# JUMS USER'S GUIDE FOR ATTACHERS

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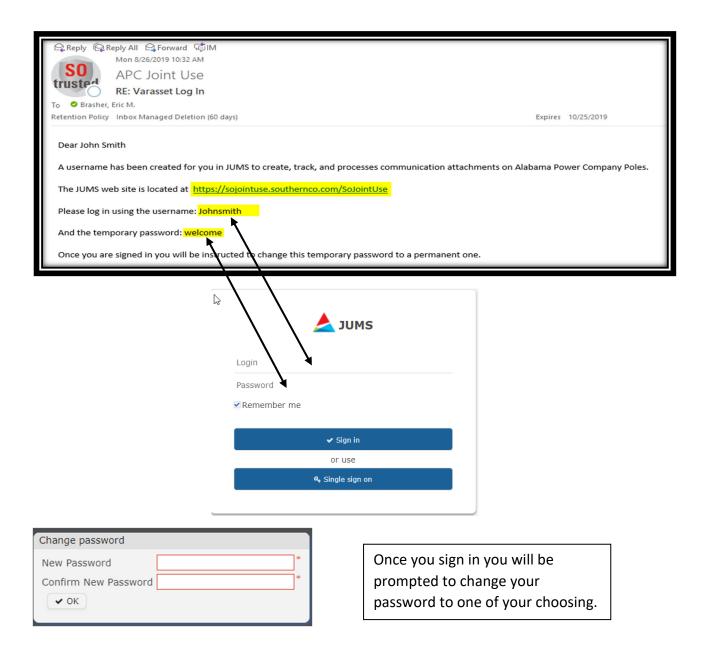
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# Password Reset and Logging In

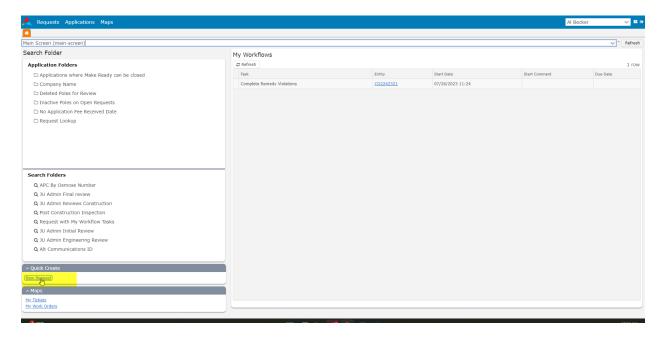
#### Password Reset and Logging In

- The first time you sign into 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 <a href="https://sojointuse.southernco.com/SoJointUse">https://sojointuse.southernco.com/SoJointUse</a>



# Creating a New Application

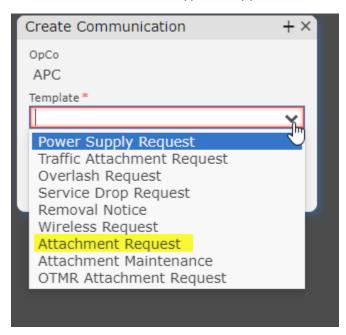
To begin the application process, select **NEW REQUEST** at the **QUICK CREATE** tab on the Dashboard in JUMS highlighted below. You may notice this is in a different spot than previous versions.



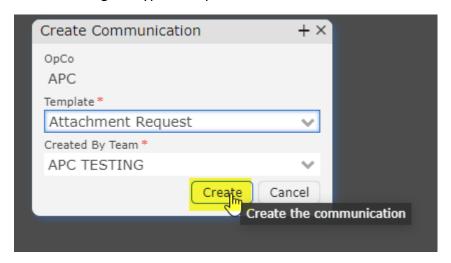
Your company name or team name should be the default in the **CREATED BY TEAM** field. If you make applications for more than one attacher there may be more than one option here.



Then select the type of request that you are making. Predominantly this will be an **ATTACHMENT REQUEST**, although APC has received several **OVERLASH** request. The process will be the same for both types of applications at this time.



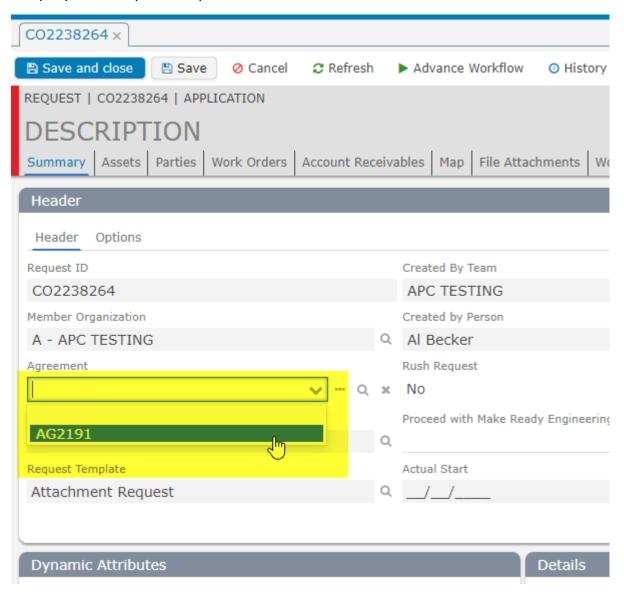
After selecting the type of requests select **CREATE**.



