

IUPPS

IRTH WEB TICKET ENTRY PROGRAM

Indiana Underground Plant Protection Service

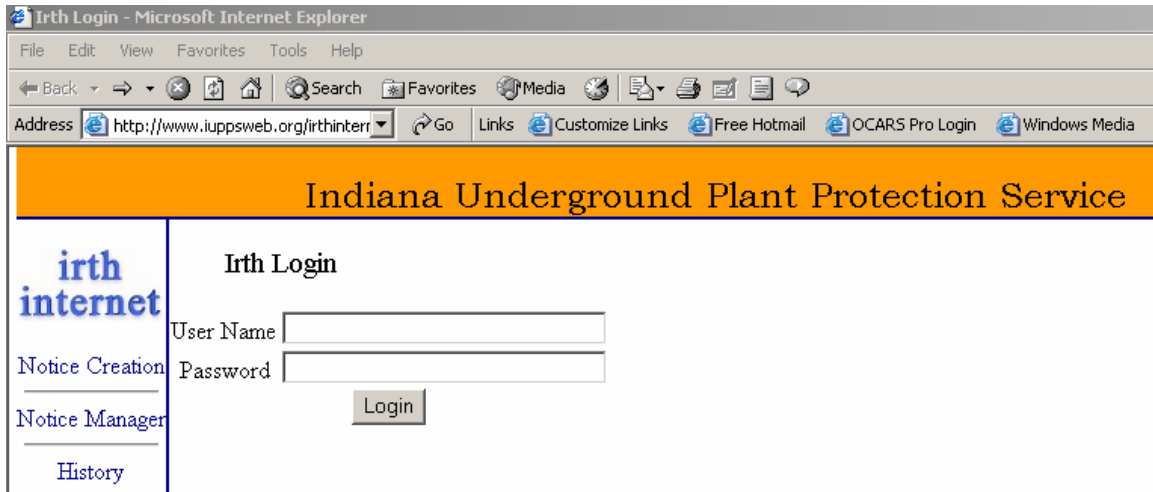
[irth](#)
[internet](#)

LOGGING INTO IUPPS WEB TICKET ENTRY

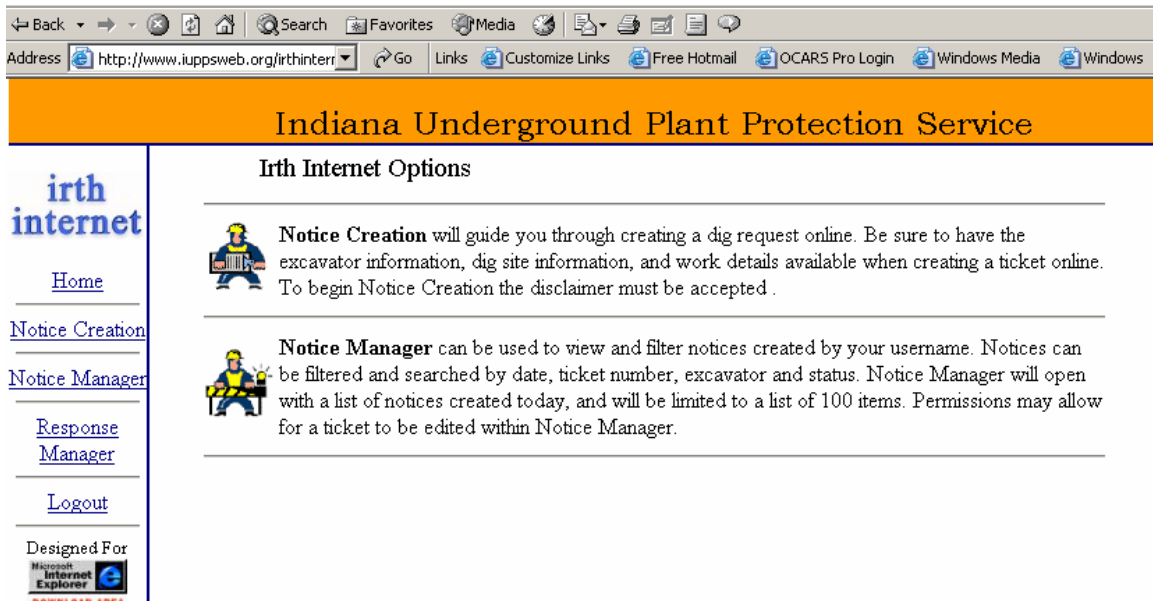
STEP 1 OF 6

Enter you login information.

