

## Web Entry Instructions

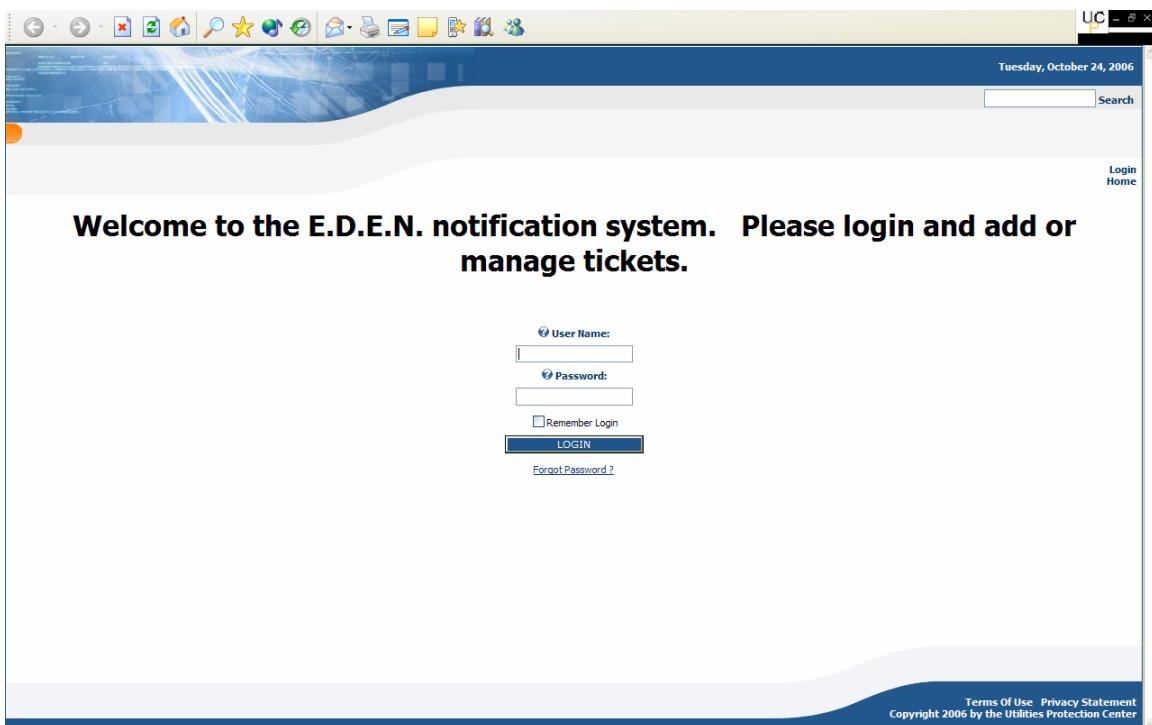
*Georgia UPC EDEN*  
January 2007



## Login to EDEN

1. From the UPC web page [www.gaupc.com](http://www.gaupc.com), click on "EDEN Login" in the top right-hand corner of the site. This will then take you to the EDEN Login Page. This will then take you to the EDEN Login Page.

**If you need assistance you may contact the EDEN System Helpdesk @ 770-476-6055 or email the Helpdesk at [EDENhelpdesk@gaupc.com](mailto:EDENhelpdesk@gaupc.com).**



2. Enter your User Name. This is your first and last name typed together with no spaces.
3. Enter your Password. This is the password assigned to you by our Member Services Department. If there is a problem with entering your password please contact our Member Services Dept. at 770-623-5786.



## Login to EDEN Con't

Please login to create or manage Locate Request Notices.

⚠ Please update your profile before continuing.

### Name

First Name:    
Middle Name:   
Last Name:    
Suffix:

### Address

Street:    
City:    
State:    
Postal Code:  

### Contact Info

Telephone:    
Email:    
Cell/Mobile:   
Fax:   
Website:

4. After logging into EDEN you will be required to provide your contact information. This information is for the UPC records and **will not** be provided on the locate request. Please provide as much information as possible so we can keep you informed on EDEN updates and be able to contact you if necessary. **The information you provided when you requested a username and password will be provided on the locate request.**

## Welcome to the EDEN (Excavator Digging Event Notification) system.

Please login to create or manage Locate Request Notices.

⚠ Please update your password before continuing.

Password Last Changed: Sunday, January 07, 2007  
Password Expires: Password does not Expire

### Change Password

In order to change your password, you will need to provide your current password, as well as your new password and a confirmation of your new password.

Current Password:   
New Password:   
Confirm Password:

 [Change Password](#)

5. The next screen will appear and you will be required to change your password. You will receive an email verifying your username and new password.



## Login to EDEN Con't

Please read and choose your answer:  
UPC notifies its members of proposed excavation and other activities around their facilities. UPC does not notify non-members of these activities.

UPC does not verify the accuracy of information generated by or received from third parties. Furthermore, UPC does not undertake to guarantee that information that is improperly entered or improperly transmitted will be received or properly understood by its members. Each party inputting a web ticket assumes total responsibility and liability for its input and any other subsequent use of this application methodology that relies upon such input.

Should a third party generate a web ticket entry, it should be deemed pending until official confirmation is received from UPC. Official confirmation consists of a serial number and a list of members receiving notification.

I AGREE

6. Click the *Login* button and once logged in you will be taken directly to the disclaimer. Please read this carefully then click "I Agree". This disclaimer reminds you that UPC will not notify non-members and is not responsible for the information provided. Once you have clicked "I Agree" you will be taken to the Locate Request Creation page.

[Locate Request Panel](#) [Locate Request Manager](#) [Positive Response Manager](#)

[Holly Files](#) [Logout](#)  
[Locate Request Creation](#)

You currently have an unsubmitted notice in your Profile.  
Would you like to Load the unsubmitted data to edit or continue with  
fresh ticket?

LOAD DATA

LOAD BLANK FORM

7. You will only receive this option if you were unable to complete a locate request during your last session in EDEN. To access this unsubmitted data select load data and complete your locate request. To create a new locate request select load blank request.



