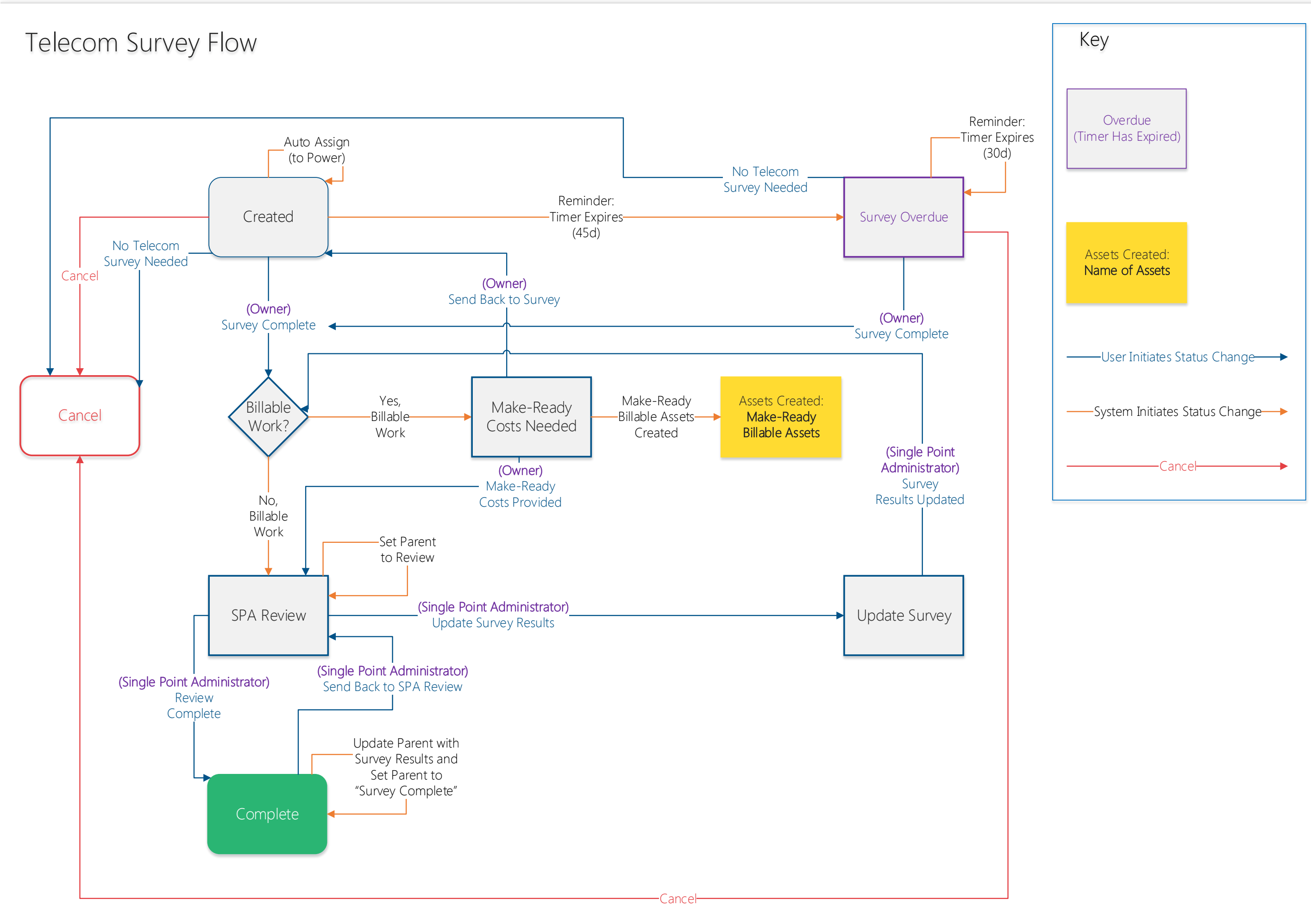
Engineering

Telecom Survey: Process Walkthrough

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

Telecom Survey: **Process Diagram**

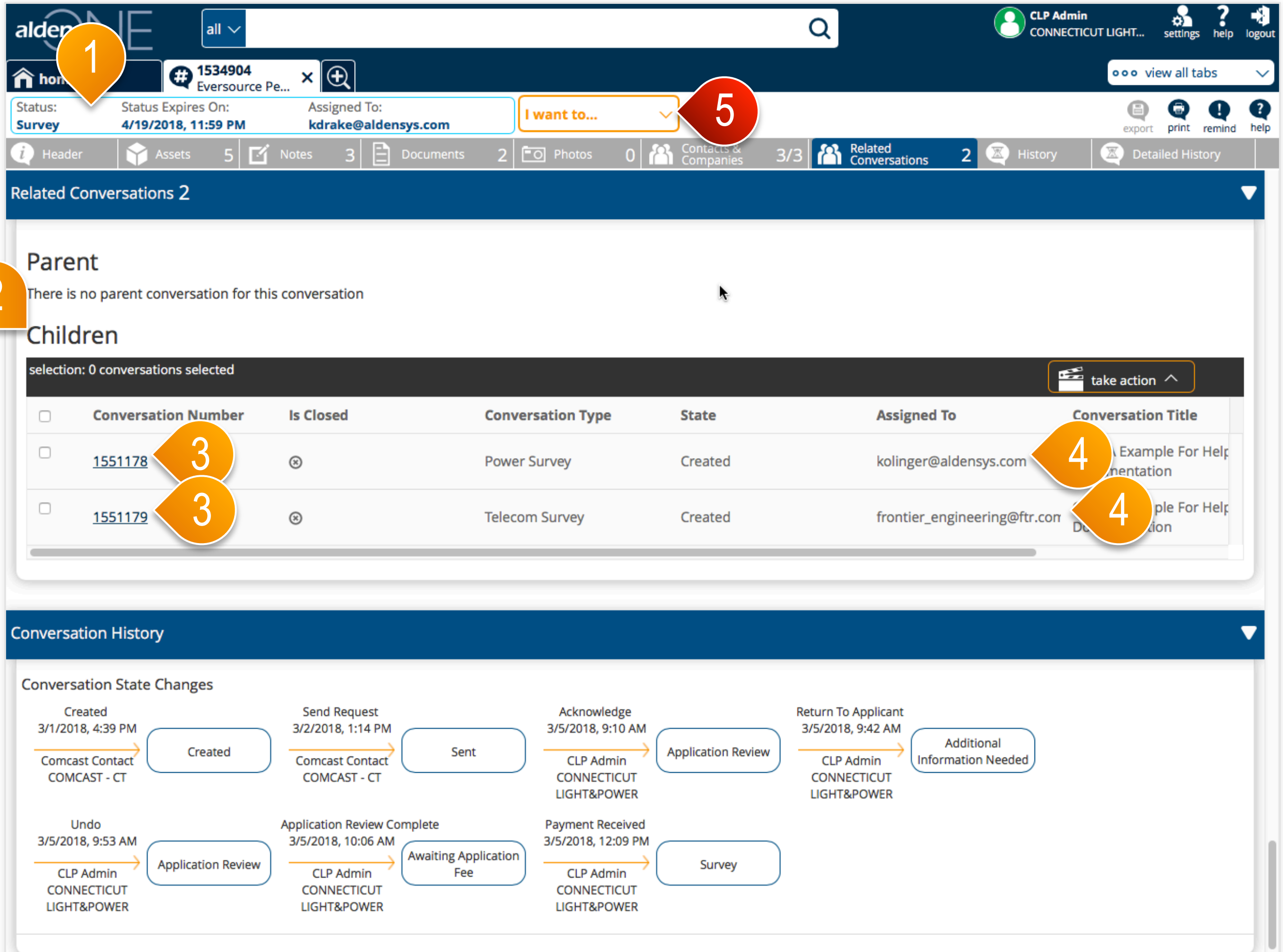


page walkthrough

① Use this diagram to see where you are in the process and where you can go next.

② In the following slides we will break this process down step by step. But to view a higher resolution version of the entire process, click here.

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



Attacher's Responsibility

SPA Team's Responsibility

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.

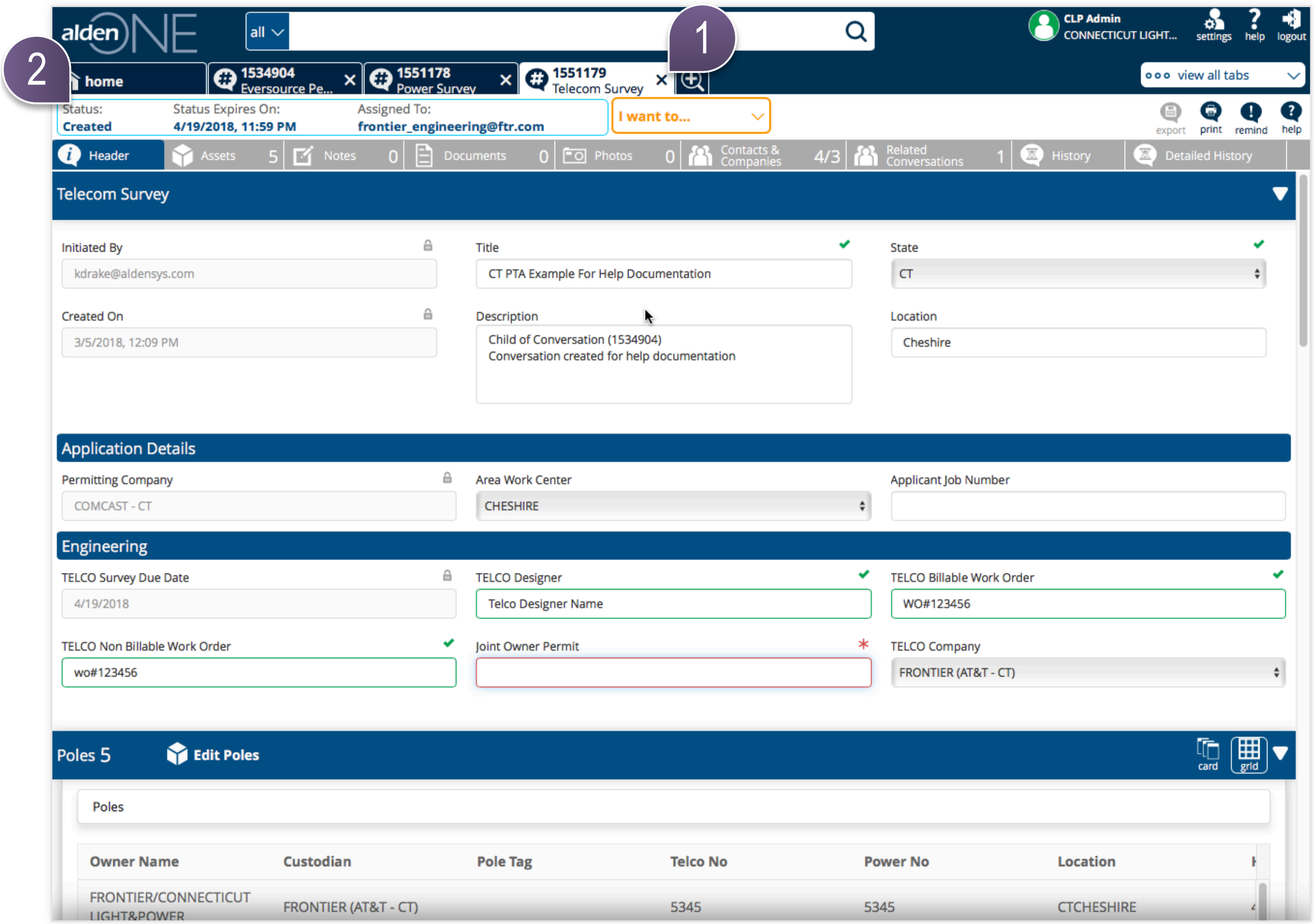
③ Click on the links here to go to the Survey conversations.

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.

Telecom Survey: **Created** – What do I do now?



