

# IRTH WEB TICKET ENTRY MANUAL



# Logging On to Web Entry

## Step 1 (of 6)

Type in your user name and password and then click on the “Login” button.

here'." data-bbox="148 229 845 400"/>

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**IUPPS**  
Indiana Underground Plant Protection Service

**Iirth Login**

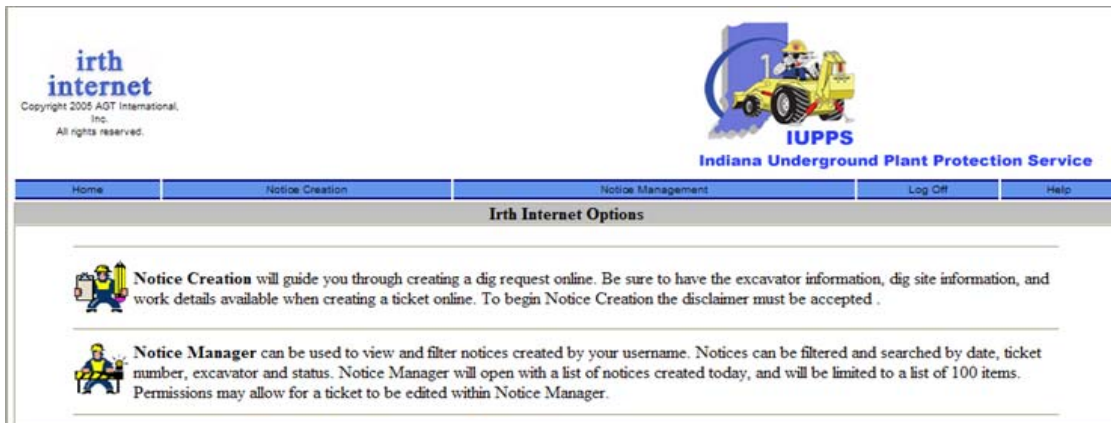
User Name

Password


Login

To download the ActiveX controls necessary to view the maps online, please click this link [here](#)

This will take you to the Iirth Internet options.




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Home Notice Creation Notice Management Log Off Help

**Iirth Internet Options**

 **Notice Creation** will guide you through creating a dig request online. Be sure to have the excavator information, dig site information, and work details available when creating a ticket online. To begin Notice Creation the disclaimer must be accepted .

 **Notice Manager** can be used to view and filter notices created by your username. Notices can be filtered and searched by date, ticket number, excavator and status. Notice Manager will open with a list of notices created today, and will be limited to a list of 100 items. Permissions may allow for a ticket to be edited within Notice Manager.

**Notice Creation:** This is where you will go to enter your “New” locate requests. **Web users are allowed to enter Normal Notice requests (2 full working days notice). To create all other types of tickets (e.g. Damage Emergencies, Emergencies, Joint Meets, and Second Notices etc.) you must contact the call center by dialing 811 or 1-800-382-5544.**

**Notice Manager:** This will allow you to look up tickets that you have created online; you can view them as well as print them from here. You can also create “Job Extensions” and “Remarks” on tickets that were originally created online.

To begin creating a “new” ticket, click on the Notice Creation icon.

You now will be taken to the disclaimer screen as shown below:



The screenshot shows a web browser window with the following elements:

- Top Left:** "irth internet" logo with "Copyright 2005 AOT International, Inc. All rights reserved." below it.
- Top Right:** IUPPS logo featuring a yellow excavator and the text "IUPPS Indiana Underground Plant Protection Service".
- Navigation Bar:** A blue bar with five buttons: "Home", "Notice Creation", "Notice Management", "Log Off", and "Help".
- Main Content Area:**
  - Section Header:** "Please read and chose your answer:"
  - Text 1:** "The right to use the IUPPS Web Ticket Entry Program is a privilege given to you for your convenience by IUPPS. Each and every person using this tool must complete a training session with a member of the IUPPS staff."
  - Text 2:** "Failure to comply with all rules governing the submission of locate requests, which can be found on our website (<http://www.iupps.org/>), will result in having the privilege to use Web Ticket Entry revoked."
  - Text 3:** "Only Routine locate requests, with a start date of 2 full working days prior to excavation, will be accepted. All other locate requests must be submitted by calling 1-800-382-5544."
  - Text 4:** "I agree that I may only request routine tickets. I agree to hold Indiana Underground Plant Protection Service, Inc. free from all liability."
  - Text 5:** "By clicking the "I Accept" button you indicate that you understand and agree to the User Agreement."
  - Buttons:** Two buttons at the bottom: "I Accept" and "I Disagree".

Please read the disclaimer, and click on “I Accept” to continue with Notice Creation. If you click on “I Disagree” you will be unable to continue creating a ticket.

Clicking on “I Accept” will complete Step 1.

You will now be taken to Step 2.

# Excavator Info

## Step 2 (of 6)

Based on your login information, your phone number, company name, your name, company type, and address are automatically entered on your ticket. Note: You do not have access to change the information in these fields; to make any changes you must contact the Indiana 811 Web Ticket Department.

The screenshot shows a web browser window titled "Excavator - Windows Internet Explorer" with the URL "http://iuppsweb.org/irthinernet/IUPPSNoticeCreation/EXCAVATOR/Excavator.asp". The page features the "irth internet" logo and the "IUPPS Indiana Underground Plant Protection Service" logo. A navigation menu includes "Home", "Notice Creation", "Notice Management", "Member Tools", "Administration", "Log Off", and "Help". The main content area is titled "Notice Creation" and "Step 2 (of 6): Excavator Info". The form contains the following fields:

Phone	(317)893-1420	Ext		Company ID	6687
Alt. Phone		Fax			
E-mail Address	HTHOMPSON@INDIANA811.ORG				
Excavator	INDIANA 811				
Name	HEIDI THOMPSON				
Type	CONTRACTOR				
Address 1	1433 HOLEY MOLEY WAY				
Address 2					
City	GREENWOOD	State	IN	Zip	46143
Work Done For	INDIANA 811				
Site Contact	HEIDI THOMPSON			Mobile:	3178931420

At the bottom of the form are three buttons: "Previous", "Continue", and "Cancel".

The Work Done For and Site Contact fields will populate with the information that you entered on your last ticket, but can be changed on each ticket that you enter. Once all the information is entered correctly click on "Continue". This will now take you to Step 3.

# Site Information

## Step 3 (of 6)

Please choose the option that best describes the dig site:

Street/Address

State: \*County: \*Township:  
IN LAGRANGE SPRINGFIELD

Subdivision Lot #

Address: Dir Prefix: \*Street: Type: Dir Suffix:  
3563 N 900 E

Near Street				
Dir Prefix:	Near Street:	Type:	Dir Suffix:	*Within 1/4
(blank)	co rt 200		N	Yes

\*City: \*Within City:  
No

\*Locate Where: \*\*\*\*THIS IS FOR TEST PURPOSES ONLY - PLEASE DISREGARD\*\*\*  
Locate the entire property---please paint and flag

Search Previous Continue Cancel

Continue even if my information does not match database or check this box to use streets that are not a 100% match.

\* required items

The first thing you need to do on this page is to choose the option that best describes the dig site. If you open the drop list you will see the choices of Street/Address and then Intersection. The Street/Address option will include excavations done at a specific address or along a road or street where no address is available. The Intersection option is when the excavation is at or between the four corners of an intersection within a 200 foot confine of the intersection.

We will use Street/Address.

Once you have selected Street/Address from the drop down, you will use your TAB key to move to the County field. Enter the county that the excavation will occur in by typing in the first letter; this will bring you to the beginning of the listings for that specific letter. If the county listed is not the county you need, open the drop down and scroll down to the county you want and click on it and it will appear in the box. Once you hit the TAB key you will go to the Township field.

