## Changing the Step Member on an NJUNS Ticket

1. To change the step member on a ticket, highlight the step and click Actions.

^ Steps											
Create 🖌 Edit 🗶 Delete 🔀 Excel 🗸 Complete 🦩 Actions											
# *	Updated On		Member	Job Type	Status	Interval	NTG Start				
1	11-14-2018 12:56		UPC	SET POLE	NTG	45	10-31-201				
2	11-14-2018 12:56		UPC4	TRANSFER	Pending	45					
-											

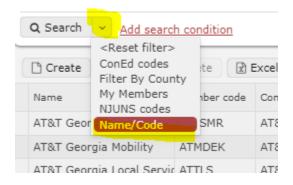
## 2. Select Reassign Step.



3. Find the code in the list and double click to accept or highlight and click Select.

ounty Douglas		x	
ounty Douglas			
Q Search 🗸 Add search	h condition		
🗅 Create 🖉 🖋 Edit 🛛 🗙	Delete 🔀 🛙	Excel Report Add to se	
Name	Member code	Company	
AT&T Georgia Local Servic	ATLSMR	AT&T Southeast	
AT&T Georgia Mobility	ATMDEK	AT&T Southeast	
AT&T Georgia Local Servic	ATTLS	AT&T Southeast	
AT&T Georgia	BSTMR	AT&T Southeast	
Comcast Georgia	COMDO	Comcast	
Douglas County Departme	DCODOT	Douglas County DOT	
Enguity	ENGTGA	Enguity	
ENetworks LLC	ENTGA	ENetworks LLC	
Georgia Transmission Cor	GATRAN	Georgia Transmission Corporation	
Georgia Power	GP620	Georgia Power Company	
Georgia Power	GPC81	Georgia Power Company	

If the code is not in the list, click the drop down arrow next to Search and choose Name/Code



Type the code in and click Search, then select it.

^ Filter: Name/Code								
Member code contains	UPC	Name contains	Company =					
State =	3	Is active 😑 Yes 👒	Ticket Email contains					
Q Search V Add search	Show rows 500							
Create ✓ Edit ✓ X Delete ✓ Excel ✓ Add to set								
Name	Member code	Company	Ticket Email					
Upper Cumberland EMC	NPUPCD	AT&T Southeast	wanderson@ucemc.com; g0928					
NJUNS Oversize Load	OLUPC	NJUNS Oversize Load	aweaver@njuns.com					
NJUNS	UPC	NJUNS Inc.	aweaver@njuns.com					
NJUNS, Inc.	UPC2	NJUNS Inc.	aweaver@njuns.com					
NJUNS, Inc.	UPC3	NJUNS Three	mnails@njuns.com					
NJUNS, Four	UPC4	NJUNS Four	aweaver@njuns.com					
NJUNS	UPC6	NJUNS Two	aweaver@njuns.com					
NJUNS Test	UPC7	NJUNS Test	aweaver@njuns.com					
Upper Peninsula Commun	UPCCE	Upper Peninsula Communications	louied@alphacomm.net					
NJUNS Oversize Load DO	UPCDOT	NJUNS Oversize Load	charper@njuns.com					
•								
✓ Select Ø Cancel								