- A: Type your user name
- B: Enter your password
- C: Click on the login button



This will take you the Irth internet options for excavators.



Excavators have two options when using ITE:



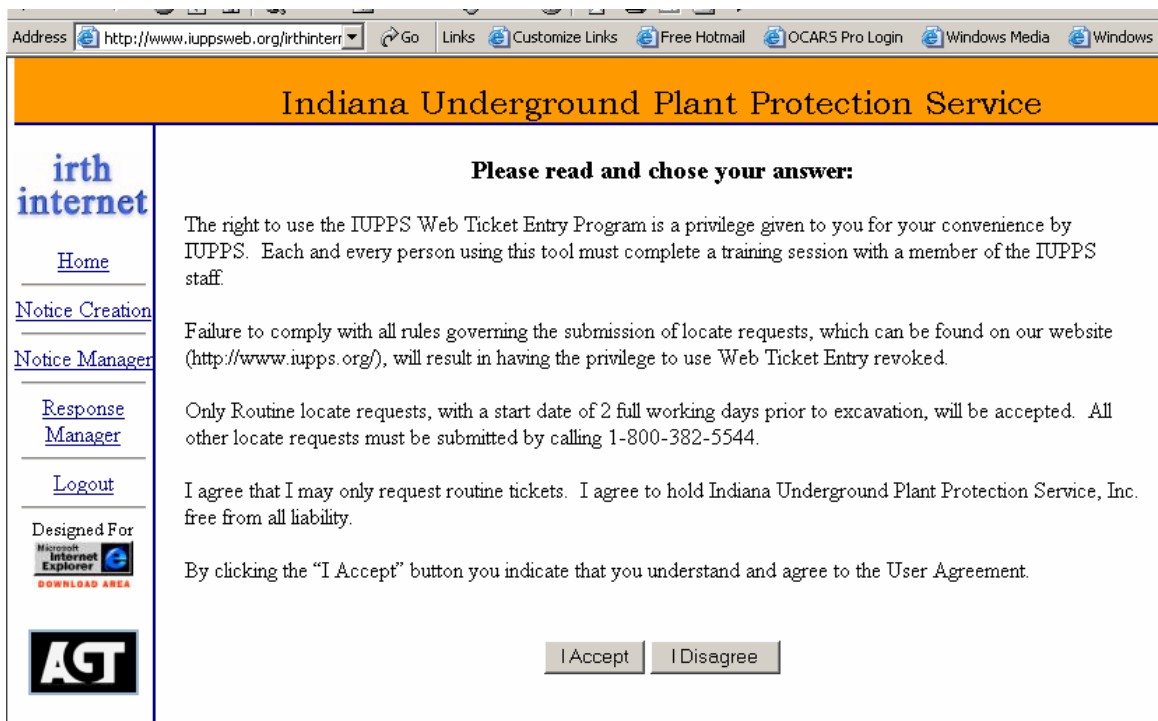
Notice Creation
(creating a ticket) and



Notice Manager
(to view a previous ticket in history).

To begin creating an excavation ticket, click on the Notice Creation icon.

Disclaimer Screen – Please read the disclaimer, and click on continue with Notice Creation. If you click on you will be unable to continue creating a ticket.



Clicking will complete Step 1.

NOTICE CREATION

STEP 2 OF 6

Web users are allowed to enter Normal Notices (2 full working days). To create all other types of tickets (e.g. damage emergencies, emergencies, short notices, 2nd notices, joint meets, etc.), you must contact IUPPS at 1-800-382-5544.

To start a ticket click on the button, and then click on the

Please choose the Type of Notice:

Based on your login information, your phone number, company name, your name, type, and address are automatically entered on your ticket.

Note: Changes to these fields cannot be made without a written request to IUPPS.)

All fields with a red asterisk (*) are required fields.

Notice Creation Step 2 (of 6): Excavator Info

Phone	<input type="text" value="(317)893-1400"/>	Ext	<input type="text"/>	Company ID	<input type="text" value="16202"/>
Alt. Phone	<input type="text"/>	Fax	<input type="text"/>		
Excavator	<input type="text" value="IUPPS"/>				
Name	<input style="background-color: #FFDADA;" type="text" value="ANN OWENS"/>				
Type	<input type="text" value="CONTRACTOR"/>				
Address 1	<input style="background-color: #FFDADA;" type="text" value="1040 SIERRA DRIVE"/>				
Address 2	<input type="text"/>				
City	<input style="background-color: #FFDADA;" type="text" value="GREENWOOD"/>	State	<input type="text" value="IN"/>	Zip	<input style="background-color: #FFDADA;" type="text" value="46143"/>
Work Done For:	<input style="background-color: #FFDADA;" type="text" value="ANN"/>	<input type="text" value="ANN"/>			
Site Contact:	<input style="background-color: #FFDADA;" type="text" value="ANN"/>	<input type="text" value="ANN"/>	Mobile:	<input type="text"/>	

* required item

Since the “Work Done For”, “Site Contact” and “Mobile” fields normally change from job site to job site, they are left open by the system. Please note these fields populate with information you entered on your last ticket, but can be changed.

