



Engineering

Telecom Survey: Process Walkthrough

This document will be your step-by-step guide to the Telecom Survey process.

The screenshot shows the Alden One interface for a conversation. At the top, there's a search bar and user information. Below that, a navigation bar shows various tabs like Assets, Notes, Documents, Photos, etc. The main content area is titled 'Related Conversations 2' and is divided into 'Parent' and 'Children' sections. The 'Children' section contains a table of related conversations. A 'Conversation History' section at the bottom shows a timeline of state changes.

Conversation Number	Is Closed	Conversation Type	State	Assigned To	Conversation Title
1551178	⊙	Power Survey	Created	kolinger@aldensys.com	Example For Help mentation
1551179	⊙	Telecom Survey	Created	frontier_engineering@ftr.com	Example For Help mentation

Conversation State Changes Timeline:

- Created:** 3/1/2018, 4:39 PM (Comcast Contact COMCAST - CT)
- Sent:** 3/2/2018, 1:14 PM (Comcast Contact COMCAST - CT)
- Application Review:** 3/5/2018, 9:10 AM (CLP Admin CONNECTICUT LIGHT&POWER)
- Additional Information Needed:** 3/5/2018, 9:42 AM (CLP Admin CONNECTICUT LIGHT&POWER)
- Undo:** 3/5/2018, 9:53 AM (CLP Admin CONNECTICUT LIGHT&POWER)
- Application Review Complete:** 3/5/2018, 10:06 AM (CLP Admin CONNECTICUT LIGHT&POWER)
- Awaiting Application Fee:** 3/5/2018, 10:06 AM (CLP Admin CONNECTICUT LIGHT&POWER)
- Survey:** 3/5/2018, 12:09 PM (CLP Admin CONNECTICUT LIGHT&POWER)
- Payment Received:** 3/5/2018, 12:09 PM (CLP Admin CONNECTICUT LIGHT&POWER)

Attacher's Responsibility

SPA Team's Responsibility

page walkthrough

- When the SPA Team acknowledges that payment has been received in Alden One, the Conversation moves to the Status of "Survey."
- 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.
- Click on the links here to go to the Survey conversations.
- Each Survey conversation is auto-assigned to the appropriate person to take the next action.
- No further work can be done on this parent conversation until both Survey conversations reach "Completed" status.
- 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.

The screenshot displays the 'aldenONE' interface for a 'Telecom Survey' in a 'Created' state. The survey is assigned to 'frontier_engineering@ftr.com' and expires on 4/19/2018 at 11:59 PM. The survey details include:

- Initiated By:** kdrake@aldensys.com
- Title:** CT PTA Example For Help Documentation
- State:** CT
- Created On:** 3/5/2018, 12:09 PM
- Description:** Child of Conversation (1534904) Conversation created for help documentation
- Location:** Cheshire

Application Details:

- Permitting Company:** COMCAST - CT
- Area Work Center:** CHESHIRE
- Applicant Job Number:** (empty)

Engineering:

- TELCO Survey Due Date:** 4/19/2018
- TELCO Designer:** Telco Designer Name
- TELCO Billable Work Order:** WO#123456
- TELCO Non Billable Work Order:** wo#123456
- Joint Owner Permit:** (empty)
- TELCO Company:** FRONTIER (AT&T - CT)

Poles 5:

Owner Name	Custodian	Pole Tag	Telco No	Power No	Location
FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)		5345	5345	CTCHESHIRE

page walkthrough

- ① The Telecom Survey conversation was created as a child conversation of a Permit to Attach conversation. Here in the tab, the conversation number and conversation type are visible.
- ② Here we can see the current status of the conversation, when the status expires, and who the conversation is currently assigned to.

Power Survey

Initiated By: kdrake@aldensys.com
 Title: CT PTA Example For Help Documentation
 State: CT
 Created On: 3/5/2018, 12:09 PM
 Description: Child of Conversation (1534904)
 Conversation created for help documentation
 Location: Cheshire

Application Details

Permitting Company: COMCAST - CT
 Area Work Center: CHESHIRE
 Applicant Job Number:

Engineering

ELCO Survey Due Date: 4/19/2018
 ELCO Designer: Person Example
 ELCO Work Request: WR Example
 ELCO Work Order: WO#123456

Poles 5 Edit Poles

Owner Name	Custodian	Pole Tag	Telco No	Power No	Location
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page walkthrough

- Occasionally an attachment will be found during the Survey process that is not reflected in Alden One. You can add these attachments to poles by first going to the "Assets" tab.

