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# NES SPIDA STUDIO

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Getting Started



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# SPIDAstudio - Getting Started

## Common Issues

### Logging in

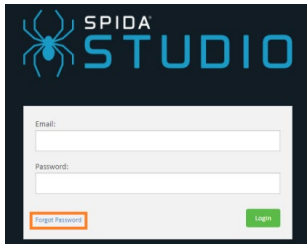
Unless you are an NES employee, you should use the following URL to login:

<https://nes.spidastudio.com/usersmaster/login/spidaLogin>

If you are re-directed to a Microsoft login page you've used the wrong URL

### Forgot password

Select the 'forgot password' link below the login prompt.



Enter the email address you use to login and click submit. You will receive a temporary password by email shortly thereafter.

**Note:** This function does not work in Internet Explorer. See Internet Browser Compatibility below.

## Navigation - 'USERS' & 'STUDIO'

The initial account creation email will direct you to your user account page to setup a permanent password.

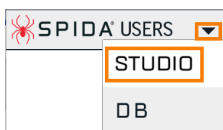
This is the 'USERS' section of SPIDAstudio and is used for account maintenance.



To switch to the project portion of SPIDAstudio you will want to use the following URL:

<https://nes.spidastudio.com/projectmanager/>

Alternatively you can navigate between pages by clicking the black down arrow next to 'USERS', then select 'STUDIO'

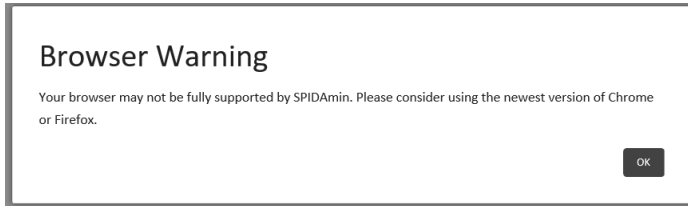


## Internet Browser Compatibility

Internet Explorer is not a supported browser.

Mozilla Firefox, and Google Chrome are both fully supported.

Users attempting to utilize internet explorer may be able to login, but will experience several issues including a browser warning on login:



Additionally Dashboard and Manager tabs may not load:

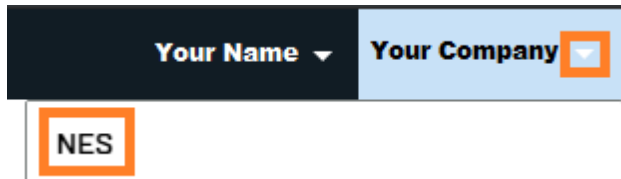


## Initial Login

### Switch Company

At first log in you will need to switch companies from your company to NES. This allows you to view and submit projects to NES.

Hover over your name in the top right corner, and select NES underneath 'Switch Company'



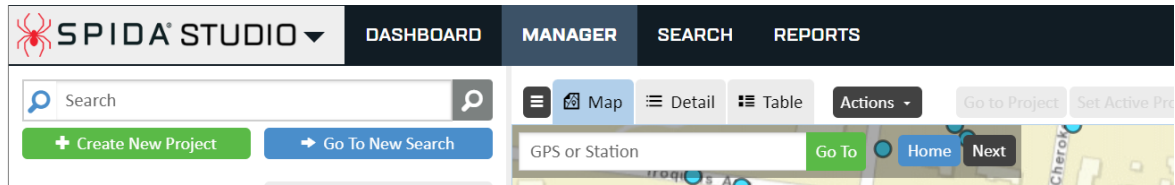
The text next to your name should switch to 'NES'

## Navigation

See the items below for a brief description of each.

The most commonly used section is Manager, specifically the Detail->Forms for project forms.

**Note:** The section you are currently viewing will display with a light blue highlight. In the Image below Manager is selected:



## Dashboard

This is a view of projects you are assigned to. There are four types of roles, refer to the Project Permissions section for details.

The dashboard presents several varying views of these projects, their status, recent changes, and age.

## Manager

Manager is used to search for projects, apply to poles, and interact with projects.

### Map

Displays an interactive map with selectable assets (poles). This view is used to select and apply for attachment.

