



# JUMS USERS GUIDE

For 3rd Party Attachers

## Objectives

Use JUMS to make, track, and complete your communication attachments to Alabama Power Company Poles

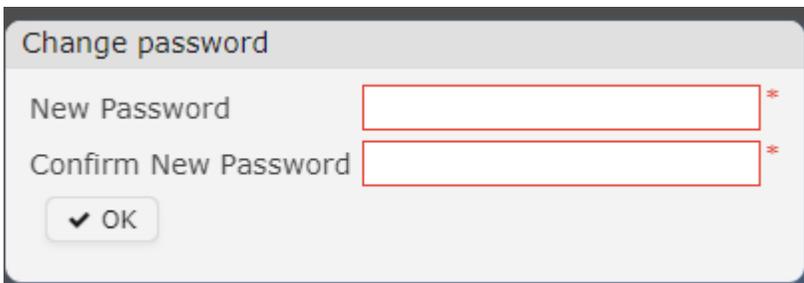
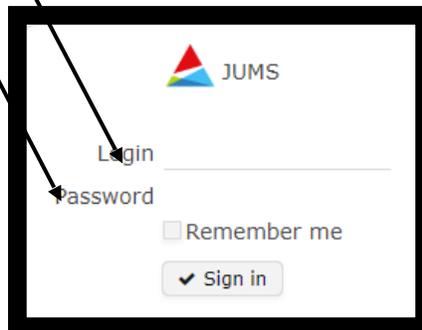
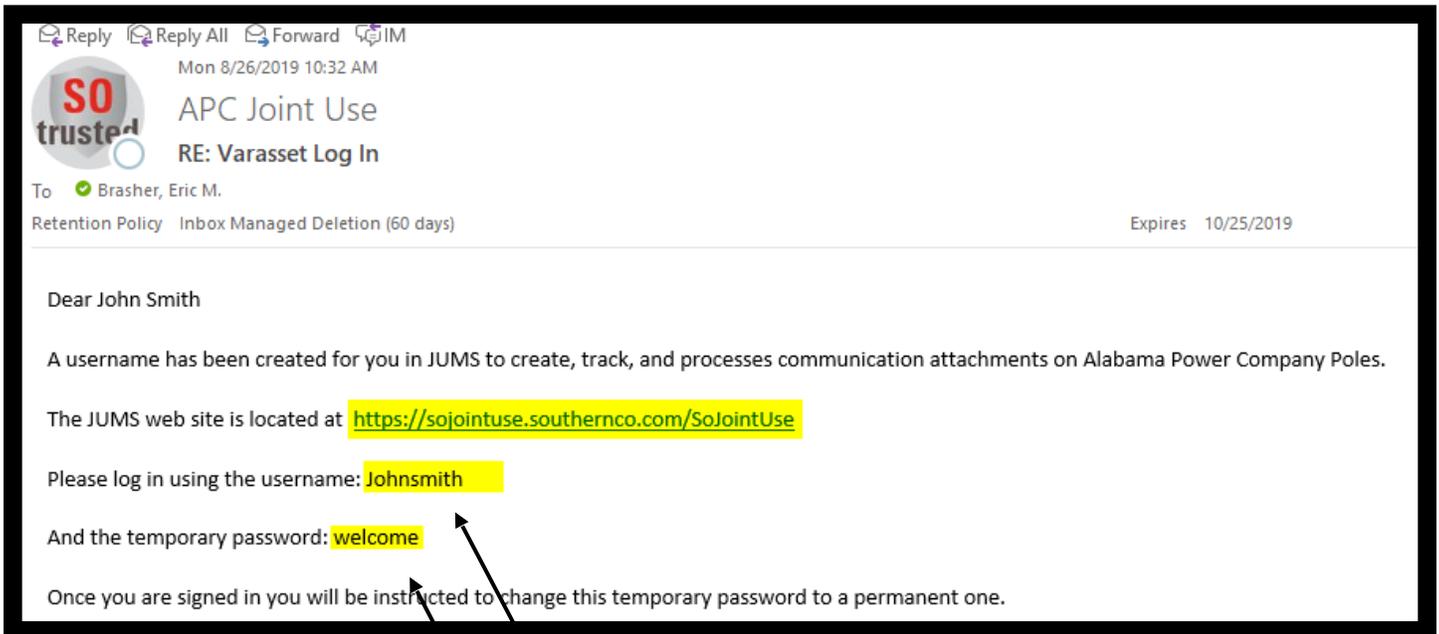
Brasher, Eric M.  
ermbash@southernco.com

# Contents

Password Reset and Logging In .....	2
Creating a New Application .....	3
Create Application .....	3
Header, Dynamic Attributes, Billing Details Section .....	5
Add File Attachments .....	9
Submit Application .....	10
Applicant’s Review of Directives and Cost Estimate .....	11
Search for Ticket by .....	11
Review the Request & Approve Cost .....	12
Review Work Directives .....	12
Advance Workflow .....	13
Perform Existing Attachment Communications Make Ready .....	14
Perform Install .....	15
Post Inspection/Remedy Violations .....	16

# Password Reset and Logging In

- The first time you sign in to JUMS you will be asked to change your password from the one assigned to you at set up. You will receive an email that looks something like this.
- The JUMS Web Site is located at <https://sojointuse.southernco.com/SoJointUse>



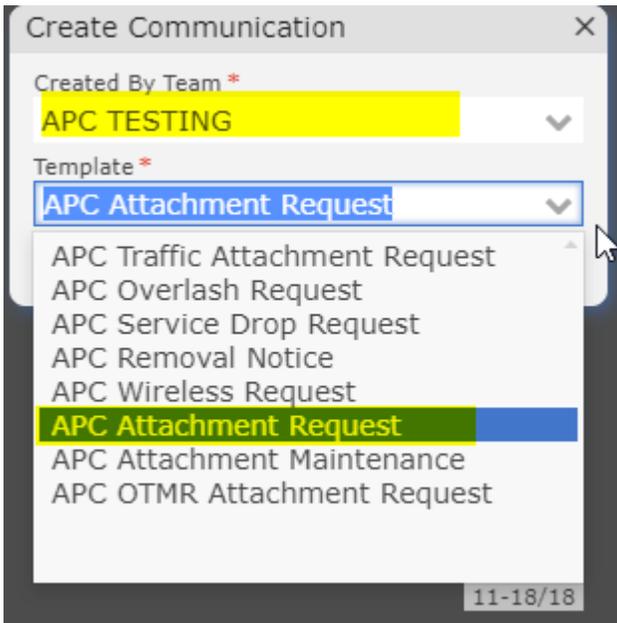
Once you sign in you will be prompted to change your password to one of your choosing.

# Creating a New Application

- Log into JUMS
- Under the Quick Create tab select “New Request”



- A Create Communication box will pop up as shown
- Select the Team (Company) and the type of attachments



- If you participate on multiple teams, or companies make sure you are applying in the appropriate company name.
- Select the appropriate type request. (wireless,

# Header, Dynamic Attributes, Billing Details

The screenshot shows a software interface for managing requests. The top navigation bar includes 'Assets', 'Work', 'Purchasing', 'Billing', 'Inventory', 'Requests', 'Maps', 'Administration', 'System', and 'Help'. The main header area displays 'REQUEST | CO2219459 | APPLICATION' and a 'Submit Request' button. The 'DESCRIPTION' section is active, showing a 'Header' section with the following fields:

- Communication ID\*: CO2219459
- Member Organization: A - APC TESTING
- Agreement: APC JU Admin Team
- Created By Team\*: APC TESTING
- Created by Person: Eric Brasher
- Rush Request: No
- Proceed with Make Ready Engineering: (dropdown menu)
- Alt Communication ID: DWE
- Description: (empty field)
- Actual Start: (empty field)
- Address: (empty field)

Below the header are three sections: 'Dynamic Attributes' (with dropdowns for Category, Type, Pole Loading Worksheet, and Telco Service), 'Billing Details' (with fields for Bill To, Billing ID, Billing Address, and Tax ID), and 'Budgeting' (with fields for Total Original Cost, Total Final Cost, Applicant Original Cost, Applicant Final Cost, and Additional Bill).

## Header Section

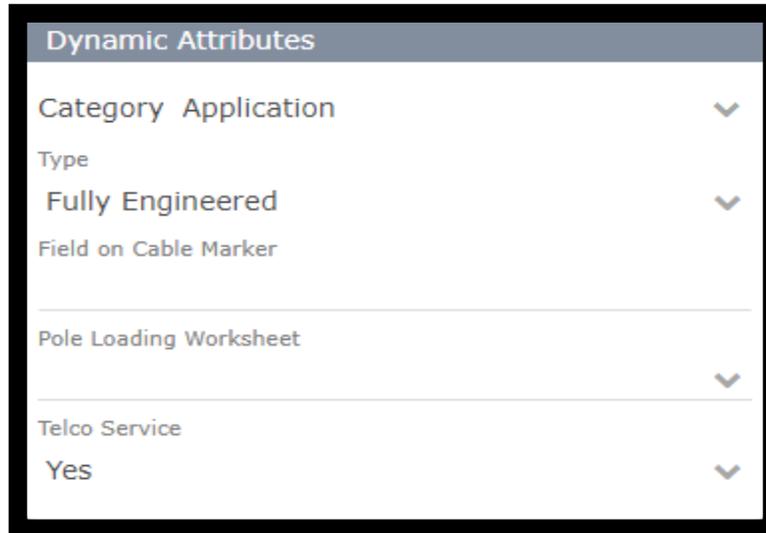
This close-up view of the 'Header' section highlights several key fields:

- Agreement:** A dropdown menu is open, showing 'PDD-TC-2019-0095' as the selected option.
- Rush Request:** A dropdown menu is open, showing 'No' as the selected option.
- Proceed with Make Ready Engineering:** A dropdown menu is open, showing 'Proceed with Make Ready Engineering' as the selected option.
- Alt Communication ID:** Job# 4285647
- Description:** Attach to 3 Poles at 2400 Bear Creek Road

Make sure you include:

- **Agreement** - The Agreement Number (Contract Number) that your company has with APCO.
- **The Alt Communication ID** - This is your companies job/reference number.
- **Address** - The address of the poles you wish to attach too.
- **Description** - A quick, short description of the work you would like to do.
- **Proceed with Make Ready Engineering** - All Directives and make ready engineering will be done without re-contacting the applicant. This obligates the applicant to pay all the Directives and make ready engineering costs even if they choose not to proceed with the project. This is a **Yes/No** option from a pull-down menu.
- **Rush** - Premium cost for accelerated results. This option is only available for small and simple attachments or less. This is a **Yes/No** option from a pull-down menu.