The Township field works the same way; enter the first letter of the Township where the excavation will take place and it will jump to the beginning of the listings for that specific letter. Again if this is not the township that you need, open the drop down and scroll to the township that you want and select it. When you click on the TAB key you will now drop into the Subdivision field.

The Subdivision field is for subdivision names only; no apartments, condos, mobile home parks etc... If you do not have a subdivision name you can leave this field blank. Now when you hit your TAB key you will be in the Lot Number field.

If you have the lot number you can enter it here. If there is no lot number the field can be left blank. Please note that this field will only accept numbers; no ½'s or letters. If the lot number has one of these, just enter the number portion and leave the ½ or letter off at this point. That information can be added later in the Locate Where field. Now you will hit the TAB key again and you will be in the Address field.

The Address field is for the actual address or house number only. It will also only accept numbers: any ½'s or letters would also need to be left off at this point. If you are working along a road or street but there is no address, this box can be left blank. Once you enter the information in this box, hit the TAB key.

The next field is the Dir Prefix. If you open this drop you will see all the choices available such as N, S, W, E, NW, NE, SE, SW, etc... if you have a prefix such as these, you simply select it from the drop and it will then appear in the box. If you do not have a prefix, select "Blank" from the drop down. Now hit the TAB key you will be in the Street field.

The Street field is for the core name of the street where the excavation will take place (e.g. Michigan, Main, Pine, etc...). Do not use punctuation in this box.

### **STREET AND ROAD ABBREVIATIONS ACCEPTED IN TICKET ENTRY**

The program accepts the following examples when the street name is an interstate, county road, state road or United States highway:

Example: Interstate – Enter I applicable # (I 65, I 74, etc).

Example: County Road – Enter CO RT applicable # (Co RT 100, CO RT 250, etc.).

Example: State Road – Enter IN RT applicable # (IN RT 5, IN RT 10, etc.).

Example: United States Highway – Enter US RT applicable # (US RT 421, US RT 40, etc.).

**Note:** If you have a Directional Prefix and/or Directional Suffix enter them in the corresponding fields.

If the address is on a regular road such as Pine Ave, you would enter Pine in the Street field. Once the street name is entered and you hit the TAB key you will jump to the Type field. This further identifies your street name by the type of roadway (e.g. Road, Avenue, Boulevard, Court, etc.). **DO NOT use a period in this field. DO NOT spell out the following in the Type field.**

The program accepts the following abbreviations for the street type:

Avenue.....Ave	Boulevard.....Blvd
Circle.....Cir	Court.....Ct
Cove.....Cv	Crossing.....Xing
Drive.....Dr	Hollow.....Holw
Lake.....Lk	Lane.....Ln
Landing.....Lndg	Parkway.....Pkwy
Place.....Pl	Point.....Pt
Manor.....Mnr	Ridge.....Rdg
Road.....Rd	Route.....Rt
Street.....St	Terrace.....Ter
Trail.....Trl	

These types are not abbreviated:

Pass.....Pass	Pike.....Pike
Way.....Way	Run.....Run

The last field is Dir Suffix. The Directional Suffix field asks for the directional designations N, S, E, W, NW, SW, NE, SE that follow the core street name and the street type (e.g. Main St S, Allison Dr NW, etc.). **DO NOT** use a period in this field. If there is no Directional Suffix for the street change the field to "blank".

The Near Street field is for the nearest intersecting road to the dig site and will help you determine whether the system selected the correct area on the map.

The same guidelines are used in entering the Near Street (or Cross Street). **Note: DO NOT USE any punctuation or characters requiring the use of the Shift Key in creation of a notice. Doing so will hamper transmission to the utilities and locators.**

The Within ¼ Mile question is inquiring as to whether or not the Near Street is within 1/4 Mile from the dig site. Please select "Yes" or "No" from the drop down box. Now when you hit the TAB key you will jump to the City field.

The City Name field is for the name of the city or town that the dig site is *either* in or nearest to. You can click on the drop down arrow and you can see a listing all the cities and towns we have within the County and Township you have entered. Simply scroll to the correct city or town, click on it and it will appear in the box.

When you hit the TAB key you will be in the Within City field. If the dig site is within city limits you can type in "Y" and it will enter "Yes" into the box. If the dig site is outside the city limits you can type in "N" and it will enter "No" into the box.

Now when you hit the TAB key you will be at the drop down box before the locate field. The drop down listing is NOT A REQUIRED ITEM; YOU DO NOT HAVE TO CHOOSE ANYTHING FROM THESE SELECTIONS. The red asterisk before "Locate Where" is referring to the larger white box below it.

Locate Where: This box asks for details that specifically describe the area where excavation is going to take place.

Examples of adequate descriptions for the Locate Where field include the following:

1. Locate the entire property
2. Locate the entire above intersection with a 200 foot radius
3. Locate both sides of Main Street starting at Pine Road heading west for 500 feet
4. Starting at a point 1000 feet north of the above intersection - locate heading north for 900 feet on the east side of Main Street
5. Locate both the front and back yards of the property
6. Locate the entire front of property and both sides of the road

Once you have all of the locate information entered click on the "Continue" button. If the system recognizes all of the street information entered it will take you directly to the map.

If it does not recognize all of the street information the system will automatically do a 'Best Match' search for you, when this happens the system returns from the search with a red box drawn around one or more of the fields where you have entered the address and street information. This indicates that something does not match the data recorded for that area.

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Home Notice Creation Notice Management Log Off Help

**Notice Creation**  
Step 3 (of 6): Site Info

Please choose the option that best describes the dig site:  
Street / Address

State: \*County: \*Township:  
IN LAGRANGE SPRINGFIELD

Subdivision Lot #

Address: Dir Prefix: \*Street: Type: Dir Suffix:  
3563 N 900 ROAD E

**Near Street**

Dir Prefix: Near Street: Type: Dir Suffix: \*Within 100 ft:  
(blank) COURT 200 N Yes

\*City: \*Within City:  
Mongo No

\*Locate Where:  
---THIS IS FOR TEST PURPOSES ONLY - PLEASE DISREGARD--- Locate site  
entire property

Search Previous Continue Cancel

Continue even if my information does not match database or check this box to use streets that are not a 100% match.  
\* required items

Best Match  Close Spelling  Adjacent Places  Exact Match **GO**

% Match	State	County	Place	Range	Street	Select
80	IN	LAGRANGE	SPRINGFIELD	3000-6015	N 900 E	Use Street
70	IN	LAGRANGE	SPRINGFIELD	-	S 900 E	Use Street

1. Scroll to the bottom of the screen and view the search results.
2. Compare the results to what you have typed and then verify the information.
3. Click on the "Use Street" button next to the entry that best applies to where you are digging. The system will make the correction for you in the fields above. Then click on the continue button and this should then take you to the map.
4. If the system does not return results that match the entries you have typed in, you may opt to continue even if your information does not match by checking the box where it states "Continue even if my information does not match database or check this box to use streets that are not a 100% match." Then click on the "Continue" button and you will then proceed to the map page.

