

Pole Information Report via Facility Portal Job Aid

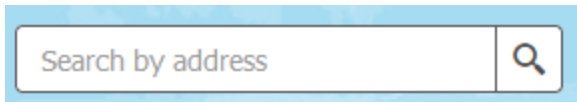
1. Commission Report

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

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

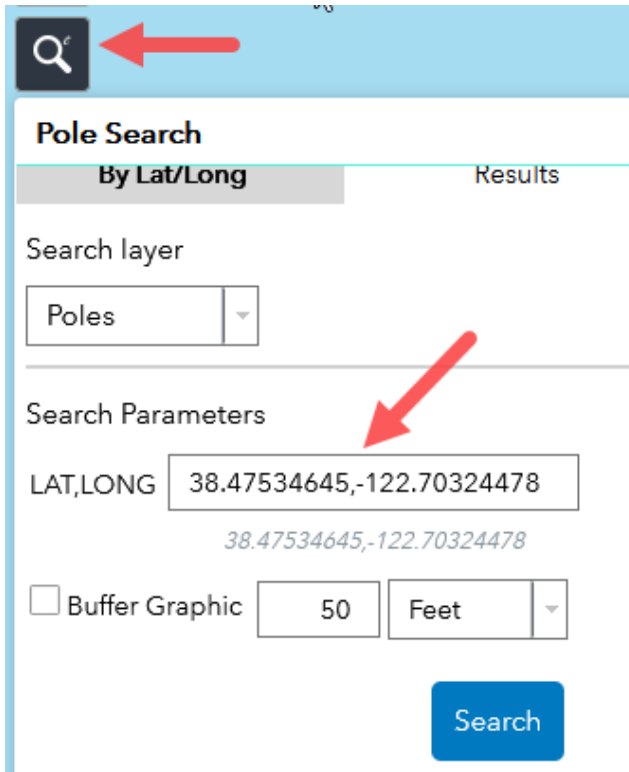
1.2. Zoom to the location of the pole(s) that you require information on. This can be done by any of the ways listed below:

a. Search by address



A search input field with the placeholder text "Search by address" and a magnifying glass icon on the right side.

b. Pole Search by Lat/Long



The "Pole Search" interface includes a search icon in a blue bar at the top left, indicated by a red arrow. Below this is a section titled "Pole Search" with a tab for "By Lat/Long" and a "Results" column. The "Search layer" is set to "Poles". Under "Search Parameters", the "LAT, LONG" field contains "38.47534645,-122.70324478", with a red arrow pointing to it. Below the coordinates is the text "38.47534645,-122.70324478". There is a checkbox for "Buffer Graphic" with a value of "50" and a unit of "Feet". A blue "Search" button is located at the bottom right.

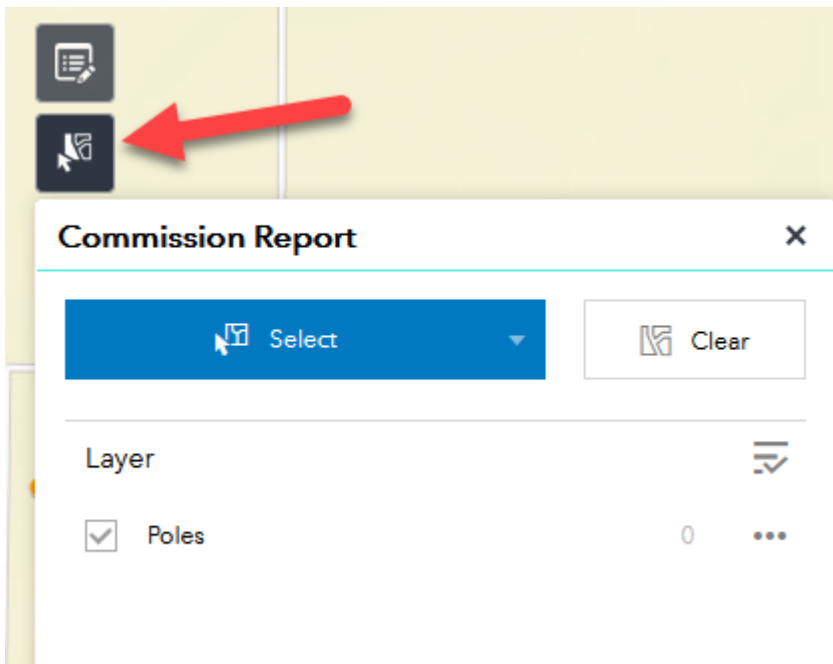
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- c. Zoom to the location on the map using the scroll button on your mouse or the + or – buttons on the screen



