



ITICnxt Manual



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Introduction to ITICnxt

Welcome to ITICnxt – the future of online ticketing.

Online ticketing systems have required users to spend their time entering text information before allowing them to do the all-important work of finding their dig site on a map. As we considered ways to improve the online ticketing process, we became convinced that if users identified their dig site on the map first, nearly all text entry could be automated. As our research in modernizing on-line ticketing continued, we found other ways to save the user time and effort by building the notification center's business rules into the system.

One of the biggest differences you will notice from the very first time you use ITICnxt is that identifying your dig site starts, not ends, with an aerial photo of your work area. After minimal text entry, easy-to-use tools allow you to specify each individual dig location within your work area. Once you have specified all the work areas, ITICnxt automatically divides or combines them into the appropriate number of tickets, each one complete with text-based location information. That's right - ITICnxt presents you with completed tickets for your review.

We believe ITICnxt will change the way people think about damage prevention. For the very first time, ITIC:

Starts the process with an aerial photo. Use the width of streets, the location of buildings, and the location of other geographic features to help identify where you are digging in relation to the actual conditions at your work site.

Uses the information contained in the notification center's base map. ITICnxt helps you complete your ticket, allowing you to fully concentrate on identifying the precise location where you will dig instead of entering text.

Gives you the means to precisely define the area in which your work will take place. We've eliminated the need to "go broad" or "over-cover" your work site. Each individual excavation site you define will be compared with the notification center's database so only affected operators are notified.

This manual is divided into two sections. The first is a "quick start" that covers the basics of using ITICnxt to file your locate requests. Long-time ITIC users may be more comfortable starting here. The second section provides more detailed information about ITICnxt's advanced features. With that in mind, all users will benefit from reviewing some of the new terms and ideas used in discussing the creation of online tickets with ITICnxt.

Definition of Terms

Session: A period of user interaction with ITICnxt characterized by defining one or more excavation entities which subsequently results in the creation of one or more tickets.

Excavation Entity: A circle, route, parcel, GPS generated polygon or free-hand polygon representing an area of excavation (see below). The ITICnxt user creates a discrete excavation entity during a session as they identify the limits of an area of work. Users can create as many excavation entities as necessary during a single session.

Route: An excavation entity created when a user selects a series of points on a map that form a continuous line. The line is converted into an excavation entity based on the “width” specified by the user.

Circle: An excavation entity created when a user selects a point on a map that is then converted into a circle based on the length of the radius requested by the user.

Parcel: An excavation entity created when a user selects part or all of a parcel of property. Parcel size is often associated with a single address and does not include the road right of way. Users can extend parcel size with the “parcel” tool.

NOTE: Available parcel data may be limited in some areas.

Turn to the next page to get started.

ITICnxt Quick Start Guide

Logging In

To access ITICnxt point your web browser to <https://ne.iticnxt.occinc.com/>

If you do not already have an ITICnxt login, click the **Register** button located below the login and password fields.

If you have forgotten your login information, you can also click the **Forgot email/password** link, also located below the login and password fields.

Once you enter your password and login and hit return, you'll be logged in to the sandbox.

ONE CALL CONCEPTS
WHEN SAFETY IS ON THE LINE

Nebraska One Call

Logging in
Please login to access the system.

Training
No training courses are scheduled at this time.

Questions? support@occinc.com

iSITE Ticketing System

Log in

Username

Password

Log in

By logging in you agree to our [terms and conditions](#)

[Forgot username/password?](#) [Register](#)

Questions? [Chat Live Now](#)

Landing Page

To get started click the **My Tickets** button. Use the state drop-down menu to select NE.

search all tickets NE Welcome brian Casey@occinc.com

My Tickets

NE

Create Job ticket

All released(39) Expiring/expired(10) No response(1) Unreleased(0) Violation reported(0)

Released between 09/19/19 09/26/19 Apply Search by ticket # More search options

I want to...

View ticket map Page settings

Emergency Priority Past due Meeting Canceled Locked Pending Extension

Ticket #	Release date/time	Address/street	Cross Street	City/place	County	Work to begin date/time	Type	Purpose of excavation
292670011	09/24/19 12:09 pm	US HWY 281	E AIRPORT RD	GRAND ISLAND	HALL	09/28/19 12:00 pm	NORMAL	TEST
292670010	09/24/19 12:09 pm	US HWY 281	E AIRPORT RD	GRAND ISLAND	HALL	09/28/19 12:00 pm	NORMAL	TEST
292670009	09/24/19 12:09 pm	US HWY 281	E AIRPORT RD	GRAND ISLAND	HALL	09/27/19 12:00 pm	NORMAL	TEST
292670008	09/24/19 08:57 am	304 W 6TH ST	N WHEELER AVE	GRAND ISLAND	HALL	09/27/19 12:00 pm	NORMAL	TEST
292670007	09/24/19 08:57 am	315 W 7TH ST	N WALNUT ST	GRAND ISLAND	HALL	09/27/19 12:00 pm	NORMAL	TEST
292670006	09/24/19 08:57 am	615 N WALNUT ST	W 7TH ST	GRAND ISLAND	HALL	09/27/19 12:00 pm	NORMAL	TEST
292670005	09/24/19 08:57 am	615 N WALNUT ST	W 7TH ST	GRAND ISLAND	HALL	09/27/19 12:00 pm	NORMAL	TEST
292670004	09/24/19 08:07 am	820 EILENSTINE RD	SAINT PAUL RD	GRAND ISLAND	HALL	09/24/19 10:15 am	DAMAGE	DAMAGE OF CABLE TELEVISION
292670003	09/24/19 08:07 am	E AIRPORT RD	SAINT PAUL RD	GRAND ISLAND	HALL	09/24/19 10:15 am	DAMAGE	DAMAGE OF CABLE TELEVISION
292670002	09/24/19 08:07 am	1916 RABORN ST	AIRPORT AVE	GRAND ISLAND	HALL	09/24/19 10:15 am	DAMAGE	DAMAGE OF CABLE TELEVISION

Showing 1 to 10 of 39 entries

Previous 1 2 3 4 Next

Click the **“Create Job Ticket”** menu and select **“Normal Ticket”**

Create Job Ticket

1 Mark location 2 Write instructions 3 Review & submit

✓ Create job ticket

New ticket

Preliminary design

The **My Tickets** module contains a database of all tickets you have filed with your account.

Workflow Process

There are 3 major steps in the locate filing process:

Step 1 – Mark Location

Here you will locate and map out your work area(s) by drawing one or more shapes on the map (“excavation entities”).

Step 2 – Write Instructions

Here you will verify the automatically generated ticket information, and make any additions or alterations as necessary.


Step 3 – Review & Submit






Here you will review all of your ticket information and submit the locate request(s) to the call center for review & distribution to the effected facility operators.

Step 1. Mark Location


First, you will need to find your worksite on the map. Enter an address, building name, or city/place name in the **Search** field. (If your initial search does not find your worksite you can perform an advanced search – see page 43 for more details.)






Find the job location and mark the excavation area with the drawing tools.

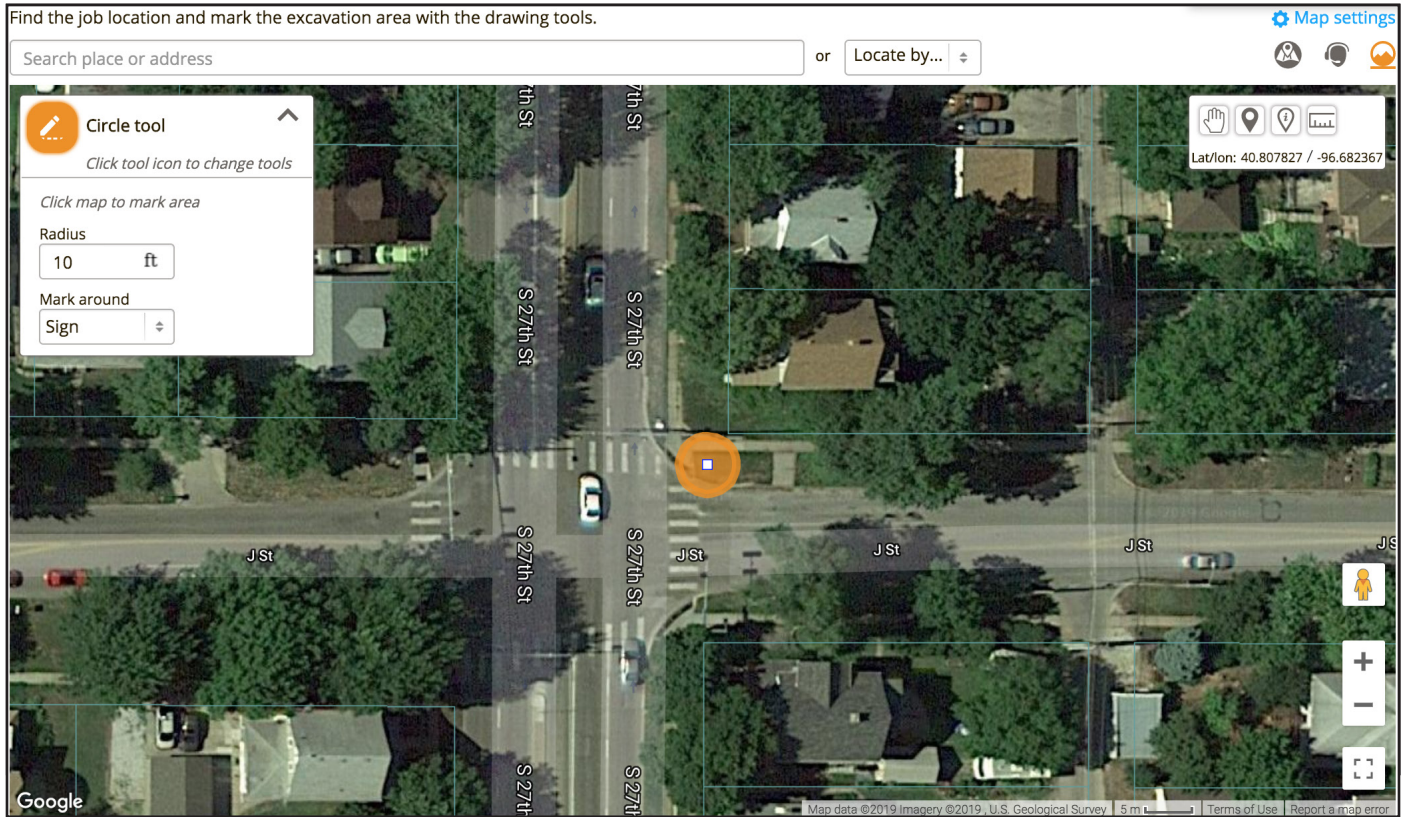


-  **Nebraska State Capitol** K Street, Lincoln, NE, USA
-  **Nebraska State Fair** East Fonner Park Road, Grand Island, NE, USA
-  **Nebraska State** le Unite ale Americii
-  **Nebraska State Fair Camp Ground** East Fonner Park Road, Grand Island, NE, USA
-  **Nebraska State Penitentiary** South 14th Street, Lincoln, NE, USA

Once you have found the correct location, select a drawing tool from the **Drawing Tool** menu*. (See page 47 for a more detailed look at **Drawing Tools**.)

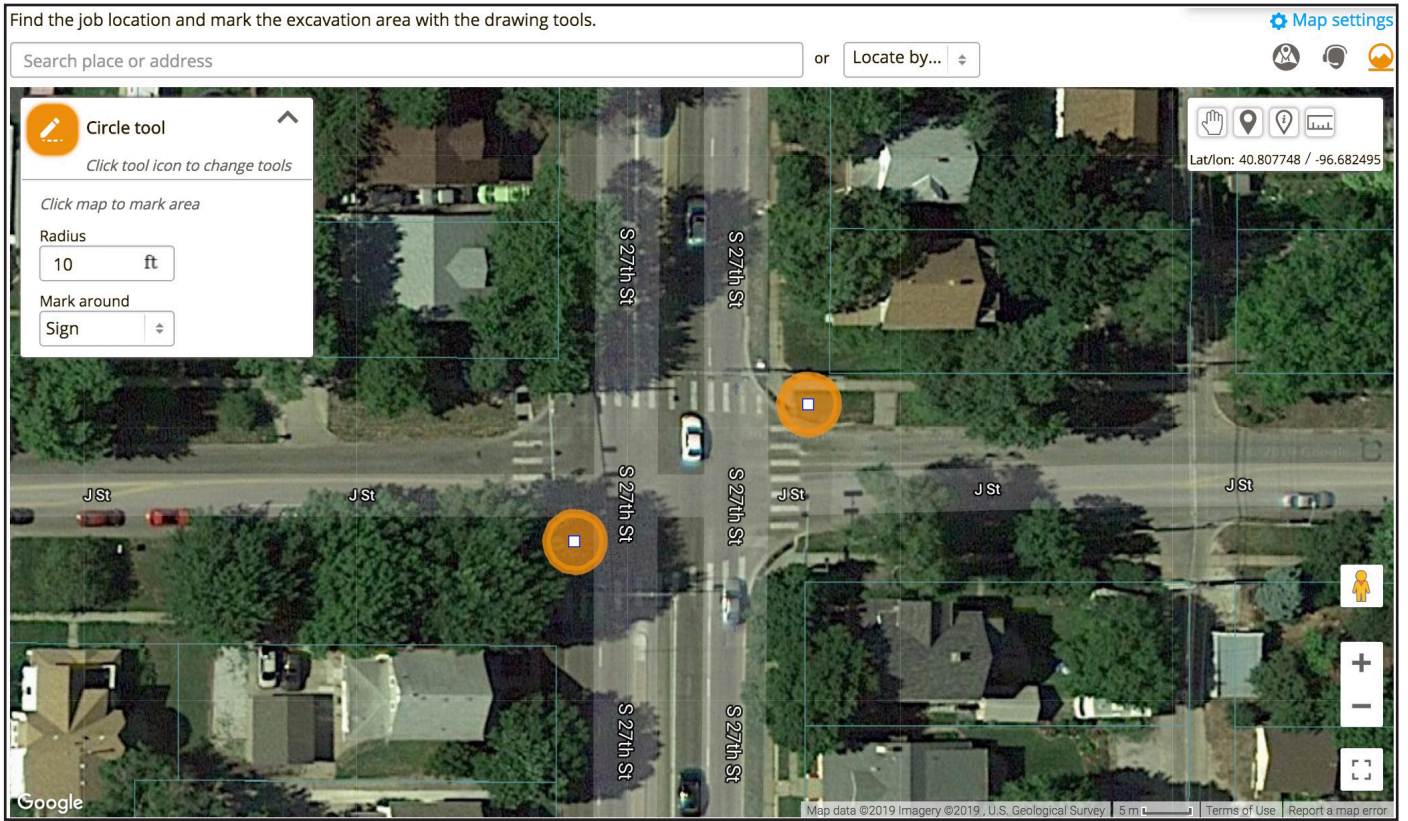
 **Select the type of work planned**

-  **Radius excavation**
Planting trees, placing holes, etc
-  **Route excavation**
Trenching/road repairs
-  **Property excavation**
Excavation on a specific parcel of land
-  **Street excavation**
Select existing street(s) on map to create route
-  **Other**
Define an irregularly-shaped excavation area

