

# ATTACH

**Alectra Joint Use Module**

**Application Tracking and Tenant Approval Coordination Hub**

## **Tenant Instruction Manual**

### **Double Pole Transfers**

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Welcome to Alectra's **ATTACH** or Application Tracking and Tenant Approval Coordination Hub. This new online Joint Use management module allows for visibility and self-service of both Joint Use permit application submission and tracking as well as double pole transfers for tenant attachments. This training manual, **Tenant Instruction Manual, Double Pole Transfers**, walks you through the double pole transfers section allowing you to manage and update your attachments on Alectra poles in ATTACH. A separate training manual, **Tenant Instruction Manual, Applications**, guides you through the various tasks related to the Alectra joint use permitting process in ATTACH. We hope you'll find the workflows in this module to be familiar as they very much mimic Alectra's current double pole workflows that it replaces.

For those unfamiliar with "Double Poles", Alectra, replaces approximately 2000 poles each year across our service territory for various reasons such as deteriorated poles, storm and accidental damage, and customer driven projects such as municipal road widenings or developments. When the new poles are installed, the existing old poles standing nearby (double poles) await the removal of all remaining tenant attachments so they can be removed by Alectra. Tenants typically transfer their attachments from the double pole to the new Alectra poles but in some cases, may elect to permanently remove their attachments as well such as moving to an underground or stand-alone installation.

Alectra's ATTACH module will automatically generate a list of double poles on a monthly basis specific to each tenant and notify the tenant by assigned email that the list of double poles is awaiting their action in ATTACH. Once logged into the ATTACH module, the tenant will find the assigned double pole list(s) in their Pending Actions folder and be able to process their transfers or removals using the same user-friendly maps-based system as permit applications to select one of the 4 options available:

1. Complete a Removal application through the module to inform Alectra that the existing attachments will be permanently removed from the double poles but not be attached to the new Alectra poles.
2. Transfer your existing attachments from the double pole to a new pole with a few simple clicks of the mouse.
3. Assign your transfer work directly to the common Alectra Hydro-Comm double pole contractor who can complete your transfers in the field for you and update the Alectra ATTACH on your behalf.
4. Request a deferral of the removal/transfer which will be submitted for approval to Alectra via the module.

Tenants should note that within a double poles list in ATTACH, each pole can be assigned independently to any of the 4 options above. In other words, the entire list does not have to be dealt with in the same manner. For example, 10 poles on a list of 40 may be completed by the tenant's own resources and the pole transfers updated in ATTACH, 20 poles may be assigned immediately to the common Alectra Hydro-Comm double pole contractor to complete for the tenant, and the remaining 10 may request a deferral for 7 months due to an operational issue. The module will send monthly reminders on pole lists that have not been fully actioned and after 6 months, any remaining poles on a list will be automatically assigned by ATTACH to the common Alectra Hydro-Comm double pole contractor for completion.

We think you'll find this training manual to be a thorough and comprehensive reference to refer back to as you learn to navigate Alectra's ATTACH. This manual can also be used in conjunction with training videos posted on the Alectra website that guide you step by step through various processes such as transferring attachments from old poles to new, requesting a deferral, assigning directly to the common Alectra double pole contractor, etc.

**The Tenant has 6 months to action a transfer list. After 6 months any remaining poles left from the original list will be automatically sent to an Alectra approved Contractor to complete the transfers.**

# DOUBLE POLE TRANSFERS - NOTIFICATION

When the Transfer list is generated by the ATTACH Module an email will be sent to a Tenant Representative assigned for Transfer lists.

Example email:

A new application has been submitted for your attention

 jointuse@alectrautilities.com  
To East Joint Use; BRUTON Steve

↩ Reply ↩ Reply All ➔ Forward 📧 ⋮  
 Wed 5/22/2024 10:53 AM

Hello Rogers Canada ,

A new list of Alectra Double Poles requiring transfer of your attachments has been posted to your Pending Applications folder in Alectra's ATTACH module under Double Pole List TX-000000986. Please review and action these pending transfers as soon as possible. Should you have any questions, please feel free to contact your local Alectra Joint Use representative.

Regards,  
Alectra Joint Use Team

This list will also appear in the Tenant's Pending Action Grid as a **TX -#####** list

Alectra Joint Use Management Portal Rogers Local Test User

Pending Actions

Permit Number	Applicant	Application	Project Description	Action Sta	Region	Last Update	Submitted	Consultant	Command
TX-000000986		Transfer	Transfer	Reserved	EAST	May 22, 2024 10:53 AM	May 22, 2024 10:53 AM		Open
TX-000000987		Transfer	Transfer	Reserved	CENTRAL SOUTH	May 22, 2024 10:53 AM	May 22, 2024 10:53 AM		Open
JU-000000827		Bonding	Bonding Request	Reserved		May 14, 2024 4:17 PM	May 14, 2024 4:17 PM		Open
JU-000000826		Dip	Tenant Attachment-Dip	Reserved		May 14, 2024 4:17 PM	May 14, 2024 4:17 PM		Open
JU-000000825		Decorative	Tenant Attachment-Decorative	Reserved		May 14, 2024 4:17 PM	May 14, 2024 4:17 PM		Open
JU-000000824		Streetlight	Tenant Attachment-Streetlight	Reserved		May 14, 2024 4:16 PM	May 14, 2024 4:16 PM		Open
JU-000000822		Dip	Tenant Attachment-Dip	Reserved		May 14, 2024 2:34 PM	May 14, 2024 2:11 PM		Open
JU-000000818		WireLine	Tenant Attachment-WireLine	Reserved		Apr 30, 2024 1:27 PM	Apr 30, 2024 1:27 PM		Open
AR-000000301		Removal	Attachment Removal	Reserved		Apr 30, 2024 1:23 PM	Apr 30, 2024 1:23 PM		Open
JU-000000817		WireLine	Tenant Attachment-WireLine	Reserved		Apr 30, 2024 9:20 AM	Apr 30, 2024 9:20 AM		Open

### Double Pole Transfers

- 1) Action all poles on the Transfer list to:
  - Tenant Transfer Attachment
  - Tenant Remove the attachment.
  - Defer the transfer to a later date.
  - Send the list to an Alectra approved Contractor to complete the transfer.
  - Complete list in ATTACH Module
  - Notification of Completion

### Tenant Transfer Attachment

- 2) Transfer Move Application **TM-####** generated:
  - Select poles to transfer attachment to
  - Upload Record of Inspection
  - Submit
  - Notification of Completion

### Tenant Remove Attachment

- 3) Removal Application (Region)**R-2024-###** generated:
  - General information
  - Select attachment for removal.
  - Complete Record of Inspection
  - Submit
  - Notification of Completion

### Tenant Defer Attachment Transfer

- 4) Transfer Defer List **TX-####** application generated:
  - Select date for deferral.
  - Receive confirmation of deferral – or denial of deferral
  - When deferral date expires or is not approved process transfers
  - Transfer Move Application **TM-####** generated:
    - Select poles to transfer attachment to
    - Upload Record of Inspection
    - Submit
    - Notification of Completion

### Transfer Double Pole List to Alectra Contractor

- Transfer List **TX-####** application generated to Contractor.
- Notification of Completion

## TRANSFERS TAB

The transfers tab (below) lists all individual attachments that require a transfer activity.

Transfer lists are initiated by Alectra on a monthly basis and sent to Tenants. Tenants then have options such as:

- Remove attachment.
- Pole to Pole transfer.
- Defer to a later date.
- Send to an Alectra approved Contractor to complete the transfer.

Application Number	Date	OUTSTANDING	Pole Number	Attachment Perml...	Time Frame	Region	Comm...
TX-0000000058	March 10, 2023 10:43 AM	0	P15847	ET-106-2002	PENDING	CENTRAL SOUTH	Open
TX-0000000058	March 10, 2023 10:43 AM	0	P01569	unknown	PENDING	CENTRAL SOUTH	Open
TX-0000000058	March 10, 2023 10:43 AM	0	P15064	RC-99-15	PENDING	CENTRAL SOUTH	Open
TX-0000000058	March 10, 2023 10:43 AM	0	P02769	TC-73-226	PENDING	CENTRAL SOUTH	Open
TX-0000000058	March 10, 2023 10:43 AM	0	P01569	ET-63-2002	PENDING	CENTRAL SOUTH	Open
TX-0000000058	March 10, 2023 10:43 AM	0	P15847	RC-98-4	PENDING	CENTRAL SOUTH	Open
TX-0000000058	March 10, 2023 10:43 AM	0	P02765	TC-73-228	PENDING	CENTRAL SOUTH	Open
TX-0000000058	March 10, 2023 10:43 AM	0	P15064	ET-130-2003	PENDING	CENTRAL SOUTH	Open
JU-0000000903	January 16, 2023 12:55 PM	53	54406	20130131	PENDING	WEST	Open
JU-0000000903	January 16, 2023 12:55 PM	53	46149_OLD	20170829	PENDING	WEST	Open

The 'Open' command will open the appropriate transfer request. The attachments are color coded:

- Green under 20 days
- Yellow 21 – 60 days
- Red greater than 6 months

**Note:** If the transfer grid shows Red- greater than 6 months, the attachments on list has been sent to an Alectra Approved Contractor and the Tenant will no longer be able to action the attachments on the list.

## DOUBLE POLE TRANSFERS - APPLICATION CONTENTS

When Double Pole Transfer Lists are created and opened from the Pending Actions Tab the application has two piece form.

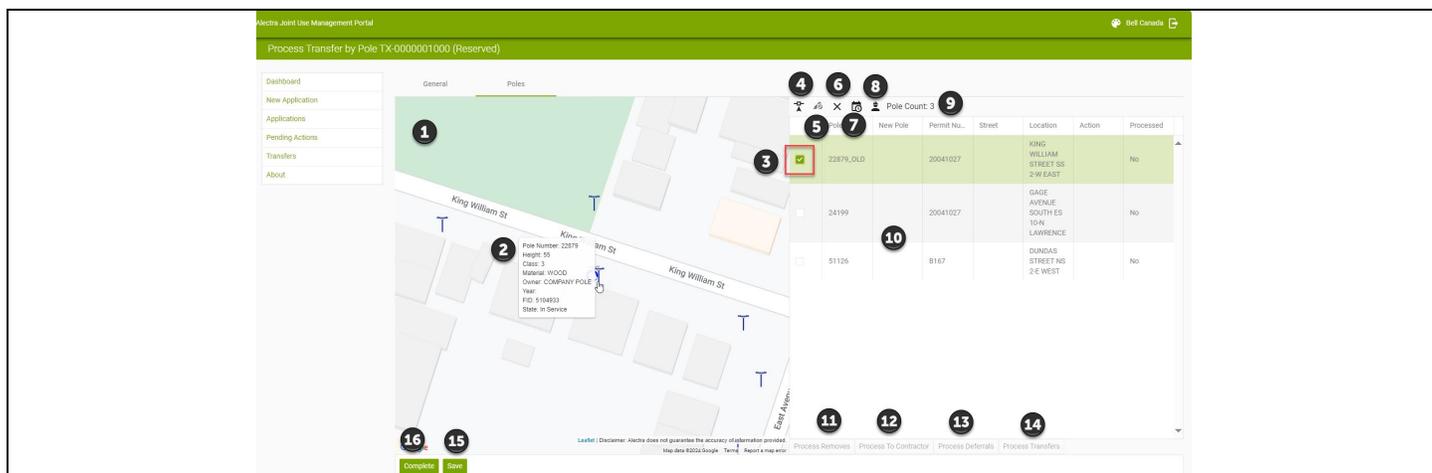
- General Tab
- Poles Tab

### GENERAL TAB

<b>1. Link to Application</b>	Opens application to view all information
<b>2. Project Description</b>	A read only field that is system populated
<b>3. Representative Information</b>	Name, Phone Number, Email
<b>4. Complete</b>	When all actions completed on pole list, you may complete the application
<b>5. Save</b>	Allow to save the opened application at any point

## DOUBLE POLE TRANSFERS - POLE TAB

The Poles' tab allows the user to view the poles on the Double Pole Transfer list.



### 1. Map Window

### 2. Hovering over a pole

With the mouse hovering over a single pole will present a floating box with pole attribution exposed to the module. Pole Number, Height, Class, Material, Owner, Installation Year, and the FID key unique to the GIS

### 3. Box beside Pole Numbers

By clicking in the box beside the pole number, the map will position that pole in the center of the map window

### 4. Select Poles to Transfer to

Allows the user to select a single pole on the map to transfer an existing attachment to.



### 5. Cancel Pole Selection

Allows the user to stop an existing command previously invoked.



### 6. Remove Attachment

Allows the user to indicate removal of attachment.



### 7. Defer Transfer of Attachment

Allows the user to indicate deferment of transfer of attachment.



### 8. Assign to Hydro Contractor

Allows the user to indicate pole to send directly to Hydro Contractor to complete the transfers.



### 9. Pole Count

Pole  
Count:  
11

### 10. Pole Grid

Includes Pole Number, New pole, Existing Permit Number, Street, Location, Action, Processed

### 11. Process Removes

When invoked proceeds to initiate the new removal application **(Region)R-####** for submission.