The screenshot displays the aldenONE web application interface. At the top, there is a navigation bar with the aldenONE logo, a search bar, and user information (CLP Admin, CONNECTICUT LIGHT...). Below the navigation bar, there are several tabs for different assets, including '1553410 Eversource Pe...', '268955 Pole Construct...', '1721830 Temporary Att...', and '1650906 Power Survey'. The main content area shows a map view of assets. A yellow dot on the map is labeled '1'. A context menu is open over the map, with the 'add pole attachment to asset(s)' option highlighted in orange and labeled '3'. The top navigation bar shows 'Assets 4' and various toolbars. A '2' is placed near the map view toggle.

page walkthrough

- ① Once on the Assets tab, select the Pole that has the missing attachment.
- ② You can add the attachment from either the grid or map view. If you want to switch to the Map view switch to the map view here.
- ③ Once your pole is selected, click the “Add Pole Attachment to Assets” button here.

page walkthrough

add asset

adding pole attachment to selected Poles.

Comment

attacher name ✓

attachment type

attachment height

no of attachments

attachment number

work type

reason for make ready

make ready action

down guy

place anchor

current attachment height

new attachment height

attachment location

billable

cancel save

- ① Fill in the required fields and any other information you have about the attachment.
- ② Once finished, click "Save."

The screenshot shows the aldenONE interface for a Telecom Survey. The top navigation bar includes the user profile 'CLP Admin' and 'CONNECTICUT LIGHT...'. The main content area is titled 'Assets 3' and shows a table of assets. The table has columns for 'owner name', 'owner confirmed', 'custodian', 'work type', 'pole tag', and 'telco no'. Three rows are selected, and a context menu is open over them. The menu options include 'line edit asset(s)', 'form edit asset(s)', 'remove asset(s)', 'add proposed attachment to asset(s)', 'add pole attachment to asset(s)', 'show poles in jrm', 'create a child conversation', and 'clear selection'. Numbered callouts (1-4) indicate the steps for the process.

owner name	owner confirmed	custodian	work type	pole tag	telco no
CONNECTICUT LIGHT&POWER/FRONTIER		CONNECTICUT LIGHT&POWER			2385
CONNECTICUT LIGHT&POWER/FRONTIER		CONNECTICUT LIGHT&POWER			2386
CONNECTICUT LIGHT&POWER/FRONTIER		CONNECTICUT LIGHT&POWER			2387

page walkthrough

- ① To require a Pole Replacement on one or multiple poles, first go to the Assets tab.
- ② Select the pole(s) that need(s) to be replaced.
- ③ To make the same changes to all poles, select "Form Edit Assets."
- ④ To make different changes for all selected assets, select "Line Edit Assets."

The screenshot shows the 'edit asset' form in the AldenONE system. The form is titled 'currently editing multiple poles.' and contains several sections of fields. Numbered callouts indicate the following steps:

1. Select 'owner confirmed' as '100% Power Owned'.
2. Select 'work type' as 'REPLACE'.
3. Select 'billable' as 'Yes'.
4. Fill in the 'reason for replace pole', 'proposed class', 'anchor required', 'grounding required', and 'compliant' fields.
5. Click the 'save' button.

page walkthrough

- 1 Once the Form Edit Asset window comes up, select the Owner Confirmed. The choices are:
 - 100% Power Owned
 - 100% Telco Owned
 - Joint Owned
 - Private Owner.
- 2 To indicate a pole needs to be replaced, select "Replace" under work type.
- 3 Select whether or not the Pole Replacement is billable.
- 4 Fill in the other required fields and any other fields you have information for.
- 5 Click "Save."
- 6 The choices you have selected here in the Survey conversation will ensure the pole(s) is(are) set for Make-Ready work once the conversation gets further along.

edit assets

currently editing multiple poles.

