



ITICnxt Manual

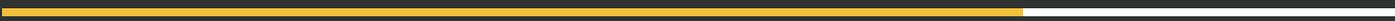


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Introduction to ITICnxt

Welcome to ITICnxt – the future of online ticketing.

We took the technical innovations of ITIC and rebuilt it with the user in mind. We've made significant improvements to ITICnxt's user experience interface. These modifications include easier-to-read fonts for quicker navigation, better contrasting color schemes to enhance legibility and modern icons to better guide the user through the ticket submission process.

ITICnxt's new user interface features a reorganized tool structure that improves workflow. Additionally, we relocated the navigation to a familiar position that aids veteran and novice users alike.

We're excited to offer ITICnxt to our partners and believe that this tool will change the way people think about damage prevention. We are confident you will benefit from its ease of use and functionality for increased productivity.

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 (Radius): 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 (Property): 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

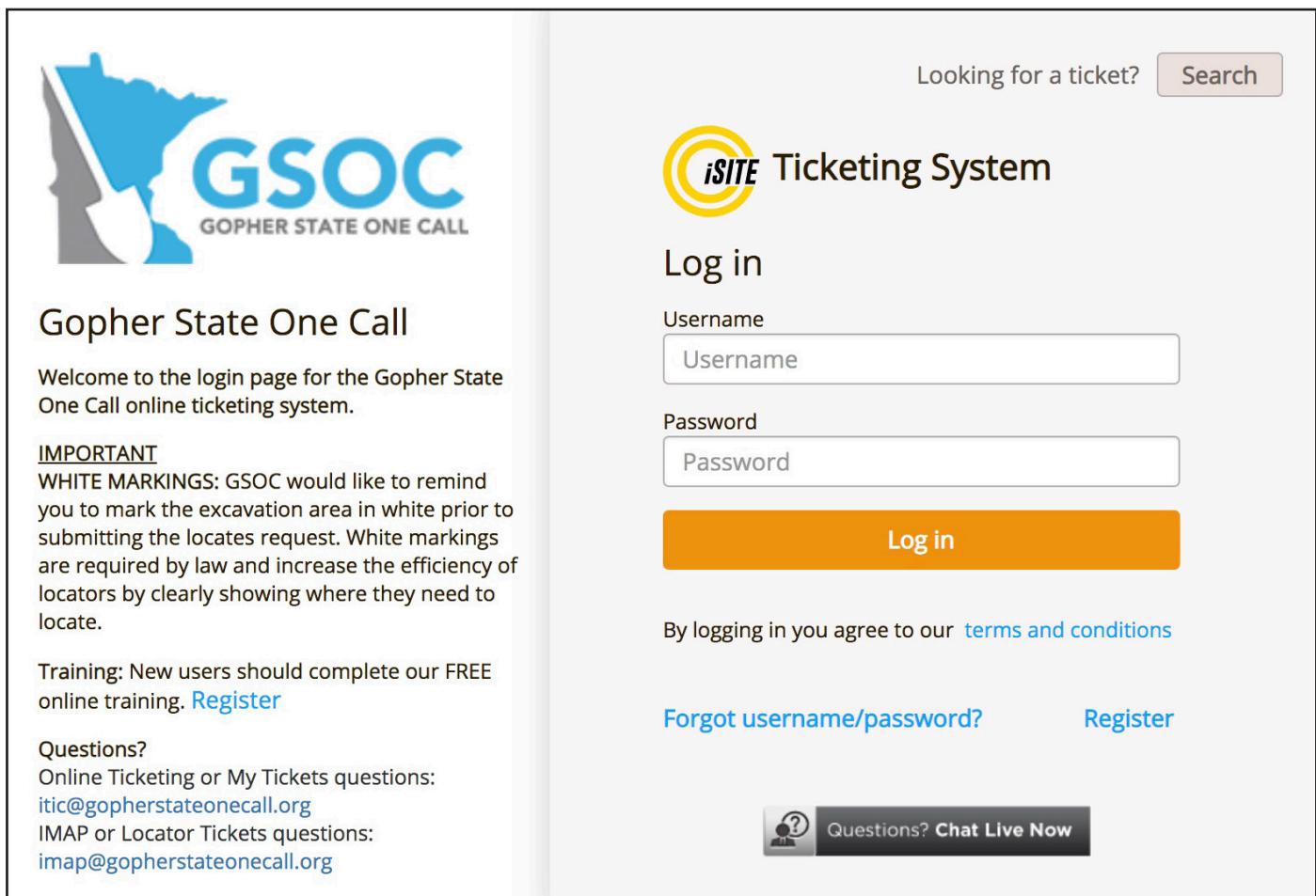
Logging In

To access ITICnxt point your web browser to <https://mn.itic.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 username/password?** link, also located below the login and password fields.

Once you enter your password and username and hit return, you'll be logged in to ITICnxt.



The screenshot shows the login interface for the Gopher State One Call (GSOC) ITICnxt system. On the left, there is a logo for GSOC (Gopher State One Call) featuring a blue map of Minnesota. Below the logo, the text reads "Gopher State One Call" and "Welcome to the login page for the Gopher State One Call online ticketing system." There is an "IMPORTANT" section with "WHITE MARKINGS" information, a "Training" section for new users, and "Questions?" with contact emails: itic@gopherstateonecall.org for online ticketing and imap@gopherstateonecall.org for IMAP or locator tickets. On the right, there is a search bar with the text "Looking for a ticket?" and a "Search" button. Below that is the "iSITE Ticketing System" logo. The "Log in" section includes "Username" and "Password" input fields, a "Log in" button, and a link to "terms and conditions". At the bottom right, there are links for "Forgot username/password?" and "Register", and a "Questions? Chat Live Now" button with a question mark icon.

Landing Page

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

The screenshot shows the iSITE 'My Tickets' interface. At the top, there's a search bar and a state dropdown menu set to 'MN'. A 'Create Job ticket' button is visible. Below the search bar, there are filters for 'Released between' dates (05/08/20 to 05/15/20) and a search box for 'Search by ticket #'. A message states 'No tickets found within the selected release dates.' Below this, there are filters for ticket status (Emergency, Priority, Past due, Meeting, Canceled, Locked, Pending Extension) and a table with columns for Ticket #, Release date/time, Address/street, Cross Street, City/place, County, Start date/time, and Type. The table is currently empty, showing 'No data available in table'.

Click the **Create Job ticket** menu and select **Normal Ticket**.

The screenshot shows the 'Create job ticket' dropdown menu. The menu is open, showing options: Create job ticket (checked), Normal ticket (highlighted with a mouse cursor), Non-excavation ticket, Meet ticket, Survey ticket, and Eng/Precon ticket.

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

Workflow Process

There are three 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, enter marking instructions, 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 be sent to the call center for review.

Step 1. Mark Location

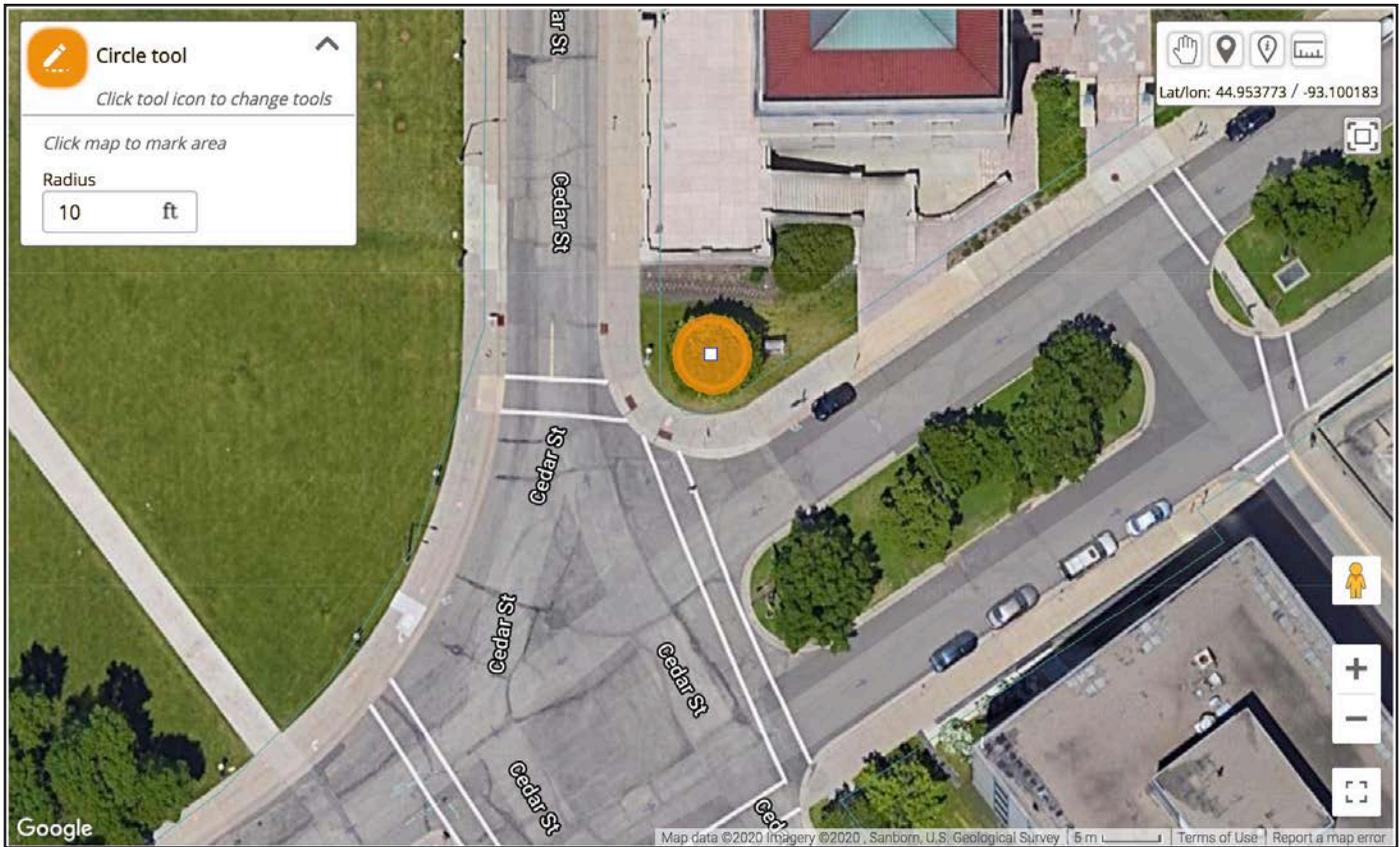
First, you will need to find your worksite on the map. Enter an address, building name, or city/place name in the **Search** field.

-  **Minnesota State Capitol** Rev Dr Martin Luther King Junior Boulevard., Saint Paul, MN
-  **Minnesota State Colleges and Universities** East 7th Street, Saint Paul, MN, USA
-  **Minnesota State College Southeast, Red Wing Campus** Pioneer Road, Red W
-  **State Of MN, Vehicle Inspections** Starkey Street, Saint Paul, MN, USA
-  **Minnesota State Commuter Van** Chester Street, Saint Paul, MN, USA

Once you have found the correct location, select a drawing tool from the **Drawing Tool** menu.

