



Quick Reference Guide – Import/Export Tool

NJUNS provides the ability to create and update tickets in bulk using the import feature. It is not available to every user and must be requested to NJUNS staff to be added to the user profile.

[Using the Excel import tool for Pole Transfer – Creating tickets](#)

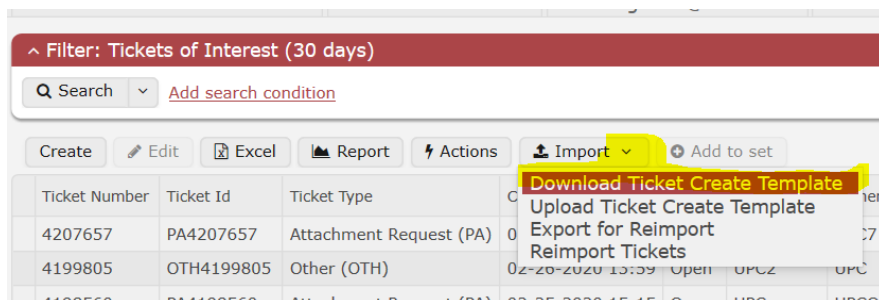
[Using the Import tool for Pole Attachment – Adding Poles](#)

[Export for Reimport \(Updates\)](#)

Using the Import tool for Pole Transfer

Creating Tickets

1. For all ticket types except Attachment Type (PA's), start with Tickets by clicking on the Tickets icon.
2. Click the Import icon and select Download Ticket Create Template



3. The template will download to the PC. Open the template to edit. An example is below:

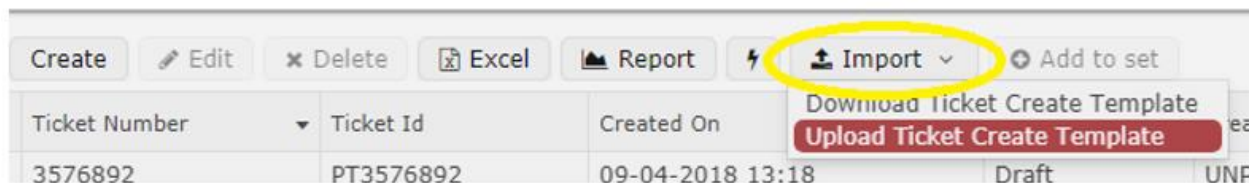
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
TicketType	Template	Creator	Owner	JointOwnr	JointUse	State	County	Place	ContactName	ContactPh	ContactEm	Priority	ReferenceId	MiscId	Remarks	WorkRequeste	NumberOfAssets	
PT	PT:PT-Default	UPC	UPC			Georgia	Douglas	Douglasville	Angie Wea	770-861-5	aweaver@		3 Ref123	Misc123	Testing	7/31/2018	1	

- Column A (Ticket Type) should be the abbreviation for the type of ticket:

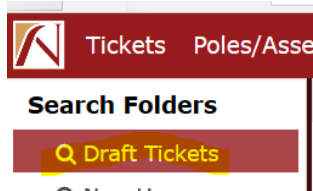
AB – Pole Abandonment, COO – Change of Ownership, MR – Make Ready, NEW – New, OTH – Other, PR – Pole Replacement, PT – Pole Transfer, VIO – Violation

- Column B (Template) should be the complete name of the template.
Default users: Add the Ticket Type and a colon to the beginning of PT-Default. For example, to create a Transfer ticket, it should look like PT:PT-Default. For a Make Ready, it would look like MR:PT-Default, for Pole Replacement PR:PT-Default
- Users previously using a Ticket Mask (NY,NJ,MA/RI, PA) – Add the Ticket Type and a colon to the beginning of the template for your state (i.e. PT:PT-MARI, PT:PT-NY, PT:PT-PENN, MR:PT-MARI, MR:PT-NY, MR:PT-PENN, etc). See below for how to add customized fields included in [Dynamic Attributes](#).
- The same fields required to save the ticket in the application are required on the template: TicketType, Template, Creator, Owner, State, County, ContactName, Phone, Priority

4. Save the template to the PC and click the Import icon again but choose Upload Ticket Create Template. Click Yes if asked about saving CSV format.