pole tag	telco no	power no	owner confirmed	work type	reason for replace pole	billable	buy extra f
	2385	2385	100% Power Own	NEW		Y	
	2386	2386	100% Power Own	REPLACE		Y	
	2387	2387	Joint-Owned	NEW		N	

cancel save

billable (0) add billable

description payable to payer exported id comments asset id

No records available.

page walkthrough

- ① Once the Line Edit Asset window comes up, select the Owner Confirmed. The choices are:
 - 100% Power Owned
 - 100% Telco Owned
 - Joint Owned
 - Private Owner.
- ② To indicate a pole needs to be replaced, select "Replace" under work type.
- ③ Select whether or not the Pole Replacement is billable.
- ④ Fill in the other required fields and any other fields you have information for. **All required fields, on every row, must be filled in before saving is allowed.**
- ⑤ Click "Save."
- ⑥ The choices you have selected here in the Survey conversation will ensure the pole(s) is(are) set for Make-Ready work once the conversation gets further along.

The screenshot shows the Alden ONE interface for a Telecom Survey. The main content area displays a table of assets and their attachments. The table has columns for owner name, owner confirmed, custodian, work type, pole tag, attachment type, attachment height, no of attachments, attachment number, last action code, and id. A 'pole attachment (1)' section is expanded, showing a table of attachments with columns for attacher name, attachment type, attachment height, no of attachments, attachment number, last action code, and id. The 'Form Edit Asset(s)' button is highlighted in orange, and the 'Line Edit Asset(s)' button is highlighted in purple.

owner name	owner confirmed	custodian	work type	pole tag
CONNECTICUT LIGHT&POWER/FRONTIER		CONNECTICUT LIGHT&POWER		

attacher name	attachment type	attachment height	no of attachments	attachment number	last action code	id
CHARTER COMMUNICATIONS OF WESTERN CONNECTICUT (09)	X	0.00	1			6040203

page walkthrough

- ① To require Make-Ready work on an attachment or attachments, first go to the Assets tab.
- ② You can expand each pole here by clicking the plus button and find the attachments this way.
- ③ You can also choose "Hide Poles" here to only show the attachments on the poles.
- ④ Once you have your attachment or attachments selected, use the "Form Edit Assets" button if you would like all of the assets to require the same Make-Ready work.
- ⑤ If your attachments each require different Make-Ready work, select "Line Edit Assets."

(Note: you can ONLY require Make-Ready work on pole attachments that are already on the poles, NOT on Proposed Attachments.)

Telecom Survey: Requiring Making Make-Ready Work

edit assets

currently editing multiple pole attachment

pole tag	telco number	work type	reason for make ready	make ready action	down guy	place anchor	current attachment height	new attachment height	attachment location	billable
		MAKE-RE	Loading	Shift Raise			35	36		Y
		MAKE-RE		Shift Lower			35	30		N

cancel save

Created On: 9/21/18, 1:47 PM

Description: Child of Conversation (1249197)
Child of Conversation (1249194)

Location: Winchester

Application Details

Permitting Company: COMCAST - CT

Application Type: Wireline

Town: Winchester

Area Work Center: TORRINGTON

Applicant Job Number:

Engineering

TELCO Survey Due Date: 9/5/2018

TELCO Designer: jrm

TELCO Billable Work Order: na

TELCO Non Billable Work Order: na

Joint Owner Permit: na

TELCO Company: FRONTIER (STAT - CT)

page walkthrough

- ① If Make-Ready work is required, select the Work Type "Make-Ready."
- ② Specify the Make-Ready action that is required here.
- ③ Fill in the other required fields and any other fields you have information for. **All required fields, on every row, must be filled in before saving is allowed.**
- ④ Click "Save."

aldenONE Telecom Survey: Survey Complete

The screenshot shows the aldenONE interface for a Telecom Survey. At the top, the status is 'Created' and 'Survey Complete'. A dropdown menu is open for the 'I want to...' button, with 'Change the Status and/or Assignment' selected. A purple circle with the number '2' highlights this button. Below the survey details, there are sections for 'Application Details' and 'Engineering' with various fields and checkboxes.

