



# ASSIGNING USERS TO CONTRACTED COMPANIES

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*Once a Company has delegated authority to your organization you must log-in to accept the delegation and assign users to the contracted company and to the company's station code.*

- *Make sure you add the company and all station codes to your PosR API*
- *Users will not be able to see your customers station codes unless you have granted them access.*

## Log Into the Portal

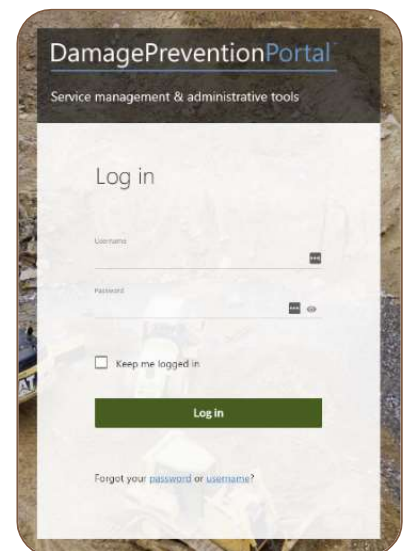
Log into your DamagePreventionPortal (DPP) account:

[dpp.missdig811.org](http://dpp.missdig811.org)

Enter your username and password.

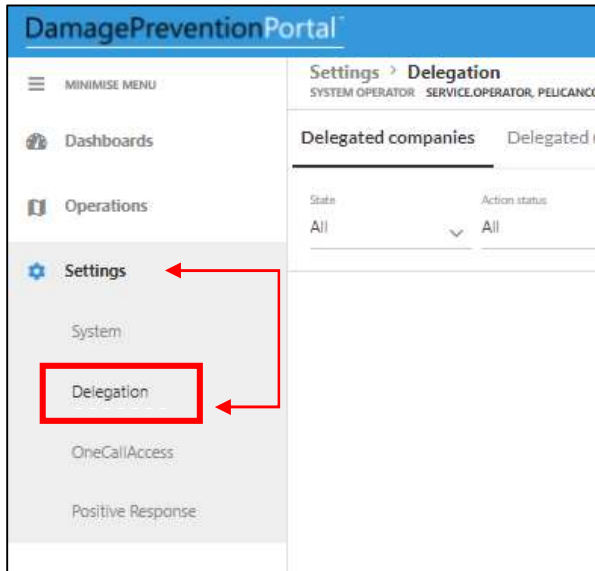
If the user would like to remain logged in at all times, check the box labeled "Keep me logged in". *This is not advisable for security reasons.*

If the user has forgotten your username or password, click on the appropriate links at the bottom of the login box.



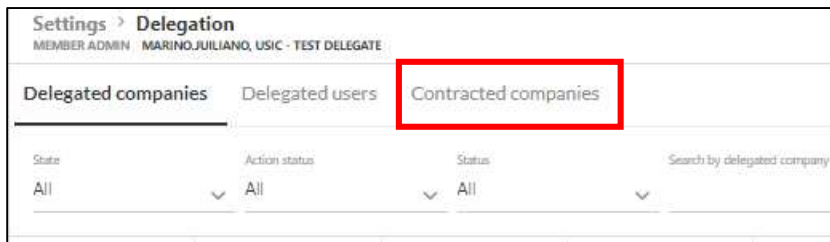
Upon successful login, the user will see the **Dashboards** menu and the **Overview** screen. This screen provides an overview of tickets received for the membership the account is associated with.

## Navigate to Your Delegations



Expand Settings and select **Delegations**. This is where all settings associated with your delegations reside.

Delegated Companies are companies that access has been delegated to by another member. As a contract locator or member responding on behalf of another member, open the **Contracted Companies** tab. These are the settings associated with companies who have delegated access to you.



If a facility owner has delegated access to you, the delegation will be listed as offered. Select the delegation to open the delegation and select **Action** in the upper right-hand corner. From here, you can accept or reject the offer. This will give you the ability to assign your new customer to your employees and API user accounts.

*Note: Accepting a delegation does NOT change the facility owner's delivery. Delivery changes happen at the facility owners' station code level. Once you have accepted the delegation, you or the member will be able to complete the form located on the member section of the website. To add, or change, an existing subscription to their station codes.*

