

# Home Page Overview

The screenshot shows the Notify Home Page interface. At the top, there is a navigation bar with the 'notify' logo, 'My Basket (9)', 'Search', and 'Report' links. The main content area is divided into a left sidebar (1) and a main table area (2). The sidebar contains a list of conversation categories such as 'Billing Request', 'Contract Compliance/Review', and 'Records Reconciliation'. The main table area displays a list of conversations with columns for '#', 'Title', 'Current Status', 'Created By', 'Conversation Type', and 'Assigned To'. A 'Show All' button (6) and a search input field (7) are located above the table. At the bottom of the page, there is a footer with the 'alden' logo, copyright information, and a 'Feedback' link (8). A 'MANAGE' button (9) is located at the bottom left of the sidebar.

#	Title	Current Status	Created By	Conversation Type	Assigned To
125264	Contract Compliance	Planned	karin.olinger@aldensys.com	Contract Compliance/Review	karin.olinger@aldensys.com
125209	WO 123456	Created	Brenda.Pompeo@seattle.gov	Permit to Attach	karin.olinger@aldensys.com
125185	tet	New	karin.olinger@aldensys.com	Records Reconciliation	karin.olinger@aldensys.com
125181	test new workflow per Kevin	Planned	karin.olinger@aldensys.com	Records Reconciliation	karin.olinger@aldensys.com
125118	test notes in email	Active	karin.olinger@aldensys.com	Contract Rate Review	karin.olinger@aldensys.com
125117	test	Active	karin.olinger@aldensys.com	Contract Compliance/Review	karin.olinger@aldensys.com
125109	permit to attach - create	Created	karin.olinger@aldensys.com	Permit to Attach	karin.olinger@aldensys.com
125108	test2 - change to title - change 2 - change 3	Active	karin.olinger@aldensys.com	Contract Rate Review	karin.olinger@aldensys.com
125102	test conversation	Planned	karin.olinger@aldensys.com	Contract Rate Review	karin.olinger@aldensys.com
125091	User feedback	Draft	karin.olinger@aldensys.com	User Feedback	karin.olinger@aldensys.com
125053	test	Planned	karin.olinger@aldensys.com	Contract Compliance/Review	karin.olinger@aldensys.com
125013	test reminder dates	Action Needed	karin.olinger@aldensys.com	Contract Rate Review	karin.olinger@aldensys.com
125012	test note to JRM when contract added and no email2	Active	karin.olinger@aldensys.com	Contract Compliance/Review	karin.olinger@aldensys.com
125011	test note to JRM when contract added and no email	Planned	karin.olinger@aldensys.com	Contract Compliance/Review	karin.olinger@aldensys.com
124994	test title change	Created	karin.olinger@aldensys.com	Permit to Attach	karin.olinger@aldensys.com
124993	test	Initial	karin.olinger@aldensys.com	Billing Request	karin.olinger@aldensys.com
124992	TEST2	Active	karin.olinger@gmail.com	New Contract	karin.olinger@aldensys.com
124988	Contract Compliance/Review - TEST 1a	Planned	karin.olinger@gmail.com	Contract Compliance/Review	karin.olinger@aldensys.com
124977	test	Planned	karin.olinger@aldensys.com	Contract Rate Review	karin.olinger@aldensys.com
124971	TEST	Planned	karin.olinger@aldensys.com	Contract Compliance/Review	karin.olinger@aldensys.com
124955	Punch List # 131	Initial	karin.olinger@aldensys.com	Billing Request	karin.olinger@aldensys.com
124950	MPPTA test for escalations	Created	karin.olinger@aldensys.com	Permit to Attach	karin.olinger@aldensys.com
124945	test	Initial	karin.olinger@aldensys.com	Billing Request	karin.olinger@aldensys.com
124887	test	Planned	karin.olinger@aldensys.com	Contract Compliance/Review	karin.olinger@aldensys.com

- 1 Begin a Conversation
- 2 Current Conversations
- 3 My Basket to hold entities until ready to take action
- 4 Detailed Search
- 5 Reports
- 6 Show All shows all Conversations the user has access to
- 7 Quick Search
- 8 Feedback for Suggestion and/or Questions
- 9 Set Email Preferences

