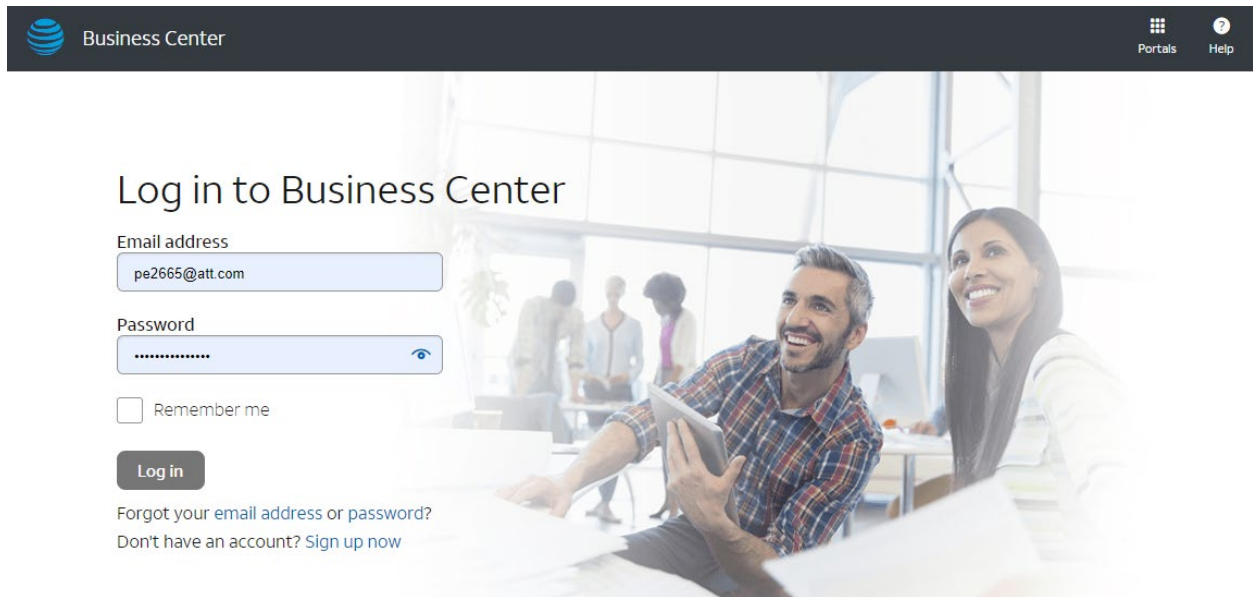


# AT&T Facility Portal – Pole Data retrieval and Attachment Data upload

Link to the Facility Portal:

<https://attfacilitiesportal-az-portal.att.com/FacilityPortal/polemapping>

Login through the Business Center using your email address and your password.



Business Center

Portals Help

## Log in to Business Center

Email address  
pe2665@att.com

Password  
\*\*\*\*\*

☐ Remember me

**Log in**

[Forgot your email address or password?](#)  
[Don't have an account? Sign up now](#)

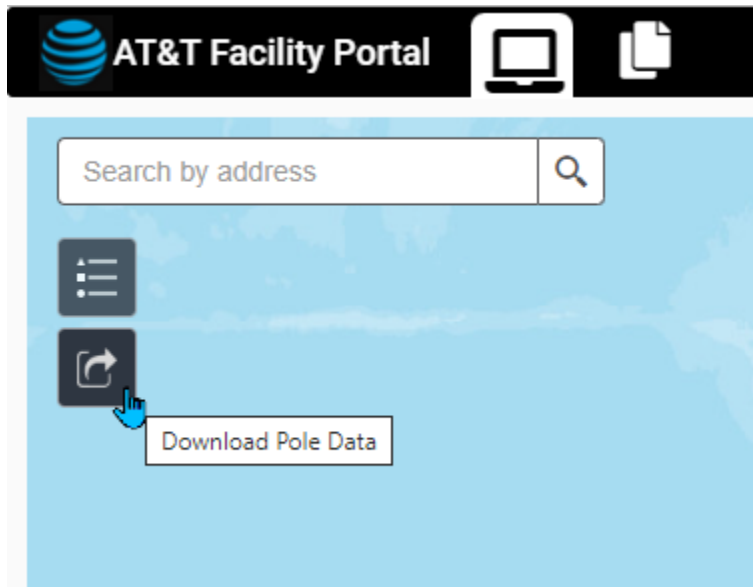
AT&T Facility Portal – Attacher Initial setup:



# AT&T Facility Portal – Pole Data retrieval and Attachment Data upload

## AREA OF INTEREST SELECTION – Download Pole Data

To begin the process of Pole Data retrieval, click on the Download Pole Data icon:



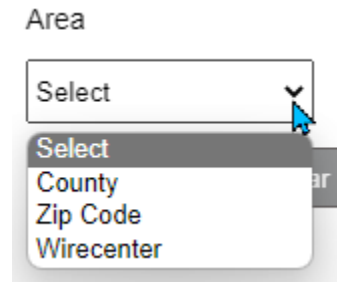
The **Download Pole Data** panel should appear, [please be patient and allow adequate time for the Company picklist to populate](#) before attempting to select the Area ([if you experience issues press the Clear button to start over](#)). Next, ensure you have selected the Company you are representing.

The image shows two side-by-side screenshots of the "Download Pole Data" panel. The left screenshot shows the panel with the "Company" dropdown menu open, displaying a list of companies. The "State" dropdown is set to "CA" and the "Area" dropdown is set to "Select". The "Clear" and "Submit Request" buttons are visible at the bottom. The right screenshot shows the panel with the "Company" dropdown set to "Test-New Company", the "State" dropdown set to "CA", and the "Area" dropdown set to "Select". The "Clear" and "Submit Request" buttons are also visible at the bottom.

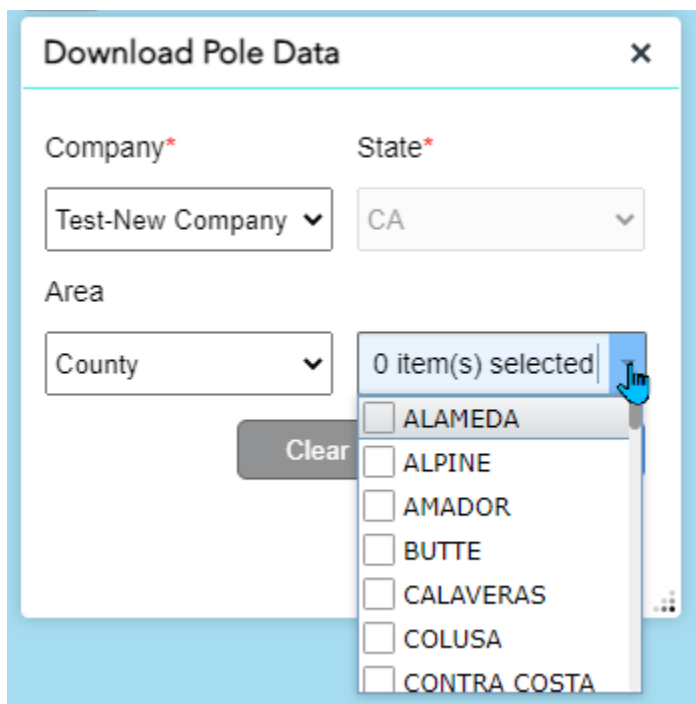
At this point, the **Submit Request** button will be enabled, and you can submit your request for the entire state of California. If you would like to request a smaller geographic area, use the Area options shown on the following page.

## AT&T Facility Portal – Pole Data retrieval and Attachment Data upload

The Area options include County, Zip Code, and AT&T Wire Center. County is the option we expect most Attachers will choose.



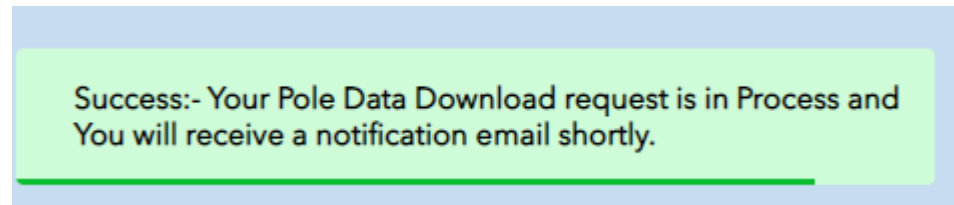
Once you have selected the Area option, the selection list will appear to the right. In this example, you may select multiple counties and the map will zoom to the extents of the selection(s). [Please be patient as you make multiple selections.](#)

