



Homepage

# aldenONE Homepage - Overview

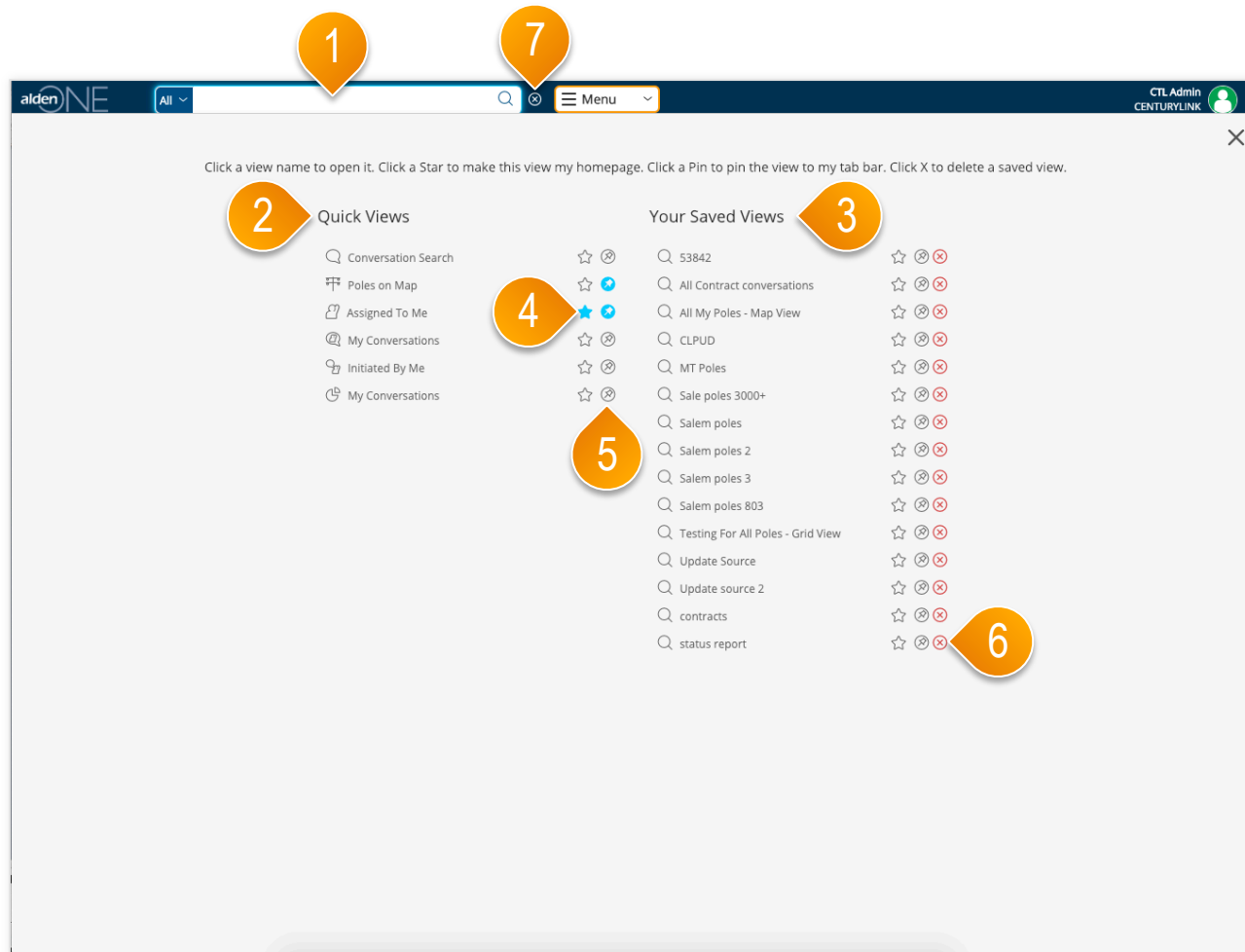
The screenshot shows the aldenONE homepage interface. The top navigation bar includes the aldenONE logo, a search bar, a 'Menu' button, and a user profile icon. The main content area displays a list of conversations under the heading 'Assigned To Me'. The left sidebar contains various filters and search options. The right sidebar shows a 'Take Action' button and view toggles for 'Grid' and 'Map'. The main table lists conversations with columns for Conversation #, Type, Last Update, Title, Initiated By, and Status. The bottom of the page shows a pagination bar and a '0 Selected' status.

