

Pole Information Report via Facility Portal Job Aid

There are two different types of pole information reports available from the AT&T Facility Portal:

1. Commission Report – Provides information about the pole(s) selected but does not provide attachment information.
2. Attacher Survey Report – Provides information about the pole(s) selected including the available attachment information. Attachment data is currently only available in California.

Based on the pole information you are needing, you will need to follow the instructions listed for each report type.

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Revision Log

Issue Number	Date	Description	Published By
1	3/9/2022	Initial publication	kw7688
2	4/22/2022	Updated to clarify that attachment data is only available in California	Kw7688

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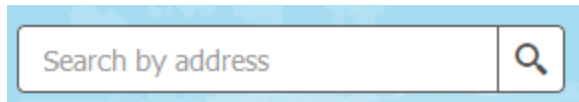
1. Commission Report

1.1. Log in to Facility Portal via the following link:

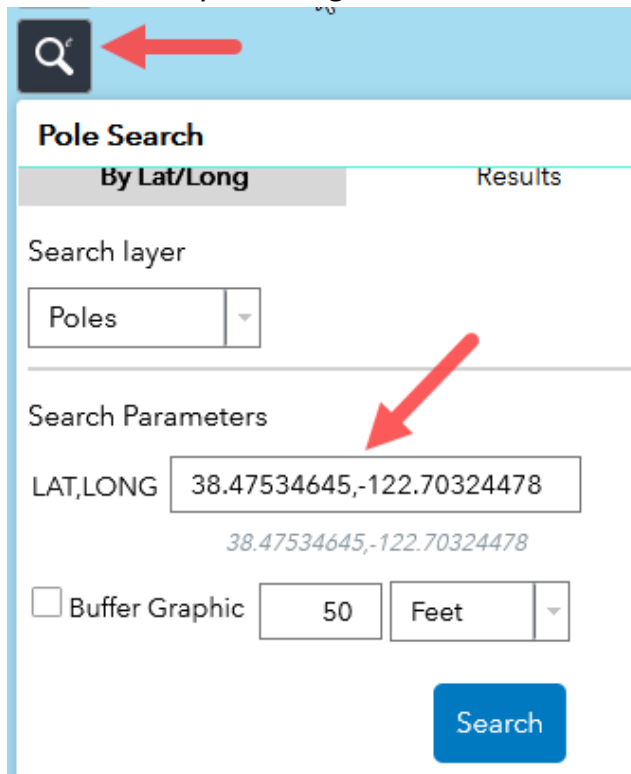
<https://attfacilitiesportal-az-portal.att.com/FacilityPortal/polemapping>

1.2. Zoom to the location of the pole(s) that you require information on. This can be done by any of the ways listed below:

a. Search by address

A screenshot of a search bar with the placeholder text "Search by address" and a magnifying glass icon on the right.

b. Pole Search by Lat/Long

A screenshot of the "Pole Search" interface. At the top, there is a search icon with a red arrow pointing to it. Below this is a section titled "Pole Search" with a tab labeled "By Lat/Long" and a "Results" column. Under "Search layer", there is a dropdown menu set to "Poles". Below that is a "Search Parameters" section with a "LAT, LONG" input field containing the coordinates "38.47534645,-122.70324478". A red arrow points to this input field. Below the input field, the coordinates "38.47534645,-122.70324478" are displayed in a smaller font. At the bottom, there is a checkbox for "Buffer Graphic" followed by a value of "50" and a unit dropdown set to "Feet". A blue "Search" button is located at the bottom right.