### 12. Process to Contractor

When invoked proceeds to initiate a new **TX-#####** list to be sent to the Hydro Contractor

### 13. Process Deferrals

When invoked proceeds to initiate a new **TX-#####** list to be sent to the Engineering Clerk for Approval of Deferral date.

### 14. Process Transfers

When invoked proceeds to initiate a new **TM-#####** application to allow upload of ROI by Tenant.

### 15. Save

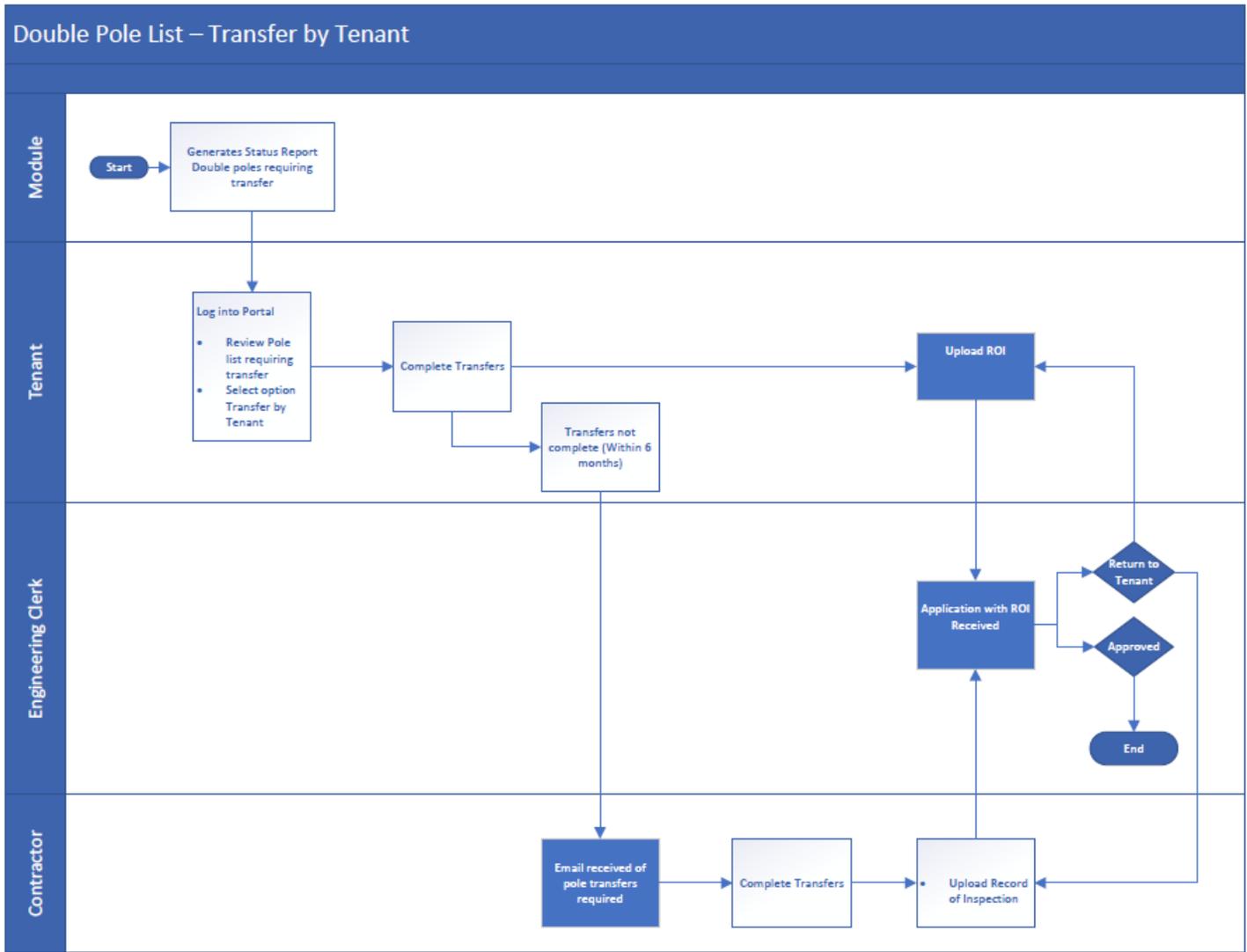
Allows the user to save the application at any point

### 16. Complete

Allows the user to Complete the list when all pole actions are completed.

# 1. DOUBLE POLE TRANSFERS – TRANSFER BY TENANT

## PROCESS FLOW – TRANSFER BY TENANT



1. Log into the Alectra ATTACH Module using your user credentials.
2. Click on the **“Pending Actions”**.
3. Find the **TX** list and Click **“Open”**

**1** Sign in to your account

Username or email

Password

**Sign In**

Or sign in with

Alectra OKTA oidc

Alectra Joint Use Management Portal

**Pending Actions**

Permit Number	Applicant Ref.	Application Ty.	Project Description	Action Status	Region	Last Update D.	Submitted on	Consultant As.	Command
TX-000001026		Transfer	Transfer	Reserved	CENTRAL SOUTH	Jul 4, 2024 2:46 PM	Jul 4, 2024 2:46 PM		Open <b>3</b>
TX-000001022		Transfer	Transfer	Reserved	EAST	Jul 4, 2024 2:46 PM	Jul 4, 2024 2:46 PM		Open
TX-000001021		Transfer	Transfer	Reserved	WEST	Jul 4, 2024 2:46 PM	Jul 4, 2024 2:46 PM		Open
JU-000000847		Dip	Tenant Attachment Dip	Reserved		Jun 26, 2024 10:16 AM	Jun 26, 2024 10:16 AM		Open
JU-000000827		Bonding	Bonding Request	Reserved		May 14, 2024 4:17 PM	May 14, 2024 4:17 PM		Open
JU-000000825		Dip	Tenant Attachment Dip	Reserved		May 14, 2024 4:17 PM	May 14, 2024 4:17 PM		Open
JU-000000825		Decorative	Tenant Attachment Decorative	Reserved		May 14, 2024 4:17 PM	May 14, 2024 4:17 PM		Open
JU-000000824		Streetlight	Tenant Attachment Streetlight	Reserved		May 14, 2024 4:16 PM	May 14, 2024 4:16 PM		Open
JU-000000822		Dip	Tenant Attachment Dip	Reserved		May 14, 2024 2:34 PM	May 14, 2024 2:11 PM		Open
JU-000000818		WireLine	Tenant Attachment WireLine	Reserved		Apr 30, 2024 1:27 PM	Apr 30, 2024 1:27 PM		Open
AR-000000301		Removal	Attachment Removal	Reserved		Apr 30, 2024 1:23 PM	Apr 30, 2024 1:23 PM		Open
JU-000000817		WireLine	Tenant Attachment WireLine	Reserved		Apr 30, 2024 9:20 AM	Apr 30, 2024 9:20 AM		Open

4. Process Transfer by Pole form opens.
5. Verify Representative Information and update if necessary. Additional emails can be added in the email field using **“;”** similar to Outlook.
6. **“Save”**.
7. Click on **“Pole Tab”**.

Alectra Joint Use Management Portal

Process Transfer by Pole TX-000001026 (Reserved) **4**

Dashboard

New Application

Applications

Pending Actions

Transfers

About

General Poles

**7** APPLICATION

Joint Use Application TX-000001026

Project Description \*

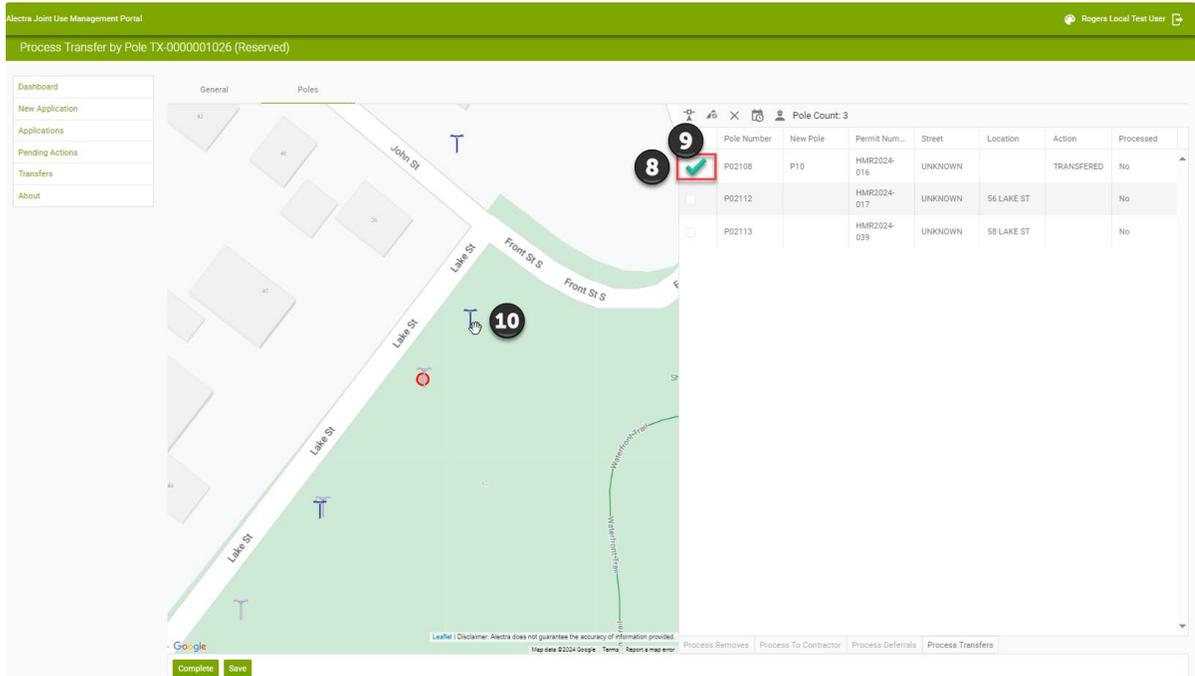
Transfer case submitted by system [07/04/2024 2:46pm]

REPRESENTATIVE INFORMATION

**5** Name \* Rogers Canada Phone \* (555) 555-5555 Email \* eastjointuse@alectrautilities.com;steve.bruton@hex

**6** Complete Save

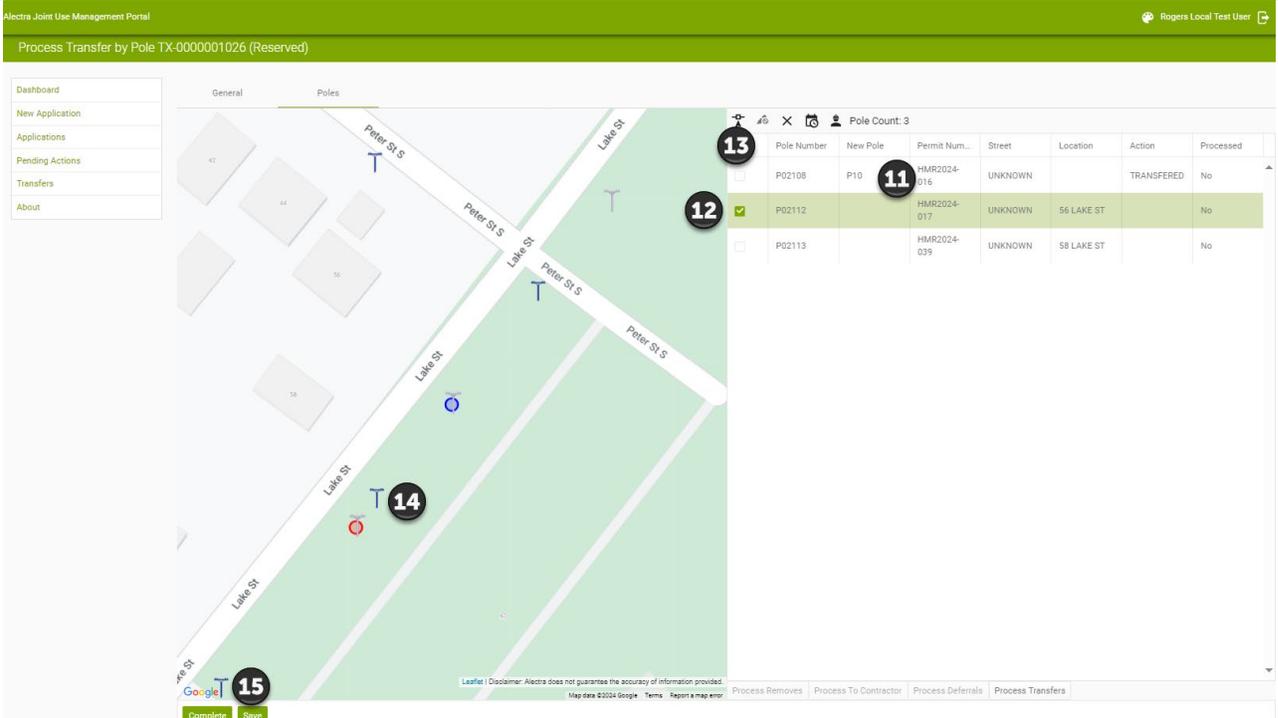
8. Click on the **“highlighted box”** beside the pole. Pole is positioned in the centre of the map window.
9. Click on the **“Select Poles to Transfer to”** icon.
10. Click on the **“Pole”** in the map window to where the attachment will be transferred to.