Numbered callouts on the screenshot:

- 1: Search bar in the top navigation bar.
- 2: Filter panel on the left sidebar.
- 2a: 'Export to Excel' button above the table.
- 2b: 'Show/Hide Columns' button above the table.
- 3: View toggles (Grid/Map) in the top right.
- 4: Search bar in the left sidebar.
- 4b: Filter panel on the left sidebar.
- 5: 'Menu' button in the top navigation bar.
- 6: User profile icon in the top right.

## page walkthrough

- ① Your home screen is set to your Conversations Assigned to You, but this can be changed.
- ② From the top right, you can Apply filters on your data from the column headers (2a) or from the filters panel (2b).
- ③ Change the view type of your results by toggling between Grid and Map views.
- ④ To view your Saved Searches and Quick Views, click into the search bar. You can also type in search terms here, or change the context of the search to only return a specific asset type here (4b).
- ⑤ To create conversations, run reports, and other actions, use the Menu.
- ⑥ To change your user settings, access the help page, give feedback, and/or logout, use the User Menu.



## page walkthrough

- ① Clicking into the Search Bar brings up the Search Menu.
- ② Your Quick Views are here. These views cannot be deleted.
- ③ Your Saved Views are here. Anytime you save a new view, it will be available here.
- ④ The star icon sets your homepage for all future logins (until you change it). The filled star is your current homepage setting.
- ⑤ The pin icon opens a tab for that view anytime you open the application.
- ⑥ To delete a saved view, click the "Remove" icon here.
- ⑦ Close the Saved Views menu by clicking the X, OR by typing into the Search Bar.

The screenshot shows the aldenONE homepage interface. The top navigation bar includes the aldenONE logo, a search bar, and a 'Menu' button (callout 1). Below the search bar, there are tabs for 'Assigned To Me' and 'Poles on Map'. The 'Assigned To Me' tab is active, showing a list of 11 conversations. A 'Menu' dropdown is open, showing various actions (callout 2). The 'Start a Conversation' option is highlighted (callout 3). The 'Run Reports' option is also visible (callout 4). The 'View Admin Page' option is highlighted (callout 5). The main content area displays a table of conversations with columns for Conversation #, Type, Date, and Status. The table lists 11 conversations, including 'TEST-CTL Trans', 'TEST-CTL Field Inspection', 'TEST-CTL Transfer Notice', 'TEST-CTL Pole Correction', 'TEST-CTL Field Inspection', 'TEST-CTL Transfer Notice', 'TEST-CTL Pole Correction', 'TEST-CTL Field Inspection', 'TEST-CTL Field Inspection', 'TEST-CTL Field Inspection', and 'TEST-CTL Field Inspection'. The bottom of the page shows a '0 Selected' status.

## page walkthrough

- ① Clicking the Menu button next to the Search Bar will bring up your menu.
- ② Choose a recently used conversation type from this sub-menu.
- ③ To start a conversation, select your conversation type from the sub-menu. (If you know where your poles are we recommend finding your poles on a map first and beginning a conversation after selecting the poles.)
- ④ Run Reports here.
- ⑤ If you have administration access for your account, you can access company, user and role management from "View Admin Page."