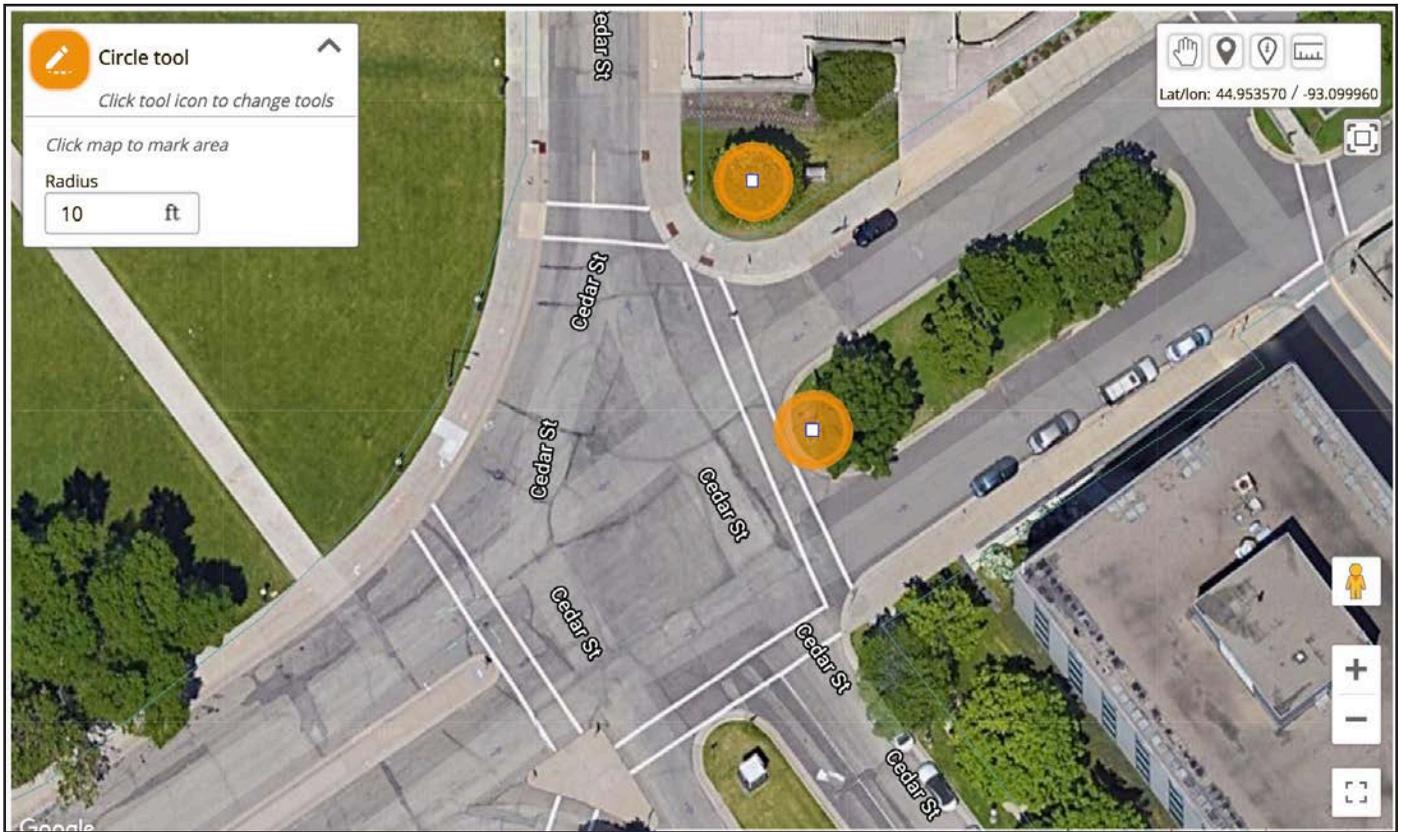
 **Select the type of work planned**

-  **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

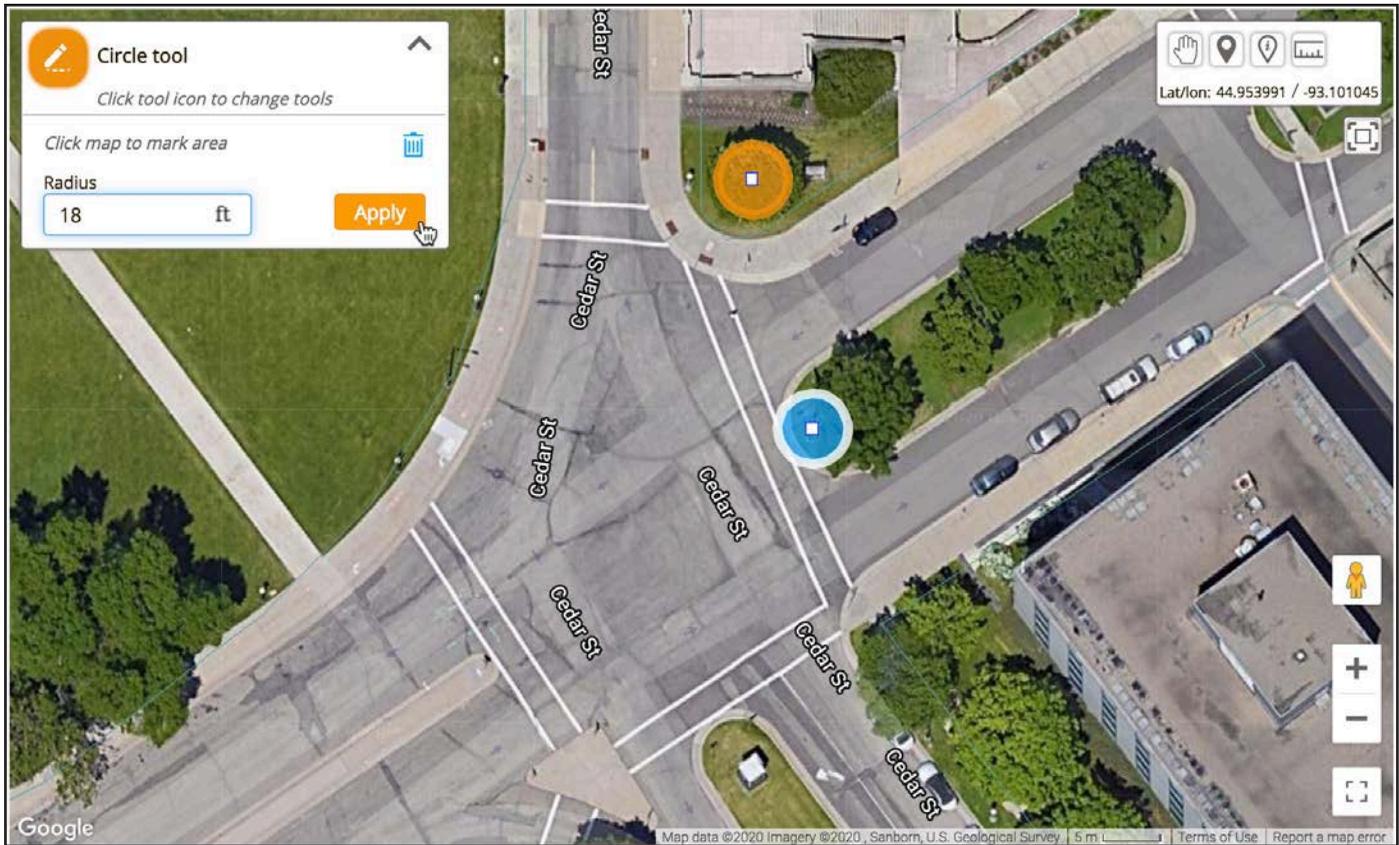


When you select a drawing tool you may be prompted to enter a size in feet, depending on the tool you have selected.

After specifying its size, 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 size 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 Gopher State One Call 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 the address, street and cross street information to ensure they accurately reflect the worksite. Update or correct this information if necessary. 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 Cancel Next
Edit map

1 Mark location 2 Write Instructions 3 Review & submit

Apply information to all tickets for the selected job

Job A - ticket 1/2 Job A - ticket 2/2

Enter marking instructions and job details. Form settings

Ticket type: Normal ticket

Location information —

** Indicates required field*

City/place * County *

Street number

Street name *

Cross street *

Township Range

S-Q

Marking/driving instructions *

MARK 10FT RADIUS OF WHITE PAINTED TREE LOCATED IN S/SW CORNER OF ADDRESS, AT THE N/E CORNER OF INTERSECTION

Additional information

Add Attachment

Google Map data ©2020 Imagery ©2020, Sanborn, U.S. Geological Survey | 5 m Terms of Use Report a map error

Enter marking instructions for the worksite, including driving directions (if necessary). Be as detailed as possible. 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 Edit map button.

NOTE: Group Edit mode allows you to make changes to all tickets in the currently selected job simultaneously. To toggle group edit mode on & off, click the checkbox located just above the ticket tab(s).

Apply information to all tickets for the selected job

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 ! [-]

Job profile Create/edit profiles

Select job profile

Start date * Calendar icon Start time Clock icon

A valid start date/time is required

Duration * Dropdown arrow

You must enter a duration

Field contact name * Field contact cell phone *

JAKE CHAMBERS 555-555-5555

Type of work *

You must enter the type of work

Work done for *

You must enter whom the work is being done for

Additional email recipient(s)

Job number

Explosives * Tunnel/bore *

Explosives must be yes or no Tunnel/bore must be yes or no

Right of way * Area marked in white *

Right of way must be yes or no Area marked in white must be yes or no

Job description [-]

Job profile Create/edit profiles

Select job profile

Start date * Calendar icon Start time Clock icon

05/25/2020 8:00 AM

Duration * Dropdown arrow

3 Hours

Field contact name * Field contact cell phone *

JAKE CHAMBERS 555-555-5555

Type of work *

TREE REMOVAL

Work done for *

STATE OF MINNESOTA

Additional email recipient(s)

FRONTDESK@TORENBROS.COM

Job number

Explosives * Tunnel/bore *

No No

Right of way * Area marked in white *

No Yes

Excavator Information is drawn from your User Profile. Make sure that your contact information is up to date.

Excavator information ⊖

Username *	EDDIE DEAN	Email *	Eddie@TorenBros.com
Phone *	555-555-9999	Ext	
Company name *	TOREN BROTHERS CONSTR	Cell number	
Address	19	Street *	ODD LN
City/place *	FEDIC	State *	MN
		Zip code *	55555
Company phone *	555-555-1111	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 **Checkbox** is checked, then click the **Submit Ticket** button. This will transmit the ticket(s) to the call center for review. 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	Start date/time	Action
<input checked="" type="checkbox"/>	Job A - ticket 1/2	25 REV DR MARTIN LUTHER KING JR BL	CEDAR ST	ST. PAUL	RAMSEY	NORMAL	05/25/2020 8:00 AM	  
<input checked="" type="checkbox"/>	Job A - ticket 2/2	REV DR MARTIN LUTHER KING JR BL	CEDAR ST	ST. PAUL	RAMSEY	NORMAL	05/25/2020 12:00 PM	  

Showing 1 to 2 of 2 entries

Previous 1 Next

Facility Operator Notification List

You have successfully submitted your ticket(s).

