



BOUNDLESS ENERGY<sup>SM</sup>

**Pole Data System  
JU Portal Attachers Guide  
Updated 12/2019**

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## **PDS JU Portal (JU Portal)**

### **What is PDS JU Portal?**

**Pole Data System is the system of record for all foreign attachments on AEP owned poles as well as all AEP attachments on foreign owned poles. The PDS JU Portal will afford foreign attachers the ability to request to attach to AEP owned poles electronically. By using this system, authorized attachers and pole owners will only be able to select poles owned by AEP or, if a pole owner, poles owned by themselves. Through the use of this portal we will eliminate confusion as to ownership of poles along with increasing the ability of attachers to submit their requests with complete pole numbers, locations, accuracy in routes, and speed of receipt and response.**

### **Why do we need it?**

AEP is mandated to allow certain foreign attachments on our poles. These mandates come from different levels of government. Some are state and some are federal. In order to maintain compliance with these requirements, agreements have been established or tariffs put into place to guide the processing of these requests and the recovery of costs where applicable. There are rental revenue/expenses involved in these attachments that go back to offset the operating companies' revenue requirement. Complete accurate records ensure that this money is billed and collected in a timely manner. Safety is always a major concern and focus for AEP. PDS makes it easy to identify if others are attached to electric facilities and who to contact if emergency situations arise. Through PDS pole attachment records, notifications are logged coming and going to the other parties ensuring that we have knowledge of someone being noticed that work needs completed and/or rearrangement of their facilities on our assets. This is often important in situations where we have to show liability. The JU Portal will feed directly into the PDS system. Using this system will expedite the requesting process and eliminate the need for paper proposals. The user will also be able to attach associated maps and documents at the time they submit proposal. Once the proposal is validated by the system, the user will receive a proposal number immediately on the screen. This number needs to be kept for reference purposes. This number ensures all future emails and documents are associated with the correct job. The clerical person responsible for that area reviews and makes sure all information needed has been received and sends a confirmation email to the requestor along with a copy of the proposal. The process clock begins at that time.

### **Who will use it?**

Any company/entity that AEP has entered into an attachment agreement with or state where pole attachments are governed by a tariff will be able to apply to use the portal. This includes all CATV, CLEC, ILEC, General and Muni agreements. Currently use of the portal is not mandatory; the use of JU Portal is highly encouraged. Due to accuracy of information received it helps to expedite beginning of proposal processing; eliminating the need for questions and further information to begin the process. FCC Order 18-111 has mandated additional information, communication, and timelines be observed. In order to comply with the changes updates have been made to the JU Portal and PDS, allowing PDS to send proposal milestones and information back to the portal for the attacher to view informing them where their proposal is in processing.

## How do you get access?

Users will request access thru the Joint Use Representative for the given territory. Each operating company has a specified Joint Use Representative that handles their attachments. **Each user can only be set up on one Parent Company (ex. Charter Communications).** However, there may be several agreements under that Parent. You can be on multiple agreements. For companies using contractors for their joint use/make ready work, requests are required by the Parent Company to allow a contractor to be set up and have access to each of identified valid agreements. Note: if this contracting company works for multiple parent companies they cannot use the same email address twice. Use of a contracting company to submit your proposals will require a written authorization or notification to the appropriate Joint Use Representative. Accepted form of authorization is a letter or email stating you accept responsibility and agree to provide payment for any submittals that are requested on your company's behalf. In order to grant access, the user must have a valid email address in PDS. If they do not, you must add this to the parent level. If a contractor is working for multiple companies, you must remove from one parent before adding to another. The best work around for this, if they have an email for the company that contracted them, use it so that it will be unique to that parent. Make sure to add users to agreements in PDS. This will allow them to use the portal for requests.

Is there a cost to use this portal? There are hosting and transactional fees associated with the use of this portal. This cost is covered by AEP thru the overheads associated with engineering on received proposals.

## JU Portal (Powered by GSIWorks)

### New User Requesting Access

PRODUCTION JU PORTAL WEBSITE - <https://aepjuaportal.azurewebsites.net/>

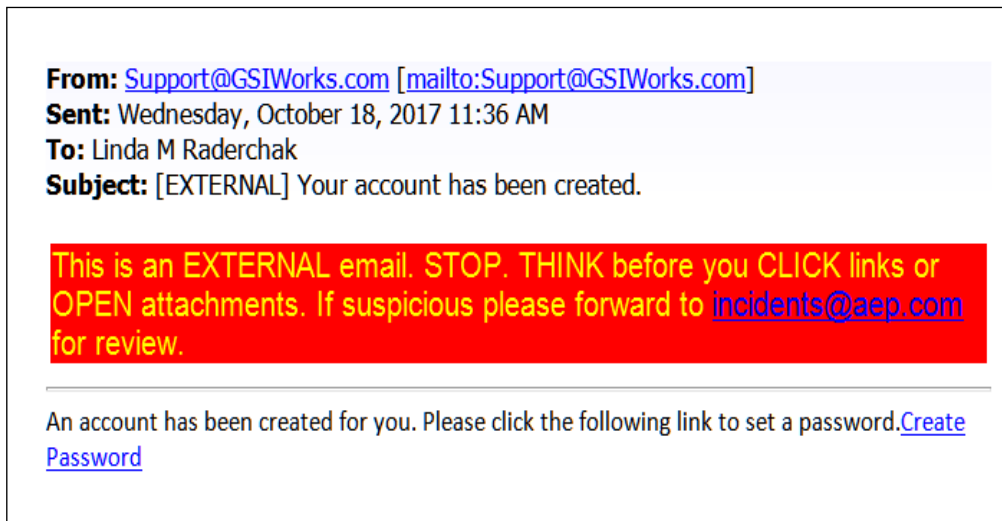
Access requests are to be sent to the following AEP Joint Use Representatives. They will provide a form for you to fill out and handle your access request once it is returned.

Contact AEP Joint Use Representative in your area:

Name	Operating Companies	Direct Dial	Email	Hours
Chris Postle	I&M, CSP	419/998-5192	<a href="mailto:cmpostle@aep.com">cmpostle@aep.com</a>	M-F 7:00-4:00 E
Thomas Watts	APCo, WPCo, KGPT	304/746-2568	<a href="mailto:tmwatts@aep.com">tmwatts@aep.com</a>	M-F 8:30-5:00 E
Lynn A. Stefanko	KY, OPCo	330/438-7297	<a href="mailto:lastefanko@aep.com">lastefanko@aep.com</a>	M-F 6:30-3:00 E
Curtis Austin	PSO	918/599-2146	<a href="mailto:claustin@aep.com">claustin@aep.com</a>	M-F 8:00-5:00 C
David B. Day	AEP TEXAS	361/881-5896	<a href="mailto:dbday@aep.com">dbday@aep.com</a>	M-F 8:00-5:00 C
Dianna M. Hanson	SWEPCo	318/673-3669	<a href="mailto:dmhanson@aep.com">dmhanson@aep.com</a>	M-F 8:00-5:00 C

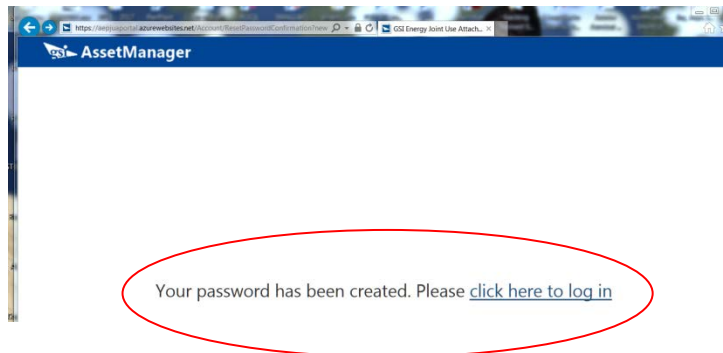
Once you input information, the user will receive an email directly from GSIWorks JU Portal.

User will click on the link in the email to create password

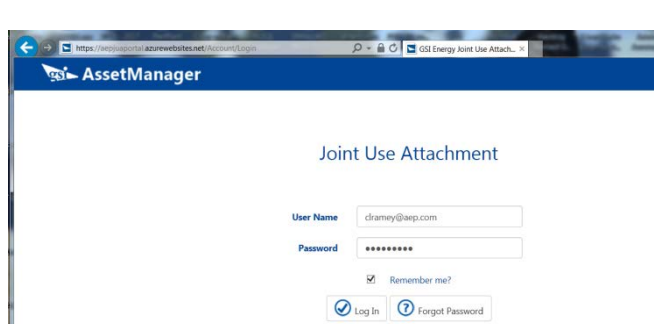


## Access

User will receive the below message that Password was created.



Sign in



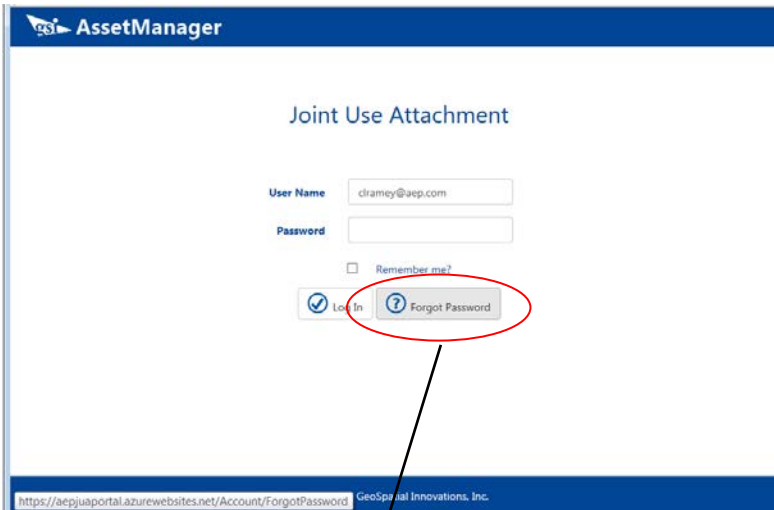
Access to JU Portal granted

**Invalid Token Error:**

The initial email is only valid for approximately 30 minutes for security purposes. Should you miss this window you will get an “Invalid Token” error message. If this happens go to your browser type in the web address: <https://aepjuportal.azurewebsites.net> and click the Reset Password Button and you will be able to activate your account. (see next page)

## Reset Password

To reset password, enter your email address.  
Click on Forgot Password box



AssetManager

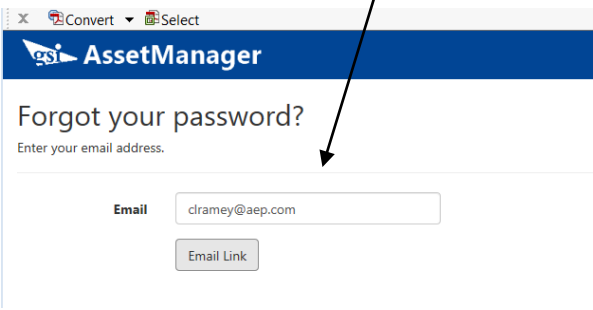
Joint Use Attachment

User Name:

Password:

Remember me?