## Dynamic Attributes Section

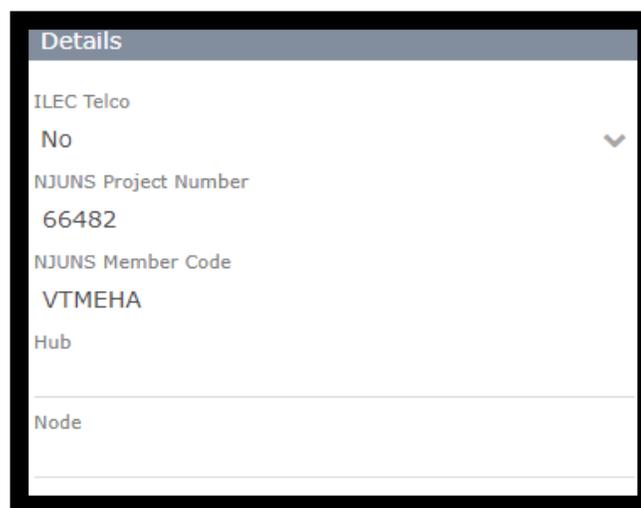


The screenshot shows a form titled "Dynamic Attributes" with the following fields:

- Category: Application (dropdown arrow)
- Type: Fully Engineered (dropdown arrow)
- Field on Cable Marker: (empty text field)
- Pole Loading Worksheet: (dropdown arrow)
- Telco Service: Yes (dropdown arrow)

- **Category** - You will always choose **Application**
- **Type** - Fully Engineered for all request
- **Field on Cable Marker** - Name on Cable Marker (to identify the owner of cable installed)
- **Pole Loading** (Y/N) - Populate with yes and attach if you have pole loading data
- **Telco Service** (Y/N) - Always select yes if you are a Telecommunications Provider and not an ILEC.

## Details Section



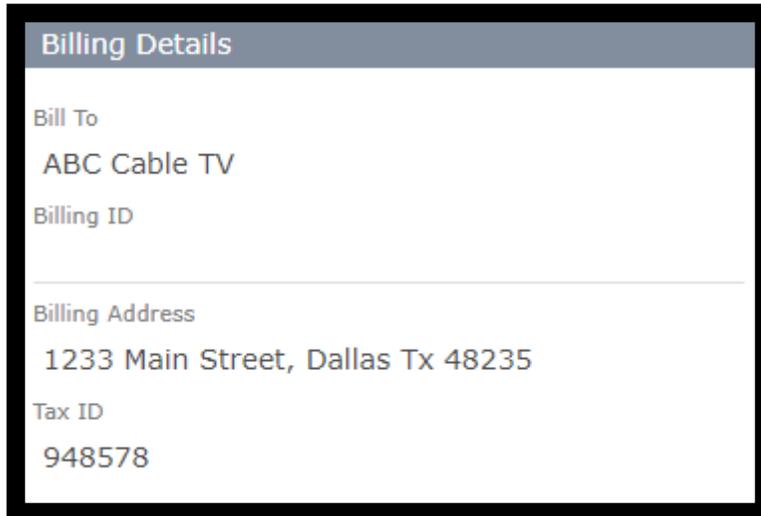
The screenshot shows a form titled "Details" with the following fields:

- ILEC Telco: No (dropdown arrow)
- NJUNS Project Number: 66482
- NJUNS Member Code: VTMEHA
- Hub: (empty text field)
- Node: (empty text field)

- **ILEC Telco** - This field will not be used by APCO
- **NJUNS Project Number** - Optional field use if you have an NJUNS project number

- **NJUNS Member Code** - Use NJUNS Member Code for Company you are applying for
- **Hub** - Optional for your use only with wireless attachments.
- **Node** - Optional for your use only with wireless attachments.

## Billing Details - Billing the monthly electric service for Wireless or Power Supplies

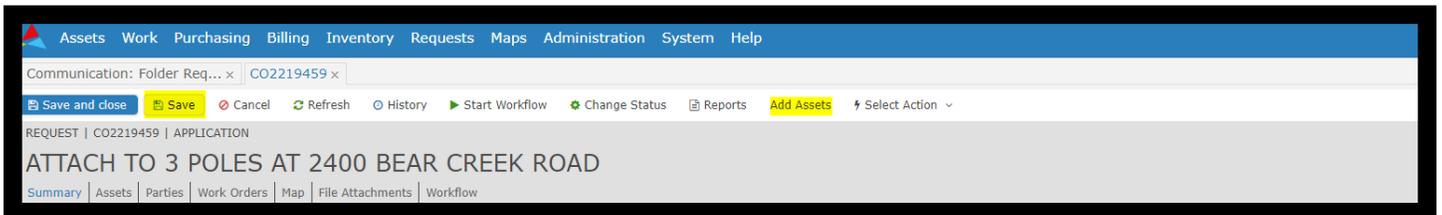


The screenshot shows a web form titled "Billing Details". It contains the following fields and values:

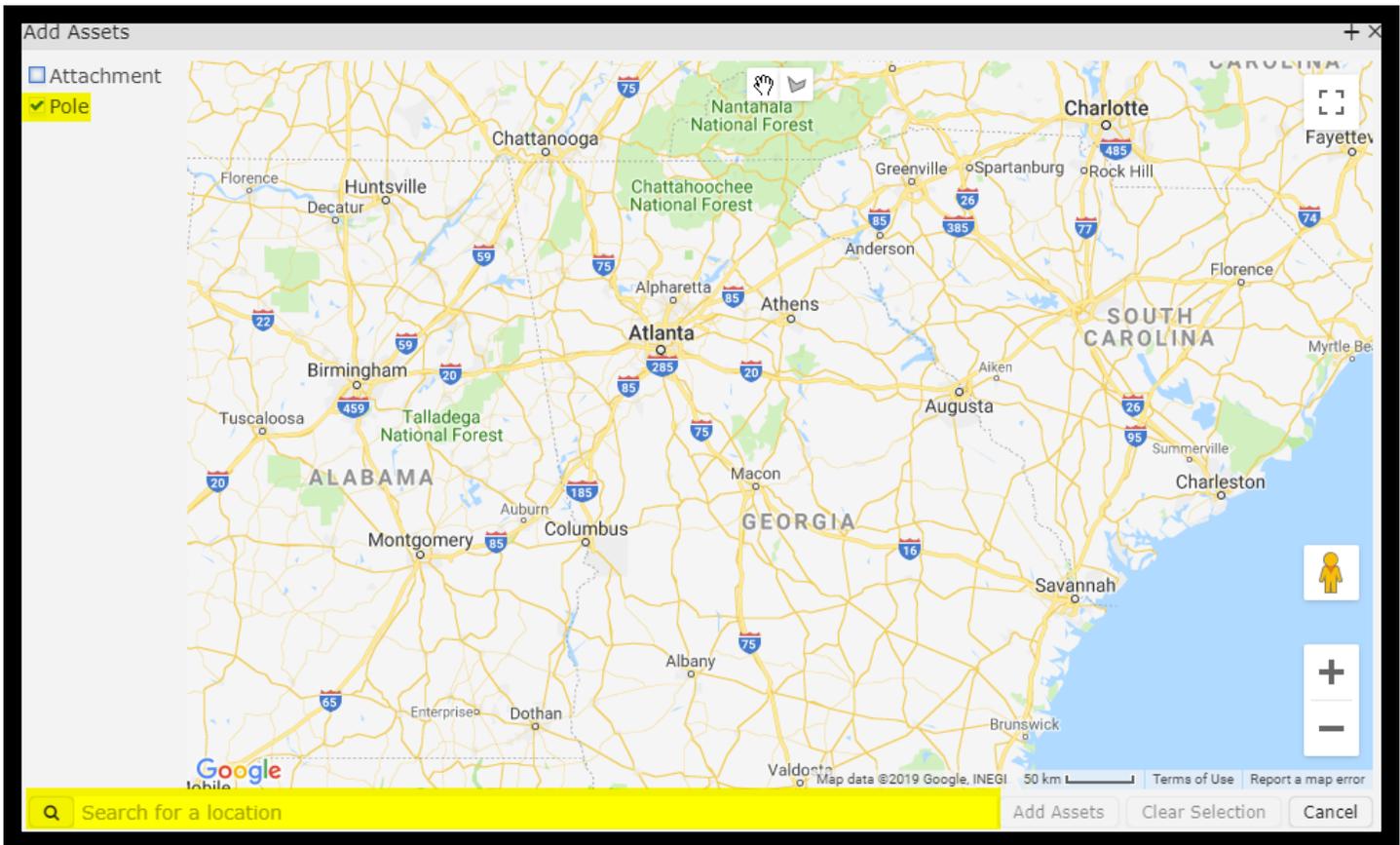
- Bill To:** ABC Cable TV
- Billing ID:** (empty field)
- Billing Address:** 1233 Main Street, Dallas Tx 48235
- Tax ID:** 948578