A screenshot of a web form titled 'Download Pole Data'. The form has a close button (X) in the top right corner. It contains three main sections: 'Company\*', 'State\*', and 'Area'. The 'Company\*' section has a dropdown menu with 'Test-New Company' selected. The 'State\*' section has a dropdown menu with 'CA' selected. The 'Area' section has a dropdown menu with 'County' selected. To the right of the 'Area' dropdown is a selection list titled '0 item(s) selected'. The list contains a 'Clear' button and a list of counties with checkboxes: ALAMEDA, ALPINE, AMADOR, BUTTE, CALAVERAS, COLUSA, and CONTRA COSTA. A mouse cursor is pointing at the '0 item(s) selected' text.

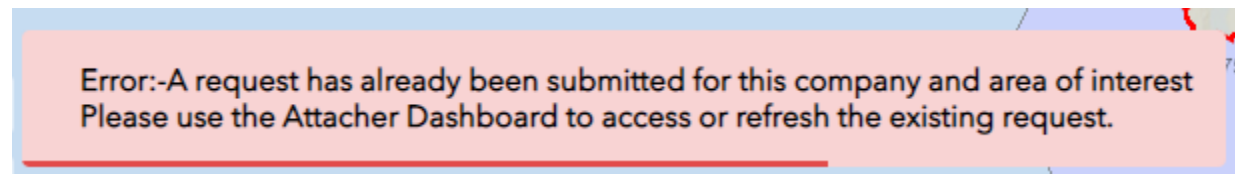
## AT&T Facility Portal – Pole Data retrieval and Attachment Data upload

After you have made your selections, press the **Submit Request** button.

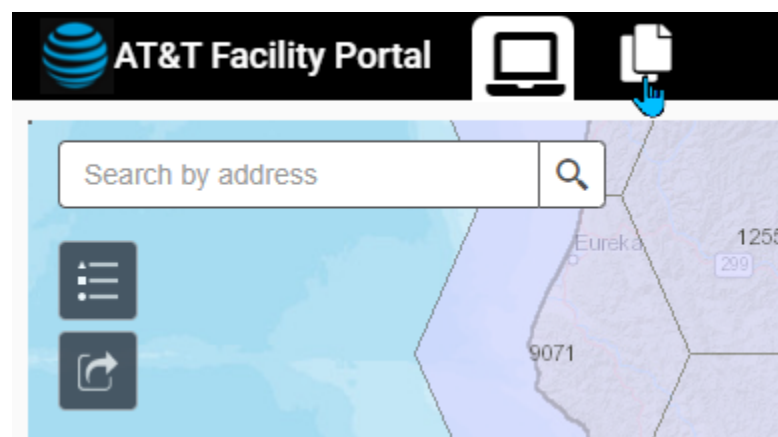
When the request is received, you will see a message appear at the bottom left of the screen. Shown, below, the message informs you the request is in Process. You will receive an email when the data is available for download.



If you, or another representative of the company you selected, has already made the same request for the same Area of Interest, you will see the following reminder:



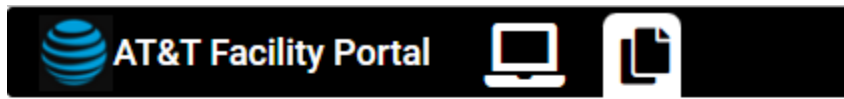
You can find the **Attacher Dashboard** icon at the top left of the screen:



# AT&T Facility Portal – Pole Data retrieval and Attachment Data upload

## ATTACHER DASHBOARD – Pole Data Download Requests

The first section of the **Attacher Dashboard** is the **Pole Data Download Requests** screen:






**Pole Data Download Requests** | [Pole Data Uploads](#)




### Pole Data Download Requests

From this screen, you can review the status of your request(s) and any requests submitted by others for the companies you represent. This screen is also used to download the Pole Information and/or Refresh the data set.

