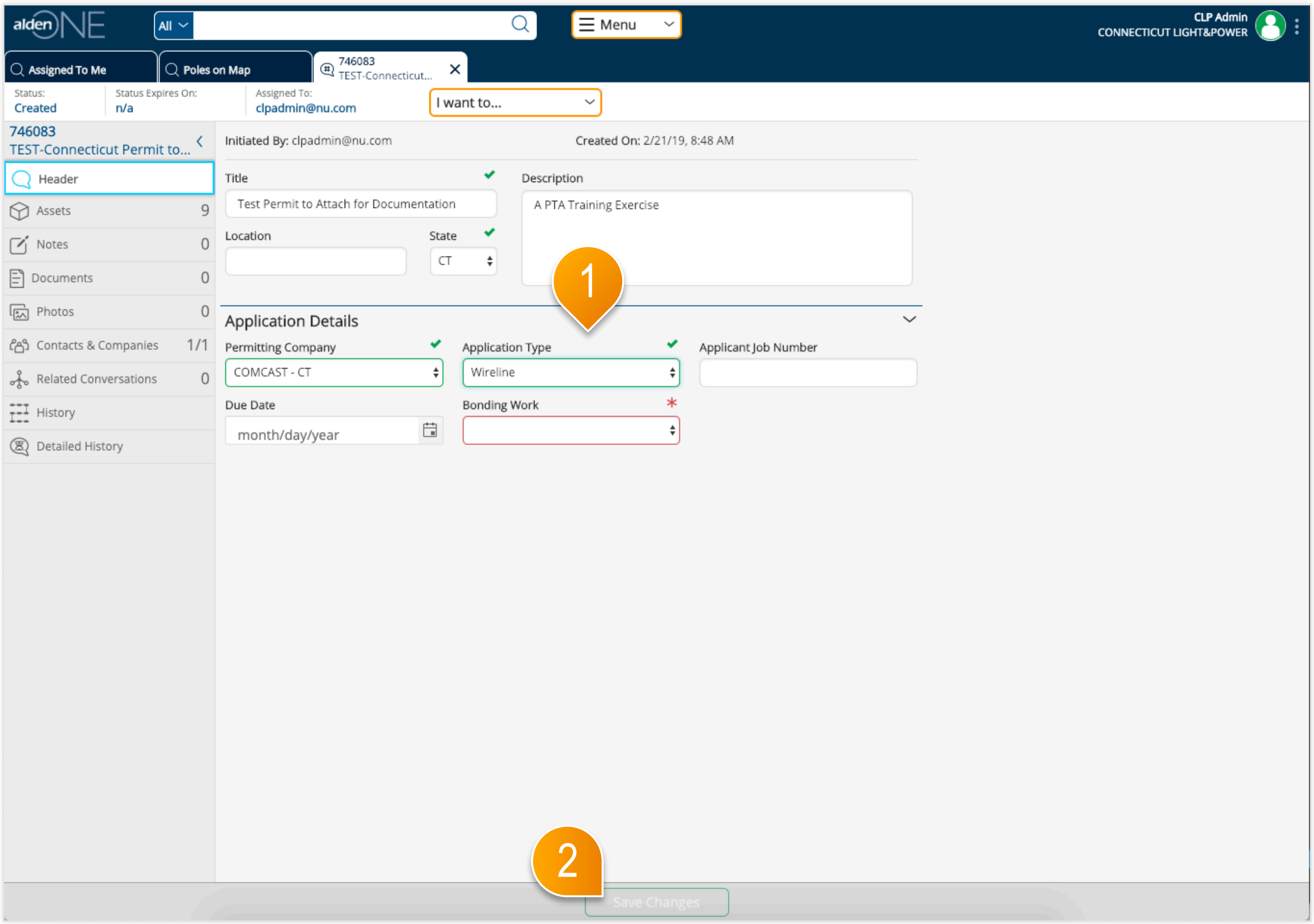
Permit to Attach Conversation – **Created: First Steps**



