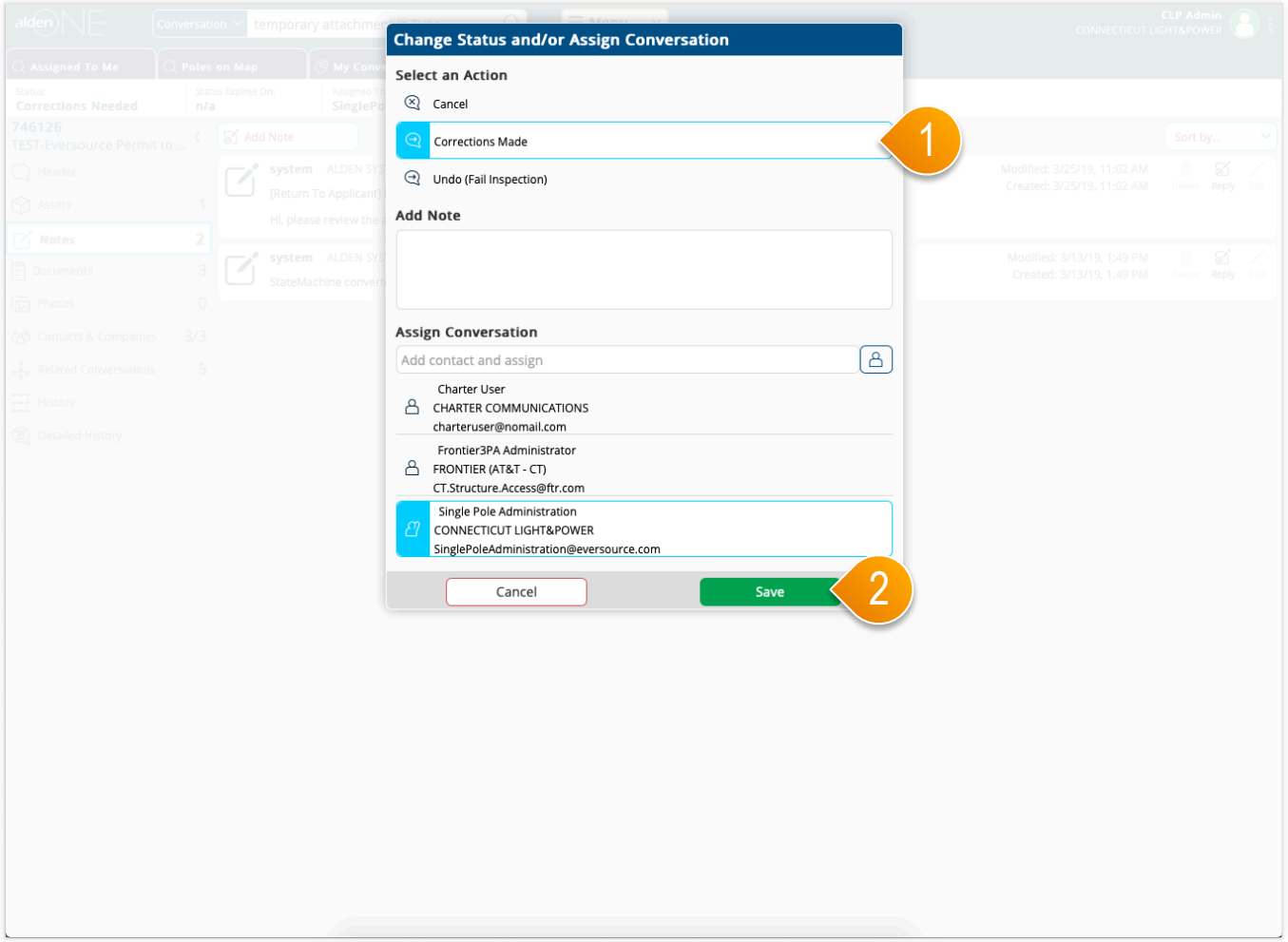
① The conversation reached this state because the SPA Team failed the inspection of the attachments.

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..."

Permit to Attach Conversation –
Corrections Needed: What do I do now?



