



O&R Municipal Streetlight Portal Training Guide For New York State

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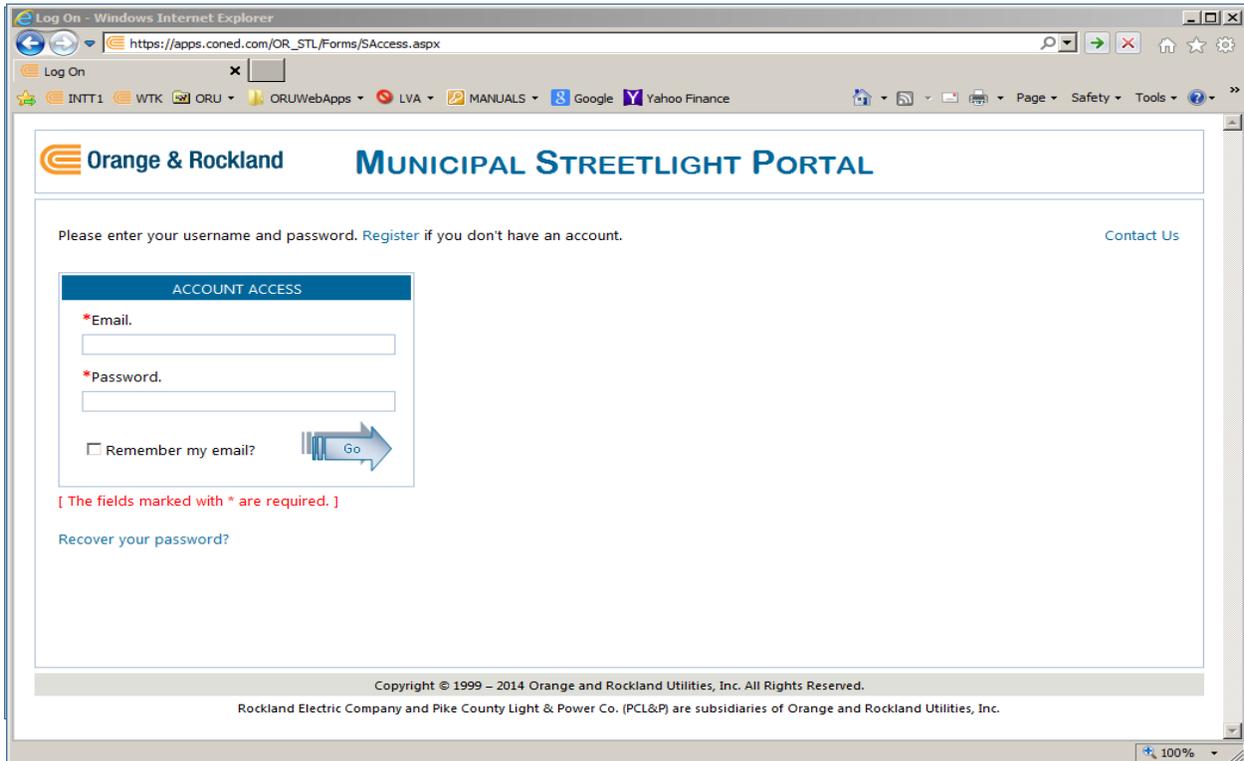
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The following functions are used for Municipality-Owned Streetlights.

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The Municipal Streetlight Portal Application is accessed through the Orange & Rockland Internet site: **WWW.ORU.COM**.

To access the Municipal Streetlight Portal, click the Customer Service tab on the gray bar across the top of the screen and select Municipality Portal. Several municipal applications are accessible on this page. Click the <login> button under Municipal Streetlight Portal. This will take you to the Municipal Streetlight Portal logon page.



1. STREETLIGHT REQUEST FUNCTIONS

1.1 Streetlight New Install (first option)

This function is used to install a new streetlight on an existing non-streetlight pole and/or to install a new streetlight and a brand new pole.

- Go to the Streetlight Inventory page and select the account number.

The screenshot shows a web interface with a top navigation bar containing 'Inventory', 'Requests', 'Users', 'Documents', 'Light Repairs', and 'STREETLIGHT INVENTORY'. Below this is a 'ACCOUNT DETAILS' section with 'Ownership' set to 'All' and 'Account Number' set to 'Select Account'. To the right is a 'TRANSACTIONS' section with buttons for 'New Install', 'Upgrade', 'Removal', 'Ready for Tap On', and 'Transfer Owner'.



Upon the selection of the account, the Portal will display all the streetlights in the Streetlights Inventory section. The buttons in Transactions section will now be available for requests.

- Click on the **<New Install>** button.

The screenshot shows the 'TRANSACTIONS' section with the 'New Install' button highlighted. Below it is the 'STREETLIGHTS INVENTORY' table with the following data:

	GRID X	GRID Y	FIXTURE DETAILS	STREET ADDRESS1	STREET ADDRESS2	TOWN	DIRECTION
<input type="checkbox"/>							
<input type="checkbox"/>	55986	48610	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input type="checkbox"/>	56007	48583	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	

- Select the first radio button for a new streetlight and click on the **<Redirect>** button.

The 'CONTINUE NEW INSTALL' dialog box contains the following text:

Select this option to do one of the following :

- Add a new streetlight to an existing pole that does not have any streetlights attached.
- Add a new pole with a new streetlight attached.

Select this option to add an additional streetlight to an existing pole which already has streetlights attached.
(Note : Please select the appropriate XY's that apply to this action.)

Redirect

- You are now in the New Install page. In the Streetlight Details section, click the **<Add New Streetlight>** button to start creating the new streetlight details.



Upon clicking the **<Add New Streetlight>** button, a new row will be created in the grid for entering the streetlight details.

- Enter the streetlight information in the data grid. Click the  icon to save the streetlight row. Click the  icon to cancel the streetlight row.

The following column(s) are the required fields in the Streetlight Details section.

- GRID X** *The first 5-digit coordinate of the pole (usually located on a metal plate attached to the pole.)*
- GRID Y** *The second 5-digit coordinate of the pole (usually located on a metal plate attached to the pole.)*
- POLE LOCATION**
 - 'Actual Pole'** – Choose this option if the X Y coordinates you entered are from the actual pole where you want to have a light installed.
 - 'Nearest to Actual Pole'** – Choose this option if the X Y coordinates you entered refer to a pole that is nearest to the actual pole where you want the new lights. For example, use this option if the X Y coordinates are not readable on the actual pole.
 - 'Nearest to location of New Pole'** – Choose this option if you require a pole installation for the new streetlight. The

XY you entered should be from the pole that is closest to where the new pole should be installed.

FIXTURE DETAILS

Choose the light type from the drop down.

STREET ADDRESS

Street address of the new streetlight.

TOWN NAME

Name of the town of the new streetlight.



Click the <Add New Streetlight> button if you need to add more streetlights. If you need 2 or more lights on the same pole, click on the  icon.

GRID X	GRID Y	POLE LOCATION	FIXTURE DETAILS	STREET ADDRESS
48652	58215	Actual Pole	5800 LUM 15FT 132 S 70W \$7.23	Street Na

- Enter any additional information in the Notes section. This section is optional.

NOTES

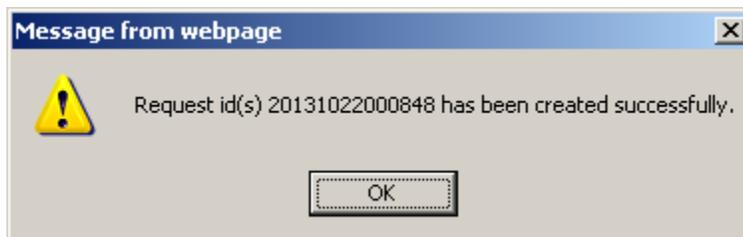
Put any additional information in this section.

