



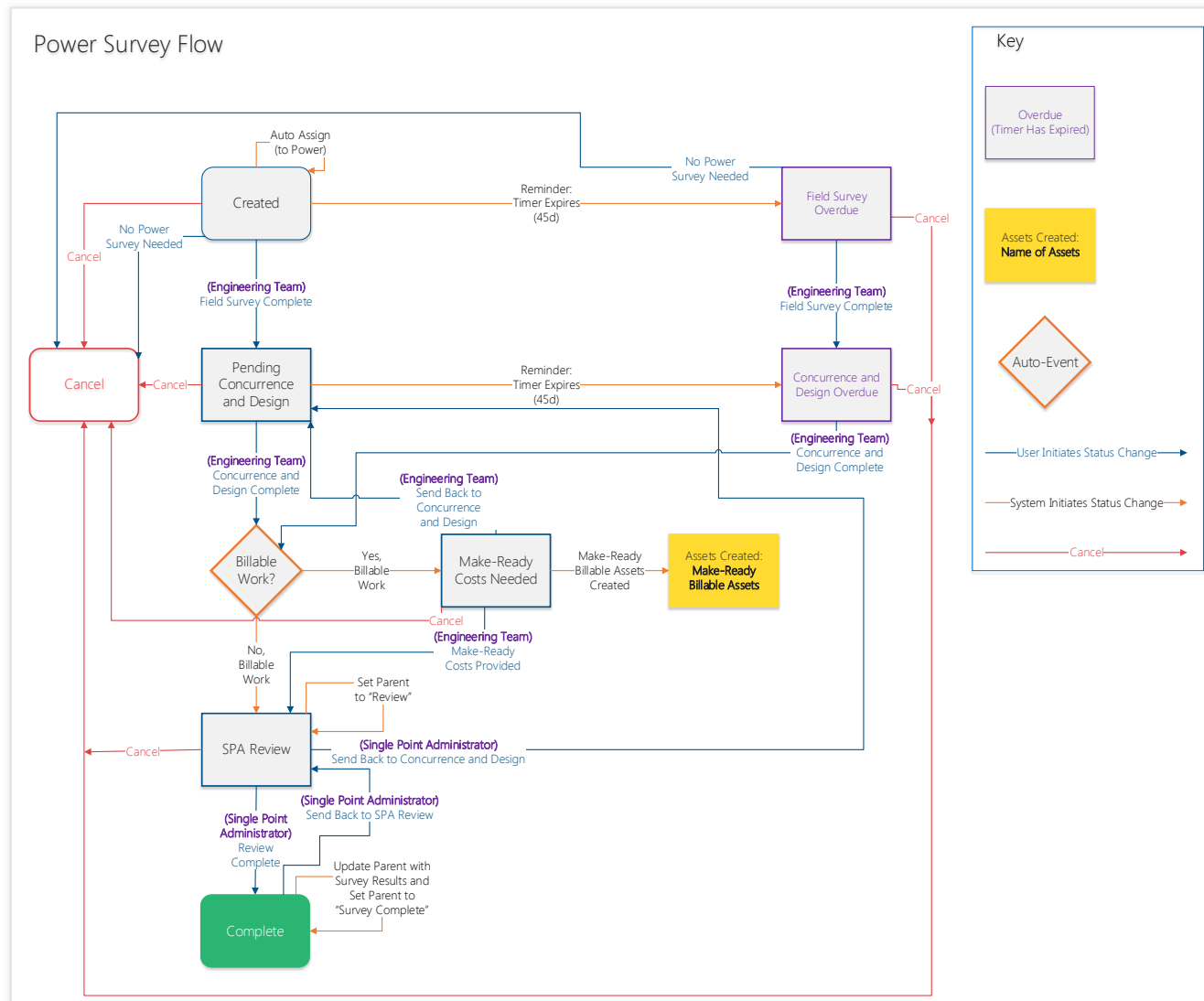
## Power Survey: Process Walkthrough

This document will be 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.

## 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.



alden ONE All 757554 Muhammad Khan CONNECTICUT LIGHT&POWER

Assigned To Me Poles on Map 757554 TEST-Power Survey

Status: Created Status Expires On: 11/12/19, 12:59 AM Assigned To: 3PAEngWest@nu.com I want to...

