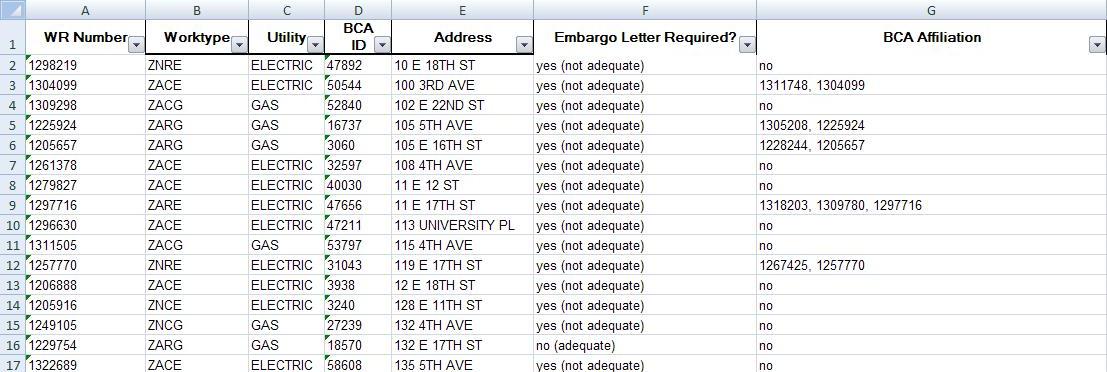
**Embargo Letter Tutorial:**

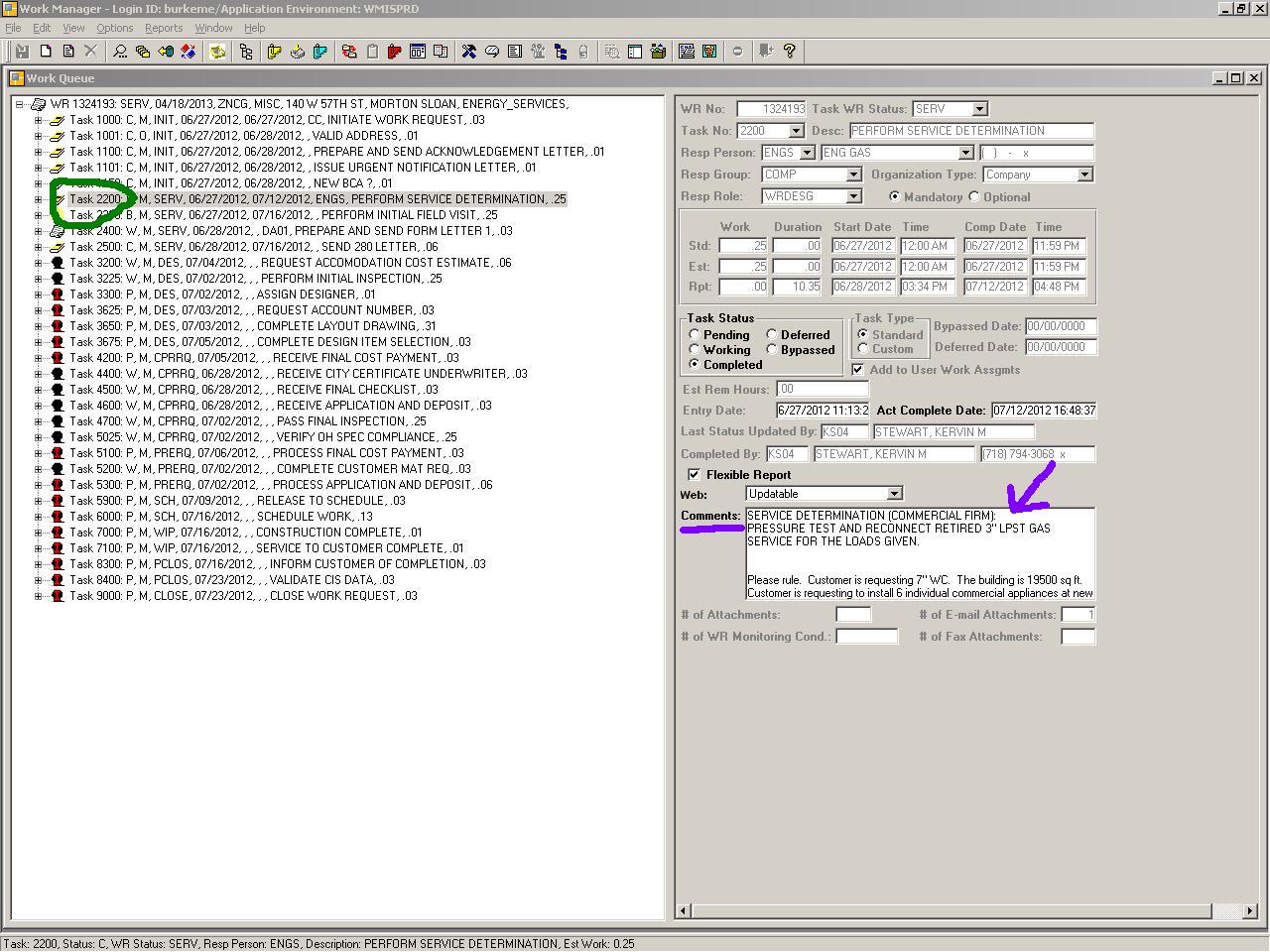
*An embargo is when Con Edison puts a hold on jobs in certain areas during holiday periods. This ensures the safety of shoppers in highly populated areas.*

**Step 1:**

Create an Excel spreadsheet with the information that you will need. It helps to filter the headings to increase organization. Column F and G is what you will be working on.