## Enter Locate Request Information

The Locate Request Creation page allows you to enter the information pertaining to your locate request. All emergency, damage and insufficient (rush) locate requests must be called into the Call Center – (800) 282-7411 or (770) 623-4344.

Agent: Holly Files - Ticket Number: 01087-500-006	Locate Request Type: <b>NORMAL NOTICE</b> [?]
Locate Request Status: <b>COMPLETE</b> [?]	
<b>Company Info</b>	
Excavator Phone: 7706234332 [?]	Excavator ID: 464 [?]
Excavator/Company Name: DIGGER DAWG DIGGIN [?]	Excavator/Company Type: CONTRACTOR [?]
Excavator Zip: 30096 [?]	Excavator City: DULUTH [?]
Excavator/Company Address: 3400 SUMMIT RIDGE PKWY [?]	Excavator State: GA [?]
Caller Name: HOLLY FILES [?] Caller E-mail: [?] [?]	
Caller Alt-Phone: (770)623-4332 [?] [?]	Caller Fax: (____) - _____ [?]
<input checked="" type="checkbox"/> Add Field Contact [?]	
Field Contact Name: MIKE JOYNER [?] [?]	Field Contact Number: (555)555-5555 [?]

### Section 1: Company Information

Your contact information is auto populated from the information you provided when you requested a username and password. To edit this information contact Member Services at (770) 623-5786 or [memberservices@gapc.com](mailto:memberservices@gapc.com)

Locate Request Status: Will always default to complete.

Locate Request Type: This allows you to choose the type of Locate Request you would like to create. Your options are:

- **Normal Notice** – A standard 48 hour locate request for excavation purposes.
- **Design** – A request for locating existing utility facilities for bidding, pre-design, or advanced planning purposes is made. **A design locate request may not be used for excavation purposes.**

#### Caller Alt – Phone

For the person creating the locate request there is an Alternate phone number field.

#### Add Field Contact

Check this box to add the contact information of someone at the dig site. An example would be the job foreman.

**IMPORTANT:** Make sure you use the TAB key or your mouse to move from field to field throughout the ticket. **DO NOT USE THE ENTER KEY.**

## Enter Locate Request Information Con't



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Caller Name:	EXCAVATOR MAN	[?]	Caller E-mail:	<input type="text"/>	[?]	
Caller Alt-Phone	<input type="text"/>	[?]	Caller Fax	<input type="text"/>	[?]	
<input type="checkbox"/> Add Field Contact [?]						
Type of Work:	BURYING PHONE SERVICE LINE		[?]	Who is the Work For?	<input type="text"/>	[?]
Project Duration:	1 DAY		[?]			

**Work Type:** Type of work being performed, be specific. You must list all types of work. Choose one from the list and/or type your own. (Example: A landscaper is going to install an irrigation system, plants, shrubs and a patio. You must list all of these different types of landscaping instead of using "Landscaping" as the general work type.)

**Who is the work for?:** Enter the name of the company or the person the work is being done for.

**Project Duration:** Length of time excavation will take place on this project. (Example: 1 day, 2 weeks, 1 month etc..) **Note: Standard locate requests expire 21 calendar days following the date of notice. The project duration does not affect the expiration date.**



## Enter Dig Site Information

### Digsite Info

Standard [?]  Intersection [?]  Intersection to Intersection [?]

Digsite County:  [?] Digsite City:  [?] [?]

Street Address Numbers [?]  
 Normal [?]  Lot #'s [?]  Address Range [?]

Lat:  [?] Lon:  [?] Grid Number:  [?]

Street #	Prefix	Street Name	Street Type	Suffix
Digsite Address: [?]	<input type="text"/> [?]	<input type="text"/> [?]	<input type="text"/> [?]	<input type="text"/> [?]

**What is the scope of your locate request?**

*Choose one of the following by selecting the appropriate radio button:*

- **Standard:** A locate request for a specific address, lot number, range of consecutive lot numbers or consecutive range of street addresses.
- **Intersection:** A locate request for a specific intersection. An intersection locate request begins at the center point of the requested intersection and will be located a maximum of 200ft in all directions in the right of way. Specify the footage needed for your locate request not to exceed 200ft in all directions.
- **Intersection to Intersection:** A locate request along a specific road from one intersection to another. This locate request will be for the right of way only, cannot exceed 1 mile or cross into another county.

### Digsite Info

Standard [?]  Intersection [?]  Intersection to Intersection [?]

Digsite County:  [?] Digsite City:  [?] [?]

Street Address Numbers [?]  
 Normal [?]  Lot #'s [?]  Address Range [?]

Lat:  [?] Lon:  [?] Grid Number:  [?]

Street #	Prefix	Street Name	Street Type	Suffix
Digsite Address: [?]	<input type="text"/> [?]	<input type="text"/> [?]	<input type="text"/> [?]	<input type="text"/> [?]

**County:** What County the digging will take place in.

**Dig Site City:** What City the location falls within or the closest city to the location. Once you type in a City a drop down list will require you to choose "In City" which means the dig site falls within the city limits or "Outside City" which means the dig site falls outside the city limits.



## Enter Dig Site Information Con't

Street Address Numbers [?]

Normal [?]  Lot #'s [?]  Address Range [?]

Lat: 00.000000 [?] Lon: -00.000000 [?] Grid Number: [?]

Street #	Prefix	Street Name	Street Type	Suffix
Digsite Address: [?]	[?]	[?]	[?]	[?]
Prefix	Street Name	Street Type	Suffix	[?]
Nearest Cross Street: [?]	[?]	[?]	[?]	[?]

Choose one of the following by selecting the appropriate radio button

- **Normal:** A locate request with a single street address.
- **Lot #'s:** A locate request for a dig site with a lot number. If you have a single lot number enter it in the Lot Number field on the left. If you have up to 5 consecutive lot numbers, enter the lowest number in the Lot # field to the left and the highest in the Lot Number field to the right. If you have up to 5 **nonconsecutive** lot numbers leave the *Lot Number* field blank and enter all of the lot numbers in the *Locate Instructions* field.
- **Address Range:** A locate request with an address range up to 5 consecutive addresses. Enter the street address range in the provided fields, starting with the lowest in the *From* field and the highest in the *To* field. If you have up to 5 addresses that are **nonconsecutive** leave the street address field blank and enter all of the addresses in the *Locate Instructions* field.
- **Lat/Lon:** Enter latitude and longitude coordinates to search for your dig site. Use this function if your dig site will most likely not be found on the map, this will take you to the general area so you can manually select the dig site. However, you will still be required to provide a dig site address and nearest cross street. This is an optional field, it is not required.
- **Grid Number:** Enter UPC map grid number to search for your dig site. Use this function if your dig site will most likely not be found on the map, this will take you to the general area so you can manually select the dig site. However, you will still be required to provide a dig site address and nearest cross street. This is an optional field, it is not required.

