1-800-292-8989 www.iowaonecall.com

IOWA ONE CALL 811 SM

DESIGN REQUEST SYSTEM

MANUAL

ONE CALL CONCEPTS
WHEN SAFETY IS ON THE LINE

UPDATED **JAN 2017**

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WELCOME, USER!

Welcome to Iowa One Call's online Design Request System.

This program will allow the designer of a project to receive information about underground facilities at a proposed work site and generate a locate request. **This tutorial will help designers learn to navigate the web site in order to use the system.**

Registered designers can use the site for the following functions, depending on their needs:

Entering a Design Information Request (DIR) for member contact information when they are in the planning stages of a job. A DIR provides contact information for facility owners that have underground lines in the area of a design project. Users will be able to enter information about their project, map the area under consideration, and receive contact information for facility owners in the areas of the proposed design.

Converting a DIR to a Design Locate Request (DLR) to obtain marks in the field. Once a designer has contacted the facility owners, it is sometimes necessary to have selected utilities locate in all or a specific portion of the design project. This request will allow you to ask specific facility owners to mark underground facilities.

Looking up any of their previously entered DIRs or DLRs.

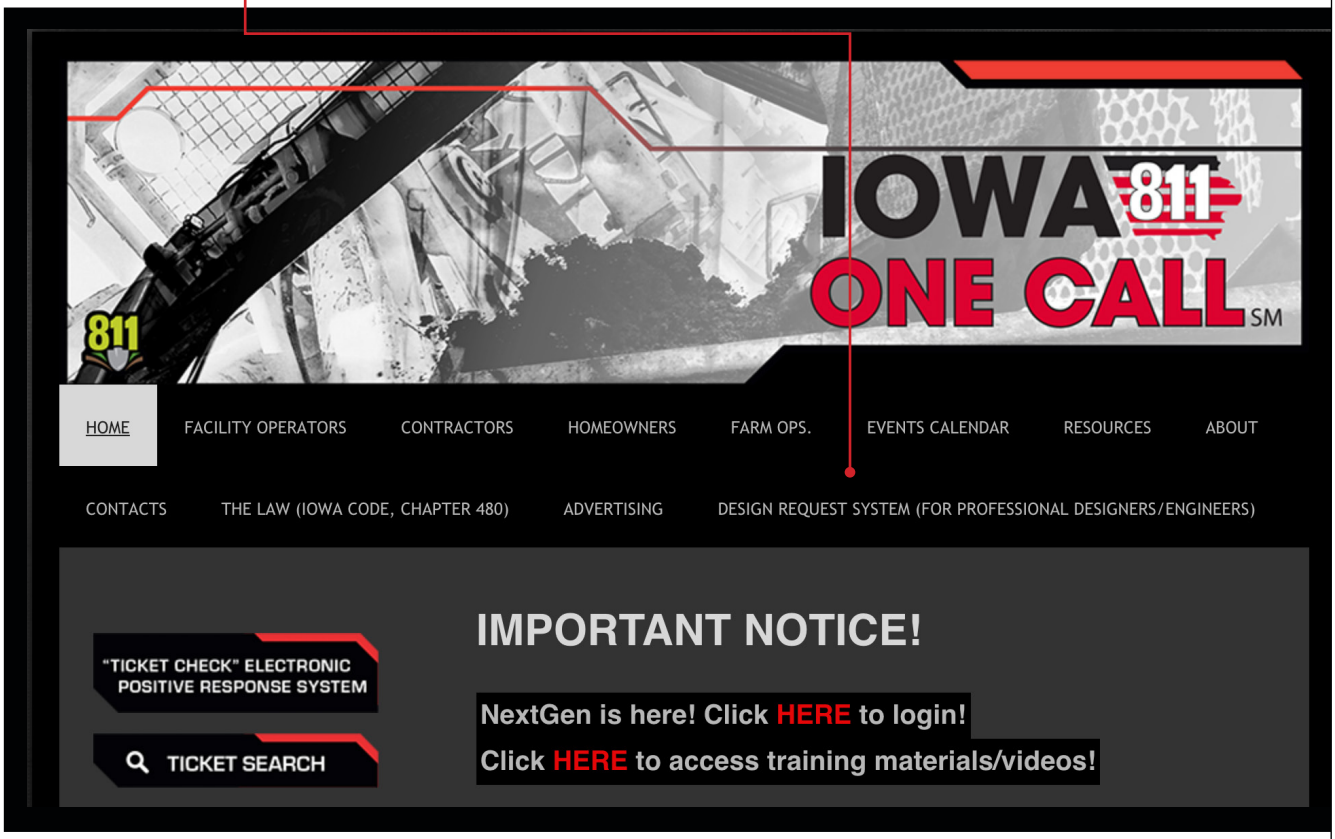
IMPORTANT: Please note that **no excavation** can take place on either a DIR or DLR request. Iowa One Call must be notified, and a dig ticket filed before any excavation takes place.

Smart Phone?

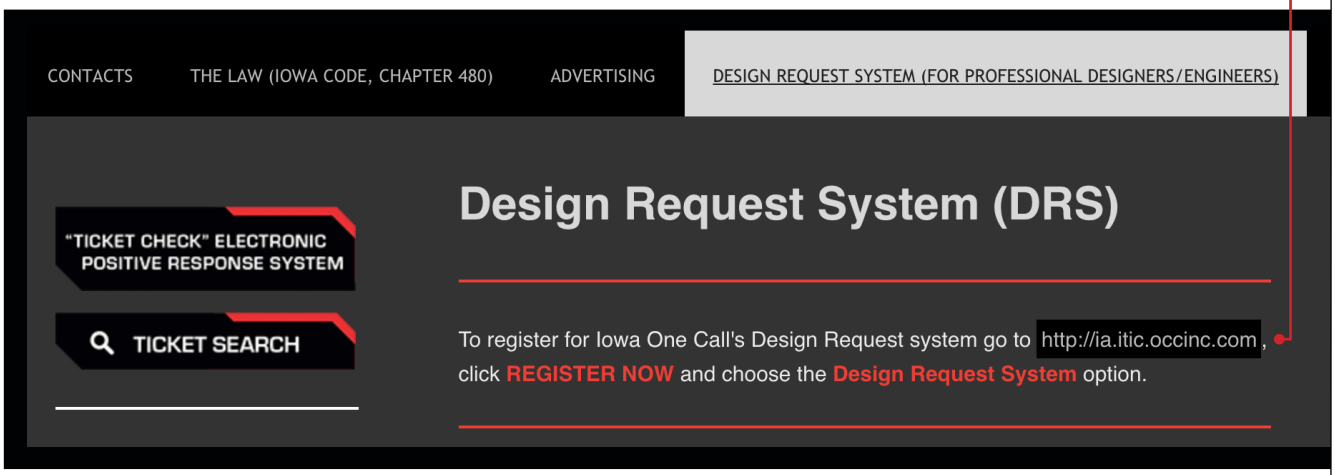
Scan the barcode to the left with a **QR code reader APP** on your smartphone and visit **Iowa One Call** on the web.

NAVIGATING TO THE DESIGN REQUEST SYSTEM

Click the "**Design Request System**" button on the top menu bar on the Iowa One Call homepage (www.iowaonecall.com). This will bring you to the Iowa One Call ITIC/DNS login page.



Then Click http://ia.itic.occinc.com to access the iSite login screen.

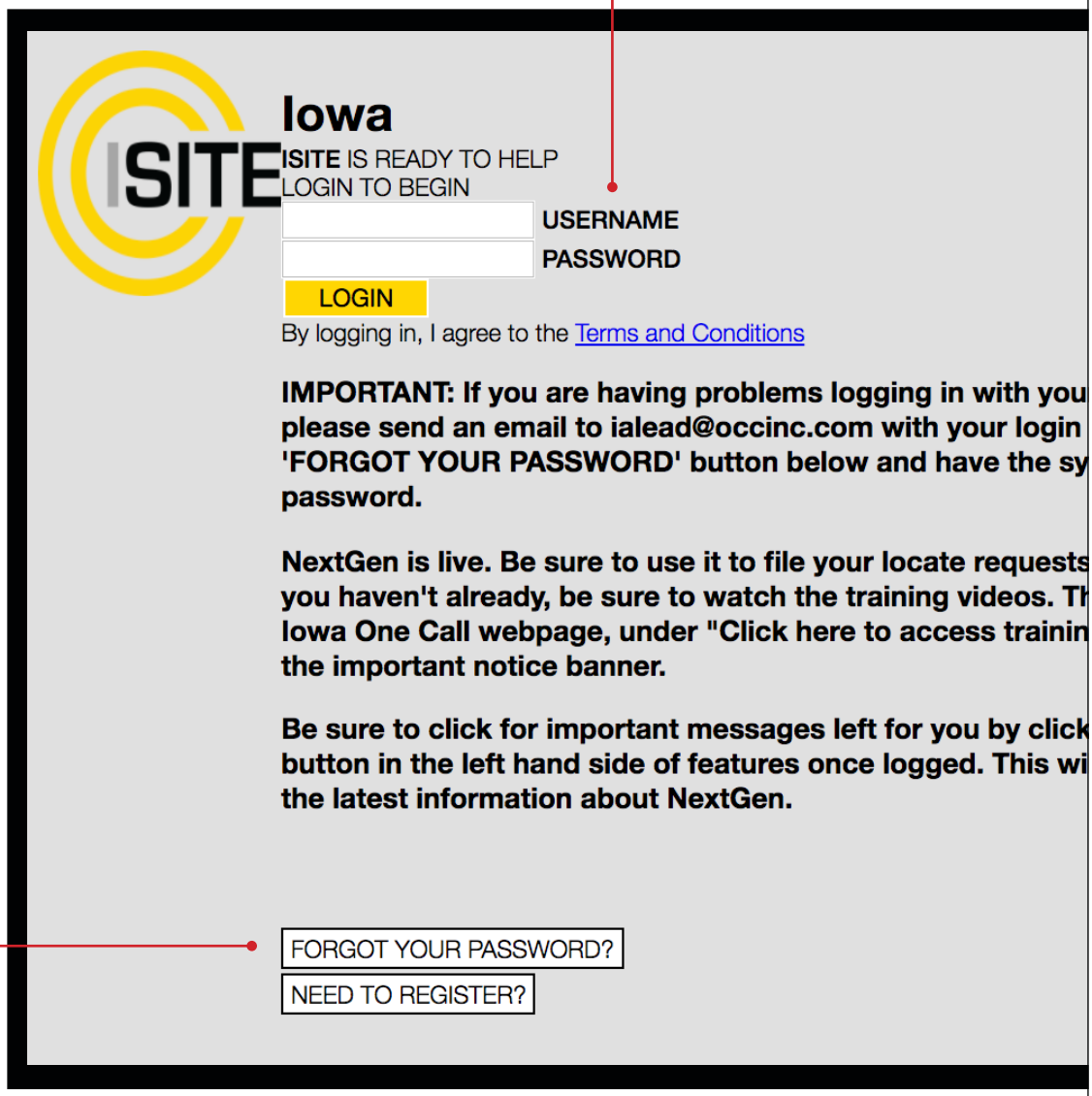


GET READY TO LOG IN

If a login and password have already been created, enter it in the "**Username**" and "**Password**" fields,

then click on the "**Login**" button.

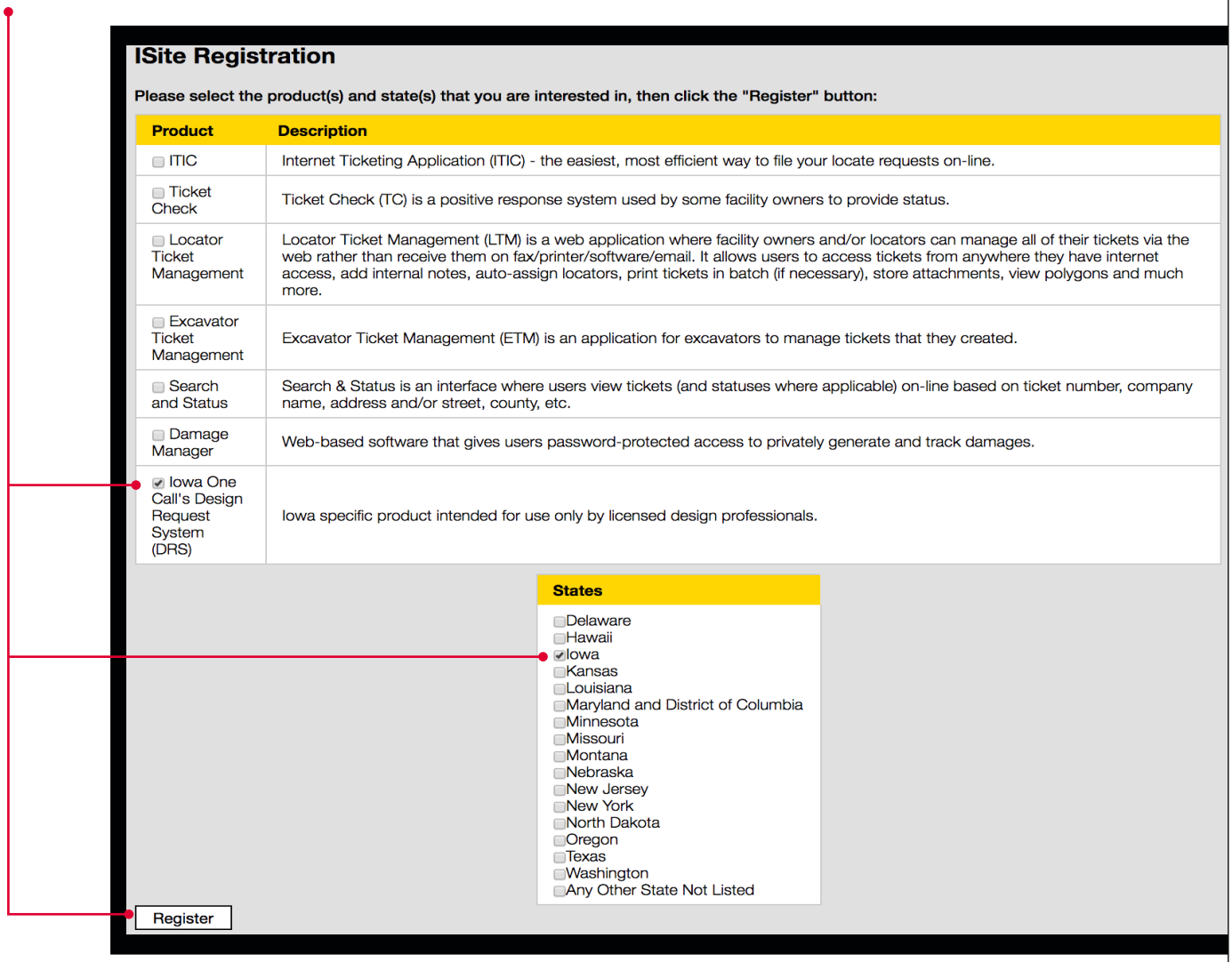
If you are new to the site, you will need to create an account before continuing. This is easily done by clicking on "**Forgot Your Password?**" button found just below the sign in area.



If you already have a login and password, please skip to **page 8**.

REGISTRATION

Check the box labeled Iowa One Call's Design Request System (DRS). Make sure the Iowa box is checked on the lower menu. Then click the Register button..



IMPORTANT: Please make sure you enter all information completely. Once you have finished, click the "**Create Account**" button at the bottom of the form. If you make a mistake, don't worry. You will be able to edit this information once your registration has been accepted.

REGISTRATION - Continued

Fill out the information at the top of the screen as accurately as possible.

To use the Design Request System, you must agree to the rules of the program. After you've had a chance to look them over, look for the **check box at the bottom of the agreement**. Make sure you click that before you continue.

Next, follow the instructions for Verification at the bottom of the screen. When you have entered your license information, click **Submit**.

ISite Registration

* = fields are required

First and Last Name: * Jake Chambers
Company Name: Toren Brothers Constru
Street Address: * 19 ODD LANE
City: * Tull
State: * Iowa
Zip: * 55555
Telephone Number: * 5555555555
Fax Number:
Email Address: * GreenBox651@gmail.c
Default State: * Iowa
How Did You Hear About ITIC? Call Center Operator
Requested Password: * Maturin19

(Passwords must be at least 8 characters, be mixed case and contain at least 1 letter and 1 number.
The following characters are not permitted in a password: % # & ? / \ | ;)

Also Complete this form for an Iowa Design Request System account. If you don't complete the information below, your account will be setup as a standard ITIC account.

IOWA DESIGN REQUEST SYSTEM Agreement

The DESIGNER also acknowledges that the Guidelines set forth herein may be changed or revised by IOC at any time without prior notice.

☑ I have read, understand, and agree with the guidelines above.