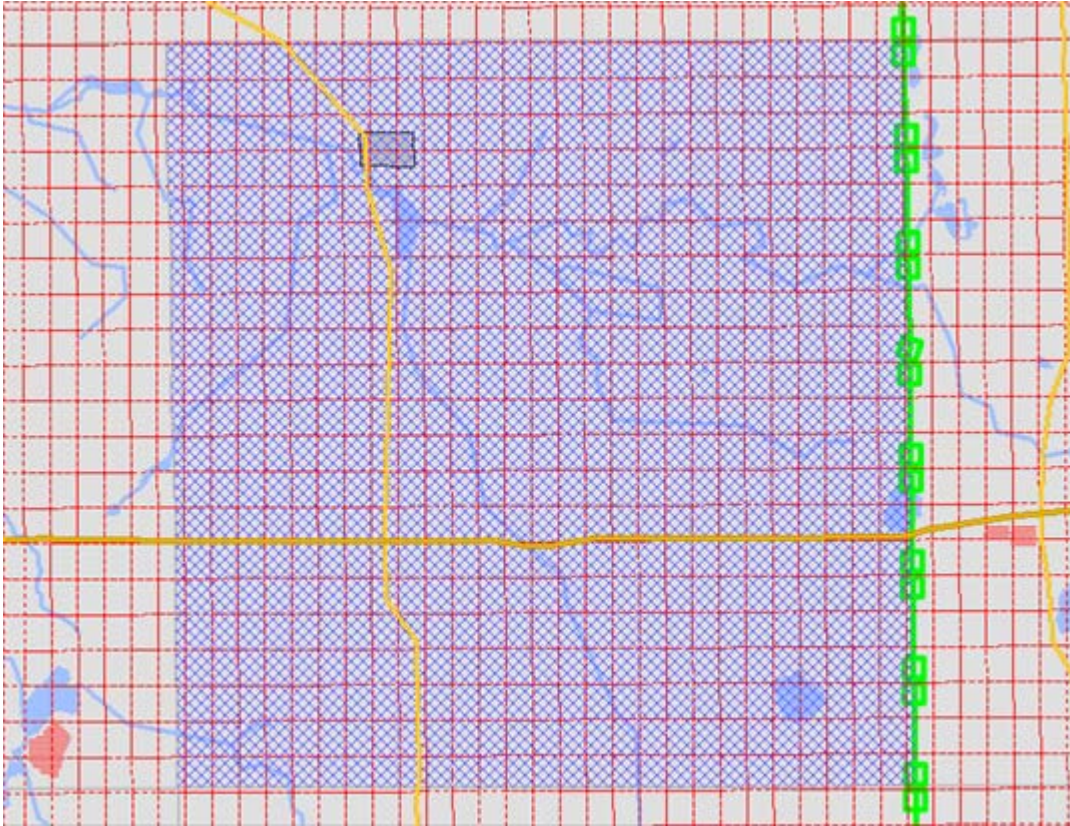
Continue even if my information does not match database or check this box to use streets that are not a 100% match.

\* required items

If the system did not recognize your address or the street that you have entered, you may see that the entire township has been selected by the system as a dig site. You cannot send a ticket through this way as the system will not allow it to go through. You will need to be able to narrow this down to better represent the correct dig site. On the following page there is an example of what the map will look like when the entire township has been selected as a dig site.

# Mapping

## Step 4 (of 6)



In order to narrow this down to the correct area for your dig site, you will need to be able to search for either a major intersection or a point of interest to get yourself closer to the actual site. A point of interest could be something such as a nearby landmark of some kind like a hospital, school, park, golf course etc... You can search for these places by clicking on the binoculars on the tool bar; this is the Search Tool. See the toolbar below:



When you click on the Search Tool the following will appear on the screen:

The screenshot shows a window titled "Search" with a blue title bar and standard window controls. The "Place" tab is selected in the top navigation bar. The form contains the following fields and options:

- State: IN
- County: LAGRANGE
- Place: SPRINGFIELD
- Type: Township (dropdown menu)
- Street: N 900 E (split into four input boxes)
- Radio buttons: Best Match (selected), Close Spelling, Adjacent Places, Exact Match

At the bottom of the window are four buttons: Search, Select, Add to Map, and Close.

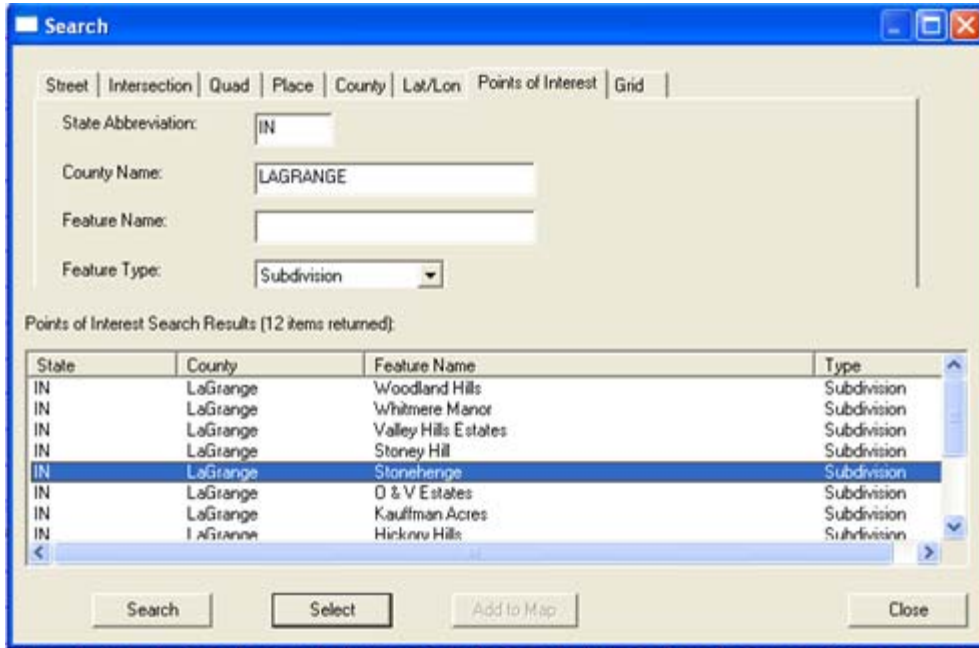
If you select the Points of Interest tab it will change to show the following:

The screenshot shows the same "Search" window, but now the "Points of Interest" tab is selected. The form fields are updated as follows:

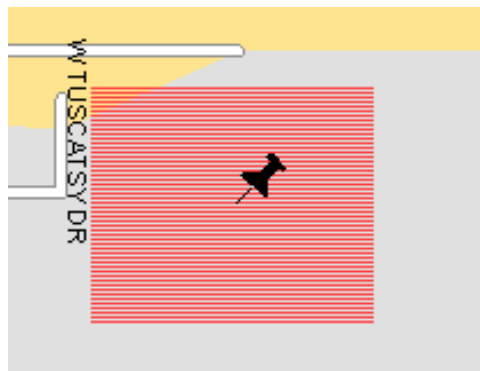
- State Abbreviation: IN
- County Name: LAGRANGE
- Feature Name: (empty text box)
- Feature Type: <Any> (dropdown menu)

The "Street" field is no longer present. The "Search", "Select", "Add to Map", and "Close" buttons remain at the bottom.

Now you can open the drop down and select from the many features available to search by. This list includes places such as Airports, Apartments/Condos, Churches, Golf Courses, Hospitals, Subdivisions, etc... When you do a search this way it searches the entire county and gives you a listing of all of the items that it can find under that feature type. When you decide on the feature that you want to use, simply click on it from the listings to highlight it in blue, then click on the "Search" button and it will then list all of the results under that feature (such as all of the subdivisions). When the list populates, scroll through until you find the one that you are looking for and click on it. Next, click on "Select" and then click on "Add to Map".