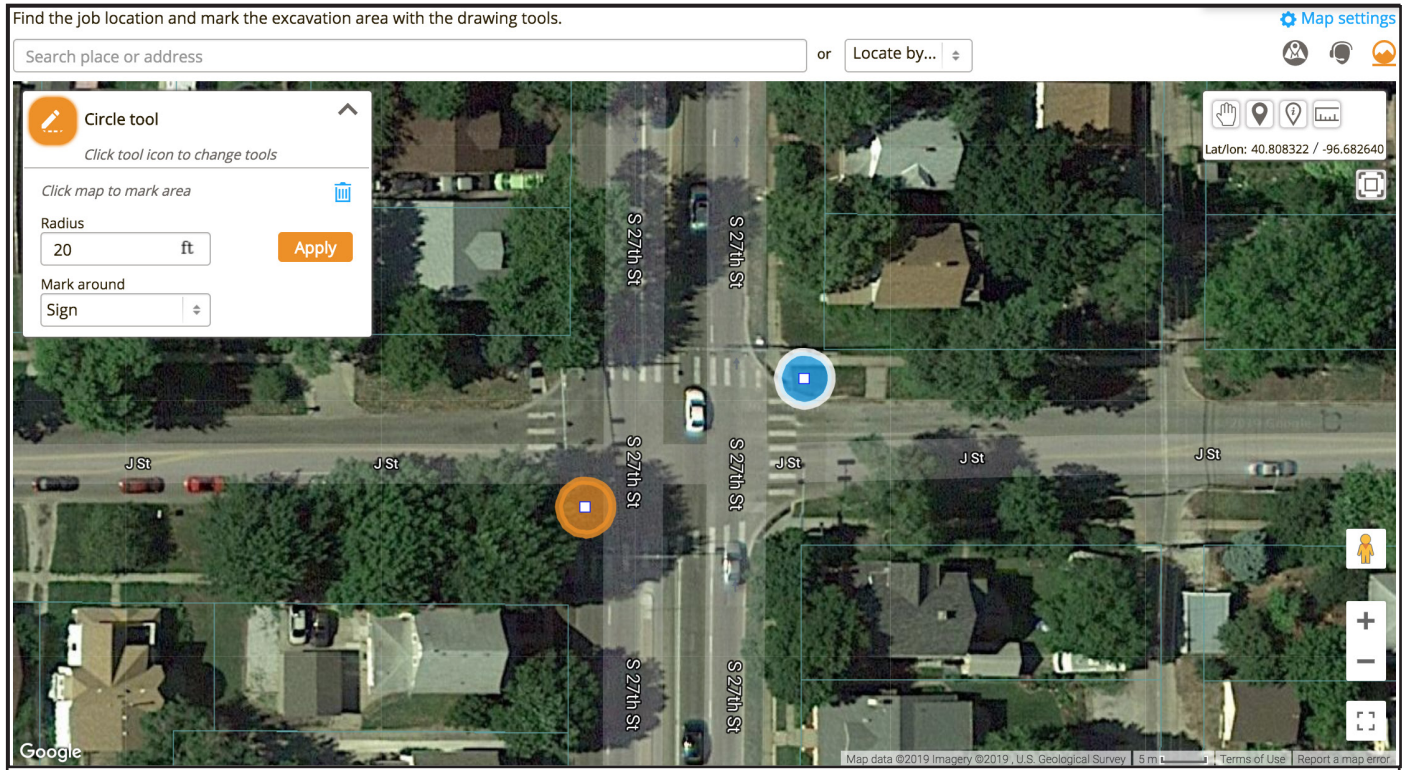


When you select a drawing tool you will be prompted to enter information about the worksite you intend to map out. The required information will vary depending on which tool you choose. Be as accurate as possible.


After entering the required information, place an excavation entity by clicking on the map.



You can continue placing excavation entities on the map. Make sure to update the excavation entity's information if necessary.



If you make a mistake you can edit or delete any entity in the current session by clicking on it. (You'll need to make sure you don't have a drawing tool selected.)

Click **Apply** to apply your changes to the selected Excavation Entity. Click the  to delete the excavation entity.

When you have finished mapping your worksite(s) click the **Next** button.

This will take you to **Step 2**.



Step 2. Write Instructions

ITICnxt calculates the most efficient way to break up or combine the excavation entities you have created and assign them to locate requests. ITICnxt automatically applies the business rules as established by Nebraska811 to make this determination. The tickets appear at the top of the screen. Each tab represents a ticket.

ITICnxt enters **Location Information** based on the excavation entities you drew on the previous page. Carefully review all information in this section, paying particular attention to the **Location Description** – if ITICnxt has split up your work area into multiple tickets, only describe the area of excavation that corresponds to the mapping on the current ticket/tab.

Create Job Ticket

1 Mark location 2 Write instructions 3 Review & submit

Cancel Next
Edit map

Job A - ticket 1/1

Enter marking instructions and job details. [Form settings](#)

Ticket type: New ticket

Location information
* Indicates required field

City/place * County *
LINCOLN LANCASTER

City limits *
Yes

Street number

Street name *
J ST

Nearest intersecting street
S 27TH ST

Location description *
THIS TICKET CONTAINS 2 CIRCLES.
THE CENTER OF THE FIRST CIRCLE IS LOCATED 35 FEET NE FROM THE INTERSECTION OF J ST AND S 27TH ST. FROM THE CENTERLINE OF J ST HEAD NORTH ON S 27TH ST FOR 32 FT, THEN FROM CENTERLINE OF S 27TH ST HEAD E FOR 25 FEET TO THE SIGN. MARK A 20 FT RADIUS AROUND THE SIGN.
CENTERPOINT COORDINATES: LAT:40.8081152, LON:-96.6822057
THE CENTER OF THE SECOND CIRCLE IS LOCATED 20 FEET SW FROM THE INTERSECTION OF J ST AND S 27TH ST. FROM THE CENTERLINE OF J ST HEAD SOUTH ON S 27TH ST FOR 16 FT, THEN FROM CENTERLINE OF S 27TH ST HEAD W FOR 15 FEET TO THE SIGN. MARK A 10 FT RADIUS AROUND THE SIGN.
CENTERPOINT COORDINATES: LAT:40.8079844, LON:-96.6825007

Additional information

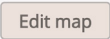
Job description *

Excavator information *

Job A - ticket 1/1

Lat/lon: 40.807835 / -96.681995

Image may be subject to copyright 5 m Terms of Use

The **Location Description** should contain explicit marking instructions and driving directions from a nearby intersection. Read both carefully and revise as needed. Both the marking instructions and driving directions must match the ticket's corresponding mapping (shown on the left side of the page). If you need to re-map the area click the  button.

NOTE: Group Edit mode allows you to make changes to all tickets in the current session simultaneously. To toggle group edit mode on & off, click the checkbox.

Apply information to all tickets

The **Job Description** is for describing the nature and method of excavation, as well as the time frame of the job. If you have an alternate/field contact person, you can list their information in this section.

Job description ! Create/edit profiles

Job profile
Select job profile

Work to begin date * 10/09/2019 Work to begin time * 9:00 AM

On-site name * JAKE CHAMBERS On-site phone * 555-555-5555

Purpose of excavation * Work done for *
You must enter the type of work You must enter whom the work is being done for

Additional email recipient(s)

Explosives * Horizontal boring *
Explosives must be yes or no Tunnel/bore must be yes or no

Area whitelined * Depth *
Whitelining must be yes or no You must enter a depth

Job description Create/edit profiles

Job profile
Select job profile

Work to begin date * 10/09/2019 Work to begin time * 9:00 AM

On-site name * JAKE CHAMBERS On-site phone * 555-555-5555

Purpose of excavation * SIGN REPLACEMENT Work done for * CITY OF LINCOLN

Additional email recipient(s)

Explosives * No Horizontal boring * No

Area whitelined * No Depth * 3FT

Job Profiles are templates you can create to save time when filing multiple locate requests. (See page 40 for more info.)

Excavator Information is drawn from your User Profile. Make sure that your contact information is up to date. (For more information on User Profile, see page 38.)

Excavator information ⊖

Your name *	EDDIE DEAN	Email *	briancasey@occinc.com
Your phone no *	573-636-1550	Ext	
Excavation company *	TOREN BROS CONSTRUCTIOI		
Address *	19	Street *	ODD LANE
City/place *	FEDIC	State *	NE
Zip code *	55555	Fax	

When you are certain all ticket information is accurate, tab over to the next ticket and repeat the process. Once you have completed and reviewed all tickets in the session click the **Next** button.

This will take you to **Step 3**.

Step 3. Review & Submit

Step 3 is where you conduct a final review of your tickets and submit them to the call center for processing. This is your last opportunity to make changes to the ticket(s). Review the information on each ticket carefully. If everything is correct make sure that each ticket's corresponding **Check** box is checked, then click the **Submit Ticket** button. This will transmit the tickets to the call center for review and distribution.

You can also choose to edit  , or save  the ticket(s).



Create Job Ticket

Cancel Submit Ticket

1 Mark location 2 Write instructions 3 Review & submit

Review ticket information, then click the Submit tickets button

I want to.. ▾

<input checked="" type="checkbox"/>	▲ Job-ticket#	◆ Address	◆ Cross street	◆ City/place	◆ County	◆ Type	◆ Work to begin date/time	◆ Action
<input checked="" type="checkbox"/>	Job A - ticket 1/1	J ST	S 27TH ST	LINCOLN	LANCASTER	NORMAL	10/09/2019 9:00 AM	 

Showing 1 to 1 of 1 entries

Previous 1 Next

Utility Notification List

You have successfully submitted your ticket(s).

You will be presented with the **Utility Notification List**. This page contains a complete list of the Facility Operators who will be notified as a result of your ticket(s).

Congratulations!

[View my tickets](#)
[Start new ticket](#)

✔ Your ticket(s) have been submitted.

Job-ticket#	Address	Cross street	City/place	County	Type	Work to begin date/time	Release date/time
Job A - ticket 1/1	J ST	S 27TH ST	LINCOLN	LANCASTER	NORMAL	10/09/2019 9:00 AM	09/26/2019 10:11 AM
District Company		Facility types		Message			
ALLOLIN	ALLO COMMUNICATIONS LLC	TEL		Ticket 292690001 has been completed.			
BHELIN2	BLACK HILLS ENERGY	G		Make sure all facility operators have responded before beginning excavation.			
CITYLIN	CITY OF LINCOLN	W		You will receive an email with a copy of your ticket. Please check it for accuracy.			
CITYLIN2	CITY OF LINCOLN - WASTE WATER	S		Check your excavation area for private facilities which are not marked with a call to the call center.			
CITYLIN3	CITY OF LINCOLN - STORM	SS					
CITYLIN4	CITY OF LINCOLN - TRAFFIC	TS					
LCVLINC	TIME WARNER CABLE	TV					
LESINT	LINCOLN ELECTRIC SYSTEMS	E					
LESUSIC	LINCOLN ELECTRIC SYSTEMS	E					
NELNK01	NEBRASKALINK HOLDING LLC	TEL					
WINNE01	WINDSTREAM COMMUNICATIONS	TEL					

Number of districts: 11

This is the end of the Quick Start Guide.


Main Menu


Upon logging in to ITICnxt you will be presented with the main ITICnxt menu, as well as your default starting module (My Tickets, Locator Tickets, etc.). (See page 39 to see how to change your default module.)

At the top of the screen you can access the ticket search function (formerly referred to as Search & Status). As usual, numerous search parameters are available.


The screenshot shows the 'My Tickets' page in the ITICnxt system. At the top, there is a search bar for all tickets and a user welcome message for 'briancasey@occinc.com'. The main heading is 'My Tickets' with a filter for 'NE'. Below this, there are statistics for ticket status: All released(40), Expiring/expired(10), No response(1), Unreleased(0), and Violation reported(0). A search filter is set for 'Released between' 09/19/19 and 09/26/19. A table of tickets is displayed with the following columns: Ticket #, Release date/time, Address/street, Cross Street, City/place, County, Work to begin date/time, Type, and Purpose of excavation. The table shows 10 entries, with the first one being a 'SIGN REPLACEMENT' and the last two being 'DAMAGE OF CABLE TELEVISION'. A sidebar on the left contains navigation icons for My tickets, Locator tickets, Reports, Legacy application, User settings, Messages, Help and support, Log out, Chat, Email, and Phone. A 'Create job ticket' button is visible in the top right corner.