For Verification

(Choose one option, then fill in the required information)

○ IOC Facility Owner / Operator CDC
Enter CDC(s):
- ☐ Architect — Enter License #: — Expiration Date:
- ☐ Land Surveyor — Enter License #: — Expiration Date:
- ☐ Professional Engineer — Enter License #: — Expiration Date:
- ☐ Landscape Architect — Enter License #: — Expiration Date:

◉ Iowa Professional Licensure
- ☐ Architect — Enter License #: — Expiration Date:
- ☐ Land Surveyor — Enter License #: — Expiration Date:
- ☐ Professional Engineer — Enter License #: — Expiration Date:
- ☑ Landscape Architect — Enter License #: 123456789 — Expiration Date: 12/12/2019

Submit

REGISTRATION COMPLETE!

Your request has been submitted. You will hear from us shortly.

ISite Registration

Thank you for registering. You will receive a confirmation email shortly.

YOUR REGISTRATION IS NOW PENDING!

Your registration is now pending. Once you receive your confirmation email you'll be ready to go!

READY TO GO?

Iowa One Call's Design Request System allows you to file two types of design tickets:

- A Design Information Request, and/or a
- A Design Locate Request

In order to create a Design Locate Request (DLR) you will need to first file a Design Information Request (DIR).

You may only create a DLR by converting an existing DIR that you have already created. Furthermore, you must wait at least 5 business days after filing the DIR before converting it in to a DLR. This gives you the time necessary to contact the facility operators in the area of your project.

Design Information Requests are created through the ITIC NextGen interface, and the process will feel very similar to filing a normal ticket with ITIC NextGen.

Mapping the work site is the first step. After minimal text entry, easy-to-use mapping tools allow you to specify each individual worksite location within your overall work area. You can create routes with custom widths, circles with varying radii, and select parcels based on parcel data. If none of these tools fit the work site, you may draw a free-hand polygon.

When you finish mapping your work site(s), ITIC/DRS splits the work site(s) up into as many tickets as necessary, based on IOC's established rules. Before submitting the design ticket requests, you must complete all required fields and verify all information, including the mapped work site(s). The list of Registered Facility Operator contact information will be based upon the notification policies as set by IOC.

Before we get started, let's define a few terms that will come up frequently in this manual:

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

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

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

Parcel – An excavation entity created when a user selects part or all of a parcel of property. Parcel size is often associated with a single address and does not include the road right of way. Users can extend parcel size with the "parcel" tool. NOTE: Available parcel data may be limited in some areas.

That's it! Turn to the next page to get started.

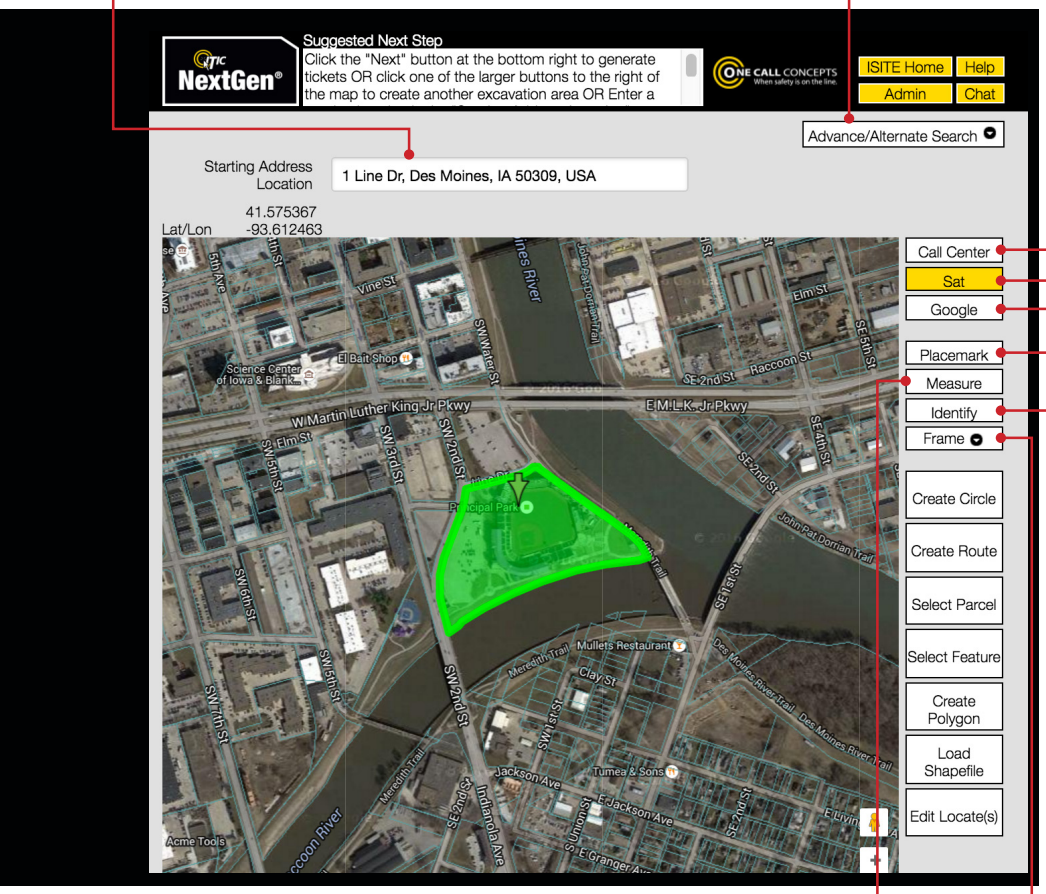
IOWA 811 ONE CALL SM

DRS QUICK START GUIDE: CREATING EXCAVATION ENTITIES

THE MAP

Map your work site(s) to begin filing a ticket with DRS. Several tools are available to help you accurately map your locate requests:

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



Advanced/Alternate Search
Use the Advanced Search tool to find locations that do not appear in the Starting Address Search. You can use the drop-down menu to search by more specific address information, coordinates, map grids, mapping from a previous locate request, or GPS locations. (See pg. 20 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). We recommend using satellite view whenever you create excavation entities.

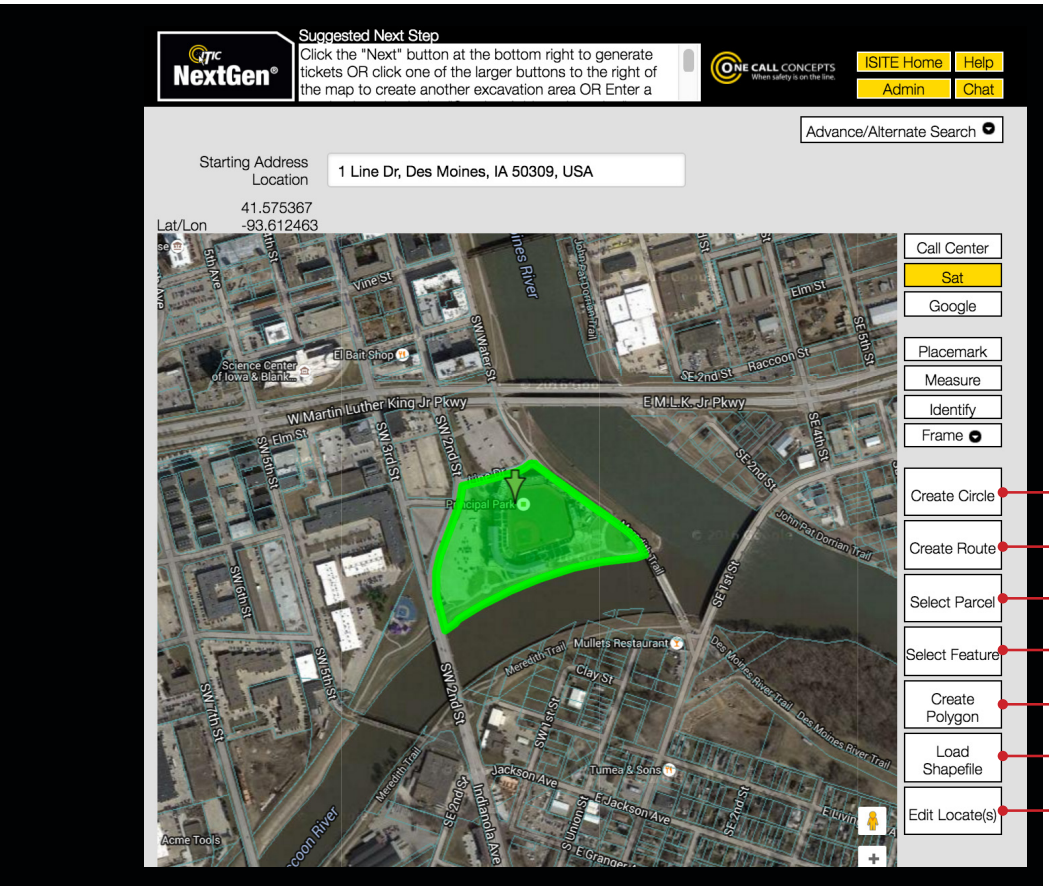
Placemark
Place a pin-mark on the map for later reference with this tool. This can be very helpful when used in conjunction with the Measure tool. NOTE: Placemarks only last the duration of the session in which they are created.

Identify
Identify map features that do not display a name (such as roads, highways, rivers, etc.) with this tool. The name will appear in the top section of the map 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.

Frame
Use this function to center the map on:
A) Excavation entities you have created.
B) Placemarks you have created.
C) Both of the above.
(Use the drop-down menu to select A, B, or C)

THE MAP - CONTINUED



Entity Creation Buttons
Several tools are available to create excavation entities that encompass your work location. The tools are based on the most commonly described kinds of excavation areas. Choose the one that best meets your needs. Find out more in the following descriptions:

Create Circle
Generates a circular excavation entity, or a series of circular polygons. This tool is an excellent choice for jobs involving pole installation, tree planting, etc.
(See pg. 20 for more info.)

Create Route
Creates long, narrow excavation entities. This tool is an excellent choice for jobs involving "long and skinny" work that does not take place in a roadway.
(See pg. 22 for more info.)

Select Parcel
Defines excavation entities based on available parcel data. Use the Select Parcel tool when a dig site is confined to all or part of a piece of private property.
(See pg. 25 for more info.)

Select Feature
Creates excavation entities that look similar to those created by the Create Route tool. The Select Feature tool defines excavation entities when you click on map features. Select this tool for jobs contained primarily in the roadway.
(See pg. 29 for more info.)

Create Polygon
Reserved for situations where no other excavation entity will properly cover the dig site, the Create Polygon tool allows you to draw an entity polygon "free-hand." (See pg. 32 for more info.)

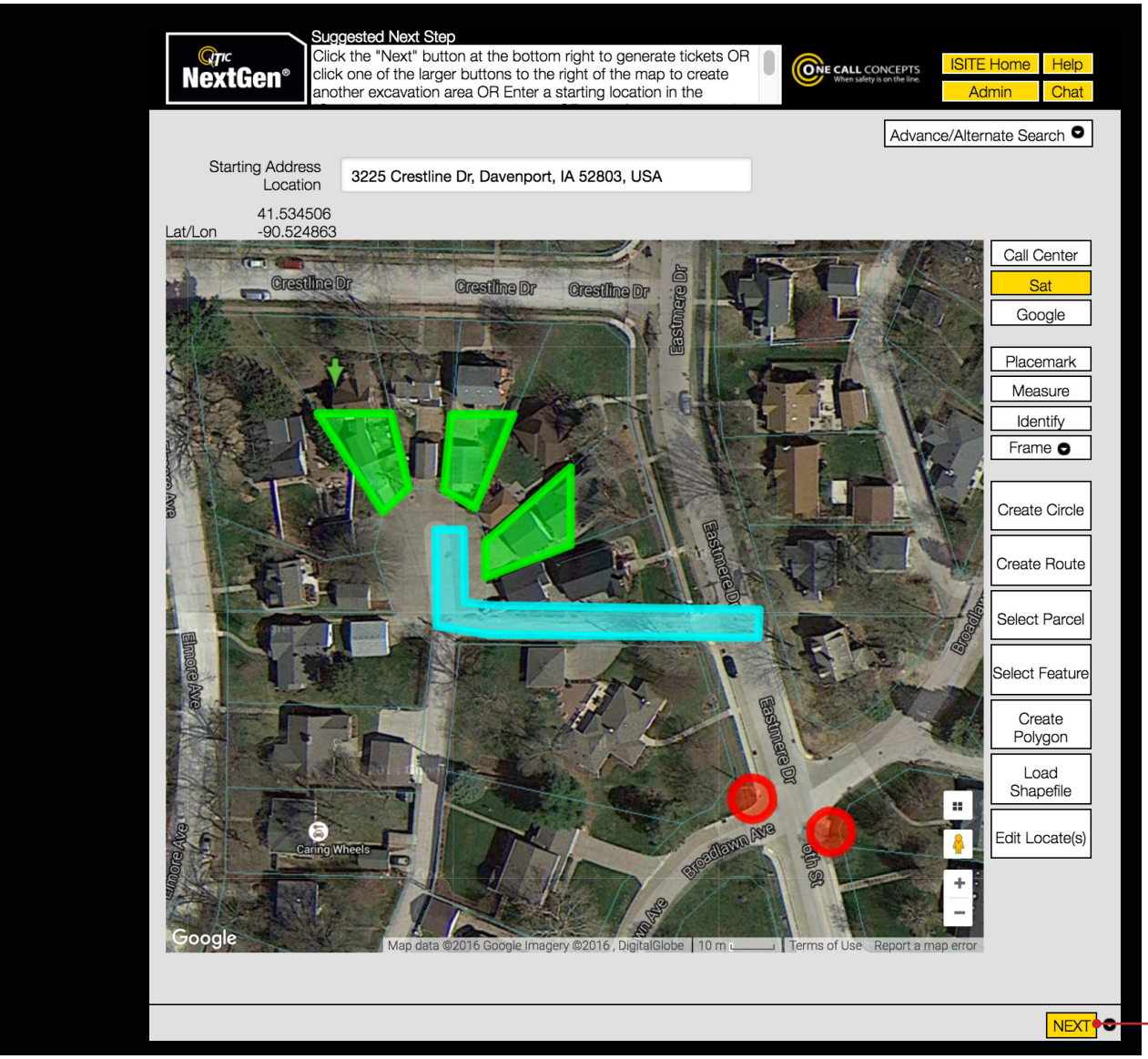
Create GPS
Delineates an excavation entity using your device's GPS capability while in the field.
Note: Do not use this tool when inputting tickets offsite.
(See pg. 35 for more info.)

Load Shapefiles
Use this tool if you have shape (.shp/.shx) files that define points, lines or polygons covering your dig site. ITIC will then convert your shapefiles to excavation entities.

Edit Locate(s)
Using this tool deletes or modifies existing excavation entities. You can left-click on any existing entity polygon to edit it, or right-click to delete it while the Edit Locate(s) tool is active.

MAPPING YOUR WORKSITE(S)

Create at least one excavation entity to encompass each dig site after locating your general work location on the map. Create as many excavation entities, in any combination, as you need to cover the work site(s).



In this example the work site has been mapped out using the **Create Circle**, **Select Feature** and **Select Parcel** tools.

When you have mapped out your entire work area click the **NEXT** button. ITIC will display the Ticket Information page.

IOWA 811 ONE CALL SM

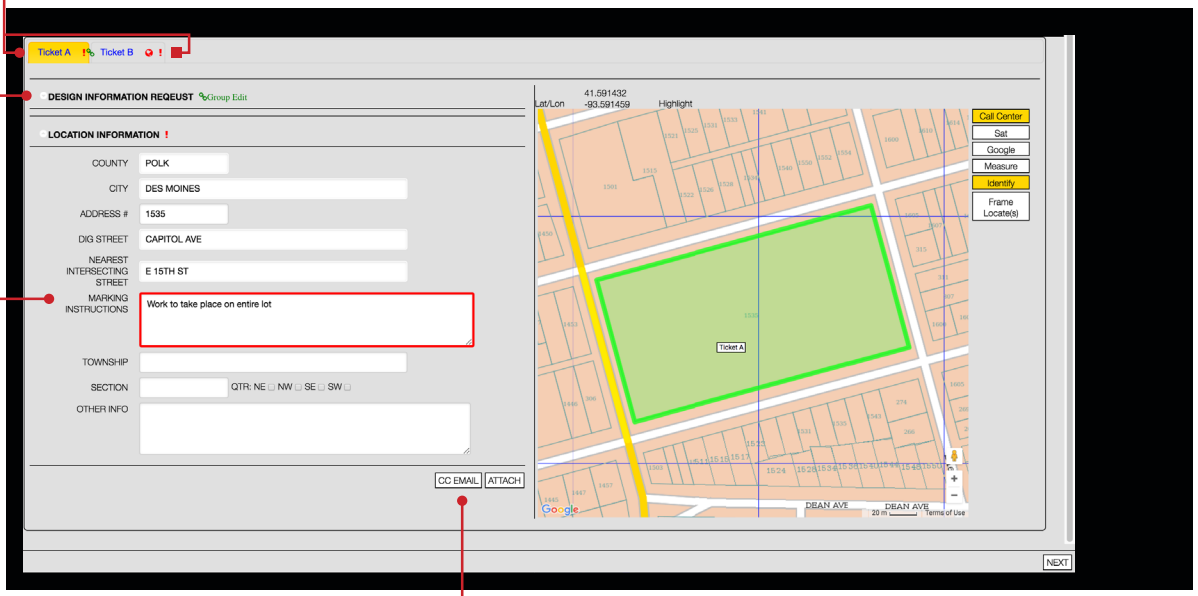
DRS QUICK START GUIDE: VERIFYING AND RELEASING COMPLETED DESIGN TICKETS

TICKET INFORMATION PAGE

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

Design Information Request is drawn from the information you confirmed at the start of the session. (See pg. ___ for more info.)