Application Details

Permitting Company	Area Work Center	Applicant Job Number
COMCAST - CT	CHESHIRE	

Engineering

TELCO Survey Due Date	TELCO Designer	TELCO Billable Work Order
4/19/2018	Telco Designer Name	WO#123456
TELCO Non Billable Work Order	Joint Owner Permit	TELCO Company
wo#123456	JOP GOES HERE	FRONTIER (AT&T - CT)

Poles 5

Owner Name	Custodian	Pole Tag	Telco No	Power No	Location
FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)		5345	5345	CTCHESHIRE

page walkthrough

- ① On a Telecom Survey the following fields will need to be filled in before moving to the next status:
 - TELCO Designer
 - TELCO Billable Work Order
 - TELCO Non-Billable Work Order
 - Joint Owner Permit
- ② To move the conversation forward, click the "I want to..." button and select "Change Status..."

Telecom Responsibility

aldenONE Telecom Survey: Survey Complete

The screenshot shows the aldenONE interface with a 'status/assign' modal open. The modal has three main sections: 'select an action', 'add note', and 'assign conversation'. The 'select an action' section contains 'survey complete' (callout 1) and 'no telecom survey needed'. The 'add note' section has a text input field (callout 2). The 'assign conversation' section has a dropdown menu with options like 'Comcast Contact', 'Frontier Engineer', etc., and a 'save' button (callout 3). The background shows a 'Telecom Survey' card with details like 'Initiated By', 'Created On', and 'Application Details'.

page walkthrough

- 1 If the survey was completed, mark it here.
- 2 If no survey was needed, mark it here. This action will cancel this Telecom Survey conversation.
- 3 Click save to move the conversation forward.

Telecom Responsibility

CLP Admin
CONNECTICUT LIGHT...

1650906 Power Survey

Status: Make-Ready Costs Needed

Status Expires On: Assigned To: kolinger@aldensys.com

Assets 5

poles (4)

owner name	owner confirmed	custodian	work type	pole tag
CONNECTICUT LIGHT&POWER/FRONTIER	Joint-Owned	CONNECTICUT LIGHT&POWER	REPLACE	
CONNECTICUT LIGHT&POWER/FRONTIER	Joint-Owned	CONNECTICUT LIGHT&POWER	REPLACE	
FRONTIER (AT&T - CT)		FRONTIER (AT&T - CT)		
CONNECTICUT LIGHT&POWER/FRONTIER	Joint-Owned	CONNECTICUT LIGHT&POWER		

billable (1)

description	payable to	payer	exported	id	comments	asset id
Make-Ready Billable Work	CONNECTICUT LIGHT&POWER	COMCAST - CT			Replace 1 poles; Make-Ready Billable on 1 poles	-3000

1

2

3

page walkthrough

- Go to the Assets tab here.
- There will be a "Make-Ready Billable" asset in the grid. Select the asset from the grid by clicking on it.
- Use either the Form or Line Edit Asset button to enter the Make-Ready costs.

The screenshot shows the 'edit asset' form for a billable asset. The form is titled 'currently editing billable -3000.' and contains the following fields:

- Comment:** Replace 1 poles; Make-Ready Billable on 1 poles
- description:** Make-Ready Billable Work
- payable to:** CONNECTICUT LIGHT&POWER
- payer:** COMCAST - CT
- fixed fee:** 750 (highlighted with a circled '1')
- quantity:** 0
- unit price:** 0
- total:** 750

At the bottom of the form, there are 'cancel' and 'save' buttons. The 'save' button is highlighted with a circled '2'.

description	payable to	payer	exported	id	comments	asset id
Make-Ready Billable Work	CONNECTICUT LIGHT&POWER	COMCAST - CT			Replace 1 poles; Make-Ready Billable on 1 poles	-3000

page walkthrough

- ① Enter the Make-Ready cost in the "Fixed Fee" field here. Note: The total will be automatically calculated based on the fixed fee entered.
- ② Click "Save."

alden ONE | 1650906 Power Survey | Status: Make-Ready Costs Needed | Assigned To: kolinger@aldensys.com

I want to... (1)