757554 TEST-Power Survey

Initiated By: charteruser@nomail.com Created On: 9/27/19, 5:01 PM

**Header**

Title: CT PTA Example for Training Description: Created from [TEST-Eversource Permit to Attach Request] (757550) PTA Application PTA Application for 3 poles

Location: Berlin State: CT

**Application Details**

Permitting Company: CHARTER COMMUNICATIONS Application Type: Wireline Town: Berlin

Area Work Center: CHESHIRE Applicant Job Number:

**Engineering**

ELCO Survey Due Date: 11/11/2019 ELCO Designer: ELCO Billable Work Request:

ELCO Billable Work Order: ELCO Non Billable Work Request: ELCO Non Billable Work Order:

ELCO Priority Work Request: ELCO Priority Work Order:

### 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

The screenshot shows the aldenONE interface for a Power Survey. The top navigation bar includes the aldenONE logo, a search bar with '757554', and a user profile for Muhammad Khan. The main content area displays the survey details for '757554 TEST-Power Survey'. The status is 'Created' and it expires on 11/12/19 at 12:59 AM. The form is divided into several sections: 'Application Details' (Permitting Company: CHARTER COMMUNICATIONS, Area Work Center: CHESHIRE) and 'Engineering' (ELCO Survey Due Date: 11/11/2019). A red outline highlights the 'Header' section, and a red circle highlights the 'Save Changes' button at the bottom center. A dropdown menu is open, showing options like 'Change the Status and/or Assignment', 'Add Assets', 'Edit Assets', 'Clone', 'Print', 'Send an Email', 'Export', and 'Get Help on This Conversation Type'. Three numbered callouts (1, 2, 3) point to the 'Header' section, the 'Save Changes' button, and the dropdown menu respectively.

### 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

# Power Survey: Created Pending Field Survey

## What do I do now?

The screenshot displays the 'Change Status and/or Assign Conversation' dialog box in the alden ONE system. The dialog is overlaid on a conversation card for '757543 TEST-Power-Survey'. The dialog has three numbered callouts: 1 points to the 'Field Survey Complete' action, 2 points to the 'Select an Action' header, and 3 points to the 'Save' button. The background shows a conversation card with details like 'Title: CT PTA Example for Training', 'Location: Berlin', and 'Permitting Company: CONNECTICUT-CT'.

### 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 titled **"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](mailto:SinglePoleAdministration@eversource.com)** and have the attachments added.

Engineering Team's Responsibility

The screenshot displays the aldenONE software interface. The top navigation bar includes the aldenONE logo, a search bar, a menu icon, and user information for 'CLP Admin CONNECTICUT LIGHT&POWER'. Below the navigation bar, there are search filters for 'Poles on Map' and 'Assigned To Me', along with a search query '757543 TEST-Power Survey'. The main area shows a map of Farmington Ave with three poles marked: 372, 1673, and 9962. A context menu is open over the poles, listing actions 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'. A sidebar on the left shows the 'Assets' tab selected, with a count of 3. A search bar at the bottom right of the map area contains the text '3 assets w/o coordinates'.

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

Engineering Team's Responsibility

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## 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



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| Pole Tag | Telco No | Power | Owner Confirmed | Work Type | Reason For Replace Pole | Billable | Buy Extra Footage |
|----------|----------|-------|-----------------|-----------|-------------------------|----------|-------------------|
|          | 12627    | 12627 | 100% Power Own  | REPLACE   |                         | Y        |                   |

Proposed Attachment (1)

| Company Name | Type                         | Weight | Distance Between | Type | Status   |
|--------------|------------------------------|--------|------------------|------|----------|
| COMCAST - CT | Messenger (Cable or Strands) | 0.6    | 0.7              | 600  | PROPOSED |

Pole Attachments (3)

| Attachment Name         | Work Type | Attachment Type | Reason For Make Ready | Attachment Height | Make Ready Action |
|-------------------------|-----------|-----------------|-----------------------|-------------------|-------------------|
| COMCAST - CT            |           |                 |                       | 0.00              |                   |
| FRONTIER JARVIS - CT    |           |                 |                       | 0.00              |                   |
| CONNECTICUT LIGHT&POWER |           |                 |                       | 0.00              |                   |

