
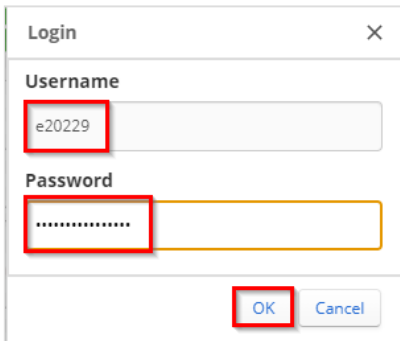


Access and Navigation




This Job Aid provides information about how to Access IQGeo Work Hub and navigate in the App.

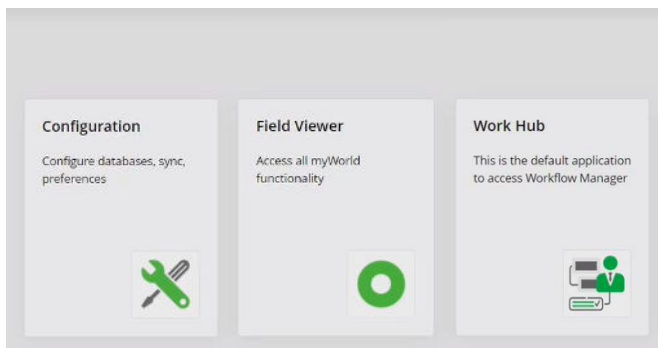
Getting Access & Logging in

1. Double-click the **IQGeo Icon**  located on your desktop or iPad screen.
2. If prompted, log in using your E number and network password and select **OK**.



The screenshot shows a 'Login' dialog box with a close button (X) in the top right corner. It contains two input fields: 'Username' with the text 'e20229' and 'Password' with a masked password represented by dots. Below the fields are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

3. After logging in, several applications will be available.
 - **Configuration** : Settings and defaults for backend of system
 - **Field Viewer** : The map version of the IQGeo tool without any work management components
 - **Work Hub** : The work management module to receive, create, and execute work. Here is where you receive tickets.

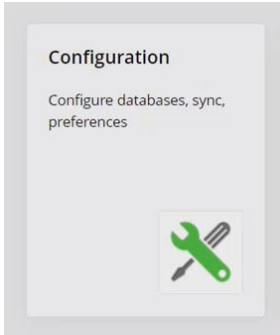


Access and Navigation

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Configuration

1. Select **Configuration** 



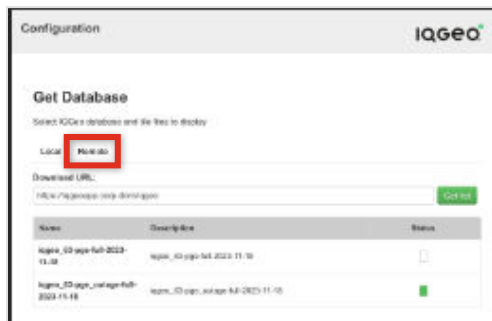
2. Select **Get Database** 



3. Select the **Local** tab to view downloaded extracts.



4. Select the **Remote** tab to find available new extracts.



5. Select the IQGeo logo in the upper-right hand corner to return to the home screen



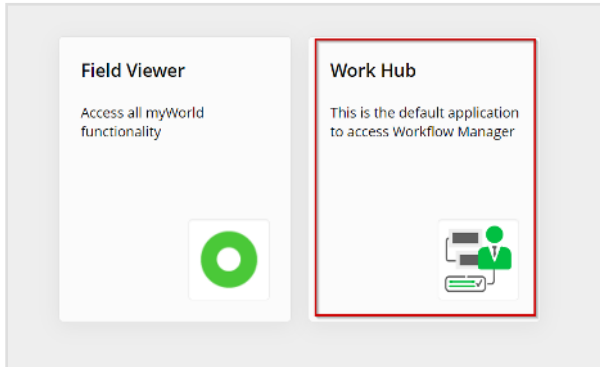
Oakley ID

Access and Navigation

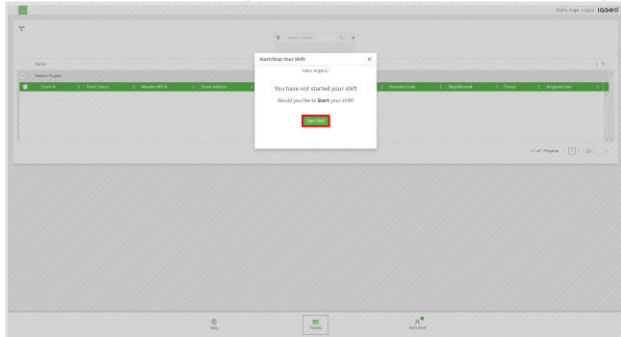
This Job Aid provides information about how to Access IQGeo Work Hub and navigate in the App.

IQGeo Work Hub Access

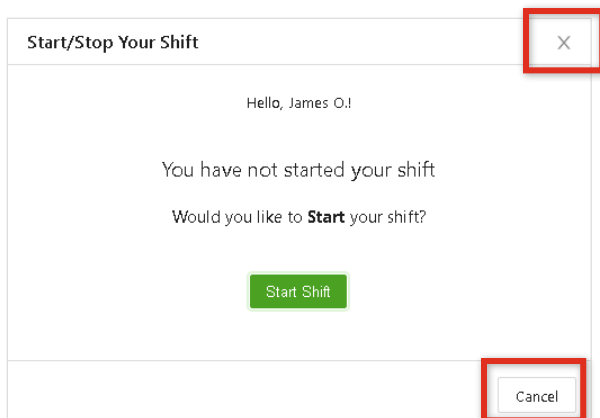
1. In the **Module Select** section, click the **Work Hub** icon .