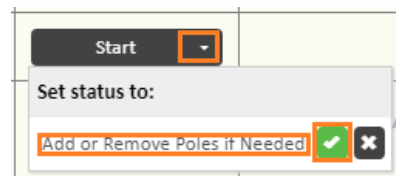
### Detail

The Detail view shows project details including Project Name, Status, Assignment, Forms, Members, Files, Stations, Remarks, Summary, Logs, and Zoom.

### Status

The Status is the project's current location in the attachment process. To move the project forward the status will need to be advanced by the Assignee.

If you are the assignee, and the status is ready to be advanced, check and complete any incomplete Forms. Once all forms are complete select the status, choose the next appropriate status, and select the check mark.



If the status does not appear as a black button then you do not have privileges to advance the status. Check the Members tab to see who is listed as an Assignee.

## Forms



Displays project forms which are used to communicate and document project details between the applicant and NES.

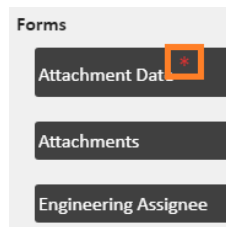
Example forms include: initial application fee confirmations, make ready and maintenance notifications, power work construction status, third party work construction status, and attachment licenses.

If there are incomplete required forms the forms icon will appear with a red triangle in the corner.

Example Normal (left) vs. Incomplete (right):



After the incomplete forms icon is selected, the form requiring attention will be denoted with a red asterisk (\*) next to the name.



## Members



This is the list of current SPIDAstudio users assigned to the project and their role.

**Note:** The assignee role fluctuates based on who is responsible for the project in its current status.

## Files



The list of files uploaded to the project. This is where you will upload a route map. We will also upload and share project files such as cover maps, and post construction inspection (PCI) reports.

### Stations



The Stations view lists all poles in the project. Stations have their own set of forms, members, files, remarks, summary, logs, and zoom.

Currently the only feature utilized by NES at this level is the Zoom to station tool.

### Remarks



Remarks is an area of the project to type and leave specific messages about the project. Other users can be tagged in the remark by using the at symbol (@). Tagged users will be notified via email of the remark.

**Note:** Be sure you're tagging the correct person before submitting a remark.

### Summary



Summary lists the project name, codes, status, and time in status.

### Logs



Logs displays the project's history and status changes.

### Zoom To



'Zoom To' brings up map view and zooms to the specific poles in the project.

### Table

Table view is utilized to view projects that match your search criteria. Views can be switched from Projects to Stations (Poles). See buttons in the top right corner.



Table view can also be used to complete several forms or advance statuses at once on multiple projects.



## Search

Search is used to create groupings of projects based on specified criteria. Saved searches can be used to create tags. These tags are listed underneath manager to quickly view a set of projects. See the Search section for more details.

## Project Permissions

### Assignee

Assignee has write permissions to a project. They can upload files, complete forms, and advance project status.

This is the user(s) currently assigned to the project. If a project is assigned to you then there is a pending action you need to complete. Actions typically include completing the forms listed in the Forms section, or advancing the project's status, when appropriate to do so.

**Note:** The applicant is assigned based on who the project's creator lists in the "**Contact Representative Email Address**" field. Multiple users can be included in this field as long as their emails are separated by a comma. Limit the number of users listed to three.

**Note:** Users are notified by email when they are assigned or re-assigned to a project. These emails will be sent from [server@spidasoftware.com](mailto:server@spidasoftware.com) with the subject: "SPIDAMin Project" Project Number, Project Name, Work Request: "is now assigned to you".

### Creator

The Creator is the account used to first create the project. Automatic assigned as read-only role.

### Manager

Managers have full access to the project, and will only be employees of NES or TRC.

### Watcher

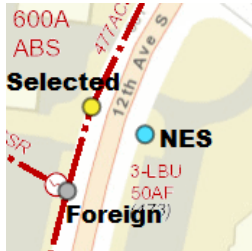
This is a read only status for monitoring a project's progress. Watchers are manually assigned typically by searching for a project, and selecting the 'Watch Project' button underneath Manager->Detail->Members tabs.



## Project Creation

### Selecting a pole

Using the Map select stations (poles). NES poles appear as blue circles by default. Foreign owned poles show as grey circles by default.