[The fields marked with * are required.]

 Save  Back

- Click the **<Save>** button to submit the New Install request. A message box will appear showing your request was successful. The message box will contain your request ID.

A notification email with the request details will also be sent to the requestor.



- Click OK.

1.2 Streetlight New Install (second option)

This function is used to install additional lights on an existing streetlight pole.

- Go to the Streetlight Inventory page and select the account number. (Please refer back to the first item in Streetlight New Install section 1.1)
- Select the pole number(s) in the Streetlights Inventory section. Click on the **<New Install>** button.

The screenshot shows a web interface with two main sections: 'ACCOUNT DETAILS' and 'TRANSACTIONS'. In the 'TRANSACTIONS' section, the 'New Install' button is circled in red. Below this is the 'STREETLIGHTS INVENTORY' table with columns for GRID X, GRID Y, FIXTURE DETAILS, STREET ADDRESS1, STREET ADDRESS2, TOWN, and DIRECTION. Two rows are selected, with their checkboxes circled in red.

	GRID X	GRID Y	FIXTURE DETAILS	STREET ADDRESS1	STREET ADDRESS2	TOWN	DIRECTION
<input checked="" type="checkbox"/>	55986	48610	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input checked="" type="checkbox"/>	56007	48583	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input type="checkbox"/>	56016	48549	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	

- Select the second radio button for a new streetlight and click on the **<Redirect>** button.

The screenshot shows a dialog box titled 'CONTINUE NEW INSTALL'. It contains three radio button options. The second option is selected and circled in red. Below the options is a 'Redirect' button.

CONTINUE NEW INSTALL

Select this option to do one of the following :

- Add a new streetlight to an existing pole that does not have any streetlights attached.
- Add a new pole with a new streetlight attached.

Select this option to add an additional streetlight to an existing pole which already has streetlights attached.
(Note : Please select the appropriate XY's that apply to this action.)

You are now in the Streetlight Addition page.

- Click the  icon to edit the streetlight row.
- Click the  icon to save the streetlight row.
- Click the  icon to cancel the editing function.
- Click the  icon to add another light on the same pole number.

STREETLIGHT DETAILS						
	GRID X	GRID Y	FIXTURE DETAILS	FIXTURE NOTES	STREET ADDRESS1	
	55688	49080	Select a light fixture		ELM ST	
	55784	48478	New Fixture		EDGEWOOD DR	

The following column(s) are the required fields in the Streetlight Details grid.

FIXTURE DETAILS

Choose the desired fixture from the Fixture Details drop down.



If you need to remove or delete a row in the Streetlight Details grid, drag the scroll bar to the far right and click on the  icon.

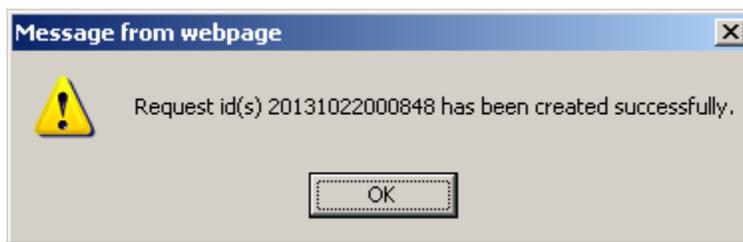
- Enter any additional information in the Notes section. This section is optional.

NOTES

Put any additional information in this section.

[The fields marked with * are required.]

- Click the **<Save>** button to submit the New Install request. A message box will appear showing your request was successful. The message box will contain your request ID.
- A notification email with the request details will also be sent to the requestor.



- Click OK.

1.3 Streetlight Upgrade

This function is used to replace an existing light fixture with another type of light fixture.

- Go to the Streetlight Inventory page and select the account number. (Please refer back to the first item in Streetlight New Install section 1.1)

- Select the pole number(s) in the Streetlight Inventory section. Click on the **<Upgrade>** button.

ACCOUNT DETAILS		TRANSACTIONS					
Ownership :	All	New Install	Upgrade	Removal	Ready for Tap On	Transfer Owner	
Account Number :	[REDACTED]						

STREETLIGHTS INVENTORY							
		Selected Lights(2)		Reset Inventory	Pick all from the grid. (Ignores Selection)		
GRID X	GRID Y	FIXTURE DETAILS	STREET ADDRESS1	STREET ADDRESS2	TOWN	DIRECTION	
<input checked="" type="checkbox"/>	55986	48610	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input checked="" type="checkbox"/>	56007	48583	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input type="checkbox"/>	56016	48549	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	

- You are now in the Streetlight Upgrade page. Use the Replicate Fixture option if you want to upgrade all the selected poles with the same fixture. Choose the fixture details and press the **<Replicate Fixture>** button.

REPLICATE FIXTURE					
*Fixture Details :	Select fixture for all poles	Replicate Fixture			

STREETLIGHT DETAILS				
GRID X	GRID Y	FIXTURE DETAILS	NEW FIXTURE DETAILS	STREET ADDRESS
	55626	37498	22500 LUM 8FT 121 M 400W \$12.55	A STREET
	55642	37472	22500 LUM 8FT 121 M 400W \$12.55	A STREET

- Click the icon to edit the streetlight row.
- Click the icon to save the streetlight row.
- Click the icon to cancel the editing function.

STREETLIGHT DETAILS				
GRID X	GRID Y	FIXTURE DETAILS	NEW FIXTURE DETAILS	STREET ADDRESS
	55257	48814	5800 LUM 8FT 131 S 70W \$13.91	ROUTE 105
	55287	48858	4000 LUM 8FT 111 M 100W \$12.49	3400 LUM 15FT 181 I 40W \$15.64

The following column(s) are the required fields in the streetlight details.

NEW FIXTURE DETAILS Choose the desired fixture from the New Fixture Details drop down list.



If you need to remove or delete a row in the Streetlight Details grid, drag the scroll bar to the far right and click on the icon.

- Enter any additional information in the Notes section. This section is optional.

NOTES

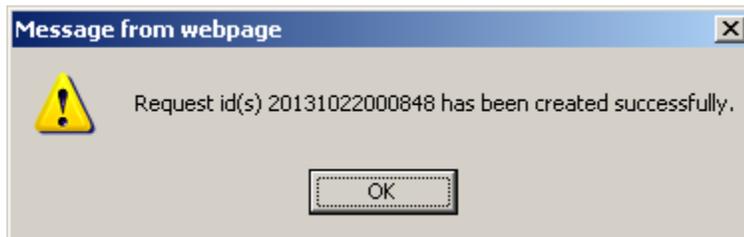
Put any additional information in this section.

[The fields marked with * are required.]

Save Back

- Click the **<Save>** button to submit the Upgrade request. A message box will appear showing your request was successful. The message box will contain your request ID.

A notification email with the request details will also be sent to the requestor.



- Click OK.

1.4 Streetlight Removal

This function is used to remove an existing light fixture from the streetlight pole.

- Go to the Streetlight Inventory page and select the account number. (Please refer back to the first item in Streetlight New Install section 1.1)
- Select the pole number(s) in the Streetlight Inventory section. Click on the **<Removal>** button.

