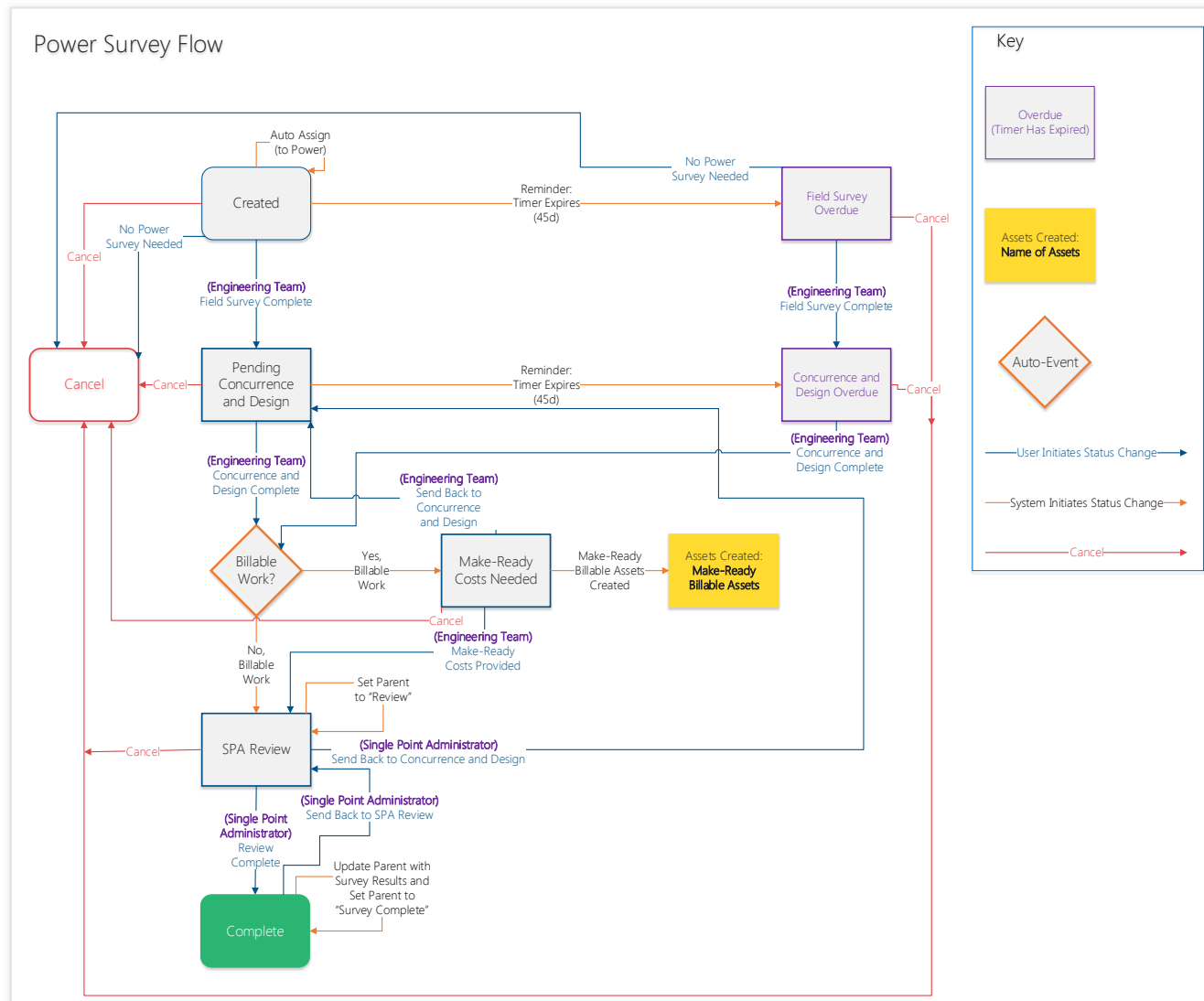# Power Survey: Process Walkthrough

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

Use Ctrl+F on your keyboard (Cmd+F on a Mac) to search this document for keywords or for process steps.

Power Survey: **Process Diagram**

alden ONE

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.