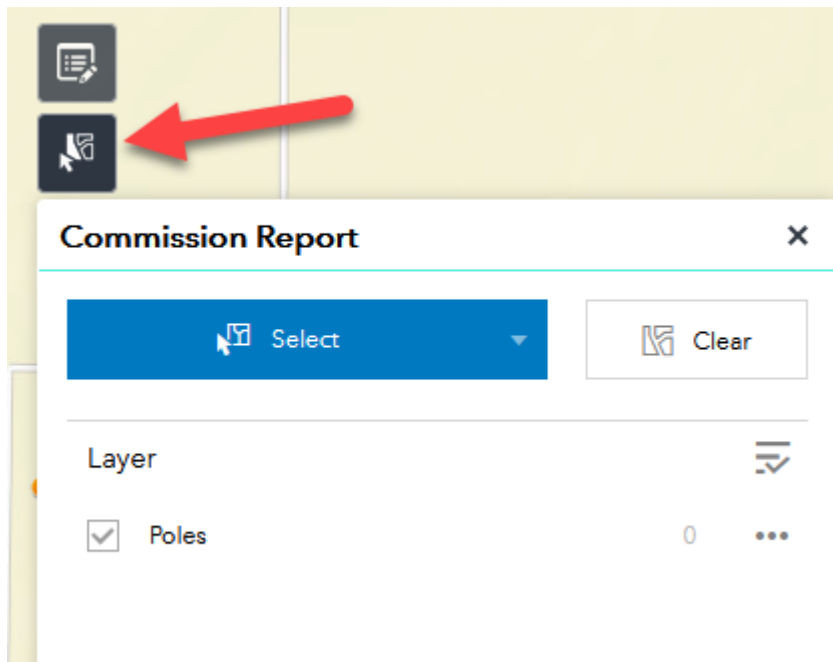
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- c. Zoom to the location on the map using the scroll button on your mouse or the + or – buttons on the screen



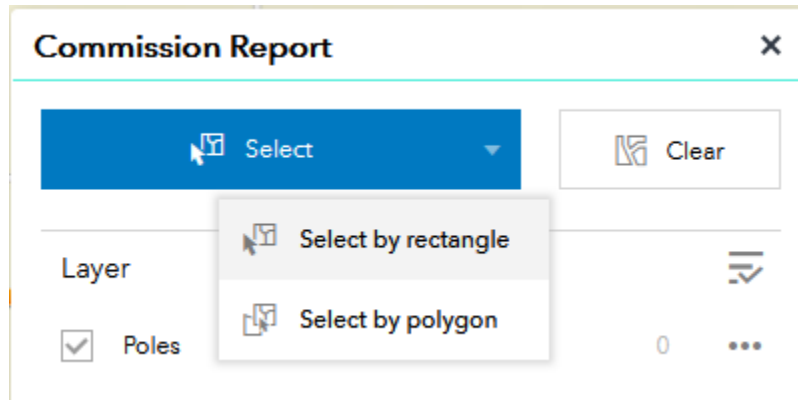
1.3. Select pole(s) to include in the report

- a. Click on the Commission Report icon to open the Commission Report dialog box

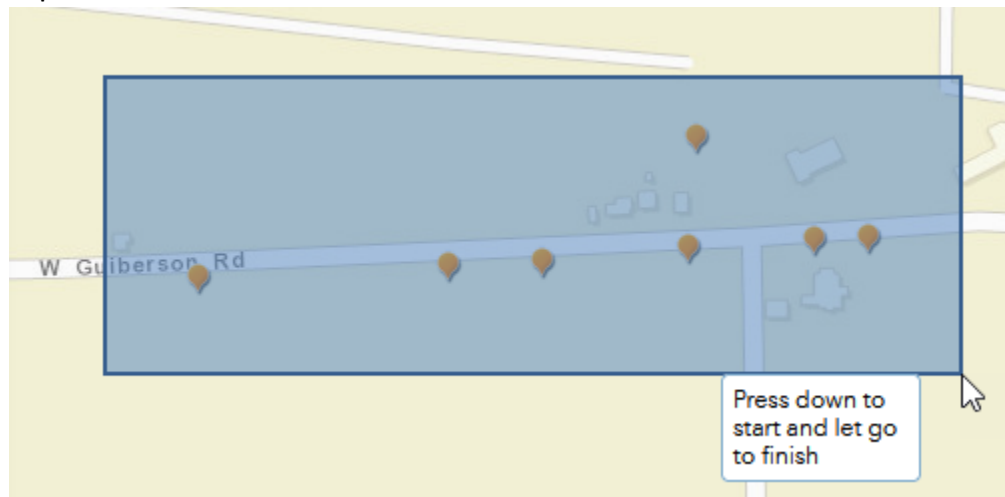


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- b. Choose “Select by rectangle” or “Select by polygon” in the Select drop down box



