

## Cable / Fiber

To get onto the NJUNS site, fill out a new user form  
on the home page



## Welcome to NJUNS

Log-on code

Password

Remember Me

[Forgot Password](#)



Tickets Poles/Assets Steps Projects Members Run Report

^ Quick Create

[New Ticket](#)



Click on "New Ticket"

### Search Folders

Q Ticket/Pole Number Search

^ NTG Tic

Ticket Id
PT3782

Create New Ticket ×

Set Ticket Type \*  
Attachment Request (PA)      Select PA from the drop down      ▼

State \*  
Virginia      Select the State      ▼

County \*  
Virginia Beach      Select County/ City of      ▼


Place  
Virginia Beach      Select the place by postal zip      ▼

Created By \*  
VAPWRE      This will be your member code      ▼

Set Pole Owner \*  
DOMCJU      This will be the pole owner member code      --- 🔍

Apply Ticket Template \*  
PA:DomVirPower      This will default once the State and Pole  
Owner member code is selected      ▼

Create New Ticket      Click Create New Ticket



New Ticket\* x

Save and close Save Cancel History Reports Actions Ticket Map Add Poles

Ticket - New Ticket - Attachment Request (PA) - PA:DomVirPower

Ticket #  Creator VAPWRE NTG Member VAPWRE Priority **A**  
Status Draft Owner DOMCJU Start Date  Pole/Asset #

Details Poles/Assets Associations Parties

Details	Dynamic Attributes
Work Requested Date <input type="text"/>	Attachment Type * <b>B</b>
State Virginia	Attacher Permit Number <b>C</b>
County Virginia Beach	SIMPLE/OTMR PT ticket(s) * <b>D</b>
Place	COMPLEX PT ticket(s) *
Contact Name	ACCOM Project Number
Contact Phone	WBS Element
Contact Email	Owner Permit Number
Reference Id	Date Permit Number Created <input type="text"/>
Misc Id	Owner Permit Remarks
# of Poles/Assets <input type="text"/>	PO Make Ready Needed <input type="checkbox"/>
Remarks <b>E</b>	Make Ready Project Number
	Make Ready Project Created <input type="text"/>
	PO Make Ready Complete <input type="text"/>
	Make Ready Design Complete <input type="text"/>

**Workflow**

Title	Description
Assigned Party	
Assigned Date <input type="text"/>	
Due Date <input type="text"/>	

Diagram Complete

## Instructions for Letters A – E on Slide 5

A is the priority code for the job. This number is set between 1-9 with 1 being the most urgent to 9 being the least urgent.

B is the attachment type. Click on the drop down arrow and pick from the list the kind of attachment you plan to install.

C is your permit reference number.

D for OTMR (one touch make ready), choose simple or complex based on the FCC explanation. These lines should have your PT NJUNS Ticket number, address and zip code of the location where OTMR will be performed.

E is the Remarks field for you to put instructions that you need for us to know about.

New Ticket\* x

Save and close Save Cancel History Reports Actions Ticket Map Add Poles

Ticket - New Ticket - Attachment Request (PA) - PA:DomVirPower

Ticket #  Creator VAPWRE NTG Member VAPWRE Priority 4

Status Draft Owner DOMCJU Start Date  Pole/Asset #

Details Poles/Assets Associations Parties

^ Details

Work Requested Date

State Virginia

County Virginia Beach

Place Virginia Beach

Contact Name Kelly Mansfield

Contact Phone 757-393-3828

Contact Email kelly.mansfield@dominionenergy.com

Reference Id

Misc Id

# of Poles/Assets

Remarks [Full Screen](#)

attach to 5 Dominion owned poles on attached Ticket Map. Find documentation attached to the NJUNS Wall per the instruction on the [DominionEnergy Website](#).

^ Dynamic Attributes

Attachment Type \* Cable

Attacher Permit Number 0993862-AB1788

SIMPLE/OTMR PT ticket(s) \*

COMPLEX PT ticket(s) \*

ACCOM Project Number

WBS Element

Owner Permit Number

Date Permit Number Created

Owner Permit Remarks

PO Make Ready Needed

Make Ready Project Number

Make Ready Project Created

PO Make Ready Complete

Make Ready Design Complete

Once you have A through E filled out  
Click on Save  
The NJUNS System will assign a ticket number

^ Workflow

Title	Description
Assigned Party	
Assigned Date	
Due Date	

Diagram Complete

Ticket: Ticket/Pole Numbe... x PA3781507 x

Save and close Save Cancel Open Ticket Cancel Ticket History Reports Actions Ticket Map Add Poles