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

Assets 5

poles (4)

	owner name	owner confirmed	custodian	pole tag	reason for replace pole	telco no
+ <input type="checkbox"/>	CONNECTICUT LIGHT&POWER/FRONTIER	Joint-Owned	CONNECTICUT LIGHT&POWER	REPLACE		8133
<input type="checkbox"/>	CONNECTICUT LIGHT&POWER/FRONTIER	Joint-Owned	CONNECTICUT LIGHT&POWER	REPLACE		8134
+ <input type="checkbox"/>	FRONTIER (AT&T - CT)		FRONTIER (AT&T - CT)			1460
+ <input type="checkbox"/>	CONNECTICUT LIGHT&POWER/FRONTIER	Joint-Owned	CONNECTICUT LIGHT&POWER			1049

billable (1)

	description	payable to	payer	exported	id	comments	asset id
<input type="checkbox"/>	Make-Ready Billable Work	CONNECTICUT LIGHT&POWER	COMCAST - CT			Replace 1 poles; Make-Ready Billable on 1 poles	-3000

page walkthrough

- ① Once your fixed fee is filled in, change the status by using the "I want to..." button and selecting "Change Status."

Telecom Survey: Make-Ready Costs Needed

The screenshot displays the AldenONE interface with a 'status/assign' modal window open. The modal contains the following options:

- select an action**
 - make-ready costs provided (Callout 1)
 - send back to survey (Callout 2)
- add note**
- assign conversation**
 - add contact and assign
 - Eversource SPA
 - CONNECTICUT LIGHT&POWER
 - Karin ContractMgmt
 - ALDEN SYSTEMS, INC.
 - Comcast Contact
 - COMCAST - CT
 - Frontier Admin
 - FRONTIER (AT&T - CT)

Buttons for 'cancel' and 'save' (Callout 3) are at the bottom of the modal. The background interface shows a list of poles and a table of billable work.

description	payable to	payer	exported	id	comments	asset id
Make-Ready Billable Work	CONNECTICUT LIGHT&POWER	COMCAST - CT			Replace 1 poles; Make-Ready Billable on 1 poles	-3000

page walkthrough

- ① To move the conversation forward, select "Make-Ready Costs Provided."
- ② If Make-Ready costs were not billable, send the conversation back to the "Survey" status. Then, you must remove the billable work and re-complete the Survey. That action will remove the billable asset from the conversation.
- ③ Click "Save."

aldenONE Telecom Survey: SPA Review

The screenshot shows the aldenONE interface for a 'Power Survey' conversation. The status is 'SPA Review'. A dropdown menu is open over the 'I want to...' button, with 'Change the Status and/or Assignment' selected. The interface includes fields for 'Initiated By', 'Created On', 'Application Details', and 'Engineering'.

Application Details

Permitting Company	Area Work Center	Applicant Job Number
COMCAST - CT	CHESHIRE	

Engineering

ELCO Survey Due Date	ELCO Designer	ELCO Work Request
4/19/2018	Person Example	WR Example