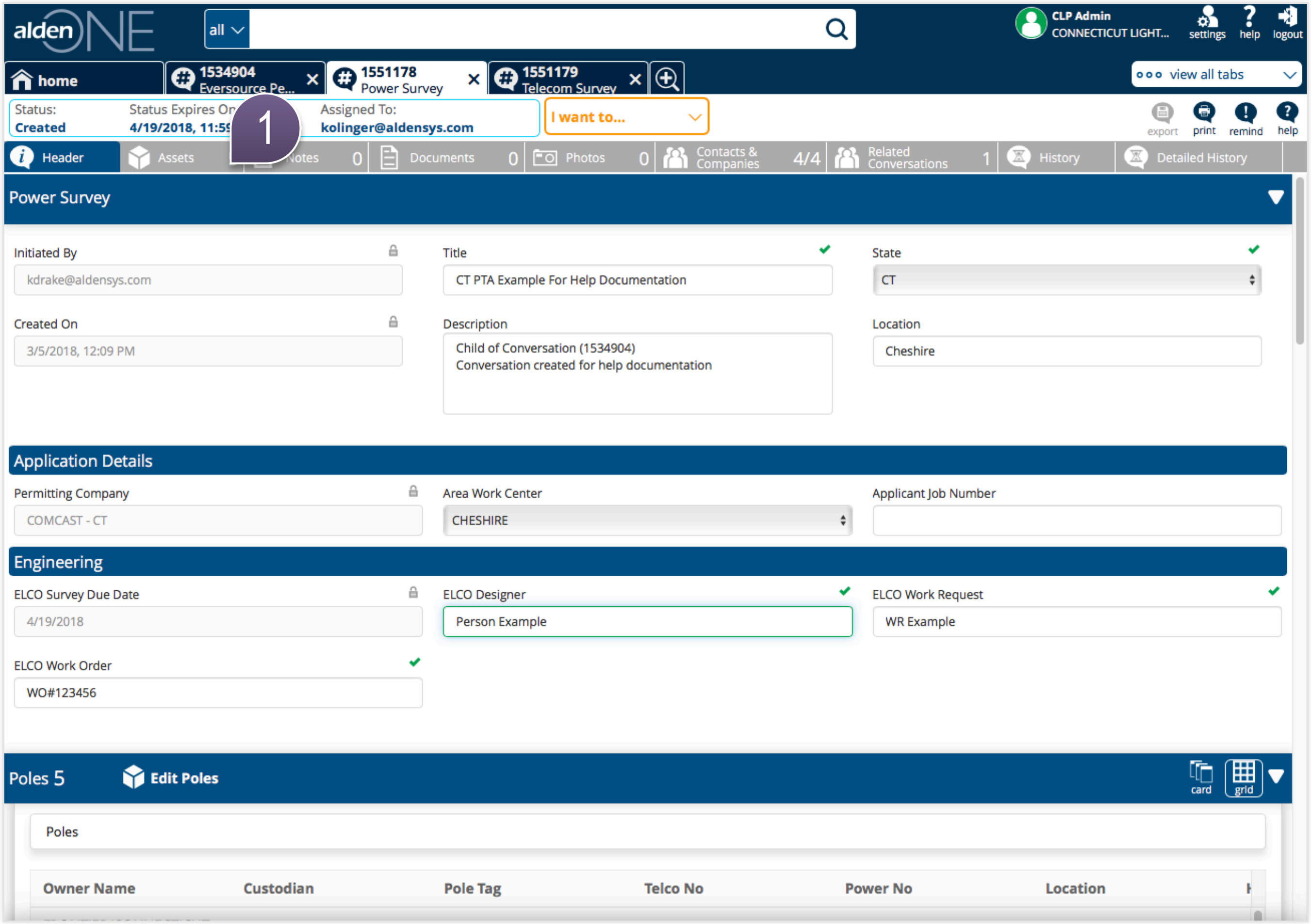
page walkthrough

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.

Telecom Responsibility

Telecom Survey: **Adding Existing Attachments**

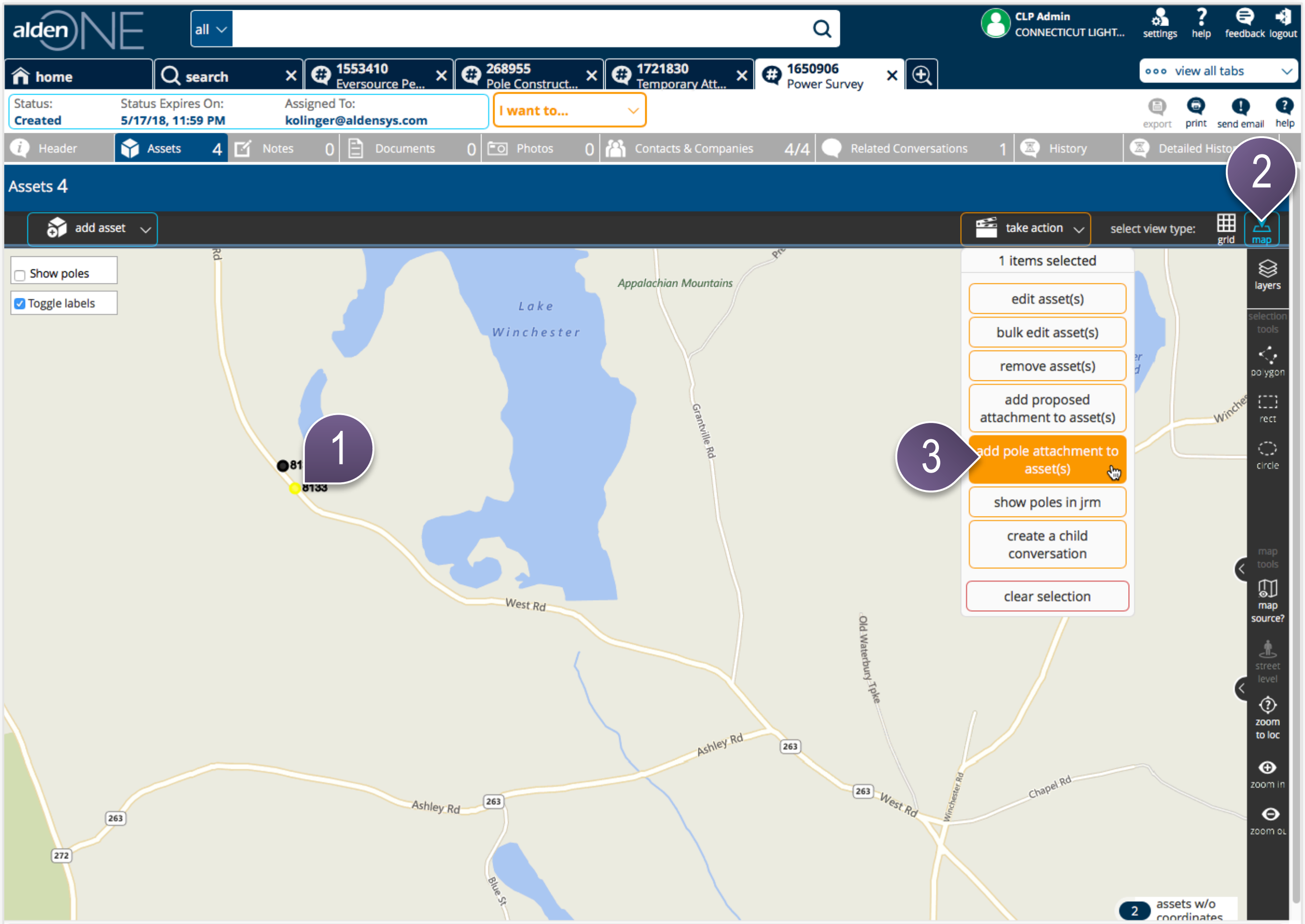


page walkthrough

① 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.

Telecom Responsibility

Telecom Survey: **Adding Existing Attachments**



page walkthrough

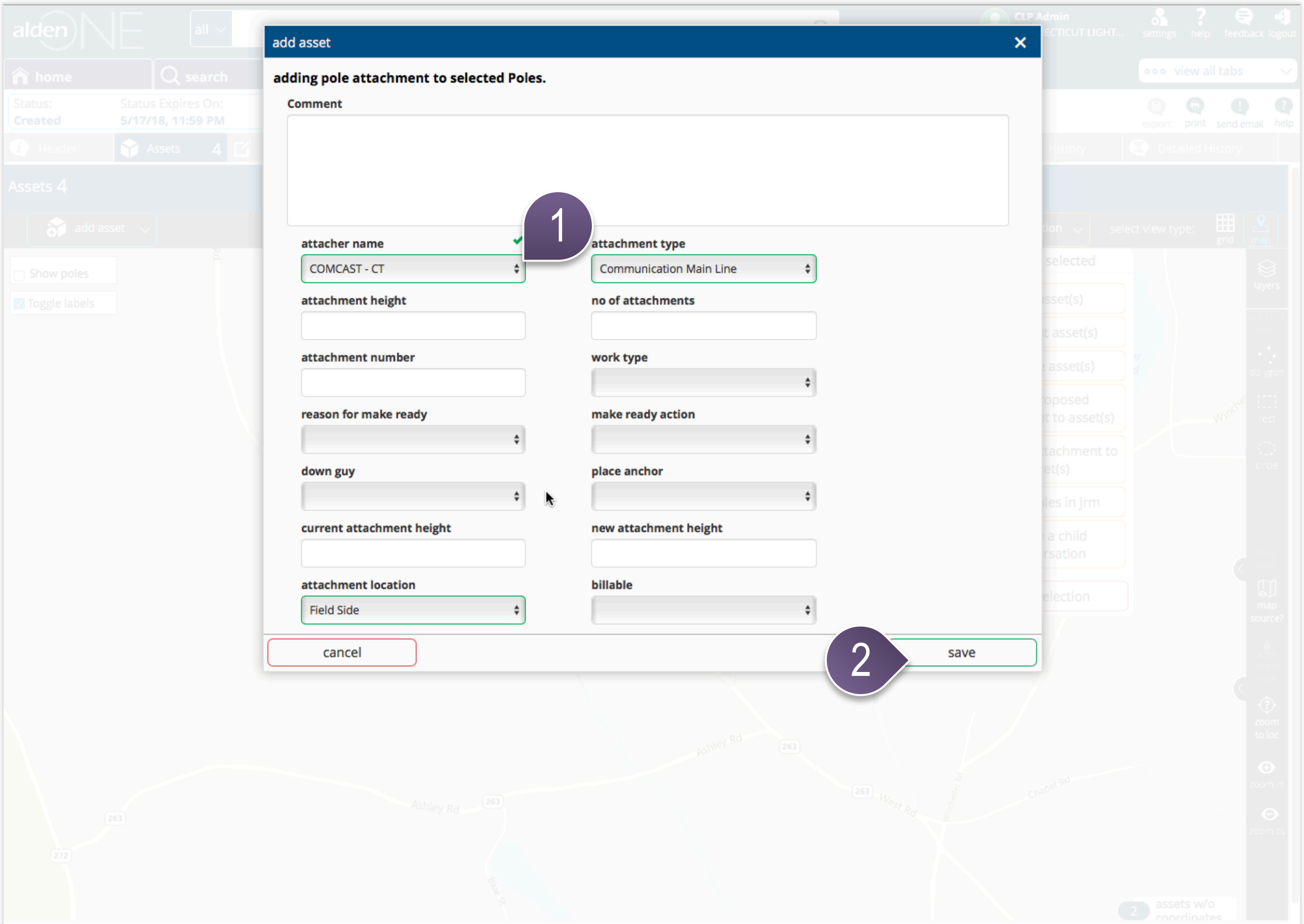
① Once on the Assets tab, select the Pole that has the missing attachment.

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.