11. Pole list updates showing new pole.
12. Click on the next **“box”** beside the pole. Pole is positioned in the centre of the map window.
13. Click on the **“Select Poles to Transfer to”** icon.
14. Click on the **“Pole”** in the map window to where the attachment will be transferred to.

**Continue the above steps to complete the required poles on the list that are to be transferred by tenant.**

**15. “Save”**



When you have completed selecting all the poles on the list for transfer

16. Click on the **“Process Transfers”**
17. Enter **“Applicant Reference Number”**
18. **“Yes”**
19. Message appears advising **TM-#####** has been generated and will be in the **“Pending Actions Grid”** for Processing
20. **“Save”**

Process Transfer by Pole TX-000001026 (Reserved)

Dashboard  
New Application  
Applications  
Pending Actions  
Transfers  
About

General Poles

Pole Count: 3

Pole Number	New Pole	Permit Num...	Street	Location	Action	Processed
P02108	P10	HMR2024-016	UNKNOWN		TRANSFERED	Yes
P02112	P13	HMR2024-017	UNKNOWN	56 LAKE ST	TRANSFERED	Yes
P02113	P12	HMR2024-039	UNKNOWN	58 LAKE ST	TRANSFERED	Yes

Please confirm

Applicant Reference Number \* 2564848

Are you sure you want to process these 3 TRANSFER tasks?  
Once process is initiated these attachments will no longer be accessible from this case (TX-000001026)

Yes No

Created new Pole Transfer task (TM-000000234), needs ROI

Map data ©2024 Google

Process Removes Process To Contractor Process Deferrals Process Transfers

Continue to Process the **TM-#####** that was created and will be in the Pending Actions Grid.  
When all poles have been actioned and processed, proceed to final step to complete application.  
Instruction described in Final Step Complete **TX-#####** Application – page 30.

SUBMITTING A "TM-#####" APPLICATION- TRANSFER MOVE

1. Click on the "Pending Actions".
2. Find TM-#### and Click "Open".

Permit Number	Applicant	Applicatio	Project Description	Action Sta...	Region	Last Updat...	Submitted ...	Consultant...	Command
TM-0000000229	Tran2589654	TransferPoleT...	Pole-to-Pole Transfer	Reserved	EAST	May 22, 2024 11:20 AM	May 22, 2024 11:20 AM		Open
TX-0000000987		Transfer	Transfer	Reserved	CENTRAL SOUTH	May 22, 2024 10:53 AM	May 22, 2024 10:53 AM		Open
JU-0000000827		Bonding	Bonding Request	Reserved		May 14, 2024 4:17 PM	May 14, 2024 4:17 PM		Open
JU-0000000826		Dip	Tenant Attachment-Dip	Reserved		May 14, 2024 4:17 PM	May 14, 2024 4:17 PM		Open
JU-0000000825		Decorative	Tenant Attachment-Decorative	Reserved		May 14, 2024 4:17 PM	May 14, 2024 4:17 PM		Open
JU-0000000824		Streetlight	Tenant Attachment-Streetlight	Reserved		May 14, 2024 4:16 PM	May 14, 2024 4:16 PM		Open

3. Upload Record of Inspection using "Select File" or "Drag and Drop".
4. "Complete".
5. Please Confirm "Yes"

6. Pole to Pole Transfer application opens to General Tab

Alectra Joint Use Management Portal Rogers Local Test User

Pole-to-Pole Transfer TM-000000229 (Submitted)

- Dashboard
- New Application
- Applications
- Pending Actions
- Transfers
- About

6

General | Poles | Documents | Pending Actions

**Application**

Permit Number	Application Status	22/May/2024	Parent Permit Number
TM-000000229	Submitted		TX-000000986
Applicant Reference Number	Legacy Permit Number		
Tran2589654			
Project Description		Region	
Pole to pole Transfers generated from Transfer Case#TX-000000986		EAST	
<b>Third-Party Representative</b>			
Name	Phone Number	Email Address	
Rogers Canada	(555) 555-5555	eastjointuse@alectrautilities.com;steve.bru	
<b>Internal Information</b>			
Contractor Assigned	Warning Date	Transfer Date	
	day/month/year	day/month/year	

[Request Cancellation](#)

Application Status Submitted

The Application is submitted to the Engineering Clerk to review and approve.

When the TM-##### application is approved email notification is sent to the Tenant.

Example email:

Pole to Pole Transfer TM-000000229

jointuse@alectrautilities.com  
To East Joint Use; BRUTON Steve

↩ Reply
↩ Reply All
→ Forward
📧
⋮

Wed 5/22/2024 12:23 PM

Hello Rogers Canada ,

For your records, Pole to Pole Transfer Application TM-000000229 is Complete. No further action is required.

Regards,  
Alectra Joint Use Team

## “TM-#####” Application- Transfer Move – Not Approved

Once a **TM-#####** application is submitted it may be returned to the Tenant for corrections or modifications.

The Engineering Clerk at Alectra will do a review of the application and ROI ensuring that the documents submitted are correct for the application. If any discrepancies are found the Engineering Clerk may send the application back through the Attach module for the tenant to submit the corrected documents.

The Tenant will receive a Revision/Re-Submission email.

### Additional Information required for Pole to Pole Transfer TM-000000230



jointuse@alectrautilities.com  
To Linda Delibato



Reply

Reply All

Hello Linda Delibato,

A Revision/Re-submission is required for pole to Pole Transfer TM-000000230 based on the follow:  
Incorrect ROI for this application. Please submit correct ROI.

Regards,  
Alectra Joint Use Team

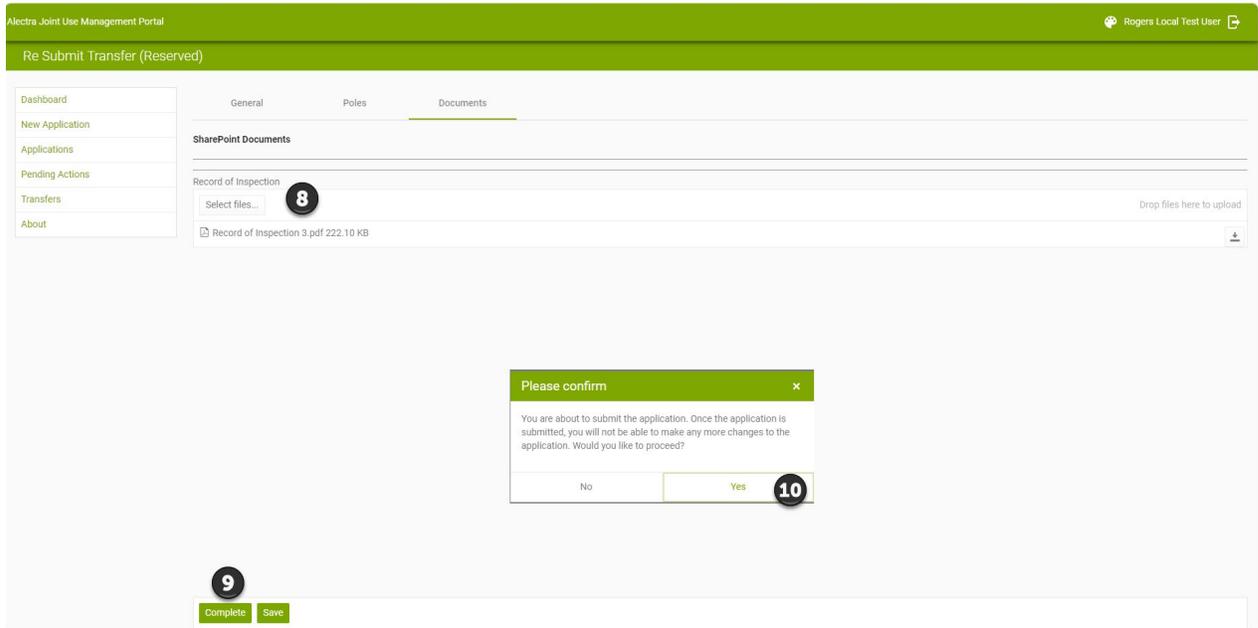
1. Log into the Alectra Attach Module using your user credentials.
2. Click on the **“Pending Actions”**.
3. Find the **TM-XXXXXX** list and Click **“Open”**

The screenshot shows the Alectra Joint Use Management Portal. On the left is a login form with the title "Sign in to your account". It has fields for "Username or email" (containing "rogers") and "Password" (masked with dots), a "Sign In" button, and a link to "Or sign in with Alectra OKTA oidc". On the right is the "Pending Actions" table. The table has columns: Permit Number, Applicant, Application, Project Description, Action Sta., Region, Last Update, Submitted, Consultant, and Command. A row for TM-000000230 is highlighted, with a circled "2" next to the "Pending Actions" menu item and a circled "3" next to the "Open" button in the Command column.

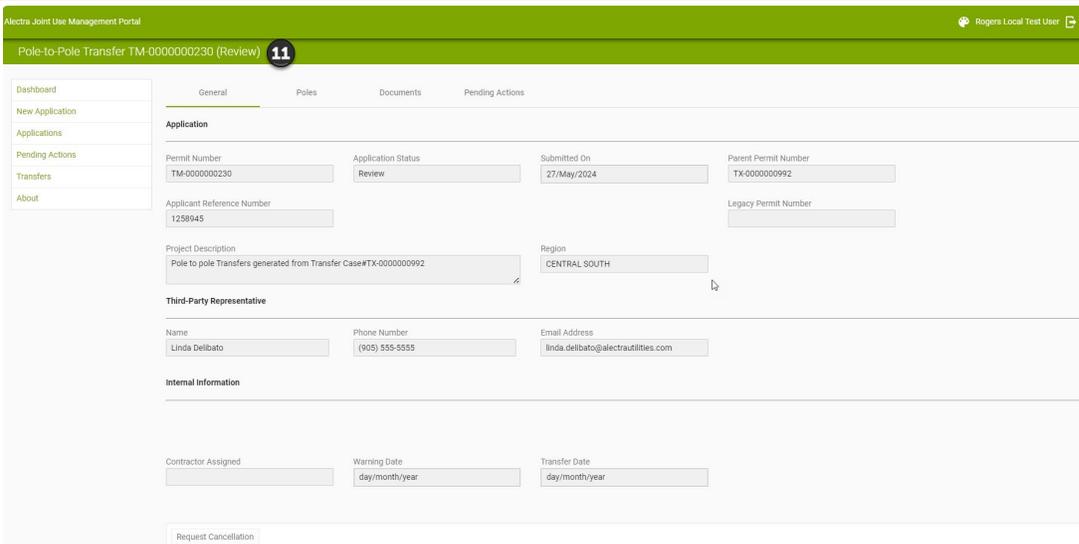
4. Resubmit Transfer form opens.
5. Update Project Description
6. **“Save”**.
7. Click on **“Documents Tab”**.

The screenshot shows the "Re Submit Transfer (Reserved)" form in the Alectra Joint Use Management Portal. The form has a "General" tab selected. It includes a "Project Description" field with a dropdown menu (circled "5") and a "Transfer List" field. Below this is the "REPRESENTATIVE INFORMATION" section with fields for Name (Linda Delibato), Phone (0905 555 5555), and Email (linda.delibato@alectrautilities.com). At the bottom, there are "Complete" and "Save" buttons (circled "6"). A circled "7" is placed over the "Documents" tab in the top navigation bar.

8. Upload new Record of Inspection using “Select File” or “Drag and Drop”.
9. “Complete”.
10. Please Confirm “Yes”



### 11. Pole to Pole Transfer application opens to General Tab



The Application is submitted to the Engineering Clerk to Review and approve.

When the TM-##### application is approved email notification is sent to the Tenant.

Pole to Pole Transfer TM-000000230

jointuse@alectrautilities.com  
To Linda Delibato

☺ Reply Reply All → Fc

Hello Linda Delibato,

For your records, Pole to Pole Transfer Application TM-000000230 is Complete. No further action is required.

Regards,  
Alectra Joint Use Team

The screenshot shows the 'Pole-to-Pole Transfer' application form in the Alectra Joint Use Management Portal. The form is titled 'Pole-to-Pole Transfer TM-000000231 (Submitted)'. It has a navigation menu on the left with options like 'Dashboard', 'New Application', 'Applications', 'Pending Actions', 'Transfers', and 'About'. The main form area has tabs for 'General', 'Poles', 'Documents', and 'Pending Actions'. The 'General' tab is active, showing various fields with numbered callouts: 1. Permit Number (TM-000000231), 2. Application Status (Submitted), 3. Submitted On (28/May/2024), 4. Parent Permit Number (TX-000001004), 5. Applicant Reference Number (756484), 6. Legacy Permit Number (empty), 7. Project Description (Pole to pole Transfers generated from Transfer Case#TX-000001004), 8. Region (WEST), 9. Third-Party Representative Name (Linda Delibato), 10. Phone Number ((905) 555-5555), 11. Email Address (linda.delibato@alectrautilities.com). There are also fields for Contractor Assigned, Warning Date, and Transfer Date, all of which are empty. A 'Request Cancellation' button is at the bottom.