Ticket #	Release date/time	Address/street	Cross Street	City/place	County	Work to begin date/time	Type	Purpose of excavation
292690001	09/26/19 10:11 am	J ST	S 27TH ST	LINCOLN	LANCASTER	10/09/19 09:00 am	NORMAL	SIGN REPLACEMENT
292670011	09/24/19 12:09 pm	US HWY 281	E AIRPORT RD	GRAND ISLAND	HALL	09/28/19 12:00 pm	NORMAL	TEST
292670010	09/24/19 12:09 pm	US HWY 281	E AIRPORT RD	GRAND ISLAND	HALL	09/28/19 12:00 pm	NORMAL	TEST
292670009	09/24/19 12:09 pm	US HWY 281	E AIRPORT RD	GRAND ISLAND	HALL	09/27/19 12:00 pm	NORMAL	TEST
292670008	09/24/19 08:57 am	304 W 6TH ST	N WHEELER AVE	GRAND ISLAND	HALL	09/27/19 12:00 pm	NORMAL	TEST
292670007	09/24/19 08:57 am	315 W 7TH ST	N WALNUT ST	GRAND ISLAND	HALL	09/27/19 12:00 pm	NORMAL	TEST
292670006	09/24/19 08:57 am	615 N WALNUT ST	W 7TH ST	GRAND ISLAND	HALL	09/27/19 12:00 pm	NORMAL	TEST
292670005	09/24/19 08:57 am	615 N WALNUT ST	W 7TH ST	GRAND ISLAND	HALL	09/27/19 12:00 pm	NORMAL	TEST
292670004	09/24/19 08:07 am	820 EILENSTINE RD	SAINT PAUL RD	GRAND ISLAND	HALL	09/24/19 10:15 am	DAMAGE	DAMAGE OF CABLE TELEVISION
292670003	09/24/19 08:07 am	E AIRPORT RD	SAINT PAUL RD	GRAND ISLAND	HALL	09/24/19 10:15 am	DAMAGE	DAMAGE OF CABLE TELEVISION

The  button provides access to the **My Tickets** menu, which contains the complete list of tickets filed through your account. This is also where you can Create a New Ticket. (See page 5 for more info.)


The  button provides access to the **Locator Tickets** menu, where you can find a complete list of the Locator Tickets you've received (if any). (See page 20 for more info.)

The  button provides access to the **Reports** menu. (See page 37 for more info.)

The  button provides access to the old ITIC platform, **ITIC 2**.

The  button will bring up your account settings – the **User Profile, Application Settings,** and **Job Profiles** menus can be accessed through here. You can also choose to **Log Out** from here.

The  button provides access to the **My Messages** page, where you will find any relevant communication from the call center.

The  button will bring up the **Contact and Help Information** page, where you can find training materials, helpful links and other resources to assist you.

The  button will log you out of ITICnxt.

The  button provides access to Live Help Chat, allowing you to consult with a call center professional directly.

The  button provides access to the Contact Email menu, providing a direct email link to the call center's Help Desk.

The  button will provide the best phone number to call for assistance from call center staff.

My Tickets Menu

The **My Tickets** menu contains all locate requests you have previously filed in ITICnxt. You can filter or sort this list in a number of ways using the menus at the top of the page. The state drop-down menu allows you to navigate between different states you operate in. The date range menu will limit the ticket list to those tickets filed within a specific date range.

Ticket #	Release date/time	Address/street	Cross Street	City/place	County	Work to begin date/time	Type	Purpose of excavation
292690002	09/26/19 10:34 am	601 S 28TH ST	J ST	LINCOLN	LANCASTER	10/10/19 10:00 am	NORMAL	LANDSCAPING
292690001	09/26/19 10:11 am	J ST	S 27TH ST	LINCOLN	LANCASTER	10/09/19 09:00 am	NORMAL	SIGN REPLACEMENT

Find a specific ticket using the option. Clicking the “**More Search Options**” link will bring up a list of filtering criteria based on specific information on the tickets, such as the address, street name, or type of ticket.

Clicking [View ticket map](#) will display all currently listed tickets on the map.

Accessing the [Page settings](#) menu will allow you to customize what information is displayed for each ticket in the **My Tickets** menu. Click on a ticket number to view the individual ticket.




The menu allows you to perform ticket actions to multiple tickets in a single session.

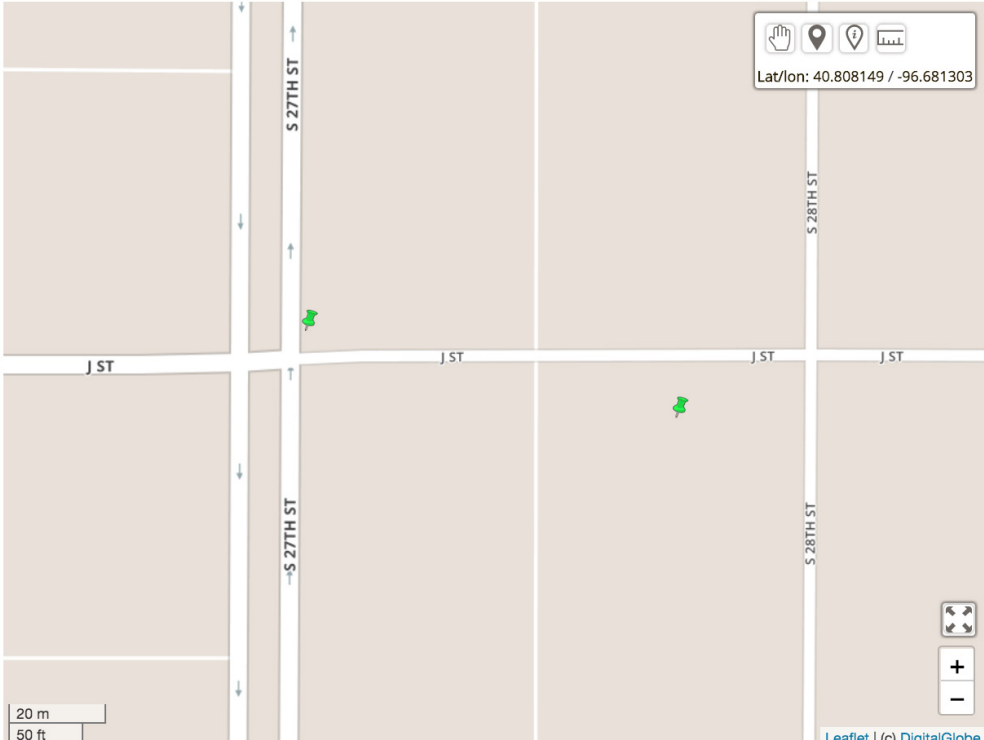
To use this function, make sure each relevant ticket is “checked” (e.g. [28166197](#)), then choose the ticket action from the “I want to...” menu. Then click the button that appears next to the “I want to...” menu (e.g.) to begin the process.

Access the menu to begin filing a new locate request. (See page 5 for more info.)


Released between
09/26/19 09/26/19 Apply Search by ticket [More search options](#)
[View ticket list](#) | [Page settings](#)
Emergency Due Now < 2 Hours 2+ Hours 4+ Hours 24+ Hours 48+ Hours

2 records found

Search place or address Search Locate by...   



Leaflet | (c) DigitalGlobe

✓ I want to... 

- Cancel tickets
- Refresh tickets
- Edit tickets
- Report No Response/ Incorrect Locate
- Report damage

Locator Tickets

The **Locator Tickets** section contains a complete list of all locator tickets received by your account. You can sort them in a number of ways.

The “**Released Between**” menu will narrow the ticket list based on when the tickets were released.

The “**Districts**” menu allows you to display only those tickets associated with a specific utility district.

The “**Filter by**” menu allows you to narrow the ticket list based on **Marking Status**.

Once you’ve made your menu choices, hit the  button to display the new ticket list.

Click [More search options](#) for more precise search options.

Clicking [View ticket map](#) will display the currently selected tickets on the map. This feature can be useful for planning out multiple locating jobs in one trip.

The  menu allows you to **Status** or **Print** multiple tickets simultaneously.

Click a **Ticket Number** to view an individual ticket. Viewing an individual Locator Ticket allows you to **Add File Attachments** or access the **Change Status/Locator** menu.

search all tickets NE Welcome beckymclain@occinc.com

Locator Tickets

All tickets(3) Open Emergency(0)

Released between: 09/01/19 to 09/27/19 District: Districts Filter by: All Tickets in Production Apply [More search options](#)

I Want To... View ticket map Print all tickets Page settings

3 records found

Ticket #	Header	Orig Call	Begin	Street	City	County	For	Type of Work	District	Locator	Status
192670350	NORMAL	2019/09/24 08:58 am	2019/09/24 09:15 am	CIRCLE RD	THEDFORD	THOMAS	TEST	TEST	TEST04		Clear/No conflict
192471828	NORMAL	2019/09/04 04:57 pm	2019/09/07 12:00 am	123 GASTON RD	THEDFORD	THOMAS	BECKY MCCLAIN	TEST	TEST04		Not yet responded
192611273	NORMAL	2019/09/18 12:53 pm	2019/09/21 12:00 am	CIRCLE RD	THEDFORD	THOMAS	TEST	TEST	TEST04		Not yet responded

Showing 1 to 3 of 3 entries Previous 1 Next

After clicking on a ticket number you will be presented with a page containing all available ticket information. From here you can access the **Change Status/Locator** menu. You may also **Upload File Attachments** to a locator ticket.

Ticket# 192471828

[Return to ticket list](#)

Status: Not yet responded
 Locator: Not Assigned



- [Add attachment](#)
- [Change status/locator](#)
- [Report compliance issue](#)
- [Request extension](#)

[Hide district polygons](#) [Expand map](#)

Ticket information

Ticket number: 192471828
 Original call date: 09/04/19 04:57 pm
 Work to begin date: 09/07/19 12:00 am
 Expiration date: 09/24/19 12:00 am
 Type: NORMAL
 Past work start: Y
 Locked: N
 Past due time: Y

Excavator information

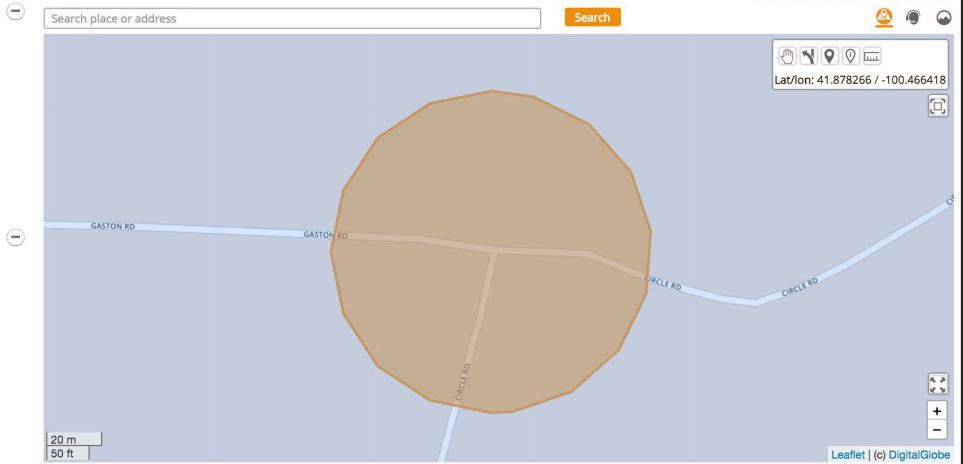
Company name: BECKY MCCLAIN
 Address: 123 GASTON RD
 THEDFORD, NE 65101
 Company phone: 573-636-1566
 Caller: BECKY MCCLAIN
 Caller phone: 573-636-1566
 Contact: BECKY MCCLAIN
 Contact phone: 573-636-1566
 Email address: beckymcclain@occinc.com

Excavation information

Type of work: TEST
 Work being done for: BECKY MCCLAIN
 Explosives: N
 Horizontal Boring: N
 Area marked: N
 Depth: 3FT

Location information

State: NE
 County: THOMAS
 City/place: THEDFORD
 City limits: N
 Address: 123
 Street: GASTON RD
 Intersecting street: CIRCLE RD
 Job number:
 Location of work: MARK TEST
 Remarks:
 Map Twp: 22N
 Rng: 27W
 Sect-qtr: 17-NE
 Map Coord:
 NW Lat: 41.8788357
 Lon: -100.4653438
 SE Lat: 41.8778073
 Lon: -100.4639683



Ticket history

Date	Type	District	Display	Locator	User
09/19/19 01:11:03 am	Ticket Closed	TEST04 -- DO NOT ANNOUNCE --			System
09/07/19 12:00:03 am	Ticket Status-EMAIL				System
09/04/19 04:58:10 pm	Ticket Created				System
09/04/19 04:58:10 pm	Ticket Check Response Added	TEST04 -- DO NOT ANNOUNCE --	Not yet responded		System

Showing 1 to 4 of 4 entries

[Previous](#) [1](#) [Next](#)

Members notified

Status history

District	Utility name	Utility types	Status
TEST04	-- DO NOT ANNOUNCE --		Not yet responded

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

Change Status/Locator Menu

The Change Status/Locator menu is your primary avenue for interacting with a locator ticket. From this menu you may assign a marking status, assign a locator to respond to the ticket, and add internal or external notes to the ticket.

District Code

Displays the utility current district code you are working with.

Status Drop-Down Menu

Use this menu to assign a marking status to the ticket.

Status Comments

You may enter status comments in this field. Status comments will be made available to the excavator when the ticket's marking status is updated.

Add Internal Notes

You may use this field to add internal (private) notes to the ticket.

Update Assigned Locator

Use the drop-down menu to select a locator to respond to the ticket. (See page 26 for information on creating locator IDs for your account.)

Update Internal Status

Use this drop-down menu to "Close" or "Open" the ticket.

Add Custom Responses

This area is reserved for any custom responses you have created for your account. (See page 35 for more info.)

Save and...

Use this menu to implement the changes you have made to the locator ticket.

- **Save and Return** will save changes and return you to the ticket list.
- **Save and Stay on Page** will save changes and remain on the current ticket.
- **Save and Go to Next Ticket** will save changes and display the next ticket on your ticket list.

ALERT!: Save your work! If you do not choose an option from the “Save and...” menu, any changes you make to the current ticket will be lost.

Update Public Status for TEST04

Status

Please select

Status comments (250 character limit)

dfhdfhdhdh

Add internal notes

Comments (internal)

rain test

Cancel Save and...

Update assigned locator

Locator


LoganR - LoganR

Update internal status


Open / Close

Close

Admin Menu

The  **Admin Menu** allows you to make account adjustments that pertain to the **Locator Tickets** section of ITICnxt.


iSite Users Menu

The iSite Users menu allows an administrator to create and manage additional iSite Login IDs for other users. Click the  button to create a new user account.

The **Search** function allows you to search by username or email address.

The **Active** column allows you to activate or deactivate a user.

The **Edit** button () allows you to edit the corresponding user account.