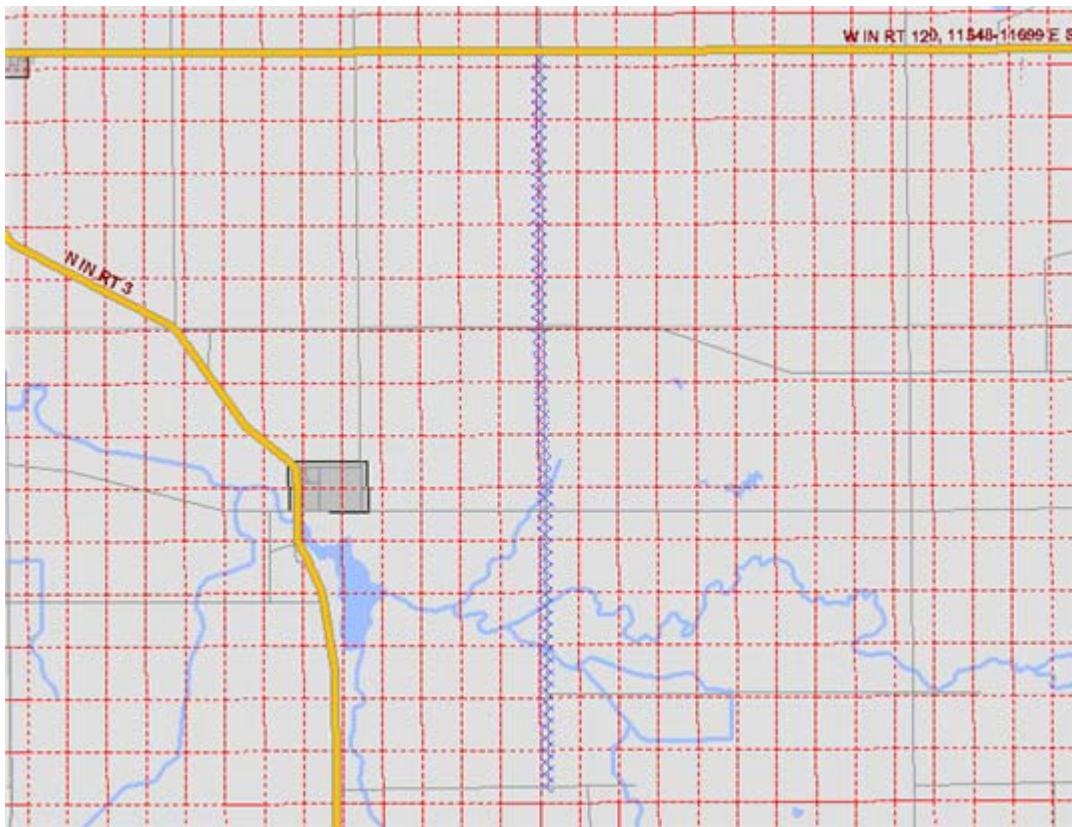


It will now take you to that spot on the map.

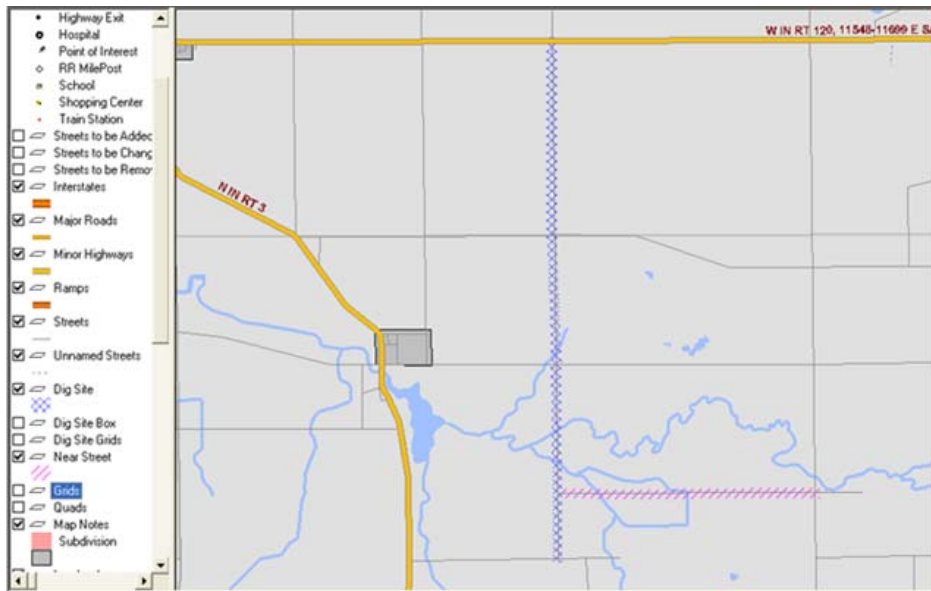


Now you can re-draw the dig site using one of the many drawing tools. Please see the *Mapping Tools How-to Guide* for further instructions on use of the tools. This will also be covered during your training for the web entry service.

If the system was able to find the street that you have entered but not the specified address, it will select that entire street as a dig site which could be several miles in length. This area would also need to be adjusted to better represent the dig site. The following image shows an example of what the map will look like when the entire street or road has been selected:



The quickest way to get to the intersection of the 'Street' and the 'Near Street' that you have listed for this ticket is to go to the legend on the map and first de-select the "Grid" option, and then right above it select the "Near Street" option. This will first shut off all the red grid lines and then it will highlight out where your 'Near Street' is on the map.

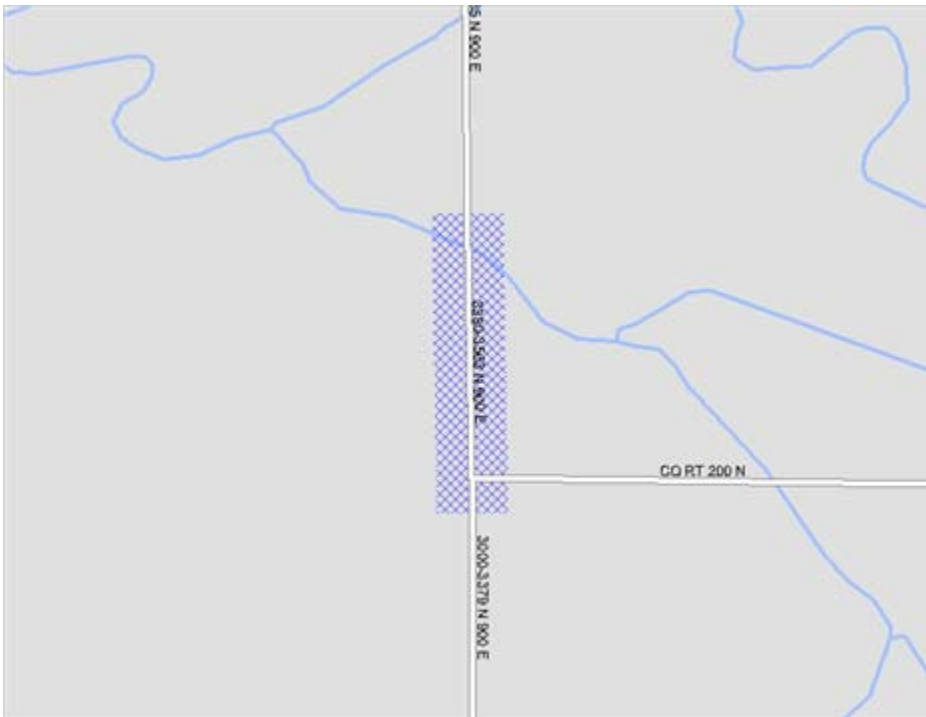


Now you are able to zoom in to that intersection.