ACCOUNT DETAILS

Ownership : All

Account Number : ██████████

TRANSACTIONS

New Install Upgrade **Removal** Ready for Tap On Transfer Owner

STREETLIGHTS INVENTORY		Selected Lights(2)		Reset Inventory	Pick all from the grid. (Ignores Selection)		
<input type="checkbox"/>	GRID X	GRID Y	FIXTURE DETAILS	STREET ADDRESS1	STREET ADDRESS2	TOWN	DIRECTION
<input checked="" type="checkbox"/>	55986	48610	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input checked="" type="checkbox"/>	56007	48583	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input type="checkbox"/>	56016	48549	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	

- You are now in the Streetlight Removal page. If you need to remove or delete a row in the Streetlight Details grid, drag the scroll bar to the far right and click on icon.

STREETLIGHT DETAILS				
STREET ADDRESS2	TOWN	DEVICE	ERROR	ERROR TEXT
	TWN OF WOODBURY	OH	N	
	TWN OF WOODBURY	OH	N	

- Enter any additional information in the Notes section. This section is optional.

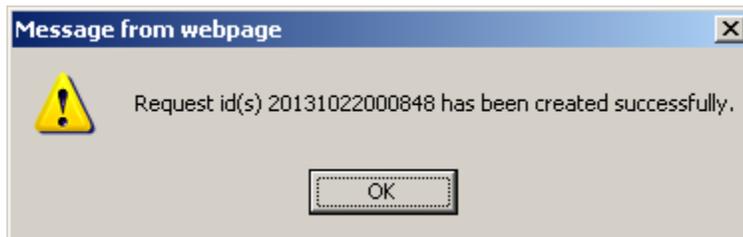
NOTES

Put any additional information in this section.

[The fields marked with * are required.]

- Click the **<Save>** button to submit the Removal request.
- You will see a pop-up showing a request ID. A message box will appear showing your request was successful. The message box will contain your request ID.

A notification email with the request details will also be sent to the requestor.



- Click OK.

1.5 Transfer of Ownership

This function is used to transfer streetlights from O&R to a municipality-owned account.

- Go to the Streetlight Inventory page and select the account number. *(Please refer back to the first item in Streetlight New Install section 1.1)*
- Select the pole number(s) in the Streetlight Inventory section. Click on the **<Transfer Owner>** button.

ACCOUNT DETAILS		TRANSACTIONS	
Ownership :	All	New Install	Upgrade
Account Number :	[REDACTED]	Removal	Ready for Tap
			Transfer Owner

STREETLIGHTS INVENTORY		Selected Lights(2)		Reset Inventory		Pick all from the grid. (Ignores Selection)	
GRID X	GRID Y	FIXTURE DETAILS	STREET ADDRESS1	STREET ADDRESS2	TOWN	DIRECTION	
<input checked="" type="checkbox"/>	55986	48610	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input checked="" type="checkbox"/>	56007	48583	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input type="checkbox"/>	56016	48549	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	

- You are now in the Streetlight Transfer page. Review the Target Account and make sure it displays the municipality-owned billing account. If there is no existing billing account, the system designates 'New Account'.

ACCOUNT DETAILS	
Project / Applicant Name :	TOWN OF WOODBURY
Account Number :	[REDACTED]
Target Account :	New Account

Note : Highlighted poles will not be included in this transaction. The maximum number of valid poles to be processed from this request is 6000.

STREETLIGHT DETAILS							
GRID X	GRID Y	FIXTURE DETAILS	STREET ADDRESS1	STREET ADDRESS2	TOWN	DEVICE	ERROR
55493	48291	4000 LUM 8FT 111 M 100W \$12.49	WOODWARD TER		TOWN OF WOODBURY	OH	N
55517	48319	4000 LUM 8FT 111 M 100W \$12.49	WOODWARD TER		TOWN OF WOODBURY	OH	N

- If you need to remove or delete a row in the Streetlight Details grid, drag the scroll bar to the far right and click on  icon.

STREETLIGHT DETAILS					
STREET ADDRESS2	TOWN	DEVICE	ERROR	ERROR TEXT	
	TWN OF WOODBURY	OH	N		
	TWN OF WOODBURY	OH	N		

- Enter any additional information in the Notes section. This section is optional.

NOTES
Put any additional information in this section.

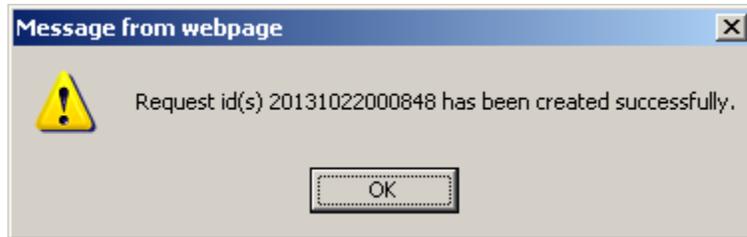
[The fields marked with * are required.]

Save Back

- Click the **<Save>** button to submit the Transfer of Ownership request.

-
- You will see a pop-up showing a request ID. A message box will appear showing your request was successful. The message box will contain your request ID.

A notification email with the request details will also be sent to the requestor.

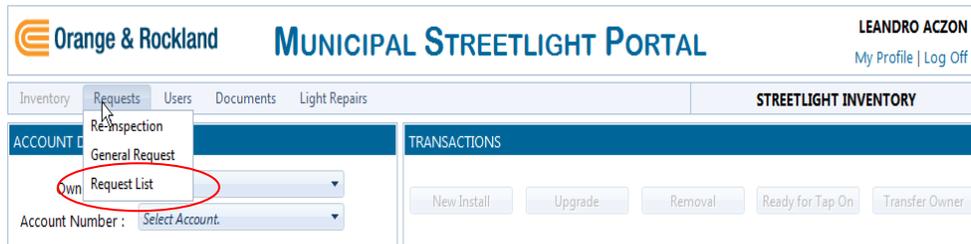


- Click OK.

1.6 Request List

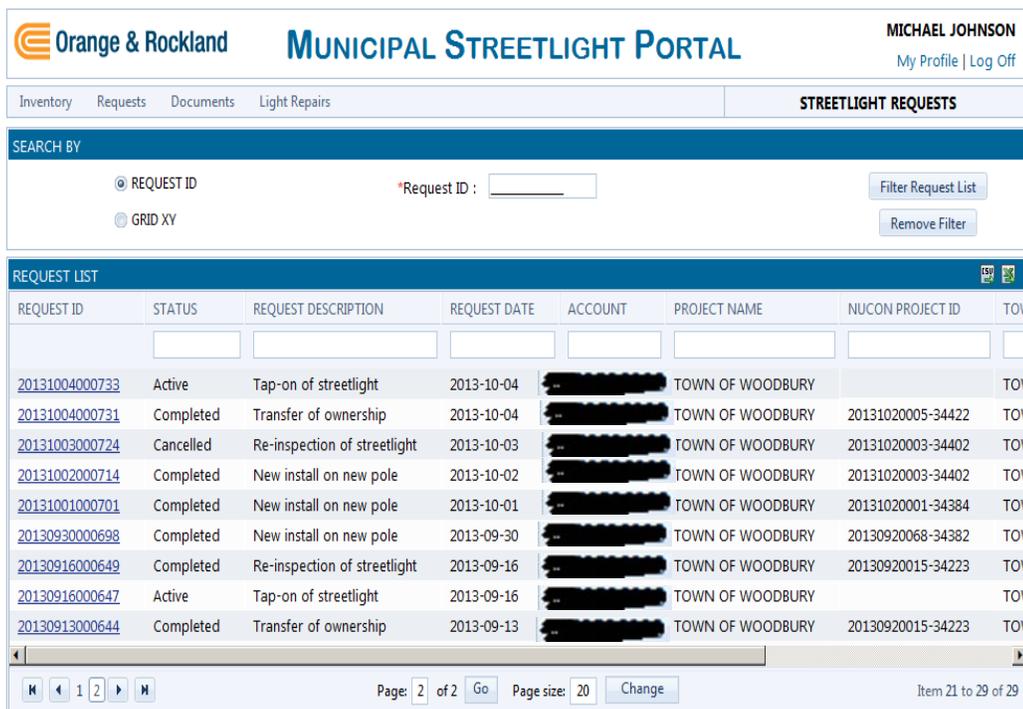
This function is used to display streetlight requests and status.