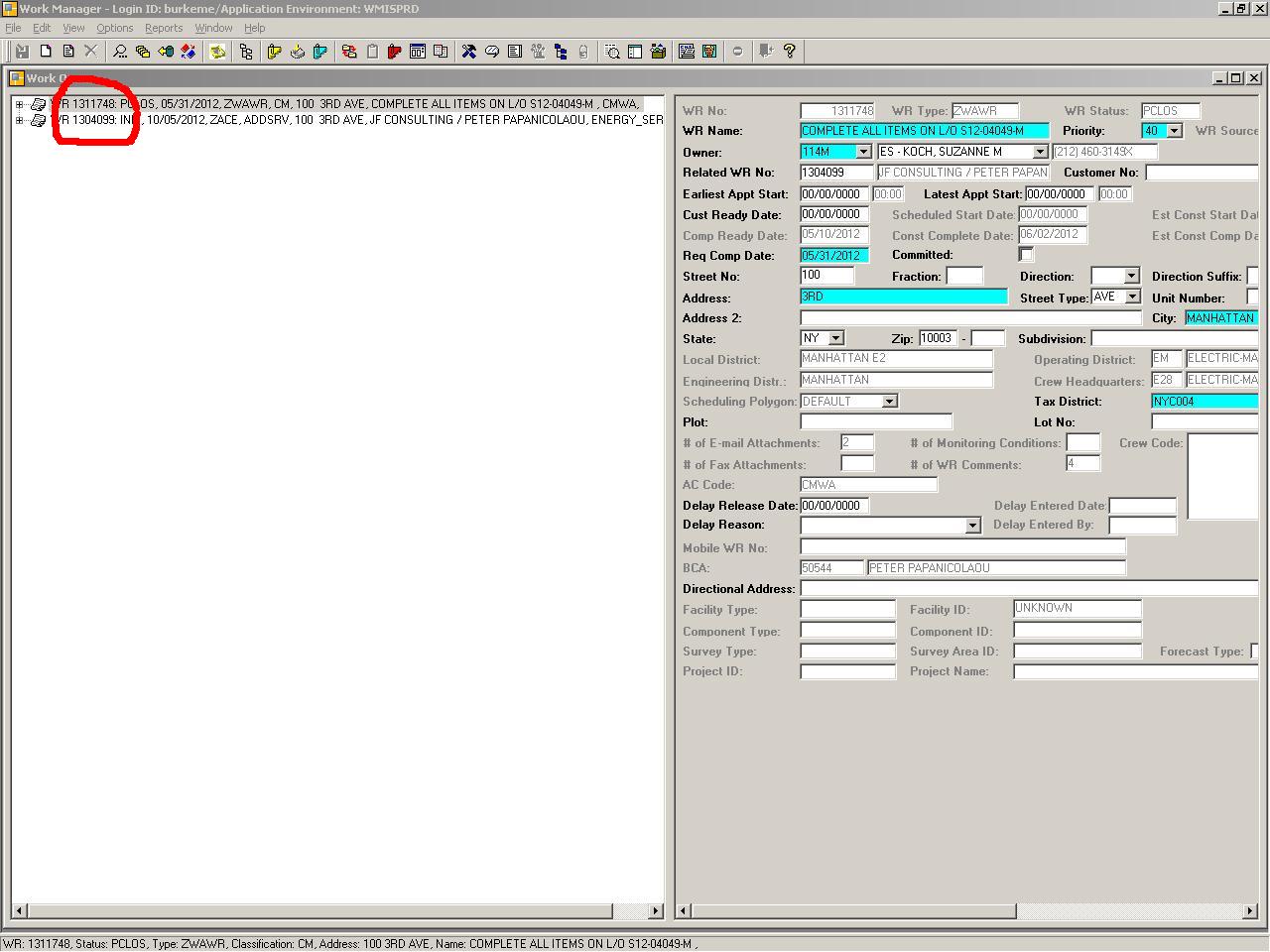
**Step 2:**

Next, open Work Manager. Search by WR number or address to fill in column F. Click task 2200 (circled in green below) and read the comments. You want to see if the load is adequate or not. If the comments say adequate, no letter needs to be sent out. If it is not adequate, (as shown in purple below) construction is continuing and an embargo letter is required.



