

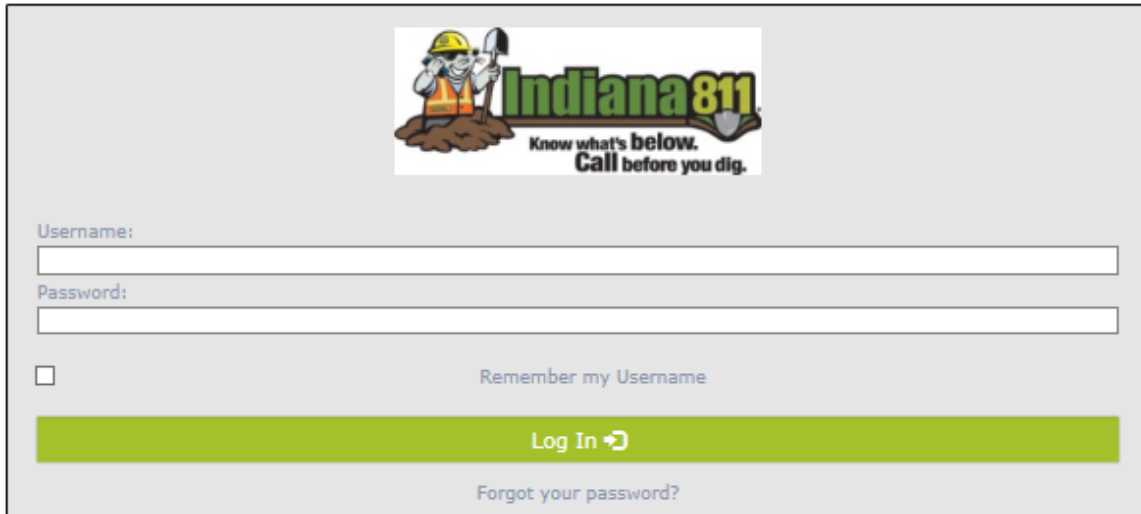
IRTH DESIGN INQUIRY ENTRY MANUAL



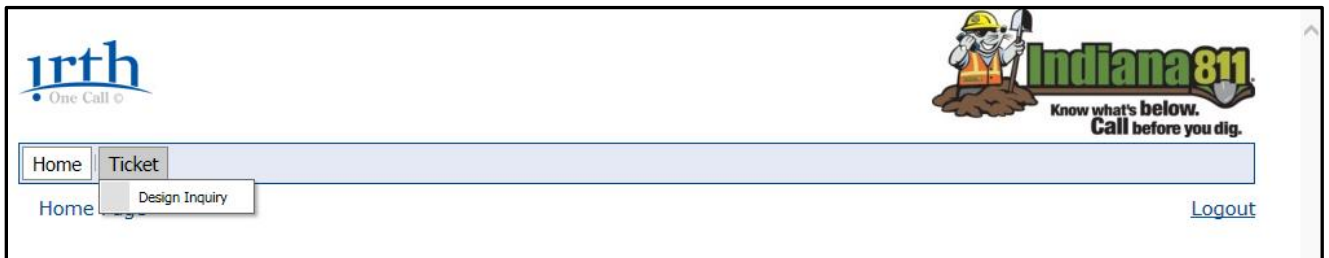
Logging On to Design Entry

Go to <http://indiana811.org> and scroll over the Utilities or Excavator Tab. Scroll down the drop down and click on WEB TICKET ENTRY. This will take you to the log in page.

Type in your user name and password and click on the "Login" button.



Once you have logged on, place your cursor over the Ticket Tab to see Design Inquiry.



To begin creating a "New" ticket, click on **Design Inquiry**.

You will be taken to the **Design Tool Disclaimer** screen as shown below:

irth
One Call ©

Indiana 811
Know what's below.
Call before you dig.

Home Ticket

Design Inquiry [Logout](#)

Design Tool Disclaimer

Please Read and Accept:

The right to use the Indiana 811 Design Ticket Computer Tool is a privilege given to you for your convenience by Indiana 811. Each and every person using this tool must fill out a user agreement and complete a training session with a member of the Indiana 811 staff. Each user will have their own username and password, which is for their use only.

Failure to comply with all rules governing the use of the Design Tool and information obtained during that use, will result in having the privilege to use the Design Ticket Tool revoked. All information obtained via use of the Design Tool is proprietary.

Indiana 811 will only display the Indiana 811 Members who have indicated that they may have underground facilities at the Design site selected by the User, as of the date of the User's Design inquiry. Indiana 811 will not display Underground Facility Owners who are not Members of Indiana 811. It is the total responsibility of the User to determine if there are any Non Indiana 811 Underground Facility Owners at the site that they have selected. The User doing the direct input, assumes total responsibility for selecting a correct and accurate Design site. Indiana 811 does not verify the accuracy, or assume responsibility for the information entered by the User. Indiana 811 does not notify its Members of any Design inquiry. The User doing the direct input agrees to hold Indiana 811 harmless from and against any and all claims or damages arising out of the information entered by the User.