# How Do I Create a New Conversation?

notify My Basket (9) Search Report HELP ? KARIN'S ACCOUNT LOGOUT

Home Conversation-CTLCR-125264

### Contract Compliance/Review - 125264

Created On	Initiated By	Assigned To	Current Status
4/19/2013 12:42:31 PM	karin.olinger@aldensys.com	karin.olinger@aldensys.com	Planned

**1** Header

**2** Entities

**3** Notes

**4** Files

**5** History

**6** Contacts

**7** Print

Title: Contract Compliance

State: [Dropdown]

Assign To: Select from an existing contacts...  
Enter a name or email...

Action: [Dropdown]

Description: [Text Area]

Reminder Date: Enter date [Calendar Icon]

Notice Received: Enter date [Calendar Icon]

Contract Issues Researched: Enter date [Calendar Icon]

Contract Issues Resolved: Enter date [Calendar Icon]

Internal Customers Notified: Enter date [Calendar Icon]

Customer Notified: Enter date [Calendar Icon]

Finalized: Enter date [Calendar Icon]

SAVE [Print Icon] CANCEL [Close Icon]

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- 1 Enter specific information regarding the Conversation
- 2 Add an Entity or Entities to the Conversation
- 3 Input Private or Public Notes
- 4 Upload associated files
- 5 Display the entire Conversation log
- 6 Add a User to the Conversation
- 7 Print a Conversation

# How do I add an Entity to a Conversation?

notify

My Basket (9) Search Report

Home Conversation-PTA-125109

Poles

Drag a column header and drop it here to group by that column

Use the Search feature to locate an Entity or Entities to add to a Conversation. Do NOT use the Map on the Entities Tab. This Map is to display Entities that are currently associated with the Conversation.

Search for...

CANADA UNITED STATES

00° 00' 00.00" N 00° 00' 00.00" E 1000 mi

ADD + DELETE X Right click anywhere on the map to add an asset in a specific location SAVE CANCEL X EXPORT X

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notify

My Basket (12) Search Report

Home New Search

Search

CTL JRM

- JRM Contract
- Vault
- Underground Permit
- Duct
- Conduit Bank

Notify

- Custom Attributes
- Notify Conversation
- Notify StateMachineDefinition
- Notify Poles

JRM Contract

Contract Type	Equals	Contract	↔ X
			↔ X
			↔ X
			↔ X
			↔ X
			↔ X

Notify Conversations

+ [ ] [ ] [ ] ↔ X

Available Views

SEARCH CLEAR SAVE

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The screenshot displays the 'notify' application interface. At the top, there is a navigation bar with the 'notify' logo, 'My Basket (9)', a search icon, and a 'Report' icon. Below this is a breadcrumb trail: Home > Conversation-CTLCR-125264 > New Search. The main content area is titled 'JRMContractView' and contains a table of contract records. A context menu is open over the table, showing options like 'Go to JRM', 'Add to My Basket', and 'Add to Conversation-CTLCR-125264'. A sidebar on the left has icons for Search, Grid, Map, and Calendar. The bottom of the page shows pagination (Page 1 of 20) and a footer with the Alden logo and copyright information.

