

# Joint Use Management Portal (JUMP) Video Training Guide

Want to know how to get the best experience from JUMP? Here's a suggestion on the order of videos to review:

## Suggested Review Order

- 1) **Pole Map**: This video explains the features of the Pole Selection Map and how to interact with them.
- 2) **Working With Files**: This video discusses how to upload, download and delete files.
- 3) **Communicating in JUMP**: This video reviews the Chatter & Email communications functionality.
- 4) **Permit Application Flow**: This video provides an end-to-end explanation of how a Permit Application is submitted and processed through to completion.
- 5) **Withdraw/Cancel an Application**: Want to retract a request? Learn how through this video.
- 6) **Submitting Forecasts**: This video explains why Forecasts are important to submit and how to complete one.
- 7) **Request Groups**: This video helps users learn how to group your requests together to create larger projects.
- 8) **Bonding**: This video provides an end-to-end explanation of how a Bonding Request is submitted and processed through to completion.
- 9) **Clone Requests**: This video explains how to “copy and paste” requests using the Cloning feature.
- 10) **Preliminary Site Meeting**: This video provides an end-to-end explanation of how a Preliminary Site Meet Request is submitted and processed through to completion.

**11) Create Custom Filters:** As your Requests lists grows, this video helps users learn how to filter them to see items of interest.

**12) Custom Reports:** This video helps users learn how to create reports for the portfolio of requests that have been submitted.