1. Permit Number	A read only field that is system populated based on the Region poles selected by the pole tab.
2. Application Status	Indicates the Status of the Application
3. Submitted on	Date TM application was actioned on
4. Parent Permit Number	Identifies the Parent Transfer List this TM application generated from.
5. Applicant Reference Number	Updated when TM application is submitted
6. Legacy Permit Number	Not implemented by Alectra
7. Project Description	A read only field that is system populated
8. Region	A read only field that is system populated based on the Region
9. Third Party Representative	Name, Phone Number, email
10. Contractor Assigned	Not Applicable to TM Applications
11. Warning Date	Not Applicable to TM Applications
12. Transfer Date	Not Applicable to TM Applications

## REVIEW DOUBLE POLE TRANSFERS - TRANSFER MOVE POLE TAB

The Poles' tab allows the user to view the poles on the Double Pole Transfer list.

The screenshot displays the 'Poles' tab for a Pole-to-Pole Transfer application (TM-000000231). The interface is divided into a map window on the left and a data table on the right. The map window shows a street grid with King William St and East Avenue. A tooltip is visible over a pole, displaying details such as Pole Number (22879), Height (55), Class (3), Material (WOOD), Owner (COMPANY POLE), Year, FID (5104933), and State (In Service). The data table lists poles with columns for Pole Number, New Pole, Permit Number, Street, Location, Action, and Processed. The table includes three rows of data, with the first row highlighted in green. The 'Export to Excel' button is located at the top right of the table.

Pole Num...	New Pole	Permit Nu...	Street	Location	Action	Processed
22879_OLD	22879	20041027		KING WILLIAM STREET SS 2-W EAST	TRANSFE...	No
24199	101844	20041027		GAGE AVENUE SOUTH ES 10-N LAWRENCE	TRANSFE...	No
51126	10733	8167		DUNDAS STREET NS 2-E WEST	TRANSFE...	No

### 1. Map Window

### 2. Hovering over a pole

With the mouse hovering over a single pole will present a floating box with pole attribution exposed to the module. Pole Number, Height, Class, Material, Owner, Installation Year, and the FID key unique to the GIS

### 3. Box beside Pole Numbers

By clicking in the box beside the pole number, the map will position that pole in the center of the map window

### 4. Pole Grid

Includes Pole Number, New pole, Existing Permit Number, Street, Location, Action, Processed.

### 5. Export to Excel

Allows the user to extract the list to an Excel sheet.

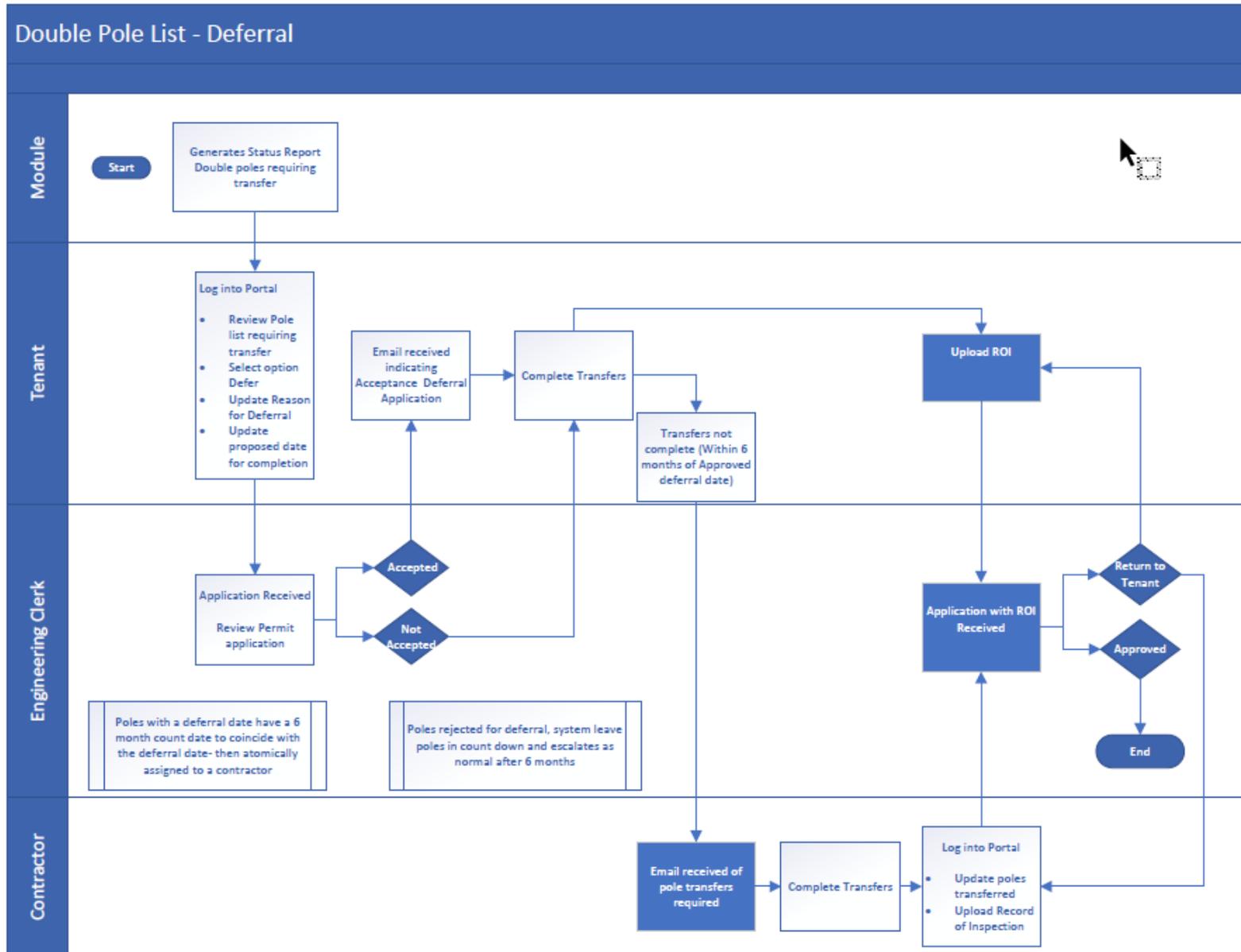
## REVIEW DOUBLE POLE TRANSFERS – TRANSFER MOVE DOCUMENTS TAB

The 'Documents' tab allows the user to attach various documents to accompany the application. The only document required on a Transfer Move application is the Record of Inspection. This document is available for viewing using the download icon.

The screenshot displays the 'Documents' tab for a Pole-to-Pole Transfer application (TM-000000231). The interface shows a list of documents attached to the application. The documents listed are: Engineering Drawing - PDF, Additional Supporting Documents, Certification Letter, Estimate Letter, MCI/PUCC Approval, Engineering Drawing - Auto Cad, Structural Analysis Report - PDF, Purchase Order, Record of Inspection, Record of Inspection #02217427 01010, Review Fees, Review Comments, and As Built. A red arrow points to a download icon next to the 'Record of Inspection' document.

## 2. DEFERRALS

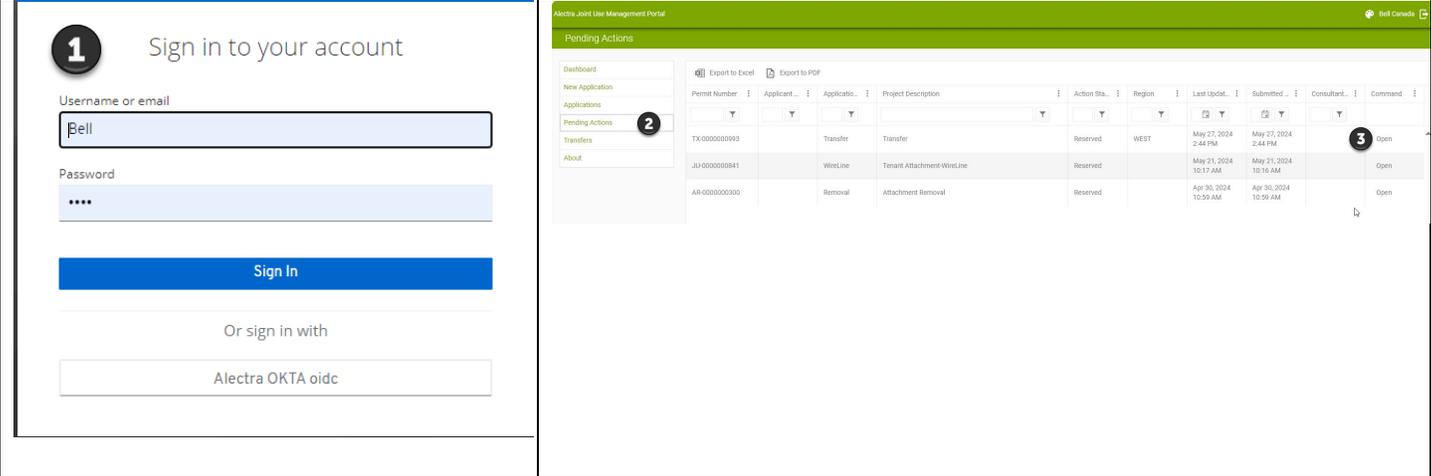
### PROCESS FLOW - DEFERRALS



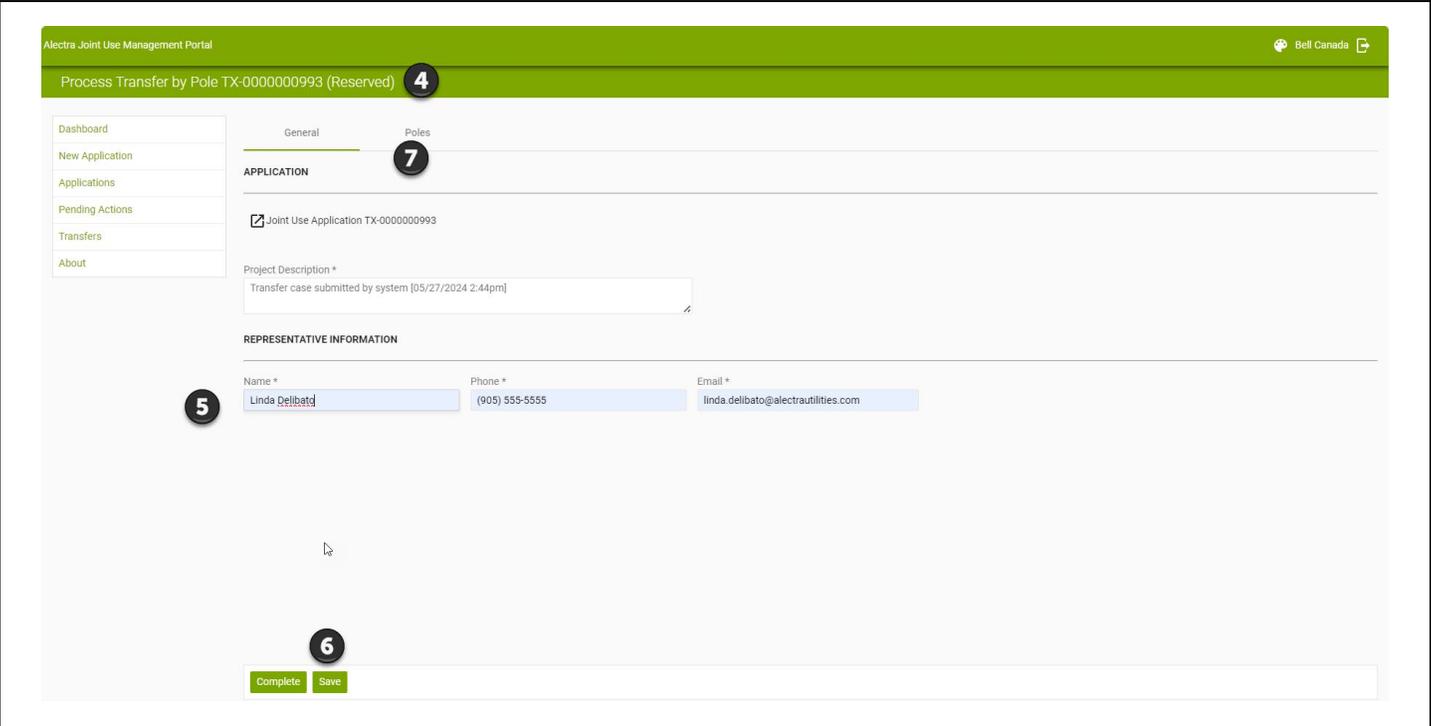
**PROCESS DOUBLE POLE TRANSFERS – TENANT REQUEST DEFERRAL**

When the Tenant receives a Double Pole Transfer List and would like to defer the transfers to a later date, they may request this option from the original **TX-XXXXX** list.