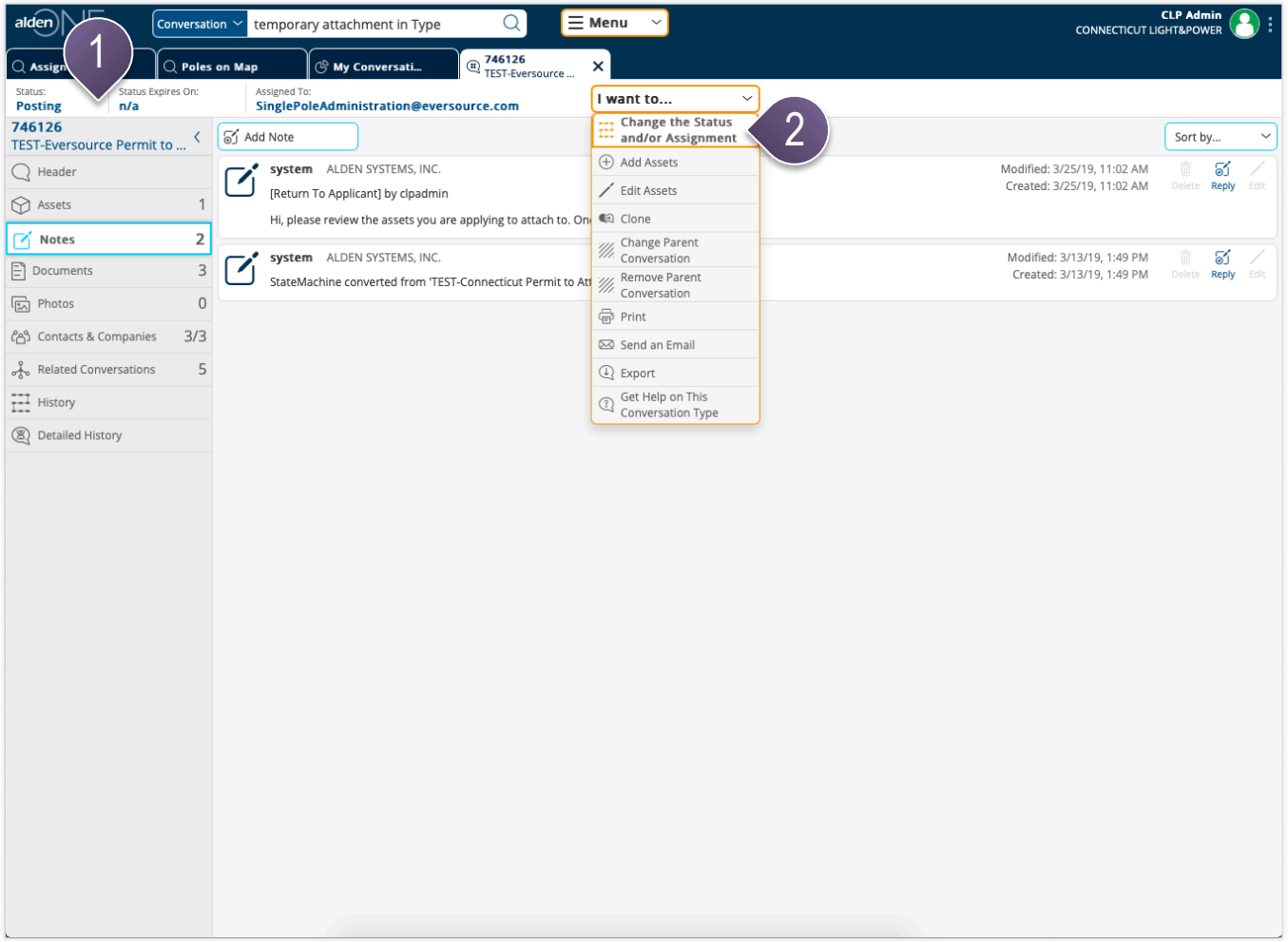
Attacher's Responsibility

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.

