

The screenshot displays the aldenONE web application interface. At the top, there is a search bar and user information for 'CLP Admin'. Below the search bar, a navigation bar shows the current status as 'Sent' and the assigned user as 'clpadmin@nu.com'. A dropdown menu labeled 'I want to...' is open, showing options: 'Change the Status and/or Assignment', 'Add Assets', 'Edit Assets', 'Clone', 'Print', 'Send an Email', 'Export', and 'Get Help on This Conversation Type'. A map below shows a street network with several assets marked by red dots and labeled with numbers (e.g., 13121, 3059, 3061, 3062, 3063, 11681, 11736, 13123, 2294, 2298, 3317, 3318, 3319, 2007, -1). A sidebar on the left contains navigation options like 'Assets', 'Notes', 'Documents', 'Photos', 'Contacts & Companies', 'Related Conversations', 'History', and 'Detailed History'. A bottom right panel shows a location search bar and zoom controls.

SPA Team's Responsibility

## page walkthrough

- ① To move the conversation forward (or back to the applicant for more information) click the "I want to..." dropdown here and select "Change Status."

The screenshot shows the 'aldenONE' interface with a 'Change Status and/or Assign Conversation' dialog box open. The dialog box has three numbered callouts:

- 1: Points to the 'Select an Action' section where 'Acknowledge' is selected.
- 2: Points to the 'Assign Conversation' section where a contact is being selected.
- 3: Points to the 'Save' button at the bottom right of the dialog.

## page walkthrough

- ① If everything on the conversation is in order, the SPA Team will “Acknowledge” the Permit to Attach Request. This will move the application into queue to be reviewed for accuracy and verification that required documents have been uploaded.
- ② Add a note for additional information, if desired.
- ③ Click “Save” to save your changes.

The screenshot shows the 'alden ONE' application interface. The top navigation bar includes 'alden ONE', a search bar, a 'Menu' button, and user information for 'CLP Admin'. The main content area is titled 'Application Review' and shows details for application '746126 TEST-Eversource Permit to ...'. The interface is divided into sections: 'Application Details' (including Permitting Company, Bonding Work, and Applicant Job Number), 'Engineering - Power' (with fields for ELCO Survey Start/End Dates, Designer, and Work Orders), 'Engineering - Telco' (with fields for TELCO Survey Start/End Dates, Designer, and Work Orders), and 'Construction'. A dropdown menu titled 'I want to...' is open, showing options like 'Change the Status and/or Assignment', 'Add Assets', 'Edit Assets', 'Clone', 'Change Parent Conversation', 'Remove Parent Conversation', 'Print', 'Send an Email', 'Export', and 'Get Help on This Conversation Type'. A red circle with the number '2' highlights the dropdown menu. A red circle with the number '1' is located at the bottom left of the screenshot.

1

SPA Team's Responsibility

## page walkthrough

- ① The application has been acknowledged and must now be reviewed.
- ② Once reviewed, the SPA Team will either confirm or deny the application. To do this, the SPA Team will click the "I want to..." button to change the status.

## page walkthrough

- ① If the review is complete and there are no issues with the application, the SPA Team will select “Application Review Complete.”
- ② **If something needs to be changed** by the Attacher, the Owner can return the conversation to the Attacher here. If this option is selected, a note must be added as well.
- ③ Unless required by choosing “Return to Applicant,” adding a note is optional. You may add a note for additional information, if desired.
- ④ Click “Save” to save your changes.
- ⑤ **Note:** Once submitted, two documents are generated and uploaded to the documents in the conversation for the Attacher to complete:
  - Exhibit A: a structure access request; and The Application Fee Payment form.
  - Exhibit B: the pole list with proposed attachment information.

An email will be sent out to all parties involved with the documents and confirming the application was received (planned for July 2018).