ELCO Work Order

WO#123456

Poles 5

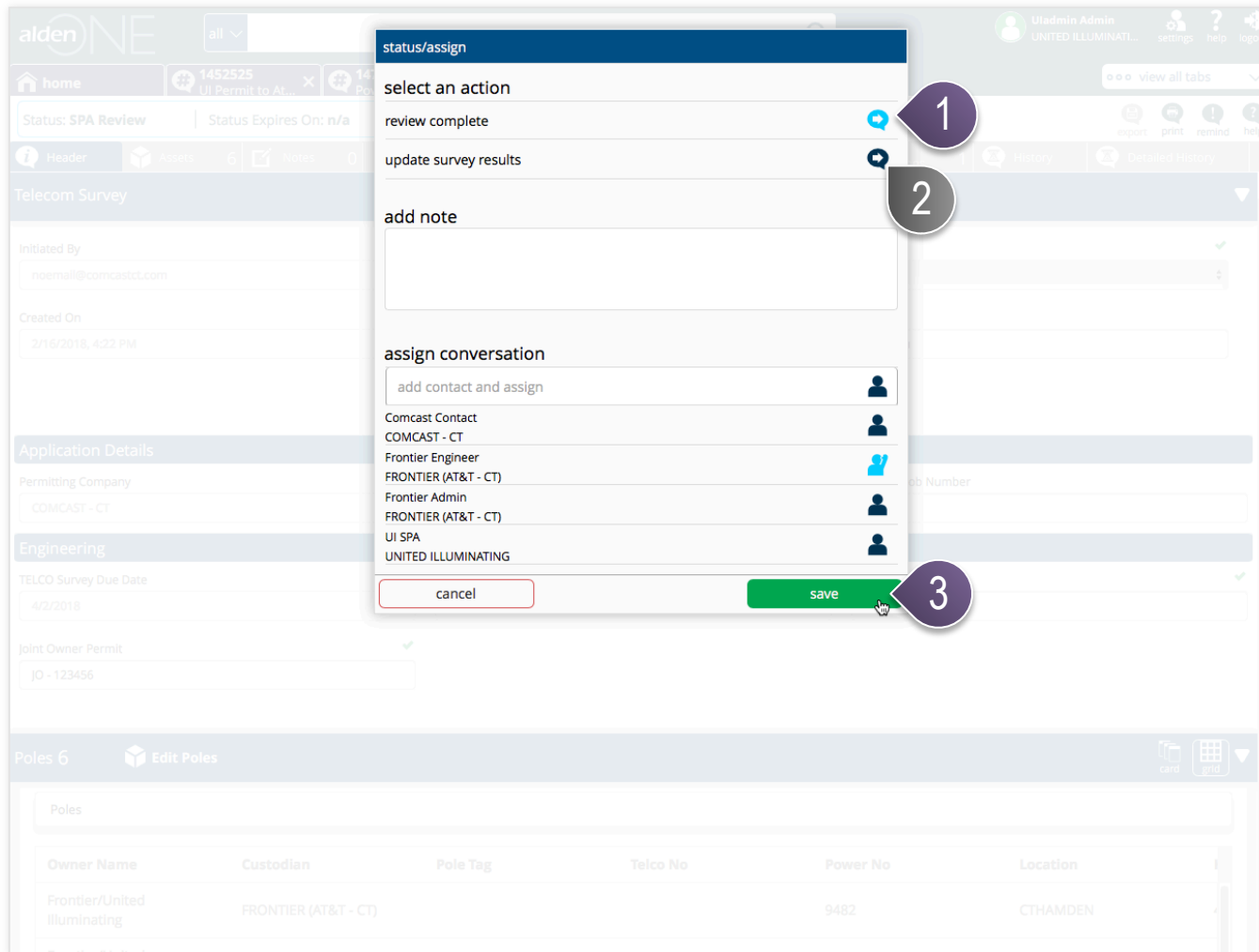
Owner Name	Custodian	Pole Tag	Telco No	Power No	Location
FRONTIER/CONNECTICUT LIGHT&POWER	FRONTIER (AT&T - CT)		5345	5345	CTCHESHIRE

page walkthrough

- 1 The status is in "SPA Review."
- 2 Click "I want to..." to move the conversation forward.
- 3 **Note:** Once in SPA Review, the poles and attachments can no longer be modified by anyone. The power company is the only one allowed to move the conversation back into the "Update Survey" status to make modifications possible.

SPA Team's Responsibility

aldenONE Telecom Survey: SPA Review



page walkthrough

- ① When the review is complete, select "Review Complete." This action will update the parent conversation with the Survey results.
- ② If the results of the survey need to be changed, click "Update Survey Results" instead of "Review Complete." This action will allow the poles and attachments to be edited once again.
- ③ Click "Save" to move the conversation forward.

SPA Team's Responsibility

The screenshot shows the Alden ONE interface for a 'Power Survey' with ID 1650906. The status is 'Update Survey', which expires on 5/18/18 at 1:38 PM. The survey is assigned to kolinger@aldensys.com. The main view displays a list of 5 assets, with 4 poles and 1 billable item. A context menu is open over the 'I want to...' button, offering options like 'Change the Status and/or Assignment', 'Add/Edit Assets on this Conversation', 'Clone this Conversation', 'Print this Conversation', 'Send an Email About This Conversation', and 'Get Help on This Conversation Type'. A 'take action' menu is also open over the first asset row, showing options such as 'line edit asset(s)', 'form edit asset(s)', 'remove asset(s)', 'add proposed attachment to asset(s)', 'add pole attachment to asset(s)', 'show poles in jrm', 'create a child conversation', and 'clear selection'. The asset list includes details like owner name, owner confirmed status, custody, work type, and pole tag. The billable item list includes description, payable to, payer, exported status, id, comments, and asset id.