The **Clone** button () allows you to make a “clone” of the corresponding user account, helping you save time when setting up multiple user accounts.

iSite Users

Create new user

Username
▼

106 results found

Username	Email	State access	Print footer/Quick notes	Active	Action
4none@yahoo.com	4none@yahoo.com	NE, KS, NY	View	<input checked="" type="checkbox"/>	
adamf@occinc.com	adamf@occinc.com	NE, IA, MT, MN, NY, LA, ND, MO	View	<input checked="" type="checkbox"/>	
ahatch@occinc.com	ahatch@occinc.com	LA	View	<input checked="" type="checkbox"/>	
andysmith@occinc.com	andysmith@occinc.com	OR, HI, MT, WA	View	<input checked="" type="checkbox"/>	
aswigert@occinc.com	aswigert@occinc.com	IA, DE, Non OCC States, WA, TX, OR, MN, MT, NY, NJ, ND, MO, KS, NE, LA, HI, MD	View	<input checked="" type="checkbox"/>	
beckymclain@occinc.com	beckymclain@occinc.com	MT, LA, NY, IA, NE, ND, MO, MN	View	<input checked="" type="checkbox"/>	
bonniem@occinc.com	bonniem@occinc.com	MT, NY, IA, LA, NE	View	<input checked="" type="checkbox"/>	
brendan@occinc.com	brendan@occinc.com	DE, WA, NY, NJ, LA, KS, IA, HI, OR, NE, ND, MT, MO, MN, MD	View	<input checked="" type="checkbox"/>	
briancasey3@occinc.com	briancasey@occinc.com	TX, MN, ND	View	<input checked="" type="checkbox"/>	
briancasey@occinc.com	briancasey@occinc.com	MD, IA, ND, NE, MN, MO, MT, LA	View	<input checked="" type="checkbox"/>	

Showing 1 to 10 of 106 entries

Previous
1
2
3
4
5
...
11
Next

Locators Menu

The Locators menu allows you to set up locators so you can assign them to incoming locator tickets. It also allows the creation of **Auto-Assignments**, which will automatically assign locator tickets to specific locators based on pre-set criteria.

Locators

[Locators\(17\)](#) [Polygon auto-assignments\(16\)](#) [Rule based auto-assignments\(2\)](#)

Creating locators lets your company assign a user to locate tickets. Locators can be automatically assigned to tickets by geographic area (polygon), or by identifying specific tickets (text rules). [Create new locator](#)

Search Locator code

Locator code	Locator name	Assigned to	Date updated	Active	Action
town	Yolanda	david_butler@occinc.com	03/16/18 09:50 am	<input checked="" type="checkbox"/>	<input type="button" value="✎"/>
Test08	Rodney	david_butler@occinc.com	12/12/17 09:25 am	<input checked="" type="checkbox"/>	<input type="button" value="✎"/>
TEST03	test	jillhayes@occinc.com	02/26/19 08:30 pm	<input checked="" type="checkbox"/>	<input type="button" value="✎"/>
South	Andrew	david_butler@occinc.com	03/16/18 09:01 am	<input checked="" type="checkbox"/>	<input type="button" value="✎"/>
NE	TEST	test1test	09/11/19 10:28 am	<input checked="" type="checkbox"/>	<input type="button" value="✎"/>
NE	Northeast	beckymclain@occinc.com	04/10/17 11:23 am	<input checked="" type="checkbox"/>	<input type="button" value="✎"/>
LoganR	LoganR	loganrivers@occinc.com	08/08/19 02:42 pm	<input checked="" type="checkbox"/>	<input type="button" value="✎"/>
Locator 5	John Doe	marcus@occinc.com	06/02/17 03:58 pm	<input checked="" type="checkbox"/>	<input type="button" value="✎"/>
Locator 3	Test	crvignola1@cougars.ccis.edu	05/11/16 02:46 pm	<input type="checkbox"/>	<input type="button" value="✎"/>
Locator 2	Becky	beckydale76@yahoo.com	12/12/16 10:01 am	<input checked="" type="checkbox"/>	<input type="button" value="✎"/>

Showing 1 to 10 of 17 entries


Polygon Auto-Assignments

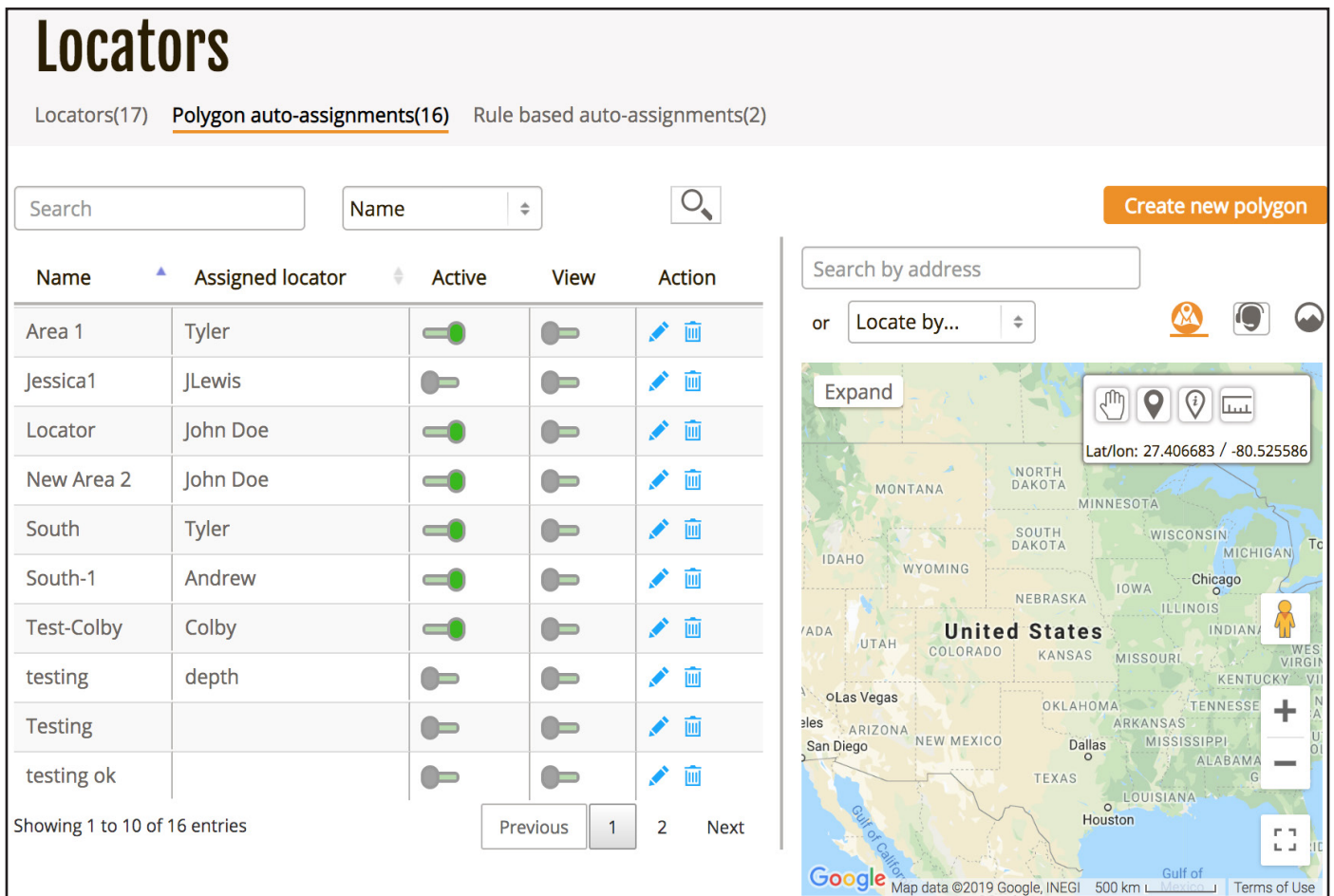
Polygon Auto-Assignments give administrators the ability to automatically assign locate tickets to locators based on the physical location of the work area.

To create a new polygon auto-assignment click the **Create new polygon** button.

Enter a name for the new polygon in the **Assignment Name** field, and select an existing Locator using the **Assigned Locator** drop-down menu.


Find and map out the auto-assignment area using the map interface. Drawing the auto-assignment polygon works the same as the “Other” draw tool in ITIC. (See page 55 for more info.) Click the **Save** button to save your changes and move on to the **Edit Polygon Assignment** menu.





















Next, assign a locating district to the auto-assignment using the **District Access** menu. Then click **Save** again. That’s it! You can return to this menu at any time by clicking the corresponding Edit button () on the **Polygon Auto-Assignments** menu.



Locators

Locators(17) Polygon auto-assignments(16) Rule based auto-assignments(2)

Search Name 

Name	Assigned locator	Active	View	Action
Area 1	Tyler	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
Jessica1	JLewis	<input type="checkbox"/>	<input type="checkbox"/>	 
Locator	John Doe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
New Area 2	John Doe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
South	Tyler	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
South-1	Andrew	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
Test-Colby	Colby	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
testing	depth	<input type="checkbox"/>	<input type="checkbox"/>	 
Testing		<input type="checkbox"/>	<input type="checkbox"/>	 
testing ok		<input type="checkbox"/>	<input type="checkbox"/>	 





Showing 1 to 10 of 16 entries

Previous 1 2 Next

Search by address


or Locate by...

Create new polygon

Expand    

Lat/lon: 27.406683 / -80.525586

United States

Google Map data ©2019 Google, INEGI 500 km  Terms of Use

Create Polygon Assignment

Creating an auto-assignment polygon ONLY dictates which tickets a locator will have access to in LTM. Auto-assignment polygons created in this application have no impact on your membership notification area(s). Please contact the Database Department if changes to your membership notification area(s) are needed.

Assignment information

Assignment name*

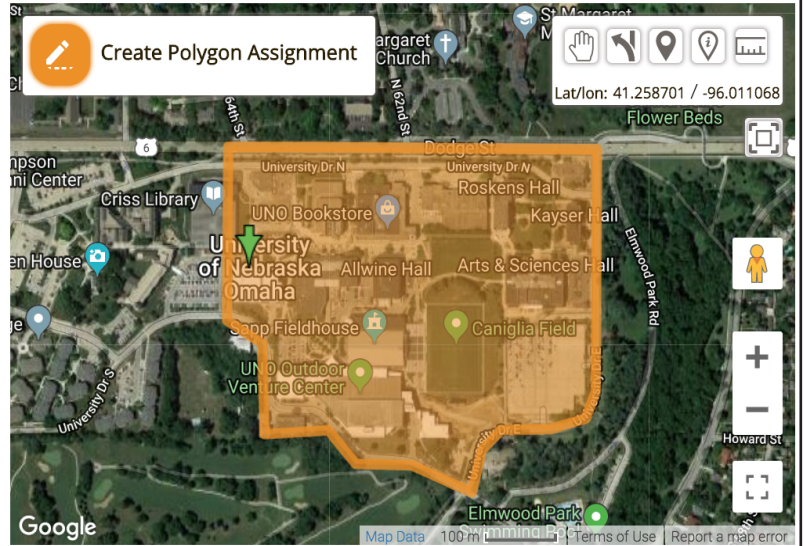
U of NE East Campus

Assigned locator*

John Doe

6001 Dodge St, Omaha, NE 68182, USA

or Locate by...



Edit Polygon Assignment

Cancel Save

Assignment information

Assignment name*
U of NE East Campus

Assigned locator*
John Doe

Active

District access

District
NE - TEST04

District	District name	Active
NE - TEST04	-- DO NOT ANNOUNCE --	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

Search by address
or

Lat/lon: /

Map data ©2019 Google 100 m Terms of Use Report a map error

Rule Based Auto-Assignments

Rule Based Auto-Assignments give administrators the ability to automatically assign locate tickets to locators based on information contained in the ticket(s).

To create a new rule-based auto-assignment click the **Create new rule** button.

Priority determines the auto-assignments order of operation (if more than one auto-assignment is applicable to a given ticket).

District determines which district will apply to the new rule.

Locator determines which locator will receive the auto-assigned ticket.

Click **Save** when you are ready.

You will be returned to the Rule Based Auto-Assignments menu. You can now add one or more criteria which will trigger the auto-assignment rules. Click **Save** to save your changes.

The screenshot shows the 'Locators' management interface. At the top left is the title 'Locators' and a dropdown menu currently set to 'NE'. Below the title are three tabs: 'Locators(17)', 'Polygon auto-assignments(17)', and 'Rule based auto-assignments(1)'. The 'Rule based auto-assignments(1)' tab is active. In the top right corner of the interface is an orange button labeled 'Create new rule'. Below the tabs is a table with the following columns: Order, Rule ID, State, District, Locator, Active, and Action. The first row of the table contains the following data: Order: 1, Rule ID: 258894674, State: NE, District: CITYLAIR, Locator: John Doe, Active: a green toggle switch, and Action: edit and delete icons. Below the table is a configuration section with three input fields: 'Field' (containing 'Type of Work'), 'Match' (containing 'Equals'), and 'Value' (containing 'Emergency'). At the bottom center of this section is a button labeled 'Add/edit conditions'.

Order	Rule ID	State	District	Locator	Active	Action
1	258894674	NE	CITYLAIR	John Doe	<input checked="" type="checkbox"/>	

Field: Match: Value:

Add a new rule ✕

Priority

District

Locator

Order	Rule ID	State	District	Locator	Active	Action
1	258894674	NE	CITYLAIR	John Doe	<input checked="" type="checkbox"/>	
Field		Match		Value		
<input type="text" value="Type of Request"/>		<input type="text" value="Equals"/>		<input type="text" value="Emergency"/>		
				<input type="button" value="Cancel"/> <input type="button" value="Add"/>		

Locator Ticket Alerts

Locator Ticket Alerts is an optional system that will automatically notify you via SMS (text message), or email when certain types of Locator Tickets are received.

To create a new **Alert** click the **Create new alert** button. This will take you to the **Add Ticket Alert** menu.

District

Use the drop-down menu to select the relevant district code.

Alert Name

Choose a name for the new **Alert**.

You may choose to be alerted via Email, SMS (text) message, or both. If choosing SMS, be sure to select your Mobile Service Provider from the drop-down menu.

