

Vegetation Request Form

This job aid reviews how to use the Vegetation Request form in IQGeo Work Hub.

Accessing the Vegetation Request Form

From the **Complete** tab of the Outage Ticket:

1. Select **Yes** next to Vegetation Request.

Outage Ticket N6737147 (E80268)

Overview Customer Calls Restore Request Asset Exchange Attachments **Complete**

Interrupting Device

Cause Category

Cause Code

Action

Add Follow Up Work Yes No

Vegetation Request **Yes** No

Damage Claim Yes No

Cancel Save

2. Select

Create Vegetation Request

Outage Ticket N6737147 (E80268)

Overview Customer Calls Restore Request Asset Exchange Attachments **Complete**

Interrupting Device

Cause Category

Cause Code

Action

Add Follow Up Work Yes No

Vegetation Request Yes No

Damage Claim Yes No

Create Vegetation Request

Cancel Save



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Vegetation Request Form - Landscape

- Your changes on the outage ticket are saved and the Vegetation Request Form opens. Select the type of vegetation request required – **Landscaping** or **Tree Trimming**.

Vegetation Request

Landscape Tree Trimming Additional Information Attachments

- On the **Landscape** tab, required fields are marked with an asterisk*. Enter as much information as possible to assist the Landscape crew. You must enter whether the customer has been notified of the Vegetation Request.

Vegetation Request

Landscape **Tree Trimming** Additional Information Attachments

Contact Name Contact Ph#

Street Address

Customer Notified? * Yes No

Lat/Long

Device Location



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5. Enter the **Map/Mount#** if known.

Vegetation Request

Landscape **Tree Trimming** Additional Information Attachments

Contact Name Contact Ph#

Street Address

Customer Notified? *

Lat/Long

Device Location

Map/Mount#

Description of Damage

6. Enter your comments in the **Description of Damage** field.

Lat/Long

Device Location

Map/Mount#

Description of Damage

Soft Landscape Material

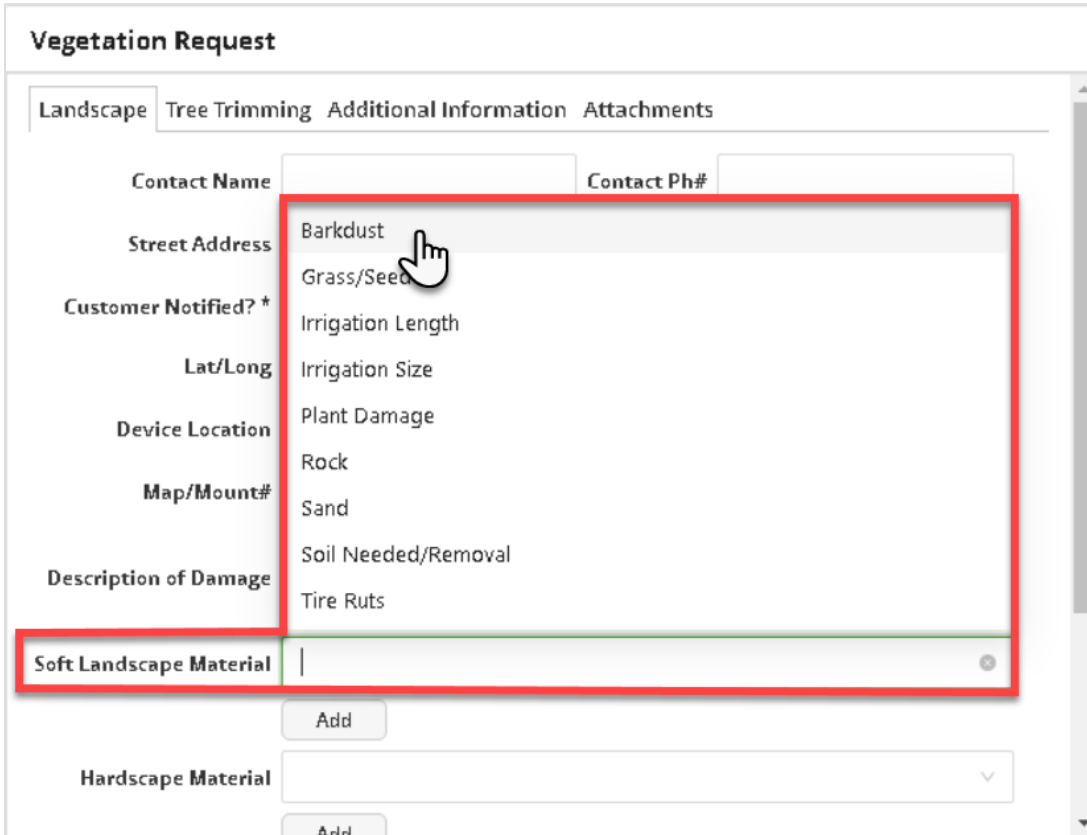


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Vegetation Request Form - Soft Landscape Material