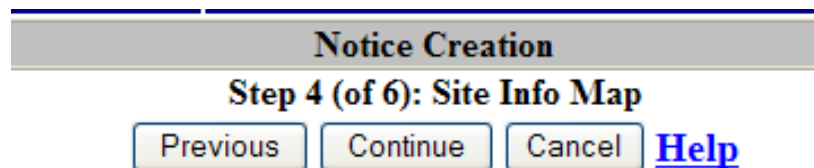


At this point you can use the mapping tools to redraw your area. This will also be covered during your training for the web ticket entry.

Below is an example of what a 'Direct Hit' on our mapping will look like. This will occur when the system does not encounter any problems when looking for the address that you have entered. When you receive a 'Direct Hit', you simply need to verify that the area is correct. You can do this by looking for your 'Near Street' or any other landmark that would verify that the area selected is in fact the correct place.



Once you have verified that the mapping is correct, click on the "Continue" button at the top of the map.



This will take you to the Mandatory Questions page.

# Mandatory Questions

## Step 5 (of 6)

The screenshot displays the 'Notice Creation' interface for the Indiana Underground Plant Protection Service (IUPPS). The page is titled 'Step 5 (of 6): Mandatory Questions'. At the top left, the 'irth internet' logo is visible with the text 'Copyright 2006 AST International, Inc. All rights reserved.' At the top right, the IUPPS logo features a yellow excavator and the text 'IUPPS Indiana Underground Plant Protection Service'. A navigation bar includes links for 'Home', 'Notice Creation', 'Notice Management', 'Log Off', and 'Help'. The main content area contains a form with the following fields and options:

- \*Start Date:** 09/23/2011 2:15 PM
- Due Date:** 2011/09/23 14:15:26
- Ticket Status:** Complete
- Will there be any explosives or blasting?** No
- Will there be any boring?** Yes
- If there is boring to be done, where will it be done?** N 900 E
- Will you be white-lining the dig area?** Yes
- How long will it take to complete the job?** 3 days
- How deep is the contractor digging?** 3-6 feet
- What type of work will the contractor be doing?** Installing water line

Below the questions is a section for 'Ticket Header Information' with a 'See Remarks' button. A text area contains the remark: 'The gate to the backyard will be left unlocked for the locators to enter'. A note at the bottom of the form states: 'All items marked with a \* are required questions.' Navigation buttons for 'Previous', 'Continue', and 'Cancel' are located at the bottom of the form.

At the top of the page you will see the Start Date and Time. All tickets entered through the web are a standard 2 working days notice. In this example, the ticket was entered on Wednesday, September 21<sup>st</sup> at 2:09 pm. The start date, which allows for 2 full working days, would be 9/23/2011 at 2:15 pm. This is based on Indianapolis time which is EDT.

1) *Will there be any explosives or blasting?*

Will there be the use of dynamite or other blasting material?

Answer "Yes" or "No".

Will there be any explosives or blasting? \*

2) *Will there be any boring?*

If you will be boring, select "Yes". If you will not be boring, select "No". If you answered "Yes" to the above question, then you must answer the following question.

Will there be any boring? \*

3) *If there is boring to be done, where will it be done?*

Boring is a trenchless excavation where a hole is drilled horizontally underneath the earth's surface. (This does not mean soil borings). Enter where boring will occur, (Example: boring under driveway, boring under sidewalk, etc.) if boring under a street please list the actual street name.

If there is boring to be done, where will it be done? \*

4) *Will you be white lining the dig area?*

If you will be marking the dig site with white paint and or flags, select "Yes". If you will not be marking the area with white paint and or flags, select "No".

Will you be white-lining the dig area? \*

5) *How long will it take to complete the job?*

Enter the amount of time needed to complete the work. (Example: 2 days, 2 weeks, 1 month, etc.)

How long will it take to complete the job? \*

6) *How deep is the contractor digging?*

Enter the maximum depth to which you will be excavating.  
(Example: 2 feet, 15 inches, 20 feet, etc...)

How deep is the contractor digging?

7) *What type of work will the contractor be doing?*

Please enter the specific reason for the excavation such as:  
Installing a water line, repairing electric line, installing a  
fence etc...

What type of work will the contractor be doing? \*

**The last two fields on this page are NOT mandatory.**

The Ticket Header Information appears at the top of your completed ticket. The only header you would enter on a Web Ticket would be "See Remarks". This header is used to draw the locator's attention to anything that is important regarding the excavation site which will be entered in the actual Remarks field which is located towards the end.

Ticket Header Information:

See Remarks

If you have additional information about your excavation site that has not already been addressed in one of the previous fields, enter that information here. Examples of remarks information include driving directions, access restrictions at the excavation site (i.e. locked gates, gate codes needed, guard dog on property), and safety precautions.

You may also enter information for your own record keeping such as job codes, invoice numbers, etc. If this is the case you do not need to enter the "See Remarks" in the header field, as that information is not necessary for the locators to see.

Please enter any remarks that you may have concerning this Ticket.

The gate to the backyard will be left unlocked for the locators to enter

After completing all the information on this page, click on the "Continue" button to go to the Confirmation page.

Please enter any remarks that you may have concerning this Ticket.

The gate to the backyard will be left unlocked for the locators to enter

*All items marked with a \* are required questions.*

[Previous](#) [Continue](#) [Cancel](#)

\* required item

# Notice Creation Confirmation

## Step 6 (of 6)

At this point you can review your ticket and make necessary changes. This is the last opportunity to change any information regarding this ticket.

If you need to make any changes or corrections, click on the "Edit" button next to the appropriate section of the ticket. This will bring you to that section so you will be able to make your changes. After making your changes, you will need to click "Continue" on each of the following screens until you reach the confirmation page again.

If everything is accurate you are ready to send the ticket. Click on "Send Notice" at the top of the screen. Should you decide to cancel the ticket at this point, you can also click on the "Cancel" button on the top right hand side of the screen.

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Home Notice Creation Notice Management Log Off Help

**Notice Creation Confirmation**

Send Notice Cancel

Agent: WEB TEST  
Type: Normal Notice  
Notice Status: Complete  
Notify by: Address

Taken Date Time: 09/21/2011 11:48 AM - ET  
Expires date time: 10/11/2011 05:00 PM - ET  
Due by: 09/23/2011 02:15 PM - ET

**1. Excavator Information**

Type: Contractor  
Company Name: INDIANA \$11  
Caller Name: WEB TEST  
Address: 1433 HOLEY MOLEY WAY  
GREENWOOD, IN 46143  
Phone: (317)893-1400  
Alt Phone:  
Fax:  
E-mail Address:

Work Done For Indiana \$11  
Field Contact: Heidi Thompson  
Mobile: (317)893-1420

**2. Mandatory Questions**

Will there be any explosives or blasting? No  
Will there be any boring? Yes  
If there is boring to be done, where will it be done? N 900 E  
Will you be white-lining the dig area? Yes  
How long will it take to complete the job? 3 days  
How deep is the contractor digging? 3-5 feet  
What type of work will the contractor be doing? Installing water line

**3. Site Information**

Place: IN, LAGRANGE SPRINGFIELD Mongo (TOWNSHIP)  
Street: 3563 N 900 E

Cross I:  
Footprint: 200 ft  
Locate: \*\*\*THIS IS FOR TEST PURPOSES ONLY - PLEASE DISREGARD\*\*\*  
Subdivision:  
Lot:

**4. Additional Notice Information**

Priority: Regular  
Start date time: 09/23/2011 02:15 PM - ET  
Ticket Header: Normal See Remarks

Remarks: The gate to the backyard will be left unlocked for the locators to enter

After you have sent the notice, the following screen will appear:

Create Another TicketBack to Irth InternetPrinter Friendly VersionSend Email

No members are affected by this DigSite.

