



ITICnxt Manual



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Introduction to ITICnxt

Welcome to ITICnxt – the future of online ticketing.

Online ticketing systems have required users to spend their time entering text information before allowing them to do the all-important work of finding their dig site on a map. As we considered ways to improve the online ticketing process, we became convinced that if users identified their dig site on the map first, nearly all text entry could be automated. As our research in modernizing online ticketing continued, we found other ways to save the user time and effort by building the notification center's business rules into the system.

One of the biggest differences you will notice from the very first time you use ITICnxt is that identifying your dig site starts, not ends, with an aerial photo of your work area. After minimal text entry, easy-to-use tools allow you to specify each individual dig location within your work area. Once you have specified all the work areas, ITICnxt automatically divides or combines them into the appropriate number of tickets, each one complete with text-based location information. That's right: ITICnxt presents you with completed tickets for your review.

We believe ITICnxt will change the way people think about damage prevention. For the very first time, ITIC:

Starts the process with an aerial photo. Use the width of streets, the location of buildings, and the location of other geographic features to help identify where you are digging in relation to the actual conditions at your work site.

Uses the information contained in the notification center's base map. ITICnxt helps you complete your ticket, allowing you to fully concentrate on identifying the precise location where you will dig instead of entering text.

Gives you the means to precisely define the area in which your work will take place. We've eliminated the need to go broad or over-cover your work site. Each excavation site you define will be compared with the notification center's database so only affected operators are notified.

Definition of Terms

Session: A period of user interaction with ITICnxt characterized by defining one or more excavation entities which subsequently results in the creation of one or more tickets.

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

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

Circle: 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.

Turn to the next page to get started.

ITICnxt Quick Start Guide

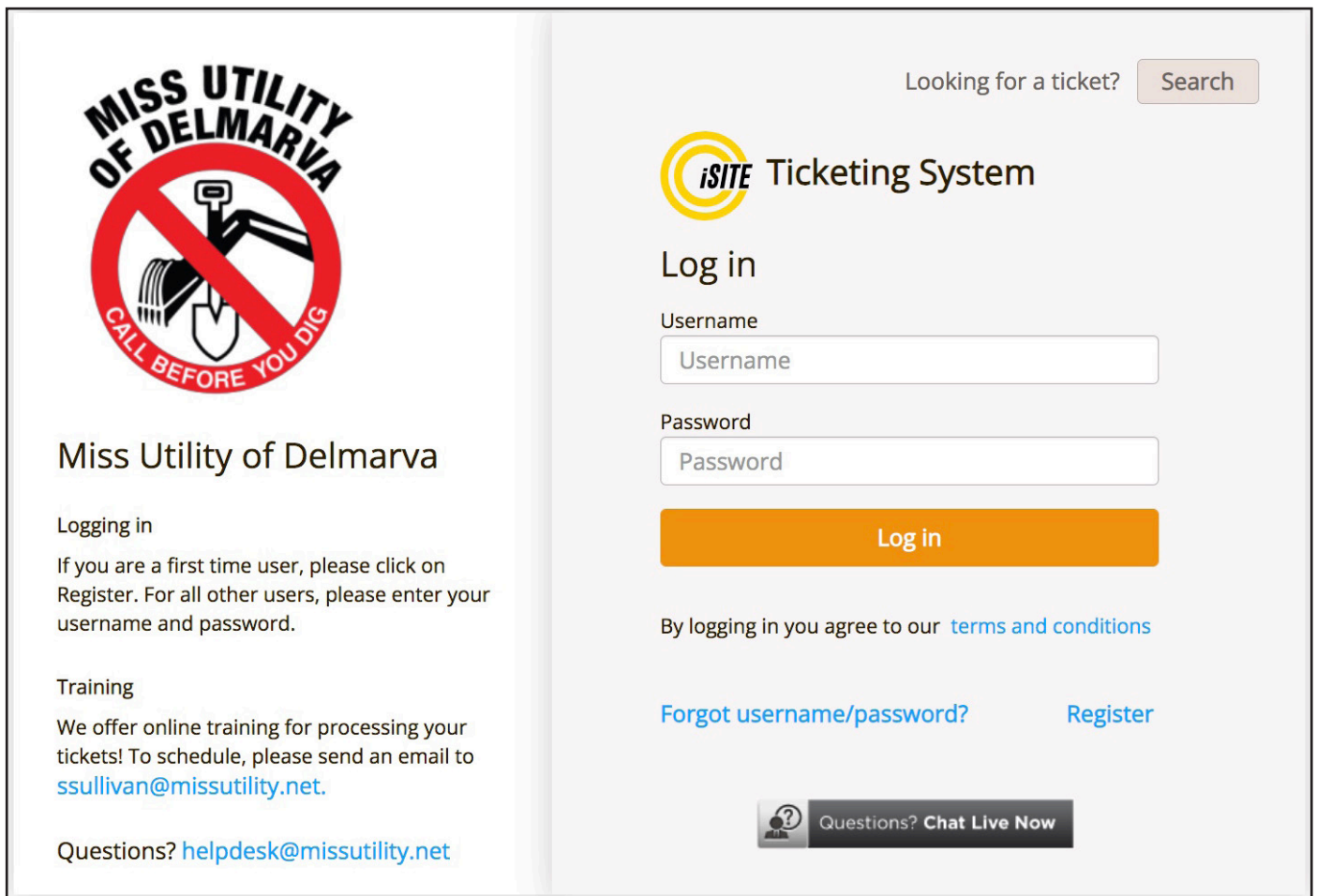
Logging In

To access ITICnxt point your web browser to <https://de.sandbox.occinc.com/>

If you do not already have an ITICnxt login, click the **Register** button located below the login and password fields.

If you have forgotten your login information, you can also click the **Forgot email/password** link, also located below the login and password fields.

Once you enter your password and login and hit return, you'll be logged in to the sandbox.



Looking for a ticket?

MISS UTILITY OF DELMARVA
CALL BEFORE YOU DIG

Miss Utility of Delmarva

Logging in
If you are a first time user, please click on Register. For all other users, please enter your username and password.

Training
We offer online training for processing your tickets! To schedule, please send an email to ssullivan@missutility.net.

Questions? helpdesk@missutility.net

iSITE Ticketing System

Log in


Username

Password

Log in

By logging in you agree to our [terms and conditions](#)

[Forgot username/password?](#) [Register](#)

 Questions? **Chat Live Now**

Landing Page

To get started click the **My Tickets** button. Use the state drop-down menu to select DE or MD – Eastern Shore.

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

My Tickets

DE

All released(2) Expiring/expired(15) No response(0) Unreleased(0) Violation reported(0)

Released between: 03/12/21 to 03/19/21 Phone: Numbers Apply Search by ticket # More search options

I want to... View ticket map Page settings

Emergency Priority Past due Meeting Canceled Locked Pending Extension

Ticket #	Release date/time	Address/street	Cross Street	Place	County	Response due by	Type	Type of work
310760002	03/17/21 04:38 pm	S DUPONT HWY	PLYMOUTH RD	VIOLA	KENT	03/22/21 07:00 am	STANDARD	NEW BUILDING CONSTRUCTION
310760001	03/17/21 04:37 pm	MILL ST	EAST ST	HARRINGTON	KENT	03/22/21 07:00 am	STANDARD	NEW HOME CONSTRUCTION

Show 10 entries Showing 1 to 2 of 2 entries Previous 1 Next

Click the **“Create Job Ticket”** menu and select **“Standard Ticket”**

- ✓ Create job ticket
- Standard ticket
- Emergency ticket
- Meeting ticket
- Designer ticket
- FTTP ticket
- FIOS ticket

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

Workflow Process

There are 3 major steps in the locate filing process:

Step 1 – Mark Location

Here you will locate and map out your work area(s) by drawing one or more shapes on the map (“excavation entities”).

Step 2 – Write Instructions







Here you will verify the automatically generated ticket information, and make any additions or alterations as necessary.

Step 3 – Review & Submit







Here you will review all of your ticket information and submit the locate request(s) to the call center for review & distribution to the effected facility operators.

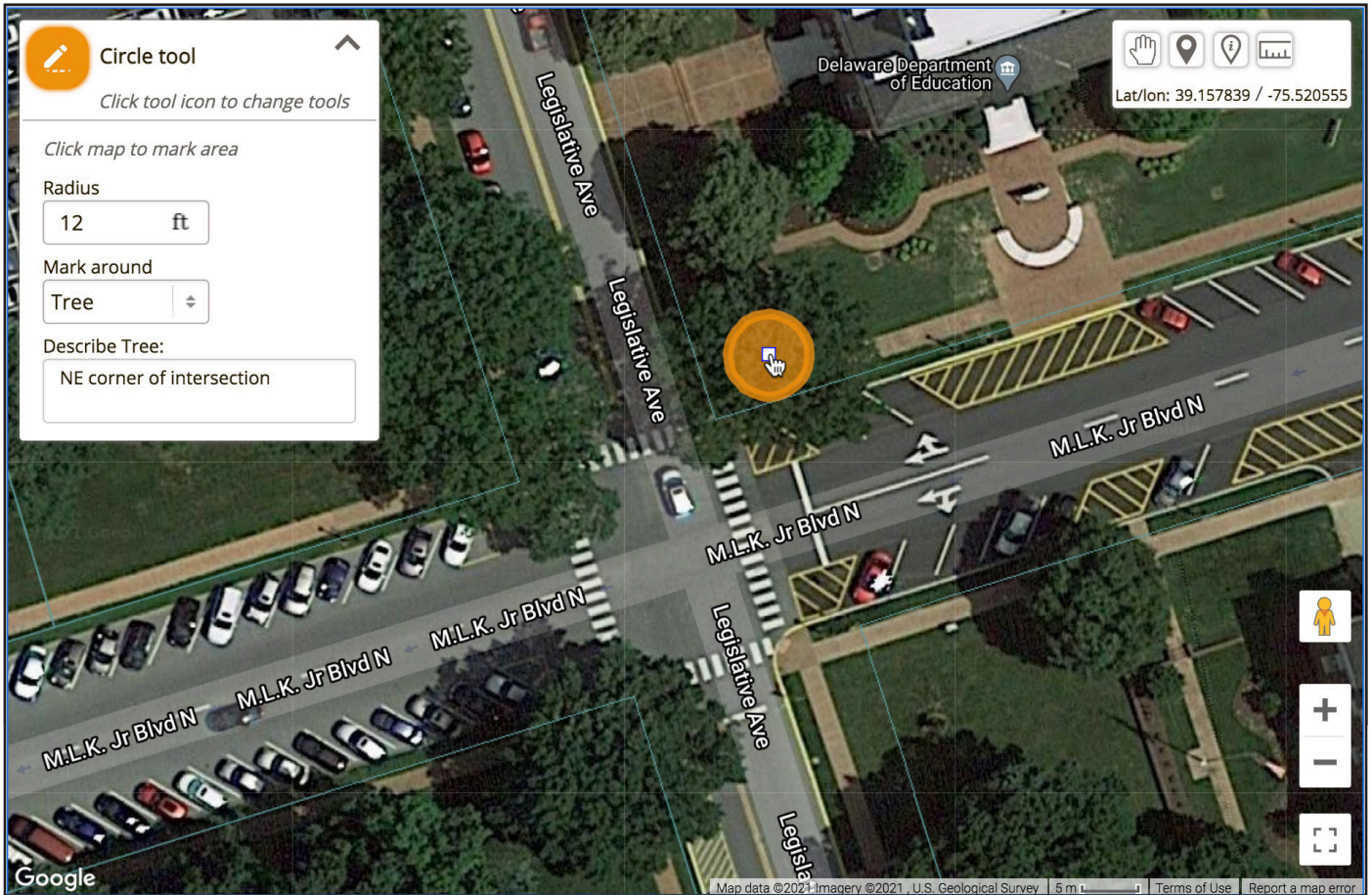
Step 1. Mark Location

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

Delaware state ca		
	Delaware State Capitol - Legislative Hall Legislative Avenue, Dover, DE, USA	
	Delaware State Capitol Legislative Avenue, Dover, DE, USA	
	Delaware Canal State Park Lodi Hill Road, Upper Black Eddy, PA, USA	
	Delaware Seashore State Park South Campground Coastal Highway, Bethany Beach, ...	
	State Park Campground Road Wilmington, Delaware, USA	

