

POSTING POSITIVE RESPONSE



The Positive Response page displays a list of open notifications requiring a response.

Notification # and Revision	identifies the Excavation Notification
Member	which member code the excavation request is for
Priority	identifies the Priority Type: Routine, Insufficient, Emergency
Type	identifies type of notification: New, Repeat, Update
Category	identifies the category of notification type: Design, Emergency, Dig-in/Damage, On the Job, Large Project, MDig, Cancel, Late
Facility	utility type the Notification applies to
Response Due	the date the response is required to be submitted by
Response	current status: Pending, Late
Map	link to the map of the Excavation Notification
Full Ticket	shows full Excavation Notification information

ENTER LOGIX Tickets Positive Response CN

Positive Response

Search Pending Refresh Submit

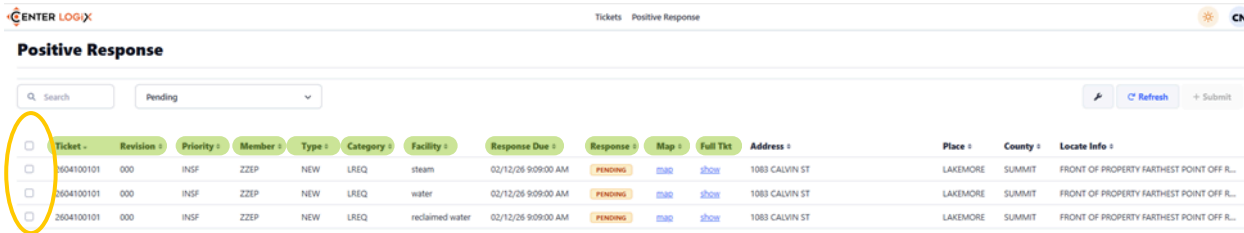
Ticket	Revision	Priority	Member	Type	Category	Facility	Response Due	Response	Map	Full Tkt	Address	Place	County	Locate Info
<input type="checkbox"/> 2604100101	000	INSF	ZZEP	NEW	LREQ	steam	02/12/26 9:09:00 AM	PENDING	map	show	1083 CALVIN ST	LAKEMORE	SUMMIT	FRONT OF PROPERTY FARTHEST POINT OFF R...
<input type="checkbox"/> 2604100101	000	INSF	ZZEP	NEW	LREQ	water	02/12/26 9:09:00 AM	PENDING	map	show	1083 CALVIN ST	LAKEMORE	SUMMIT	FRONT OF PROPERTY FARTHEST POINT OFF R...
<input type="checkbox"/> 2604100101	000	INSF	ZZEP	NEW	LREQ	reclaimed water	02/12/26 9:09:00 AM	PENDING	map	show	1083 CALVIN ST	LAKEMORE	SUMMIT	FRONT OF PROPERTY FARTHEST POINT OFF R...

ACCESSING POSITIVE RESPONSE

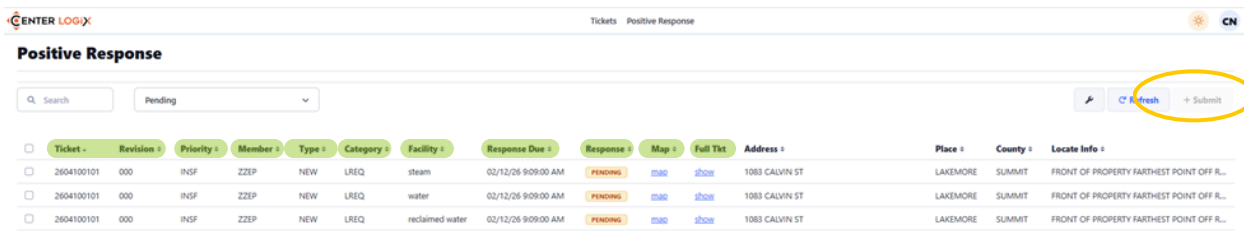


Submitting Positive Response

1. Select one or more Excavation Notifications using the checkboxes on the left.

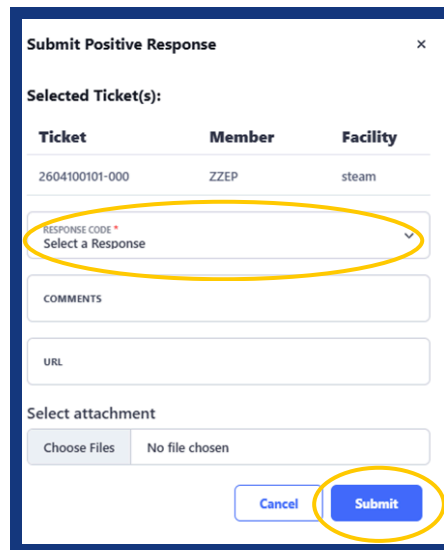


2. Click **+Submit**; a panel will open on the right



3. Complete the required **'Response Code'** field and additional fields that apply:

- Response Code - Choose from the OHIO811 standard response codes
- Comments - clarifying notes for the excavator
- URL - link to supporting documentation
- Attachments - upload photos, maps, or other files that support the response



4. Click **Submit** to finalize

- Select **'Cancel'** to exit without saving

- Always use the correct response code to ensure compliance.
- Provide comments and attachments when conditions are unusual or require clarification.
- Submit responses before the due date to avoid responses being flagged as late.
- Use batch submission to efficiently respond to multiple notifications at once.