# Homepage – The User Settings Menu

aldenONE

Assigned To Me

Results Returned 11

Assets Searched

Pole

Conversation (11)

Contract

Keyword Search

Conversation Filters

Assigned To

Companies

Contact

Initiated By

Location

State

Apply Filters

Save View

0 Selected

Menu

CTL Admin CENTURYLINK

User Settings

Training & Help Documentation

Give Us Feedback

Logout

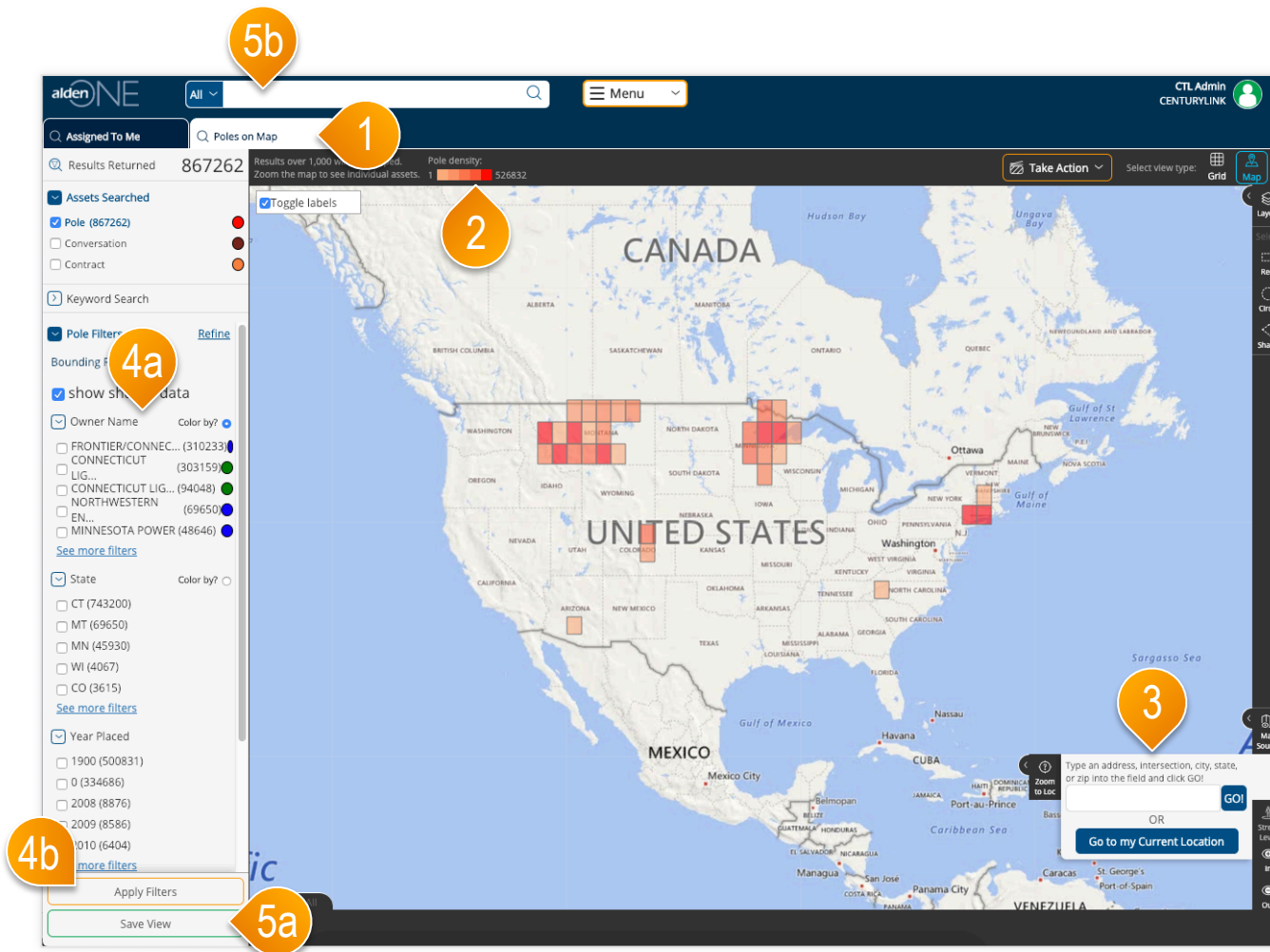
Export to Excel

Conversation #	Type	Last Update	Title	Initiated By
746037	TEST-CTL Transfer Notice	2/4/2019	test	ctladmin@centurylink.com
746029	TEST-CTL Field Inspection	1/29/2019	test	ctladmin@centurylink.com
746028	TEST-CTL Field Inspection	1/29/2019	test	ctladmin@centurylink.com
746027	TEST-CTL Transfer Notice	1/29/2019	test	ctladmin@centurylink.com
746020	TEST-CTL Field Inspection	1/29/2019	test	ctladmin@centurylink.com
746016	TEST-CTL Transfer Notice	1/16/2019	test	ctladmin@centurylink.com
746015	TEST-CTL Pole Correction	1/29/2019	test	ctladmin@centurylink.com
736010	TEST-CTL Field Inspection	1/14/2019	test	ctladmin@centurylink.com
735993	TEST-CTL Field Inspection	1/12/2019	test	ctladmin@centurylink.com
735989	TEST-CTL Field Inspection	1/14/2019	test	ctladmin@centurylink.com
735851	TEST-CTL Field Inspection	11/8/2018	test	ctladmin@centurylink.com

## page walkthrough

- ① Access the User Settings menu by clicking your user name.
- ② To edit your user settings, click "User Settings"
- ③ Click here to view training and help documentation.
- ④ Give us feedback about Alden One by clicking here.
- ⑤ To log out of the application, click "Logout."