Contract ID	Contract Number	Contract Type	Description	Foreign Company	Primary Company
25261	POWR_MN_183178_CL	Contract	FAIRFAX VILLAGE OF	FAIRFAX VILLAGE OF	CENTURY TEL OF MINNESOTA, IN
25260	POWR_MN_183177_CL	Contract	Dairyland Power COOP	Dairyland Power COOP	CENTURY TEL OF MINNESOTA, IN
25259	POWR_MN_183176_CL	Contract	DUNDEE VILLAGE OF	DUNDEE VILLAGE OF	CENTURY TEL OF MINNESOTA, IN
25258	POWR_MN_183175_CL	Contract	Clearwater-Polk Electric Cooperative	Clearwater-Polk Electric Cooperative	CENTURY TEL OF MINNESOTA, IN
25257	POWR_MN_183174_CL	Contract	BAUDETTE, CITY OF/C-LINK OF MN, INC.	Baudette City of	CENTURY TEL OF MINNESOTA, IN
25256	POWR_MN_183173_CL	Contract	BREWSTER, VILLAGE OF/C-LINK OF MN, LLC FKA THE FUL	BREWSTER VILLAGE OF	CENTURY TEL OF MINNESOTA, IN
25255	POWR_MN_183172_CL	Contract	ARROWHEAD ELEC COOP/C-TEL OF MN INC	ARROWHEAD ELEC COOP/C-TEL OF MN INC	CENTURY TEL OF MINNESOTA, IN
25254	POWR_MN_183171_CL	Contract	ALLIANT ENERGY FKA INTERSTATE POWER CO (NOT FULLY	ALLIANT ENERGY A2	CENTURY TEL OF MINNESOTA, IN
25250	POWR_MN_171392_EQ	Contract	L&P COMMISSION OF GLENCOE (NOT FULLY EXECUTED)/UNI		EQ Embarq-MN
25249	POWR_MN_160124_EQ	Contract	TODD-WADENA ELEC COOP/SPRINT MN, INC.	TODD-WADENA ELECTRIC COOP T2	EQ Embarq-MN
25248	POWR_MN_149481_EQ	Contract	XCEL (F/K/A NORTHERN STATES POWER CO) AP 000001184	XCEL ENERGY/NSP 0107	EQ Embarq-MN
25247	POWR_MN_149469_EQ	Contract	XCEL (F/K/A NORTHERN STATES POWER CO) AP 000001184	XCEL ENERGY/NSP 0107	EQ Embarq-MN
25246	POWR_MN_149456_EQ	Contract	TRI-COUNTY ELEC COOP (MN)/PIONEER UNITED TELEPHONE	TRI-COUNTY ELECTRIC COOP T3	EQ Embarq-MN
25245	POWR_MN_149217_EQ	Contract	WRIGHT-HENNEPIN COOP ELEC ASSOCIATION/EMBARQ MN,	WRIGHT-HENNEPIN ELECTRIC COOP W6	EQ Embarq-MN
25243	POWR_MN_127627_EQ	Contract	NORTHERN STATES POWER CO OF MN (HAROLD W. KOOJMAN,	XCEL ENERGY/NSP 0107	EQ Embarq-MN
25242	POWR_MN_127618_EQ	Contract	NORTHERN STATE POWER CO, RED ROCK DIVISION (HAROLD	XCEL ENERGY/NSP 0107	EQ Embarq-MN
25240	POWR_MN_115167_EQ	Contract	MN POWER INC/EMBARQ MN, INC. (SPRINT MN INC)	MINNESOTA POWER & LIGHT M3	EQ Embarq-MN
25239	POWR_MN_115165_EQ	Contract	ALEXANDRIA LIGHT AND POWER (CITY OF ALEXANDRIA)	Alexandria Light and Power	EQ Embarq-MN
25238	POWR_MN_115161_EQ	Contract	ALLIANT ENERGY (F/K/A INTERSTATE POWER CO)/PIONEER	ALLIANT ENERGY A2	EQ Embarq-MN
25237	POWR_MN_115158_EQ	Contract	CITY OF CHASKA, MN PUBLIC UTILITIES/EMBARQ MN, INC		EQ Embarq-MN
25236	POWR_MN_115156_EQ	Contract	CITY OF GRANITE FALLS, MN		EQ Embarq-MN
25235	POWR_MN_115150_EQ	Contract	VILLAGE OF ELK RIVER		EQ Embarq-MN

- 1 Start a New Search
- 2 Choose specific criteria
- 3 Select the Search Button
- 4 Results will be displayed in the Grid format
- 5 Select one or more Entities and right click to see the available actions
- 6 Choose Add to Conversation to add the selected Entities to the Conversation