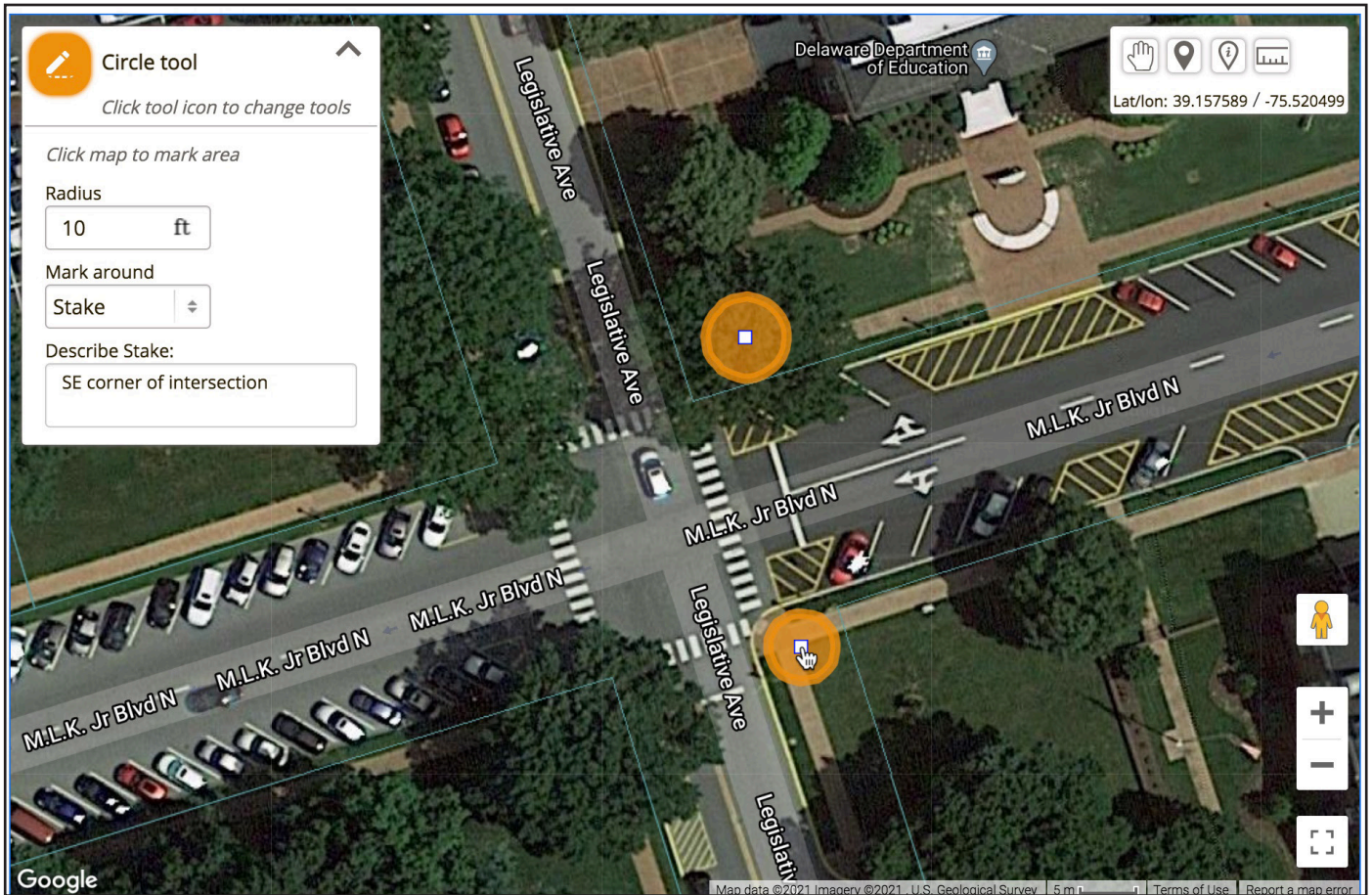
Once you have found the correct location, select a drawing tool from the **Drawing Tool** menu.

	Select the type of work planned
	Radius excavation Planting trees, placing holes, etc
	Route excavation Trenching/road repairs
	Property excavation Excavation on a specific parcel of land
	Street excavation Select existing street(s) on map to create route
	Other Define an irregularly-shaped excavation area

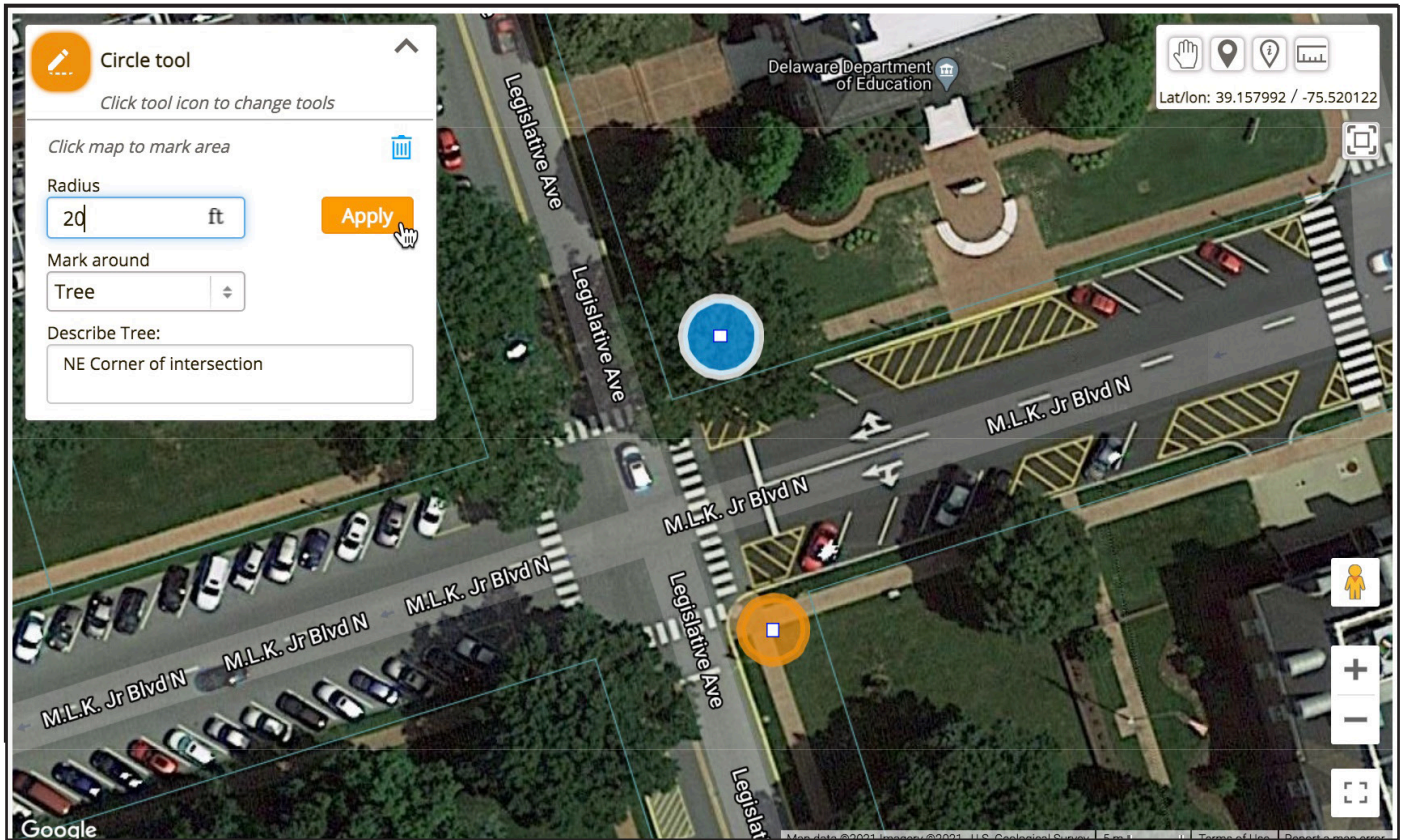


When you select a drawing tool you will be prompted to enter information about the worksite you intend to map out. The required information will vary depending on which tool you choose. Be as accurate as possible.



After entering the required information, place an excavation entity by clicking on the map.



You can continue placing excavation entities on the map. Make sure to update the excavation entity's information if necessary.



If you make a mistake you can edit or delete any entity in the current session by clicking on it. (You'll need to make sure you don't have a drawing tool selected.)

Click  to apply your changes to the selected Excavation Entity. Click the  to delete the excavation entity.

When you have finished mapping your worksite(s) click the **Next** button.

This will take you to **Step 2**.



Step 2. Write Instructions

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

ITICnxt enters **Location Information** based on the excavation entities you drew on the previous page. Carefully review all information in this section, paying particular attention to the **Extent of Work** – if ITICnxt has split up your work area into multiple tickets, only describe the area of excavation that corresponds to the mapping on the current ticket/tab.

Create Job Ticket

Cancel Next
Edit map

1 Mark location 2 Write instructions 3 Review & submit

Apply information to all tickets for the selected job

Job A - ticket 1/1 ! Job B - ticket 1/1 !

Enter marking instructions and job details. Form settings

Ticket type: Standard ticket

Location information ⊖

** Indicates required field* ✓ Indicates information applied to all tickets

Place * County *

Subdivision

Address

Address/street *

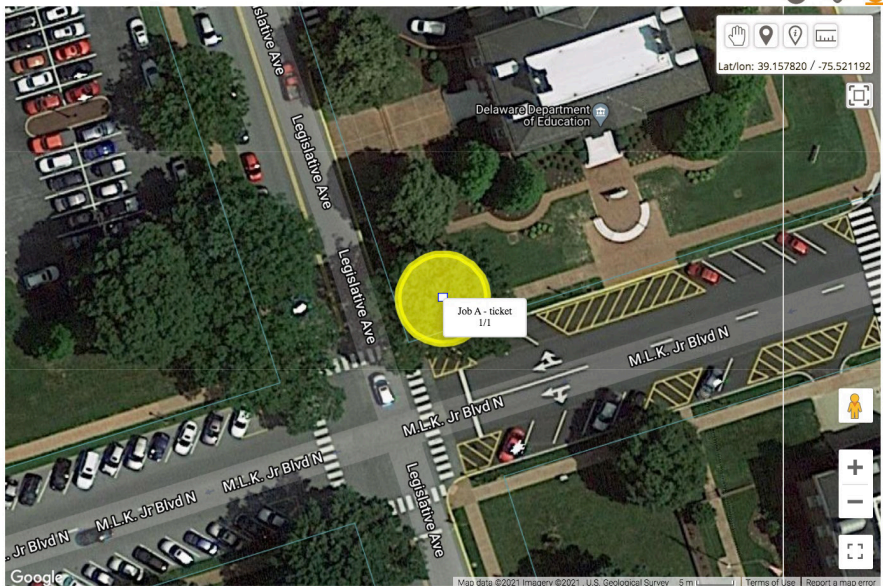
Intersecting street *

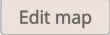
Extent of work *

Remarks

Add Attachment

Job description ! ⊖



The **Extent of Work** should contain explicit marking instructions and driving directions from a nearby intersection. Read both carefully and revise as needed. Both the marking instructions and driving directions must match the ticket's corresponding mapping (shown on the right side of the page). If you need to re-map the area click the  button.



NOTE: Group Edit mode allows you to make changes to all tickets in the current job simultaneously. To toggle group edit mode on & off, click the checkbox.

Apply information to all tickets for the selected job

The **Job Description** is for describing the nature and method of excavation, as well as the time frame of the job. If you have an alternate/field contact person, you can list their information in this section.

Job description !

Job profile [Create/edit profiles](#)
Select job profile

Response due by date: 03/24/2021  At: 7:00 AM 

Job site contact Phone

Type of work * Work being done for *
You must enter the type of work You must enter the work being done for



Additional email recipient(s)

Permit Job number

Explosives * Trenchless *
Explosives must be YES or NO Trenchless must be YES, NO, or UNKNOWN.

Job description

Job profile [Create/edit profiles](#)
Select job profile

Response due by date: 03/24/2021  At: 7:00 AM 

Job site contact Phone

Type of work * TREE REMOVAL Work being done for * CITY OF DOVER










Additional email recipient(s)


Permit Job number

Explosives * NO Trenchless * NO

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

Excavator information

Username * 	Email address *
<input type="text" value="SUSANNAH DEAN"/>	<input type="text" value="Susannah@Torenf"/>
Phone * 	Ext 
<input type="text" value="410-555-5555"/>	<input type="text"/>
Best time	
<input type="text"/>	
Company name * 	
<input type="text" value="TOREN BROS CONSTRUCTION"/>	
Fax 	
<input type="text" value="410-712-5555"/>	
Address 	Street * 
<input type="text" value="19"/>	<input type="text" value="ODD LANE"/>
City/place * 	State *
<input type="text" value="TULL"/>	<input type="text" value="MD"/>
Zip code * 	
<input type="text" value="21076"/>	

When you are certain all ticket information is accurate, tab over to the next ticket and repeat the process. Once you have completed and reviewed all tickets in the session click the  button.

This will take you to **Step 3**.

Step 3. Review & Submit

Step 3 is where you conduct a final review of your tickets and submit them to the call center for processing. This is your last opportunity to make changes to the ticket(s). Review the information on each ticket carefully. If everything is correct make sure that each ticket's corresponding **Check** box is checked, then click the **Submit Ticket** button. This will transmit the tickets to the call center for review and distribution.





You can also choose to edit  , or save  the ticket(s).

Create Job Ticket

1 Mark location 2 Write instructions 3 Review & submit

Review ticket information, then click the Submit tickets button

I want to.. ▾

<input checked="" type="checkbox"/>	Job-ticket#	Address	Cross street	City/place	County	Type	Response due by	Action
<input checked="" type="checkbox"/>	Job A - ticket 1/1	121 MARTIN LUTHER KING JR BLVD	DUKE OF YORK ST	DOVER	KENT	STANDARD	03/24/2021 7:00 AM	 
<input checked="" type="checkbox"/>	Job B - ticket 1/1	LEGISLATIVE AVE	DUKE OF YORK ST	DOVER	KENT	STANDARD	03/24/2021 7:00 AM	 

Showing 1 to 2 of 2 entries

Utility Notification List

You have successfully submitted your ticket(s).

You will be presented with the **Utility Notification List**. This page contains a complete list of the Facility Operators who will be notified as a result of your ticket(s).

Congratulations!

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

✔ Your ticket(s) have been submitted.

Job-ticket#	Address	Cross street	City/place	County	Type	Response due by	Release date/time
— Job A - ticket 1/1	121 MARTIN LUTHER KING JR BLVD	DUKE OF YORK ST	DOVER	KENT	STANDARD	03/24/2021 7:00 AM	03/19/2021 10:40 AM
District	Company	Facility types	Message				
CDE01	COMCAST/CABLE PROTECTION		Ticket 310780002 has been completed. Make sure all facility operators have responded before beginning excavation. You will receive an email with a copy of your ticket. Please check it for accuracy. Check your excavation area for private facilities which are not marked with a call to the call center.				
CDOV02	CITY OF DOVER/W LOCCO						
CUDE02	CHESAPEAKE UTILITIES						
DNREC	DE DEPT OF NAT RESOURCES						
SDHY24	DELAWARE DEPT OF TRANS						
VKNTD	VERIZON						
Number of districts: 6							
— Job B - ticket 1/1	LEGISLATIVE AVE	DUKE OF YORK ST	DOVER	KENT	STANDARD	03/24/2021 7:00 AM	03/19/2021 10:40 AM
District	Company	Facility types	Message				
CDE01	COMCAST/CABLE PROTECTION		Ticket 310780001 has been completed. Make sure all facility operators have responded before beginning excavation. You will receive an email with a copy of your ticket. Please check it for accuracy. Check your excavation area for private facilities which are not marked with a call to the call center.				
CDOV02	CITY OF DOVER/W LOCCO						
CUDE02	CHESAPEAKE UTILITIES						
VKNTD	VERIZON						

This is the end of the Quick Start Guide.