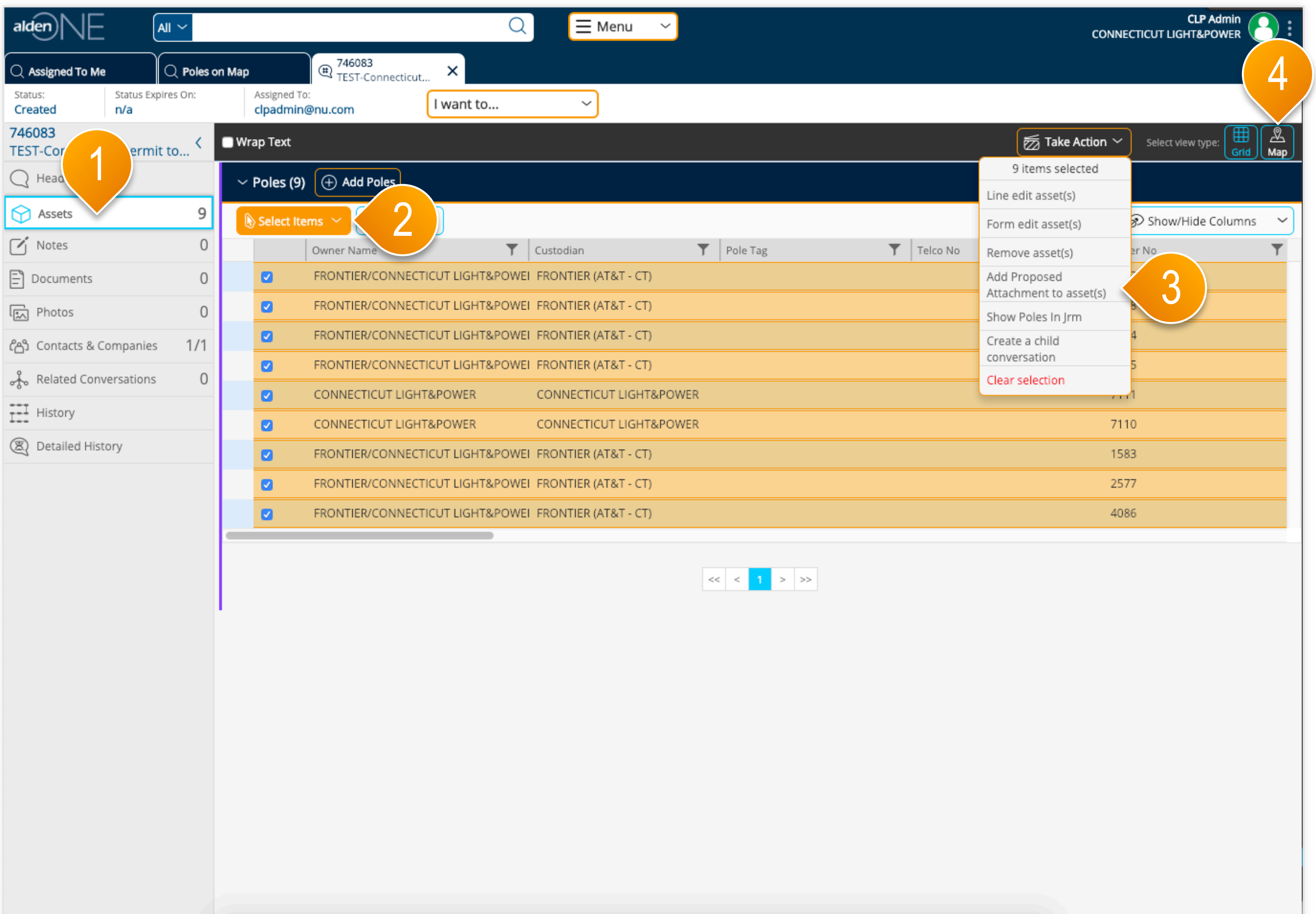
Attacher's Responsibility

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.

Permit to Attach Conversation – **Created: Adding Assets**



page walkthrough

① Once all the required fields in the "Header" section are filled and saved, click the "Assets" tab.

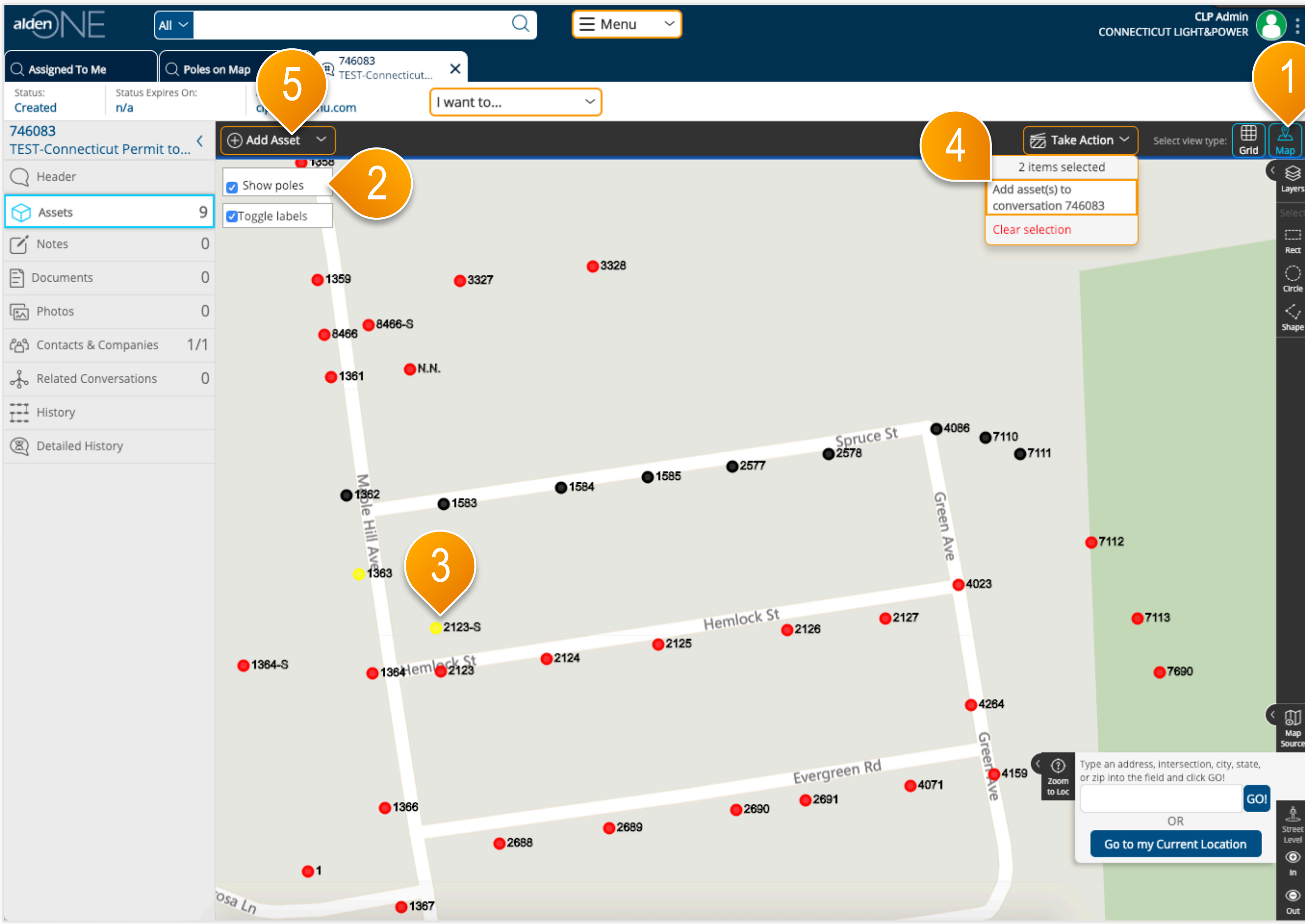
② To add proposed attachments, select all poles one by one in the grid or use the dropdown menu to "Select all."

③ Once selected, use the "Take Action" menu to "Add proposed attachments."

④ On the next page, you can see how to do this on the map view instead of the grid view.

