



# Remote Ticket Entry

## Examples & Required Information

A list of examples on how to submit different types of locate requests as well as the required information needed to help provide complete and accurate notifications.

<https://www.oups.org/idig>

Contact the idig team:

**800-240-7190**

[idig@oups.org](mailto:idig@oups.org)

**Monday-Friday 8:00am-4:30pm**



## Notification Examples and Required Information:

*The following examples have been provided to give the general steps to submit accurate and consistent locates. This will not cover every scenario and may require additional information.*

*If you have any questions on how to submit your locate request, be sure to contact the idig team for help with specific locations.*

*Each location request should include ALL of the required information listed as well. Please remember utilities and locators may not see and/or get a copy of the blue notification area drawn on our mapping system.*

---

### Index:

Page	Type of Location Request
4-6	At a single address
7	A complex with multiple lot numbers
8	At an address range
9-11	A location with no address provided
12	Across from/ traveling a distance from address
13	Only at an intersection
14	Railroad
15	Cross country/ pipelines
16	New street/ street not in system
17-18	At GPS coordinates
19	Street abbreviations (partial)

# Ticket Entry Screen

This is what our system looks like after logging in. There is a menu bar and five sections . Each section is highlighted below with a brief description.

### Menu Bar:

This area is the starting point. Make a selection from the options below.

### Excavator Information:

This area will display the information linked to your account. To change it contact the idig team.

### Work Information:

It's important to let locators know what type of work is taking place, what equipment, and additional information that may assist them.

Here you will also find your approximate 48-hours date and time as well as your approximate 10 day start by date and time.

The screenshot shows the Ticket Entry Screen interface. At the top is a menu bar with options: Inquire, New, Design, Recent, Search, Unsup, +Resp, Logout. The user is logged in as (WEB). The interface is divided into five main sections: 1. Excavator Information (green box): Fields for Phone, Caller, Company, Address 1, Address 2, ZIP, City, St, OH, Email, Alt Phone, Fax, Onsite Contact, and Phone. 2. Digsite Information (blue box): Fields for County (MEDINA), Place (HINCKLEY TWP), Places, Addr/Street, Cross St 1, Cross St 2, Lot #, Sub-division, and a Lookup button. 3. Mapping (purple box): A map of Ohio counties with a search bar, zoom controls, and a list of counties. 4. Work Information (orange box): Fields for Work Date, Time, ET, Start By Date, Work Type, Means Of Excavation, Work For, Done By, White Lining, Blasting, Railroad or Highway, Mile Marker From/To, and Comments. 5. Members (purple box): A list of members.

### Digsite Information:

Provide all of the location information. See examples to follow for specific information required for each ticket type.

### Mapping:

Create a notification area on our map. This will be used to generate the list of utilities being notified.

There are many tools available to help find locations on our maps.

### Members:

This is where you will view the list of our members that are being notified. This list is generated by what you map.

## Single Address Steps:

- 1) Select **NEW**.
- 2) Enter all work information into proper fields:
  - \* **Address** in the *STREET* field
  - \* **Where on the property** in the *DESCRIPTION*
  - \* **Farthest distance off of the roadway** in the *DESCRIPTION*
  - \* **Distance and direction from a cross street** in the *DESCRIPTION* (or provide 2 cross streets the address is between)
  - \* *GPS points can be used but are considered additional information, all other required information above needs to be provided*
- 3) Hit **LOOKUP**.
- 4) Click **ADD PT** and **PARCEL\*** to confirm correct area.
- 5) Use the **SEG** tool to choose how the mapped area will be displayed. By selecting **Parcel/Polygon**, the entire parcel will be mapped; selecting **Address/Point** will map an area around the address; if no parcel/address is available, then select the **Street/Segment** tool. The buffer will select the distance mapped off the road (default is 200 ft) - if the area is further off the road than the **BUFFER**, change the **BUFFER** distance or select the **DRAW LINE** tool to draw an appropriate distance.
- 6) Confirm the entire area is covered using the **NEWTIN STREETS/AERIAL** tool to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.

\*Not all counties provide parcel information.