When all information is entered correctly, click .

SITE INFORMATION

STEP 3 OF 6

Step 3 of 6 is related to dig/job site information.

Hint:

- To move forward through the boxes, use your TAB key.
- To move backwards through the boxes, hold down the SHIFT key while using your TAB key, or, use your mouse and click on a box to position your cursor there.).

There are two types of digsite types to choose from:

- **Street/Address** - When excavation is done at a specific address, resident or street, make sure the drop box is clicked “Street/Address
- **Intersection** - When excavation is at or between one of the four corners of an intersection

We’ll begin with Street/Address.

STREET/ADDRESS

To identify your excavation site, you need to complete the information below. Definitions for each area appear below and on the following page.

County is the name of the County where excavation will occur.

Township is the name of the Township where excavation will occur.

State:	*County:	*Township:
IN	Johnson	Pleasant

Subdivision is an area of land that is divided up into building lots.

Lot number is the number given to the property to define the area.

Note: If the dig site is not in a subdivision, then you can leave the “Subdivision” and “Lot Number” blank.

Subdivision	Lot #

Address:	Dir Prefix:	*Street:	Type:	Dir Suffix:
421	N	EMERSON	AVE	(all)

The program accepts the following examples when the street name is an interstate, county road, state road or United States highway (The underscore ”_” represents a space):

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.

The fourth field is **Type** – 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	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 or number 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, leave the field “blank”.

These 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.

Address: The street/address number of where the work is being done (e.g. 555, 1415, etc.)

- If there is no numbered address, leave this area blank
- Lot numbers are not considered addresses and should not be entered here. Entering lot numbers in these boxes could cause grids to be selected in areas other than the actual dig site.

Dir Prefix: A direction associated with the address (e.g. N, S, E, W, NW, SW, NE, SE).

- If there is no Directional Prefix for the street, leave the field “blank”.
- Do not use periods in this box.

Street: The core name of street where the excavation will take place (e.g. Michigan, Madison, Main, etc.)

- Do not use periods in this box.

The program accepts the following examples when the street name is an interstate, county road, state road or United States highway (the underscore “_” represents a space):

- Example: Interstate, using “I” _ applicable #, as I4.
- Example: County Road using Co _ Rd _ applicable #, as Co Rd 60.
- Example: State Road using SR _ applicable #, as SR 5.
- Example: United State Highway using US _ applicable #, as US 1792.

Type: Further identifies your street name. Do not use any period in this box.

- The acceptable abbreviations for street type are:

Boulevard.....Blvd	Point.....Pt
Circle.....Cir	Road.....Rd
Court.....Ct	Route.....Rte
Drive.....Dr	Street.....St
Lane.....Ln	Terrace.....Ter
Parkway.....Pky or Pky	Trail.....Trl
Place.....Pl	Right of Way.....R/O/W

Dir Suffix: The Directional Suffix box asks for the directional designations N, S, E, W, NW, SW, NE, SE that follow the core street name and street type. Do not use periods in this box.

- If there is no Dir Suffix, leave “blank” in the box. (i.e. Enter “S” if you are working at Main St. S).

Near Street/Cross Street

This will help you determine whether the system selected the correct area on the map.

Note: Dir Prefix, Near Street Name, Type and Dir Suffix are the same as above.

Near Street			
Dir Prefix:	Near Street:	Type:	Dir Suffix:
(all) ▼	COUNTY LINE	RD	(all) ▼

Within ¼ mile Select Yes or No as to whether or not the nearest crossing street is within 1/4 Mile from the dig site.

City Name is the name of the city the dig site is in or nearest to.

Within City: If the dig site is within city limits check “Yes”. If the dig site is outside the city limits, check “No”.