- **Bill To** - Name of the person or department that should receive the bill
- **Billing ID** - Summary Bill identifier if you are combining on one bill
- **Billing Address** - Address the bill needs to be sent
- **Tax ID** - Optional

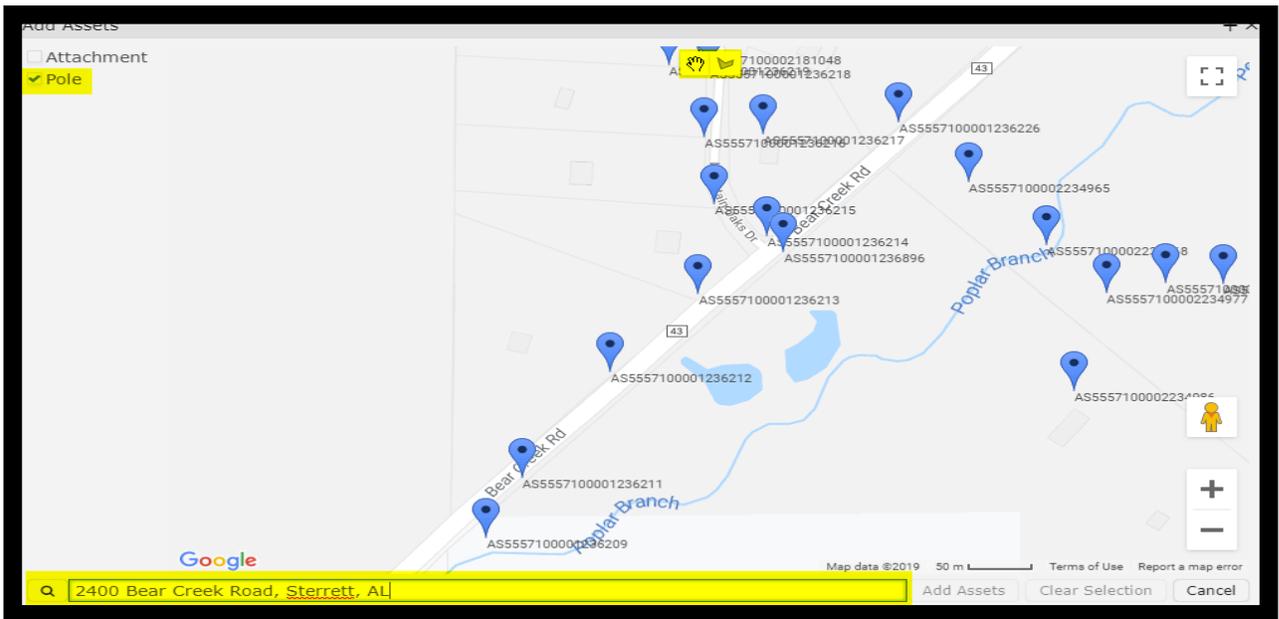
### Add Assets:



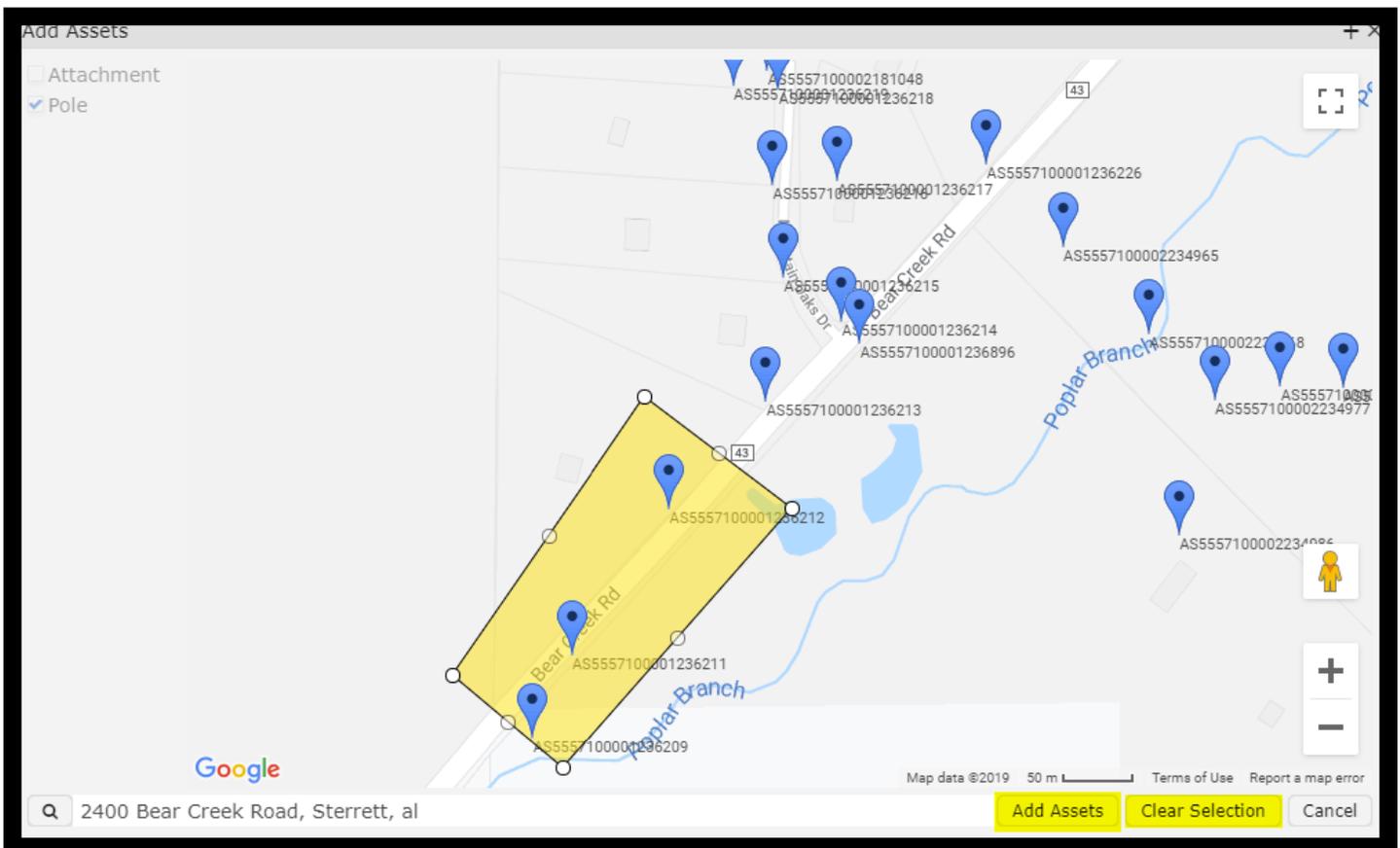
- **Save** the Request and continue to the Map by selecting **Add Assets** from the tool bar shown above.
- Select Assets (poles) that you wish to attach too.



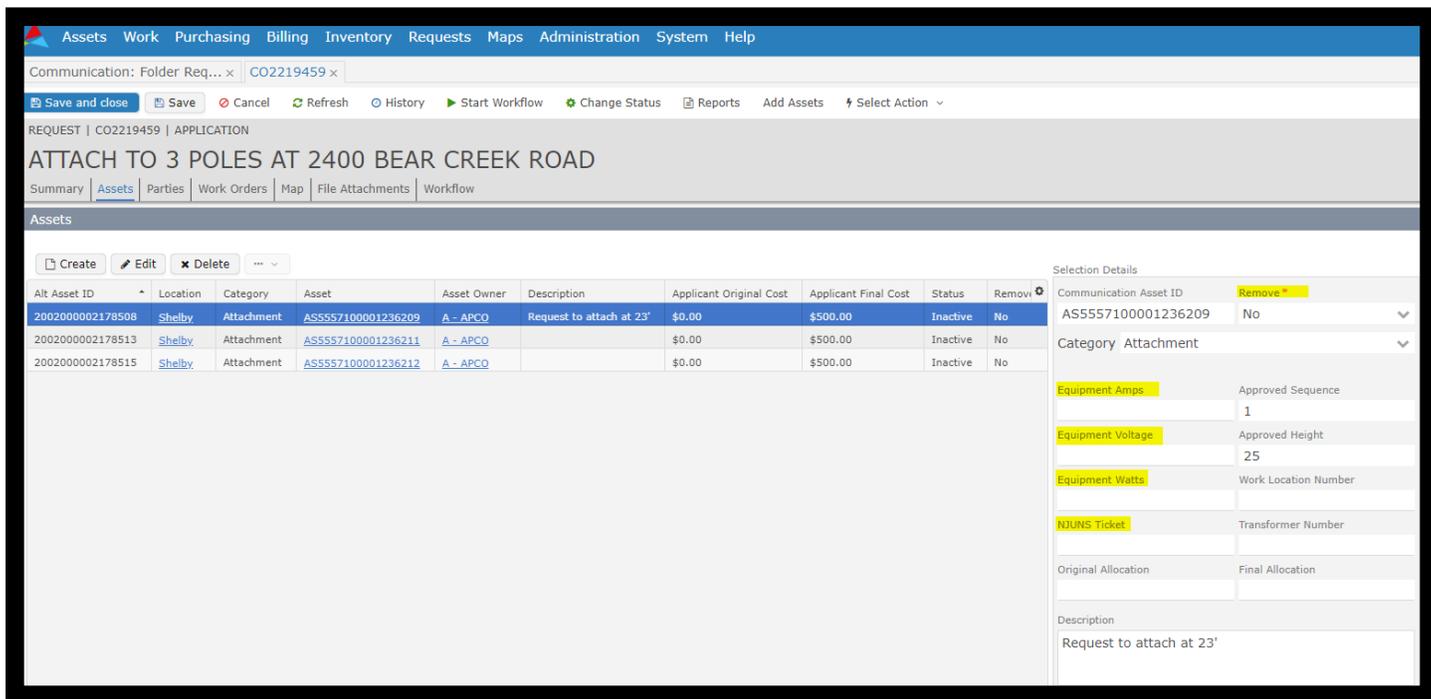
- Verify the **Pole** box is checked in the top left had corner of the screen below **Add Assets**
- Identity the poles that will be part of the request. Enter and Address or paste the address that was added in the **Header Section**. This will zoom you to the area where the poles are located.
- There are two icons located at the center of the screen. A **Hand icon** to pan, and a **Selection Icon** (that looks like a chevron) to draw a polygon around the poles you wish to select.