- c. Place the rectangle or polygon around the pole(s) to be included in the report

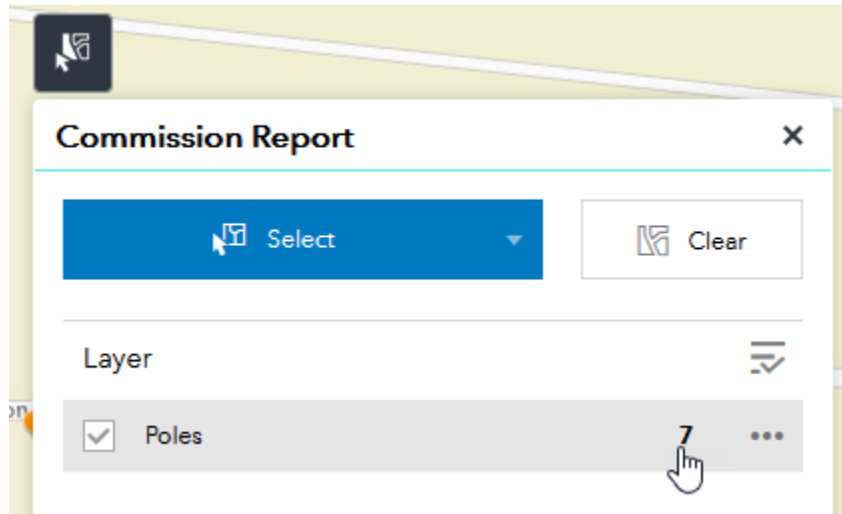


- d. The pole(s) selected to be included in the report will be highlighted

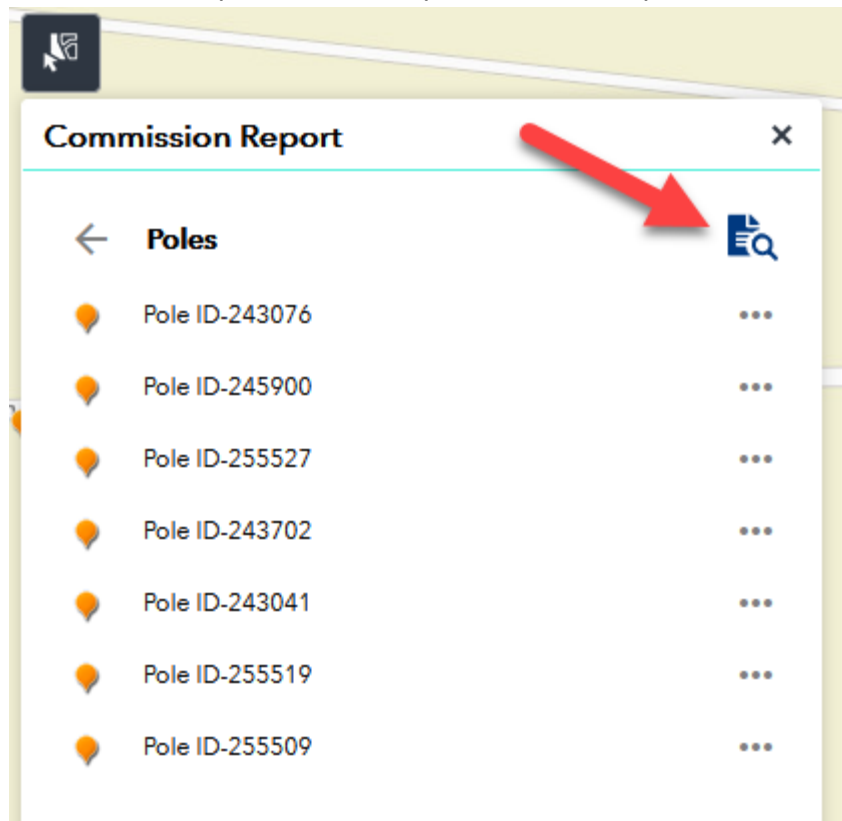


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- e. Click on the Poles quantity line