2. Work Hub will open in the ticket list view and prompt you to select **Start Shift**.




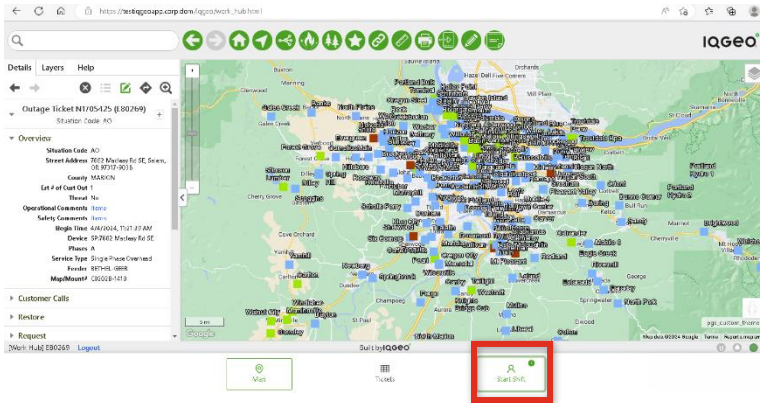
3. If you choose not to start your shift, click the button on the top of the box or at the bottom.





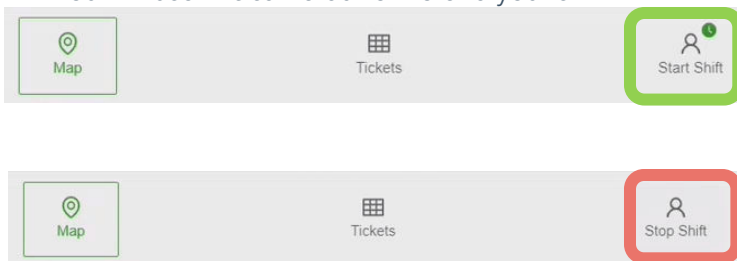
Access and Navigation

This Job Aid provides information about how to Access IQGeo Work Hub and navigate in the App.

4. If you selected "X" or "Cancel," you can start your shift by selecting **Start Shift**  in the lower-right corner of the screen.



5. When the **Start Shift**  button is selected, the appearance of the button will change to **Stop Shift** . You will use this same button to end your shift.



Access and Navigation

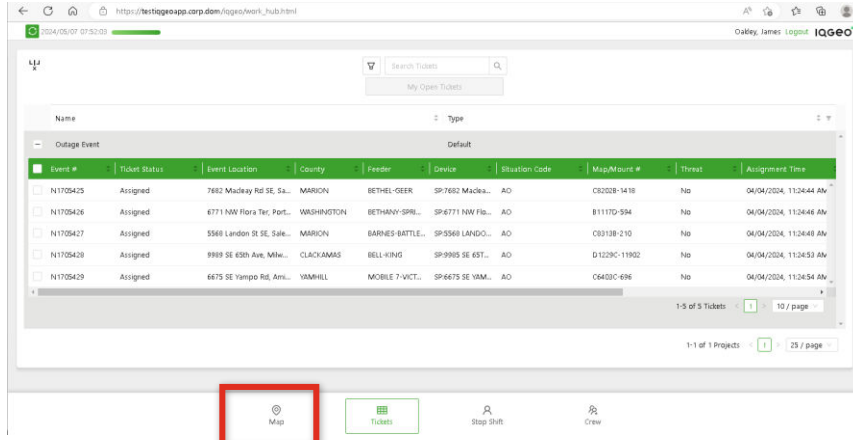
This Job Aid provides information about how to Access IQGeo Work Hub and navigate in the App.

Map Features

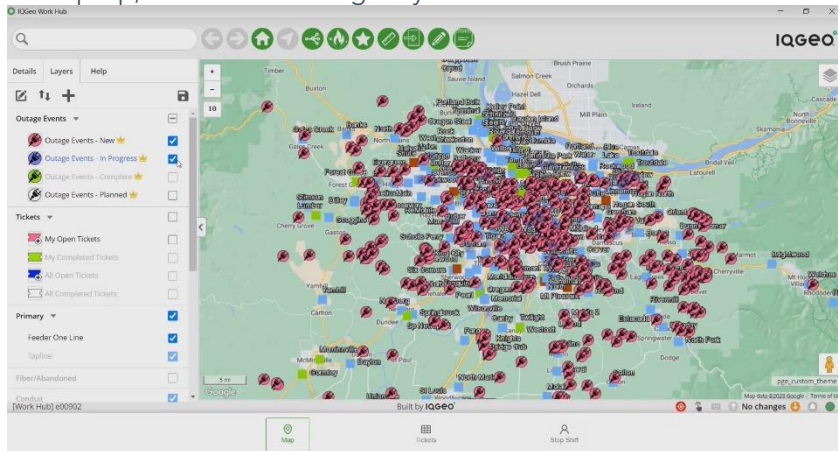
1. To access the Map features in Work Hub, select the **Map** icon



in the bottom-left corner of the Work Hub



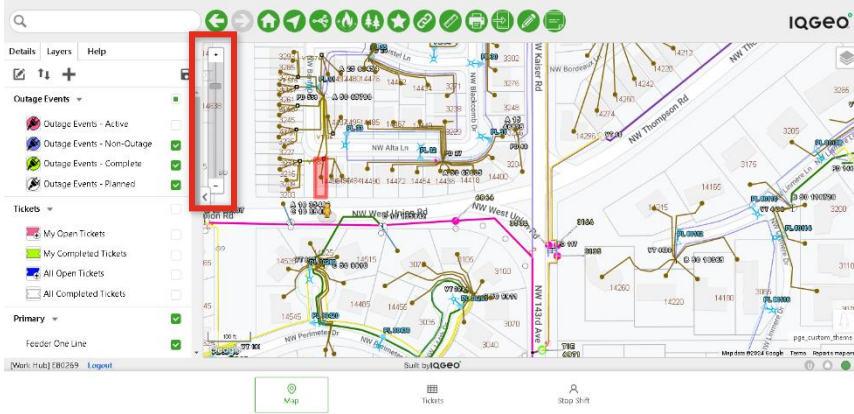
2. In the map view, you can move the map to view different areas. Click the map and drag with your mouse on a laptop, or touch and drag on your iPad.