- Click the mouse once to select a starting point for the polygon. Click once at each adjacent point, then double click when the polygon has surrounded the poles you wish to select. (see the screen shot below).
- After you have completed the polygon around the poles, click the **Add Assets** button at the bottom of the screen. If you have selected to wrong poles or need to reselect poles, click the **Clear Selection** button at the bottom of the screen.

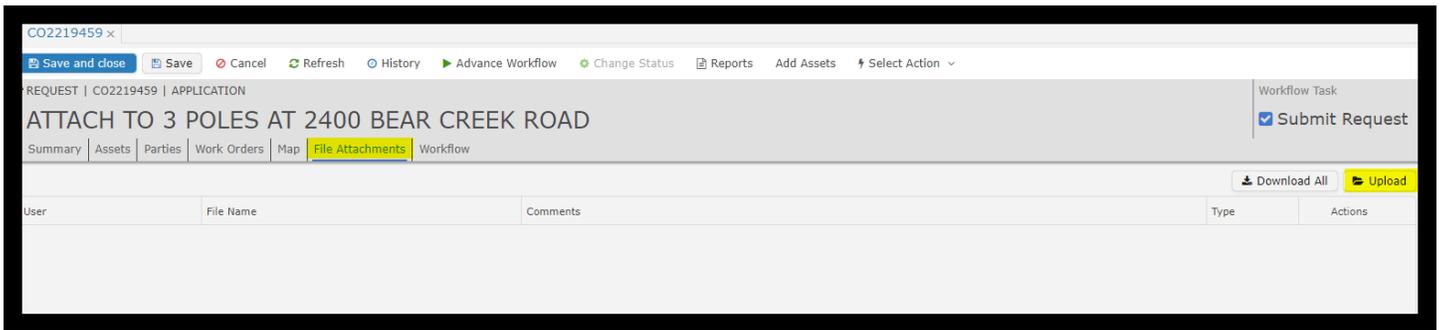


- When the **Assets** are added they will appear in **Assets** tab. There are several fields that you can complete here that will help give more information about your proposed attachments.
- Select each **Asset** by clicking on the **Alt Asset ID** number for each line. This will allow you to enter specific details for each **Asset**.
- In the **Selection Details** window located at the far right of the screen, you can add information about each **Asset**.
  - **Equipment Amps** - For CATV Power Supply or Wireless Antennas
  - **Equipment Voltage** - For CATV Power Supply or Wireless Antennas
  - **Equipment Watts** - For CATV Power Supply or Wireless Antennas
  - The **NJUNS Ticket Number** - That has information about these attachments
  - The **Requested Attachment Height** - Which can be given in the **Description** Box.
  - If you determine an **Asset** was added in error you can remove it by selecting **Yes** from the **Remove** pull-down menu at the top right of the **Selection Window**.

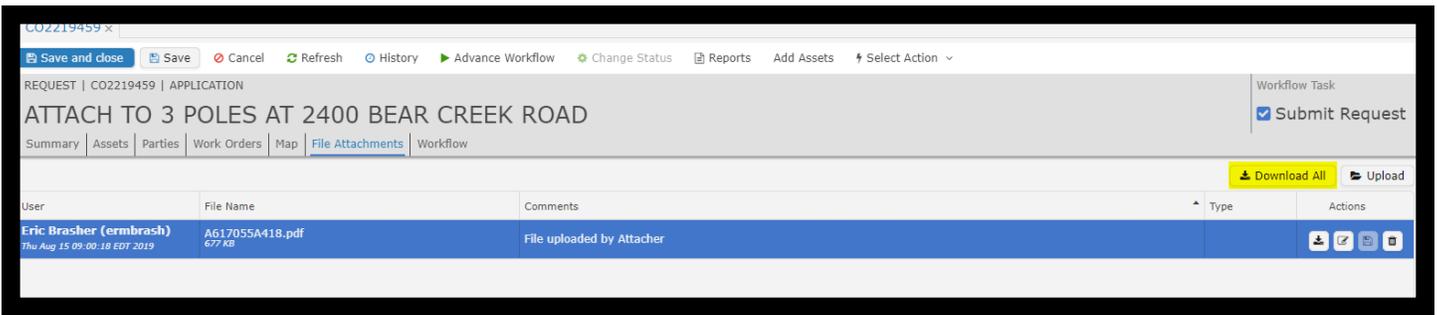


- When you have entered all the information for each **Asset**, select **Save**.

## Add File Attachments

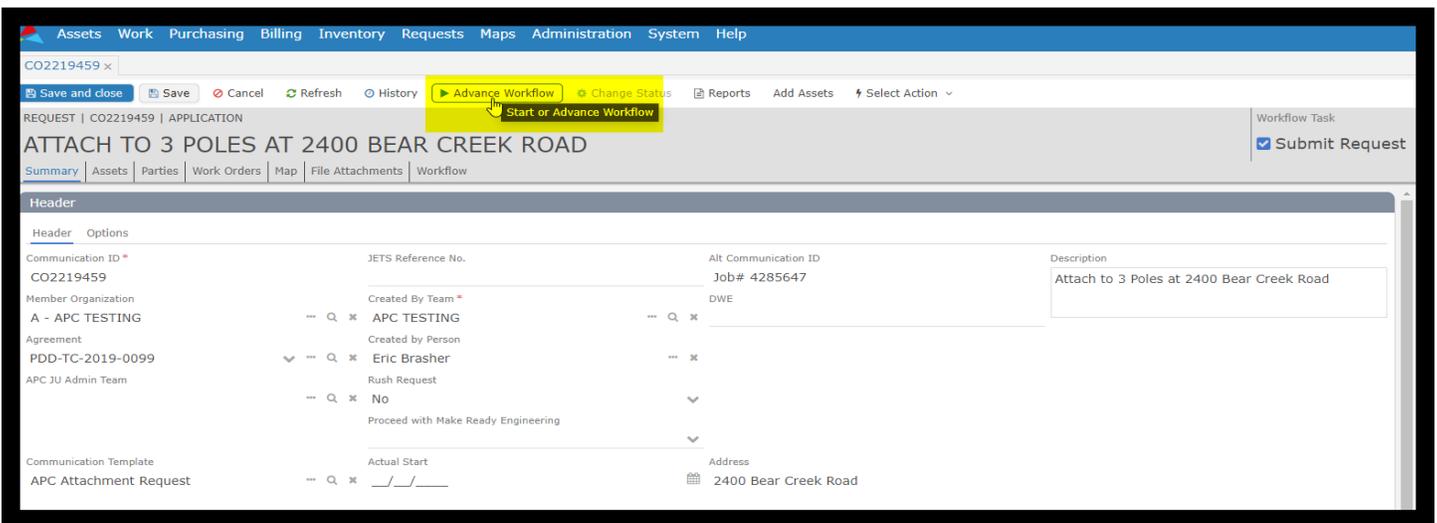


- You are now ready to add **File Attachments** to the application (pole loading data, drawings, maps, etc.)
- You can attach files to the request by **Dragging and Dropping** files from your **Desktop** or **File Manager** to the **File Attachment Screen**.
- You may also select **Upload** button at the far right of the screen. Select the file from your computer you wish upload and **Double Click** or **Open** to upload the file. Files will appear in the table as shown below.

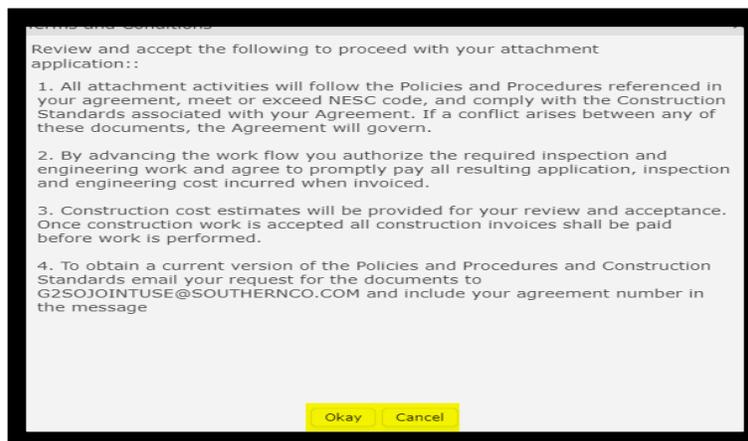


- To view the file, select the **Download All** button at the right of the screen.

## Submit Application



- Select **Advance Workflow** from the toolbar to submit your application
- You will see a pop-up box with the **Terms and Conditions** for your application.
  - Select **Cancel** to return to the Application
  - Select **OKAY** to advance/submit your Application
- Select **Save and Close** and the submission process will be complete.



# Applicant's Review of Directives and Cost Estimates

## Search for Ticket By

- The **Communication ID (Request No.)** will let you know which application is ready for your review. You can copy and paste the **Request No.** and search for it in JUMS at the **Dashboard**.

The screenshot shows an email interface with the following content:

Reply Reply All Forward IM  
Thu 8/15/2019 8:57 AM  
noreply@southernco.com  
Results Available

To: Brasher, Eric M.  
Retention Policy | Inbox Managed Deletion (60 days) Expires 10/14/2019  
If there are problems with how this message is displayed, click here to view it in a web browser.

