



JUMS USERS GUIDE

For 3rd Party Attachers

Objectives

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

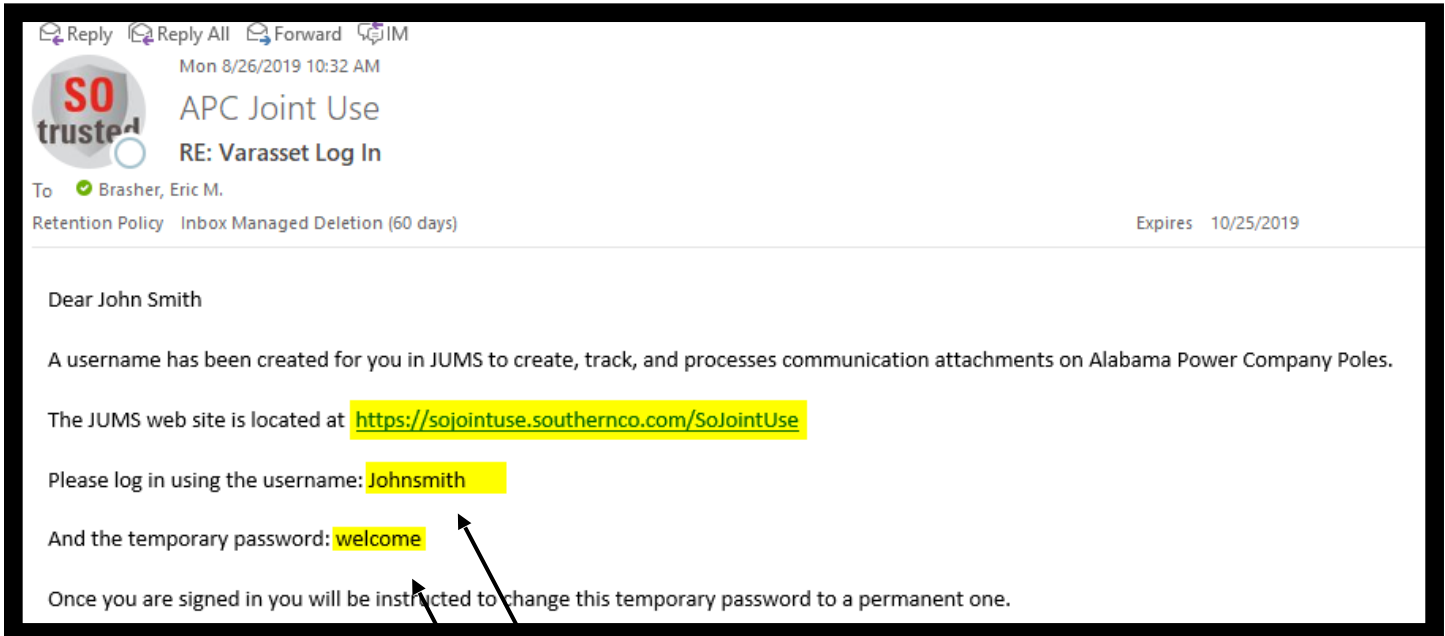
Brasher, Eric M.
ermbrash@southernco.com

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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>



The JUMS login form is displayed within a black-bordered box. It features the JUMS logo at the top, which consists of a stylized triangle with red, yellow, and blue segments. Below the logo are two input fields labeled 'Login' and 'Password'. There is a 'Remember me' checkbox and a 'Sign in' button with a checkmark icon.

The 'Change password' form is shown in a grey-bordered box. It contains two input fields: 'New Password' and 'Confirm New Password', each followed by a red asterisk indicating a required field. Below these fields is an 'OK' button with a checkmark icon.

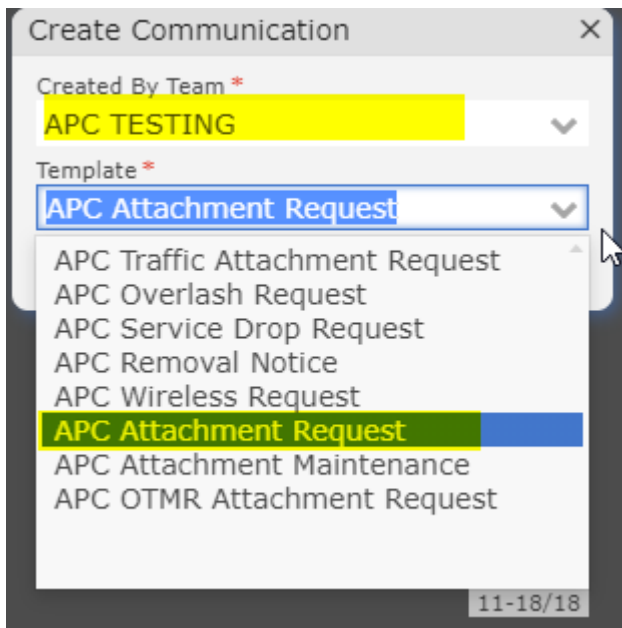
Once you sign in you will be prompted to change your password to one of your choosing.

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

Assets Work Purchasing Billing Inventory Requests Maps Administration System Help

CO2219459 x

Save and close Save Cancel Refresh History Advance Workflow Change Status Reports Add Assets Select Action

REQUEST | CO2219459 | APPLICATION

DESCRIPTION

Summary Assets Parties Work Orders Map File Attachments Workflow

Workflow Task
Submit Request

Header

Header Options

Communication ID *
CO2219459

JETS Reference No.

Alt Communication ID

Description

Member Organization
A - APC TESTING

Created By Team *
APC TESTING

Created by Person
Eric Brasher

Agreement

Rush Request
No

Proceed with Make Ready Engineering

APC JU Admin Team

Actual Start

Address

Communication Template
APC Attachment Request

Dynamic Attributes

Category Application

Type
Fully Engineered

Field on Cable Marker

Pole Loading Worksheet

Telco Service

Details

ILEC Telco

NJUNS Project Number

NJUNS Member Code

Hub

Node

Billing Details

Bill To

Billing ID

Billing Address

Tax ID

Budgeting

Total Original Cost
\$0.00

Total Final Cost
\$0.00

Applicant Original Cost

Applicant Final Cost

Additional Bill

Header Section

Header

Header Options

Communication ID *
CO2219459

JETS Reference No.