Street #	Prefix	Street Name	Street Type	Suffix
Digsite Address: [?]	[?]	[?]	[?]	[?]
Prefix	Street Name	Street Type	Suffix	[?]
Nearest Cross Street: [?]	[?]	[?]	[?]	[?]
Subdivision/Community: [?]				

**Dig Site Address:** After entering your street address or lot number, proceed to the next field.

**Prefix:** Enter the directional prefix such as "South" Summit Ridge Parkway.

**Street Name:** Enter the street name without any prefix, suffix or street type. If you are using South Summit Ridge Parkway you would type in "Summit Ridge" as the street name. **If your street is not in the drop down list then it is not in the UPC map database. Sometimes changing the city from inside to outside or vice versa will enable you to find your street. If you are still unable to find your street, enter the street name regardless and complete all fields on this page. When you go to the map follow the instructions for Manually Mapping your Dig Site on page 13 of the EDEN Instruction Manual.**



## Enter Dig Site Information Con't

**Note:** You must select your street from the drop down list provided in order for EDEN to find the dig site for you. If you type in the street name without selecting from the drop down list you will be required to manually map your dig site. A selection can be made by either using the mouse pointer or using the up/down arrow keys and pressing the Enter when the desired street is highlighted.

**Street Type:** If the example were South Summit Ridge Parkway you would place "Pkwy" in this field. Use abbreviations when entering street types. Choose from the list and or type your own.

**Suffix:** Enter the directional suffix such as Summit Ridge Parkway "South".

**Nearest Cross Street:** (Previously known as "Near" Street) This is the closest intersecting road to the dig site. The prefix, street type, and suffix function as previously described.

**Note:** Select the Nearest Cross Street from the drop down list provided in order for EDEN to highlight your cross street on the map. A selection can be made by either using the mouse pointer or using the up/down arrow keys and pressing the Enter when the desired street is highlighted.

**Subdivision/Community:** Enter the name of the subdivision or community here if applicable.

**Locate Instructions:** Type your Locate Instructions in the text box provided. (A drop down box with a list of pre-defined Locate Instructions will be added at a later date.)

Locate Instructions:	<input type="text"/>		
Driving Instructions:	<input type="text"/>		
Other Remarks:	<input type="text"/>		
Boring:	<input type="text"/>	[?]	
Blasting:	[?]	White Line:	[?]
<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Underground/Overhead:	<input type="text" value="UNDERGROUND"/>	[?]	

**Driving Instructions:** You must provide enough information to determine where the excavation is taking place. In new developments this may include driving directions. **You must enter driving directions when your dig site is on a street that is not located on the UPC Map.**

**Other Remarks:** This box is provided for any additional information that might need to be relayed to the locate technician. (Example: Arrange an on-site meeting, street alias information etc. If it's a business address provide the company name).

**Boring:** If you will be doing any horizontal boring please select one of the pre-defined options or type your own.

**Blasting:** Will your work require blasting, select Yes or No.

**White Line:** If you will be marking the area you need located with white paint, stakes or flags select Yes or No.

Boring:	<input type="text"/>	[?]	
Blasting:	[?]	White Line:	[?]
<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
Underground/Overhead:	<input type="text" value="UNDERGROUND"/>	[?]	

**Underground/Overhead:** This is concerning the High Voltage Safety Act. Please select one of the following options:

- **Underground:** Excavation only – you and or your equipment will not be within 10ft of any overhead electric lines
- **Both (Underground/Overhead)** - Excavation will take place and you and or your equipment will be within 10ft of overhead electric lines
- **Overhead** – No excavation will take place but you and or your equipment will be within 10ft of overhead electric lines (Ex: Tree Trimming)

If "Both" or "Overhead" is selected choose your overhead begin date by opening up the calendar provided and selecting a date.



## Enter Dig Site Information Con't

### Important Dates

Boring: <input type="text" value="ROAD"/> <input type="button" value="?"/>
<b>Blasting:</b> <input type="checkbox"/> <b>White Line:</b> <input type="checkbox"/>
<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No
Underground/Overhead: <input type="text" value="UNDERGROUND"/> <input type="button" value="?"/>
<b>Legal Date:</b> <input type="text" value="1/11/2007 7:00:00 AM"/> <input type="button" value="?"/> <b>Restake Date:</b> <input type="text" value="1/24/2007 12:00:00 AM"/> <input type="button" value="?"/> <b>Expiration Date:</b> <input type="text" value="1/29/2007 12:00:00 AM"/> <input type="button" value="?"/>
<b>Response Due Date:</b> <input type="text" value="1/10/2007 11:59:59 PM"/> <input type="button" value="?"/>
<input type="button" value="VERIFY DIG SITE MAP"/> <input type="button" value="?"/>

**Legal Date:** When your locate request should be located by all utility owner operators. Check the status of your locate request through the Positive Response Information System (PRIS).

**Restake Date:** The date range when your locate request must be updated to continue excavation past the expiration date. **Please be sure to Restake/Update your locate request before 4:30pm on the restake due date or two business days prior to that date. Anything entered after 4:30pm is considered to be entered on the following business day.**

**Expiration Date:** When your locate request expires. No excavation can be performed past this date without a valid locate request.