### Request No. CO2219459 Results Available

**Description:**  
Attach to 3 Poles at 2400 Bear Creek Road

**CO2219459**

Regarding the pre-inspection for Alabama Power application #: CO2219459, please log in and review your 'Results' report. The report includes the number of Alabama Power poles requiring communication directives and/or Alabama Power make-ready construction cost. Foreign poles were not evaluated.

Once you have reviewed the results, please accept, modify or cancel your request.

If you accept all locations, you will be invoiced for the communication directives and Alabama Power's construction make-ready work. Pre-inspection cost will be included in the invoice unless it was paid at the time of application. Once payment for pre-inspection, communication directives and Alabama Power's make-ready construction has been received, we will provide the communication directives and perform the Alabama Power construction make-ready work.

All modifications to your application will be returned to engineering for re-evaluation of the changes.

All canceled applications will be closed. A final invoice for unbilled pre-inspections, directives, and engineering will be issued.

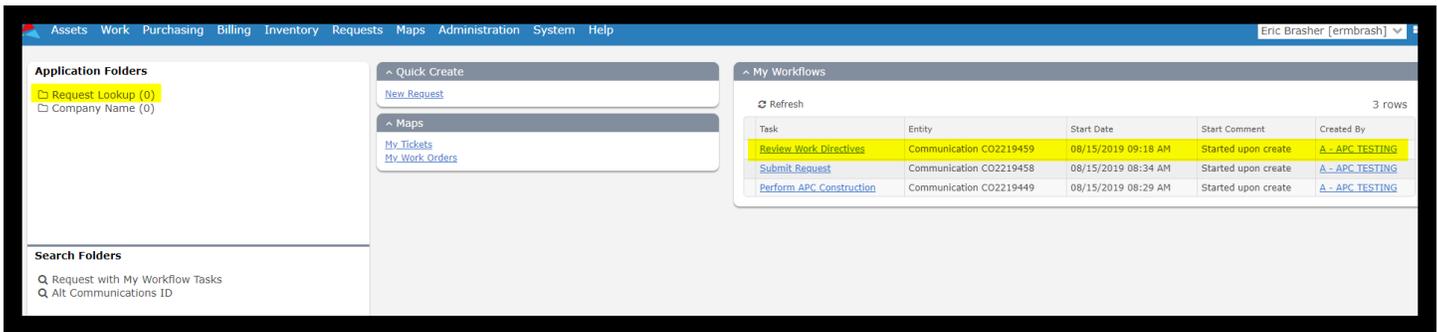
Any technical questions concerning this application should be directed to Travis Burdick at 205-402-7233 Ext 3053 .

Sincerely,

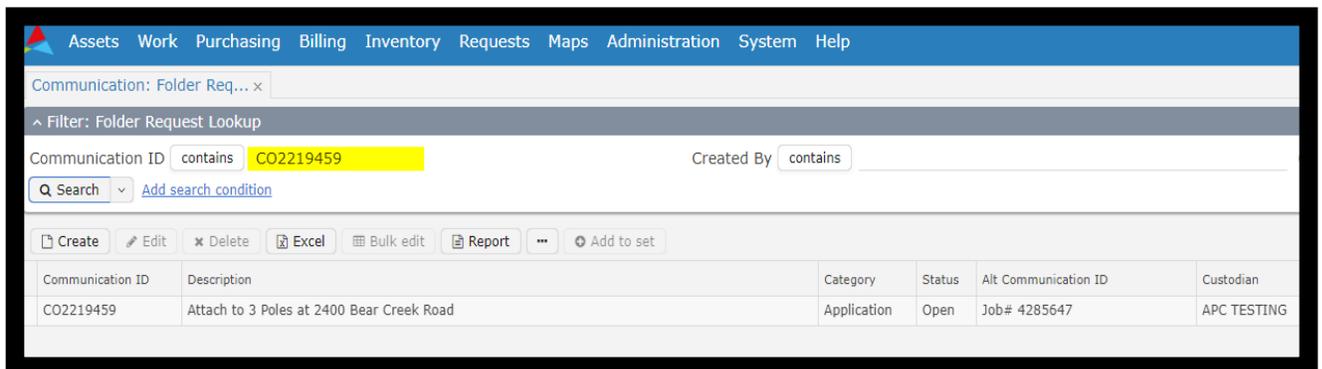
Travis Burdick  
Pike Engineering  
205-402-7233 Ext 3053

CO2219459

- From the Dashboard click on the task **Review Work Directives**
- You can also search by Ticket Number by selecting the **Request Lookup** at the right of the screen under **Application Folders**



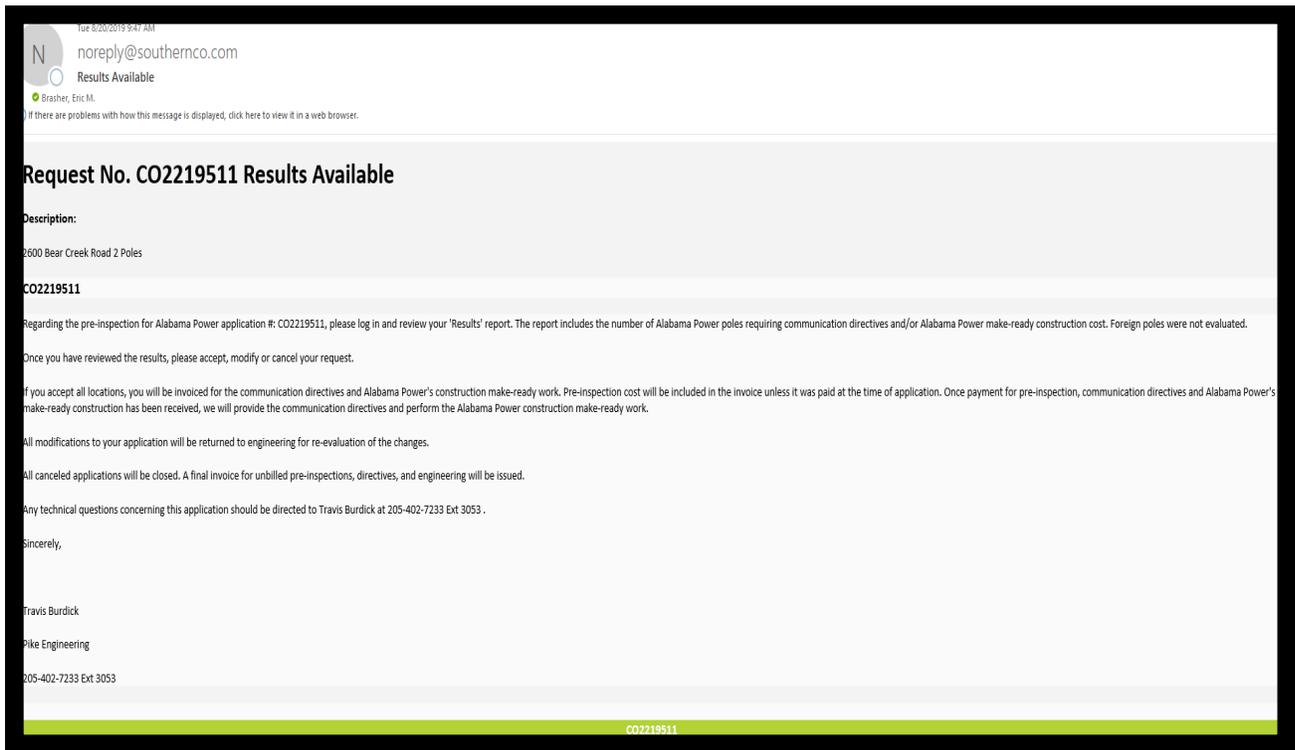
- After selecting the **Request Lookup**, you will see a search box where you will type in the **Communication ID (Ticket Number)**. Type in the number and click **Search**



- Double Click on the **Communication ID** to open the **Record**.

## Review the Pre-inspection Results

- You will receive an email communication acknowledging that you have **Pre-inspection Results** to review.
- This email will give you instruction and options concerning billing and proceeding with your project.

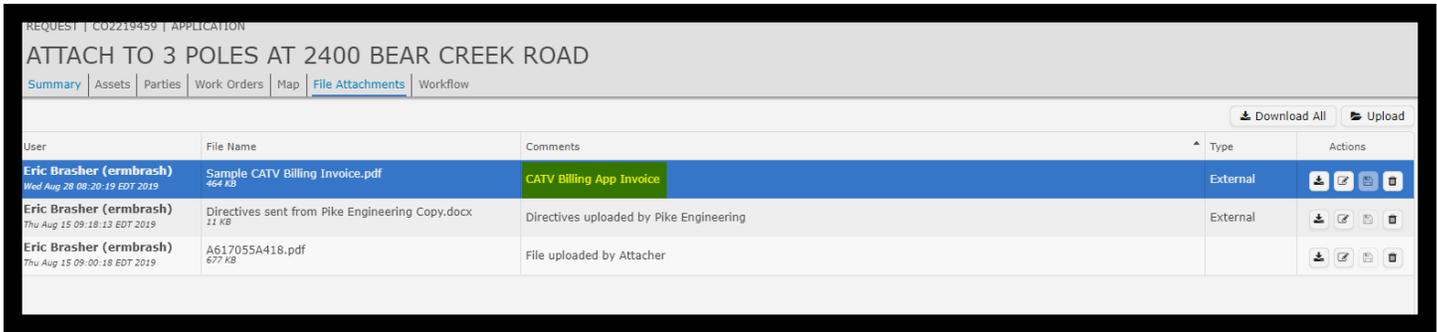


- If you initially selected **Proceed with Make Ready Engineering** when the application was submitted there will be an amount in the **Budgeting** window at the right side of the screen for your review. This amount will be for the **Make Ready Construction** cost from Alabama Power in the Power Space.