Billable (0) Add Billable

Select Items Hide Billable

No records available

## 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

The screenshot shows the 'Assets' tab for a specific pole. The interface includes a 'Take Action' dropdown menu with the following options:

- 1 Items selected
- Line edit asset(s)
- Form edit asset(s)
- Remove asset(s)
- Create a child conversation
- Clear selection

The main content area displays a table of attachments for a pole. The table is divided into 'Proposed Attachment' and 'Pole Attachment' sections.

| Company Name                                | Type | Weight | Outside Diameter | Span Tension |
|---|------|--------|------------------|--------------|
| <input type="checkbox"/> COMCAST/PLAINVILLE | Coax | .5     | .1               | na           |

| Attacher Name  | Attachment Type | Attachment Height | No Of Attachments | Attachment Number |
|--|-----------------|-------------------|-------------------|-------------------|
| <input type="checkbox"/> CONNECTICUT LIGHT&POWER         | X               | 0.00              | 1                 |                   |
| <input checked="" type="checkbox"/> FRONTIER (AT&T - CT) | COML            | 0.00              | 1                 |                   |
| <input type="checkbox"/> FRONTIER (AT&T - CT)            | X               | 0.00              | 1                 |                   |

## 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.)**

Engineering Team's Responsibility

# Power Survey: Requiring Make-Ready Work

Currently editing Pole Attachment 629994.

Comment

1 Work Type: MAKE-READY

2 Make Ready Action: Transfer To New Pole

3

4 Save

| Attachment Name         | Work Type | Attachment Type | Reason For Make Ready | Attachment Height | Make Ready Action |
|-------------------------|-----------|-----------------|-----------------------|-------------------|-------------------|
| COMCAST - CT            |           |                 |                       | 0.00              |                   |
| FRONTIER (AT&T - CT)    |           |                 |                       | 0.00              |                   |
| CONNECTICUT LIGHT&POWER |           |                 |                       | 0.00              |                   |

## 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

Currently editing Pole Attachment 629994.

| Pole Tag | Telco No | Power No | attacher name | Work Type  | Reason For Make Ready | Make Ready Action | Down Guy |
|----------|----------|----------|---------------|------------|-----------------------|-------------------|----------|
|          |          | 10569    | COMCAST - CT  | MAKE-READY | Loading               | Transfer To New P |          |

Cancel Save

Proposed Attachment (1)

| Company Name | Type                        | Weight | Outside Diameter | Span Tension | Status   |
|--------------|-----------------------------|--------|------------------|--------------|----------|
| COMCAST - CT | Messenger (Cable or Strand) | 0.6    | 0.7              | 600 lbs      | PROPOSED |

Pole Attachment (3)

| Attacher Name           | Work Type | Attachment Type | Reason For Make Ready | Attachment Height | Make Ready Action |
|-------------------------|-----------|-----------------|-----------------------|-------------------|-------------------|
| COMCAST - CT            |           |                 |                       | 0.00              |                   |
| FRONTIER (AT&T - CT)    |           |                 |                       | 0.00              |                   |
| CONNECTICUT LIGHT&POWER |           |                 |                       | 0.00              |                   |