Permit to Attach Conversation – **Posting: What do I do now?**



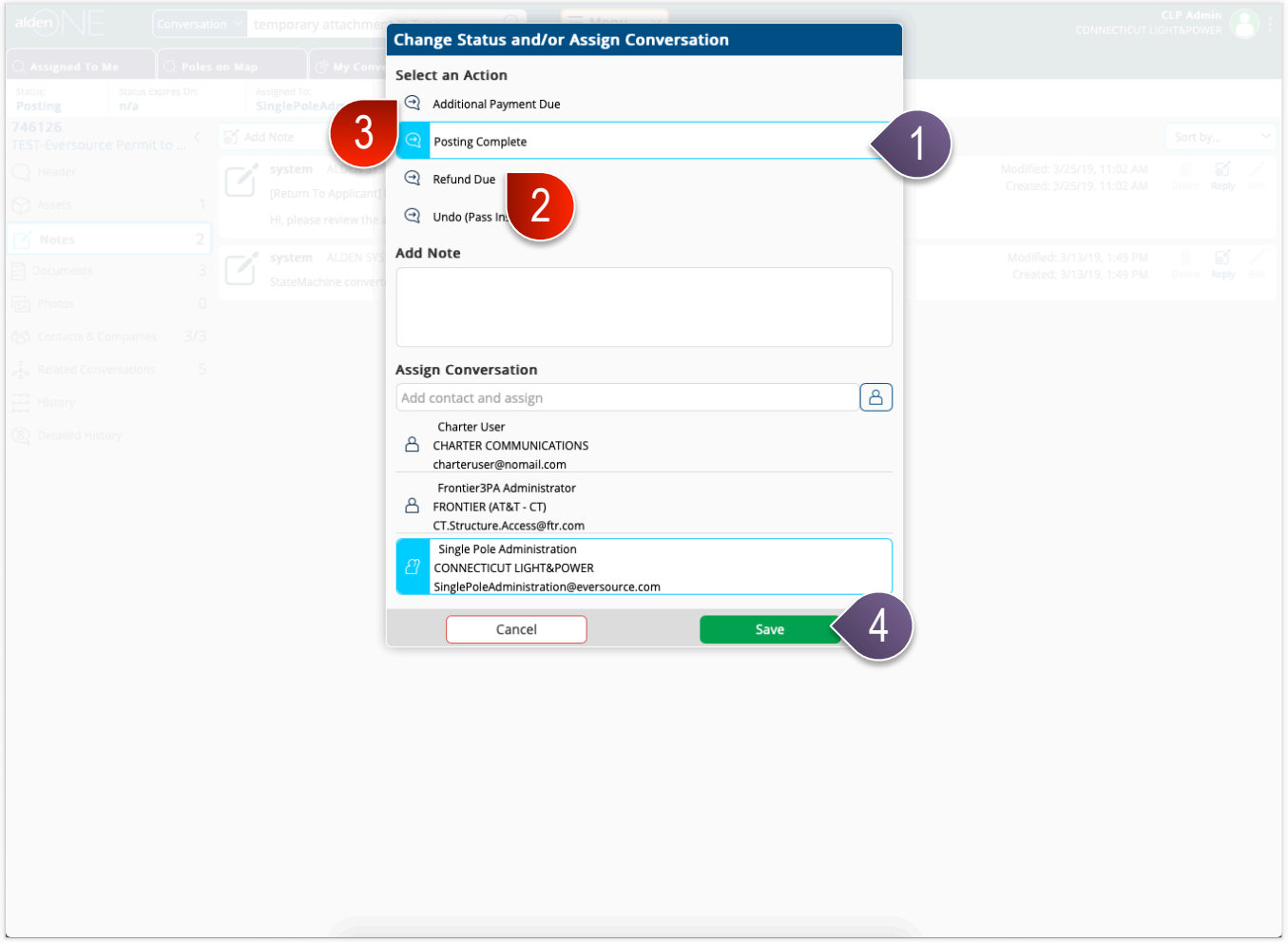
SPA Team's Responsibility

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.

Permit to Attach Conversation –
Posting: What do I do now?