You will be presented with the **Facility Operator Notification List**. This page contains a complete list of the Facility Operators who will be notified as a result of your ticket(s) once they have been released from the call center.

Congratulations!

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

✔ Your ticket(s) have been submitted.

Job-ticket#	Address	Cross street	City/place	County	Type	Start date/time	Release date/time
Job A - ticket 1/2	25 REV DR MARTIN LUTHER KING JR BL	CEDAR ST	ST. PAUL	RAMSEY	NORMAL	05/25/2020 8:00 AM	IN REVIEW
District	Company	Facility types	Message				
COMCST01	COMCAST	TV	This request for ticket has been sent to the call center for review.				
CTLMN01	CENTURYLINK - CTLQL	TEL					
DESTPL01	DISTRICT ENERGY		Once your ticket is complete you will receive an email with a ticket number, list of facility operators being notified and summary of your ticket. Please check it for accuracy.				
MCICOL01	MCI	FO					
MNPLNT01	STATE OF MN PLANT MGMT	E,FO,O,TEL,W					
STPLWT01	ST PAUL REGIONAL WATER	W	Make sure all facility operators have responded before beginning excavation.				
STPLWT05	ST PAUL SEWER	S					
STPLWT06	ST PAUL TRAFFIC AND LIGHTING	SL,TS	Check your excavation area for private facilities which are not marked with a call to GSOC.				
STPLWT07	ST PAUL PARKS	O					
XCEL06	XCEL ENERGY						
ZAYO04	ZAYO BANDWIDTH	FO					
Number of districts: 11							
Job A - ticket 2/2	REV DR MARTIN LUTHER KING JR BL	CEDAR ST	ST. PAUL	RAMSEY	NORMAL	05/25/2020 12:00 PM	IN REVIEW
District	Company	Facility types	Message				
COMCST01	COMCAST	TV	This request for ticket has been sent to the call center for review.				
CTLMN01	CENTURYLINK - CTLQL	TEL					
DESTPL01	DISTRICT ENERGY		Once your ticket is complete you will receive an email with a ticket number, list of facility operators being notified and summary of your ticket. Please check it for accuracy.				
MCICOL01	MCI	FO					
MNPLNT01	STATE OF MN PLANT MGMT	E,FO,O,TEL,W					
STPLWT01	ST PAUL REGIONAL WATER	W	Make sure all facility operators have responded before beginning excavation.				
STPLWT05	ST PAUL SEWER	S					
STPLWT06	ST PAUL TRAFFIC AND LIGHTING	SL,TS	Check your excavation area for private facilities which are not marked with a call to GSOC.				
STPLWT07	ST PAUL PARKS	O					
XCEL06	XCEL ENERGY						
ZAYO04	ZAYO BANDWIDTH	FO					
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). (See page 38 to see how to change your default module.)

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

WARNING: This is a test site. Tickets will not be released.

My Tickets

MN

All released(4) Expiring/expired(0) Unreleased(0)

Released between: 02/15/21 to 02/22/21 Phone: Numbers Apply Search by ticket # More search options

I want to... View ticket map Page settings

Ticket #	Release date/time	Address/street	Cross Street	City/place	County	Start date/time	Type	Type of work
310530099	02/22/21 01:53 pm	451 MACALESTER ST	W JAMES AVE	ST. PAUL	RAMSEY	03/03/21 12:00 pm	NORMAL	INSTALL PLAYGROUND EQUIPMENT
310530098	02/22/21 01:55 pm	1585 RANDOLPH AVE	SNELLING AVE S	ST. PAUL	RAMSEY	03/08/21 09:00 am	NORMAL	PARKING LOT REPAIR/REPLACE
310530097	02/22/21 01:54 pm	GRAND AVE	SNELLING AVE S	ST. PAUL	RAMSEY	02/26/21 08:00 am	NORMAL	REPLACE POLE
310530096	02/22/21 01:52 pm	1605 GRAND AVE	SNELLING AVE S	ST. PAUL	RAMSEY	02/25/21 08:00 am	NORMAL	REPLACE POLE

Show 10 entries Showing 1 to 4 of 4 entries Previous 1 Next

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 36 for more info.)

The  button provides access to IMAP/Ticket Check and Facility Operator Reports.

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.

My Tickets Menu

The **My Tickets** menu contains all locate requests you have previously filed. You can filter or sort this list in a number of ways using the menus at the top of the page. The state dropdown 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	Start date/time	Type	Type of work
<input type="checkbox"/> 310530099	02/22/21 01:53 pm	451 MACALESTER ST	W JAMES AVE	ST. PAUL	RAMSEY	03/03/21 12:00 pm	NORMAL	INSTALL PLAYGROUND EQUIPMENT
<input type="checkbox"/> 310530098	02/22/21 01:55 pm	1585 RANDOLPH AVE	SNELLING AVE S	ST. PAUL	RAMSEY	03/08/21 09:00 am	NORMAL	PARKING LOT REPAIR/REPLACE
<input type="checkbox"/> 310530097	02/22/21 01:54 pm	GRAND AVE	SNELLING AVE S	ST. PAUL	RAMSEY	02/26/21 08:00 am	NORMAL	REPLACE POLE
<input type="checkbox"/> 310530096	02/22/21 01:52 pm	1605 GRAND AVE	SNELLING AVE S	ST. PAUL	RAMSEY	02/25/21 08:00 am	NORMAL	REPLACE POLE

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. 302410004), 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.)

My Tickets

MN ▾

Create job ticket ▾

All released(4) Expiring/expired(0) Unreleased(0)

Released between
 02/15/21 📅 02/22/21 📅 Apply 🔍 [More search options](#)

[View ticket list](#) | [Page settings](#)

🚨 Emergency
🔴 Due Now
🕒 < 2 Hours
🕒 2+ Hours
🕒 4+ Hours
🕒 24+ Hours
🕒 48+ Hours

8 records found

Locate by... ▾

Map data ©2021 200 m [Terms of Use](#) [Report a map error](#)

✓ I want to...

- Cancel tickets
- Refresh marks/extend life tickets** 
- Update/correct tickets

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** menus 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.

Locator Tickets

▲ 1 unviewed emergency ticket

All tickets(24) Open Emergency(18) Unassigned(4) Past due(2)

Released between: 02/15/21 to 02/22/21 | District: Districts | Filter by: All Tickets in Production | Apply | More search options

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

24 records found

Emergency Priority Past due Updated Meeting Canceled Locked

Ticket #	Header	Orig Call	Begin	Street	City	County	Company	District	Locator	Status
210480001	EMERGENCY	2021/02/17 02:33 am	2021/02/17 02:45 am	2970 CO RD 92	MINNETRISTA	HENNEPIN	XCEL ENERGY	TTMOCI01		Unmarked-no existing operator
210490006	EMERGENCY	2021/02/18 04:59 am	2021/02/18 05:00 am	SILVER BELL RD	EAGAN	DAKOTA	VALLEY-RICH	TTMOCI01		Unmarked-no existing operator
210490828	BOUNDARY SURVEY	2021/02/18 03:23 pm	2021/02/24 03:45 pm	PONY FARM RD	SOUTH HARBOR TWP	MILLE LACS	WIDSETH	TEST03		Clear/No conflict
210490829	BOUNDARY SURVEY	2021/02/18 03:23 pm	2021/02/24 03:45 pm	PONY FARM RD	ONAMIA	MILLE LACS	WIDSETH	TEST03		Clear/No conflict
210500166	UPDATE	2021/02/19 08:25 am	2021/02/24 08:00 am	STATE HWY 65	VERDON TWP	AITKIN	PRECISION PIPELINE	TEST03		Clear/No conflict
210500167	UPDATE	2021/02/19 08:25 am	2021/02/24 08:00 am	US HWY 169	NORTHWEST AITKIN UT	AITKIN	PRECISION PIPELINE	TEST03		Clear/No conflict
210500168	UPDATE	2021/02/19 08:25 am	2021/02/24 08:00 am	US HWY 169	MACVILLE TWP	AITKIN	PRECISION PIPELINE	TEST03		Clear/No conflict
210500169	UPDATE	2021/02/19 08:25 am	2021/02/24 08:00 am	T-537	VERDON TWP	AITKIN	PRECISION PIPELINE	TEST03		Clear/No conflict
210500170	UPDATE	2021/02/19 08:25 am	2021/02/24 08:00 am	T-537	CORNISH TWP	AITKIN	PRECISION PIPELINE	TEST03		Clear/No conflict
210500171	UPDATE	2021/02/19 08:25 am	2021/02/24 08:00 am	T-537	CORNISH TWP	AITKIN	PRECISION PIPELINE	TEST03		Clear/No conflict

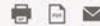
Show 10 entries Showing 1 to 10 of 24 entries | Previous 1 2 3 Next

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# 210490006

[Return to ticket list](#)

Status: Not yet responded
Locator: Not Assigned



[Add attachment](#) [Change status/locator](#) [Request extend start time](#)

Ticket information

Ticket number: 210490006
Original call date: 02/18/21 04:59 am
Work to begin date: 02/18/21 05:00 am
Expiration date: 03/04/21 05:00 am
Type: EMERGENCY CALL
Past work start: Y
Locked: Y
Past due time: Y

Excavator information

Company name: VALLEY-RICH
Address: 147 JONATHAN CHASKA, MN 55318
Company phone: 952-448-3002
Caller: BOB RAUNER
Phone: 952-448-3002
Contact: BOB RAUNER
Contact phone: 612-805-8001
Email address: bobr@valley-rich.com

Excavation information

Type of work: EMERGENCY REPAIR WATER MAIN
Work being done for: CITY OF EAGAN
Explosives: N
R.O.W.: Y
Tunnel/Bore: N
Duration: 2 DAYS
Area marked in white: N

Location information

State: MN
County: DAKOTA
City/place: EAGAN
Address: SILVER BELL RD
Intersecting street: HWY 13 E
Job number:
Location of work: MARK 50FT RADIUS OF TRACKHOE THAT IS LOCATED APPRO...
[Show more](#)
Remarks:
Map Twp: 27N
Rng: 23W
Sect-qtr: 18-SE,20-NW,19-NE,17-SW
Map Coord:
NW Lat: 44.8224857
Lon: -93.2092457
SE Lat: 44.8187745
Lon: -93.2002248

Search place or address Locate by...