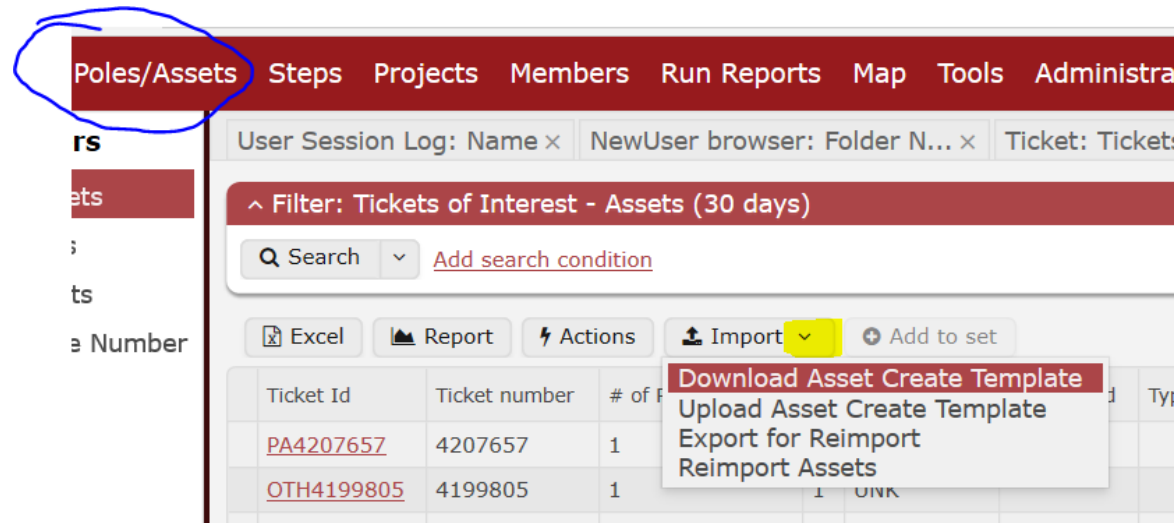


5. View the draft tickets from the ticket list to obtain ticket numbers needed for the next step. Click on Draft Tickets.



Adding Poles/Assets

1. Repeat the same process with Poles/Assets. Click on Poles/Assets from the MAIN MENU and choose Import, Download Asset Create Template.



Important!! Format for the Pole/Asset template.

- The Asset template will require the ticket number in the format of PT123456 or VIO123456 – etc - TicketType followed by number, no spaces)
- Pole number (AssetID) is required (or something in that field). **It can't be blank.**
- Either a Lat/Long OR House number/Street1 must be added. (all four can also be added). Lat/Long will not accept anything but lat/long values.
- Pre-Existing Pole and Private Property pole **must** be either True or False. Type either True or False into these fields. **It can't be blank**
- The other fields are not required. If you want the system to update the house/Street from the Lat/Long provide then Is Geocoded should be true.

Save the template. Example template:

A	B	C	D	E	F	G	H	I	J
Ticket	Sequence	AssetId	Type	Descriptio	Remarks	Directions	Installatio	Reference	AltAssetId
PT2345532		1	pole123						
PT2345533		1	2343						

K	L	M	N	O	P	Q	R	S	T
Latitude	Longitude	PreExistin	PrivatePro	Reference	CrossStre	HouseNur	Street1	ZipCode	IsGeocoded
23.1235	-34.3213	FALSE	FALSE						
		TRUE	TRUE			14	Eastbrook Bend	30269	

2. Go back to the application and click the Import icon but choose Upload Asset Create Template.

The screenshot shows the application's main menu with 'Poles/Assets' highlighted. Below the menu, there's a search bar and a filter section for 'Tickets of Interest - Assets (30 days)'. The 'Import' button is circled, and its dropdown menu is open, showing options: 'Download Asset Create Template', 'Upload Asset Create Template' (highlighted in red), 'Export for Reimport', and 'Reimport Assets'.

