Standard Reports

There are several reports that are native and available to standard customers of Alden One:

Report Name	Purpose
Active Timer	Lists all conversations that the logged in user has access to that have an active timer in place; In Connecticut, it also shows the overdue Pole Construction, United Illuminating Permit To Attach, and Eversource Permit To Attach (which do not have an active timer running).
Communicating Users	Lists active users and the # of conversations that this user shares conversations with because they are both listed as a contact on that conversation.
Construction in Progress	For Connecticut Users **ONLY** – Other Users will not see data returned in this report.
Conversation Definition By Type	Gives the workflow (in tabular form) for any business process to which the logged in user has access.
Conversation Pole Status	Lists each pole on conversations to which the logged in user has access (Lat/Lon, Height Class, Pole Owner).
Data Import Fallout Report	For Specified Users - ONLY. Users Other Users will not see data returned in this report. This report requires a Control ID generated from the Data Import Process to run. This report shows the fallout for the standardpoleimport and standardattachmentimport and it looks like cell structure imports.
Import Company Map	Provides a list of pole owners and the Alden One company it is *mapped* to for the poles imported by this user's company; If this user's company hasn't uploaded poles into Alden One, the report will return 0 results.
Import Pole Discrepancy	Where companies have imported the *same* pole, this report lists the differences in Owner, Pole Height, Pole Class, Pole Tag, Telco Number, and Power Number; If this user's company hasn't uploaded poles into Alden One, the report will return 0 results.
Import Pole Unmatch Discrepancy	Gives a list of poles imported by the logged in user's company that is owned by another company or to which the other company is attached and the other company has not imported that pole plus poles that this user's company owns or to which they are attached that the other company has imported, but this user's company has not imported.
Joint Use Attachment Summary	Gives a count of poles and attachments for this pole owner and attached company.
Joint Use Construction Poles	This report provides detailed Joint Use Pole Construction Pole details (e.g., Owner, location, Lat/Long, etc.), along with Key Dates from the Conversation Header.

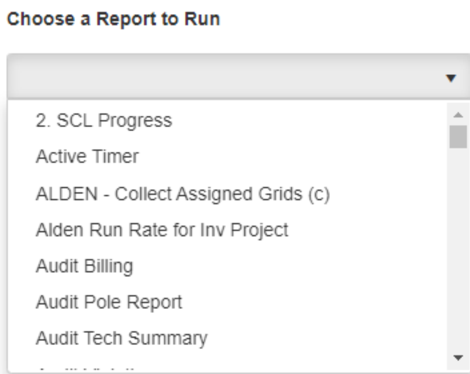
Joint Use Construction Status	This report provides detailed Joint Use Pole Construction Conversation Key Dates from the Header and progress for any companies assigned to complete transfers/construction work from the Company Work Sequence section of the Poles Tab.
Joint Use Permit History	Provides detailed Joint-Use Permit to Attach conversation header field data along with key dates and timeframes.
Joint Use Permit History Poles	Provides detailed Joint-Use Permit to Attach pole asset data.
My Uploaded Attachments	Provides a list of pole attachments imported by the logged in user's company; If this user's company hasn't uploaded pole attachments into Alden One or doesn't use a permitting process that adds new attachments to the pole asset, the report will return 0 results.
My Uploaded Poles	Provides a list of poles imported by the logged in user's company; If this user's company hasn't uploaded poles into Alden One, the report will return 0 results.
Pole Sharing	Lists the number of conversations this user's company shares with the company listed, whether or not this user's company share its poles with the listed company, whether or not the company listed shares its poles with this user's company, whether or not the company listed is attached to this user's company's poles (Is Tenant) , and whether or not this user's company is attached to the listed company's poles (Attached).
Status	Lists all conversations that the logged in user has access to. Report provides each conversation's current status, when it was created, who initiated it, the last activity date, current assignee (along with who assigned it to them, their company, and when it was assigned to them), the number of days the conversation has been open and the number of poles (if applicable) on the conversation.
Status Summary	Lists the conversation types to which the logged in user has access by status and the number of conversations in that status.
Transfers in Progress	For Connecticut Users **ONLY** – Other Users will not see data returned in this report.

Run Reports

There are a variety of Reports you can run for the data in Alden ONE.
To run reports:

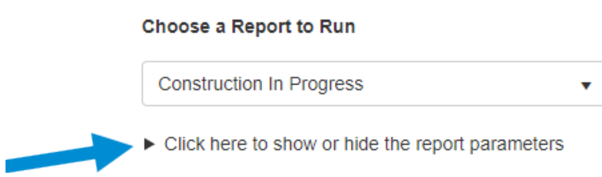
1. Within Alden ONE, click the **Menu** option.
2. Click **Run Reports**.
3. A new browser tab will load. **Under Choose a Report to Run**, click the drop-down.

4. Scroll as needed and select one of the reports from the picklist.



NOTE: Depending on the report you select, there may be parameters that you can enter. Some of the reports are static, and some of them are interactive.

5. Click in the Parameter fields and add information as needed to limit your report to just the parameters entered. Different reports have different parameter options.
   NOTE: If you do not see the parameter fields or the **Run Report** or **Run Report & Email** buttons, click the arrow to the left of **Click here to show or hide the report parameters**.
6. Click either the **Run Report** or **Run Report & Email** buttons, depending on how you would like to receive the report.

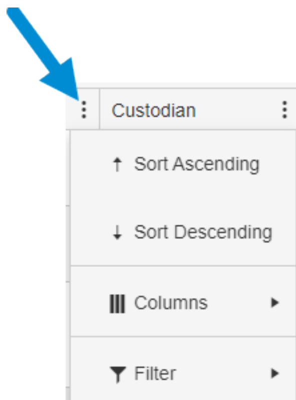


   a. If you click the **Run Report & Email** button, you'll see a **Confirmation** window indicating your report request has been submitted. Click **OK** to close the window. A .CSV file will be sent with the report results to the email address noted in the **LOGGED IN USER** field.

b. If you click the **Run Report** button, the report will open in the browser.

   NOTE: If the report fails to load in the browser, it may be due to the size of the report. In this situation, you should use the **Run Report & Email** option.

   1. Once the report loads in the browser, you can click the three-dot menu on each column header to further refine the report.



      i. Click **Sort Ascending** to sort the data in the report by the information in that column, in Ascending order.

      ii. Click **Sort Descending** to sort the data in the report by the information in that column, in Descending order.

      iii. Hover over **Columns** and check or uncheck columns that you want or don't want to appear in the report.

      iv. For columns with data in them, hover over **Filter** and check or uncheck the data that you want to appear in the report. Then, click the **Filter** button.

      NOTE: Like Grid View in Alden ONE, you can hover over the column header borders, click, and drag to resize columns.

2. Once you have the report the way you want it, click the **Export to Excel** button. The report will be downloaded to your desktop where you can open it in Excel, click on **Enable Editing** within Excel and further refine it.

c. If there are No records found when you run the report, you'll see a **No Records Found** window, click **OK** and adjust parameters as needed before re-clicking **Run Report** or **Run Report & Email**.