

## Changing the Assigned Member on a Pole Attachment Ticket

1. To change the Assigned Member on a Pole Attachment (Attachment Request – PA) ticket, Open the ticket and click the Actions icon. The current Assigned member is circled below.

**Ticket - PA122142 - Attachment Request (PA) - PA:Am-Mi**

Ticket Id: PA122142    Creator: UPC2    NTG Member: UPC3    Priority:    Status: Open    Owner: UPC3    Start Date:    Pole/Asset #: 123

**Details**

Work Requested Date:    State: Missouri    County: Andrew    Place: Empire    Contact Name: Angie    Contact Phone: 770-861-5464    Contact Email:    Reference Id:    Misc Id:    # of Poles/Assets: 1    Remarks:

**Dynamic Attributes**

Licensee Map Number:    Licensee Work Order Number \*: LIC123    Request Number:    Number Of Assets \*:    Application Fee: 250    Power Supply:    Type \*: Wireline    Antenna Location:    Application Review Complete:    App Review:    Design Review Complete:    Design Review:    Ameren MR Required:    MR Payment:

**Workflow**

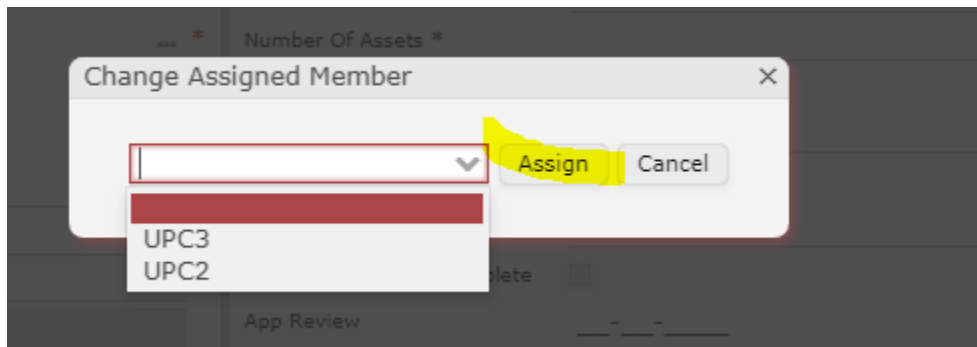
Title: Grant    Assigned Party: Owner    Assigned Date: 11-06-2018    Due Date:    Description:

2. Select Workflow – Change Assigned

**Actions**

- Clone Ticket
- Email Ticket
- Copy Link
- Refresh
- Workflow - Change Assigned**
- Open Ticket Template

3. Select the member code from the drop down and click Assign.



The assigned member will be updated.