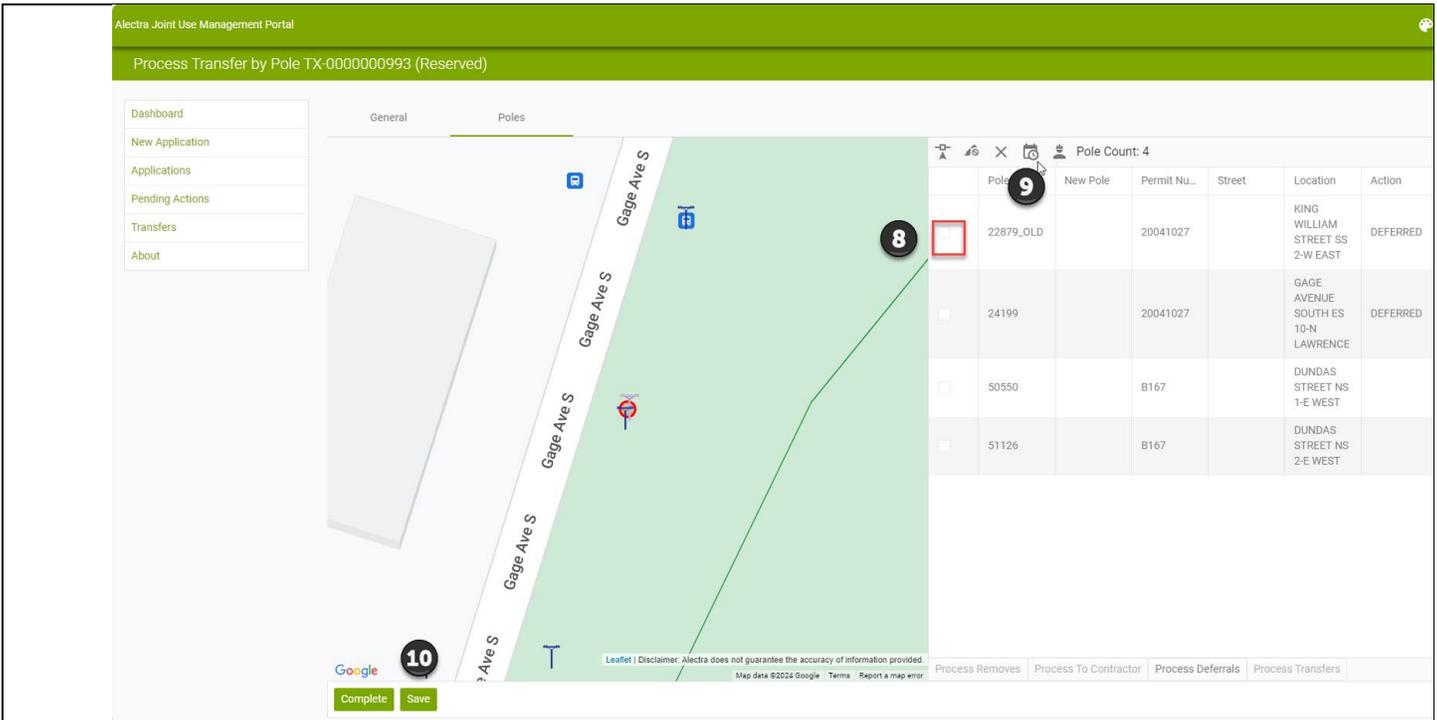
1. Log into the Alectra ATTACH Module using your user credentials.
2. Click on the **“Pending Actions”**.
3. Find the **TX** list and Click **“Open”**



4. Process Transfer by Pole form opens.
5. Verify Representative Information and update if necessary. Additional emails can be added in the email field using “;” similar to Outlook.
6. **“Save”**.
7. Click on **“Pole Tab”**.

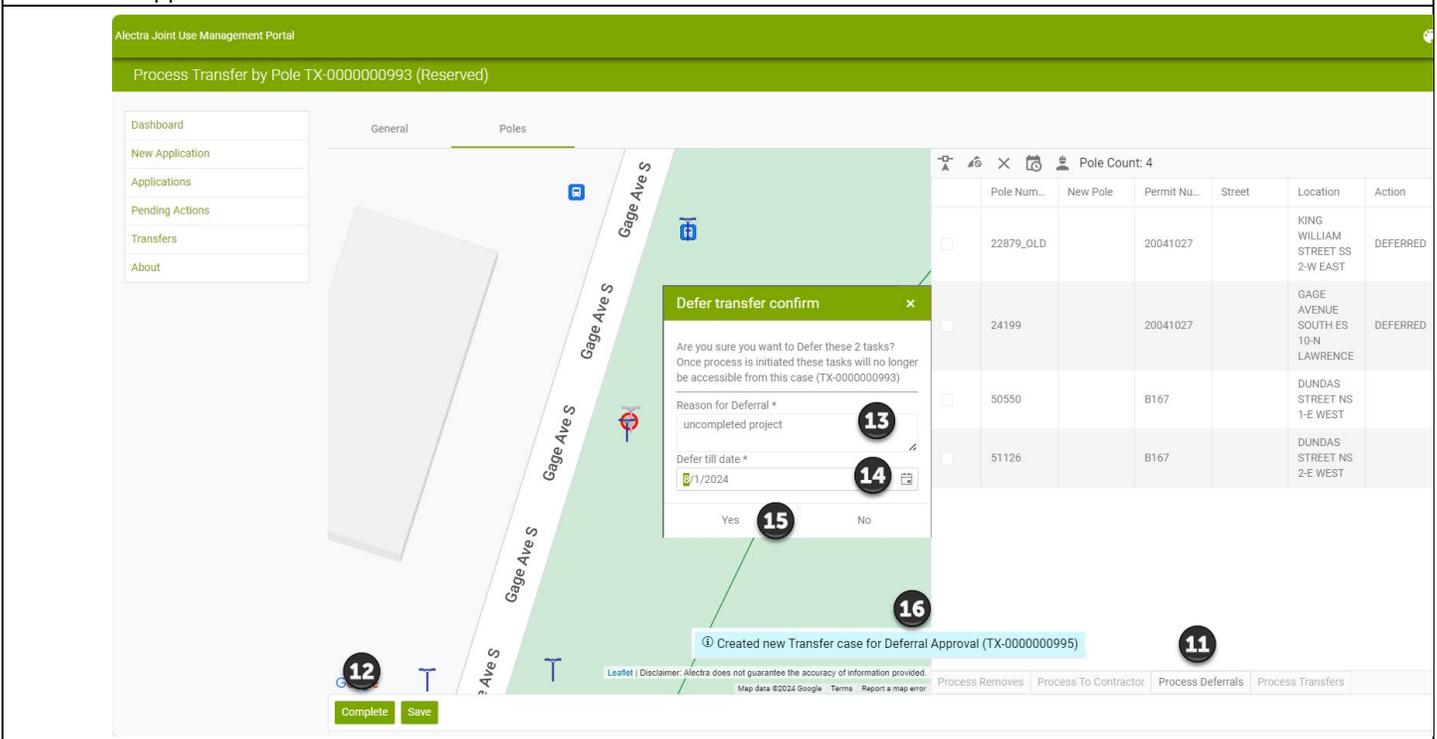


8. Click on the **“highlighted box”** beside the pole you want to action. Pole is now positioned in the centre of the map window.
9. Click on the **“Defer Transfer of Attachment”** icon.
10. **“Save”**



Continue the above steps to complete all the poles requesting deferral on the list.

11. Click "Process Deferrals"
12. "Complete"
13. Enter "Reason for Deferral"
14. Using Calendar enter "Defer till Date"
15. Defer transfer confirm "Yes"
16. Message appears advising a new Transfer List TX-##### has been generated and will be submitted to Engineering Clerk to approve deferral.



When the deferral request is **approved** by the Engineering Clerk the Tenant will receive an email.

Example email:

Double Pole list TX-0000000995 - Deferral Request

 jointuse@alectrautilities.com  
To  Linda Delibato

Mon 5/27/2024 3:19 PM

Reply Reply All Forward

Hello Linda Delibato,

Please note that your request to defer transfers found on Double Pole List TX-0000000995 until 2024-08-01T04:00:00.000Z has been Approved. Please Note that all approved deferred transfers must be completed within 30 days after 2024-08-01T04:00:00.000Z or they will automatically be sent to an Alectra approved contractor and you will be invoiced for all costs incurred.

Regards,  
Alectra Joint Use Team

You will also receive an email advising you that Double pole list TX-##### is in your pending actions.

Example email:

A new application has been submitted for your attention

 jointuse@alectrautilities.com  
To  Linda Delibato

Mon 5/27/2024 3:19 PM

Reply Reply All Forward

Start your reply all with:     Feedback

Hello Linda Delibato,

A new list of Alectra Double Poles requiring transfer of your attachments has been posted to your Pending Applications folder in Alectra's ATTACH module under Double Pole List TX-0000000995. Please review and action these pending transfers as soon as possible. Should you have any questions, please feel free to contact your local Alectra Joint Use representative.

Regards,  
Alectra Joint Use Team

**When the Tenant has completed the transfers on the Deferred list. Process the transfer using the “Tenant Completes Transfers” steps. This will generate another TM-#### application and will require an ROI.**

## DEFERRAL REQUEST DENIED

When the deferral request is **Not Approved** by the Engineering Clerk the Tenant will receive an email.

Example email:

### Double Pole list TX-0000000998 - Deferral Request



jointuse@alectrautilities.com  
To Linda Delibato



Hello Linda Delibato,

Please note that your deferral request has been denied for the following reasons:  
Unable to grant deferral - please transfer ASAP.  
Please complete your transfers found on Double Poles list TX-0000000998 as required.

Regards,  
Alectra Joint Use Team

You will also receive an email advising you that Double pole list TX-##### is in your pending actions.

Example email:

### Double Pole list TX-0000000998 - Deferral Request



jointuse@alectrautilities.com  
To Linda Delibato



Hello Linda Delibato,

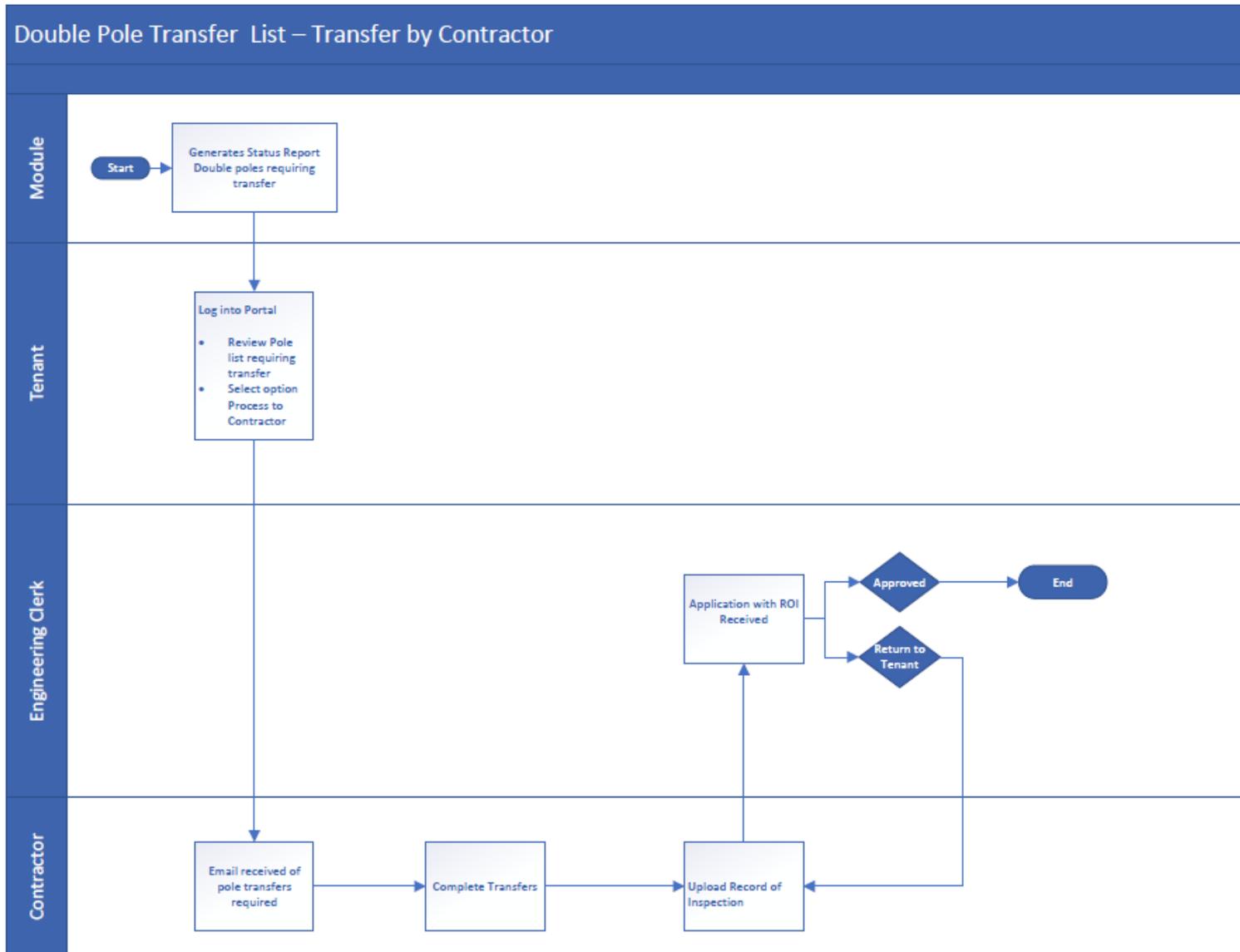
Please note that your deferral request has been denied for the following reasons:  
Unable to grant deferral - please transfer ASAP.  
Please complete your transfers found on Double Poles list TX-0000000998 as required.