Telecom Responsibility

Telecom Survey: **Adding Existing Attachments**



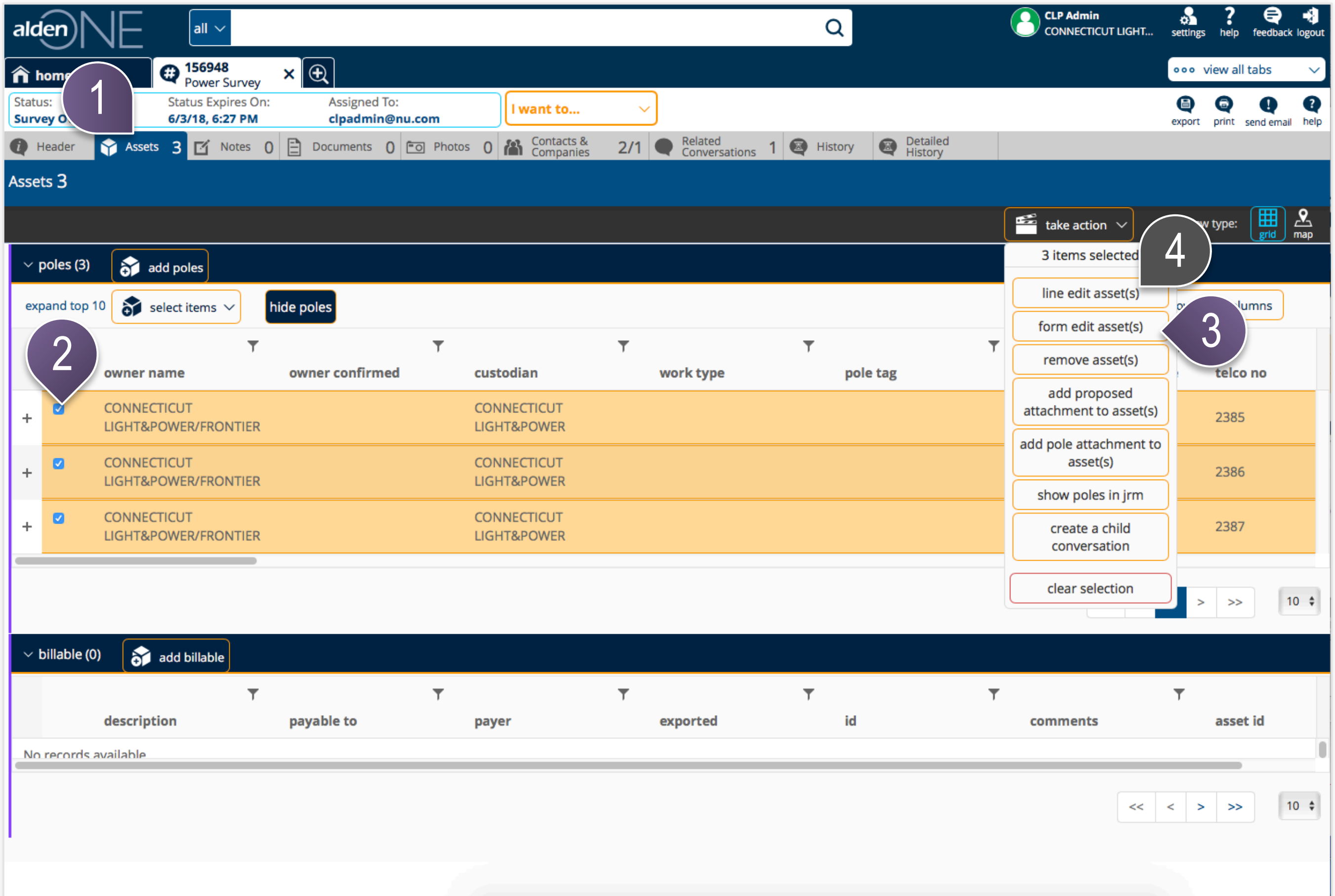
Telecom Responsibility

page walkthrough

① Fill in the required fields and any other information you have about the attachment.

② Once finished, click "Save."

aldenONE Telecom Survey: **Pole Replacement Required**



page walkthrough

① To require a Pole Replacement on one or multiple poles, first go to the Assets tab.

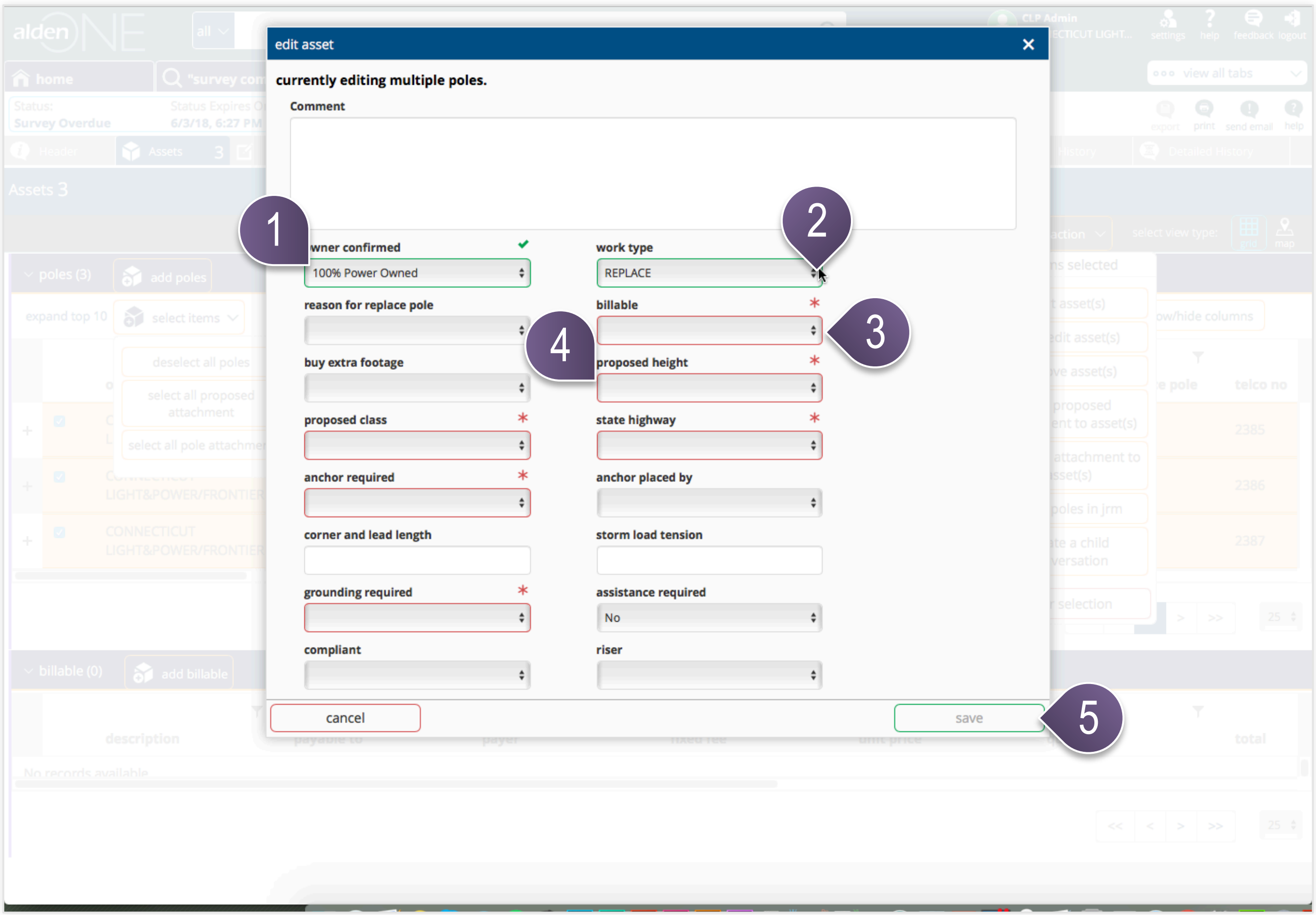
② Select the pole(s) that need(s) to be replaced.

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.”

Telecom Responsibility

aldenONE Telecom Survey: **Pole Replacement Required**



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.

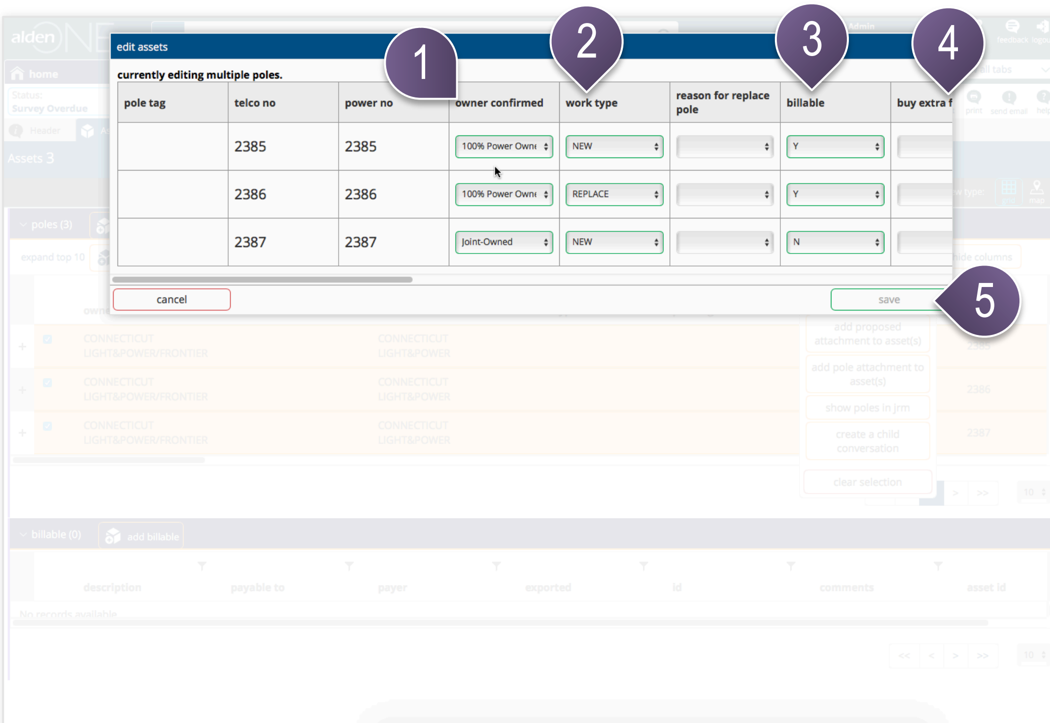
④ Fill in the other required fields and any other fields you have information for.

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.

Telecom Responsibility

Telecom Survey: **Pole Replacement Required**



Telecom Responsibility

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.

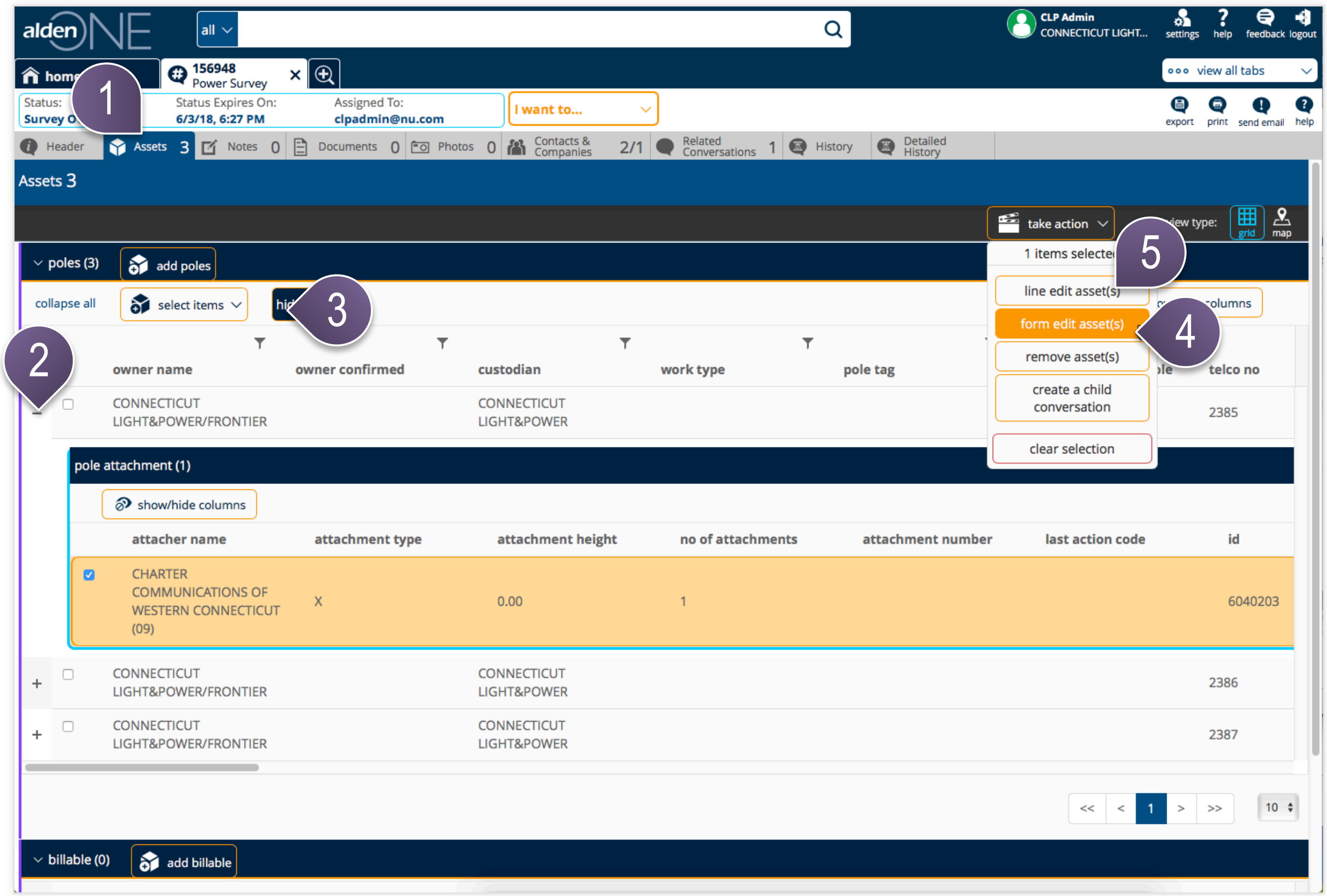
③ Select whether or not the Pole Replacement is billable.