 AT&T Facility Portal



Welcome Philip  
Attacher Initial



Pole Data Download Requests | Pole Data Uploads

Pole Data Download Requests

⚠ Please note that data contained in the AT&T Facility Portal may not be completely accurate and may not reflect changes in the field that have occurred since data collection or submission. The information is the most recent information available to AT&T. Data in the AT&T Facility Portal must be verified before use in load calculations or for other purposes. AT&T does not verify data provided by third parties. It is the responsibility of the information requestor to verify and validate the information in accordance with all existing safety requirements.

Company Name

Requested Date

File Name .if

Status

Area Chosen

User Select By

Version

Test-New Company

08/25/2023 04:05:06


Test-New Company20230825040506\_4.zip

REFRESH\_SUCCESS

ZIP CODE

90003

4



Test-New Company

08/25/2023 03:50:13


Test-New Company20230825035013\_3.zip

REFRESH\_SUCCESS

ZIP CODE

90007, 90011

3



Test-New Company

08/25/2023 03:42:32


Test-New Company20230825034232\_2.zip

REFRESH\_SUCCESS

WIRECENTER

ALHBCA01, ANGWCA11, ANHMCA01

2



Test-New Company

08/25/2023 03:42:03


Test-New Company20230825034203\_3.zip

REFRESH\_SUCCESS

WIRECENTER

ANHMCA01

3



Test-New Company

08/24/2023 19:20:07

Test-New Company20230824192007\_2.zip

DOWNLOAD\_FAILED

COUNTY

COLUSA, HUMBOLDT

2

Showing 1 to 5 of 28 entries

1

2

3

4

5

For example, the following request for the San Diego County area has been received for the first time (Version 1).

Status	Area Chosen	User Select By	Version	
RECEIVED	COUNTY	SAN DIEGO	1	🔄

# AT&T Facility Portal – Pole Data retrieval and Attachment Data upload

When the request is being processed by the system, the status will change to **INPROGRESS**:






File Name	Status
	INPROGRESS

Once the request is processed, the status will change to **SUCCESS** and there will be a link in the File Name column to download the generated ZIP file:

File Name	Status
<a href="#">ATT Communications20230726102935_5.zip</a>	SUCCESS

When you download and extract the ZIP file (an example of a request for the entire state is shown below), you should find 3 different types of files.

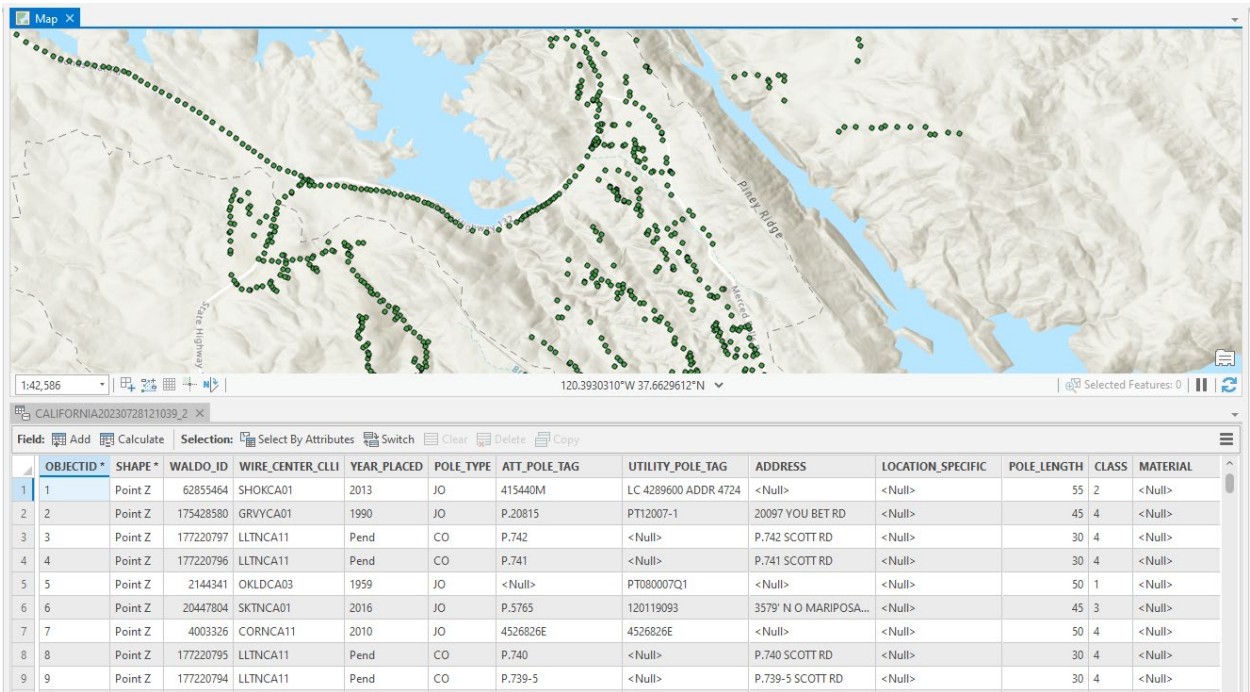
- First, the GDB file includes the pole data within the Area of Interest selected.
- Next, there will be one or more CSV files (depending on the number of poles within the Area of Interest, additional CSV files may be necessary).
- Finally, there will be a Template CSV file which includes the data columns expected back from each Attacher—we recommend you retain the same naming convention when uploading Attachments on the **Pole Data Uploads** page, but it is not a requirement.