- Go to the Requests main menu and click on the <Request List> sub menu.



The screenshot shows the 'MUNICIPAL STREETLIGHT PORTAL' interface. The user is logged in as LEANDRO ACZON. The navigation menu includes 'Inventory', 'Requests', 'Users', 'Documents', and 'Light Repairs'. The 'Requests' menu is expanded, showing options like 'Re-inspection', 'General Request', and 'Request List', which is circled in red. Below the menu, there are buttons for 'New Install', 'Upgrade', 'Removal', 'Ready for Tap On', and 'Transfer Owner'.

- The Streetlight Requests page will display all the requests submitted in the Municipal Streetlight Portal for your town.



The screenshot shows the 'MUNICIPAL STREETLIGHT PORTAL' interface for user MICHAEL JOHNSON. The page is titled 'STREETLIGHT REQUESTS'. It features a search section with 'SEARCH BY' options: 'REQUEST ID' (selected) and 'GRID XY'. A 'Request ID' input field and 'Filter Request List' button are present. Below the search section is a table titled 'REQUEST LIST' with columns: REQUEST ID, STATUS, REQUEST DESCRIPTION, REQUEST DATE, ACCOUNT, PROJECT NAME, NUCON PROJECT ID, and TOW. The table contains 10 rows of request data. At the bottom, there is a pagination bar showing 'Page: 2 of 2', 'Page size: 20', and 'Item 21 to 29 of 29'.

REQUEST ID	STATUS	REQUEST DESCRIPTION	REQUEST DATE	ACCOUNT	PROJECT NAME	NUCON PROJECT ID	TOW
20131004000733	Active	Tap-on of streetlight	2013-10-04	[REDACTED]	TOWN OF WOODBURY		TOW
20131004000731	Completed	Transfer of ownership	2013-10-04	[REDACTED]	TOWN OF WOODBURY	20131020005-34422	TOW
20131003000724	Cancelled	Re-inspection of streetlight	2013-10-03	[REDACTED]	TOWN OF WOODBURY	20131020003-34402	TOW
20131002000714	Completed	New install on new pole	2013-10-02	[REDACTED]	TOWN OF WOODBURY	20131020003-34402	TOW
20131001000701	Completed	New install on new pole	2013-10-01	[REDACTED]	TOWN OF WOODBURY	20131020001-34384	TOW
20130930000698	Completed	New install on new pole	2013-09-30	[REDACTED]	TOWN OF WOODBURY	20130920068-34382	TOW
20130916000649	Completed	Re-inspection of streetlight	2013-09-16	[REDACTED]	TOWN OF WOODBURY	20130920015-34223	TOW
20130916000647	Active	Tap-on of streetlight	2013-09-16	[REDACTED]	TOWN OF WOODBURY		TOW
20130913000644	Completed	Transfer of ownership	2013-09-13	[REDACTED]	TOWN OF WOODBURY	20130920015-34223	TOW

The following describes the different STATUS of a request.

Submitted

The streetlight request has just been created.



While the request is in Submitted status, you can click on the request id and cancel the request.

In Progress

The streetlight request has been accepted and placed in the work queue of the O&R Streetlight Coordinator.

Active

O&R Streetlight Coordinator has started and initiated the project.

Completed

The streetlight request has been completed.

Cancelled

The streetlight request was cancelled.



When a request is Completed or Cancelled, a notification email is sent out to the requestor, project contact (if any) and municipal administrator(s).

- Click on the Request ID to go to the Streetlight Request Detail page.

MUNICIPAL STREETLIGHT PORTAL

MICHAEL JOHNSON
[My Profile](#) | [Log Off](#)

[Inventory](#)
[Requests](#)
[Documents](#)
[Light Repairs](#)

STREETLIGHT REQUEST DETAIL

REQUEST DETAILS

Project Name : TOWN OF WOODBURY	Status : Completed	[Project Status]
Request ID : 20131028000867	Account Number : ██████████	
Request Type : New Install of Streetlight	Town Name : TOWN OF WOODBURY	
Request Date : 2013-10-28	Cut In Date :	

REQUEST NOTES

PLEASE PROVIDE COST ESTIMATE.

STREETLIGHT COORDINATOR NOTES

Completed Request

Original Request

STREETLIGHT DETAILS

GRID X	GRID Y	POLE LOCATION	FIXTURE DETAILS	STREET ADDRESS1	STREET ADDRESS2	TOWN	DIRECTION
54923	49013	Nearest to Actual Pole	3400 LUM 15FT 181 I 40W \$15.64	First St		WOODBURY	
54923	49013	Nearest to Actual Pole	3400 LUM 15FT 181 I 40W \$15.64	First Street		WOODBURY	

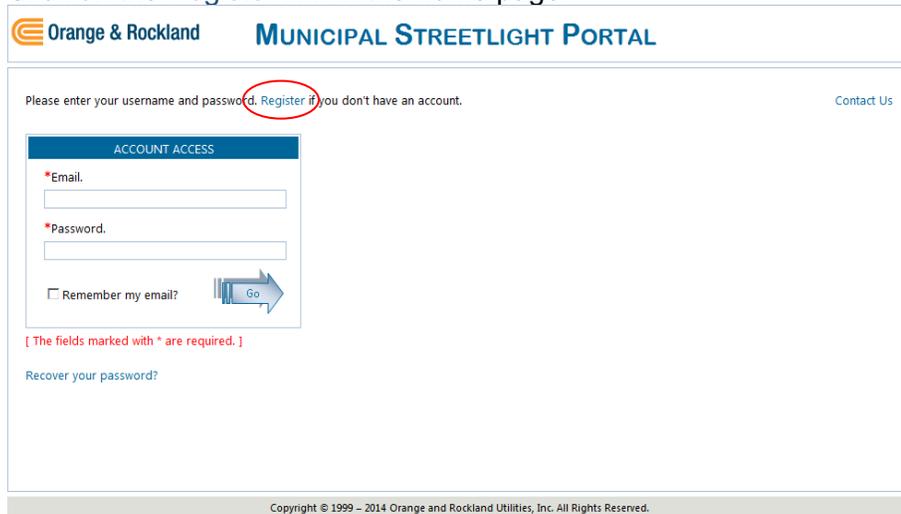
← Back

2. USER MANAGEMENT FUNCTIONS

2.1 Registration

Sign up process for municipal employees who require access to the application.

- Click on the [Register](#) link in the home page.