Review the information on each ticket for accuracy and make any necessary additions or revisions. Here are some tips that will assist you in that process:



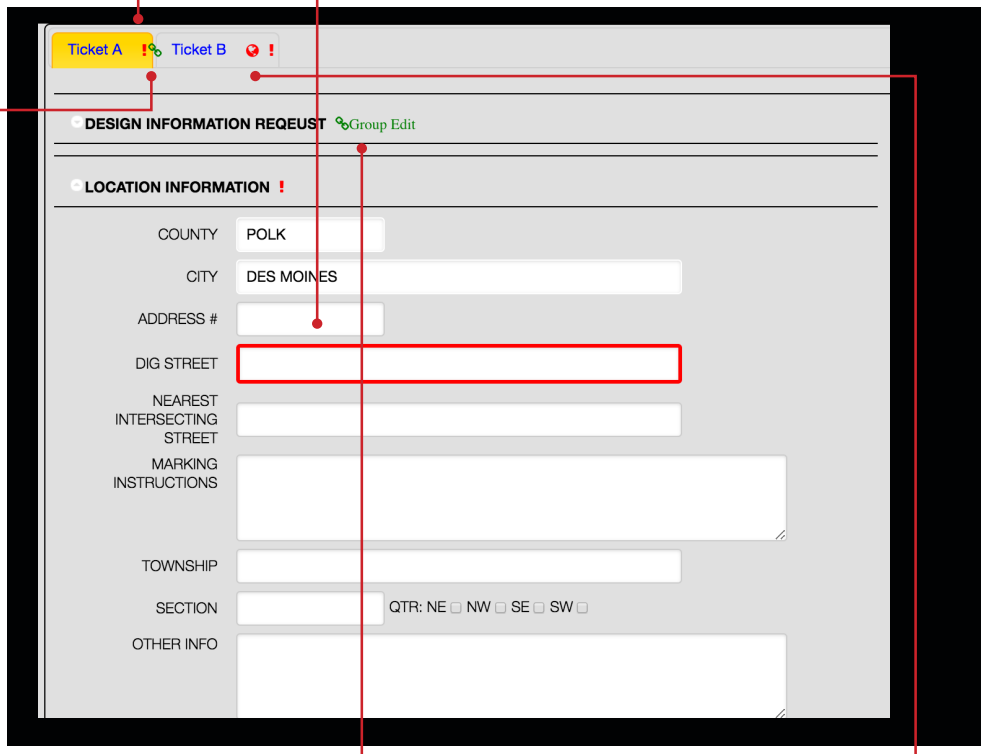
Enter the Dig Street, Nearest Intersecting Street, and Address (if applicable). Then enter a complete description of the work area in the **Marking Instructions** field. Pay close attention to the mapping on the right side of the page – if ITIC has split up your work area into multiple tickets, you should only describe the area of excavation that corresponds to the mapping on the current ticket/tab. Additionally, if the **Location Information** does not conform to the mapping, it may cause a delay in processing the ticket.

Iowa One Call will automatically send you a copy of your completed ticket. Click the **CC EMAIL** button to send a copy of the ticket to another email address.

TICKET INFORMATION PAGE - CONTINUED

The red border indicates a required field. Fill out all fields with a red border or you will not be able to proceed.

The **Red Exclamation Point** ! appears when there is missing information in the corresponding ticket. Enter the missing information or you will be unable to proceed.



The **Green Chain-Link** indicates the **Group Edit** function is active on the corresponding ticket(s).

Group Edit: Group Edit
Click on this link to toggle Group Edit on or off. The Group Edit feature allows you to edit the Excavator Information and/or Excavation Information on multiple tickets at one time. When Group Edit is activated any change you make will appear on each ticket. Group Edit is not available for use with Location Information. In contrast, Individual Edit mode allows you to enter information on a single ticket.

The Red Globe indicates the corresponding ticket is waiting for review. You must review the mapping, location and excavation information or you will be unable to proceed.

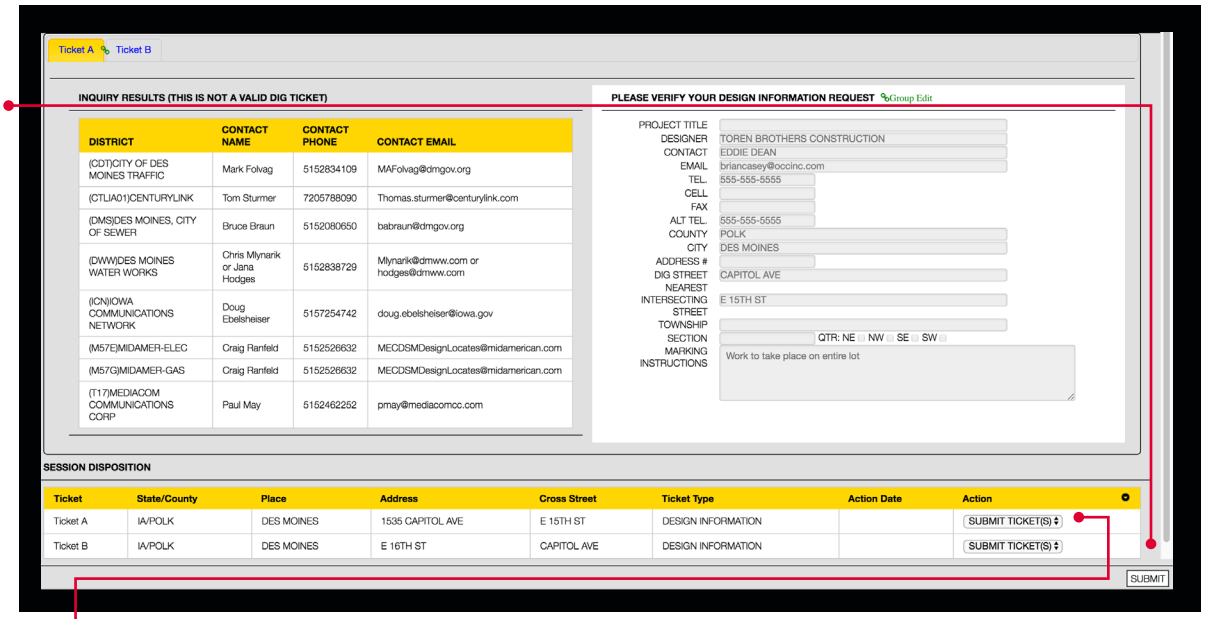
When you are certain all ticket information is accurate, select the next ticket by clicking a tab and review the next ticket. Once you have completed and reviewed all tickets click the **NEXT** button in the lower right corner of the page. This will take you to the **Inquiry Summary** page.

NEXT

INQUIRY SUMMARY PAGE

You can edit the **Start Date and Time**, and the **Action** ITIC will take for each ticket.

When you have completed your entire review, click the **SUBMIT** button. This commits the ticket(s) to the actions you have assigned. If you chose to RELEASE your ticket(s), ITIC will present you a list of utilities to be notified.



Ticket Action

Use the drop-down menus to assign an action to each ticket individually, or use the white arrow key to assign the same action to all tickets. (See box below for more info.)

You will then see a listing of facility owners registered with Iowa One Call in the area chosen. (You will also receive this same list via e-mail once the DIR is completed.) This will provide you with the name of the company, the contact person with that company, a contact phone number, and e-mail for the contact (if on file with the center). You can print this list for future reference using the print function of your browser. Provided the utility shown has given Iowa One Call an email address, the Design Information Request (DIR) will be sent to the designated engineer for processing.

AVAILABLE ACTIONS

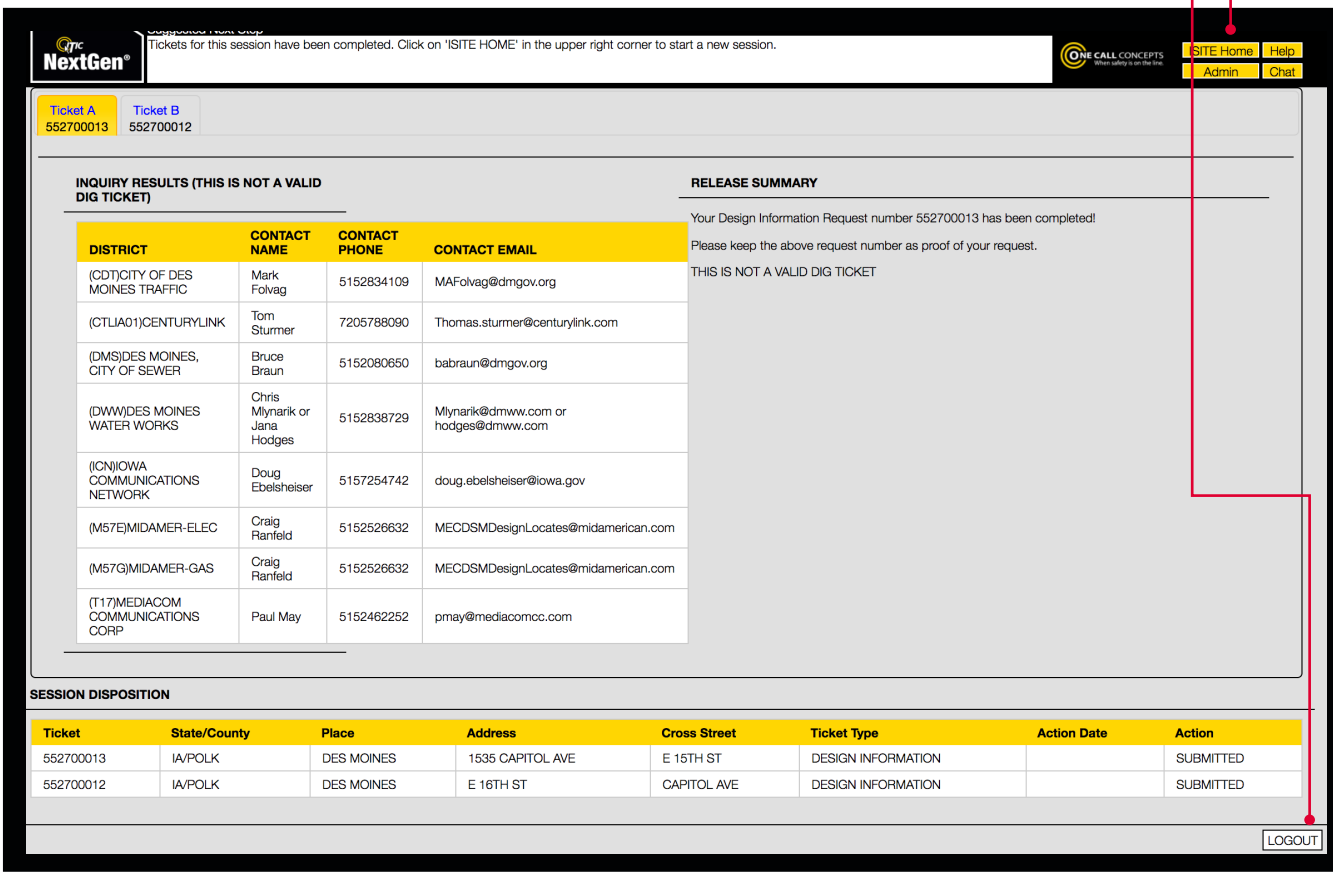
Discard abandons the ticket. If you choose this function, the ticket will not be transmitted, and all work you have done on it (mapping, location information, etc.) will be discarded.

Submit transmits the ticket to the notification center for review or directly to the affected utilities (depending on your NextGen User Privileges).

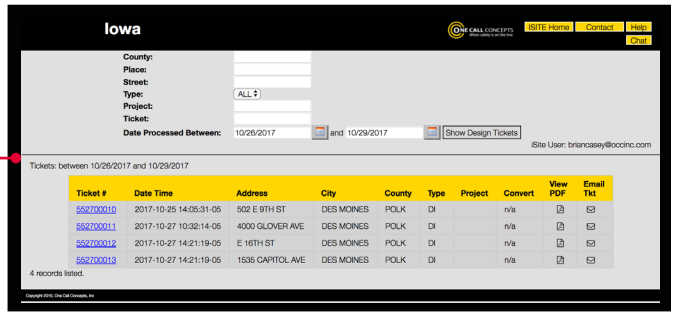
NOTE: ticket numbers are only assigned when a locate request is directly released. Reviewed tickets are assigned numbers upon release by notification center staff.

REQUEST COMPLETED!

You can now choose to **log out**, or click **ISITE Home** to return to the main menu.



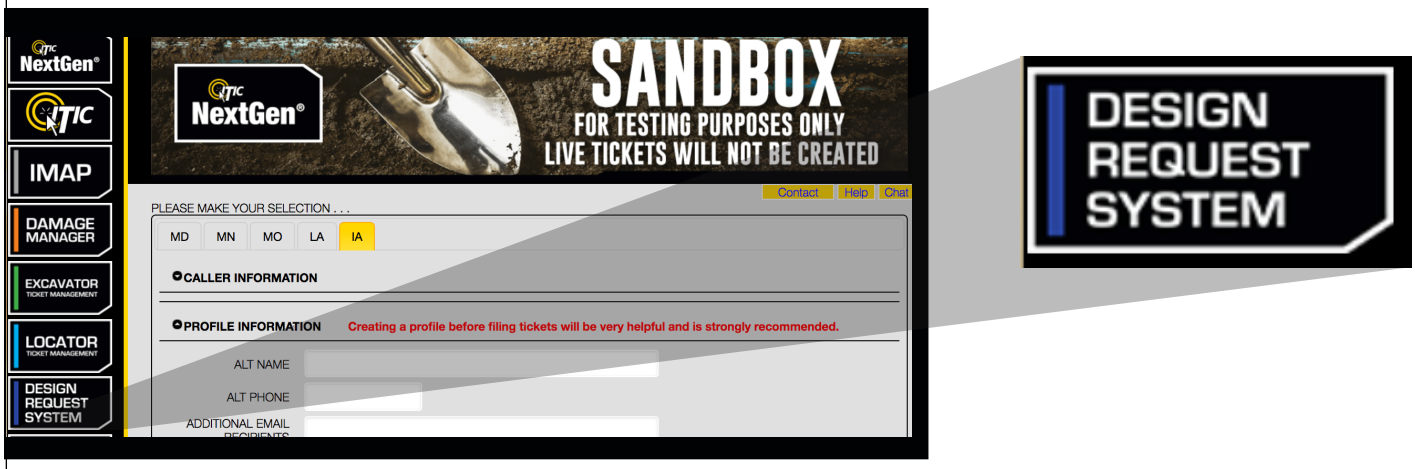
Your request will be saved and can be accessed from the **Manage Design Requests** page. (See page 25 for more info.)



CONVERTING A DESIGN INFORMATION REQUEST TO A DESIGN LOCATE REQUEST

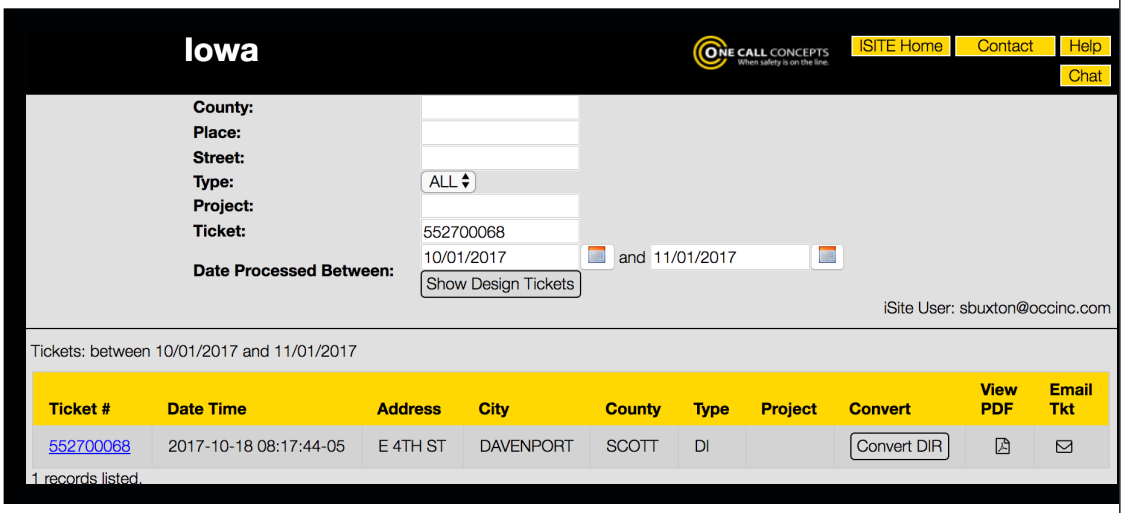
Once you have contacted the facility owners for information, or you find you need to have underground facilities physically marked at a specific location, it is easy to take a DIR and convert it directly into a Design Locate Request. **NOTE: At least 5 business days must elapse before converting a Design Information Request into a Design Locate Request**. Please remember that a Design Locate Request should only be initiated when:

1. You have waited the 5 business days
2. You have spoken to the facility owners, and you are still unclear as to the exact site of a particular underground facility



Please note that **no excavation can take place** with a Design Locate Request. You must notify Iowa One Call for a dig ticket.