## Single Address Examples:

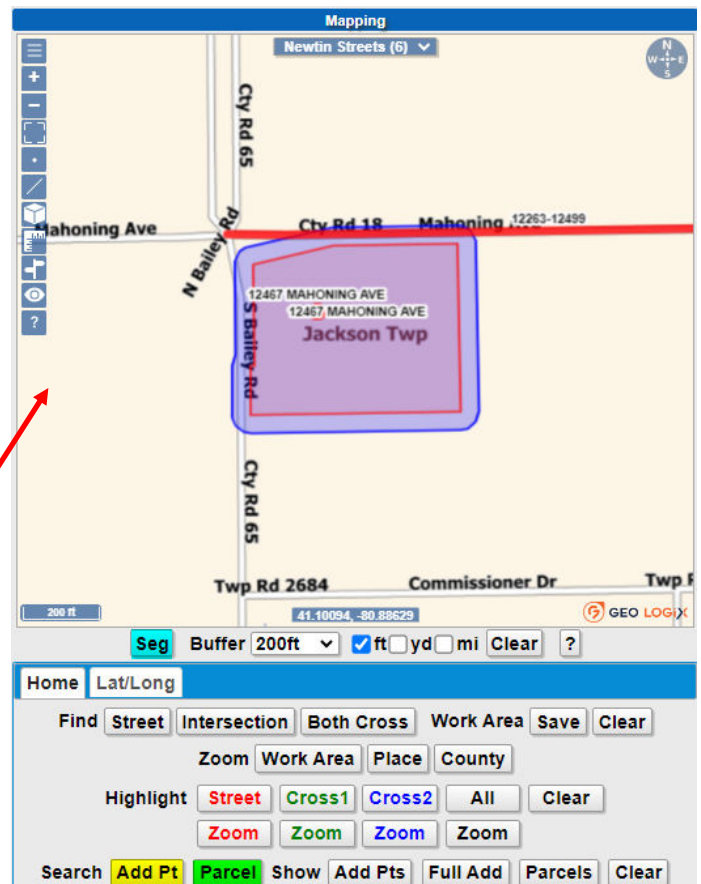
### Single address point only

Digsite Information	
County	TRUMBULL
Place	WARREN
JACKSON TWP	
Addr/Street	1350 E MARKET ST
Cross St 1	LAIRD AVE SE
Cross St 2	HOMEWOOD AVE SE
Lot #	
Sub-division	
<input type="button" value="Lookup"/>	
Entire work area Description	
FRONT OF PROPERTY FARTHEST POINT OFF THE ROAD: 100 FT S DISTANCE FROM CROSS STREET: BETWEEN	
<input type="button" value="Expanded Word List"/>	



### Single address point with parcel

Digsite Information	
County	MAHONING
Place	JACKSON TWP
JACKSON TWP	
Addr/Street	12467 MAHONING AVE
Cross St 1	S BAILEY RD
Cross St 2	DEBARTOLO DR
Lot #	
Sub-division	
<input type="button" value="Lookup"/>	
Entire work area Description	
FRONT OF PROPERTY FARTHEST POINT OFF THE ROAD: 100 FT S DISTANCE FROM CROSS STREET: SE CORNER LOT WITH S BAILEY RD	

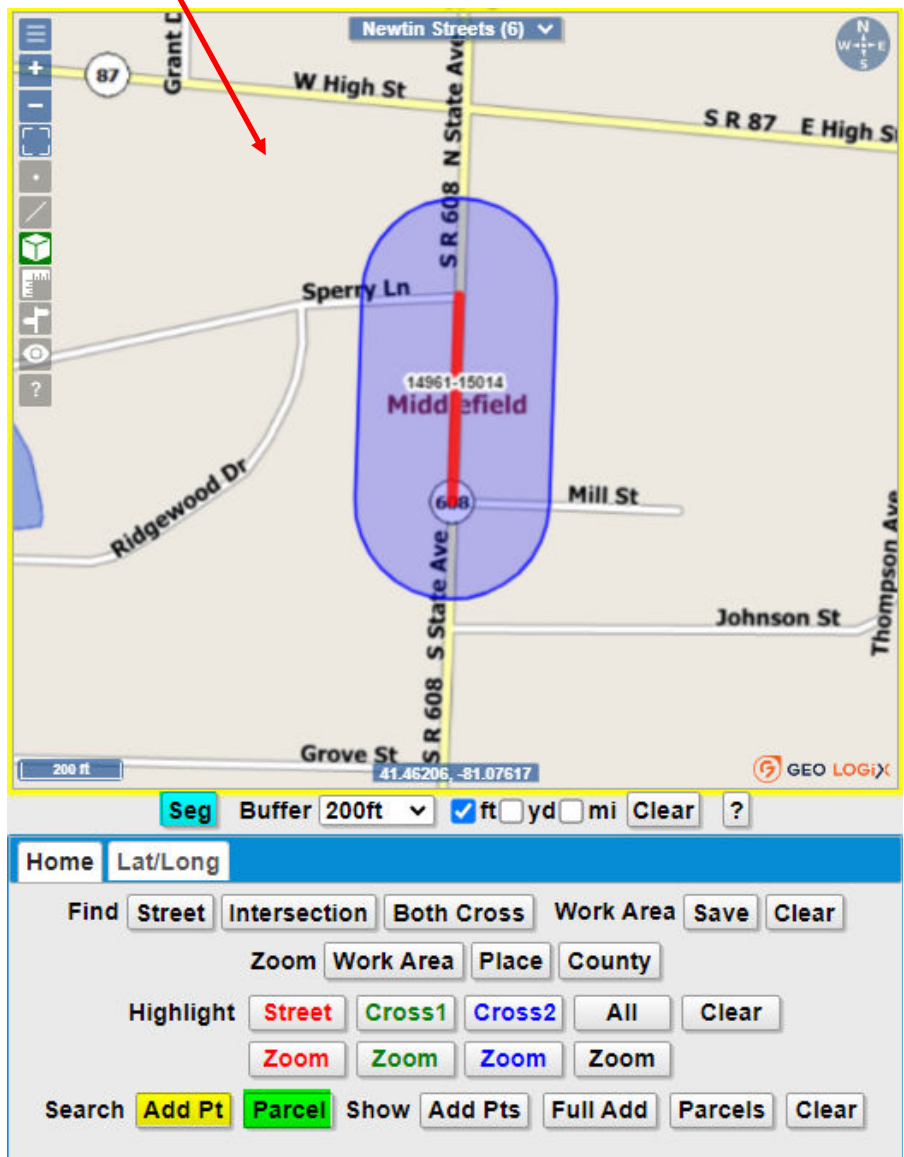




## Single Address Examples (cont.):

Digsite Information	
County	GEAUGA
Place	MIDDLEFIELD
<input type="button" value="Places"/>	
<input type="text"/>	
Addr/Street	14979 S STATE AVE
Cross St 1	<input type="text"/>
Cross St 2	<input type="text"/>
Lot #	<input type="text"/>
Sub-division	<input type="text"/>
<input type="button" value="Lookup"/>	
Entire work area Description	
REAR OF PROPERTY FARTHEST POINT OF ROAD: LESS THAN 200 FT AREA IS MARKED WITH WHITE FLAGS	