Legend:
■ GSOC Operator mapped polygon
■ Facility Operator polygon

Ticket history

Date	Type	District	Display	Locator	User
02/18/21 05:15:03 am	Ticket Status-EMAIL				System
02/18/21 05:07:19 am	Ticket Created				System

Showing 1 to 2 of 2 entries

Facility operators notified

Status history

District	Company name	Utility Types	Marking concerns	Damage	Customer service	Status
ARVWIN01	ARVIG	TV,FO,TEL	218-346-5500	218-346-5500	218-346-8248	Marked (Marked fiber for scope)
ATT01	AT&T TRANSMISSION		713-660-2060	800-252-1133	713-660-2060	Clear/No conflict (AK)
CEAGAN01	CITY OF EAGAN UTILITIES	S,W	651-485-8961	651-485-2419		Clear/No conflict
COMCST01	COMCAST	TV	800-778-9140	651-493-5305		Marked
CTLMN01	CENTURYLINK - CTLQL	TEL	800-667-9963	800-283-4237	800-667-9963	Clear/No conflict (2021%2F02%2F18 07:41 Bob is aware of abandoned lines)
DAKELA01	DAKOTA ELECTRIC	E	651-463-6268	651-463-6201	651-463-6268	Marked
ENVTEL04	CONSOLIDATED COMMUNICATIONS	FO	800-778-9140	888-608-7822	507-387-1858	Marked
FRTIER01	FRONTIER COMMUNICATIONS	TEL	800-778-9140	800-778-9140	800-921-8101	Clear/No conflict
MCICOL01	MCI	FO	800-624-9675	800-624-9675	800-624-9675	Clear/No conflict (SCL)
MERC38	MINNESOTA ENERGY RESOURCES	G	800-778-9140	800-889-4970	800-889-9508	Clear/No conflict

Showing 1 to 10 of 18 entries

[Previous](#) [1](#) [2](#) [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/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 34 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 LIL

Status

Please select

Status comments (250 character limit)

Dog in Yard Secure Site

Add internal notes

Comments (internal)

Dog in Yard

Cancel Save and...

Update assigned locator

Locator

Please select

Update internal status

Open / Close

Open

Add custom responses

Worksite Accessible?: *

--

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

Search Username 

152 results found

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

Showing 1 to 10 of 152 entries Previous **1** 2 3 4 5 ... 16 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\(24\)](#) [Polygon auto-assignments\(23\)](#) [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	11/07/19 03:38 pm	<input checked="" type="checkbox"/>	✎
Test08	Rodney	david_butler@occinc.com	12/12/17 09:25 am	<input checked="" type="checkbox"/>	✎
TEST03	test	jillhayes@occinc.com	10/21/19 02:29 pm	<input checked="" type="checkbox"/>	✎
Test012420	Test012420	adinc@occinc.com	01/24/20 09:39 am	<input checked="" type="checkbox"/>	✎
TEST	TEST	caitynw@occinc.com	03/17/20 03:07 pm	<input checked="" type="checkbox"/>	✎
South	Andrew	david_butler@occinc.com	03/16/18 09:01 am	<input checked="" type="checkbox"/>	✎
NE	TEST	test1test	09/11/19 10:28 am	<input checked="" type="checkbox"/>	✎
NE	Northeast	beckymclain@occinc.com	04/10/17 11:23 am	<input checked="" type="checkbox"/>	✎
LoganR	LoganR	loganrivers@occinc.com	08/08/19 02:42 pm	<input checked="" type="checkbox"/>	✎
Locator 5	John Doe	marcus@occinc.com	06/02/17 03:58 pm	<input checked="" type="checkbox"/>	✎

Showing 1 to 10 of 24 entries [Previous](#) [1](#) [2](#) [3](#) [Next](#)

Polygon Auto-Assignments

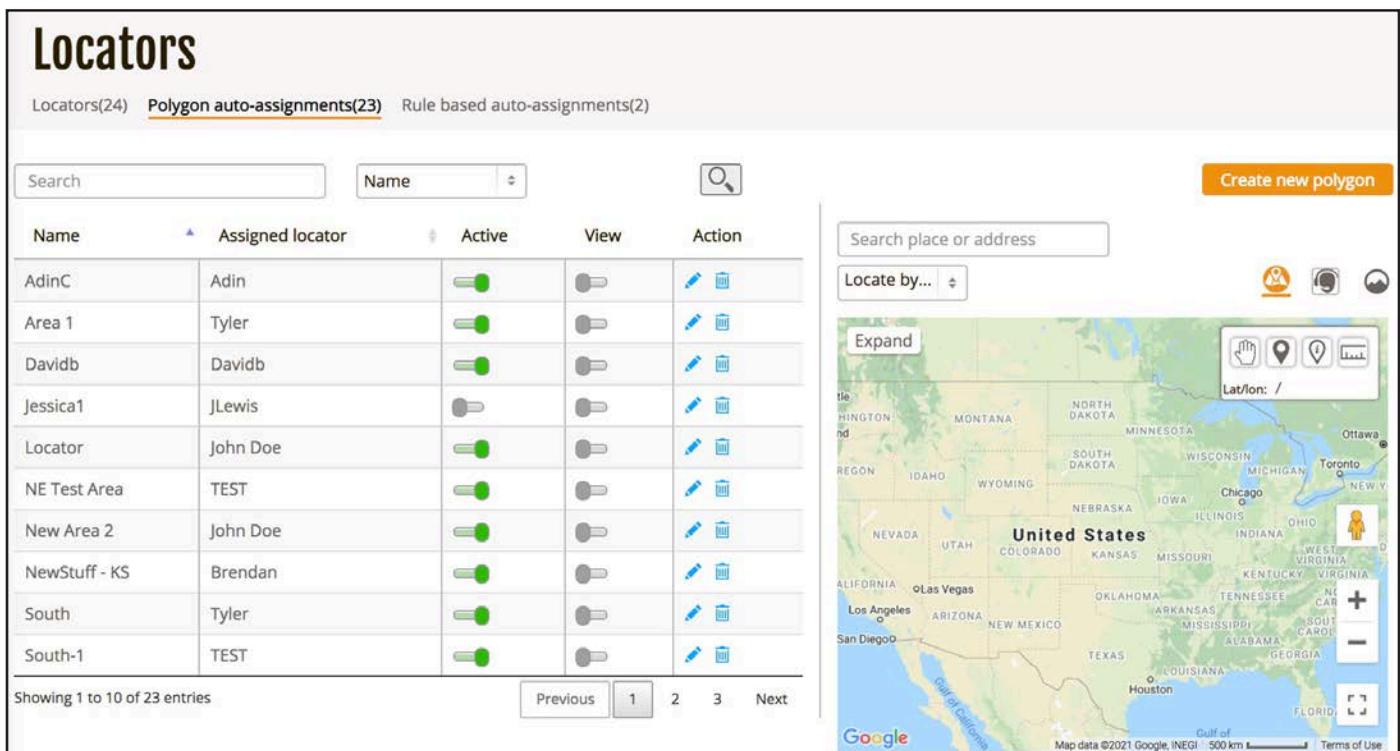
Polygon Auto-Assignments give administrators the ability to automatically assign locate tickets to locators based on the physical location of the work area.

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 54 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.



The screenshot displays the 'Locators' management interface. At the top, there are tabs for 'Locators(24)', 'Polygon auto-assignments(23)', and 'Rule based auto-assignments(2)'. Below the tabs is a search bar and a 'Name' dropdown menu. The main content area features a table with the following columns: Name, Assigned locator, Active, View, and Action. The table lists 10 entries, including 'AdinC', 'Area 1', 'Davidb', 'Jessica1', 'Locator', 'NE Test Area', 'New Area 2', 'NewStuff - KS', 'South', and 'South-1'. Each row has an 'Active' toggle switch and an 'Action' column with edit and delete icons. Below the table, it shows 'Showing 1 to 10 of 23 entries' and pagination controls for 'Previous', '1', '2', '3', and 'Next'. To the right of the table is a map interface with a search bar, a 'Locate by...' dropdown, and a 'Create new polygon' button. The map shows the United States with various cities and states labeled.

Name	Assigned locator	Active	View	Action
AdinC	Adin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
Area 1	Tyler	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
Davidb	Davidb	<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"/>	 
NE Test Area	TEST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
New Area 2	John Doe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
NewStuff - KS	Brendan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
South	Tyler	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
South-1	TEST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 

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.

Cancel Save

Assignment information

Assignment name*

Assigned locator*

Search place or address
Locate by... ▾

Lat/lon: 44.928999 / -93.190369

Minneapolis - Saint Paul International Airport
Pike Island
Map data ©2021 2 km

Edit Polygon Assignment

Cancel Save

Assignment information

Assignment name*

Assigned locator*

Active

District access

District
 Add

District	District name	Active
MN - TEST03	GSOC TEST FACILITY OP	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

Search place or address
Locate by... ▾

Lat/lon: 44.920689 / -93.247997

Minneapolis - Saint Paul International Airport
Pike Island
Map data ©2021 Google 2 km

Legend:
Auto Assignment area
Facility Operator polygon

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, there is a dropdown menu for the state, currently set to 'MN'. Below this, there are three tabs: 'Locators(24)', 'Polygon auto-assignments(23)', and 'Rule based auto-assignments(2)'. The 'Rule based auto-assignments(2)' tab is active. In the top right corner of the interface, there is an orange button labeled 'Create new rule'. The main content area displays a table with the following columns: Order, Rule ID, State, District, Locator, Active, and Action. Two rules are listed:

Order	Rule ID	State	District	Locator	Active	Action
1	91752121	MN	TEST03		<input checked="" type="checkbox"/>	Edit Delete
Field		Match		Value		
Type of Request		Contains		EMER		
Add/edit conditions						
2	93008489	MN	TTMOCI01	LoganR	<input checked="" type="checkbox"/>	Edit Delete
Field		Match		Value		
Add/edit conditions						

Add a new rule ✕

Priority

District

Locator

Locators MN

Locators(24) Polygon auto-assignments(24) Rule based auto-assignments(3) Create new rule

Order	Rule ID	State	District	Locator	Active	Action
1	197404375	MN	TEST01	Brendan	<input type="checkbox"/>	
Field		Match		Value		
Type of Request		Contains		EMER		
<input type="button" value="Add/edit conditions"/>						
1	91752121	MN	TEST03		<input checked="" type="checkbox"/>	
Field		Match		Value		
Type of Request		Contains		EMER		
<input type="button" value="Add/edit conditions"/>						
2	93008489	MN	TTMOCI01	LoganR	<input checked="" type="checkbox"/>	
Field		Match		Value		
<input type="button" value="Add/edit conditions"/>						

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  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:

Start time	End time
<input type="text" value="17:00:0"/>	<input type="text" value="23:59:59"/>

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  . Your new Alert will now appear on the **Locator Ticket Alerts** menu.

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

MN

Name	State	District code	Email	Phone	Start time	End time	Week days	Active	Action
Buxton	MN	TTMOCI01		4107336451	08:00:00	15:00:00	Sun	<input checked="" type="checkbox"/>	
Emergency	MN	TEST03	caitlynw@occinc.com		08:00:00	17:00:00	Mon, Tue, Wed, Thu, Fri	<input checked="" type="checkbox"/>	

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 Emergency A	MN	TEST04	Susannah@TorenBros.com	6515557777	17:00:00	23:59:59	Mon, Tue, Wed, Thu, Fri	<input checked="" type="checkbox"/>
Weekday Emergency B	MN	TEST04	Susannah@TorenBros.com	6515557777	00:00:00	07:59:59	Mon, Tue, Wed, Thu, Fri	<input checked="" type="checkbox"/>

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.