Access and Navigation

This Job Aid provides information about how to Access IQGeo Work Hub and navigate in the App.

3. In the top-left corner of the map, drag the **Zoom bar** up or down to move closer or further away from the map features. You can also use the plus **+** or minus **-** icons to perform the same function.

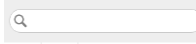


4. When **Touch Style** is enabled on the map, the zoom function will change from a bar to **plus/minus buttons** that can adjust zoom levels.



Search Functionality

1. The top-left corner of the IQGeo Work Hub screen contains the **Search bar**




Access and Navigation

This Job Aid provides information about how to Access IQGeo Work Hub and navigate in the App.

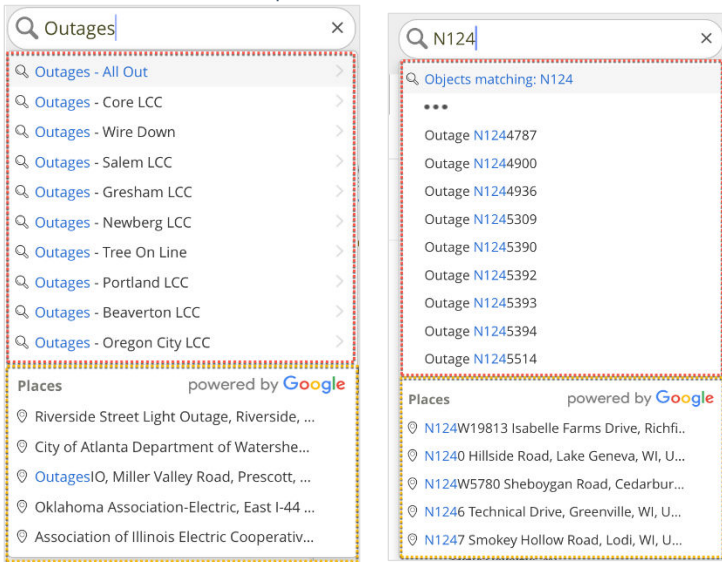
Two types of searches are available using the Search bar:

Google

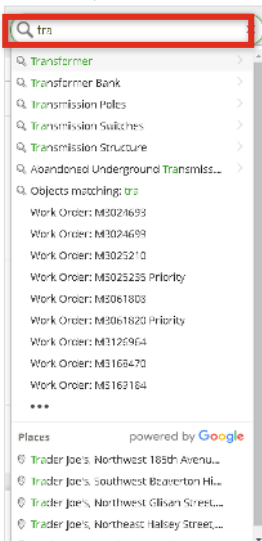
- Works as it does on the Google Map App
-  Google base `MUST` be turned on to use Google Search!

PGE Queries

- Queries are pre-built searches for PGE assets.




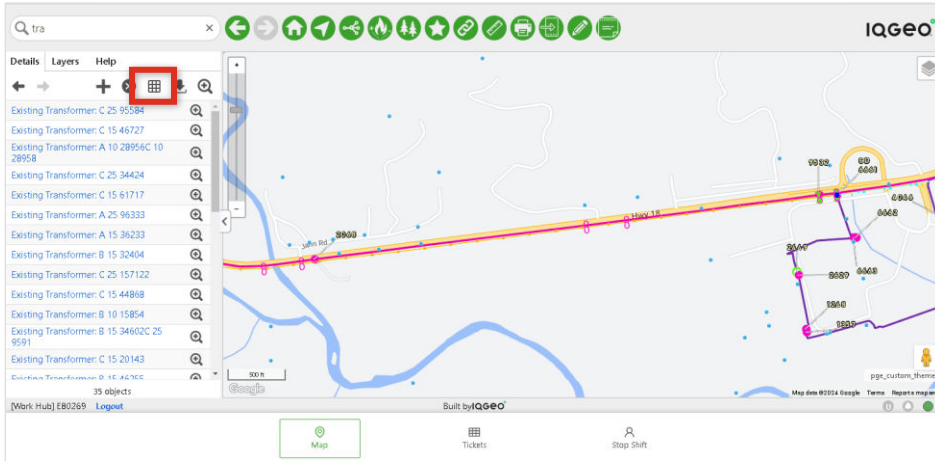
2. In the **Search bar** , type in the keywords for your search. Select your desired option in the dropdown menu that displays.





Access and Navigation

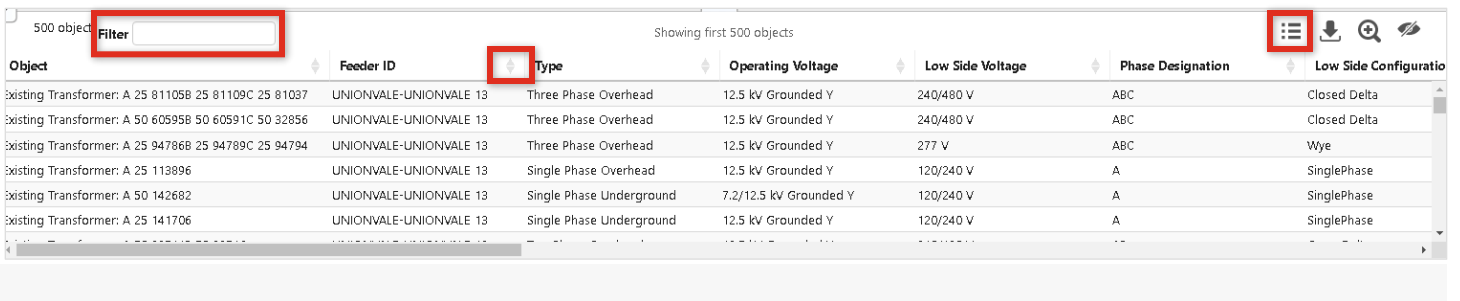
This Job Aid provides information about how to Access IQGeo Work Hub and navigate in the App.