Ticket - PA3781507 - Attachment Request (PA) - PA:DomVirPower

Ticket Id PA3781507 Creator VAPWRE NTG Member VAPWRE Priority 3  
Status Draft Owner VPNOR Start Date Pole/Asset #

After you have saved, click on the Poles/Assets Tab

Details Poles/Assets

Assets

Create Edit Delete Excel Accept Reject Reset Actions

0 rows

#	Pole/Asset #	Street1	Latitude	Longitude	House number	Cross street	Alt asset id
---	--------------	---------	----------	-----------	--------------	--------------	--------------

Click Create to start the Poles/Assets information



After filling out A - M, Click Create to Save

\* Description

**Header**

Sequence 1

Latitude B

Longitude C


House number D

Street1 E

Cross street F

Pre existing

Private property  G

Installation date - - - 

Status Awaiting Approval


Type H

Directions

Reference id

Alt asset id

Reference point

Response date - - - 

Remarks I

**Dynamic Attributes**

Attachment Height \* J

Is Anchor Attached \*  K

Pole Class L

Pole Height M

Pole Owner Cost

## Instruction for Letters A – M on Slide 8

A will be the Pole Number

B will be the Latitude location (coordinates need to be in decimal degree format)of the pole in the field

C will be the Longitude location (coordinates need to be in decimal degree format)of the pole in the field

D is the closest house number on the street

E is the street name that the pole is located on

F is the closest cross street

G check the box is the pole is located on private property

H click the drop down arrow and choose the appropriate category

I is the area for your remarks on things that we need to know

J is the proposed attachment height that you wish to attach

K if an anchor is required, please check this box

L from the birth mark on the pole, get the pole class

M from the birth mark on the pole, get the pole height It will usually look like 40 4 meaning a 40' pole and a class 4 pole

Click on Create to save the information for the first pole

You will need to repeat this process for each pole that you want to attach to in this application up to 40 poles total

A second way to create Poles/Assets is through the Ticket Map



View Poles

Kempsville Rd, Virginia Beach, VA, USA

Satellite

Click on the Satellite button then click on "New Pole" at the bottom. Click on the map where the pole currently is. The pole information tab will come up. Repeat this process for each pole up to 40 poles

Google

Map data ©2019 Google 20 m Terms of Use Report a map error

Pan Point Line **New pole** Clear Drawings Apply Changes Cancel

Pole/Asset\*

+ x

Create

Cancel

History

After highlighted areas are filled out, click on create to save the pole information

Pole/Asset

Pole Number \*

Description

Header

Sequence 1

Latitude 36.826337

Longitude -76.243644

House number

Street1

Cross street

Pre existing

Private property

Installation date

Status Awaiting Approval

Type

Directions

Reference id

Alt asset id

Reference point

Response date

Dynamic Attributes

Attachment Height \*

Is Anchor Attached \*

Pole Class

Pole Height

Pole Owner Cost

Fill out the blank areas highlighted in yellow

- Click on the map at the location for each pole that an attachment is required and fill out the information for slide 13.
- Once all the poles have been chosen, click on “Apply Changes” at the bottom right corner of the map screen.
- Click on Save at the top

Ticket: Ticket/Pole Numbe... x PA3781507 x

Save and close Save Cancel Open Ticket Cancel Ticket History Reports Actions Ticket Map Add Poles

Make Ready Design Complete \_\_\_-\_\_-\_\_\_\_  
Make Ready Payment Received \_\_\_-\_\_-\_\_\_\_  
Owner Granted Date \_\_\_-\_\_-\_\_\_\_

Workflow

Title \_\_\_\_\_  
Assigned Party \_\_\_\_\_  
Assigned Date \_\_\_-\_\_-\_\_\_\_  
Due Date \_\_\_-\_\_-\_\_\_\_

Description

Scroll to the bottom of the ticket to the Wall space  
Click on the first Icon  
**Required Attachments:**  
Strand Map with readable street names and cross streets  
Dominion owned poles highlighted  
Cable size and type used by attacher  
Number of cables to attach  
All tension, weight and transverse wind-loading data for cables  
Pole Measurement record for each pole permitted