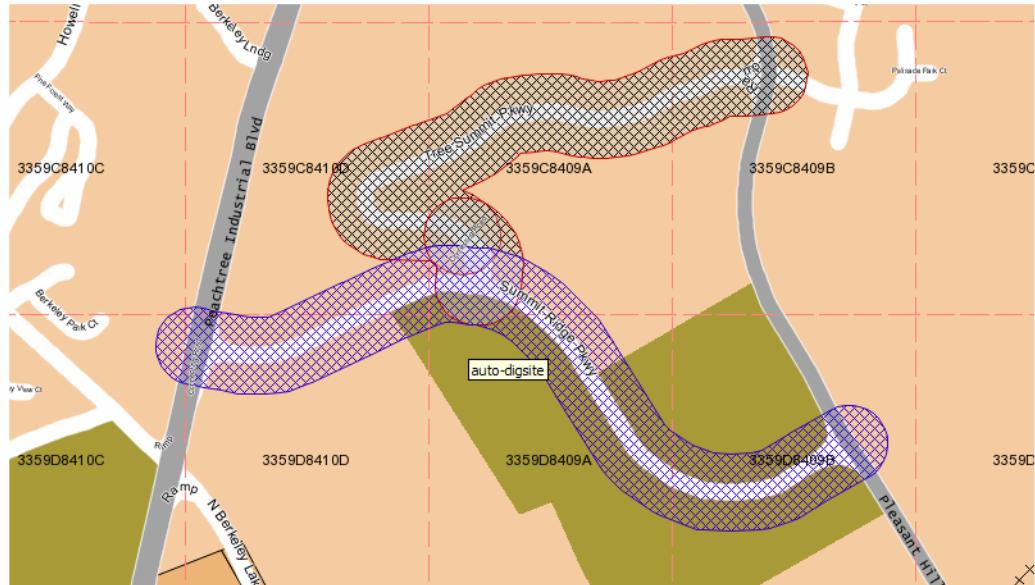
**Response Due Date:** The date each utility owner/operator notified must respond to your locate request through the Positive Response Information System (PRIS), letting you know the status of your locate request.

**Verify Dig Site Map:** Select this button to verify your dig site on the map.



## Dig Site Verification

[EDIT REQUEST](#) [VERIFY LOCATE REQUEST](#)



1. You will be taken to the map and asked to verify your dig site. The dig site will be identified by the blue cross hatched area. If your dig site is correct select the *Verify Locate Request button* and proceed to the Locate Request and Member Utility Confirmation page.
2. If your dig site is incorrect left click on the map to access the manual mapping tools. Your dig site should not contain more than 8 grids.
3. Select Edit Request to return to the Locate Request Creation Page.
4. Note your nearest cross street will be highlighted in red and your dig site will be highlighted in blue.



## Manually Mapping your Locate Requests

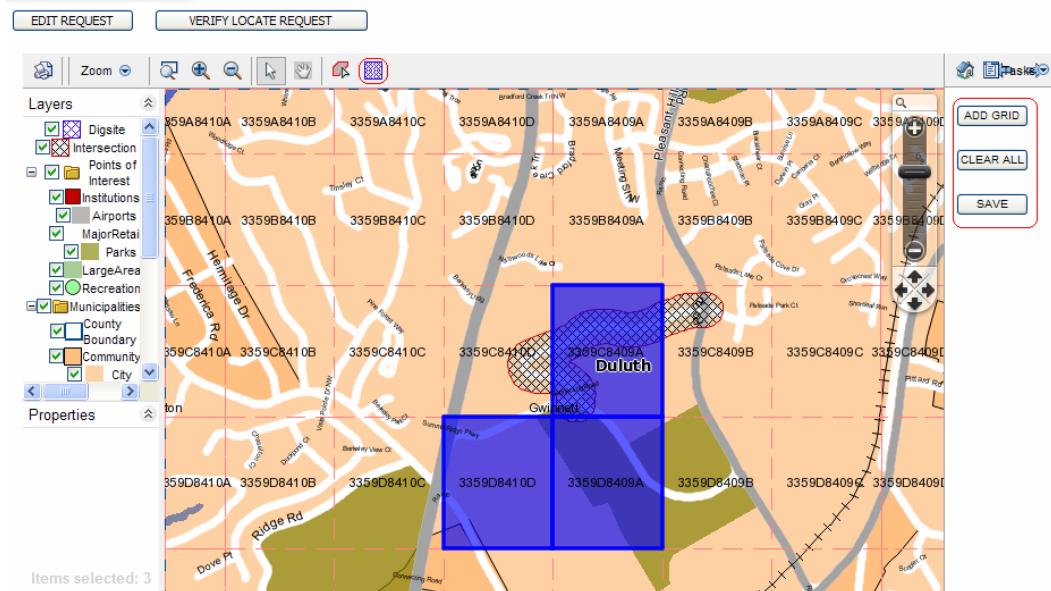
There are certain times when you will be required to manually map your dig site.

- If you did not select your street from the drop down list provided
- If the street you entered cannot be found in the database (Ex: A street in a new subdivision)

If you did not select your street from the drop down list provided follow the instructions for *Selecting Grids* below.

If the street you entered cannot be found in the database, continue to enter it into the Dig Site Address Field and complete all fields required for your Locate Request. Next select the Verify Dig Site Map button and once in the map follow the instructions for *Selecting Grids* listed below.

### Selecting Grids



The map contains red dashes in the shape of squares. These are known as grids and they are approx. ¼ mile square. The grids you select will determine which utility companies will be notified on your locate request.



To select grids select the "Grid Selection Tool" to create a dig site using grid selection.

Determine which grid(s) you would like to select and left click on those grid(s). To select more than one grid hold down the shift key while selecting grids. The selected grid(s) will change to a dark blue color.

**ADD GRID**

To add your selected grids select "Add Grid" located at the top right hand corner of your map. The selected grid(s) will turn light blue.

**SAVE**

After choosing your grids select "Save" to save your dig site. **No Ticket should require more than 8 grids**



After selecting "Save" a dialogue box will indicate your dig site has been saved and the number of grids affected. Select "ok" and then select Verify Locate Request.

**CLEAR ALL**

If you want clear the dig site select "Clear All".

**VERIFY LOCATE REQUEST**

Select *Verify Locate Request* to move to the Locate Request and Member Utility Confirmation Page.