## **Header Information**

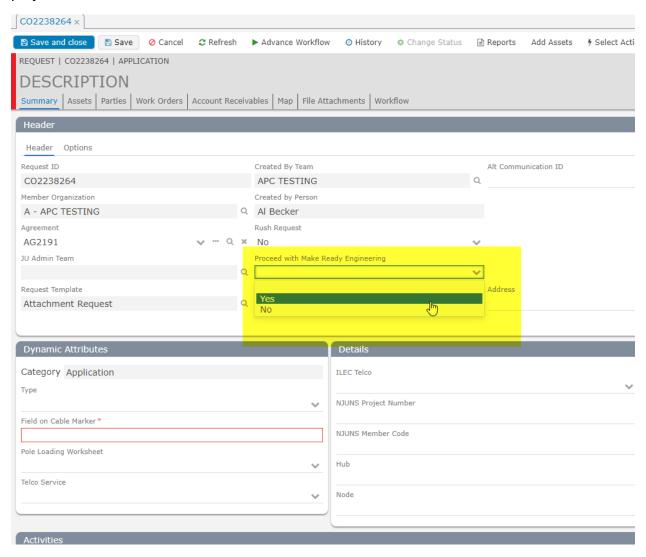
This will take you to the **SUMMARY** tab. In the first column of the **HEADER** section select the **AGREEMENT** that the application is being made under. In most cases there will be only one

choice defaulted in this drop down. However, if you make applications for more than one company there may be multiple lines here.

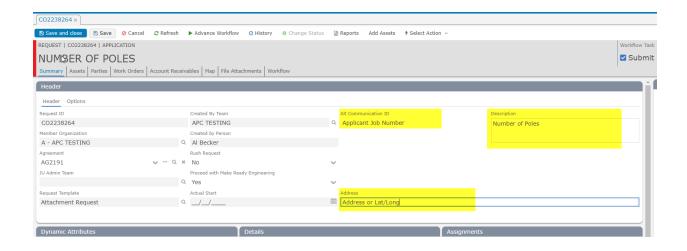


In the second column of the **SUMMARY** tab there are options for RUSH **REQUEST**, which can only be used for applications of 5 poles or less. The RUSH REQUEST will get your engineering results back in 5 business days but is about double the cost for pre-inspection. This is only for very small projects (less than 5 poles and is not used very often). Next the drop down for **PROCEED WITH MAKE READY ENGINEERING** drop down is a yes/no response. This speeds up the process in that the engineering contractor will go ahead with any make ready engineering the project requires. This way when the results come back to the applicant the costs for engineering, make ready and pre-inspection, are known and a decision can be made whether to proceed. If yes is selected, the applicant does not have to proceed with the make ready for the

project, but the applicant will be responsible for all engineering cost up to this point in the project.

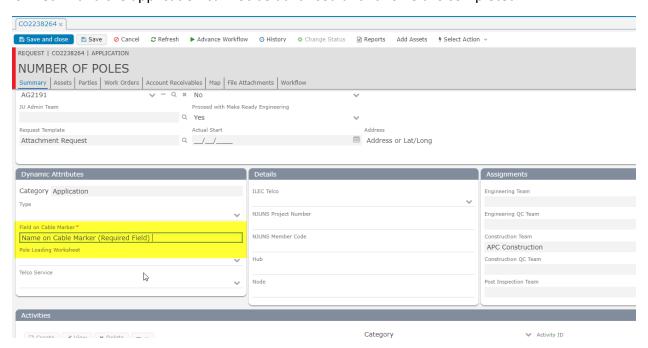


In column 3 there is some helpful logistic information. The **ALT COMMUNICATION ID** which is used for the applicant's job or project number. The **ADRESS** which can be a Lat/Long or a physical address. The **DESCRIPTION** field which should be used to let APC know the number of poles on the application.



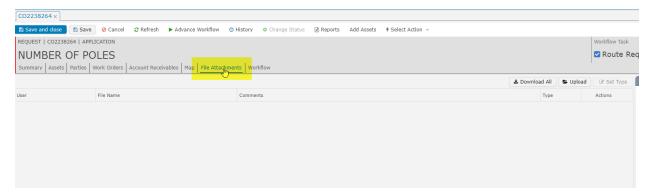
# **Dynamic Attribute Information**

Moving to the **DYNAMIC ATTRIBUTE** section of the **SUMMARY PAGE**, a new required field JUMS is the **FIELD ON CABLE MARKER**. This field is for the name or nomenclature. While this field was in previous versions of JUMS it is now a required field. It will be outlined in RED until it is filled in and the application cannot be advanced until this field is completed.

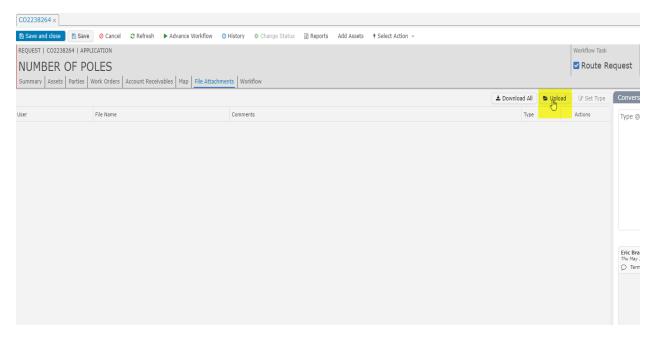


# Adding File Attachments

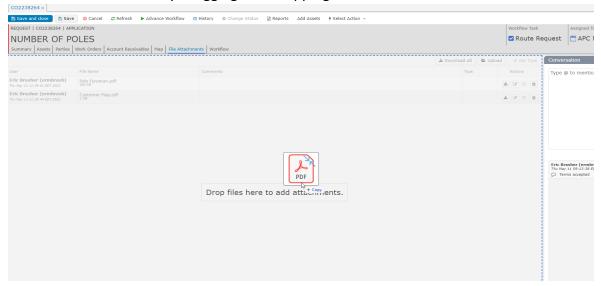
After the logistic information is added any construction drawings, pole loading information, or other documents that need to be submitted with the request can be uploaded to the **File Attachments** tab.



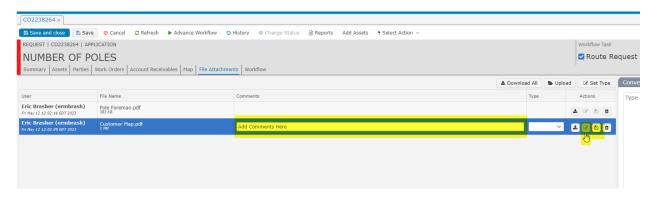
These files can be added either by the using the UPLOAD button and selecting a file to attach.



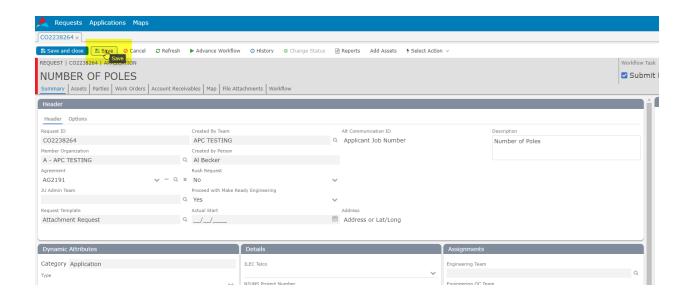
Files can also be added by Dragging and Dropping a file to the File attachment tab.



Comments can be added to any document uploaded by using the **EDIT** button and typing in the **COMMENTS** section. Then click **SAVE** when finished.

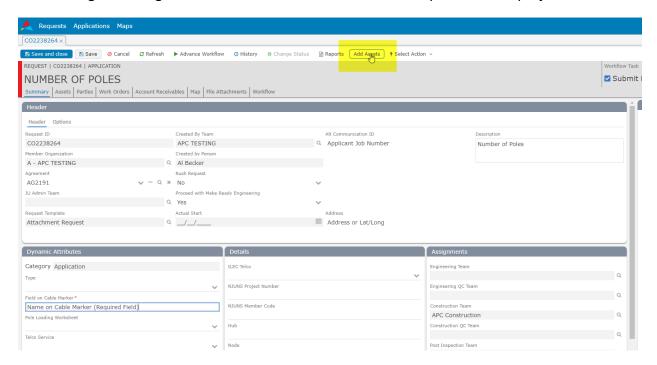


After entering all the logistical data, and all documents have been uploaded select **SAVE before ADDING ASSETS** (Poles). This will prevent a common error when trying to add poles without saving.

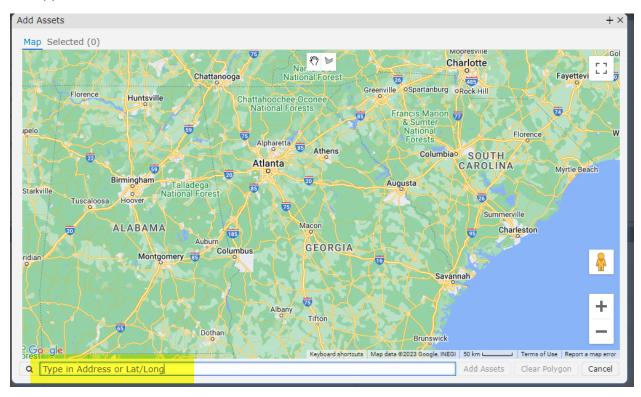


# Adding Assets (Poles)

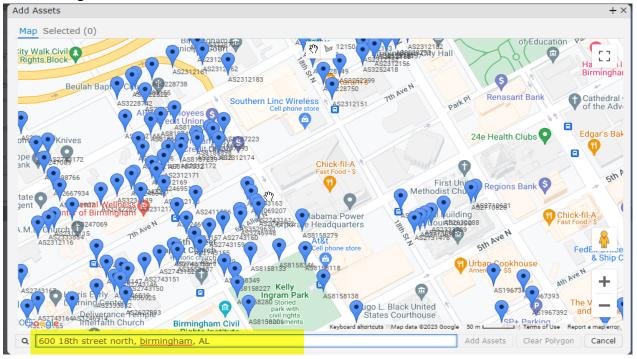
After saving all the logistical data select **ADD ASSSETS** to select poles for this project.



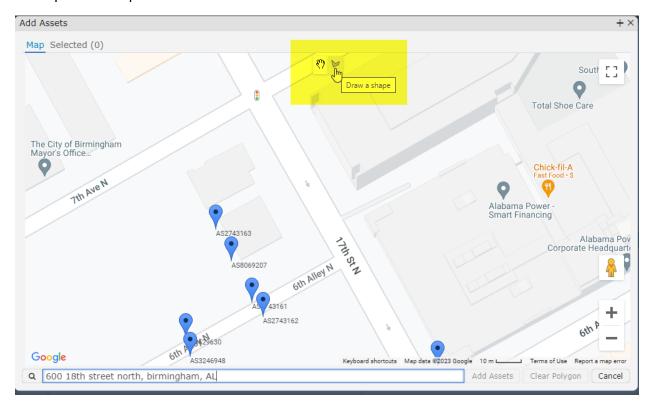
Once at the map, an **ADDRESS or Lat/Long** may be added in the search field to find the assets. The zoom feature on the map can also be used to manually see the poles that are needed for the application.



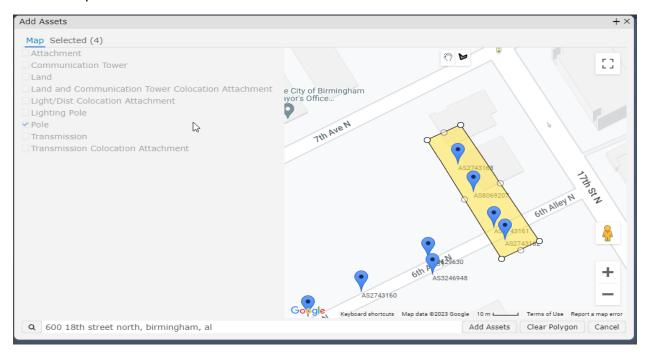
#### Search using the ADDRESS FIELD



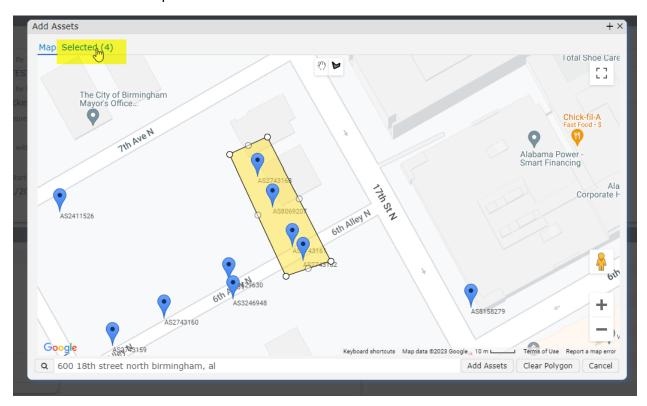
Zoom into the location for the poles to be selected and select the **DRAW A SHAPE** chevron at the top of the map.



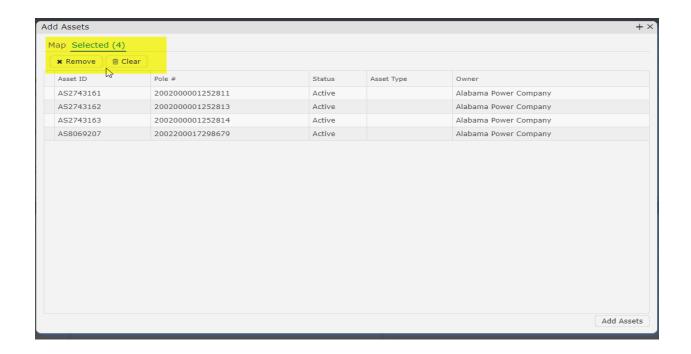
By dropping pins around the poles desired for the application, complete the polygon and the number of poles selected can be seen.



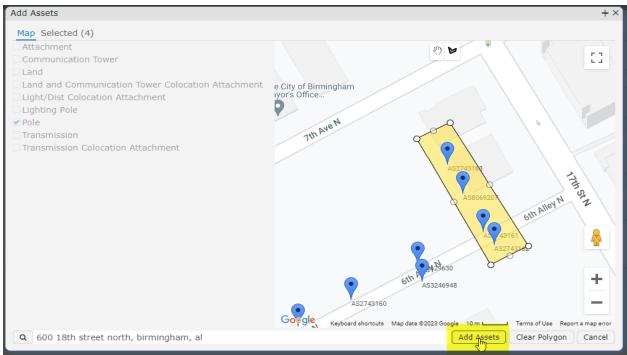
A new feature is that after poles have been selected, the number of poles will appear in the **SELECTED** tab at the top.



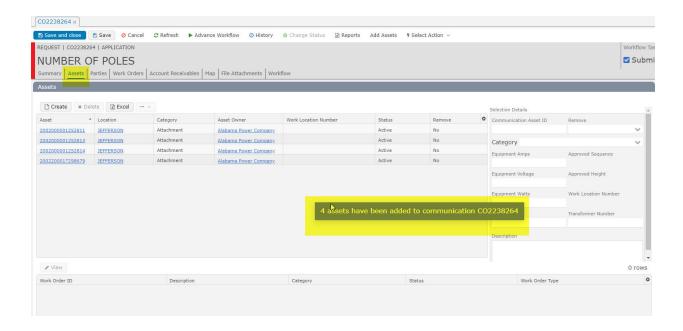
By selecting the SELECTED tab poles can be REMOVED from the application or CLEARED from the current polygon search. Poles can also be verified at this point before adding the poles to the application.



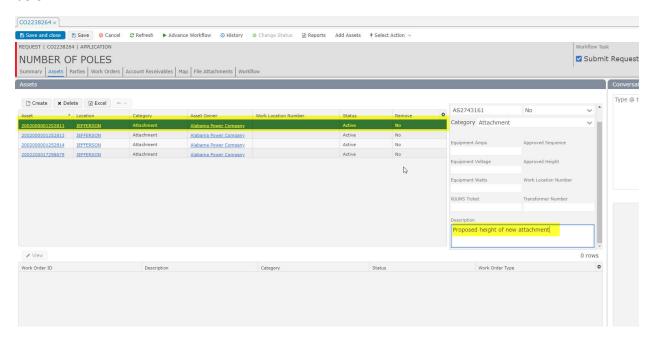
Once satisfied with the pole selection click the MAP button to return to the map screen and select **ADD ASSETS** 



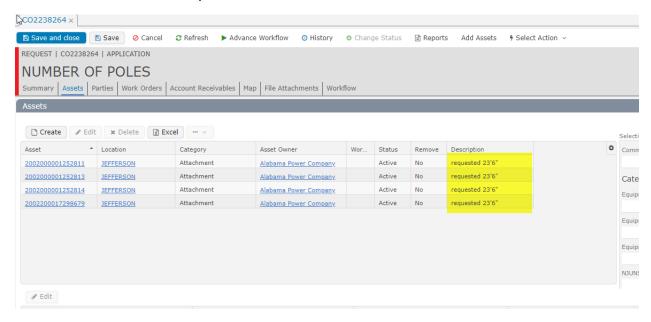
Once the poles are added they will show up under the **ASSETS** tab.



Select each asset and put the proposed attachment height in the DESCRIPTION box as shown below.

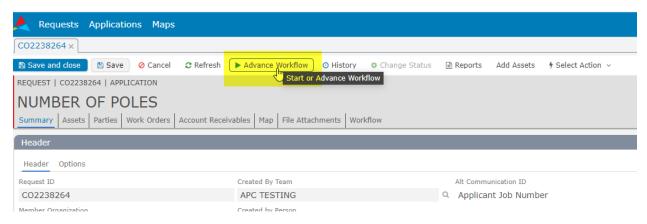


This information will show up in the DESCRIPTION field for each asset.

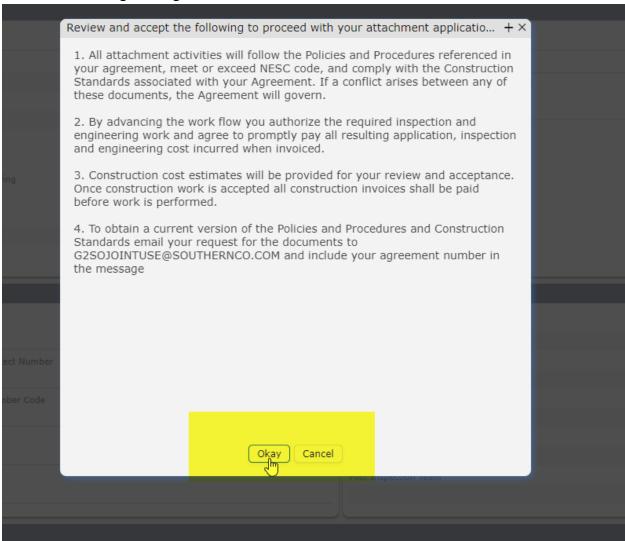


# Submitting the Application

Once all the logistical data, required documents, and poles (assets) are added, the application is ready to be submitted. Select **ADVANCE WORKFLOW** to send the application to APC.



Select OKAY to agree to the Policies and Procedures for attachments and the application will be sent to APC for engineering.



# Applicant's Review of Directives and Cost Estimate

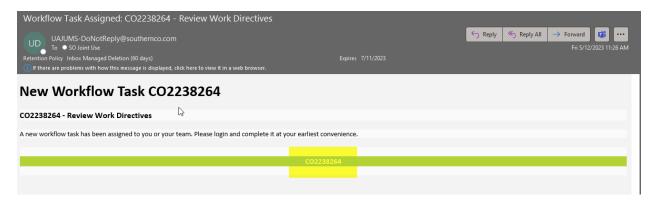
When the pre-inspection work has been completed you will receive an email notification about the results of the application.

If all the poles are owned by another utility the email will be a notification that the application is being cancelled

# New Workflow Task CO2238264.

# CO2238264 Regarding the review of Alabama Power application #: CO2238264, all pole(s) inspected were found to be non-Alabama Power owned pole(s). Therefore, we are cancelling this application. If attachments are to be made to these pole(s), an application will need to be submitted to the pole owner. If you have any questions, please contact the APC Joint Use Team at 205-257-4056, or g2APCJointUse@southernco.com. Sincerely, APC Joint Use Team

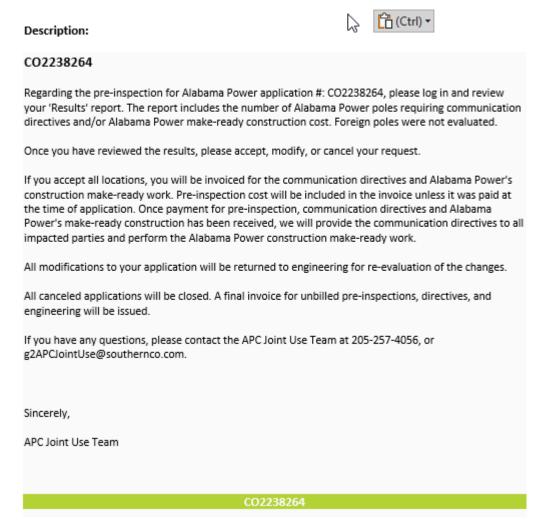
If the poles are owned by Alabama Power, the email notification will look like the screen shot below. The application number in the green banner at the bottom of the email is a hyperlink that will open the application in JUMS when it is selected.



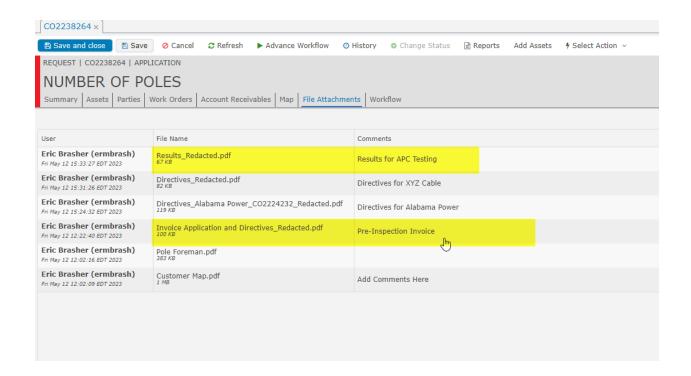
#### **Review Work Directives**

This stage of the application process has a critical step in JUMS. The applicant will receive a second email requesting a decision about this application. The email will be like the screen shot below.

# New Workflow Task CO2238264.

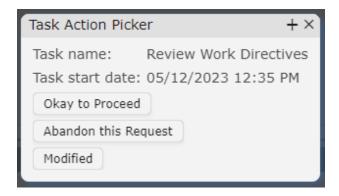


The hyperlink at the bottom of the email will open JUMS and go to the application. The **PRE-INSPECTION INVOICE** and **RESULTS** will be uploaded in the FILE ATTACHMENT tab and payment is required before proceeding with the application.



# Advancing the Workflow

At this point the requesting attacher will have a choice of how to proceed. Click ADVANCE WORKFLOW for the 3 choices on this application. The choices are **OKAY TO PROCEED**, **ABANDON REQUEST**, and **MODIFIED**.



By choosing **OKAY TO PROCEED** the applicant is agreeing to proceed with the application per the engineering, results and make ready proposed by APC. This will include paying any preinspection invoices not paid to this point, costs for results, and any make ready work associated with this application. Once payments have been received the APC power space make ready (if

any) will be performed and the application sent back to applicant for the Communication Space Make Ready.

By choosing **ABANDON THIS REQUEST**. The applicant is choosing to stop the application and not attach per the submitted request. The applicant will be responsible for any engineering and administrative costs up to this point and once paid the application will be cancelled.

By choosing **MODIFIED**, the applicant is choosing to continue with the application, but modify the request from the original application and the engineering work proposed to this point. This application will be sent back to the APC engineering contractor, changes made, and the application will be re-sent to the applicant for review. One of the most common examples of a Modification to an application is when the applicant chooses to bury facilities rather than incur the expense of a pole change out. Once the modifications have been made, this application will be sent back to the applicant and the same review process will be required as listed above.

This step is **EXTREMELY** important to complete. After the applicant receives the email to **REVIEW REQUEST** there is a 90-day timer that will be activated in JUMS. If the **WORKFLOW** is not **ADVANCED** before the 90-day timer expires the application will be automatically cancelled and the applicant must submit a new application to replace the existing application.

If no response is received, a final notice email will be sent out to the person's email address who made the original application in JUMS. This email will look similar to the screen shot below.

# Request NO. CO2238264 Waiting for Review

Description: description from JUMS

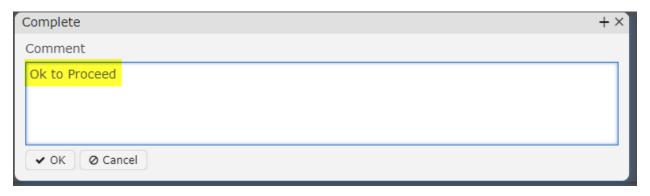
#### CO2238264

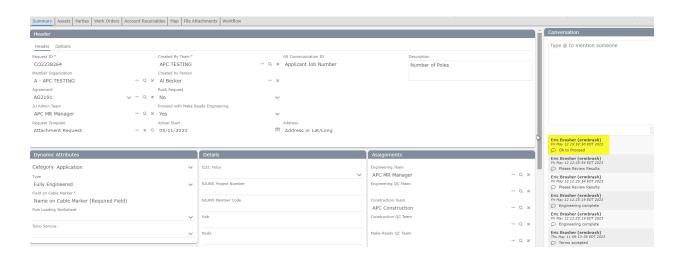
This request has advanced in its workflow and now requires your review to proceed. Please log in to JUMS and complete the workflow task.

As your estimate notice has already expired, if no response is received within 14 days this job will be considered canceled by your request and will be reconciled as such.

CO2238264

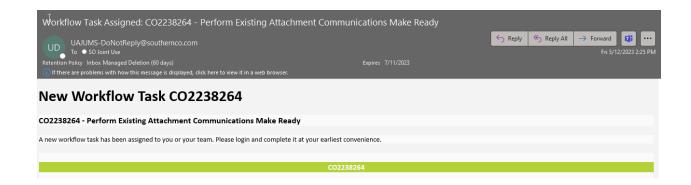
After the decision to proceed has been made by the attacher, click **OKAY TO PROCEED**. There will be a **COMMENT BOX** that will open. This is not a required field, but it is available for any information that is needed. These comments will appear in the **CONVERSATION TAB** at the right of the **SUMMARY SCREEN**. The application will be sent to APC for any Power Space Make ready.



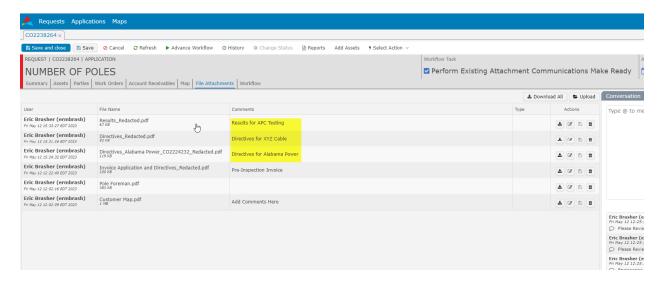


Perform Existing Attachment Communications Make Ready

When the Power Space Make Ready has been completed or if there is no Power Space make ready, the application will be advanced to the applicant to ensure and verify that the make ready work in the communication space has been completed. The applicant should receive an email for this step as shown below. Clicking the **APPLICATION NUMBER** in the green banner at the bottom of the email will open JUMS to this application.



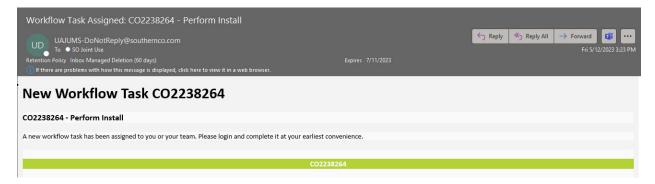
This step is for the requesting attacher to make sure all Communication Space Make Ready is completed. The APC Engineering contractor will contact the exiting attachers that have Communication Make ready to perform and will also upload these to JUMS so that the Requesting Attacher will have a copy of these directives as well. These can be found on the **FILE ATTACHMENT** tab.



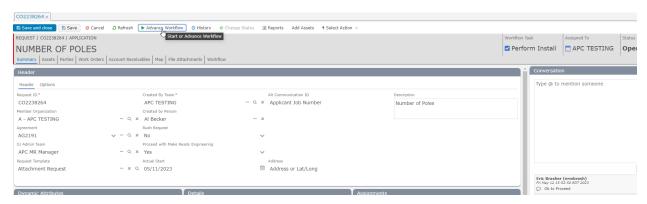
When all the Communication Make Ready work has been completed, **ADVANCE WORKFLOW** back to APC. The **COMMENT BOX** will appear again after each **ADVANCE WORKFLOW**.

### Perform Install

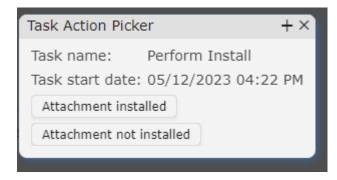
After a review of the application, the WORKFLOW will be advanced back to the requesting attacher to PERFORM INSTALL. This is the step authorizing the attacher to install the facilities requested. The requesting attacher will receive an email for this step.



When all the attachments have been made by the requesting attacher, click **ADVANCE WORKFLOW** so that the project may be **POST INSPECTED**.



Select **ATTACHMENT INSTALLED** once all attachments have been installed and are compliant. There is also an option to select **ATTACHMENT NOT INSTALLED** which is selected if plans have changed and the requesting attacher wishes to cancel the application.



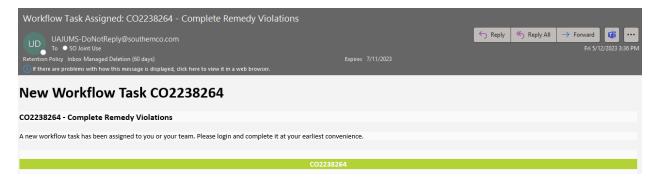
The **COMMENT BOX** is available after each **ADVANCE WORKFLOW**, but it is not required.



# Post Inspection/Remedy Violations

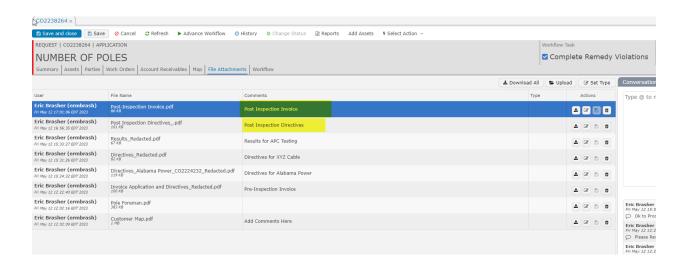
After the installation of the attachments a **POST INSPECTION** will be done to make sure all attachments are installed and compliant. If all attachments are compliant this will close out the application and the attacher will be billed for the **POST INSPECTION** and any other invoices not paid to this point in the project. Once those payments are made the application will be closed and completed.

Should there be any non-compliant attachments found during the **POST INSPECTION** the workflow will be sent back to the Requesting Attacher for correction. Documents will be uploaded to the **FILE ATTACHMENT** tab with the work that is required to get the pole in compliance The requesting attacher will receive an email for this step.



After the initial **POST INSPECTION** is completed, and the requesting attacher has made the required corrections, another **POST INSPECTION** will be performed. If all attachments are **NOT** found compliant the **POST INSPECTION** process will continue until all attachments are compliant. The attacher will be invoiced for each of these subsequent **POST INSPECTIONS** until all attachments are found compliant.

Once the requesting attacher has corrected all violations, the requesting attacher will advance the workflow back to APC for a final **POST INSPECTION**. If all attachments are compliant this will close out the application and the attacher will be billed for the **POST INSPECTION** and any other invoices not paid to this point in the project. These **POST INSPECTION DIRECTIVES** and **POST INSPECTION INVOICES** can be found in the **FILE ATTACHMENT** tab.



Once those payments are made the application will be closed and completed.

For questions or problems with JUMS at APC please contact the Joint Use team at g2apcjointuse@southernco.com.