SPA Team's Responsibility

page walkthrough

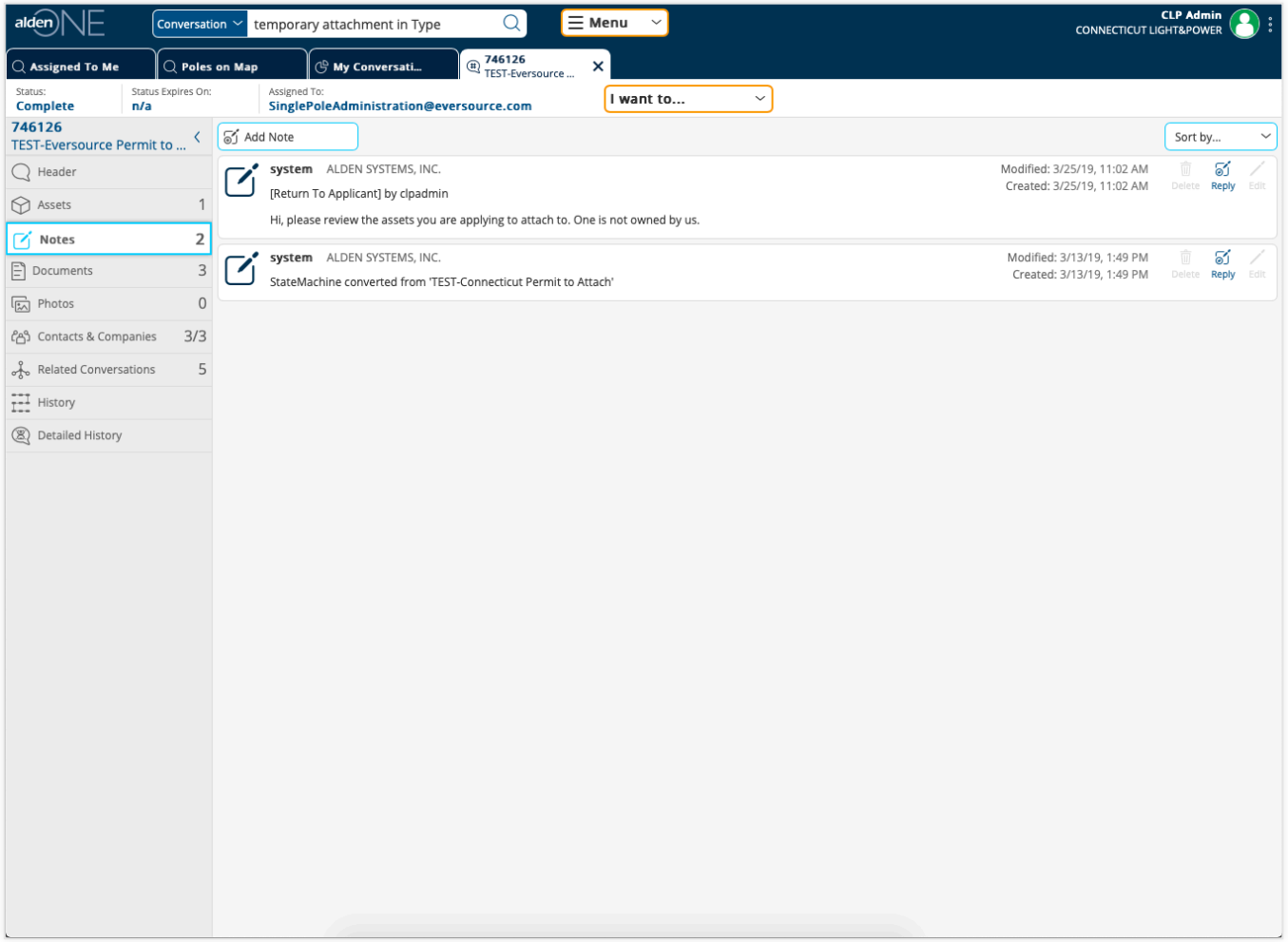
① If the billing was correct, select “Posting Complete” to move the conversation forward.

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.

Permit to Attach Conversation – **Complete**



page walkthrough

① The conversation is now Complete.