CONNECTICUT LIGHT&POWER/TK CONNECTICUT LIGHT&POWER

Billable (0) Add Billable

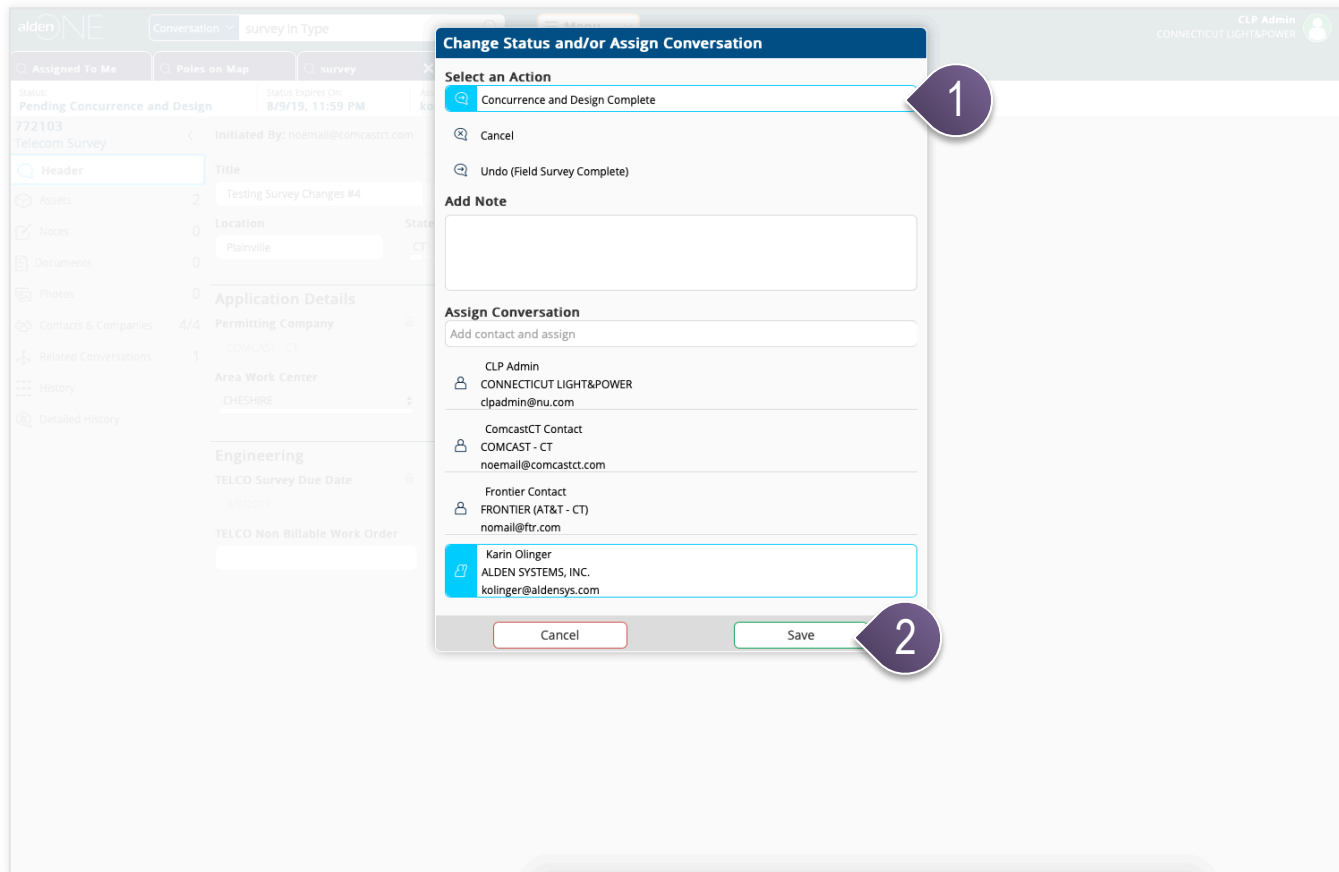
Select Items Hide Billable Show/Hide Columns

No records available.

## 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



## page walkthrough

- 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

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

The screenshot shows the aldenONE interface for a 'Make-Ready Costs Needed' survey. The main content area displays a table of attachments. The table has columns for Company Name, Type, Weight, and Outside Diameter. One row is highlighted in orange, representing a 'Make-Ready Billable Work' item. A context menu is open over the table, showing options like 'Line edit asset(s)', 'Form edit asset(s)', and 'Remove asset(s)'. Numbered callouts (1-4) highlight key actions: 1 points to the 'Assets' tab in the sidebar, 2 points to the 'Make-Ready Billable Work' row, 3 points to the 'Form edit asset(s)' menu option, and 4 points to the 'Take Action' button.

| Company Name           | Type | Weight | Outside Diameter |
|------------------------|------|--------|------------------|
| CHARTER COMMUNICATIONS | Coax | .147   | .5               |

| Attacher Name                  | Attachment Type         | Attachment Height | No Of Attachments | Attachment Number |
|--------------------------------|-------------------------|-------------------|-------------------|-------------------|
| COMCAST - CT                   | Communication Main Line |                   |                   |                   |
| CONNECTICUT LIGHT&POWER        | X                       | 0.00              | 1                 |                   |
| CABLEVISION of Connecticut, LP | X                       | 0.00              | 1                 |                   |
| FIBER TECHNOLOGIES NETWORKS, X |                         | 0.00              | 1                 |                   |
| FRONTIER (AT&T - CT)           | COML                    | 0.00              | 1                 |                   |
| FRONTIER (AT&T - CT)           | X                       | 0.00              | 1                 |                   |

| Description              | Payable To           | Payer                  | Fixed Fee | Unit Price |
|--------------------------|----------------------|------------------------|-----------|------------|
| Make-Ready Billable Work | FRONTIER (AT&T - CT) | CHARTER COMMUNICATIONS | 0         | 0          |

## 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

2

3

Currently editing Billable -4000.

