

JOINT USE PORTAL JOB AID PERMITS

Table of Contents

PURPOSE	2
TERMINOLOGY	2
<i>Grid View</i>	<i>2</i>
<i>User Interface (UI)</i>	<i>2</i>
PORTAL RULES	3
PORTAL FUNCTIONS	6
<i>Filter Permits</i>	<i>6</i>
<i>Reorder Headers.....</i>	<i>7</i>
<i>Sort Fields</i>	<i>8</i>
<i>Any Word Search.....</i>	<i>8</i>
<i>Edit/ View Permits via UI.....</i>	<i>9</i>
<i>Download to Excel.....</i>	<i>11</i>
Single export	11
Bulk Export.....	12
<i>Download Grid View.....</i>	<i>14</i>
<i>Download PDF.....</i>	<i>15</i>
<i>Create Permits.....</i>	<i>16</i>
Create Permits via UI	16
Create Permits via Excel Template.....	18

PURPOSE

To provide users with the guidance to navigate through PGE's new Join Use Portal.

TERMINOLOGY

Grid View

This is the main page where users are able to filter, search, edit, create, upload, export, download, print pdf of their permits.

Your results returns 8169 records, which exceeds the limit of 500 records. Please add additional filter criteria.

Search...	Company *	JU Type	Status	Date Changed	License Permit ID	Map Grid	City	JU Tracking	Start Date
	COMCAST-CMST-JUFM	NEWPERMIT	PREINSP	06/23/2022	3055	A1335C	GRESHAM	J330046	06/20/2022
	COMCAST-CMST-JUFM	DN	POSTINSP	06/23/2022	3153	D1303B	GRESHAM	J329201	06/03/2022
	COMCAST-CMST-JUFM	DN	POSTINSP	06/23/2022	1259	D1235B	HAPPY VALLEY	J329200	06/03/2022
	COMCAST-CMST-JUFM	DN	POSTINSP	06/23/2022	1052	D1235B	HAPPY VALLEY	J329198	06/03/2022
	ZIPLY FIBER - JOINT USE	NEWPERMIT	BILLED	06/23/2022	PA5146875	C1103B	PORTLAND	J327559	06/01/2022
	COMCAST-CMST-JUFM	DN	POSTINSP	06/23/2022	41432	D1235B	HAPPY VALLEY	J329197	06/03/2022
	COMCAST-CMST-JUFM	DN	BILLED	06/23/2022	521	D1235B	HAPPY VALLEY	J329196	06/03/2022
	COMCAST-CMST-JUFM	MODPERMIT	PREINSP	06/23/2022	3055	A1335C	GRESHAM	J330045	06/20/2022
	ZIPLY FIBER - JOINT USE	NEWPERMIT	BILLED	06/23/2022	PA5143361	D1406C	TROUTDALE	J327457	05/27/2022
	ZIPLY FIBER - JOINT USE	NEWPERMIT	BILLED	06/23/2022	PA4952992	D1310A	GRESHAM	J327558	06/01/2022
	ZIPLY FIBER - JOINT USE	NEWPERMIT	BILLED	06/23/2022	PA5147584	B1133C	BEAVERTON	J327561	06/01/2022
	ZIPLY FIBER - JOINT USE	NEWPERMIT	BILLED	06/23/2022	PA5148007	D2630C	SANDY	J327562	06/01/2022
	ZIPLY FIBER - JOINT USE	NEWPERMIT	BILLED	06/23/2022	PA5142178	C3404B	YAMHILL	J327450	05/27/2022
	ZIPLY FIBER - JOINT USE	NEWPERMIT	BILLED	06/23/2022	PA5134597	D2301C	BORING	J327316	05/24/2022
	ZIPLY FIBER - JOINT USE	NEWPERMIT	BILLED	06/23/2022	PA5120867	C3106B	SHERWOOD	J323412	05/13/2022
	ZIPLY FIBER - JOINT USE	NEWPERMIT	BILLED	06/23/2022	PA5114185	C1212C		J323149	05/09/2022
	COMCAST-CMST-JUFM	DN	POSTINSP	06/23/2022	96	A1109B	PORTLAND	J329195	06/03/2022
	COMCAST-CMST-JUFM	DN	POSTINSP	06/23/2022	72-8	A1133D3	PORTLAND	J329194	06/03/2022

1 - 20 of 500 records

User Interface (UI)

This is an interactive window where users can create, edit, or update their permits.

Edit Permit Request

Summary

JU Tracking	J329035	Status	NEW
JU Type	DN	Change Status	
Company	PGE - Global record to all	Permit License #	
Submitted by	Jeff Romfo	City	
Phone	(503) 672-5444	Email	Jeff.Romfo@pge.com
Start Date	6/13/2022	Map Grid	
Project Name		Completion Date	
		Conditional Approval	
		Final Approval/Rejects	

Summary: WFOU-PT4931114

Pole Location

External References

Create Permit Request

To add more than 10 poles, we recommend using the "Permit Request by Upload" option for better system performance.

Summary

JU Type *	Select JU Type	Status	Draft
Company *	Select Company Name	Permit License #	
Submitted By	Bahar Hunter-Saatchi	City	
Phone *	###-###-####	Email *	Bahareh.Hunter-Saatchi@pge...
Start Date	6/24/2022	Map Grid	#####
Project Name		Completion Date	

Summary *

Enter your text here.

Poles

External References

Cancel Submit

PORTAL RULES

Please refer to these initial rules to utilize the portal for your best purposes.

- It is strongly recommended to review **Business Process Guideline_ Permits** in support tab.
- Company is a mandatory field, with at least one company has to be selected.
- Advanced Search always save your last filter criteria.
- Advanced Search does not load the data until you click on “Filter” button.
- To remove or add companies to your list please contact us at UAM.Portal@pgn.com
- If the filter criteria return more than 500 permits an orange bar indicates the actual number of found permit.
- Grid view will only show the first 500 permits with statuses that have changed most recently.
- The 500 permits are sorted by Change Date from the newest to the oldest.
- The following functions work ONLY for the 500 permits showing in grid view.
 - o Search – any word search function
 - o Download button – download only what is in available in grid view
 - o Sort – available for all fields
 - o Pagination – 20 permits per page through 500th permit.
- All the other functions work on the entire filtered criteria.
 - o Bulk Export
 - o Create Permit Request
 - o Permit request by upload
 - o Advanced Search

Example:

Here the system found 789 permits, but it is only showing 500 permits in the Grid View.

Only applicable functions for the first 500 permits in the grid view are highlighted in yellow below:

Your results return 789 records, which exceeds the limit of 500 records. Please add additional filter criteria.

Advanced Search

Company*
COMCAST-CMST-JUFM | QWEST-CENTURYLINK- JOINT USE CENTRAL | MCI METRO ACCESS TRANSMISSION SERVICES | LEVEL 3 COMMUNICATIONS LLC | CITY OF PORTLAND | ABOVENET COMMUNICATIONS | ASTOUND BROADBAND LLC - JOINT USE ONLY | BEAVERCREEK COOPERATIVE TELEPHONE CO | CANBY TELEPHONE ASSOCIATION | CANBY UTILITY BOARD | CASCADE ENERGY | CASCADE UTILITIES | CENTURYLINK-ROSE | CENTURYLINK-TELU | CENTURYLINK-UNTD | CHEVRON PRODUCTS COMPANY | CITY OF BEAVERTON | CITY OF FOREST GROVE | CITY OF GLADSTONE-JOINT USE ONLY | CITY OF HILLSBORO | CITY OF OREGON CITY | WAVE BROADBAND | ZIPLY FIBER - JOINT USE | AT&T GRE LEASE ADMINISTRATION | GOVERNMENT CAMP COMMUNICATIONS

Status
CLOSED | NEW | APPR | READYPOST | POSTINSP | PREINSP | MRINPROG | MREST | MRAPPR | REJECT

Licensee Permit ID
Start Date
Pole Tag
Summary

JU Type
Select JU Type

JU Tracking

City
Submitted By
Project Name

1/1/2021 12/31/2021 Diego Hernandez,Kristin Palmer

Filter Clear All

Search... Save Column Reorder Bulk Export Create Permit Request Permit Request by Upload Download