Address with no address point or  
parcel available



## Single Address With Multiple Lots or In a Complex Steps:

**Digsite Information**

County: **HANCOCK**  
 Place: **FOSTORIA** **Places**

Addr/Street: **461 W LYTLE ST**  
 Cross St 1: **INDEPENDENCE AVE**  
 Cross St 2:   
 Lot #: **188**  
 Sub-division: **WESTGATE VILLAGE MHP**

**Lookup**

Entire work area Description  
 ENTIRE PROPERTY  
 FARTHEST POINT OFF ROAD: LESS THAN 200 FT OFF OF THE  
 MHP DRIVE AND APPROX 1250 FT S OFF OF W LYTLE ST  
 DISTANCE FROM CROSS STREET: MHP IS APPROX 2000 FT E OF

**Expanded Word List**

- 1) Select **NEW**.
- 2) Enter all work information into proper fields:
  - \* **Primary address** in the **STREET** field
  - \* **Lot number** in **LOT #** field and/or in description; multiple lots in a complex can be on the same ticket but must be consecutive numbers (i.e. lots 79-88). Separate tickets are required for additional lots
  - \* **Where on property ; Farthest distance off of the primary roadway; Distance and direction from a cross street**
  - \* **Be sure to map the lot number and the parcel** if available
  - \* **GPS points can be used but are considered additional information, all other required information above needs to be provided**

3) Hit **LOOKUP**.

**Mapping**

Newlin Streets (6) **W Lytle St S 399-475**

SR 12 Private Dr 267 Private Dr 361 Kirk St Private Dr 362 Private Dr 363 Private Dr 364 Private Dr 267

461 W LYTLE ST (188)

Westgate Village Mhp

SENECA

500 ft 41.14629, -83.41793

Seg Buffer 200ft ☒ ft ☐ yd ☐ mi Clear ?

Home Lat/Long

Get Layers Color **Magenta** Show Clear

Layer address39063 Label addr\_full ☒ Zoom

☒ Place

Street> 461 \*LYTLE\* Search >Work Area

461 W LYTLE ST (187)
>461 W LYTLE ST (188)
461 W LYTLE ST (189)
461 W LYTLE ST (19)
461 W LYTLE ST (191)
461 W LYTLE ST (192)

- 4) Use the **Search Add Pt** button to generate the list of lot numbers associated with the address and lot provided (see image to the left).
- 5) Use **DRAW LINE** tool to draw starting at the main roadway and draw to include the lot number. Use the **SEARCH** tool to check if there is a parcel for the complex, and if so map the parcel.
- 6) Confirm your entire area is covered using the **AERIAL** and **RULER** tools to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.

**Note!**  
 Entire complexes should not be requested on a single ticket!

## Address Range Steps:

**Digsite Information**

County: **FRANKLIN**

Place: **REYNOLDSBURG**

JACKSON TWP

Addr/Street: **686-696 HUNT VALLEY DR**

Cross St 1: **RAVENNA CIR**

Cross St 2:

Lot #:

Sub-division:

**Entire work area Description**

ENTIRE PROPERTIES INCLUDING ROADWAY  
 FARTEST POINT OFF ROAD: LESS THAN 200 FT E  
 DISTANCE FROM CROSS STREET: S OF

- 1) Select **NEW**.
- 2) Enter all work information into proper fields:
  - \* **List the address range in the STREET field from lowest to highest, no spaces between the address numbers (Ex: 100-200 E MAIN ST)**
  - \* **Where on the properties in the DESCRIPTION**
  - \* **Farthest distance off of the roadway in the DESCRIPTION**
  - \* **Distance and direction from a cross street in the DESCRIPTION (or provide 2 cross streets the addresses are between)**
  - \* **GPS points can be used but are considered additional information, all other required information above needs to be provided**

- 1) Hit **LOOKUP**.
- 2) **ZOOM** into highlighted segment.
- 3) Click **SHOW: ADD PTS** (highlighted in green at left) and confirm you are in the right area.
- 4) Use **DRAW LINE** tool to map entire road in front of all addresses within your range, making sure the drawing includes the furthest distance off of the roadway.
- 5) Confirm your entire work area is covered using the **NEWTIN STREETS/AERIAL** tool to verify.
- 6) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 7) **GET MBRS** to show which members will be notified.
- 8) **SUBMIT**.

**Mapping**

Newtin Aerial (7)

Rosedale Ave

Hunt Valley

6567 6577 6585 6593 6601 6621 6631 6641 6667 6677 6687 6697

655 656 666 674 681 688 6598 691 693 696 699 705 704 695 715 723 735

6554 6550 6555 6577 6587 6597 717 716 726 734 6636 6646 6656 6666 6678

6542 6543 6553 6563 6573 6585 6595 756 6625 6635 6645 6655 6665 6673 6683

200 ft

39.96854, -82.82483

Seg Buffer 200ft ☒ ft ☐ yd ☐ mi Clear ?