owner name	owner confirmed	custodia	work type	pole tag	telco no
CONNECTICUT LIGHT&POWER/FRONTIER	Joint-Owned	CONNECTICUT LIGHT&POWER	REPLACE		8133
CONNECTICUT LIGHT&POWER/FRONTIER	Joint-Owned	CONNECTICUT LIGHT&POWER	REPLACE		8134
FRONTIER (AT&T - CT)		FRONTIER (AT&T - CT)			1460
CONNECTICUT LIGHT&POWER/FRONTIER	Joint-Owned	CONNECTICUT LIGHT&POWER			1049

description	payable to	payer	exported	id	comments	asset id
Make-Ready Billable Work	CONNECTICUT LIGHT&POWER	COMCAST - CT			Replace 1 poles; Make-Ready Billable on 1 poles	-3000

page walkthrough

- ① The status is in "Update Survey."
- ② Make the necessary changes to the assets on the conversation by selecting them in the grid and using the "Edit" buttons.
- ③ Click "I want to..." then select "Change Status."

Telecom Survey: Update Survey – What do I do now?

The screenshot shows the 'status/assign' dialog box in the Alden ONE interface. The dialog is titled 'status/assign' and contains the following sections:

- select an action:**
 - survey results updated (highlighted with a red circle and the number 1)
 - undo (update survey results)
- add note:** A text input field.
- assign conversation:**
 - add contact and assign (with a person icon)
 - A list of contacts: Eversource SPA, CONNECTICUT LIGHT&POWER, Karin ContractMgmt, ALDEN SYSTEMS, INC., Comcast Contact, COMCAST - CT, Frontier Admin, and FRONTIER (AT&T - CT).

At the bottom of the dialog are 'cancel' and 'save' buttons. The 'save' button is highlighted with a red circle and the number 2.

The background interface shows a 'Poles' table with columns for owner name, owner confirmed, and a list of poles. Below that is a 'Billable' table with columns for description, payable to, payer, exported, id, comments, and asset id.

page walkthrough

- ① Select “Survey Results Updated” to move the conversation back to either “Make-Ready Costs Needed” (if billable work is identified) or “SPA Review” (if no billable work is needed). **Note: The existing billable will be either updated or deleted, based on the changes made.**
- ② Click “Save” to move the conversation forward.

aldenONE Telecom Survey: Complete

The screenshot displays the aldenONE interface for a 'Complete' status. The top navigation bar shows the user 'Uladmin Admin' and various settings. The main content area is divided into several sections:

- Parent Conversations:** A table with columns: Conversation Number, Is Closed, Conversation Type, State, Assigned To, and Conversation Title. One record is visible: Conversation Number 1452525, Is Closed (checked), Conversation Type UI Permit to Attach Request, State Survey Complete, Assigned To UnitedIlluminatingSPA@ui.co, and Conversation Title CT PTA Example For Training.
- Children Conversations:** A table with columns: Conversation Number, Is Closed, Conversation Type, State, Assigned To, and Conversation Title. It shows 'No records available'.
- Conversation History:** A timeline showing state changes:
 - Survey Complete (2/18/2018, 10:26 AM) by Uladmin Admin, UNITED ILLUMINATING.
 - SPA Review (2/18/2018, 3:52 PM) by Uladmin Admin, UNITED ILLUMINATING.
 - Update Parent (2/18/2018, 3:52 PM) by Uladmin Admin, UNITED ILLUMINATING.
 - Complete (2/18/2018, 3:52 PM) by Uladmin Admin, UNITED ILLUMINATING.

page walkthrough

- ① The status is "Complete."
- ② Go back to the parent conversation to continue the permit process. Find the parent conversation easily by going to the "Related Conversations" tab.
- ③ Click on the parent conversation number to open it.
- ④ You can still send this Survey conversation back to SPA Review by using the "I want to..." button and selecting "Change Status..." then selecting "Send Back to SPA Review." This will also put the parent conversation back into the "Review" status.