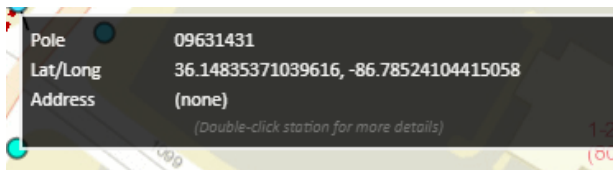


Selected stations will turn yellow, and the Selected Station count will increment.

**Note:** It is good practice to verify the number of poles selected before creating a project. Note the 'Selected Stations' count under the selection method.



Hovering over a station will reveal the pole number, and lat/long.



Double clicking on the station will display asset information including: Owner, Height, Class, Pole Type, Existing attachments, and more. It will also display project history and status to inform new applicants of existing in progress attachment work.

Field - 09631360

Data Providers

NES

Location

36.14813897752627, -86.78560284166488

Tags

Assets

POLE Project History

Asset Tags	
Pole Number	09631360
Asset Details	
Date Modified	Apr 14th 2016 08:51:39 AM
Class	C2
Height	55

## Transmission Poles

Applying for a transmission pole will require review by our Civil & Environmental Engineering group. Pole analysis will be completed in PLS-CADD. This analysis takes additional time and has a much higher make ready engineering cost per pole.

When a project is sent for transmission analysis it will be placed on hold with a standard Remarks.

Wooden transmission poles have a high probability of requiring replacement.

Asset Tags	
Pole Number	09633301
Asset Details	
Date Modified	Aug 21st 2019 01:25:10 AM
Class	C1
Height	80
Owner	NES
Service Stat	In Service
Pole Old	105055
Material	Wood
Pole Number	09633301
Subtype	3
Symbol Style	poletrans
Type	Transmission

NES has a maintenance transmission pole budget and plan. If a maintenance transmission pole replacement is required, and is not included in an existing plan, the operator will need to expedite work through a contractor or cancel the project.

## Project Name

This is the name that you give your project. Projects are searchable by name.

A Search Tag can be used to group projects with similar names. If you are submitting several projects in a larger project you may want include a code/phase/ring descriptor in the name to group the projects together.

**Note:** Project Name and License Numbers are the identifiers we use in all of the communications we send. If you are working on behalf of another company you should discuss a naming convention that makes sense to all parties **before** submitting an attachment project.

## Contact Representative Email Address

**This is one of the most important things to get correct before submitting a project to NES.**

This is the primary project contact(s). This contact(s) will be responsible for:

- Initial contact for project related questions
- Advancing the status of the project
  - Approving the cost of make ready
  - Selecting NES or Contractor to perform work
  - Requesting Inspections
- Adding project files (route maps)
- Adding remarks to the project
- Completing project related forms

The email must be a valid SPIDAstudio user. Keep in mind this user(s) will be able to accept make ready costs on behalf of the applicant.

**Note:** Multiple users can be included in this field as long as their emails are separated by a comma. Limit the number of users listed to three.

## Project Type

### *New Attachment*

This project type will be used if the operator is applying to add new facilities, or a new position to the pole. New facilities include wireline attachments, wireless attachments (small cell), cameras, and other equipment.

**Note:** Adding equipment or risers where the operator has an existing position can fall under the service drop notification project type.

**Note:** Small Cell, Camera, and other Equipment applications should only contain one pole.

### *Overlash Greater than 2 Inches*

This project type will be used for **any** overlash project that requires NES engineering. If the OD is less than 2" leave a remark in the initial project form field "Overlash Details If Applicable", and a remark in the project.

Initial wireline project review includes loading checks up to a 2" OD bundle. Overlash projects that are less than 2" will not be subject to additional loading checks, but will be engineered to resolve code violations or issues pertaining to operator's facilities.

Projects that are greater than 2" will be subject to loading checks, and will be engineered to resolve code violations or issues pertaining to operator's facilities. The new OD must be specified in the NES Pole Attachment Application form.

### *Overlash Less than 2 Inches Notification*

This project type should only be used if the operator has inspected the route, and verified that it is safe for a communication worker to overlash. Overlapping is only permitted if all poles in the route meet all Applicable Standards, including but not limited minimum power to communication space clearance. Refer to the Overlash less than 2" Violations section below.

If your route requires corrections outside of what you can perform, or you prefer the project to be engineered then submit it as "Overlash Greater than 2 Inches".

### *Service Drop Notification*

This project type is used for service drop projects. Refer to the IUA for a definition of service drops. This project type can also be used to add power supplies or risers where there is an existing licensed position.

