Tree Trim (TT)

- How to determine there is Tree Trim needed
  - WALK THE LINE OUT
  - GO FROM REPORTED DAMAGE LOCATION TO FUSE

PICTURE

How to report **TREE TRIM (TT)**
- In Jobs List click on Ticket

1. Acknowledge
   - Toggle from Incomplete to Complete
   (This acknowledges you have received the ticket and are able to view it)
   - Click "Continue" when asked: Are you sure?
2. En Route
   - Toggle from Incomplete to Complete
   (This confirms you are in route to the event location)
   - Click "Continue" when asked: Are you sure?
3. Arrive
   - Toggle from Incomplete to Complete
   (This confirms you have arrived at the event location)
   - Click "Continue" when asked: Are you sure?

* WARNING!!! DO NOT CLICK PARTOL COMPLETE UNTIL YOU HAVE CLICKED SHOW IN MAP AND CREATED WORK ORDERS

4. CLICK – Show in Map

How create a **TREE TRIM (TT) work order**

- Click – Show in Map

1. Zoom in to location where Tree Trim is needed
2. Click on location
3. If message pops up "There are multiple conductors here. Please select the one you would like to view."
    - Click the Select Conductor Button
    - Select the correct conductor from the list that pops up (ex: OH-PRIMARY or OH-SECONDARY).

    *If Primary is involved select primary. If ONLY secondary, select secondary; otherwise always select Primary.

3. Click "Select Conductor" again to confirm

4. REPORT DAMAGE
    - Feature Info window will appear.
    - Upper left-hand corner select **"+ Report Damage"**

5. The Report Damage page will open. Provide ANSWERS for each category.
    A. Work Needed: **Repair/ Replace/ None**
        - If nothing was damaged and TT only select **None!**
    B. Conductors Damaged: 1/2/3…
        - If nothing was damaged and TT only type "**None**"
    C. Tree Trim: **Heavy/Medium/Light**
    D. How Many Spans: 1/2/3…
        - Type how many spans are affected
    E. Vehicle Access: **Truck/Small Truck/Backyard Machine/No Truck**
    F. Upload Photo
    G. Notes: Write a description.
        - This description must match your noted damage above. This also must include the following:

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* DO NOT CLICK PATROL COMPLETE UNTIL YOU ARE 1,000% SURE OF YOUR DAMAGE FINDINGS!!!
* THIS WILL REMOVE THE TICKET FROM YOUR JOBS LIST AND NO MORE EDITS CAN BE MADE AND IT CANNOT BE RETURNED TO YOU.