Main Menu


Upon logging in to ITICnxt you will be presented with the main ITICnxt menu, as well as your default starting module (My Tickets, Locator Tickets). (See page 21 to see how to change your default module.)

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

The screenshot displays the ITICnxt 'My Tickets' interface. At the top, there is a search bar for all tickets, currently set to 'DE'. A warning message states: "WARNING: This is a test site. Tickets will not be released." Below this, the 'My Tickets' section includes a search dropdown and a 'Create job ticket' button. A summary row shows: All released(5) Expiring/expired(0) No response(0) Unreleased(0) Violation reported(0). The interface includes filters for 'Released between' (04/01/22 to 05/31/22) and 'Phone' (Numbers). A table of tickets is shown with columns: Ticket #, Release date/time, Address/street, Cross Street, Place, County, Response due by, Type, and Type of work. The table contains 5 entries, all marked as 'TEST'. The bottom of the page shows 'Show 10 entries' and 'Showing 1 to 5 of 5 entries'.


Ticket #	Release date/time	Address/street	Cross Street	Place	County	Response due by	Type	Type of work
321370029	05/17/22 12:40 pm	7 KAREN PL	PERSIMMON CIR W	DOVER	KENT	05/20/22 07:00 am	STANDARD	TEST
321370028	05/17/22 12:39 pm	7 KAREN PL	PERSIMMON CIR W	DOVER	KENT	05/20/22 07:00 am	STANDARD	TEST
321160004	04/26/22 01:15 pm	KAREN PL	PERSIMMON CIR W	DOVER	KENT	04/29/22 07:00 am	STANDARD	TEST
321160003	04/26/22 01:15 pm	46 PRIMROSE DR	WELCH DR	DOVER	KENT	04/29/22 07:00 am	STANDARD	TEST
321160002	04/26/22 01:15 pm	203 PERSIMMON CIR	GORDON DR	DOVER	KENT	04/29/22 07:00 am	STANDARD	TEST

The  button provides access to the **My Tickets** menu, which contains the complete list of tickets filed through your account. This is also where you can Create a New Ticket. (See page 5 for more info.)


The  button provides access to the **Locator Tickets** menu, where you can find a complete list of the Locator Tickets you've received (if any). (See page 38 for more info.)


The  button provides access to the **Reports** menu. (See page 53 for more info.)

The  button provides access to the previous version of ITIC.

The  button will bring up your account settings – the **User Profile, Application Settings,** and **Job Profiles** menus can be accessed through here. You can also choose to **Log Out** from here.

The  button provides access to the **My Messages** page, where you will find any relevant communication from the call center.

The  button will bring up the **Contact and Help Information** page, where you can find training materials, helpful links and other resources to assist you.

The  button will log you out of ITICnxt.

The  button provides access to Live Help Chat, allowing you to consult with a call center professional directly.

My Tickets Menu

The **My Tickets** menu contains all locate requests you have previously filed. You can filter or sort this list in a number of ways using the menus at the top of the page. The state dropdown menu allows you to navigate between different states you operate in. The date range menu will limit the ticket list to those tickets filed within a specific date range.

The screenshot shows the 'My Tickets' interface. At the top, there is a search bar with 'DE' selected and a 'Create job ticket' button. A red warning banner reads: 'WARNING: This is a test site. Tickets will not be released.' Below the warning, the 'My Tickets' title is followed by a state dropdown menu set to 'DE'. A summary bar shows: 'All released(5) Expiring/expired(0) No response(0) Unreleased(0) Violation reported(0)'. There are filters for 'Released between' (04/01/22 to 05/31/22) and 'Phone' (Numbers). A search bar contains 'Search by ticket #' and a 'More search options' link. Below the filters is an 'I want to...' dropdown menu. A table of tickets is displayed with columns: Ticket #, Release date/time, Address/street, Cross Street, Place, County, Response due by, Type, and Type of work. The table contains three rows of test data.

Ticket #	Release date/time	Address/street	Cross Street	Place	County	Response due by	Type	Type of work
321370029	05/17/22 12:40 pm	7 KAREN PL	PERSIMMON CIR W	DOVER	KENT	05/20/22 07:00 am	STANDARD	TEST
321370028	05/17/22 12:39 pm	7 KAREN PL	PERSIMMON CIR W	DOVER	KENT	05/20/22 07:00 am	STANDARD	TEST
321160004	04/26/22 01:15 pm	KAREN PL	PERSIMMON CIR W	DOVER	KENT	04/29/22 07:00 am	STANDARD	TEST

Find a specific ticket using the option. Clicking the **More Search Options** link will bring up a list of filtering criteria based on specific information on the tickets, such as the address, street name, or type of ticket.

Clicking [View ticket map](#) will display all currently listed tickets on the map.

Accessing the [Page settings](#) menu will allow you to customize what information is displayed for each ticket in the **My Tickets** menu. Click on a ticket number to view the individual ticket.

The menu allows you to perform ticket actions to multiple tickets in a single session.

To use this function, make sure each relevant ticket is “checked” (e.g. 560005810), then choose the ticket action from the “I want to...” menu. Then click the button that appears next to the “I want to...” menu (e.g.) to begin the process.

Access the menu to begin filing a new locate request. (See page 5 for more info.)

My Tickets

DE

Create job ticket

All released(5) Expiring/expired(0) No response(0) Unreleased(0) Violation reported(0)

Released between
 04/01/22 05/31/22 Apply Search by ticket More search options

View ticket list Page settings

Emergency Due Now < 2 Hours 2+ Hours 4+ Hours 24+ Hours 48+ Hours

9 records found

Search place or address Locate by...

Lat/lon: 39.190476 / -75.516385

✓ Create job ticket

Standard ticket

Emergency ticket

Meeting ticket

Designer ticket

FTTP ticket

FIOS ticket

User Settings

User Profile Menu

The **User Profile Menu** contains your ITICnxt username and password, as well as contact information for you and your company. You can edit any of the information in this section by clicking the corresponding button.

Settings & Preferences

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

User profile

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

Personal information

Full name	EDDIE DEAN
Phone	5555557777
Email	EDDIE@TORENBROS.COM

Company information

DE

Company name	TOREN BROTHERS EXCAVATING
Address	19 ODD LANE
City	HAMBRY
State	DE
Zip code	21076
Phone	5555555555
Fax	

Application Settings Menu

The Application Settings menu allows you to adjust your landing screen upon logging in to ITICnxt, as well as the default state you're presented with when initially accessing the My Tickets and Locator Tickets sections. Use the drop-down menus to make any necessary adjustments, and click the **Save** button to save your changes.

Settings & Preferences

User profile Application settings Job profiles Quick notes

Application features

Default feature
Select the feature you see after log in

My Tickets ▾

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

DE ▾

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

DE ▾

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

10 ▾

Marking instructions pop-up display default
Select to manage the appearance of pop-up during ticket creation

Show ▾

Multiple excavation pop-up display default
Select to manage the appearance of pop-up during ticket creation

Do not show ▾

Save

Job Profiles

The Job Profiles feature allows you to create templates that can be used to automatically fill in commonly used information on multiple locate requests. The Job Profiles menu can be accessed through the User Settings menu.

The Job Profiles menu will contain all Job Profiles currently saved to your account.

To create a new Job Profile click the [Create job profile](#) button.

All fields are optional. You can enter as little or as much information as you like. When you have finished filling out all necessary fields click the **Create** button.

Now you can use the new profile when you reach Step 2 (**Write Instructions**) of the ticket creation process. Click the **Select Job Profile** menu found at the top of the Job Description section. Selecting a job profile will automatically fill in relevant fields with the data saved in the job profile you chose.

You can also access the **Manage Profiles** menu by clicking the [Create/edit profiles](#) link. This menu allows you to create, edit or delete job profiles without having to abandon the ticket(s) you are currently working on.

Settings & Preferences

User profile Application settings **Job profiles** Quick notes

Job profiles [Create job profile](#) DE

Search by profile name

FENCE	
Job site contact	JAKE CHAMBERS
Phone	5555551111
Type of work	INSTALLATION OF FENCE
Work being done for	FRONTDESK@TORENBROS.COM
Additional email recipients	FRONTDESK@TORENBROS.COM
Explosives	N
Trenchless	NO

Edit [Remove](#)

Settings & Preferences

User profile Application settings **Job profiles** Quick notes

Job profile name: New Home

Job site contact: Susannah Dean

Phone: 5555557777

Type of work: Excavate foundation for new home construction

Work being done for:

Additional email recipient(s): FrontDesk@TorenBros.com

Explosives: No Trenchless: NO

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

Job description ! [-]

Job profile Create/edit profiles

Select job profile
 FENCE
NEW HOME
 06/24/2022

At: 7:00 AM

Job site contact: JAKE CHAMBERS

Phone: 555-555-1111

Type of work *

Work being done for *

You must enter the type of work You must enter the work being done for

Additional email recipient(s):

Permit:

Job number:

Explosives *

Trenchless *

Explosives must be YES or NO Trenchless must be YES, NO, or UNKNOWN.

Job description ! [-]

Job profile Create/edit profiles

NEW HOME

Response due by date: 06/24/2022

At: 7:00 AM

Job site contact: SUSANNAH DEAN

Phone: 555-555-7777

Type of work * EXCAVATE FOUNDATION FOR

Work being done for *

You must enter the work being done for

Additional email recipient(s): FRONTDESK@TORENBROS.COM

Permit:

Job number:

Explosives * NO

Trenchless * NO

Manage job profiles ✕

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

[+ Create job profile](#)

Job profile name	Action
FENCE	
NEW HOME	

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

Job profile name: FENCE

Job site contact: JAKE CHAMBERS

Phone: 555-555-1111

Type of work: INSTALLATION OF FENCE

Work being done for:

Additional email recipient(s): FRONTDESK@TORENBROS.COM

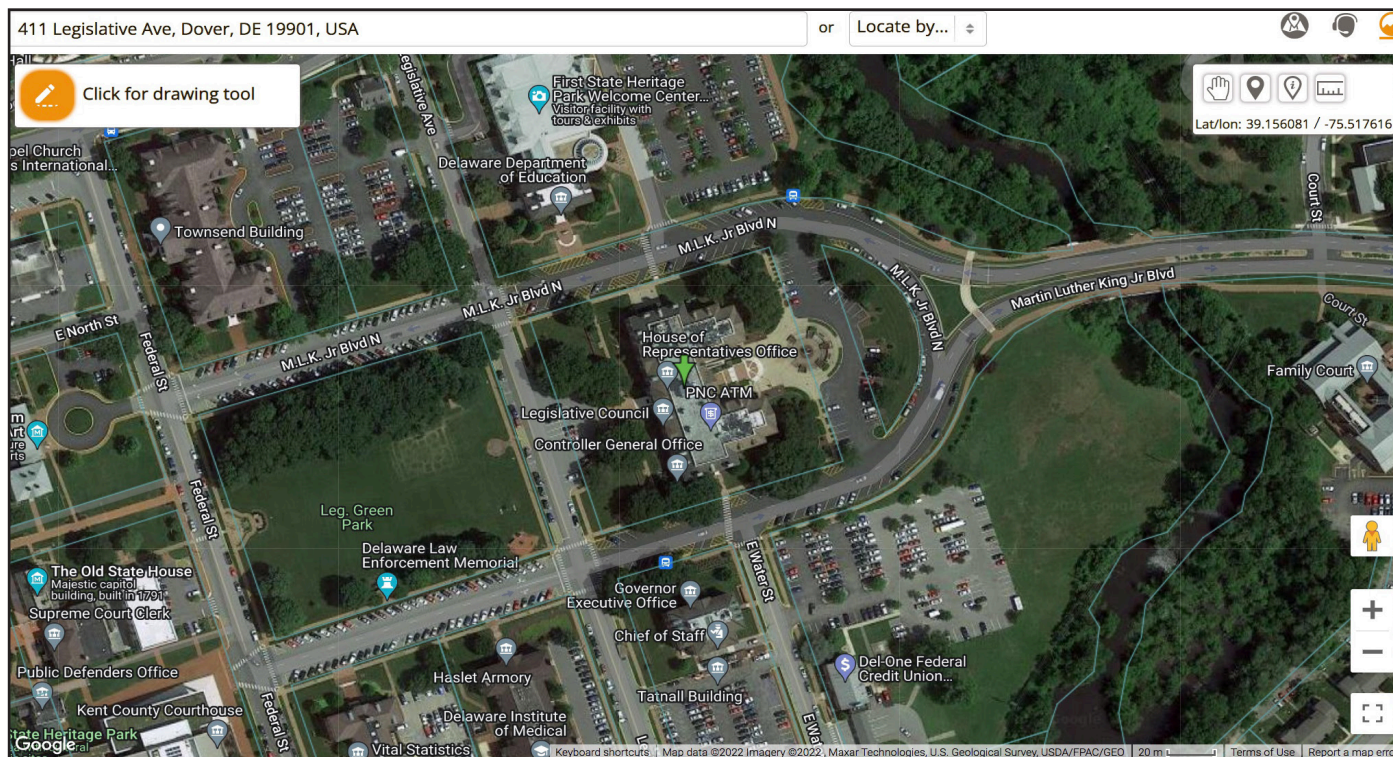
Explosives: N

Trenchless: NO

Advanced Mapping

The Map

The map interface is where you will locate and map out your work areas for locate requests. The map contains a number of tools to help you precisely and accurately map out your locate requests.