Adding Steps

1. The last part is to upload the ticket steps. Click on the Steps menu item.
2. Select the import icon and choose Download Step Create Template

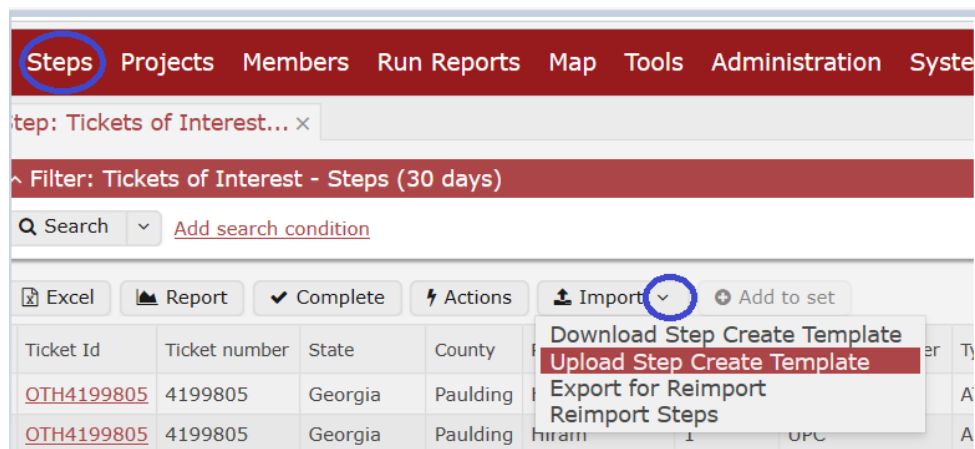
The screenshot shows the application's main menu with 'Steps' highlighted. Below the menu, there's a search bar and a filter section for 'Tickets of Interest - Steps (30 days)'. The 'Import' button is circled, and its dropdown menu is open, showing options: 'Download Step Create Template' (highlighted in red), 'Upload Step Create Template', 'Export for Reimport', and 'Reimport Steps'.

3. The template for steps will download to the PC.

• The following fields are required:

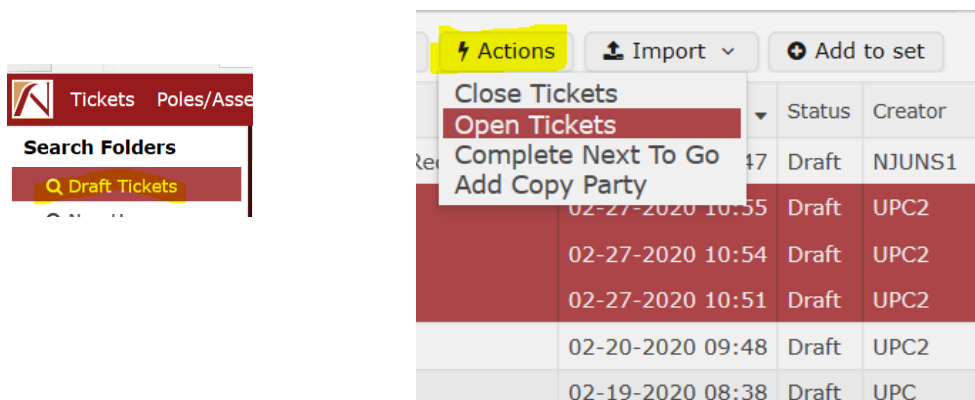
- Ticket number must be in the form of PT123456.
- Sequence will order chronologically but can also be specified
- Type (i.e. Job Types – Transfer, Set Pole, Pull Pole, etc)
- Assigned Member – member code assigned to do the work
- Days interval – how many days should they have to perform the work
- Number of Assets will default to 1 but can be changed if necessary. (if in a state that allows more than one pole)

4. Save the spreadsheet. Go back to Steps and click the Import icon but choose Upload Step Create Template.



Opening the Tickets

To Open the tickets, pull up the tickets in Draft status from the Ticket list using search filters. (There is a filter called Draft Tickets that can be selected then click Search) Highlight the tickets to be opened. Click the Action icon and select Open Tickets.



