

EXPLORE YOUR DATA

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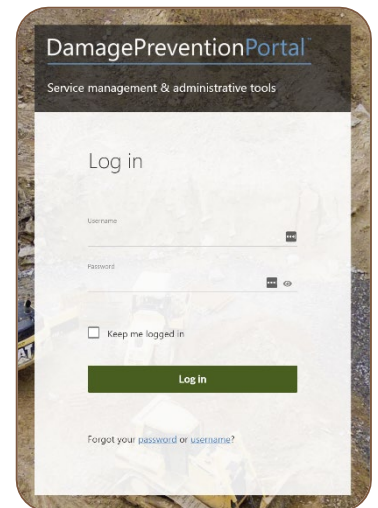
Explore Your Data allows members to search and view tickets delivered to any station codes associated with their user account.

The user logs into their DamagePortalPrevention (DPP) account at dpp.missdig811.org.

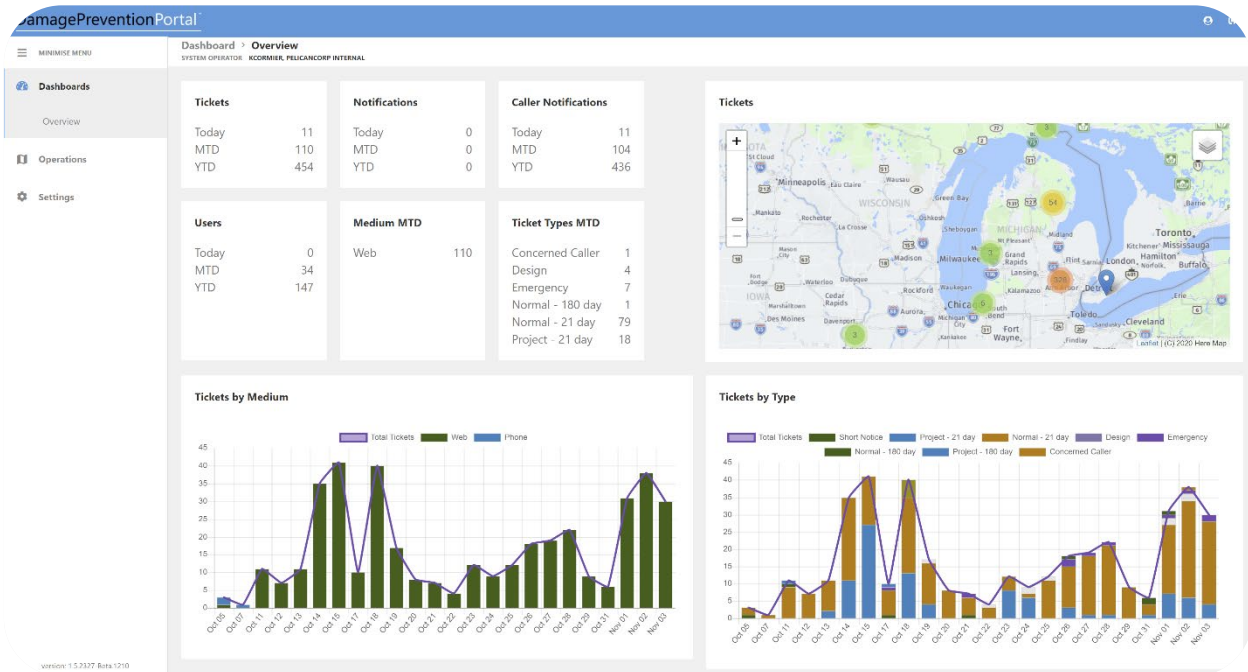
Enter the username and password.