7. For **Soft Landscaping Material**, select the appropriate materials needed from the dropdown.



The screenshot shows the 'Vegetation Request' form with several tabs: 'Landscape', 'Tree Trimming', 'Additional Information', and 'Attachments'. The 'Landscape' tab is active. The form contains several input fields: 'Contact Name', 'Contact Ph#', 'Street Address', 'Customer Notified? *', 'Lat/Long', 'Device Location', 'Map/Mount#', and 'Description of Damage'. A dropdown menu is open for the 'Soft Landscape Material' field, listing the following options: Barkdust, Grass/Seed, Irrigation Length, Irrigation Size, Plant Damage, Rock, Sand, Soil Needed/Removal, and Tire Ruts. A mouse cursor is pointing at 'Grass/Seed'. Below the dropdown is an 'Add' button. The 'Hardscape Material' field is a dropdown menu with a downward arrow and an 'Add' button below it.



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8. Add the requested material **Length** and **Width** in feet and **Depth** in inches. Then select

Add

Vegetation Request

Device Location 3P.050 THE LAWRENCE AVE

Map/Mount# Example: D1321A-10 (provide nearest map/mount)

Description of Damage

Soft Landscape Material Barkdust

Length(ft)	10	Width(ft)	16	Depth(in)	2
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Add

See the material appear in the Materials Request list. To remove, use the .