Regards,  
Alectra Joint Use Team

**When the Tenant has completed the transfers on the Deferred list. Process the transfer using the “Tenant Completes Transfers” steps. This will generate another TM-##### application and will require an ROI.**

### 3. PROCESS DOUBLE POLE TRANSFERS – TRANSFER TO CONTRACTOR

#### PROCESS FLOW – TRANSFER BY CONTRACTOR



## PROCESS DOUBLE POLE TRANSFERS – TRANSFER TO ALECTRA APPROVED CONTRACTOR

When the Tenant receives a Double Pole List – Transfer and would like to assign the Transfer to An Alectra Approved Contractor to complete the work for them, they may request this option from the original TX-XXXXX list.

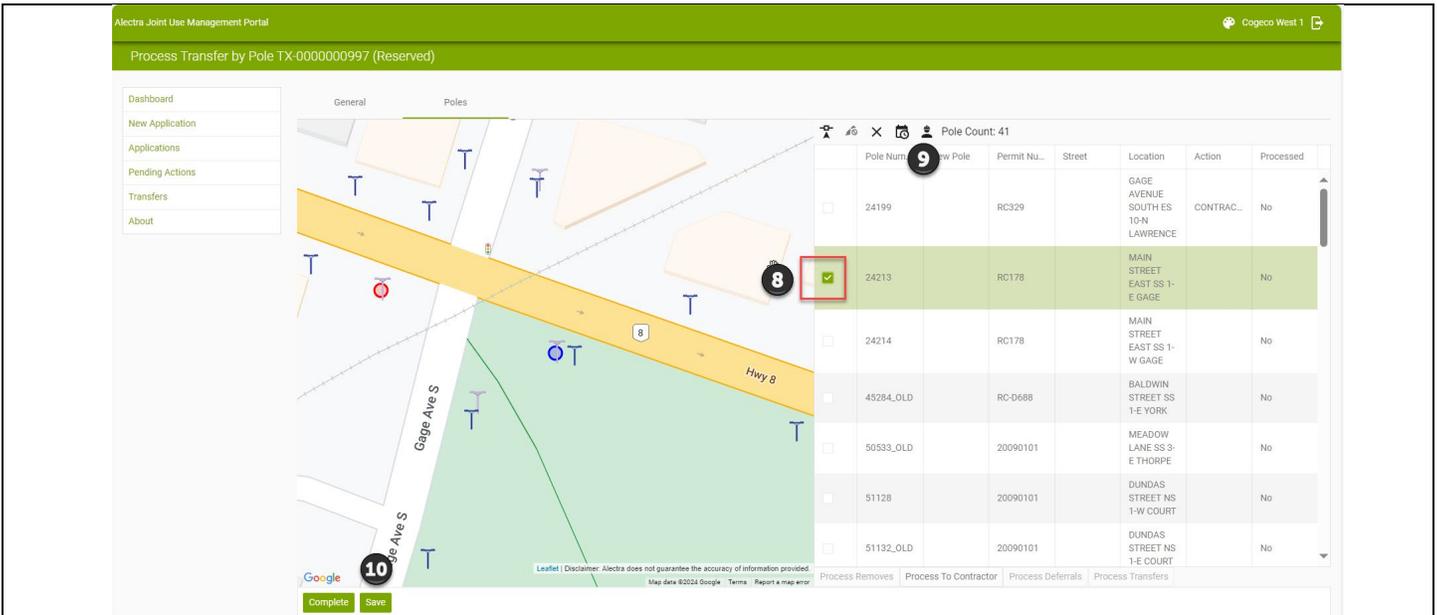
1. Log into the Alectra ATTACH Module using your user credentials.
2. Click on the **“Pending Actions”**.
3. Find the **TX** list and Click **“Open”**

The screenshot shows the Alectra Joint Use Management Portal. On the left, there is a login form titled "Sign in to your account" with fields for "Username or email" (containing "cogeco\_W1") and "Password" (masked with dots). Below the fields is a "Sign In" button and an option to "Or sign in with Alectra OKTA oidc". On the right, the "Pending Actions" table is visible. The table has columns for "Permit Number", "Applicant", "Application", "Project Description", "Action Sta.", "Region", "Last Update", "Submitted", "Consultant", and "Command". A row is highlighted with a red background, containing the value "TX-000000997" in the Permit Number column and "Transfer" in the Project Description column. A red circle with the number "2" is placed over the "Pending Actions" menu item in the left sidebar, and another red circle with the number "3" is placed over the "Open" button in the table row.

4. Process Transfer by Pole form opens.
5. Verify Representative Information and update if necessary. Additional emails can be added in the email field using “;” similar to Outlook.
6. **“Save”**.
7. Click on **“Pole Tab”**.

The screenshot shows the "Process Transfer by Pole TX-000000997 (Reserved)" form in the Alectra Joint Use Management Portal. The form has a green header bar with the title and a "Cogeco West 1" user indicator. The left sidebar contains a navigation menu with items like "Dashboard", "New Application", "Applications", "Pending Actions", "Transfers", and "About". The main content area has tabs for "General" and "Poles". The "General" tab is active, showing the "APPLICATION" section with a checked checkbox for "Joint Use Application TX-000000997" and a "Project Description" field containing "Transfer case submitted by system [05/27/2024 3:53pm]". Below this is the "REPRESENTATIVE INFORMATION" section with fields for "Name \*", "Phone \*", and "Email \*". The "Name \*" field contains "Linda Delibato" and is highlighted with a red circle and the number "5". The "Phone \*" field contains "(905) 555-5555" and the "Email \*" field contains "linda.delibato@alecrautilities.com". At the bottom of the form, there are "Complete" and "Save" buttons, with a red circle and the number "6" placed over the "Save" button. A red circle with the number "4" is placed over the form title, and a red circle with the number "7" is placed over the "Poles" tab.

8. Click on the **“highlighted box”** beside the pole you want to action. Pole is now positioned in the centre of the map window.
9. Click on the **“Assign to Hydro Contractor”** icon.
10. **“Save”**

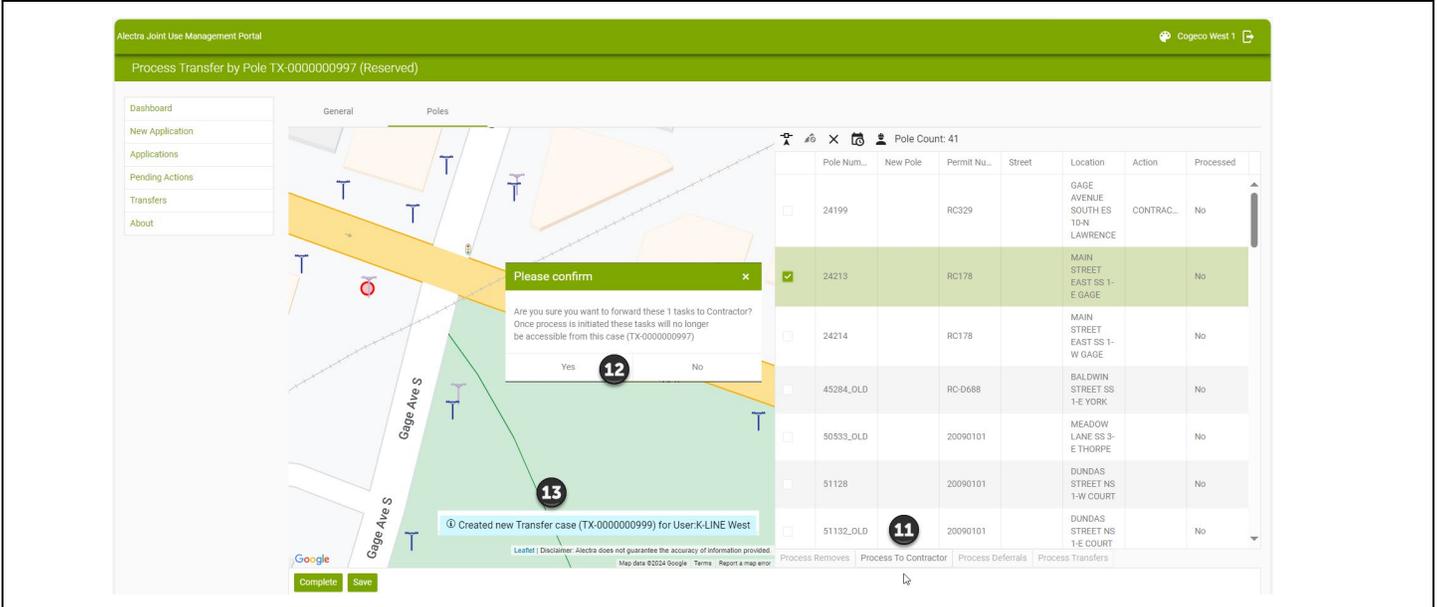


Continue the above steps to complete all the poles requesting to be sent to Alectra Approved Contractor on the list.

11. Click "Process To Contractor"

12. Please confirm "Yes"

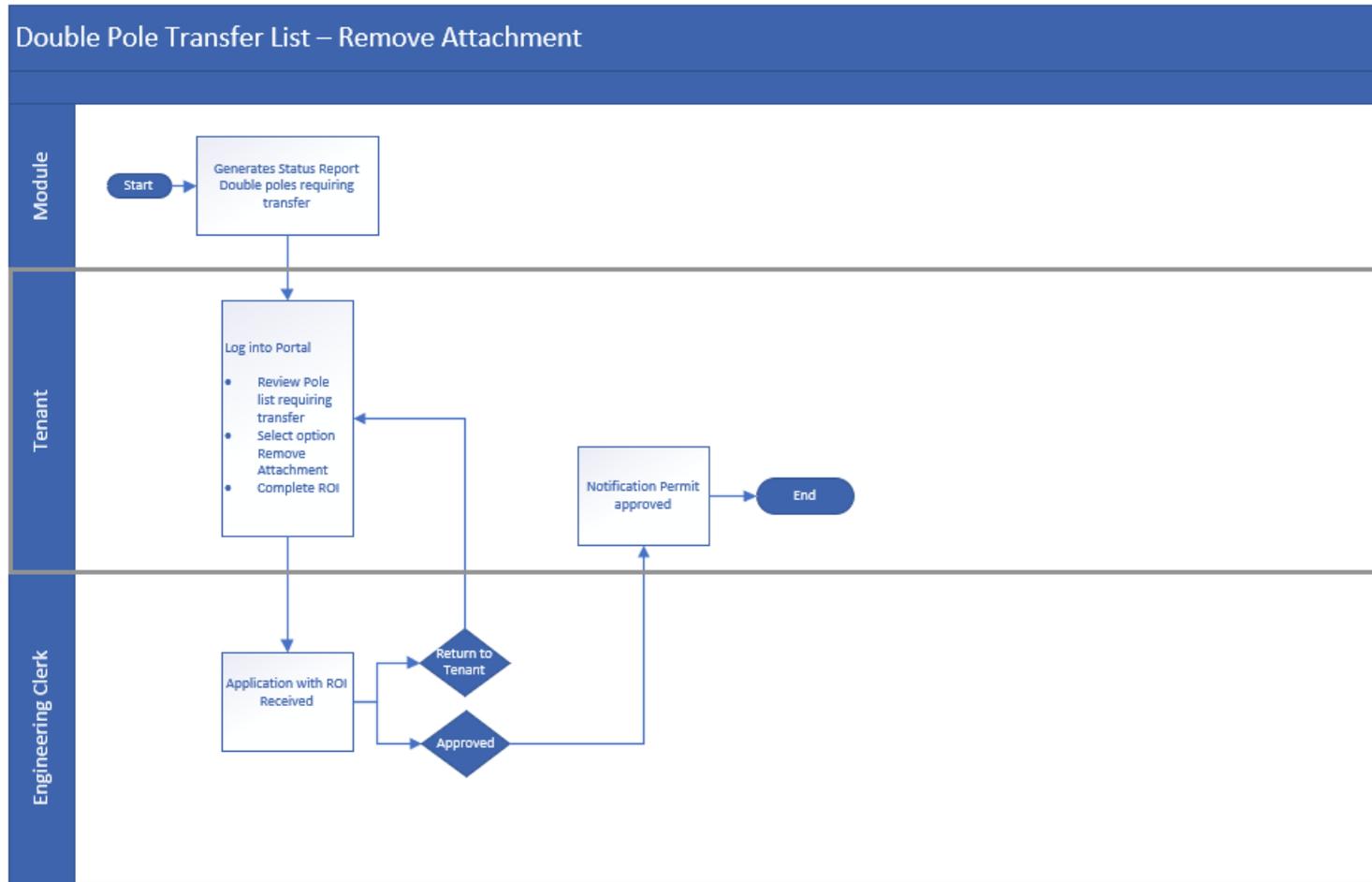
13. Message appears advising a new Transfer List TX-##### has been generated and will be submitted to named Hydro Contractor to complete the Transfers.