The screenshot shows the 'MUNICIPAL STREETLIGHT PORTAL' login page. At the top left is the 'Orange & Rockland' logo. The main heading is 'MUNICIPAL STREETLIGHT PORTAL'. Below the heading, there is a prompt: 'Please enter your username and password. [Register if you don't have an account.](#) [Contact Us](#)'. The word 'password' is circled in red. Below this is a form titled 'ACCOUNT ACCESS' with two required fields: '*Email.' and '*Password.', each with an input box. There is a 'Remember my email?' checkbox and a 'Go' button with a right-pointing arrow. Below the form, a red message reads: '[The fields marked with * are required.]'. At the bottom of the form area, there is a link: 'Recover your password?'. The footer contains copyright information: 'Copyright © 1999 – 2014 Orange and Rockland Utilities, Inc. All Rights Reserved. Rockland Electric Company and Pike County Light & Power Co. (PCL&P) are subsidiaries of Orange and Rockland Utilities, Inc.'

- Enter all the required information, select your Town and click on the **<Save>** button.


MUNICIPAL STREETLIGHT PORTAL

PASSWORD RULES

Passwords used on this network must comply with the rules set out below.

- Password cannot contain your email.
- Password is case sensitive.
- Password length must be between 8 and 10 characters.
- Password must have at least [1 upper case letter, 1 lower case letter and (1 number or 1 special character from !@#%&+=)].

SIGN UP

*Email :

*Password :

*Reenter Password :

*4-Digit Pin Number :

CONTACT DETAILS

*Title :

*First Name :

*Last Name :

*Office # :

Ext # :

Cell # :

Fax # :

*Address Line 1 :

Address Line 2 :

Address Line 3 :

*City :

*State :

*Zip :

PROJECT CONTACT

Will you be the party responsible for tracking streetlight projects through to completion and should all notification for the project be sent to you?

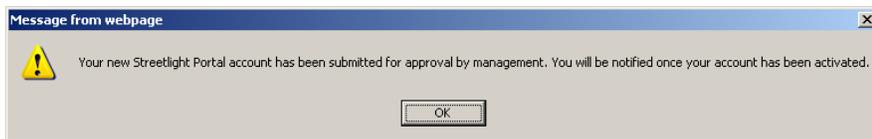
Yes

No *Contact Email :

TOWN DETAILS

*Town Name :

[The fields marked with * are required.]



- Click OK.
- Upon

receipt of the registration request, the O&R Streetlight Coordinator will review the request and call the municipal employee for verification.

2.2 Change Password / Pin – My Profile Page

Create a new password or a new pin.

- Log into the Municipal Streetlight Portal.
- Click on the [My Profile](#) link.

- Click on [Change Password](#) or [Change Pin](#) and enter the new password or pin.


MUNICIPAL STREETLIGHT PORTAL

LEANDRO ACZON
[My Profile](#) | [Log Off](#)

Inventory Requests Users Documents Light Repairs
USER PROFILE

CONTACT INFORMATION

***Title :**

***First Name :**

***Last Name :**

***Office # :**

Ext # :

Cell # :

Fax # :

***Address Line 1 :**

Address Line 2 :

Address Line 3 :

***City :**

***State :**

***Zip :**

PROJECT CONTACT

Will you be the party responsible for tracking streetlight projects through to completion and should all notification for the project be sent to you?

Yes

No ***Contact Email :**

[The fields marked with * are required.]

CHANGE PASSWORD



***Current Password :**

***New Password :**

***Confirm Password :**

CHANGE PIN

***Current 4-Digit Pin Number :**

***New 4-Digit Pin Number :**

- A notification email will be sent to the municipal employee after a successful change of password or pin.

2.3 Recover Password

Lost password and need to obtain a new password.

- Click the [Recover your password?](#) link in the home page.

Please enter your username and password. [Register](#) if you don't have an account.

[Contact Us](#)

ACCOUNT ACCESS

*Email:

*Password:

Remember my email?

[The fields marked with * are required.]

[Recover your password?](#)

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Rockland Electric Company and Pike County Light & Power Co. (PCL&P) are subsidiaries of Orange and Rockland Utilities, Inc.

- Enter your email id and click the **<Save>** button.

USER AUTHENTICATION

*Login ID / Email :

- Enter your 4-digit pin number and click the **<Save>** button.

PIN NUMBER

*4-Digit Pin Number :

- Enter your new password and click the **<Save>** button.

RESET PASSWORD



*Enter New Password :

*Re-Enter Password :

- Upon receipt of the password recovery request, the O&R Streetlight Coordinator will review the request and call the municipal employee for verification.

2.4 Recover 4-Digit Pin

Lost 4-digit pin and need to obtain a new pin.

- Use the Contact Us form to notify the O&R Streetlight Coordinator.

- O&R Streetlight Coordinator will review the request and call the municipal employee for verification.
- O&R Streetlight Coordinator will provide a new pin number.
- Municipality will follow the same procedure in **Recover Password** described in Section 2.3.

2.5 Managing Municipal Users

Each municipality will be set up with at least one administrator who has the ability to review their employees with access to the system. The administrator will be set up at registration time.

This function is only available to Municipal Administrators.

Biannually, O&R will send an email reminder to administrators asking that they review employees with access to the system. This web page will allow an administrator to deactivate, remove, or re-activate employees

- Log into the Municipal Streetlight Portal.
- Click the [User List](#) page in the User menu.



- Users List page displays all the employees of the town. Click on the User Name of the employee.

Inventory Requests Users Documents Light Repairs					USERS LIST	
USERS LIST						
USER NAME	FIRST NAME	LAST NAME	TOWN NAME	STATUS	USER TYPE	USER ROLE
jaspreet.singh@hotmail.com	Jaspreet	Singh	TOWN OF CLARKSTOWN	Active	M	NY - MUNI L
jaspreet2.singh2@muni2.com	J	S	TOWN OF CLARKSTOWN	Active	M	NY - MUNI L
jaspreet3.singh3@muni3.com	J	S	TOWN OF CLARKSTOWN	Active	M	NY - MUNI L
jean.cassels_1@gmail.com	Jean	Cassels	TOWN OF CLARKSTOWN	Active	M	NY - MUNI L
jean.cassels@gmail.com	Jean	Cassels	TOWN OF CLARKSTOWN	Active	M	NY - MUNI A

- Click the **<Deactivate User>** button to deactivate the employee.
 Click the **<Remove User>** button to remove the employee in the Municipal Streetlight Portal.
 Click the **<Activate User>** button to re-activate the employee.

CONTACT INFORMATION	USER ACTIONS
User Name : jean.cassels_1@gmail.com Status : A Title : MISS First Name : Jean Last Name : Cassels Office # : 1231231234 Ext # : Cell # : Fax # : Address Line 1 : 1 Main St Address Line 2 : Address Line 3 : City : New City State : NY Zip : 10956	<div style="border: 2px solid red; border-radius: 50%; padding: 10px; display: inline-block;"> Save Changes Activate User Reject User Deactivate User Remove User </div>
<input type="button" value="Back"/>	

3. MUNICIPALITY-OWNED STREETLIGHT FUNCTIONS

3.1 Streetlight New Install (first option)

This function is used to install a new streetlight on an existing non-streetlight pole and/or to install a new streetlight and a brand new pole.

- Go to the Streetlight Inventory page. Select the “Municipal-Owned” in the Ownership drop-down box then select the account number.

ACCOUNT DETAILS | TRANSACTIONS | STREETLIGHT OUTAGE

Ownership: Municipal-Owned
Account Number: All

STREETLIGHTS INVENTORY 355 ... Lights(0)

If you know the municipal-owned account, you can go straight to the Account Number drop-down box and select the municipal-owned account number.