PT Dynamic Attributes

Dynamic Attributes represent the custom fields used by the states that previously used a ticket mask (custom ticket). These states include NY, MA/RI, and PA. The user can add the custom fields to the template during the ticket creation process. The format is as follows:

NY custom Ticket and Pole/Asset Fields

Ticket Fields	Pole/Asset Fields
#billable(must be True or False)	#newPoleHeight
#municipality	#newPoleClass
#elcoJobNumber	
#telcoJobNumber	
#jointUseJobId	
#permits	
#elcoJppJuaEonNumber	
#telcoJppJuaEonNumber	

** PreExisting Pole and Private Property Pole must be either TRUE or FALSE.

** (NewPoleHeight and NewPoleClass columns may need to be formatted to a text value for the numbers to display correctly – i.e. 00 or 1/0

M	N	O	P	Q	R	S	T
PreExisting	PrivatePro	Reference	CrossStree	HouseNun	Street1	#NewPoleHeight	#NewPoleClass
FALSE	TRUE			34	Test St	25	00

There are no custom fields on step.

Pennsylvania Custom Ticket and Pole/Asset Fields

Ticket Fields	Pole/Asset Fields
#billable (must be either TRUE or FALSE)	#newPoleHeight
#wireCenter	#newPoleClass
#ownerJobId	
#jointUseJobId	
#permits	
#elcoMrAppNumber	
#telcoMrAppNumber	

Example:

S	T	U	V	W	X	Y
#Billable	#WireCenter	#OwnerJobID	#JointUseJobID	#Permits	#TelcoMRAppNumber	#ElcoMRAppNumber
FALSE	Wire Center	PoleOWJobID	JointUseCoJobID	Permits	TelcoMR	ElcoMR

(NewPoleHeight and NewPoleHeight fields may need to be formatted to a text value for the numbers to display correctly)

PreExisting Pole and Private Property Pole must be either TRUE or FALSE.

M	N	O	P	Q	R	S	T
PreExisting	PrivatePro	Reference	CrossStree	HouseNun	Street1	#NewPoleHeight	#NewPoleClass
FALSE	TRUE			34	Test St	25	00

There are no custom fields on step.

MA/RI Custom Ticket and Pole/Asset Fields

Ticket Fields	Pole Asset Fields
#billable (Must be either True or False)	#telcoPoleNumber
#setDate	#poleHeightClass
#telcoRouteNumber	#poleCondition
#elcoRouteNumber	#resurfaceType
#telcoJobId	
#elcoJobId	
#dotPermitNumber	
#telcoJppJuaEonNumber	
#ElcoJppJuaEonNumber	

PreExisting and PrivateProperty must be either TRUE or FALSE

R	S	T	U	V	W	X	Y	Z
#Billable	#SetDate	#TelcoRouteNumber	#ElcoRouteNumber	#TelcoJobID	#ElcoJobID	#DOTPermitNumber	#TelcoJPPJUAENNumber	#ElcoJPPJUAENNumber
FALSE	1/1/2018	TElcoRouteNum	ElcoRouteNum	TelcoJobID	ElcoJobID	DOT Permit	TelcoJPP	ElcoPP

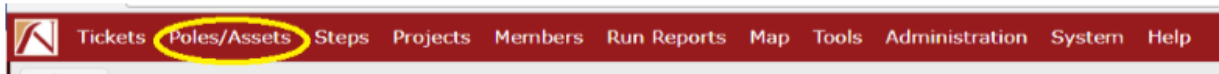
M	N	O	P	Q	R	S	T	U	V
PreExisting	PrivatePro	Reference	CrossStree	HouseNun	Street1	#TelcoPoleNumber	#PoleHeightClass	#PoleCondition	#ResurfaceType
FALSE	TRUE			12	Main St	TelcoPole#	PoleHeightClass	Butt In	Brick

There are no custom fields on Step.