Soft Landscape Material

Add

Hardscape Material

Add

Type	Length (ft)	Width (ft)	Depth (in)	
Barkdust	10	16	2	

Material

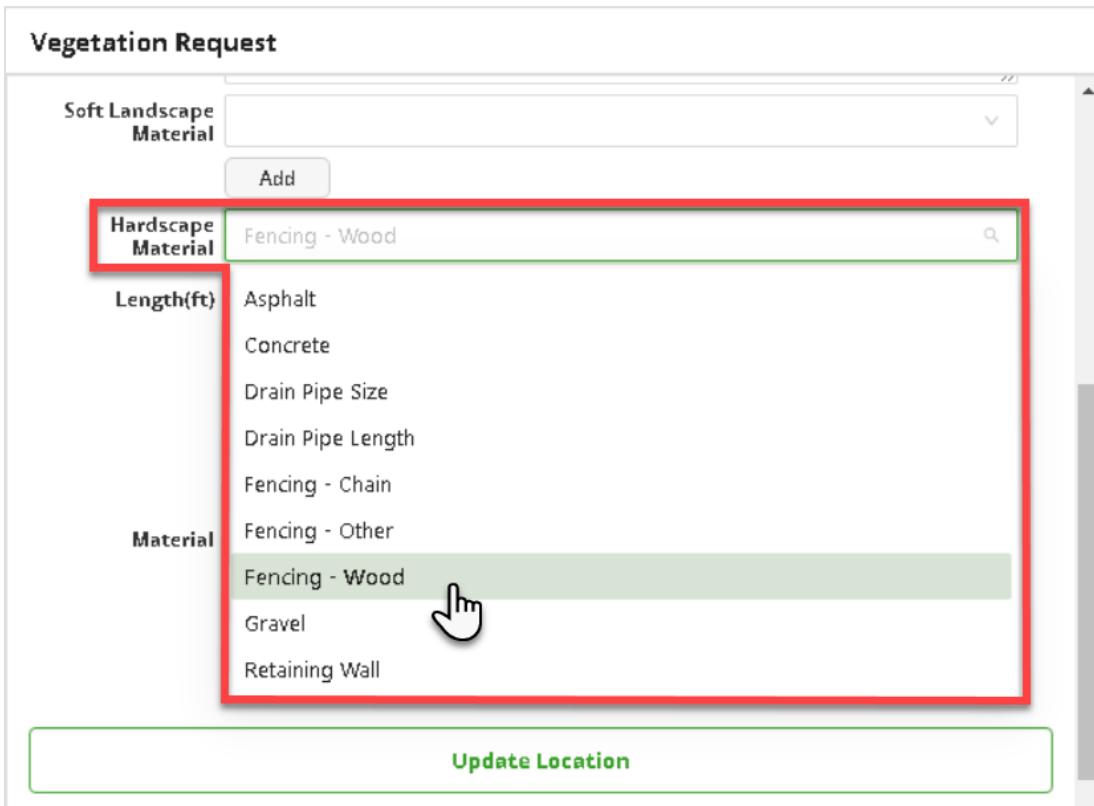


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Vegetation Request Form - Hard Landscape Material

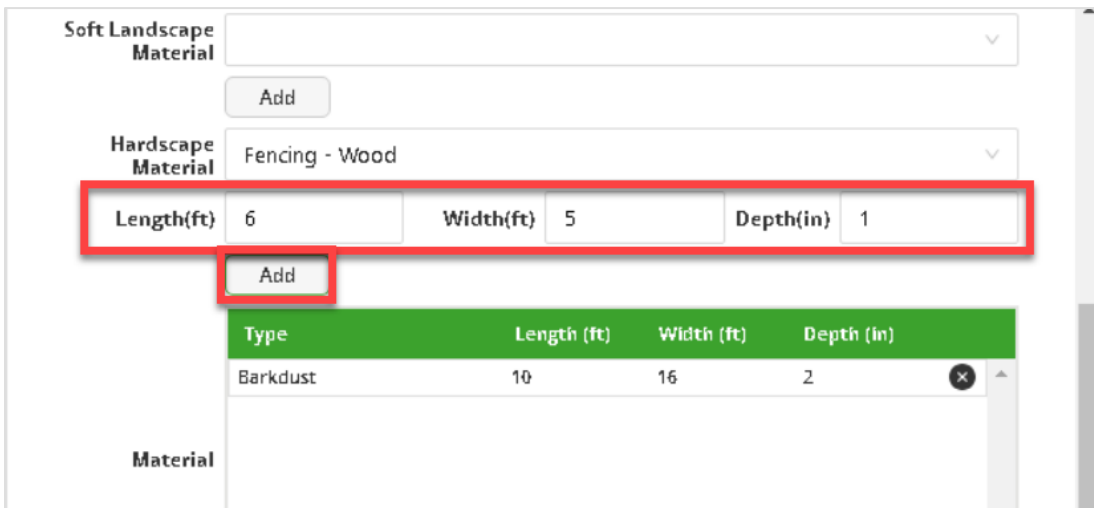
9. For **Hard Landscaping Material**, select the appropriate materials needed from the dropdown.



The screenshot shows the 'Vegetation Request' form. The 'Soft Landscape Material' dropdown is empty. Below it is an 'Add' button. The 'Hardscape Material' dropdown is open, showing a list of materials: Asphalt, Concrete, Drain Pipe Size, Drain Pipe Length, Fencing - Chain, Fencing - Other, Fencing - Wood (highlighted with a mouse cursor), Gravel, and Retaining Wall. A red box highlights the 'Hardscape Material' dropdown and its list. At the bottom of the form is a green 'Update Location' button.

10. Add the requested material **Length** and **Width** in feet and **Depth** in inches. Then select

Add




The screenshot shows the 'Vegetation Request' form. The 'Soft Landscape Material' dropdown is empty. Below it is an 'Add' button. The 'Hardscape Material' dropdown is set to 'Fencing - Wood'. Below the dropdown are three input fields: 'Length(ft)' with the value '6', 'Width(ft)' with the value '5', and 'Depth(in)' with the value '1'. A red box highlights these three input fields. Below the input fields is an 'Add' button. At the bottom of the form is a table with the following data:

Type	Length (ft)	Width (ft)	Depth (in)
Barkdust	10	16	2

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11. See the material appear in the Materials Request list. To remove, use the . Keep adding materials until you've finished the Vegetation Request.

Type	Length (ft)	Width (ft)	Depth (in)	
Fencing - Wood	6	5	1	
Barkdust	10	16	2	

Material

Vegetation Request Form - Tree Trimming

12. If you need to request tree trimming, select the **Tree Trimming** tab at the top of the request form. Update any contact information as available.