<https://aepjuaportal.azurewebsites.net/Account/ForgotPassword> GeoSpatial Innovations, Inc.



AssetManager

Forgot your password?

Enter your email address.

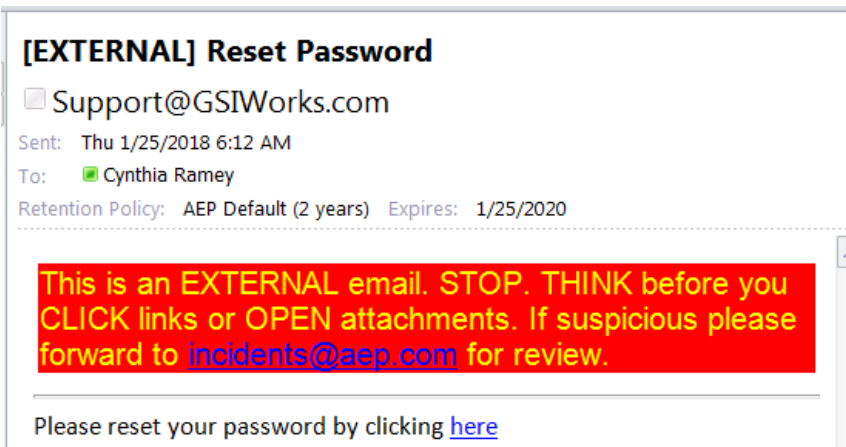
Email:



## Forgot Password Confirmation.

Please check your email to reset your password.


## Receive Email Confirmation



**[EXTERNAL] Reset Password**

Support@GSIWorks.com

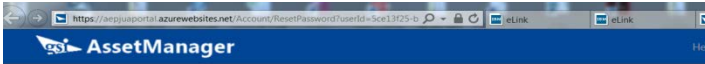
Sent: Thu 1/25/2018 6:12 AM

To:  Cynthia Ramey

Retention Policy: AEP Default (2 years) Expires: 1/25/2020

**This is an EXTERNAL email. STOP. THINK before you CLICK links or OPEN attachments. If suspicious please forward to [incidents@aep.com](mailto:incidents@aep.com) for review.**

Please reset your password by clicking [here](#)



### Reset Password

Email

Password

Confirm Password

## Create Password

- The password must meet 3 of the following rules.
  - Must contain an upper case letter.
  - Must contain a lower case letter.
  - Must contain a number.
  - Must contain a special character.



### Reset Password

Email

Password

Confirm Password



Your password has been reset. Please [click here to log in](#)

Once you gain access to the JU Portal you will open to a tabbed screen. There are two choices.

### UnSubmitted Tab

You will be able to see the list of all proposals currently unsubmitted in the portal. The proposals or jobs can belong to anyone that is under the same Parent Company as you. Once you submit your proposal and a number is generated it will move from the Unsubmitted tab to the Submitted tab. Your AEP Joint Use Representative can assist you if you have questions or issues when you are creating a proposal by viewing what you are seeing to help troubleshoot any issues at hand.

### UnSubmitted Proposals

Name	Agreement Name	Agreement Code	Create Date	Created By	Operating Company	Reference Number	
h			6/6/2018		AEP Texas Central Company		<input type="button" value="Details"/>
ti			6/7/2018		Public Service Company Of Oklahoma		<input type="button" value="Details"/>
A			2/13/2018		Appalachian Power Company		<input type="button" value="Details"/>
1			3/18/2019		Ohio Power Company		<input type="button" value="Details"/>

Select the Details button beside the proposal that you want to view. The proposal will come up and you will be able to see all of the header information that was entered along with the map and selected poles which display as green.

The screenshot shows the AssetManager interface. On the left, there is a sidebar with fields for Proposal Name, Operating Company, Agreement Name, Agreement Code, Reference Number, Street Address, City, Zip Code, and Create Date. Below these fields is a table with two tabs: 'Attachments' and 'Files'. The 'Attachments' tab is active, displaying a table with 13 rows of data. The table has columns for Location #, Action, Attachment Type, and Remarks. The 'Files' tab is currently empty. On the right side of the interface is a map showing a street layout with several green circular markers indicating locations. The map includes a search bar at the top right and a 'Close' button at the top left.

Location #	Action	Attachment Type	Remarks
1	Add	Mainline	
2	Add	Mainline	
3	Add	Mainline	
4	Add	Mainline	
5	Add	Mainline	
6	Add	Mainline	
7	Add	Mainline	
8	Add	Mainline	
9	Add	Mainline	
10	Add	Mainline	
11	Add	Mainline	
12	Add	Mainline	
13	Add	Mainline	

## Submitted Tab

When you select the submitted tab at the top you will view all proposals that are currently open in the PDS System for your Parent Company. Once proposals are submitted thru the portal and PDS validates the data a proposal number is assigned and returned to the user. The created proposal data is viewable in AEP's PDS system also. To see information in the portal select the Status Button to see what activity has taken place for that particular proposal. You can also select the Contacts button and view other company's attached to pole locations associated with that proposal, their default contact person, phone and email address.

## Submitted Proposals

The screenshot shows the AssetManager interface with the 'Submitted Proposals' tab selected. The interface displays a table with columns for Bundle Num..., Proposal Num..., Agreement Name, Operating Company, Reference Number, and Type. There are three rows of data, each with a 'Status' button and a 'Contacts' button. The 'Status' buttons are checked, indicating that the proposals are submitted. The 'Contacts' buttons are also visible, suggesting that contact information is available for each proposal.

Bundle Num...	Proposal Num...	Agreement Name	Operating Company	Reference Number	Type	Status	Contacts
			Indiana Michigan Power Company		From Attacher	✓ Status	Contacts
			AEP Texas Central Company		From Attacher	✓ Status	Contacts
			AEP Texas Central Company		From Attacher	✓ Status	Contacts

## Status Screen (for Submitted Proposals)



2019-035-2630 - Status

Drag a column header and drop it here to group by that column

Activity	Activity Date ↑	Comments
Proposal Initiated	09/23/2019	Auto initiated
Proposal Pending	09/24/2019	
Sent To Engineering	09/24/2019	
Proposal Authorized	09/27/2019	
Response To Customer	09/27/2019	APPROVED PERMIT TO ATTACHER
No Make Ready Reqd	09/27/2019	

Page 1 of 1    20 Items Per Page    1-6 of 6 Items

### Contacts Screen (for Submitted Proposals)

2019-035-2630 - Contacts


Drag a column header and drop it here to group by that column

Agreement Na...	Contact Name	Phone Number	Cell Phone Nu...	Email Address
Communicati LLC-CenturyT	Wayn	21060279		v r15@ce...
Charter Comn Corpus Christ	Jerry \	3616986		je @charte...
AT&T - TCC	Shonc	7134588		s t.com
Foremost Telecommuni	Luis Li s	9565074		li emost.tel


Page 1 of 1    20 Items Per Page    1-4 of 4 Items

What you will see when using the JU Portal:


## Portal Buttons Defined

 Select Poles For Attachment Actions

Use this to begin selecting poles along your route.

 Add Attachments To Proposal

Use this to add the selected poles to the proposal.

 Save and Close

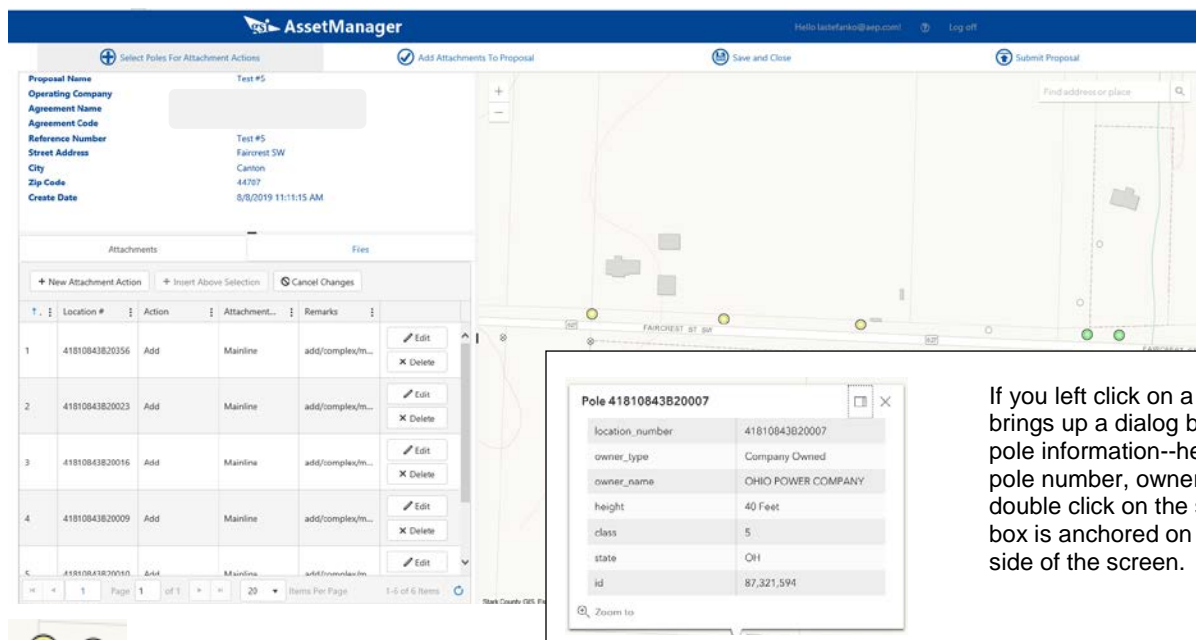
Use this when your work for the day is completed and you will be revisiting.

 Submit Proposal

Use this to submit completed proposal to AEP for processing.

Any errors associated with the proposals will be displayed when submitted. Some editing may be required to submit depending on the error message. These are discussed later in this document.

## Pole Color and Symbol Designations



The screenshot shows the AssetManager web application. At the top, there are navigation buttons: "Select Poles For Attachment Actions", "Add Attachments To Proposal", "Save and Close", and "Submit Proposal". Below these is a proposal form with fields for "Propose Name", "Operating Company", "Agreement Name", "Agreement Code", "Reference Number", "Street Address", "City", "Zip Code", and "Create Date". The "Attachments" section contains a table with columns for "Location #", "Action", "Attachment...", and "Remarks". The table lists several poles with their location numbers and actions. A map on the right shows a route with poles marked. A dialog box is open over the map, displaying details for pole 41810843B20007, including location number, owner type (Company Owned), owner name (OHIO POWER COMPANY), height (40 Feet), class (5), state (OH), and id (87,321,594).

Location #	Action	Attachment...	Remarks
1	Add	Mainline	add/complex/m...
2	Add	Mainline	add/complex/m...
3	Add	Mainline	add/complex/m...
4	Add	Mainline	add/complex/m...
5	Add	Mainline	add/complex/m...