- f. Click on the Report icon to export an excel report of the selected poles



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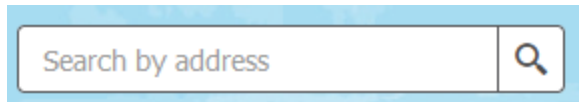
2. Attacher Survey Report

2.1. Log in to Facility Portal via the following link:

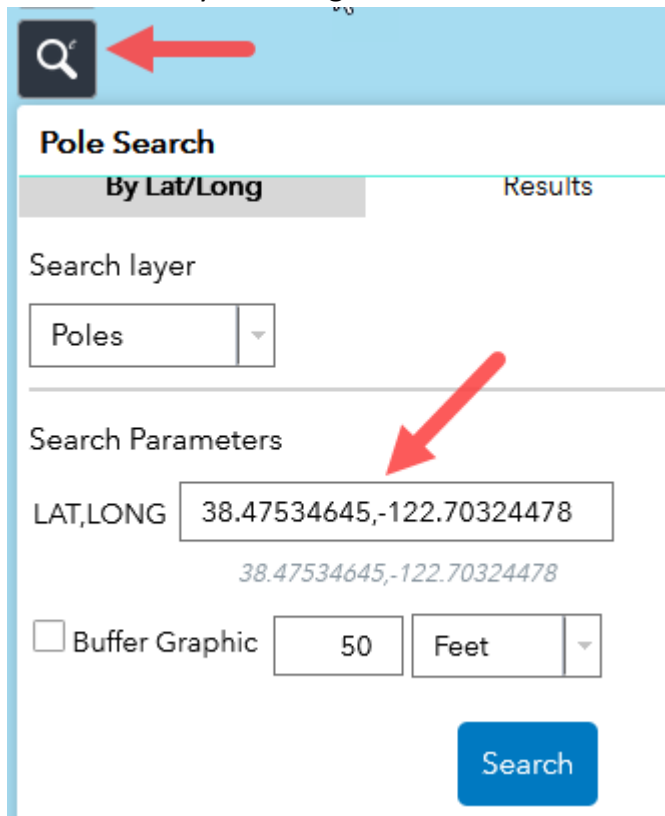
<https://attfacilitiesportal-az-portal.att.com/FacilityPortal/polemapping>

2.2. Zoom to the location of the pole(s) that you require information on. This can be done by any of the ways listed below:

a. Search by address

A screenshot of a search bar with the placeholder text "Search by address" and a magnifying glass icon on the right.

b. Pole Search by Lat/Long

A screenshot of the "Pole Search" interface. At the top, there is a search bar with a magnifying glass icon, indicated by a red arrow. Below this, the "Pole Search" section has a tab labeled "By Lat/Long" and a "Results" column. Under "Search layer", there is a dropdown menu set to "Poles". Under "Search Parameters", there is a text input field containing "38.47534645,-122.70324478", with a red arrow pointing to it. Below the input field, the same coordinates are displayed in a smaller font. At the bottom, there is a checkbox for "Buffer Graphic", a text input field set to "50", a dropdown menu set to "Feet", and a blue "Search" button.

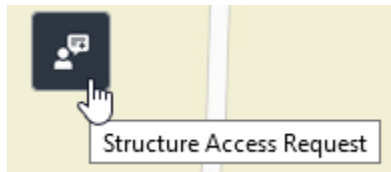
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- c. Zoom to the location on the map using the scroll button on your mouse or the + or – buttons on the screen