*City:	*Within City:
<input type="text"/>	No ▼

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

- You may select one of the choices from the drop down box if one accurately describes your work site.
- You may manually enter the description of your excavation. Examples of adequate descriptions for the “Locate Where” large box include the following:
 - Locate the N side of the property at 11 Plantation Rd.
 - Locate the entire intersection of Plantation Rd and US 1792 going 150ft in each direction.
 - Locate both sides of Plantation Rd starting at US 1792 going E to the intersection of Buena Vista Dr.
 - At a point approximately 1700 ft N of Plantation Rd, locate both sides and shoulders, easements and R/O/W of US 1792 continuing N for 500 ft.

*Locate Where:	<input type="text"/>
<input type="text"/>	

Now you are ready to conduct a search to see if the system recognizes your street information.

Click Search at the bottom of the screen.

*Locate Where:

THIS IS FOR TEST PURPOSES ONLY - PLEASE DISREGARD

Search Previous Continue Cancel

After clicking Search, one of the following results will happen:

First Result

The system recognizes all of the street information entered and returns from search without trouble indicators (red boxes around specific fields). If there are no issues, then click on

Second Result

The system does not recognize all of the street information entered. When this happens the system returns from the search with a red box drawn around one or more of the entries. This indicates that something does not match the data recorded for that area.

Address: Dir Prefix: *Street: Type: Dir Suffix:

1040 (all) sierra dr (all)

When this happens, follow the steps below:

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

% Match	State	County	Place	Range	Street	Select
70	IN	JOHNSON	PLEASANT	400- 499	SIERRA CIR	<input type="button" value="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 to validate the entry.
3. Click on the Use Street button next to the entry that best applies to where you are digging.
4. Click on the Search button to input change.
5. If the system recognizes and accepts the corrected entry, it will then move to the next area highlighted in red (if there are any). If so, repeat steps one through four.
6. 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.

In the example above, the street choices do not match the address. In this case, check the box next to “Continue even if my information does not match database or check this box to use streets that are not a 100% match.

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

* required items

7. Click on the button and take steps to manually search and find the correct dig site.

If the system does not recognize your address line and continues to outline your address information with a red box or the selections do not match your address, you can follow the next four steps.

8. Place your cursor over the box that says, “Continue even if my information does not match the database” and click on it to place a check mark in the box. Then click on