Cancel

Save

* Indicates required field

State/District *

MN - TEST01

Alert name *

Weekend Emergencies

Email

Susannah@TorenBros.com

SMS provider

SMS phone

(2)

6515557777

Start time

End time

0:00

0:00.00

24 hour alert

Days of the week *

All Sun Mon Tue

Wed Thu Fri Sat

Ticket headers

BOUNDARY SURVEY
 EXTENDED START TIME
 NORMAL
 UPDATE-NEW TICKET

CANCELLATION
 HELP DESK
 OWNER INQUIRY
 UPDATE-REMARK

EMERGENCY
 MEET
 UPDATE

ENG/PRE-CON MEET
 NON-EXCAVATION
 UPDATE-CORRECTION

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

MN

View by district

All districts

State	District Code	Number of responses	Date updated	Updated by	Action
MN	TEST01	4	11/19/20 07:11 pm	unknown	
MN	TEST03	6	11/19/20 07:02 pm	unknown	
MN	TEST11	5	12/17/20 08:51 am	unknown	

Showing 1 to 3 of 3 entries

Previous

1

Next

Add Custom Responses

Cancel

Save

* Indicates required field

State/District *

MN - TEST02

Order

2

Question text

Worksite Accessible?

Field type

Yes/No

Required Active



View inactive custom responses

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.

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
Ticket Marked (Enhanced)	This report will give a complete list of the tickets, header, and the provided statuses with their date and method.	Generate
Ticket Status Detail	This report will give a complete list of the tickets, header, and the provided statuses with their date and method. This version also includes the time of submission.	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 10 of 10 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 **Edit** button.

Settings & Preferences

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

User profile

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

Personal information

Full name	EDDIE DEAN
Phone	5555559999
Email	briancasey@occinc.com

Company information

Company name	TOREN BROTHERS CONSTRUCTION
Address	19 ODD LN
City	FEDIC
State	MN
ZIP Code	55555
Phone	5555551111
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

MN ▾

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

MN ▾

Ticket table record display default
Select the default amount of tickets to display in tables

10 ▾

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
User profile Application settings Job profiles Quick notes

Job profiles [Create job profile](#) MN

Search by profile name

NEW FENCE	
Field contact name	JAKE CHAMBERS
Field contact cell phone	5555555555
Type of work	INSTALLATION OF FENCE
Work done for	
Additional email recipients	
Duration	0 HOURS
Explosives	N
Tunnel/Bore	NO
Right of way	N
Area marked in white	N

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

Settings & Preferences
User profile Application settings Job profiles Quick notes

Job profile name

Field contact name

Field contact cell phone

Type of work

Work done for

Additional email recipient(s)

Duration
1

Explosives

Tunnel/Bore

Right of way

Area marked in white

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

Job description !

Job profile Create/edit profiles

✓ Select job profile

NEW FENCE

NEW HOME CONSTRUCTION Start time

LAST TICKET

A valid start date/time is required

Duration *

You must enter a duration

Field contact name * Field contact cell phone *

Type of work *

You must enter the type of work

Work done for *

You must enter whom the work is being done for

Additional email recipient(s)

Job number

Explosives *

Explosives must be yes or no

Tunnel/bore *

Tunnel/bore must be yes or no

Right of way *

Right of way must be yes or no

Area marked in white *

Area marked in white must be yes or no

Job description !

Job profile Create/edit profiles

NEW HOME CONSTRUCT

Start date * Start time

A valid start date/time is required

Duration *

Field contact name * Field contact cell phone *

Type of work *

Work done for *

You must enter whom the work is being done for

Additional email recipient(s)

Job number

Explosives * Tunnel/bore *

Right of way * Area marked in white *

Manage job profiles

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

+ Create job profile

Job profile name	Action
LAST TICKET	
NEW FENCE	
NEW HOME CONSTRUCTION	

Showing 1 to 3 of 3 entries
[Previous](#) [Next](#)

Job profile name

Field contact name

Field contact cell phone

Type of work

Work done for

Additional email recipient(s)

Duration

Explosives Tunnel/Bore

Right of way Area marked in white

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.

Search Place or Address

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).

Locate by...

Use the Locate by... tool to find locations that do not appear in the Search Place or Address. You can use the drop-down menu to search by more specific address information, coordinates (GPS, Lat/Long, etc.), or the mapping from a previous locate request. (See page 44 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 Search Place or Address, 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 46 for more info.)

Google Street View (“Pegman”)

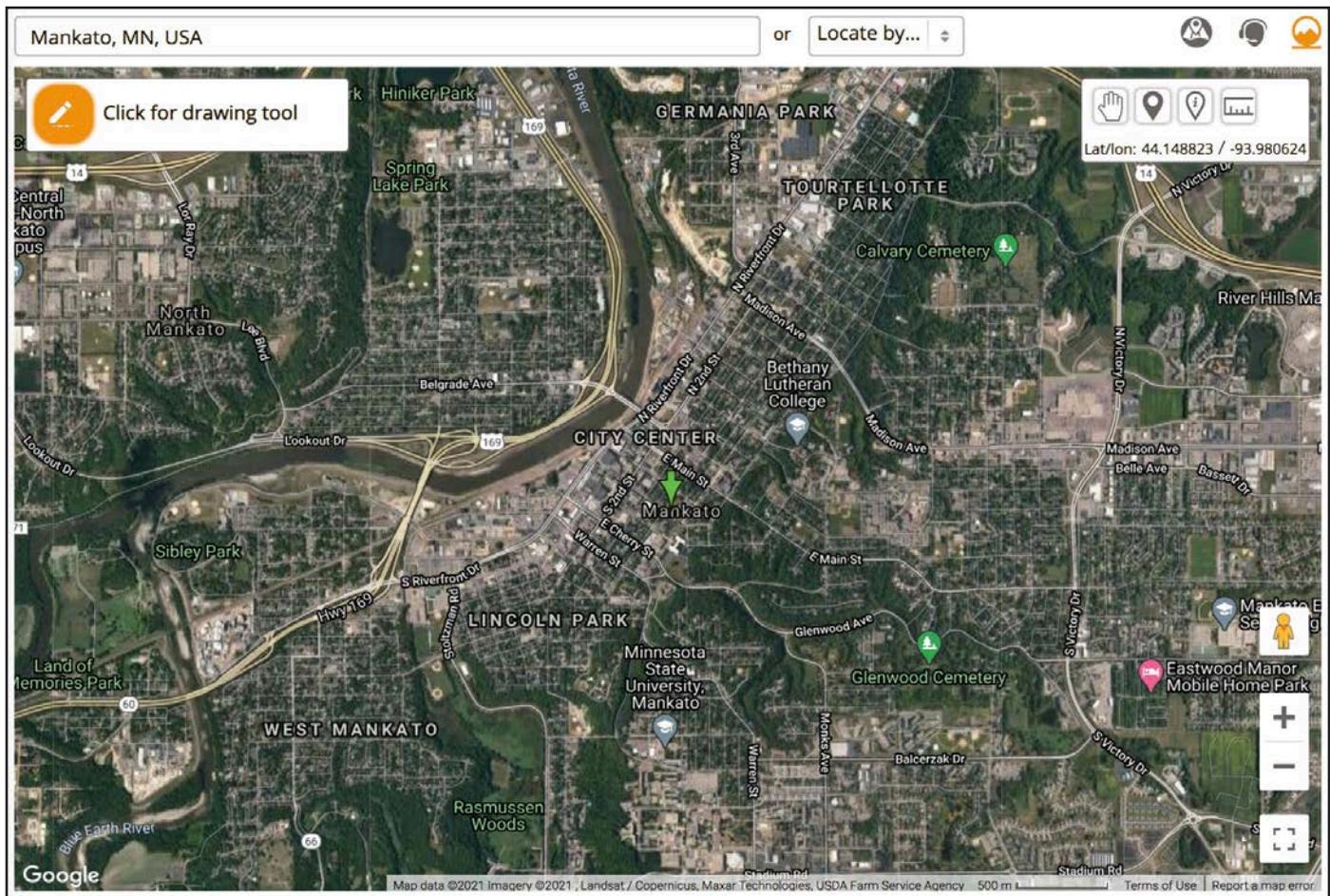
Click and drag Pegman on to the map to open Google street view.

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.



Locate by...

Use the **Locate by...** if you are unable to find your worksite with the Search Place or Address.

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.

Coordinate Search

Decimal Lat/Lon DMS Lat/Lon

GPS SPCS UTM

Latitude:

Longitude:

Search Clear Cancel

Advanced Street Search

State:

County/Parish:

City/Place:

Addr:

Street:

Cross Street:

Search Clear Cancel

Radius Excavation Tool

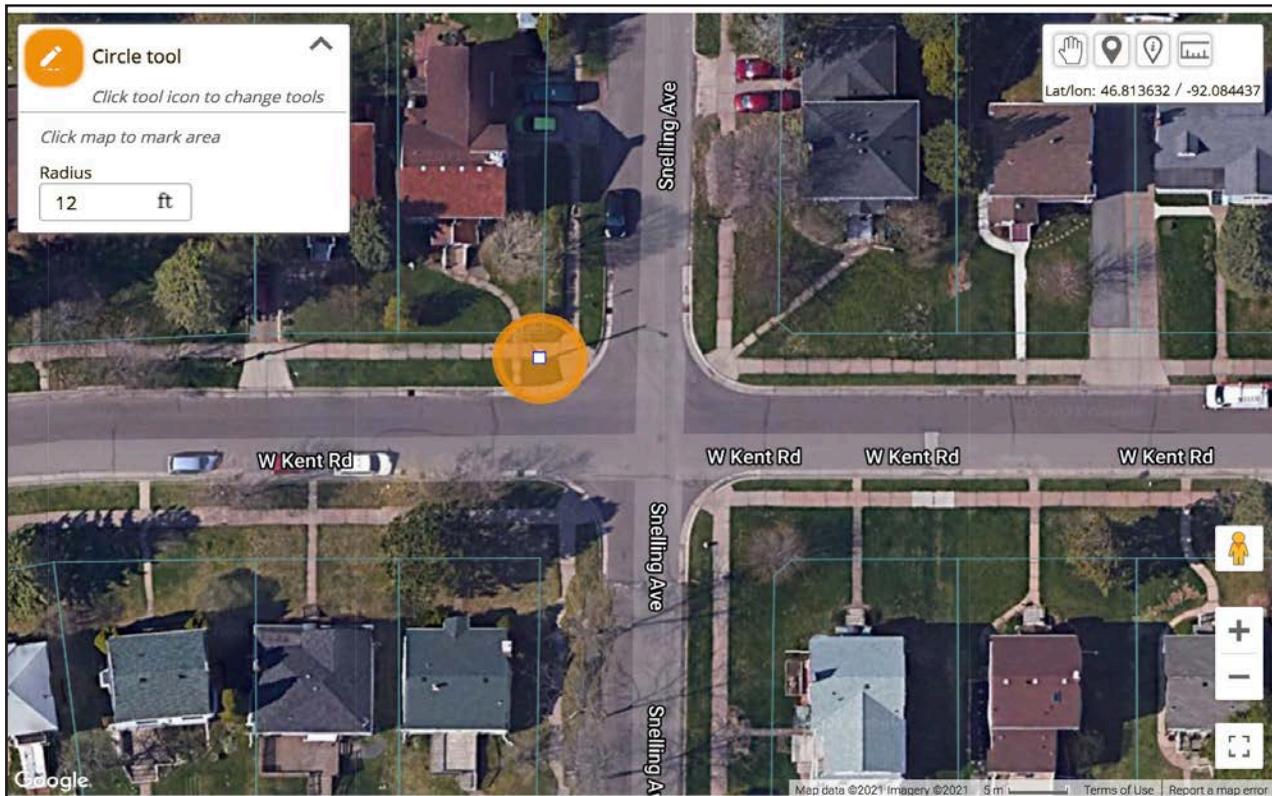
The **Radius Excavation** tool allows users to create circular excavation entities with a pre-determined radius. The Radius tool is an excellent choice for jobs involving pole installation, tree planting, or any other type of work where a circle best describes the work area. You can create as many circle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