Budgeting	
Total Original Cost	\$600.00
Total Final Cost	\$0.00
Applicant Original Cost	\$600.00
Applicant Final Cost	\$0.00
Additional Bill	\$0.00

- There will also be an invoice for **Communication Make Ready Directives** for each applicable location. This invoice will either be uploaded in the **File Attachment Tab** or emailed to you directly.

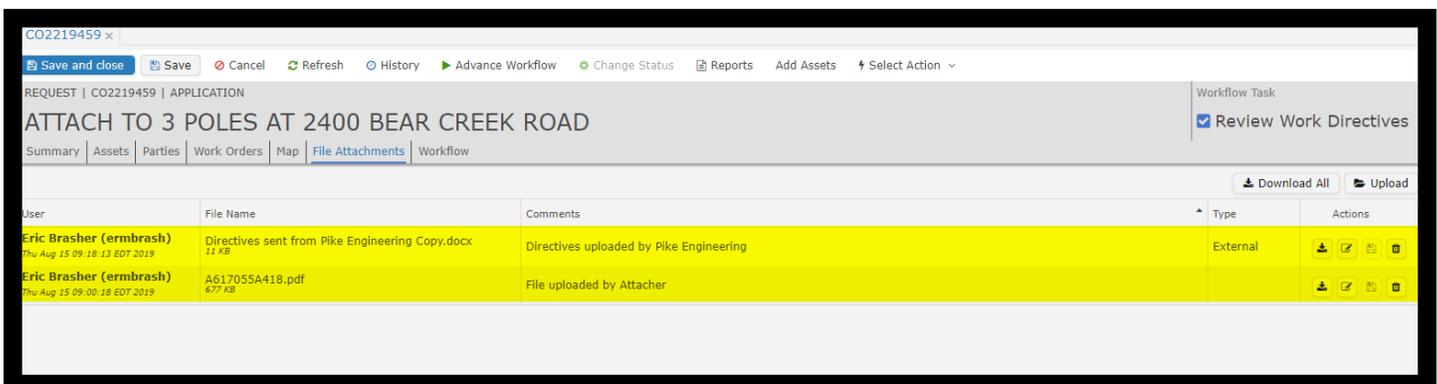
- You can access the invoice from the **File Attachment Tab** by highlighting the line with the invoice and selecting **Download All**.



- You can decide to pay all the invoiced Costs and Proceed with the Project or cancel the project and be billed for the **Communication Make Ready Directives** and the **Engineering Costs**. You will not be billed for the Alabama Power Construction Cost if you decide to Cancel the Project at this point.
- If you did not select Proceed with **Make Ready Engineering** when the application was submitted, you will be notified that documentation is available to you. If you decide to Proceed with the project the **Make Ready Engineering, Directives, and Construction Costs** will can be downloaded using the **File Attachment Tab** or emailed to you.

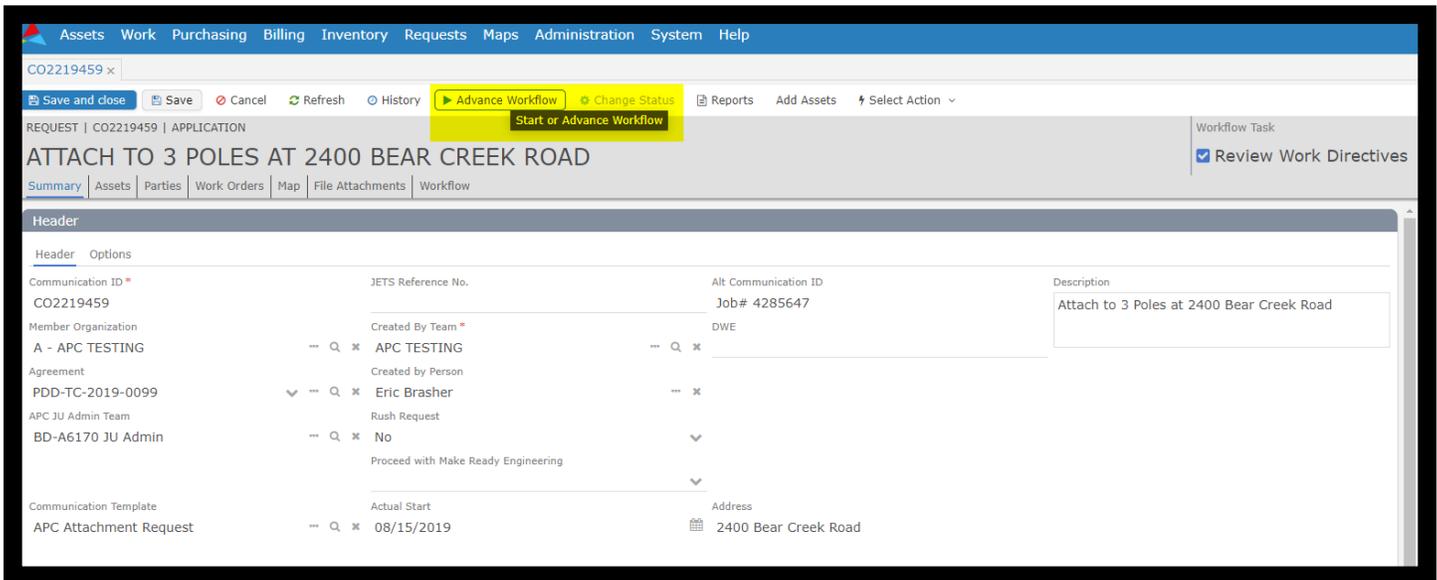
## Reviewing Work Directives

- To see the **Work Directives** and/or any associated **Invoices** in the **File Attachment Tab**
  - Click **File Attachments** tab
  - Select proper file attachment for **Directives**
  - Click **Download All** after selecting the file you wish to view.

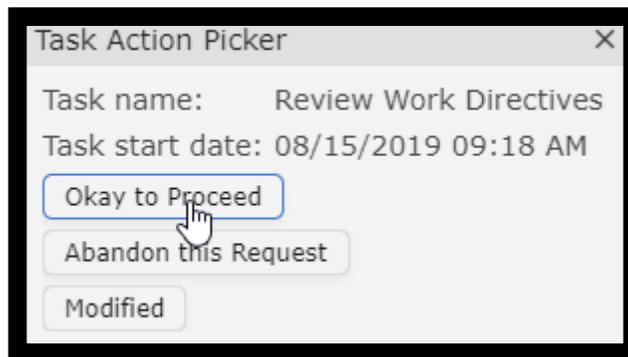


- If after reviewing the **Work Directives** and associated Costs you wish to proceed with the Project click **Advance the Work Flow**.

# Advance the Work Flow



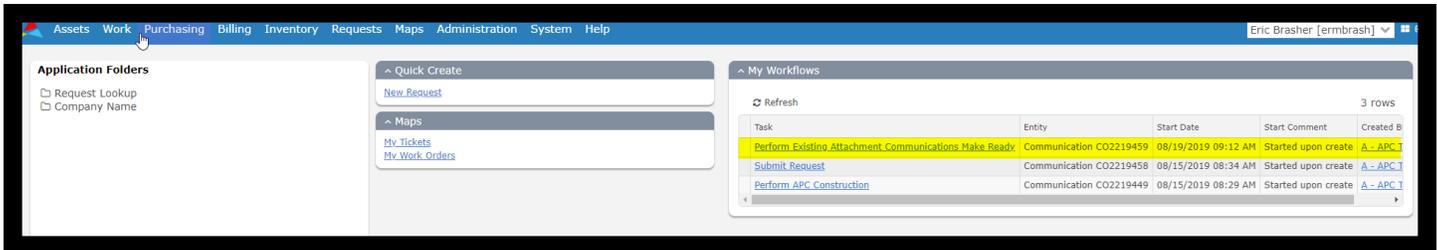
- The Task Action Picker window will appear



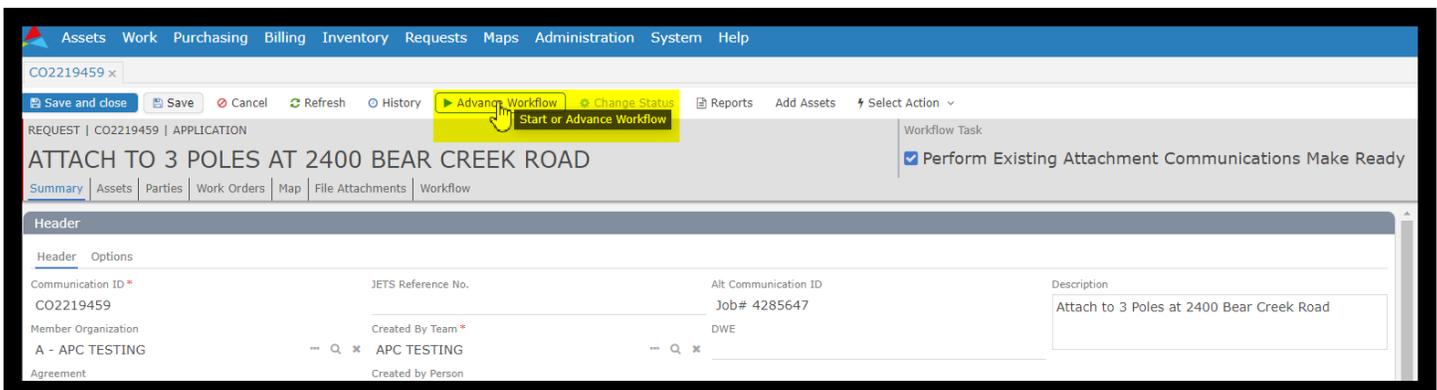
- There are three options
  - Choose **Okay to Proceed** to advance the Workflow
  - Choose **Abandon this Request** to cancel the request
  - Choose **Modified** to notify APCO of changes to your application
    - If you choose **Okay to Proceed** this simply advances the Workflow in JUMS. The billing will be handled in the steps listed above.
    - If you choose to **Abandon this Request**, this will cancel your request and the billing will be handled in the steps listed above.
    - If you choose **Modified**, your request will go back to engineering to review and decide what other work is needed to complete your request. You will be billed in the steps listed above for the current request and the cost will be adjusted

after the modified request is processed and **you will be billed** the new cost for the project.