If the user would like to remain logged in, check the box labeled "Keep me logged in." *Please take your organization's security measures into account.*

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

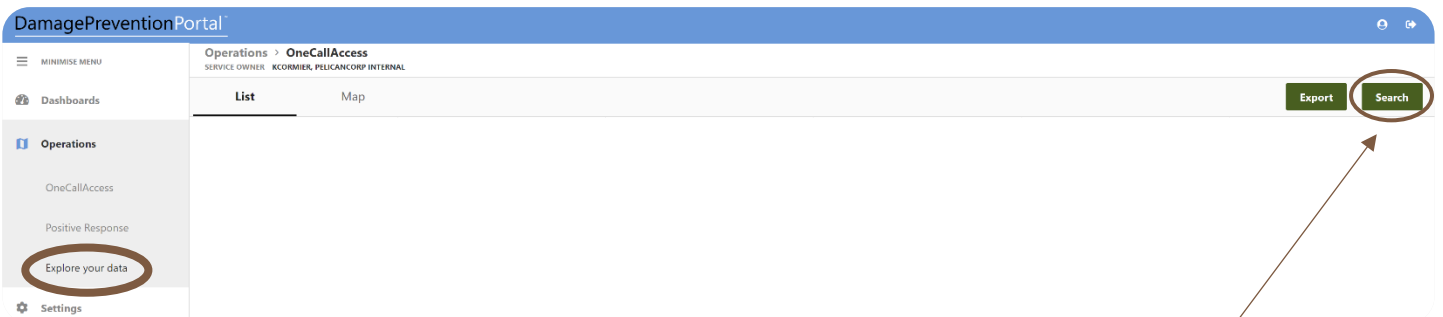


Upon successful login, users will see the **Dashboards** menu and the **Overview** screen. This screen provides an overview of the tickets received for the membership the account is associated with; it is essentially showing the user what is occurring on the OneCallAccess-side of operations.



Select **Explore Your Data**, which is the second option under the Operations menu.

Here, a user can retrieve tickets based on a range of different filters (including spatial and non-spatial). There are no system confinements limiting access; tickets will always be visible here regardless of their age.



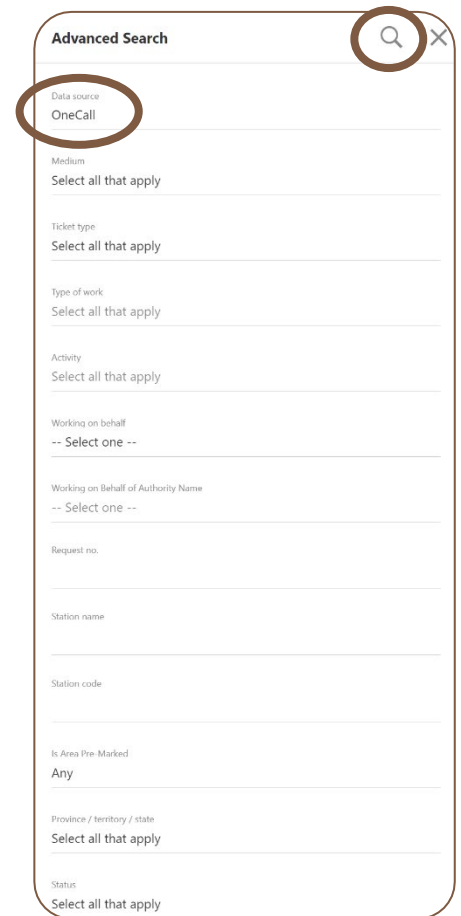
Tickets will not be visible immediately upon selecting Explore Your Data. The user must click the green **Search** button in the top-right corner.



From here, the user can input an array of search criteria to retrieve tickets.