Comment

Replace 1 poles;

Description  Make-Ready Billable Work

Payable To

Payer

Fixed Fee

Quantity

Total

Cancel Save

| Attachment Name                | Attachment Type         | Attachment Height | No. Of Attachments | Attachment Number |
|--------------------------------|-------------------------|-------------------|--------------------|-------------------|
| COMCAST - CT                   | Communication Main Line |                   |                    |                   |
| CONNECTICUT LIGHT&POWER        | X                       | 0.00              | 1                  |                   |
| CABLEVISION of Connecticut, LP | X                       | 0.00              | 1                  |                   |
| FIBER TECHNOLOGIES NETWORKS    | X                       | 0.00              | 1                  |                   |
| FRONTIER (AT&T - CT)           | COML                    | 0.00              | 1                  |                   |
| FRONTIER (AT&T - CT)           | X                       | 0.00              | 1                  |                   |

Billable (1) Add Billable

Select Items Hide Billable Show/Hide Columns

| Description              | Payable To           | Payer                  | Fixed Fee | Unit Price |
|--------------------------|----------------------|------------------------|-----------|------------|
| Make-Ready Billable Work | FRONTIER (AT&T - CT) | CHARTER COMMUNICATIONS | 0         | 0          |

## page walkthrough

- 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?

page walkthrough

The screenshot displays the aldenONE interface for a 'Make-Ready Costs Needed' survey. The main content area shows a table of attachments with columns for 'Company Name', 'Type', 'No Of Attachments', and 'Attachment Number'. Below this is a 'Billable (1)' section with a table of billable work items.

| Company Name                   | Type                    | No Of Attachments | Attachment Number |
|--------------------------------|-------------------------|-------------------|-------------------|
| CHARTER COMMUNICATIONS         | Coax                    |                   |                   |
| COMCAST - CT                   | Communication Main Line |                   |                   |
| CONNECTICUT LIGHT&POWER        | X                       | 0.00              | 1                 |
| CABLEVISION of Connecticut, LP | X                       | 0.00              | 1                 |
| FIBER TECHNOLOGIES NETWORKS, X |                         | 0.00              | 1                 |
| FRONTIER (AT&T - CT)           | COML                    | 0.00              | 1                 |
| FRONTIER (AT&T - CT)           | X                       | 0.00              | 1                 |