3. Search results can be viewed as either a list or a table. To view results as a table, select the **grid icon**  in the top-right corner.



4. In the Table view, you can:

- Filter results by selecting the **up and down arrows**  at the top of each column.
- Sort columns by clicking and dragging each one to its preferred place.
- Filter the results by typing keywords in the **Filter** box .
- Return to viewing the results as a list in the details tab by selecting the **Details icon** .



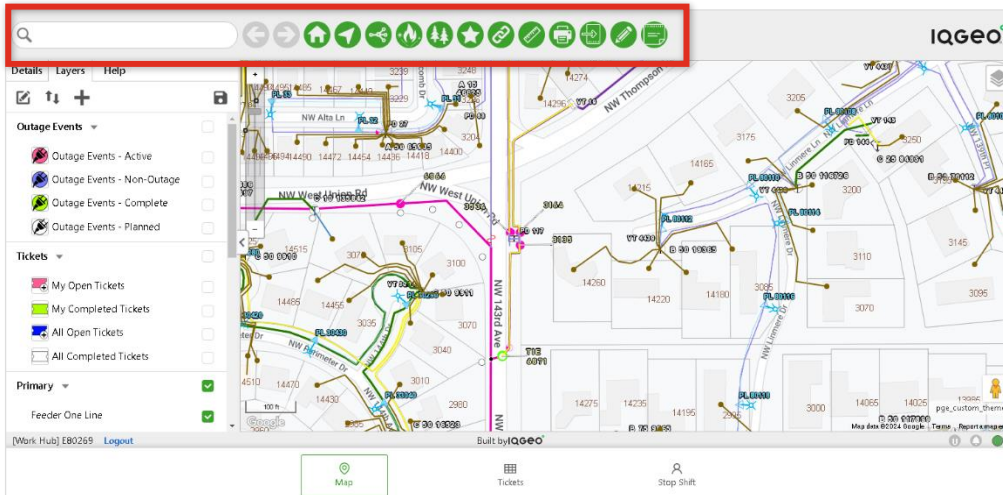
Object	Feeder ID	Type	Operating Voltage	Low Side Voltage	Phase Designation	Low Side Configuration
Existing Transformer: A 25 81105B 25 81109C 25 81037	UNIONVALE-UNIONVALE 13	Three Phase Overhead	12.5 kV Grounded Y	240/480 V	ABC	Closed Delta
Existing Transformer: A 50 60595B 50 60591C 50 32856	UNIONVALE-UNIONVALE 13	Three Phase Overhead	12.5 kV Grounded Y	240/480 V	ABC	Closed Delta
Existing Transformer: A 25 94786B 25 94789C 25 94794	UNIONVALE-UNIONVALE 13	Three Phase Overhead	12.5 kV Grounded Y	277 V	ABC	Wye
Existing Transformer: A 25 113896	UNIONVALE-UNIONVALE 13	Single Phase Overhead	12.5 kV Grounded Y	120/240 V	A	SinglePhase
Existing Transformer: A 50 142682	UNIONVALE-UNIONVALE 13	Single Phase Underground	7.2/12.5 kV Grounded Y	120/240 V	A	SinglePhase
Existing Transformer: A 25 141706	UNIONVALE-UNIONVALE 13	Single Phase Underground	12.5 kV Grounded Y	120/240 V	A	SinglePhase

Access and Navigation

This Job Aid provides information about how to Access IQGeo Work Hub and navigate in the App.

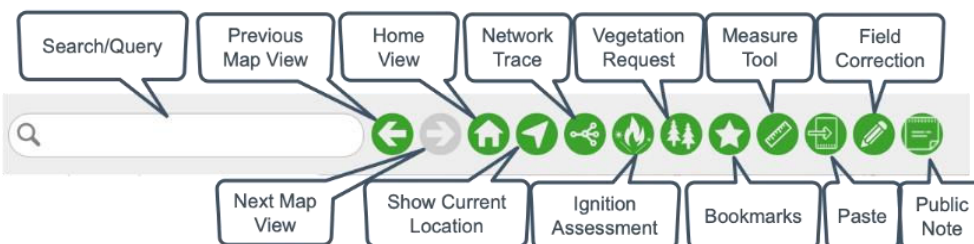
Toolbar

1. The Toolbar at the top of the map has several available features.



2. This includes:

- **Search/Query:** Used to search address, tickets, outages, etc.
- **Previous Map View:** Go back to the previous map view.
- **Next Map View:** Advance to the next map view.
- **Home View:** Return to the Home view of the map.
- **Show Current Location:** Reorients the map to your current location.
- **Network Trace:** Allows the trace and viewing of all assets that are part of a network depending on a chosen direction.
- **Ignition Assessment:** Add an ignition assessment.
- **Vegetation Request (Ad hoc):** Generate a vegetation request form not associated with an outage.
- **Bookmarks:** Save location, zoom level, layers, and base map.
- **Measure Tool:** Measure distances or areas on the map.
- **Paste**
- **Field Correction:** Add a field correction on an associated asset (if applicable).
- **Public Note:** Add notes based on either access or safety to whoever is viewing the asset.