Attacher's Responsibility

Permit to Attach Conversation –
Created: Adding Poles to a Conversation from the Map



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.

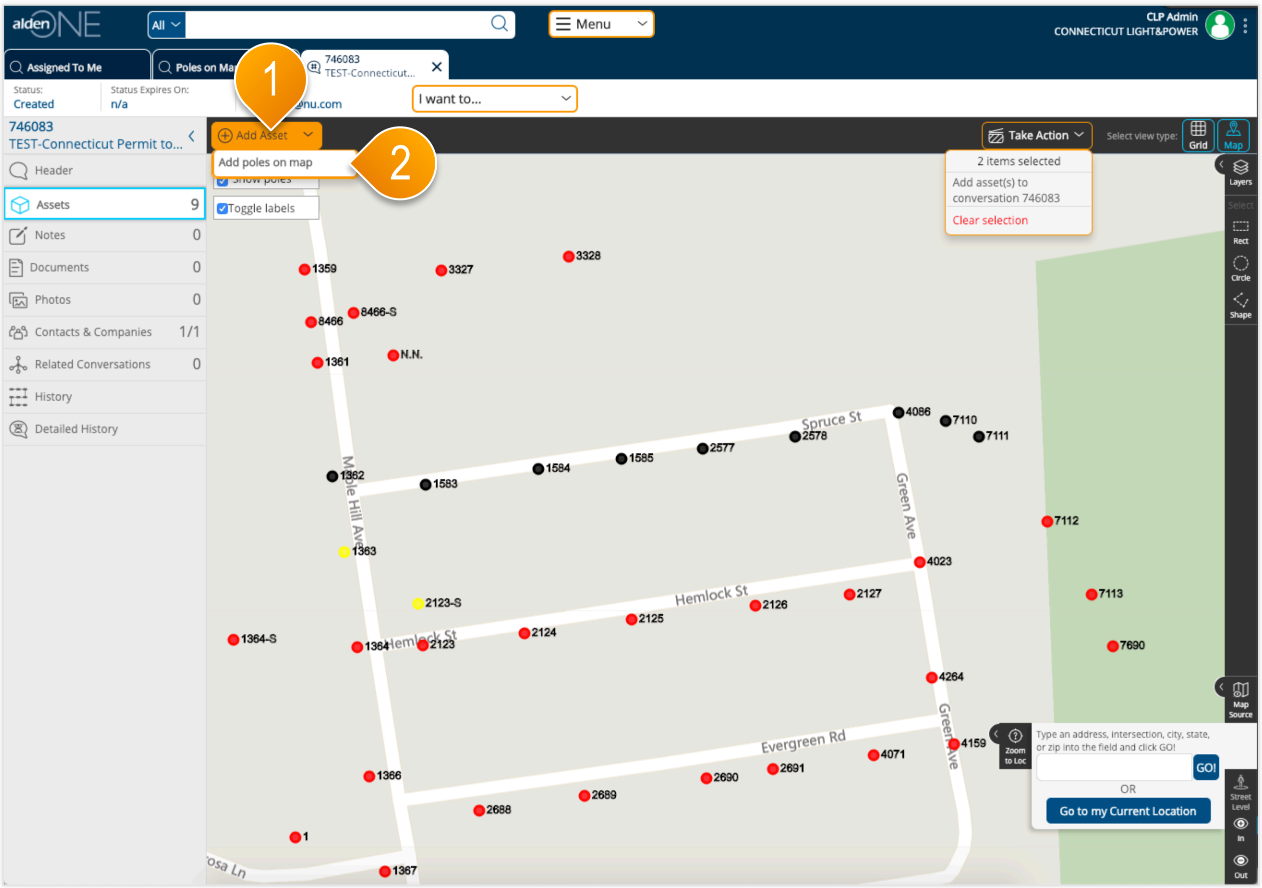
③ Select more poles by clicking on the ones that need to be added to this conversation.