Vegetation Request

Landscape **Tree Trimming** Additional Information Attachments

Contact Name Contact Ph#

Street Address

13. Indicate whether the customer has been notified by selected Yes or No.

Vegetation Request

Landscape Tree Trimming Additional Information Attachments

Contact Name Contact Ph#

Street Address

Customer Notified? Yes No

Lat/Long



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14. Add a brief description of the work that needs to be done in the **Description of Work** field.

Vegetation Request

Landscape **Tree Trimming** Additional Information Attachments

Contact Name Contact Ph#

Street Address

Customer Notified? * Yes No

Lat/Long

Device Location

Map/Mount#

Description of Work

Vegetation Request Form - Updating Location

15. Finally, to finish the Vegetation Request, you need to update the location. Select the **Update Location** button at the bottom of the form.

Map/Mount#

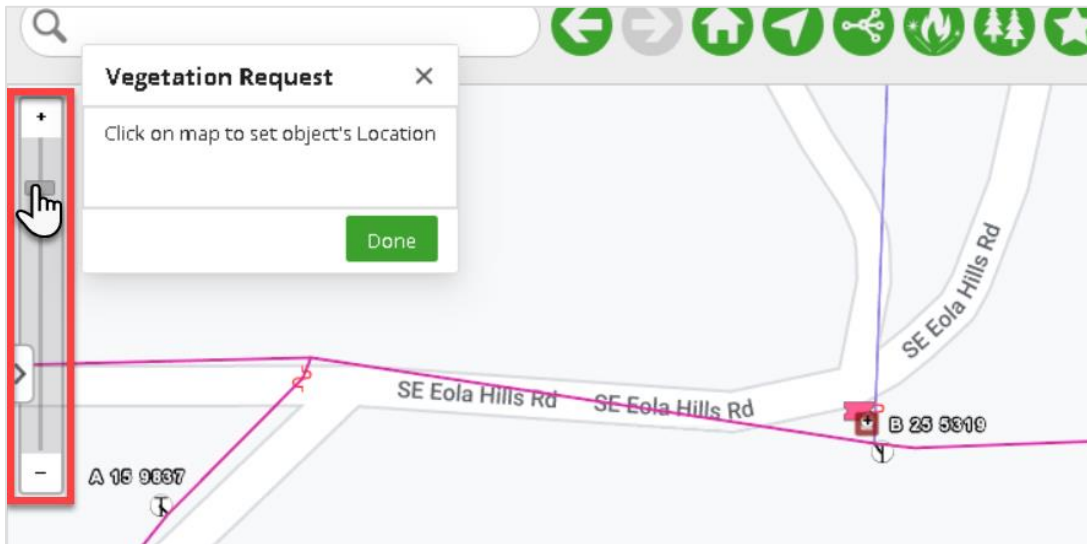
Description of Work





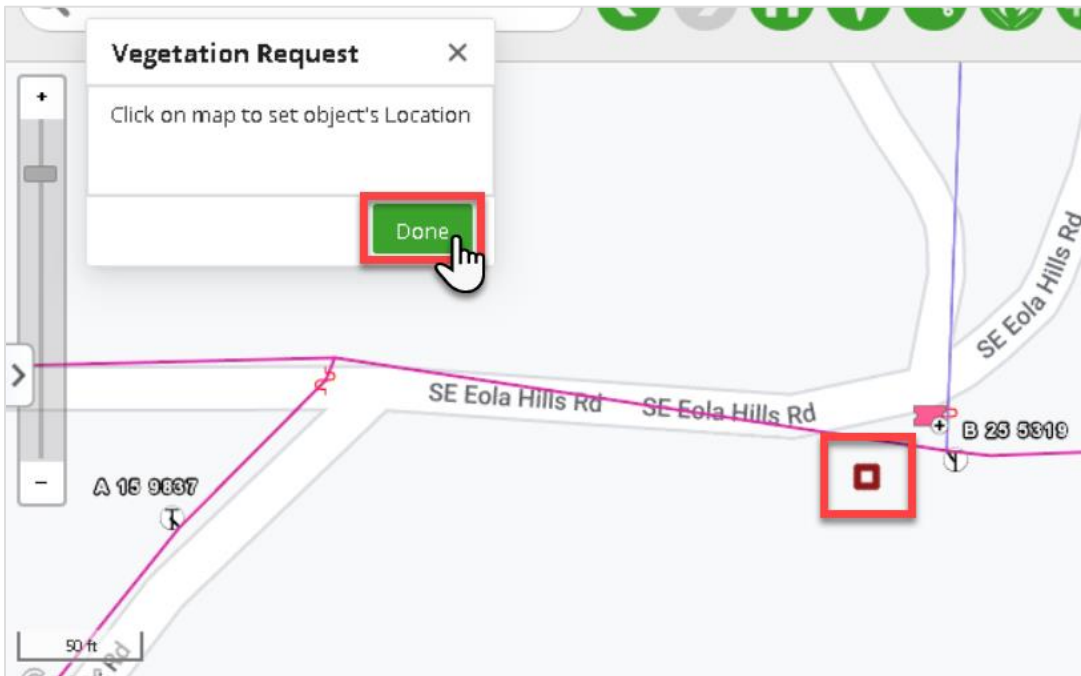
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16. You can use the **+ / -** buttons or the slider to zoom in or out of the map.