Power Survey Flow

Auto Assign (to Power)

No Power Survey Needed

Created

Reminder: Timer Expires (45d)

Field Survey Overdue

Cancel

No Power Survey Needed

Cancel

(Engineering Team) Field Survey Complete

(Engineering Team) Field Survey Complete

Cancel —Cancel—

Pending Concurrence and Design

Reminder: Timer Expires (45d)

Concurrence and Design Overdue

Cancel

(Engineering Team) Concurrence and Design Complete

(Engineering Team) Concurrence and Design Complete

(Engineering Team) Concurrence and Design Complete

(Engineering Team) Send Back to Concurrence and Design

Billable Work?

Yes, Billable Work

Make-Ready Costs Needed

Make-Ready Billable Assets Created

Assets Created: **Make-Ready Billable Assets**

Cancel

(Engineering Team) Make-Ready Costs Provided

No, Billable Work

Set Parent to "Review"

Cancel

SPA Review

(Single Point Administrator) Send Back to Concurrence and Design

(Single Point Administrator) Send Back to SPA Review

(Single Point Administrator) Review Complete

Update Parent with Survey Results and Set Parent to "Survey Complete"

Complete

Key

Overdue (Timer Has Expired)

Assets Created: **Name of Assets**

Auto-Event

User Initiates Status Change

System Initiates Status Change

Cancel

Power Survey: **Created** Pending Field Survey
What do I do now?

page walkthrough

① The Power 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.

Engineering Team's Responsibility

Power Survey: **Created** **Pending Field Survey**
What do I do now?

page walkthrough

① On a Power Survey the required fields in the "Header" section, marked in a red outline, will need to be filled in before moving to the next status.

② When all changes are made, click the "Save Changes" button at the bottom center of the screen.

③ To move the conversation forward, click the "I want to…" button then select "Change the Status" to change the status of the conversation, reassign it, and/or add a note.

Engineering Team's Responsibility

![alden ONE logo]

Power Survey: **Created** Pending Field Survey
What do I do now?

page walkthrough

① When the field survey is completed, mark it completed here. This action will take the conversation to "Pending Concurrence and Design."

② If no survey was needed, mark it here. This action will cancel this Power Survey conversation.

③ Click save to apply the changes.

Engineering Team's Responsibility

page walkthrough

① To require a pole replacement, go to the Assets tab, then find the pages titles **"Pole Replacement Required."**

② To require make-ready work, go to the Assets tab and then follow the directions on the pages titled **"Requiring Make-Ready Work."**

③ Once Concurrence is met and Design is complete, send the conversation to the next step by selecting **Change Status from the "I want to..." menu.**

④ Occasionally an attachment will be found during the Survey process that is not reflected in Alden One. **Please notify the SPA team through email at:** SinglePoleAdministration@eversource.com and have the attachments added.

Engineering Team's Responsibility

Power Survey: **Pole Replacement Required**

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 selected poles, select "Form Edit Assets."

④ To make different changes for all selected assets, select "Line Edit Assets."

Engineering Team's Responsibility

Power Survey: **Pole Replacement Required**

page walkthrough

① Once the Form Edit Asset window comes up, you are making the same changes to ALL selected assets. **If different changes/additions are wanted on one or more assets, use the "Line Edit Asset" function.**

② Select the Owner Confirmed. The choices are:
-100% Power Owned
-100% Telco Owned
-Joint Owned
-Private Owner.

③ To indicate a pole needs to be replaced, select "Replace" under work type.

④ Select whether or not the Pole Replacement is billable.

⑤ Fill in the other required fields and any other fields you have information for.

⑥ Click "Save."

⑦ 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.

Engineering Team's Responsibility

Power Survey: **Pole Replacement Required**

page walkthrough

① Once the Line Edit Asset window comes up, each selected Asset will be on it's own row. This edit method allows you to do something different to each selected asset. **If the same changes/additions are wanted on all selected assets, use the "Form edit assets" function instead.**

② Select the Owner Confirmed. The choices are:
-100% Power Owned
-100% Telco Owned
-Joint Owned
-Private Owner.

③ To indicate a pole needs to be replaced, select "Replace" under work type.

④ Select whether or not the Pole Replacement is billable.

⑤ 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.**

⑥ Click "Save."

⑦ 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.

Engineering Team's Responsibility

Power Survey:
Requiring Make-Ready Work

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.**

Engineering Team's Responsibility

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Power Survey:
Requiring Make-Ready Work

page walkthrough

① **In Form Edit Window,** 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."

Engineering Team's Responsibility

Power Survey:
Requiring Make-Ready Work

page walkthrough

① **In Line Edit Window,** if Make-Ready work is required, select the Work Type "Make-Ready."