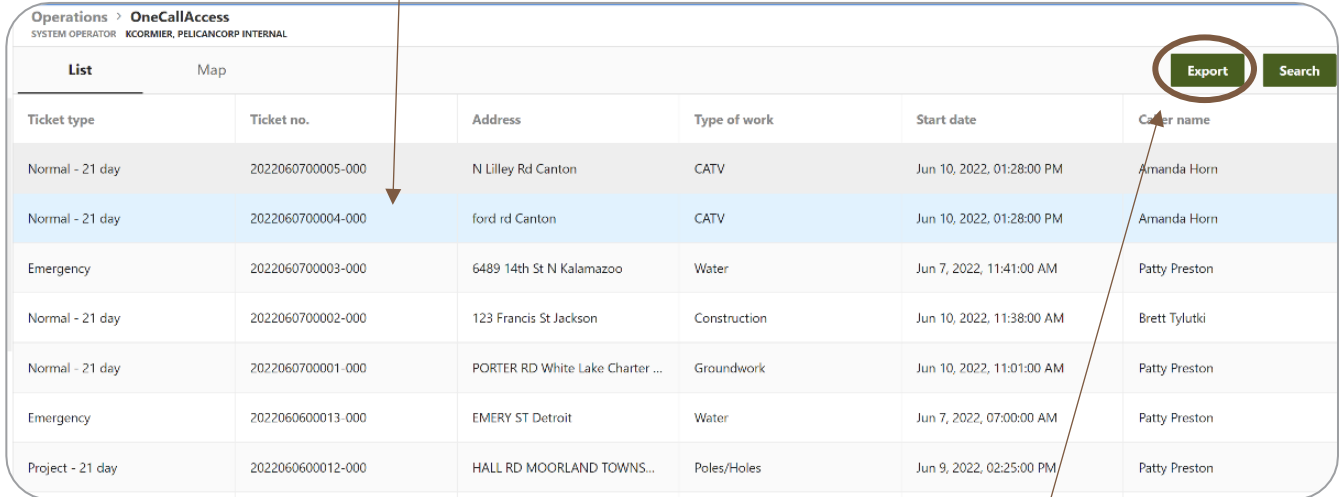
The simplest search would be to select “OneCall” from the **Data Source** menu and click the magnifying glass icon.

This will bring up all tickets received by the codes associated with the user account.



The screenshot shows the 'Advanced Search' interface. At the top right, there is a magnifying glass icon and a close button (X). The form contains several dropdown menus and text input fields. The 'Data source' dropdown is highlighted with a red circle and contains the option 'OneCall'. Other dropdowns include 'Medium' (with 'Select all that apply'), 'Ticket type' (with 'Select all that apply'), 'Type of work' (with 'Select all that apply'), 'Activity' (with 'Select all that apply'), 'Working on behalf' (with '-- Select one --'), 'Working on Behalf of Authority Name' (with '-- Select one --'), 'Request no.', 'Station name', 'Station code', 'Is Area Pre-Marked' (with 'Any'), 'Province / territory / state' (with 'Select all that apply'), and 'Status' (with 'Select all that apply').

When the tickets have populated the screen, the user can double-click on the highlighted row to open the ticket details and map.



| List | | Map | | | | |
|------------------|-------------------|----------------------------------|--------------|---------------------------|---------------|--|
| Ticket type | Ticket no. | Address | Type of work | Start date | Caller name | |
| Normal - 21 day | 2022060700005-000 | N Lilley Rd Canton | CATV | Jun 10, 2022, 01:28:00 PM | Amanda Horn | |
| Normal - 21 day | 2022060700004-000 | ford rd Canton | CATV | Jun 10, 2022, 01:28:00 PM | Amanda Horn | |
| Emergency | 2022060700003-000 | 6489 14th St N Kalamazoo | Water | Jun 7, 2022, 11:41:00 AM | Patty Preston | |
| Normal - 21 day | 2022060700002-000 | 123 Francis St Jackson | Construction | Jun 10, 2022, 11:38:00 AM | Brett Tylutki | |
| Normal - 21 day | 2022060700001-000 | PORTER RD White Lake Charter ... | Groundwork | Jun 10, 2022, 11:01:00 AM | Patty Preston | |
| Emergency | 2022060600013-000 | EMERY ST Detroit | Water | Jun 7, 2022, 07:00:00 AM | Patty Preston | |
| Project - 21 day | 2022060600012-000 | HALL RD MOORLAND TOWNS... | Poles/Holes | Jun 9, 2022, 02:25:00 PM | Patty Preston | |

If the user only wants only the information from the fields as shown on the ticket search results screen for whatever search criteria entered, the user can click the green **Export** button in the top-right corner.