Inventory Requests Users Documents Light Repairs | STREETLIGHT INVENTORY

ACCOUNT DETAILS | TRANSACTIONS

Ownership: All
Account Number: Select Account

New Install Upgrade Removal Ready for Tap On Transfer Owner



Upon the selection of the account, the Portal will display all the streetlights in the Streetlights Inventory section. The buttons in the Transactions section will now be available for requests.

- Click on the **<New Install>** button.

ACCOUNT DETAILS | TRANSACTIONS

Ownership: All
Account Number: [REDACTED]

New Install Upgrade Removal Ready for Tap On Transfer Owner

STREETLIGHTS INVENTORY Selected Lights(0) Reset Inventory Pick all from the grid. (Ignores Selection)

	GRID X	GRID Y	FIXTURE DETAILS	STREET ADDRESS1	STREET ADDRESS2	TOWN	DIRECTION
<input type="checkbox"/>							
<input type="checkbox"/>	55986	48610	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input type="checkbox"/>	56007	48583	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	

- Select the first radio button for a new streetlight and click on the **<Redirect>** button.

CONTINUE NEW INSTALL

Select this option to do one of the following :

- Add a new streetlight to an existing pole that does not have any streetlights attached.
- Add a new pole with a new streetlight attached.

Select this option to add an additional streetlight to an existing pole which already has streetlights attached.

(Note : Please select the appropriate XY's that apply to this action.)

Redirect

- You are now in the New Install page. In the Streetlight Details section, click the **<Add New Streetlight>** button to start creating the new streetlight details.

Inventory Requests Users Documents Light Repairs **NEW INSTALL**

ACCOUNT DETAILS

Project / Applicant Name : TOWN OF WOODBURY Account Number : [REDACTED]

Note : If you require a new account, please contact streetlight coordinator before making this request.
The maximum number of valid poles to be processed from this request is 178.

STREETLIGHT DETAILS

Add New Streetlight!

GRID X	GRID Y	POLE LOCATION	FIXTURE DETAILS	STREET ADDRESS
No records to display.				



*Upon clicking the **<Add New Streetlight>** button, a new row will be created in the grid for entering the streetlight details.*

- Enter the streetlight information in the data grid. Click the  icon to save the streetlight row. Click the  icon to cancel the streetlight row.

STREETLIGHT DETAILS

Add New Streetlight!

GRID X	GRID Y	POLE LOCATION	FIXTURE DETAILS	FIXTURE NOTES
* []	* []	Actual Pole	New Fixture	

to display.

Actual Pole
Nearest to Actual Pole
Nearest to location of New Pole

The following column(s) are the required fields in the Streetlight Details section.

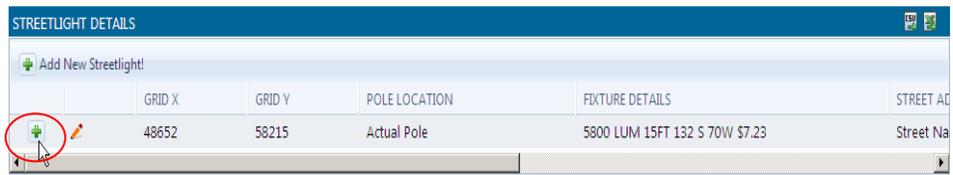
- GRID X** *The first 5-digit coordinate of the pole (usually located on a metal plate attached to the pole.)*
- GRID Y** *The second 5-digit coordinate of the pole (usually located on a metal plate attached to the pole.)*
- POLE LOCATION** *'Actual Pole' – Choose this option if the X Y coordinates you entered are from the actual pole where you want to have a light installed.*

'Nearest to Actual Pole' – Choose this option if the X Y coordinates you entered refer to a pole that is nearest to the actual pole where you want the new lights. For example, use this option if the X Y coordinates are not readable on the actual pole.

'Nearest to location of New Pole' – Choose this option if you require a pole installation for the new streetlight. The XY you entered should be from the pole that is closest to where the new pole should be installed.
- FIXTURE DETAILS** *Choose the light type from the drop down.*

 *Choose 'New Fixture' from the drop down if the type of light is not in the list. The new fixture should be described in the next column under **FIXTURE NOTES**.*
- FIXTURE NOTES** *Short description of the type of light. This is required only when the 'New Fixture' is selected in **FIXTURE DETAILS**.*
- STREET ADDRESS** *Street address of the new streetlight.*
- TOWN NAME** *Name of the town of the new streetlight.*

 *Click the <Add New Streetlight> button if you need to add more streetlights. If you need 2 or more lights on the same pole, click on the  icon.*



- Enter any additional information in the Notes section. This section is optional.

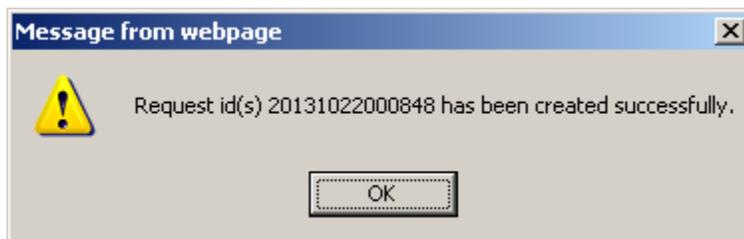
NOTES

Put any additional information in this section.

[The fields marked with * are required.]

- Click the **<Save>** button to submit the New Install request. A message box will appear showing your request was successful. The message box will contain your request ID.

A notification email with the request details will also be sent to the requestor.



- Click OK.

3.2 Streetlight New Install (second option)

This function is used to install additional lights on an existing streetlight pole.

- Go to the Streetlight Inventory page and select the account number. (Please refer back to the first item in Streetlight New Install section 3.1)
- Select the pole number(s) in the Streetlights Inventory section. Click on the **<New Install>** button.

ACCOUNT DETAILS		TRANSACTIONS					
Ownership :	All	<input type="button" value="New Install"/> <input type="button" value="Upgrade"/> <input type="button" value="Removal"/> <input type="button" value="Ready for Tap On"/> <input type="button" value="Transfer Owner"/>					
Account Number :	[REDACTED]						
STREETLIGHTS INVENTORY		Selected Lights(2)		Reset Inventory		Pick all from the grid. (Ignores Selection)	
<input type="checkbox"/>	GRID X	GRID Y	FXTURE DETAILS	STREET ADDRESS1	STREET ADDRESS2	TOWN	DIRECTION
<input checked="" type="checkbox"/>	55986	48610	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input checked="" type="checkbox"/>	56007	48583	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input type="checkbox"/>	56016	48549	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	

- Select the second radio button for a new streetlight and click on the **<Redirect>** button.

CONTINUE NEW INSTALL

Select this option to do one of the following :

- Add a new streetlight to an existing pole that does not have any streetlights attached.
- Add a new pole with a new streetlight attached.

Select this option to add an additional streetlight to an existing pole which already has streetlights attached.
(Note : Please select the appropriate XY's that apply to this action.)

You are now in the Streetlight Addition page.

- Click the  icon to edit the streetlight row.
- Click the  icon to save the streetlight row.
- Click the  icon to cancel the editing function.
- Click the  icon to add another light on the same pole number.

STREETLIGHT DETAILS						
	GRID X	GRID Y	FIXTURE DETAILS	FIXTURE NOTES	STREET ADDRESS1	
	55688	49080	Select a light fixture		ELM ST	
 	55784	48478	New Fixture		EDGEWOOD DR	

The following column(s) are the required fields in the Streetlight Details grid.