② 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.**

③ Specify the Make-Ready action that is required here.

④ Click "Save."

Engineering Team's Responsibility

Power Survey: **Pending Concurrence and Design** – What do I do now?
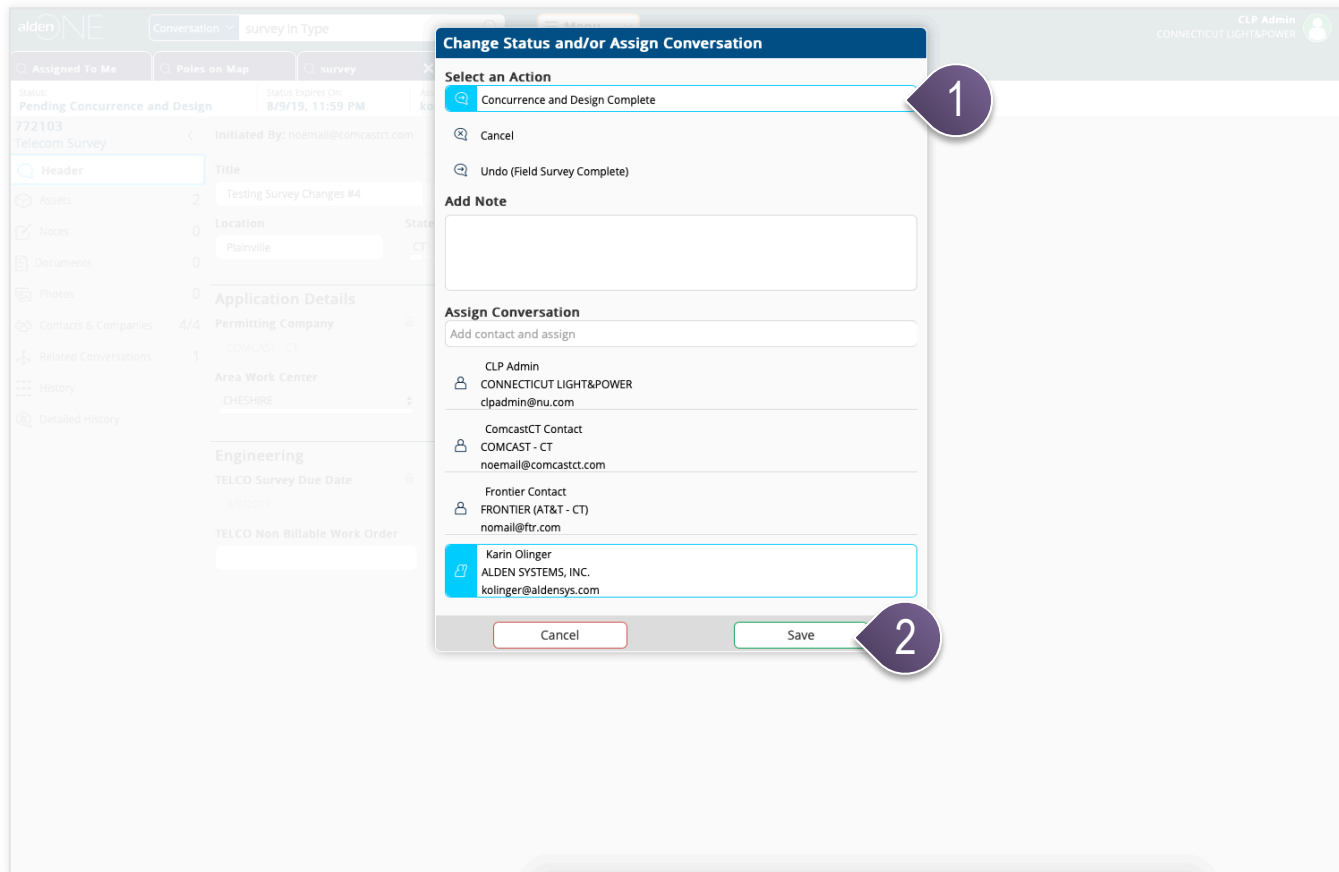
① When the Concurrence is met and Design is complete, mark it completed here. This action will take the conversation to "Make-Ready Costs Needed" or "SPA Review" depending upon if billable work is required on any of the assets on this conversation.

② Click "Save" to continue.

Engineering Team's Responsibility

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Power Survey:
Make-Ready Costs Needed – What do I do now?

