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| Subject: Sharefile testing | |
| Date: 07/10/2014 | |
| Time: 2pm to 3pm | |
| Conducted by: Jessica Pearson | |
| Attendees: | |
| <ul style="list-style-type: none"> - Jeffrey Williams – M (City of Los Angeles, DWP) - Jessica Pearson – E (Southern California Edison) - Lynn Prescott – ATC (Verizon Wireless) - Steve Brown – M (City of Los Angeles, DWP) - Angela Pranata - SCJPC | |
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| Jessica | <ul style="list-style-type: none"> • Call to order at 2pm. • Attendance taken. |
| Steve/Jeffrey | <ul style="list-style-type: none"> • On O-Calc Pro program: Use Aux Data 1 to 5 to capture contact information. • Jessica will verify if Spida can add contact information. |
| All | <ul style="list-style-type: none"> • LADWP asked the questioned if the map is required. Lynn (Verizon Wireless) clarified that members may upload maps by request. • After discussion, all agreed that: <ul style="list-style-type: none"> ○ Folder is needed and the folder name would be: Pole Number – yearset (YYYY). ○ File naming conventions are as follow: <ul style="list-style-type: none"> ▪ PoleNumber_PLC_DateCreated_MemberCode ▪ PoleNumber_Pictures_DateCreated_MemberCode ▪ PoleNumber_Map_DateCreated_MemberCode ▪ Reference: PLC = Pole loading calculations ▪ Reference: DateCreated: YYYY-MM-DD ○ Only owner of the file/folder can delete/edit/move file. |
| Angela | <p>User login:</p> <ul style="list-style-type: none"> • Angela asked the group if the request to create user logins will come from the users or from the member’s representative. Jessica replied that the request will come from the member’s representative. • Angela asked the group the approximate number of user logins needed. Steve/LADWP and Jessica/SCE both replied that they will need 20 logins. Lynn/Verizon Wireless replied that she will need 5 logins. |
| Lynn | <p>Action items:</p> <ul style="list-style-type: none"> • For the group to create a draft of Sharefile upload/download process manual, that will include the file naming convention explanation and file/folder organization. • Jessica will contact SCE’s IT department to gain access to Sharefile. |
| All | <p>Process definitions:</p> <ul style="list-style-type: none"> • One folder for each pole. The link to the folder will be on the pole card, one time update for the JPC office. • JPC office will add link at the time of creating the new joint record. |
| All | <p>Next Steps:</p> <ul style="list-style-type: none"> • All internally can lay out the process internally as to which end users will upload and when. |

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September 11th, 2014

A meeting of the **Sharefile Testing** took place on the above date, at 1:00 p.m. via WebEx online meeting. Those in attendance were:

Ms. Jessica Pearson – Southern California Edison
Ms. Janet Chirrick – AT&T California
Ms. Kourtney Wietecha – Extenet Systems
Ms. Manijeh Nava – AT&T California
Ms. Angela Pranata – SCJPC staff

Ms. Pearson began the meeting with the review of notes dated 07/10/2014. The first item discussed was capturing contact information in the O-Calc Pro program PDF file. Ms. Pranata reported that at the last meeting the members decided to capture the engineer or contractor's information in the O-Calc files. Members may use field *Aux Data* 1 to 5 to insert contact information. Ms. Pearson stated that she will verify if SCE could enter their contact information and report back at the next meeting.

The next item discussed was that the map is not required and members may upload maps by request. There were no further questions or comments.

The members then discussed the user logins for the Sharefile website. Ms. Pearson informed that the Members would have multiple logins for each company. Ms. Wietecha asked if members should only use one login for each company. Ms. Pranata reported that at the last meeting the members decided to create multiple logins for each company to keep track of the uploaders. Ms. Pearson stated that each member can make a decision whether they want one login for the whole company or multiple logins. She stated that she will inquire the members at the next Administrative Board meeting regarding this item.

The next item discussed was the Sharefile upload & download process. Ms. Pearson stated that the process has not been created. The members agreed to table the discussion for the next meeting.

Ms. Pearson informed the attendees that the SCE's Joint Pole Department does not have access to the Sharefile website, www.sharefile.com. She reported that a request to gain access to the Sharefile website has been submitted to SCE's IT Department.

The committee then discussed the folder creation on the Sharefile. Ms. Pranata informed that at the last meeting the members decided to create one folder for each pole and the folder name will include the pole number and year set of the pole. Ms. Pearson stated that the SCJPC staff will be adding the folder link into the pole record. Ms. Pranata stated that a new field to capture the link must be added to the current pole database.

The last item discussed was the internal process for uploading and downloading the pole loading files. Ms. Nava and Ms. Chirrick stated that they have not created a process. Ms. Chirrick requested to have a Sharefile demonstration. Ms. Pranata then did a quick demonstration for the attendees. Ms. Chirrick asked whether the Sharefile will be used for Preliminaries and Finals files. Ms. Pearson replied that the Sharefile will only be used for pole loading files, such as pole loading O-Calc PDF files as well as maps and pictures related to the pole loading.

Ms. Wietecha asked the members at what stage of JPA process the pole folder will be created on the Sharefile website. Ms. Pearson replied that the JPA initiator will create a folder at the beginning of the project and will upload loading information into that folder. The receiving member should be able to find a folder created by JPA initiator in the Sharefile website. She stated that usually SCE mails out a large quantity of pole loading information documents. Uploading the pole loading files to Sharefile will reduce printing and shipping expenses.

Ms. Pranata requested the attendees to test the Sharefile website before the next meeting. Ms. Pranata asked if AT&T California allowed their employees to access the Sharefile website. Ms. Chirrick replied that she can access Hyperoffice but not Sharefile. Ms. Pearson stated that SCE staff can also access Hyperoffice. Ms. Wietecha informed that Extenet staff has access to Sharefile. Ms. Pranata asked if the SCJPC should switch from Sharefile to Hyperoffice because Sharefile is not accessible from SCE and AT&T California's offices. Ms. Pearson replied that she is working on getting access to the Sharefile website. She will report the status of Sharefile accessibility at the next meeting.

The members then decided to record the Sharefile process before ending the meeting. After discussion, the members agreed:

1. Not to use the year set as part of the folder name.
2. To use the year set at beginning of each pole loading file.
3. One folder for one pole number.

After further discussion, the process for uploading files to Sharefile is as follows:

Preliminary:

1. JPA initiator to search for an existing pole folder.
2. If no folder exist, create a folder with pole number as the folder name.
3. Upload pole loading files using the following file naming convention:
 - YYYY_PoleNumber_PLC_DateCreated_MemberCode
 - YYYY_PoleNumber_Pictures_DateCreated_MemberCode
 - YYYY_PoleNumber_Map_DateCreated_MemberCode
 - Reference: YYYY = Year set of the pole
 - Reference: PLC = Pole loading calculations
 - Reference: DateCreated: YYYY-MM-DD
4. Notate the preliminary that pole loading files are available for download on the Sharefile website. Also notate the folder name on the preliminary. For example: Folder name: 123456E.
5. Send the preliminary to other members.
6. Receiving member will access Sharefile to download pole loading files.

Final:

1. JPA initiator to notate the Final that pole loading files are available on the Sharefile website.
2. SCJPC Staff to get a direct link from the Sharefile website and insert the link into the pole record.

Meeting Adjourned at 1:55 p.m.

Angela Pranata – Manager of Operations