The download is a CSV file labeled *RapData.csv*. It should appear wherever the user's web downloads are normally located.



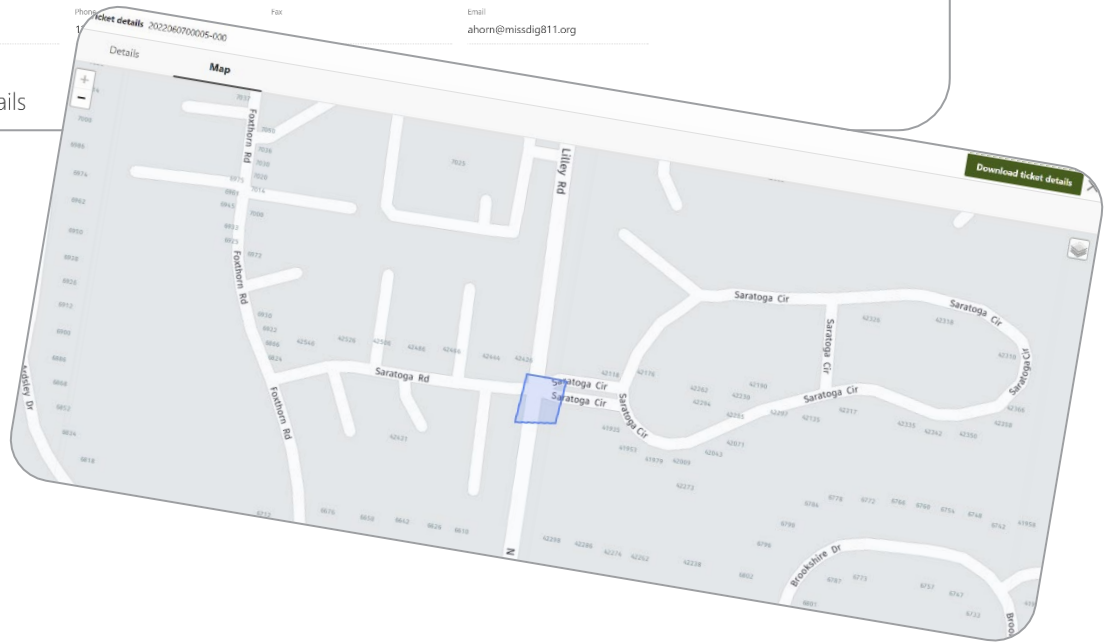
After double-clicking on the desired ticket, the user can view the ticket details and map.

| Service Provider | Phone | Emergency phone |
|--|------------|-----------------|
| CANTON CHARTER TOWNSHIP POTABLE WATER | CANTONWTR | 7343971011 |
| CANTON CHARTER TOWNSHIP SANITARY SEWER | CANTONSANI | 7343971011 |
| Cormier Communications Fiber | CORCOMFBR | 248370-6442 |
| Gruzowski Fiber | GRUZFBR | 2483706413 |
| PelicanCorpTest1 | PCT1 | 1234567890 |
| PelicanCorpTestMS | TESTMS | 4115151515 |

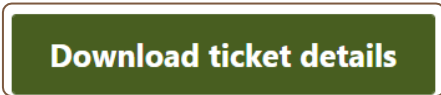
Caller details

| | | | |
|-----------|-------------|--------------|---------------------------------------|
| Caller ID | Contact | Company | Full address |
| 2000361 | Amanda Horn | MISS DIG 811 | 3285 W. Lapeer Rd. 3285 W. Lapeer Rd. |
| Mobile | Phone | Fax | Email |
| | | | ahorn@missdig811.org |

Enquiry details
[View reference](#)