Start Time and End Time*

Enter the timeframe you would like to receive alerts. Make sure to enter Start and End Times in the following format:

Day(s) of Week:

Use the check boxes to specify what day(s) of the week you would like to receive alerts.

Headers

Use the check boxes to specify the type of ticket(s) that will trigger an alert.

When you are ready, click **Save** . Your new Alert will now appear on the **Locator Ticket Alerts** menu.

***NOTE:** The timeframe for each Ticket Alert cannot cross the midnight (24:00:00) mark. For example, if you wanted to receive a notification anytime an emergency is submitted between the hours of 5pm and 8am Mon-Fri you will need to set up two notifications, one for 5pm-11:59:59pm Mon-Fri and another for 12am-7:59:59am Mon-Fri, as shown in this example:

Weekday AH Emergencies (A)	NE	TEST04	Susannah@TorenBros.com	5555551111	17:00:00	23:59:59	Mon, Tue, Wed, Thu, Fri	<input checked="" type="checkbox"/>
Weekday AH Emergencies (B)	NE	TEST04	Susannah@TorenBros.com	5555551111	00:00:00	07:59:59	Mon, Tue, Wed, Thu, Fri	<input checked="" type="checkbox"/>

Locator Ticket Alerts Create new alert

Alerts send notification messages via email or SMS when certain ticket types are received by the system.

View by state

Name	State	District code	Email	Phone	Start time	End time	Week days	Active
<input type="checkbox"/>	NE	TEST04	djsioajdiosajdioas@jalksdjioasld.com		00:00:00	23:59:59	All	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NE	TEST04		0123456789	00:00:00	23:59:59	All	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NE	TEST04	fafafaf@fafaf.com		00:00:00	23:59:59	All	<input checked="" type="checkbox"/>
<input type="checkbox"/>	NE	TEST04	test@test.com	012345	00:00:00	23:59:59	All	<input checked="" type="checkbox"/>

Showing 1 to 4 of 4 entries

Add Ticket Alert

Notifications created in LTM are provided as an additional tool for users of this application. They DO NOT impact the emergency verification methods that are in place at the call center. Please contact the Database Department if emergency verification contact changes are needed.

Alerts may be sent via email, SMS message or both.

* Indicates required field

State/District*

NE - TEST04

Alert name*

Weekend Emergency

Email

Susannah@TorenBros

SMS provider

(

SMS phone

5555551111

Start time

0:(

End time

0:00.00

24 hour alert

Days of the week*

All Sun Mon Tue

Wed Thu Fri Sat

Ticket headers

DAMAGE

DESIGN

DESIGN-NO UTILITIES

EMERGENCY

EXTENDED START TIME

INCORRECT LOCATE

MEET REQUESTED


NON COMPLIANCE

NO RESPONSE

NORMAL

REFRESH

Custom Responses

The Custom Responses menu allows you to create additional questions or other data entry fields on your received Locator Tickets. To create a new **Custom Response** click the  button.

Select the relevant notification district from the drop-down menu.

The **Order** number will determine what order custom responses will appear on the ticket (if there are more than one).

Enter the text of the question in the **Question Text** field.

Choose the type of answer available to the new question. You may choose from **Yes/No**, an open **Number** field, or an open **Text** field.

You can make the new question a required question by ticking the **Required** check box.

You can choose to activate or de-activate the Custom Response by ticking (or un-ticking) the **Active** check box.

You may add additional Custom Response questions by clicking the  button.

Click the  button to save your changes.

Custom Responses

Create new response set

View by state

NE

View by district

All districts

State District Code Number of responses Date updated Updated by Action

State	District Code	Number of responses	Date updated	Updated by	Action
NE	TEST04	1	2019-09-27 14:44:27.462613-05	unknown	

Showing 1 to 1 of 1 entries

Previous

1

Next

Add Custom Responses

Cancel

Save

* Indicates required field

State/District*

NE - TEST04

Order

1

Question text

Worksite accessible?

Field type

Yes/No

Required Active



Cancel

Save

Reports

The **Reports** section provides options for running reports on several different aspects of ITICnxt. The types of available Reports will vary depending on your level of customer access, and can be exported in a variety of file formats (.pdf, .xml, etc.). Reports may be accessed via the ITICnxt menu bar on the left side of the page.


Reports		
Report name	Description	Action
District Detail	Provides details by district code per day for the provided date range. This includes a summary of tickets received and statuses made.	Generate
District Summary	Provides the Summary by District Code for the Tickets Received and Statuses provided. This report is for Ticket Check centers.	Generate
ETM Ticket Location	This report provides the location of tickets.	Generate
Ticket Check Compliance	This report provides on time, late and not responded tickets for a given timeframe, ticket header(s) and district code(s).	Generate
Ticket Count Report	This report provides counts of tickets.	Generate
Ticket Location	The Ticket Location report provides the list of the tickets, call date/time, address, city/place, latitude and longitude information for a selected district code and date range.	Generate
Ticket Marked	This report will give a complete list of the tickets, header, and the provided statuses with their date and method.	Generate
Work Done For	This report provides a list of ticket fields based on the information entered in the search input. This report includes the ticket number, update of ticket number, ticket header, original call date and time, work to begin date and time, county, address, street, type of work, work being done for, company, member notified, district code, status, and status date and time.	Generate

Showing 1 to 8 of 8 entries

[Previous](#) [1](#) [Next](#)

User Settings

User Profile Menu

The **User Profile Menu** contains your ITICnxt username and password, as well as contact information for you and your company. You can edit any of the information in this section by clicking the corresponding  button.


Settings & Preferences

NE ▾

[User profile](#) [Application settings](#) [More](#)


User profile

User name/email	briancasey@occinc.com
Password	*****




Personal information

Full name	EDDIE DEAN
Phone	5736361550
Email	briancasey@occinc.com



Company information

Company name	TOREN BROS CONSTRUCTION
Address	19 ODD LANE
City	FEDIC
State	NE
ZIP Code	55555
Phone	
Fax	



Application Settings Menu

The Application Settings menu allows you to adjust your landing screen upon logging in to ITICnxt, as well as the default state you're presented with when initially accessing the My Tickets and Locator Tickets sections. Use the drop-down menus to make any necessary adjustments, and click the **Save** button to save your changes.

Settings & Preferences

User profile Application settings [More](#)

Application features

Default feature
Select the feature you see after log in

My Tickets

My tickets default state
Select the state you want to always access in My tickets

NE

Locator tickets default state
Select the state you want to always access in Locator tickets

NE

Save

Job Profiles

The Job Profiles feature allows you to create templates that can be used to automatically fill in commonly used information on multiple locate requests. The Job Profiles menu can be accessed through the User Settings menu.

The Job Profiles menu will contain all Job Profiles currently saved to your account.

To create a new Job Profile click the [Create job profile](#) button.

All fields are optional. You can enter as little or as much information as you like. When you have finished filling out all necessary fields click the **Save** button.

Now you can use the new profile when you reach Step 2 (“Write Instructions”) of the ticket creation process. Click the **Select Job Profile** menu found at the top of the Job Description section. Selecting a job profile will automatically fill in relevant fields with the data saved in the job profile you chose.

You can also access the **Manage Profiles** menu by clicking the [Create/edit profiles](#) link. This menu allows you to create, edit or delete job profiles without having to abandon the ticket(s) you are currently working on.

Settings & Preferences

NE

User profile Application settings **Job profiles** Print footer/Quick notes

Job profiles [Create job profile](#)

Search by profile name

NEW FENCE

On-site name	JAKE CHAMBERS
On-site phone	5555555555
Purpose of excavation	INSTALL FENCE
Equipment	
Work done for	GOODMAN & FARSON, LLP
Additional email recipients	EDDIE@TORENBROS.COM, S...
Explosives	N
Horizontal Boring	N
Is excavation area whitelined?	N
Depth	4FT

[Edit](#) [Remove](#)

Settings & Preferences

NE

User profile Application settings **Job profiles** Print footer/Quick notes

Job profile name

On-site name

On-site phone

Purpose of excavation

Equipment

Work done for

Additional email recipient(s)

Explosives

Horizontal Boring

Is excavation area whitelined?

Depth

[Cancel](#) [Create](#)

Job description ! ⊖

Job profile Create/edit profiles

✓ Select job profile
LANDSCAPING
 NEW FENCE

On-site name *

On-site phone *

Purpose of excavation *

You must enter the type of work

Work to begin time *

Work done for *

You must enter whom the work is being done for

Additional email recipient(s)

Explosives *

Explosives must be yes or no

Horizontal boring *

Tunnel/bore must be yes or no

Area whitelined *

Whitelining must be yes or no

Depth *

You must enter a depth

Job description ! ⊖

Job profile Create/edit profiles

LANDSCAPING

Work to begin date *

Work to begin time *

On-site name *

You must enter an on-site name

On-site phone *

You must enter a valid on-site phone

Purpose of excavation *

Work done for *

You must enter whom the work is being done for

Additional email recipient(s)

Explosives *

Horizontal boring *

Area whitelined *

Whitelining must be yes or no

Depth *

Manage job profiles ✕

Select a job profile to edit or create a new job profile

[+ Create job profile](#)

Search:

Job profile name	Action
LANDSCAPING	✎ 🗑️
NEW FENCE	✎ 🗑️

Showing 1 to 2 of 2 entries
[Previous](#) [Next](#)

Job profile name

On-site name

On-site phone

Purpose of excavation

Equipment

Work done for

Additional email recipient(s)

Explosives

Horizontal Boring

Is excavation area whitelined?

Depth

Quick Notes Menu

The Quick Notes feature allows you to create quick note buttons, which in turn allow you to enter commonly used notes in the Notes section of a ticket with a single click.

To create a Quick Note choose an empty quick note slot and fill out the appropriate fields.

Order

The Order field will determine what order the quick notes button(s) appear on the ticket interface.

Button Name

The Button Name field will determine the name of the button as it appears on the ticket interface.

Button Notes

The Button Notes field will determine what information is added in the **Notes** section of the ticket when the quick note button is clicked.

When you are ready, click **Save** to save your changes.

Quick notes

Quick notes are shortcuts that display in the notes area on the ticket detail screen. Create quick notes if the same message is often entered when statusing tickets.

Public notes

Order	Button name	Button note
<input type="text" value="1"/>	<input type="text" value="Dog in Yard"/>	<input type="text" value="Dog in yard - make conta"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

Advanced Mapping

The Map

The map interface is where you will locate and map out your work areas for locate requests. The map contains a number of tools to help you precisely and accurately map out your locate requests.

Starting Address Location

Use this search field to find an address, or the name of a business or municipal building that can serve as the starting point for your excavation(s).

*Advanced/Alternate Search

Use the Advanced Search tool to find locations that do not appear in the Starting Address Search. You can use the drop-down menu to search by more specific address information, coordinates (GPS, Lat/Long, etc.), map grids, or the mapping from a previous locate request. (See page 45 for more info.)

Map View Buttons

Change the image of the map to the Call Center map view, Google map view, or Satellite view (pictured). Satellite view is the recommended map view when creating excavation entities.

Tool Box

Stop – Clicking this will cease whatever mode you are currently using, such as Measure or Draw Polygon.

Placemark – Place a pin-mark on the map for later reference with this tool. This can be very helpful when used in conjunction with the Measure tool.

NOTE: Placemarks only last the duration of the session in which they are created.

Identify – Identify map features that do not display a name (such as roads, highways, etc.) with this tool. The name will appear in just above the Starting Address Location search bar, next to “Highlight.” The Identify tool is also useful for identifying the address range of a specific block.

NOTE: Zooming in on the map makes more names visible.

Measure – Use this tool to measure the distance between points on the map. Get in the habit of using this tool regularly to ensure proper coverage of excavation areas and confirm distances along roads. The measurements will appear at the bottom of the Tool Box. “Segment Length” refers to the distance between the last point you placed on the map and your cursor’s current location. “Total Length” refers to the distance between the first point you placed on the map and your cursor’s current location.

Lat/lon – Displays the latitude/longitude coordinates of your cursor’s current location.

Drawing Tool Menu

This drop-down menu contains all of the drawing tools you will need to create excavation entities. (See page 47 for more info.)

Google Street View (“Pegman”)

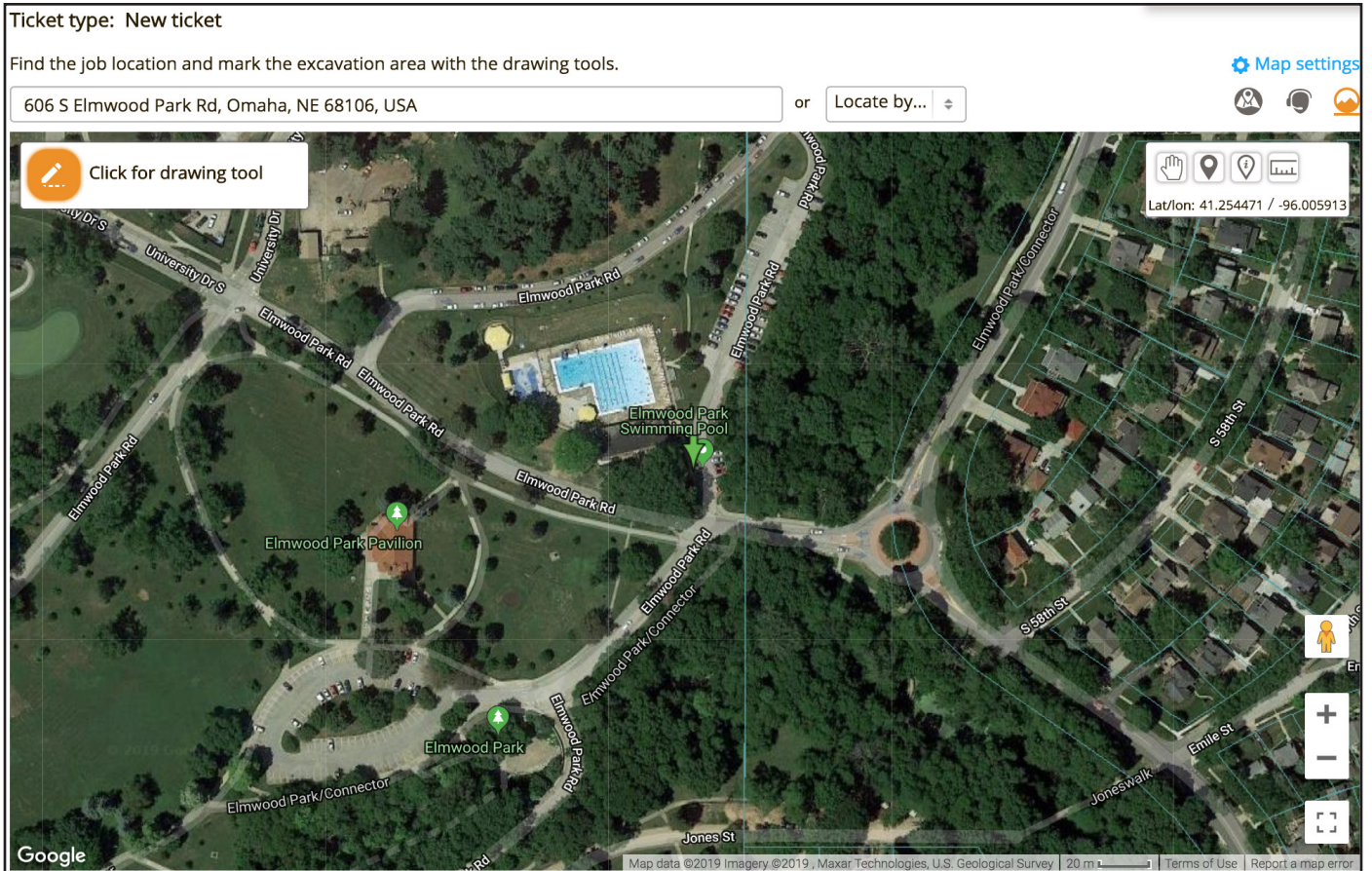
Click and drag Pegman on to the map to open Google street view.