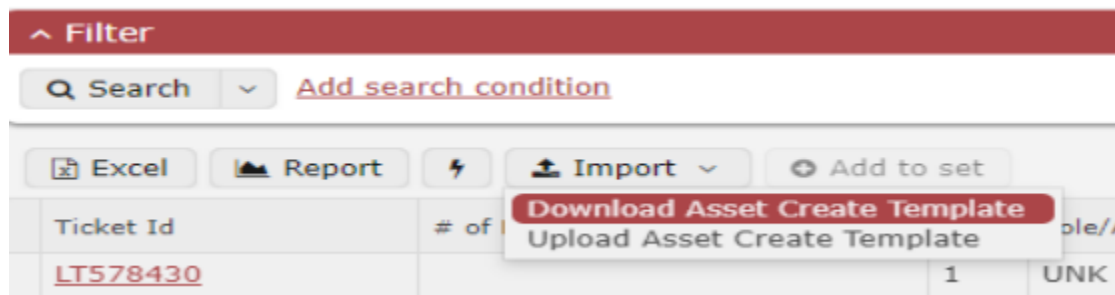
Using the Excel Import Tool for Pole Attachment

The licensee creating the Attachment Request (PA) ticket can use the import tool to add the poles to the tickets.

1. Click on the Poles/Assets menu item.

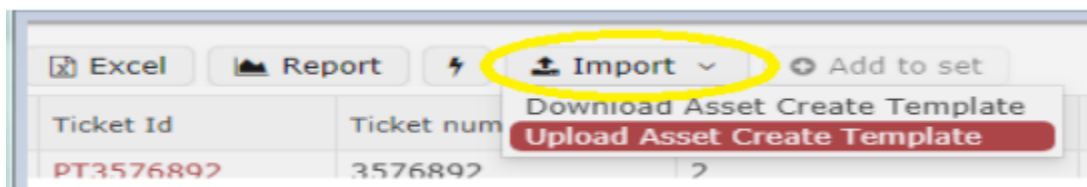


2. Select the import icon, then select Download Asset Create Template



Required Fields:

- Ticket number should be in the format of PA123456.
 - Pole number (or something should be entered in this field)
 - A combination of Lat/Long OR House number/Street1 is also required.
 - For PA's, Type should be selected (Attach, Overlash, etc)
 - PreExisting and Private Property must be either True or False (can't be blank)
- Each row will represent a pole.
 - See below for how to add custom fields not found in the Dynamic Attributes.
3. Repeat on another row for each pole.
 4. Save the spreadsheet. Click on the Import icon, and then select Upload Asset Create Template. Select Yes to this message if prompted



PA Dynamic Attributes

The Dynamic Attributes section contains fields found previously in the steps or permit section in the old system.

If creating PA tickets in bulk, contact support for a list of the Dynamic Attributes needed.

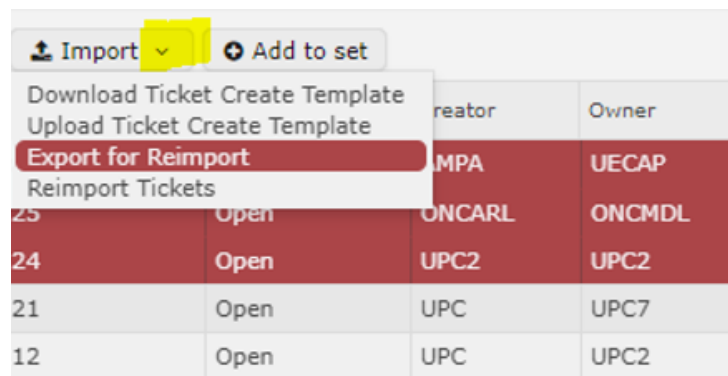
Export for Reimport

Tickets, Poles, and Steps can be exported to make updates and reimported back into NJUNS.

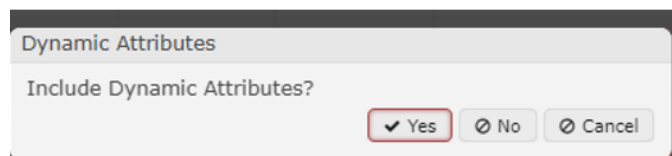
Note that if the update cannot be made in the application, it will not be allowed using the tool.