If you left click on a pole it brings up a dialog box showing pole information--height, class, pole number, owner, etc. If you double click on the square, the box is anchored on the right side of the screen.



Select the poles you want to use on your new proposal. These will turn yellow. You should select poles in route order.



Once you go back into a proposal this shows you the poles you have already selected and that are currently on your proposal.



This symbol represents a foreign owned pole. If you are not the pole owner, you will not be able to select these poles.



This symbol is an unselected AEP owned pole.

## Using the Portal

All proposals currently in process associated with your parent company are visible. As a user under your parent company, you can work on or complete any proposal currently visible in the menu as long as you are associated with that agreement. Once the proposal is processed and a proposal number is system generated this information is moved automatically from the Unsubmitted tab to the Submitted tab. All users must have a valid email address, be associated with a valid parent company and have agreements associated with them and that specified parent. PDS will break up proposals to have 50 poles per proposal when 50+ poles are submitted at the same time. The proposal will also split if user selects poles that cross county lines.

Name	Agreement Name	Agreement Code	Create Date	Created By	Operating Company	Reference Number	
waste waters	(b) (6)	3011	6/6/2019	(b) (6)	Kentucky Power Company		<input type="button" value="Edit"/> <input type="button" value="Details"/> <input type="button" value="Delete"/>
PRISM ID: 1607889	(b) (6)	3011	8/7/2019	(b) (6)	Kentucky Power Company		<input type="button" value="Edit"/> <input type="button" value="Details"/> <input type="button" value="Delete"/>
PID1620122	(b) (6)	7004	8/13/2019	(b) (6)	Ohio Power Company		<input type="button" value="Edit"/> <input type="button" value="Details"/> <input type="button" value="Delete"/>
P1630105	Ent Union	4125	8/22/2019	(b) (6)	Indiana Michigan Power Company	P1630105	<input type="button" value="Edit"/> <input type="button" value="Details"/> <input type="button" value="Delete"/>
PID1573900	(b) (6)	7257	10/2/2019	(b) (6)	Ohio Power Company	701 Motts AVE NE	<input type="button" value="Edit"/> <input type="button" value="Details"/> <input type="button" value="Delete"/>

Select Details on existing proposal to see poles already selected.

Details opens the in-progress proposal and zooms to locations already selected and saved if pole have been selected. If only the header was created and no poles were selected, you will see US Map and you can select area to start your project.

**AssetManager** Hello

Select Poles For Attachment Actions Add Attachments To Proposal Save and Close

**Proposal Name** P1630105  
**Operating Company** Indiana Michigan Power Company  
**Agreement Name** (b) (6)  
**Agreement Code** (b) (6)  
**Reference Number** P1630105  
**Street Address** 622 E Elm St  
**City** Union City  
**Zip Code** 45390  
**Create Date** 8/22/2019 3:47:41 AM

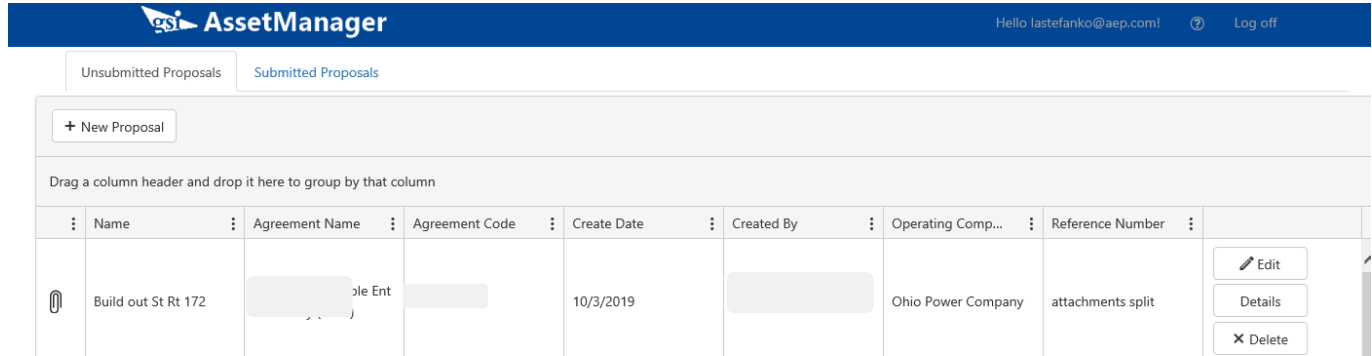
Attachments Files

Locati...	Action	Attach...	Remar...

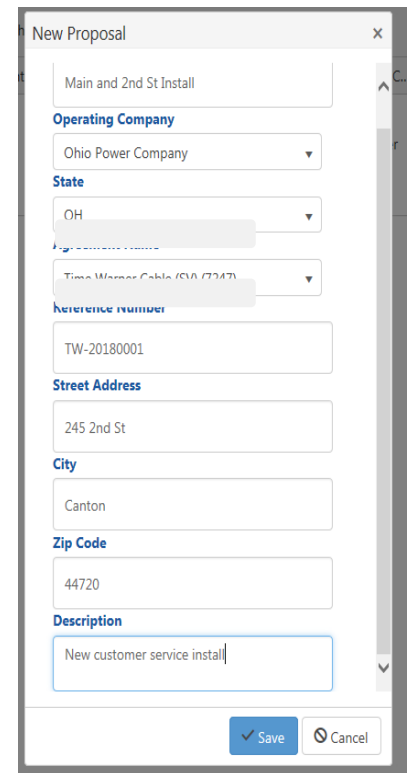
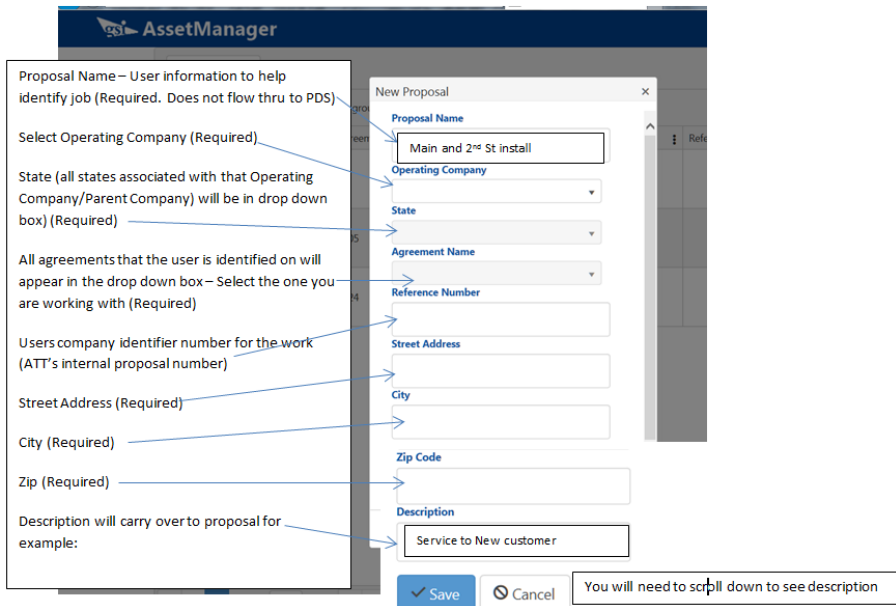
No pole were previously selected

## New Attachment Requests

**LIMIT OF 1000 POLES AT A TIME (PER SUBMISSION REQUEST).** When you have a large build out be sure not to select over 1000 poles at a time.



Select New Proposal – opens the New Proposal header box. All fields are explained to the left of the New Proposal box.



The Header is created and shows at the top of the list

Click Edit to edit the header only

Click Details to edit the proposal and add poles

Click Delete if you want to remove entire proposal from the portal

Select Details and the newly created proposal will open at the US Map level. Details from the header are on the left side.

Unsubmitted Proposals		Submitted Proposals					
+ New Proposal							
Drag a column header and drop it here to group by that column							
Name	Agreement Name	Agreement Code	Create Date	Created By	Operating Comp...	Reference Number	
Main and Edison Install			10/23/2019		Ohio Power Company	ABC-12319	<input type="button" value="Edit"/> <input type="button" value="Details"/> <input type="button" value="Delete"/>

**AssetManager** Hello lastefanko@aep.com! Log off

Select Poles For Attachment Actions Add Attachments To Proposal Save and Close Submit Proposal

Find address or place

Proposal Name: Main and Edison Install  
 Operating Company: Ohio Power Company  
 Agreement Name: [Redacted]  
 Agreement Code: [Redacted]  
 Reference Number: ABC-12319  
 Street Address: Edison St  
 City: Canton  
 Zip Code: 44720  
 Create Date: 10/23/2019 11:14:37 AM

Attachments Files

+ New Attachment Action + Insert Above Selection  
 Cancel Changes

Main st canton oh

- N Main St, Canton, OH, 44720, USA
- S Main St, Canton, OH, 44709, USA
- S Main St, Canton, OH, 44720, USA
- North Canton Collision, 1130 S Main St, North Canton, OH, 44720, USA
- Post Office-North Canton, 1212 N Main St, North Canton, OH 44720, USA

Street, City, State  
 Lat/Long  
 County

If you do not have poles currently selected on the proposal, the map will open at the US level. You can retrieve proposal location by using any of the following search criteria:  
 Street, City, State  
 Lat/Long  
 County

Select your location and your street level map will appear

Click on Select Poles for Attachment Actions to add poles to proposal.

### Searching for Your Project Location

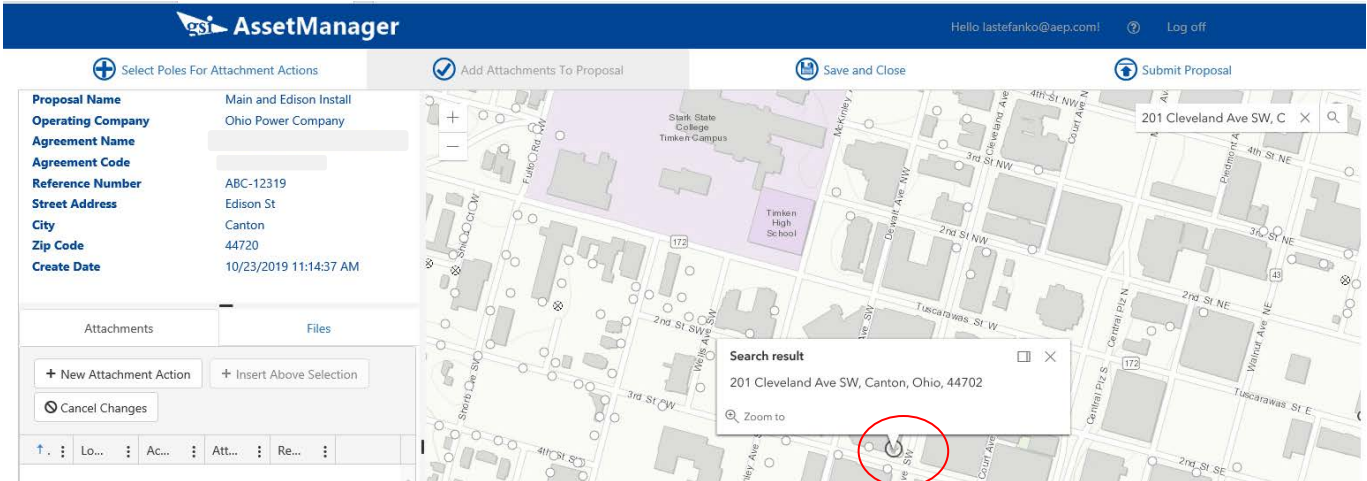
There are multiple ways to search for a particular location in the JU Portal. You cannot use AEP or foreign pole numbers to search for your location. The search locations are based on Web Based Maps and these numbers are not recognized by this software. However, there are many other ways to find your locations. Like most electronics today you can “Use current location” and the portal will identify where you are physically located. Once map identifies your location you can zoom in to view the area.