---

"If you have a pencil handy, I have a ticket number to provide to you. If you need to call us back for any reason, your ticket number will assist us in locating this ticket. Are you ready for your number?"

---

• **YOUR TICKET NUMBER IS 1109212640.**

---

NORMAL NOTICE SEE REMARKS

Ticket : 1109212640 Date: 09/21/2011 Time: 11:48 Oper: WEB.TEST Chan:000

State: IN Cnty: LAGRANGE Twp: SPRINGFIELD  
Cityname: MONGO Inside: N Near: Y  
Subdivision:

Address : 3563  
Street : N 900 E  
Cross 1 : CO RT 200 N Within 1/4 mile: Y  
Location: \*\*\*THIS IS FOR TEST PURPOSES ONLY - PLEASE DISREGARD\*\*\*  
\*\*\*Boring Where = N 900 E  
:  
Grids : 4140D8515D 4140C8515D 4140B8515D 4140C8515C 4140B8515C

Work type : INSTALLING WATER LINE  
Done for : INDIANA 811  
Start date: 09/23/2011 Time: 14:15 Hours notice: 50/50 Priority: NORM  
Ug/Oh/Both: U Blasting: N Boring: Y Railroad: N Emergency: N  
Duration : 3 DAYS Depth: 3-6 FEET

Company : INDIANA 811 Type: CONT  
Co addr : 1433 HOLEY MOLEY WAY  
City : GREENWOOD State: IN Zip: 46143  
Caller : WEB TEST Phone: (317)893-1400  
Contact : HEIDI THOMPSON Phone:  
BestTime:  
Mobile : (317)893-1420

Remarks : All tickets are taken and processed on Eastern Daylight Time  
THE GATE TO THE BACKYARD WILL BE LEFT UNLOCKED FOR THE LOCATORS TO ENTER  
Will you be white-lining the dig site area? YES  
:

Submitted date: 09/21/2011 Time: 11:48

## ***Congratulations!***

When you see the screen with "YOUR TICKET NUMBER IS...." you have successfully completed your ticket and it has been sent to those members with underground facilities near your excavation site.

From here, you can do any of the following:

1. Print your ticket – to print your ticket click on the printer icon on your toolbar.
2. Create Another Ticket – this will copy all the information about the ticket that you just completed onto a new ticket and you will be able to go through and edit the parts of the ticket that you need to change, without having to start over with all blank screens. However you will have to re-map each ticket.
3. Back to Irth Internet – if you are done requesting tickets, click on the “Back to Irth Internet” button and this will take you back to the Irth Internet Options page.
4. Send Email – by entering an email address in this field and then clicking on the “Send Email” button, you will be able to send an email copy of the ticket. You can only enter one email address at a time, but can send it to as many people as you like. Simply enter the address click send email, erase out the address, enter the next email address and click on send email. NOTE: this is a great way to keep records of your tickets without having to print and file as well as a way to keep back up copies.

Member List:

The final item you will see is a list of members notified located at the bottom of the page. At this point members have two full business days to respond to the request to locate. If you need a 2nd Notice, please call 1-800-382-5544 and have your ticket ready for the Damage Prevention Specialists. Be sure to state which members need the 2nd notice.

***NOTE: Indiana 811 does not locate excavation sites. That is the responsibility of members or the locating agencies they hire.***

# NOTICE MANAGER



**Notice Manager** can be used to view and filter notices created by your username. Notices can be filtered and searched by date, ticket number, excavator and status. Notice Manager will open with a list of notices created today, and will be limited to a list of 100 items. Permissions may allow for a ticket to be edited within Notice Manager.

The Notice Manager can be used only to search and review tickets that you have entered under your account. You can also enter "Remark" and "Job Extensions" through the Notice Manager. To enter the Notice Manager click on the construction worker with the barricade in front of him. This will take you to the following:

## Notice Manager Search Option(s)

Ticket ID

---

Excavator  Status

County  Place  Street(Do not include street type)

Create Date From   To

Display Tickets I Created

If you know the ticket number enter it in the box to the right of Ticket ID. Then click on "Get Notice". Now if you scroll down slightly on the page you will see your ticket information is now being displayed as follows:

1 Item(s) found

<< Prev 50 Per Page Next >>

[Printer Friendly List](#)

Most Recent Version 
  Intermediate Version 
  Original Version 
  Single Notice

#	Create Date	Ticket ID	Version	Address	Priority	Options
1	09/21/2011 16:00:18-043	1109212640	00	3563 N 900 E SPRINGFIELD	4	<a href="#">Text</a>   <a href="#">Remark</a>   <a href="#">Extension</a>

If you do not know the ticket number, you will still be able to find the ticket that you need. You can begin searching by choosing a date range that you would like to search; this can be from 1-7 days in length.

Create Date From  To    
 Display Tickets I Created

The more information that you have regarding the ticket the more you can narrow your search results. For example, if you know the county you can enter it and when you click on "Get Notice List" it will pull up any tickets entered for that county during that time frame, and so on. You never have to fill in the Excavator or Status as you cannot search anyone else's tickets, and everything you have would be completed.

Excavator  Status   
 County  Place  Street(Do not include street type)   
 Create Date From  To    
 Display Tickets I Created

4 Item(s) found  
 << Prev 50 Per Page Next >>  
[Printer Friendly List](#)  
 (▲ Most Recent Version) (■ Intermediate Version) (▼ Original Version) (● Single Notice)

#	Create Date	Ticket ID	Version	Address	Priority	Options
1	09/23/2011 11:59:12:537	1109231387	00	3563 N 900 E SPRINGFIELD	4	<a href="#">Text</a> <a href="#">Remark</a> <a href="#">Extension</a>
2	09/22/2011 14:20:03:043	1109222287	00	3563 N 900 E SPRINGFIELD	4	<a href="#">Text</a> <a href="#">Remark</a> <a href="#">Extension</a>
3	09/22/2011 13:36:22:730	1109222045	00	3563 N 900 E SPRINGFIELD	4	<a href="#">Text</a>
4	09/21/2011 16:00:18:043	1109212640	00	3563 N 900 E SPRINGFIELD	4	<a href="#">Text</a>

From the listing you will be able to select the correct ticket and under your Options you can view and print the ticket which does includes a copy of the map. You can also choose to do either a "Remark" or a "Job Extension". Once a ticket has expired you will only be able to view and print the "Text". If you need the area marked again after the expiration date you would need to simply re-enter it as a new ticket.

