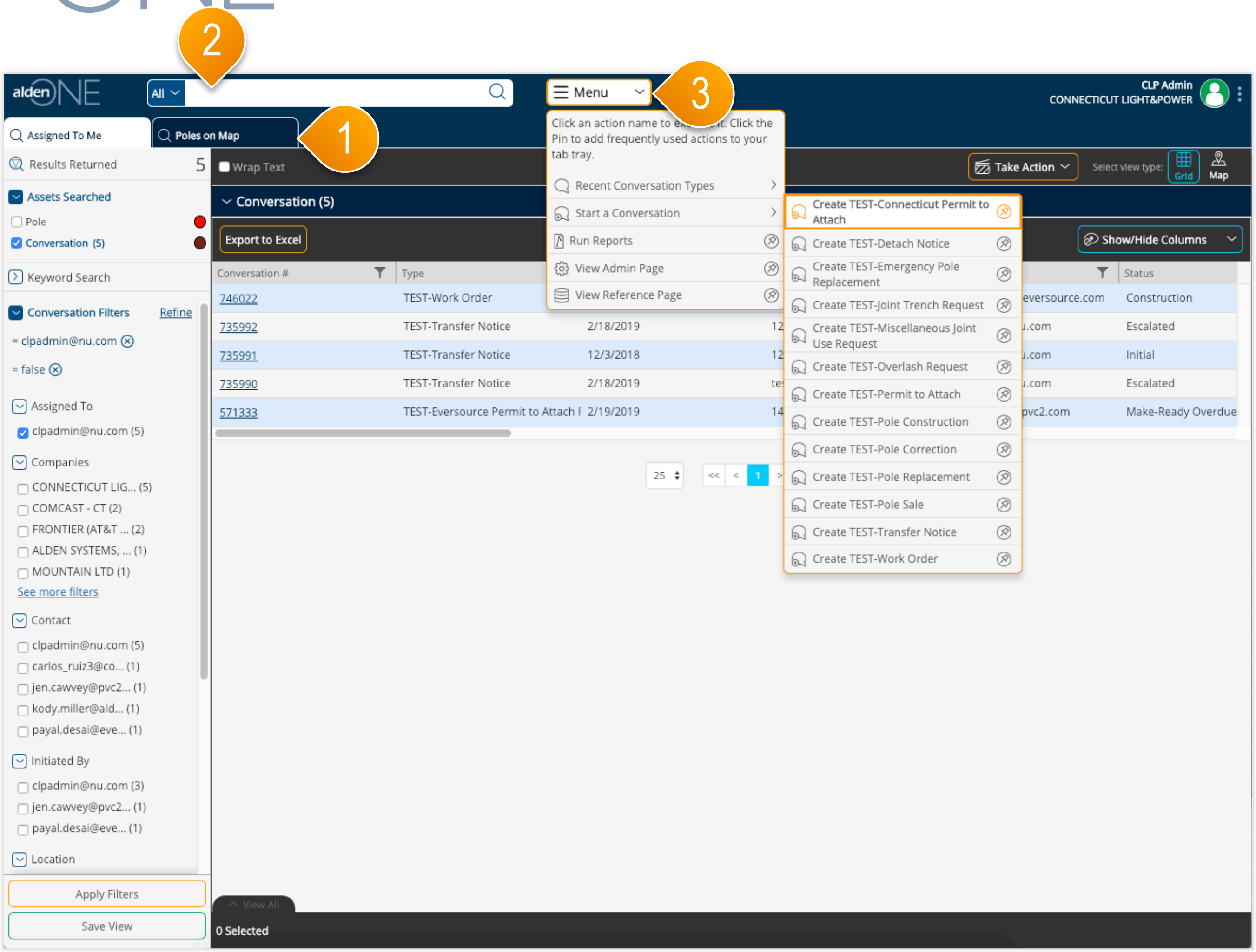
aldenONE

Initiating a Permit to Attach Conversation



page walkthrough

① The easiest first step of beginning a Permit to Attach Conversation is finding the pole or poles that need the Permitting Process. To look for the poles, click the “Poles on Map” tab, viewable from anywhere in the application. It will usually be just to the right of your home tab unless you change the order.

② If you do not see the “Poles on Map” tab, click into the Search bar and find it in your list of “Quick Searches.” Re-pin it to your tabs by using the “Pin” icon so you will have it later.