SITE INFO MAP

STEP 4 of 6

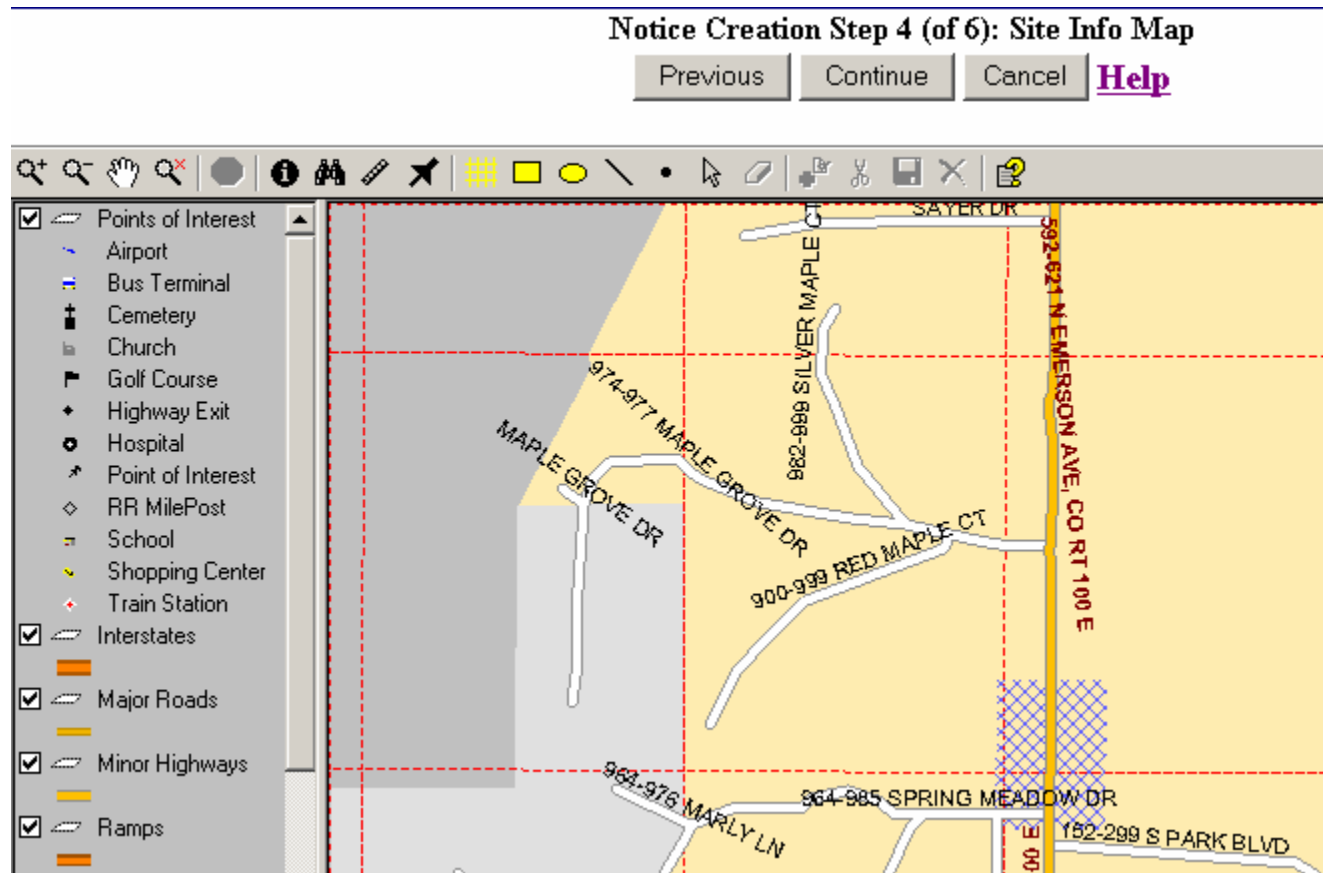
First Result

If you received the “first result”, you should be at the map, with your dig site displayed. The area gridded in a light blue crisscross pattern shows the computer’s selection of your excavation site.

If you received the “second result”, then review the following steps:

1. This will bring you to the map. If the system did not recognize your address, or the cross street, you may see that the entire township has been selected by the system.
2. Do not send your ticket with the entire township gridded. There are several mapping tools available to help you search and pinpoint your excavation site.
3. If you are not sure if the address is correct, or that the ticket has been correctly gridded, look at the map. If you change the offset and footprint, IRTH changes the grid site. You can customize how your map looks by selecting and deselecting items on the left-hand side of the map.

Note: Please see Working With The Map instructions to learn how to use the mapping tools:



At this point you can use the mapping tools to redraw your area.

If this is accurate, simply click on the button.

Notice Creation Step 4 (of 6): Site Info Map

[Help](#)



MANDATORY QUESTIONS

Step 5 of 6

The start date lets you know when all lines should be marked by. For example, this ticket was entered on Thursday, April 3. The legal start date, which allows for 2 full working days would be 4/8/2003 at 7:00 am.

Notice Creation Step 5 (of 6): Mandatory Questions

*Start Date:	04/08/2003	7	:	00	AM
Due Date:	2003/04/08 07:00:00				Ticket Status: Complete

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? *

Will there be any boring?

- If you will be boring, select Yes.
- If you will not be boring, select No.

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

If you answered Yes to the above question, then you must answer this question. 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, (e.g. boring under driveway, boring under street, boring under sidewalk, etc.).

Will there be any boring? *

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

How long will it take to complete the job?

Enter the amount of time needed to complete the work. e.g. 2 days, 2 weeks, 1 month, etc.

How long will it take to complete the job? *

How deep is the contractor digging?

The approximate depth to which you will be excavating. (i.e. 2 ft, 15 in, 20 ft, etc.)

How deep is the contractor digging?

What type of work will the contractor be doing?

Specific reason for the excavation (i.e. installation of a sewer line, installing fence, etc.).

What type of work will the contractor be doing? *

Ticket Header information:

Ticket header information appears at the top of your complete ticket. Use this area to draw the locator’s attention to anything that is important regarding your excavation site. Please keep you comments as brief as possible to avoid errors upon receipt in some systems.

Ticket Header Information:

Remarks:

If you have additional information about your excavation site, enter that information here. Examples of remarks information include driving directions, access restrictions at the excavation site (i.e. locked gates, guard dog on property), and safety precautions.

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

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

* required item

After completing step 5 of 6, click on

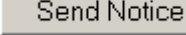
NOTICE CREATION CONFIRMATION

STEP 6 of 6

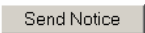
At this point you can review your ticket and make necessary changes.


Notice Creation Confirmation, this screen is the last opportunity to change any of your excavation site request information.

1. **Making Changes:** If you wish to change any information, click on the **Edit** button next to the appropriate category below. After making changes, you will need to click continue on each following screen until you reach this confirmation screen.
2. **Submitting Ticket:** If everything is accurate, you are ready to send the ticket. Click on **Send Notice**.
3. **Canceling Ticket:** To cancel your ticket, click on **Cancel**.

If the ticket is complete and accurate, then click on 

Notice Creation Confirmation





Agent: ann.owens	Taken DateTime: 4/3/2003 08:21 PM - ET
Type: Normal Notice	Expires date time: 04/23/2003 05:00 PM - ET
Notice Status: Complete	Due by: 04/08/2003 07:00 AM - ET
Notify by: Address	

[Edit](#) **1. Excavator Information**

Type: Contractor	Work Done For: ANN
Company Name: IUPPS	Field Contact: ANN
Caller Name: ANN OWENS	Mobile:
Address: 1040 SIERRA DRIVE GREENWOOD, IN 46143	
Phone: (317)893-1400	
Alt Phone:	
Fax:	

[Edit](#) **2. Mandatory Questions**

Will there be any explosives or blasting?	No
Will there be any boring?	No

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

Create Another Ticket Back to Irtth Internet Printer Friendly Version Send Email

[Enter Disclaimer Text Here!](#)

- YOUR TICKET NUMBER IS 0304030009.

NORMAL NOTICE

Ticket : 0304030009 Date: 00/ 0/4/3/ Time: :2: P Oper: ANN.OWENS Chan:000

State: IN Cnty: JOHNSON Twp: PLEASANT
Cityname: UNDEFINED Inside: N Near: Y
Subdivision:

Address : 421
Street : N EMERSON AVE
Cross 1 : COUNTY LINE RD Within 1/4 mile: N
Location: ***THIS IS FOR TEST PURPOSES ONLY - PLEASE DISREGARD***
:
Grids : 3937D8604A 3937C8604A 3937D8605D 3937C8605D

Work type : INSTALLING FENCE
Done for :
Start date: 04/08/2003 Time: 07:00 Hours notice: 291612/48 Priority: NORM
Ug/Oh/Both: U Blasting: N Boring: N Railroad: N Emergency: N

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 you ticket** – to print your ticket, click on the printer icon on your toolbar.
2. **Create Another ticket** – this allows you to begin creating another ticket without having to login and enter your contact information. All previous dig site information is cleared out of this ticket.
3. **Return to main IRTH Internet menu** – if you are done requesting tickets, click **Back to IRTH Internet**.
4. **Email a copy of the ticket** – receive ticket confirmations by email by entering an email address in the blank box next to **Send Email**. NOTE: this is a great way to keep records of your tickets, without having to print and file.

Member List

The final item you will see is a list of members notified. At this point, members have two full business days to respond to the request to locate (ticket). If you need a second notice sent, 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: IUPPS 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 in history under user ID number. Notice Manager will open with a list of notices created today and will be limited to a list of 100 items.

You can use Notice Manager to search for tickets – even when you don't know the ticket number. Only those tickets that are less than 90 days old can be searched for using ITE.

1. If you do not know the ticket number, you will need to search for the ticket using the parameters: Excavator, Work Type, Status, County, Place, Street and Create Date from and to boxes. It is not a requirement to complete all information that appears on the screen, however, it is important to enter as much as you can to ensure an accurate search. Then click on Get Notice.

NOTE: You can search up to a seven-day period using the Create Date **From** and **To** fields. (i.e. From 4/19/02 to 04/26/02.)

2. If you know the ticket number, enter it in the box to the right of Ticket ID. Then click on Get Notice.
3. After clicking Get Notice, a screen with your ticket information will be displayed at the bottom. It is possible that several tickets will be pulled due to the search parameters. Determine which ticket is the correct ticket.
4. Now at this time you can only REVIEW the ticket.

Search Criteria

Notice Manager Search Option(s)

Excavator <input type="text"/>	Work Type <input type="text"/>	Status <input type="text" value=""/>
County <input type="text"/>	Place <input type="text"/>	Street <input type="text"/>
Create Date From <input type="text" value="04"/> / <input type="text" value="07"/> /2003 To <input type="text" value="04"/> / <input type="text" value="07"/> /2003 <input type="button" value="Get Notice List"/>		
<input checked="" type="checkbox"/> Display All Tickets for my Company. (If not checked, only display tickets I created online.)		

- Excavator – Name of your company.
- Work Type – Type of work being done (e.g. installing fence, etc.).
- Status – Complete, Void, Suspend
- County – Name of specific county.
- Place - Name of a specific township.
- Street – Name of a specific street.

See example below:

Notice Manager Search Option(s)

Excavator <input type="text"/>	Work Type <input type="text"/>	Status <input type="text" value="Complete"/>
County <input type="text" value="hancock"/>	Place <input type="text" value="center"/>	Street <input type="text" value="pratt"/>
Create Date From <input type="text" value="04"/> / <input type="text" value="07"/> /2003 To <input type="text" value="04"/> / <input type="text" value="07"/> /2003 <input type="button" value="Get Notice List"/>		
<input checked="" type="checkbox"/> Display All Tickets for my Company. (If not checked, only display tickets I created online.)		

2 item(s) found.

(▲ Most Recent Version) (■ Intermediate Version) (▼ Original Version) (● Single Notice)

#	Create Date	Ticket ID	Version	Address	Priority	Options
1	04/07/2003 14:07:59:840	0304070016	00	329 PRATT CENTER	4	Text Remark Extension
2	04/07/2003 13:52:55:077	0304070012	00	329 PRATT CENTER	4	Text Remark Extension

Legend

(● Single Notice)

The red dot indicates that this is the only version available on a previously submitted ticket.

(▲ Most Recent Version)

(■ Intermediate Version)

(▼ Original Version)

If a ticket is revised for any reason, then a red triangle will appear next to the ticket number. The original version of the ticket will have blue/upside down triangle next to it. If there were other revisions between the **Original Version**, and the **Most Recent Version**, they will appear as **Intermediate Versions**.

(▲ Most Recent Version) (■ Intermediate Version) (▼ Original Version) (● Single Notice)

#	Create Date	Ticket ID	Version	Address	Priority	Options
1 ▲ Related Notices	04/07/2003 17:38:39:980	0304070048	04	GRANT OTTER CREEK	4	Text Remark Extension
2 ■ Related Notices	04/07/2003 17:38:24:263	0304070048	03	GRANT OTTER CREEK	4	Text
3 ●	04/07/2003 17:37:55:403	0304070051	00	I 465 S PIKE	4	Text
4 ■ Related Notices	04/07/2003 17:20:14:967	0304070048	02	GRANT OTTER CREEK	4	Text
5 ■ Related Notices	04/07/2003 17:19:12:170	0304070048	01	GRANT OTTER CREEK	4	Text
6 ▼ Related Notices	04/07/2003 17:16:31:543	0304070048	00	GRANT OTTER CREEK	4	Text

Notice Manager

Notice Manager Search Option(s)

Excavator <input type="text"/>	Work Type <input type="text"/>	Status <input type="text"/>
County <input type="text"/>	Place <input type="text"/>	Street <input type="text"/>
Create Date From <input type="text" value="04"/> / <input type="text" value="07"/> / <input type="text" value="2003"/>		To <input type="text" value="04"/> / <input type="text" value="07"/> / <input type="text" value="2003"/> <input type="button" value="Get Notice List"/>
<input checked="" type="checkbox"/> Display All Tickets for my Company. (If not checked, only display tickets I created online.)		

4 item(s) found.

(▲ Most Recent Version) (■ Intermediate Version) (▼ Original Version) (● Single Notice)

#	Create Date	Ticket ID	Version	Address	Priority	Options
1 ●	04/07/2003 13:52:55:077	0304070012	00	329 PRATT CENTER	4	Text Remark Extension
2 ●	04/07/2003 13:51:56:513	0304070011	00	301 N HIGH JACKSON	4	Text Remark Extension
3 ●	04/07/2003 13:46:22:577	0304070010	00	MAIN ADAMS	4	Text Remark Extension
4 ▲ Related Notices	04/07/2003 13:37:10:293	0304050012	01	1040 sierra PLEASANT	4	Text Remark Extension

REMARK

When you need to have the utilities “return” to a digsite to “Remark” a site that was previous marked, you would utilize the [Remark](#) option. This would be used if the original markings have been destroyed by excavation or bad weather or in conjunction with a Job Extension.

As with the original request, 2 full workings days will be required for the utilities to come back and remark the site.

The original ticket is not canceled, however, a new ticket will be created. This ticket will reflect new start times, and allow for the 2 full workings days.

