



page walkthrough

- 1 Click the Assets tab to move to the section of the conversation containing assets such as poles, as well as sub-assets such as pole attachments. Each conversation type may have different asset types.
- 2 To switch to a grid view of the assets, click Grid.
- 3 To look for assets in the same area, click "Show Poles."
- 4 Find the poles you wish to add to this conversation, select them, then from the Action Menu, add them to this conversation.
- 5 If you do not see your asset on the map, you can add it to the map by clicking "Add Asset." Then, click the place on the map where the pole is, fill in the information you have about the pole, click "Save," and it will be added to the conversation.

The screenshot shows the aldenONE interface for the 'Conversation' section. The left sidebar contains navigation links: Assets, Notes, Documents, Photos, Contacts & Companies, Related Conversations, History, and Detailed History. The main area displays a grid of assets. Callout 1 points to the 'Assets' link in the sidebar. Callout 2 points to the 'Grid' view toggle. Callout 3 points to the 'Select Items' button. Callout 4 points to the 'Take Action' menu. Callout 5 points to the plus icon to expand a row. Callout 6 points to the 'Hide Poles' button.

Owner Name	Custodian	Pole Tag	Telco No
ADOLPH COORS BREWERY OF COLO	CENTURYLINK		

Company Name	Type	Weight	Height
CENTURYLINK	Communication Main Line		

Company Name	Type	Weight	Height
CENTURYLINK	Communication Main Line	415325	

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- ① Click the Assets tab to move to the section of the conversation containing assets such as poles, as well as sub-assets such as pole attachments. Each conversation type may have different asset types.
- ② To switch to a grid view of the assets, click Grid.
- ③ Select an asset or assets by clicking the checkbox at the start of the row.
- ④ Once at least one asset is selected, the Take Action menu will become available. Perform an action on the selected assets by picking the action from the menu.
- ⑤ Expand your assets to view the sub-assets/ attachments/proposed attachments by clicking the plus icon next to the row.
- ⑥ To view only the attachments on the conversation, click "Hide Poles,"

The screenshot displays the aldenONE web application interface. The top navigation bar includes the aldenONE logo, a 'Conversation' dropdown, a search bar, a 'Menu' button, and a user profile for 'CTL Admin CENTURYLINK'. Below the navigation bar, there are tabs for 'Assigned To Me', 'Poles on Map', and a search bar. The main content area shows a map of Colorado with various locations marked. A sidebar on the left contains a list of assets and other information. An 'Add Asset' modal is open in the foreground, showing a form to add a new pole to the conversation. The modal includes fields for Owner Name, Custodian, Pole Tag, Telco No, Power No, Class, Usage, State, Longitude, Height, Date Placed, City, Latitude, and Zip Code. The 'Save' button is highlighted in green.

1 Go to the map view.

2 To look for assets in the same area, click "Show Poles."

3 If you do not see your asset on the map after clicking "Show Poles." you can add it to the map by clicking "Add Asset." Then, click the place on the map where the pole is.

4 Fill in the information you have about the pole, click "Save," and it will be added to the conversation.

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