Ticket Header Updates (PT or PA)

- If updating Ticket header information, Click Tickets.
- Highlight the tickets to be exported and click the Import icon and choose Export for Reimport

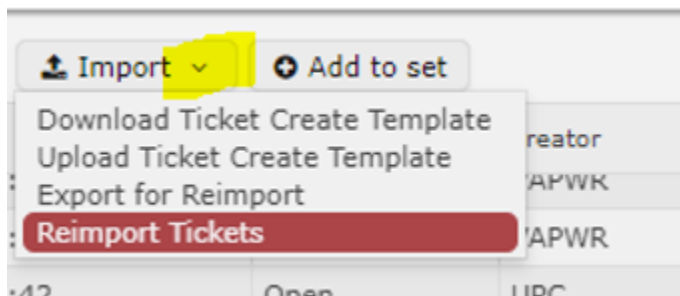


Dynamic Attributes: If in a state that uses Dynamic attributes and the fields being updated include those fields, click Yes to this question. If not in NY, NJ, MA, RI, or PA this question will not appear.

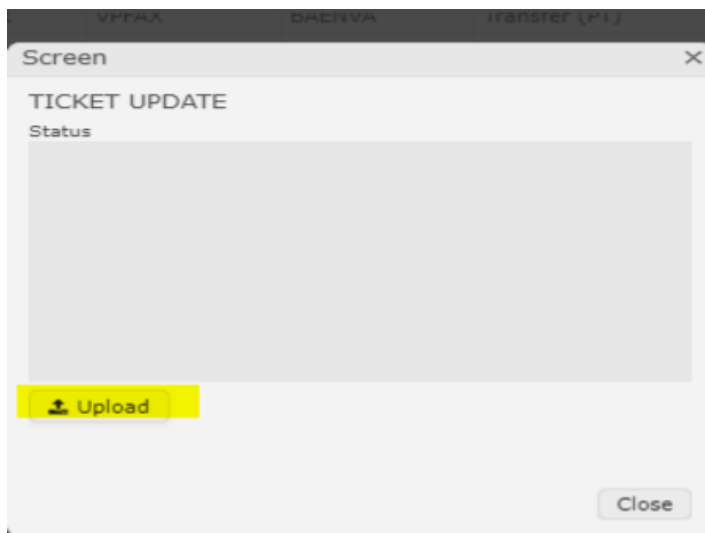


The spreadsheet is downloaded to the PC. Make the changes or updates and save the spreadsheet.

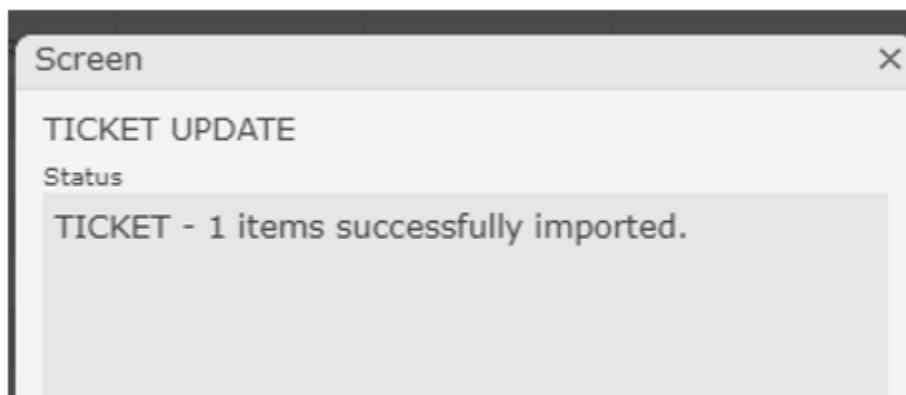
- Click back on the Import icon and choose Reimport Tickets.



Click Upload and find the file that was previously saved on the PC.