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 To make the same changes to all of the selected items at the same time, select "Form edit asset(s)."

④ To make individual changes to each of the selected assets, select "Line edit asset(s)."

Engineering Team's Responsibility

Power Survey:
Make-Ready Costs Needed – What do I do now?

① This is the interface for the "Form Edit." This will make the same changes for all selected assets.

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

③ Click "Save."

Engineering Team's Responsibility

Power Survey:
Make-Ready Costs Needed – What do I do now?

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

Engineering Team's Responsibility

Power Survey:
Make-Ready Costs Needed – What do I do now?

Engineering Team's Responsibility
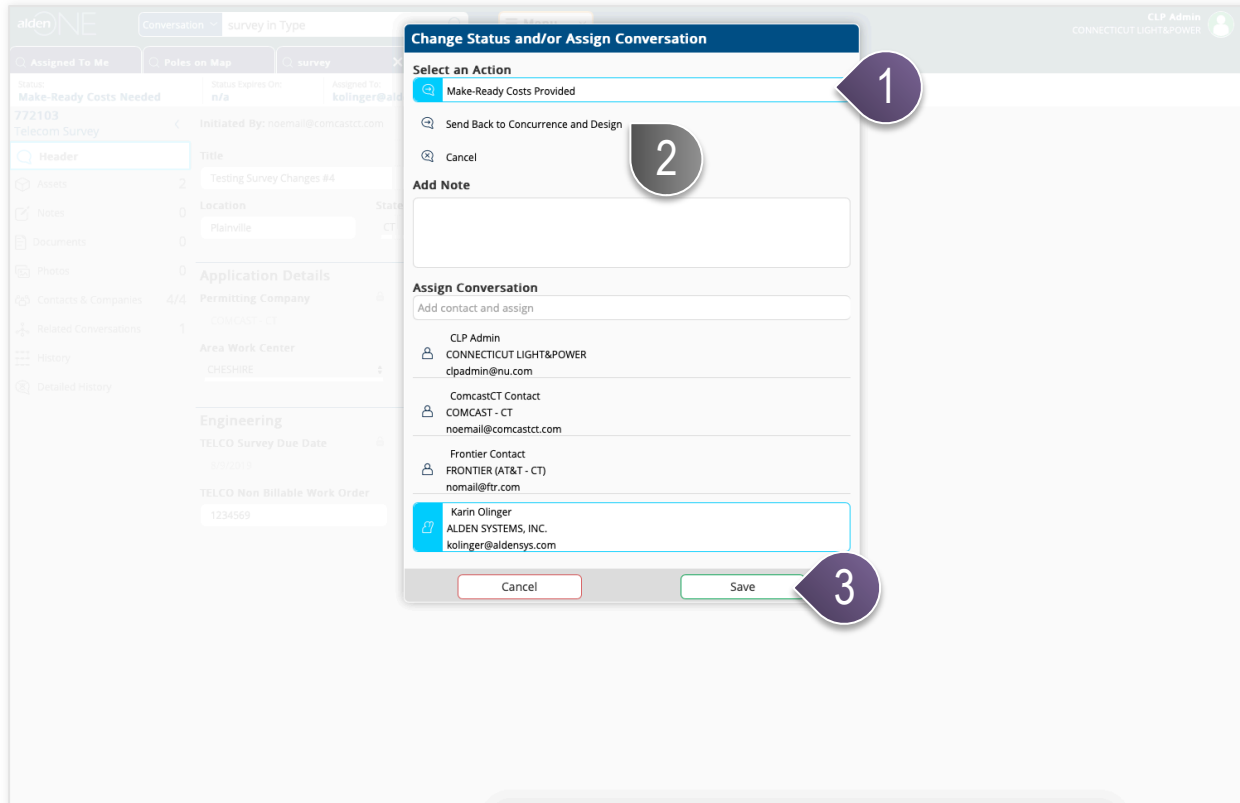
page walkthrough

① To move the conversation forward, select "Make-Ready Costs Provided."

② If the Make-Ready work is not billable, move the conversation back to "Pending Concurrence and Design" status and then change the billable indicator on the pole and/or attachment from 'Y' to 'N'. Remove the Make-Ready billable item from both the survey and the parent conversation and then mark that design is complete. If changes need to be made to the Make-Ready work, but it is still billable, after moving the conversation back to "Pending Concurrence and Design", just make the modifications on the pole and/or attachment and mark the design complete and the Make-Ready billable item will auto-update.