## New Position

### *Overbuild to top position*

This option should be used for most new attachments including small cells. Exceptions would be for camera in the support space, or ILEC phone positions.

### *Underbuild to bottom position*

This option should be used for new attachments of camera(s) in the support space (below communication space) or for ILEC phone positions.

### *Overlash or service drop*

This option should be used for overlash less than or greater than 2" projects, and should also be used for service drop projects.

## Route Map

Route maps are required for every project. Route maps should be named to match their associated SPIDAstudio Project Name. Route maps can be submitted in SPIDAstudio as PDF or KMZ file extensions.

At a minimum route maps should include the following information:

1. Street names
2. Pole locations where attaching
  - a. Pole number
  - b. Ownership (NES or foreign)
3. Strand and cable details
  - a. Overall diameter
  - b. Messenger/Main Line/Service Drop
  - c. Full tension or slack span
  - d. Guying detail
4. Route continuations
  - a. Take off poles
  - b. Continuations from/to other NES projects
  - c. Transitions from/to Underground
5. All underground riser location
  - a. Include underground facility direction
6. Equipment attachments
  - a. Including equipment details
7. North arrow indication
8. Legend
9. Construction drawings for equipment (Camera, Small Cell, etc.)

## Project Number

This is an automatically generated number that begins with the last two digits of the year the project is submitted. These two digits are typically followed by an 'L-', and 5 digits. The license number is generated once you submit your project to NES.

Ex: The first project created in 2019 was 19L-00001

This is the most commonly used reference for your project. Reference this number in communication with NES.

## Work Request

This number is used by NES service centers to refer to the power work on your project. Work Request numbers are assigned once a project begins engineering and are located in the Engineering Assignee, Make Ready Notification, and Maintenance Notification forms. The work request can also be found on the Cover Maps we issue.

Typically a work request will be eight digits long and begin with '9913'.

## Additional Steps

Refer to NES Attachment Guidelines Appendix B for a detailed step by step process on submitting a project. <https://nespower.com/documents/PoleAttachmentGuidelines.pdf>

## Make Ready and Maintenance Notification

Once engineering is complete the operator is presented with estimated Make Ready and/or Maintenance costs, along with sketches and Cover Maps. The operator can choose to accept costs or cancel the project. If the operator proceeds with the project they have the option of selecting NES or an approved contractor to perform the work.

If the operator elects to expedite through a contractor they will be responsible for managing the contractor, and performing the work.

The Make Ready and Maintenance notification estimates only include costs for the NES/NESF work outlined on the cover map. These costs do not include other third party work, or other services NES provides. Electric service for equipment or small cells is not included in these estimates.

## Cover Maps

Cover maps outline the work required on the project. Cover maps will have call out boxes for each pole in the route. Call out boxes with bold or double walled borders indicate that no work required beyond attachment. Call out boxes with red borders indicate that the content was modified since the previous revision.

When there are overlapping (duplicate) projects on a pole the cover map will reference the other project with either of the following statements: "Pending remedy work not required" or "Once remedy work complete". Additional work not contained on the previous project will be listed under "New Remedy".

Operator should not use the cover map to perform power make ready when using a contractor.

**Note:** Cover map language and symbols do not absolve operator from NESC and NES Standards. If you feel that the work prescribed on the cover map is in conflict with either, email your specific concern to [attachments@nespower.com](mailto:attachments@nespower.com).

### *Once remedy work complete*

Work that is required to be performed prior to attachment, and is the responsibility of another attaching party (listed in parenthesis next to project number). We provide this information so that the operator can coordinate schedules and work with other attaching parties.