## Locate Request and Member Utility Confirmation

Holly Files Logout  
Locate Request Creation

The Service Areas Affected By This Request	
Service Area Code	Service Area Name
AGL118	ATLANTA GAS LIGHT MACON
BGAWM	BELLSOUTH - MID-WEST GEORGIA
CCM01	COX CABLE MIDDLE GEORGIA
GP500	GEORGIA POWER
GPTRW	GEORGIA POWER TRANSMISSION RIGHT OF WAY
HMCCM	COX CABLE MIDDLE GA, INC.
MAC01	CITY OF MACON STORM DRAINS
MAC02	CITY OF MACON STREET LIGHTING
MAC03	CITY OF MACON TRAFFIC SIGNALS
MWA01	MACON WATER AUTHORITY WATER
MWA02	MACON SEWER AUTHORITY SEWER
OGP500	GEORGIA POWER

Agent: Holly Files      Locate Request Type: **NORMAL NOTICE** [\[?\]](#)

Locate Request Status: **COMPLETE** [\[?\]](#)

**Company Info**

Excavator Phone:  [\[?\]](#)      Excavator ID:  [\[?\]](#)

Excavator/Company Name:  [\[?\]](#)      Excavator/Company Type:  [\[?\]](#)

Excavator Zip:  [\[?\]](#)      Excavator City:  [\[?\]](#)      Excavator State:  [\[?\]](#)

Excavator/Company Address:  [\[?\]](#)

Caller Name:  [\[?\]](#)      Caller E-mail:  [\[?\]](#)

Caller Alt-Phone  [\[?\]](#)      Caller Fax  [\[?\]](#)

Add Field Contact [\[?\]](#)

This page allows you to review or edit your dig site information. The list of member utility companies who will be notified on your locate request are listed at the top of the page.

WIRE LINES:  Yes  No

!GROUND [\[?\]](#)

Request Date  [\[?\]](#) Expiration Date  [\[?\]](#)

**LOCATE REQUEST**

**COMMIT REQUEST** [\[?\]](#)

**VERIFY DIG SITE MAP** [\[?\]](#)

**EDIT REQUEST**

To edit your locate request select *Edit Request*. To edit your dig site select *Verify Dig Site Map*.

After verifying the information is correct select the *Commit Request* button to receive your Locate Request Number.



## Receiving your Locate Request Number

Locate Instructions: yard

Driving Instructions:

Other Remarks:

Boring: DRIVEWAY

Blasting: [?]

White Line: [?]

Underground/Overhead: UNDERGROUND

Legal Date: 1/11/2007 7:00:00 AM [?]

Restake Date: 1/24/2007 12:00:00 AM [?]

Response Due Date: 1/10/2007 11:59:59 PM [?]

**Your Ticket Number is : 01087-500-001**

Check to forward the notice to a recipient's e-mail address

Check to forward the notice to a recipient's fax number

Do you need to enter another ticket?

[?]

[?]

After selecting Commit Request a dialogue box will open providing your Locate Request Number and the following options:

- Email copy of Locate Request (will be available in live mode)
- Fax copy of Locate Request (will be available in live mode)
- Printer Friendly copy of Locate Request (will be available in live mode)
- Save locate request text and Dig Site (will be available in live mode)
- Do you need to enter another ticket? – Select “Yes” to create another locate request. If you select “No” you will be taken to the *Locate Request Manager*.



## Printing a Locate Request

(will be available in live mode)

After selecting "Printer friendly copy of Locate Request" the printed copy of the request will look like the example below. This printed request provides your Locate Request number, all information associated with your request and all member utility companies notified with the corresponding contact information.

Locate Request & Member Utility Verification

**YOUR TICKET NUMBER IS 29106-500-002.**

State: GA County: GWINNETT Place: DULUTH (IN CITY)  
Addr : From: 0 To: 0 Name: SUMMIT RIDGE PKWY  
Cross: From: To: Name:  
Offset:

State: GA County: GWINNETT Place: DULUTH (IN CITY)  
Addr : From: To: Name: PLEASANT HILL RD  
Cross: From: To: Name:  
Offset:  
Subdivision:  
RR Subdivision: RR Marker: Mile Marker:  
Locat: Locate Summit Ridge Pkwy from Pleasant Hill Rd to Peachtree Industrial B  
: Inv on both sides of the road

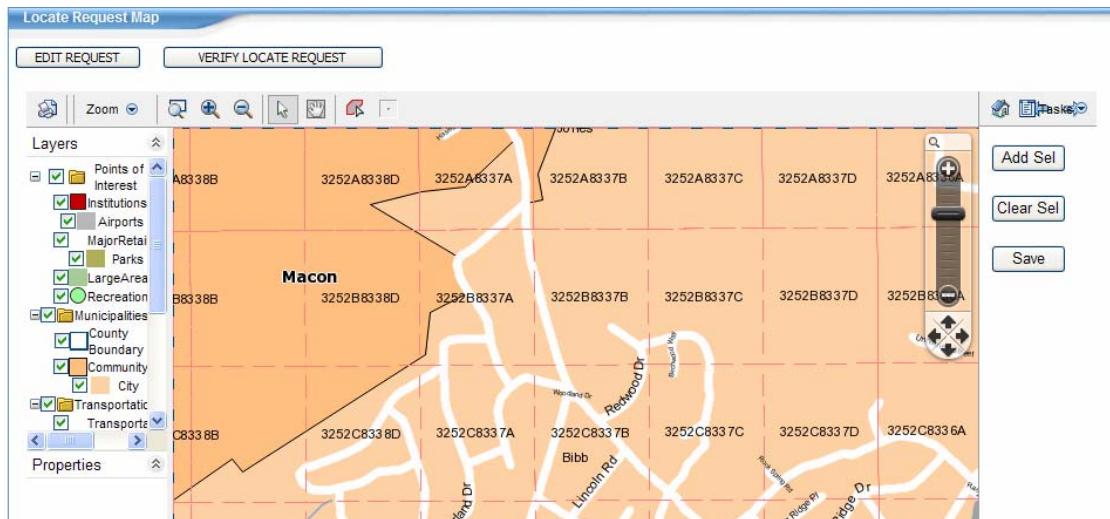
Latitude : Longitude:  
Grids :  
Work type: burying catv main  
Work date: Time: Hrs notc: Priority:  
Legal day: 11/2/200 Time: Good thru: 11/20/20 Restake by:  
RespondBy: 11/20/20 Time: Duration :  
Done for : upc  
Crew on Site: White-lined: N Railroad: Blasting: N Boring: D

Mbrs:  
AGL111 ATLANTA GAS LIGHT CUMMING GAS  
STEVE FOWLER  
DAMAGES ONLY ANYONE DAY Voice 404-427-1864  
DAY Voice 800-427-5463

**SUBMIT**



## Mapping Tools



**Get Printable Page-** Select this icon to retrieve a printable page.



**Zoom** – Select this icon to see the previous, next or initial map view.



**Zoom to a Rectangle-** Select this icon, then left click and drag on the map to zoom in to a specific rectangular section.