Home Lat/Long

Find Street Intersection Both Cross Work Area Save Clear

Zoom Work Area Place County

Highlight Street Cross1 Cross2 All Clear

Zoom Zoom Zoom Zoom

Search Add Pt Parcel Show Add Pts Full Add Parcels Clear



## Between Two Intersection Steps:

The screenshot displays the Mapping application interface. At the top, a toolbar contains icons for map navigation and analysis. The main map area shows an aerial view with a red buffer line and a blue cross-section line. Labels on the map include "Salem Rd", "Fairchild Rd", "Tittlebaugh Rd", "R 746", and "City Rd 161". The bottom toolbar features buttons for "Home", "Lat/Long", "Find", "Street", "Intersection", "Both Cross", "Work Area", "Save", "Clear", "Zoom", "Work Area", "Place", "County", "Highlight", "Street", "Cross1", "Cross2", "All", "Clear", "Zoom", "Zoom", "Zoom", "Zoom", "Search", "Add Pt", "Parcel", "Show", "Add Pts", "Full Add", "Parcels", and "Clear". The status bar at the bottom shows coordinates "40.55058, -82.98166" and a scale of "1000 ft".

- 9

## Location With No Address:

## Working a Distance with a Starting and Ending Point

**Digsite Information**

County:

Place:

Addr/Street:

Cross St 1:

Cross St 2:

Lot #:

Sub-division:

**Entire work area Description**

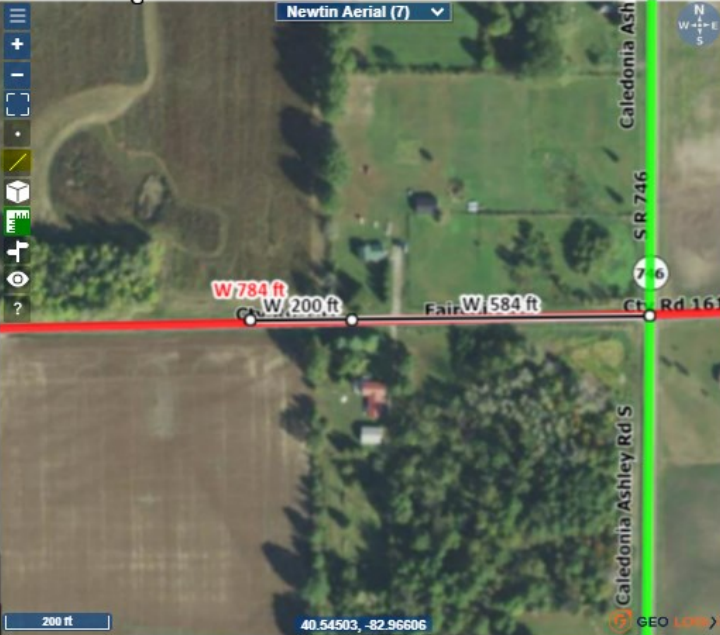
NORTH SIDE OF FAIRCHILD RD - STARTING AT A POINT 584 FT W OF S R 746 AT PED 100-166 CONTINUING WEST FOR 200 FT FARTHEST POINT OFF ROAD: 30 FT N AREA IS MARKED WITH WHITE FLAGS

- 1) Select **NEW**.
- 2) Enter all work information into proper fields:
  - \* **Street the work is on** in the **STREET** field & cross streets in the 'CROSS ST 1' and 'CROSS ST 2' fields
  - \* **Which side of the roadway** work is on in the **DESCRIPTION**
  - \* **Provide the starting and ending points with distance and direction from a cross street** in the **DESCRIPTION**
  - \* **Farthest point off the roadway** in the **DESCRIPTION**
  - \* **Indicate** whether any work is within roadway
  - \* **If work is being done on multiple streets, a ticket must be created for each street**
  - \* **GPS points** can be used but are considered additional information, all other required Information above needs to be provided

- 3) Hit **LOOKUP**.
- 4) Set your **BUFFER** setting to the appropriate setting to cover the furthest point off road before drawing to ensure the entire work area described will be covered by the blue notification area.
- 5) Using the **MEASURE** tool (highlighted in green to left), measure to the starting point. Using the **DRAW LINE** tool (highlighted in yellow to left), draw from the starting point to the ending point.
- 6) Confirm your entire area is covered using the **NEWTIN STREETS/AERIAL** and **MEASURE** tools to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.

**Mapping**

Newtin Aerial (7)



200 ft 40.54503, -82.96606 GEO Locus

Seg Buffer 200ft ☒ ft ☐ yd ☐ mi  

**Home**

Find

Zoom

Highlight

Search

## Working At a Single Point Steps:

- 11



## Across From/ Traveling a Distance From Address Steps:

**Digsite Information**

County: SANDUSKY  
Place: BALLVILLE TWP Places

Addr/Street: S R 53  
Cross St 1: TWP RD 43  
Cross St 2:  
Lot #:  
Sub-division:

Lookup

**Entire work area Description**

EAST SIDE OF S R 53 - STARTING AT A POINT DIRECTLY ACROSS FROM THE DRIVEWAY OF ADDRESS 850 S R 53 GOING S 1195 FT FARTHEST POINT OFF ROAD: 70 FT PATH IS MARKED WITH WHITE STAKES

Expanded Word List

- 1) Select **NEW**.
- 2) Enter all work information into proper fields:
  - \* **Primary street** the work is on in the **STREET** field
  - \* **Address** in the **DESCRIPTION**
  - \* **Which side of the roadway** work is on in the **DESCRIPTION**
  - \* **Farthest point off the roadway** in the **description**
  - \* **The distance and direction from the address** in the **DESCRIPTION**
  - \* **GPS points** can be used but are considered additional information, all other required information above needs to be provided

- 3) Hit **LOOKUP**.
- 4) Click **SHOW: ADDR PTS** (highlighted in blue to left) to confirm you are in the right area.
- 5) Using the **DRAW LINE** tool (highlighted in green below), draw starting from the intersection and continuing the entire distance described, making sure the address provided is covered by the blue notification area as well.
- 6) Confirm your entire area is covered using the **NEWTIN STREETS/AERIAL** tool to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.