SPA Team's Responsibility

Parent
There is no parent conversation for this conversation

Children

Conversation Number	Is Closed	Conversation Type	State	Assigned To	Conversation Title
1551178	⊙	Power Survey	Created	kolinger@aldensys.com	CT PTA Example For Help Documentation
1551179	⊙	Telecom Survey	Created	frontier_engineering@ftr.com	CT PTA Example For Help Documentation

Conversation History

Conversation State Changes

```

    graph LR
      A[Created  
3/1/2018, 4:39 PM  
Comcast Contact  
COMCAST - CT] --> B[Created]
      B --> C[Send Request  
3/2/2018, 1:14 PM  
Comcast Contact  
COMCAST - CT]
      C --> D[Sent]
      D --> E[Acknowledge  
3/5/2018, 9:10 AM  
CLP Admin  
CONNECTICUT  
LIGHT&POWER]
      E --> F[Application Review]
      F --> G[Return To Applicant  
3/5/2018, 9:42 AM  
CLP Admin  
CONNECTICUT  
LIGHT&POWER]
      G --> H[Additional Information Needed]
      H --> I[Undo  
3/5/2018, 9:53 AM  
CLP Admin  
CONNECTICUT  
LIGHT&POWER]
      I --> J[Application Review]
      J --> K[Application Review Complete  
3/5/2018, 10:06 AM  
CLP Admin  
CONNECTICUT  
LIGHT&POWER]
      K --> L[Awaiting Application Fee]
      L --> M[Payment Received  
3/5/2018, 12:09 PM  
CLP Admin  
CONNECTICUT  
LIGHT&POWER]
      M --> N[Survey]
  
```

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

page walkthrough

Children

Conversation Number	Is Closed	Conversation Type	State	Assigned To	Conversation Title
1551178	✓	Power Survey	Complete	kolinger@aldensys.com	CT PTA Example For Help Documentation
1551179	✓	Telecom Survey	Cancel	frontier_engineering@ftr.com	CT PTA Example For Help Documentation

Conversation History

Conversation State Changes

```

    graph LR
      A[Created 3/1/2018, 4:39 PM  
Comcast Contact  
COMCAST - CT] --> B[Send Request 3/2/2018, 1:14 PM  
Comcast Contact  
COMCAST - CT]
      B --> C[Acknowledge 3/5/2018, 9:10 AM  
CLP Admin  
CONNECTICUT LIGHT&POWER]
      C --> D[Return To Applicant 3/5/2018, 9:42 AM  
CLP Admin  
CONNECTICUT LIGHT&POWER]
      D --> E[Additional Information Needed]
      E --> F[Undo 3/5/2018, 9:53 AM  
CLP Admin  
CONNECTICUT LIGHT&POWER]
      F --> G[Application Review Complete 3/5/2018, 10:06 AM  
CLP Admin  
CONNECTICUT LIGHT&POWER]
      G --> H[Payment Received 3/5/2018, 12:09 PM  
CLP Admin  
CONNECTICUT LIGHT&POWER]
      H --> I[Review 3/5/2018, 3:48 PM  
CLP Admin  
CONNECTICUT LIGHT&POWER]
      I --> J[Survey Complete 3/5/2018, 5:43 PM]
  
```

- 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 If not, click “I want to...” and select “Change Status” to move the conversation forward.

SPA Team's Responsibility

The screenshot displays the 'status/assign' menu with the following options and callouts:

- 1: attachment approved
- 2: make-ready required billable
- 3: make-ready required non-billable
- 4: attachment denied
- 5: place on hold
- 6: save

The background interface includes a header with 'aldenONE', a conversation ID '1551178', and a status of 'Survey Complete'. Below the menu, there are sections for 'Parent', 'Children', 'Conversation History', and 'Conversation State Changes'.

SPA Team's Responsibility

page walkthrough

- 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.
- 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.
- 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.
- 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."**
- To place the attachments on hold, select this to send the conversation to a status of "Make-Ready On Hold."
- Click "Save" to advance the conversation.