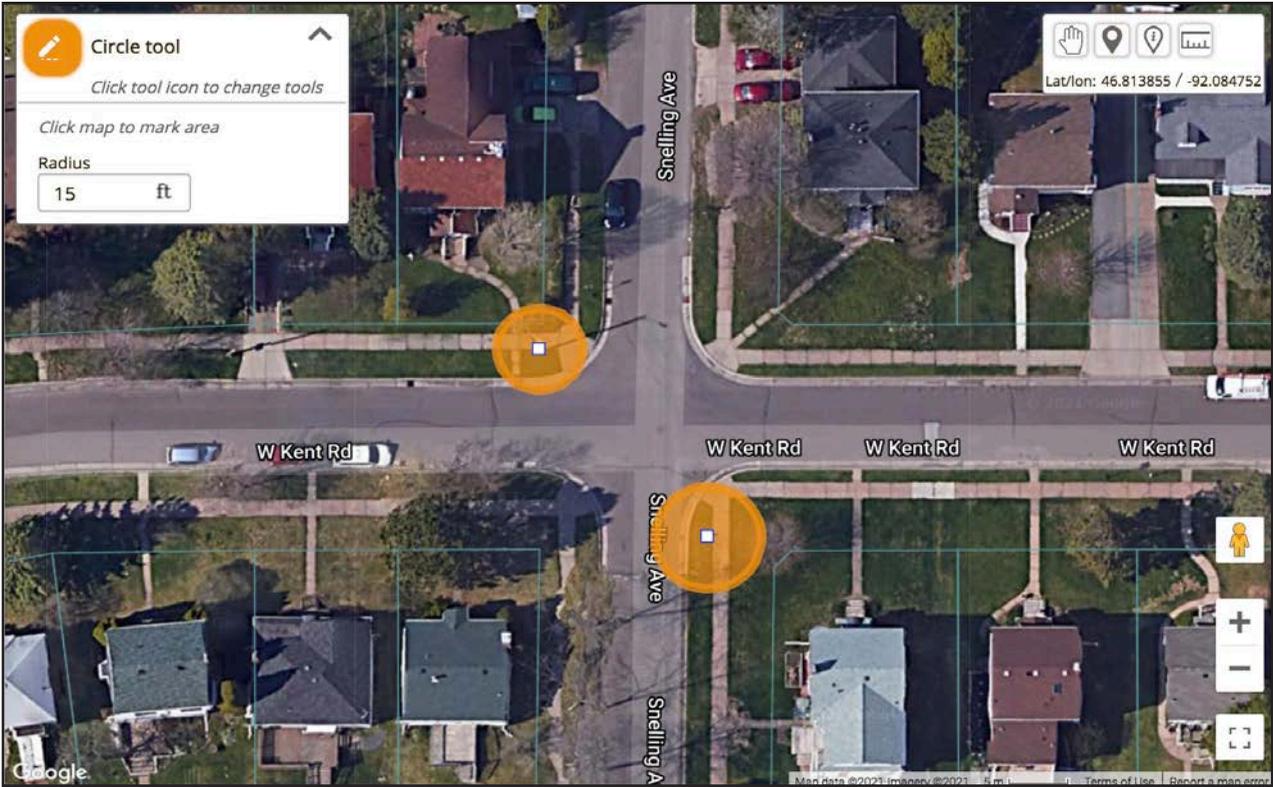
First, access the Drawing Tools menu and choose the **Radius Excavation** tool.

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

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

You can continue placing circular excavation entities by clicking on the map.





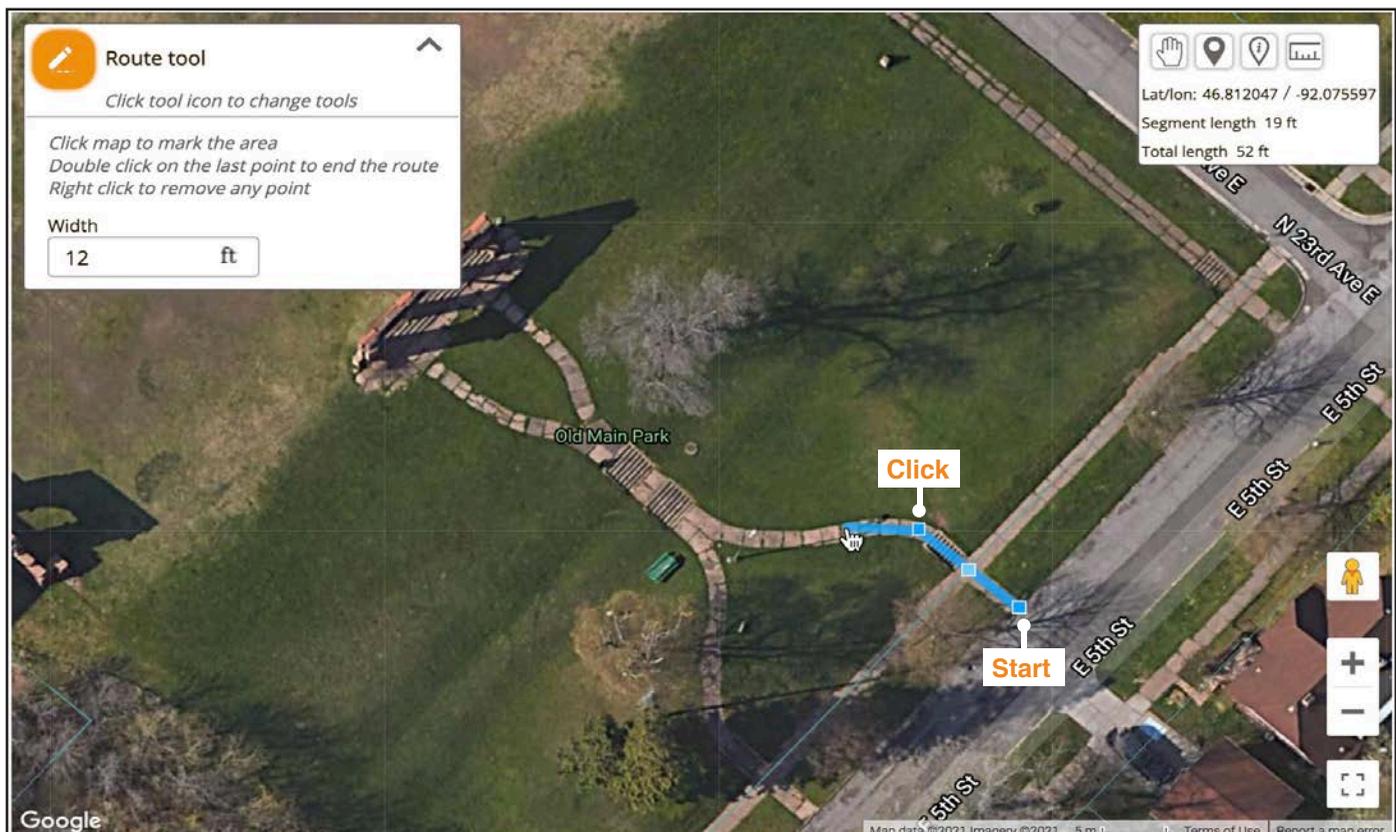
Route Excavation Tool

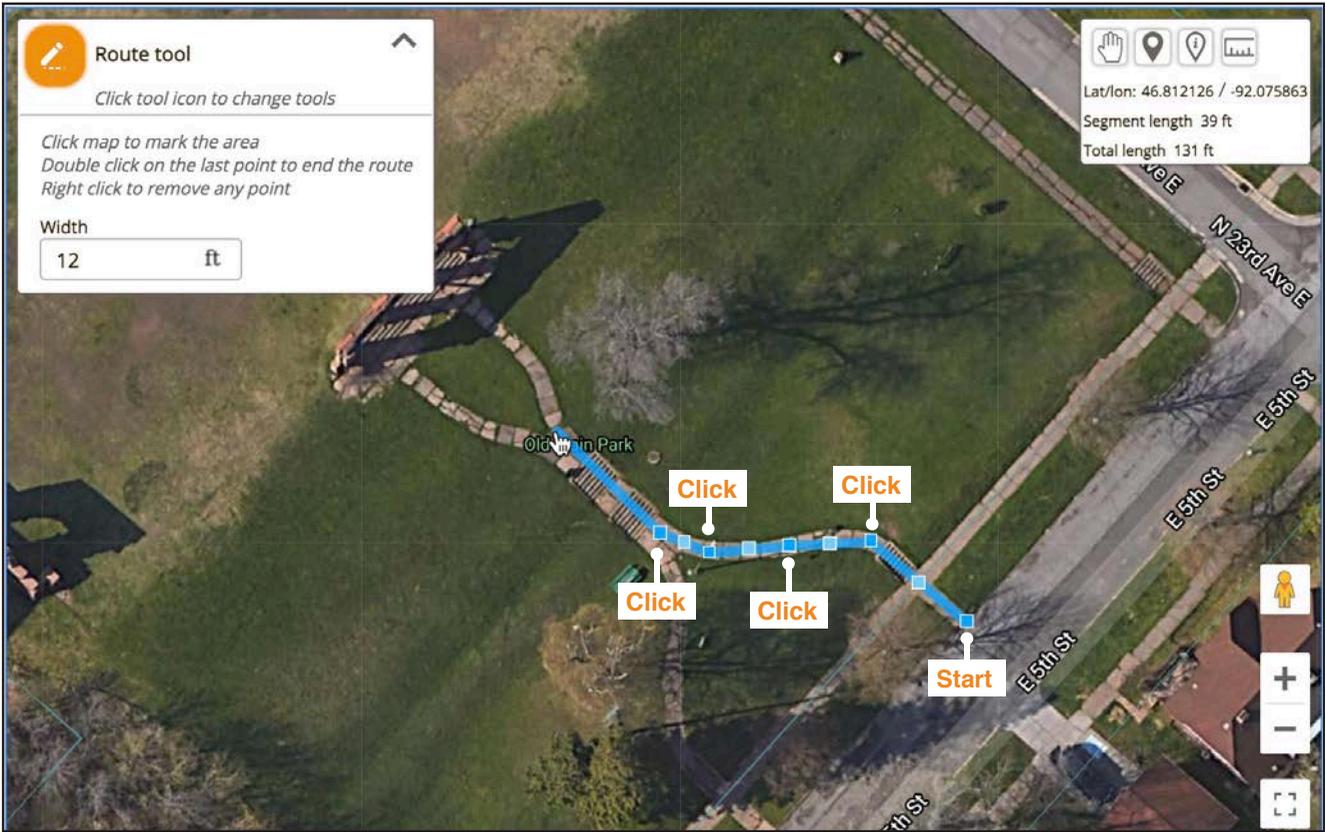
The Route tool allows users to create long, narrow excavation entities. The Route tool is an excellent choice for defining an excavation area when trenching, performing road repair/replacement, or any other type of work involving a long, narrow excavation area. You can create as many route entities as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

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.





