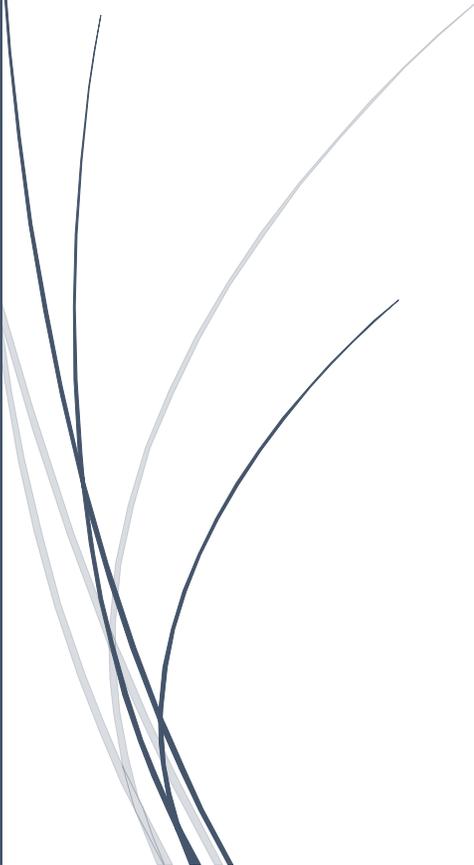




JULIE HTML5
Remote Ticket
Entry Quick
Reference Guide



Illinois excavators can access and view JULIE’s web-based Remote Ticket Entry webpage at:

http://newtin.julie1call.com/newtinweb/julie_ticketentry.html

(Note the underscore character “_” between julie_ticketentry.html)

Once accessed, users will be prompted for their unique login account information.

After successfully logging in, users will see the Ticket Entry page into which information about their pending excavation is to be entered. JULIE Operators currently use 24” monitors set to a video resolution of 1920 by 1080. Users who are unable to view the entire entry screen might consider either adjusting the video resolution OR temporarily decreasing the size of the Ticket Entry view by typing “Control –“. The “Control –“ will reduce the size of the entry screen, which may allow it to fit on the user’s viewable area. Alternatively, a “Control +“ will increase the size of the displayed window.

Remote Ticket Entry users can also access the programs available on the Newtin Remote Ticket Entry User webpage at the following address. There are several useful tools and reports available here, including Message Center.

<http://newtin.julie1call.com/newtinweb/login>

Remote Ticket Entry users are encouraged to save these addresses as bookmarks or create a shortcut desktop icon for ease of access.

After a successful login, users will be presented with the following functions:



To access Full Ticket view and Extend functions, enter the JULIE ticket number and click Inquire.



Recent – Selecting the Recent function will provide the user with a list of the last 200 tickets generated within the past 150 days.

Search – The Search function will provide the user with a list of the last 200 tickets generated within the past 150 days of tickets containing a match to the user’s company name or phone number. Street name, place, or county can filter these results.

New – Select to enter a new locate request. The user’s company information will appear.

The screenshot shows a web form with the following sections:

- Excavator Information:** Includes fields for Phone (815-123-1234), Company (BILLS EXCAVATING COMPANY), Caller (WILLEY B DIGGING), Address (123 MAIN ST), ZIP (60431), City (JOLIET), State (IL), Email, Fax (815-111-2222), and Callback. A 'Site Contact' section is also present with a 'Copy Contact from above' button.
- Digsite Information:** Includes dropdowns for County (WILL) and Place (JOLIET CIT), and text input fields for Addr/Street (3275 EXECUTIVE DR), Cross St (ESSINGTON RD), and Sub-division. A 'Lookup' button is located below these fields.
- Additional Address or Directions To Jobsite Info:** A text area containing the text: "IN THE CITY OF JOLIET, THE ADDRESS IS LOCATED APPROX. 400FT WEST OF ESSINGTON RD ON THE NORTH SIDE OF EXECUTIVE DR." Below this field are buttons for 'Expand Last Word', 'Expanded Word List', and 'Abbreviations'.

At the bottom of the form, a blue bar contains the text: "The text on the ticket must be able to guide a person to the jobsite."

When an adjustment is required to a user profile (i.e. mailing address change, email update, name) contact the RTE Support Team at 815-741-5011 or data@julie1call.com.

Site contact information is to provide the locators a source of contact for questions.