Name
 CALIFORNIA20230728121039_2.gdb
 CALIFORNIA20230728121039_2.csv
 CALIFORNIA20230728121039_2_Template.csv
 CALIFORNIA20230728121040_2.csv
 CALIFORNIA20230728121041_2.csv

# AT&T Facility Portal – Pole Data retrieval and Attachment Data upload

## POLE DATA FILES PROVIDED

The GDB file is useful when utilizing a GIS application for spatial analysis:



Alternatively, the provided CSV file(s) include the same information in a delimited format:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
WALDO_ID	WIRE_CENTER_CLI	YEAR_PLACED	POLE_TYPE	ATT_POLE_TAG	UTILITY_POLE_TAG	ADDRESS	LOCATION_SPECIFIC	POLE_LENGTH	CLASS	MATERIAL	GPS_LAT	GPS_LON	MUNICIPALITY	COUNTY	UUID	JOINT_OWNER
212515227	TUSTCA11	1982	JO	UNK		F 14772 HOLT AV		40	4		33.74916805	-117.8141419	TUSTIN	ORANGE		
212515187	TUSTCA11	1983	JO	UNK		R 13831 BRENNAN WY		40	4		33.76212922	-117.8113269	SANTA ANA	ORANGE		
212515184	TUSTCA11	2009	JO	UNK		REDHILL		40	4		33.73494724	-117.8118583	TUSTIN	ORANGE		
212515176	TUSTCA11	1962	JO	UNK		R 13772-2 CARLSBAD DR		40	4		33.76280489	-117.81838	SANTA ANA	ORANGE		
212515167	TUSTCA11	1971	JO	UNK		R 18402 VANDERLIP AV		40	4		33.75656601	-117.8121517	SANTA ANA	ORANGE		
212515157	TUSTCA11	1978	JO	UNK		R/W 17131 ALTADENA DR		40	4		33.73188281	-117.8315004	TUSTIN	ORANGE		
212515050	TUSTCA11	1984	JO	UNK		R 1103 EL CAMINO REAL		40	4		33.73807949	-117.8207972	TUSTIN	ORANGE		
212514960	TUSTCA11	1988	JO	UNK		R 17612 FIESTA WY		40	4		33.75675818	-117.8236856	TUSTIN	ORANGE		
212514953	TUSTCA11	1876	JO	UNK		14141 BRENNAN WY		40	4		33.75798962	-117.8114482	SANTA ANA	ORANGE		
212514922	TUSTCA11	2008	JO	UNK		P 631884E SKYLINE DR		40	4		33.75664905	-117.7840509	SANTA ANA	ORANGE		
212514902	TUSTCA11	1876	JO	UNK		R 14232 LAMBETH		40	4		33.75667924	-117.8165415	TUSTIN	ORANGE		
212514861	TUSTCA11	1980	JO	UNK		R 12611 BUBBLING WELL RD		40	4		33.74593724	-117.7945857	SANTA ANA	ORANGE		
212514745	TUSTCA11	1983	JO	UNK		R 18571 MEDFORD AV		40	4		33.76219845	-117.8084532	SANTA ANA	ORANGE		
212514740	TUSTCA11	1993	JO	UNK		R 18571 SAUGUS AV		40	4		33.76472068	-117.8088642	SANTA ANA	ORANGE		
212514706	TUSTCA11	2018	JO	UNK		12912-2 CHARLOMA		40	4		33.74711793	-117.8064785	TUSTIN	ORANGE		
212514665	TUSTCA11	2013	JO	UNK		R 1381 MAUNA LOA RD		40	4		33.74215613	-117.8081691	TUSTIN	ORANGE		
212513818	HGLDCA11	1876	JO	UNK		5607-2 MC KINLEY AV		40	4		34.15190452	-117.23664	SAN BERNARDINO	SAN BERNARDINO		
212513802	HGLDCA11	1876	JO	UNK		5615 ARDEN AV		40	4		34.15182791	-117.234337	HIGHLAND	SAN BERNARDINO		