**Step 3:**

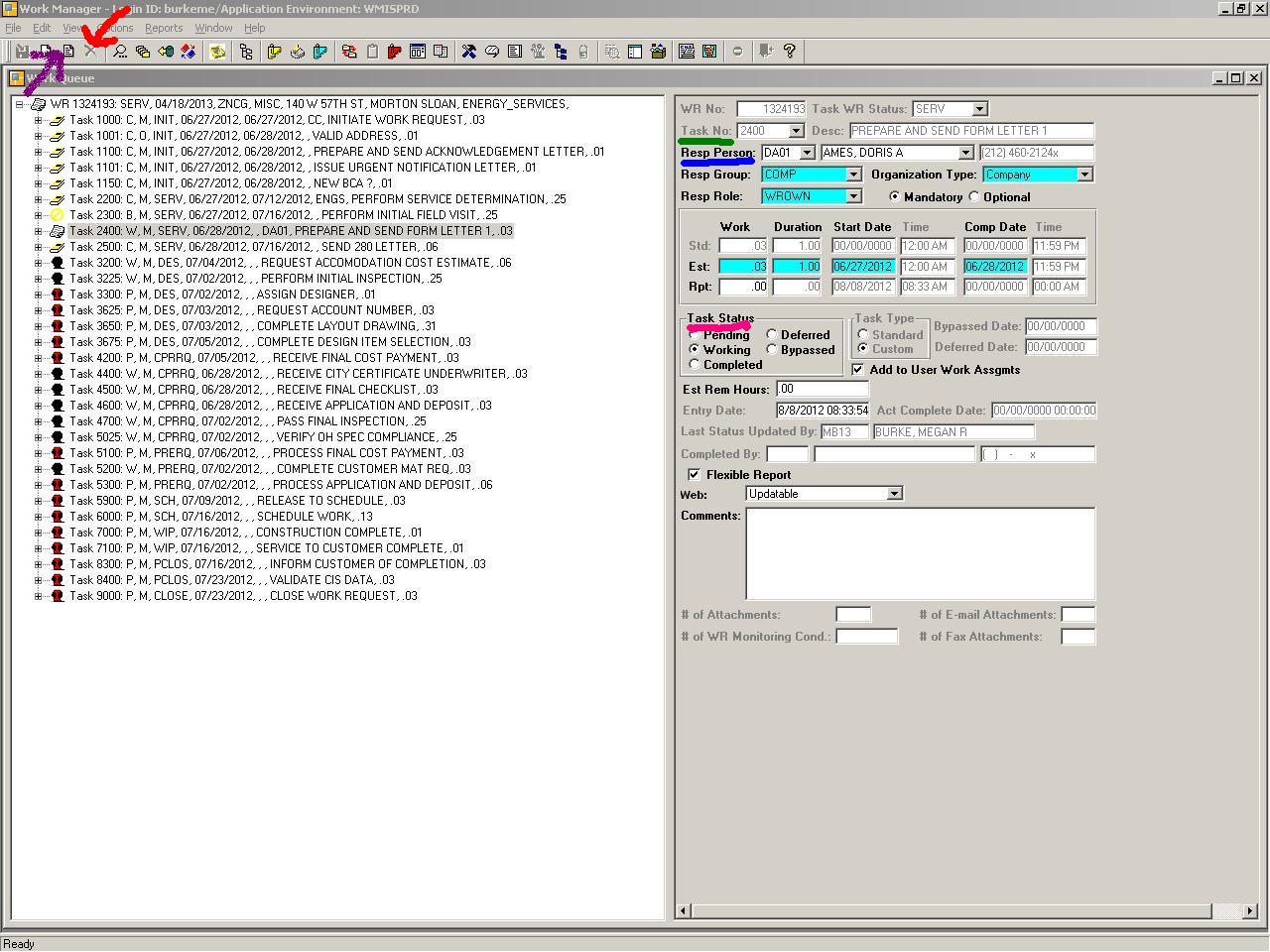
Next, you must search by BCA number to see if there are any other jobs affiliated with the particular WR number. If there are other jobs affiliated, list the multiple WR numbers (shown below in red) in column G.



**Step 4:**

Now, it is time to create tasks to send out the letters. Look in column F of your Excel Spreadsheet, and for each job that requires a letter, you will make a task.

To make a task, click “new from,” (purple arrow) fill in the “task number” (underlined in green) which is 2400: Prepare and Send Form Letter, or 3250. Then, change the “resp person” (blue) to the person who is responsible for that particular district. For example, district 223 is Doris (DA01.) Next, change the “task status” (pink) to working. Now, click “refresh window” and choose “NO.” *Be sure to choose no, because if you choose “yes,” that person will receive all of the tasks in their bucket, and they will not be happy with you!*

**

**Step 5:**

Now you are finished with your spreadsheet, and you can send it to the person who is responsible for that DCR. It will either be Betty Griffin or Barbara Vasquez. You can find out this information on the employee photo system.