**AssetManager** Hello lastefanko@aep.com! Log off

Select Poles For Attachment Actions Add Attachments To Proposal Save and Close Submit Proposal

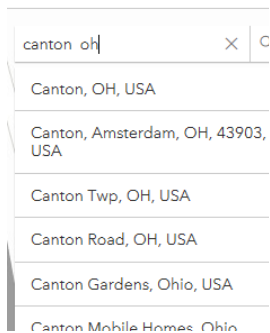
Use current location

Proposal Name: Main and Edison Install  
 Operating Company: Ohio Power Company  
 Agreement Name: [Redacted]  
 Agreement Code: 7247  
 Reference Number: ABC-12319  
 Street Address: Edison St  
 City: Canton

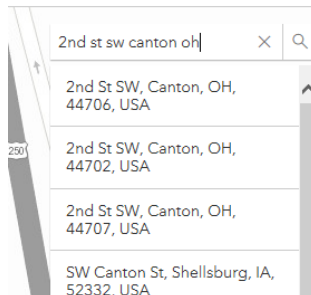


### Search with City, State, County

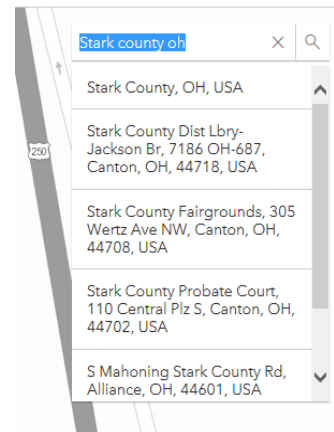
Search with City  
Canton, OH



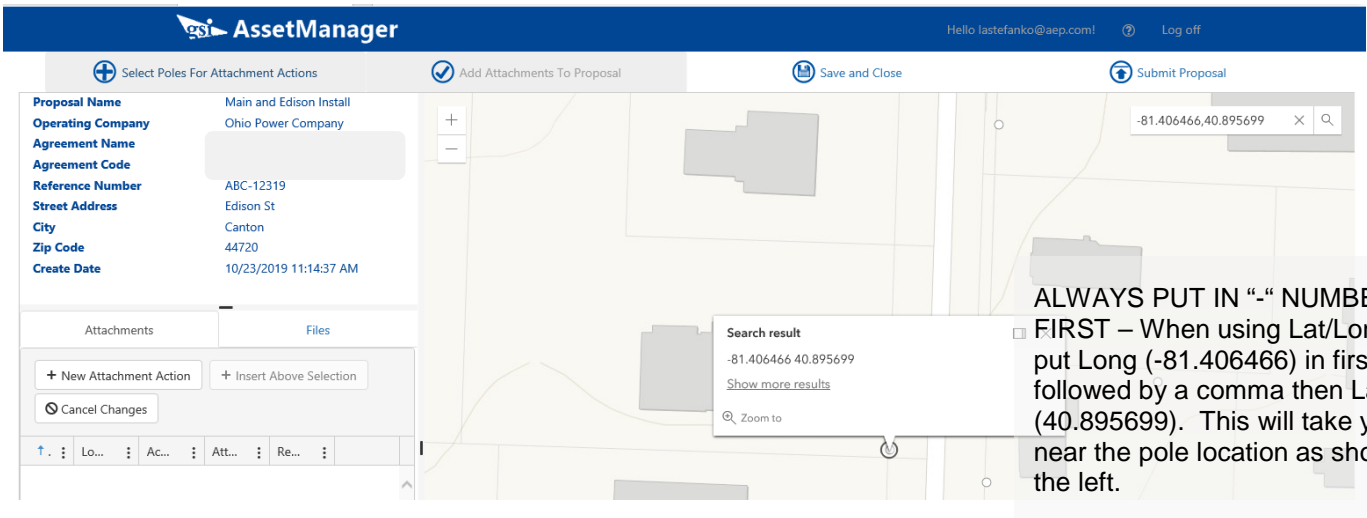
Search with Street, City, State  
2nd St Sw, Canton OH



Search with County  
Stark



### Search with Lat/Long

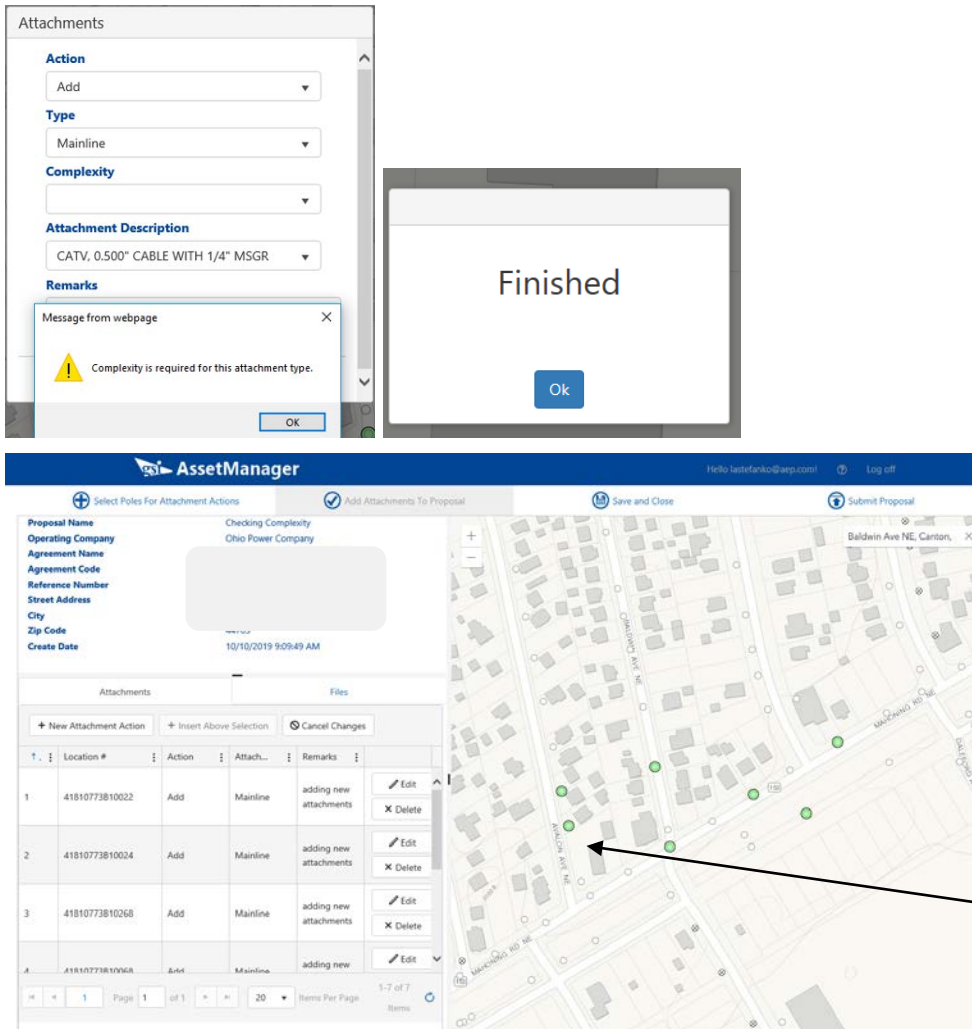


## Selecting Route

Once you have maneuvered to the map and area where you want to propose attachments, you would click on “Select Poles for Attachment Actions”. This will allow you to click on selected poles in route order to ensure that your proposal is generated in a workable way for your project. The order you select is the order your proposal lists locations/poles. Once you have selected

your route and poles click on “Add Attachments to Proposal”. 

You will get this box. Select an Action, Type, Complexity, add any remarks you want. Initially this information will be populated on all attachments during this initial selection. This information can be updated once it is added to the proposal screen. Then Save. You must have a Complexity to save. The Finished box will appear. (Complexity is noted on each attachment. Simple is basic transfer of attachments in communication space, Complex is everything else).



The screenshot displays the AssetManager software interface. On the left, the 'Attachments' dialog box is open, showing fields for Action (Add), Type (Mainline), Complexity, Attachment Description (CATV, 0.500" CABLE WITH 1/4" MSGR), and Remarks. A warning message box is overlaid on the dialog, stating 'Complexity is required for this attachment type.' In the center, a 'Finished' confirmation box with an 'Ok' button is visible. The main interface shows a proposal form with fields for Proposal Name, Operating Company (Ohio Power Company), Agreement Name, Reference Number, Street Address, City, Zip Code, and Create Date (10/10/2019 9:09:49 AM). Below the form is a table of attachments:

Location #	Action	Attach...	Remarks	
1	41810773810022	Add	Mainline	adding new attachments
2	41810773810024	Add	Mainline	adding new attachments
3	41810773810268	Add	Mainline	adding new attachments
4	41810773810068	Add	Mainline	adding new

To the right of the table is a map showing the selected poles. A callout box for 'Pole 41810773810266' is shown, displaying details: location\_number (41810773810266), owner\_type (Company Owned), owner\_name (OHIO POWER COMPANY), height (75 Feet), class (2), state (OH), and id (86,458,375).

You can change the attachment action, type, or remarks once you add them to the proposal.

You can add an existing location to your proposal by clicking the box to “Insert Above Selection”, and then manually enter an existing pole number. Note, that when you manually add a pole the circle does not turn yellow or green at that time.

When you save and close the proposal and then reopen, the system will take you to the map and that selection will show as green. At this point you can edit and update the information you just added.

The screenshot displays a software interface with two main sections: a table on the left and a map on the right.

**Table Section:**

- Buttons: "+ New Attachment Action", "+ Insert Above Selection" (highlighted with a red box), and "Cancel Changes".
- Table Headers: Location #, Action, Attach..., Remarks.
- Table Rows:
  - Row 1: Location # 41810773B10022, Action Add, Attach... Mainline, Remarks adding new attachments. Buttons: Edit, Delete.
  - Row 2: Location # 41810773B10024, Action Add, Attach... Mainline, Remarks adding new attachments. Buttons: Edit, Delete.
  - Row 3: Location # -1, Action (empty), Attach... (empty), Remarks (empty). Buttons: Edit, Delete.
  - Row 4: Location # 41810773B10268, Action Add, Attach... Mainline, Remarks adding new attachments. Buttons: Edit, Delete.
- Footer: Page 1 of 1, 20 Items Per Page, 1-8 of 8 Items.

