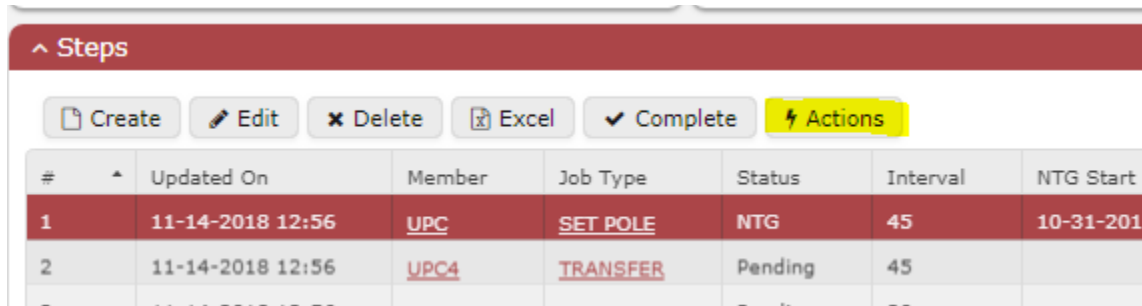


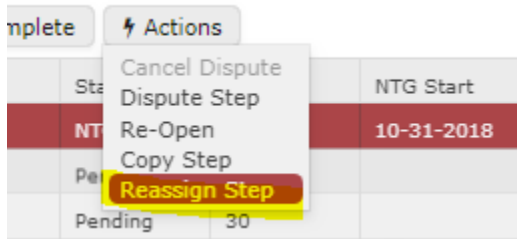
Changing the Step Member on an NJUNS Ticket

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



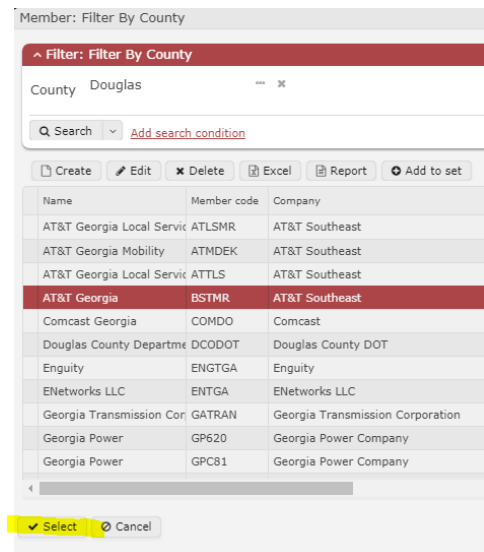
#	Updated On	Member	Job Type	Status	Interval	NTG Start
1	11-14-2018 12:56	UPC	SET POLE	NTG	45	10-31-201
2	11-14-2018 12:56	UPC4	TRANSFER	Pending	45	

2. Select Reassign Step.



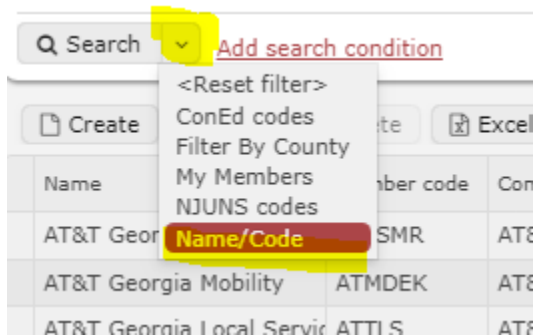
Status	NTG Start
NTG	10-31-2018
Pending	30

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



Name	Member code	Company
AT&T Georgia Local Serv	ATLSMR	AT&T Southeast
AT&T Georgia Mobility	ATMDEK	AT&T Southeast
AT&T Georgia Local Serv	ATTLS	AT&T Southeast
AT&T Georgia	BSTMR	AT&T Southeast
Comcast Georgia	COMDO	Comcast
Douglas County Departme	DCODOT	Douglas County DOT
Enguity	ENGGA	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.