# How do I Submit a Suggestion?

The screenshot displays the Alden system interface. At the top, there are navigation links for 'My Basket (12)', 'Search', and 'Report'. The main area shows a table of conversations with columns for '#', 'Title', 'Current Status', 'Created By', 'Conversation Type', and 'Assigned To'. A 'Feedback' modal window is open, featuring a 'SUGGESTIONS OR ISSUES' section with a text input area, a 'SYSTEM INFO & LAST ERROR' section with system details, and a 'Include Screen Shot?' checkbox with a screenshot of the system. The modal has 'OK' and 'CANCEL' buttons at the bottom. The background table shows several conversations, and the sidebar on the left lists various conversation types like 'Billing Request', 'Contract Compliance/Review', etc. An orange arrow points to the 'Feedback' button in the sidebar, and another orange arrow points to the 'OK' button in the modal.

#	Title	Current Status	Created By	Conversation Type	Assigned To
124971	TEST	Planned	karin.olinger@aldensys.com	Contract Compliance/Review	karin.olinger@aldensys.com
124955	Punch List # 131	Initial	karin.olinger@aldensys.com	Billing Request	karin.olinger@aldensys.com
124950	MPPTA test for escalations	Created	karin.olinger@aldensys.com	Permit to Attach	karin.olinger@aldensys.com
124945	test	Initial	karin.olinger@aldensys.com	Billing Request	karin.olinger@aldensys.com



Submitting a Suggestion by clicking Feedback at the bottom of the screen. A new box will appear with the System Info. In the “Suggestions Or Issues” section, type any message you wish to send to Alden. You can also include a Screen Shot with your message by checking the applicable box. By clicking “OK” you will start a new Feedback Conversation, along with detailed information. Submit the Conversation to send to Alden.

# What do I do if I receive an Error Message?

The screenshot shows a web application interface with a top navigation bar containing 'My Basket (8)', 'Search', and 'Report'. A sidebar on the left has 'Home', 'Search', 'Grid', 'Map', and 'Calendar' options. The main content area is titled 'JRMContractView' and contains a message: 'Drag a column header and drop it here to group by that column'. An 'Alert' dialog box is centered on the screen with the text: 'Invalid search param [An error occurred while processing this request.]' and a 'Copy to Clipboard' link. An orange arrow points to the 'OK' button in the dialog box. The footer includes the 'alden' logo, copyright information for 2012-2013, and links for 'Notify Terms & Conditions' and 'Feedback'.

The screenshot shows a 'Feedback' form with two main sections: 'SUGGESTIONS OR ISSUES' and 'SYSTEM INFO & LAST ERROR'. The 'SUGGESTIONS OR ISSUES' section has a large empty text area and a checked checkbox labeled 'Include Screen Shot?'. Below the checkbox is a screenshot of the error message from the previous page. The 'SYSTEM INFO & LAST ERROR' section contains the following text: 'OS Version: Microsoft Windows NT 6.1.7601 Service Pack 1', 'System Start: 7 d, 7 h, 23 min, 6 sec.', 'CLR Version: 5.0.20125.0', 'Source: https://dev4.aldensys.com/prometheusv3/ClientBin/Prometheus.xap', 'Browser Name: Microsoft Internet Explorer', 'Browser Version: 10.0', 'Browser UserAgent: Mozilla/5.0 (compatible; MSIE 10.0; Windows NT 6.1; WOW64; Trident/6.0; SLCC2; .NET CLR 2.0.50727; .NET CLR 3.5.30729; .NET CLR 3.0.30729; Media Center PC 6.0; .NET4.0C; .NET4.0E)', and 'Browser CookiesEnabled: True'. Below this text is the error message: 'Invalid search param [An error occurred while processing this request.]'. At the bottom of the form are 'OK' and 'CANCEL' buttons. Orange arrows point to the 'SUGGESTIONS OR ISSUES' section and the 'Include Screen Shot?' checkbox.

When an error message is received, click “OK”. Once the message disappears, select the Feedback at the bottom of the screen. A new box will appear with the System Info and the Error Message that was just received. In the “Suggestions Or Issues” section, type any message you wish to send to Alden. You can also include a Screen Shot with your error message by checking the applicable box. By clicking “OK” you will start a new Feedback Conversation and the error message, along with detailed information. Submit the Conversation to send it to Alden.