

The screenshot shows the aldenONE homepage with the main menu open. The menu is located at the top right, next to the search bar. The menu items are:

- Start a Conversation
- Run Reports
- View Admin Page
- View Reference Page
- Create TEST-Billing Request
- Create TEST-CTL Emergency Pole Correction
- Create TEST-CTL Field Inspection
- Create TEST-CTL Pole Audit
- Create TEST-CTL Pole Correction
- Create TEST-CTL Tower Lease
- Create TEST-CTL Tower Maintenance
- Create TEST-CTL Tower Sale
- Create TEST-CTL Transfer Notice
- Create TEST-Connecticut Permit to Attach
- Create TEST-Contract Compliance/Review
- Create TEST-Contract Rate Review
- Create TEST-Contract Renewal/Termination/Amendment
- Create TEST-Detach Notice
- Create TEST-Emergency Pole Replacement
- Create TEST-Joint Trench Request
- Create TEST-Legislation Review/Issues
- Create TEST-Miscellaneous Joint

The list of conversations is shown below the menu. The table has columns for Conversation #, Type, Date, and Status. The first row is highlighted.

Conversation #	Type	Date	Status
746037	TEST-CTL Trans	1/29/2019	Initial
746029	TEST-CTL Field I	1/29/2019	Initial
746028	TEST-CTL Field Inspection	1/29/2019	Initial
746027	TEST-CTL Transfer Notice	1/29/2019	Initial
746020	TEST-CTL Field Inspection	1/29/2019	Review Overdue
746016	TEST-CTL Transfer Notice	1/16/2019	Initial
746015	TEST-CTL Pole Correction	1/29/2019	Overdue
736010	TEST-CTL Field Inspection	1/14/2019	Initial
735993	TEST-CTL Field Inspection	1/12/2019	Initial
735989	TEST-CTL Field Inspection	1/14/2019	Fielding Overdue
735851	TEST-CTL Field Inspection	11/8/2018	Ready For Field Ins

## 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."