### Pending remedy work not required

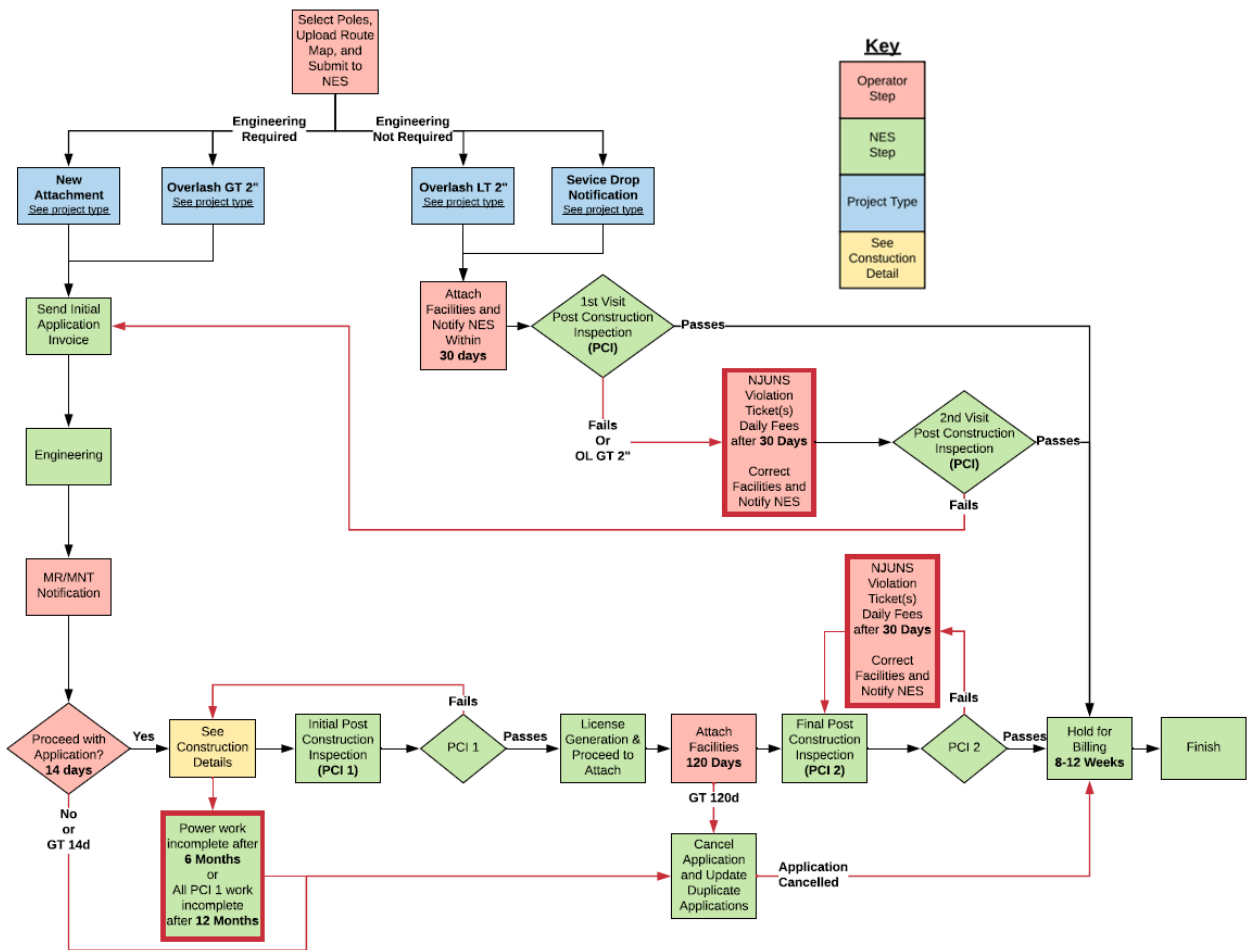
Work that is not required to be performed prior to attachment, and is the responsibility of another attaching party (listed in parenthesis next to project number). We provide this information so that the operator is aware of other work being performed on the pole in question.