**Map Section:**

- A map showing a street labeled "MAHONING RD NE".
- A green circle on the map indicates a selected pole location.
- A popup window titled "Pole 41810773B10266" displays the following details:
  - location\_number: 41810773B10266
  - owner\_type: Company Owned
  - owner\_name: OHIO POWER COMPANY
  - height: 75 Feet
  - class: 2
  - state: OH
  - id: 86,455,375



Manually added existing pole number has been entered and shows on map as a selected location for an attachment. Action and attributes have been edited

The screenshot shows the 'Add Attachments To Proposal' screen. On the left, a sidebar contains proposal details: Proposal Name (Checking Complexity), Operating Company (Ohio Power Company), Agreement Name (247), Agreement Code, Reference Number, Street Address, City (Canton), Zip Code (44705), and Create Date (10/10/2019 9:09:49 AM). Below this is a table of attachments:

Location #	Ac...	Att...	Remarks
1	41810773B10022	Add Mainline	adding new attachments
2	41810773B10024	Rearra... Service Drop	adding new attachments
3	41810773B10266	Add Mainline	enter number
4	41810773B10268	Add Mainline	adding new

The main map area shows a street grid with a popup window for 'Pole 41810773B10266'. The popup contains the following attributes:

location_number	41810773B10266
owner_type	Company Owned
owner_name	OHIO POWER COMPANY
height	75 Feet
class	2
state	OH
id	86,455,375

When selecting Poles, the order you select is the order they are put on the proposal. Please follow your route line.

### Adding File Attachments When Submitting Proposal

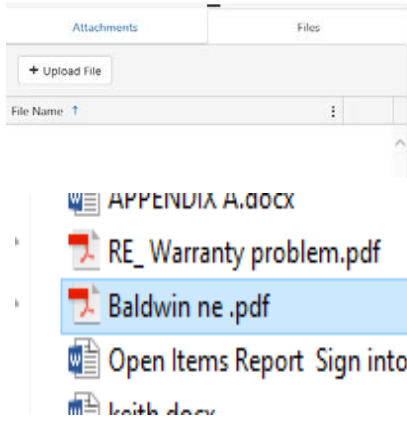
#### **FILES MUST NOT EXCEED 10MB**

When submitting your proposal you would receive the below message telling you that you have not selected any attachments to be submitted with this proposal. Asking if you want to submit anyway. Cancel to add attachments. You can submit your maps and information directly thru portal now by clicking on Files, Upload Files

The screenshot shows the 'Submit Proposal' screen. The sidebar details are: Proposal Name (Checking Complexity), Operating Company (Ohio Power Company), Agreement Name (Time Warner Cable (SV) (7247)), Agreement Code, Reference Number, Street Address, City (44705), and Create Date (10/10/2019 9:09:49 AM). The attachment table is:

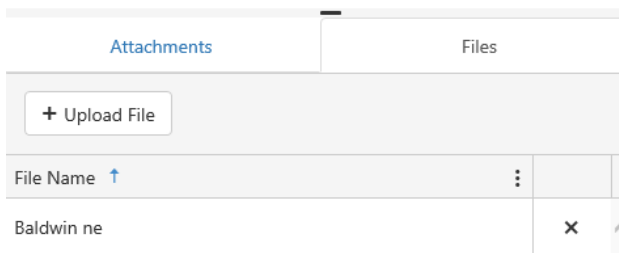
Location #	Ac...	Att...	Remarks
5	41810773B10068	Add Mainline	adding new attachments
6	41810773B10083	Add Mainline	adding new attachments
7	41810773B10305	Add Mainline	adding new attachments

A 'Message from webpage' dialog box is displayed in the center of the map, containing the text: 'This attachment proposal does not have any file attachments. Do you want to submit this attachment proposal anyway?' with 'OK' and 'Cancel' buttons.



Go to your file located on your computer – Open document you want to submit

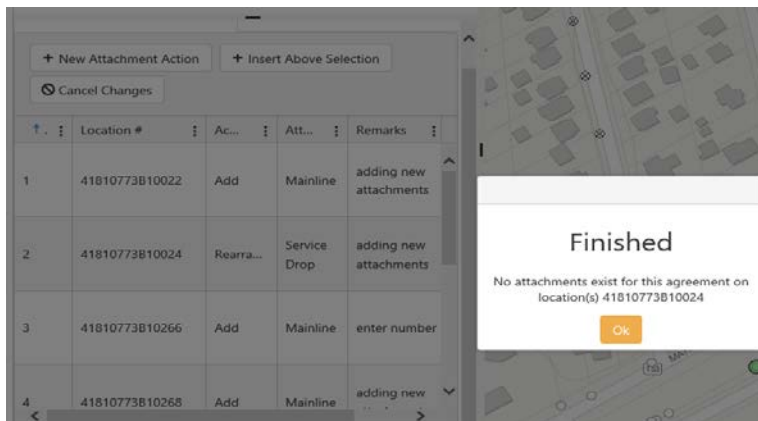
Accepted document types: pdf, doc, docx, xls, xlsx, msg, jpeg.



File is attached and ready to be submitted with proposal

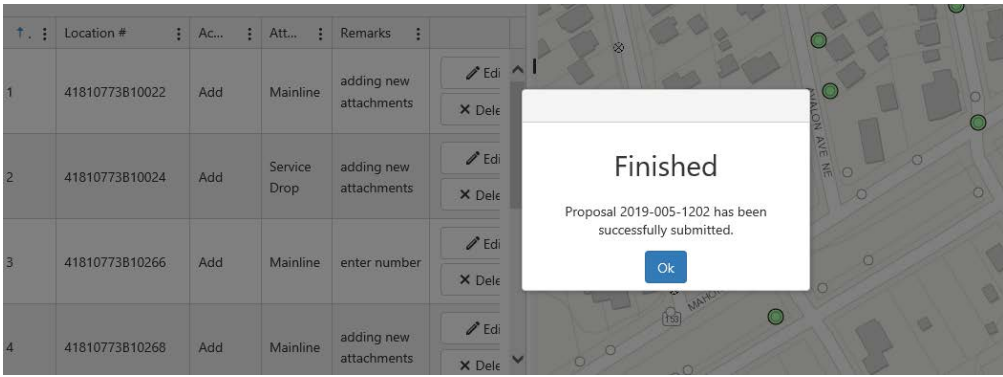
Click Submit Proposal button

### Transfer or Rearrangement for Attachments Found in Field – Not in Records



When submitting the proposal for transfer or rearrange, the interface between the portal and PDS verifies that the company requesting is on the pole they selected. If you are physically on the pole and the system does not recognize it, you should change your transfer to an **add** to update records and not be found as unauthorized in the field during the next round of inventories. Note in remarks on the add pole that you are already attached.

If you do not do this, you must delete that row. The proposal will not submit with the invalid information on it.



When the PDS system accepts the proposal you will receive this message with your new proposal number. From this point, reference this number on all correspondence associated with this project. Forward any additional maps or information that you did not submit with the proposal to the proposal associate or Joint Use Mailbox as described later in this manual.

### Request to Set New Pole/Pole Found in Field Not in Records

The JU Portal allows you the capability to request a new pole be set or to identify/select a pole that is not showing on the map. In order for this process to work you must follow these steps:

Select an existing pole near the location to identify where it is located or needs to be located. A valid pole is required for the proposal to process. It can be a pole that you have already selected on this proposal.

Your action will be “Not On Map”.

Select your attachment type

Remarks are required for this action. You must be explicit in your remarks as to what you are requesting along with pertinent information up to 50 characters. If this is a pole currently in the field any AEP pole number information should be provided.

Attachments

**Action**

**Type**

**Complexity**

**Attachment Description**

**Remarks**

Select an existing pole near the location where you need the new pole to be set. A valid pole is required for proposal to process. Your action will be Not On Map. Select your attachment type. Remarks are required for this action. You must be explicit in your remarks as to what you are requesting along with pertinent information.

**Proposal Name** Request of add new inline pole  
**Operating Company** Ohio Power Company  
**Agreement Name**  
**Agreement Code**  
**Reference Number** new inline pole  
**Street Address** Norht Main and Wilbur  
**City** North Canton  
**Zip Code** 44720  
**Create Date** 10/21/2019 9:32:05 AM

Location #	Ac...	Att...	Remarks
1	Add	Mainline	Provide Service
2	Add	Service Drop	Provide Service drop to garage
3	Add	Mainline	Provide Service
4	Add	Mainline	Provide Service
5	Not On Map	Mainline	1600 N Main Second house on west side of Wilbur and Main St

## Finished

Proposal 2019-005-1204 has been successfully submitted.

Ok

- Poles used:
- 41810699A10575
  - 41810699A10075
  - 41810699A30086
  - 41810675B20402
  - 41810699A10574
  - \*\*41810699A10572

(\*\*used to represent new pole placement request). When requesting a new install pole you need to provide the address or intersections where you are requesting it to be located.

## PDS Data Received – Proposal Associate Next Steps

Same processing for all proposals

Proposal Associate receives email telling them there is a new proposal created for their company, and a To Do is added with Proposal Action and Auto Initiated to their list. Find Proposal shows as auto generated in initiated status.

Proposal Number	Operating Company	Proposal Owner	Type	X	Sent/Rcvd Date	Work Request	Project Bundle	Status
2019-005-1204	Ohio Power Company	Linda Raderchak	Received	Cc	10/21/2019			Initiated

To Do

Operating Company	To Do Type	Number	New Loc Number	Agreement Name	Work Request	Bundle Number	Status	Create Date	Comments
Ohio Power Company	Proposal	2019-005-1204					Auto Inits	10/21/2019	

Verify information, Add Area, and “W” work order number for engineering as required by your process.

Attachment Proposal

Sections Related Reports

Proposal # 2019-005-1204 Proposal Owner Linda Raderchak Status Initiated

Operating Company Ohio Power Company Dist. District CANTON Complexity Complex

Proposal Type Receiver Sent Rcvd Date 10/21/2019 Create Date 10/21/2019 9:48:10 AM Project Bundle

Parent Company Agreement  Auto Initiated

Area Stark Reference # new inline pole  Add To Do List

NJUNS Ticket # Transferred To  From Inventory

Project Address Street Address 1 and Wilbur

Street Address 2 Paulding

City / State / Zip Putnam-OH OH 44720-

Submitted By Lynn Ste

Proposal Contact Summit

Contact Name VanWert

Phone Wayne-OH Cell Phone Fax

Email Wyandot

Attachment Proposal

Sections Related Reports

Proposal #

Operating Company Ohio Power Company

Proposal Type Receiver Sent Rcvd Date 02/01/2018

Parent Company

Area Stark

NJUNS Ticket #

Project Address Street Address 1 North Main and Wilbur Drive

Street Address 2 W0011111

City / State / Zip North Canton

Proposal Contact

Some choose to put the engineering work order number on address line 2 and some on the details page

Review information. If transfer, add location pole number in New Location # field. If you have a new location number that is not posted by GIS yet you will receive the warning message below. Select ok to continue.