Find the DIR you wish to convert and click its corresponding **Convert** button.



CONVERTING A DESIGN INFORMATION REQUEST TO A DESIGN LOCATE REQUEST - Continued

Fill in the fields as needed (please note that your company's information is already listed in the proper fields).

Project Title — name of the project.

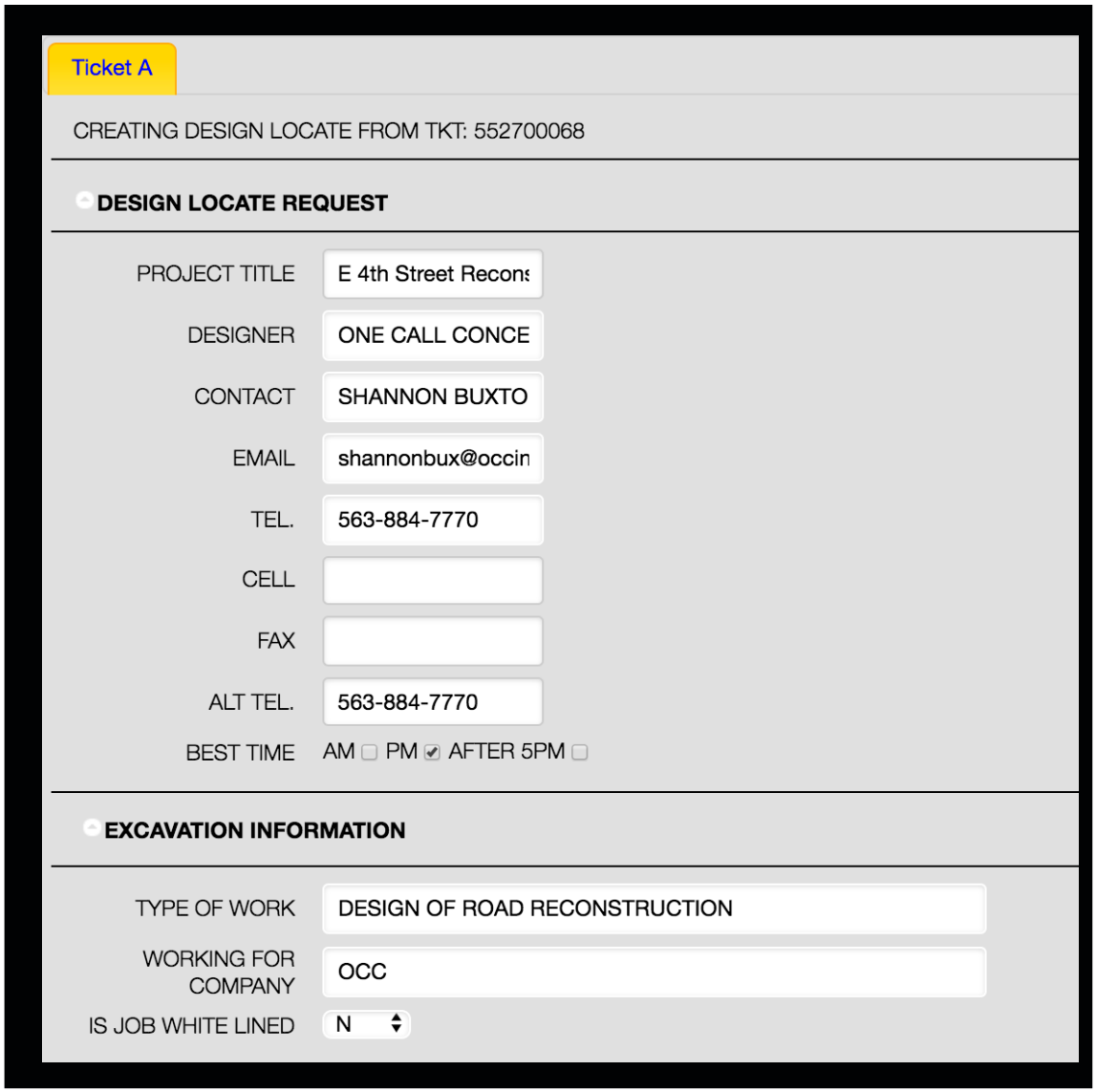
Alt Tel — an additional phone number by which the main contact person can be notified. (optional)

Best Time to Call — the best time frame to contact you - AM? PM? or after 5PM?

Working For Company — the entity for which you are doing this design.

Type of Work — the type of design that is being done.

Is Job White Lined? — whether the area of proposed excavation has been previously marked with white paint/flags. Use the drop down box to choose "**Y**" (yes) or "**N**" (no).



CONVERTING A DESIGN INFORMATION REQUEST TO A DESIGN LOCATE REQUEST - Continued

Once you've moved on to the next page, you must verify the information that has been transferred from the original DIR. **This information cannot be changed—if it must be changed, you will need to submit a new DIR.**

NOTE: Do not use punctuation in the **"Marking Instructions"** field.

Add specific marking instructions in order for the locate to be completed. The area you have mapped does not affect how the facility owners mark their lines. They will require specific marking instructions before they can go and mark them. You will not be able to request a meeting to show where the markings need to be done.

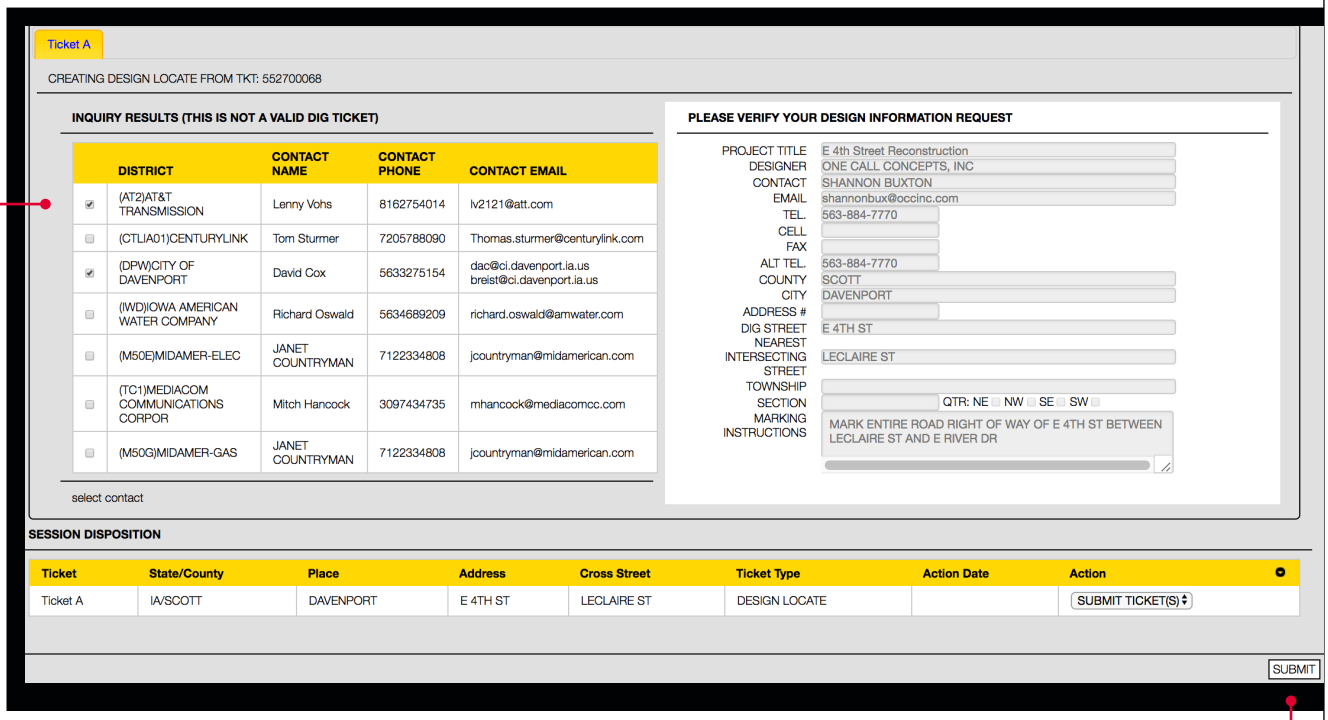
While the scope of the project can be increased, any increase should be minimized to include only the area in question. For example, your original project may stretch over ½ mile; however, if the area you are concerned about stretches for only 200 feet, then make that clear in the marking instructions.

NOTE: Your request will require a minimum of 5 business days, rather than 48 hours.

Once you are satisfied with your request, click the **NEXT** button, located in the lower-right corner of the page.

CONVERTING A DESIGN INFORMATION REQUEST TO A DESIGN LOCATE REQUEST - Continued

Finally, you will be given a list of facility owners in the given area. You can choose the facility owner(s) that you would like to mark lines in the area of your project. To do this, check the box on the left side of the specified facility owner.

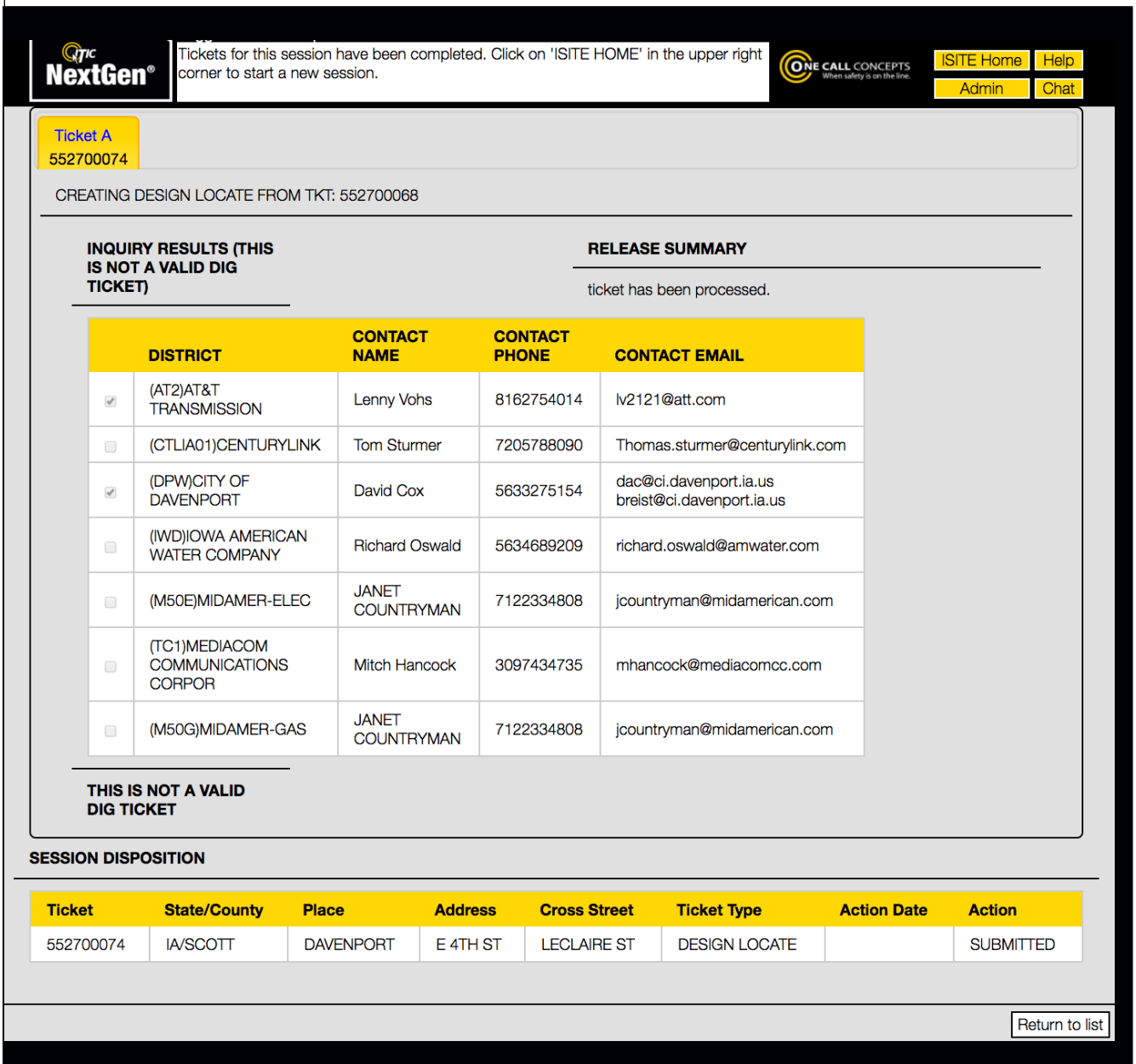


Click the **SUBMIT** button to continue.

REQUEST COMPLETED!

Your request will be saved and can be accessed from the Manage Design Requests menu.

Once you submit the request, you will receive notification of the Design Locate Request via e-mail. **Please note that this is not an actual ticket, and that no excavation can be done using this. If excavation is planned, notify Iowa One Call for a routine dig ticket.**

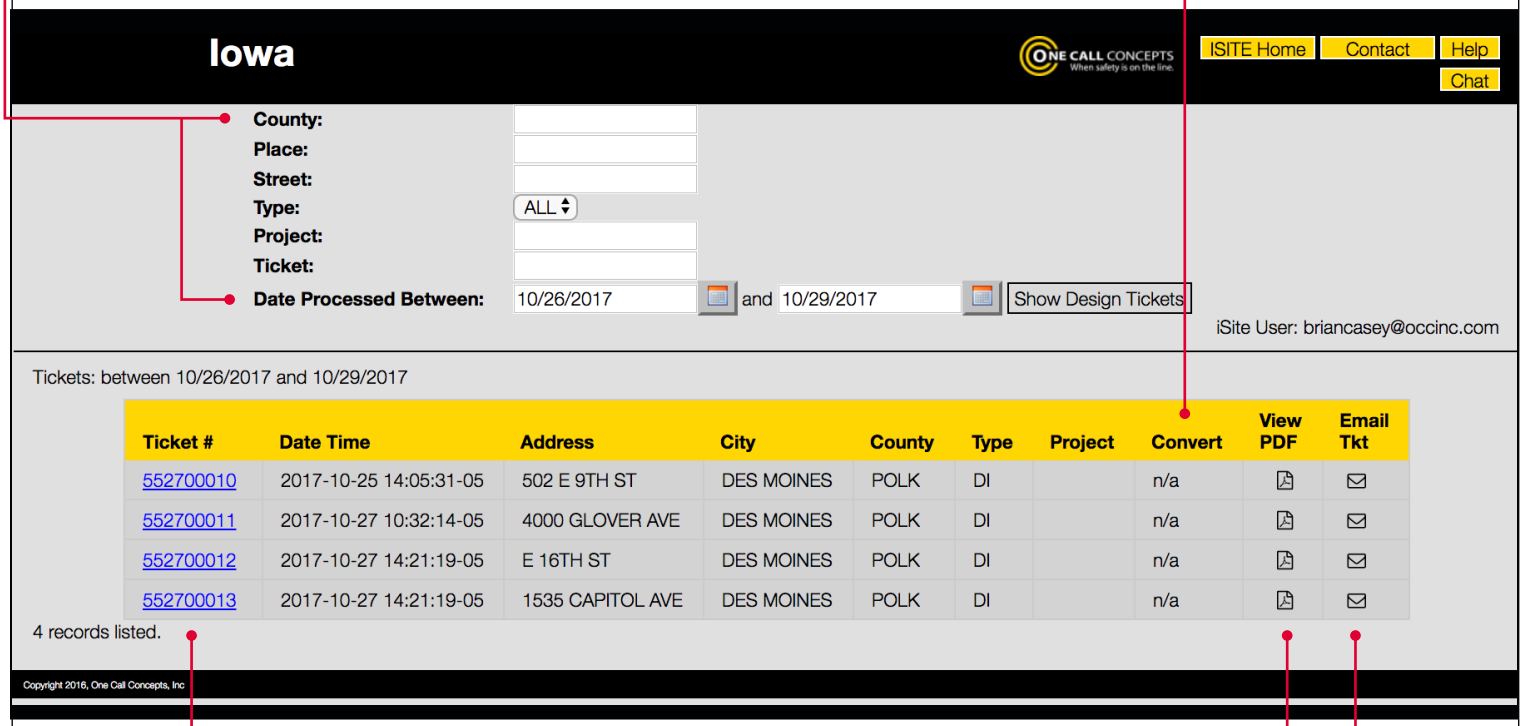


MANAGE DESIGN REQUESTS

Clicking the DRS System button DESIGN REQUEST SYSTEM in the iSite menu will allow you to access the Manage Design Requests menu. Through this interface you can view any previous Design Information Requests and Design Locate Requests you have filed in the past.