Starting Address Location

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

*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 (GPS, Lat/Long, etc.), or the mapping from a previous locate request. (See page 26 for more info.)

Map View Buttons

Change the image of the map to the Call Center map view, Google map view or Satellite view (pictured). Satellite view is the recommended map view when creating excavation entities.

Tool Box

Stop – Clicking this will cease whatever mode you are currently using, such as Measure or Draw Polygon.

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

Identify – Identify map features that do not display a name (such as roads, highways, etc.) with this tool. The name will appear in just above the Starting Address Location search bar, next to “Highlight.” The Identify tool is also useful for identifying the address range of a specific block **NOTE:** Zooming in on the map makes more names visible.

Measure – Use this tool to measure the distance between points on the map. Get in the habit of using this tool regularly to ensure proper coverage of excavation areas and confirm distances along roads. The measurements will appear at the bottom of the Tool Box. “Segment Length” refers to the distance between the last point you placed on the map and your cursor’s current location. “Total Length” refers to the distance between the first point you placed on the map and your cursor’s current location.

Lat/lon – Displays the latitude/longitude coordinates of your cursor’s current location.

Drawing Tool Menu

This drop-down menu contains all of the drawing tools you will need to create excavation entities. (See page 27 for more info.)

Google Street View (“Pegman”)

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

Zoom In/Out

Use these buttons to zoom in or out on the map.

Full Screen Mode

Click this button to enter full screen mode. Press Esc to exit.

Advanced Search

Use the **Advanced Search** menu (AKA the “**Locate By...**” menu) 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, GPS, and other coordinate type formats.

Prev Ticket Search – can be used to show the excavation entities from previously filed tickets.

Advanced Street Search

State:

County/Parish:

City/Place:

Addr:

Street:

Cross Street:

Coordinate Search

Decimal Lat/Lon DMS Lat/Lon GPS SPCS UTM

Latitude:

Longitude:

NAD 27 NAD 83

Ticket Search

State:

Ticket Number:

Radius Excavation Tool

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

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

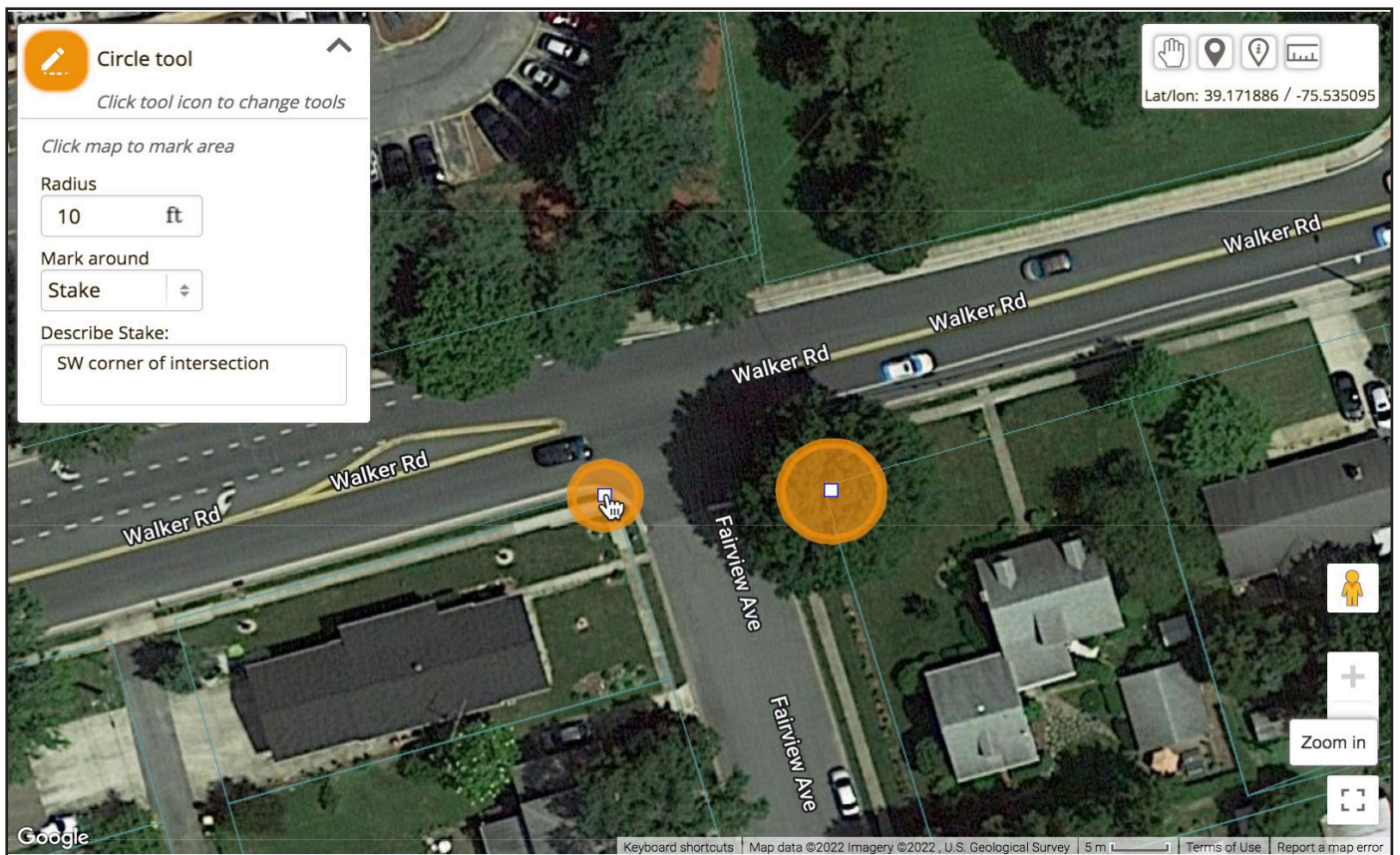
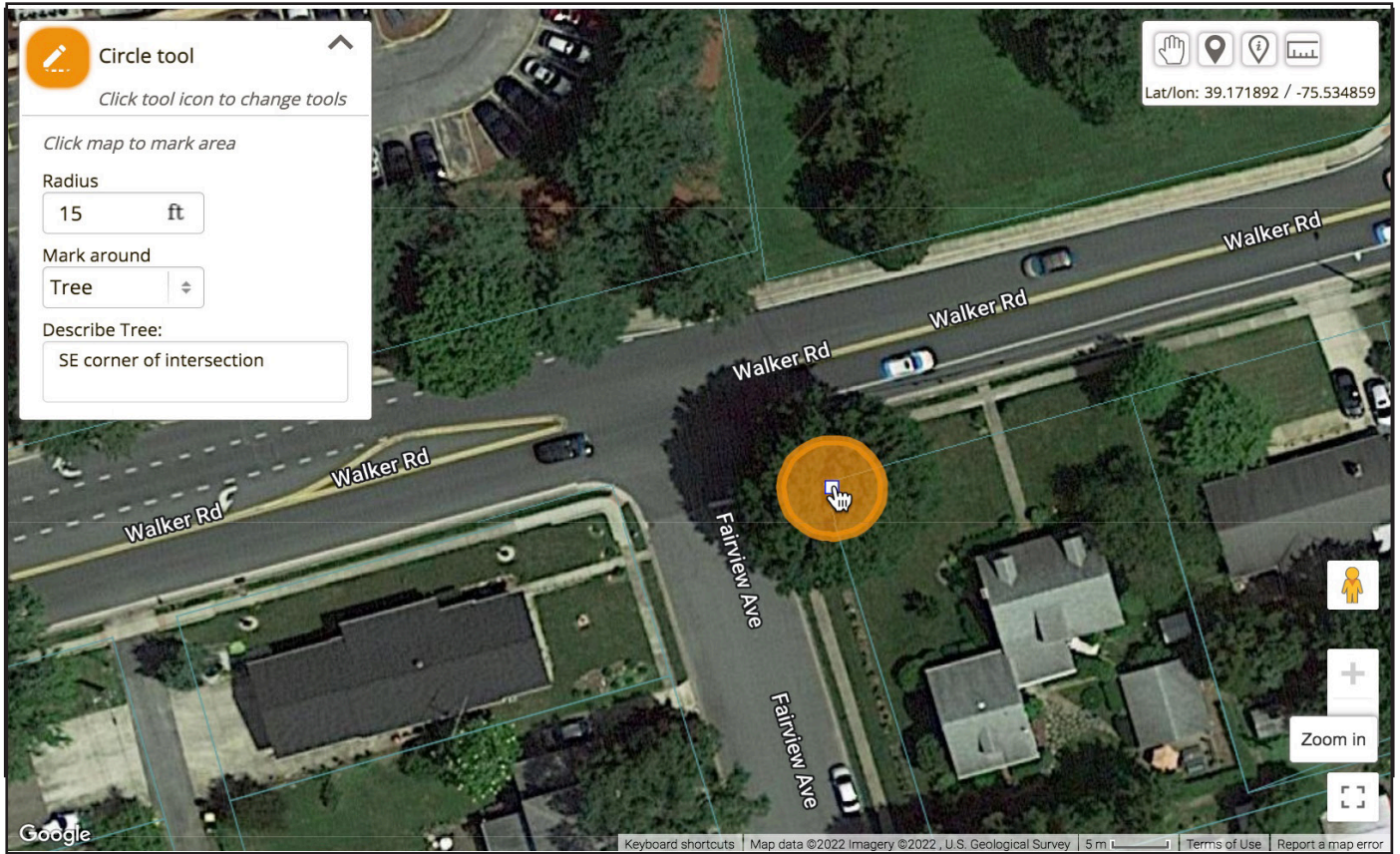
Next, enter the radius (in feet) needed to contain your work site.

Choose an option from the “Mark around” drop-down list (if none of the provided options fit your type of excavation, choose Custom Response*).

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

You can continue placing circular excavation entities by clicking on the map. Make sure to update the entity’s marking instructions if necessary.

***Custom Response** - The “Around the” drop-down list contains the most popular choices but those choices won’t always fit for the type of work you are performing. If the appropriate object is not present in the drop-down list, choose Custom Response and fill out the Custom Response value field. You will then need to enter details describing the item you listed in the Custom Response field. If you would like this choice to be included in your drop-down list for future tickets, place a check in the Save response box. Then click the Save button.



Route Excavation Tool

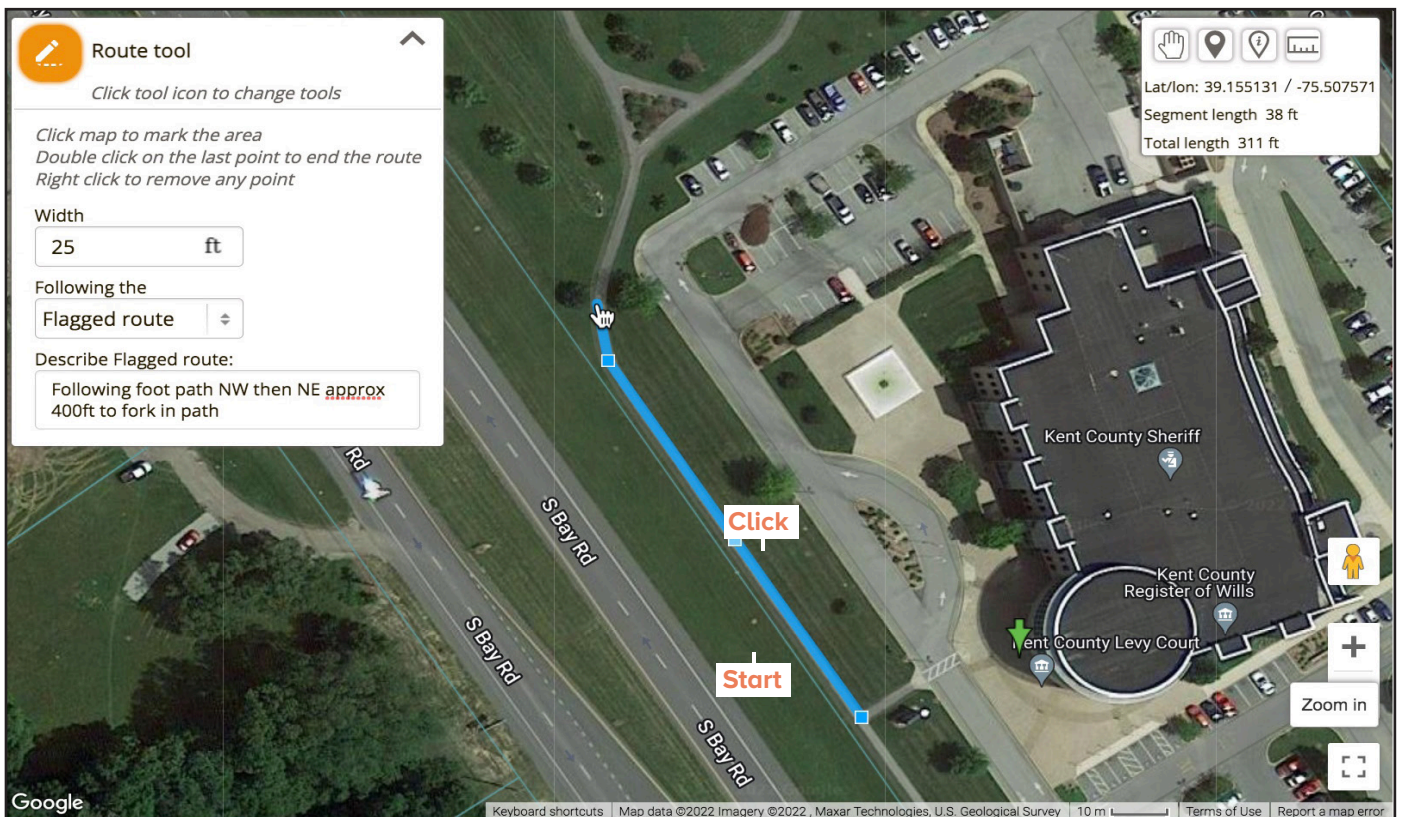
The Route tool allows users to create long, narrow excavation entities. The Route tool is an excellent choice for defining an excavation area when trenching, performing road repair/ replacement, or any other type of work involving a long, narrow excavation area. You can create as many route entities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