These fields refer to the excavation area:

Enter or select County and Place.

Enter complete dig site address in Street field (i.e. 3275 Executive Dr.). Note that as you pause when entering a street name, a list of street options may appear. Continue typing or pick from the list.

Enter nearest Cross-Street if known.

Enter Subdivision name if known.

Utilize the Additional Address or Directions to the Jobsite Info field for driving directions when an address is not applicable or any relevant information to identify the dig site location.



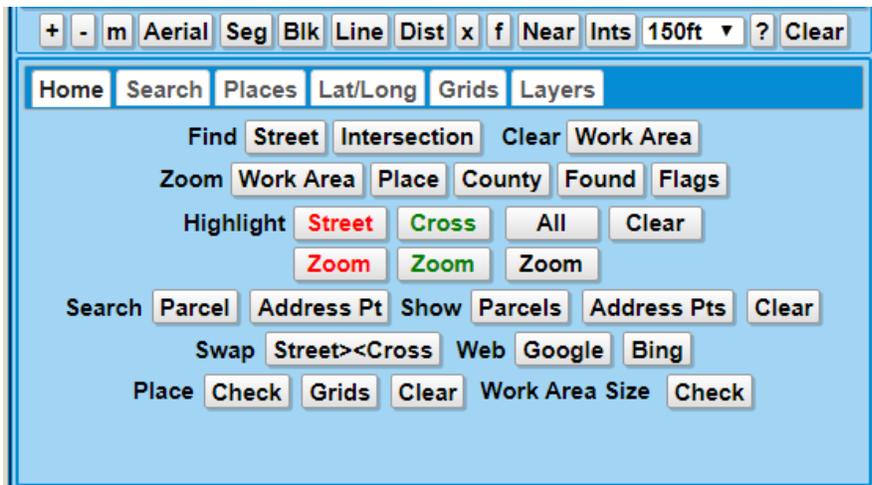
Lookup Button (located just above the Additional Address or Directions to Jobsite info field) – This button will perform a series of searches using your entries against the various GIS map layers available. The results of the search will display to the user. It is possible for the search to identify the dig site and create a work area polygon (WAP). It is also possible for various results to be found, the user will need to observe the results and proceed accordingly.

In the event that the Lookup function does not create a WAP for the user, the Line tool under the map allows the user to create their own WAP. Click on Line to activate and click one time at the beginning point and at each point to encompass the full excavation area, double click to end the function.

Navigating the map with the mouse

- Left-click mouse to center map view where the user clicks.
- Left-click mouse, hold and drag down to zoom in.
- Left-click mouse, hold and drag up to zoom out.
- Right-click mouse, hold and drag to drag map.
- Using the center wheel of the mouse, push away from you to zoom in and pull toward you to zoom out.
- The tip of the cursor will display the direction you are traveling and the distance in footage.

Map Functions – The Ticket Entry program provides a multitude of useful map tools to assist users with finding their excavation site and creating a Work Area Polygon (WAP). The following is a brief summary of some of the frequently used tools.



Map Buttons

+ Causes the map view to zoom in.

- Causes the map view to zoom out.

m – Toggle the map size. The map will toggle between full screen and back using this tool.

Aerial/Roads – Display satellite or road view.

Seg – Creates a WAP around a found street segment or other map feature.

Blk – Click on a street segment or block to include in a work area.

Line – WAP draw tool – points, lines, multi-sided shapes. (See Lookup)

Dist – Distance measuring tool.

x – Displays a bullseye on the map with rings measuring in 100-foot increments up to 1000 feet and one at a ¼ mile for quick measuring.

f – Drops a numbered flag on the map.

Near – Clicks on a street to identify it and segment address ranges if available.

Ints – Click to display all roads that intersect with the selected street.

? – QuickMap Help

Clear – Clears all map objects

Map Functions – Home Tab

Clear Work Area – Clear only the WAP from the map view, keeping the search results.

Highlight – Click on Street, Cross, or All to highlight the streets in the corresponding colors. Once streets are highlighted, you can then zoom to the corresponding choice.

Show Parcels, Address Pts – Displays parcels and points if available on the map view.

Work Area Size Check – confirm that the WAP does not exceed size limitation.