**Zoom In** - Select this icon to zoom in on a particular area of the map – will be able to bring the map in closer to see more street names.



**Zoom Out** - Select this icon to zoom out of an area on the map – will be able to see more of the map but will lose some street names.



**Dig Site Selection Tool-** Select this icon to choose grids for your dig site.



**Search** - Select this icon to search the map. This tool allows you to search by Street, Intersection, County, City (Place), Lat/Long, Points of Interest and Grid Number. **(will be available in live mode)**



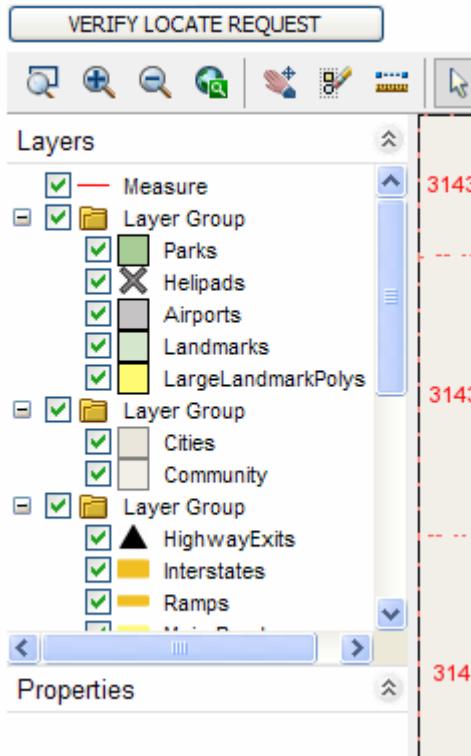
**Pan Mode**- Select this icon to move the map in any direction. To use, click the panning tool (looks like a hand), put your cursor or arrow to an area of the map, hold your left mouse key down and drag the map in the direction that you want it to go after moving it, and then let the mouse key go and the map will reset itself in the direction you have chosen.



**Measure**- Select this icon to measure any distance on the map. To use this tool, select the icon, then click the map at a beginning point, and then drag it along the site or road name until you reach your ending point. This gives measurements in feet and miles. One Mile = 5,280feet



**Help**- Select this icon for help with the mapping tools. **(will be available in live mode)**

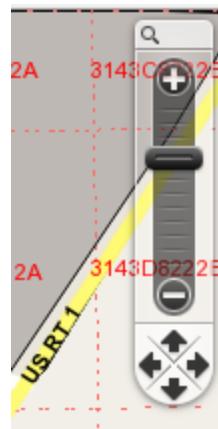


## Map Legend

the map legend is displayed on the left side of the map. All check boxes are layers currently active on the map. To remove any of these layers uncheck the corresponding box. This may provide a more clear view of the map in a congested area or display a waterway that may help you identify your dig site.

## Zoom and Panning Tool within the Map

A Zoom and Panning Tool is located on the right side of your map. To zoom in left click with your mouse and slide the bar towards the plus sign and to zoom out slide towards the minus sign. To Pan and move around the map decide which direction you would like to move and left click on the arrow. You can also move the entire tool around if you like. Just left click and hold your left mouse button and drag it where you want it.





## Creating an Intersection Locate Request

**Intersection:** A locate request for a specific intersection. An intersection locate request begins at the center point of the requested intersection and will be located a maximum of 200ft in all directions in the right of way. Specify the footage needed for your locate request not to exceed 200ft in all directions.

**Digsite Info**

Standard [?]  Intersection [?]  Intersection to Intersection [?]

Digsite County: GWINNETT [?] Digsite City: DULUTH (IN CITY) [?]

Lat/Lon:  [?] Grid Number:  [?]

Digsite Address: Prefix Street Name Street Type Suffix  
SUMMIT RIDGE PKWY [?]

1st Intersecting Street: Prefix Street Name Street Type Suffix  
PLEASANT HILL RD [?]

Subdivision/Community:  [?]

Locate Instructions:   
Locate the intersection 50 feet in all directions. [?]

- Select the radio button for an intersection locate request.
- Enter county and city information
- Enter the street name of one of your intersecting streets at the *Dig Site Address-Street Name* field.
- Enter the street name of the other intersecting street in the *1<sup>st</sup> Intersecting Street-Street Name* field.
- Describe the area you need located at the intersection. You can only request a maximum of 200 feet in all directions from the center point of the intersection. Specify the footage you need up to 200 feet. *See below for an example of an intersection dig site.*

EDIT REQUEST VERIFY LOCATE REQUEST





## Creating an Intersection to Intersection Locate Request.

**Intersection to Intersection:** A locate request along a specific road from one intersection to another. This locate request will be for the right of way only, cannot exceed 1 mile or cross into another county.

### Digsite Info

Standard [?]  Intersection [?]  Intersection to Intersection [?]

Digsite County: GWINNETT [?] Digsite City: DULUTH (IN CITY) [?]

Lat/Lon: [?] Grid Number: [?]