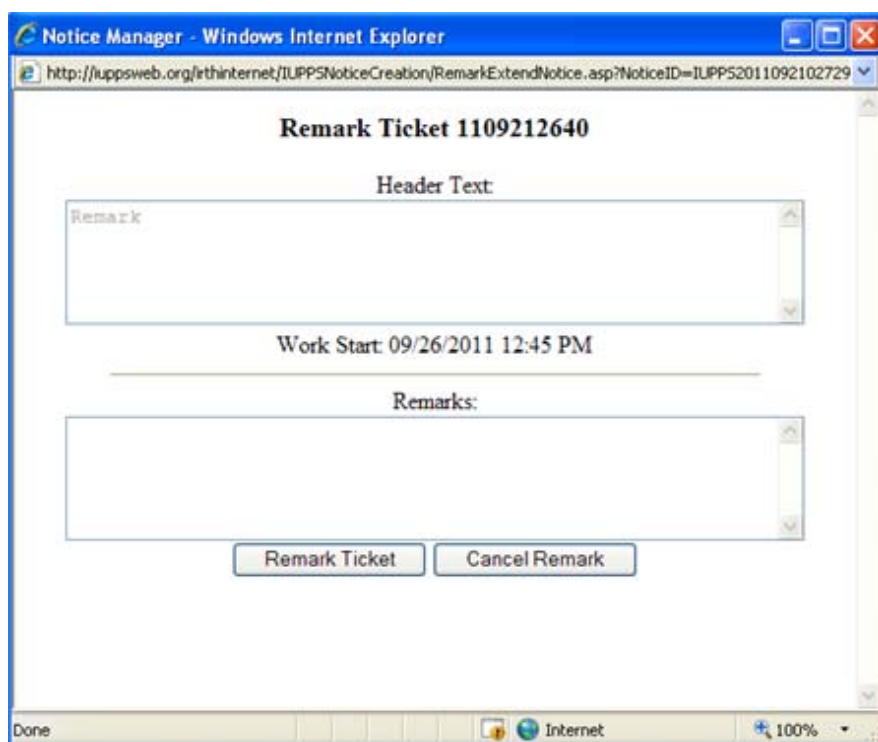
**Remark:**

This is used when the original markings have been destroyed by excavation, weather, mowing crews, etc... This is NOT used to notify us if a utility has never responded to mark the dig site; that would be a "Second Notice" and would need to be called into the call center. A "Remark" means that all the utilities have responded to mark the dig site but for some reason the markings have been destroyed and you need the utilities to actually come back and remark the dig site. As with the original request, 2 full working days will be required for the utilities to come back and remark the site. This is a new ticket; you will receive a new ticket number, new start date and new expiration date.

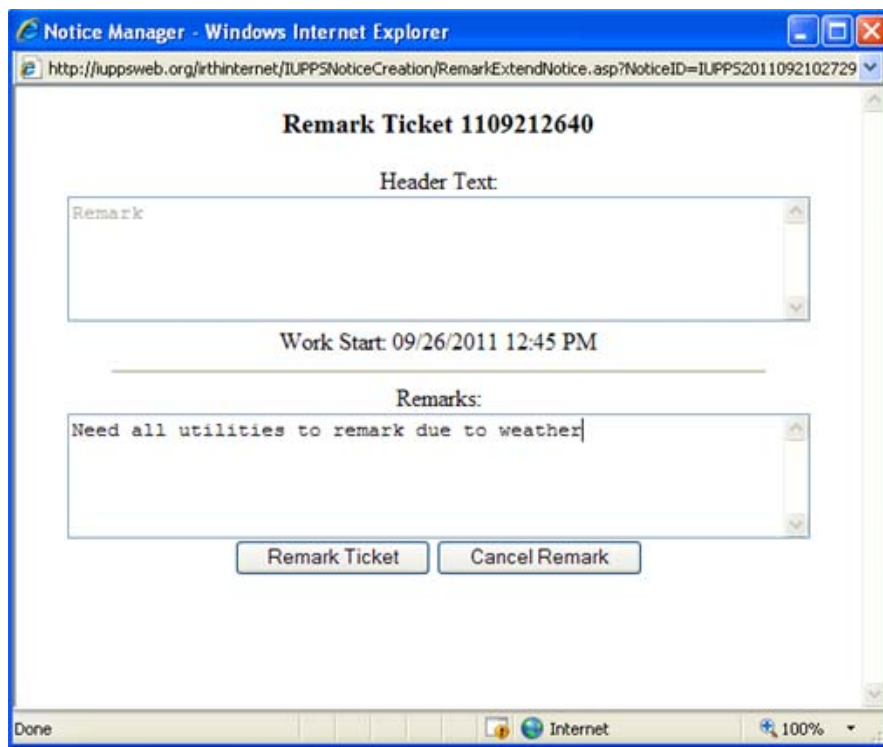
To enter a "Remark", under the Options on the ticket listed click on "Remark".



Now the following window will appear on your screen:



Your cursor will be flashing in the Remarks field. Now you need to enter who you want to respond and the reason why. You cannot add or change any information on the ticket; this is a request for them to remark the exact same area again. If there are any additions or changes to the information, it would not be a "Remark", you would need to re-enter it as a "New" ticket.



The screenshot shows a web browser window with the following content:

- Browser title: Notice Manager - Windows Internet Explorer
- Address bar: http://iuppsweb.org/irthinernet/IUPPSNoticeCreation/RemarkExtendNotice.asp?NoticeID=IUPPS2011092102729
- Page title: Remark Ticket 1109212640
- Header Text: Remark
- Work Start: 09/26/2011 12:45 PM
- Remarks: Need all utilities to remark due to weather
- Buttons: Remark Ticket, Cancel Remark

Once you have the information entered in the Remarks field as shown above, click on the "Remark Ticket" button and a new ticket will appear on your screen.

```
WorkStart Time 09/26/2011 01:45 PM
Expiration Time 10/12/2011
Restake Time 10/07/2011.

NORMAL NOTICE REMARK

Ticket : 1109222045 Date: 09/22/2011 Time: 12:27 Oper: WEB.TEST Chan:000
Old Tkt: 1109212640 Date: 09/21/2011 Time: 11:48 Oper: WEB.TEST Rev: 00A

State: IN Cnty: LAGRANGE Twp: SPRINGFIELD
Cityname: MONGO Inside: N Near: Y
Subdivision:

Address : 3563
Street : N 900 E
Cross 1 : CO RT 200 N Within 1/4 mile: Y
Location: ***THIS IS FOR TEST PURPOSES ONLY - PLEASE DISREGARD***
***Boring Where = N 900 E
:
Grids : 4140D8515D 4140C8515D 4140B8515D 4140C8515C 4140B8515C

Work type : INSTALLING WATER LINE
Done for : INDIANA 811
Start date: 09/26/2011 Time: 13:45 Hours notice: 97/49 Priority: NORM
Ug/Oh/Both: U Blasting: N Boring: Y Railroad: N Emergency: N
Duration : 3 DAYS Depth: 3-6 FEET

Company : INDIANA 811 Type: CONT
Co addr : 1433 MOLEY MOLEY WAY
```

This is a new ticket and the new ticket number is listed along with the old ticket number attached to it. The new start date and time, expiration date and restake time are all listed at the top of the page.

```
WorkStart Time 09/26/2011 01:45 PM
Expiration Time 10/12/2011
Restake Time 10/07/2011.
```

NORMAL NOTICE REMARK

```
Ticket : 1109222045 Date: 09/22/2011 Time: 12:27 Oper: WEB.TEST Chan:000
Old Tkt: 1109212640 Date: 09/21/2011 Time: 11:48 Oper: WEB.TEST Rev: 00A
```