When the actual excavation is ready to begin, the excavator is required to call Indiana 811 at 800-382-5544 TWO FULL WORKING DAYS prior to the start of the excavation work. If excavation starts prior to the TWO FULL WORKING DAY NOTICE there could be a delay in the Indiana 811 Members response to mark their facilities, and if underground facilities are damaged the excavator may be liable for those damages.

I agree that the use of the Design Tool is for planning purposes only, no digging at that location will be taking place, no ticket will be transmitted to the utilities in question, and that the information obtained by using this ticket is proprietary. I agree to hold Indiana 811 free from all liability.

By clicking the "I Accept" button you indicate that you understand and agree to the User Agreement.

Please read and become familiar with the disclaimer. Using this tool DOES NOT create a locate ticket. Utilities will not be notified, and they will not respond and mark their underground facilities. The Design Tool is only to be used for planning future projects.

Clicking on "I Agree" will take you into Step 1.

NOTE: To move easily between the fields, you may utilize the TAB key on your keyboard to progress and SHIFT + TAB to go back.

Digsite Information

Step 1 of 3

NOTE: The information given on this step will determine the area that will be highlighted on the mapping step. The more information you provide, the more detailed your map will be.

NOTE: Listing a Subdivision Name, Lot Number, City/Town, and Locate Instructions will not affect the outcome of the Design Inquiry. **HOWEVER,** if you are planning on turning the Design Inquiry results in as part of a project or grant proposal, you may want to include this information.

NOTE: We use the term "Dig Site" to mean the area you are marking on the map, or the area you are trying to get utility information for. It does not mean an area that utilities will locate when using Design Inquiry.

Please choose the option that best describes the dig site:
Street/Address ▼

State: * County: * Township:
IN MARION ▼ CENTER ▼

Subdivision: Lot #:
[] []

Address: Dir Prefix: * Street: Type: Dir Suffix:
918 < All > ▼ SANDERS ST < All > ▼

Near Street

Prefix: Near Street: Type: Suffix:
< All > ▼ HARTFORD ST < All > ▼

City: Within City:
INDIANAPOLIS ▼ YES ▼

Please select an item from the list and/or enter your locate instructions in the Locate Where field:
< Select ... > ▼

Locate Where:
[]

Search

* required items

- **Dig Site Type** (Option that best describes the design site):
The first thing you need to do on this page is choose the option that best describes the dig site you are using to plan. If you open the drop list, you will see the choices of Street/Address and Intersection.
 - 1) The Street/Address option will highlight an area on the map that can include a specific address range and/or along a road.
 - 2) The Intersection option will require that you enter two road names, and it will automatically highlight a 200-foot radius of the given intersection on the map.
- **County**: Enter the county in which you need utility information. A drop-down list of all Indiana counties, listed alphabetically, is available for your convenience. You cannot pick a township until a county has been selected.
- **Township**: Enter the township of your proposed dig site. The drop-down contains all townships within your selected county.
- **Subdivision**: This is for subdivision names only; no apartments, condos, mobile home parks etc. If you do not have a subdivision name you should leave this field blank.
- **Lot #**: Enter the corresponding lot number for the property. This may be in addition to, or in lieu of, an address if one has not been assigned.
- **Address**: This is for the actual address or house number only. It will only accept one address. If you are looking for information on or along a road (not on an address) this field should be left blank. The map will then highlight the length of the road within the selected County and Township.
- **Dir Prefix**: This field allows you to pick from a drop-down that contains all the choices available, such as N, S, W, E, NW, NE, SE, SW, etc.

- **Street**: Enter the core name of the street where the excavation will take place (e.g. Michigan, Main, Pine, etc.).
- **Type**: Enter the appropriate street type (e.g. Rd, Ave, Blvd, Ct, etc.).
- **Dir Suffix**: This field works identically to the **Prefix** field. You may type in the correct option or select it from the drop-down.

Street & Road Abbreviations



The program accepts the following examples when the street name is an interstate, county road, state road or United States highway:

Example: Interstate: Enter "I" applicable # (I 65).

Example: County Road: Enter "CO RT" applicable # (CO RT 100).

Example: State Road: Enter "IN RT" applicable # (IN RT 5).

Example: United States Highway: Enter "US RT" applicable # (US RT 40).

Note: If you have a Directional Prefix and/or Directional Suffix enter them in the corresponding fields. **DO NOT** use a period in this field. If you are digging on a county road that has **BOTH** a prefix **AND** a suffix, you will list only the county road number.