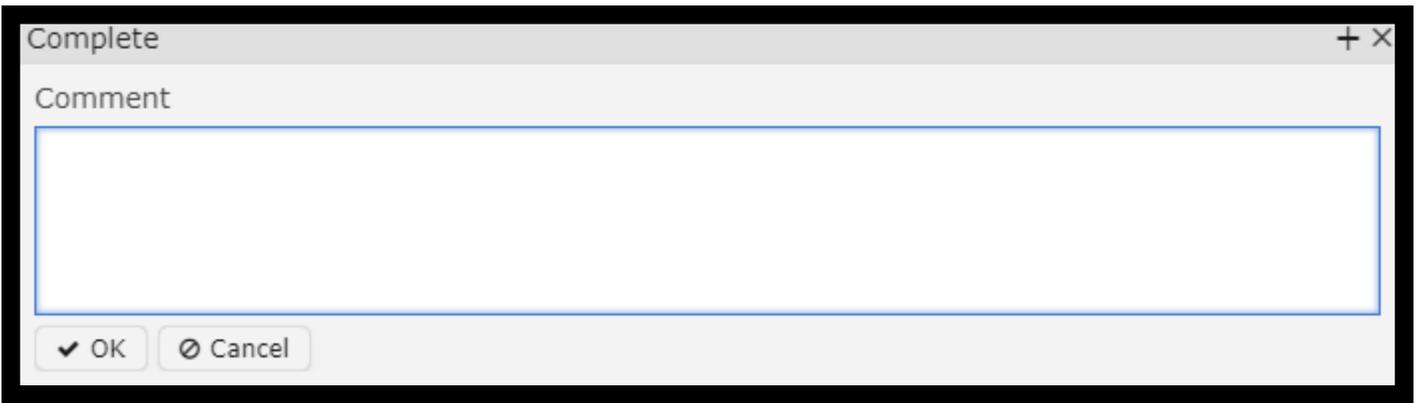
## Perform Existing Attachment Communications Make Ready



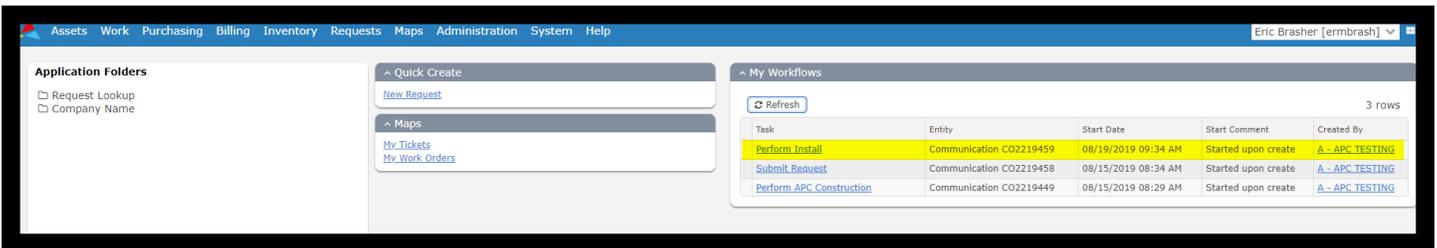
- When you agree to proceed with the job, the next step is the communications make ready
- You will be sent a list of directives of where your company will need to attach as well as a list of other attachers and where they will need to move if necessary.
- Once the communication make ready has been completed, click **Advance the Workflow** to move forward with you request.



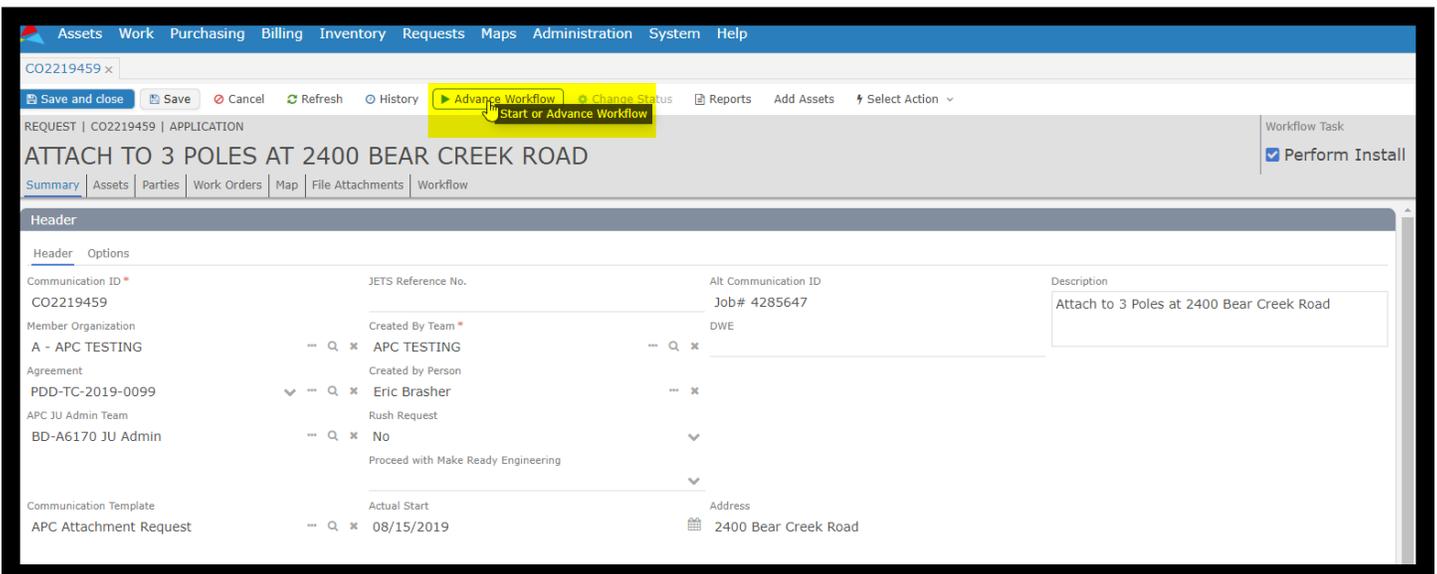
- When you **Advance the Workflow** there will be a comment box where you can add additional Comments. After including any **Comments**, you can click OK to advance the workflow.
- This is not a mandatory field and you can leave it blank for each step if you choose too.



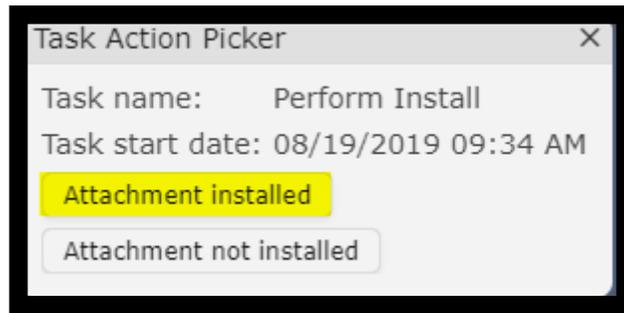
## Perform Install



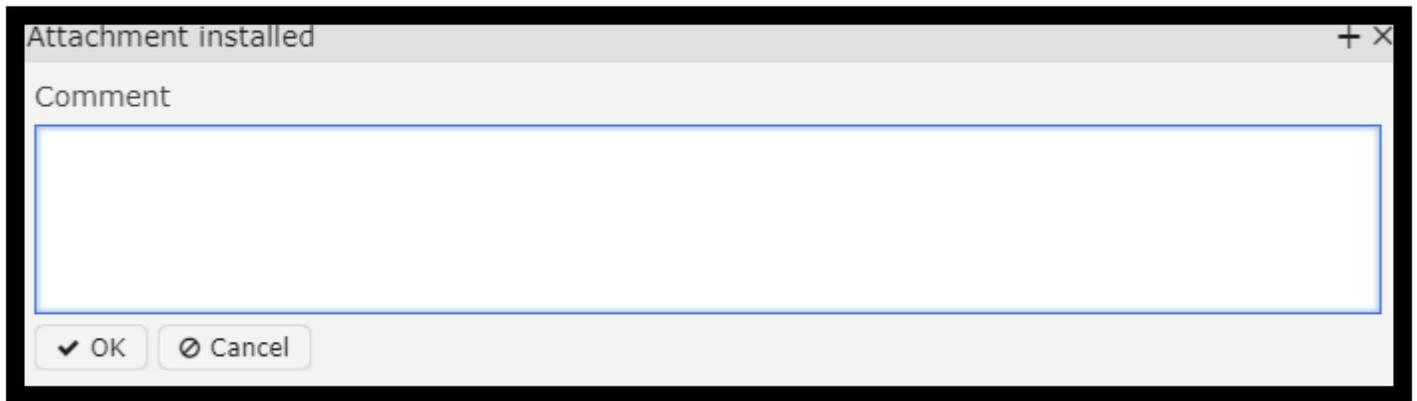
- It's now time to install your attachments.
- After you have made your attachments in the field, **Advance the Workflow**



- After **Advancing the Workflow**, the **Task Action Picker** will appear. Confirm that your attachments have been installed.
- This will send you request to **APCO Engineering** for **Post Inspection**.