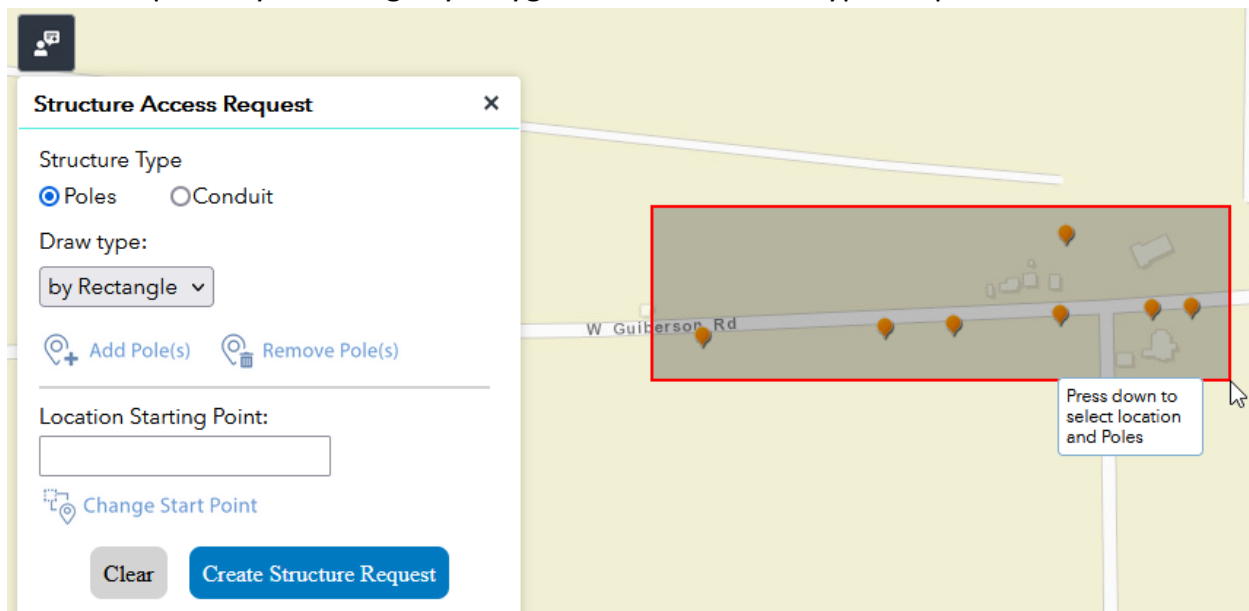


2.3. Select pole(s) to include in the report

- a. While still zoomed into the pole(s) location, select the Structure Access Request Icon to open the Structure Access Request dialog box.

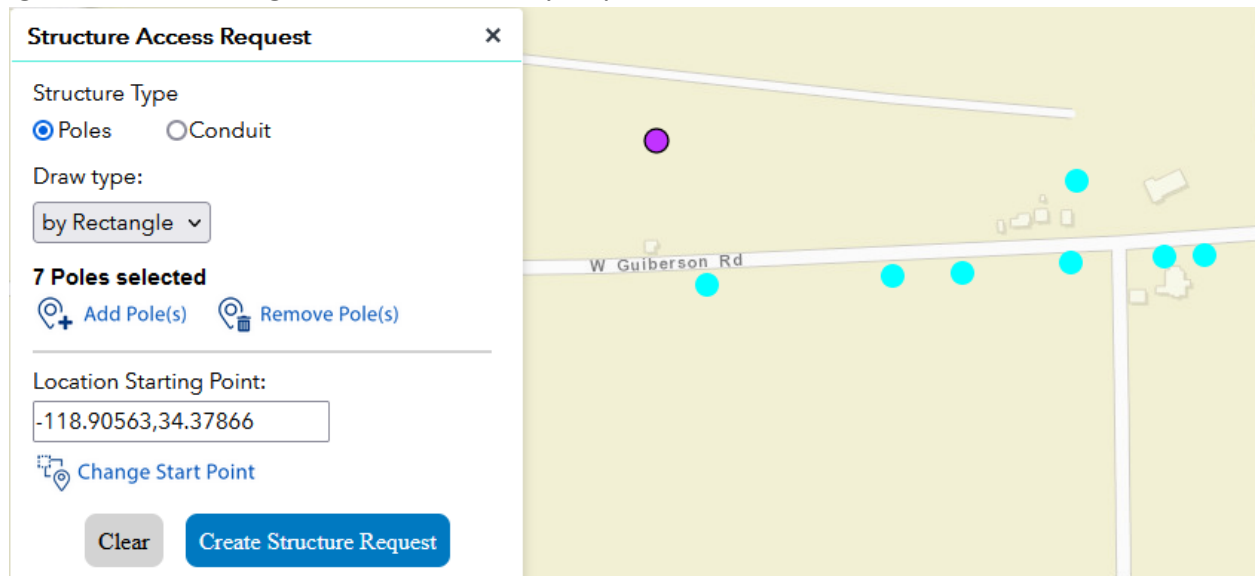


- b. Select the “Poles” radio button and place a rectangle around the pole(s) to be included in the report. A polygon can be used instead of a rectangle to select the poles by selecting “by Polygon” from the Draw type drop down.