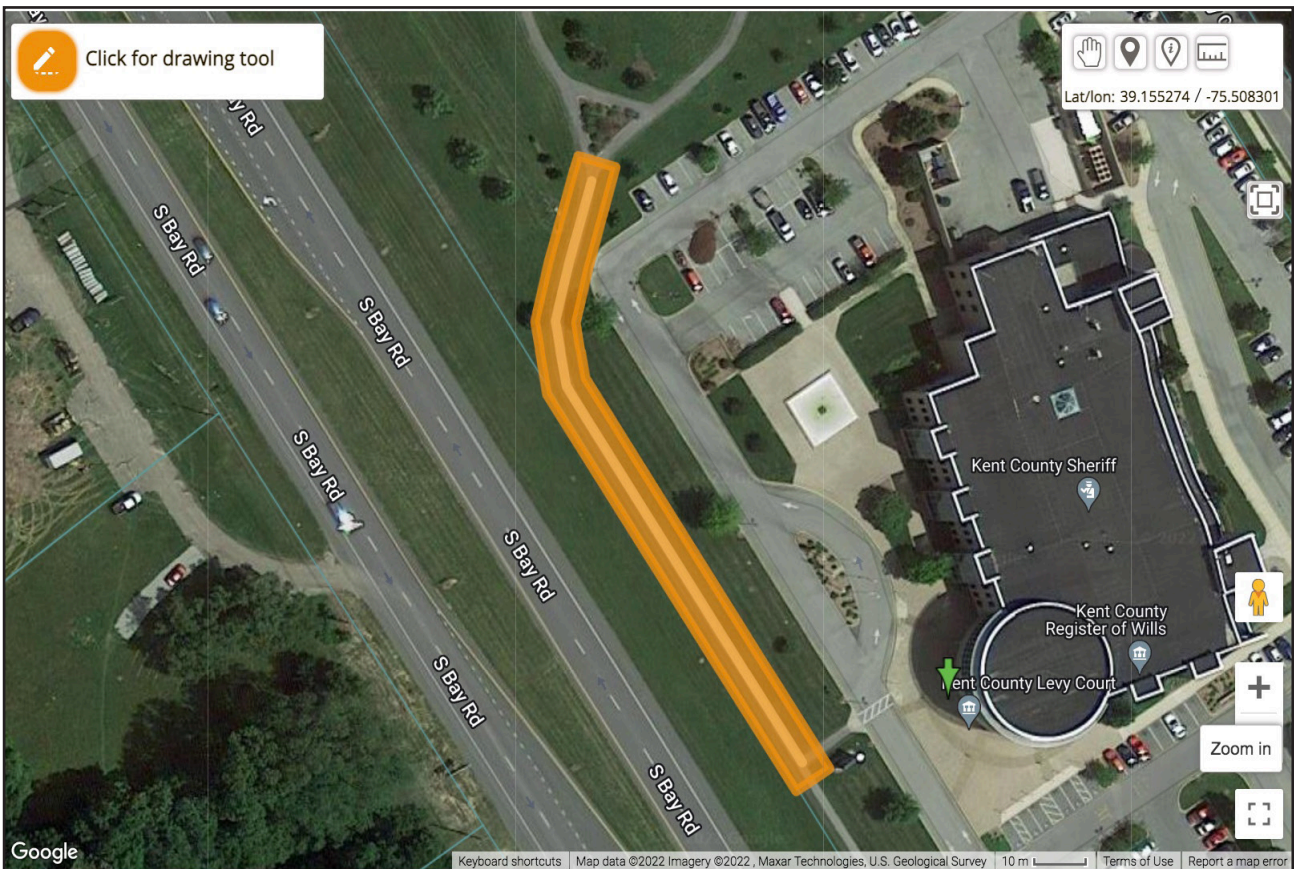
First, access the Drawing Tools menu and choose the **Route Excavation** tool.

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

Choose an option from the “Following the” drop-down list. (if none of the provided options fit your type of excavation, choose Custom Response*.)

Now click on the map where you would like to begin your route. Move the mouse to the next turning point in your route and click again. Continue this process until your entire route has been covered, then double-click on the final point in your route.





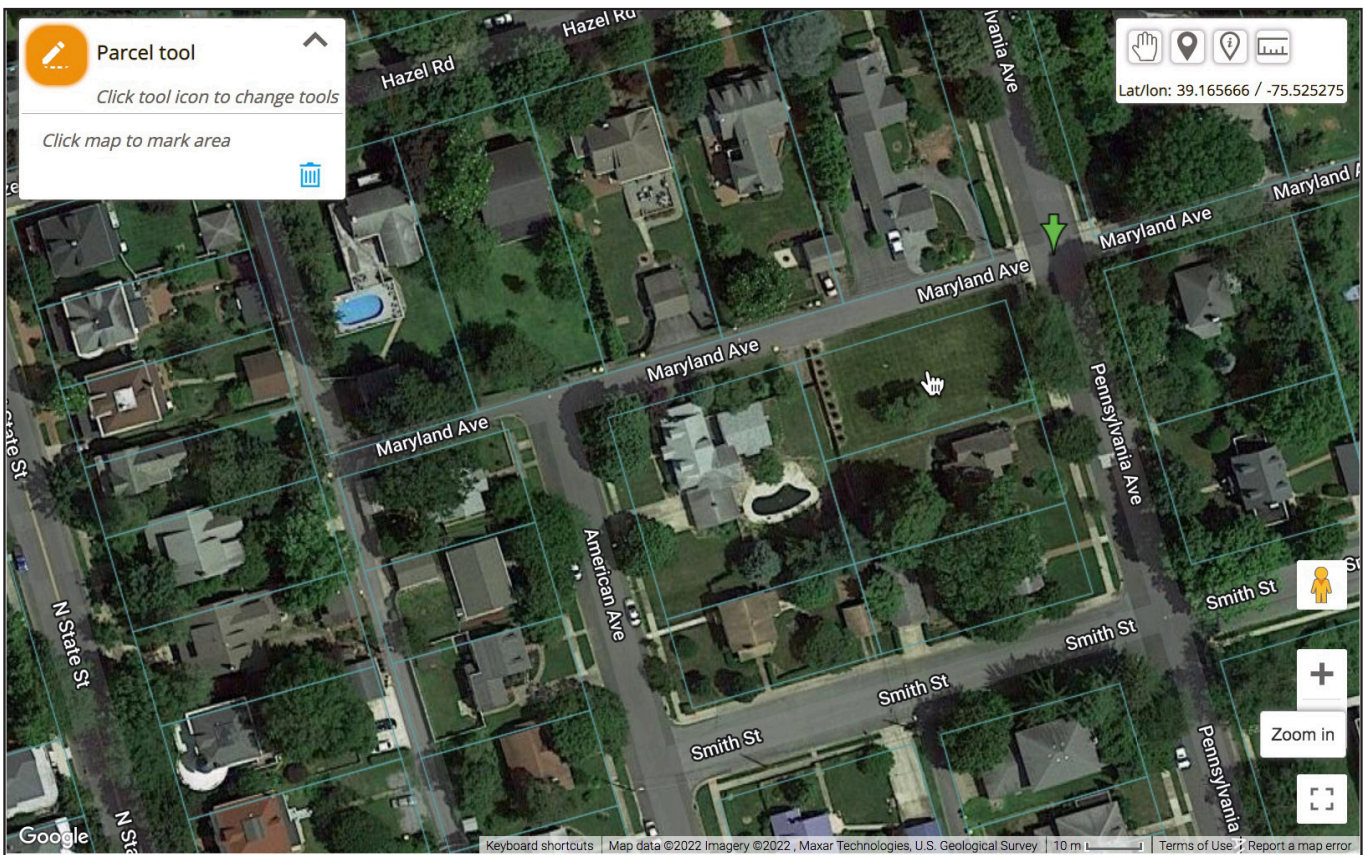
Property Excavation Tool

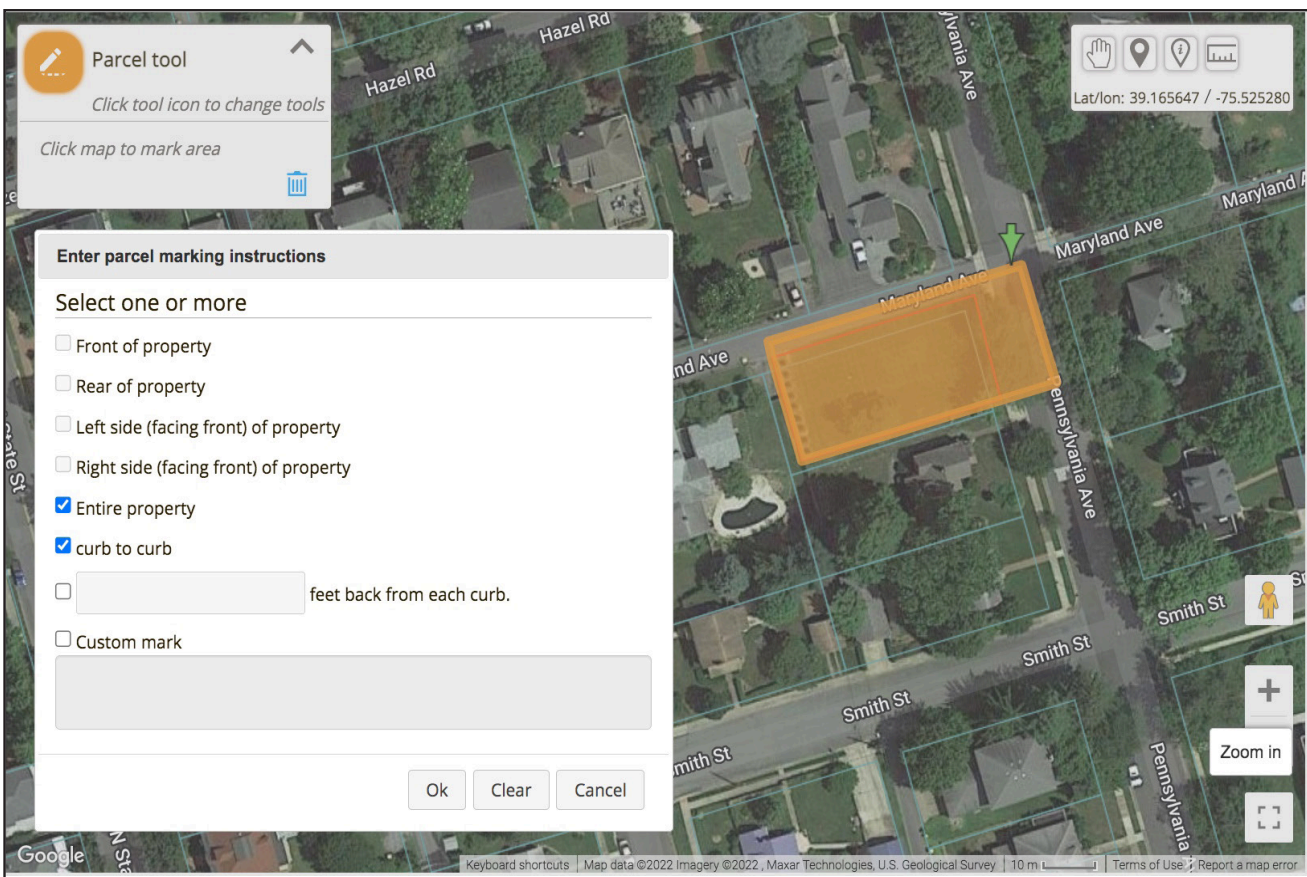
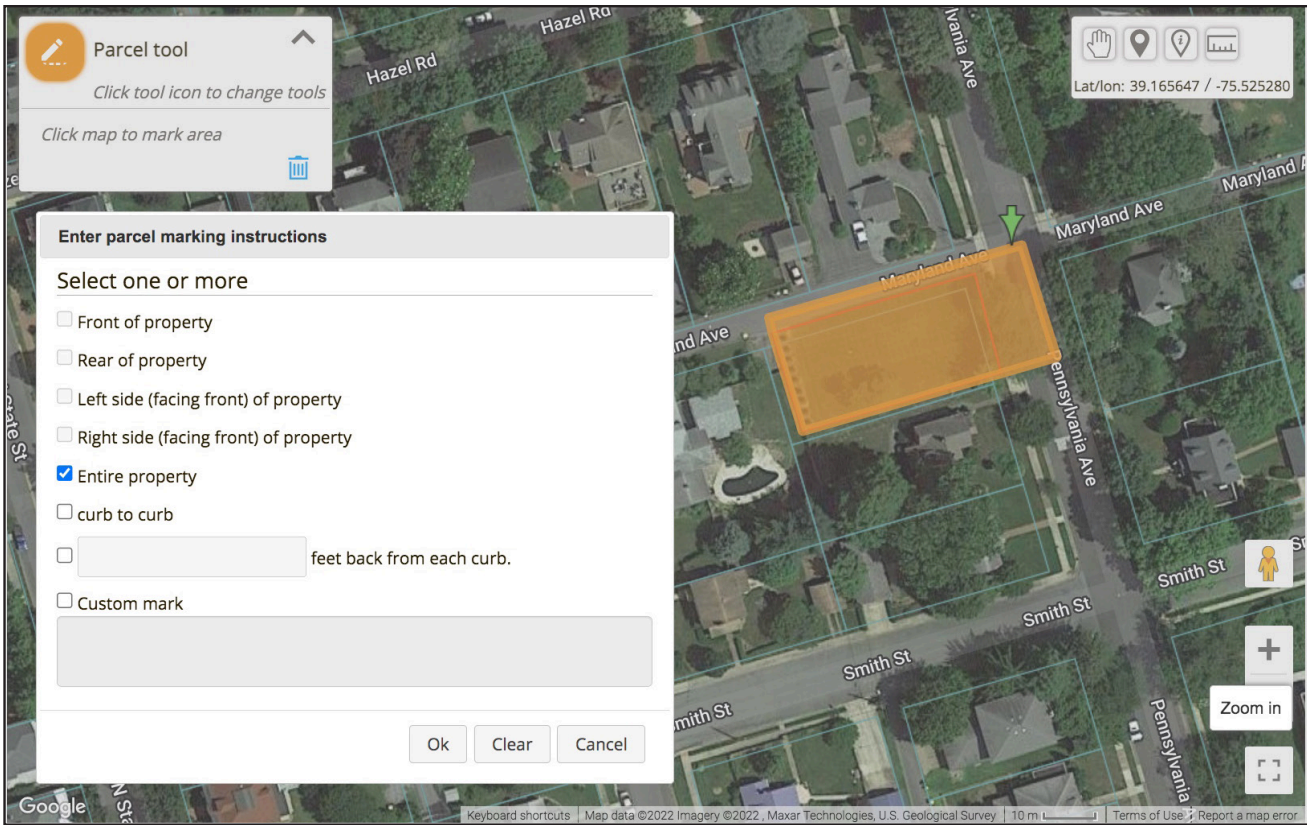
The **Property Excavation** tool allows users to create excavation entities based on available parcel data. You can create as many Property entities as needed. (The Property Excavation tool will only be visible in areas where parcel data is available. Also, the Property Excavation tool will only appear if you are zoomed in close enough on the map. If the Property Excavation tool is not available, first ensure you are zoomed in enough. If still unavailable, please choose a different tool that will contain your entire area of excavation.)