**Mapping**

Newtin Aerial (7)

850  
SR 53  
53

SSR 53

53

500 ft

41.32250, -83.17286

Seg Buffer 200ft ☒ ft ☐ yd ☐ mi Clear ?

**Home** Lat/Long

Find Street Intersection Both Cross Work Area Save Clear

Zoom Work Area Place County

Highlight Street Cross1 Cross2 All Clear

Zoom Zoom Zoom Zoom

Search Add Pt Parcel Show Add Pts Full Add Parcels Clear

**Note!**

Please state if work is **ACROSS FROM** the address in the **DESCRIPTION** – make sure the address is removed from the street field!



## Working Only at an Intersection steps:

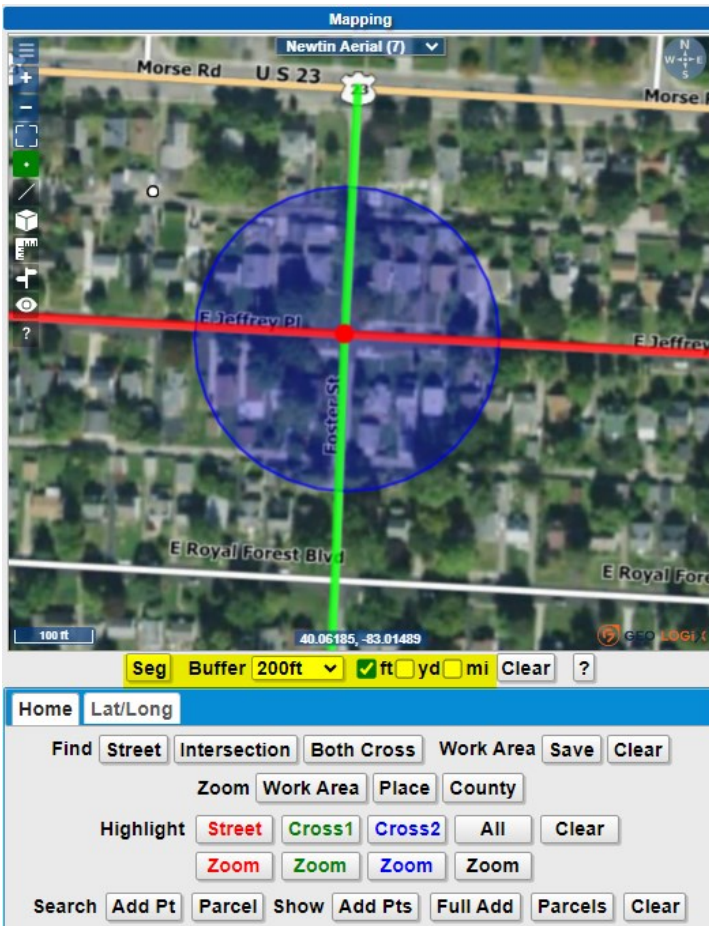
**Digsite Information**

County: **FRANKLIN**  
 Place: **COLUMBUS** **Places**

Addr/Street: **E JEFFREY PL**  
 Cross St 1: **FOSTER ST**  
 Cross St 2:   
 Lot #:   
 Sub-division:   
**Lookup**

**Entire work area Description**  
 ENTIRE INTERSECTION GOING 50 FT IN ALL DIRECTIONS  
 INCLUDING ROADWAYS  
 FURTHEST POINT OFF ROAD - 15 FT ALL SIDES  
 MARKED WITH WHITE PAINT

**Expanded Word List**



- 1) Select **NEW**.
- 2) Enter all work information into proper fields:
  - \* **Primary street** in the **STREET** field & **intersecting street** in **CROSS ST 1** field
  - \* **Which corner(s) of the intersection** in the **DESCRIPTION** if applicable
  - \* **Farthest distance off of the roadway** in **DESCRIPTION**
  - \* **Which side of the roadway** (if applicable) in **DESCRIPTION**
  - \* If the entire intersection or any roadways need marked, state in the description
  - \* GPS points can be used but are considered additional information, all other required information above needs to be provided
- 3) Hit **LOOKUP**.
- 4) Choose the **DRAW POINT** tool (highlighted in green below) and double click at the intersection producing your blue notification area at the current **BUFFER** setting (highlighted in yellow below); if working a radius of 200 ft or higher, please be sure to extend the buffer setting to an appropriate radius.
- 5) Confirm your entire area is covered using the **NEWTIN STREETS/AERIAL** tool to verify.
- 6) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 7) **GET MBRS** to show which members will be notified.
- 8) **SUBMIT**.

**Note!**  
 At an intersection, **STREET & CROSS ST 1** are interchangeable - but if work moves beyond the intersection make sure the primary street is in the **STREET** field and any distances are in the **DESCRIPTION**!

