

# The RTE Way

*A Newsletter for Remote Ticket Entry Users.*



## PROVIDE ADDITIONAL TIME WHEN POSSIBLE

As the digging season begins, scheduling your projects appropriately can be beneficial to both you and your project. In the spring, utility locating departments see a flood of requests that can occasionally overload their staff causing possible delays. As a [Remote Ticket Entry](#) user, you know that entering an "L" in the "Begin Date" field automatically calculates a 48-hour notice. However, users can choose to manually enter a later date and time or type the letter "C" to view a calendar. If your excavation will not begin until sometime after the 48 hour notice, please consider entering the actual start date and time.

## NO ADDRESS? NO PROBLEM

Ideally, every dig site location would have the perfect address. However, that's not always the case. For dig sites that do not contain an actual address, always include specific directions for the utility locators using the "Additional Address" or "Directions To Jobsite Info" fields. Below are other suggestions.

- Provide detailed driving directions from an intersection or specific address on how to arrive at your GPS coordinate, pole location, culvert, guard-rail, etc.
- Use the [distance-measuring tool](#) to supply accurate information.
- Avoid using the terms "turn left" and "right turn" in your directions. Replace this with go North, South, East, and/or West for clearer instructions.
- In the "Extent" field you can provide specific marking instructions for the utility locator.

As a RTE user, [take advantage of these tools](#) for a more accurate locate request and to avoid project delays. For questions or information on training, please contact [Paula Browning](#) at 815-207-5647.

## WORK AREA POLYGON TIPS

The work area polygon plays a role in notifying the proper JULIE members to your job site. When applying a polygon to your job site on the map, be sure your entire project is included within that polygon. Even though not all locators will see the map, the work area polygon helps to determine the members notified on your request.

There are many tools available for RTE users to assist with creating a work area polygon. [Visit JULIE's video library for more details.](#)

### QUARTER 1 - 2018

#### UPCOMING EVENT

##### Remote Ticket Entry (RTE) Webinar

March 28

No cost.

[Register or learn more.](#)



#### REV PROGRAM IS NOW ONLINE

As a RTE user, you know the convenience of using a web-based program to submit your locate requests. There is now an equally convenient program, [REV](#), that allows you to have utility marks refreshed at your job site. [JULIE's online program REV](#) (Remark - Extend - View) is quick, easy and available to submit a request now.

#### DEFINING THE PROPER PLACE

Determining proper place information on a locate request can sometimes be challenging. Ticket Entry is equipped with a tool to assist you if this occurs. When entering a request look under the map for the button labeled "Places". Select that button and then click on "Get Places". A list of cities and townships will be generated based on the view of the map. You can click on each of the place names to view their approximate boundaries and make any necessary adjustments to your "Place" field.