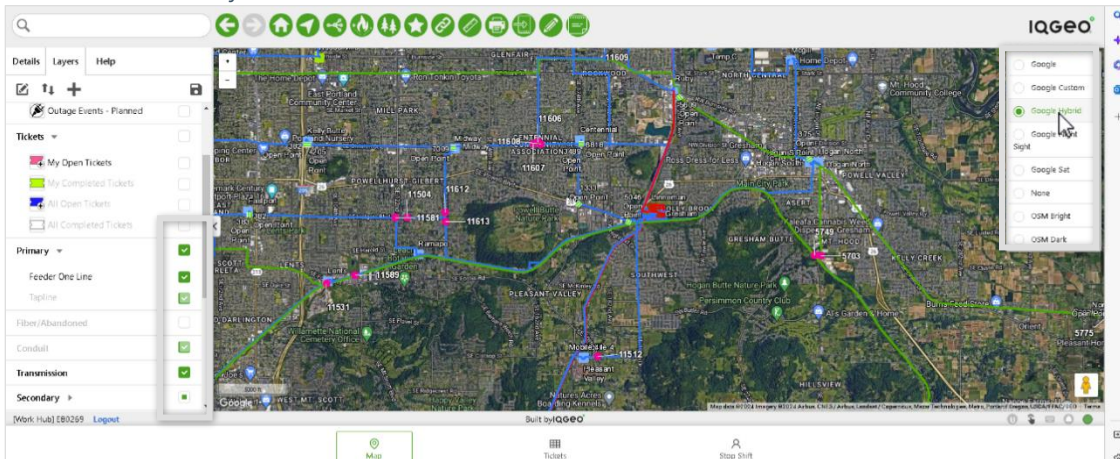


Access and Navigation

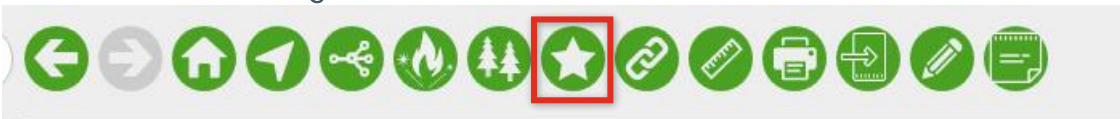
This Job Aid provides information about how to Access IQGeo Work Hub and navigate in the App.

Updating the Home View

1. You can update the **Home** bookmark to automatically jump to a location that you are working on with the desired layers already selected. To update, first ensure that all your preferences are set on the map, including location and layers.



2. Select Add and Manage bookmarks.



3. In the textbox that appears type in "home."
4. Select the **Basemap** and **Layers** checkboxes .
5. Then select **Save** .

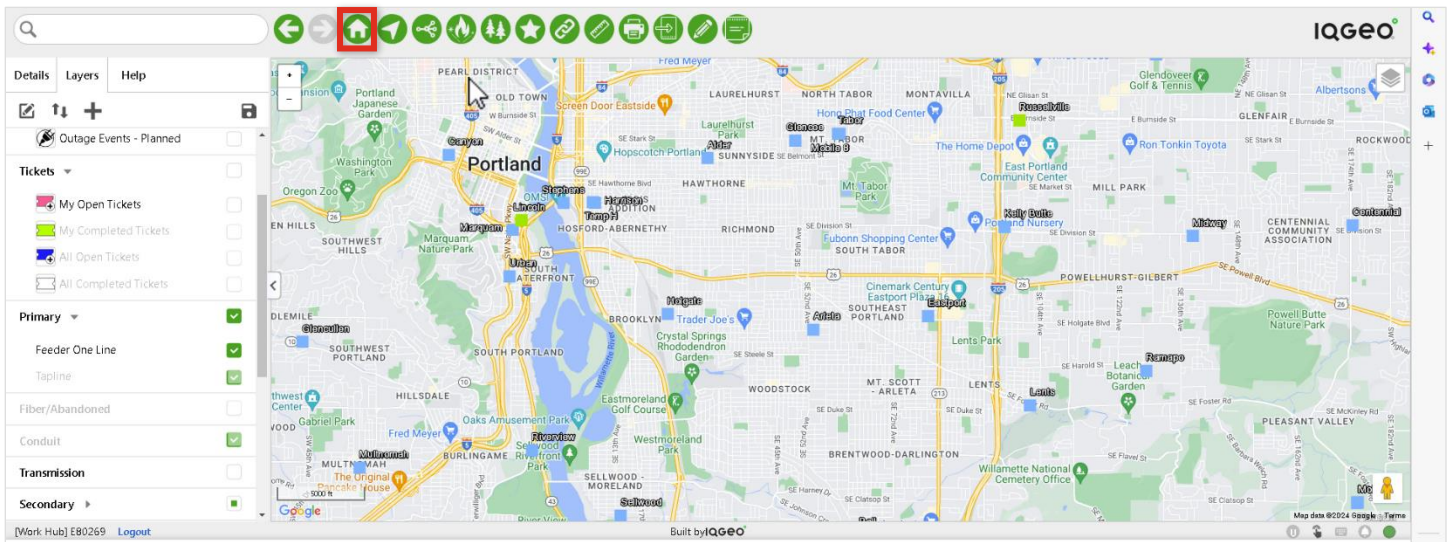
Create Bookmark ✕

Basemap Layers Shared

Lat: Lng: Zoom:

Access and Navigation

This Job Aid provides information about how to Access IQGeo Work Hub and navigate in the App.



6. Next time you select the Home button , the map will go to where you placed the bookmark.

***Note: Saving changes on the side bar will not update the Home bookmark. ***

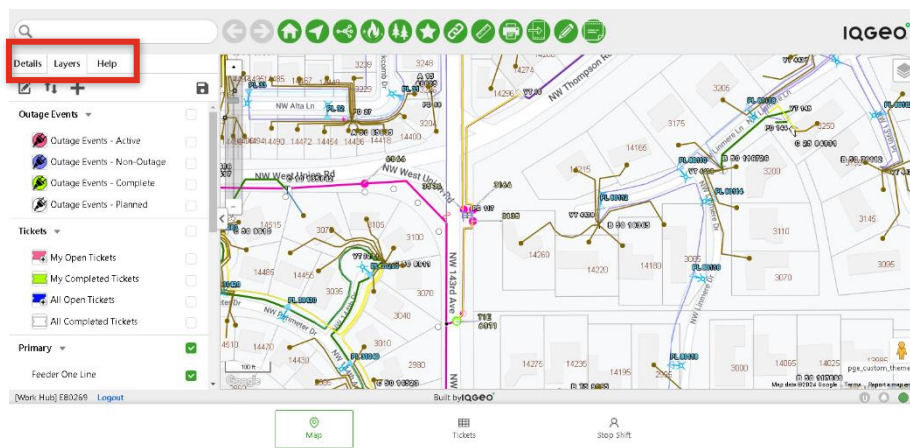
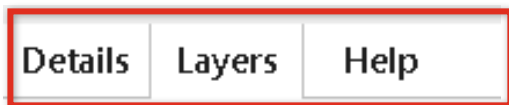
Access and Navigation