PDS - Pole Data System (UAT)

Proposals Inventory Reports Administration Tools About

2019-005-1204 Cindy Ramey Find Proposal 2018-005-0106 2019-005-1203 To Do Report Construction Proposal Joint Use Construction Report CATV Construction Report Find To Do Linda Raderchak Find Pole 41810699A10574

### Proposal Attachments

Sections Related Reports

This form contains errors.

Location #  Remarks  Pos  Attachment Type  Add  Remove  Transfer

X	Location #	Pole Owner	P Acct	Foreign Pole #	Address	Action	Remark	New Location #	Pos	AttachmentType	Engineering Attributes
<input type="checkbox"/>	41810699A30086	AEP	D			Transfe	Provide Service	41810699A30086	0	Mainline	CATV, 0.500" CABLE WITH 1/4" N
<input type="checkbox"/>	41810699A10075	AEP	D			Add	Provide Service drop to garage		0	Service Drop	CATV, 0.500" CABLE WITH 1/4" N
<input type="checkbox"/>	41810699A10575	AEP	D			Add	Provide Service		0	Mainline	CATV, 0.500" CABLE WITH 1/4" N
<input type="checkbox"/>	41810699A10574	AEP	D			Add	Provide Service		0	Mainline	CATV, 0.500" CABLE WITH 1/4" N
	NEW POLE	AEP				Add	1600 N Main Second house on v		0	Mainline	CATV, 0.500" CABLE WITH 1/4" N
<input type="checkbox"/>	41810675820402	AEP	D			Add	Provide Service		0	Mainline	CATV, 0.500" CABLE WITH 1/4" N
<input type="checkbox"/>	41810699A10574	AEP	D						0	Mainline	CATV, 0.500" CABLE WITH 1/4" N

WARNING(S)

One or more Proposal Attachments has an invalid Location Number, these need to be valid(unless they are Decline) before the Proposal is Approved. Invalid Locations Numbers are New Pole

OK

Field Technician (this is the person who starts the engineering process)

PDS - Pole Data System (UAT)

Proposals Inventory Reports Administration Tools About

2019-005-1204 Cindy Ramey Find Proposal 2018-005-0106 2019-005-1203 To Do Report Construction Proposal Joint Use Construction Report CATV Construction Report Find To Do

### Attachment Proposal Details

Sections Related Reports

This form has been modified.

Work Order

Work Request  Const Work Order  Job Site Hours

WO To Line  WO Complete Date  WO Cost

WO Technician  Field Technician

Submitted By  WO Technician  Field Technician  Proposal Contact

Documents

File Name	Size

Put proposal in Pending Status and save. This will send email to WO Technician and processing should begin.

PDS - Pole Data System (UAT)

Proposals Inventory Reports Administration Tools About

2019-005-1204 Cindy Ramey Find Proposal 2018-005-0106 2019-005-1203 To Do Report Construction Proposal Joint Use Construction Report CATV Construction Report Find To Do Linda Raderchak Find Pole

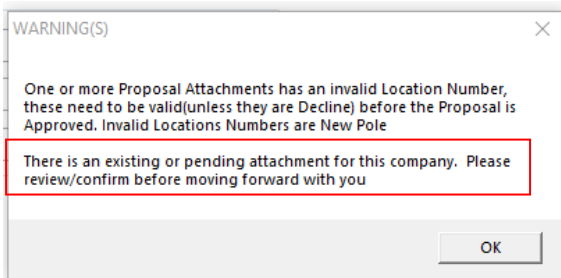
### Proposal Activity

Sections Related Reports

This form contains errors.

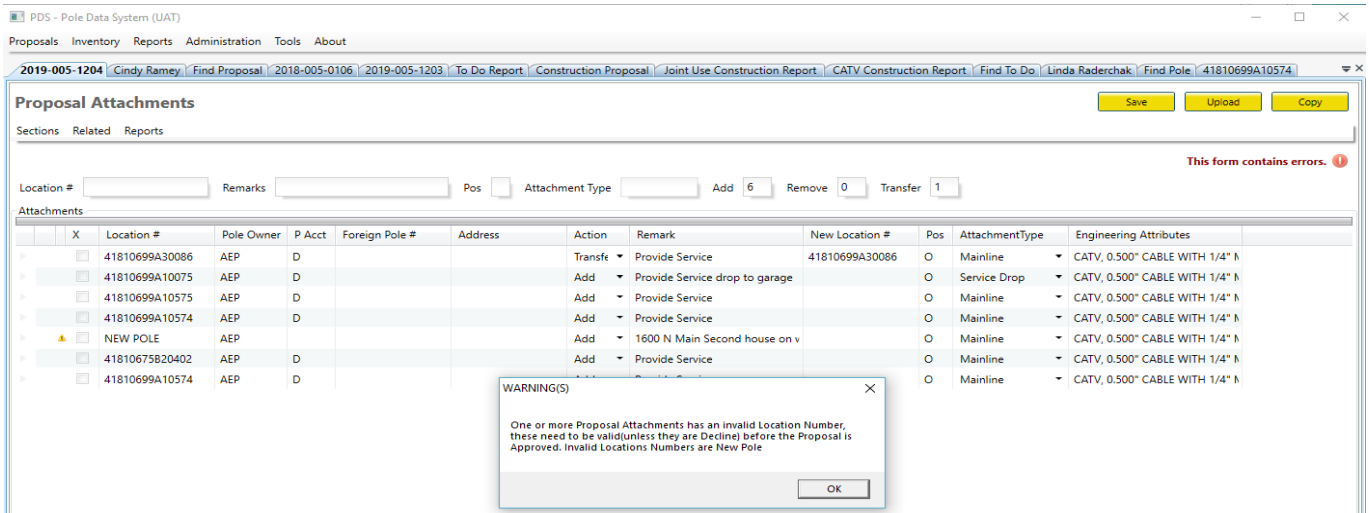
Activity	Activity Date	Activity Agreement	Amount	Send To Portal	Portal Send Date	Comments	User
Proposal Initiatec	10/21/2019			<input checked="" type="checkbox"/>	10/21/2019	Auto initiated	GSI Auto Create
Proposal Pending	10/21/2019			<input checked="" type="checkbox"/>	10/21/2019		Cindy Ramey
Sent To Engineer	10/21/2019			<input checked="" type="checkbox"/>	10/21/2019	Email to FT Cindy Ramey	Cindy Ramey
Sent To Engineer	10/21/2019			<input checked="" type="checkbox"/>	10/21/2019	Email to WO Cindy Ramey	Cindy Ramey
Response To Cus	10/21/2019			<input checked="" type="checkbox"/>	10/21/2019		Cindy Ramey

If there is a pending attachment for the same company on one or more locations on your proposal you will get the this warning:

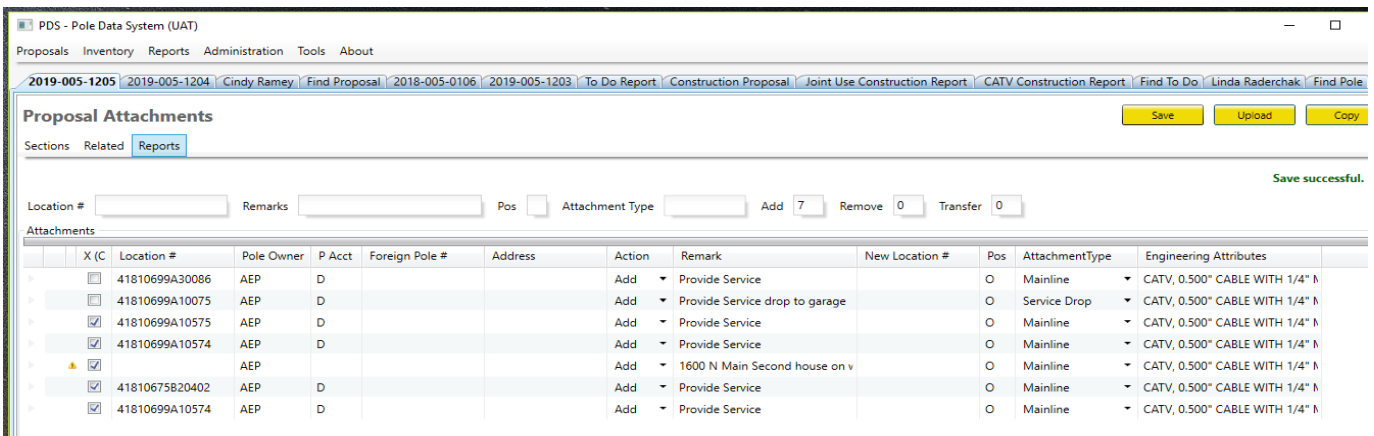


Select OK to continue.

If “Not On Map” is selected on at an activity on a pole in the portal, the pole number is changed to “NEW POLE” on the proposal.



You also receive the standard Proposal Attachment has an invalid location number, and must be valid to approve proposal.



Review attachments, remove “New Pole” leave blank, add address if needed based on map or remark. If location number is provided in remarks, check EO to see if pole is on the maps but was not pushed to PDS.

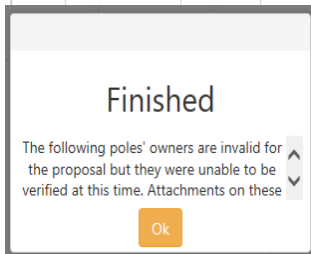
**EXAMPLES:**  
**Non-Pole Owner – New Request Using Portal**

Name	Agreement...	Agreement...	Create Date	Created By	Operating C...	Reference N...	
New Request			1/31/2018	lsgeorge@aep.c...	Ohio Power Company		Edit Details Delete
Request new inline Pole			1/31/2018	lsgeorge@aep.c...	Ohio Power Company		Edit Details Delete
Transfer attachments			1/31/2018	lsgeorge@aep.c...	Ohio Power Company		Edit Details Delete
Main and Edison Install			1/25/2018	lsgeorge@aep.c...	Ohio Power Company		Edit Details Delete
Remove existing attachments			1/31/2018	lsgeorge@aep.c...	Ohio Power Company		Edit Details Delete

**Request to add new attachments to pole**

**Proposal Name**: CATV new attachment proposal  
**Operating Company**: Ohio Power Company  
**Agreement Name**: [Redacted]  
**Agreement Code**: [Redacted]  
**Reference Number**: new attachers  
**Street Address**: 5345 Ford St  
**City**: Louisville  
**Zip Code**: 44641  
**Create Date**: 10/21/2019 8:09:07 AM