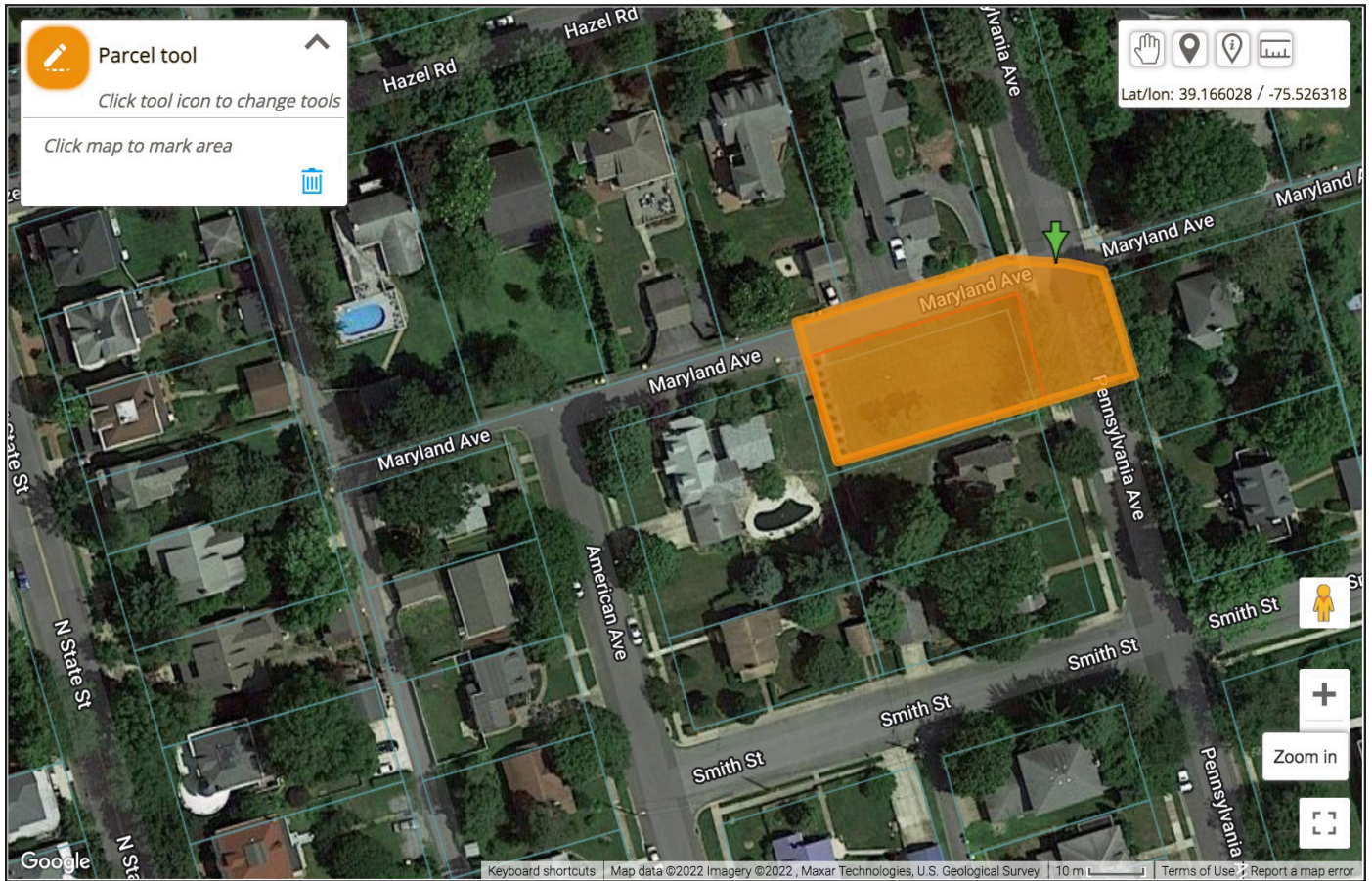
First, access the Drawing Tools menu and choose the **Property Excavation** tool.

Next, click on the address/property where your work will take place. If parcel data is available, you will be presented with the Parcel excavation menu. Review the list and choose the best option(s) for your worksite. Then click OK. If you need to include additional marking instructions, choose the Custom Mark option and enter those instructions.

If you are working in the street or across the street from the address, you must choose the “curb to curb” or “___ feet back from each curb” option. Choosing either of these options will expand the excavation entity accordingly.







Street Excavation Tool

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

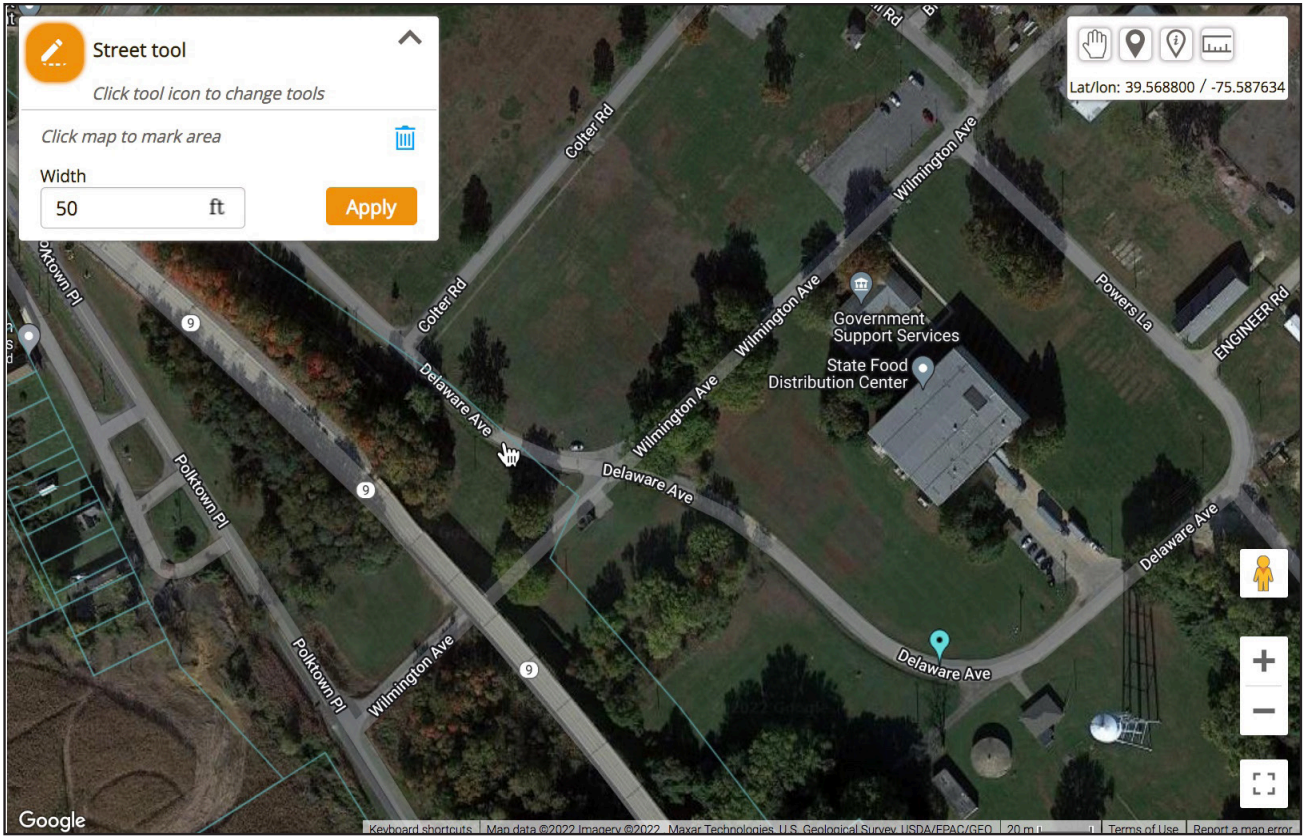
First, access the Drawing Tools menu and choose the **Street Excavation** tool.

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

Click on the centerline of the road at the starting point of your excavation and then click on the centerline of the road at the ending point of your work*. Clicking the ending point will convert the selected features to an excavation entity with the width you had previously designated.

* When using the Street Excavation tool all work must be limited to one street.

NOTE: If the Street tool does not “recognize” a street when clicking on it, check the OCC map view. If that still does not work, it may be best to use a different drawing tool.



Other Tool

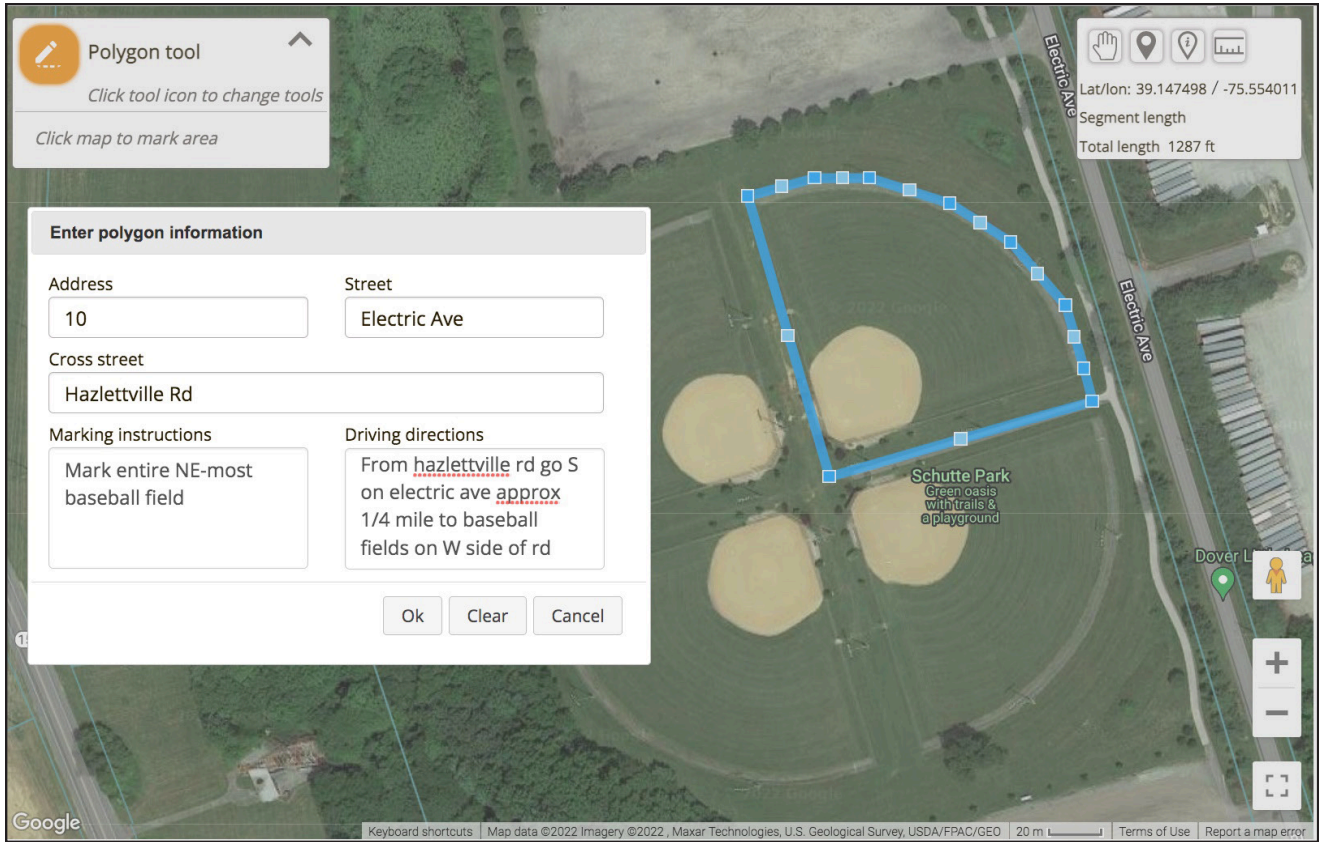
The **Other** tool is reserved for situations where no other excavation entity will properly cover the dig site. The Other Excavation tool allows you to “free-hand” draw an excavation entity.