Zoom In/Out

Use these buttons to zoom in or out on the map.

Full Screen Mode

Click this button to enter full screen mode. Press Esc to exit.



Advanced Search

Use the Advanced Search if you are unable to find your worksite with the Starting Address Location search.

Advanced Street

Search can be used to search for roads and intersections.

Coordinate

Search can be used for latitude/longitude, GPS, and other coordinate type formats.

Grid

Search can be used to search by TRSQ, Mapsco or other map grids.

Prev Ticket

Search can be used to show the excavation entities from previously filed tickets.

or **Locate by...** ▾

- Advanced Street
- Coordinate
- Grid
- Prev Ticket

Coordinate Search ✕

Decimal Lat/Lon | DMS Lat/Lon | GPS | SPCS | UTM

Latitude:

Longitude:

NAD 27 NAD 83

Advanced Street Search ✕

State:

County/Parish:

City/Place:

Addr:

Street:

Cross Street:

The screenshot shows a 'Grid Search' dialog box with the following fields and values:

- State: NE
- Township: 22N
- Section: 10
- Range: 3W
- Quarter: NW

Buttons at the bottom: Search, Clear, Cancel.

Radius Excavation Tool

The **Radius Excavation** tool allows users to create circular excavation entities with a pre-determined radius. The Radius tool is an excellent choice for jobs involving pole installation, tree planting, or any other type of work where a circle best describes the work area. You can create as many circle entities as needed.

First, access the Drawing Tools menu and choose the **Radius Excavation** tool.

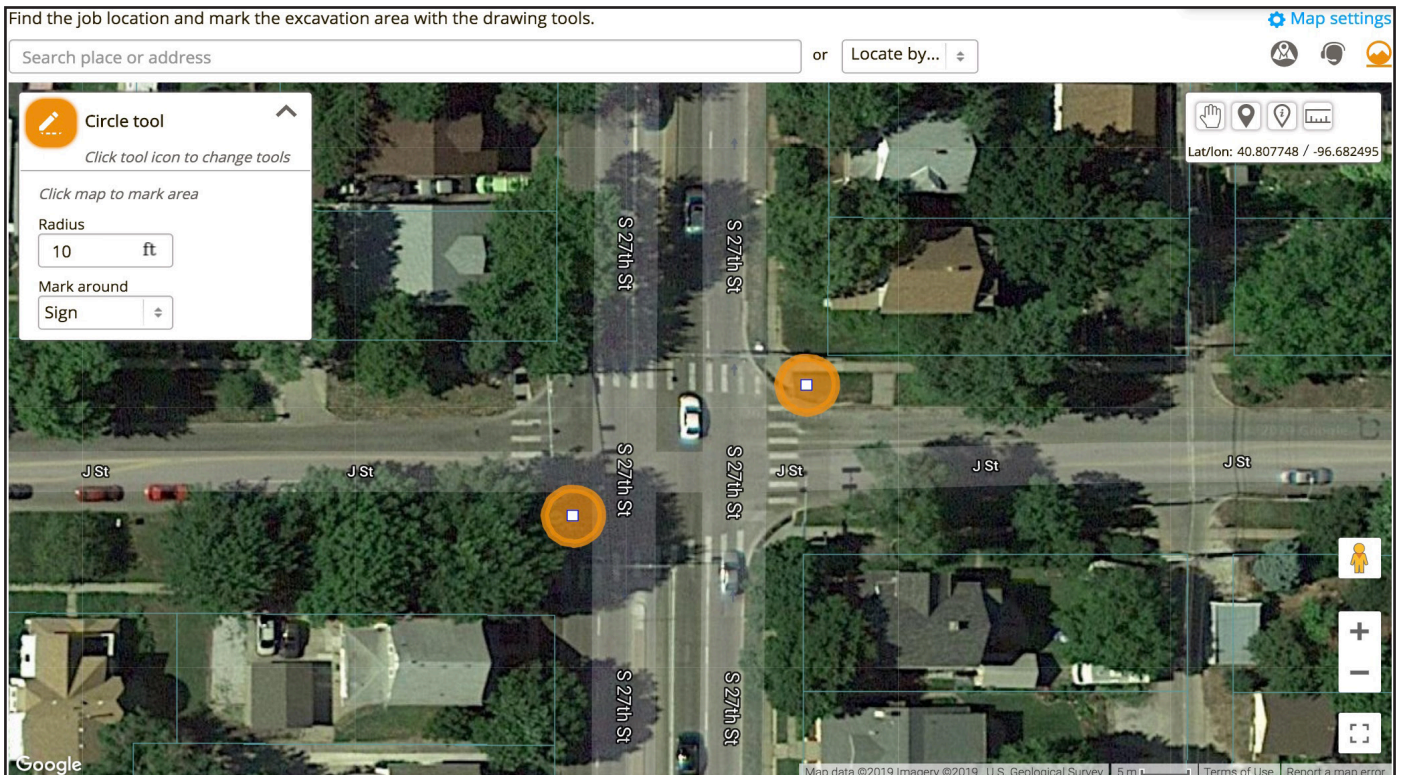
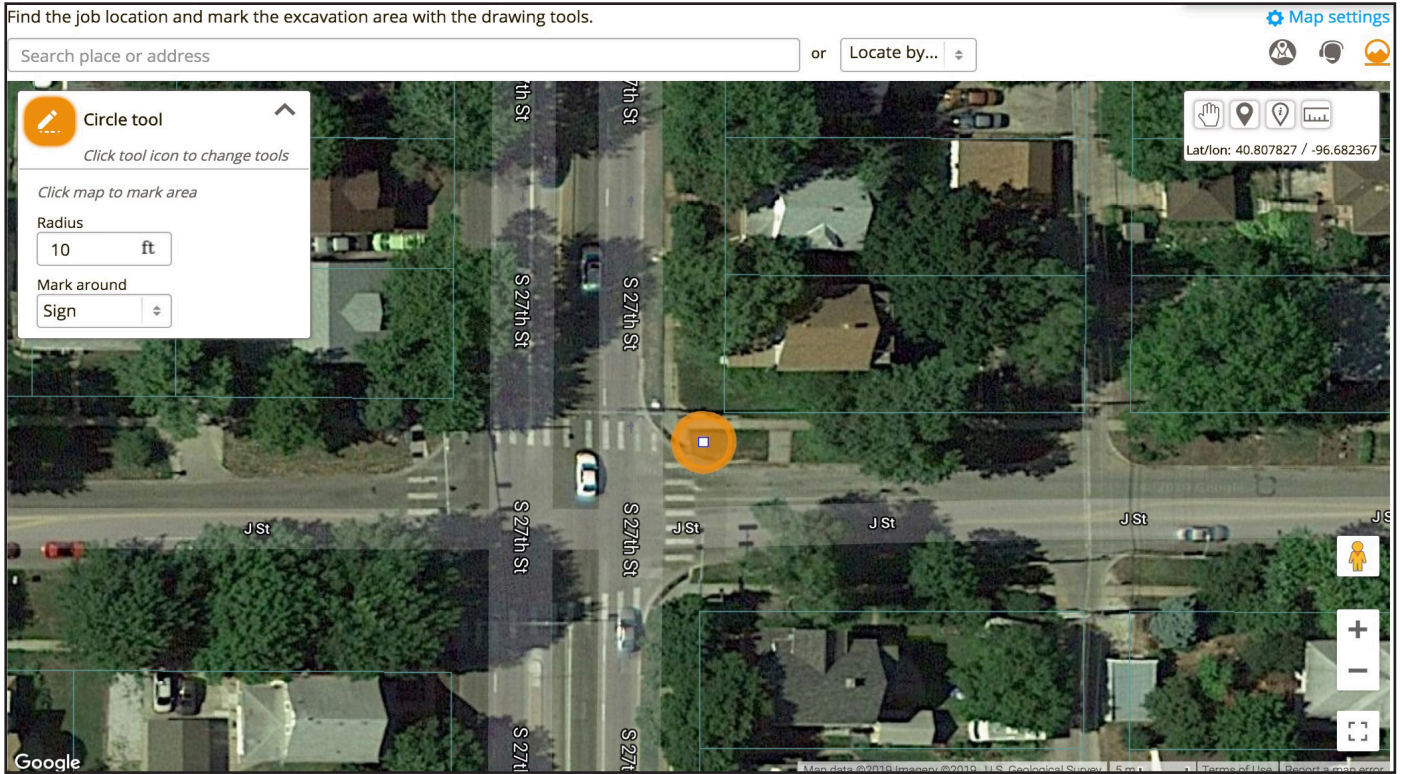
Next, enter the radius (in feet) needed to contain your work site.

Choose an option from the “Mark around” drop-down list (if none of the provided options fit your type of excavation, choose Custom Response*).

Now you can place the circle entity by clicking on the map.

You can continue placing circular excavation entities by clicking on the map. Make sure to update the entity’s marking instructions if necessary.

***Custom Response** - The “Around the” drop-down list contains the most popular choices but those choices won’t always fit for the type of work you are performing. If the appropriate object is not present in the drop-down list, choose Custom Response and fill out the Custom Response value field. You will then need to enter details describing the item you listed in the Custom Response field. If you would like this choice to be included in your drop-down list for future tickets, place a check in the Save for Future Tickets box. Then click Add to Drop-Down.



Route Excavation Tool

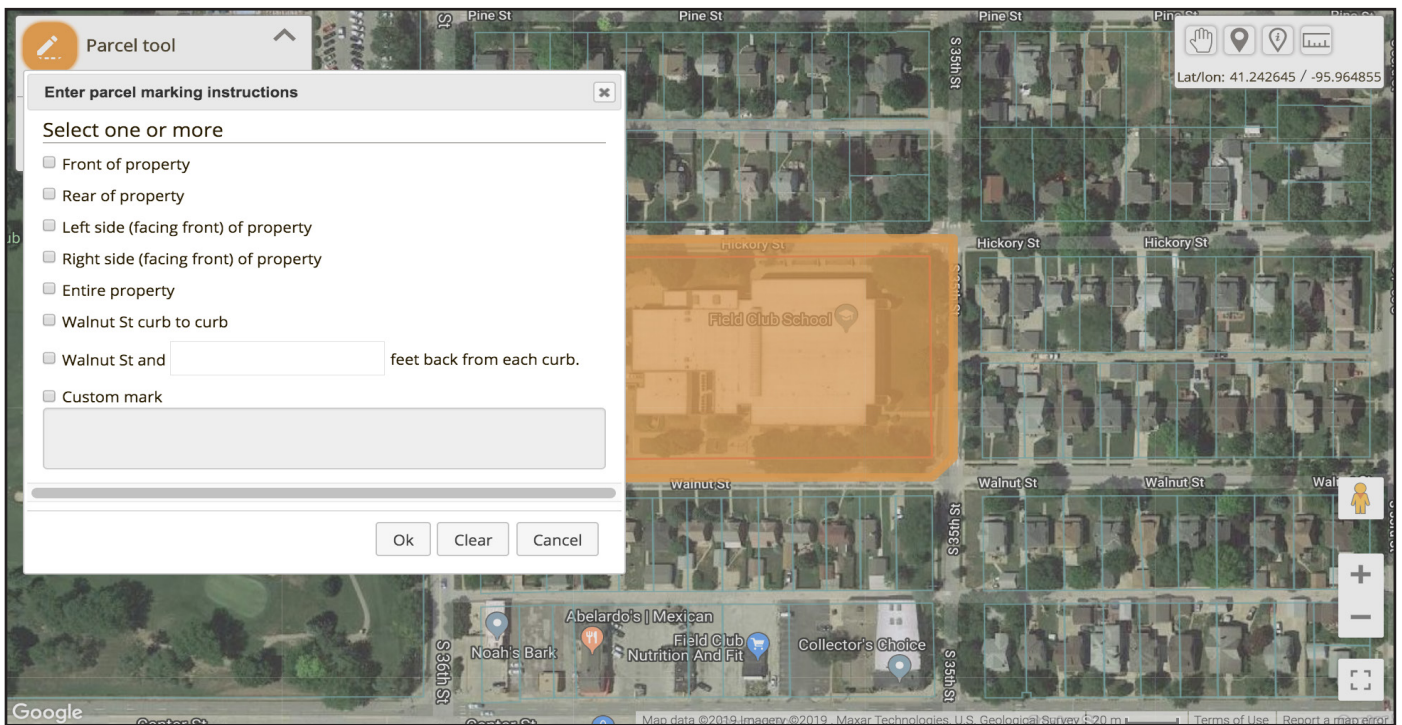
The Route tool allows users to create long, narrow excavation entities. The Route tool is an excellent choice for defining an excavation area when trenching, performing road repair/ replacement, or any other type of work involving a long, narrow excavation area. You can create as many route entities as needed.