## Railroad steps:

**Digsite Information**

County: **HANCOCK**  
 Place: **CASS TWP** **Places**

Addr/Street: **NORFOLK SOUTHERN RAILROAD TRACKS**  
 Cross St 1: **TWP RD 243**  
 Cross St 2: **TWP RD 143**  
 Lot #:   
 Sub-division:   
**Lookup**

**Entire work area Description**

WORKING ALONG BOTH SIDES OF THE RAILROAD TRACKS - TRACKS CROSS TWP RD 243 AT A POINT APPROX 135 ST SOUTH ON THE INTERSECTION WITH TWP RD 143

STARTING WHERE THE TRACKS CROSS TWP RD 243 CONTINUING APPROX .73 MILES NE TO WHERE TRACKS CROSS SMALL WATERWAY

FARTHEST POINT OFF TRACKS: 50 BOTH SIDES

**Expanded Word List**

Home Lat/Long

Find: **Street** Intersection Both Cross Work Area Save Clear

Zoom: Work Area Place County

Highlight: **Street** Cross1 Cross2 **All** Clear

Zoom: Zoom Zoom Zoom

1) Select **NEW**.

2) Enter all work information into proper fields:

- \* **Railroad name** in **STREET** field
- \* **Road that intersects with railroad** in **CROSS ST 1** field
- \* **Which side of railroad tracks** work is on
- \* **Another cross street closest to crossing** in **CROSS ST 2** field
- \* **The distance and direction** from that intersection to the crossing
- \* **Extension of work from crossing**, starting and ending points along railroad tracks
- \* **How far off tracks** at farthest point
- \* **GPS points** can be used but are considered additional information, all other required information above needs to be provided

1) Hit **LOOKUP**. Since there is no street in the **STREET** field, you will see "Intersections not found". Click OK.

2) Select **Highlight: All** (highlighted in yellow in the image to the left), then **ZOOM** (highlighted in blue in the same image) and the mapping should show the 2 cross streets listed. Then select the **+** tool or scroll button on the mouse to zoom in for a closer view.

3) Use the **DRAW LINE** tool (highlighted in green) to draw starting at the intersection of the **STREET** and railroad track and, drawing in each direction the distance described in your **ENTIRE WORK AREA DESCRIPTION** and double clicking to end, each time, until each direction has been drawn that has been described. You can toggle the cursor between ft/yds/mi for measuring distance.

6) Confirm your entire area is covered using the **NEWTIN STREETS/AERIAL** tool to verify.

7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)

8) **GET MBRS** to show which members will be notified.

WHEN SELECTING THIS, THE BOX AT THE BOTTOM OF THE PAGE WILL APPEAR. THIS IS INFORMING YOU THAT OUR SYSTEM DOES NOT RECOGNIZE THE RAILROAD AS A STREET. SELECT YES TO CONTINUE LOOKUP.

9) CLICK **SUBMIT**.

**Mapping**

Newtin Streets (6)

Rd 243

Twp Rd 143

Twp Rd 243

Twp Rd 215

S R 12

Twp Rd 246

Twp Rd 214

Wash Rd 248

1000 ft

41.10431, -83.55776

Seg Buffer 200ft ☒ ft ☐ yd ☒ mi Clear ?

Home Lat/Long

Find: **Street** Intersection Both Cross Work Area Save Clear

Zoom: Work Area Place County

Highlight: **Street** Cross1 Cross2 **All** Clear

Zoom: Zoom Zoom Zoom

Search: Add Pt Parcel Show Add Pts Full Add Parcels Clear

Street was not found in selected notification area!  
 Continue with member lookup?

**No** **Yes**

## Cross Country/Pipelines Steps

Digsite Information	
County	COLUMBIANA
Place	FAIRFIELD TWP
<input type="button" value="Places"/>	
<input type="text"/>	
Addr/Street	CHERRY FORK RD
Cross St 1	BEESON MILL RD
Cross St 2	S R 344
Lot #	
Sub-division	
<input type="button" value="Lookup"/>	
<b>Entire work area Description</b> WORKING ALONG BOTH SIDES OF THE BUCKEYE PIPELINE RIGHT-OF-WAY - STARTING AT THE INTERSECTION OF CHERRY FORD RD & BEESON MILL RD AND CONTINUING S/SE FOLLOWING THE RIGHT-OF-WAY FOR APPROX 6700 FT TO WHERE IT CROSSES S R 344 (AT A POINT 300 FT W OF TWP RD 1713)	
<input type="button" value="Expanded Word List"/>	



- 1) Select **NEW**.
- 2) Enter all work information into proper fields:
  - \* **Primary street in STREET field, intersecting street in CROSS ST 1 field**
  - \* **The starting point from that nearest intersection to the work location**
  - \* **Set mapping buffer to 1400 ft. before mapping work area**
  - \* **Continue with the distance and direction from the starting point to the next point, until the ending point or road crossing is reached**
  - \* **If ending point is at a road crossing, provide the distance and direction from the nearest intersection**
  - \* **GPS points can be used but are considered additional information, all other required information above needs to be provided**
- 3) Hit **LOOKUP**.
- 4) Use the **DRAW LINE** tool to draw from the starting point provided and continuing to the ending point provided.
- 5) Confirm your entire area is covered using the **NEWTIN STREETS/AERIAL** and **MEASURE** tools to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.