Alt Communication ID
Job# 4285647

Description
Attach to 3 Poles at 2400 Bear Creek Road

Member Organization
A - APC TESTING

Created By Team *
APC TESTING

Created by Person
Eric Brasher

Agreement
PDD-TC-2019-0099

Rush Request
No

Proceed with Make Ready Engineering

APC JU Admin Team

Actual Start
08/15/2019

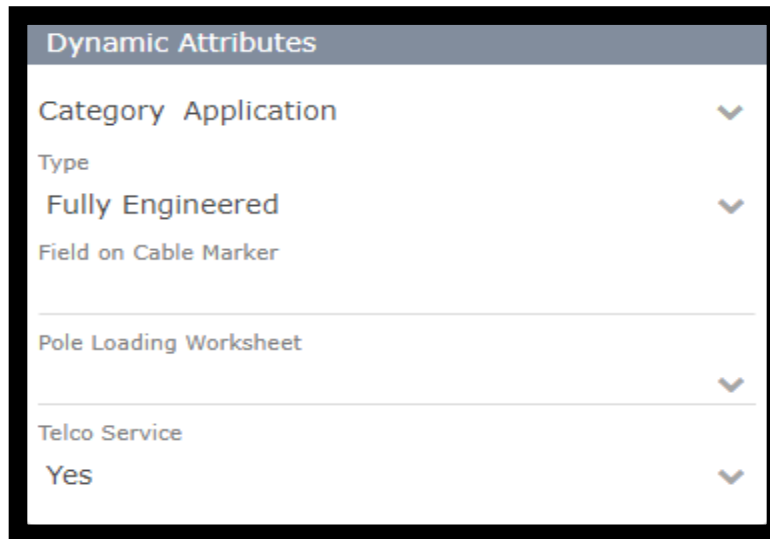
Address
2400 Bear Creek Road

Communication Template
APC Attachment Request

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

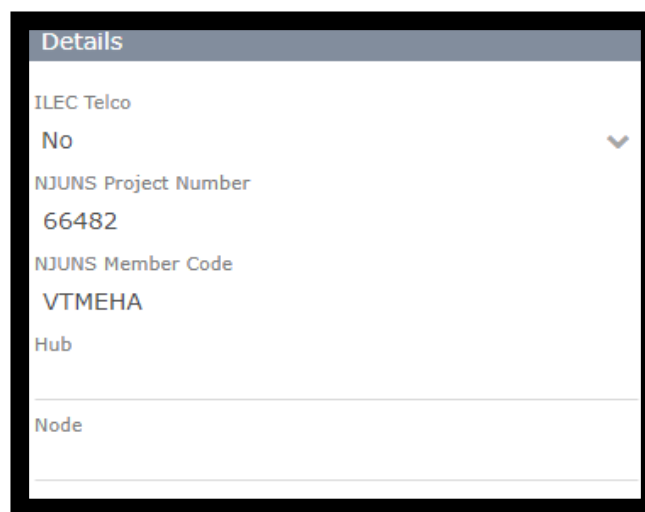


The screenshot shows a form titled "Dynamic Attributes" with a light blue header. Below the header, there are five rows, each with a label and a dropdown arrow on the right. The first row is "Category" with the value "Application". The second row is "Type" with the value "Fully Engineered". The third row is "Field on Cable Marker" with a blank dropdown. The fourth row is "Pole Loading Worksheet" with a blank dropdown. The fifth row is "Telco Service" with the value "Yes".

Dynamic Attributes	
Category	Application
Type	Fully Engineered
Field on Cable Marker	
Pole Loading Worksheet	
Telco Service	Yes

- **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



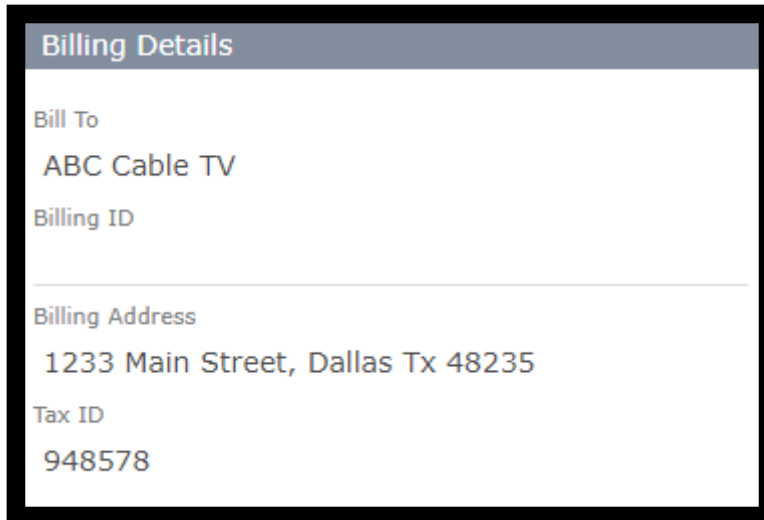
The screenshot shows a form titled "Details" with a light blue header. Below the header, there are five rows. The first row is "ILEC Telco" with the value "No". The second row is "NJUNS Project Number" with the value "66482". The third row is "NJUNS Member Code" with the value "VTMEHA". The fourth row is "Hub" with a blank field. The fifth row is "Node" with a blank field.

Details	
ILEC Telco	No
NJUNS Project Number	66482
NJUNS Member Code	VTMEHA
Hub	
Node	

- **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

A screenshot of a web form titled "Billing Details". The form has a light blue header bar with the title. Below the header, there are four sections: "Bill To" with the value "ABC Cable TV", "Billing ID" which is empty, "Billing Address" with the value "1233 Main Street, Dallas Tx 48235", and "Tax ID" with the value "948578".

Billing Details

Bill To
ABC Cable TV

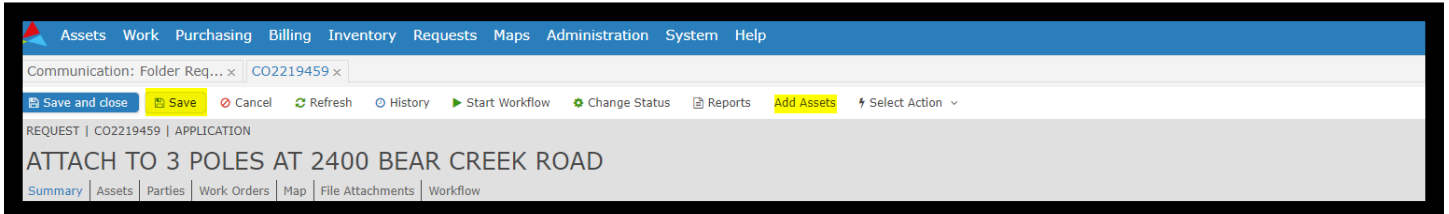
Billing ID

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:

A screenshot of a software interface showing a tool bar for adding assets. The tool bar includes buttons for "Save and close", "Save", "Cancel", "Refresh", "History", "Start Workflow", "Change Status", "Reports", "Add Assets", and "Select Action". Below the tool bar, the text "REQUEST | CO2219459 | APPLICATION" is displayed, followed by the title "ATTACH TO 3 POLES AT 2400 BEAR CREEK ROAD". At the bottom, there is a navigation bar with links for "Summary", "Assets", "Parties", "Work Orders", "Map", "File Attachments", and "Workflow".

Assets Work Purchasing Billing Inventory Requests Maps Administration System Help

Communication: Folder Req... x CO2219459 x

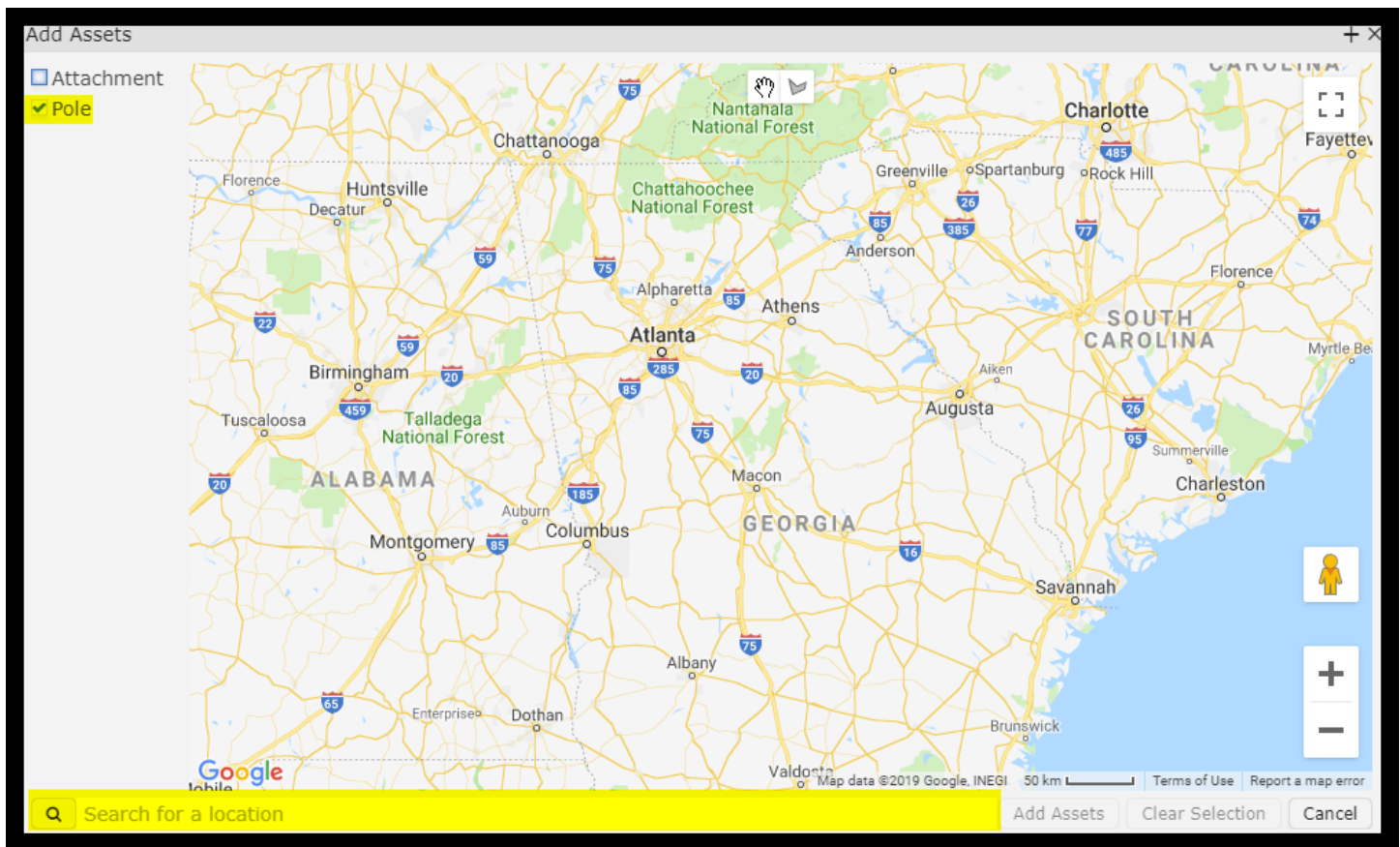
Save and close Save Cancel Refresh History Start Workflow Change Status Reports Add Assets Select Action