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.

Telecom Survey:
Requiring Make-Ready Work



Telecom Responsibility

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.

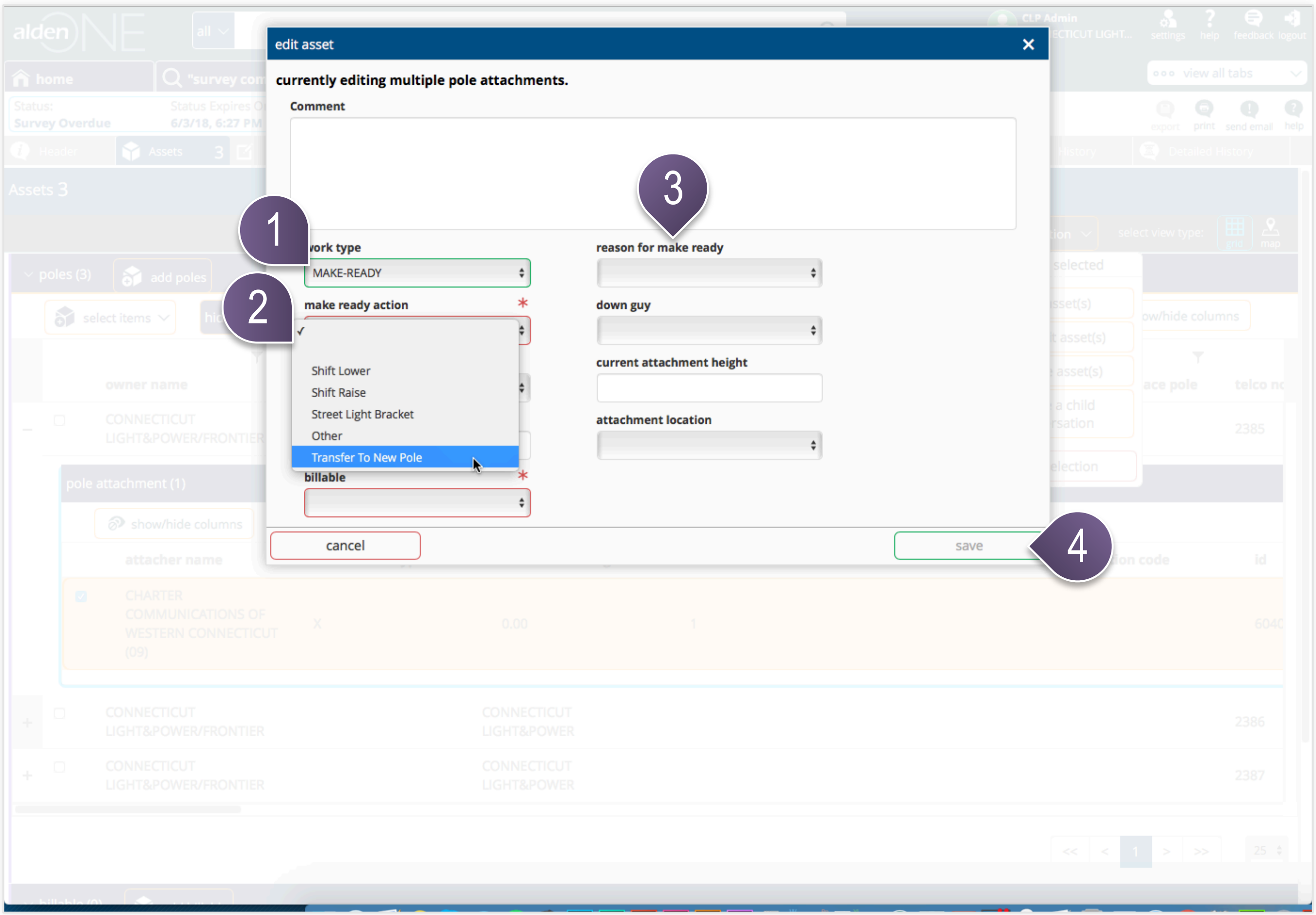
③ You can also choose “Hide Poles” here to only show the attachments on the poles.

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 Make-Ready Work



page walkthrough

① If Make-Ready work is required, select the Work Type “Make-Ready.

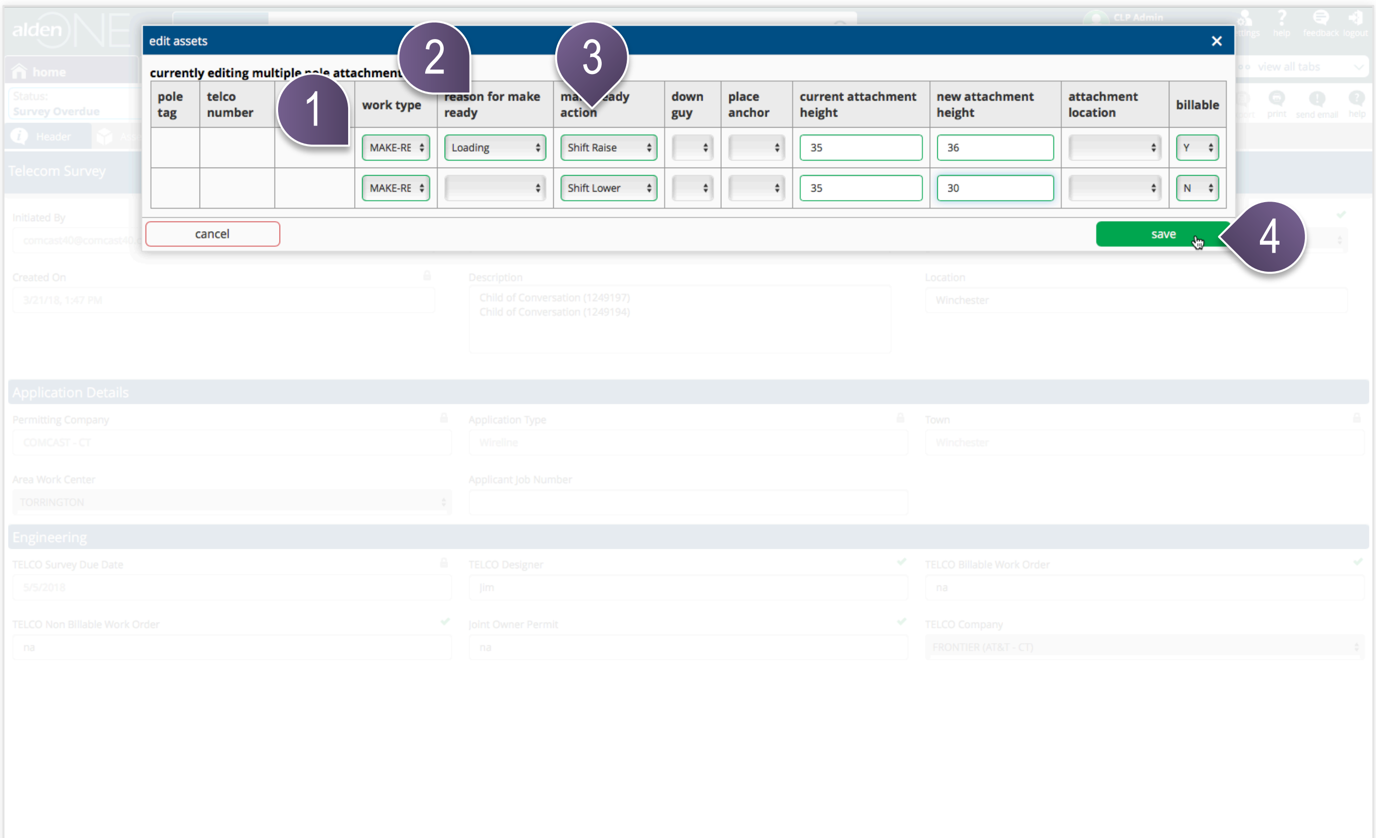
② Specify the Make-Ready action that is required here.

③ Fill in the remaining required fields and any other fields you have information for.

④ Click “Save.”

Telecom Responsibility

Telecom Survey:
Requiring Making Make-Ready Work



page walkthrough

① If Make-Ready work is required, select the Work Type "Make-Ready."

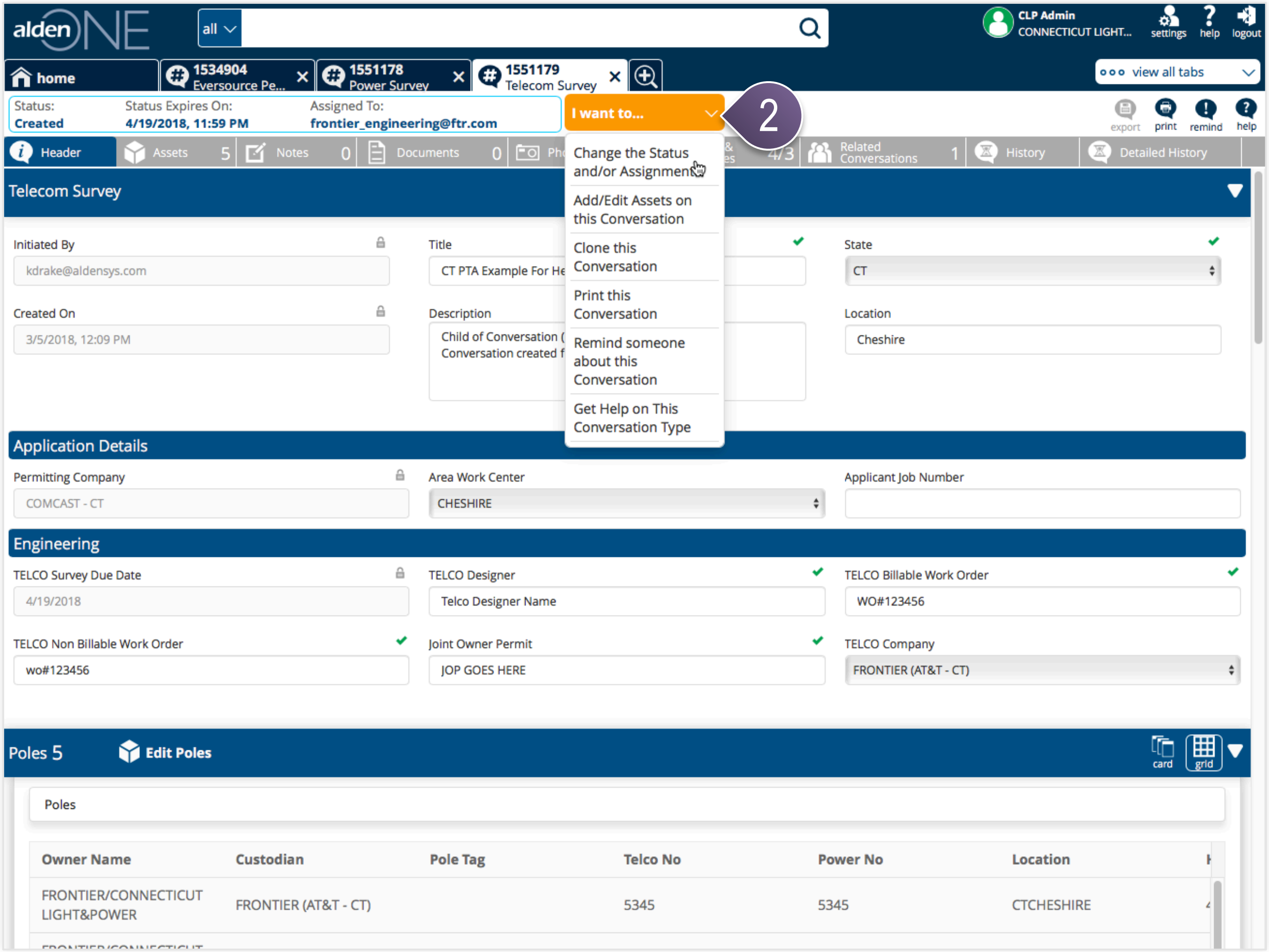
② Specify the Make-Ready action that is required here.

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."

Telecom Responsibility

Telecom Survey: **Survey Complete**



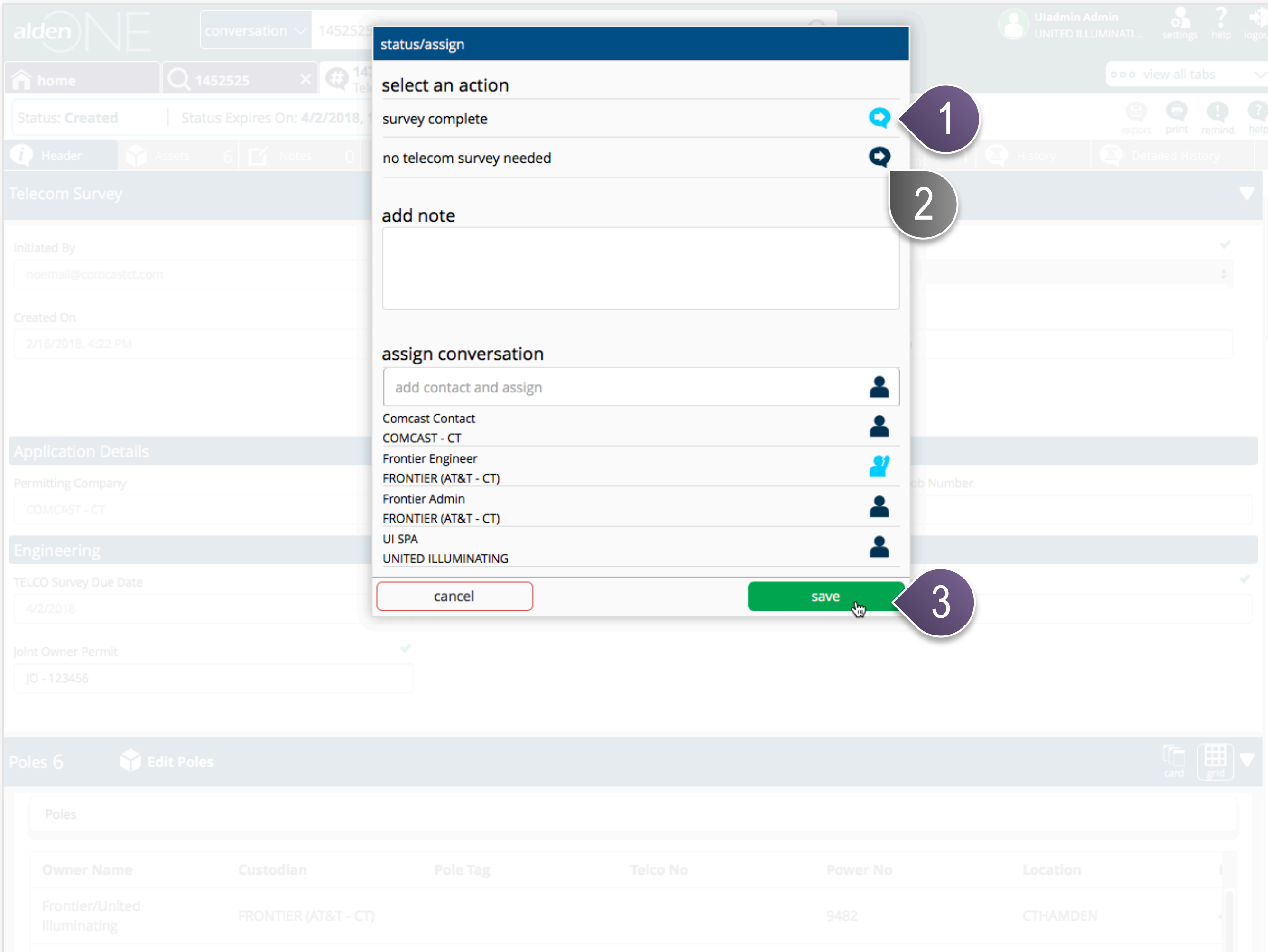
Telecom Responsibility

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 Survey: **Survey Complete**



Telecom Responsibility

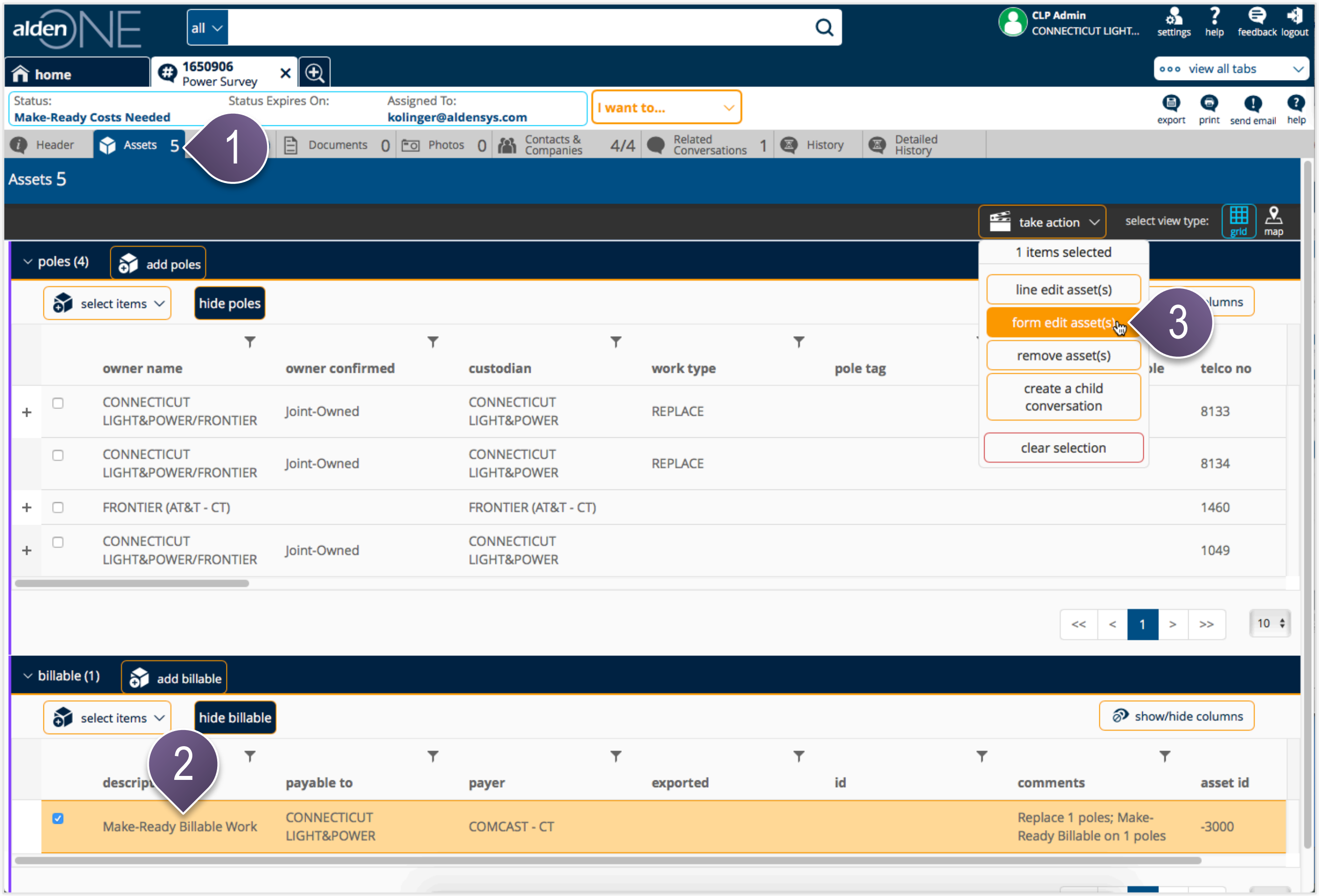
page walkthrough

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 Survey:
Make-Ready Costs Needed



page walkthrough

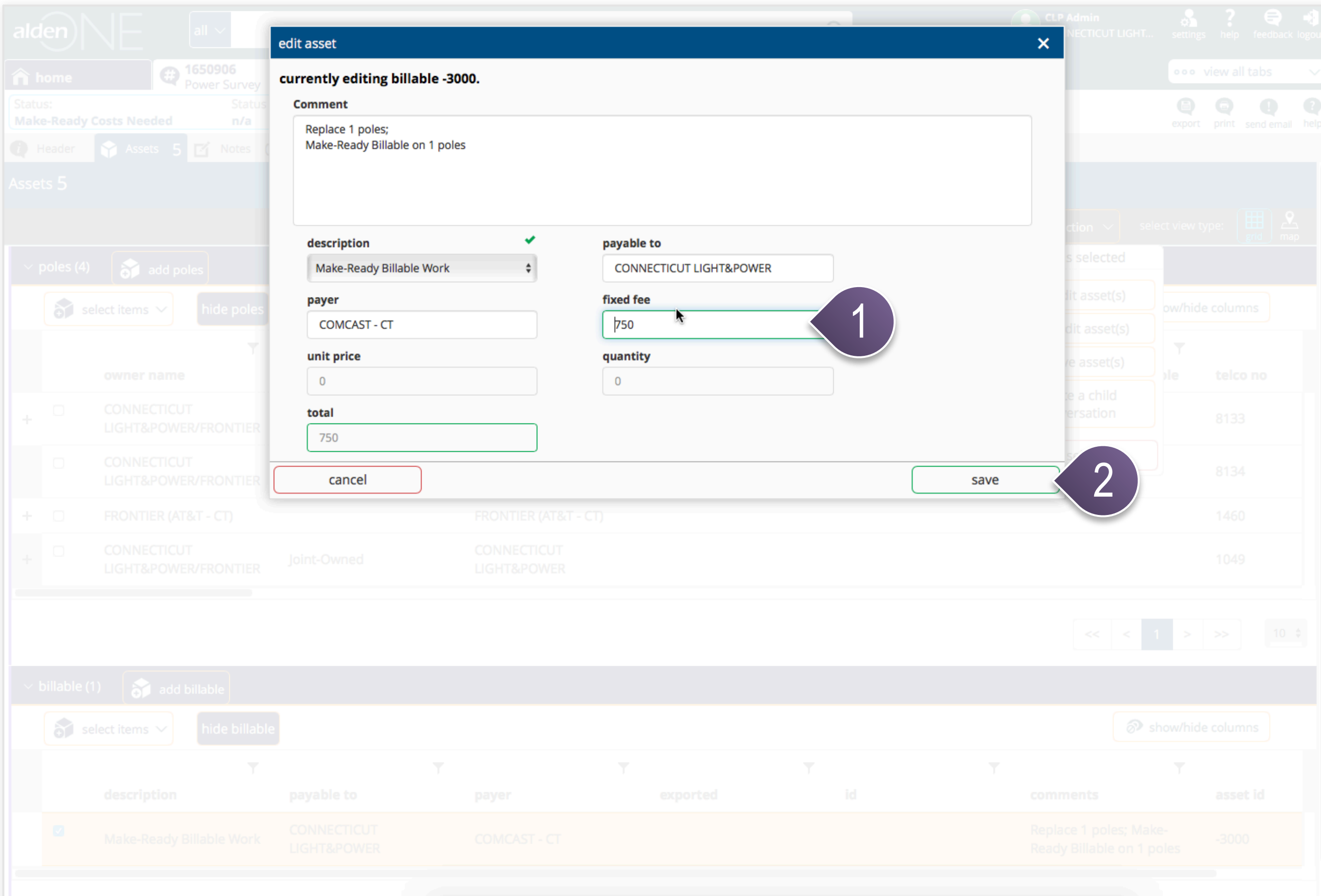
① Go to the Assets tab here.

② There will be a “Make-Ready Billable” asset in the grid. Select the asset from the grid by clicking on it.

③ Use either the Form or Line Edit Asset button to enter the Make-Ready costs.