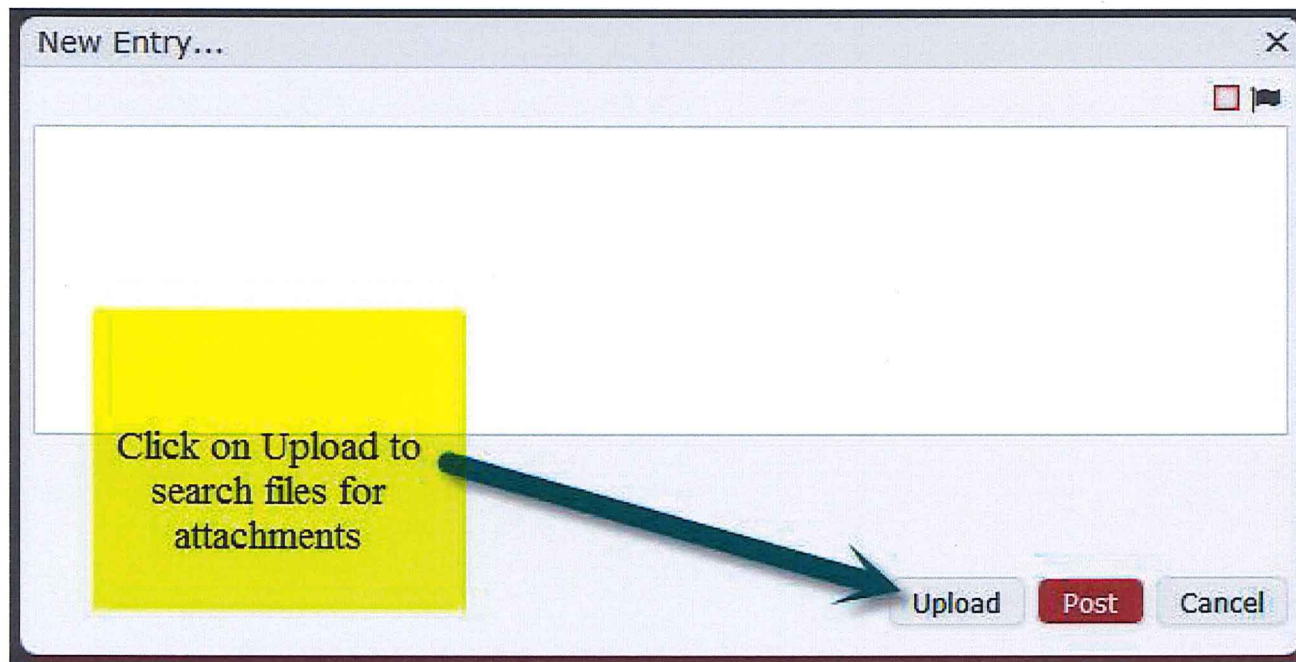
Diagram Complete

Wall Documentation

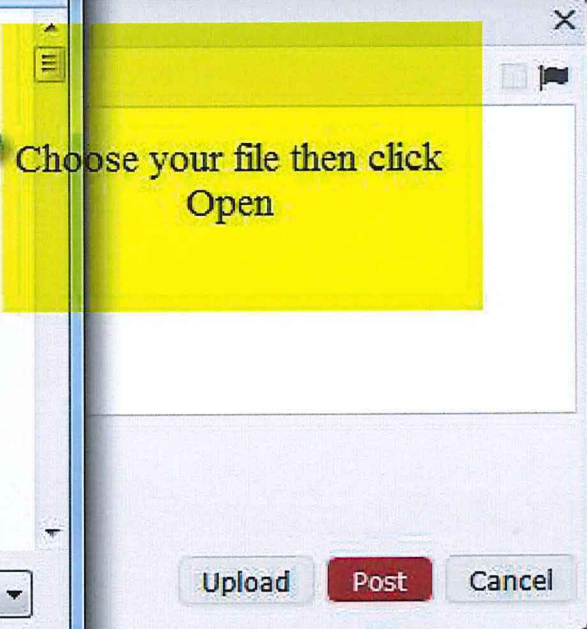
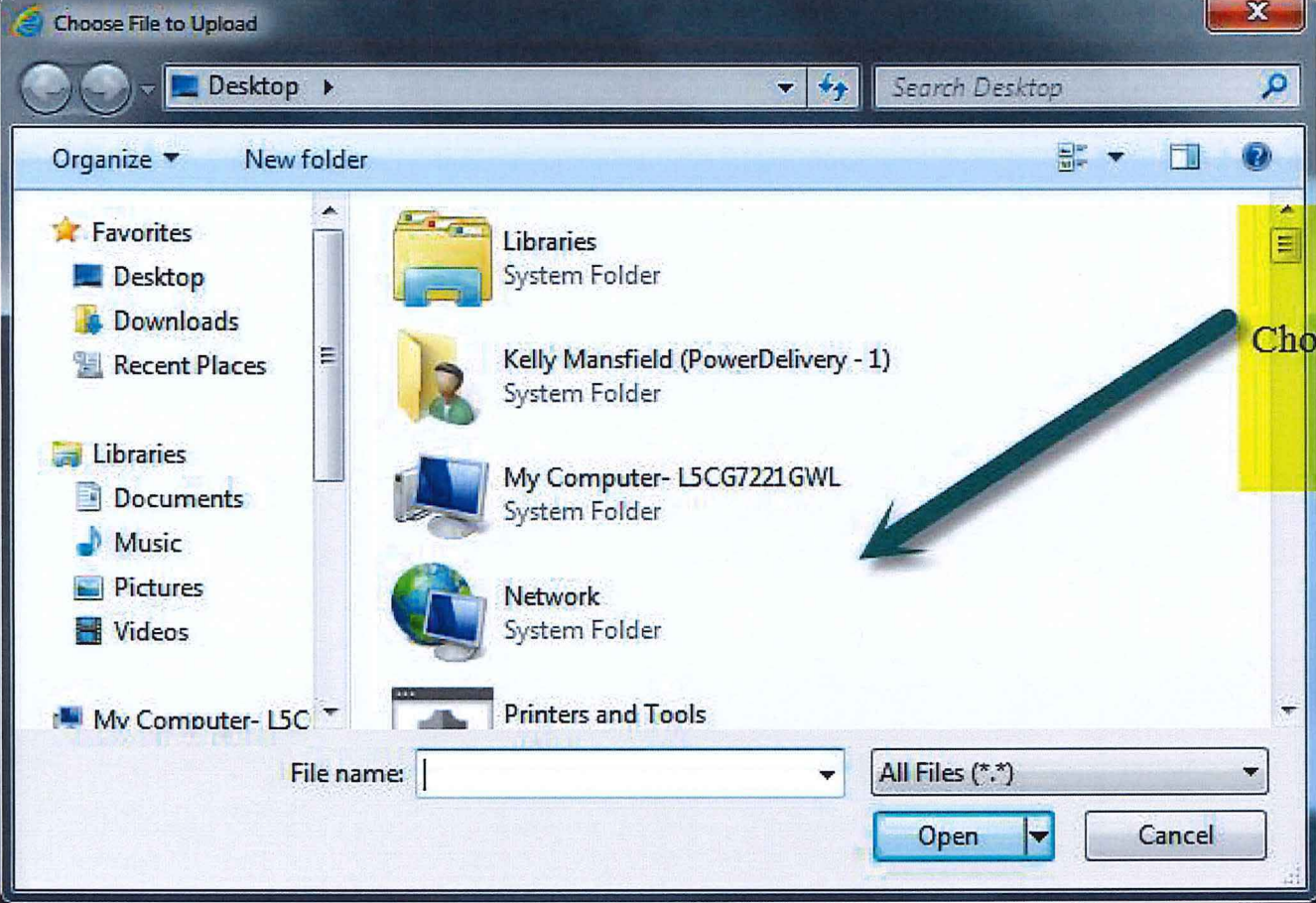


Ticket Created

01/16/2019 9:52 AM







New Entry... ✕



Type comments in this white  
area  
then click Post



 10262433.pdf \*



Tickets Poles/Assets Steps Projects Members Run Reports Map Tools Help

Kelly Mansfield [kel]

Ticket: Ticket/Pole Numbe... x PA3781507 x

Click on Open Ticket

Save and close Save Cancel Open Ticket Cancel Ticket History Reports Actions Ticket Map Add Poles

Ticket - PA3781507 - Attachment Request (PA) - PA:DomVirPower

Change Status X

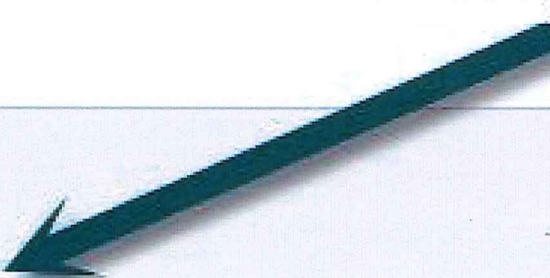
Current status  
Draft

New status  
Open v

Comments

Move the ticket from draft  
to open by clicking  
Ok

OK Cancel



Remarks [Full Screen](#)

Attachment Date

Entered By

By User

Start Date?