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

Permit to Attach Conversation –
Created: Adding Poles Not Already on the Map



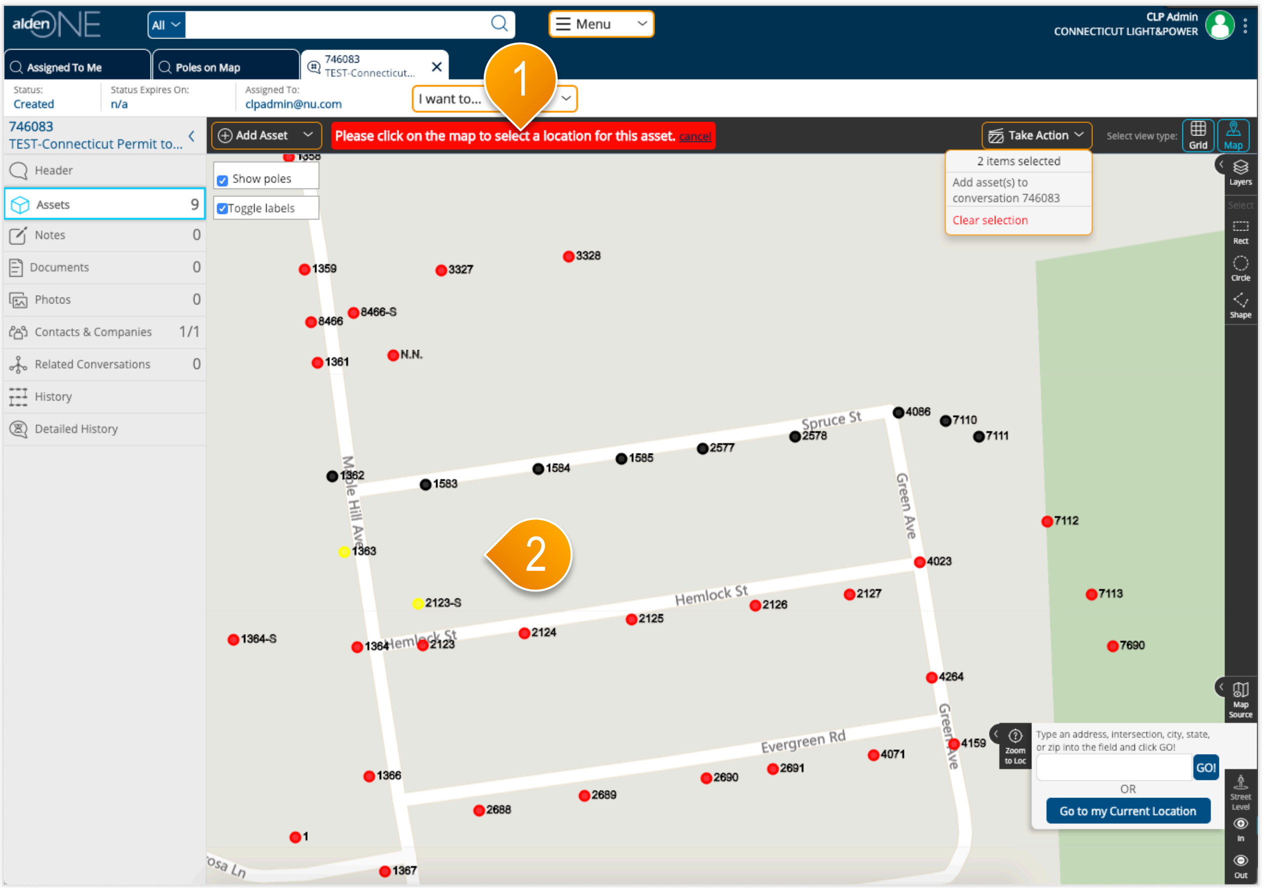
Attacher's Responsibility

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."

Permit to Attach Conversation – **Created: Adding Poles Not Already on the Map**



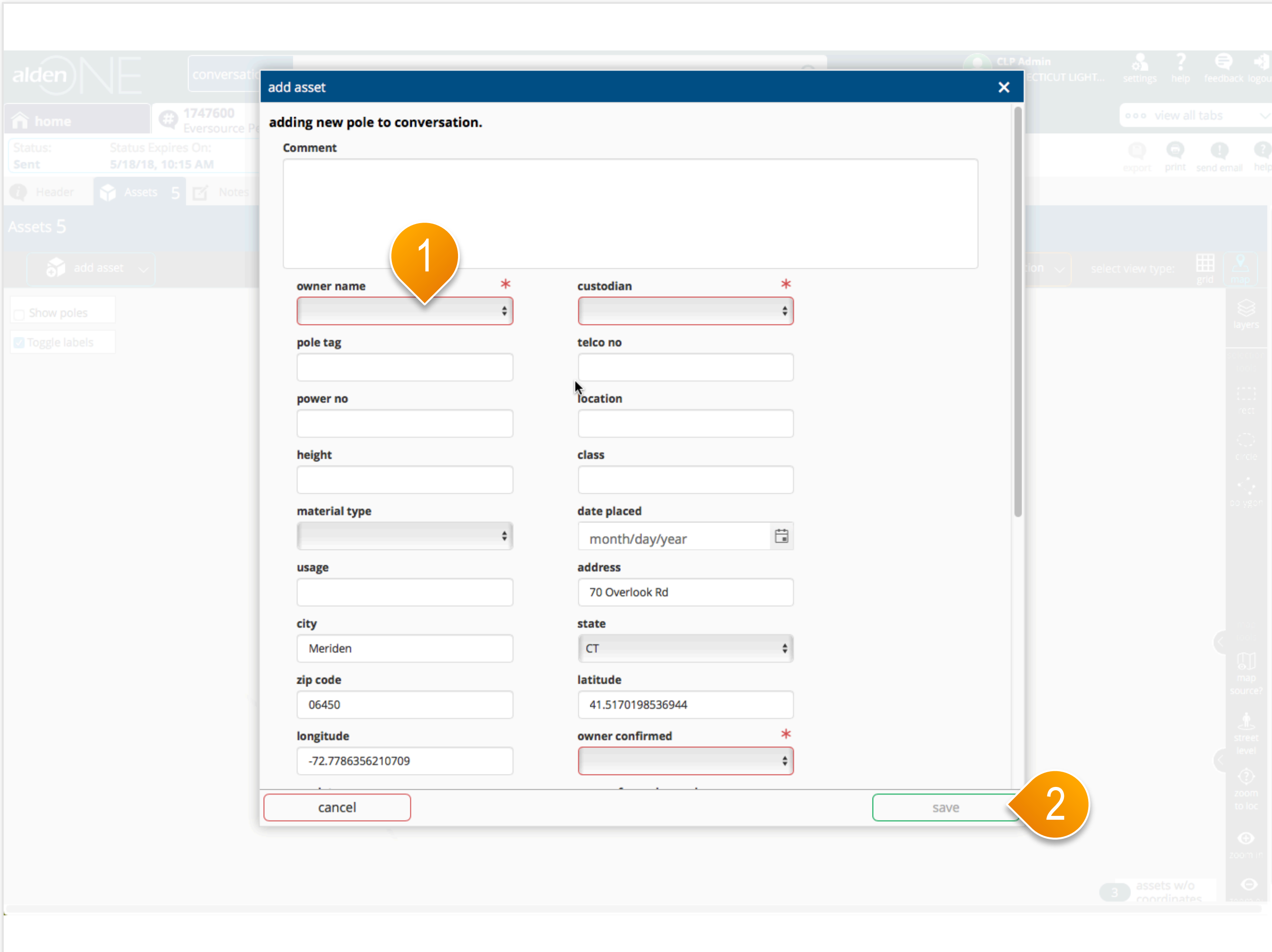
Attacher's Responsibility

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.