③ An alternate way to start a “Connecticut Permit to Attach” conversation is to use the “Create New Conversation” button in the “Menu,” but we recommend finding the poles first and creating a conversation that way.

Attacher’s Responsibility

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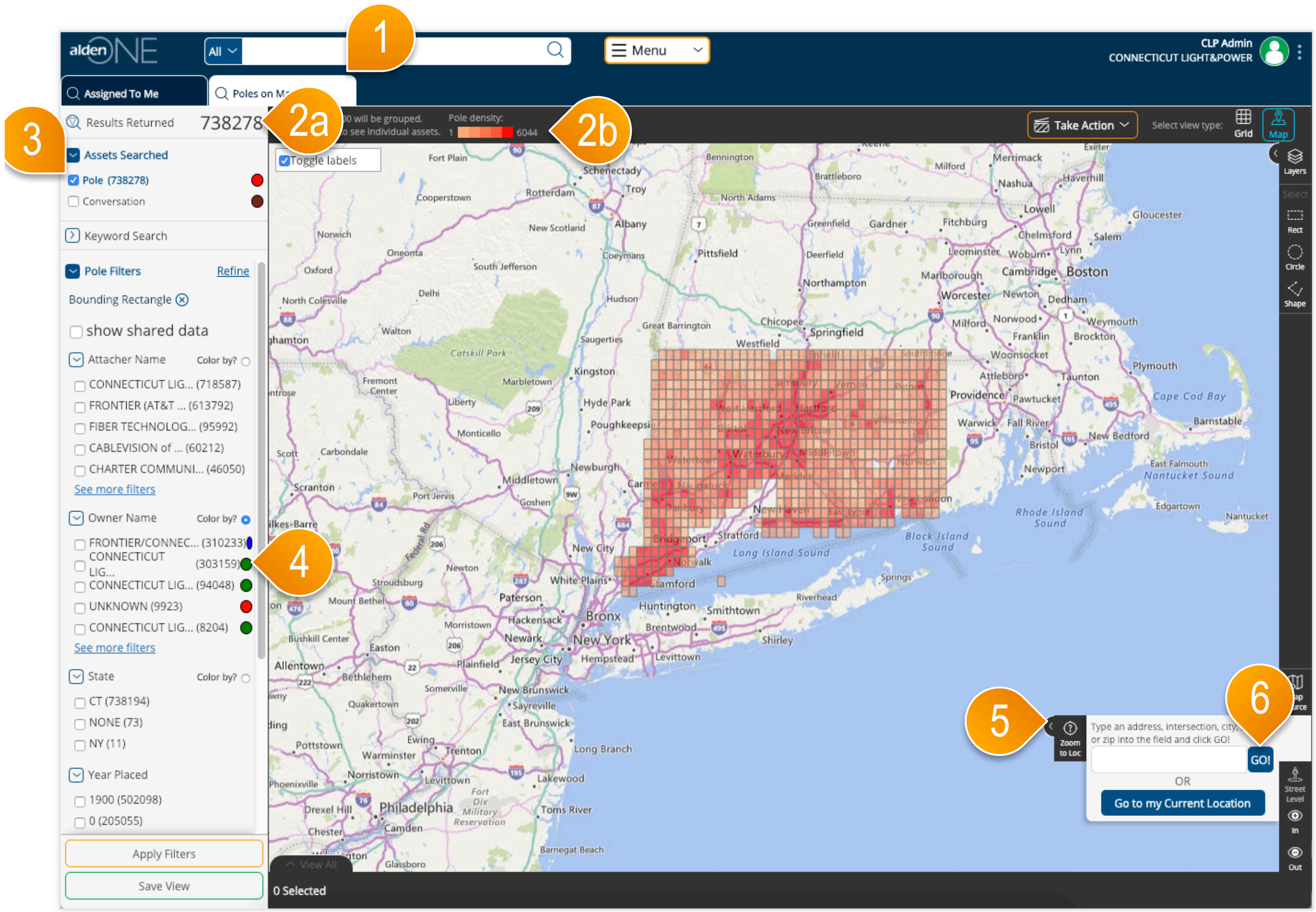

page walkthrough

① The Search opens in a new tab.

② Your number of results is shown here (**2a**), but if the results are more than 1,000, they will not all display on the map (**2b**).

③ Since searching for "Poles", make sure that only the "Pole" asset type is selected.

④ Different owning companies will be displayed in different colors. Some colors are specific to a company type, some are able to be changed. Click the circle here to change the color of the poles displayed.