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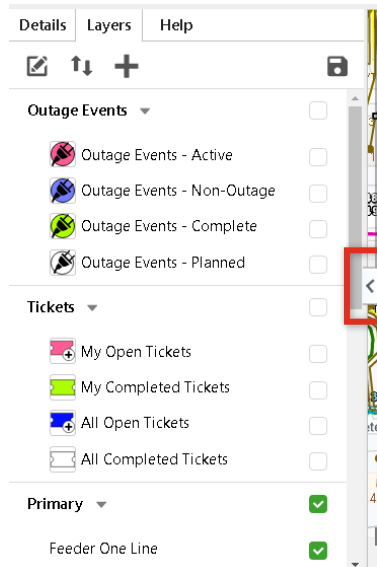
Side Bar

1. The Side bar displays the Details, Layers, and Help Tabs.

- **Details** tab displays details related to the item highlighted on the map, like outage event, ticket, or PGE assets.
- **Layers** tab gives the user the ability to toggle map layers on and off.
- **Help** tab provides options for help.



2. Select the **Arrow** icon on the right side of the side bar to either open or collapse it.

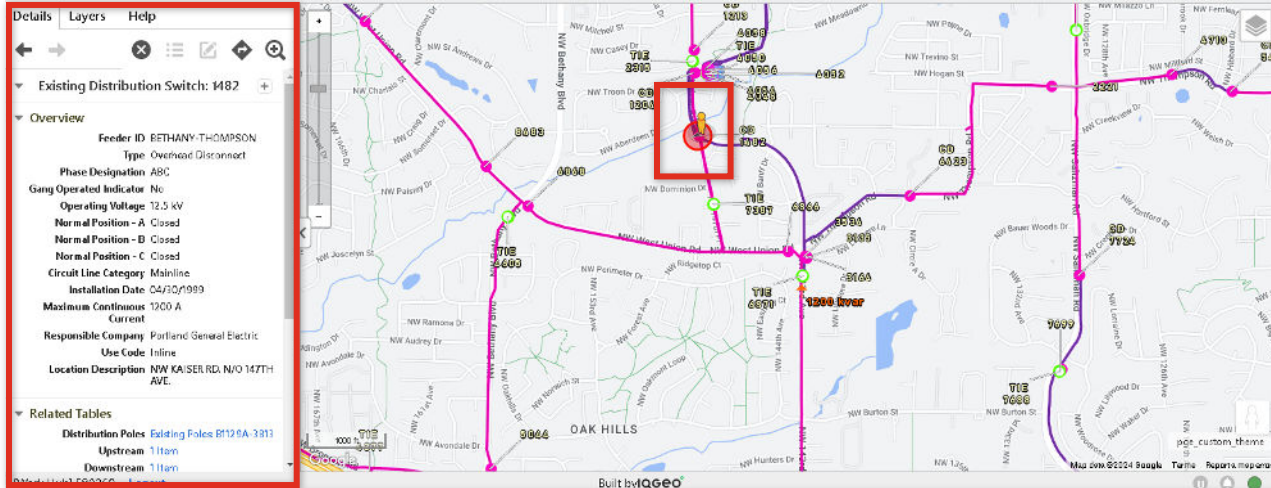


Access and Navigation

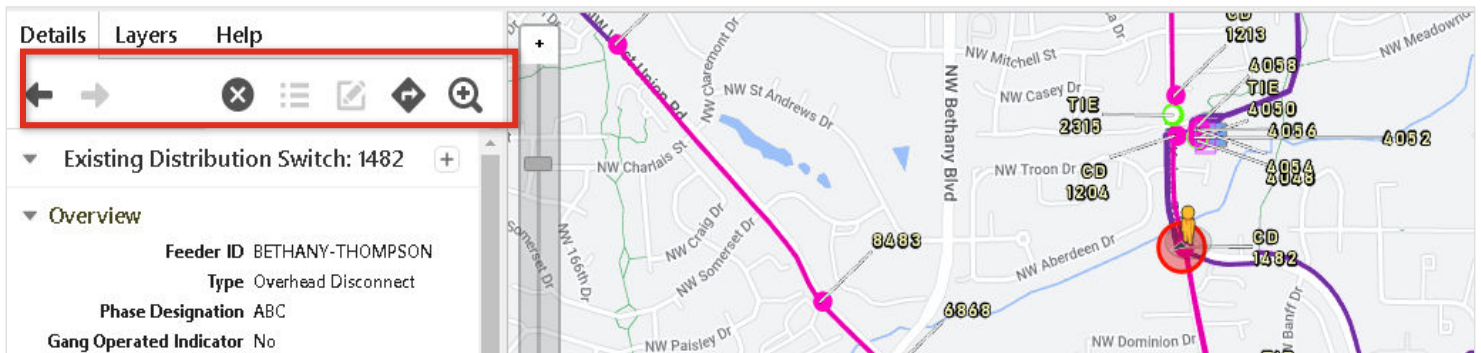
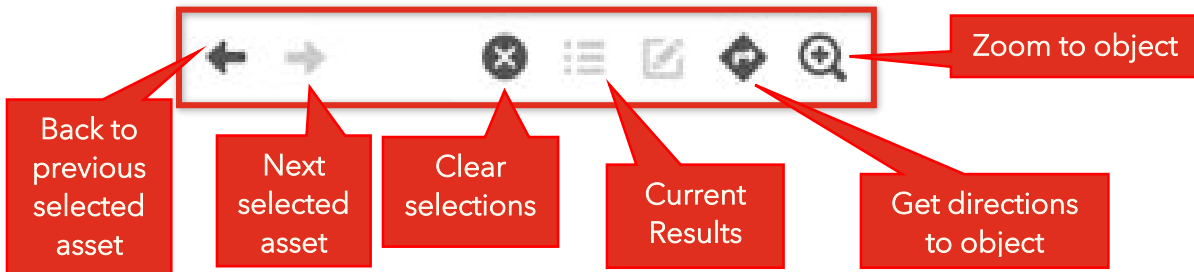
This Job Aid provides information about how to Access IQGeo Work Hub and navigate in the App.