Company *	Status	JU Type	JU Tracking	Date Changed	Licensee Permit ID	Pole Tag	City	Start Date	Submitted By	Project Name
COMCAST-CMST-JUFM	READYPOST	MODPERMIT	J283407	12/29/2022	275	A1331D 504.A1331D 502	GRESHAM	08/16/2021	Kristin Palmer	JB0000745C HEALTH & C BURNSIDE
ZIPLY FIBER - JOINT USE	READYPOST	MODPERMIT	J283125	10/12/2022	16	C8127D 829.C8127D 831.C8127D 832.C8127D 833.C8127D 1353	SILVERTON	08/12/2021	Diego Hernandez	5503043

Company *	Status	JU Type	JU Tracking	Date Changed	Licensee Permit ID	Pole Tag	City	Start Date	Submitted By
COMCAST-CMST-JUFM	READYPOST	MODPERMIT	J283407	12/29/2022	275	A1331D 504.A1331D 502	GRESHAM	08/16/2021	Kristin Palmer
ZIPLY FIBER - JOINT USE	READYPOST	MODPERMIT	J283125	10/12/2022	16	C8127D 829.C8127D 831.C8127D 832.C8127D 833.C8127D 1353	SILVERTON	08/12/2021	Diego Hernandez
COMCAST-CMST-JUFM	READYPOST	MODPERMIT	J285440	06/10/2022	6450	C1113A 18737.C1113A 8575	PORTLAND	06/07/2021	Kristin Palmer
COMCAST-CMST-JUFM	MRAPPR	MODPERMIT	J277882	06/01/2022	1143	D2209B 2488	CLACKAMAS	07/01/2021	Kristin Palmer
COMCAST-CMST-JUFM	MRAPPR	MODPERMIT	J277883	05/31/2022	1145	D2209B 2328.D2209B 964.D2209B 4454	CLACKAMAS	07/01/2021	Kristin Palmer

1 - 20 of 500 records
















The applicable functions for 789 permits are highlighted in yellow below:

Your results return 789 records, which exceeds the limit of 500 records. Please add additional filter criteria.

Advanced Search

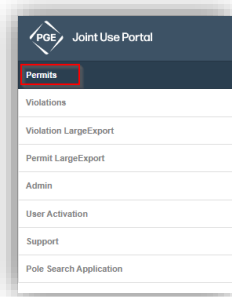
Search...

Save Column Order Bulk Export Create Permit Request Permit Request by Upload Download

	Company *	JU Tracking	Status	JU Type	Date Changed ↓	Licensee Permit ID	Pole Tag	City	Start Date	Submitted By	Project Name
  	COMCAST-CMST-JUFM	J283407	READYPOST	MODPERMIT	12/29/2022	275	A1331D 504, A1331D 502	GRESHAM	08/16/2021	Kristin Palmer	JB0000743037_PROVID. HEALTH & SERVICES - E BURNSIDE ST
  	ZIPLY FIBER - JOINT USE	J283125	READYPOST	MODPERMIT	10/12/2022	16	C6127D 829, C6127D 831, C6127D 832, C6127D 833, C6127D 1353	SILVERTON	08/12/2021	Diego Hernandez	5503043
  	COMCAST-CMST-JUFM	J285440	READYPOST	MODPERMIT	06/10/2022	5450	C1113A 18737, C1113A 6575	PORTLAND	09/07/2021	Kristin Palmer	JB0000762355 ICHIROPR. ART & SCIENCE - SW BEAVERTON HILLSDALE HWY
  	COMCAST-CMST-JUFM	J277862	MRAPPR	MODPERMIT	06/01/2022	1143	D2209B 2488	CLACKAMAS	07/01/2021	Kristin Palmer	JB0000702459_PORTLA. CIDER COMPANY - SE JANNSEN
  	COMCAST-CMST-JUFM	J277883	MRAPPR	MODPERMIT	05/31/2022	1145	D2209B 2328, D2209B 964, D2209B 4454	CLACKAMAS	07/01/2021	Kristin Palmer	JB0000702459_PORTLA. CIDER COMPANY - SE JANNSEN

PORTAL FUNCTIONS

Go to the **Permit** tab to manage your permit requests.



Filter Permits

- 1- Set up your all filter criteria in **Advanced Search**
- 2- Click on **Filter** to load the data or
- 3- Click on **Clear** to remove all criteria at once.
 - a. You also can adjust or delete filter criteria in each filed.
- 4- Find the data below the Advanced Search area.
- 5- Click on “-” to collapse search area if needed.

***Tip:** Only Submitted By required the exact full name and all other text boxes can search for exact, similar, or multiple search criteria at the same time. For example, see highlighted text boxes













Company *	Status	JU Type	JU Tracking	Date Changed	Licensee Permit ID	Pole Tag	City	Start Date	Submitted By	Project Name
ZIPLY FIBER - JOINT USE	APPR	MODPERMIT	J282877	09/14/2021	1217	C4320B 1867, C4317C 1865	DAYTON	08/09/2021	Diego Hernandez	5503321
ZIPLY FIBER - JOINT USE	APPR	MODPERMIT	J284591	09/14/2021	1217	C4317C 1865, C4320B 1867	DAYTON	08/24/2021	Diego Hernandez	5503316
ZIPLY FIBER - JOINT USE	REJECT	NEWPERMIT	J284652	09/07/2021	PA4806919	C4320B 1867, C4317C 2, C4317C 1866, C4317C 2359, C4317C 1601, C4317C 195	DAYTON	08/25/2021	Diego Hernandez	5503316
ZIPLY FIBER - JOINT USE	NEW	NEWPERMIT	J284650	08/25/2021	PA4806919	C4320B 1867, C4317C 2, C4317C 1866, C4317C 2359, C4317C 1601, C4317C 195	DAYTON	08/25/2021	Diego Hernandez	5503316

Reorder Headers













- 1- Go to the grid area
- 2- Drag a header
- 3- Drop it to your desirable position
- 4- Save Column Order

Advanced Search

Search...

	Company *	Status	JU Type	JU Tracking	Date Changed	Licensee Permit ID
  	ZIPLY FIBER - JOINT USE	REJECT	NEWPERMIT	J284652	09/07/2021	PA4806919
  	ZIPLY FIBER - JOINT USE	NEW	NEWPERMIT	J284650	08/25/2021	PA4806919
  	ZIPLY FIBER - JOINT USE	APPR	MODPERMIT	J284591	09/14/2021	1217
  	ZIPLY FIBER - JOINT USE	APPR	MODPERMIT	J282877	09/14/2021	1217

Search...

	Company *	JU Tracking	Status	JU Type	Date Changed	Licensee Permit ID	Pole Tag	City
  	ZIPLY FIBER - JOINT USE	J282877	APPR	MODPERMIT	09/14/2021	1217	C4320B 1867,C4317C 1865	DAYTON
  	ZIPLY FIBER - JOINT USE	J284591	APPR	MODPERMIT	09/14/2021	1217	C4317C 1865,C4320B 1867	DAYTON
  	ZIPLY FIBER - JOINT USE	J284652	REJECT	NEWPERMIT	09/07/2021	PA4806919	C4320B 1867,C4317C 2,C4317C 1866,C4317C 2359,C4317C 1601,C4317C 195	DAYTON
  	ZIPLY FIBER - JOINT USE	J284650	NEW	NEWPERMIT	08/25/2021	PA4806919	C4320B 1867,C4317C 2,C4317C 1866,C4317C 2359,C4317C 1601,C4317C 195	DAYTON

Save Column Reorder

Sort Fields

**Applicable only to the first 500 permits.*

- 1- Click on header names
 - a. 1st click sorts Ascending
 - b. 2nd click sorts Descending

Start Date
06/13/2022
06/13/2022
05/25/2022
05/11/2022
04/08/2022
04/04/2022

Start Date
09/21/2016
09/30/2016
10/10/2016
10/12/2016
10/19/2016
10/19/2016

Start Date
06/13/2022
06/13/2022
05/25/2022
05/11/2022
04/08/2022
04/04/2022

Any Word Search

**Applicable only to the first 500 permits.*

- 1- Type the full or partial phrase in the search box
- 2- All columns will be filtered for your phrase
- 3- System finds all permits with your phrase in any column
- 4- Remove the phrase from the search box to clear filter

Example: it is searched for '04/' and the system found 57 permits of 500 permits

Company *	JU Type	Status	Date Changed	Licensee Permit ID	Map Grid	City	JU Tracking	Start Date	Submitted By
PGE - Global record to associate standard rates	NEWPERMIT	REJECT	11/04/2016	2016ABC1	C8328B	SALEM	J139106	11/04/2016	Charles Testa
PGE - Global record to associate standard rates	DN	CLOSED	04/05/2017	10075			J143645	04/05/2017	Ellen Richter
PGE - Global record to associate standard rates	NEWPERMIT	CLOSED	02/09/2018	PGTNW-J143691			J143691	04/05/2017	Ellen Richter
PGE - Global record to associate standard rates	DN	CLOSED	04/05/2017	50823			J143694	04/05/2017	Ellen Richter
PGE - Global record to associate standard rates	NEWPERMIT	REJECT	05/11/2017				J145832	04/06/2017	Rann Moeuy-Ji
PGE - Global record to associate standard rates	NEWPERMIT	CLOSED	02/09/2018	PGTNW-J145967			J145967	04/11/2017	Ellen Richter

1 - 20 of 57 records

Edit/ View Permits via UI

It allows users to update or view a single permit at a time via **User Interface (UI)**.