There is no further action for the Tenant, but the Tenant will receive a copy of the completion email.

## 4. PROCESS DOUBLE POLE TRANSFERS – REMOVALS

### PROCESS FLOW - REMOVAL



## PROCESS DOUBLE POLE TRANSFERS LIST – REMOVE ATTACHMENT

When the Tenant receives a Double Pole List – Transfer and would like to permanently remove the attachment completely, they may request this option from the original TX-XXXXX list.

1. Log into the Alectra ATTACH Module using your user credentials.
2. Click on the **“Pending Actions”**.
3. Find the **TX** list and Click **“Open”**

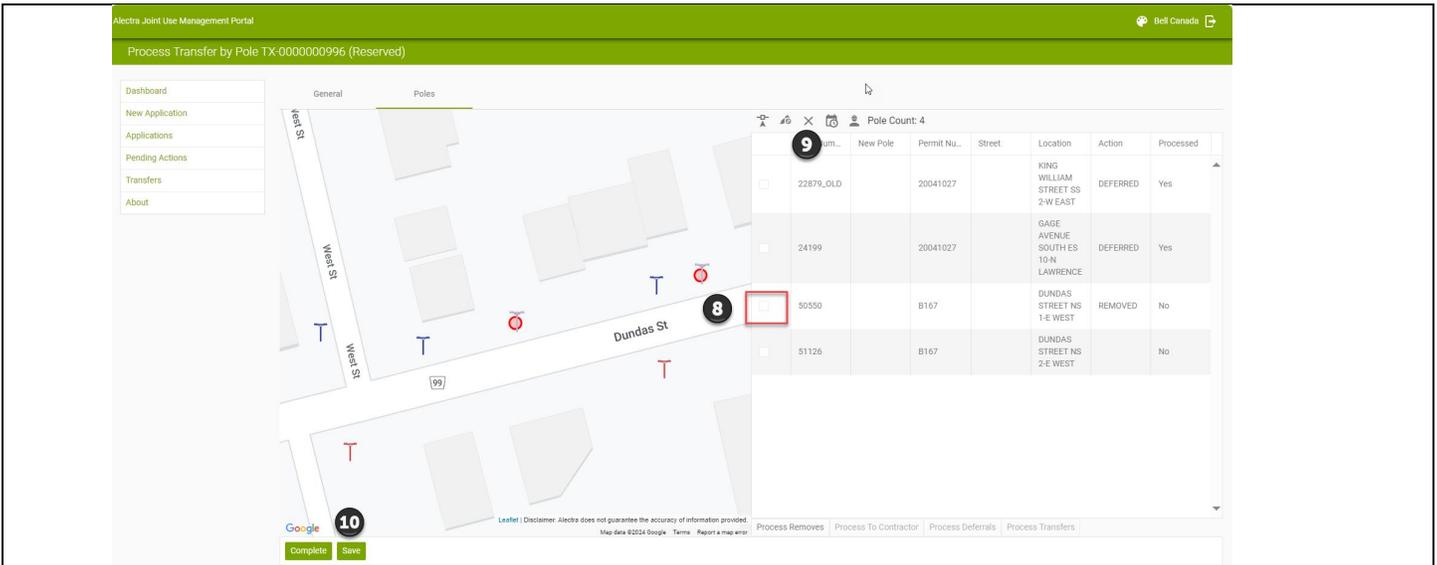
The screenshot shows the Alectra Joint Use Management Portal. On the left is the login page with a 'Sign in to your account' header, a 'Bell' logo, and input fields for 'Username or email' (containing 'Bell') and 'Password' (containing '\*\*\*\*'). A blue 'Sign In' button is below, followed by 'Or sign in with' and 'Alectra OKTA oidc'.

On the right is the 'Pending Actions' table. The table has columns: Permit Number, Applicant, Application, Project Description, Action Sta., Region, Last Update, Submitted, Consultant, and Command. The table contains several rows, with the second row (TX-000000996) highlighted in green. A red circle with the number '2' is over the 'Pending Actions' menu item on the left, and a red circle with the number '3' is over the 'Open' button in the second row of the table.

4. Process Transfer by Pole form opens.
5. Verify Representative Information and update if necessary. Additional emails can be added in the email field using “;” similar to Outlook.
6. **“Save”**.
7. Click on **“Pole Tab”**.

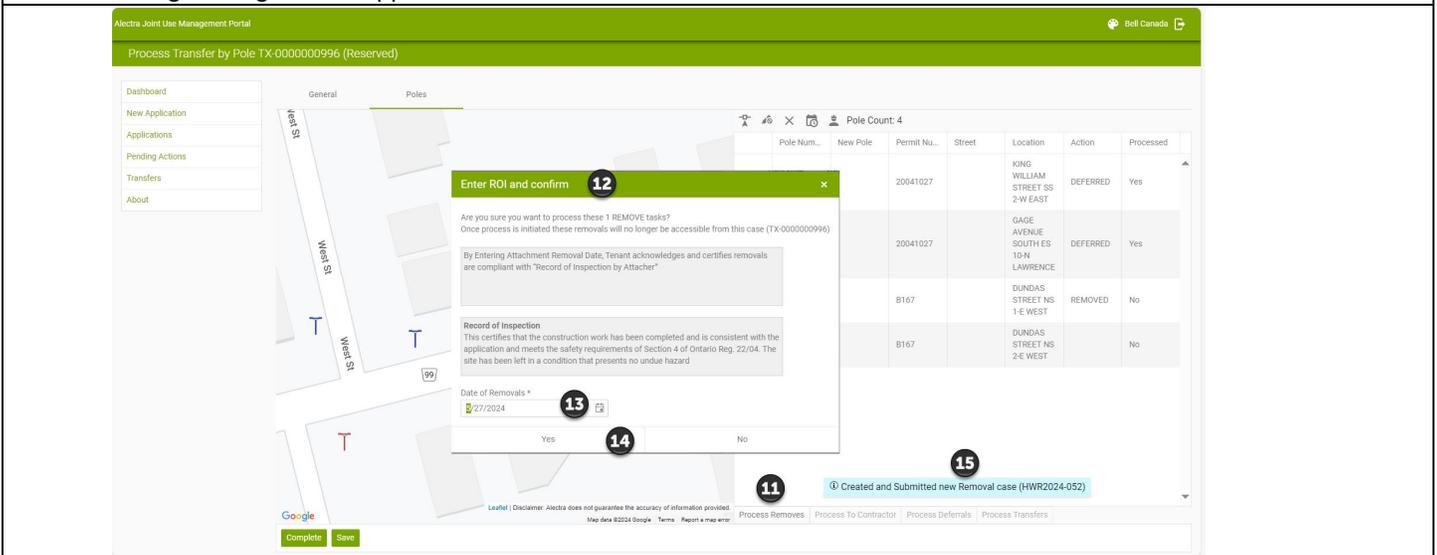
The screenshot shows the 'Process Transfer by Pole TX-000000996 (Reserved)' form. The form has a green header with the title and a 'Bell Canada' logo. On the left is a navigation menu with 'Dashboard', 'New Application', 'Applications', 'Pending Actions', 'Transfers', and 'About'. The main form area has tabs for 'General' and 'Poles'. The 'General' tab is active, showing 'APPLICATION' information with a checkbox for 'Joint Use Application TX-000000996' and a 'Project Description' field containing 'Transfer case submitted by system [05/27/2024 3:53pm]'. Below is the 'REPRESENTATIVE INFORMATION' section with fields for 'Name \*' (Linda Delibato), 'Phone \*' ((905) 555-5555), and 'Email \*' (linda.delibato@alecrautilities.com). A red circle with the number '4' is over the title, a red circle with '5' is over the Name field, a red circle with '6' is over the 'Save' button, and a red circle with '7' is over the 'Poles' tab.

8. Click on the **“highlighted box”** beside the pole you want to action. Pole is now positioned in the centre of the map window.
9. Click on the **“X Mark”** icon.
10. **“Save”**



Continue the above steps to complete all the poles requesting removal on the list.

11. Click "Process Removes"
12. "Enter ROI and Confirm" form appears.
13. Using Calendar enter "Date"
14. Confirm "Yes"
15. Message appears advising a new Removal Application (Region) R-#####-### has been generated and will be submitted to Engineering Clerk to approve removal.



When the Removal (Region)R#####-### application is approved email notification is sent to the Tenant.

Removal Application HWR2024-052

jointuse@alectrautilities.com  
To: Linda Delibato

Reply

Hello Linda Delibato,

For your records, Removal Application HWR2024-052 is Complete. No further action is required.

Regards,  
Alectra Joint Use Team

# FINAL STEP COMPLETE TX-##### APPLICATION

Once all of the poles have been actioned on a TX-XXXXX list the next step is to complete the TX-XXXXX list. This will stop all email reminder notifications being sent regarding the list.

**Note: If a Double Pole Transfer application has not been actioned by the Tenant within the 6 month deadline, the application will no longer be able to be completed by the Tenant.**

When all of the poles on the list have been actioned.  
 Pole Grid get updated with Action and Processed.  
 Action = removed/transferred will be removed or transferred  
 Processed = Yes

1. Click **“Complete”**
2. Please Confirm **“Yes”**

The screenshot shows the 'Process Transfer (Contractor) by Pole TX-0000001007 (Reserved)' page. On the left is a sidebar with 'Dashboard', 'Applications', 'Pending Actions', 'Transfers', and 'About'. The main area features a map of Hamilton, Ontario, with a 'Please confirm' dialog box overlaid. The dialog asks, 'You are about to submit the application. Once the application is submitted, you will not be able to make any more changes to the application. Would you like to proceed?' with 'No' and 'Yes' buttons. A red circle with the number '2' is around the 'Yes' button. To the right of the map is a table with columns: Pole Num., New Pole, Permit N., Street, Location, Action, and Processed. The 'Processed' column has 'Yes' entries for several rows. Two red arrows point to the 'Processed' column header and one of the 'Yes' entries. At the bottom of the map area are 'Complete' and 'Save' buttons. A red circle with the number '1' is around the 'Complete' button.

Pole Num.	New Pole	Permit N.	Street	Location	Action	Processed
24199		RC329		GAGE AVENUE SOUTH ESTON LAUREN...	REMOVED	Yes
24213		RC178		MAIN STREET EAST SS 1-E GAGE	REMOVED	Yes
24214	101791	RC178		MAIN STREET EAST SS 1-W GAGE	TRANSFE...	Yes
45284_O...	10716	RC-0688		BALDWIN STREET SS 1-E YORK	TRANSFE...	Yes
50553_O...	50533	20090101		MEADOW LANE SS 3-E THORPE	TRANSFE...	Yes
S1128	10738	20090101		DUNDAS STREET NS 1-W COURT	TRANSFE...	Yes
S1132_O...	10739	20090101		DUNDAS STREET NS 1-E COURT	TRANSFE...	Yes
S1133_O...	10741	20090101		DUNDAS STREET NS 2-E COURT	TRANSFE...	Yes

### 3. General Page opens

The screenshot shows the 'Transfer - COGECO TX-0000001007 (Completed)' page. The top navigation bar includes 'General', 'Poles', 'Documents', and 'Pending Actions'. The 'Application' section shows 'Permit Number: TX-0000001007' and 'Application Status: Completed'. A red box highlights 'Application Status Completed' with a red arrow pointing to it. Other fields include 'Applicant Reference Number', 'Project Description: Transfer case submitted by system [05/30/2024 9:58am]', 'Region: WEST', 'Third-Party Representative' (Name: Cogeco West 1, Phone Number: (555) 555-5555, Email Address: westjointus@alectrautilities.com; linda.d), and 'Internal Information'.

**Warning Messages:**

1. When you try to “Complete” a Double Pole Transfers list without actioning all of the poles on the list you will receive this message.

All Child cases below need completing×

Application ID	Type	Status	
TM-0000000234	TransferPoleToPole	Awaiting Record of Inspection	▲

Ok

This message indicates that the TM-##### still requires submission before the Double Pole Transfers are complete.

2. When you try to “Complete” a Double Pole Transfers list without actioning all the pole on the list you will receive this message.