Details Tab

1. The **Details** tab will remain empty until you select an asset on the map. After you select an asset, the side bar will populate with information.



2. The top of the **Details** tab has the following buttons:



Access and Navigation

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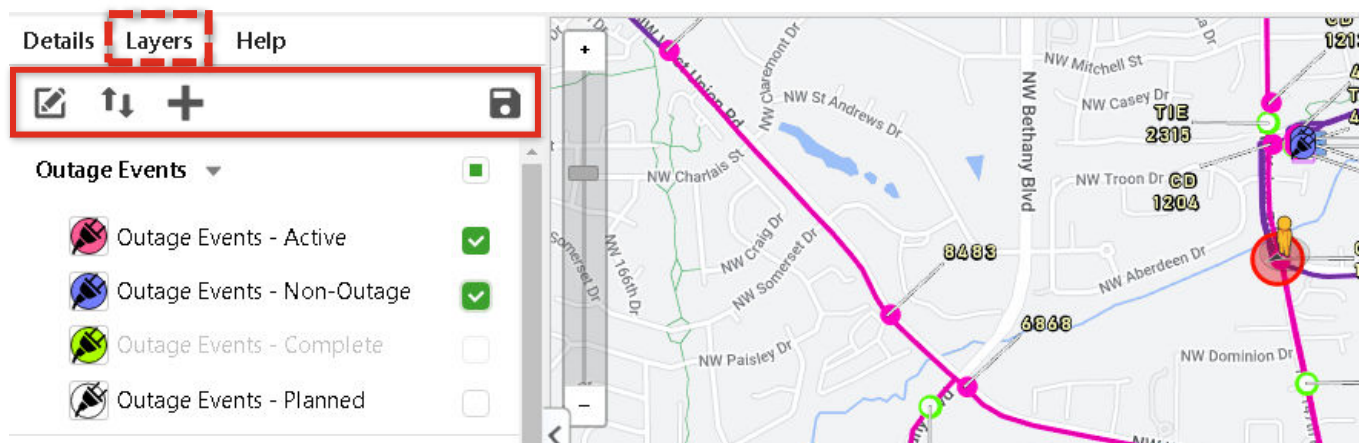
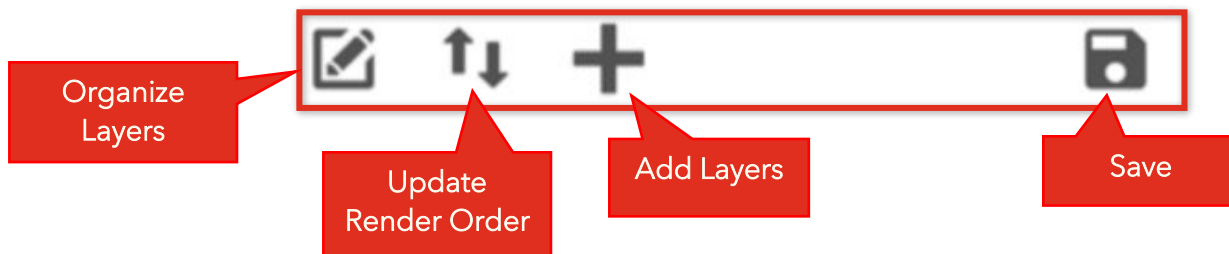
Layers Tab

Details **Layers** Help

1. Select the **Layers** tab to view the available layers on your map.
2. In the top bar of the **Layers** tab, the available buttons are:

- **Organize Layers**
- **Update Render Order**
- **Add Layers**
- **Save**

Note: Even when you select save, your selections will not stick until you update the "Home" bookmark.

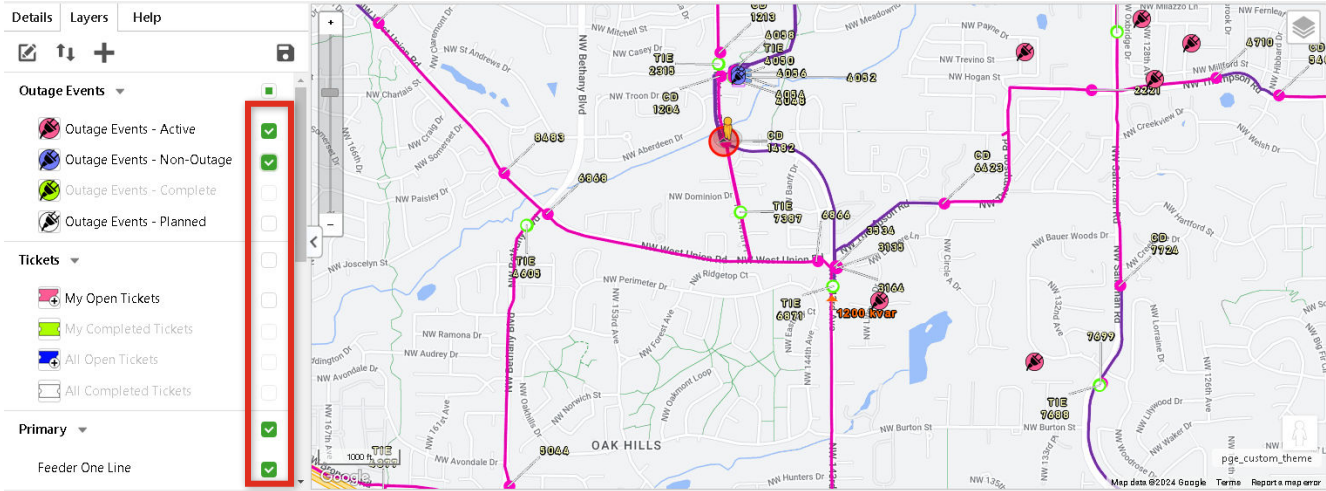


Access and Navigation

This Job Aid provides information about how to Access IQGeo Work Hub and navigate in the App.