### New Remedy

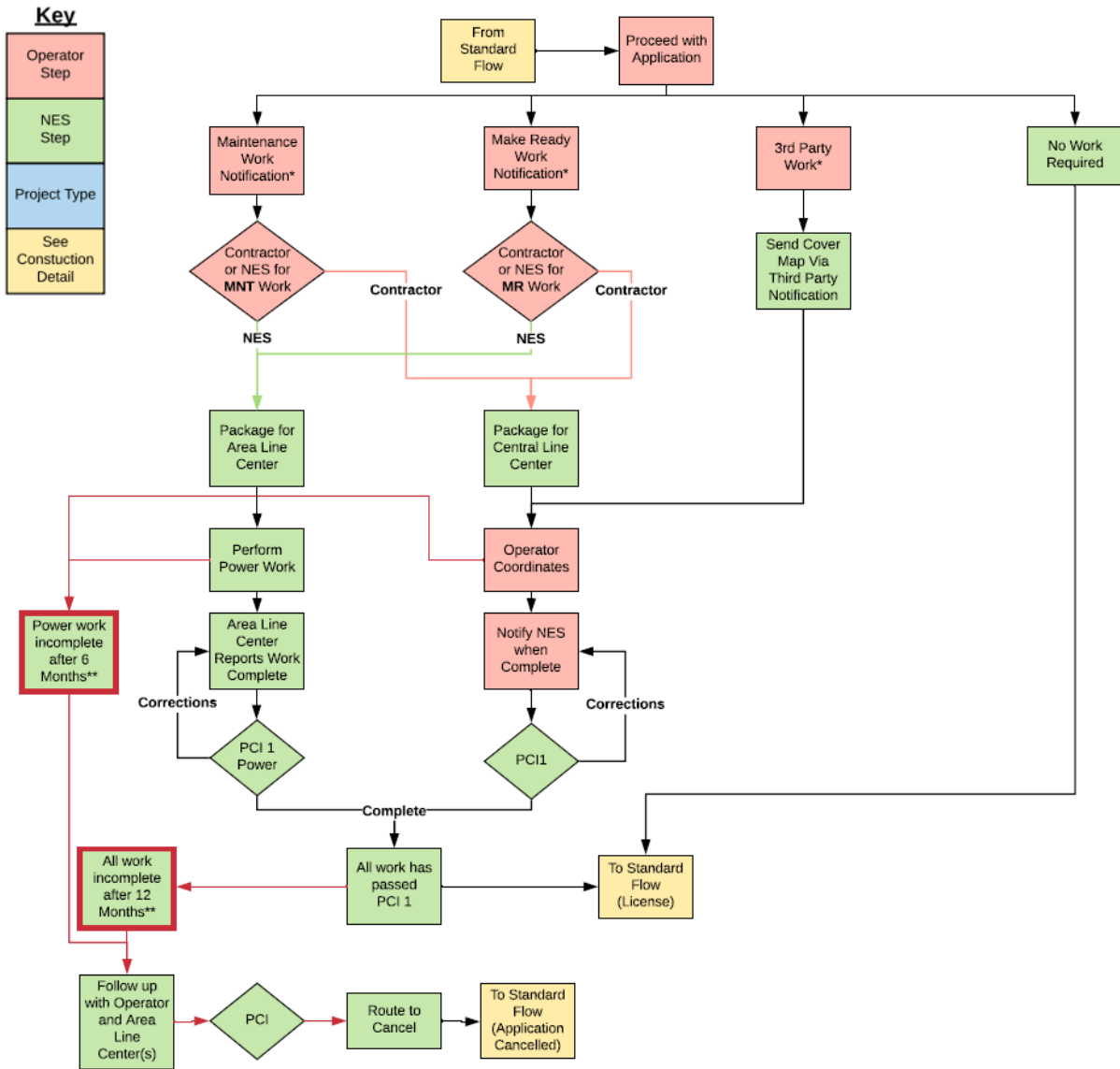
Work that is the responsibility of the operator for the project. 'New Remedy' work is typically listed under a 'Once remedy work complete'... or 'Pending remedy work not required'.

## Attachment Process Flow

### Attachment Process Overview



# Construction Detail





## How To

### Search Tag

#### Attaching Company

To view all the projects associated with one or multiple companies you can create a search tag.

1. Click Search on the top menu bar
2. Click "+ New"
3. Add a reference name for the search
4. Select "form" from the drop down
5. Enter the following text in the provided field "NES Pole Attachment Application"
6. Click "+ Add Form Field Name"
7. Enter the following text in the provided field "Attaching Company"
8. Click "+ Add Form Field Value"
9. Enter the company name in the provided field
10. If you would like to search by an additional company:
  - a. In the field next to "Find all projects that meet" select "any of these criteria".
  - b. Then repeat the guide starting at step 4 with the second row, "search project with"....  
Otherwise select "Save"