Digsite Address: Prefix Street Name Street Type Suffix

Prefix	Street Name	Street Type	Suffix
	SUMMIT RIDGE	PKWY	

1st Intersecting Street: Prefix Street Name Street Type Suffix

Prefix	Street Name	Street Type	Suffix
	PLEASANT HILL	RD	

2nd Intersecting Street: Prefix Street Name Street Type Suffix

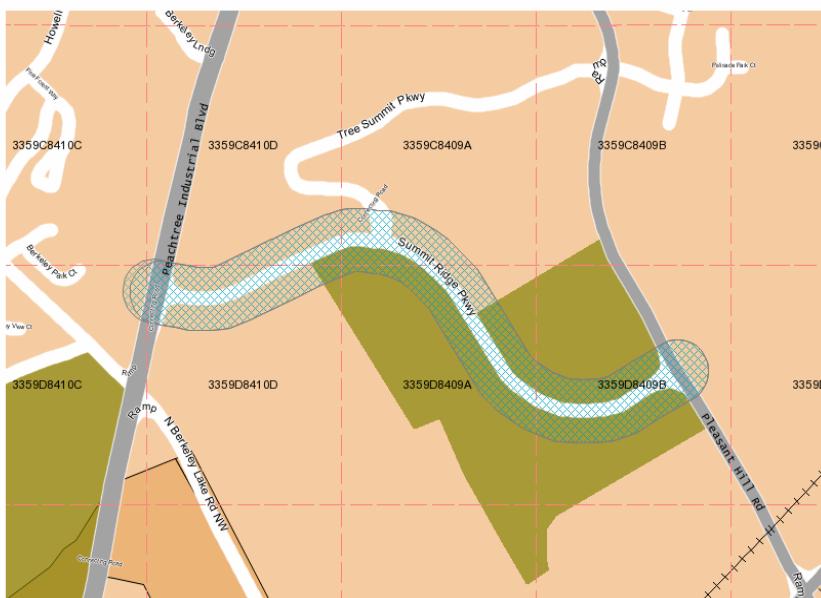
Prefix	Street Name	Street Type	Suffix
	PEACHTREE INDUSTRIAL	BLVD	

Subdivision/Community: [?]

Locate Instructions: Locate Summit Ridge Pkwy from Pleasant Hill Rd to Peachtree Industrial Blvd on both sides of the road. [?]

- Select the radio button for an intersection to intersection locate request.
- Enter county and city information
- Enter the street name of the dig site in the *Dig Site Address-Street Name* field.
- Enter the street name that is the beginning point of your dig site in the *1<sup>st</sup> Intersecting Street-Street Name* field.
- Enter the street name that is the ending point of your dig site in the *2<sup>nd</sup> Intersecting Street-Street Name* field.
- Describe the area you need located. On a single locate request you can only request a maximum of one mile, on one street, as long as you don't cross into another county

EDIT REQUEST VERIFY LOCATE REQUEST



See left for an example of an intersection to intersection dig site.



## Locate Request Panel

The screenshot shows a web-based application for managing locate requests. At the top, there is a header with the 'eden' logo and the text 'EXCAVATION DIGGING EVENT NOTIFICATION'. To the right of the header, it says 'Monday, January 08, 2007' and has a 'Search' button. Below the header, there is a yellow button labeled 'Locate Request Panel'. On the right side of the header, there are links for 'Holly Files', 'Logout', and 'Locate Request Panel'. The main content area is titled 'Current Locate Requests' and contains a table with the following columns: Locate Request Number, Version, Create Date, City, County, Street Name, Street Type, Notice Type, Agent, and Caller. The table lists several entries, including requests for MACON, BIBB, and DULUTH. At the bottom of the table, there is a 'CREATE LOCATE REQUEST' button. Below the table, it says 'Page 1 of 1' and has links for 'First Page', 'Previous Page', 'Next Page', and 'Last Page'.

Locate Request Number	Version	Create Date	City	County	Street Name	Street Type	Notice Type	Agent	Caller
01077-500-002	0	1/7/2007 12:00:00 AM	MACON	BIBB	Upper River	Rd	Normal Notice	Holly Files	Holly Files
01077-500-003	0	1/7/2007 12:00:00 AM	MACON	BIBB	Upper River	Rd	Normal Notice	Holly Files	Holly Files
01077-500-004	0	1/7/2007 12:00:00 AM	MACON	BIBB	Upper River	Rd	Normal Notice	Holly Files	Holly Files
01077-500-005	0	1/7/2007 12:00:00 AM	DULUTH	GWINNETT	Summit Ridge	Pkwy	Normal Notice	Holly Files	Holly Files
01047-500-001	1	1/4/2007 12:00:00 AM	MACON	BIBB	Summit	Ave	Normal Notice	Holly Files	Holly Files
01047-500-001	0	1/4/2007 12:00:00 AM	MACON	BIBB	Summit	Ave	Normal Notice	Holly Files	Holly Files
01037-500-002	0	1/3/2007 12:00:00 AM	MACON	BIBB	Upper River	Rd	Normal Notice	Holly Files	Holly Files
01037-500-002	0	1/3/2007 12:00:00 AM	MACON	BIBB	Upper River	Rd	Normal Notice	Holly Files	Holly Files
01027-500-001	1	1/2/2007 12:00:00 AM	MACON	BIBB	Upper River	Rd	Normal Notice	Holly Files	Holly Files
01027-500-002	0	1/2/2007 12:00:00 AM	MACON	BIBB	Upper River	Rd	Normal Notice	Holly Files	Holly Files
01027-500-003	1	1/2/2007 12:00:00 AM	LOCUST GROVE	HENRY	laney	Rd	Normal Notice	Holly Files	Holly Files

The Locate Request Panel provides a list of your most recent locate requests. Select the locate request by left clicking on the request number. The request will open in the "view" mode, which allows you to view your request. You will also have the option to take any of the following ticket actions;

- **Copy** – copy the text and dig site of your selected request.
- **Restake** – renew the request if excavation will continue past the expiration date of your selected request.
- **Additional Request** - re-notify member utility companies if the request needs to be remarked or if you are disputing the member utility response from the Positive Response Information System (PRIS)
- **Cancel** - cancel a request
- **Create New Locate request** - create a new request

The screenshot shows a 'Ticket Action' section with a red box highlighting the 'View/Notes' radio button. Below the red box, there are other radio buttons for 'Copy', 'Restake', 'Additional Request', 'Retransmit', 'Cancel', and 'Create New Locate Request'. At the bottom of the section, there is a 'VERIFY DIG SITE MAP' button and a help link '[?]'.