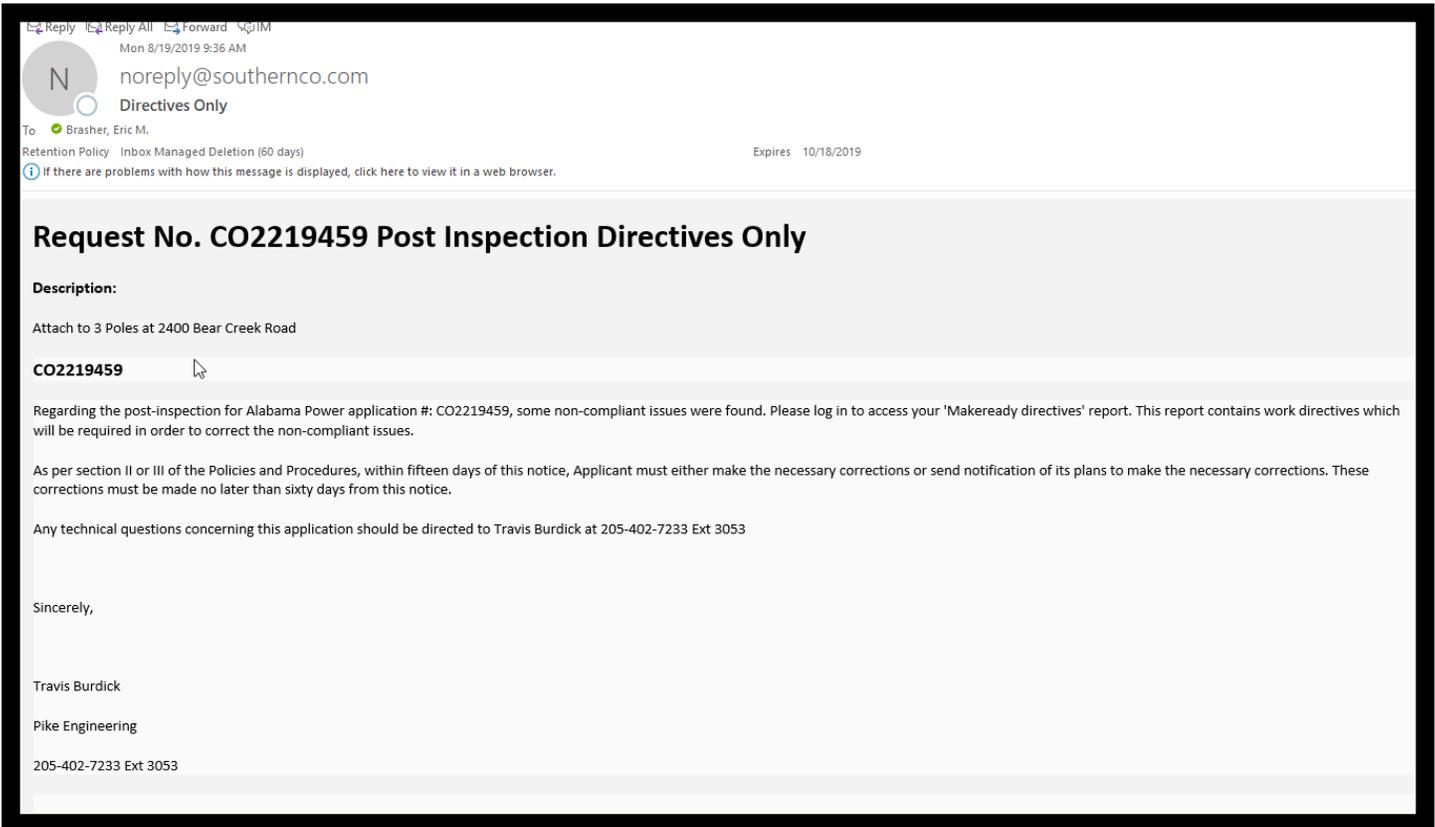


- The Comment box will appear again. You may choose to add comments or leave this section blank.
- Then click OK, to complete the step

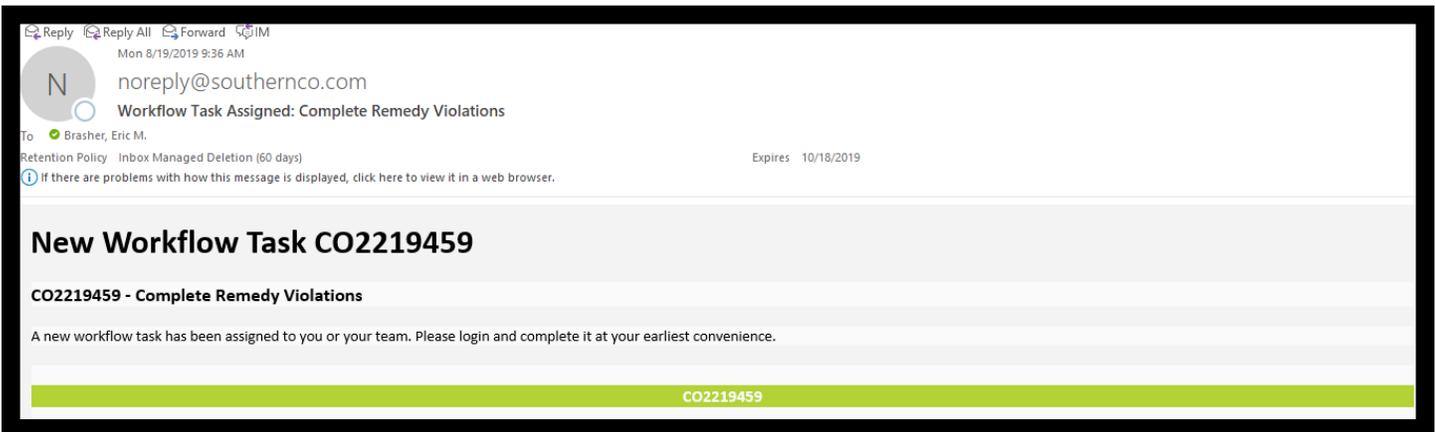


## Post Inspection/Remedy Violations

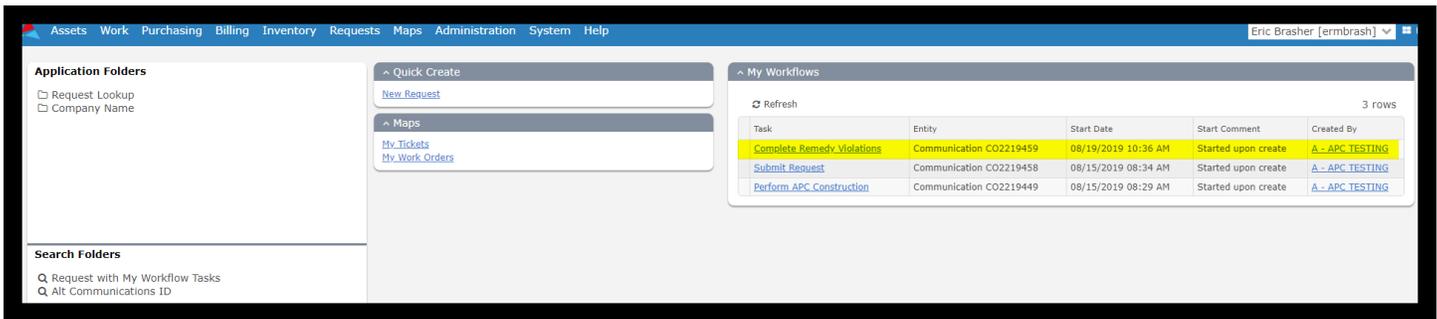
- After your attachments have been installed, APCO engineering will perform a **Post Inspection** of your attachment and the Make Ready work done in the communication space. If there are any Non-Compliant issues determined after the Post Inspection, you will receive an email notifying you of these issues



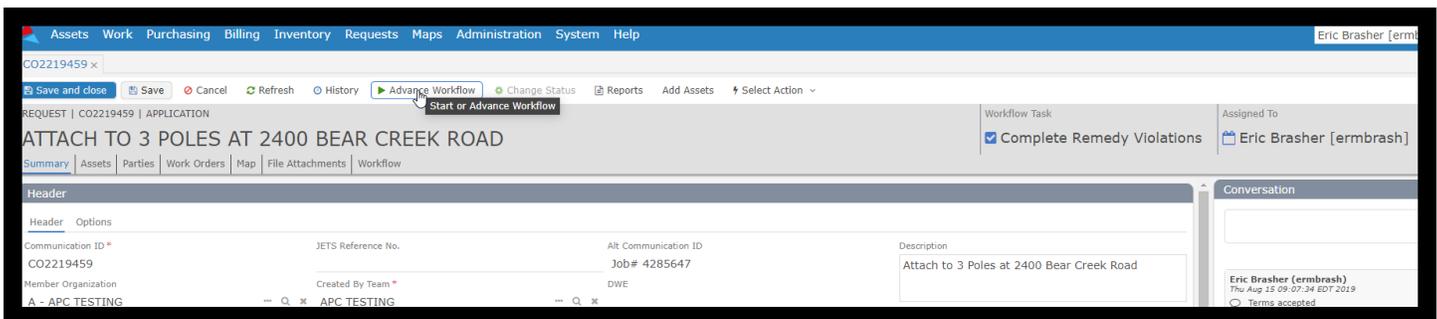
- You will also receive an email notifying you that you will need to complete the next step in the workflow, after you have remedied the Non-Compliant Issues.



- Sign into JUMS. The dashboard will show the ticket number and the step you need to perform



- Once you have completed the work in the field to Remedy the Violations, **Advance the Workflow** to complete this step.



- The **Comment** box will appear again, and you can choose to add comments or leave it blank. This will send the request back to APCO Engineering for another **Post Inspection**.
- If there are still violations found this same **Remedy/Post Inspection** process will repeat itself until all violation are remedied.
- If all attachments are found to be in good order, you will receive the final billing for all **Post Inspections** and any subsequent make ready work that was needed.
- This should complete your attachment process.