REQUEST | CO2219459 | APPLICATION

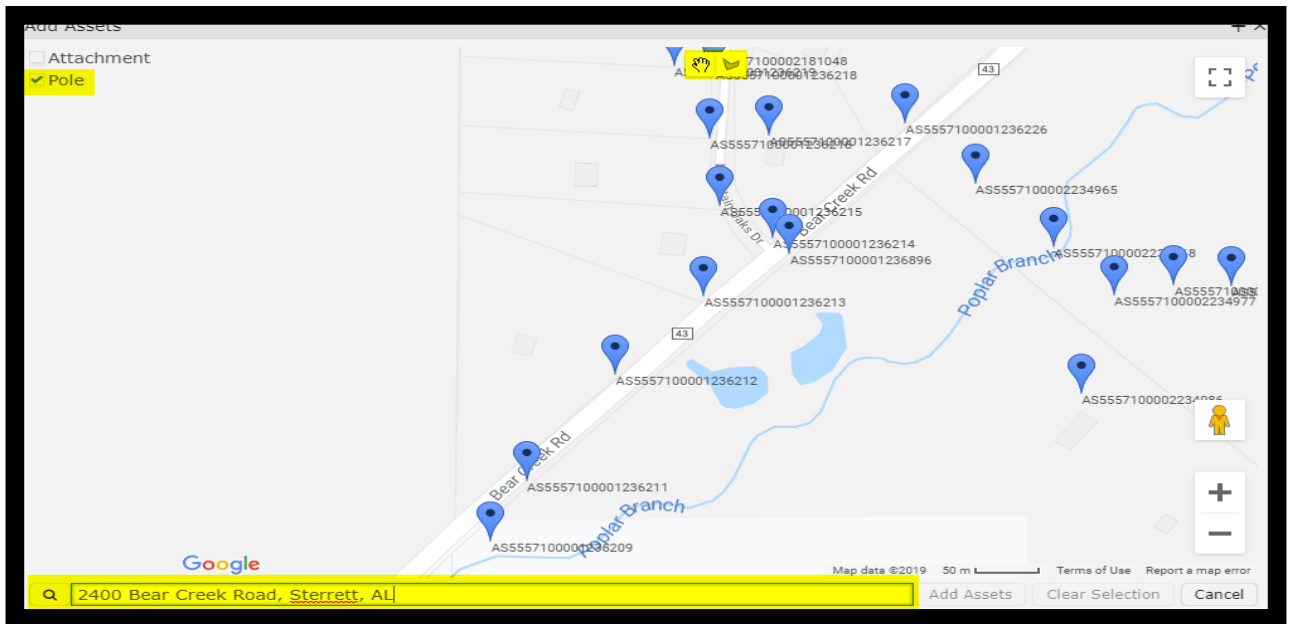
ATTACH TO 3 POLES AT 2400 BEAR CREEK ROAD

Summary Assets Parties Work Orders Map File Attachments Workflow

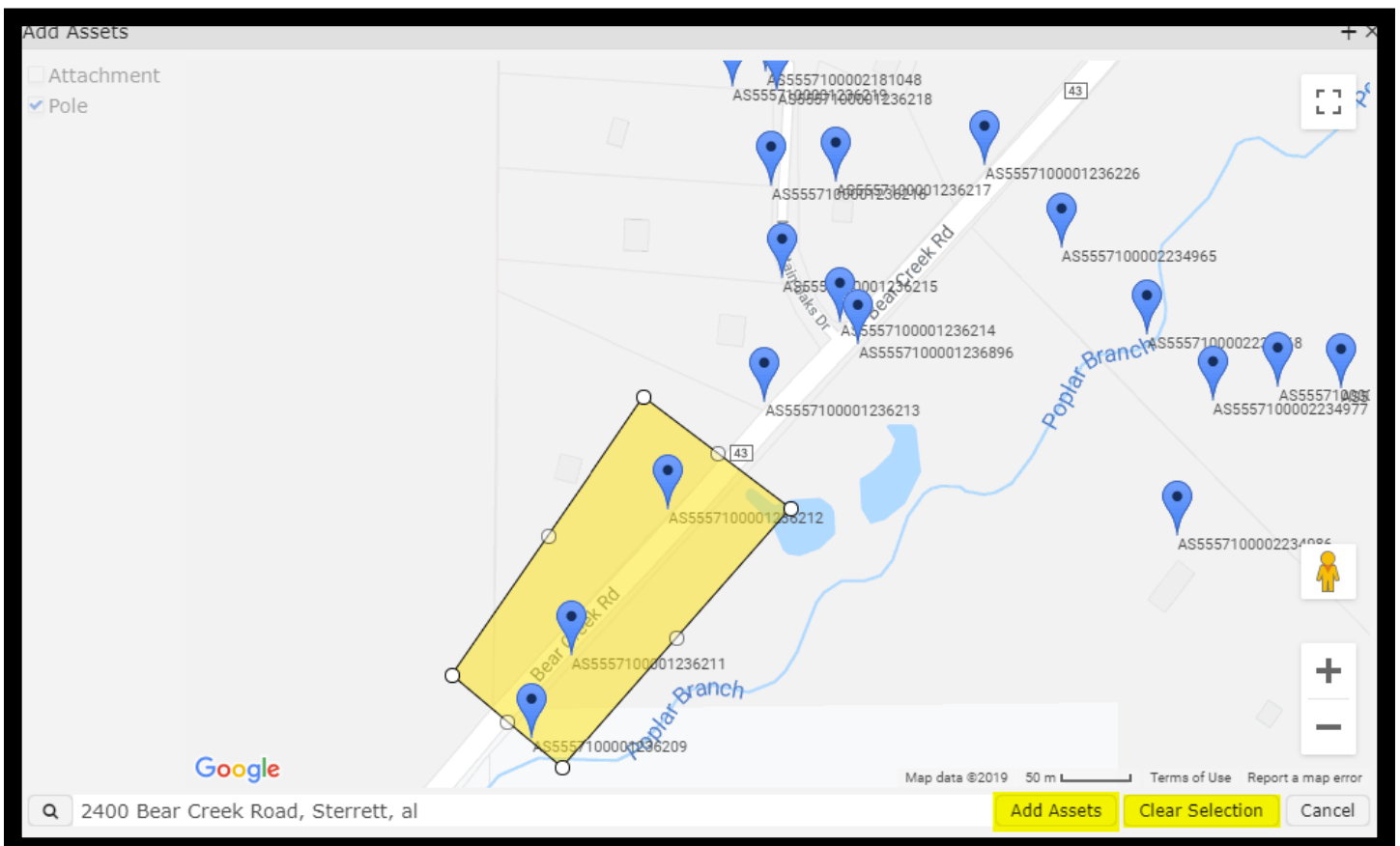
- **Save** the Request and continue to the Map by selecting **Add Assets** from the tool bar shown above.
- Select Assets (poles) that you wish to attach too.