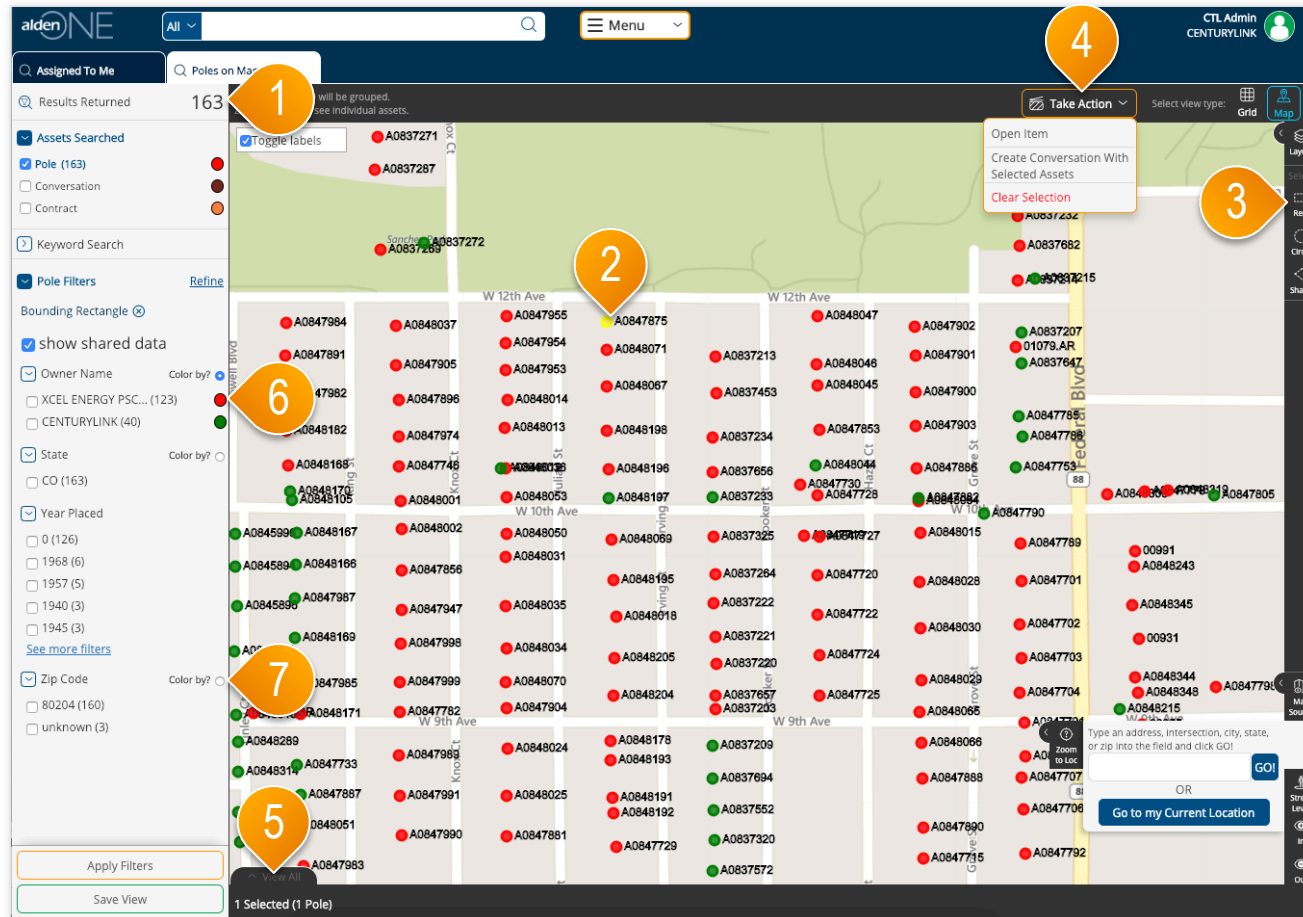
# aldenONE Homepage – Starting a Search



## page walkthrough

- ① One of your default tabs is the "Poles on a Map" search. Click the tab to open it.
- ② Your available poles are plotted on a map. If you're results are more than 1,000 on the screen, your poles will be grouped into a colored grid. The darker colors contain more densely populated poles. The key here shows how many poles are in the most densely populated grids.
- ③ Use your mouse-wheel to zoom the map, or type in an address, intersection, city, or state to zoom the map to a particular place.
- ④ Use the filters to filter your results further (4a). Once selected, click "Apply Filters" (4b) to return the results that meet your criteria.
- ⑤ Once your filters and map bounds are set, you can save all the parameters for later use with the "Save View" button. Name the view, click "Save," then that view will be available in your Saved Views by clicking in the search bar (5b) and bringing up your saved views menu.

# aldenONE Homepage – Selecting Poles



## page walkthrough

- ① Once the map is zoomed in (or when enough filters are applied) to return less than 1,000 results, the assets on the screen will display as dots instead of colored grid clusters.
- ② To select an asset, click it on the screen. Selected assets are colored yellow.
- ③ You can also draw a shape to select multiple assets at once, using the shape tools.
- ④ Once at least one asset is selected, the "Take Action" menu will appear. You can create a conversation with your selected assets, clear your entire selection, or in the cases of some assets, perform other actions, from this menu.
- ⑤ To view more information about your selected assets, expand this tray here by clicking "View All."
- ⑥ Click on the colored dot in the filter menu to change the color of the dots by this Owning Company.
- ⑦ Click on the "Color by?" radio button to color the dots by that filter type.



# Homepage – Starting a Conversation

## page walkthrough

- 1 With your selected poles, use the Take Action menu to select "Create Conversation with Selected Assets."
- 2 A dialog window will come up. Fill in the required fields with your Conversation Type and give the new conversation a title.
- 3 Click "Create." (Create is only available once the required information is put in.)