FIXTURE DETAILS

Choose the desired fixture from the Fixture Details drop down.



Choose 'New Fixture' from the drop down if the type of light is not in the list. The new fixture should be described in the next column under **FIXTURE NOTES**.

FIXTURE NOTES

Short description of the type of light. This is required only when the 'New Fixture' is selected in **FIXTURE DETAILS**.



If you need to remove or delete a row in the Streetlight Details grid, drag the scroll bar to the far right and click on the  icon.

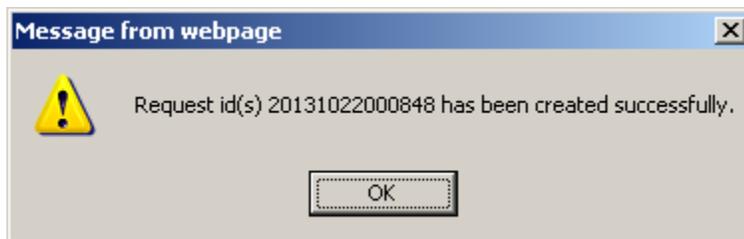
- Enter any additional information in the Notes section. This section is optional.

NOTES

Put any additional information in this section.

[The fields marked with * are required.]

- Click the **<Save>** button to submit the New Install request. A message box will appear showing your request was successful. The message box will contain your request ID.
- *A notification email with the request details will also be sent to the requestor.*



- Click OK.

3.3 Streetlight Upgrade

This function is used to replace an existing light fixture with another type of light fixture. It can also be used to issue tap on installation requests that may be required when your crews are installing the upgraded lights.

- Go to the Streetlight Inventory page and select the account number. (Please refer back to the first item in Streetlight New Install section 3.1)
- Select the pole number(s) in the Streetlight Inventory section. Click on the **<Upgrade>** button.

ACCOUNT DETAILS

Ownership : All

Account Number : ██████████

TRANSACTIONS

STREETLIGHTS INVENTORY		Selected Lights(2)		Reset Inventory	Pick all from the grid. (Ignores Selection)		
<input type="checkbox"/>	GRID X	GRID Y	FIXTURE DETAILS	STREET ADDRESS1	STREET ADDRESS2	TOWN	DIRECTION
<input checked="" type="checkbox"/>	55986	48610	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input checked="" type="checkbox"/>	56007	48583	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input type="checkbox"/>	56016	48549	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	

- Provide the cut in number if any of the lights for upgrade requires a Tap On installation.

ACCOUNT DETAILS

Project / Applicant Name: TOWN OF CLARKSTOWN Account Number: [REDACTED]

*Cutin Number: (Required if any Install Tap On is indicated.)

- You are now in the Streetlight Upgrade page. Use the Replicate Fixture option if you want to upgrade all the selected poles with the same fixture. Choose the fixture details and press the <Replicate Fixture> button.



Choose 'New Fixture' from the drop down if the type of light is not in the list. The new fixture should be described in the next column under FIXTURE NOTES.

REPLICATE FIXTURE

*Fixture Details:

*Fixture Notes: (Required if only "New Fixture" is selected.)

STREETLIGHT DETAILS

	GRID X	GRID Y	INSTALL TAPON	FIXTURE DETAILS	NEW FIXTURE DETAILS
	58853	41849	Y	5800 LUM 8FT 131 S 70W \$14.56	

- Click the icon to edit the streetlight row.
- Click the icon to save the streetlight row.
- Click the icon to cancel the editing function.

STREETLIGHT DETAILS

	GRID X	GRID Y	INSTALL TAPON	FIXTURE DETAILS	NEW FIXTURE DETAILS
	58853	41849	Y	5800 LUM 8FT 131 S 70W \$14.56	
	59189	39823		46000 LUM 4FT 143 S 400W \$35.33	3400 LUM 15FT 181.140W

The following column(s) are the required fields in the streetlight details.

NEW FIXTURE DETAILS Choose the desired fixture from the New Fixture Details drop down list.



Choose 'New Fixture' from the drop down if the type of light is not in the list. The new fixture should be described in the next column under FIXTURE NOTES.

FIXTURE NOTES Short description of the type of light. This is required only when the 'New Fixture' is selected in FIXTURE DETAILS.



If you need to remove a row from the Streetlight Details grid, drag the scroll bar to the far right and click on the icon.

- Enter any additional information in the Notes section. This section is optional.

NOTES

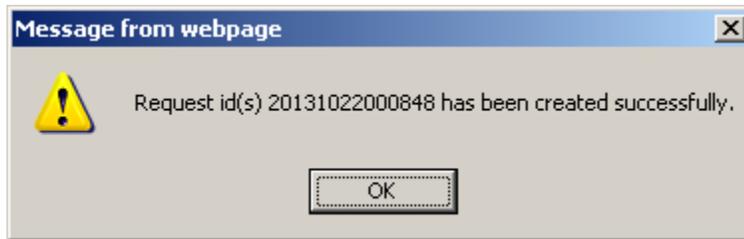
Put any additional information in this section.

[The fields marked with * are required.]

Save
Back

- Click the **<Save>** button to submit the Upgrade request. A message box will appear showing your request was successful. The message box will contain your request ID.

A notification email with the request details will also be sent to the requestor.



- Click OK.

3.4 Streetlight Removal

This function is used to remove an existing light fixture from the streetlight pole.

- Go to the Streetlight Inventory page and select the account number. (Please refer back to the first item in Streetlight New Install section 3.1)
- Select the pole number(s) in the Streetlight Inventory section. Click on the **<Removal>** button.

ACCOUNT DETAILS

Ownership : All

Account Number : ██████████

TRANSACTIONS

New Install
Upgrade
Removal
Ready for Tap On
Transfer Owner

STREETLIGHTS INVENTORY Selected Lights(2) Reset Inventory Pick all from the grid. (Ignores Selection)

	GRID X	GRID Y	FIXTURE DETAILS	STREET ADDRESS1	STREET ADDRESS2	TOWN	DIRECTION
<input checked="" type="checkbox"/>	55986	48610	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input checked="" type="checkbox"/>	56007	48583	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	
<input type="checkbox"/>	56016	48549	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD		TOWN OF WOODBURY	

- You are now in the Streetlight Removal page. If you need to remove a row in the Streetlight Details grid, drag the scroll bar to the far right and click on  icon.

STREETLIGHT DETAILS					
STREET ADDRESS2	TOWN	DEVICE	ERROR	ERROR TEXT	
	TWN OF WOODBURY	OH	N		
	TWN OF WOODBURY	OH	N		

- Enter any additional information in the Notes section. This section is optional.

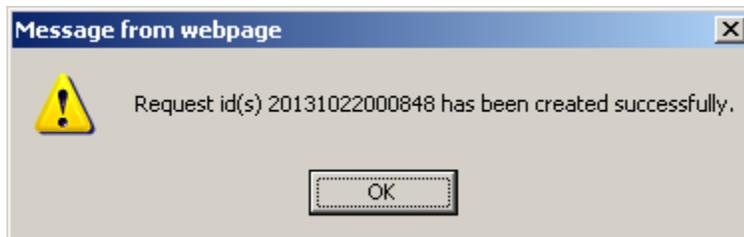
NOTES

Put any additional information in this section.

[The fields marked with * are required.]

- Click the **<Save>** button to submit the Removal request.
- You will see a pop-up showing a request ID. A message box will appear showing your request was successful. The message box will contain your request ID.

A notification email with the request details will also be sent to the requestor.