## AT&T Facility Portal – Pole Data retrieval and Attachment Data upload

The provided Pole Data includes the following information to help the Attacher locate the pole:

**WALDO\_ID** – the unique identifier used by AT&T for a pole.

**WIRE\_CENTER\_CLLI** – the AT&T Wire Center where the pole is located.

**YEAR\_PLACED** – the year the pole was placed or the year the project that placed the pole was Closed.

**POLE\_TYPE**—

CO = AT&T solely owned (aka company owned)

JO = Jointly owned pole

**ATT\_POLE\_TAG**—the AT&T Pole Tag if known, this field may have other data.

**UTILITY\_POLE\_TAG**—the utility pole tag if known, this field may have other data.

**ADDRESS**—information helpful to identify the location of the pole.

**LOCATION\_SPECIFIC**—additional information helpful to identify the location of the pole.

**POLE\_LENGTH**—the total length of the pole.

**CLASS**—the strength of the pole.

**MATERIAL**—the material the pole is made of.

**GPS\_LAT**—the decimal degrees GPS Latitude of the pole.

**GPS\_LON**—the decimal degrees GPS Longitude of the pole.

**MUNICIPALITY**—the municipality where the pole is located.

**COUNTY**—the county where the pole is located.

**UUID**—the Utility Unique ID for the poles (for instance, some electric companies use an equipment ID).

**JOINT\_OWNER**—the base owner of the pole or communications-space owner on the pole.

The template CSV includes the following columns. You can find more information about the requirements of these fields in the [Pole Attachment DB Phase 2 Schema Details](#).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	WALDO_ID	Attacher	Attachme	Attachme	Attachme	Attachme	Height_of	Attachme	Attachme	Attachme	Voltage	Support_Structures		
2														
3														
4														
5														
6														
7														
8														
9														

### WALDO\_ID

Attacher\_Application\_Number

Attachment\_Type

Attachment\_Identifying\_Number

Attachment\_Status

Attachment\_Status\_Date

Height\_of\_Attachment

Attachment\_Weight

Attachment\_Dimensions

Attachment\_Tensile\_Strength

Voltage


Support\_Structures








## AT&T Facility Portal – Pole Data retrieval and Attachment Data upload

### Refreshing the Pole Data

After you have gone through the initial analysis of the poles, you may choose to generate an updated listing of poles for the same Area of Interest. This may be useful to take advantage of more recent data AT&T has available at that time. Simply choose the Refresh option for that row and the process will be repeated:

SUCCESS	COUNTY	COLUSA, SACRAMENTO	1	
---------	--------	--------------------	---	---

The request status will update to REFRESH\_RECEIVED and the version number will increment by one.

Status 	Area Chosen 	User Select By 	Version 	
REFRESH_RECEIVED	COUNTY	COLUSA, SACRAMENTO	2	

Once the data is available the status will update to REFRESH\_SUCCESS.

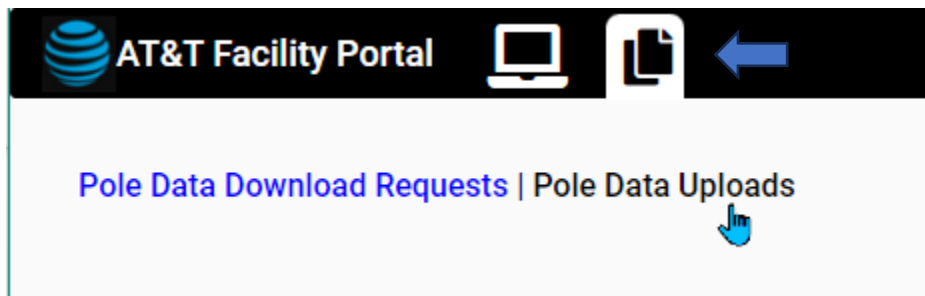
File Name 	Status 
Test-New Company20230825034203_3.zip	REFRESH_SUCCESS