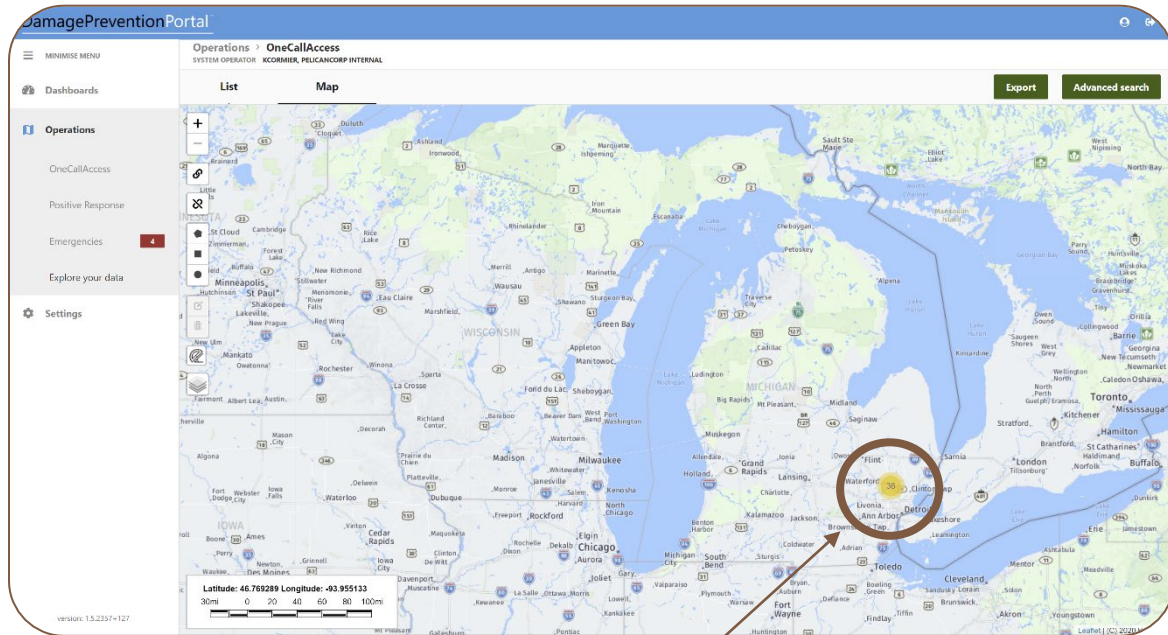


To retrieve a copy of this ticket, the user can click the green **Download Ticket Details** button.

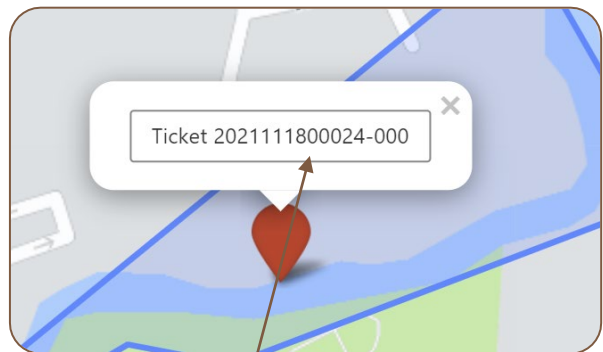
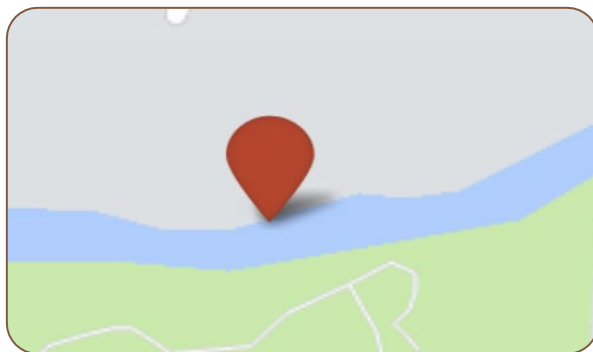


The download is a PDF of the ticket.

In addition to viewing a list of tickets from the search criteria, the user can also see a ticket map.



Once the user zooms in on the targeted map areas, they will see red pins. Each red pin represents a ticket, and the user can see the respective ticket number by clicking on the pin.



The user can then open the ticket details by clicking on the ticket number provided.