- Click OK.

3.5 Streetlight Tap On

This function is used to install a disconnect wire for a municipality-owned streetlight.

- Go to the Streetlight Inventory page and select the account number. *(Please refer back to the first item in Streetlight New Install section 3.1)*
- Select the pole number(s) in the Streetlight Inventory section. Click on the **<Ready for Tap On>** button.

ACCOUNT DETAILS		TRANSACTIONS	
Ownership :	All	New Install	Upgrade
Account Number :	[REDACTED]	Removal	Ready for Tap On
		Transfer Owner	

STREETLIGHTS INVENTORY		Selected Lights(2)		Reset Inventory		Pick all from the grid. (Ignores Selection)	
GRID X	GRID Y	FIXTURE DETAILS	STREET ADDRESS1	STREET ADDRESS2	TOWN	TAP ON	TAP OFF
<input checked="" type="checkbox"/>	55986	48610	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD	TOWN OF WOODBURY	N	
<input checked="" type="checkbox"/>	56007	48583	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD	TOWN OF WOODBURY	N	
<input type="checkbox"/>	56016	48549	4000 LUM 8FT 111 M 100W \$12.49	ABRAMS RD	TOWN OF WOODBURY	N	

- You are now in the Streetlight Tap On page. Provide the electrician's cut in number in the Account Details section.

ACCOUNT DETAILS	
Project / Applicant Name :	TOWN OF WOODBURY
Account Number :	[REDACTED]
*Cutin Number :	<input type="text"/>

- If you need to remove a row in the Streetlight Details grid, drag the scroll bar to the far right and click on  icon.

STREETLIGHT DETAILS				
STREET ADDRESS2	TOWN	DEVICE	ERROR	ERROR TEXT
	TWN OF WOODBURY	OH	N	
	TWN OF WOODBURY	OH	N	

- Enter any additional information in the Notes section. This section is optional.

NOTES
Put any additional information in this section.

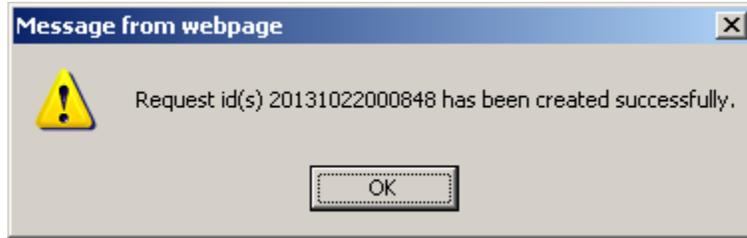
[The fields marked with * are required.]

Save Back

- Click the **<Save>** button to submit the Ready for Tap On request.

- You will see a pop-up showing a request ID. A message box will appear showing your request was successful. The message box will contain your request ID.

A notification email with the request details will also be sent to the requestor.

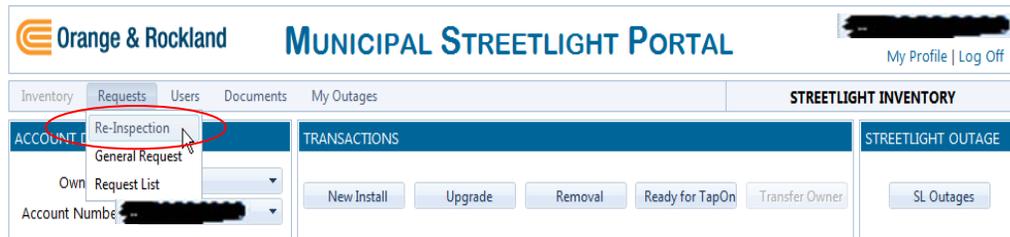


- Click OK.

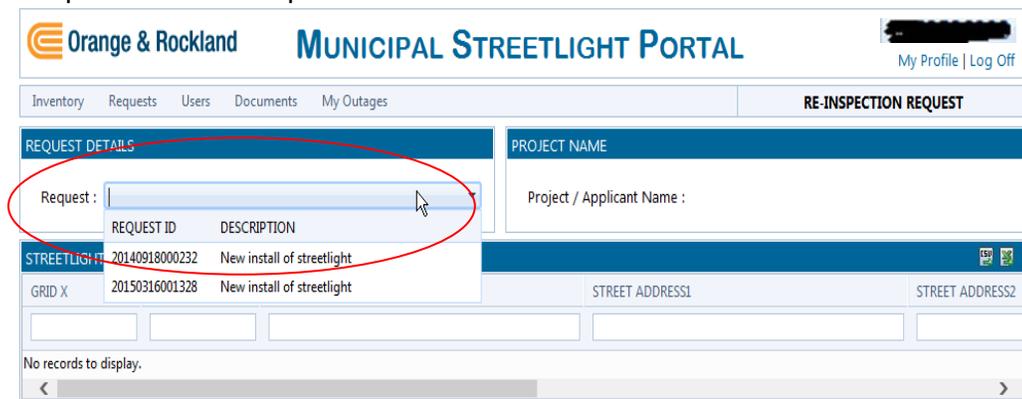
3.6 Streetlight Re-Inspection

This function is used to issue another inspection of municipal-owned lights when the prior light request failed the inspection.

- In the main menu, go to the Requests menu and click on the **<Re-Inspection>** link.



- Click on the Request drop-down box in the Request Details section and select the Request ID for re-inspection.



- Once the Project is selected, the light details which failed the inspection are shown in the Streetlight Details.

Orange & Rockland MUNICIPAL STREETLIGHT PORTAL

My Profile | Log Off

Inventory Requests Users Documents My Outages RE-INSPECTION REQUEST

REQUEST DETAILS
Request: 20150316001328

PROJECT NAME
Project / Applicant Name : TOWN OF CLARKSTOWN

GRID X	GRID Y	FIXTURE DETAILS	STREET ADDRESS1	STREET ADDRESS2
59751	41645	5800 LUM 8FT 131 S 70W	Courtney Drive	
59752	41623	5800 LUM 8FT 131 S 70W	Courtney Drive	

NOTES

- If a light is not ready for re-inspection, delete it from the Streetlight Details grid by dragging the scroll bar to the far right and clicking on the icon.

Orange & Rockland MUNICIPAL STREETLIGHT PORTAL

My Profile | Log Off

Inventory Requests Users Documents My Outages RE-INSPECTION REQUEST

REQUEST DETAILS
Request: 20150316001328

PROJECT NAME
Project / Applicant Name : TOWN OF CLARKSTOWN

DDRESS2	TOWN NAME	DEVICE GROUP	ERROR	ERROR TEXT
	NEW CITY	OH	N	
	NEW CITY	OH	N	

NOTES

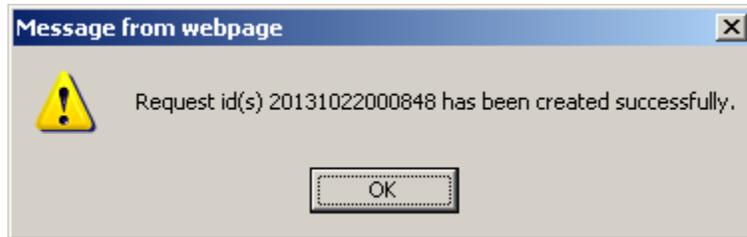
[The fields marked with * are required.]

Save Back

- Click the **<Save>** button to submit the Re-Inspection request.

-
- A message box will appear showing your request was successful. The message box will contain your request ID.

A notification email with the request details will also be sent to the requestor.



- Click OK.