**Note!**  
 Cross country tickets always need to be broken down from street crossing to street crossing!



## New Street/Street Not in Our system:

Digsite Information

CountyCOLUMBIANA
PlaceSALEM
Places

Addr/StreetCOLUMBIANA AVE N
Cross St 1JERSEY RIDGE RD
Cross St 2TWP RD 856
Lot #
Sub-division

Lookup

Entire work area Description

BOTH SIDES OF THE ROAD INCLUDING ROADWAY FOR ENTIRE DISTANCE - COLUMBIANA AVE N IS A NEW ROADWAY THAT RUNS W OFF OF JERSEY RIDGE RD AT A POINT APPROX 2918 FT N OF ITS INTERSECTION WITH TWP RD 856 - FROM THERE CONTINUE W APPROX 1400 FT FARTHEST POINT OFF ROAD - 200 FT BOTH SIDES

Expanded Word List

Mapping

Newton Streets (6)

Jersey Ridge Rd

N 2,918 ft

Salem Twp

N 2,918 ft

Perry Grange

Twp Rd 856

1000 ft

40.88789, -80.81718

GEO LOGIX

Seg

Buffer

200ft

ft

yd

mi

Clear

?

**Note!**

Always REMEMBER—the new street name should ALWAYS be placed in the STREET field!

- 1) Select **NEW**.
- 2) Enter all work information into proper fields:
  - \* **New street in the STREET field** (even if not in our system)
  - \* **Existing road new street intersects with in CROSS ST 1 field**
  - \* **What side of the new street the work is off of**
  - \* **Road that intersects CROSS ST 1 in the CROSS ST 2 field**
  - \* **Provide the extent of work along new street including the ending point.**
  - \* **GPS points can be used but are considered additional information, all other required information above needs to be provided**
- 3) Hit **LOOKUP**. Since the street in the STREET field is not in the system, you will see "Intersections not found" then click OK.
- 4) Select **Highlight: All** (highlighted in yellow in the image below, then **ZOOM** (highlighted in green in the same image) and the mapping should show the 2 cross streets listed. Then select the **+** tool or scroll button on the mouse to zoom in for a closer view.
 

Home Lat/Long

Find

Street

Intersection

Both Cross

Work Area

Save

Clear

Zoom

Work Area

Place

County

Highlight

Street

Cross1

Cross2

All

Clear

Zoom

Zoom

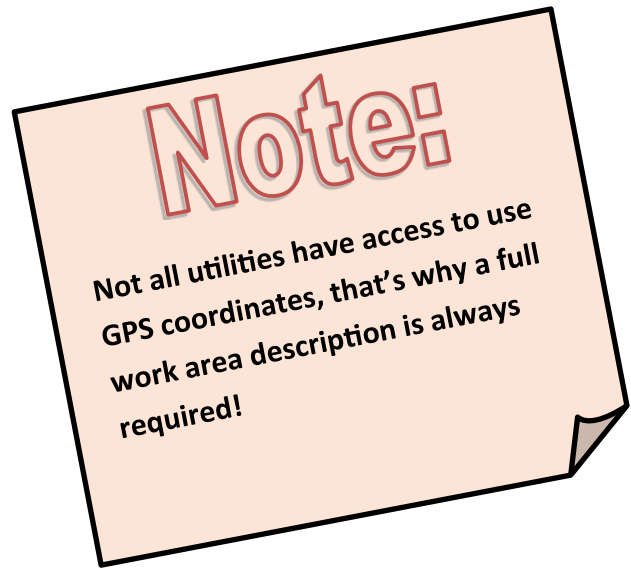
Zoom

Zoom
- 5) Provide the distance and direction from an existing intersection to where the new roadway crosses an existing roadway. Then provide the distance and direction from the intersection with the new roadway to the point of work. Provide which side of the new roadway work is on and how far off of the new roadway work will be.
- 6) Use the **DRAW** tool to draw starting at the intersection where the new roadway is located and continue with this tool to draw the entire work area.
- 7) Confirm your entire area is covered using the **NEWTIN STREETS/AERIAL** and **MEASURE** tools to verify.
- 8) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 9) **GET MBRS** to show which members will be notified.
- 10) **SUBMIT**.



## Working at a GPS Coordinate:

- 1) Select **NEW**.
- 2) Enter all work information into proper fields. This will include entering your coordinates under the "LAT/LONG" tab listed below the map. **YOU ARE REQUIRED TO PROVIDE LOCATION INFORMATION ALONG WITH THE COORDINATES. GPS points are considered additional information only.** This can include an address or location information (what side of the road the coordinates are on, how far off of the roadway the coordinates start and end, etc). Please see previous pages for details on what is required with different scenarios.
- 3) Hit **LOOKUP** to generate the street field information.
- 4) Enter the LAT/LNG point and follow the prompts (highlighted in yellow below right) .
- 5) Using the **DRAW POINT** tool (highlighted in green below right) and double click on the red dot that identifies the LAT/ LONG.
- 6) Confirm your entire area is covered using the **NEWTIN STREETS/AERIAL** tool to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.



### Example:

#### Single GPS point:

Digsite Information	
County	MAHONING
Place	JACKSON TWP
<input type="button" value="Places"/>	
Addr/Street	MAHONING AVE
Cross St 1	S BAILEY RD
Cross St 2	
Lot #	
Sub-division	
<input type="button" value="Lookup"/>	
<b>Entire work area Description</b> WORKING ON THE SOUTH SIDE OF MAHONING AVE STARTING AT THE INTERSECTION WITH S BAILEY RD GOING TO A POINT 100 FT EAST FARTHEST POINT OFF THE ROAD: 30 FT  LAT/LNG POINT: 41.099480, -80.886940	
<input type="button" value="Expanded Word List"/>	

Mapping

Newtin Streets (6)

Rd 65 N Bailey Rd

Cty Rd 18 Mahoning Ave

41.10194, -80.88924

Seg Buffer 200ft ☒ ft ☐ yd ☐ mi Clear ?