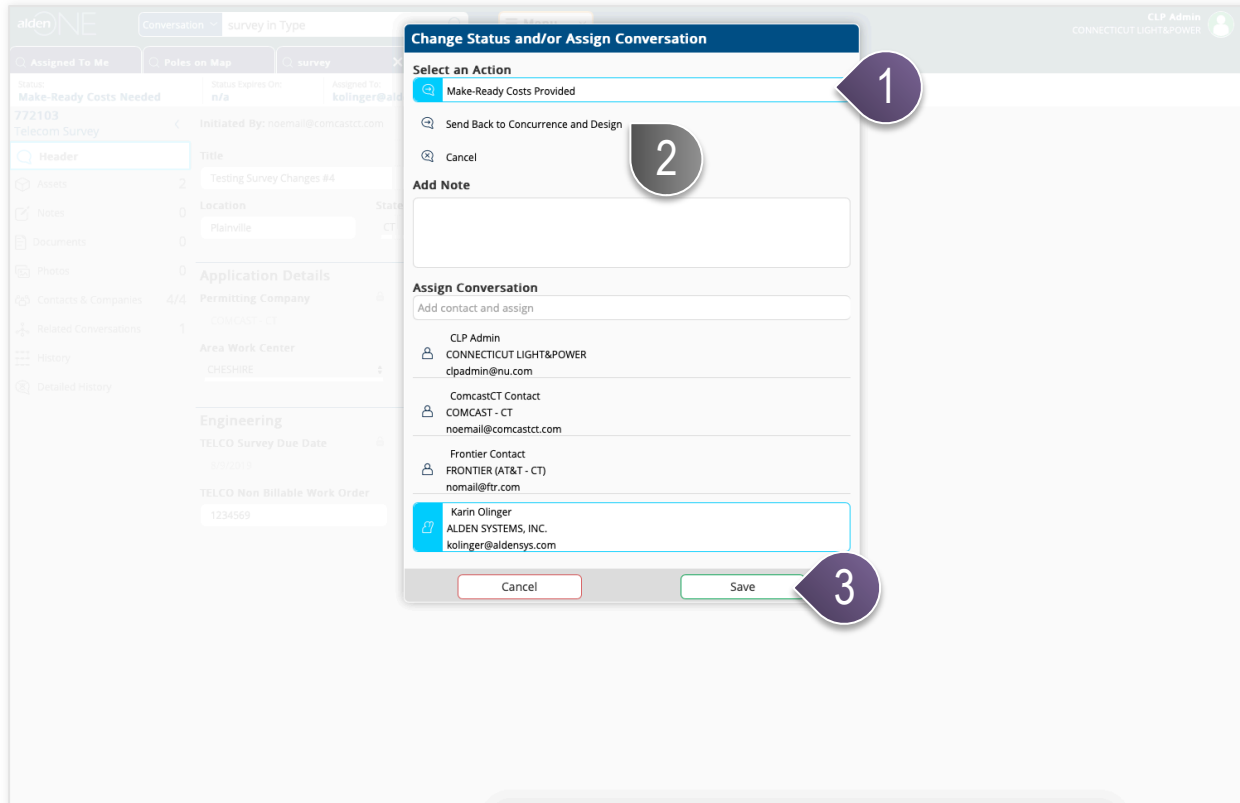
| Description              | Payable To           | Payer                  | Fixed Fee | Unit Price |
|--------------------------|----------------------|------------------------|-----------|------------|
| Make-Ready Billable Work | FRONTIER (AT&T - CT) | CHARTER COMMUNICATIONS | 250       | 0          |

- 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?



## 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."

Engineering Team's Responsibility

The screenshot displays the AldenONE interface for a Power Survey in SPA Review status. The conversation is titled '746131 TEST-Power Survey' and is assigned to 'SinglePoleAdministration@eversource.com'. The status is 'SPA Review'. A dropdown menu is open, showing options like 'Change the Status and/or Assignment', 'Add Assets', 'Edit Assets', 'Clone', 'Change Parent To Conversation #746126', 'Change Parent Conversation', 'Remove Parent Conversation', 'Print', 'Send an Email', 'Export', and 'Get Help on This Conversation Type'. Two callout boxes are present: '1' points to the conversation title, and '2' points to the dropdown menu.

| Company Name           | Type |
|------------------------|------|
| CHARTER COMMUNICATIONS | Coax |