Permit to Attach Conversation –
Created: Adding Poles Not Already on the Map



Attacher's Responsibility

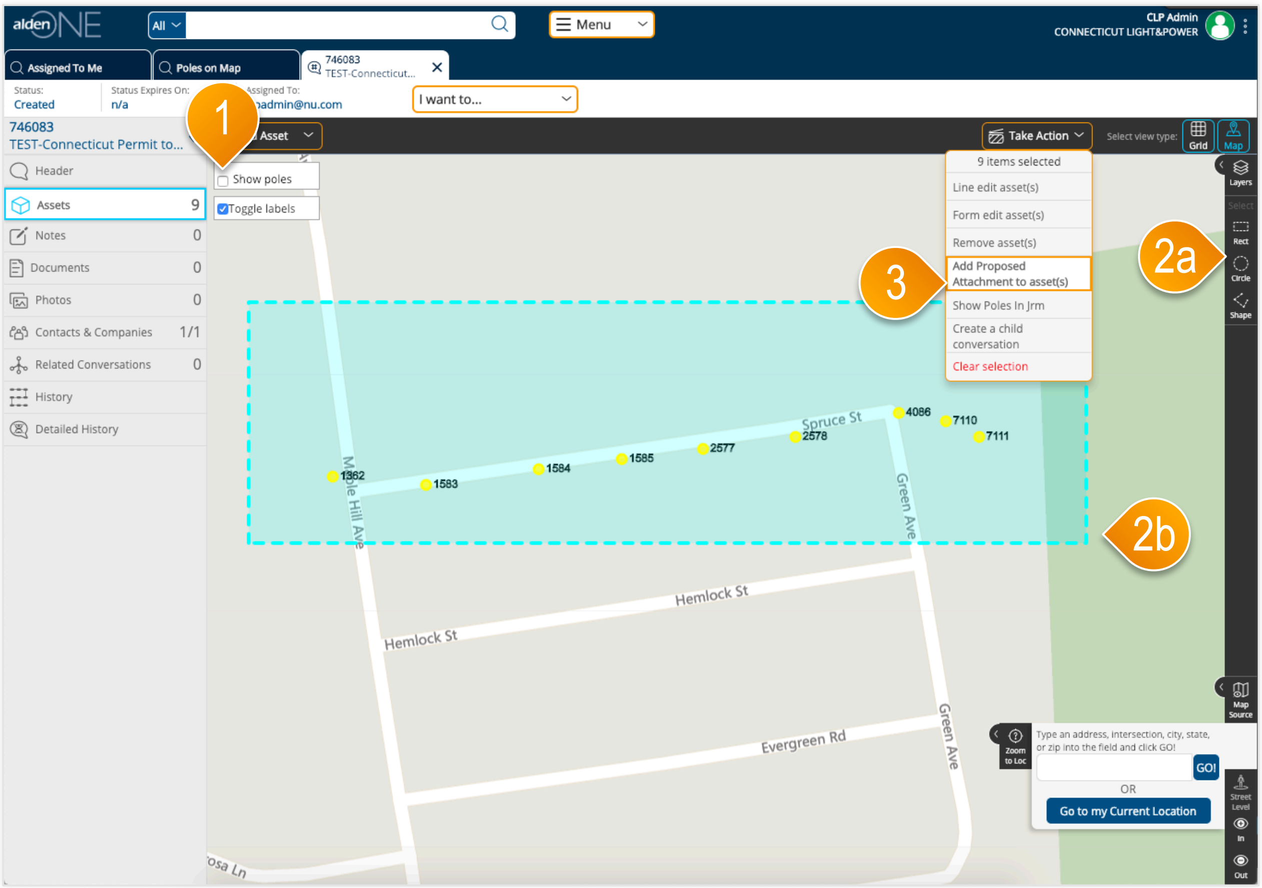
page walkthrough

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 you proposed attachments to this pole as well. Follow the steps in the "Adding a Proposed Attachment" walkthrough.