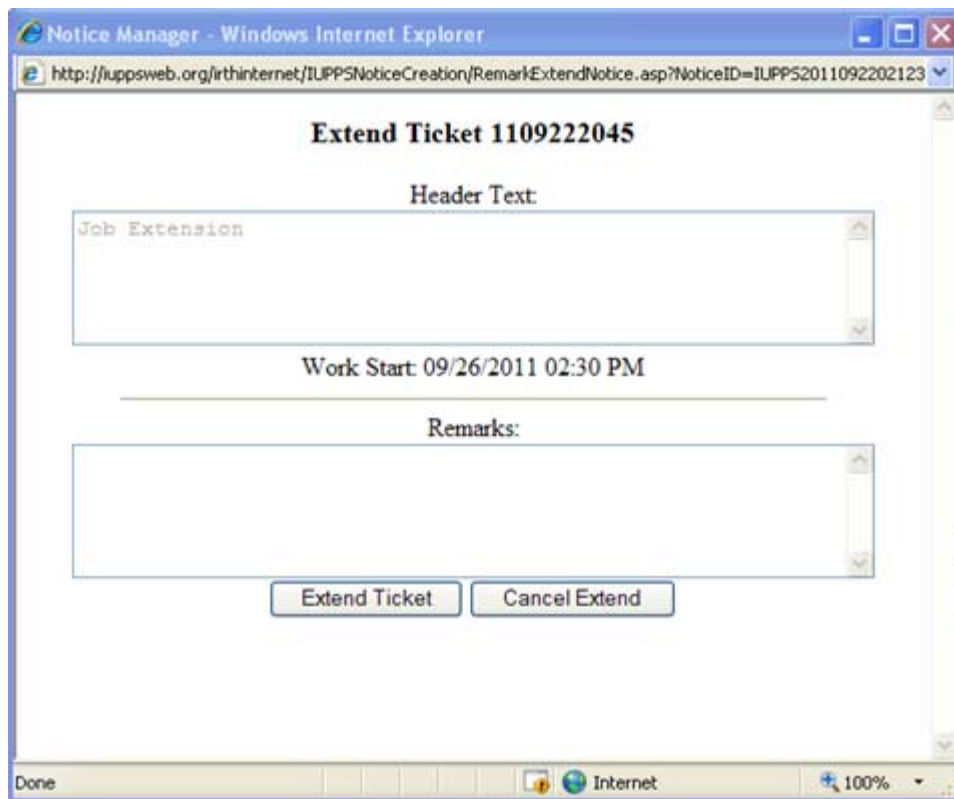
This page does not have a printer icon for you to click on to print the ticket, however, if you right click a pop up will come open, and you can select "print" from the list. Once you have printed the ticket, you can close the window and you will return to the Notice Manager main page.

## Job Extension:

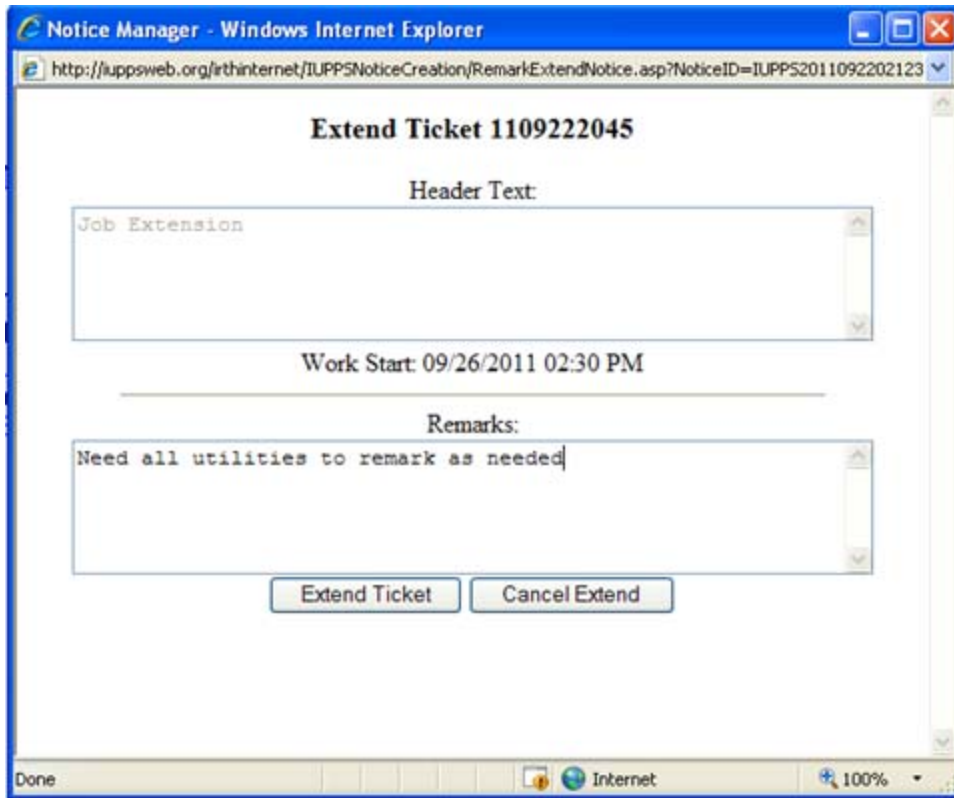
A Job Extension is used when your original ticket is about to expire but your work is not completed. This also must be entered at least 2 full working days before the original ticket expires. Under the options available for the ticket, you would now select "Extension".



Now the following window will appear on your screen:

A screenshot of a web browser window titled 'Notice Manager - Windows Internet Explorer'. The address bar shows the URL 'http://iuppsweb.org/irthininternet/IUPPSNoticeCreation/RemarkExtendNotice.asp?NoticeID=IUPPS20110922202123'. The main content area displays the title 'Extend Ticket 1109222045'. Below the title is a 'Header Text' field containing the text 'Job Extension'. Underneath is a 'Work Start' field showing '09/26/2011 02:30 PM'. Below that is a 'Remarks' field, which is currently empty. At the bottom of the form are two buttons: 'Extend Ticket' and 'Cancel Extend'. The browser's status bar at the bottom shows 'Done', 'Internet', and '100%'.

Your cursor will be flashing in the Remarks field, now you would enter the following statement: Need all utilities to remark as needed. You cannot add or change any information on the ticket. If there are any additions or changes to the information, it would not be a "Job Extension", you would need to re-enter it as a new ticket.



Once you have the information entered in the Remarks field as shown above, click on the "Extend Ticket" button, it will go to a state of working for a moment, and then a new ticket will appear on your screen.

WorkStart Time 09/26/2011 02:30 PM  
Expiration Time 10/12/2011  
Restake Time 10/07/2011.

---

NORMAL NOTICE JOB EXTENSION

Ticket : 1109222287 Date: 09/22/2011 Time: 14:14 Oper: WEB.TEST Chan:000  
Old Tkt: 1109222045 Date: 09/22/2011 Time: 12:27 Oper: WEB.TEST Rev: 00A

State: IN Cnty: LAGRANGE Twp: SPRINGFIELD  
Cityname: MONGO Inside: N Near: Y  
Subdivision:

Address : 3563  
Street : N 900 E  
Cross 1 : CO RT 200 N Within 1/4 mile: Y  
Location: \*\*\*THIS IS FOR TEST PURPOSES ONLY - PLEASE DISREGARD\*\*\*  
\*\*\*Boring Where = N 900 E

:  
Grids : 4140D8515D 4140C8515D 4140B8515D 4140C8515C 4140B8515C

Work type : INSTALLING WATER LINE  
Done for : INDIANA 811  
Start date: 09/26/2011 Time: 14:30 Hours notice: 96/48 Priority: NORM  
Ug/Oh/Both: U Blasting: N Boring: Y Railroad: N Emergency: N  
Duration : 3 DAYS Depth: 3-6 FEET

This is a new ticket and the new ticket number is listed along with the old ticket number attached to it. The new start date and time, expiration date and restake time are all listed at the top of the page.

WorkStart Time 09/26/2011 02:30 PM

Expiration Time 10/12/2011

Restake Time 10/07/2011.

---

NORMAL NOTICE JOB EXTENSION

Ticket : 1109222287 Date: 09/22/2011 Time: 14:14 Oper: WEB.TEST Chan:000

Old Tkt: 1109222045 Date: 09/22/2011 Time: 12:27 Oper: WEB.TEST Rev: 00A

This page does not have a printer icon, however, if you right click a pop up will open, and you can select "print" from the list of options. Once you have printed the ticket, you can close the window and you will return to the Notice Manager main page.