## Locate Request Panel Ticket Action Instructions

- **Copy** – select the “Copy” radio button and the additional “Copy” button that appears. You will be taken into the Locate Request Form, edit the necessary fields and select “Verify Dig Site”.

Ticket Action:							
<input type="radio"/> View/Notes	<input checked="" type="radio"/> Copy	<input type="radio"/> Restake	<input type="radio"/> Additional Request	<input type="radio"/> Retransmit	<input type="radio"/> Cancel	<input type="radio"/> Create New Locate Request	
VERIFY DIG SITE MAP		<b>COPY</b>		<b>DESELECT ACTION</b>			

- **Restake** – (will be available in live mode)
- **Additional Request** - select the “Additional Request” radio button and the additional “Make Additional Request” button that appears. (This is not fully functional. You will have to provide the standard information currently required. Will be available in live mode.)

Ticket Action:							
<input type="radio"/> View/Notes	<input type="radio"/> Copy	<input type="radio"/> Restake	<input checked="" type="radio"/> Additional Request	<input type="radio"/> Retransmit	<input type="radio"/> Cancel	<input type="radio"/> Create New Locate Request	
VERIFY DIG SITE MAP		<b>MAKE ADDITIONAL REQUEST</b>		<b>DESELECT ACTION</b>			
Service Areas Manage Responses							
<b>Service Area Response</b>							
<input type="checkbox"/> ATLANTA GAS LIGHT MACON - Current Response: -							
<input type="checkbox"/> BELLSOUTH - MID-WEST GEORGIA - Current Response: -							
<input type="checkbox"/> COX CABLE MIDDLE GEORGIA - Current Response: -							
<input type="checkbox"/> GEORGIA POWER - Current Response: -							
<input type="checkbox"/> COX CABLE MIDDLE GA, INC. - Current Response: -							
<input type="checkbox"/> CITY OF MACON STORM DRAINS - Current Response: -							
<input type="checkbox"/> CITY OF MACON STREET LIGHTING - Current Response: -							
<input type="checkbox"/> CITY OF MACON TRAFFIC SIGNALS - Current Response: -							
<input type="checkbox"/> MACON WATER AUTHORITY WATER - Current Response: -							
<input type="checkbox"/> MACON SEWER AUTHORITY SEWER - Current Response: -							
<input type="checkbox"/> GEORGIA POWER - Current Response: -							

- **Cancel** - cancel a request- select the “Cancel” radio button and the additional “Cancel” button that appears.

Ticket Action:							
<input type="radio"/> View/Notes	<input type="radio"/> Copy	<input type="radio"/> Restake	<input type="radio"/> Additional Request	<input type="radio"/> Retransmit	<input checked="" type="radio"/> Cancel	<input type="radio"/> Create New Locate Request	
VERIFY DIG SITE MAP		<b>CANCEL</b>		<b>DESELECT ACTION</b>			



## Locate Request Panel Ticket Action Instructions Con't

A screenshot of a dialog box with a blue header. The body contains fields for "Locate Request Number" and "Why is this being cancelled?", both with empty text input fields. At the bottom, the question "Cancel this request?" is followed by two radio buttons: "Yes" (selected) and "No".

- After selecting the "Cancel" button the following dialogue box will appear. Fill out the requested information.

- Create New Locate request- select the "Create New Locate Request" radio button and the "Create" button that appears. You will be taken to a blank Locate Request Form.

A screenshot of a menu bar titled "Ticket Action:" with several radio button options: View/Notes, Copy, Restake, Additional Request, Retransmit, Cancel, and Create New Locate Request. The "Create New Locate Request" option is selected. Below the menu bar are three buttons: "VERIFY DIG SITE MAP", "CREATE" (which is highlighted with a red box), and "DESELECT ACTION".



## Locate Request Manager

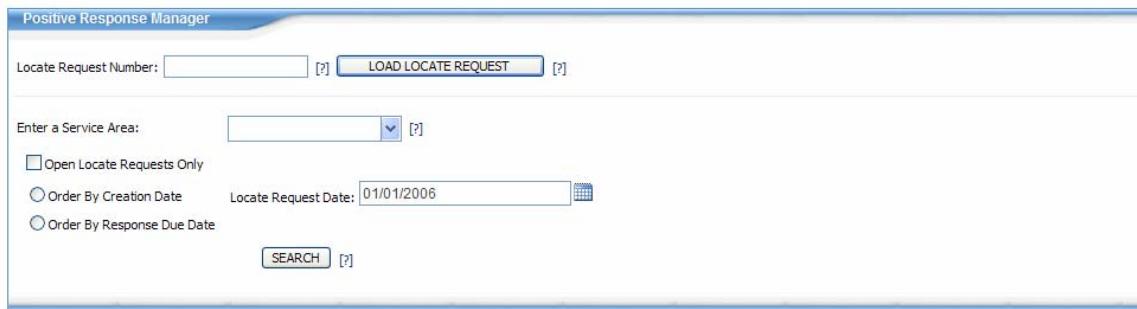
Locate Request Manager is not fully functional. Utilize the Locate Request Panel unless you need to search for a request. Locate Request Manager will allow you search, restake, cancel, copy, 2<sup>nd</sup> request and view responses of locate requests you have created.

The screen shot below shows what you will see after selecting *Get Locate Request List*. Once you find the locate request you would like to manage select one of the options to the right of the locate request.



## Positive Response Manager

Positive Response Information System or (PRIS) is an automated system serving two functions. It allows the UPC member to respond to each individual locate request providing information on whether underground facilities are present or not present. It also allows the Excavator to check the responses to their locate requests.

A screenshot of the Positive Response Manager interface. The title bar says "Positive Response Manager". Below it is a search bar with "Locate Request Number:" and a "LOAD LOCATE REQUEST" button. There's a dropdown menu for "Enter a Service Area". A checkbox for "Open Locate Requests Only" is checked. Below that are two radio buttons: "Order By Creation Date" (selected) and "Order By Response Due Date". A date input field shows "01/01/2006" with a calendar icon. At the bottom is a "SEARCH" button.