# AT&T Facility Portal – Pole Data retrieval and Attachment Data upload

## ATTACHER DASHBOARD – Pole Data Uploads

Once the Attacher determines the Attachments to provide for the applicable poles, the previously provided Template CSV file should be used to detail the required Attachment data. The **AT&T Facility Portal** can then be used to access the Attacher Dashboard once more to upload the data. Attachers may provide more than one file; however, please do not provide the same attachment in more than one file (and uploaded files may be deleted as necessary).

Within the **AT&T Facility Portal**, navigate to the **Attacher Dashboard** icon, and then choose the **Pole Data Uploads** tab:



From the **Pole Data Uploads** screen, the Attacher may upload files for any represented companies, delete them, &/or review the current status of the files. [Remember, please do not provide the same attachment in multiple files.](#)

A screenshot of the "Pole Data Uploads" screen in the AT&T Facility Portal. The screen shows a table of uploaded files with columns for File Name, Uploaded By, Date/Time, Status, and a delete icon. Below the table is a pagination bar showing "Showing 1 to 5 of 10 entries" and a "1" button. At the bottom, there is an "Upload" section with a "Drag and drop files here or Browse Files" area and a "Max 1 file allowed." message. There are "Cancel" and "Upload File" buttons at the bottom right.

**Pole Data Uploads**

Select Company Name  
Test-New Company

File Upload Help

File Name	Uploaded By	Date/Time	Status	
test data 96.csv	rk446u	08/04/2023 09:54:35	RECEIVED	✕
PoleDataUploadTest3.csv	ap1096	08/03/2023 15:23:11	RECEIVED	✕
test data_pass.csv	rk446u	07/27/2023 13:01:12	INPROGRESS	✕
test file 3.csv	sy634t	07/26/2023 12:03:39	INPROGRESS	✕
reject.csv	sy634t	07/26/2023 11:04:42	INPROGRESS	✕

Showing 1 to 5 of 10 entries

1 2 5

**Upload**

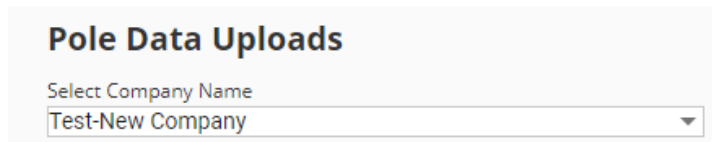
Drag and drop files here  
or  
Browse Files

Max 1 file allowed.

Cancel Upload File

## AT&T Facility Portal – Pole Data retrieval and Attachment Data upload

If you represent more than one company, please ensure you first select the appropriate company when uploading a file:

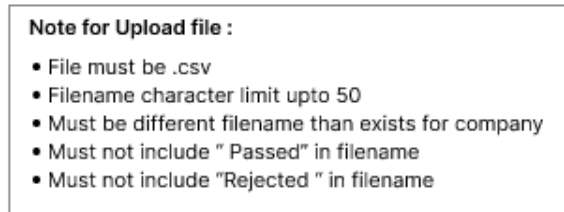


**Pole Data Uploads**

Select Company Name

Test-New Company

Here are the requirements for any files uploaded on this screen:

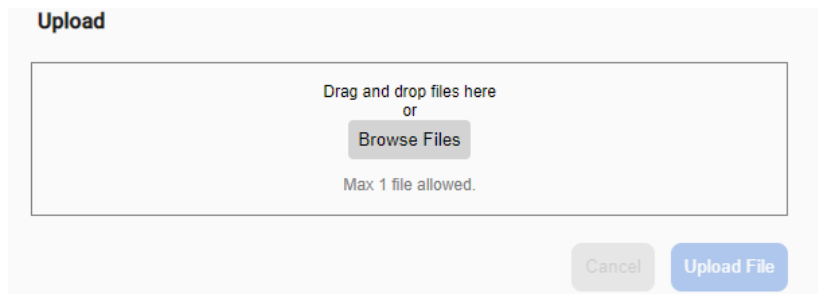


**Note for Upload file :**

- File must be .csv
- Filename character limit upto 50
- Must be different filename than exists for company
- Must not include " Passed" in filename
- Must not include "Rejected " in filename

 [File Upload Help](#)

You may 'drag and drop' a file to the browser or use the Browse option to navigate your computer's file system to select the specific file. When you are ready, press the **Upload File** button or press the **Cancel** button to cancel the upload. Please note this option only permits one file at a time, but multiple files can be uploaded in succession.