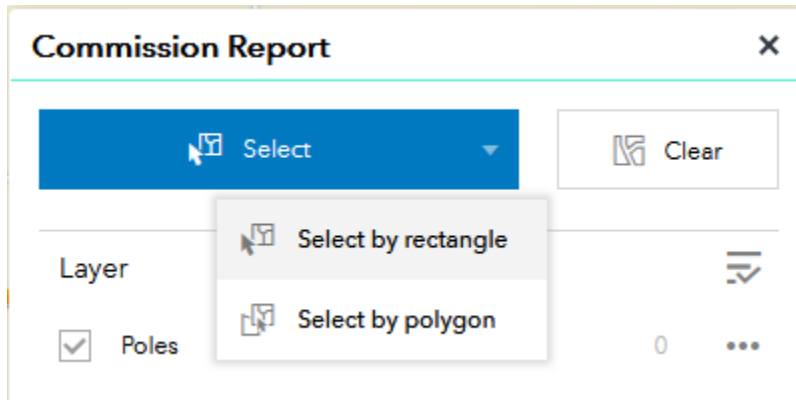
1.3. Select pole(s) to include in the report

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

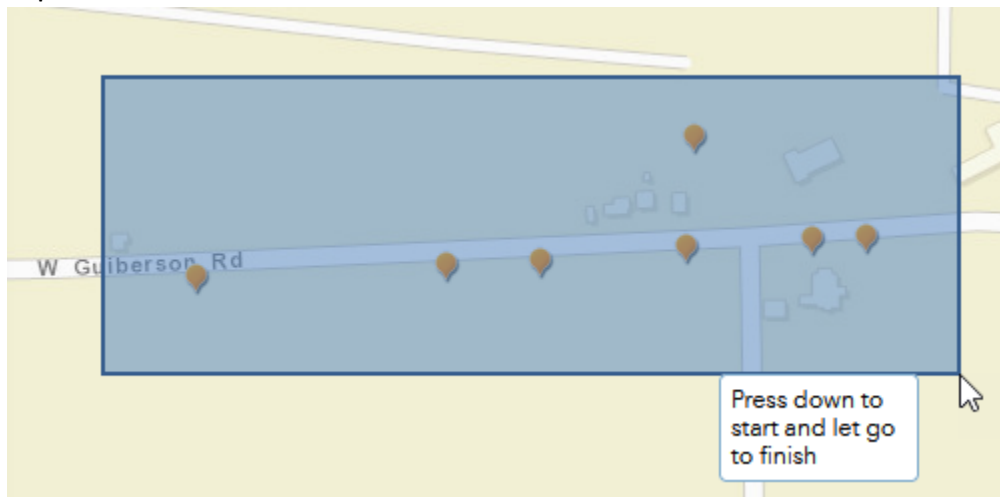


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- b. Choose "Select by rectangle" or "Select by polygon" in the Select drop down box



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

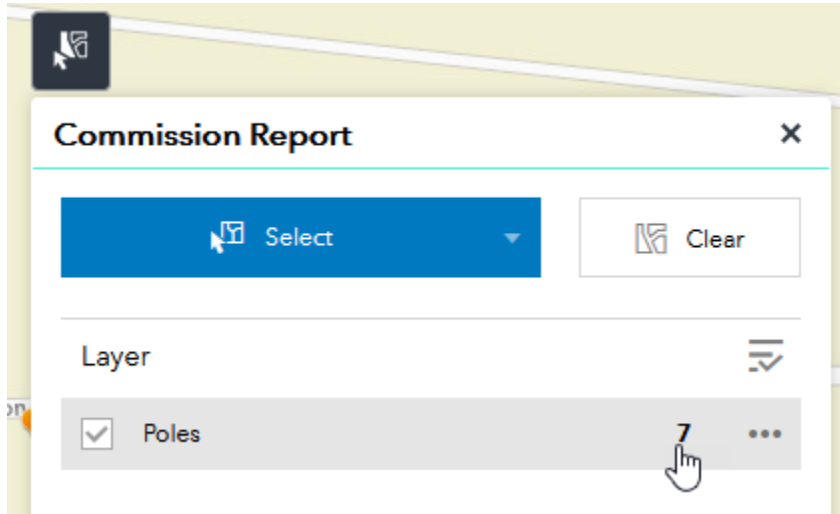


- d. The pole(s) selected to be included in the report will be highlighted



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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