Telecom Responsibility

Telecom Survey:
Make-Ready Costs Needed



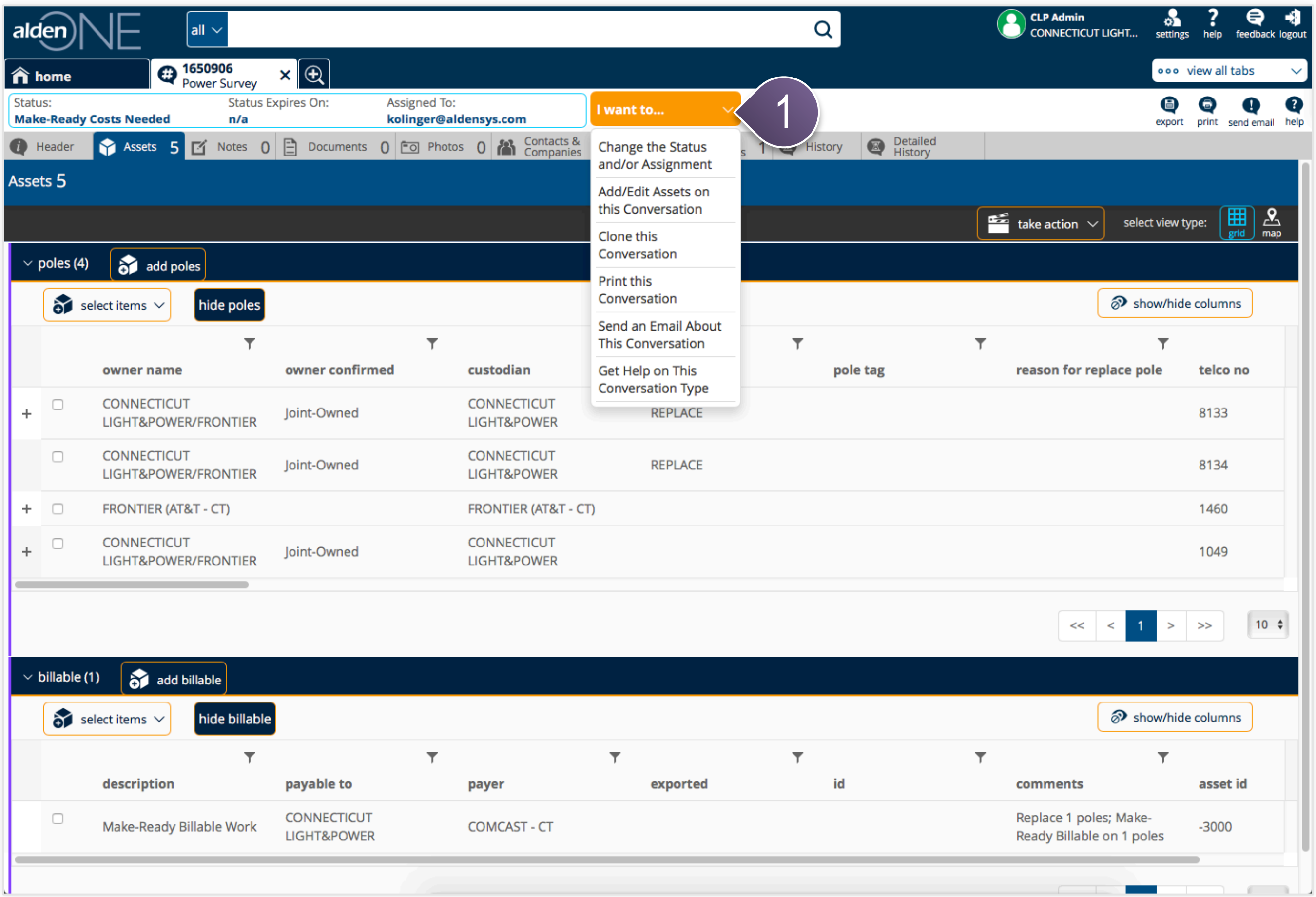
page walkthrough

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."

Telecom Responsibility

Telecom Survey:
Make-Ready Costs Needed

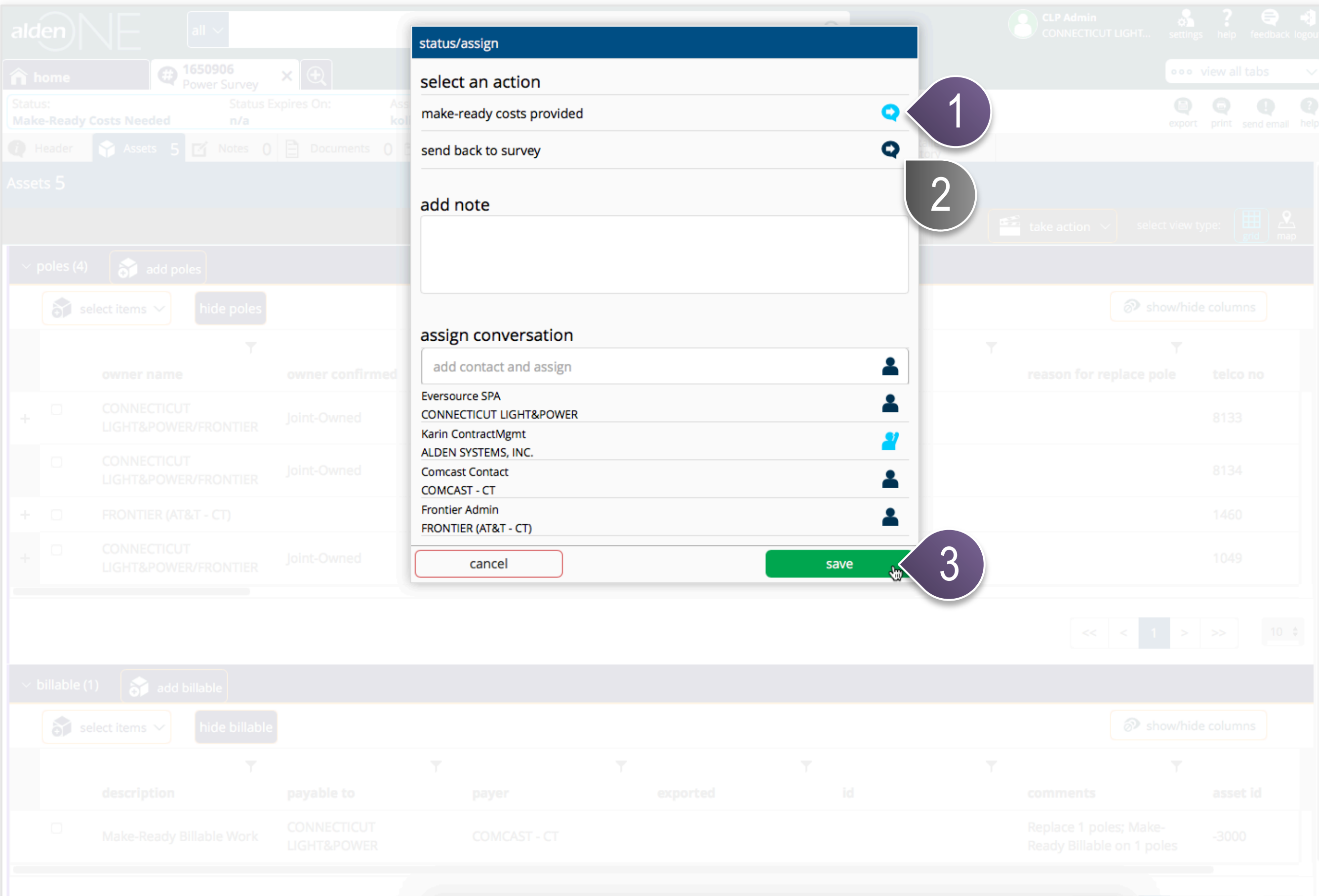


Telecom Responsibility

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



Telecom Responsibility

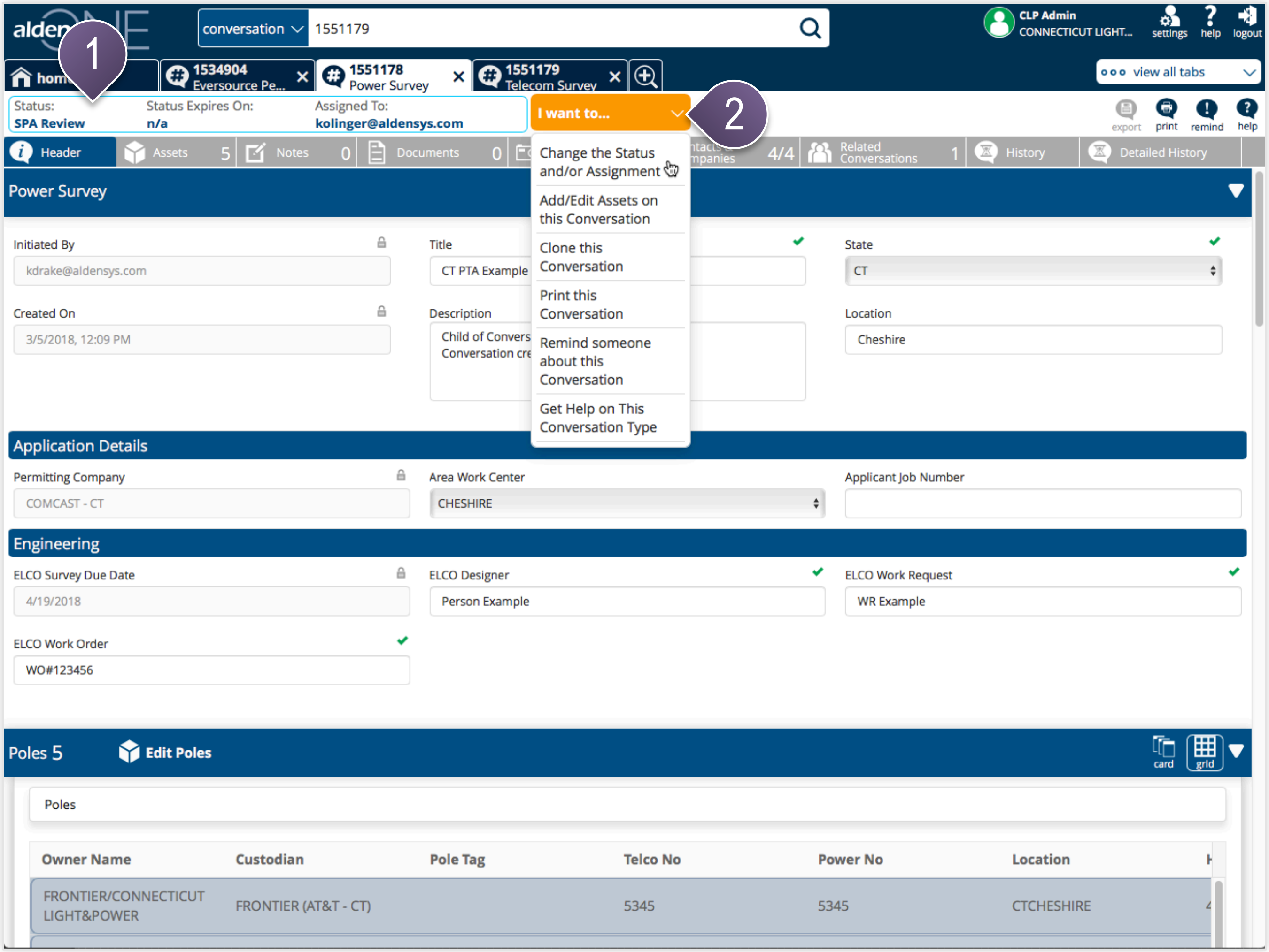
page walkthrough

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.”

Telecom Survey: **SPA Review**



SPA Team's Responsibility

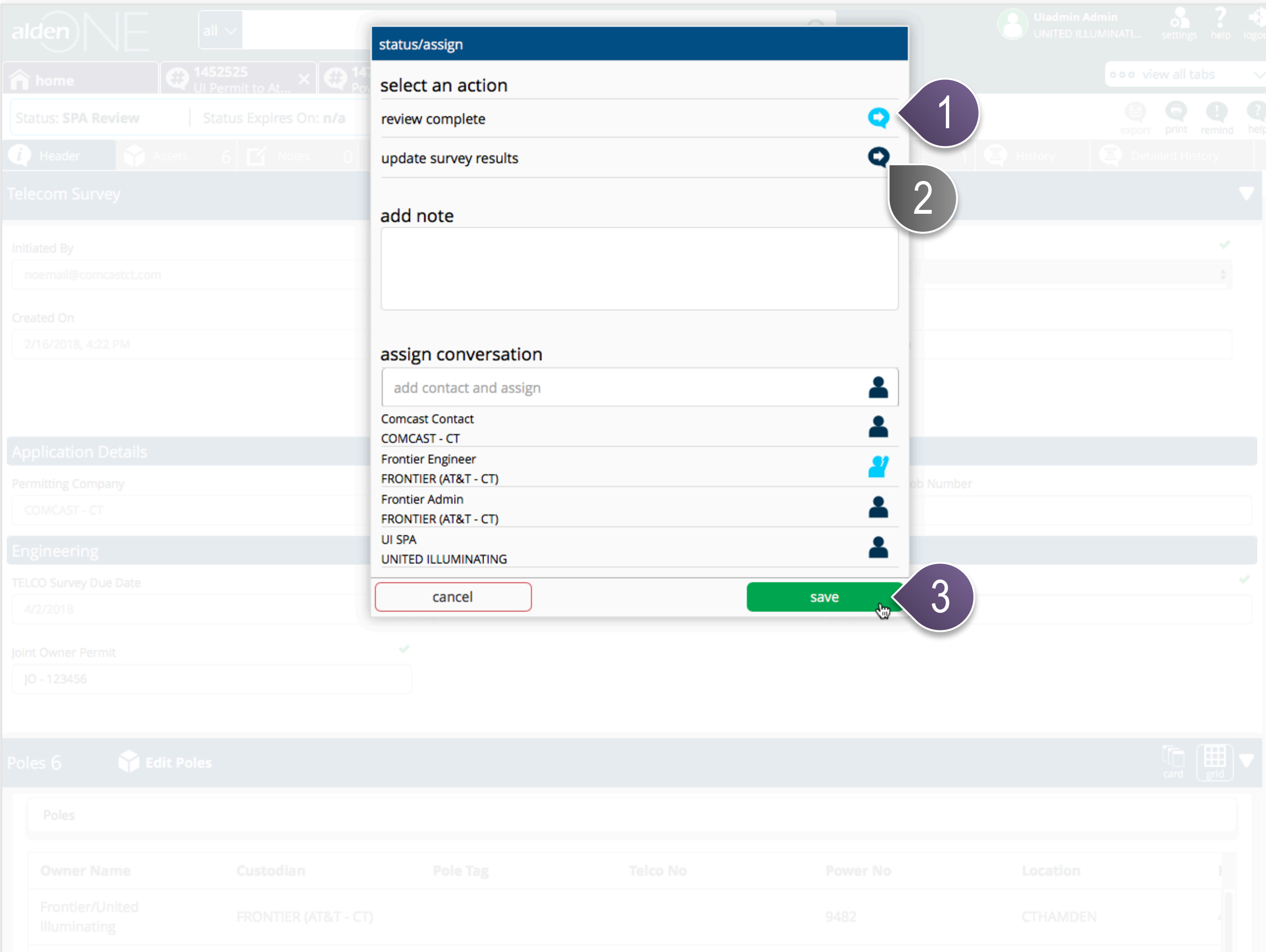
page walkthrough

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.