Workflow

Title **PENDING (CUST) PA REQUEST SUBMISSION**

Assigned Party Owner

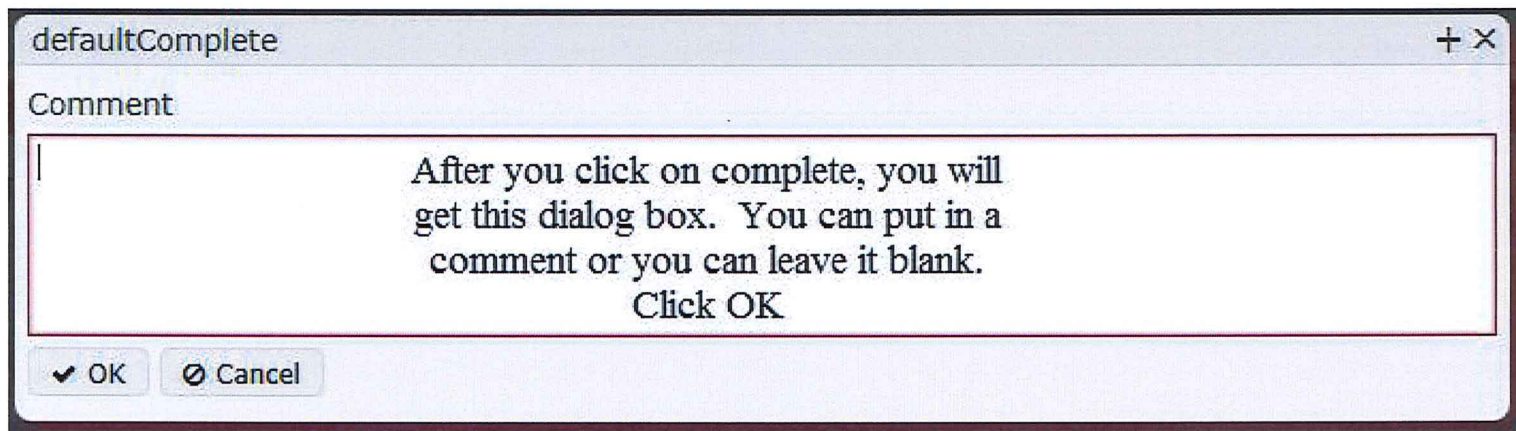
Assigned Date 04-11-2019

Due Date

Description  
No Required fields coming into this task because it's the first task in the workflow.

The final step is to put the NJUNS ticket into the Pending Survey status here in the Work Flow. Click on Complete.