- 1- Go to **Permits** Tab
- 2- Click on **Edit** icon

The screenshot shows the PGE Joint Use Portal interface. On the left, a navigation menu has the 'Permits' tab selected, indicated by a red circle with the number '1'. The main content area features a search bar and several action buttons: 'Bulk Export', 'Create Permit Request', 'Permit Request by Upload', and 'Download'. Below these is a table with columns: 'Company *', 'JU Type', 'Status', 'Date Changed', 'Licensee Permit ID', and 'Maj'. The table contains three rows of data. A red circle with the number '2' highlights the 'Edit Row' icon (a blue pencil) in the first row of the table. A tooltip labeled 'Edit Row' is visible over this icon.

Company *	JU Type	Status	Date Changed	Licensee Permit ID	Maj
PGE - Global record to associate standard rates	DN	NEW	06/13/2022		
BE - Global record to associate standard rates	DN	REJECT	10/22/2021		
PGE - Global record to associate standard rates	DN	REJECT	05/25/2021		

- 3- **Edit Permit Request** window opens
- 4- Editable fields will be available to update
 - a. Grayed out fields are not editable
- 5- Click on '+/-' to expand or collapse the sections
- 6- Click on **Submit** to save the updates
- 7- Click on **Cancel** Not to save the update
- 8- Click on '**X**' to close the window

The screenshot shows the 'Edit Permit Request' window with the following sections and callouts:

- 3**: Window title bar.
- 8**: Close button (X) in the top right corner.
- +**: Expand button for the 'Summary' section.
- 5**: Collapse button (-) for the 'Pole Location' section.
- 4**: Red circle with arrows pointing to the 'Pre Inspection Needed?' dropdowns in the two pole location entries.
- 7**: 'Cancel' button at the bottom right.
- 6**: 'Submit' button at the bottom right.

The form contains two pole location entries:

Pole Location 1:

- Pole Tag: D2205B 33
- Pre Inspection Needed?: Yes
- Make Ready Needed?: Yes
- Description: 33.D2205B,50ft,CL4Pole
- Street Address: 6729 SE LAKE RD

Attachment Type	Height*	Arm Type	Anchor Type	Status	JU Comments*
Guy Wire	20.6	Cross Arm	PGE	✓	we need make ready(MWT: 900#,Bundle Diameter: 1.595/1.595; Street-Side);

Pole Location 2:

- Pole Tag: D2205B 3379
- Pre Inspection Needed?: No
- Make Ready Needed?: No
- Description: 3379.D2205B,70ft,CL2Pole
- Street Address: 6579 SE HARMONY RD

Attachment Type	Height*	Arm Type	Anchor Type	Status	JU Comments*
Fiber	20.11		Licensee	✓	PUPI ARM(MWT: 800#,Bundle Diameter: 6.959/6.959; Dead End);

External References: (Collapsed)

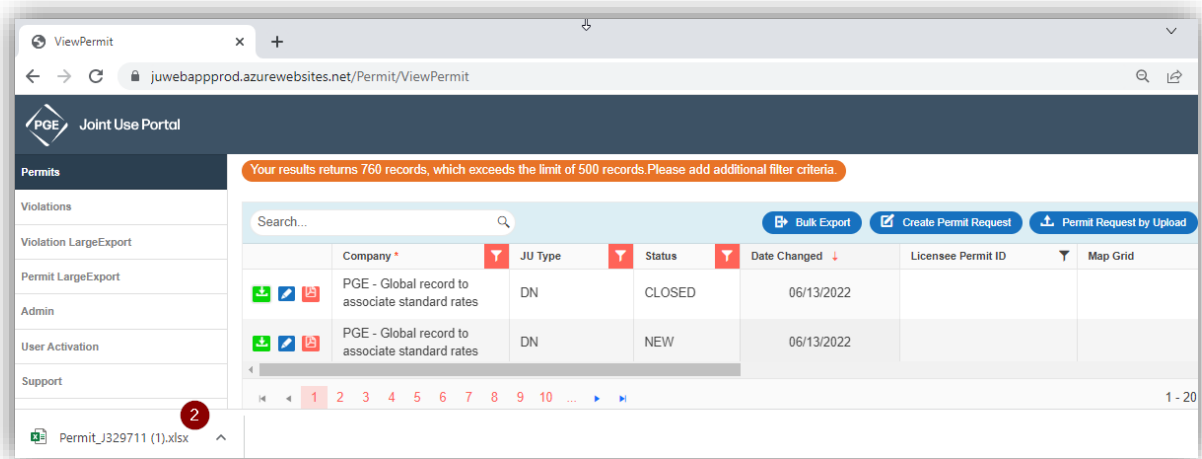
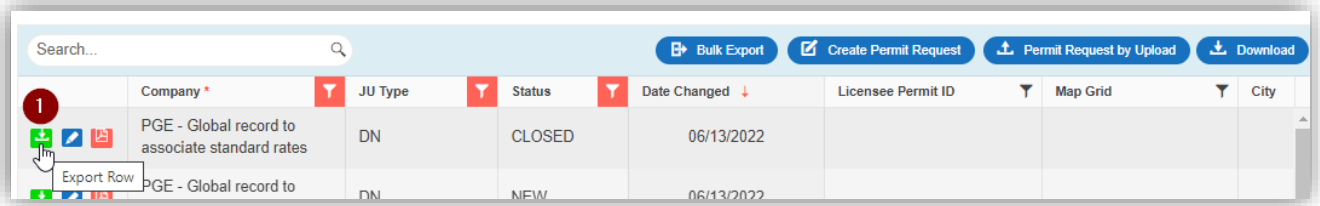
Billing Information: (Expanded)

Download to Excel

Single export

It is to export one single permits to an excel file

- 1- Click on **Export Row** icon
- 2- Click on the excel file

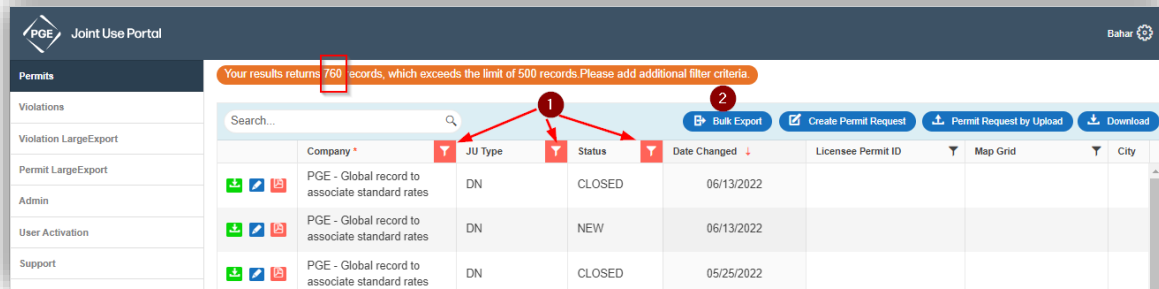


Permit Information								
JU type	DN	JU Tracking #	J329711	Reported By	Jeff Romfo	Email	Jeff.Romfo@pgn.com	
Status	CLOSED	Permit Licensee #		City		Phone #	(503) 672-5444	
Company	PGE - Global record to associate standard rates	Map Grid		Start Date	06/13/2022	Conditional Approval Date		
Construction Completion Date		Final Approval/Rejection Date		Project Name				
Summary	PGE TO DN FROM CASCADE UTILITIES POLE PGE#D4409C 1061, EQUIP REMOVED, COO3862639							
Pole Information								
Pole Tag	Pole Description	Attachment ID	Attachment Type	Attachment Height	Arm Type	Anchor Type	Pre-Ins Needed?	Ma
	1061_D4409C_40ft_CL4Pole	11746638		0			No	No
External Reference Information								
External Reference Type	External Reference Value	External Reference Comments						
NUUNS	3862639	PT TICKET						
NUUNS	5163401	PT TICKET						
Billing Information								
Invoice #	Total Charges	Amount Paid	Date Paid					