⑤ Use the "Zoom to Loc" feature to zoom the map to a particular address, city, zip code, or state.

⑥ Click "GO!"

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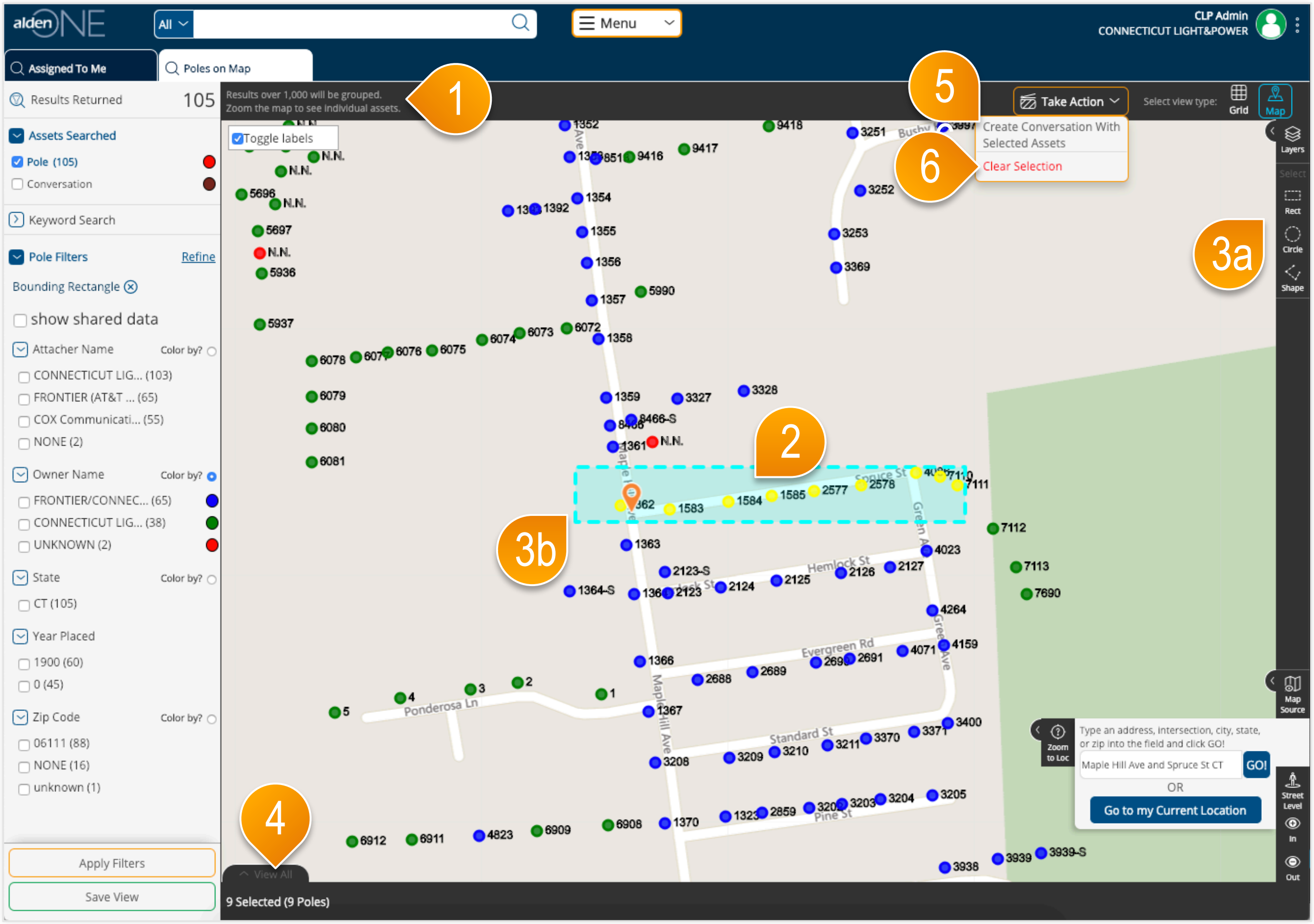

page walkthrough

① Now the results returned are under 1,000, so all the results are displayed on screen.

② Click the poles you would like to start the “Permit to Attach” conversation with. Click a selected pole to de-select it.

③ You can select a group of poles using the drawing tools here (**3a**). Click a shape tool, then click the map where you want to start drawing your shape. The rectangle tool was used to draw the shape in the middle of the screen. The selected poles are in yellow (**3b**).