First, access the **Drawing Tools** menu and choose the **Other** tool. After reading and dismissing the pop-up message, begin by making a single click on the map where you would like to set your first point.

Continue setting points until you completely encompass the entire area of excavation. To close out the polygon, click on the same point where you began.

You will be presented with a Polygon Information pop-up, which you will need to complete before proceeding further. If you have an address, enter the numerical portion of the address in the Address field and enter the street name in the Street field. Enter the name of the nearest intersecting street in the Cross Street field. Enter the marking instructions (along with any other useful information) in the Marking Instructions field. Finally, enter driving directions in the Driving Directions field. Then click Ok.





Locator Tickets

The **Locator Tickets** section contains a complete list of all locator tickets received by your account. You can sort them in a number of ways.

The **Released Between** menu will narrow the ticket list based on when the tickets were released.

The **Districts** menu allows you to display only those tickets associated with a specific utility district.

The **Filter by** menu allows you to narrow the ticket list based on **Marking Status**.

Once you've made your menu choices, hit the button to display the new ticket list.

Click [More search options](#) for more precise search options.

Clicking [View ticket map](#) will display the currently selected tickets on the map. This feature can be useful for planning out multiple locating jobs in one trip.

The menu allows you to **Status** or **Print** multiple tickets simultaneously.

Click a **Ticket Number** to view an individual ticket. Viewing an individual Locator Ticket allows you to **Add File Attachments** or access the **Change Status/Locator** menu.

The screenshot shows the iSITE web application interface for 'Locator Tickets'. At the top, there is a search bar with 'search all tickets' and a dropdown menu set to 'DE'. The main heading is 'Locator Tickets' with a 'DE' dropdown. Below the heading, there are filters for 'Released between' (08/01/22 to 08/03/22), 'District' (Districts), and 'Filter by' (Open). An 'Apply' button and a 'More search options' link are present. A 'I Want To...' dropdown menu is also visible. The interface shows 80 records found. A table of tickets is displayed with columns: Ticket #, Header, Orig Call, Begin, Street, City, County, State, Company, District, Locator, and Status. The table contains five rows of ticket data.

Ticket #	Header	Orig Call	Begin	Street	City	County	State	Company	District	Locator	Status
222130048	STANDARD	2022/08/01 07:15 am	2022/08/04 07:00 am	WARRINGTON STREET	DAGSBORO	SUSSEX	DE	SUSSEX CONSERVATION DISTRICT	SDHY26	Sean Hastings Sean Hastings	Not yet responded
222130058	STANDARD	2022/08/01 07:37 am	2022/08/04 07:00 am	SOUTH JAMES STREET	NEWARK	NEW CASTLE	DE	MUMFORD AND MILLER CONCRETE	SDHY23	Emmanuel Mensah Emmanuel Mensah	Not yet responded
222130058	STANDARD	2022/08/01 07:37 am	2022/08/04 07:00 am	SOUTH JAMES STREET	NEWARK	NEW CASTLE	DE	MUMFORD AND MILLER CONCRETE	SDHY25	Emmanuel Mensah Emmanuel Mensah	Not yet responded
222130069	STANDARD	2022/08/01 07:40 am	2022/08/04 07:00 am	CONCORD PIKE	WILMINGTON	NEW CASTLE	DE	ROMMEL ENGINEERING &	SDHY23	Emmanuel Mensah	Not yet responded

Ticket# 222130048

[Return to ticket list](#)

Status: Not yet responded
 Group:
 Locator: Sean Hastings - Sean Hastings



[Add attachment](#) [Change status/locator](#)

[Hide district polygons](#) [Expand map](#)

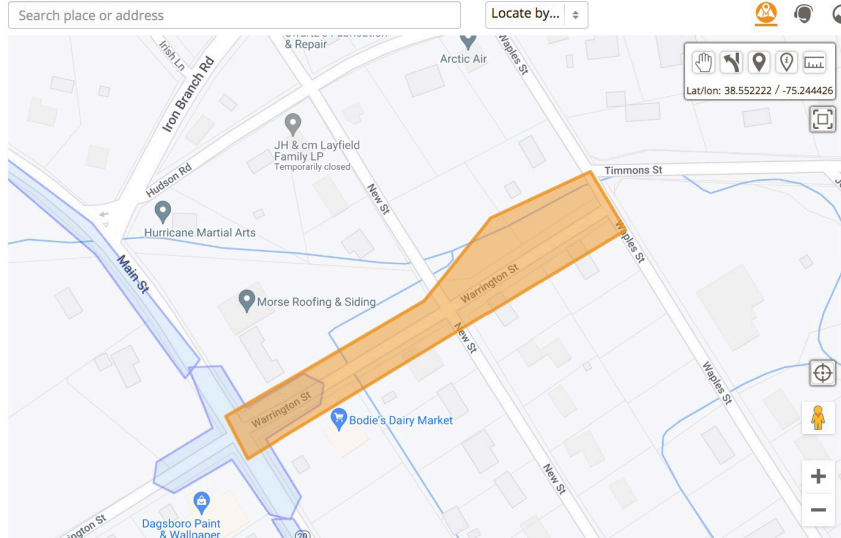
Ticket information

Ticket no 222130048
 Original call date 08/01/22 07:15 am
 Response due by 08/04/22 07:00 am
 Release time 08/01/22 07:15 am
 Type STANDARD
 ITIC2.0
 Op / Rev op webusr2 / mdmarcus
 Past work start N
 Locked N
 Past due time N

Excavator information

Company name SUSSEX CONSERVATION DISTRICT
 Caller address 23818 SHORTLY ROAD
 GEORGETOWN, DE 19947
 Contact name STEPHEN GISSY
 Phone 302-856-2105
 Job site contact STEPHEN GISSY
 Phone 302-943-5530
 Fax phone 302-856-0951
 Email address

NW Lat 38.5541089
 Lon -75.2484540
 SE Lat 38.5526342
 Lon -75.2458264



Members notified

Status history

District	Company name	Marking concerns	Damage	Customer service
DECO26	DELAWARE ELECTRIC COOP CO	302-349-9090		
DNREC	DE DEPT OF NAT RESOURCES & ENV	650-227-3254	302-395-2600	302-395-2600
DPML12	DELMARVA PWR/UTILIQUEST	609-758-4700	800-375-7117	800-375-7117
SCED01	SUSSEX COUNTY ENGINEERING	302-855-7717	302-855-7379	302-855-7717
SISX44	MEDIACOM /CABLE PROTECTION SVC	804-562-3409	515-559-5697	515-559-5697
TOD01	TOWN OF DAGSBORO	302-453-6922	302-732-3777	302-732-3777
VSUSS	VERIZON	609-758-4700	800-379-0254	410-536-0070
SDHY26	DE DEPT OF TRANS	302-222-5960	302-659-4600	302-659-4600

Showing 1 to 8 of 8 entries

Previous 1 Next

NW Lat 38.5541089
 Lon -75.2484540
 SE Lat 38.5526342
 Lon -75.2458264

Members notified

Status history

District	Company name	Marking concerns	Damage	Customer service
DECO26	DELAWARE ELECTRIC COOP CO	302-349-9090		
DNREC	DE DEPT OF NAT RESOURCES & ENV	650-227-3254	302-395-2600	302-395-2600
DPML12	DELMARVA PWR/UTILIQUEST	609-758-4700	800-375-7117	800-375-7117
SCED01	SUSSEX COUNTY ENGINEERING	302-855-7717	302-855-7379	302-855-7717
SISX44	MEDIACOM /CABLE PROTECTION SVC	804-562-3409	515-559-5697	515-559-5697
TOD01	TOWN OF DAGSBORO	302-453-6922	302-732-3777	302-732-3777
VSUSS	VERIZON	609-758-4700	800-379-0254	410-536-0070
SDHY26	DE DEPT OF TRANS	302-222-5960	302-659-4600	302-659-4600

Showing 1 to 8 of 8 entries

Previous 1 Next

Change Status/Locator Menu

The Change Status/Locator menu is your primary avenue for interacting with a locator ticket. From this menu you may assign a marking status, assign a locator to respond to the ticket and add internal/external notes to the ticket.

District Code

Displays the utility current district code you are working with.

Status Drop-Down Menu

Use this menu to assign a marking status to the ticket.

Status Comments

You may enter status comments in this field. Status comments will be made available to the excavator when the ticket's marking status is updated.

Add Internal Notes

You may use this field to add internal (private) notes to the ticket.

Update Assigned Locator

Use the drop-down menu to select a locator to respond to the ticket. (See page 43 for information on creating locator IDs for your account.)

Update Internal Status

Use this drop-down menu to **Close** or **Open** the ticket.

Add Custom Responses

This area is reserved for any custom responses you have created for your account. (See page 51 for more info.)

Save and...

Use this menu to implement the changes you have made to the locator ticket.

- **Save and Return** will save changes and return you to the ticket list.
- **Save and Stay on Page** will save changes and remain on the current ticket.
- **Save and Go to Next Ticket** will save changes and display the next ticket on your ticket list.

ALERT!: Save your work! If you do not choose an option from the “Save and...” menu, any changes you make to the current ticket will be lost.

Update Public Status for AVCO101

Status

Status comments (250 character limit)

Add internal notes

Comments (internal)

Cancel Save and... | ▾


Update assigned locator

Locator


Update internal status

Open / Close

Admin Menu


The  **Admin Menu** allows you to make account adjustments that pertain to the **Locator Tickets** section of ITICnxt.


iSite Users Menu

The iSite Users menu allows an administrator to create and manage additional iSite Login IDs for other users. Click the  button to create a new user account.

The **Search** function allows you to search by username or email address.


The **Active** column allows you to activate or deactivate a user.

The **Edit** button () allows you to edit the corresponding user account.







The **Clone** button () allows you to make a “clone” of the corresponding user account, helping you save time when setting up multiple user accounts.

iSite Users

Create new user



155 results found

Username	Email	State access	Print footer/Quick notes	Active	Action
brendan@occinc.com	brendan@occinc.com	MN, NJ, DE, KS, LA, MO, NE, MD, MT, IA	View	<input checked="" type="checkbox"/>	 
briancasey3@occinc.com	briancasey@occinc.com	TX, ND, MN	View	<input checked="" type="checkbox"/>	 
briancasey@occinc.com	briancasey@occinc.com	MO, NE, ND, MT, MN, LA, WA, OR, DE, NY, HI, MD, IA	View	<input checked="" type="checkbox"/>	 


Locators Menu





The Locators menu allows you to set up locators so you can assign them to incoming locator tickets. It also allows the creation of **Auto-Assignments**, which will automatically assign locator tickets to specific locators based on pre-set criteria.

Locators

[Locators\(24\)](#) [Polygon auto-assignments\(24\)](#) [Rule based auto-assignments\(8\)](#)

Creating locators lets your company assign a user to locate tickets. Locators can be automatically assigned to tickets by geographic area (polygon), or by identifying specific tickets (text rules). [Create new locator](#)

Search Locator code 

Locator code	Locator name	Assigned to	Date updated	Active	Action
ac	Adin	adinc@occinc.com	12/02/19 02:23 pm	<input checked="" type="checkbox"/>	
2015	Adin	adinc@occinc.com	11/07/19 04:12 pm	<input checked="" type="checkbox"/>	
123	Brendan	brendan@occinc.com	12/23/19 04:17 pm	<input checked="" type="checkbox"/>	
020493	LoganR	loganrivers@occinc.com	08/08/19 02:25 pm	<input checked="" type="checkbox"/>	

Showing 21 to 24 of 24 entries Previous 1 2 3 Next


Polygon Auto-Assignments

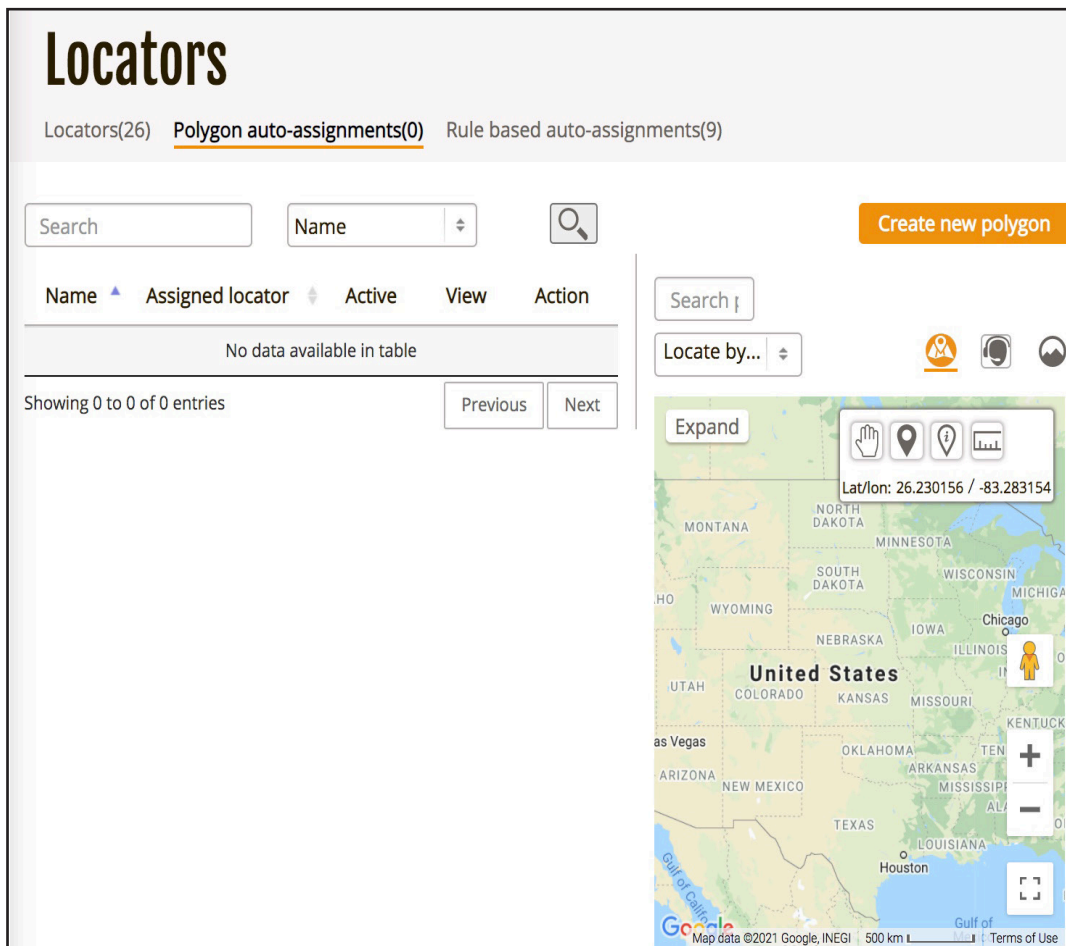
Polygon Auto-Assignments give administrators the ability to automatically assign locate tickets to locators based on the physical location of the work area.