- 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.



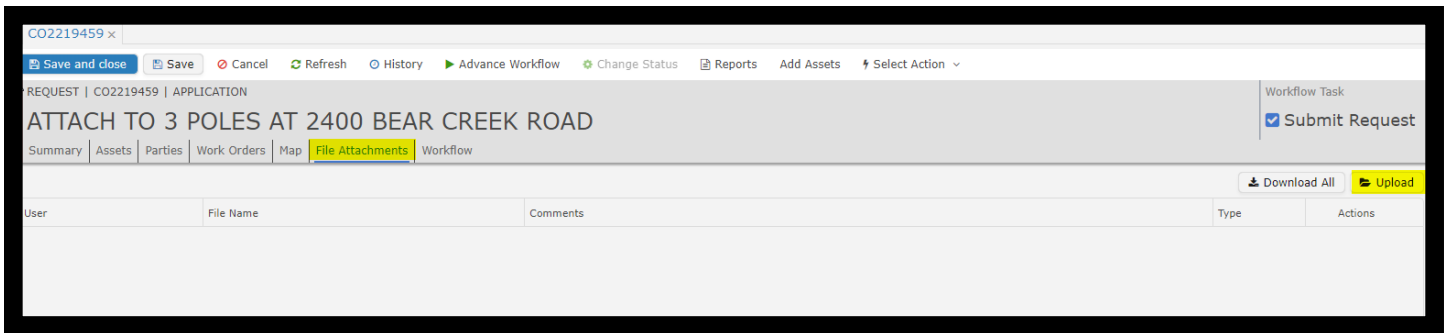
- When the **Assets** are added they will appear in **Assets** tab. There are several fields that you can complete here that will help give more information about your proposed attachments.
- Select each **Asset** by clicking on the **Alt Asset ID number** for each line. This will allow you to enter 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**.

The screenshot displays a software interface with a top navigation bar containing 'Assets', 'Work', 'Purchasing', 'Billing', 'Inventory', 'Requests', 'Maps', 'Administration', 'System', and 'Help'. Below this is a communication bar with 'Folder Req...' and 'CO2219459'. A toolbar includes buttons for 'Save and close', 'Save', 'Cancel', 'Refresh', 'History', 'Start Workflow', 'Change Status', 'Reports', 'Add Assets', and 'Select Action'. The main header area shows 'REQUEST | CO2219459 | APPLICATION' and 'ATTACH TO 3 POLES AT 2400 BEAR CREEK ROAD'. Below the header is a tabbed interface with 'Assets' selected. The 'Assets' section contains a table with columns: Alt Asset ID, Location, Category, Asset, Asset Owner, Description, Applicant Original Cost, Applicant Final Cost, Status, and Remove. Three rows of assets are listed. To the right of the table is the 'Selection Details' window, which includes fields for 'Communication Asset ID' (AS5557100001236209), 'Category' (Attachment), 'Equipment Amps' (Approved Sequence: 1), 'Equipment Voltage' (Approved Height: 25), 'Equipment Watts' (Work Location Number), 'NJUNS Ticket' (Transformer Number), 'Original Allocation', 'Final Allocation', and a 'Description' field containing 'Request to attach at 23'.

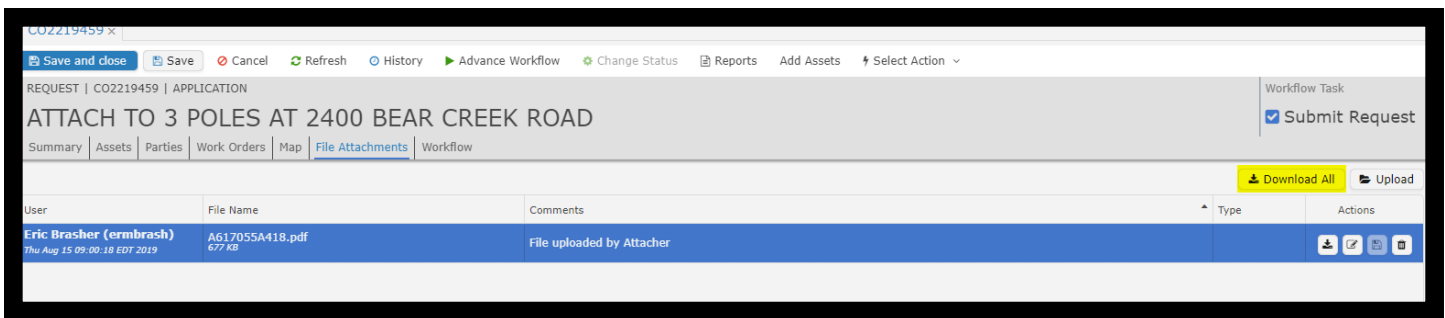
Alt Asset ID	Location	Category	Asset	Asset Owner	Description	Applicant Original Cost	Applicant Final Cost	Status	Remove
2002000002178508	Shelby	Attachment	AS5557100001236209	A - APCO	Request to attach at 23'	\$0.00	\$500.00	Inactive	No
2002000002178513	Shelby	Attachment	AS5557100001236211	A - APCO		\$0.00	\$500.00	Inactive	No
2002000002178515	Shelby	Attachment	AS5557100001236212	A - APCO		\$0.00	\$500.00	Inactive	No

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

Add File Attachments

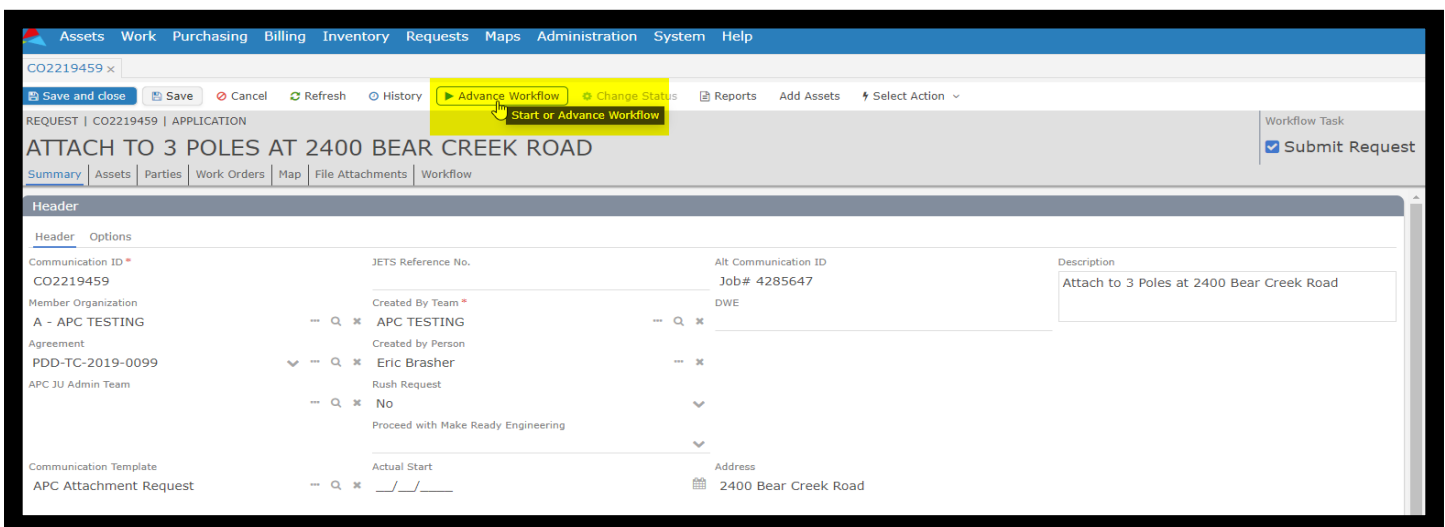


- You are now ready to add **File Attachments** to the application (pole loading data, drawings, maps, etc.)
- You can attach files to the request by **Dragging and Dropping** files from your **Desktop** or **File Manager** to the **File Attachment Screen**.
- You may also select **Upload** button at 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.