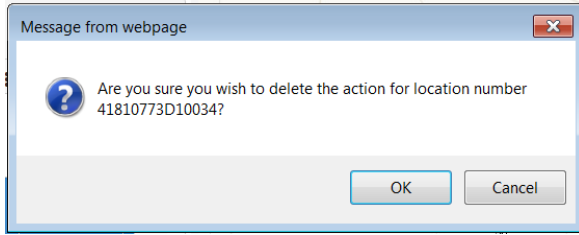
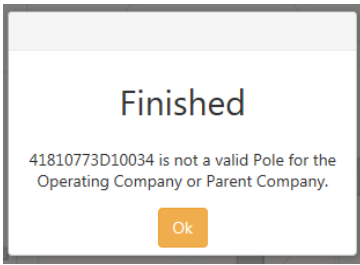
Location #	Action	Attachment...	Remarks
1 41810773D10027	Add	Mainline	add new attachments for customer
2 41810773D10029	Add	Mainline	add new attachments for customer
3 41810773D10034	Add	Mainline	add new attachment for customer



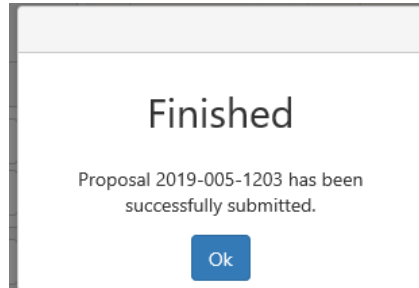
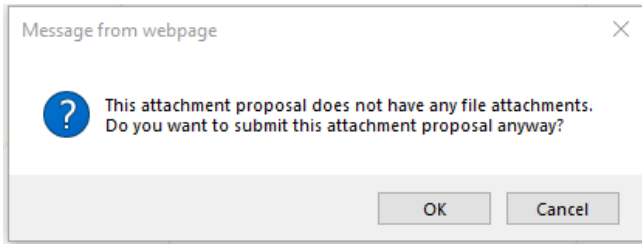
Complete Contents of the "Finished" box -The following poles' owners are invalid for the proposal but they were unable to be verified at this time. Attachments on these poles will be included in the proposal at this point and final verification will occur when the proposal is submitted. 41810773D10034.

NOTE: CATV companies are prevented from submitting attachments on a foreign owned pole. System gives warning and pole must be deleted before submission.



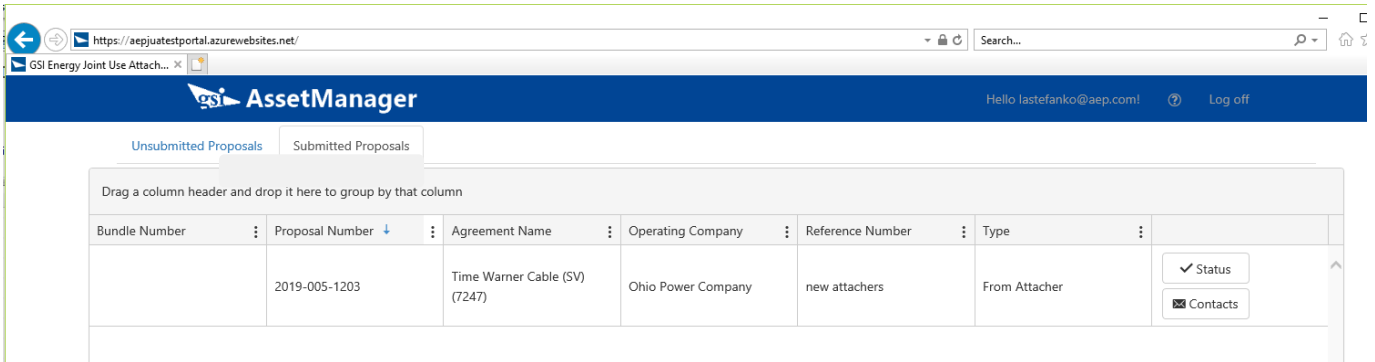


This box appears notifying you that you cannot choose this pole owned by another company. You must delete this pole and re-submit proposal. You now have the option to add attachments such as maps, construction notes, etc. Attach files you would normally email to AEP and click OK.



Proposal number is then generated and displayed for user upon submission. 2019-005-1203 The picture below shows an example of the AEP form that you will receive upon completion of the required work

The portal submitted tab shows the new proposal.



AEP reviews proposal, once all information is confirmed to be on form, attacher receives copy of proposal via email.

**CATV Construction Proposal**

From (Company) : Tir [REDACTED]

Project Location : Louisville

Sent/Received Date : 10/21/2019

WO # :

To AEP : Ohio Power Company

AEP District : CANTON

Area : Stark

WR # :

WO Comp Date :

Proposal # : 2019-005-1203

Ref. # : new attachers

County : Stark

Address : 5345 Ford St



**\* This Proposal identifies planned changes to AEP poles that may affect your company's attachments \***

Grid or Pole #	Address/New Pole #	Now joint in record	Exist Ht & Cl	Proposed Work	Attachment Type	Latitude	Longitude	Licensee to Transfer Attachment	Rentals (AEP use)	
									+	-
41810773D10027		Y	35-5	add new attachments for customer	Mainline	40.818835	-81.304923		1	
41810773D10029		Y	35-5	add new attachments for customer	Mainline	40.819345	-81.304821		1	

The submitter can now view the status of the proposal.

2019-005-1203 - Status

Drag a column header and drop it here to group by that column

Activity	Activity Date	Comments
Proposal Initiated	10/21/2019	Auto initiated
Proposal Pending	10/21/2019	
Sent To Engineering	10/21/2019	Email to FT Cindy Ramey
Sent To Engineering	10/21/2019	Email to WO Cindy Ramey
No Make Ready Req'd	10/21/2019	
Proposal Authorized	10/21/2019	

Page 1 of 1    20 Items Per Page    1-7 of 7 Items

Proposal has been approved and completion notice sent to attacher.

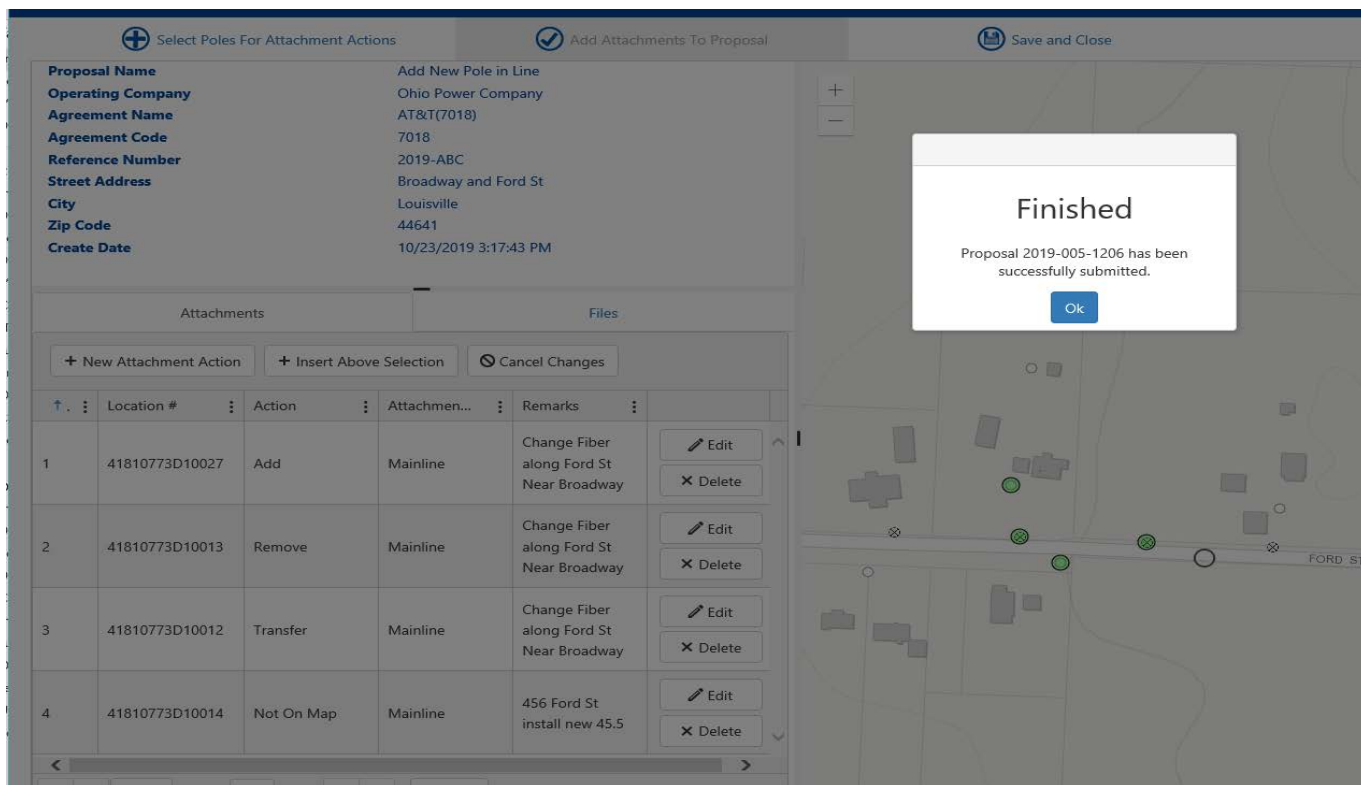
2019-005-1203 - Status

Drag a column header and drop it here to group by that column

Activity	Activity Date	Comments
Proposal Pending	10/21/2019	
Sent To Engineering	10/21/2019	Email to FT Cindy Ramey
Sent To Engineering	10/21/2019	Email to WO Cindy Ramey
No Make Ready Req'd	10/21/2019	
Proposal Authorized	10/21/2019	
Proposal Approved	10/21/2019	

## Pole Owners - New Requests Using Portal

The only difference in pole owners submitting proposals thru the portal is that they can select poles they own to request removal or transfer of AEP owned attachments or they can request AEP set a pole and transfer attachments.



## Submitting Maps and Additional Information

For additional information or if you did not submit thru the portal, you can follow the following procedure. Once you receive your proposal number after submission thru JU Portal, always reference the AEP proposal number along with the attaching company reference if applicable. Below are the AEP operating companies that have a Joint Use Mailbox. Any not listed, email the contact that you currently work with or contact a Joint Use Representative above to get a valid contact.

Submit email to:

OP, CSP	<a href="mailto:ohiojointuse@aep.com">ohiojointuse@aep.com</a>
APCo, WPCo, KGPT	<a href="mailto:apcojointuse@aep.com">apcojointuse@aep.com</a>
I&M	<a href="mailto:i&amp;mjointuse@aep.com">i&amp;mjointuse@aep.com</a>
KY	<a href="mailto:kentuckyjointuse@aep.com">kentuckyjointuse@aep.com</a>
PSO	<a href="mailto:PSOmakereadygroup@aep.com">PSOmakereadygroup@aep.com</a>
AEP TEXAS	<a href="mailto:ccregionpoleattachment@aep.com">ccregionpoleattachment@aep.com</a>
SWEPCo	<a href="mailto:swepcojointuse@aep.com">swepcojointuse@aep.com</a>

## **Proposal Status in PDS.**

All proposals are in initiated status when they are first generated.