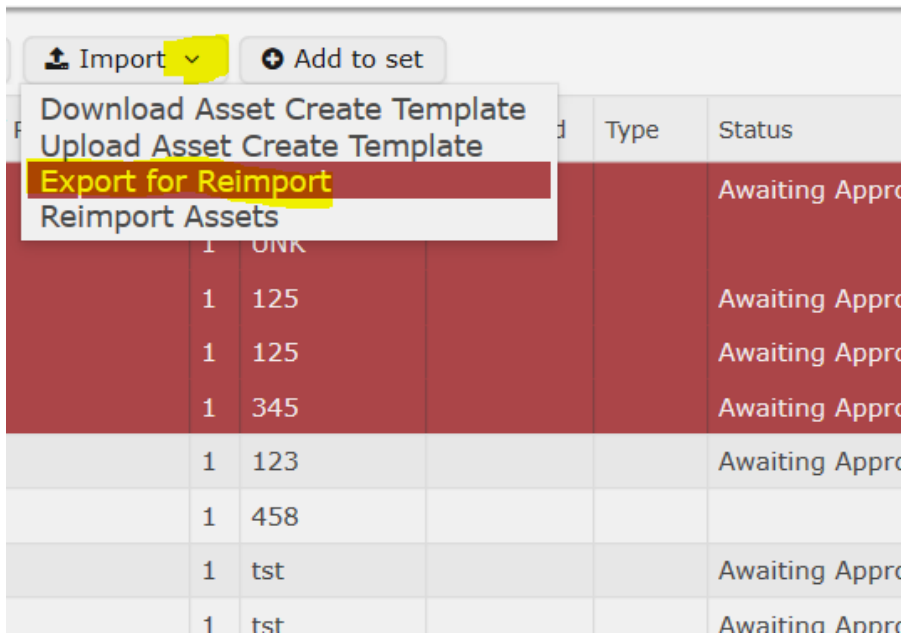
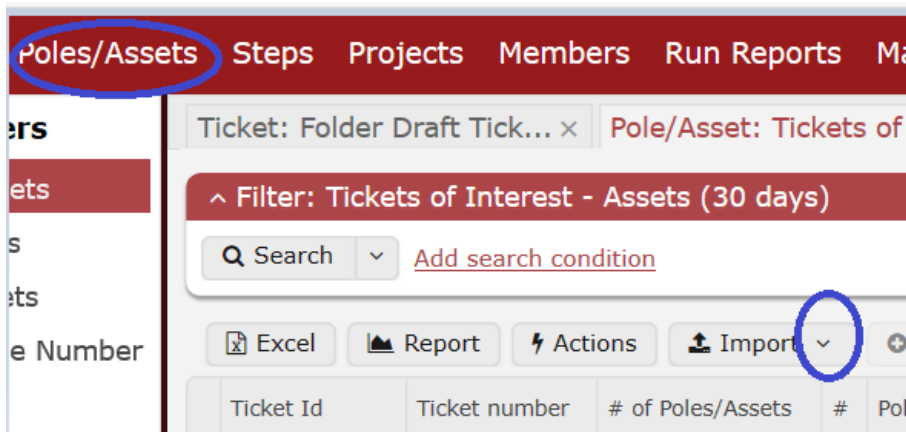


If successful, the status will update.

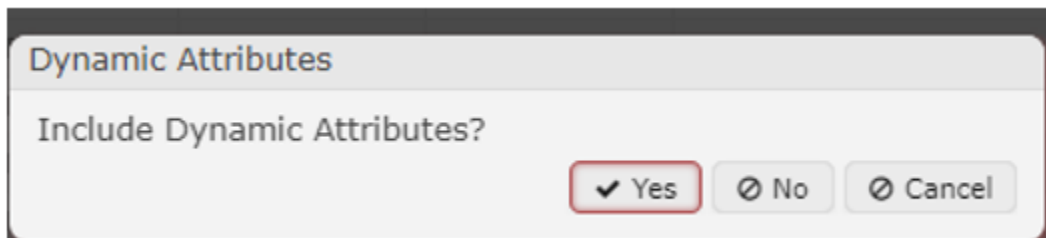


Pole/Asset Updates (PT or PA)

Click on Pole/Asset from the MAIN menu. Highlight the poles to be updated and click the Import icon and choose Export for Reimport.