**Note:** You will only be able to see projects that your company is involved in.

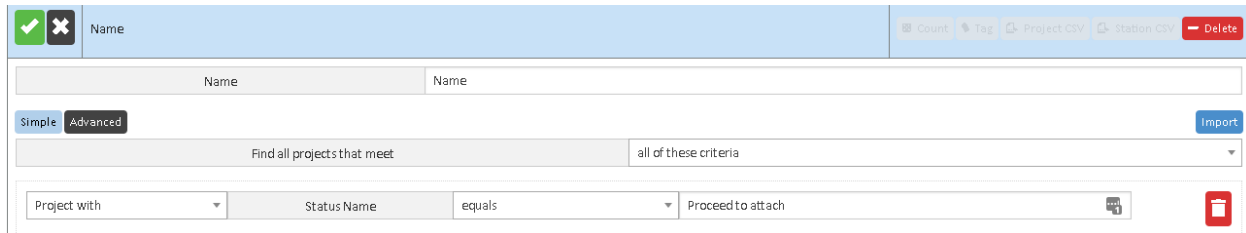
The screenshot displays the SPIDA STUDIO interface. At the top, a navigation bar includes 'SPIDA STUDIO', 'DASHBOARD', 'MANAGER', 'SEARCH', and 'REPORTS'. The 'SEARCH' tab is active, showing 'Project Search' and 'Asset Search' options. Below this, a 'Project Search List' header features a '+ New' button. The main area shows a search configuration form with the following elements:

- 1.** The 'SEARCH' menu item in the top navigation bar.
- 2.** The '+ New' button in the 'Project Search List' header.
- 3.** The 'Name' field in the search configuration form.
- 4.** The 'Project with' dropdown menu.
- 5.** The 'Form Name' field containing 'NES Pole Attachment Application'.
- 6.** The '+ Add Form Field Name' button.
- 7.** The 'Form Field Name' field containing 'Attaching Company'.
- 8.** The '+ Add Form Field Value' button.
- 9.** The 'Form Field Value' field containing 'Your Company I'.
- 10a.** The 'any of these criteria' dropdown menu.
- 10b.** The 'Search Project with form' dropdown menu.
- 11.** The 'Create' button at the bottom left of the form.

## Projects in a status

To keep up with projects in a specific status you can create a search tag.

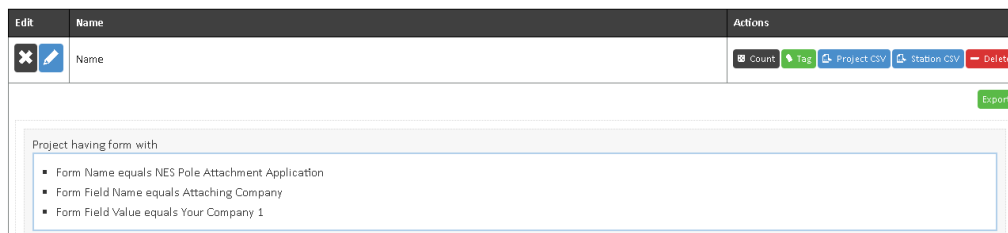
Here's an example of a search tag for projects in proceed to attach.



This can be used to monitor the projects and ensure they don't exceed 120 days.

## Review, Manage, Export

Search tags can be reviewed, managed, or exported from the Search tab:



### Review

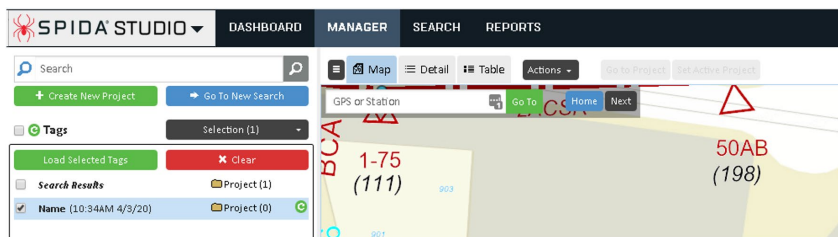
Once the search tag is complete you can verify that it worked by clicking 'Count'. This will return the number of matched projects after a brief pause.

### Manage

After verifying that the search tag is functional you can click 'Tag' to bring the projects into 'Manger'.

The tag will now appear in Manager each time you log in.

Next to the tag name will be the date it was last refreshed. The tag needs to be refreshed manually by selecting the green circular arrow icon next to the tag. All tags can be refreshed at once by clicking the green circular arrow icon next to the word 'Tags'.



### Export

Project matching the search tag and their associated stations can both be exported as csv files.