aldenONE Telecom Survey: **SPA Review**



SPA Team's Responsibility

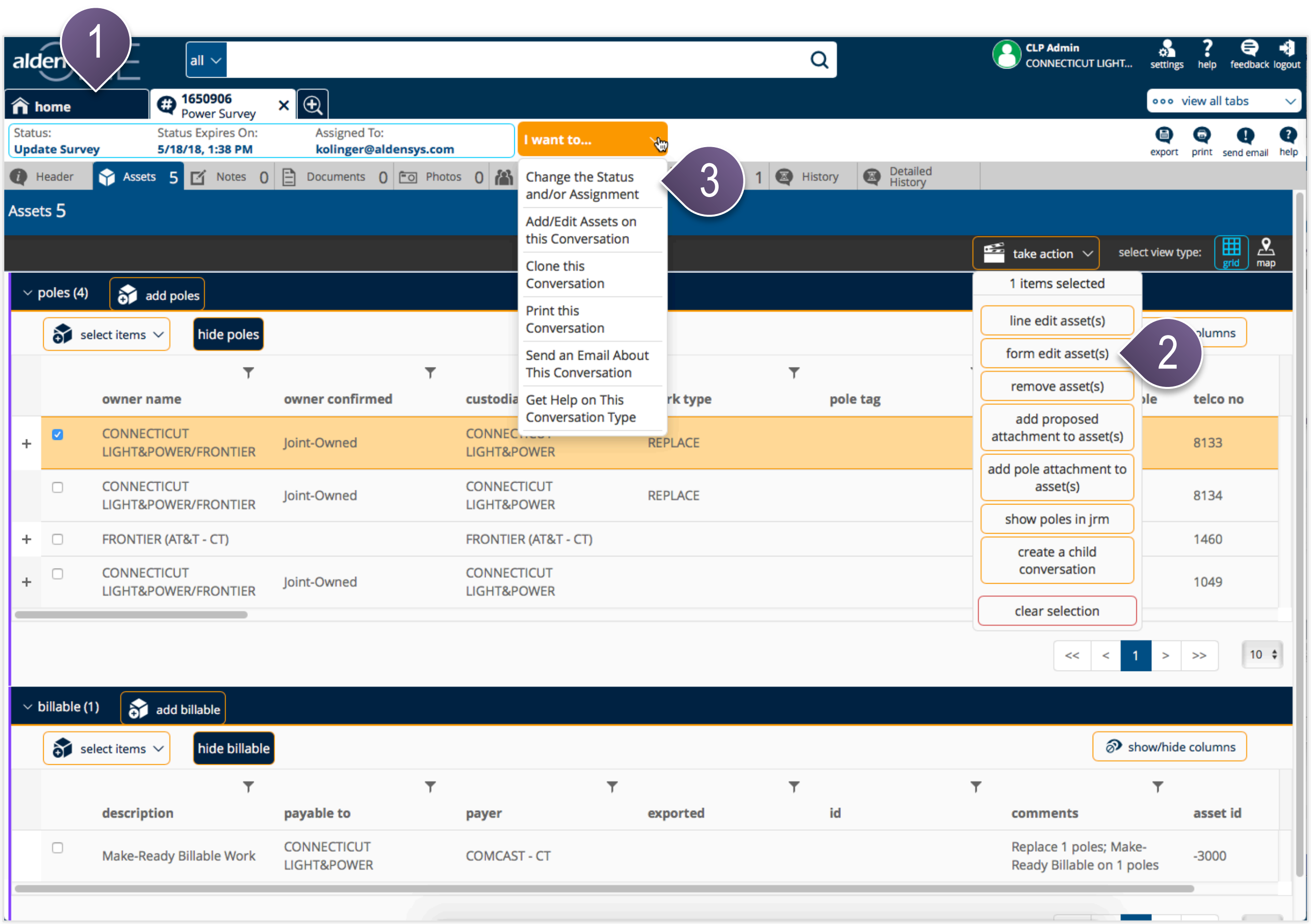
page walkthrough

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.

Telecom Survey: **Update Survey**



Telecom Responsibility

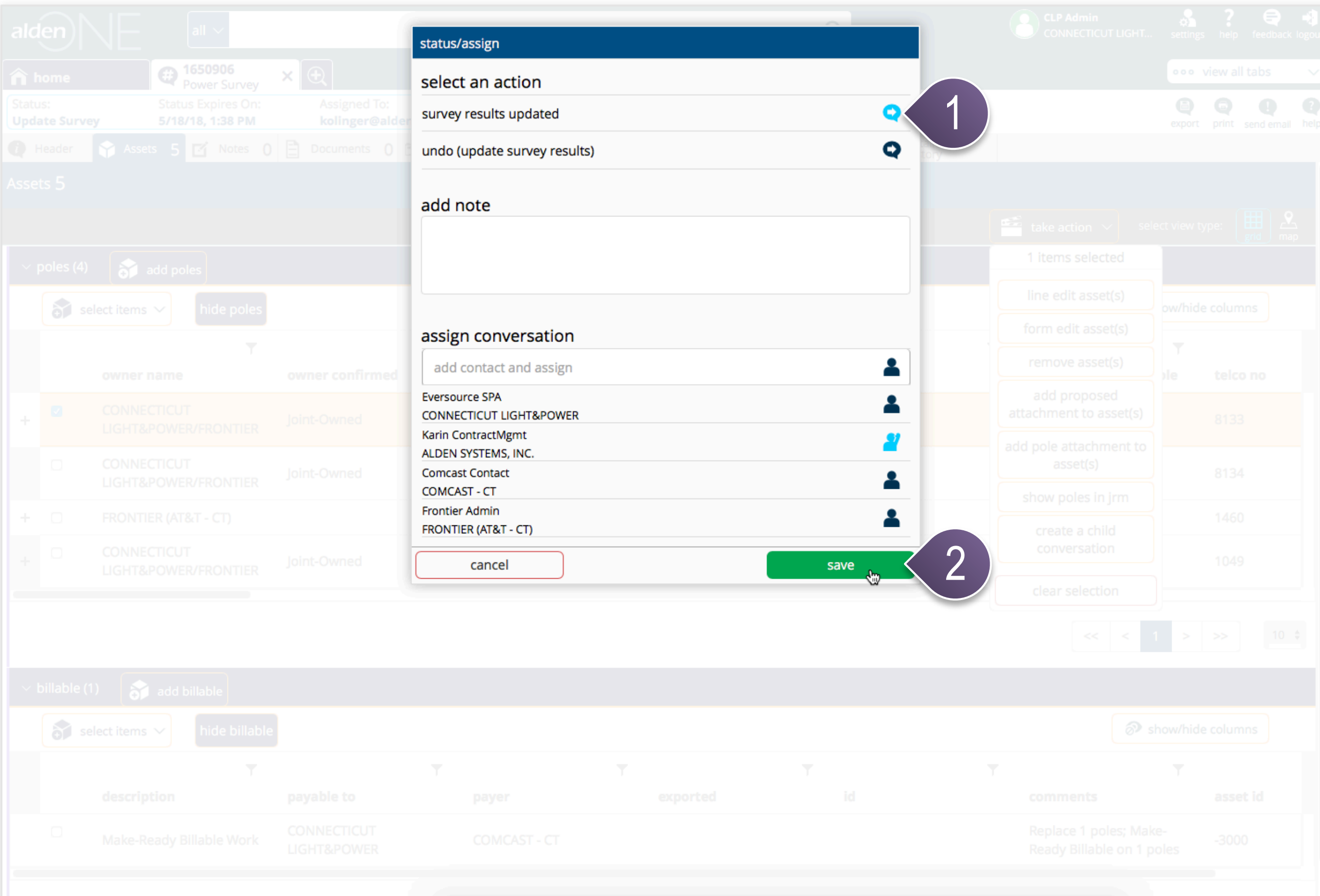
page walkthrough

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?



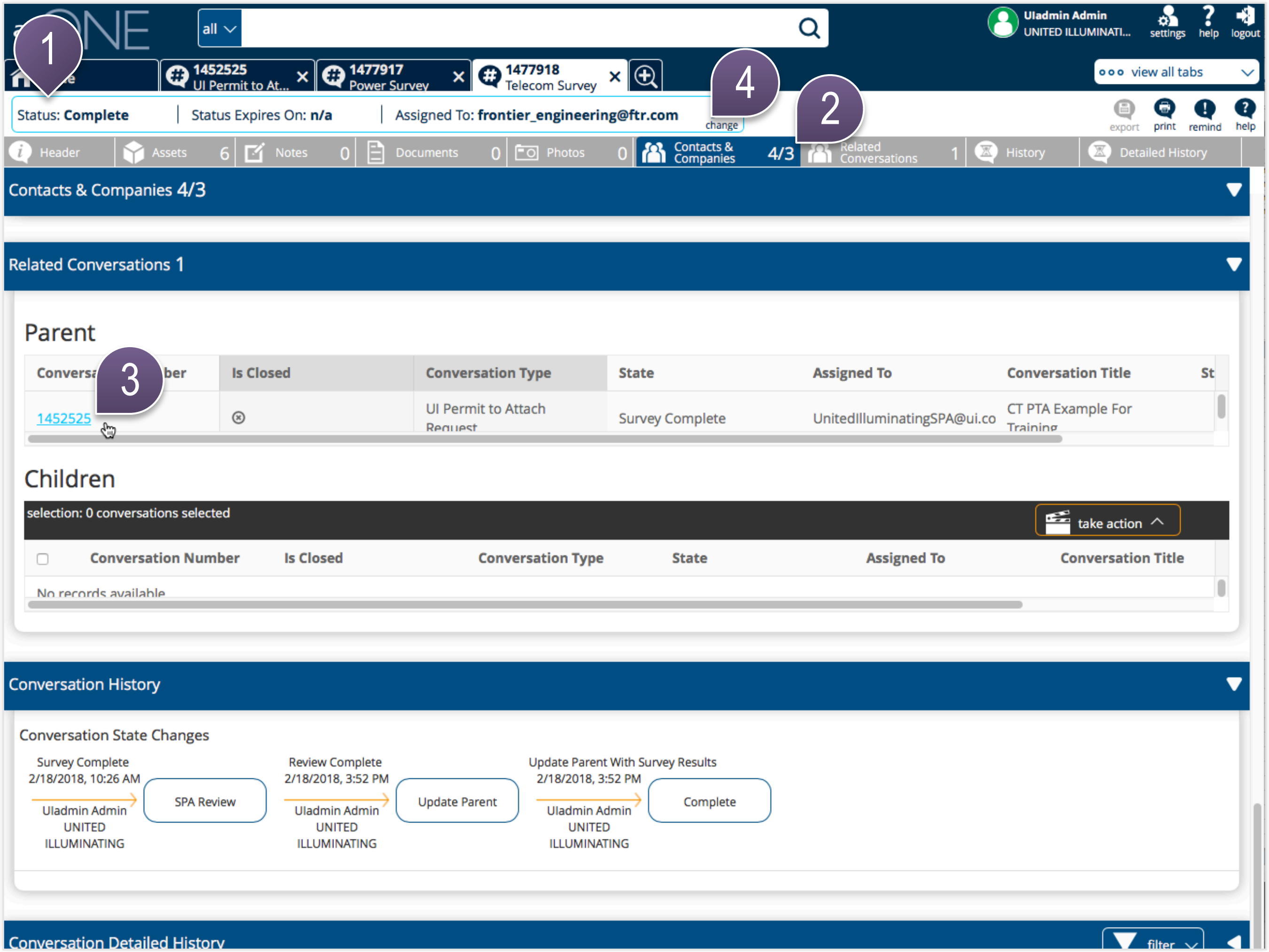
page walkthrough

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.