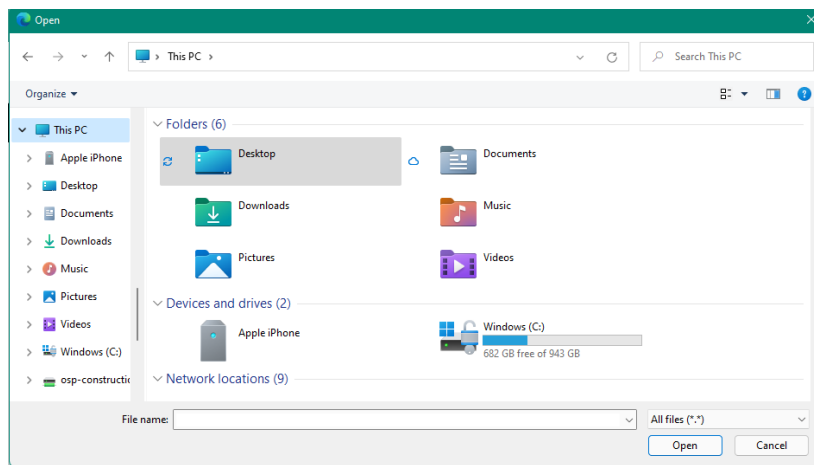
**Upload**

Drag and drop files here  
or  
[Browse Files](#)

Max 1 file allowed.

[Cancel](#) [Upload File](#)

### Browse Files:



## AT&T Facility Portal – Pole Data retrieval and Attachment Data upload

Once you have uploaded the necessary files, you can review the status of the files.

File Name	Uploaded By	Date/Time	Status	
test data 96.csv	rk446u	08/04/2023 09:54:35	RECEIVED	×
PoleDataUploadTest3.csv	ap1096	08/03/2023 15:23:11	RECEIVED	×
test data_pass.csv	rk446u	07/27/2023 13:01:12	INPROGRESS	×
test file 3.csv	sy634t	07/26/2023 12:03:39	INPROGRESS	×
reject.csv	sy634t	07/26/2023 11:04:42	INPROGRESS	×
Showing 1 to 5 of 10 entries				

Initially, the status will be RECEIVED. When the files are being scanned for errors, the Status will change to INPROGRESS. If you would like to delete an uploaded file, use the X at the far right. In this way, you can upload an updated file as necessary.

Status	
RECEIVED	×
RECEIVED	×
INPROGRESS	×
INPROGRESS	×
INPROGRESS	×

If any errors are detected within the uploaded file, an email will be sent to the person who uploaded the data. For instance, if the WALDO\_ID is not provided for an attachment, AT&T will have no way to determine which pole the attachment is for and the file will be rejected. The email will include information to help the Attacher identify the errors which must be resolved along with any warnings.

Rejected files should be deleted by the Attacher and new data should be uploaded.

Once the file(s) pass the error detection mechanism, the status will update to PASSED.

# AT&T Facility Portal – Pole Data retrieval and Attachment Data upload

## Accessing the Pole Database and Structure Access

After an Attacher has uploaded all Attachments, contact AT&T at [g10207@att.com](mailto:g10207@att.com) to FINALIZE the file(s). Please include the following information in the email:

- Subject Line = “Finalize pole attachment upload”
- Body of Email = Attaching Party company name and the name of the uploaded file

**IMPORTANT:** Once the files are FINALIZED, the files will be locked and cannot be Deleted.

At a later date, the Attacher files will be uploaded into AT&T’s pole database. At that point in time, the Attacher’s representative’s profile will be updated from “Attacher Initial” to “Attacher” which will enable the Attacher to submit new Structure Access Requests (SAR) through the **AT&T Facility Portal**:

