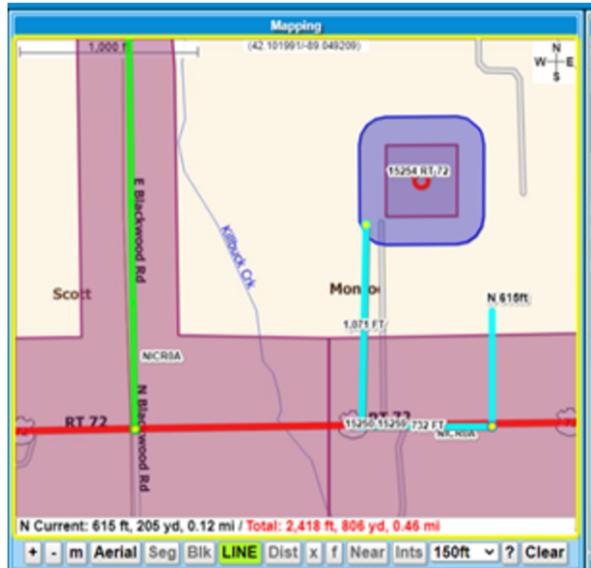# JOB SITE LOCATION AIDED BY SEARCH ENGINES

Identifying your job site with the JULIE map may not return the results you are looking for. Things such as the street name may not match, the location is possibly a new subdivision in the development stage, or the information provided is not in the correct city, township, or county. There are a few options you can try before making a phone call for assistance. By clicking on either Google or Bing (found under the map, second row up) you can choose to search by street. This will take the address you have entered in the address field to be searched using Google or Bing for a matching address. If the address is identified, you can take the GPS coordinates and enter them into the Lat/Long field to identify the job site on the JULIE map. If necessary, use the "PLACES" buttons to confirm the city, township and county, adjust accordingly and apply the polygon to your work area by using the line tool. Learn additional tips and tricks by viewing our RTE Video Library. If assistance is needed, please contact our RTE Support Group at 815-741-5011.

POLYGON MAP IMPORTANT TO MEMBER NOTIFICATION

Accurately applying a work area polygon to the map helps identify the JULIE members notified on your locate request. Achieving an accurate work area polygon may require the use of additional tools. While the Lookup button will identify a single address or point on the map, it is important to confirm that the system-created polygon covers all of the work areas you have described on your ticket. If it does not, you will need to increase the size of the polygon by using the line tool. The line tool is located in the first row under the map. Click on "line" to make it your active tool, then click once inside the polygon already created on the map. You will notice there is a blue line attached to the tip of the cursor. Move the mouse in the direction of the furthest point of your described work area, then click again, and

continue doing this until all of the described work areas are within the polygon. When you are ready to end the polygon, double click. This process will increase the size of the polygon on the map. Likewise, be sure that all of the work areas within your polygon are also written in the "extent field" of your ticket.

QUICK PRINT YOUR TICKET OR SAVE AS PDF

To view the print options available in Remote Ticket Entry, inquire as to the dig number then click the full ticket view on the top taskbar. This will open another window. In the bottom right hand corner, you will see the print options: print small, print large, toggle map, and exit. After you make your selection, notice that another tab has opened in your browser. At this point type "ctrl and p" on your keyboard to connect to your printer. You can then choose to print a hard copy of your ticket by simply clicking print or save it as a PDF. If you choose to save, you will need to change the destination in the print window to ADOBE PDF, then click Save. The document will be named the dig number created by the system and allow you to save it on your computer.

RTE TRAINING WEBINARS AVAILABLE

Is someone new in your company using Remote Ticket Entry? Consider having them sign up for a RTE Training Seminar. Click here for dates and times. If you and your team would like to take a deeper dive into the RTE tools, contact the Remote Program Quality Auditor, Paula Browning, at 815-207-5647, to set up a small group session via webinar at no cost. You can also visit our website to view the RTE video library and learn some new tools or refresh the basics.

HERE TO HELP

Our Damage Prevention Managers can answer your questions, assist with the planning of projects and mediate discussions to help you avoid potential injuries and costly delays. Click here for contact information. Please restrict contact to normal business hours.