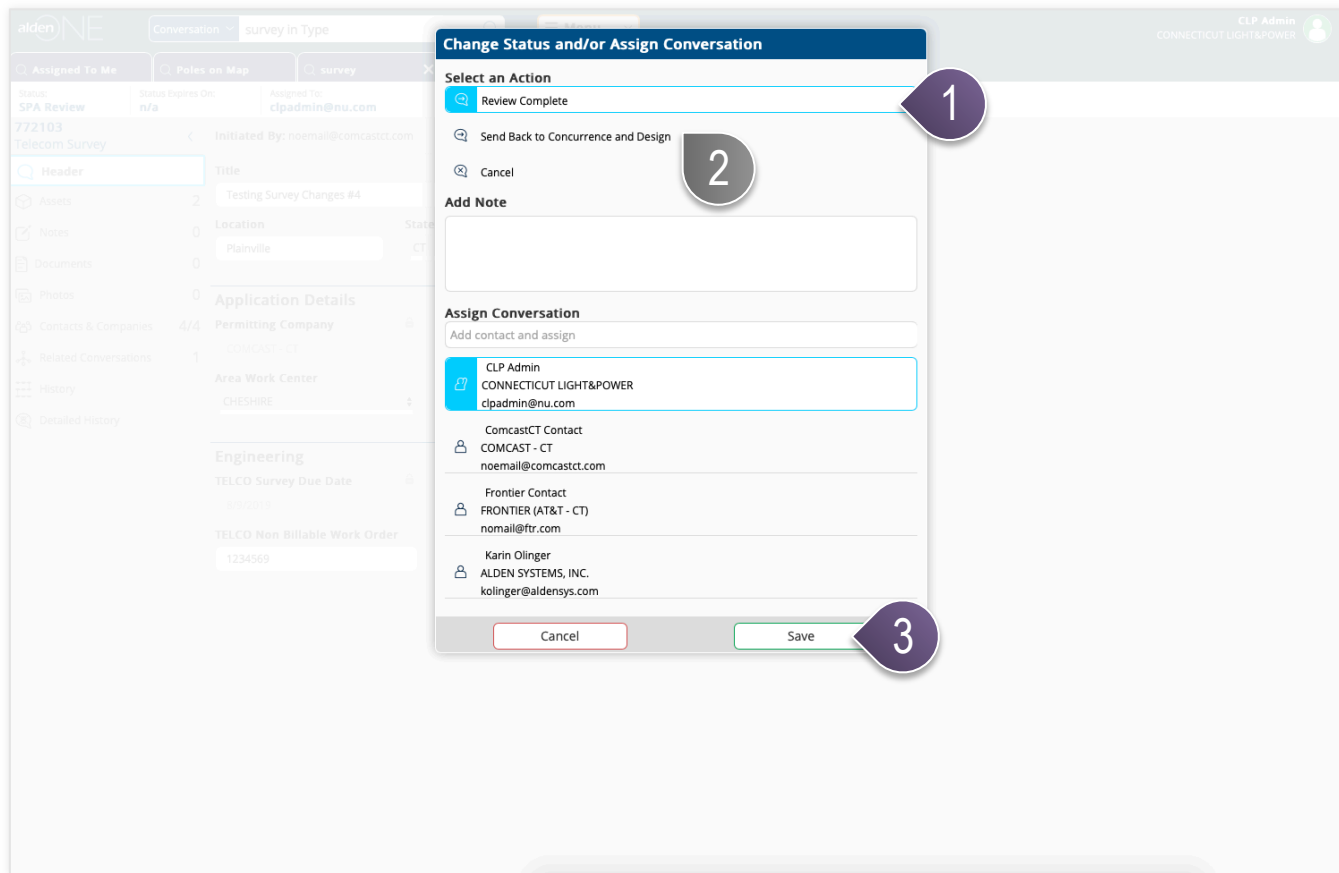
| Attacher Name                  | Attachment Type         | Attachment Height | No Of Attachments | Attachment Number |
|--------------------------------|-------------------------|-------------------|-------------------|-------------------|
| COMCAST - CT                   | Communication Main Line |                   |                   |                   |
| CONNECTICUT LIGHT&POWER        | X                       | 0.00              | 1                 |                   |
| CABLEVISION of Connecticut, LP | X                       | 0.00              | 1                 |                   |
| FIBER TECHNOLOGIES NETWORKS,   | X                       | 0.00              | 1                 |                   |
| FRONTIER (AT&T - CT)           | COML                    | 0.00              | 1                 |                   |
| FRONTIER (AT&T - CT)           | X                       | 0.00              | 1                 |                   |

| Description              | Payable To           | Payer                  | Fixed Fee | Unit Price |
|--------------------------|----------------------|------------------------|-----------|------------|
| Make-Ready Billable Work | FRONTIER (AT&T - CT) | CHARTER COMMUNICATIONS | 250       | 0          |

## 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. 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



## 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 “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

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3

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Conversation survey in Status

CLP Admin CONNECTICUT LIGHT&POWER

746126 TEST-Eversource...

Status: Complete Status Expires On: n/a Assigned To: SinglePoleAdministration@eversource.com I want to...

746131 TEST-Power Survey

| Conversation Number | Is Closed | Conversation Type                        | State  | Assigned To                             | Conversation Title |
|---------------------|-----------|--|--------|---|--------------------|
| 746126              |           | TEST-Eversource Permit to Attach Request | Survey | SinglePoleAdministration@eversource.com | test !             |

Selection: 0 conversations selected Take Action

Related Conversations 1

## 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