③ Click "Save."

Power Survey: **SPA Review** – What do I do now?

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. Only the SPA is allowed to move the conversation back into the "Pending Concurrence and Design" status to make modifications possible.

SPA Team's Responsibility

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Power Survey: **SPA Review** – What do I do now?
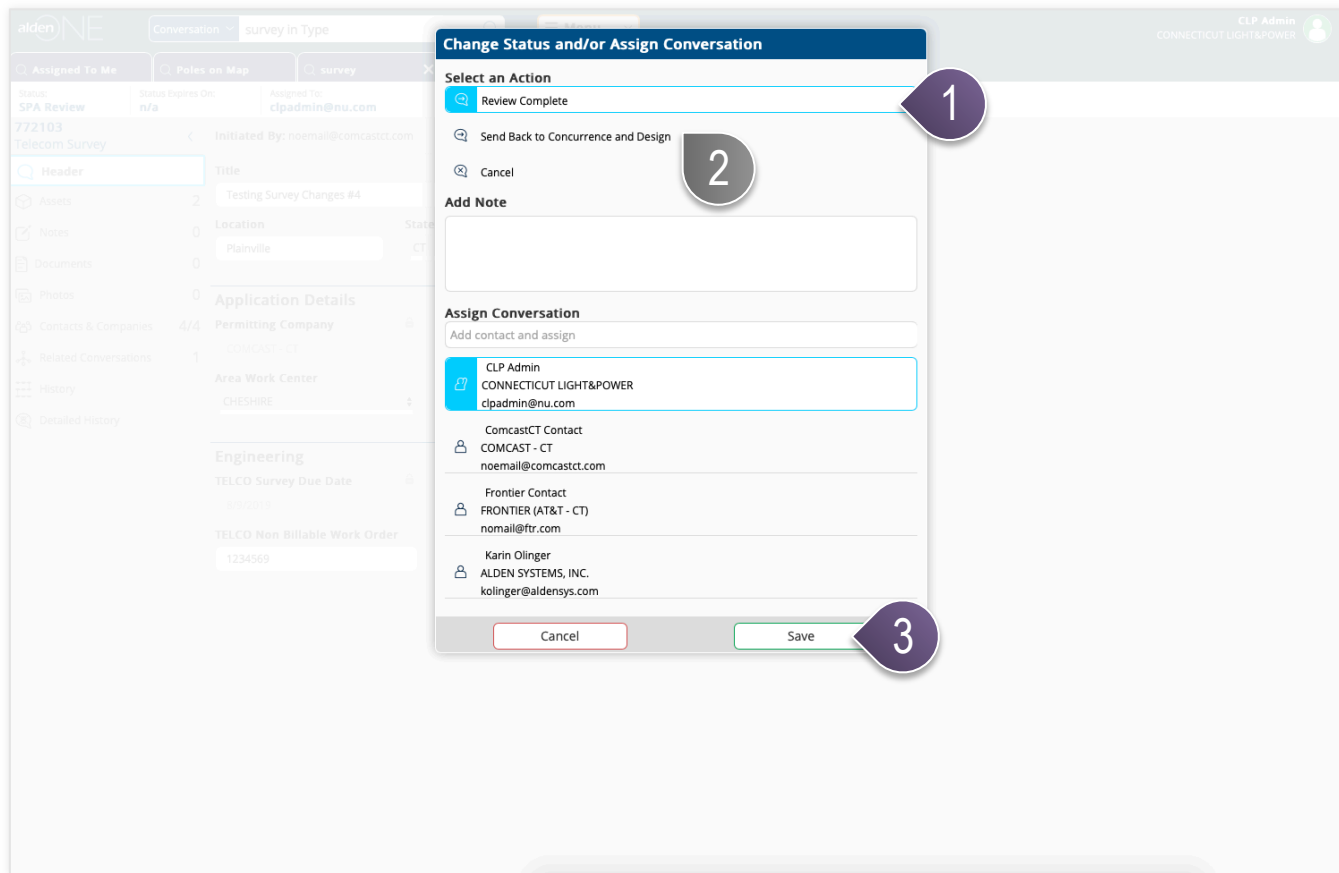
① When the review is complete, select "Review Complete." This action will update the parent conversation with the Survey results.

② If the results of the survey need to be changed, click "Send Back to Concurrence and Design" 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

Power Survey: **Complete** – What do I do now?

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