Note:

A ticket expires after 20 calendar days (not working days) from the original date it was called in. For example, a ticket is called in on 3/01/03, it will expire 20 days later on 3/21/03. A Remark can be called in at any time prior to the ticket expiring, and up to two full working days before it expires. Using the example above that shows a ticket expiring on 3/21/03, you could not ask for a Remark on this ticket on 3/22/03. The system will not let you do a Remark on an expired ticket, you will have to create a new ticket.

Creating a Remark Ticket:

1. Click on [Remark](#) and the following screen will appear.
2. The header is automatically populated with Remark, and cannot be changed.
3. In the Comments field type in pertinent information regarding the request, and refer to the *previous ticket number*. The following are some examples:

Per John : Needs all utilities to return and remark due to weather. Previous ticket number 0304070012.

Needs only SBC to return and remark due to excavation. Previous ticket number 0304070012.

4. After you have typed in your comments, click on the Remark Ticket button. If you want to cancel the remark, then click on the Cancel Remark button.

Remark Ticket 0304070030

Header Text:

Remark

Work Start: [04] / [09] / [2003]

Comments:

Needs all utilities to return and remark due to weather.
Previous ticket number 0304070012.

A copy of the text version of the revised ticket will be displayed.

WorkStart Time 04/09/2003 02:00 PM
Expiration Time 04/27/2003 05:00 PM
Restake Time 04/03/2003 05:00 PM.

NORMAL NOTICE REMARK

Ticket : 0304070016 Date: 04/07/2003 Time: 14:36 Oper: CONNIE.GEIGER Chan:000
Old Tkt: 0304070016 Taken: 04/07/2003 Time: 14:36 Oper: connie.geiger Rev: 01A

State: IN Cnty: HANCOCK Twp: CENTER
Cityname: GREENFIELD Inside: N Near: Y
Subdivision:

Address : 329
Street : PRATT ST
Cross 1 : LINCOLN ST Within 1/4 mile: N
Location: *****THIS IS FOR TEST PURPOSES ONLY - PLEASE DISREGARD*****
:
Grids : 3947D8545B 3947C8545B 3947D8545A 3947C8545A

Work type : INSTALLING FENCE
Done for :
Start date: 04/09/2003 Time: 14:00 Hours notice: 47/47 Priority: NORM
Ug/Oh/Both: U Blasting: N Boring: N Railroad: N Emergency: N
Duration : TEST Depth: TEST

Company : IUPPS Type: CONT
Co addr : 1040 SIERRA DRIVE
City : GREENWOOD State: IN Zip: 46140
Caller : CONNIE Phone: (317)893-1400
BestTime:
Fax : (333)333-3333
Email : UNDEFINED

Remarks : PLEASE HAVE ALL UTILITIES

Job Extension

Tickets expire after 20 calendar days (not working days) from the original date it was called in. For example, a ticket is called in on 3/01/03, it will expire 20 days later on 3/21/03. A Job Extension should be called in at least two full working days prior to the ticket expiring. Using the example above that shows a ticket expiring on 3/21/03, you could not extend the ticket on 3/22/03. The system will not let you do a Job Extension on an expired ticket, you will have to create a new ticket.

As with any Normal ticket, the utilities need two full working days to locate the facilities.

Creating a Job Extension

1. Click on [Extension](#) and the following screen will appear.

Extend Ticket 0304070048

Header Text:

Job Extension

Work Start: 04 / 09 / 2003

Comments:

2. The start date indicates that the work cannot start until a certain date to allow for the two full working days.
3. The header is automatically populated with Job Extension, and cannot be changed.
4. In the Comments field, type in pertinent information regarding the request, and refer to the ***previous ticket number***. The following are some examples:
5. Per John : Needs all utilities to return and remark dig site. Previous ticket number 0304070012.
6. Needs only SBC to return and remark dig site. Previous ticket number 0304070012.
7. After you have typed in your comments, click on the Extend Ticket button. If you want to cancel the job extension, then click on the Cancel Extend button.
8. A text version of the new ticket will be displayed.

WorkStart Time 04/09/2003 05:15 PM
Expiration Time 04/27/2003 05:00 PM
Restake Time 04/03/2003 05:00 PM

NORMAL NOTICE JOB EXTENSION

Ticket : 0304070048 Date: 04/07/2003 Time: 18:37 Oper: CONNIE.GEIGER Chan:000
Old Tkt: 0304070048 Taken: 04/07/2003 Time: 18:33 Oper: connie.geiger Rev: 05A

State: IN Cnty: VIGO Twp: OTTER CREEK
Cityname: ROSEDALE Inside: N Near: Y
Subdivision:

Address :
Street : GRANT AVE