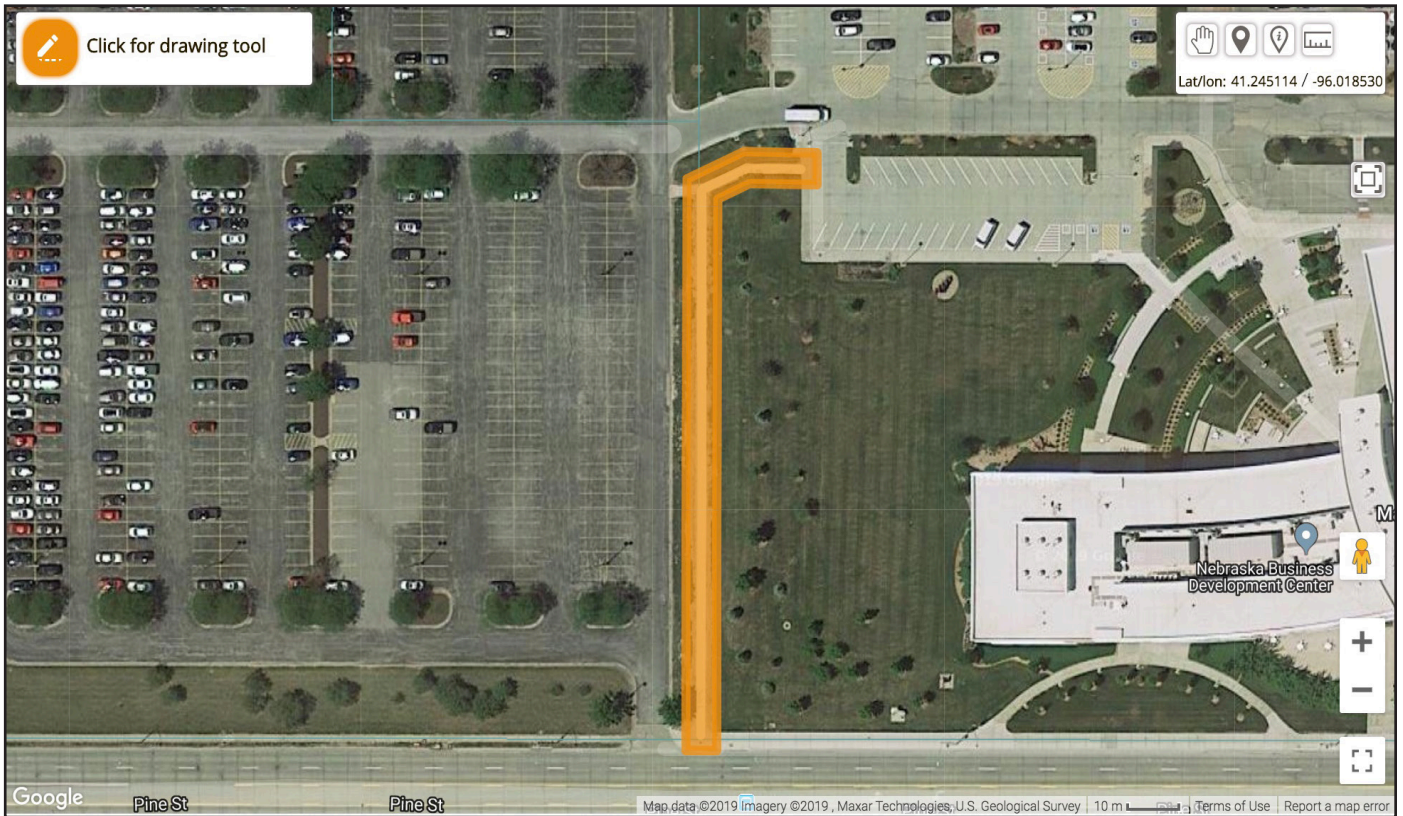
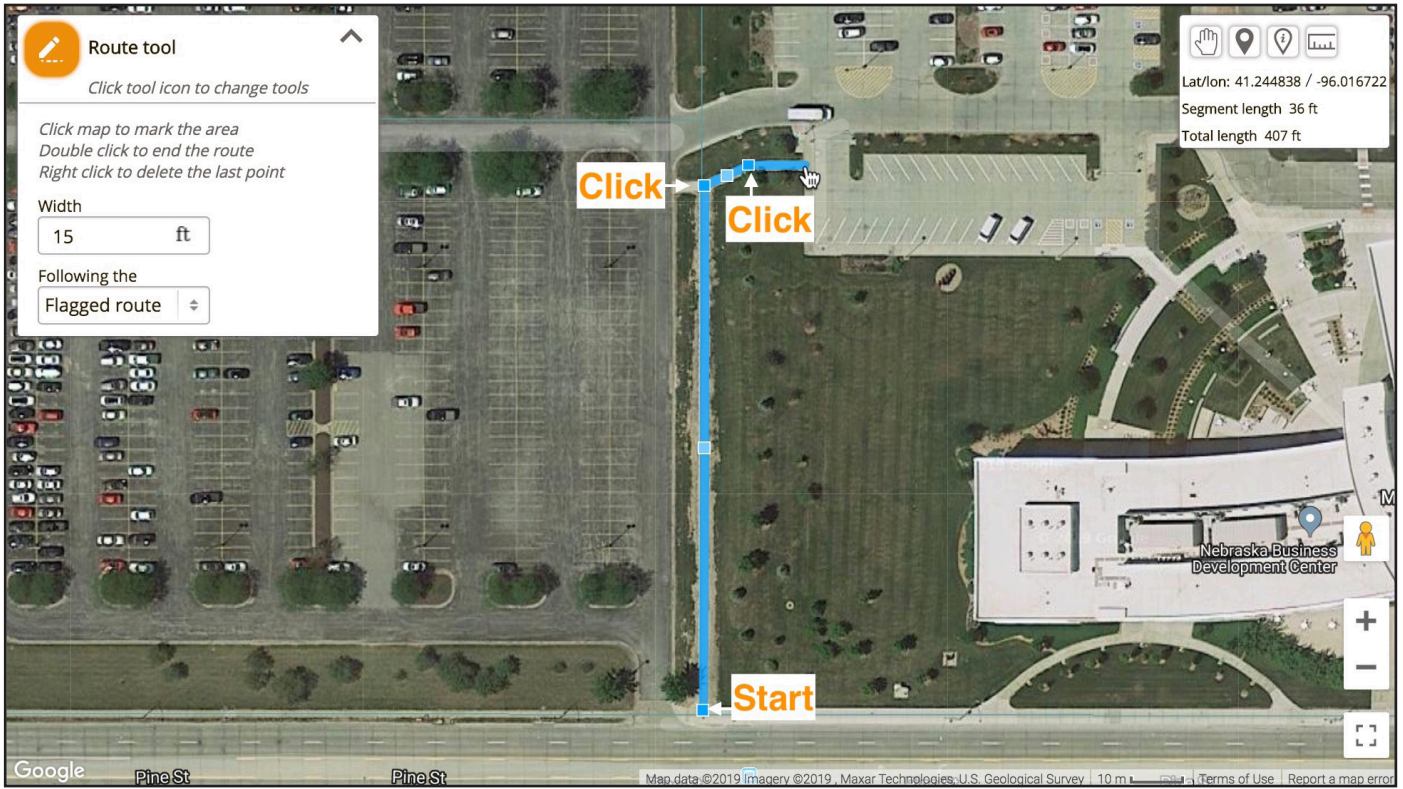
First, access the Drawing Tools menu and choose the **Route Excavation** tool.

Next, enter the width (in feet) needed to contain your work site.

Choose an option from the “Following the” drop-down list. (if none of the provided options fit your type of excavation, choose Custom Response*.)

Now click on the map where you would like to begin your route. Move the mouse to the next turning point in your route and click again. Continue this process until your entire route has been covered, then double-click on the final point in your route.