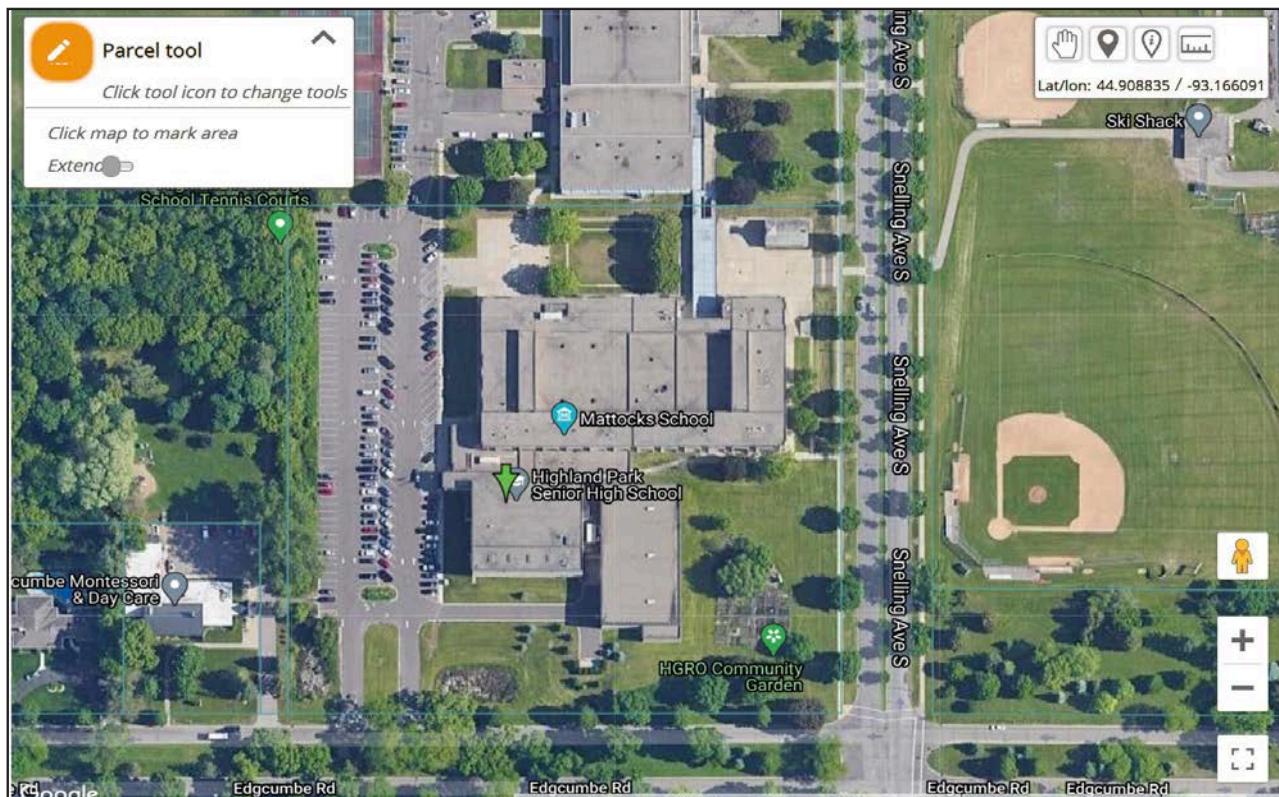
Property Excavation Tool

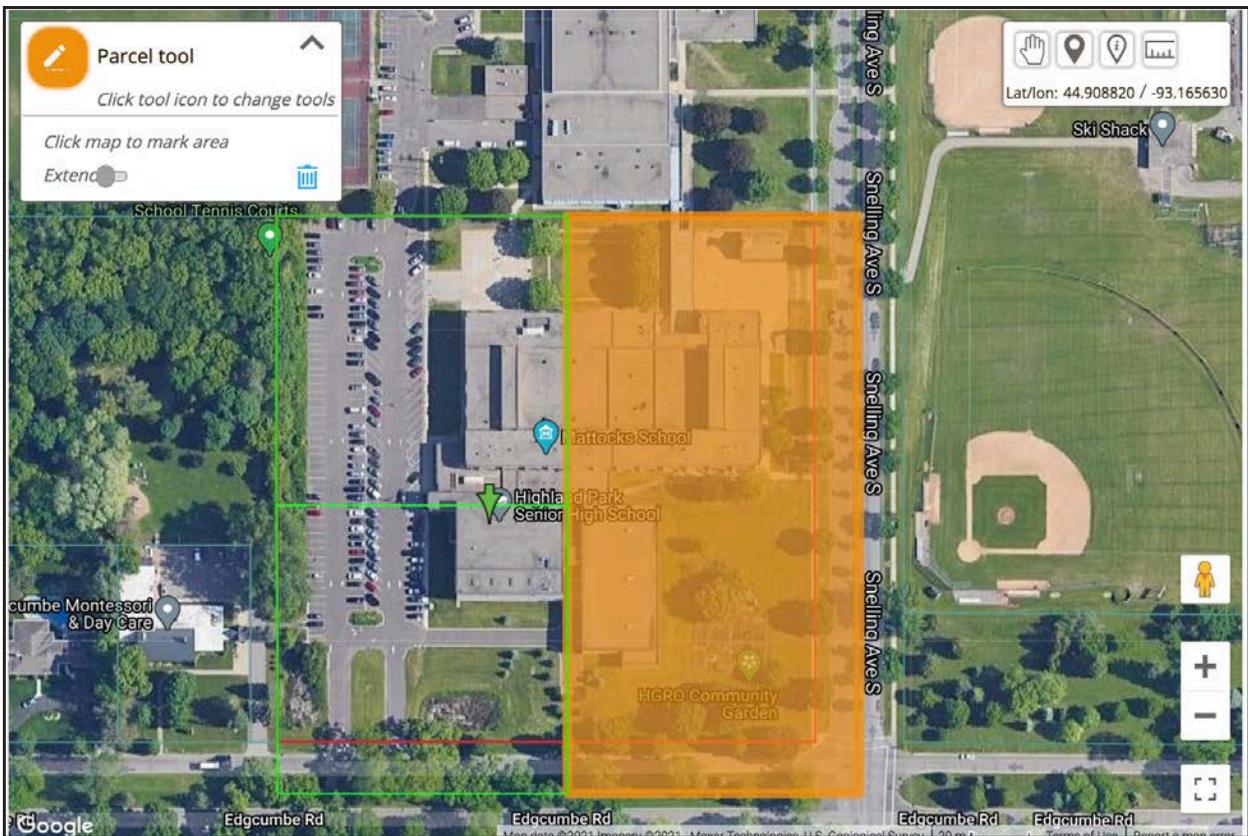
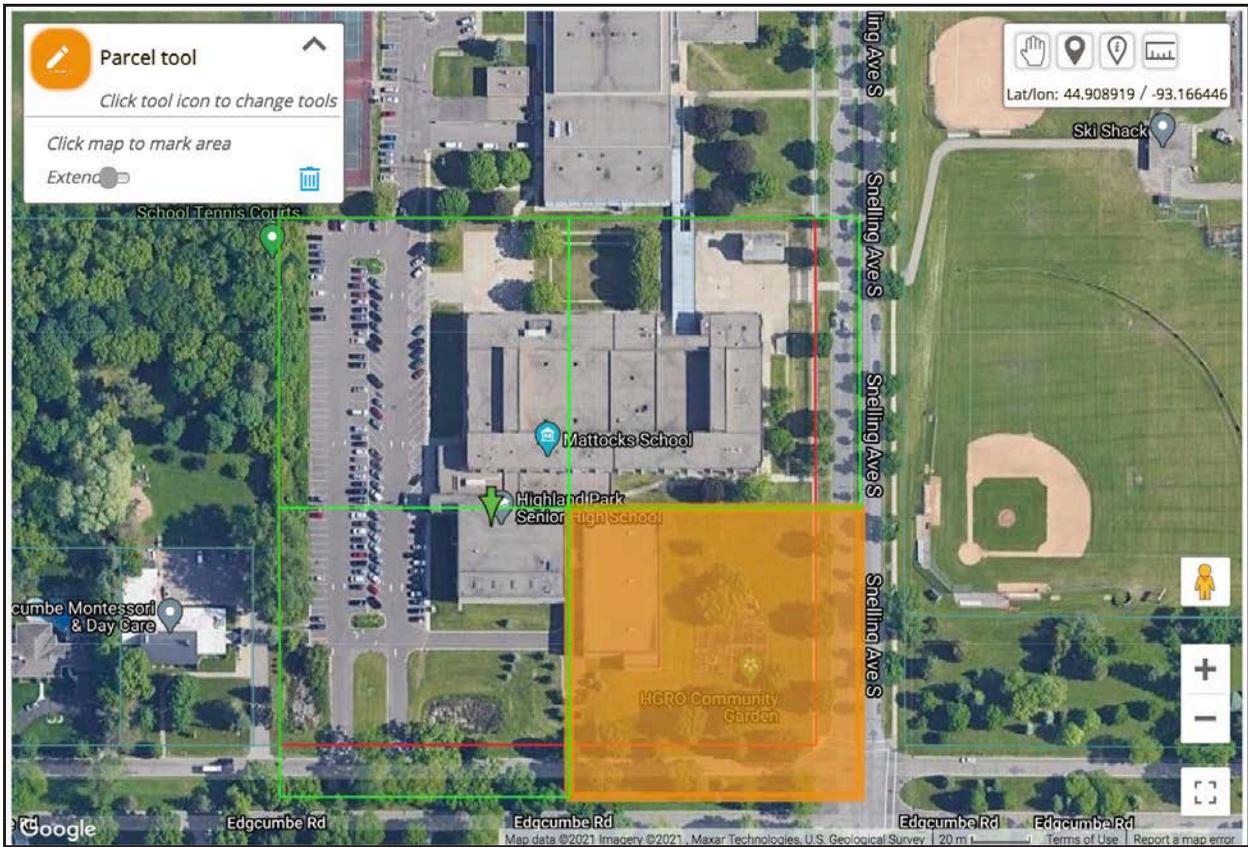
The **Property Excavation** tool allows users to create excavation entities based on available parcel data. You can create as many Property entities as needed. (The Property Excavation tool will only be visible in areas where parcel data is available. Also, the Property Excavation tool will only appear 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.)