Permit to Attach Conversation –
Created: Adding Proposed Attachments



Attacher's Responsibility

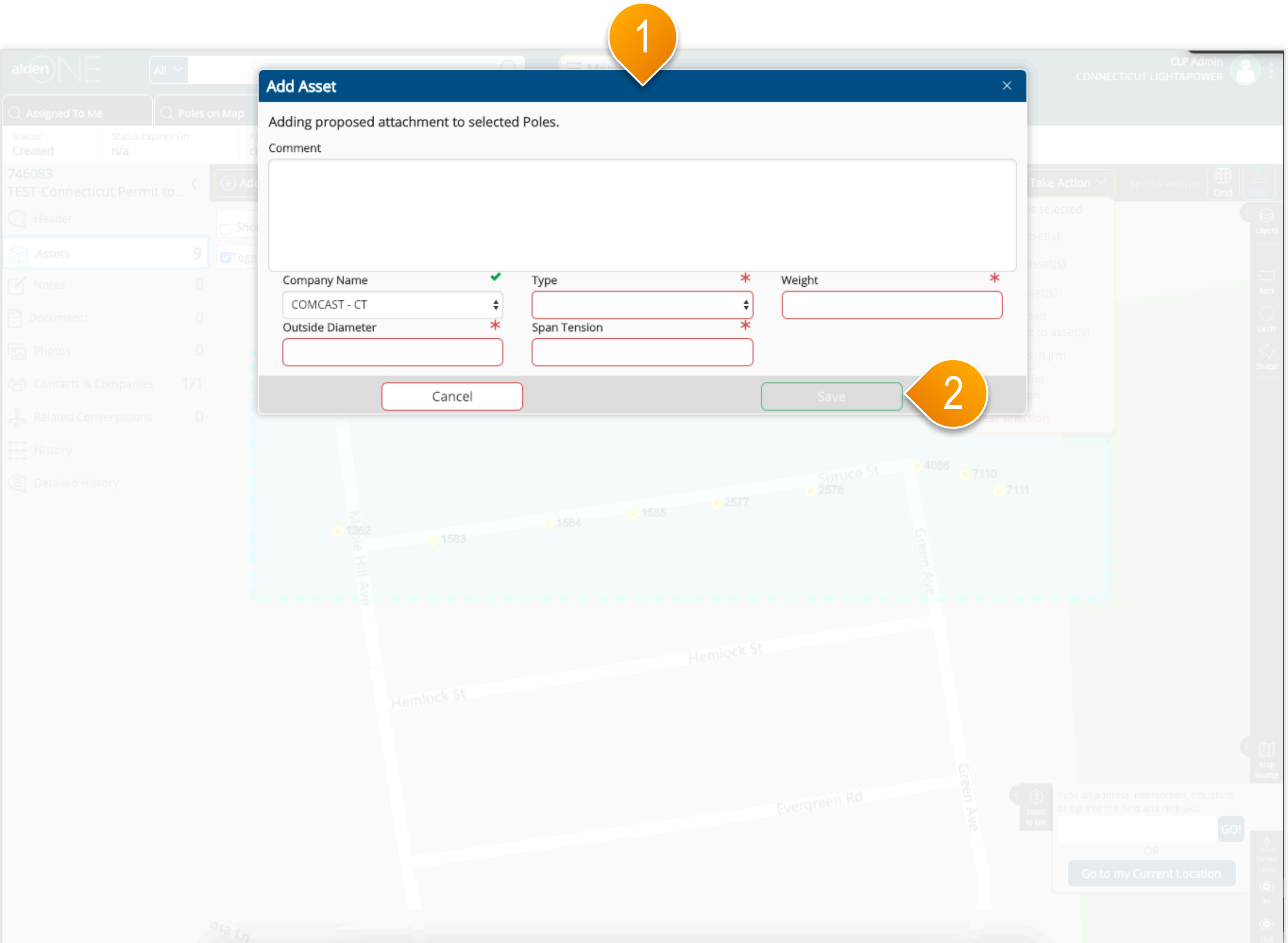
page walkthrough

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."

Permit to Attach Conversation – **Created: Adding Proposed Attachments**



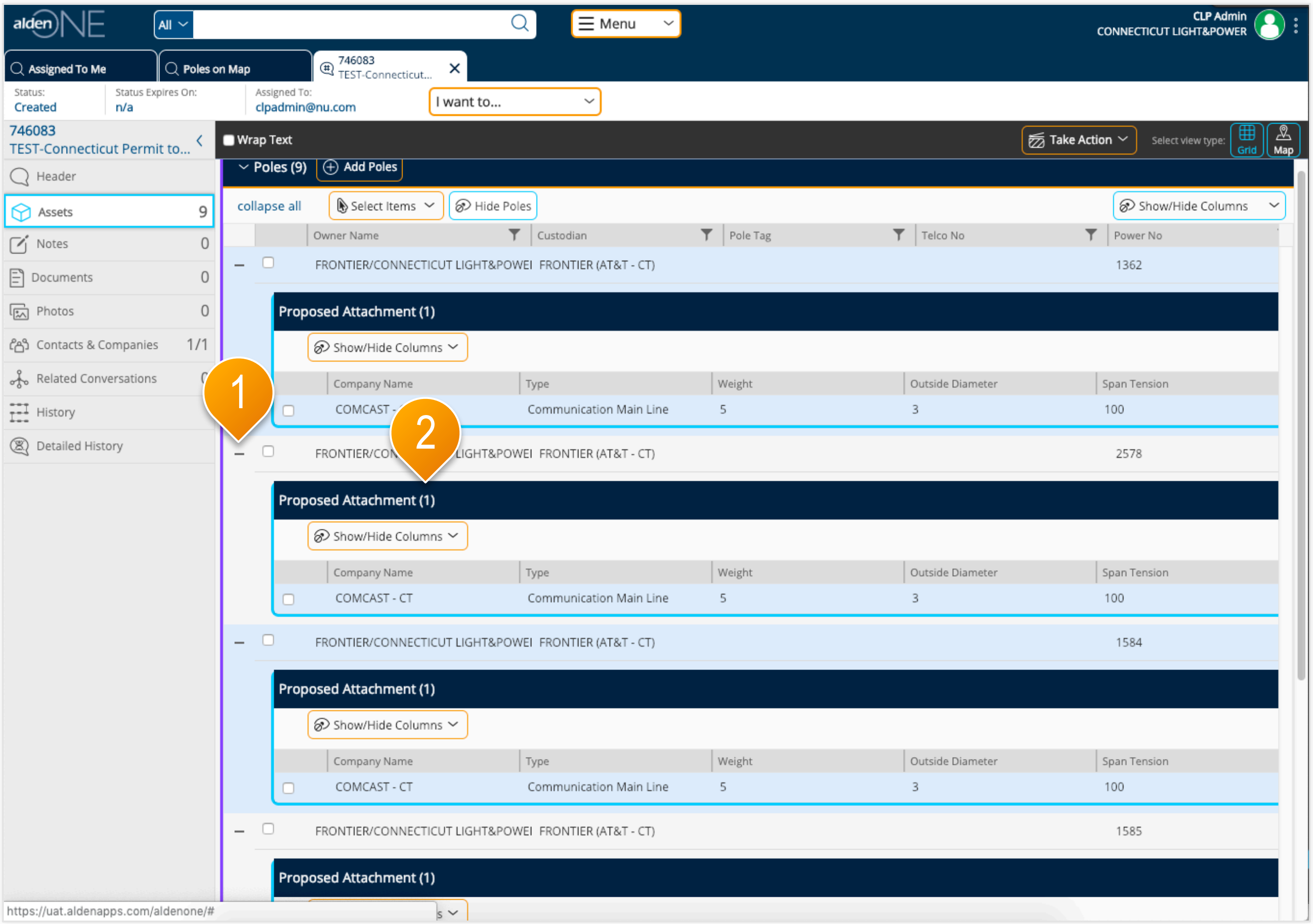
Attacher's Responsibility

page walkthrough

① Fill in all required fields to be able to save the changes.

② Once the required fields are filled, click "Save."