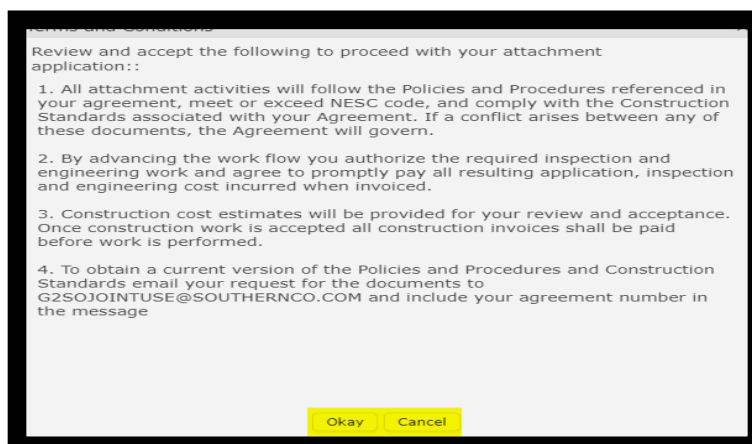


- To view the file, select the **Download All** button at the right of the screen.

Submit Application



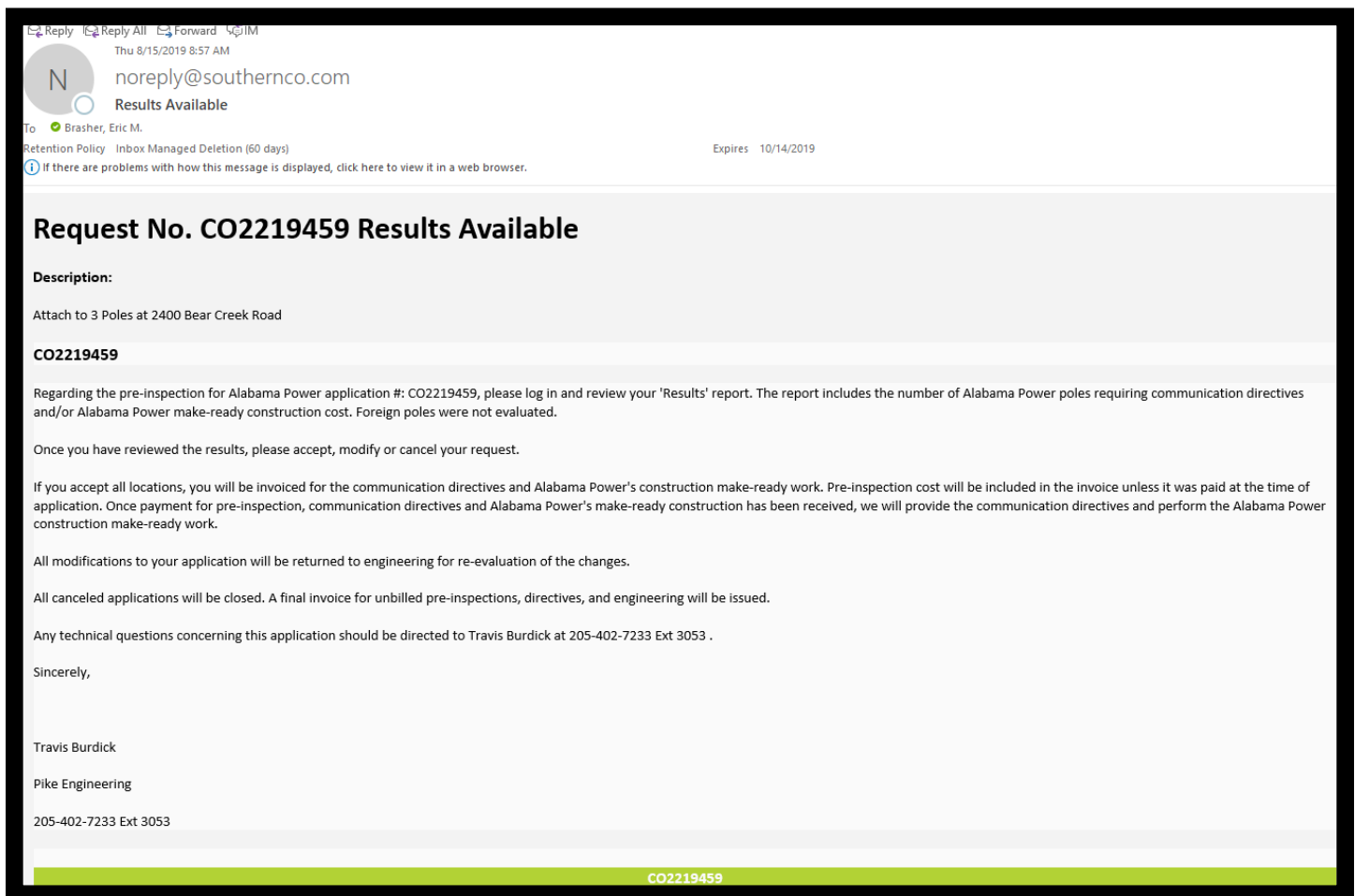
- Select **Advance Workflow** from the toolbar to submit your application
- You will see a pop-up box with the **Terms and Conditions** for your application.
 - Select **Cancel** to return to the Application
 - Select **OKAY** to advance/submit your Application
- Select **Save and Close** and the submission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



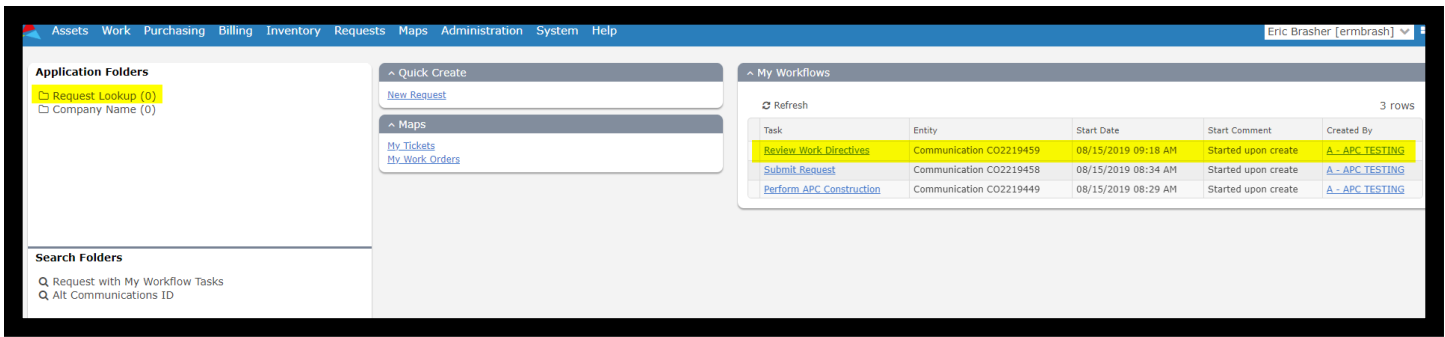
Applicant's Review of Directives and Cost Estimates

Search for Ticket By

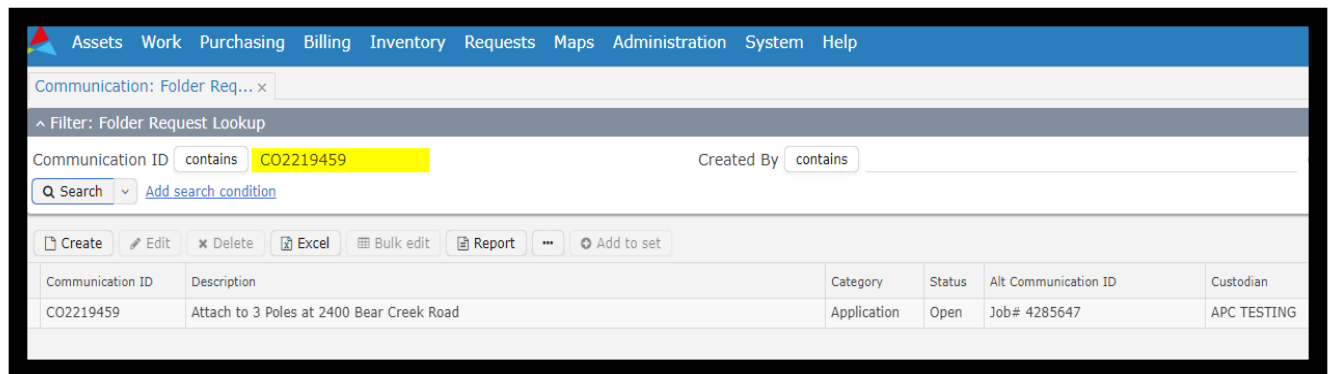
- The **Communication ID (Request No.)** will let you know which application is ready for your review. You can copy and paste the **Request No.** and search for it in JUMS at the **Dashboard**.



