



GENERATE A QUALITY LOCATE USING GPS COORDINATES

GPS coordinates are a great tool to assist in identifying the excavation site on the map. When using coordinates, please be aware that additional directions and/or descriptions must accompany this data. All locate requests, including requests that contain GPS coordinates, are required to include a specific address or descriptive directions from some known reference point such as an intersection.

There are tools built into the ticket entry program that can assist with this process. Using the PLACE button, located under the map, will help identify the name of the city or township where the coordinates appear. The button labeled DIST will allow you to measure distance from the nearest intersection to the GPS coordinates using footage, yards or miles. Applying a polygon to the work area that includes GPS coordinates is easy. At the bottom of the latitude and longitude tab, you will find three options to apply a work area polygon to the map. When using one coordinate, you can apply a 150 foot radius of a single point; when using two or more coordinates, you can create a work area polygon in either a line or polygon. To view a quick tutorial on how to enter GPS coordinates and apply a work area polygon, [click here](#).

If you would like assistance on the best way to create a locate request using GPS coordinates, please contact the [RTE Support Team](#) at 815-741-5011 or the Remote Programs Quality Auditor, [Paula Browning](#), at 815-207-5647 for further assistance.

DIGGING DEEPER INTO RTE

Earlier this year, we offered current RTE users a closer look at some of the tools offered in Remote Ticket Entry that are infrequently used. We had a positive response to this training, so it will be offered again in early November. Topics will include best practices for street name entry, working with GPS coordinates, zoom and highlight tools, show parcels and address points, layers tab, and many more map functions, as well as great conversation about proper entry methods. Watch for your invitation via Message Center Plus and/or email, in October.

If you will be attending the training and have questions about a topic not mentioned, please send your name, email address and subject matter to [Paula Browning](#), Remote Program Quality Auditor.



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UPCOMING WEBINARS

Remote Ticket Entry (RTE) Training

- September 16 - 9a
 - September 22 - 10a
 - September 30 - 1:30p
- [Register or learn more.](#)

REMARKING YOUR LOCATE EFFICIENTLY

During your excavation, markings can become faded or unclear. Requesting a refresh of marks is easily done online by using REV (Remark, Extend, and View). Be prepared with the dig number, phone number on the ticket and your name. Choose which companies you need to freshen the marks and submit your remark request for 48 hours. It's that easy.

RTE TOOL TIPS

As you begin to [navigate in Remote Ticket Entry](#), helpful tool tips will appear when you hover over an entry field. You can easily turn this feature off as your experience increases by unchecking the box labeled TIPS in the bottom right-hand corner of the Ticket Entry screen.

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