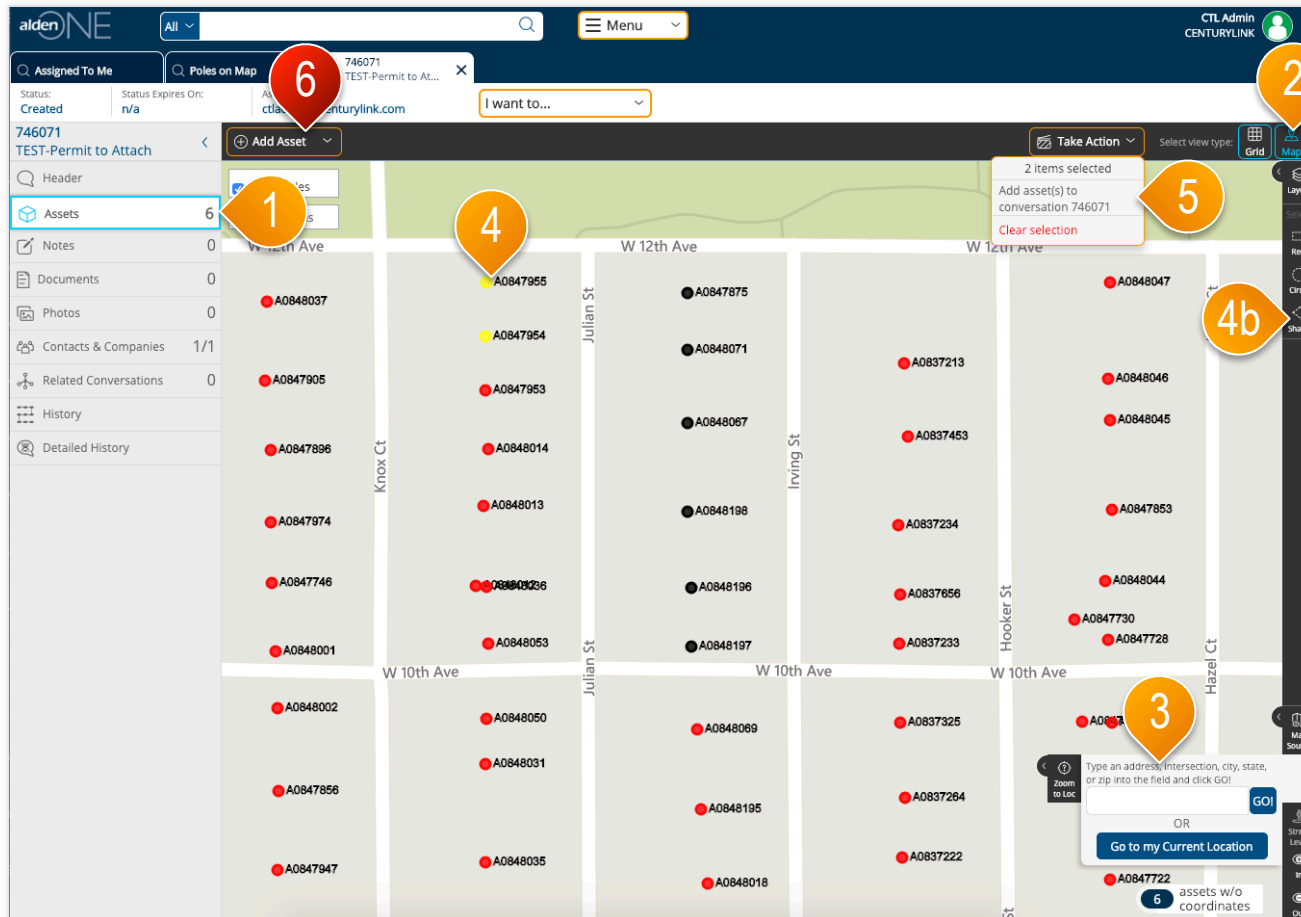
The screenshot displays the AONE software interface. A central dialog box titled "Create A New Conversation" is open, featuring three numbered callouts: 1 points to the "Take Action" dropdown in the top right, 2 points to the "Create" button at the bottom right, and 3 points to the "Cancel" button at the bottom left. The dialog contains fields for "Conversation Type", "Conversation Title", and "Description", along with a "State" dropdown. The background shows a map with poles and a list of selected poles at the bottom.

**Callout 1:** Take Action

**Callout 2:** Create

**Callout 3:** Cancel





## page walkthrough

- ① To add additional poles to your conversation, go to the Assets tab.
- ② Switch to the map view.
- ③ Find your poles on the map. If you need to move the map, do so manually by clicking and dragging, or by using the zoom to location feature.
- ④ Select the additional pole or poles by clicking on them or by using the shape tools (4b).
- ⑤ Go to the Take Action menu and select "Add to [this conversation]."
- ⑥ If you do not see your pole in the system, but know it exists, you can add it manually to the conversation by using the "Add Asset" menu here. Click "Add Pole on the map" then click where the pole should be, on the map. Fill in the information about the pole and click "Save." The added pole is automatically added to the conversation.