## Add Users to Your Contracted Companies

Settings > Delegation							
MEMBER ADMIN - MARINO JULIANO, USIC - TEST DELEGATE							
Delegated companies		Delegated users		Contracted companies			
State	Action status	Status	Search by company name				
All	All	All					
Company	State	Created date	Start date	End date	Status	Action status	
Comier Communicati...	MI	Nov 8, 2021, 03:01:03...	Nov 10, 2021, 12:00:00...	Dec 31, 2021, 11:59:00...	Active	<input type="checkbox"/> Accepted	
PelicanCorpTest1	MI	Nov 10, 2021, 09:41:3...	Nov 16, 2021, 12:00:00...	Dec 31, 2021, 11:59:00...	Active	<input type="checkbox"/> Accepted	
Gruzowski Fiber	MI	Nov 10, 2021, 03:20:5...	Nov 10, 2021, 12:00:00...	Dec 31, 2022, 11:59:00...	Active	<input type="checkbox"/> Accepted	
COMCAST	MI	Dec 16, 2021, 03:21:5...	Dec 16, 2021, 12:00:00...	Jan 31, 2022, 11:59:00...	Active	<input type="checkbox"/> Accepted	

Select the Utility which delegated your company responsibility. This will open a Settings window from the right side of the screen.

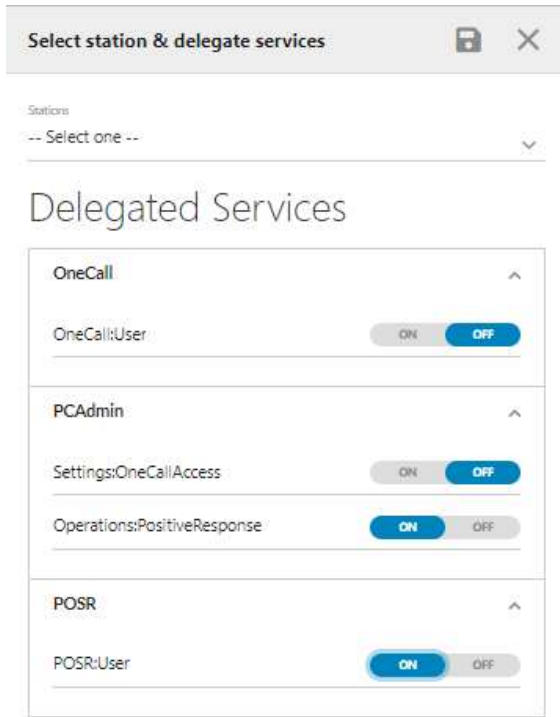
With this Settings window open, you will see tabs at the top; **Settings – Stations – Company Users**, click on Company Users to assign users from your company to the Utility who delegated responsibility to act on their behalf.

Delegate company users					
Status	Search by user name				
All					
<input type="checkbox"/>	Name	User name	Email	Phone	Status
<input checked="" type="checkbox"/>	Sekou Camara	sekou.juliano	sekoucamara@pelicancorp...	2125652222	Active
<input checked="" type="checkbox"/>	Marino Juliano	marino.juliano	anthony.willmain@pelica...	555-393-1438	Active

In the Company Users section, click on the green **Add Existing Users** button on the right side of the screen. This will open a list of users for your company. Select one or more using the tick button to the left of their name and then the green **Add** button on the top right of the screen. This will assign those company users to the delegation assignment.

From the Company users page, you can select the user to assign one or more station code if the Utility assigning the delegation has multiple station codes. Click the green **Assign Station** to open the settings tool. Select the station(s) from the drop-down and expand each of the services to turn on the features the user will need access to act on behalf of the utility.

## Assigning Station Codes

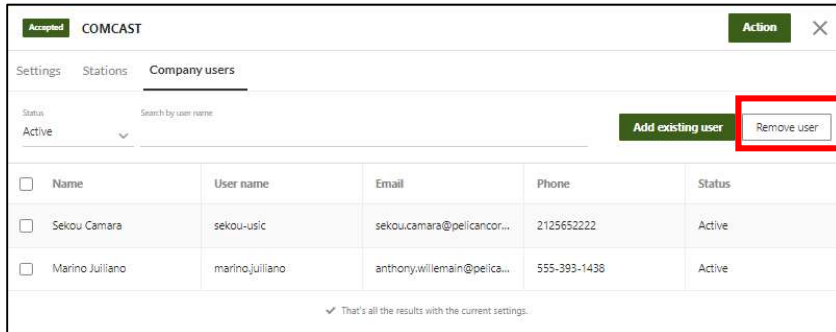


The form to assign station codes will appear on the right side of the screen. Make sure to turn on Operations: Positive Response and POSR: User at a minimum.

If the user is responsible for all access, also select Settings:OneCall Access, and AuthorityViewer Access. O adjust maps.

## Removing Users

You can remove any assigned User from the previous page with a **Remove** button. Tick the button next to the user you want to remove and then the **Remove** button.



<input type="checkbox"/>	Name	User name	Email	Phone	Status
<input type="checkbox"/>	Sekou Camara	sekou-usic	sekou.camara@pellicancor...	2125652222	Active
<input type="checkbox"/>	Marino Juliano	marino.juliano	anthony.willemain@pelica...	555-393-1438	Active