Permit to Attach Conversation –
Created: Adding Proposed Attachments



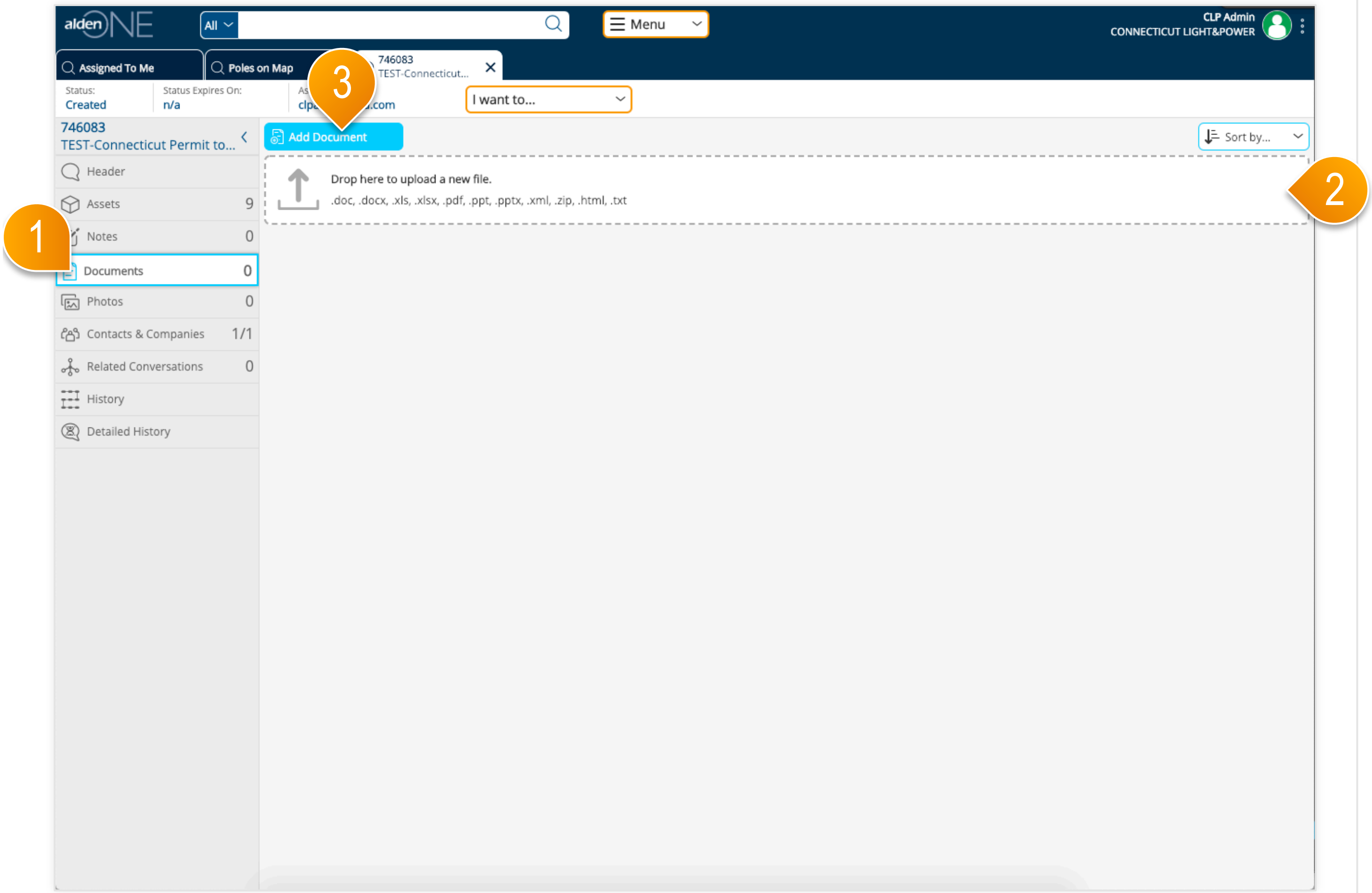
Attacher's Responsibility

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.

Permit to Attach Conversation –
Created: Adding Documents



Attacher's Responsibility

page walkthrough

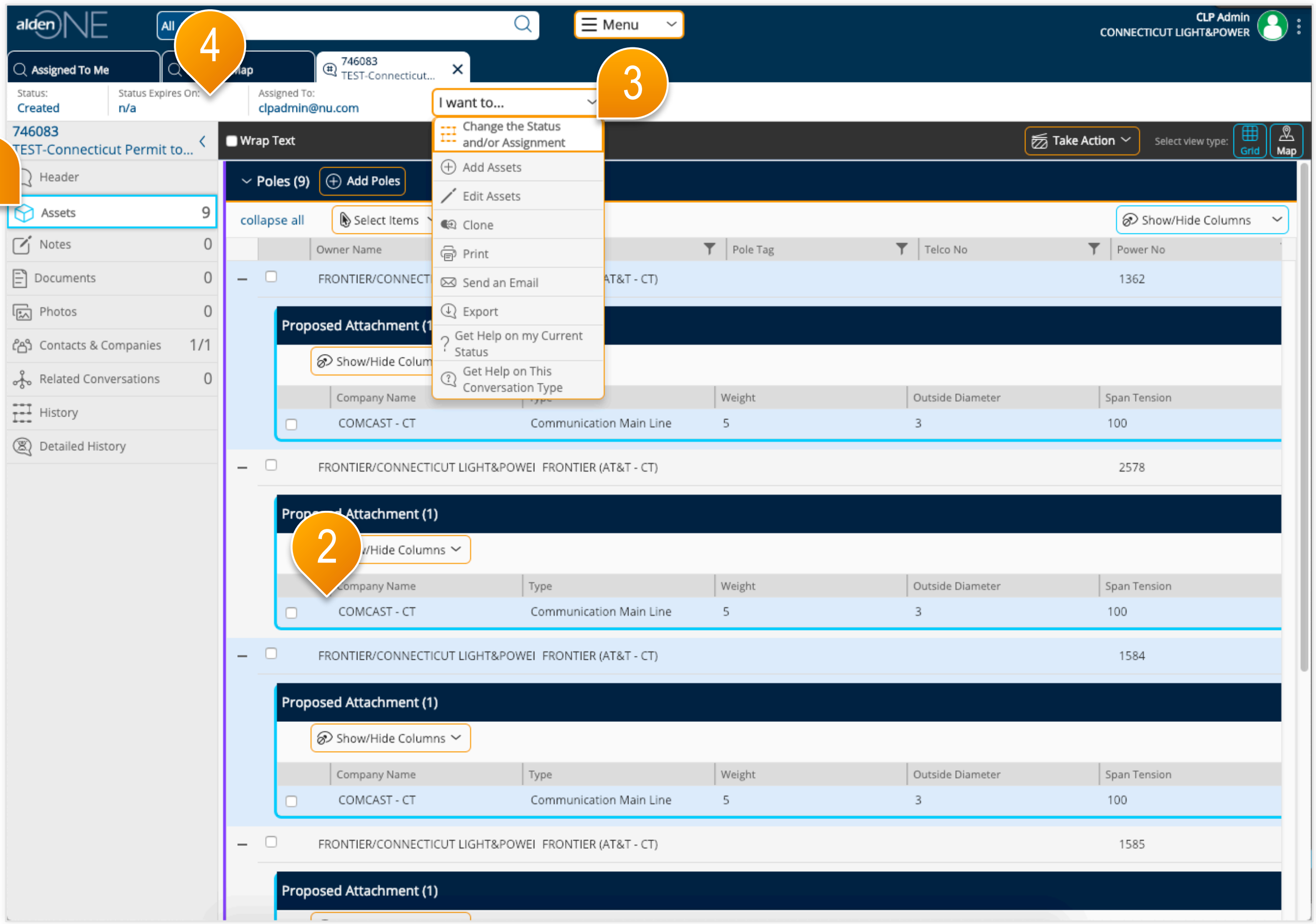
① In your Permit to Attach conversations, there will be documentation that you are required by the owning company to upload. To upload a document to any conversation, go to the Documents tab by either clicking the tab or scrolling through the conversation.