The status of **Initiated** allows the proposal associate to verify information for accuracy and completeness. Once the proposal is initiated thru the JU Portal the agreement CANNOT be changed. If the agreement selected is incorrect the proposal must be cancelled. ***Initiated*** proposals can move to ***Info Required*** or ***Pending***.

**Info Required** needs a remark before proposal will save. Info Required status is used on received proposals when attacher does not provide enough information for engineering the work the request. User will be asked for additional information. ***Info Required*** can move to ***Pending*** or ***Cancelled***. When moved to Pending, the Sent Received Date will update to the system date.

Once you have saved a proposal in **Pending**. The action of Pending requires WO Tech field filled in, they will be notified of the specified amount of days to engineer based on the complexity of the attachments on the proposal. WO Technician is required for Received Proposals to change the status to Pending. ***Pending*** can move to ***Construction, Authorized, Approved, Cancelled*** or ***Hold***.

**Construction** status is used when Make Ready has been paid (proposals will not be scheduled for construction if make ready is not paid—Proposal will be cancelled if not paid within 30 days) and the proposal is moving to Scheduling/Construction. This date may not match the WO to Line date. ***Construction*** can move to ***Authorized*** or ***Approved***. Proposal moved to Approved if Post Construction Inspection is not required.

**Authorized** status is used for proposals when the completion notice is sent. The attaching company is being notified that AEP make ready is complete and they can attach to AEP facilities. Authorized status is for proposals with poles not yet posted by GIS or Post Construction Inspection is required. All poles must be valid to approve a proposal. ***Authorized*** can move to ***Post Inspect*** or ***Approved***.

If in ***Authorized*** for 60 days, proposal status will auto-change to **Post Inspect**. Post Inspect can be moved to Approved.

**Approved** proposals are completed and all fields locked down. You can still attach or delete documents from the details page when proposal is in Approved status.

# Reports

Attaching Companies will receive a pdf of their proposal form after acceptance of the proposal from the JU Portal.

## CATV Report

CATV report has different header, less info than JU Proposal form.

<b>CATV Construction Proposal</b>		From AEP :	Ohio Power Company	Proposal # :	2017-005-2135		
To (Company) :		AEP District :	CANTON	Ref. # :	025/6066467		
Project Location :	CANTON NE	Area :	Stark	County :	Stark		
Sent /Received Date :	11/29/2017	WR # :	6066467	Address :	220 W MAPLE ST		
WO # :	DOP0281857	WO Comp Date :					

\* This Proposal identifies planned changes to AEP poles that may affect your company's attachments .

Grid or Pole #	Address /New Pole #	Now joint in record	Exist Ht. & Cl	Proposed Work	Attachment Type	Latitude	Longitude	Licensee to Transfer Attachment	Rentals (AEP use)	
									+	-
41810699B40026		Y	40-3	AEP RPL TO 45' 3	Service Drop	40.875856	-81.404224	Yes		
41810699B40026		Y	40-3	AEP RPL TO 45' 3	Mainline	40.875856	-81.404224	Yes		

Approval to attach will be granted on a conditional basis . All other parties must complete their work before you are to attach . Attacher must obtain all permits and easements prior to attaching .

Submitted By : Mike Burnell Phone # : (330)-438-7754 Date : 11/29/2017

Approved By : \_\_\_\_\_ Date : \_\_\_\_\_

Completion Notice Sent By : \_\_\_\_\_ Date : \_\_\_\_\_

Attacher accepts /rejects the work and associated costs as described :

Accepted by : \_\_\_\_\_

Rejected By / Reason : \_\_\_\_\_

Sheet No. 1 of 1

## Joint Use Report

Joint Use Construction Report – has foreign pole number, billing to other company, different headers.

<b>Joint Use and Construction Proposal</b>		From AEP :	Ohio Power Company	AEP Proposal # :	2017-005-2138		
To (Company) :		Exchange Area :		Ref. # :	026/64425259		
Project Location :	CANTON	Area :	Carroll-OH	County :	Carroll	AEP District : CANTON	
WR # :	64425259	WO # :	DOP0281893	WO Comp Date :	03/06/2018	Address : 210 WAYNE AVENUE	
Sent /Received Date :	11/30/2017	REJECT POLE					

American Electric Power Company proposes the pole work details below and shown on the sketch attached

Grid or Pole #	Foreign Pole #	Address / New Pole #	Existing Pole			Latitude	Longitude	Proposed Work	Billing To Other Company	Transfer	Rentals	
			Ht. & Class	Year Set	Now joint in record						+	-
AEP Poles												
41811113000010	1305 2		40-4	2018	Y	40.536129	-81.146134	REPL POLE W . 40/4 Mainline		Yes		
<b>Total Billing To Other Company</b>												

Approval to attach will be granted on a conditional basis . All other parties must complete their work before you are to attach . Attacher must obtain all permits and easements prior to attaching . Attacher accepts /rejects the work and associated costs as described .

Submitted By : Shelton Vick Phone # : (330)-438-7765 Date : 11/30/2017

Approved By : \_\_\_\_\_ Date : \_\_\_\_\_

Completion Notice Sent By : Linda Raderchak Date : 03/06/2018 2018

JU Submitted By : \_\_\_\_\_

Other Co . Dwg. No. : \_\_\_\_\_

Approved By : \_\_\_\_\_ Date : \_\_\_\_\_

Rejected Ran : \_\_\_\_\_ Date : \_\_\_\_\_


Work Completed By : \_\_\_\_\_ Date : \_\_\_\_\_

Sheet No . 1 of 1

## Completion Report

Completion report is simply a copy of your proposal stamped, dated, and filled out telling you that AEP has completed their make ready work if applicable and you can attach once all others ahead of you have completed their work.

<b>CATV Construction Proposal</b> From (Company) : ██████████ 7) Project Location : Louisville Sent/Received Date : 10/21/2019 WO # :	To AEP : Ohio Power Company AEP District : CANTON Area : Stark WR # : WO Comp Date :	Proposal # : 2019-005-1203 Ref. # : new attachers County : Stark Address : 5345 Ford St
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**\* This Proposal identifies planned changes to AEP poles that may affect your company's attachments \***

Grid or Pole #	Address/New Pole #	Now joint in record	Exist Ht. & Cl	Proposed Work	Attachment Type	Latitude	Longitude	Licensee to Transfer Attachment	Rentals (AEP use)	
									+	-
41810773D10027		Y	35-5	add new attachments for customer	Mainline	40.818835	-81.304923		1	
41810773D10029		Y	35-5	add new attachments for customer	Mainline	40.819345	-81.304821		1	

### AMERICAN ELECTRIC POWER COMPLETION NOTICE

**Approval to attach will be granted on a conditional basis . All other parties must complete their work before you are to attach . Attacher must obtain all permits and easements prior to attaching .**

Submitted By : Lynn Stefanko	Phone # :	Date : 10/21/2019
	Email : lastefanko@aep.com	
Approved By : Cindy Ramey	Date : 10/21/2019	
Completion Notice Sent By :	Date :	

**Attacher accepts /rejects the work and associated costs as described :**

Accepted by : \_\_\_\_\_

Rejected By/ Reason : \_\_\_\_\_

\_\_\_\_\_ Date : \_\_\_\_\_

# Appendix A

## Activities Defined

The status tab on a submitted proposals list the activities or milestones that a proposal has reached. This will represent the life of a proposal from the time it is received until it has been completed and is part of the attachment records. The following activities will be automatically passed back to the JU Portal once they have occurred.

**Proposal Initiated** – When a new proposal is entered in PDS or auto-initiated from the JU Portal.

**Propsl Info Required** – When initiated proposal is received and there is not adequate information to process a proposal request. The status is changed to Info Required. A remark is required on this activity outlining what is missing. When the information is received the proposal is put in Pending and the sent/received date is updated to the current system date.

**Proposal Pending** –Generates when changing status to “Pending” and proposal processing starts. Location validation takes place, locations not valid will be flagged and will require correction before approval.

**Propsl Construction**–The proposal should be changed to Construction when the Make Ready is paid and is sent to Scheduling/Construction.

**Sent to Engineering** – When proposal is put in Pending Status an email is automatically sent to the person identified on the details tab as “Work Order Technician” and the “Field Technician” if one is identified. The email is to notify them that there is a proposal waiting to be processed. “Sent to Engineering” activity created with date of actual save. Comments field states who the email was sent to.

**Field Eng Schd** –This activity should be used when the field data collection is scheduled as required by the FCC requirements. The attaching company is to be notified and given the opportunity to observe the field collection for their project.

**Prop Complexity Chng** –When the complexity of any attachment on a submitted proposal goes from Simple to Complex, this deems the whole proposal to be Complex. A remark must be entered on the activity to explain why it was changed.

**Field Tech Assign** –Field Technician should be used if the Work Order Technician assigns to engineering contractor. This allows for tracking who is working the proposal and when they started.

**Response to Customer** –The date used should be the date when the customer is sent or given a response letting them know they can or cannot attach to AEP facilities, or if make-ready is needed. The Proposal Response or ride out Letter provided by most engineering contractors can serve as this notice.

**No make-ready required** –Should be used if there is no Make Ready required and therefore no Make Ready Estimate will be provided. Using this activity will assist in identifying where the proposal is in the process. Activity date will typically be the same as Response to Customer.

**Estimate to Customer** –Must be used if there are Make Ready costs associated with the proposal. A dollar amount is communicated to customer. Activity date should be the date estimate provided to the customer. This must be paid in order to move project to scheduling.

**Ride Out Scheduled** –This should be used to track the date engineering is scheduled to meet the attacher in the field.

**Proposal from Eng** –Use this activity to track when a proposal has been returned from AEP engineering similar to Eng Cont Return Date.

**Eng Cont Return Date** –This activity is used to track when the work order packet or other information is returned from the engineering contractor back to AEP.

**Prop Cancel No Resp** –Should be used when the proposal is cancelled by the proposal associate due to lack of response from the customer. The FCC has stated that a proposal estimate is valid until rescinded by the Utility (typically 30 Days without a response). Proposal cancelled after communicating with the attacher.

**Proposal Cancelled** –Generates when proposal is saved in “Cancelled” status. A remark is required in order to save.

**Make Ready Paid** – Must be used if Make Ready Estimate activity was used to capture receipt of payment and the amount if customer wishes to proceed with proposal.

**Date to Scheduling** – Once make ready is paid, this is the date when the work order is sent to scheduling for work to be added to the schedule.

**Proposal Authorized** – This is the date the customer has been notified they can now attach to AEP facilities pending other attachers completion of work. Attachments are now in record and are counted for rental.

**Propsl Post Inspect** – Status is changed to “Post Inspect” after proposal has been in Authorized status and attacher has had 60 days to complete project.

**Post Construction Dt** –This is the date that the post construction inspection has been completed in the field. The comments field can be used to note who performed or what was found.

**AEP Complete Dt** – Date AEP has completed their work in the field.

**Trans Eng Complete** – Notifies when Transmission has completed their engineering and an estimate has been given to the customer.

**Trans Complete** – Tracks when Transmission has completed their construction work.