17. Click and drag the red square  to the appropriate location on the map to indicate to the Vegetation team where the request is located, then select .

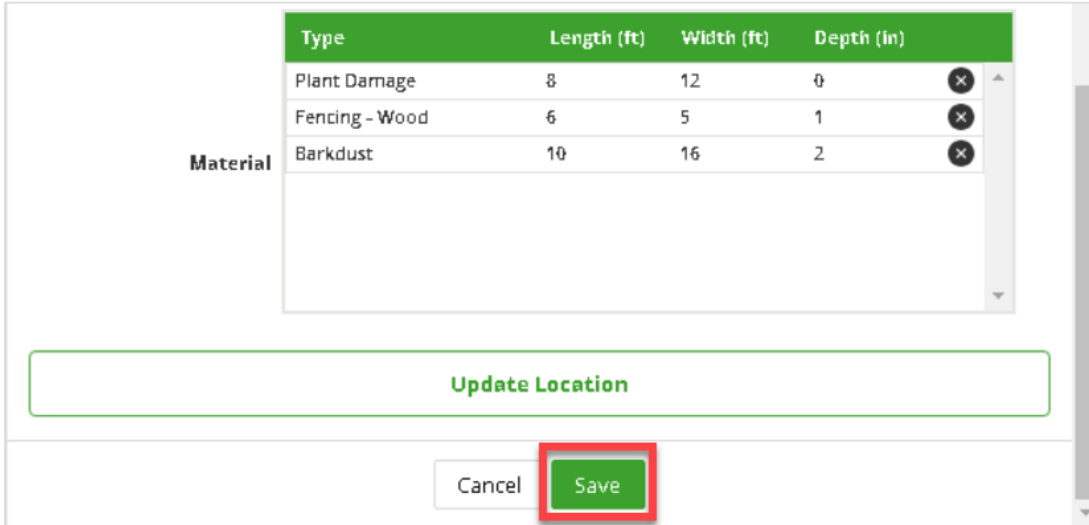


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Vegetation Request Form - Finishing a Vegetation Request

18. The Vegetation Request form re-opens. Select  to finish the request and return to the Outage Ticket.

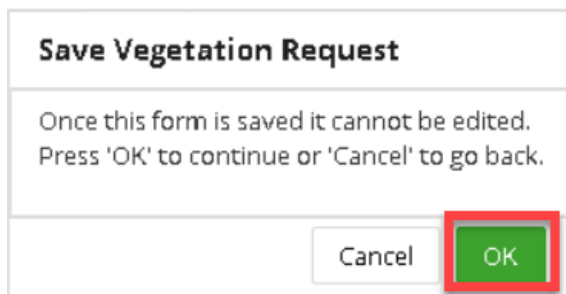


Type	Length (ft)	Width (ft)	Depth (in)	
Plant Damage	8	12	0	✕
Fencing - Wood	6	5	1	✕
Barkdust	10	16	2	✕

Material

19. Confirm the changes by selecting .

Note: Once you've saved the vegetation request, you cannot go back and make changes as it will already be submitted to the Vegetation team. To request any changes or additions to the Vegetation Request after it's been saved, you must email forestry@pgn.com.



Save Vegetation Request

Once this form is saved it cannot be edited.
Press 'OK' to continue or 'Cancel' to go back.