Telecom Responsibility

aldenONE Telecom Survey: **Complete**



SPA Team's Responsibility

page walkthrough

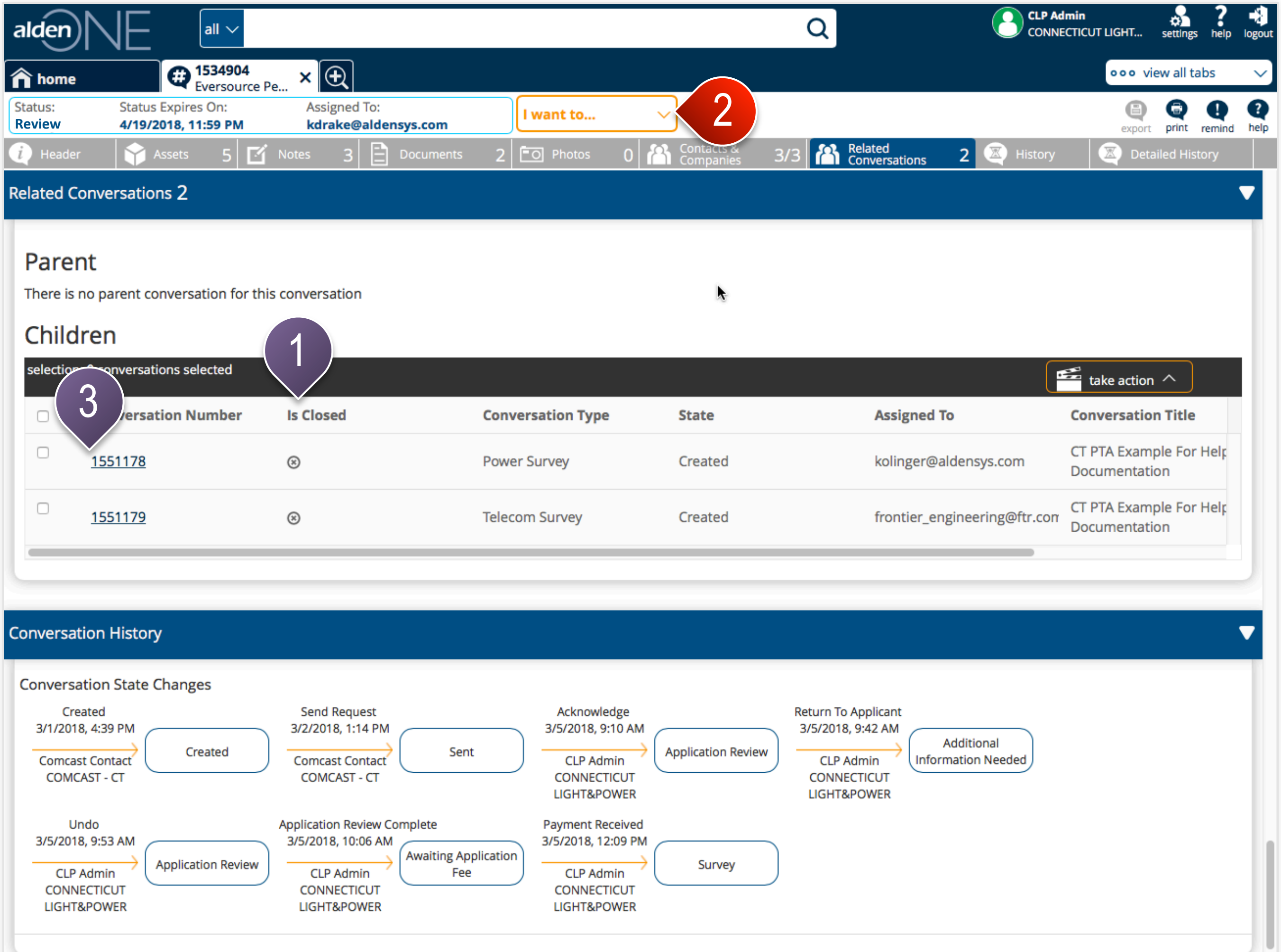
① The status is “Complete.”

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.

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



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.

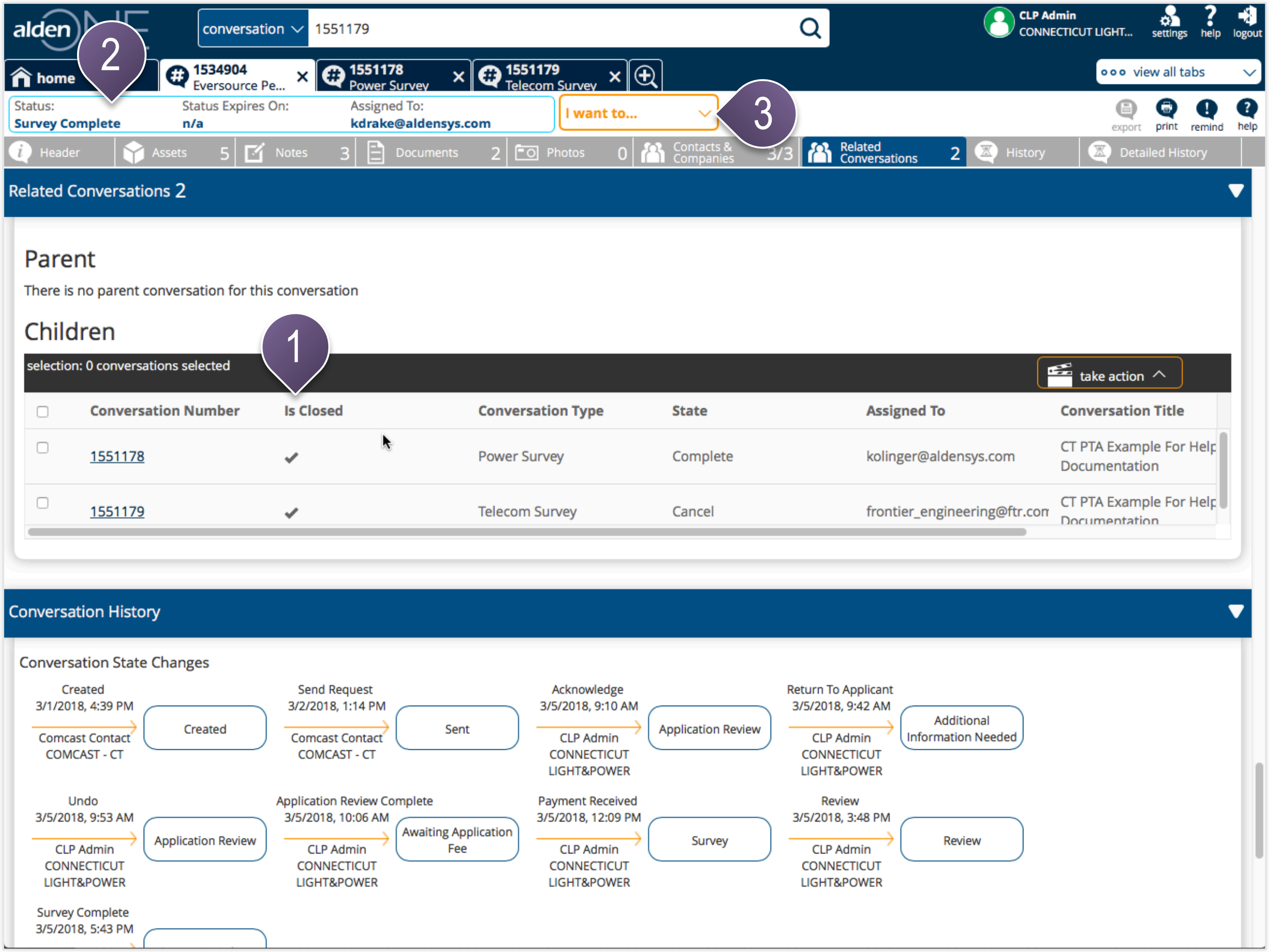
② From here, there is still nothing that can be done on this conversation until the Power Survey and Telecom Survey reach "Complete" or "Cancel" status.

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

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



page walkthrough

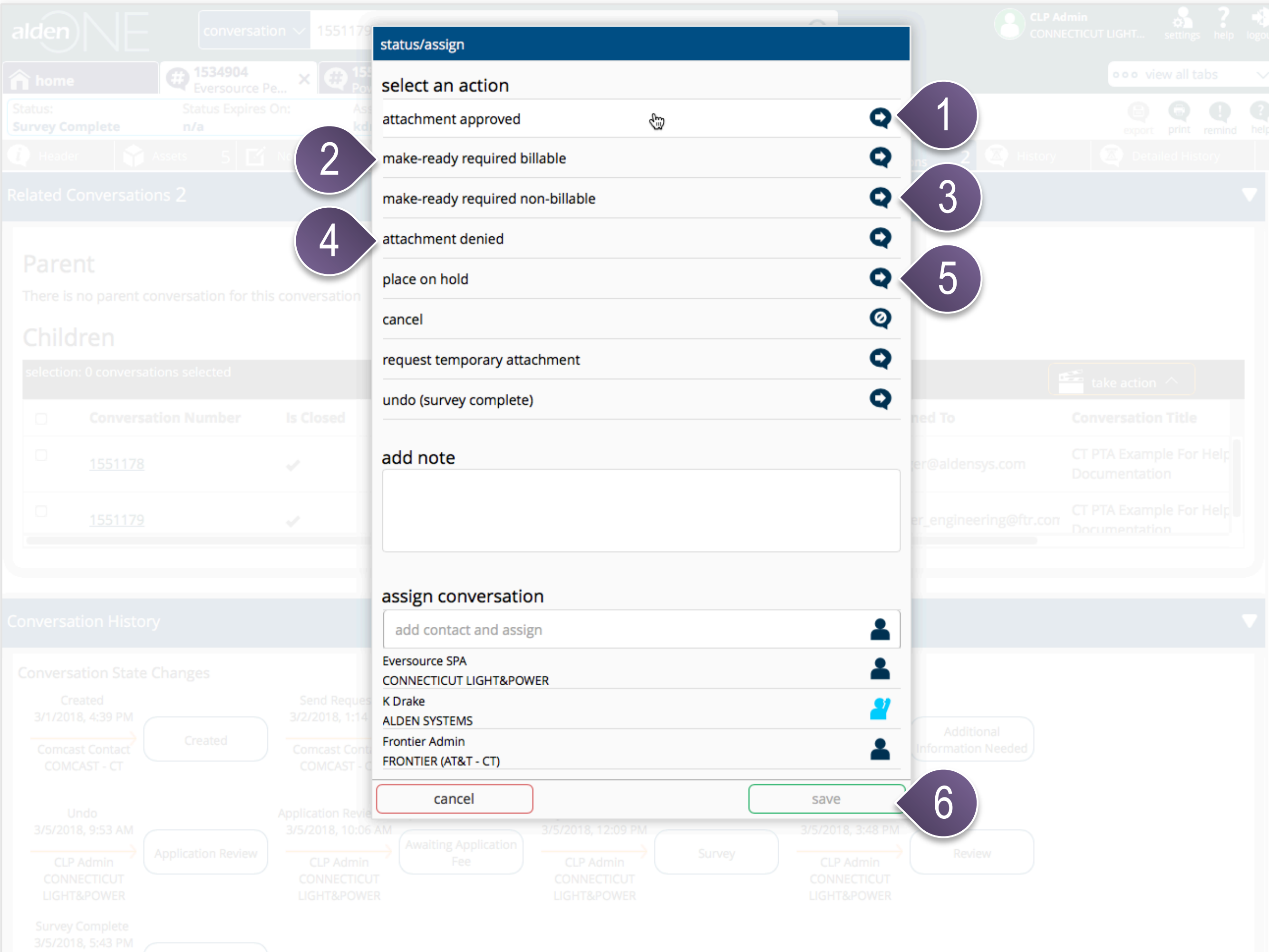
① Once **Power Survey** and **Telecom Survey** are completed, come back to the parent "Permit to Attach" conversation.

② The Status has changed to "Survey Complete".

③ If not, click "I want to…" and select "Change Status" to move the conversation forward.

SPA Team's Responsibility

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



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.