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.

Permit to Attach Conversation – **Created: Changing the Status**



1. The proposed attachments can be viewed under the Assets tab below the Poles.

page walkthrough

① The proposed attachments can be viewed under the Assets tab below the Poles.

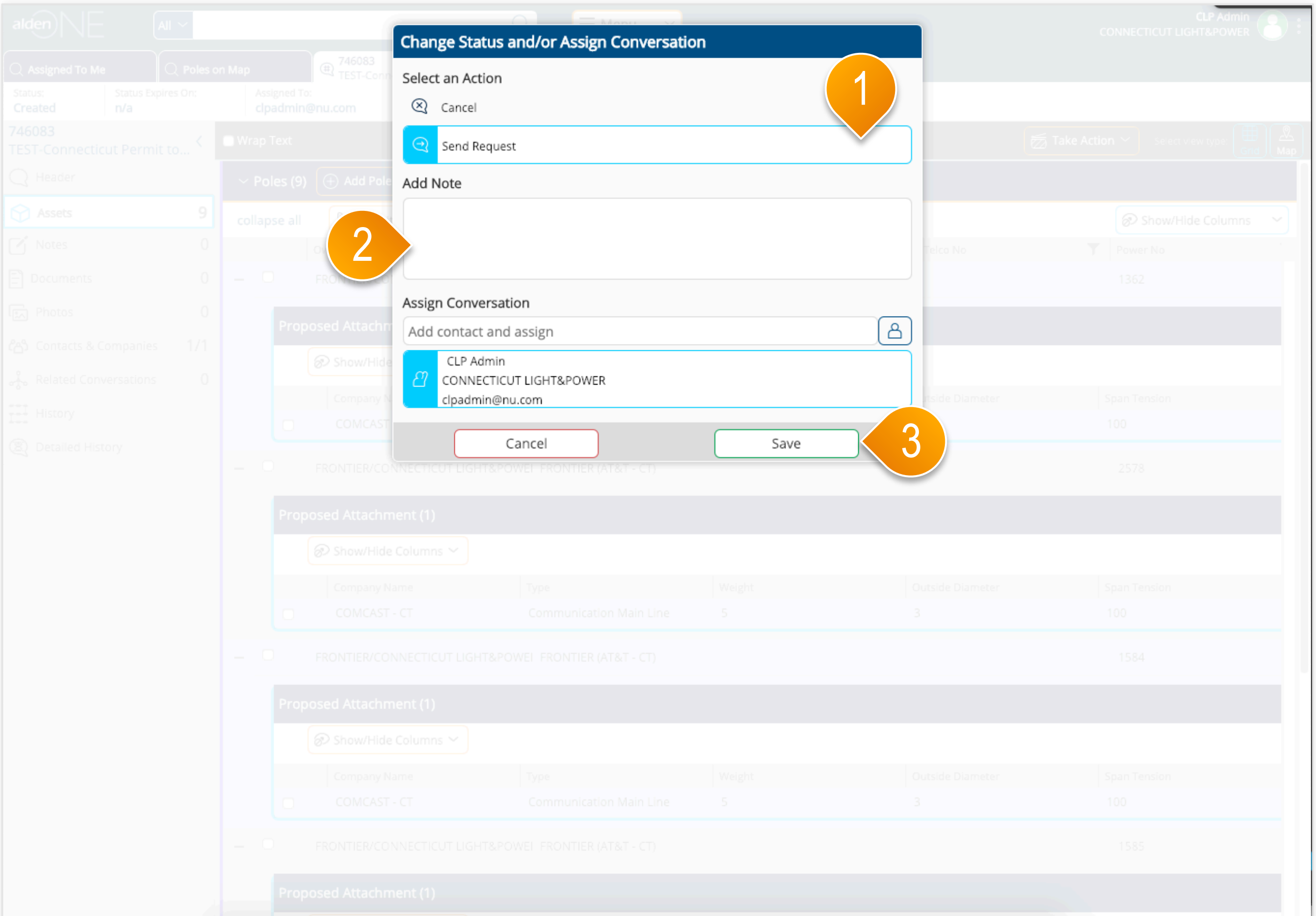
② Now that the proposed attachments are added, the Conversation state can be changed and sent to the SPA Team.

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.

Attacher’s Responsibility

Permit to Attach Conversation –
Created: Changing the Status



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.

Attacher’s Responsibility