To create a new polygon auto-assignment click the **Create new polygon** button.

Enter a name for the new polygon in the **Assignment Name** field, and select an existing Locator using the **Assigned Locator** drop-down menu.

Find and map out the auto-assignment area using the map interface. Drawing the auto-assignment polygon works the same as the “Other” draw tool in ITIC (See page 35 for more info). Click the **Save** button to save your changes and move on to the **Edit Polygon Assignment** menu.

Next, assign a locating district to the auto-assignment using the **District Access** menu. Then click **Save** again. That’s it! You can return to this menu at any time by clicking the corresponding **Edit** button () on the **Polygon Auto-Assignments** menu.



Create Polygon Assignment

Creating an auto-assignment polygon ONLY dictates which tickets a locator will have access to in LTM. Auto-assignment polygons created in this application have no impact on your membership notification area(s). Please contact the Database Department if changes to your membership notification area(s) are needed.

Cancel Save

Assignment information

Assignment name*

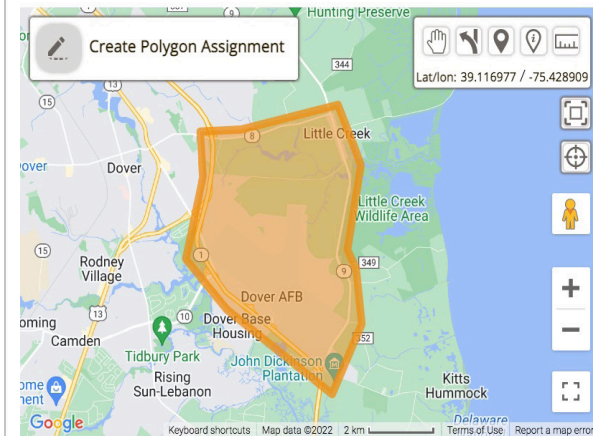
Dover AFB

Assigned locator*

PJ

Search place or address

Locate by...



Edit Polygon Assignment

Cancel Save

Assignment information

Assignment name*

Dover AFB

Assigned locator*

PJ

Active



District access

District

✓ Please select

DE - PEG03

DE - PEG04

DE - SDHY20

DE - SDHY21

DE - SDHY22

DE - SDHY23

DE - SDHY24

DE - SDHY25

DE - SDHY26

DE - SE01

DE - SE02

DE - SE03

DE - SE04

DE - SE05

MD - MAA01

MD - MAA02

MD - SDHY27

MD - SE06

Add

Location name

Active

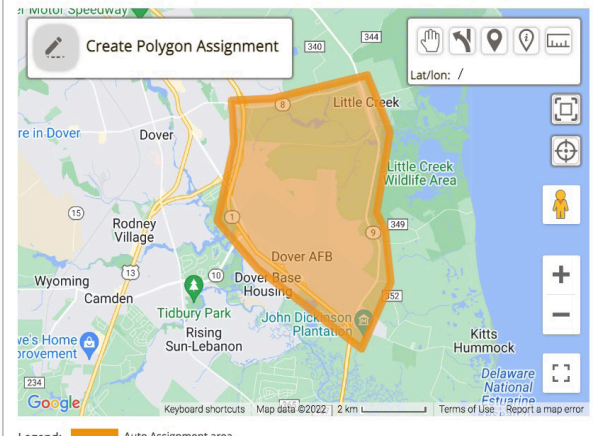
available in table

Previous

Next

Search place or address

Locate by...



Rule Based Auto-Assignments

Rule Based Auto-Assignments give administrators the ability to automatically assign locate tickets to locators based on information contained in the ticket(s).

To create a new rule-based auto-assignment click the [Create new rule](#) button.

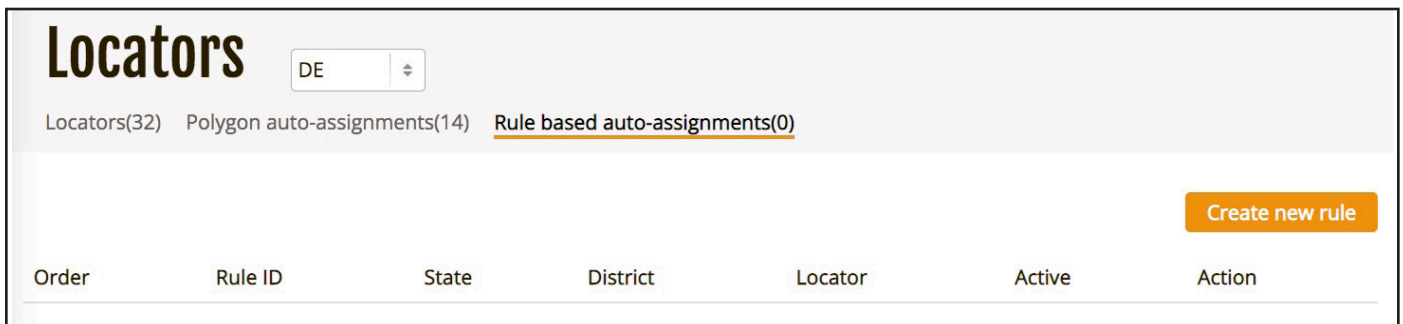
Priority determines the auto-assignments order of operation (if more than one auto-assignment is applicable to a given ticket).

District determines which district will apply to the new rule.

Locator determines which locator will receive the auto-assigned ticket.

Click **Save** when you are ready.

You will be returned to the Rule Based Auto-Assignments menu. You can click [Add/edit conditions](#) to add one or more criteria which will trigger the auto-assignment rules. Click **Save** to save your changes.



The screenshot shows a web interface for managing locators. At the top left, the word "Locators" is displayed in a large, bold font. To its right is a dropdown menu currently showing "DE". Below this, there are three links: "Locators(32)", "Polygon auto-assignments(14)", and "Rule based auto-assignments(0)". The "Rule based auto-assignments(0)" link is underlined and highlighted. In the top right corner of the interface, there is an orange button labeled "Create new rule". Below these elements is a table with the following columns: "Order", "Rule ID", "State", "District", "Locator", "Active", and "Action". The table is currently empty.

Add a new rule ✕

Priority

District

Locator

Locators DE

Locators(32) Polygon auto-assignments(15) Rule based auto-assignments(1)

[Create new rule](#)

Order	Rule ID	State	District	Locator	Active	Action
3	202804481	DE	SE01	PJ	<input checked="" type="checkbox"/>	

Field	Match	Value
<input type="text" value="Boring"/>	<input type="text" value="Contains"/>	<input type="text" value="Y"/>

Locator Ticket Alerts

Locator Ticket Alerts is an optional system that will automatically notify you via SMS (text message), or email when certain types of Locator Tickets are received.

To create a new **Alert** click the **Create new alert** button. This will take you to the **Add Ticket Alert** menu.

District

Use the drop-down menu to select the relevant district code.

Alert Name

Choose a name for the new **Alert**.

You may choose to be alerted via Email, SMS (text) message, or both. If choosing SMS, be sure to select your Mobile Service Provider from the drop-down menu.

Start Time and End Time*

Enter the timeframe you would like to receive alerts. Make sure to enter Start and End Times in the following format:

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

Day(s) of Week:

Use the check boxes to specify what day(s) of the week you would like to receive alerts.

Headers

Use the check boxes to specify the type of ticket(s) that will trigger an alert.

When you are ready, click **Save** . Your new Alert will now appear on the **Locator Ticket Alerts** menu.

Locator Ticket Alerts

Create new alert

Alerts send notification messages via email or SMS when certain ticket types are received by the system.

View by state

DE

Name	State	District code	Email	Phone	Start time	End time	Week days	Active	Action
------	-------	---------------	-------	-------	------------	----------	-----------	--------	--------

No data available in table

Showing 0 to 0 of 0 entries

Previous

Next

Add Ticket Alert

Notifications created in LTM are provided as an additional tool for users of this application. They DO NOT impact the emergency verification methods that are in place at the call center. Please contact the Database Department if emergency verification contact changes are needed. User can only use one notification type at a time (email or text message), but you cannot use both at the same time.

Cancel

Save

* Indicates required field

State/District*

DE - SE01

Alert name*

Weekend Emergency

Email

name@domain.com

SMS

SMS phone

provider

(2)

3025555555

Start

End time

time

0:00

0:00.00

24 hour alert

Days of the week*

All Sun Mon Tue

Wed Thu Fri Sat

Ticket headers

DESIGNER

EMERGENCY

FIOS

FTTP

INSUFFICIENT NOTICE

MEETING

NON-EXCAVATION

NON-EXCAVATION

OMBN

SHORT NOTICE


STANDARD

SUSPECTED CROSS-BORE

NOTE: The timeframe for each Ticket Alert cannot cross the midnight (24:00:00) mark. For example, if you wanted to receive a notification anytime an emergency is submitted between the hours of 5pm and 8am, Mon-Fri, you will need to set up two notifications, one for 5pm-11:59:59pm Mon-Fri and another for 12am-7:59:59am Mon-Fri, as shown in this example:

Name	State	District code	Email	Phone	Start time	End time	Week days	Active
Weekday Emergency A	DE	SE01		3025555555	17:00:00	23:59:59	Mon, Tue, Wed, Thu, Fri	<input checked="" type="checkbox"/>
Weekday Emergency B	DE	SE01		3025555555	00:00:00	07:59:59	Mon, Tue, Wed, Thu, Fri	<input checked="" type="checkbox"/>

Custom Responses

The Custom Responses menu allows you to create additional questions or other data entry fields on your received Locator Tickets. To create a new **Custom Response** click the  button.

Select the relevant notification district from the drop-down menu.

The **Order** number will determine what order custom responses will appear on the ticket (if there are more than one).

Enter the text of the question in the **Question Text** field.

Choose the type of answer available to the new question. You may choose from **Yes/No**, an open **Number** field, or an open **Text** field.

You can make the new question a required question by ticking the **Required** check box.

You can choose to activate or de-activate the Custom Response by ticking (or un-ticking) the **Active** check box.

You may add additional Custom Response questions by clicking the  button.

Click the  button to save your changes.

Custom Responses

Create new response set

View by state

DE

View by district

All districts

State	District Code	Number of responses	Date updated	Updated by	Action
DE	SDHY20	2	06/24/21 08:16 am	Ceneng-RLewis	
DE	SDHY21	3	02/18/21 02:19 pm		

Showing 1 to 2 of 2 entries

Previous

1

Next

Add Custom Responses

Cancel

Save

* Indicates required field

State/District*

DE - SE01

Order

3

Question text

Worksite Accessible?

Field type

Yes/No

Required Active



View inactive custom responses

Cancel

Save

Reports

The **Reports** section provides options for running reports on several different aspects of ITICnxt. The types of available Reports will vary depending on your level of customer access, and can be exported in a variety of file formats (.pdf, .xml, etc.). Reports may be accessed via the ITICnxt menu bar on the left side of the page.

Report name	Description	Action
Closed Tickets	This report provides a list of closed tickets based on the information entered in the search input. This report includes the ticket number, district code, ticket closed date and time, and user name.	Generate
Custom Response	Allows reporting on the customizable custom response fields.	Generate
District Detail	Provides details by district code per day for the provided date range. This includes a summary of tickets received and statuses made.	Generate
District Summary	Provides the Summary by District Code for the Tickets Received and Statuses provided. This report is for Ticket Check centers.	Generate
Excavator Address	List of company and the excavator addresses. Ticket summary based on the information entered in the search input.	Generate
Open Tickets Due	Lists Open Tickets due today.	Generate
Ticket Check Compliance	This report provides on time, late and not responded tickets for a given timeframe, ticket header(s) and district code(s).	Generate
Ticket Count Report	This report provides counts of tickets.	Generate
Ticket Location	The Ticket Location report provides the list of the tickets, call date/time, address, city/place, latitude and longitude information for a selected district code and date range.	Generate
Ticket Marked	This report will give a complete list of the tickets, header, and the provided statuses with their date and method.	Generate

Showing 1 to 10 of 15 entries

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Quick Notes Menu

The **Quick Notes** feature allows you to create quick note buttons, which in turn allow you to enter commonly used notes in the Notes section of a ticket with a single click.

To create a Quick Note choose an empty quick note slot and fill out the appropriate fields.

Order

The Order field will determine what order the quick notes button(s) appear on the ticket interface.

Button Name

The Button Name field will determine the name of the button as it appears on the ticket interface.

Button Notes

The Button Notes field will determine what information is added in the **Notes** section of the ticket when the quick note button is clicked.

When you are ready, click **Save** to save your changes.

Quick notes

Quick notes are shortcuts that display in the notes area on the ticket detail screen. Create quick notes if the same message is often entered when statusing tickets.

Public notes

Order	Button name	Button note
<input type="text" value="1"/>	<input type="text" value="Dog in Yard"/>	<input type="text" value="Dog in Yard - make conta"/>
<input type="text" value="2"/>	<input type="text" value="Secure Site"/>	<input type="text" value="Secure Site - Check in w/"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