3. Select the **checkboxes**  on the right to toggle layers on or off on the map.

*****Note: When layers are showing as grayed out, you need to zoom in more to activate the layer. *****







4. On the **Layers** box, there are several categories. These layers are new with Work Hub:



- Outage Events**

- Active 
- Non-Outage 
- Complete 
- Planned 

- Tickets**

- My Open Tickets 
- My Completed Tickets 
- All Open Tickets 
- All Completed Tickets 

- Vegetation Request**

- Landscaping - Open 
- Landscaping - Complete 
- Tree Trimming - Open 
- Tree Trimming - Complete 




Outage Events 

-  Outage Events - Active 
-  Outage Events - Non-Outage 
-  Outage Events - Complete 
-  Outage Events - Planned 

Tickets 

-  My Open Tickets 
-  My Completed Tickets 
-  All Open Tickets 
-  All Completed Tickets 

Vegetation Request 

-  Landscaping - Open
-  Landscaping - Complete
-  Tree Trimming - Open
-  Tree Trimming - Complete



 Crowns  indicate a connection to the server.

Access and Navigation





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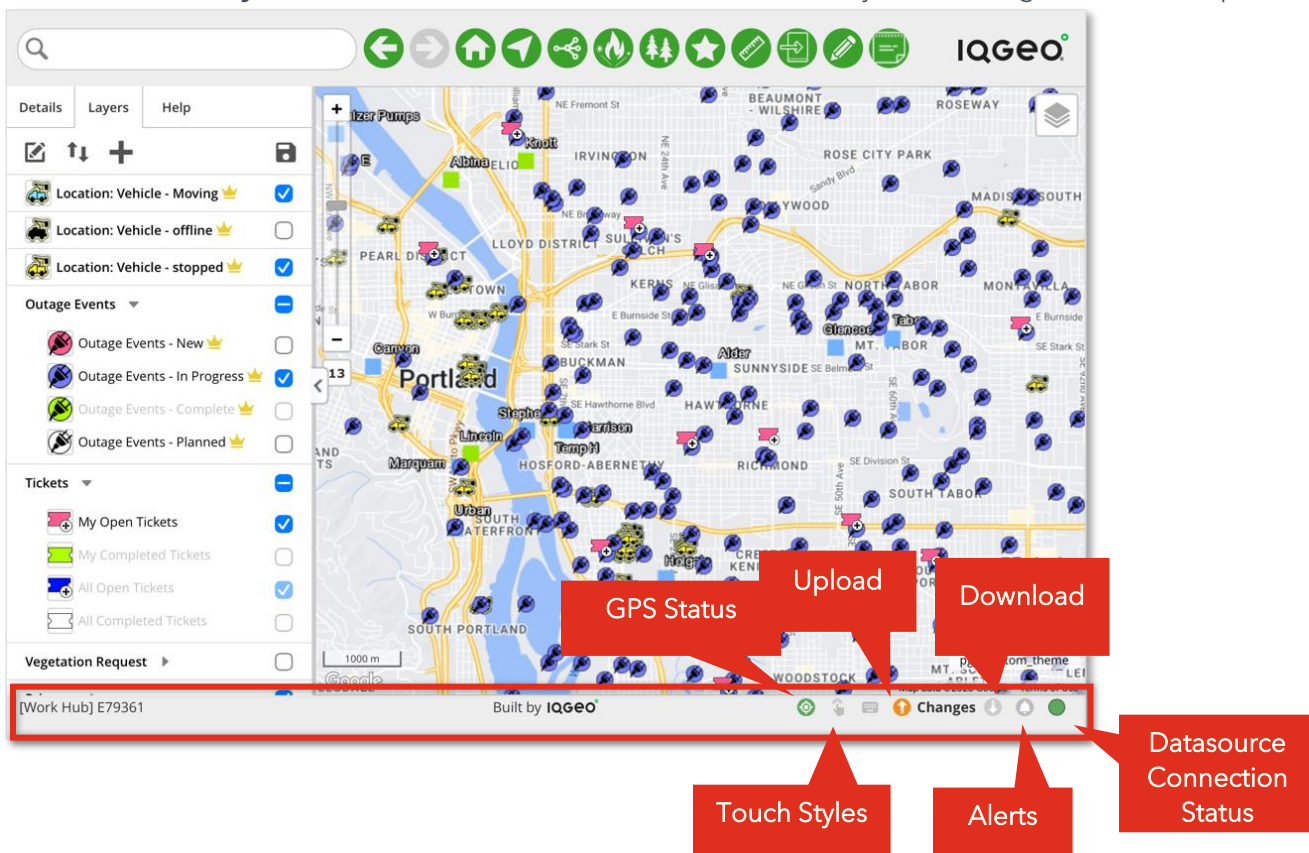
Bottom Bar

1. The **Bottom** bar of the screen has a dashboard. The dashboard contains the following features:

- **Upload** : Upload information from IQGeo.
- **Download** : Download information from IQGeo.

*****Note: When the down arrow is orange, it means there are updates, but system syncs behind the scenes every minute. *****

- **GPS status** : Indicates if GPS status is currently enabled.
- **Data connection status** : Indicates if you are currently online or offline. Offline will be an orange circle.
- **Alerts** : Provides notifications.
- **Touch styles enable/disable** : Enables/Disables touch style for moving around the map.



Access and Navigation

This Job Aid provides information about how to Access IQGeo Work Hub and navigate in the App.

We have covered the **Map** and **Stop Shift** buttons at the bottom of the screen. The **Tickets** button will be covered in a separate job aid.