④ To view more information about the selected poles, open this tray at the bottom of the screen.

⑤ Create a conversation with the selected poles by using this button here.

⑥ Clear all the poles selected with this button.

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① Create a conversation with the selected poles by using this button here.

② Click “View All” to expand the tray and get more details about the selected poles.

③ View basic information about each pole here.

④ View more detailed information about a pole by opening it here.

⑤ Remove a pole from the selection by clicking the “x” here at the top right of a card.

⑥ Clear all the selected poles with this button.

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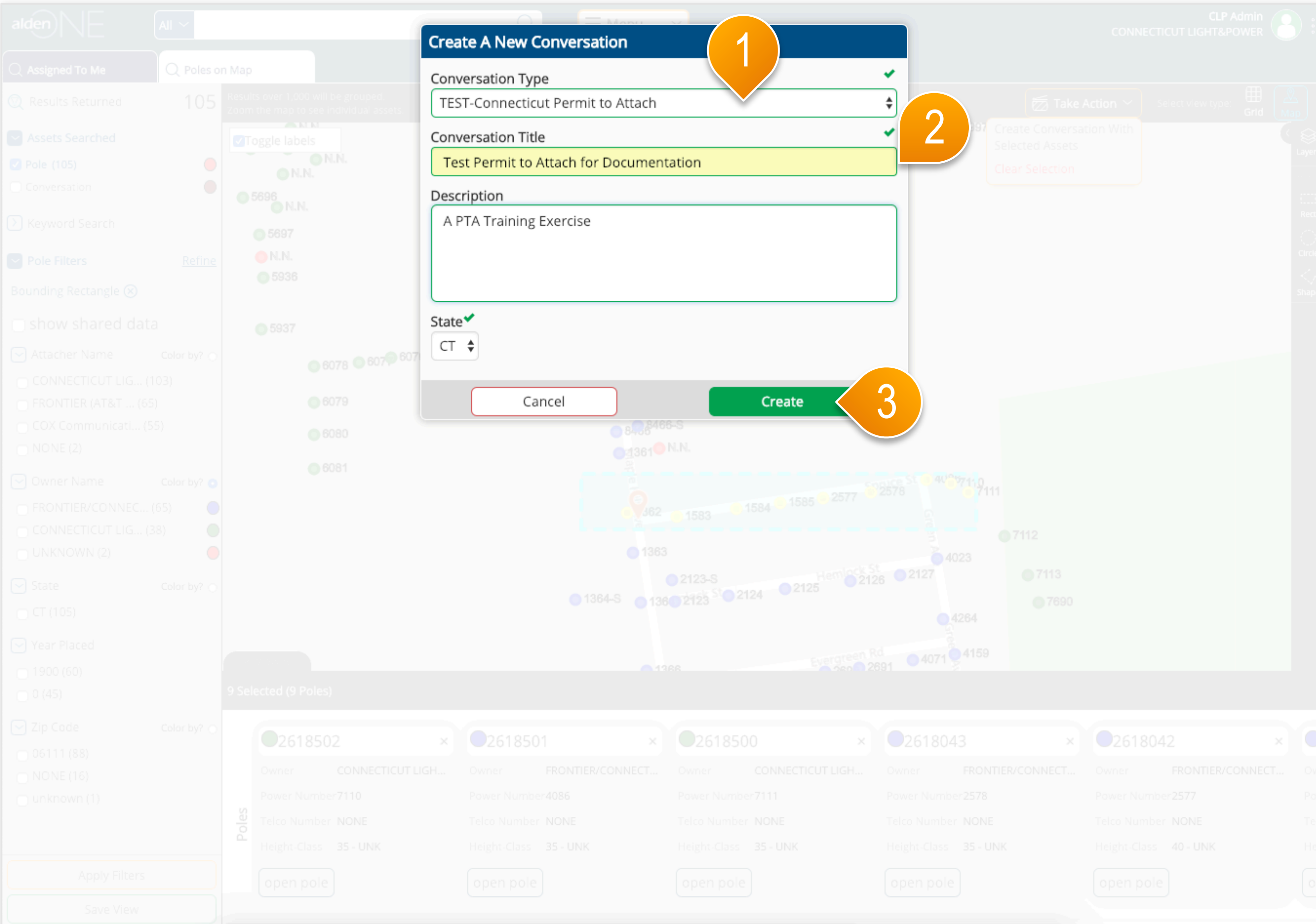

page walkthrough

① Select the Conversation type "Connecticut Permit to Attach."