Map Functions – Search Tab

Functions on this tab are used primarily to search for streets on the map. A street name or partial street name can be entered into the blank field between the Clear and Search Buttons. Once entered, select Search. Matches will be displayed in a list. Streets can be selected from the list for display on the map view. Users can choose to Auto-Zoom to the selected street as well as Auto-Clear or Keep previous selections.

Map Functions – Places Tab

Users can view the City and Township places on the current map view using this tool. Select Get Places for a list of places in the view. Select a place from the list to highlight that place on the map.

Map Functions – Lat/Long Tab

Users can enter latitude and longitude coordinates via this tab. Once entered, select Enter to display the point on the map. Once entered, users can create a WAP encompassing the single point by selecting Convert Point to Polygon. Users may enter multiple coordinates. Once entered, selecting the Convert Points to Line will create a line-based WAP between two points or Convert Points to Polygon to create a multi-sided WAP encompassing three or more points. Users can include the entered coordinates in the Additional Address or Directions to Jobsite info field by selecting Copy Points to Location.

Map Functions – Grids Tab

Users can enter and view tier, range, section (TRS), quarter-section grids via this tab. Once a complete or partial TRS is entered, select Expand to display the full grid name and position on the map. If traditional map tools did not allow the user to find the dig site, a hand-entered grid or set of grids can be turned into a WAP by putting a checkmark in the box after the grid(s) to be selected, then clicking on Convert Grid(s) to Work Area.

Work Information

Work Type

Extent

Boring Depth>7FT Premarked

Done For

Begin Date Time 05:29

Dig By Date Expires Date

Remarks

Members

Code	Name	Type	By
ATTD5A	ATT/DISTRIBUTION	PHON	S
CECO0A	COMED	ELEC	S
COMC0A	COMCAST	CATV	G
JOLT0A	JOLIET CITY OF	S&W	S
JULIEP	JULIE SYSTEM (DON'T READ)	OTHR	S
NICR0A	NICOR GAS	GAS	S
USIC0A	USIC LOCATING SERVICES	LOCT	R

tips v1.0.30

Enter all work types associated with your excavation project.

Enter the specific marking instructions. Be specific and use North, South, East, and West as opposed to left and right.

Boring/Premarked: respond No or Yes. Depth greater than 7ft: respond No, Yes, or Unsure.

Typing L in the begin date field will generate the legal 48 hrs. for the request, C will provide you with a calendar to select a different start date and time.

Enter additional comments relevant to the excavation area into the Remarks field that does not have an assigned field.

Click Get Mbrs to display the list of JULIE members notified on the request.

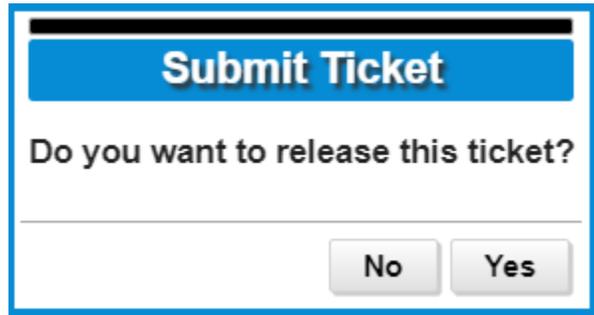
After reviewing all entered information click submit to complete the request.

Waive Required Callback – The user is then provided with the option on how to receive the all-clear contact. By answering No to this question the member utilities are required to provide the user with an all-clear contact, answering Yes to this question informs the member utilities that the user does not need to be notified if they are clear within the requested extent. If the user has an email address or fax number associated with the user account, the option to email or fax all-clear notices are provided. Members can use any number or email listed on the ticket to respond to an all-clear contact.

Waive Required Callback

Does the caller want to waive the required all-clear contact?

Submit Ticket – Click Yes to complete the locate request and receive your dig number. Click No to re-enter the ticket to make adjustments.



Printing the completed locate request – The completed dig number will be displayed in the upper left-hand corner, click Inquire. On the top task-bar, click Full Ticket. This will display the entire ticket in another window. In the bottom right-hand corner of the new display window there are printing options, Print (small), Print (large), Toggle Map and Exit. Make your selection and a new tab will open. Type Ctrl P on your keyboard to open your printer, click print.

JULIE's Remote Ticket Entry Support Team is available Monday – Friday from 6:30 a.m. to 5:00 p.m. at 815-741-5011 or data@julie1call.com.

Several resources are available at www.illinois1call.com.