⊗ Please complete all pole transfers before Completing\_\_\_\_\_

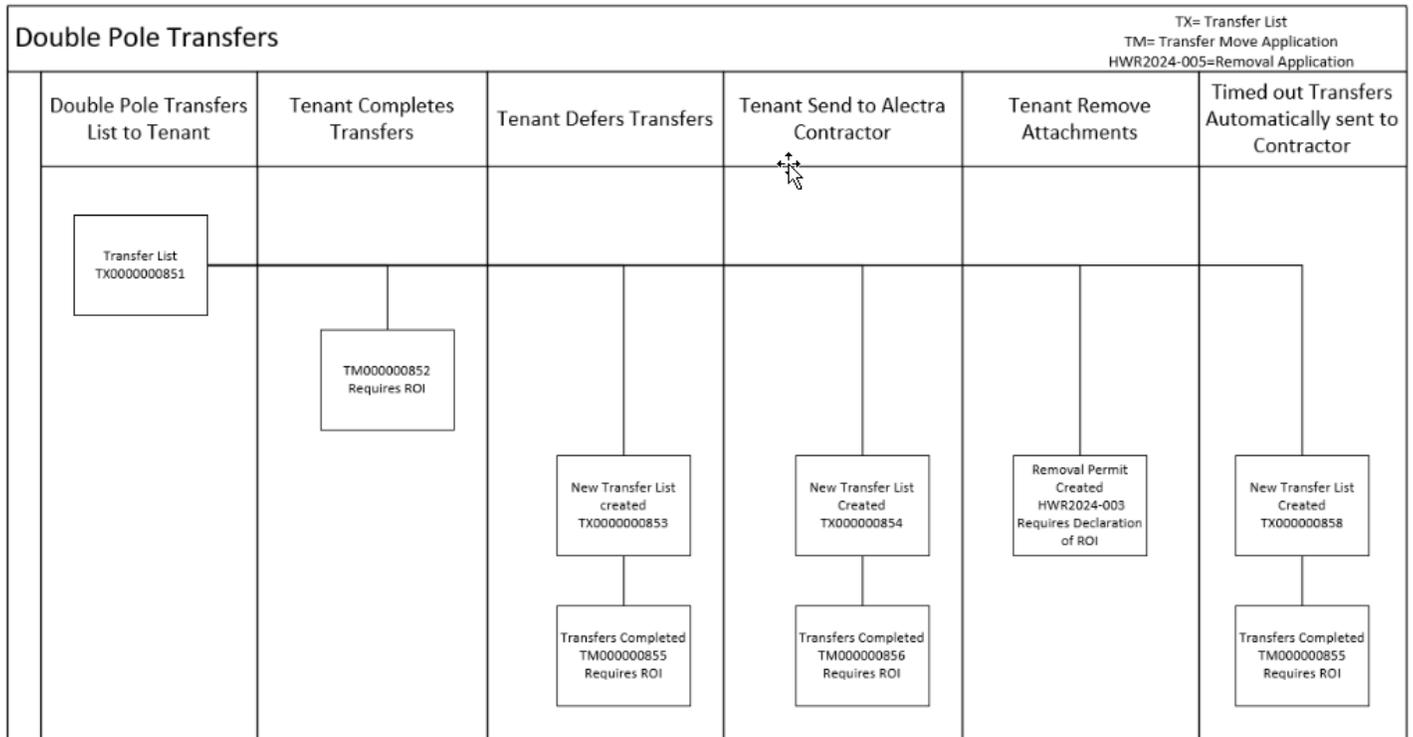
You will have to back into the original Double Pole Transfer application and action all poles.

# DOUBLE POLE TRANSFERS – APPLICATIONS THAT ARE GENERATED

A Double Pole Transfers is a List prefixed with the letters "TX"

A Transfer Move Application is prefixed with the letters "TM"

A Removal Application is identified with the Region and the "R"



## EMAIL NOTIFICATIONS

Double Pole Transfer lists are generated monthly and sent to the Tenants by email notification to action the transfer of existing attachments. The Tenant has 6 months to action all the poles requiring attachment transfer. Reminder emails are sent monthly thereafter, a final reminder is sent 30 days before the end of the 6 month time period. And finally, if all of the pole transfers have not been completed from the original Double Pole List, the remainder of the poles is sent to an Approved Alectra Contractor to complete the transfers.

<p>Notification email:</p>	<p>Alectra Double Pole List TX-0000000986 from May, 2024</p> <p> jointuse@alectrautilities.com To East Joint Use; BRUTON Steve</p> <p style="text-align: right;">  Reply              Reply All              Forward               </p> <p style="text-align: right;">Wed 5/22/2024 11:14 AM</p> <p>Hello Rogers Canada ,</p> <p>This is reminder # 1 that Alectra Double Pole list TX-0000000986 requires your prompt attention. Should you have any questions, please feel free to contact your local Alectra Joint Use representative.</p> <p>Regards, Alectra Joint Use Team</p>
<p>Reminder email:</p>	<p>Alectra Double Pole List TX-0000000987 from May, 2024</p> <p> jointuse@alectrautilities.com To East Joint Use; BRUTON Steve</p> <p style="text-align: right;">  Reply              Reply All              Forward               </p> <p style="text-align: right;">Wed 5/22/2024 11:14 AM</p> <p>Hello Rogers Canada ,</p> <p>This is <b>reminder # 1</b> that Alectra Double Pole list TX-0000000987 requires your prompt attention. Should you have any questions, please feel free to contact your local Alectra Joint Use representative.</p> <p>Regards, Alectra Joint Use Team</p>
<p>Reminder email:</p>	<p>Alectra Double Pole List TX-0000000987 from May, 2024</p> <p> jointuse@alectrautilities.com To East Joint Use; BRUTON Steve</p> <p style="text-align: right;">  Reply              Reply All              Forward               </p> <p style="text-align: right;">Wed 5/22/2024 11:34 AM</p> <p>Hello Rogers Canada ,</p> <p>This is <b>reminder # 2</b> that Alectra Double Pole list TX-0000000987 requires your prompt attention. Should you have any questions, please feel free to contact your local Alectra Joint Use representative.</p> <p>Regards, Alectra Joint Use Team</p>
<p>30 Days Notice email:</p>	<p>Alectra Double Pole List - Urgent TX-0000000987</p> <p> jointuse@alectrautilities.com To East Joint Use; BRUTON Steve</p> <p style="text-align: right;">  Reply              Reply All              Forward               </p> <p style="text-align: right;">Wed 5/22/2024 11:44 AM</p> <p>Hello Rogers Canada ,</p> <p>Please note that this is the Final reminder that Alectra Double Poles List TX-0000000987 requires your prompt attention. Action must be taken within <b>30 days</b> of 2024-05-22T15:43:17.327Z to complete the remaining transfers of your attachment(s) and verification confirmed by updating the above application in the Alectra ATTACH portal. Otherwise, your transfers will be assigned to an Alectra contractor for removal from the poles contained on this list as of 2024-05-22T15:53:17.327Z and you will be invoiced for all costs incurred.</p> <p>Regards, Alectra Joint Use Team</p>
<p>Final Notification email:</p>	<p>Final notification regarding Alectra Double Pole List TX-0000000987</p> <p> jointuse@alectrautilities.com To East Joint Use; BRUTON Steve</p> <p style="text-align: right;">  Reply              Reply All              Forward               </p> <p style="text-align: right;">Wed 5/22/2024 11:54 AM</p> <p>Hello Rogers Canada ,</p> <p>Thank you for any transfers that were completed on Alectra Double Poles List TX-0000000987. For the remaining transfers <u>not</u> completed and updated in the Alectra ATTACH module, these transfers have now been sent to an Alectra-approved contractor for removal and you will be invoiced for all costs incurred. Should you have any further questions or concerns, please contact your local Joint Use representative.</p> <p>Regards, Alectra Joint Use Team</p>

## REVIEW DOUBLE POLE LIST TRANSFER LIST APPLICATION

The screenshot shows the 'Transfer TX-0000001002 (Awaiting Transfer)' application form. The form is divided into three main sections: Application, Third-Party Representative, and Internal Information. The fields are numbered 1 through 12 as follows:

- 1. Permit Number:** TX-0000001002
- 2. Application Status:** Awaiting Transfer
- 3. Submitted On:** 28/May/2024
- 4. Parent Permit Number:** (Empty)
- 5. Applicant Reference Number:** (Empty)
- 6. Legacy Permit Number:** (Empty)
- 7. Project Description:** Transfer case submitted by system [05/28/2024 12:25pm]
- 8. Region:** WEST
- 9. Third-Party Representative:** Name: Bell Canada, Phone Number: ( ) - - , Email Address: westjointuse@alectrautilities.com,steve.br
- 10. Contractor Assigned:** kline\_west
- 11. Warning Date:** 28/May/2024
- 12. Transfer Date:** 28/May/2024

<b>1. Permit Number</b>	A read only field that is system populated based on the Region poles selected by the pole tab.
<b>2. Application Status</b>	Indicates the Status of the Application
<b>3. Submitted on</b>	Date Double Pole transfer list was generated
<b>4. Parent Permit Number</b>	Not used on TX Double Pole Lists
<b>5. Applicant Reference Number</b>	Not used on TX Double Pole Lists
<b>6. Legacy Permit Number</b>	Not implemented by Alectra
<b>7. Project Description</b>	A read only field that is system populated
<b>8. Region</b>	A read only field that is system populated based on the Region
<b>9. Third Party Representative</b>	Name, Phone Number, email
<b>10. Contractor Assigned</b>	Contractor that will automatically be assigned after the 6 month deadline
<b>11. Warning Date</b>	Date the last notification will be sent to Tenants
<b>12. Transfer Date</b>	Date a new transfer list is generated and sent to the Contractor

## REVIEW DOUBLE POLE TRANSFER LIST POLE TAB

The Poles' tab allows the user to view the poles on the Double Pole Transfer list.

The screenshot displays the 'Alectra Joint Use Management Portal' interface. The main content area is titled 'Transfer TX:0000001002 (Awaiting Transfer)' and has tabs for 'General', 'Poles', 'Documents', and 'Pending Actions'. The 'Poles' tab is active, showing a map and a table of pole data. A floating information box is visible over the map, displaying details for a specific pole. The table has columns for Pole Number, New Pole, Permit Number, Street, Location, Action, and Processed. A 'Pole Count: 3' is shown at the bottom of the map area.

Pole Num...	New Pole	Permit Nu...	Street	Location	Action	Processed
<input checked="" type="checkbox"/> 22879_OLD		20041027		KING WILLIAM STREET SS 2-W EAST		No
<input type="checkbox"/> 24199		20041027		GAGE AVENUE SOUTH ES 10-N LAWRENCE		No
<input type="checkbox"/> 51126		8167		DUNDAS STREET NS 2-E WEST		No

### 6. Map Window

### 7. Hovering over a pole

With the mouse hovering over a single pole will present a floating box with pole attribution exposed to the module. Pole Number, Height, Class, Material, Owner, Installation Year, and the FID key unique to the GIS

### 8. Box beside Pole Numbers

By clicking in the box beside the pole number, the map will position that pole in the center of the map window

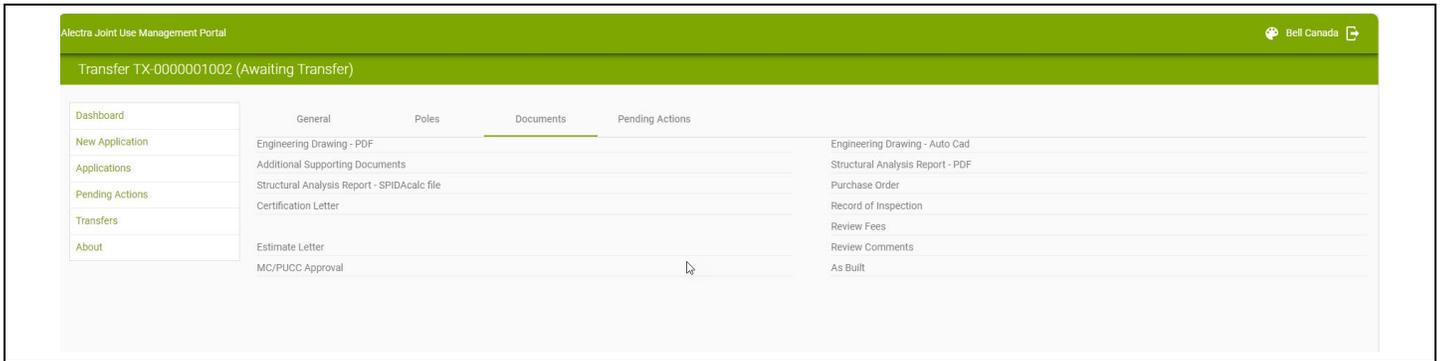
### 9. Pole Grid

Includes Pole Number, New pole, Existing Permit Number, Street, Location, Action, Processed.

### 10. Export to Excel

Allows the user to extract the list to an Excel sheet.

## REVIEW DOUBLE POLE LIST DOCUMENTS TAB



The 'Documents' tab allows the user to attach various documents to accompany the application. There are no documents that are required for a TX-#### Double pole list. The Tab will appear without any information.