Use the **Ticket Search** menu to narrow down the list of Design Tickets you are viewing. Enter the search criteria in their respective fields and click Show Design Tickets.

The **Convert** function allows you to convert a Design Information Request into a Design Locate Request, if the requisite amount of time has passed (5 business days). This waiting period gives you the time necessary to contact the facility operators in the area of your project.



Click a **ticket number** to view the ticket.

The **View PDF** button will display the ticket in a printable/downloadable PDF format.

The **Email Ticket** button allows you to send an email copy of the ticket to an email address of your choosing.

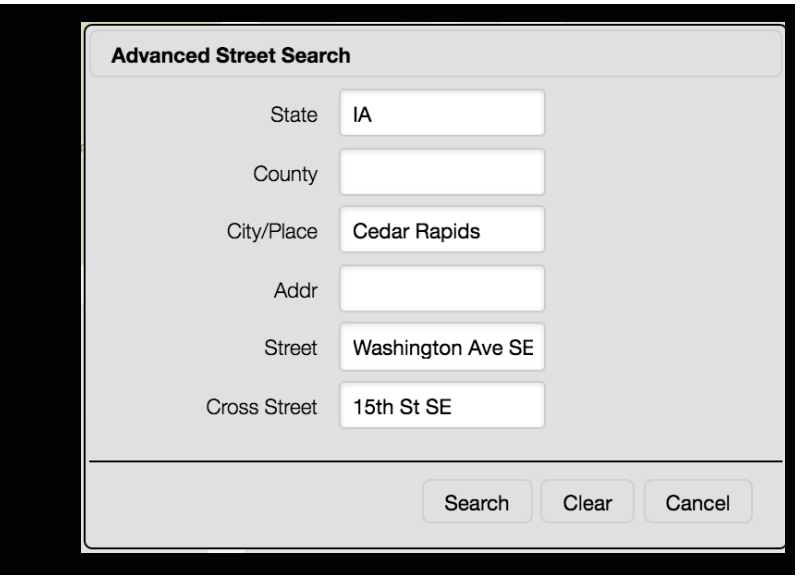
ITIC ADVANCED GUIDE

ADVANCED/ALTERNATE SEARCH

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

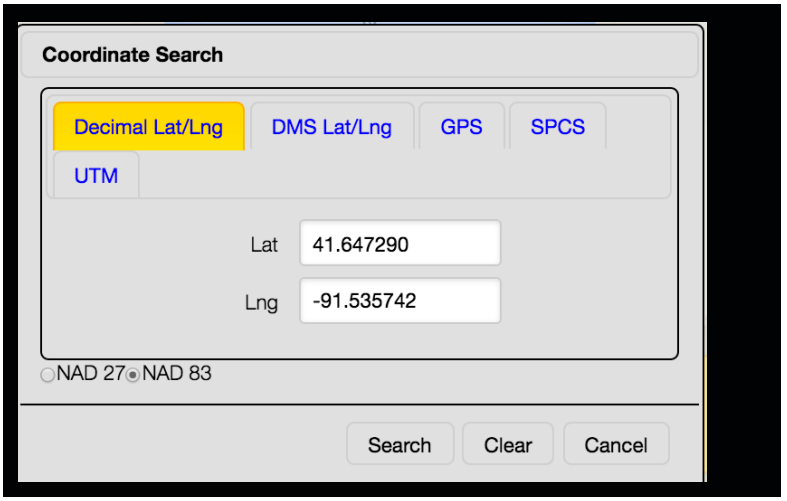
Advanced Street

Search can be used to search for roads and intersections.



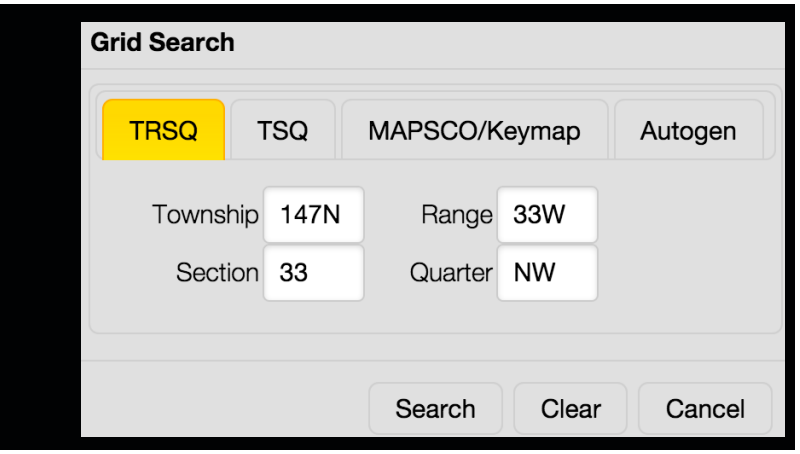
Coordinate

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



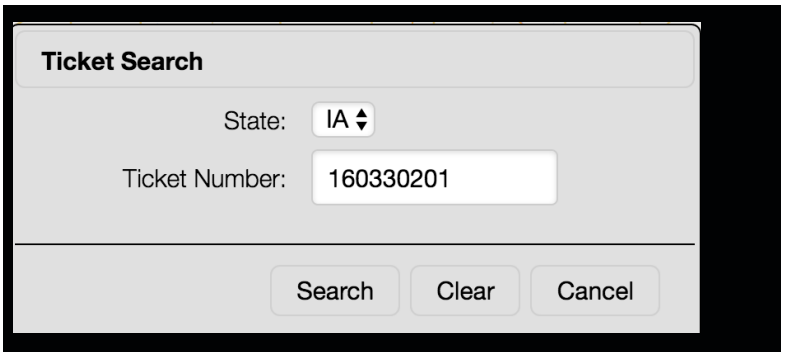
Grid

Search allows for searching based on grid names in various formats, such TRSQ.*



Prev Ticket

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



GPS Location

Centers the map on your current location. NOTE: GPS Location Search only works if your device is GPS equipped.

***Not all grid types can be used in Iowa.**

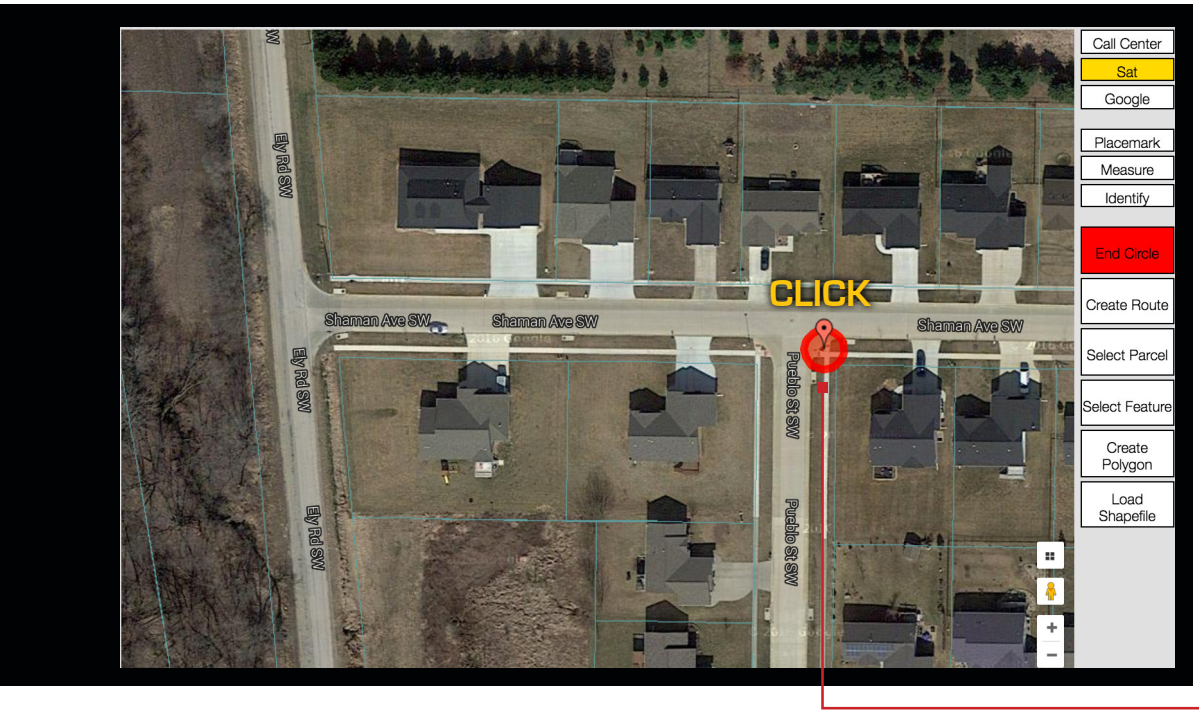
CREATE CIRCLE

Create Circle

The **Create Circle** tool allows users to create circular excavation entities with a pre-determined radius. The Create Circle 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 select the **Create Circle** tool. You will be prompted to enter a radius in feet.

Once you have specified a radius click **Ok**.



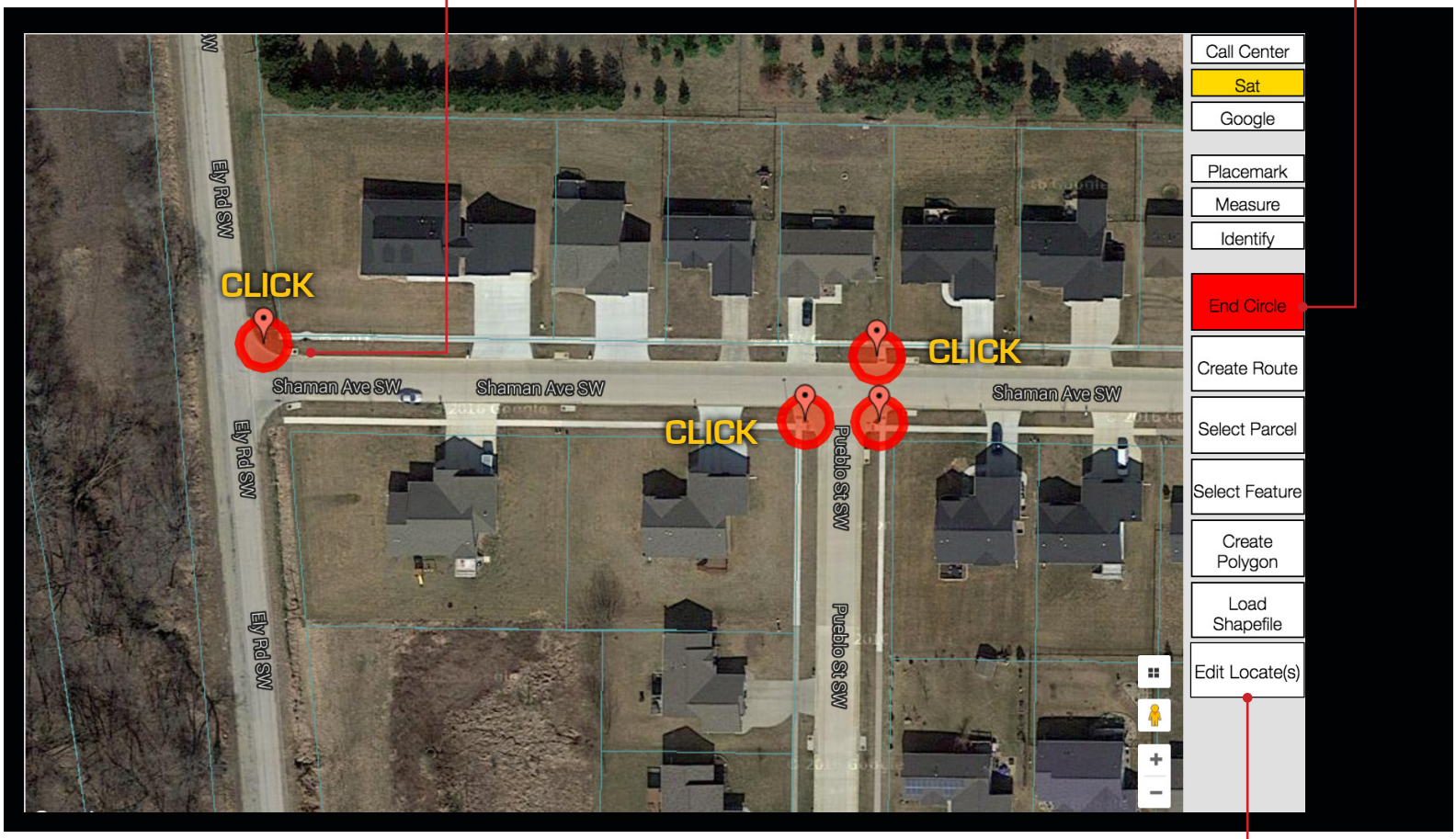
Now click on the map where you would like to place your circle.

CREATE CIRCLE - CONTINUED

Create Circle

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

When you are finished click the **End Circle** button.



To expand or edit the excavation entity click the **Edit Locate(s)** button.

"Circle" excavation entities appear on the map in red.

CREATE ROUTE Create Route

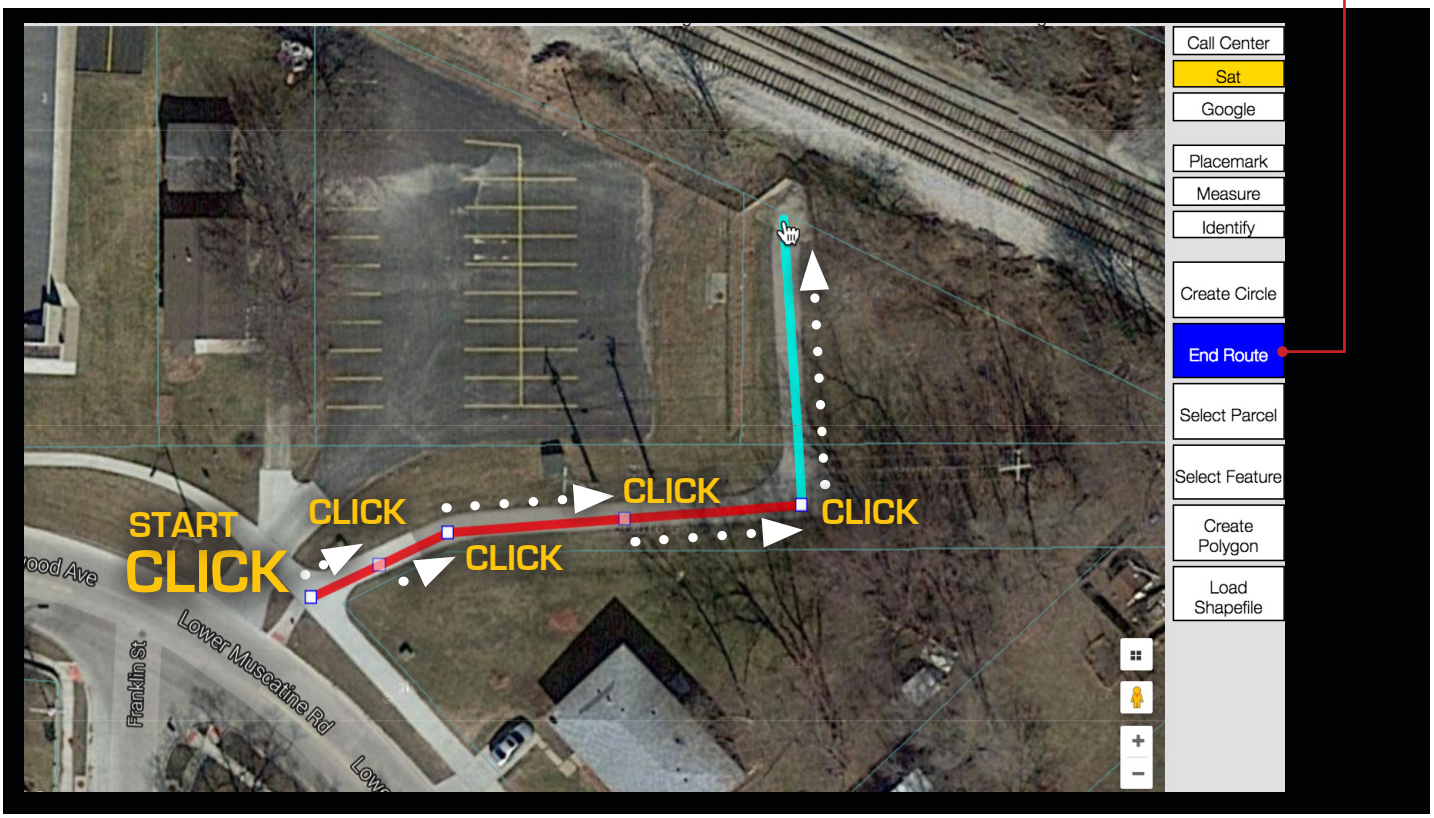
The **Create Route** tool allows users to create long, narrow excavation entities. The **Create Route** tool is an excellent choice for defining an excavation area when trenching, performing road repair/replacement, or any other type of work involving a long, narrow excavation area. You can create as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

First select the **Create Route** tool. You will be prompted to enter a width in feet. Once you have specified a width click **Ok**.

CREATE ROUTE - CONTINUED

Create Route

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 click the **End Route** button.



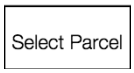
CREATE ROUTE - CONTINUED

Create Route

Clicking the **End Route** button will convert the route to an excavation entity with the width you had previously designated. To expand or edit the excavation entity click the **Edit Locate(s)** button.

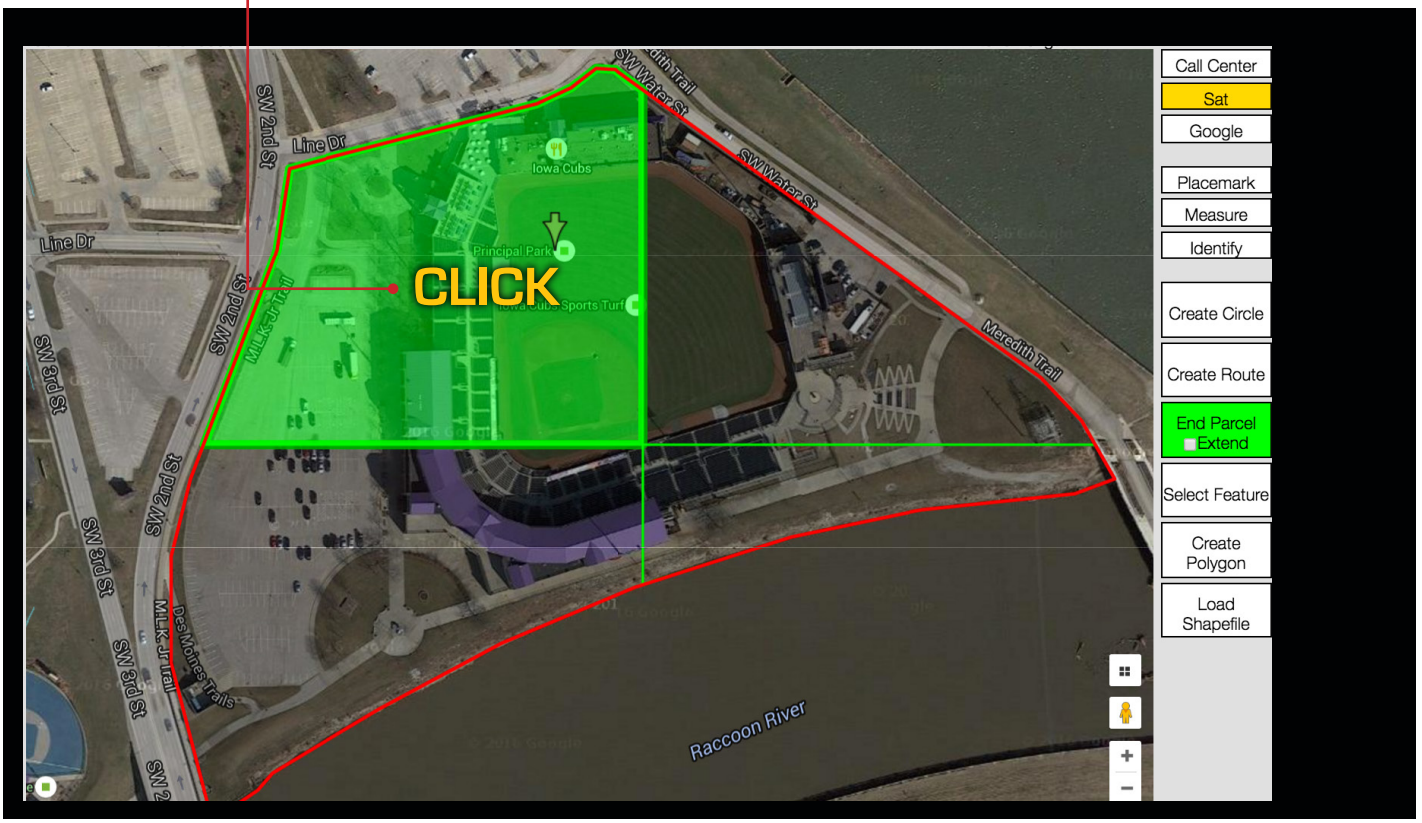
"Route" excavation entities appear on the map in dark blue.

SELECT PARCEL



The **Select Parcel** tool allows users to create polygons based on available parcel data. The **Select Parcel** tool should be used when you are excavating on a specific address/parcel of land. You can create as many Parcel entities as needed.

First click the **Select Parcel** tool. Then click on the area of excavation. If parcel data is available a section of the parcel will be highlighted, and a red box will surround the property in question, typically divided into two halves or four quarters.



SELECT PARCEL - CONTINUED

Select Parcel

Continue selecting parcel sections until the entire work area is encompassed.

SELECT PARCEL - CONTINUED

Select Parcel

If your work area extends slightly beyond the parcel boundaries you can use the **Extend Parcel** feature. Click the small checkbox located inside the **End Parcel Extend** button. This will turn **Parcel Extend Mode** on. Then click the area outside the parcel where you'd like to extend the excavation entity. This will expand the excavation entity accordingly. Clicking further out will further extend the excavation entity.

To return to the original parcel size click within the original parcel boundaries while in **Parcel Extend Mode**.

When you have finished click the **End Parcel** button.

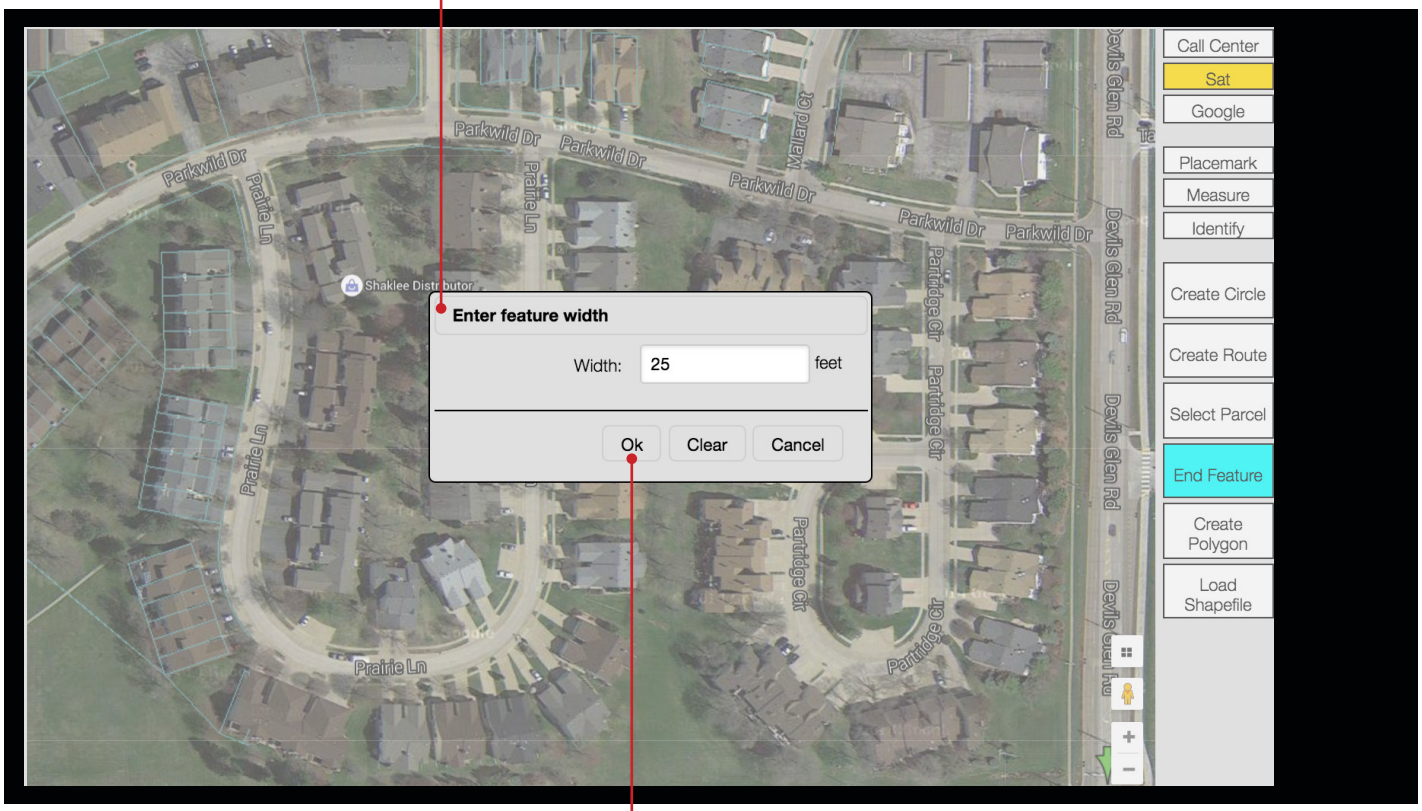
To expand or edit the excavation entity click the **Edit Locate(s)** button.

"Parcel" excavation entities appear on the map in green.

SELECT FEATURE

Select Feature

The **Select Feature** tool allows users to create excavation entities based on available map features, such as roads and highways. Select Feature is a good choice for excavations taking place along existing roadways. You can create as many Feature entities as needed.

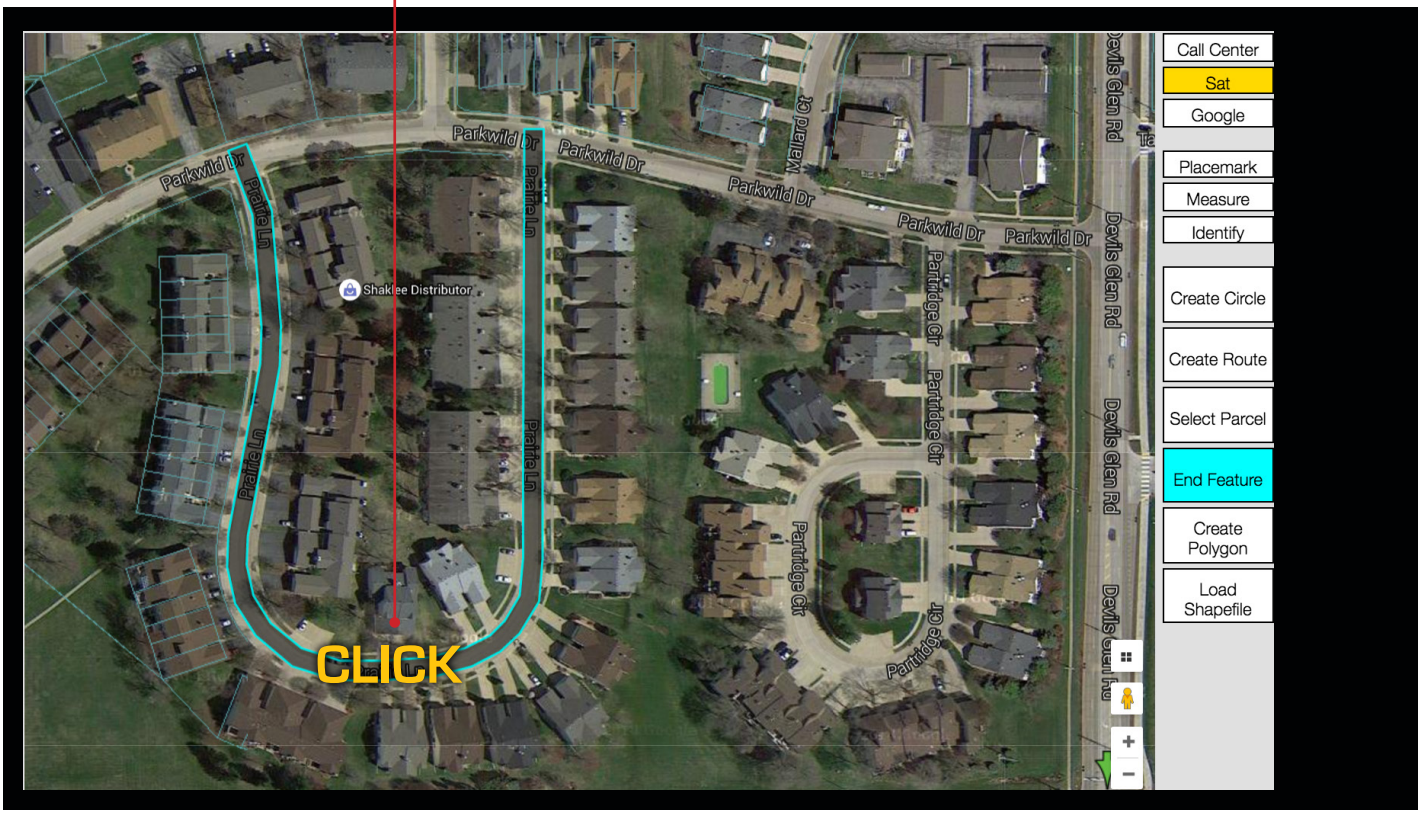


First click the **Select Feature** tool. You will be prompted to enter a width in feet. Once you have specified a width click **Ok**.

SELECT FEATURE - CONTINUED

Select Feature

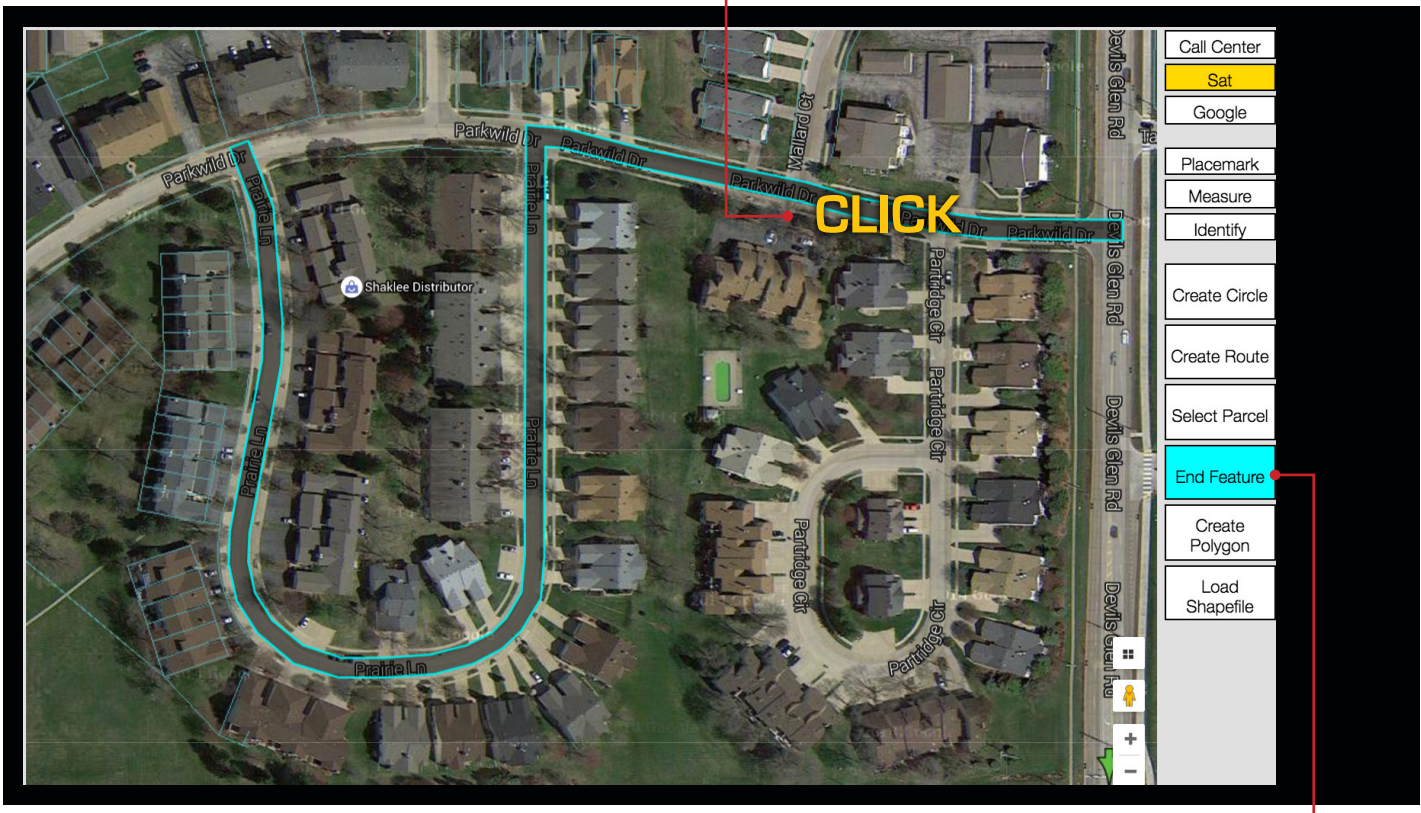
Next click on the road the work will take place. If the feature is available a light blue border will appear along a section of the road.



SELECT FEATURE - CONTINUED

Select Feature

You can continue clicking map features until your work area is completely encompassed.

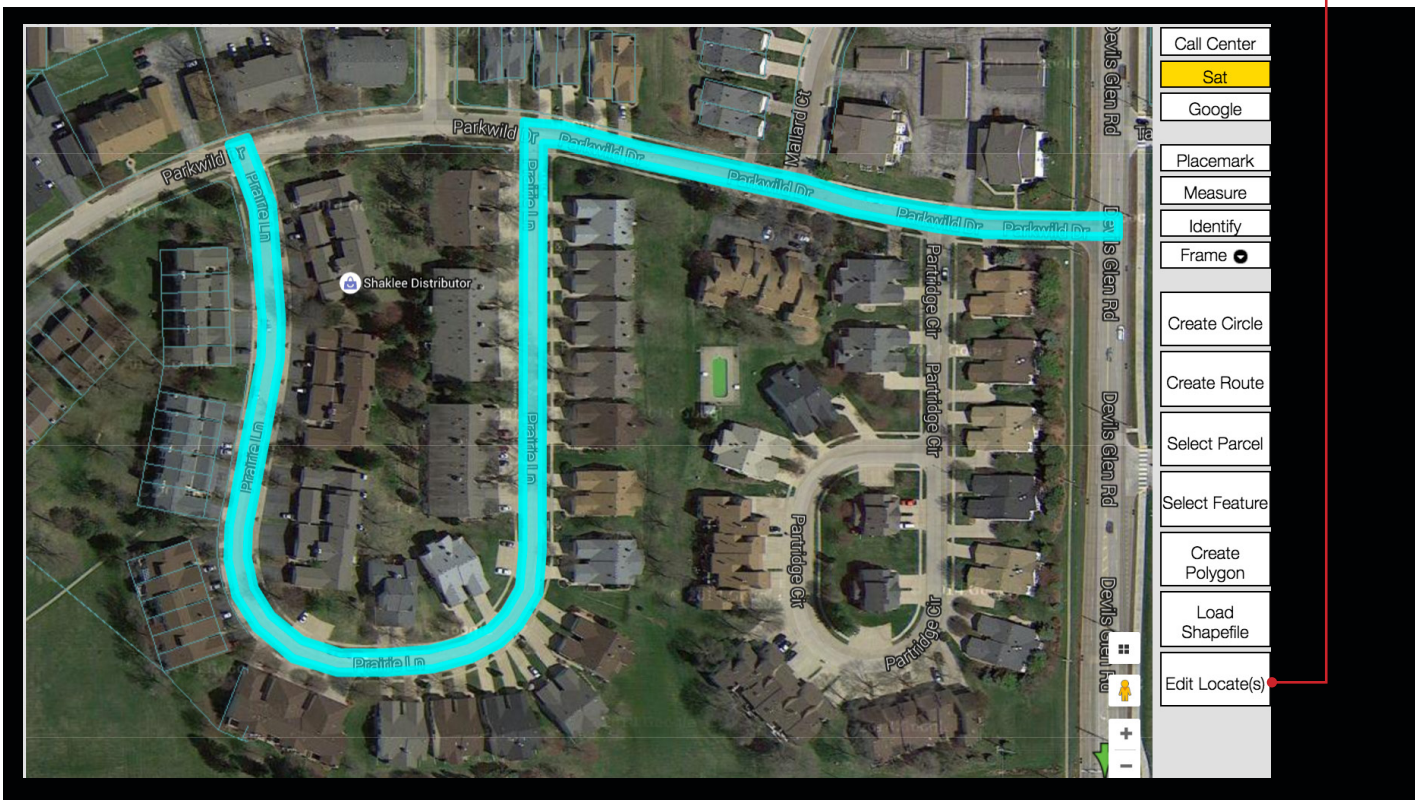


To continue, click the **End Feature** button.

SELECT FEATURE - CONTINUED

Select Feature

Clicking the End Feature button will convert the selected features to an excavation entity with the width you had previously designated. To expand or edit the excavation entity click the **Edit Locate(s)** button.



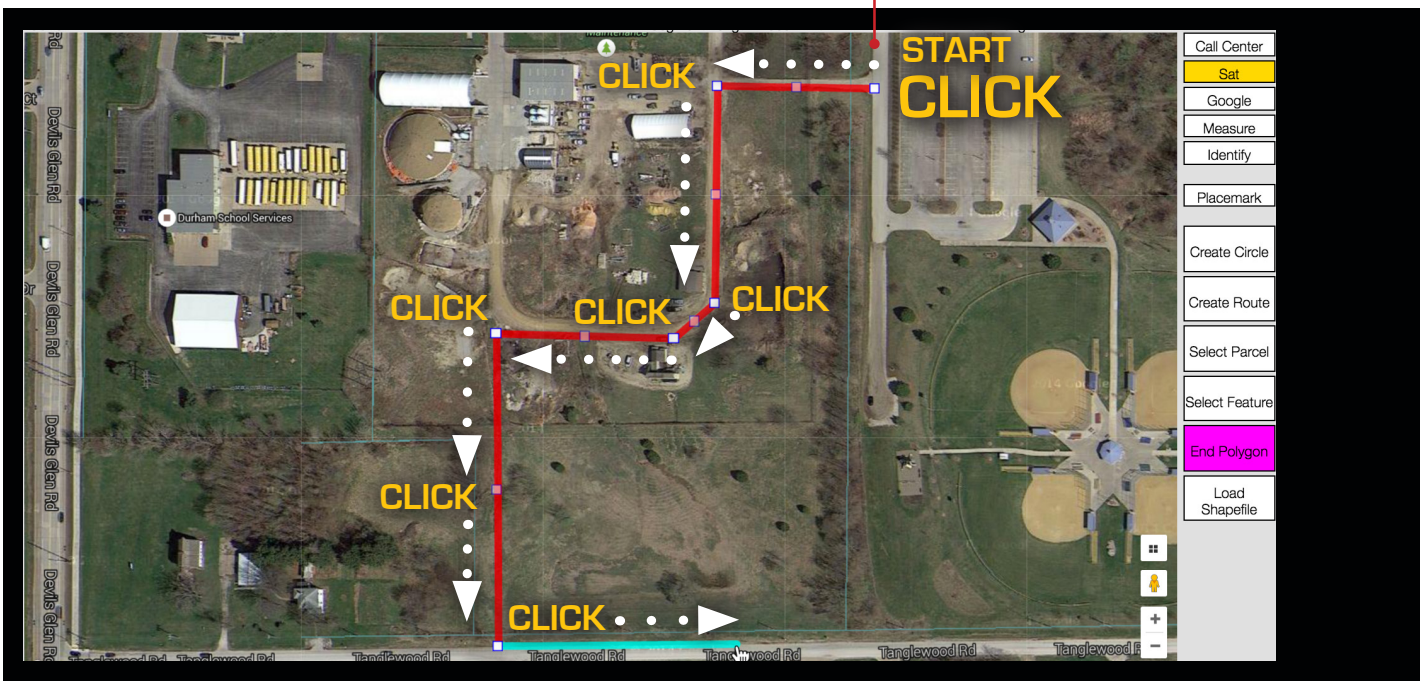
"Feature" excavation entities appear on the map in light blue.

CREATE POLYGON

Create Polygon

The **Create Polygon** tool should only be used when no other mapping options will adequately define the excavation area. The **Create Polygon** tool allows you to "free-hand" draw an excavation entity. When using the **Create Polygon** tool please keep the excavation polygon as small as possible, yet large enough to cover the entire planned excavation area.

First click the **Create Polygon** button. 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.

CREATE POLYGON - CONTINUED

Create Polygon

To close/complete the polygon, simply click the same square point where you began.

To expand or edit the excavation entity click the **Edit Locate(s)** button.

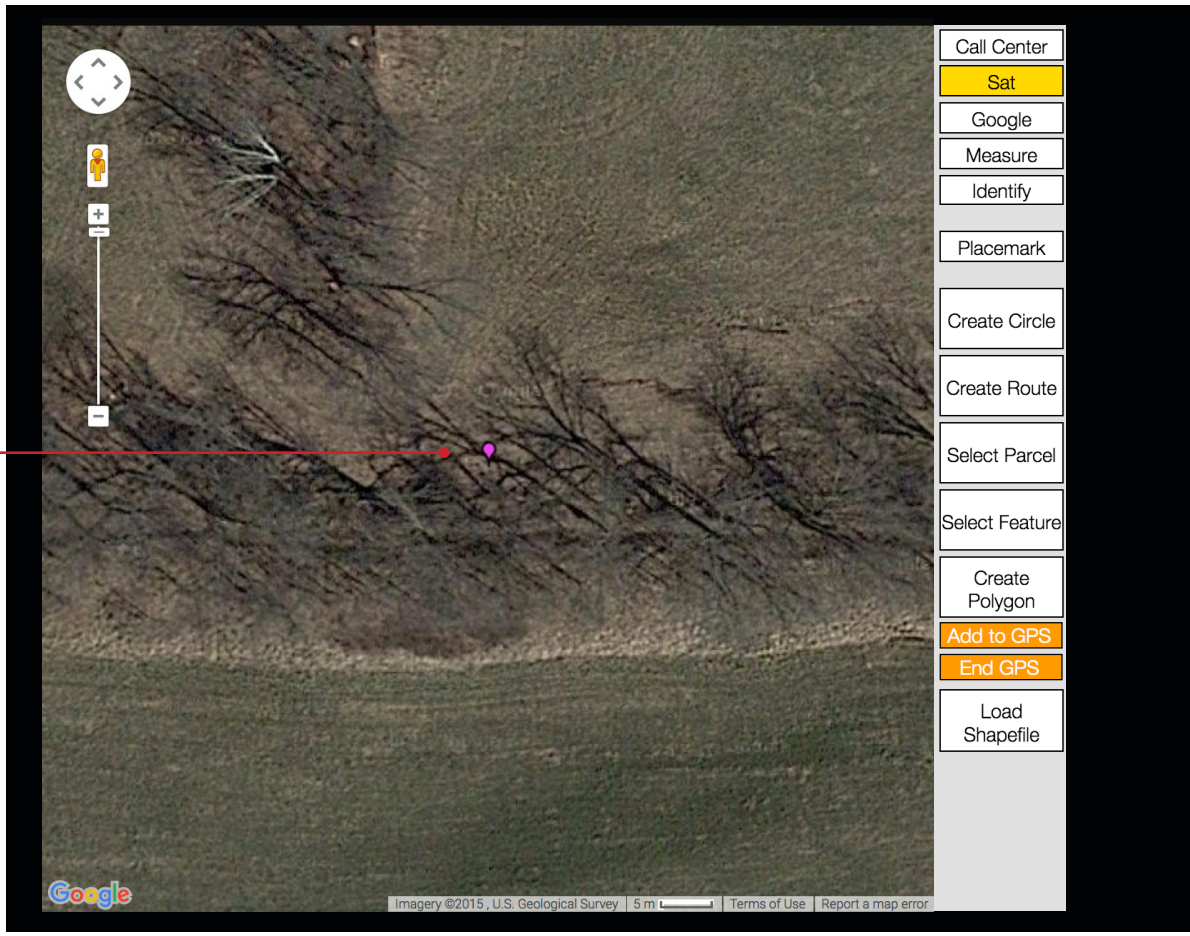
Polygon excavation entities appear on the map in yellow.

CREATE GPS

Create GPS

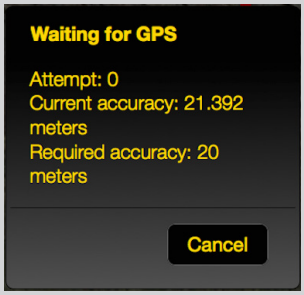
The **Create GPS** tool utilizes the GPS capabilities on your device* to create an excavation entity by walking the excavation perimeter and designating points. You can create as many GPS entities as needed.

When physically located at your work site walk to a corner of your excavation area and click the **Create GPS** button. This will activate **GPS Mode**. You should see a small purple pin-mark on the map where you are standing.



***Please note that some devices may not have the required GPS capability needed to use this feature.**

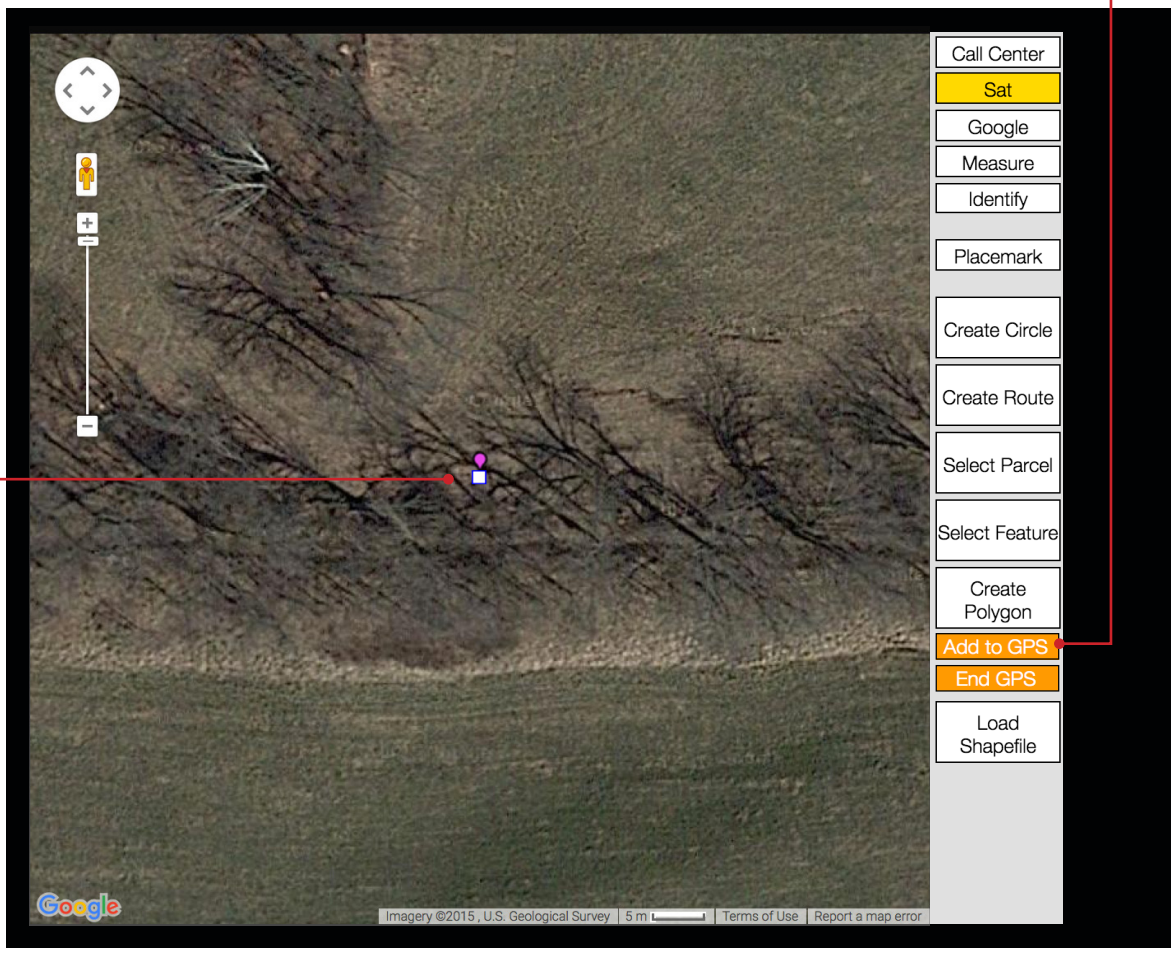
NOTE: ITIC constantly runs a background test to evaluate the accuracy of your device's GPS information. If your GPS information falls below ITIC's standard at any time, you will receive an alert. At this point you must wait for your device's GPS to "catch up" before continuing to create your GPS excavation entity, or click Cancel to exit GPS mode.



CREATE GPS - CONTINUED

Create GPS

You can now begin laying down borders for your GPS excavation entity. First click the **Add to GPS** button. This will place a corner point (represented by a small white box) where you are standing.



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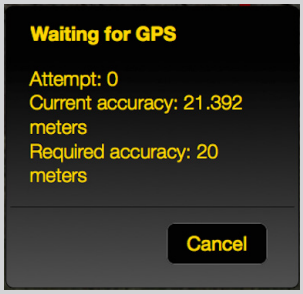
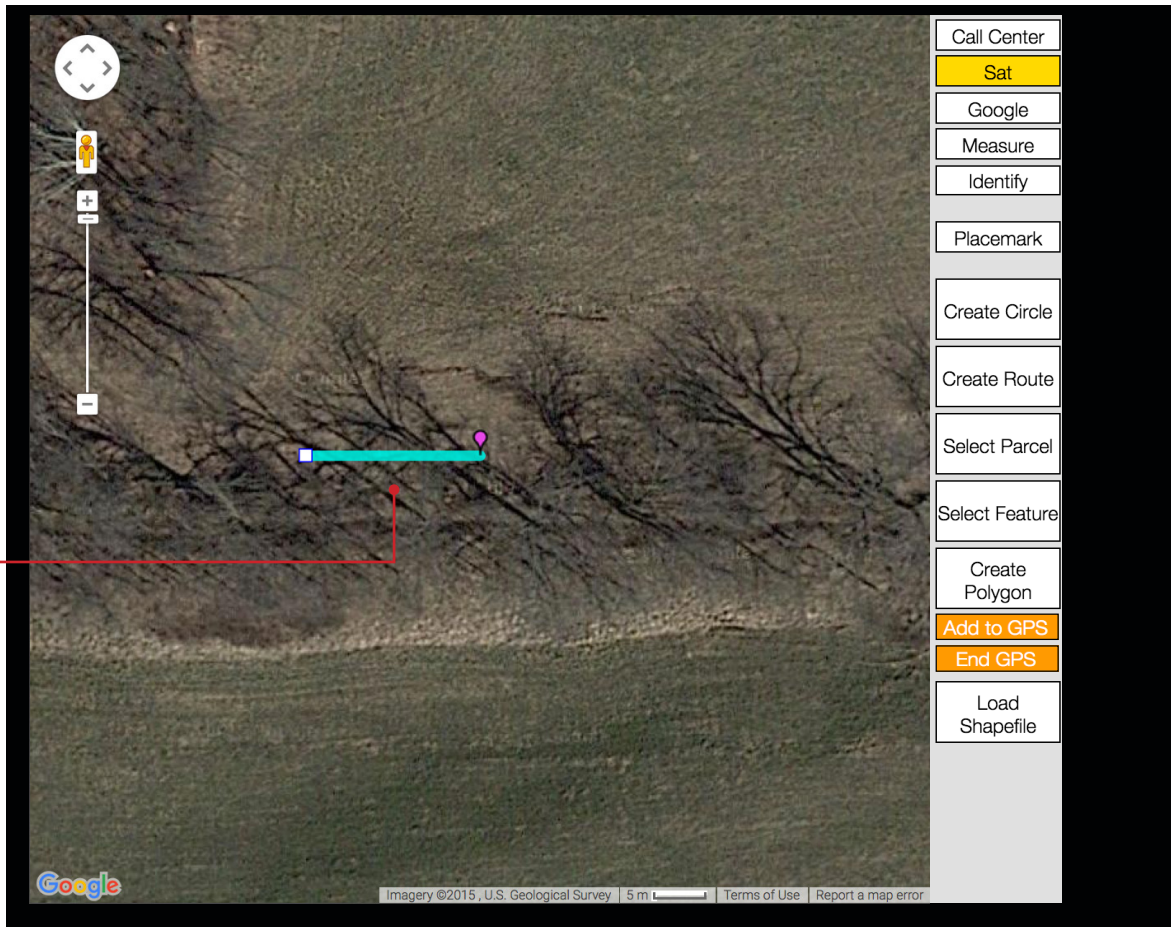


CREATE GPS - CONTINUED

Create GPS

Walk to the next corner of your excavation area. You should see a blue line trailing from your current location to the last corner point you placed.



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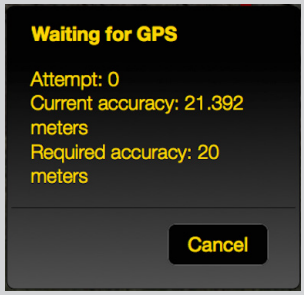
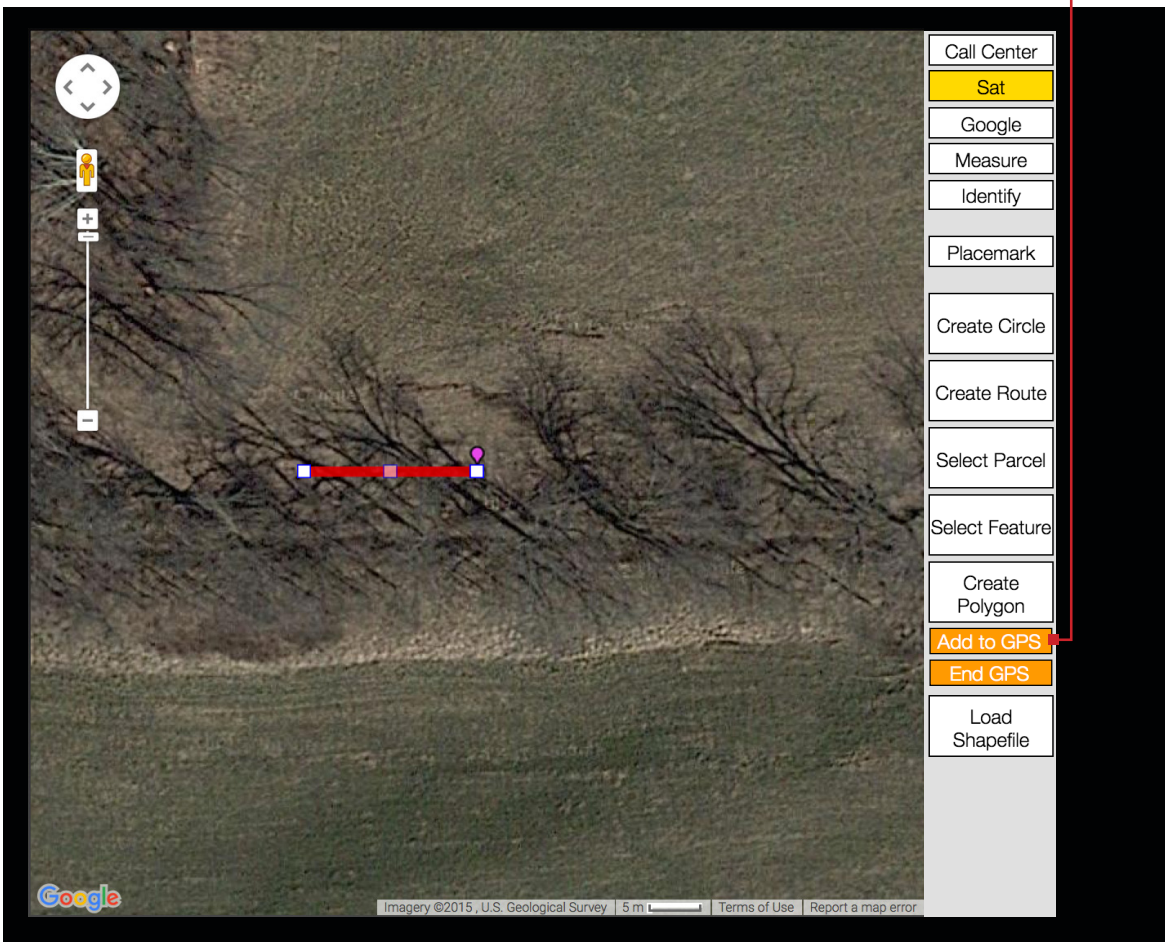


CREATE GPS - CONTINUED

Create GPS

Click **Add to GPS** to add another corner point.



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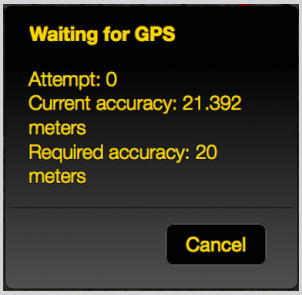
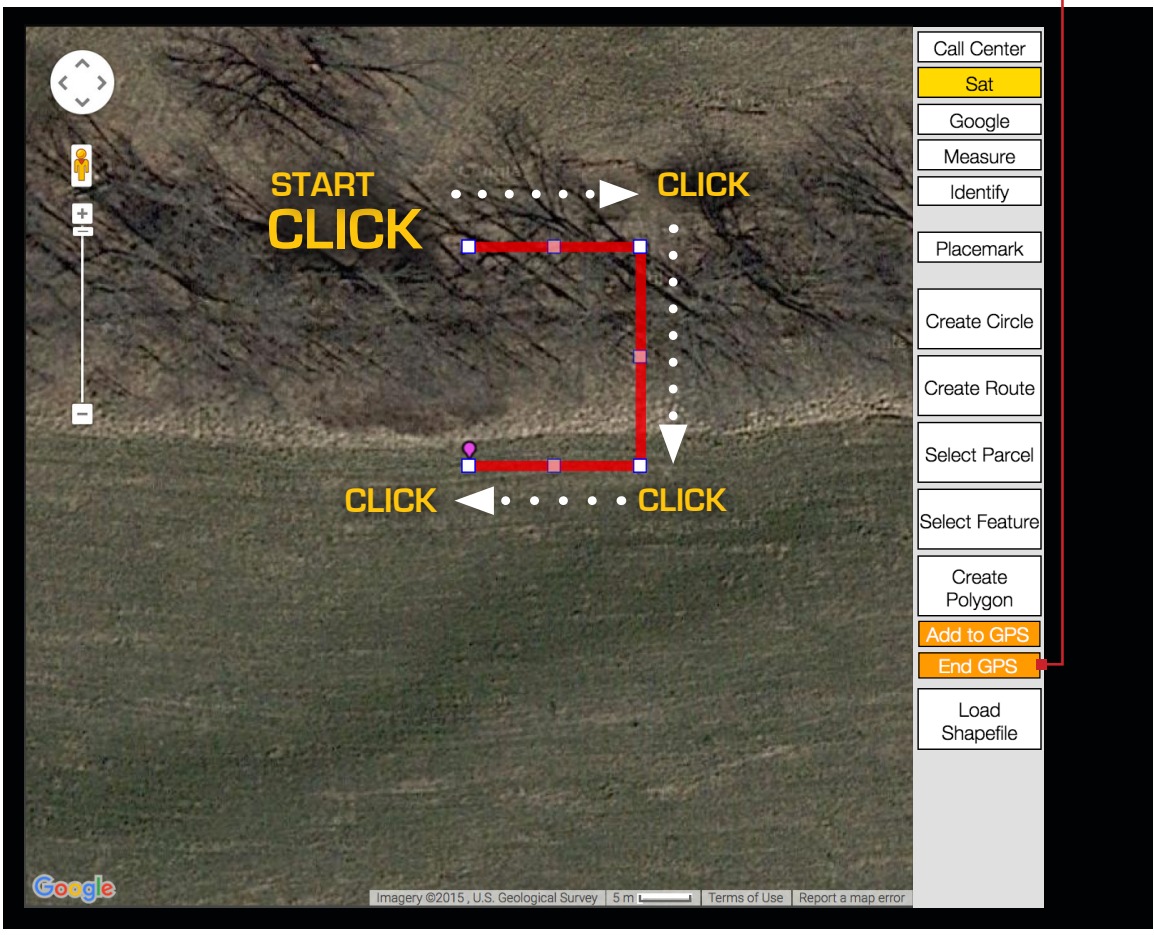


CREATE GPS - CONTINUED

Create GPS

Continue to walk the border of your work site until you have encompassed your entire excavation area.

When you are ready click **End GPS** to close out the excavation entity.



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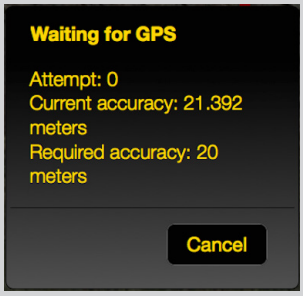
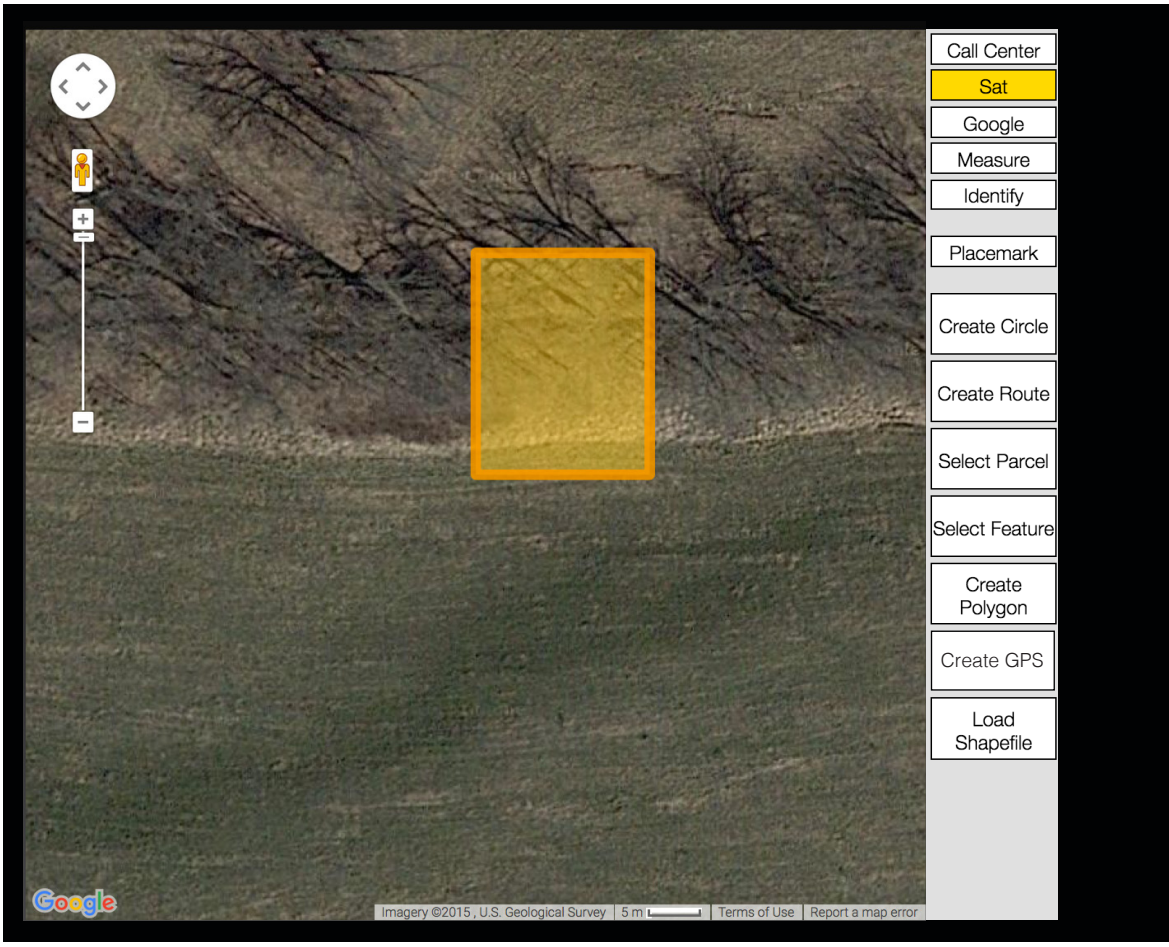


CREATE GPS - CONTINUED

Create GPS

The completed GPS excavation entity will appear on the map in orange.



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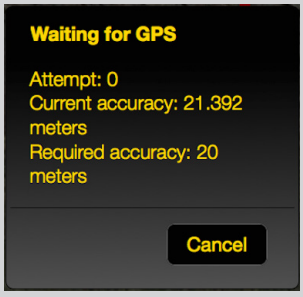
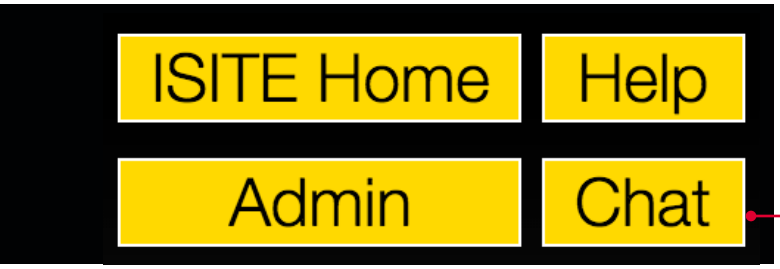


IN CLOSING

This ends the Design Request System Manual. Remember to keep this manual handy when filing design requests, and refer back to it as needed. If you require further assistance there are multiple resources available to you:

Live Chat – Click the Chat button in the upper-right corner of the screen to chat with a live operator. Live Chat is only available during normal business hours.



Contact the Notification Center – Email Iowa One Call at ialead@occinc.com.