Home Lat/Long

Latitude 41.099480 Longitude -80.886940 Enter

Degrees, example: dd.ddddd OR dd mm.mmmm OR dd mm ss.ss

Save above Lat/Long coordinates with ticket? N

Clear Lat/Long Text All Points Last Point

Show All Points

Copy Points to Location

Convert Distance to Points

Convert Point to Polygon Convert Points to Line Polygon

(continued on next page)

## Working at Multiple GPS Coordinates:

- 1) Select **NEW**.
- 2) Enter all work information into proper fields. This will include entering your coordinates under the "**LAT/ LONG**" tab listed below the map. **YOU ARE REQUIRED TO PROVIDE LOCATION INFORMATION ALONG WITH THE COORDINATES. GPS points are considered additional information only.** This can include an address, or location information (what side of the road the coordinates are on, how far off of the roadway the coordinates start and end, etc). Please see previous pages for details on what is required with different scenarios.
- 3) Hit **LOOKUP** to generate the street field information.
- 4) Enter the LAT/LNG points and follow the prompts (highlighted in yellow below right) .
- 5) Use the **DRAW LINE** tool (highlighted in pink below right) to connect multiple red dots.
- 6) Confirm your entire area is covered using the **NEWTIN STREETS/AERIAL** tool to verify.
- 7) Is the area marked? (**White lining**: Choose Y/N or could be placed in description)
- 8) **GET MBRS** to show which members will be notified.
- 9) **SUBMIT**.

### Example:

Multiple GPS points:

Digsite Information	
County	MAHONING
Place	JACKSON TWP
<input type="button" value="Places"/>	
<hr/>	
Addr/Street	MAHONING AVE
Cross St 1	S BAILEY RD
Cross St 2	
Lot #	
Sub-division	
<input type="button" value="Lookup"/>	
<b>Entire work area Description</b> WORKING ON THE SOUTH SIDE OF MAHONING AVE STARTING AT A POINT 100 FT EAST OF THE INTERSECTION WITH S BAILEY RD GOING 100 FT EAST FARTHEST POINT OFF THE ROAD: 30 FT  STARTING POINT: LAT/LNG POINT: 41.099480, -80.886940 ENDING POINT: LAT/LNG POINT: 41.099480, -80.886580	
<input type="button" value="Expanded Word List"/>	

Mapping	
Newlin Streets (6)	
100 ft	
Seg Buffer 200ft <input checked="" type="checkbox"/> ft <input type="checkbox"/> yd <input type="checkbox"/> mi <input type="button" value="Clear"/> ?	
Home Lat/Long	
Latitude	41.099480
Longitude	-80.886580
<input type="button" value="Enter"/>	
Degrees, example: dd.ddddd OR dd mm.mmmm OR dd mm ss.ss	
Save above Lat/Long coordinates with ticket? N	
<input type="button" value="Clear"/> <input type="button" value="Lat/Long Text"/> <input type="button" value="All Points"/> <input type="button" value="Last Point"/>	
<input type="button" value="Show"/> <input type="button" value="All Points"/>	
<input type="button" value="Copy"/> <input type="button" value="Points to Location"/>	
<input type="button" value="Convert"/> <input type="button" value="Distance to Points"/>	
Convert Point to <input type="button" value="Polygon"/> <input type="button" value="Convert Points to"/> <input type="button" value="Line"/> <input type="button" value="Polygon"/>	

## Street Abbreviations

*This page has been provided as a tool for quick reference to help with accuracy of each notification.*

- ◆ Please list the entire street name using the correct street ending types, matching the notification area selected on the map.  
For example: W 7th St, not 7th
- ◆ Street directional and ending types are important to list as well due to the possibility of multiple roadways with the same name.
- ◆ For example: there could be Maple Ave, Maple Dr, Maple St, Maple Blvd, Maple Ct, etc.
- ◆ Do not spell out street ending types, use the correct abbreviations (will match our mapping system by changing to a color). A full list of street abbreviations can be found in the *Remote Ticket Entry Guide* on pages 16 & 17.

Roadway Ending	Abbreviation	Example
Road	RD	VALLEY RD
Street	ST	OAK ST
TRAIL	TRL	MIAMI TRL
Parkway	PKWY	PLEASANT PKWY
Avenue	AVE	WEST AVE
Boulevard	BLVD	EUCLID BLVD
Place	PL	MARKET PL
Drive	DR	LITES DR
Court	CT	FOX RUN CT

Street type	Abbreviation	Example
State Route	S R	S R 534
U S Route	U S	U S 6
Interstate	I	I 80
Township	TWP RD	TWP RD 182
County Road	CTY RD	CTY RD 14
Saint	ST.	ST. MARY ST
Fort	FT.	FT. JENNINGS PL
Mount	MT.	MT. PLEASANT ST
First	1ST	1ST ST
Second	2ND	W 2ND ST
Fifteenth	15TH	15TH RD

Direction	Abbreviation	Example
North	N	N MAIN ST
South	S	MAIN ST S
East	E	E MAIN ST
West	W	MAIN ST W
Northeast	NE	NE MARKET WAY
Northwest	NW	MARKET WAY NW
Southeast	SE	MARKET WAY SE
Southwest	SW	SW MARKET WAY