

NJUNS: Creating a PT+ Ticket from a PA Step

Pole Transfer (PT+) tickets can be created from a Pole Attachment (PA) step by using the bulk update feature on the step toolbar. This feature went into effect on April 24, 2017.

1. Open your Pole Attachment ticket and scroll down to the Steps section.
2. Highlight the step(s) that you wish to create a PT+ ticket for by clicking on the checkbox next to the order number.
3. Click on the bulk update (lightning bolt) icon on the step toolbar.
4. Click on the last option, Create PT+ and then click on Ok once the Action message pops up.

| Steps | | | | | | | | | |
|-------------------------------|-------------------------------------|-------|----------------------|----------|-------------------|----------------------|-------------------|-----------|--|
| 1-3 of 3 results (1 selected) | | | | | | | | | |
| | <input type="checkbox"/> | Order | Updated On | Job Type | Owner Pole Number | Licensee Pole Number | Status | PT Ticket | |
| | <input checked="" type="checkbox"/> | 1 | 4/21/2017 9:35:46 AM | Attach | alpha123 | 123alpha | Awaiting Approval | | |
| | <input type="checkbox"/> | 2 | 4/21/2017 9:36:53 AM | Attach | alpha1234 | 1234alpha | Awaiting Approval | | |
| | <input type="checkbox"/> | 3 | 4/10/2017 6:08:28 PM | Attach | alpha12345 | 12345alpha | Awaiting Approval | | |

Bulk Update
 Accept Selected
 Reject Selected
Create PT+

5. Click on the Refresh icon (3rd icon) on the step toolbar. You will see your PT+ Ticket number populate in the PT Ticket column of the step information.
6. To access the PT+ ticket, click on the PT Ticket Hyperlink. The PT+ ticket will open in a new tab.
7. The PT+ ticket is still in Draft Status, but the ticket header is filled out. These fields can be updated if needed but they default to the following:
 - a. State, County, Place
 - b. Ticket Type = Make Ready
 - c. Pole Number = Pole Number on PA Step
 - d. House Number = House Number on PA Step
 - e. Street Name = Street Name on PA Step
 - f. Priority Code = 0
 - g. Work Requested Date = Today's Date

| Refresh the current page | | |
|--------------------------|-------------------|------------------------------------|
| Pole Number | Status | PT Ticket |
| alpha | Awaiting Approval | PT Ticket: 3088235 |
| alpha | Awaiting Approval | |
| alpha | Awaiting Approval | |

PA Ticket x PA Ticket: 108046 x PT Ticket 3088235 x

NOTICE: This ticket is still in Draft status.

Ticket Projects (0) Comments (0) File Attachments (0) Disputes (0)

Ticket Header

| | | | |
|-------------------|----------------------|----------------------------|----------------------------|
| Ticket Number | 3088235 | Map | Create Map |
| Created On | 4/21/2017 9:38:06 AM | Pole Owner | UPC2 |
| Created By | Corinne Harper | Ticket Type | Make Ready |
| Created By Member | UPC2 | Pole Number | alpha123 |
| Contact Name | Corinne Harper | Contact Phone | 770-298-584 |
| State | Georgia | Contact Phone Ext | |
| County | Cobb | House Number | 100 |
| Place | Atlanta | Street Name | Testing Avenue |
| Latitude | | Cross Street | |
| Longitude | | Priority Code | 0 |
| Start Date | 4/22/2017 | Misc ID | |
| Next To Go Member | UPC2 | Work Requested Date | 4/21/2017 |

8. Add the steps to the PT+ ticket as normal. Reference [Creating a PT+ Ticket](#) for more information on creating the ticket and steps.
9. Once the ticket is completely created, change the ticket status from Draft to Open and Save in the top left hand corner.
10. Once the ticket is Open, the system will send out email notifications as usual.

NOTICE: This ticket is still in Draft status.

Ticket Projects (0) Comments (0) File Attachments (0) Disputes (0)

Status Draft

Ticket Header

Ticket Number

Created On 4/21/2017 9:38:06 AM

Visit our [Project Module Quick Guide](#) for information on how to group your PT+ and PA Tickets together in a Project.