Diagram



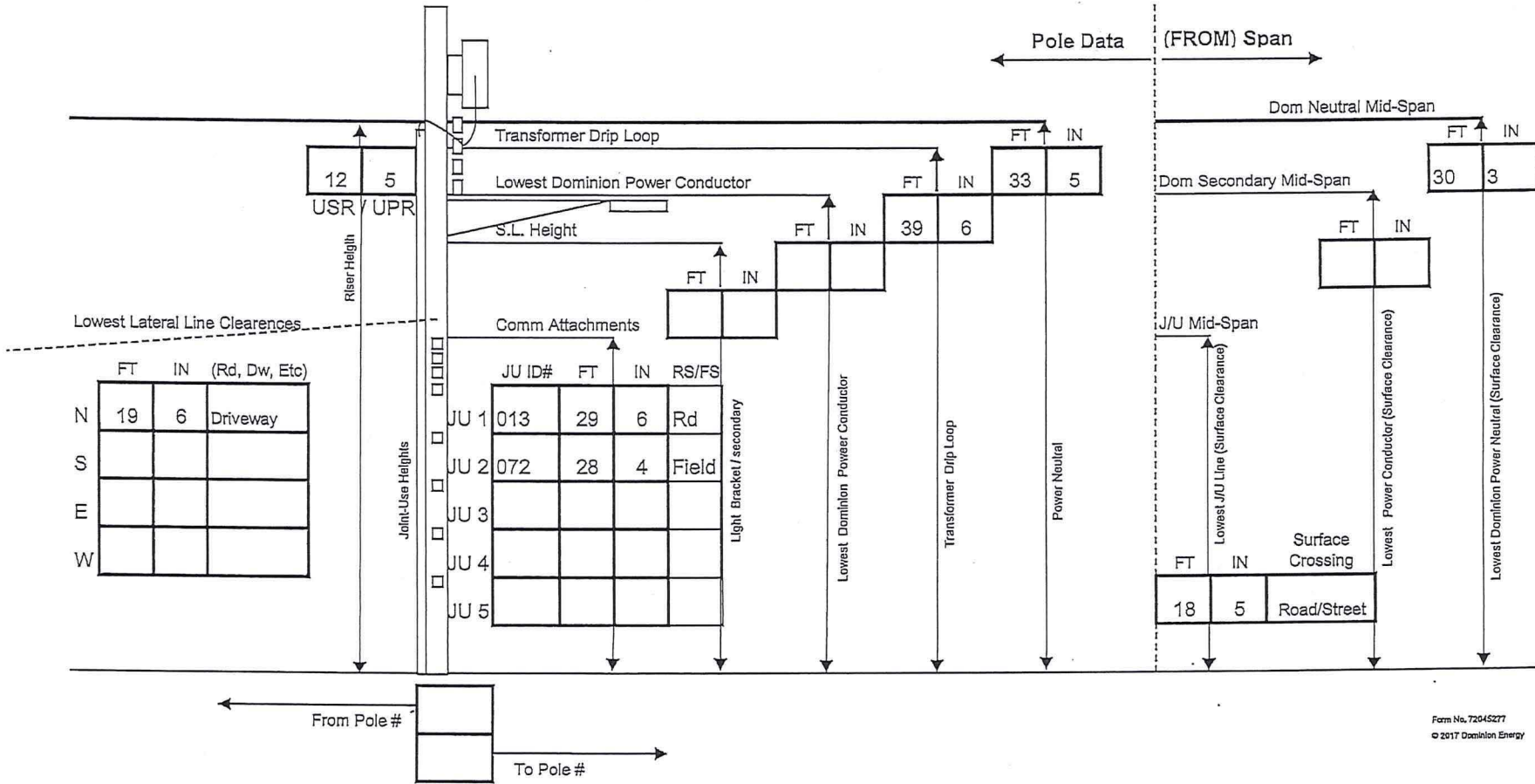
Your pole attachment ticket has been submitted for review.  
Thank you



Pole Measurement Record

Clearance issues:

Dominion Power Permit Number FAX8881701		Customer Name / Project Name Bob's Internet		Strand Map/Page Number pg1	
Dominion Grid & Pole Number C0192-TJ55	Height & Class (no brand 'E') 40-4E	Nearest Property Address (#, street, state, & Zip) 3023 Centreville Rd, Herndon, VA 20171		GPS Coordinates (Decimal Degrees) Latitude: Longitude:	
# of Existing Risers 0	New Comm Riser (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> NO	Power Guying on Pole (Y/N)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO	Dom Guy Lead FT	J/U Guying Required? <input type="checkbox"/> Yes <input type="checkbox"/> NO	Ambient Temperature 95F
Additional Notes: <i>Example Staking sheet information.....</i>				Critical Line Crossings	
				<input type="checkbox"/> Limited Access Rd <input checked="" type="checkbox"/> Road/Street <input checked="" type="checkbox"/> Driveway <input type="checkbox"/> Sidewalk <input type="checkbox"/> Water <input type="checkbox"/> Agricult. <input type="checkbox"/> Railroad	
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 20px;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">N</div> </div> <div style="text-align: center;"> </div> </div>				Digital Photos (Field, Road, Span) GPIC102,103,104	







Pole Measurement Record

Clearance issues:

Dominion Power Permit Number		Customer Name / Project Name		Strand Map/Page Number	
Dominion Grid & Pole Number	Height & Class (no brand 'E')	Nearest Property Address (#, street, state, & Zip)		GPS Coordinates (Decimal Degrees)	
# of Existing Risers	New Comm Riser (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> NO	Power Guying on Pole (Y/N)? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> NO	Dom Guy Lead FT	J/U Guying Required? <input type="checkbox"/> Yes <input type="checkbox"/> NO	Ambient Temperature
Additional Notes:				Critical Line Crossings	
				<input type="checkbox"/> Limited Access Rd <input checked="" type="checkbox"/> Road/Street <input type="checkbox"/> Driveway <input type="checkbox"/> Sidewalk	
				Digital Photos (Field, Road, Span)	