- 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**



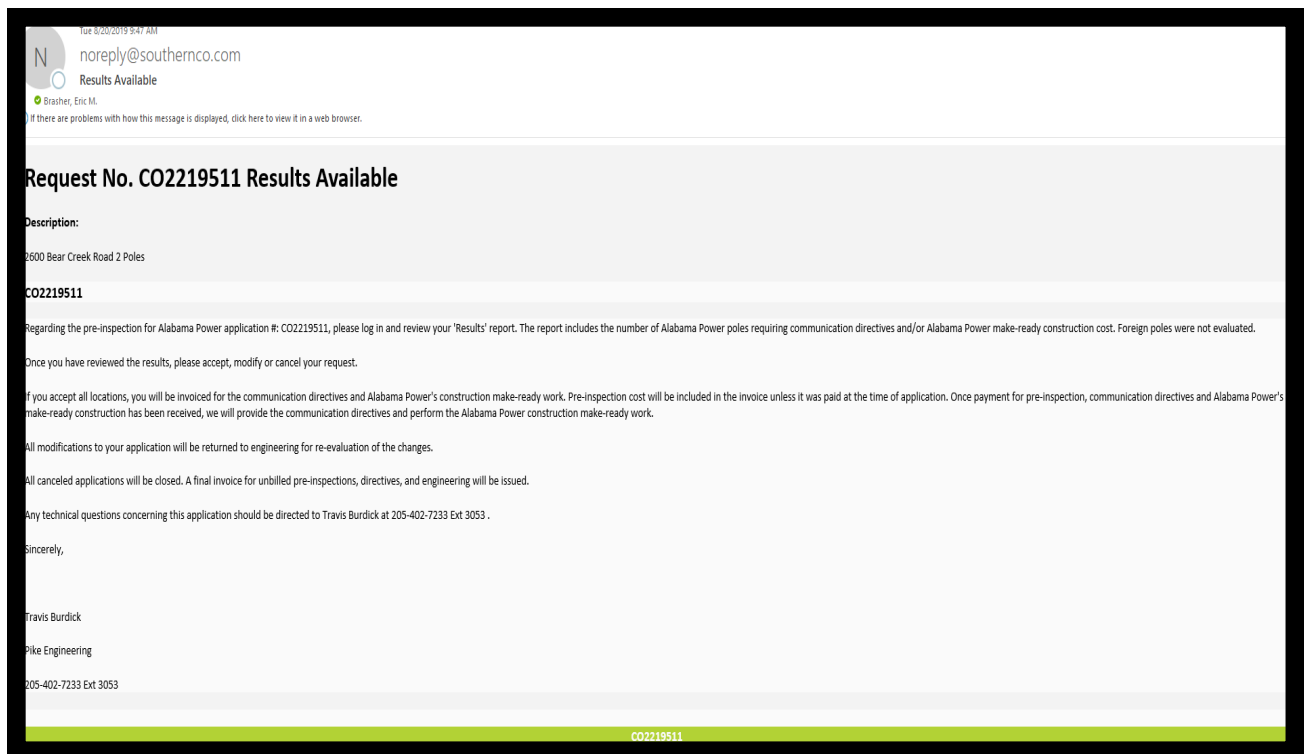
- After selecting the **Request Lookup**, you will see a search box where you will type in the **Communication ID (Ticket Number)**. Type in the number and click **Search**



- 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**.

REQUEST CO2219459 APPLICATION				
ATTACH TO 3 POLES AT 2400 BEAR CREEK ROAD				
Summary Assets Parties Work Orders Map <u>File Attachments</u> Workflow				
			Download All	Upload
User	File Name	Comments	Type	Actions
Eric Brasher (ermbrash) Wed Aug 28 08:20:19 EDT 2019	Sample CATV Billing Invoice.pdf 464 KB	CATV Billing App Invoice	External	   
Eric Brasher (ermbrash) Thu Aug 15 09:18:13 EDT 2019	Directives sent from Pike Engineering Copy.docx 11 KB	Directives uploaded by Pike Engineering	External	   
Eric Brasher (ermbrash) Thu Aug 15 09:00:18 EDT 2019	A617055A418.pdf 677 KB	File uploaded by Attacher		   

- 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.

CO2219459 x				
Save and close Save Cancel Refresh History Advance Workflow Change Status Reports Add Assets Select Action				
REQUEST CO2219459 APPLICATION				
ATTACH TO 3 POLES AT 2400 BEAR CREEK ROAD				
Summary Assets Parties Work Orders Map <u>File Attachments</u> Workflow				
			Download All	Upload
User	File Name	Comments	Type	Actions
Eric Brasher (ermbrash) Thu Aug 15 09:18:13 EDT 2019	Directives sent from Pike Engineering Copy.docx 11 KB	Directives uploaded by Pike Engineering	External	   
Eric Brasher (ermbrash) Thu Aug 15 09:00:18 EDT 2019	A617055A418.pdf 677 KB	File uploaded by Attacher		   

- 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 screenshot shows the JUMS application interface. At the top, there is a navigation bar with tabs: Assets, Work, Purchasing, Billing, Inventory, Requests, Maps, Administration, System, and Help. Below this, a search bar contains 'CO2219459'. A toolbar includes buttons for 'Save and close', 'Save', 'Cancel', 'Refresh', 'History', 'Advance Workflow' (highlighted in yellow), 'Change Status', 'Reports', 'Add Assets', and 'Select Action'. The main header area displays 'REQUEST | CO2219459 | APPLICATION' and the title 'ATTACH TO 3 POLES AT 2400 BEAR CREEK ROAD'. Below the title, there are tabs for 'Summary', 'Assets', 'Parties', 'Work Orders', 'Map', 'File Attachments', and 'Workflow'. The 'Workflow' tab is active, showing a 'Header' section with various fields and their values.

Header	Options
Communication ID *	JETS Reference No.
CO2219459	
Member Organization	Created By Team *
A - APC TESTING	APC TESTING
Agreement	Created by Person
PDD-TC-2019-0099	Eric Brasher
APC JU Admin Team	Rush Request
BD-A6170 JU Admin	No
Communication Template	Proceed with Make Ready Engineering
APC Attachment Request	
	Actual Start
	08/15/2019
	Alt Communication ID
	Job # 4285647
	DWE
	Description
	Attach to 3 Poles at 2400 Bear Creek Road
	Address
	2400 Bear Creek Road

- The Task Action Picker window will appear

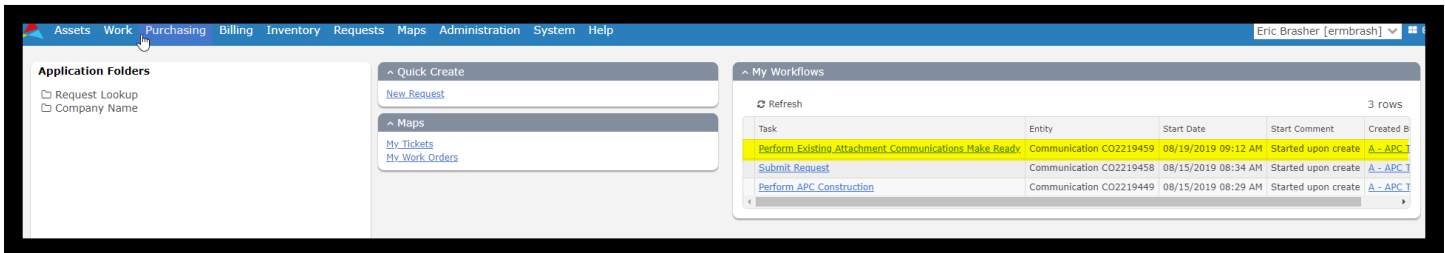
The screenshot shows a 'Task Action Picker' window. It contains the following information:

- Task name: Review Work Directives
- Task start date: 08/15/2019 09:18 AM
- Buttons: 'Okay to Proceed' (highlighted with a mouse cursor), 'Abandon this Request', and 'Modified'.

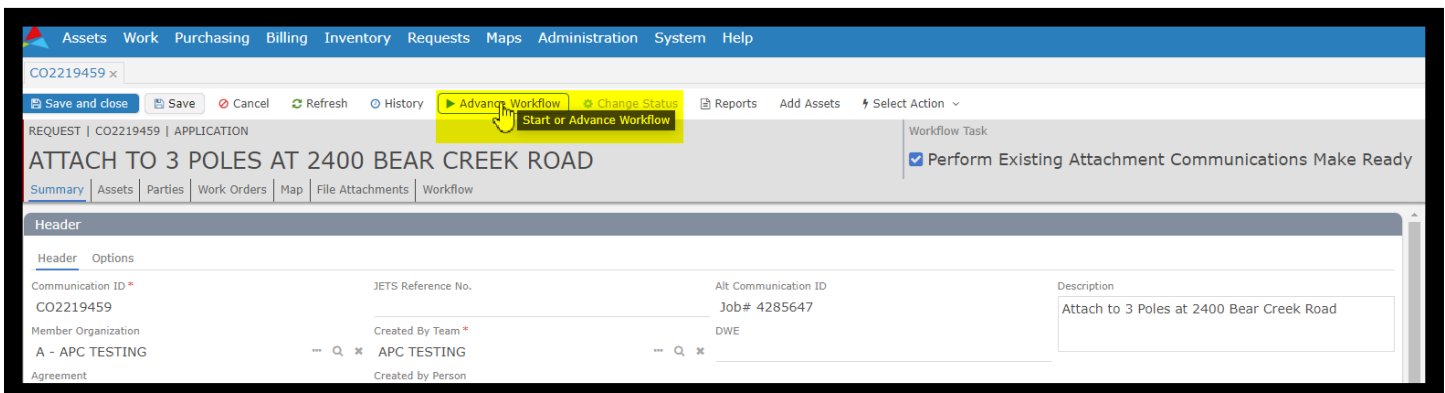
- There are three option
 - Choose **Okay to Proceed** to advance the Workflow
 - Choose **Abandon this Request** to cancel the request
 - Choose **Modified** to notify APCO of changes to your application
 - If you choose **Okay to Proceed** this simply advances the Workflow in JUMS. The billing will 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.

Complete

Comment

✓ OK

⊗ Cancel

Perform Install

Assets Work Purchasing Billing Inventory Requests Maps Administration System Help

Eric Brasher [embrash]

Application Folders

Request Lookup

Company Name

Quick Create

New Request

Maps

My Tickets

My Work Orders

My Workflows

Refresh

Task	Entity	Start Date	Start Comment	Created By
Perform Install	Communication CO2219459	08/19/2019 09:34 AM	Started upon create	A - APC TESTING
Submit Request	Communication CO2219458	08/15/2019 08:34 AM	Started upon create	A - APC TESTING
Perform APC Construction	Communication CO2219449	08/15/2019 08:29 AM	Started upon create	A - APC TESTING

3 rows

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

Assets Work Purchasing Billing Inventory Requests Maps Administration System Help

CO2219459 x

Save and close Save Cancel Refresh History

Advance Workflow Change Status

Reports Add Assets Select Action

REQUEST | CO2219459 | APPLICATION

ATTACH TO 3 POLES AT 2400 BEAR CREEK ROAD

Workflow Task

Perform Install

Summary Assets Parties Work Orders Map File Attachments Workflow

Header

Header Options

Communication ID *

CO2219459

JETS Reference No.

Alt Communication ID

Job# 4285647

Description

Attach to 3 Poles at 2400 Bear Creek Road

Member Organization

A - APC TESTING

Created By Team *

APC TESTING

Created by Person

Eric Brasher

Agreement

PDD-TC-2019-0099

Rush Request

No

Proceed with Make Ready Engineering

Communication Template

APC Attachment Request

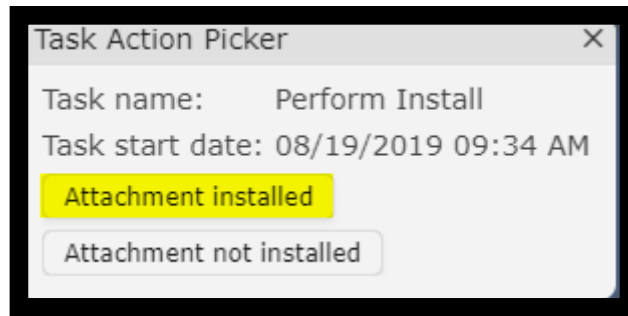
Actual Start

08/15/2019

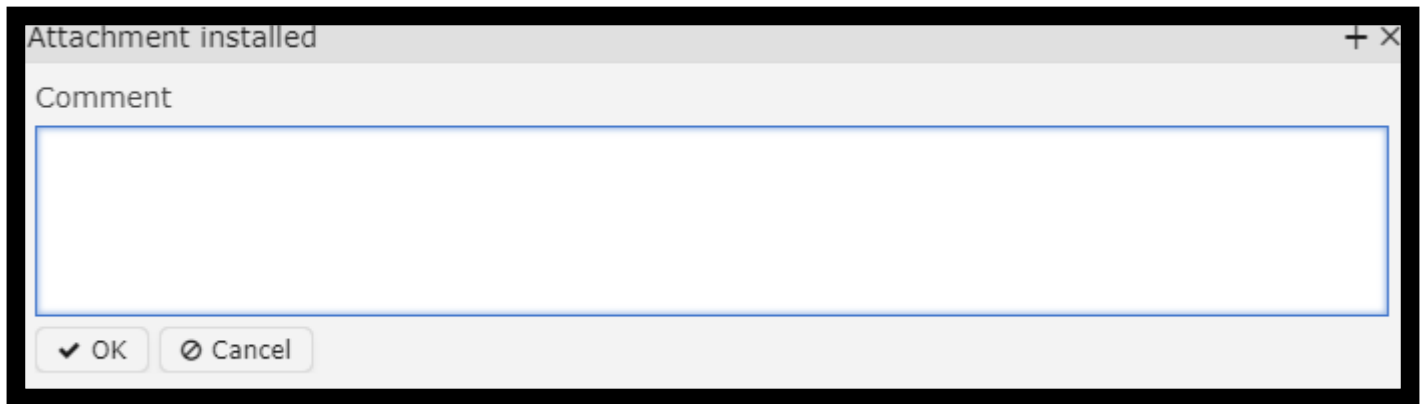
Address

2400 Bear Creek Road

- 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**.

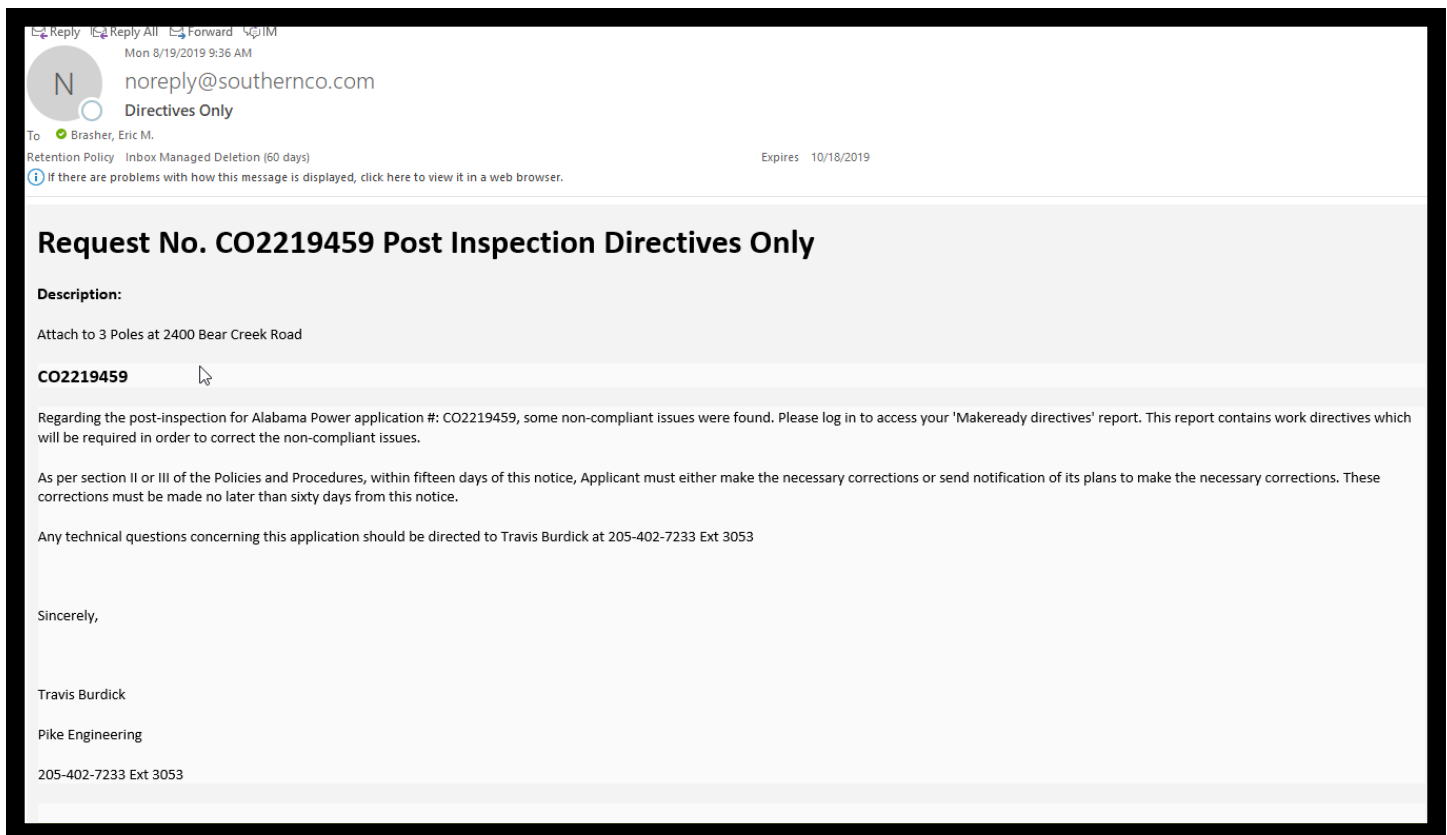


- The Comment box will appear again. You may choose to add comments or leave this section blank.
- Then click OK, to complete the step

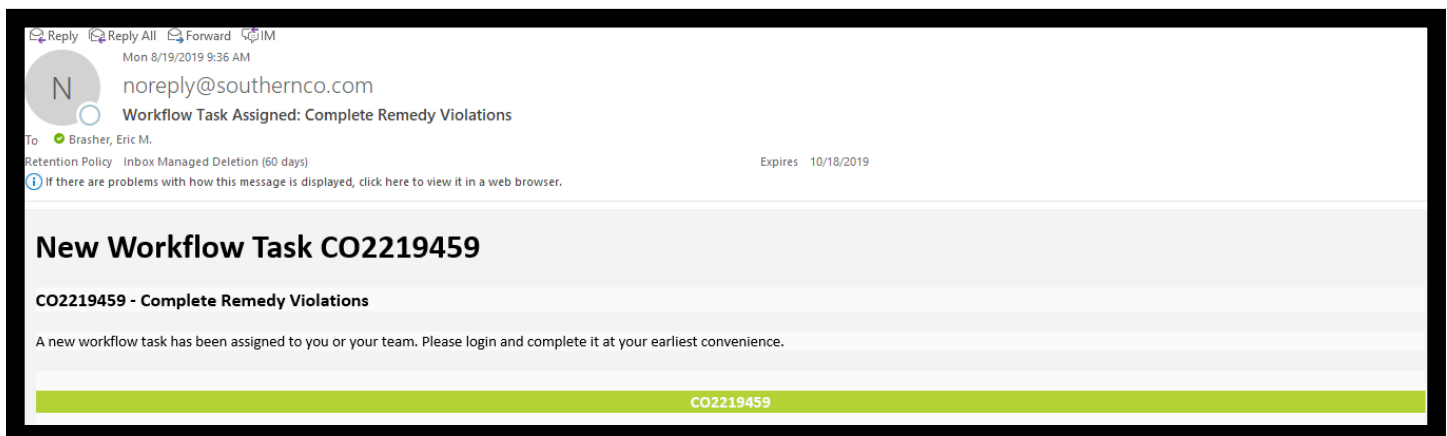


Post Inspection/Remedy Violations

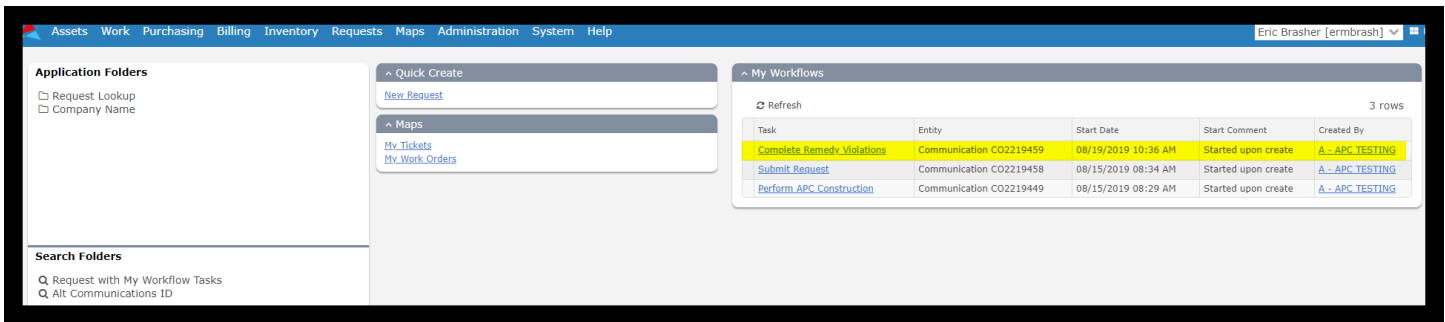
- After your attachments have been installed, APCO engineering will perform a **Post Inspection** of your attachment and the Make Ready work done in the communication space. If there are any Non-Compliant issues determined after the Post Inspection, you will receive an email notifying you of these issues



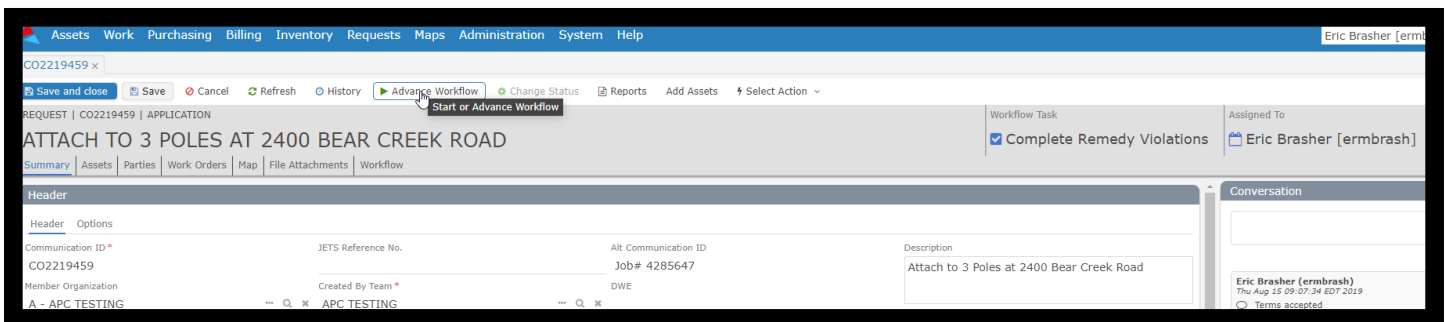
- You will also receive an email notifying you that you will need to complete the next step in the workflow, after you have remedied the Non-Compliant Issues.



- 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.