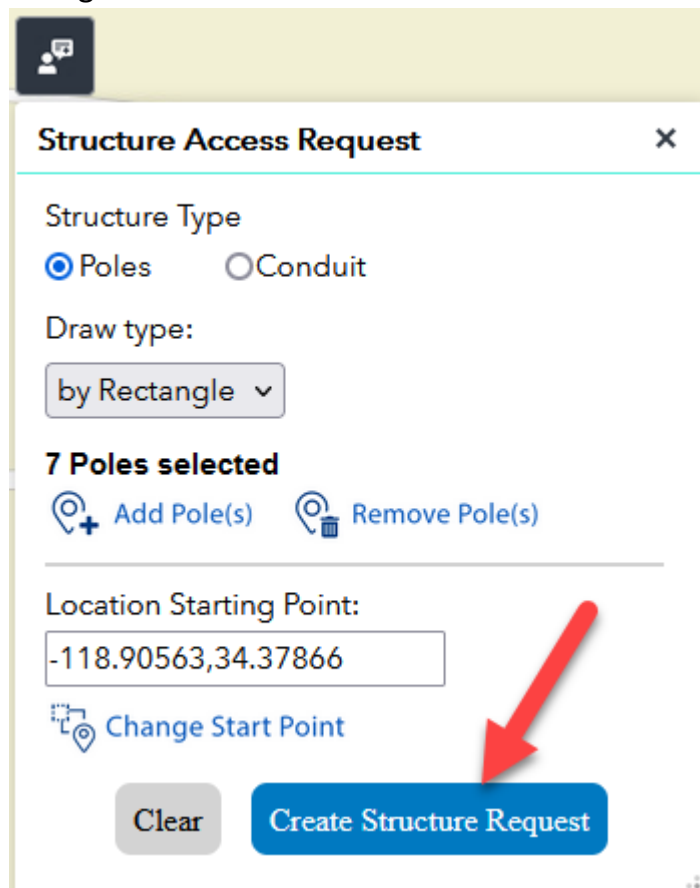


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- c. The pole(s) selected to be included in the report will be highlighted and a purple dot will appear indicating the Start Point. The Start Point can be ignored for running an Attacher Survey Report.



- d. Select the “Create Structure Request” button to open the Initiate Request dialog box.



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- e. In the Initiate Request dialog box, select the “Poles – Attachment” option from the Request Type drop down box and then click initiate request to open the Poles-Attachment Screen.

Structure Access Request ✕

Structure Type
☒ Poles ☐ Conduit

7 Poles Selected

Location Start Point
-118.90563,34.37866

Location Address
175-699 W Guiberson Rd, Fillmore, California, 93015

Wirecenter
FILLMORE

Request Type
Poles - Attachment

☐ One Touch Make Ready

Cancel Initiate Request

- f. Click the “Open” button in the Complete Pole Data Sheet section to open the Pole Data Sheet

Location Address
175-699 W Guiberson Rd, Fillmore, Califor

Complete Pole Data Sheet

Pole Data Sheet * Open


Forms and Attachments
Please upload the required forms in each drop box. Links to

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- g. The pole(s) selected will be shown. Click the “Export to Excel” in the upper right-hand corner to create an Excel report of the Pole Data Sheet

Attacher Survey Report

Total Poles 7
Company
App Tracking #

 [Export to Excel](#)

243076	▼
245900	▼
255527	▼
243702	▼
243041	▼
255519	▼
255509	▼

[Back](#) [Cancel](#) [Save](#)

- h. After exporting the report to Excel, select Cancel to close the Attacher Survey Report window.
- i. On the Poles-Attachment screen, select Cancel to close the screen.
- j. In the Structure Access Request dialog box, select Cancel to cancel out of the request.