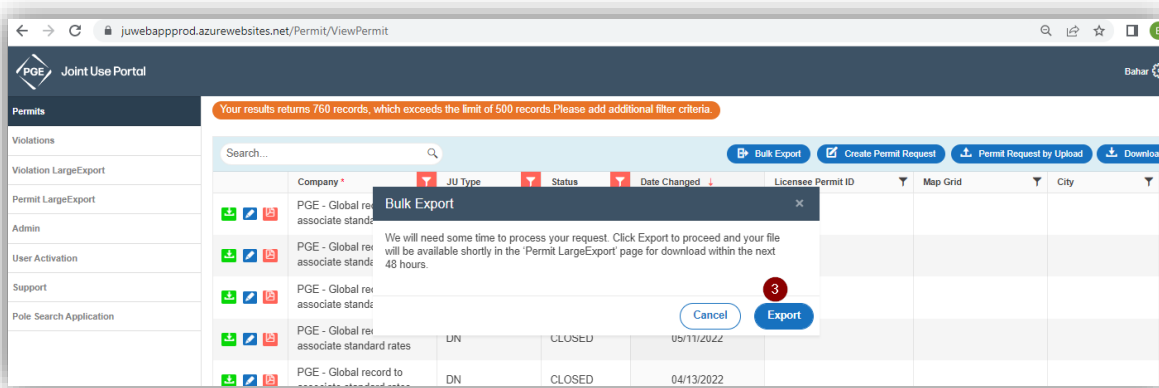
Bulk Export

It exports all permits that meet the filter criteria into an excel file.

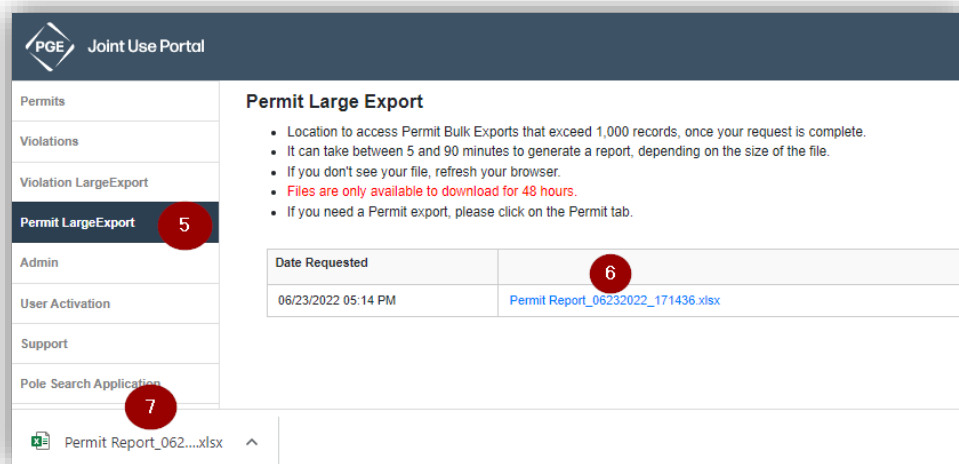
- 1- Set all desired filters
- 2- Click on **Bulk Export** button



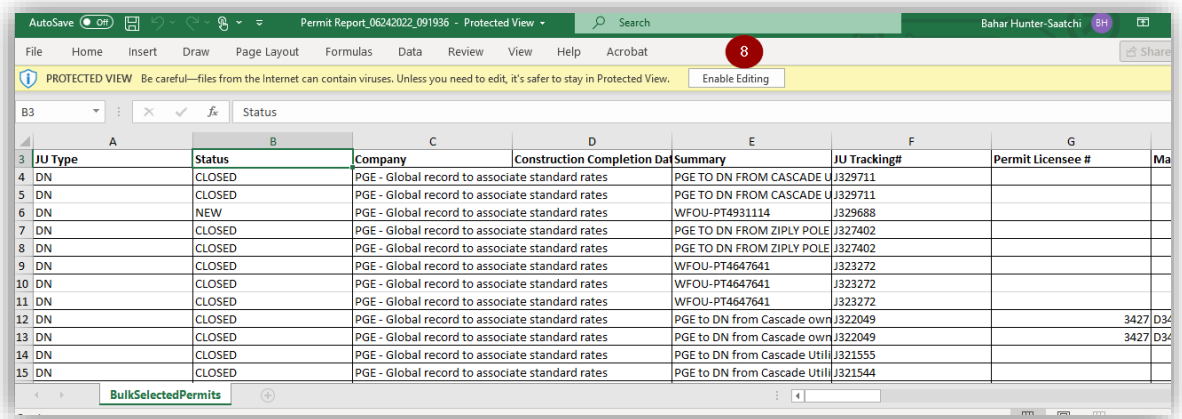
- 3- Click on **Export**



- 4- Wait for 5 to 90 min depending on the number of permits
- 5- Go to **Permit Large Export**
- 6- Click on the file to download
- 7- Click on the excel file to open it



8- Click on **Enabling Edit**

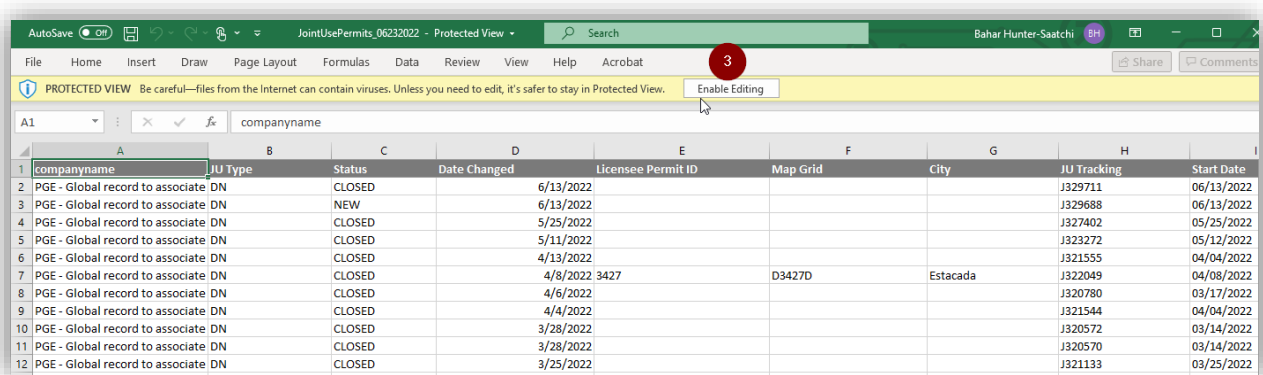
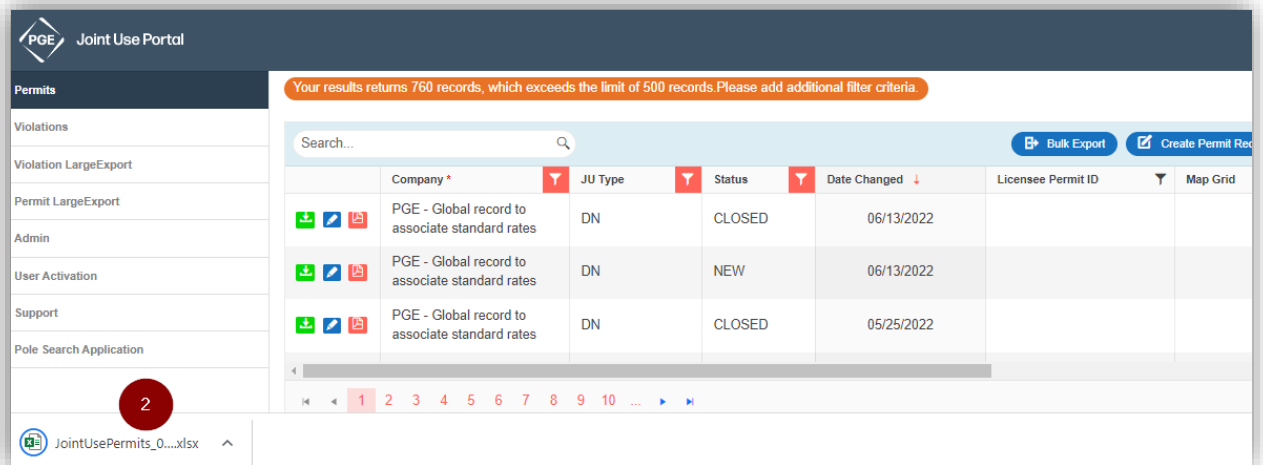
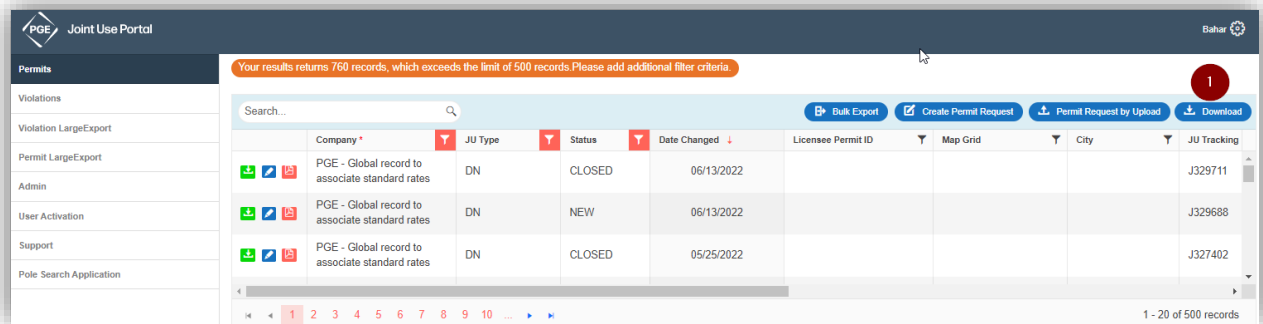


Download Grid View

**Applicable only to the first 500 permits.*

It downloads only available data in the grid view for the first 500 permits. For additional data, please use **Single Export** or **Bulk Export**.

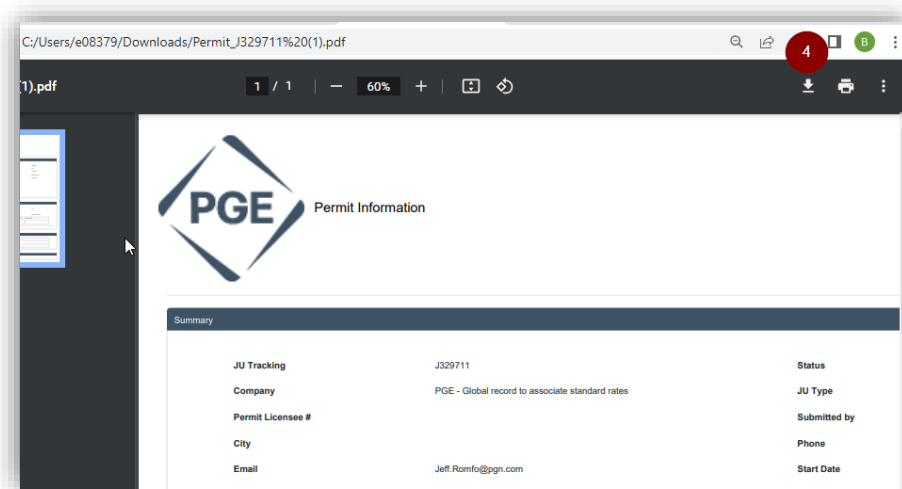
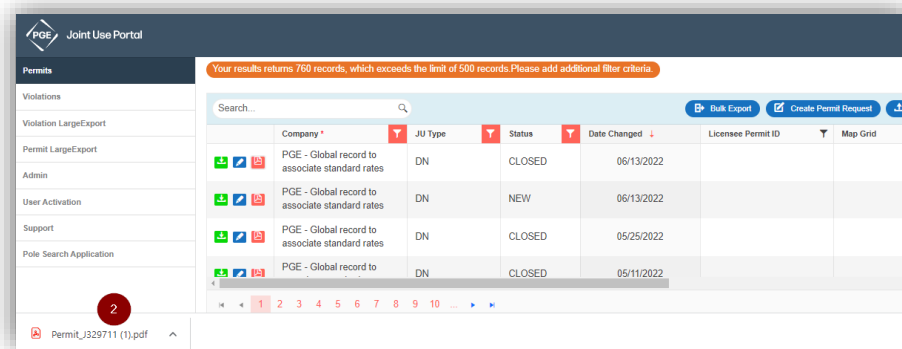
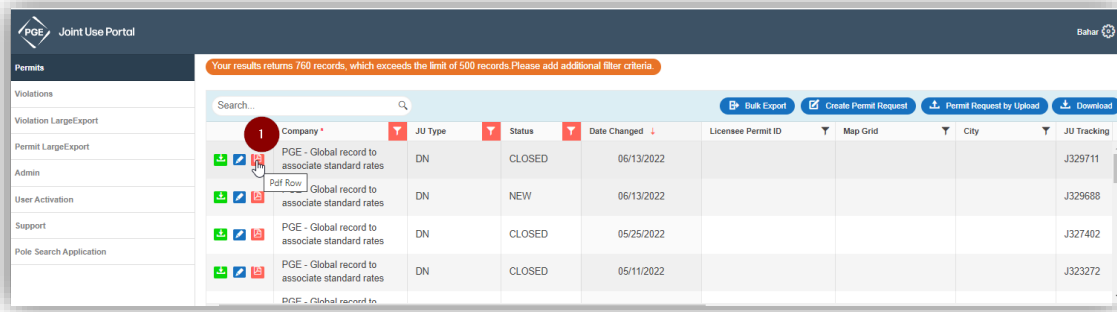
- 1- Click on **Download** button
- 2- Click on the excel file
- 3- Click on **Enable Editing**



Download PDF

It downloads PDF version of a single permit.

- 1- Click on **Pdf Row**
- 2- Click on the PDF file
- 3- File opens in a new browser tab
- 4- Save the file

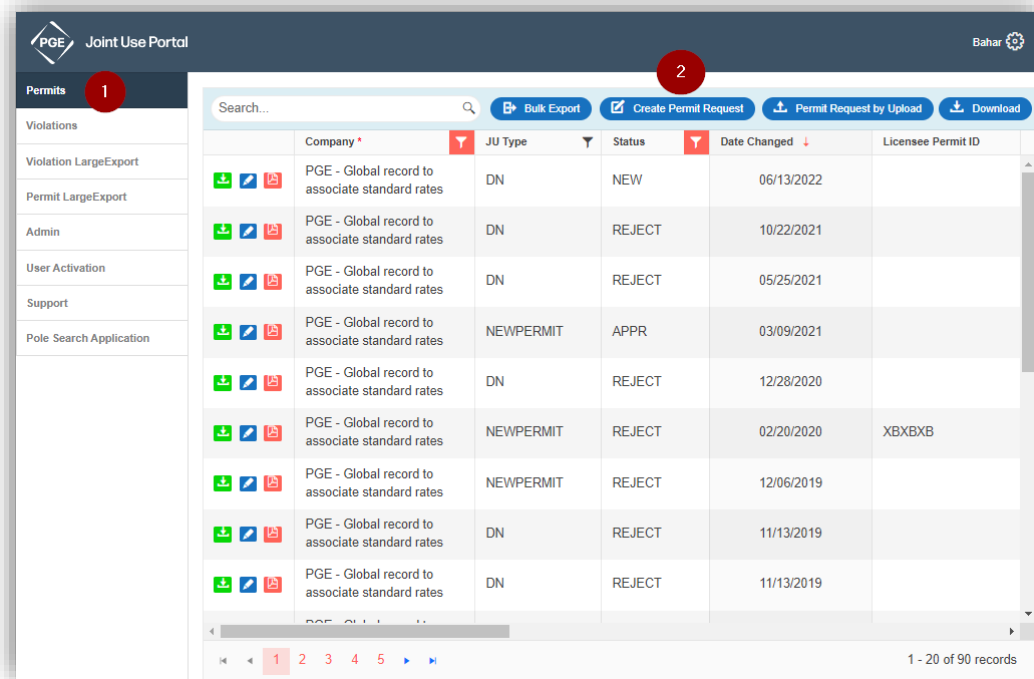


Create Permits

Users are able to create a permit either via **User Interface (UI)** or **Excel Template**.

Create Permits via UI




- 1- Go to **Permits** Tab
- 2- Click on **Create Permit Request**

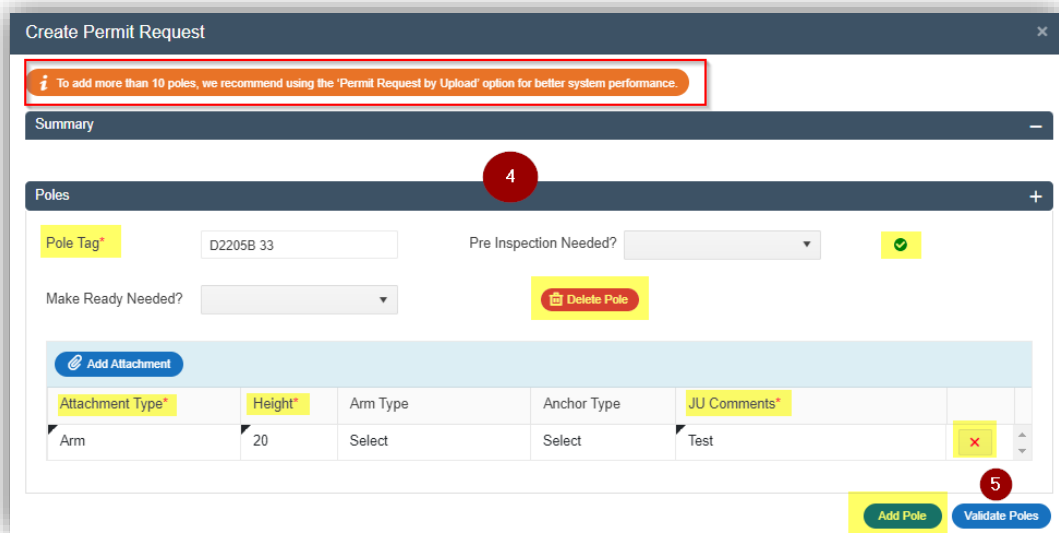


- 3- Fill all required fields (*) in **Summary** section
 - a. Permit Licensee # limits to 20 characters


The screenshot shows the 'Create Permit Request' form. A red circle '3' highlights the 'Summary' section. The form contains the following fields:

- JUType***: Select JU Type (dropdown)
- Company***: Select Company Name (dropdown)
- Status**: Draft
- Permit Licensee #***: Text input field
- Submitted By**: Bahar Hunter-Saatchi
- City**: Text input field
- Phone***: Text input field (format: ###-###-####)
- Email***: Bahareh Hunter-Saatchi@pgn.c...
- Start Date**: 06/24/2022
- Map Grid**: Text input field (format: #####)
- Project Name**: Text input field
- Completion Date**: Text input field with a calendar icon
- Summary***: Text area with placeholder 'Enter your text here.'

- 4- Fill all required fields (*) in **Poles** section
 - a. To delete a pole, click on **Delete Pole**
 - b. To add more poles, click on **Add Pole**
 - c. Recommended to use “Permit Request by Upload” feature if you are requesting more than 10 poles
 - d. To Delete attachment, click on 
- 5- Click on **Validate Poles**
 - a.  Pole is validated
 - b.  Pole is not validated





Create Permit Request


 To add more than 10 poles, we recommend using the 'Permit Request by Upload' option for better system performance.


Summary



Poles +

Pole Tag* Pre Inspection Needed? 

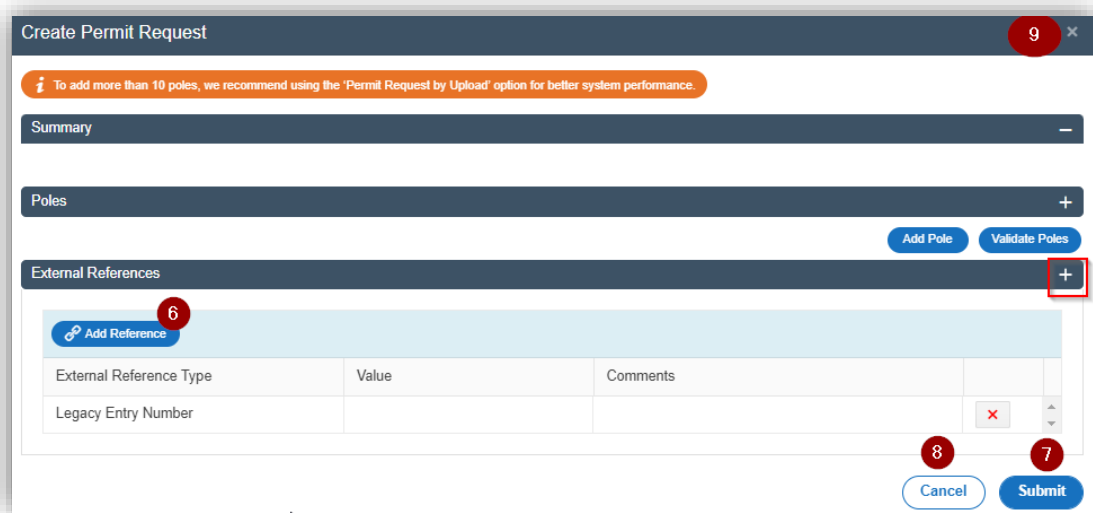
Make Ready Needed? 





Attachment Type*	Height*	Arm Type	Anchor Type	JU Comments*	
Arm	20	Select	Select	Test	

- 6- If applicable, fill **External Reference** section
- 7- To create your request, click on **Submit**
- 8- To cancel your request, click on **Cancel**
- 9- To close the window, click on 'X'





Create Permit Request 9 

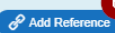
 To add more than 10 poles, we recommend using the 'Permit Request by Upload' option for better system performance.


Summary



Poles +

External References +

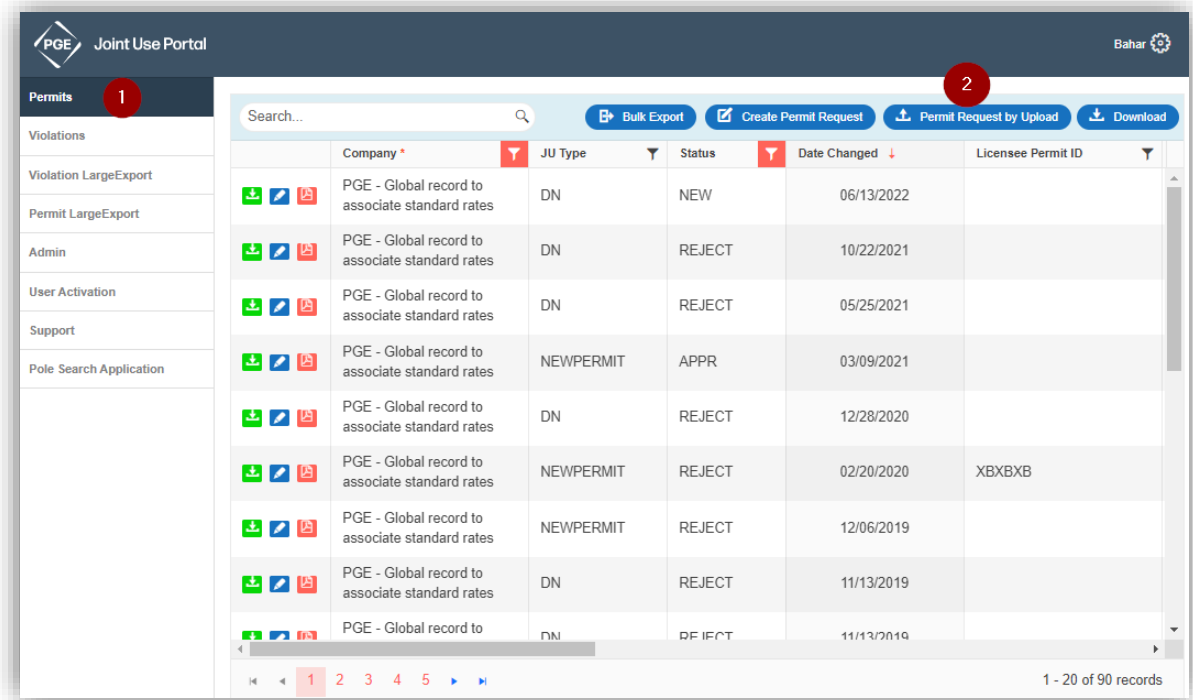



External Reference Type	Value	Comments	
Legacy Entry Number			

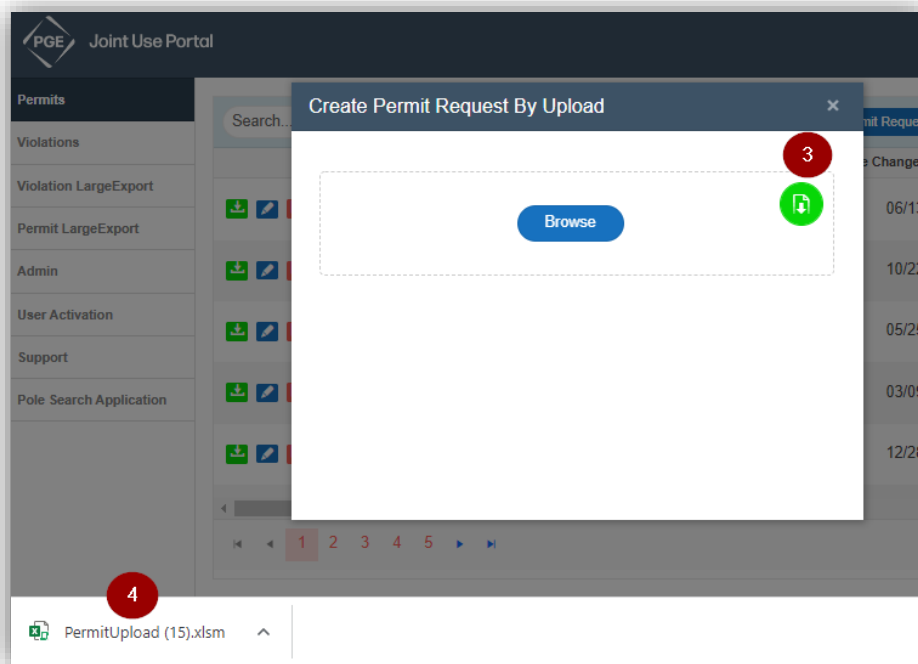
 

Create Permits via Excel Template

- 1- Go to **Permits** tab
- 2- Click on **Permit Request by Upload**

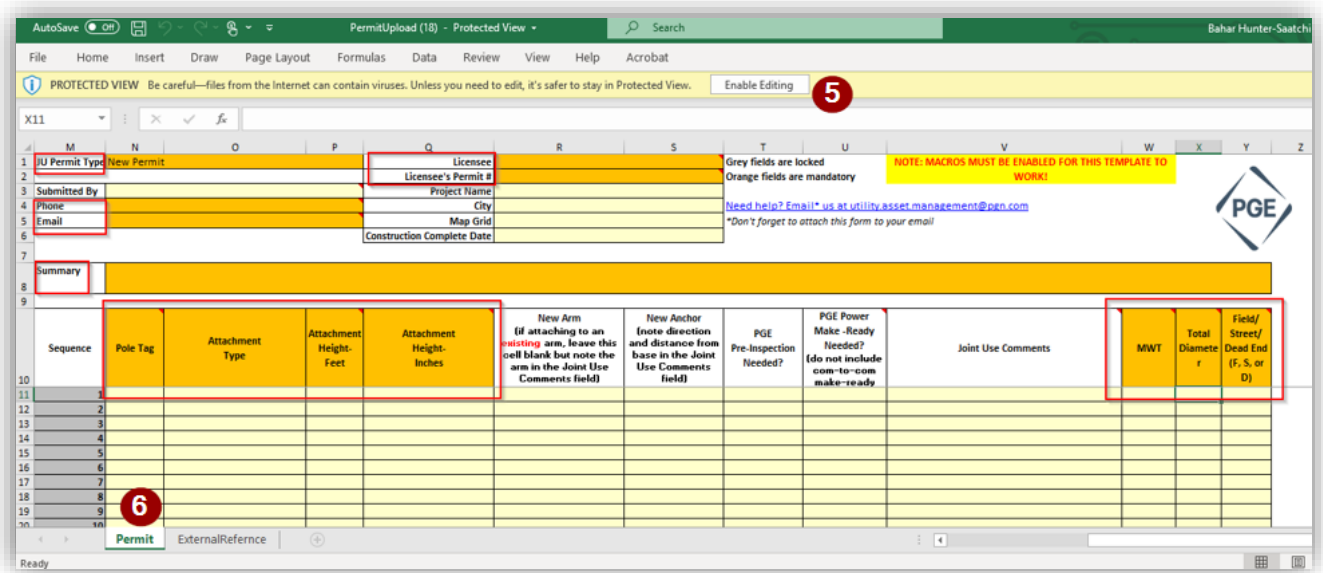
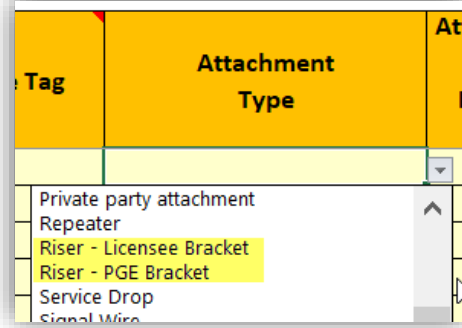


- 3- Click on  to download the template
- 4- Open the excel template

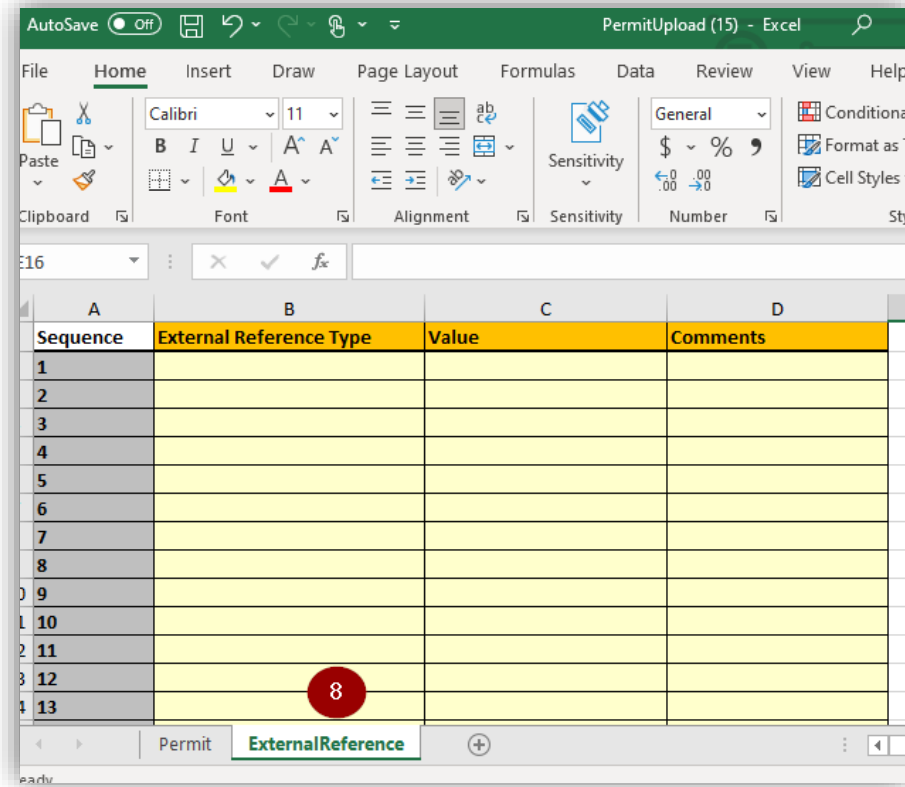


- 5- Click on **Enable Edits**
- 6- Go to the **Permit** sheet
- 7- Fill all required field (Dark orange fields)

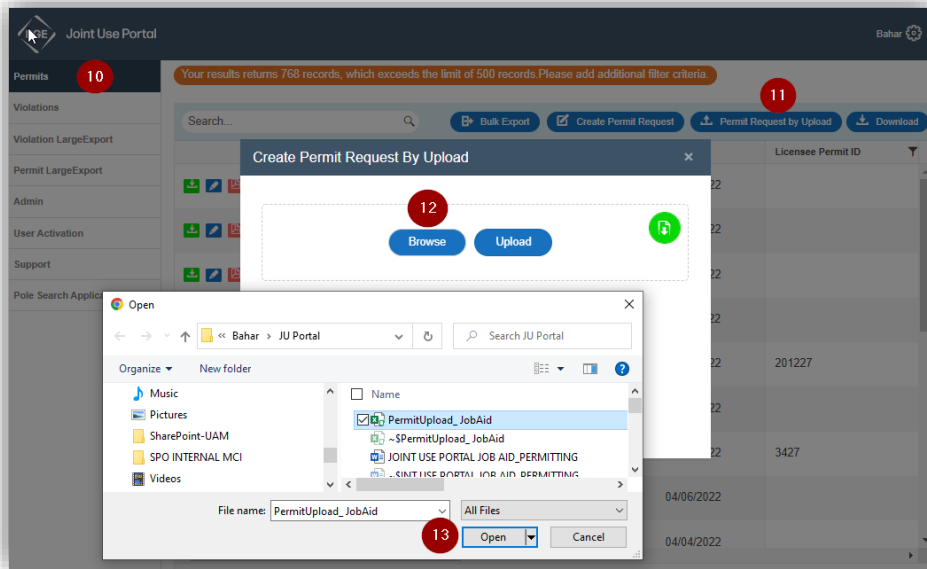
**Tip:* Riser options are combined with Attachment type.



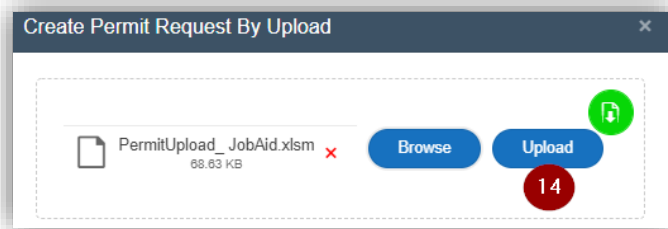
8- If it is applicable, fill **ExternalReference** Tab



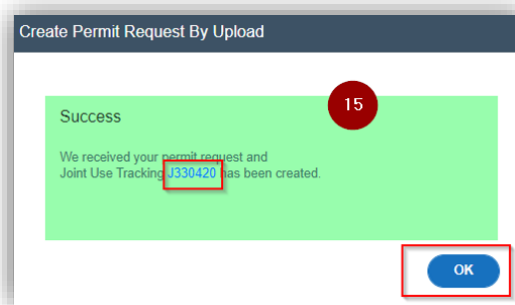
- 9- Save the template
- 10- Go back to **Permits** tab
- 11- Click on **Permit Request by Upload**
- 12- Click on **Browse**
- 13- Select your template



- 14- Click on **Upload**



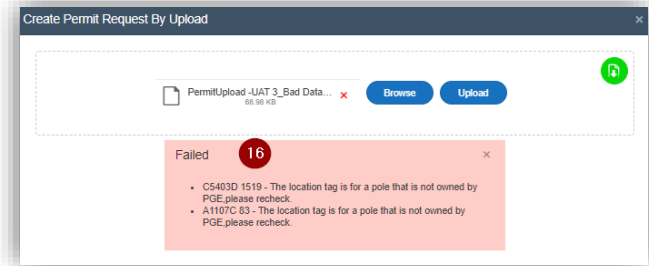
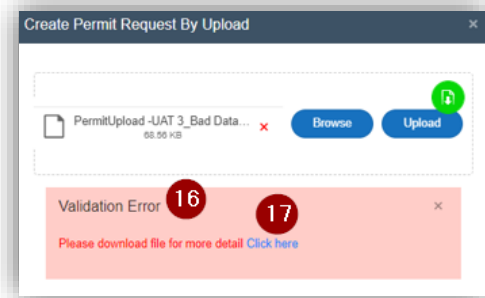
- 15- If the upload is **successful** go to **a. & b.** And if it **Fails** go to step 16
 - a. Click on the **J#** to see the details
 - b. Or Click **OK** to go back to the grid view



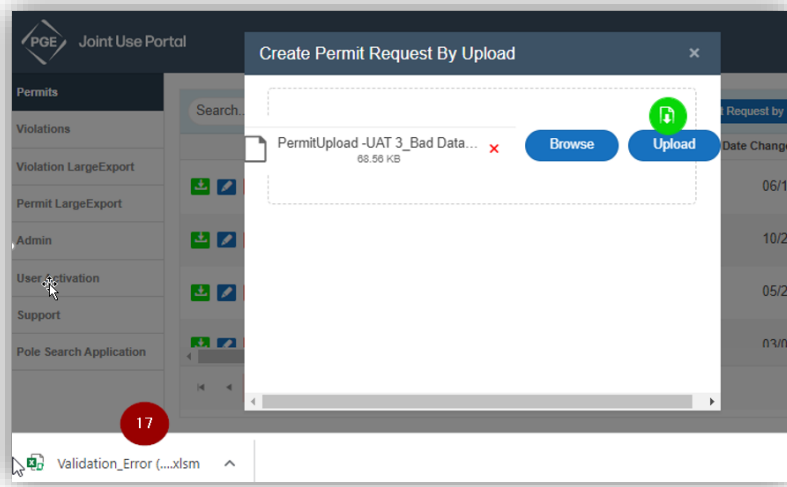
16- Error types

- a. If it is 'Validation Error' message, → Go to step **17**
- b. If it is 'Failed' message for incorrect poles → go to step **23**

17- Click on the link to download validation file



18- Open the validation file



19- Review the errors in Validation file

Validation_Error (1) - Protected View

Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

Sequence	Pole Tag	Attachment Type	Attachment Height-Feet	Attachment Height-Inches	New Arm (If attaching to an existing arm, leave this cell blank but enter the arm in the Joint Use Comments field)	New Anchor (Enter direction and distance from here in the Joint Use Comments field)	PGE Pole-Inspection Needed?	PGE Power Make-Ready Needed? (do not include attachments)	Joint Use Comments	MVT	Total Diameter	F/RFM/Street/Dead End (F, S, or RF)
1	C5403D 1915	Arm	12	10	Alley Arm	PGE	yes					
2	A1107C 83	Mainline	23		Cross Arm	Licensee	no					
3	A1107C 83	Fiber	20			PGE	yes					
4	C5403D 1915	Mainline	50	6	Fiberglass	Licensee	no					
5	C8222B 144	Pisier - PGE Bracket				PGE						
6	D728E 263	Pisier - Licensee Bracket	30		Comm Composite Arm	Licensee						

NOTE: MACROS MUST BE ENABLED FOR THIS TEMPLATE TO WORK!

Please enter MVT | Please enter TotalDiameter | Please enter FieldType

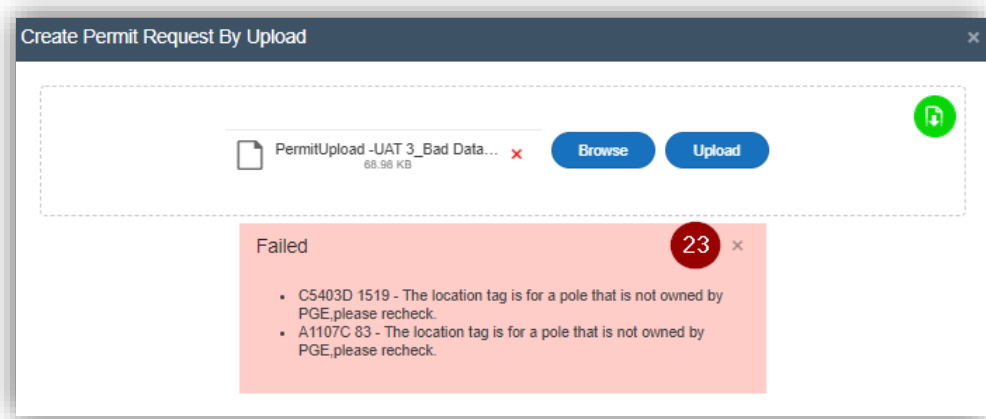
Please enter MVT | Please enter TotalDiameter | Please enter FieldType

Please enter MVT | Please enter TotalDiameter | Please enter FieldType

Please enter MVT | Please enter TotalDiameter | Please enter FieldType

Please enter Attachment Height | Please enter MVT | Please enter TotalDiameter | Please enter MVT | Please enter TotalDiameter | Please enter FieldType

- 20- Correct the errors in your upload file
- 21- Save the file
- 22- Repeat step 10 through 15
- 23- Click on 'X' to close the **Failed** window



- 24- Correct the poles in your upload file
- 25- Save the file
- 26- Repeat step 10 through 15