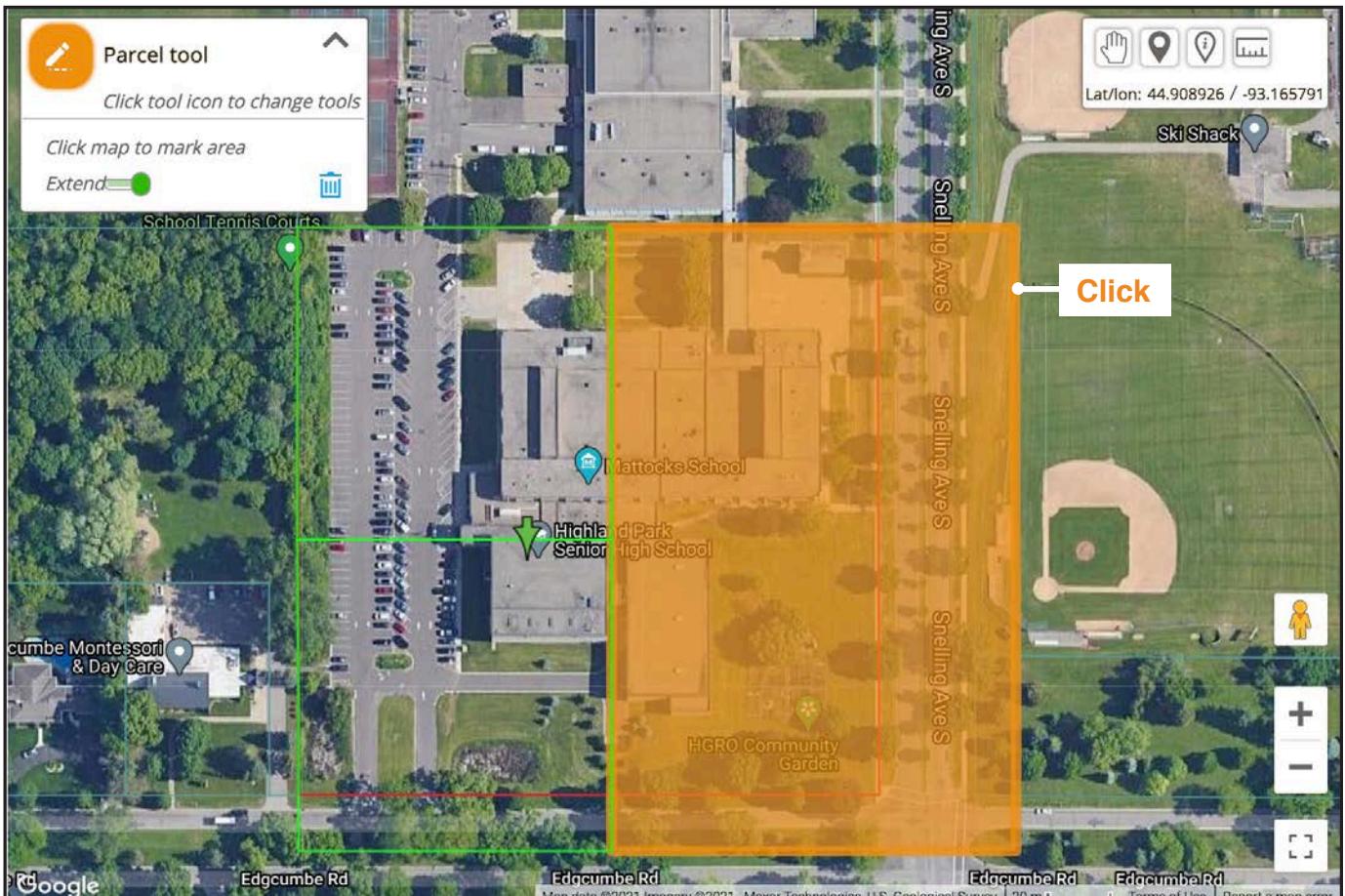
First, access the Drawing Tools menu and choose the **Property Excavation** tool.

Next, click on the address/property where your work will take place. If parcel data is available, one quarter of the property will be highlighted. You may click additional quadrants to select or de-select them.

If necessary, you may also use the extend function to expand the parcel entity beyond its pre-set boundaries. First, activate the *Extend*  function. Then click outside the parcel's boundaries. The Parcel Entity will expand accordingly.







Street Excavation Tool

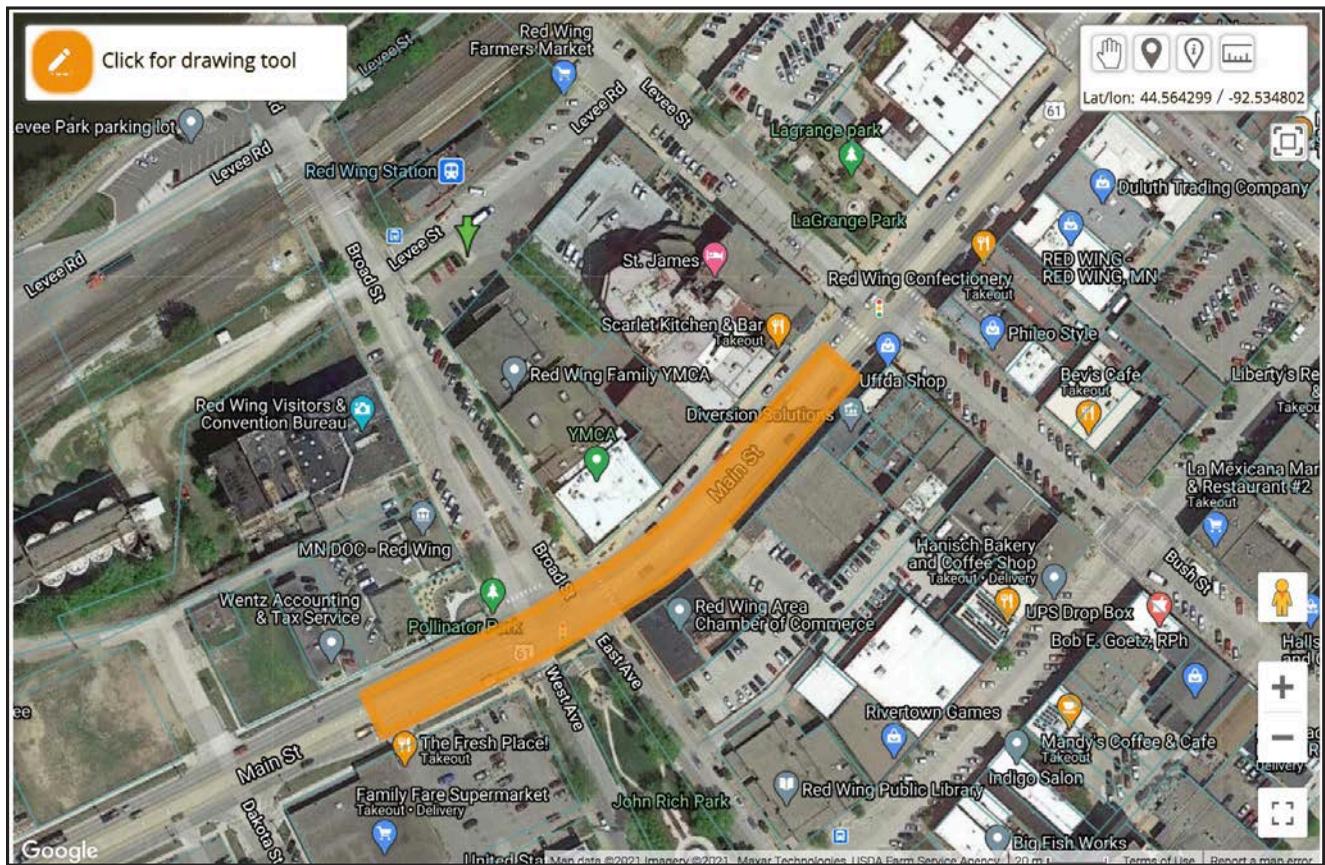
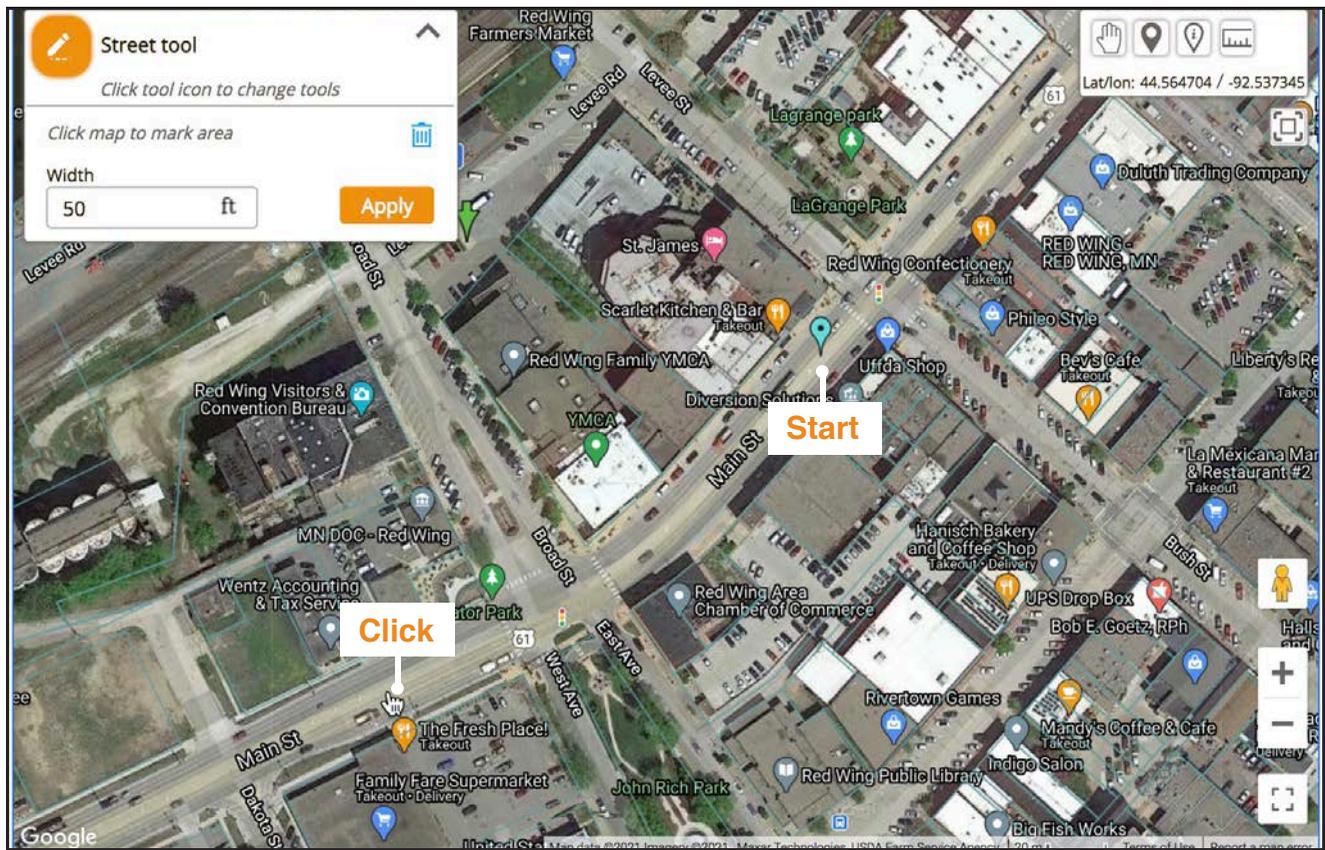
The Street Excavation tool allows users to create excavation entities based on roads and highways. You can create as many Street entities as needed.

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** tool. 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.