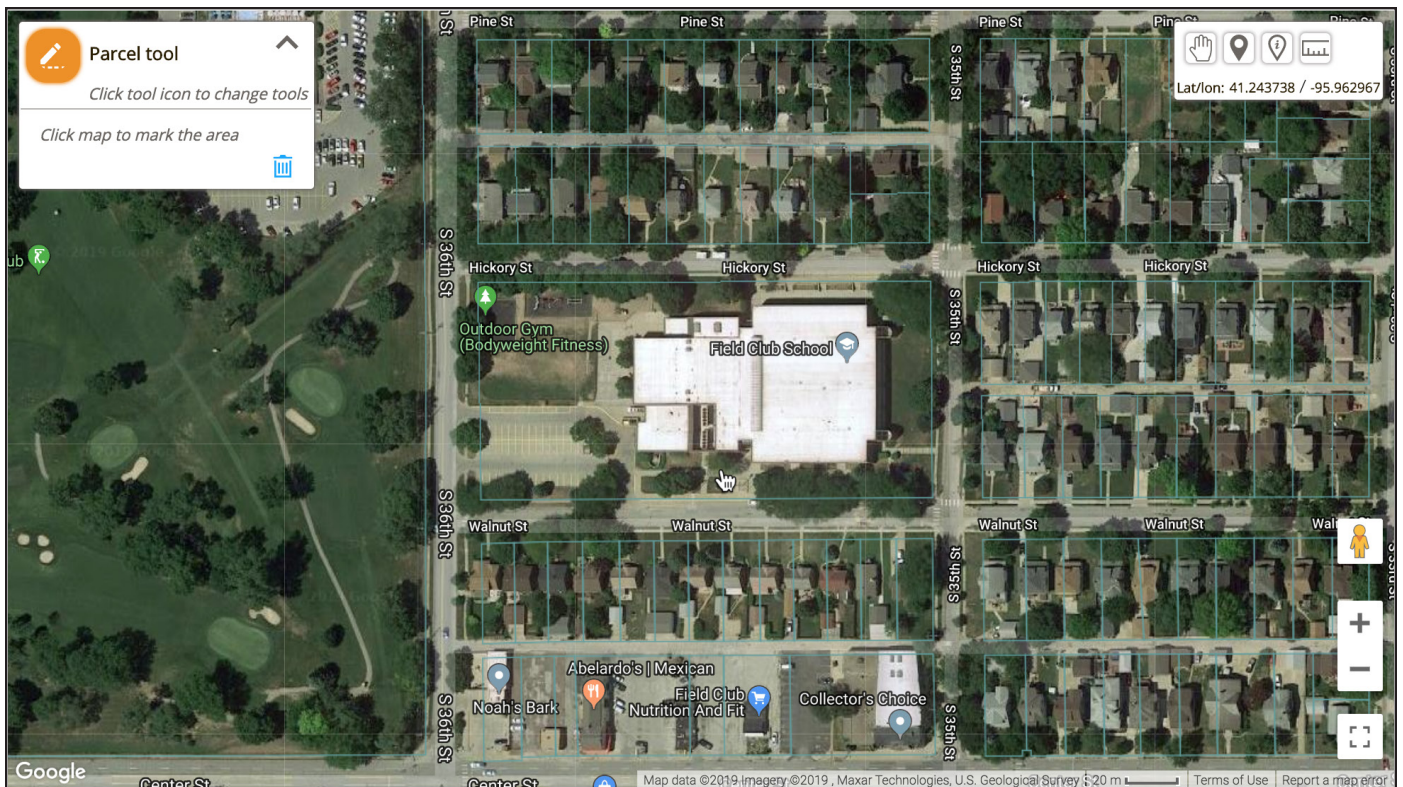
Property Excavation Tool

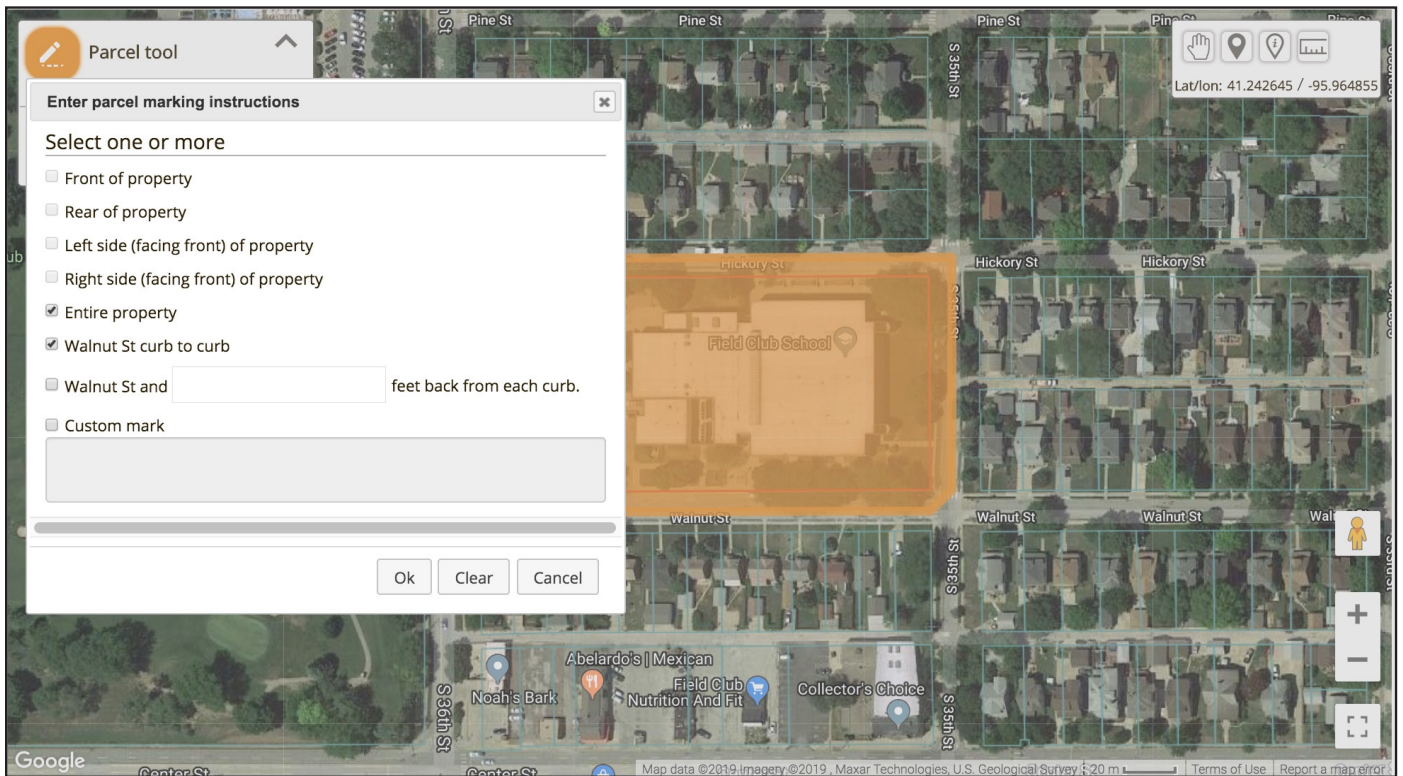
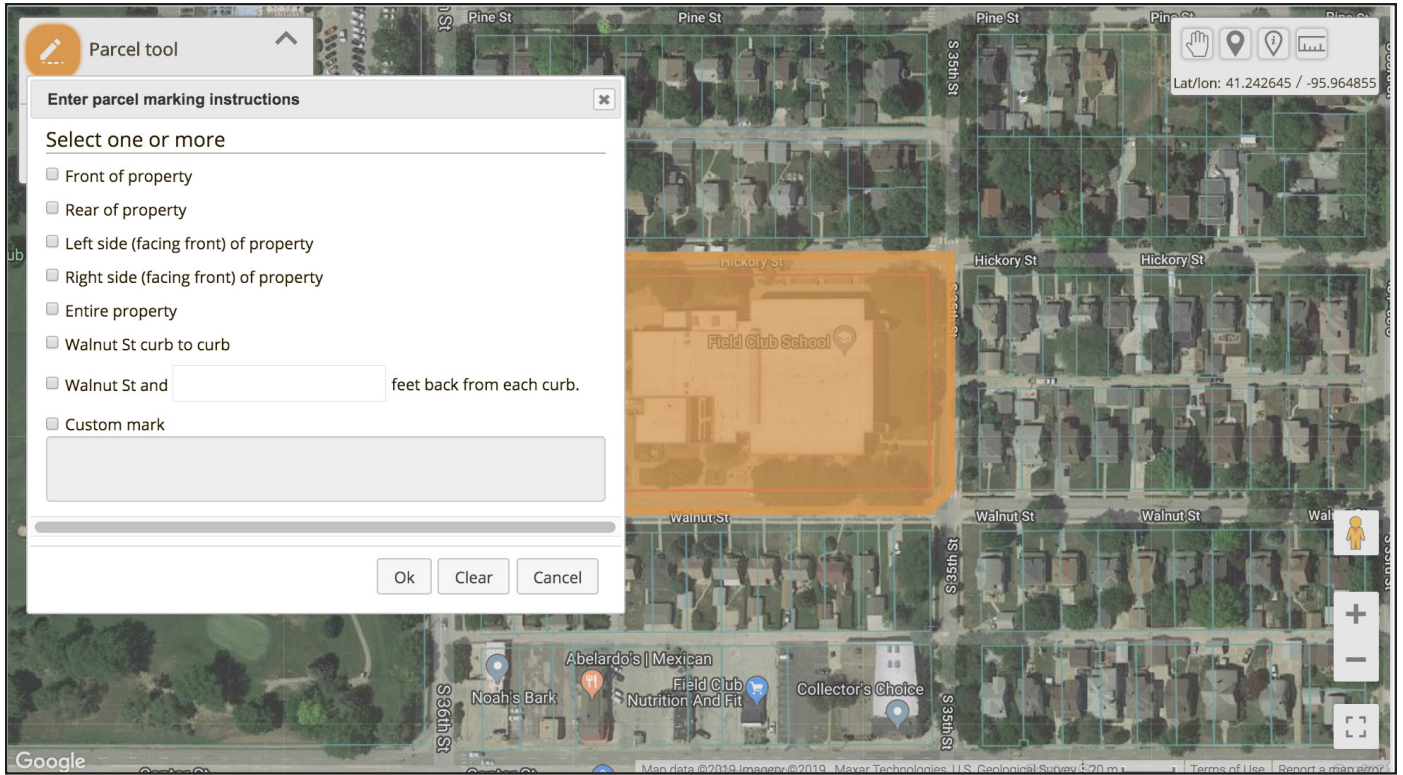
The **Property Excavation** tool allows users to create excavation entities based on available parcel data. You can create as many Property entities as needed. (The Property Excavation tool will only be visible in areas where parcel data is available. Also, the Property Excavation tool will only appear if you are zoomed in close enough on the map. If the Property Excavation tool is not available, first ensure you are zoomed in enough. If still unavailable, please choose a different tool that will contain your entire area of excavation.)

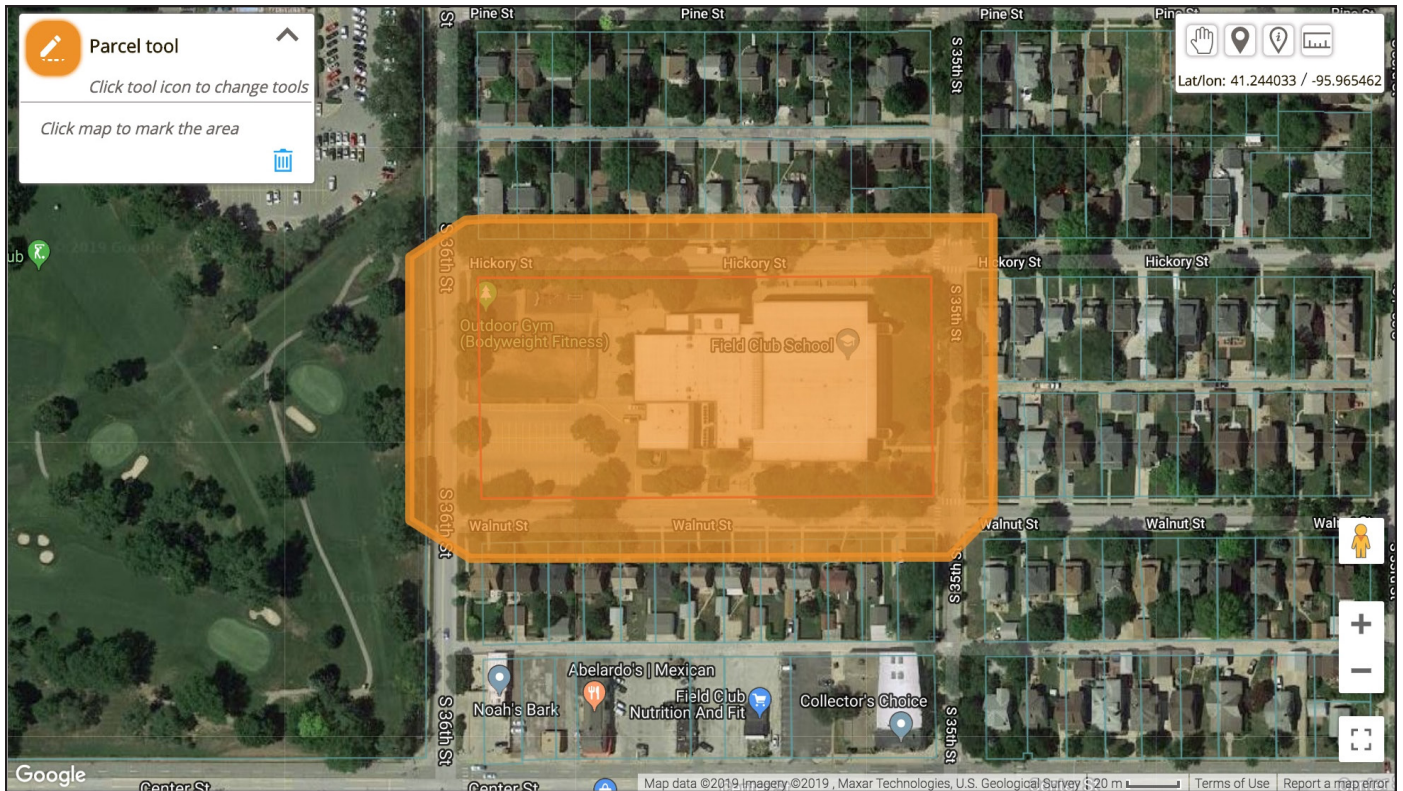
First, access the Drawing Tools menu and choose the **Property Excavation** tool.

Next, click on the address/property where your work will take place. If parcel data is available, you will be presented with the Parcel excavation menu. Review the list and choose the best option(s) for your worksite. Then click OK.

If you need to include additional marking instructions, choose the Custom Mark option and enter those instructions. If you are working in the street or across the street from the address, you must choose the “Dig Street Curb to Curb” or “Dig Street and XX feet back from each curb” option. Choosing either of these options will expand the excavation entity accordingly.







Street Excavation Tool

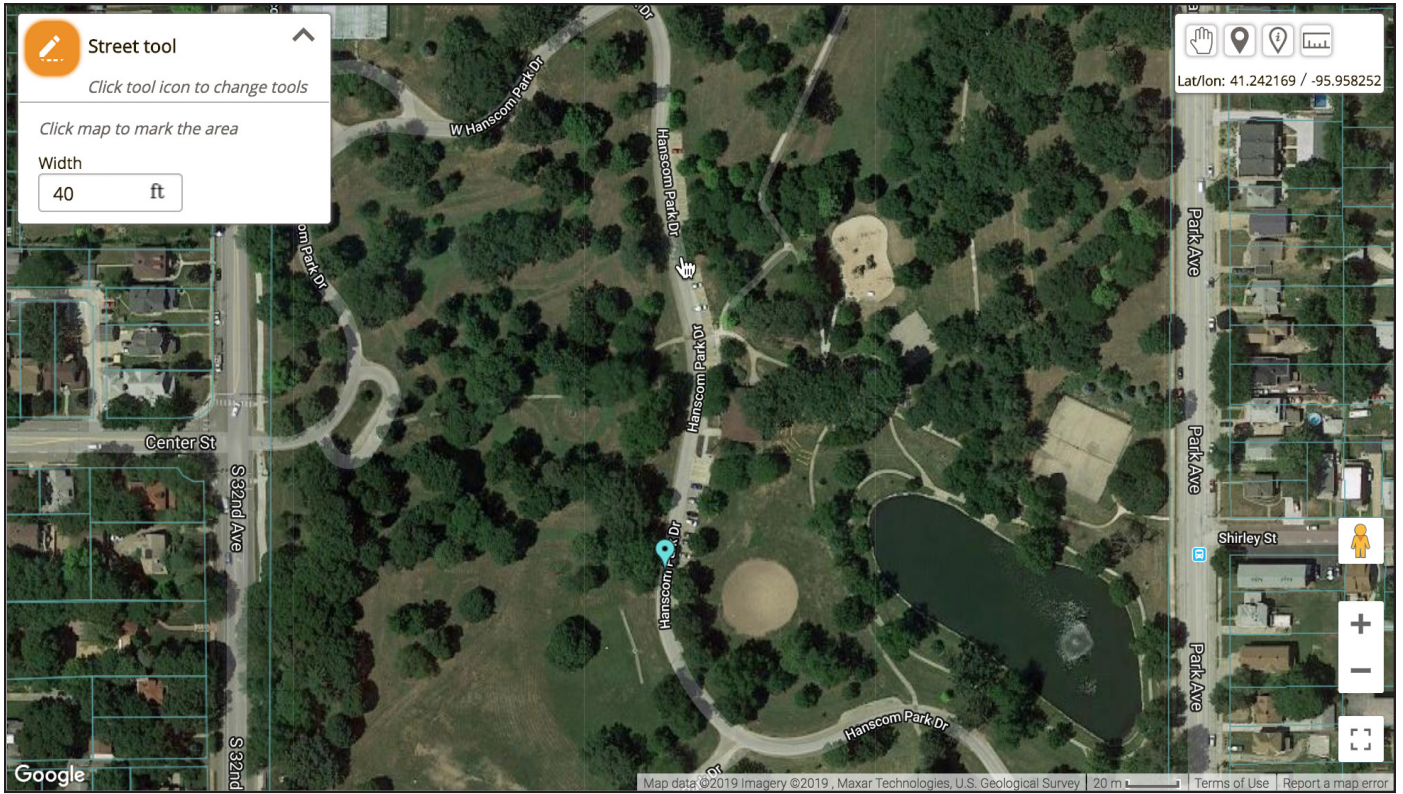
The Street Excavation tool allows users to create excavation entities based on roads and highways. You can create as many Street entities as needed.

First, access the Drawing Tools menu and choose the **Street Excavation** tool.

Next, enter the width (in feet) needed to contain your work site.

Click on the centerline of the road at the starting point of your excavation and then click on the centerline of the road at the ending point of your work*. Clicking the ending point will convert the selected features to an excavation entity with the width you had previously designated.

* When using the Street Excavation tool all work must be limited to one street.



Other Excavation Tool

The **Other Excavation** tool is reserved for situations where no other excavation entity will properly cover the dig site. The Other Excavation tool allows you to “free-hand” draw an excavation entity.

First, access the Drawing Tools menu and choose the **Other Excavation** tool.

First click the **Create Polygon** button. After reading and dismissing the pop-up message, begin by making a single click on the map where you would like to set your first point.

Continue setting points until you completely encompass the entire area of excavation. To close out the polygon, click on the same point where you began.

You will be presented with a Polygon Information pop-up, which you will need to complete before proceeding further. If you have an address, enter the numerical portion of the address in the Address field and enter the street name in the Street field. Enter the name of the nearest intersecting street in the Cross Street field. Enter the marking instructions (along with any other useful information) in the Marking Instructions field. Finally, enter driving directions in the Driving Directions field. Then click Ok.

PLEASE NOTE: All “polygon” tickets will be held and reviewed by notification center staff. If the ticket does not contain the necessary information, or if the described area is not contained within the polygon, the ticket will be sent back to you to be processed correctly.