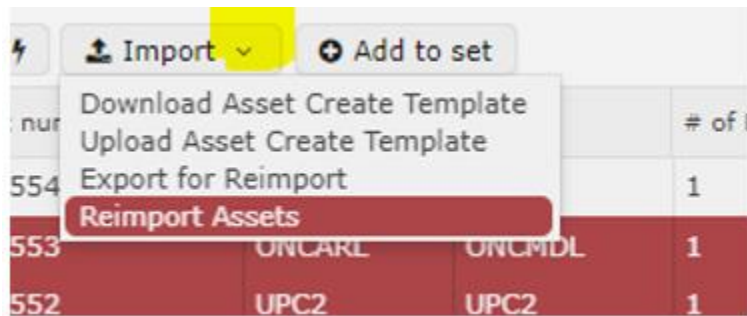


Dynamic Attributes: If in a state that uses Dynamic attributes and the fields being updated include those fields, click Yes to this question. If not in NY, NJ, MA, RI, or PA this question will not appear.

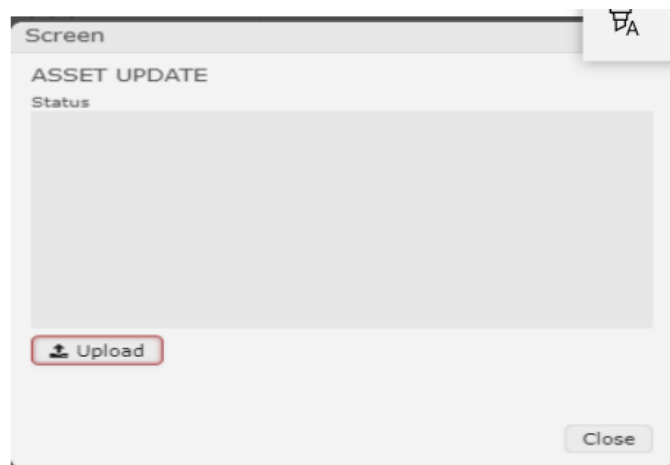


The spreadsheet is downloaded to the PC. Make the changes or updates and save the spreadsheet.

- Go back to Poles/Assets and click Import then choose Reimport Assets

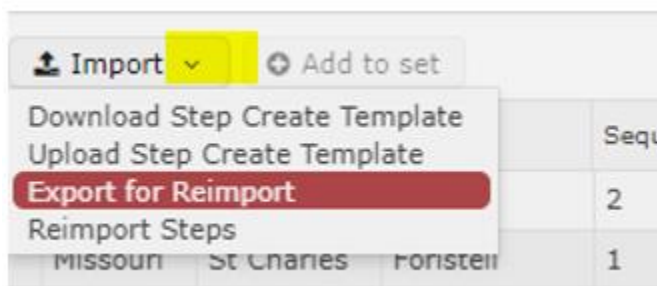


Click Upload and select the file from the PC that was previously saved.

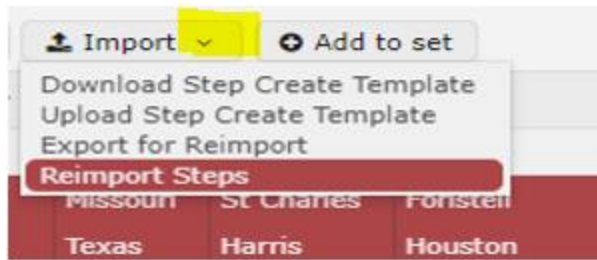


Step Updates (PT Only)

Click on Steps from the MAIN Menu. Highlight the Steps to be updated and select Import, then choose Export for Reimport



The spreadsheet will download to the PC. Make the necessary updates and save the file. • Go back to Steps, and select the import icon then choose Reimport Steps



Click the Upload icon and locate the file on the PC that was previously saved