② Fill in the required fields and add a "Description," if appropriate.

③ Click "Create."

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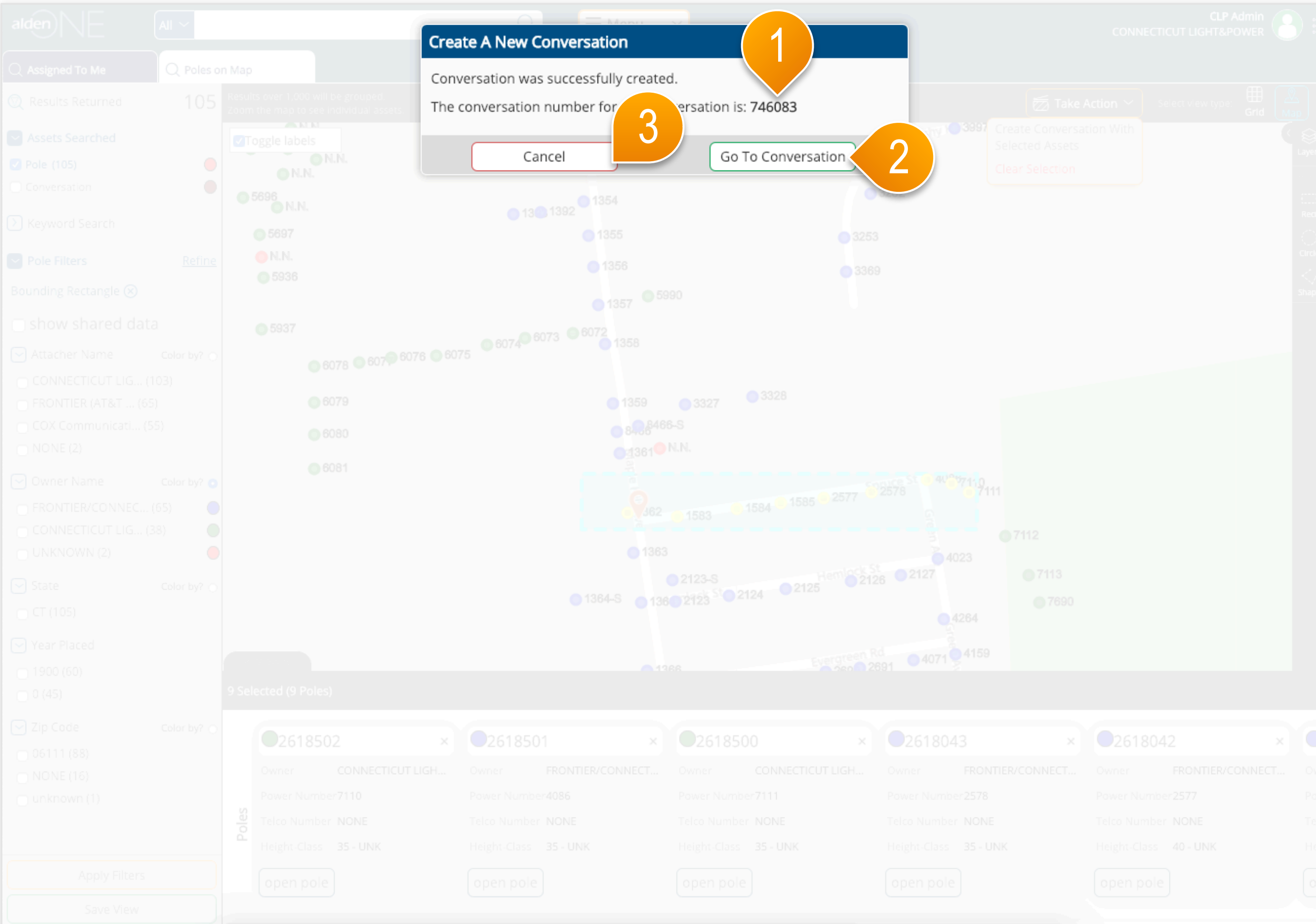

Attacher's Responsibility

page walkthrough

① The conversation will be given a unique ID number for you. This will also show up on your home screen under the "Initiated By Me" button or on the dashboard by selecting "Initiated by me" on the dropdown.

② If you would like to view this new conversation, click "Go to conversation."

③ If you don't want to see the conversation, click this "Cancel" to close this tab. **This will NOT cancel your conversation.**