Address:	Dir Prefix:	* Street:	Type:	Dir Suffix:
<input type="text" value="3563"/>	<input type="text" value="N"/>	<input type="text" value="900"/>	<input type="text"/>	<input type="text" value="E"/>

The **Type** field further identifies your street name by the type of roadway (e.g. Road, Avenue, Boulevard, Court, etc.). **DO NOT** use a period in this field.

Use the following abbreviations for the Street type:

Avenue.....	Ave	Boulevard.....	Bldv
Circle.....	Cir	Court.....	Ct
Cove.....	Cv	Crossing.....	Xing
Drive.....	Dr	Hollow.....	Holw
Lake.....	Lk	Lane.....	Ln
Landing.....	Lndg	Parkway.....	Pkwy
Passage.....	Psge	Place.....	Pl
Point.....	Pt	Manor.....	Mnr
Ridge.....	Rdg	Road.....	Rd
Route.....	Rt	Street.....	St
Terrace.....	Ter	Trail.....	Trl

These types are not abbreviated:

Pass.....	Pass	Pike.....	Pike
Run.....	Run	Way.....	Way

DO NOT USE ANY PUNCTUATION

- **Near Street**: This field is for the nearest intersecting road to the dig site and will help you determine whether the system selected the correct area on the map. It can also assist you in mapping a larger area if necessary.
- **City**: Enter the name of the city or town that the dig site is *either* in *or* nearest to. This is referring to physical location. You can click on the drop-down arrow and you will see a listing of all the cities and towns we have within the county and township you have entered. You are not required to select a city/town, unless your grant/job proposal requires it.
- **Within City**: This field is clarifying if the dig site is within city limits. You can select "Yes" or "No".
- **Locate Where**: This field is asking for details that specifically describe the area where you are planning to excavate.
 - The drop-down listing is NOT A REQUIRED ITEM; YOU DO NOT HAVE TO CHOOSE ANYTHING FROM THESE SELECTIONS. There are a few preselected options you may choose from *if* the instructions are applicable.

Please select an item from the list and/or enter your locate instructions in the Locate Where field:

Locate Where:

< Select ... >

- LOCATE ENTIRE PROPERTY
- LOCATE FRONT AND BOTH SIDES OF PROPERTY
- LOCATE FRONT OF PROPERTY
- LOCATE REAR AND BOTH SIDES OF PROPERTY
- LOCATE REAR OF PROPERTY

If an option matches, simply click on the appropriate line and tab or click into the **Locate Where** field and the instructions will appear in this field.

You ARE NOT REQUIRED to enter any locate instructions. The information in this box will not affect the Design Inquiry mapping. The only benefit to entering information in this box is if you would like the information included in a grant or project proposal.

Once you have all the required information entered click on the "Next" button. If the system recognizes all the street information entered it will take you directly to the map.

If it does not recognize the street information the system will automatically do a 'Best Match' search for you. When this happens, the system places a red box around Street and/or Near Street information. This indicates that something does not match the data recorded for that area.

The screenshot shows a form with the following fields: Address: 918, Dir Prefix: < All >, * Street: SANDERS, Type: RD, Dir Suffix: < All >. Below this is a 'Near Street' section with Prefix: < Blank >, Near Street: HARTFORD, Type: ST, and Suffix: < Blank >. Red boxes highlight the 'Street' and 'Near Street' fields.

A dialogue box will appear showing you the options the computer finds to be the most applicable.

The 'Street Search' dialog box includes the following information:

Search Parameters:

State: IN, County: MARION, Place: CENTER, Type of Place: Township

From: 918, To: (blank), Dir prefix: < Blank >, Street: SANDERS, Type: RD, Dir Suffix: < Blank >

Search Options: Best Match, Close Spelling, Adjacent Places, Exact Match

Search Results:

Common Among All Results: IN, MARION, Center Township

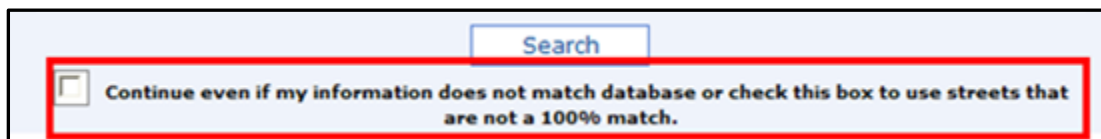
Match %	From	To	Prefix	Street	Street Type	Suffix	
90				SANDERS	ST		Use
90	900	1199		SANDERS	ST		Use
85	200	799		SANDERS	ST		Use

Close

1. View the search results.
2. Compare the results to what you have typed and then verify the information.

3. Click on the "Use" button next to the search result if it applies to your dig site. The system will make the correction for you in the fields above. Then click on the "Next" button and this should then take you to the map.

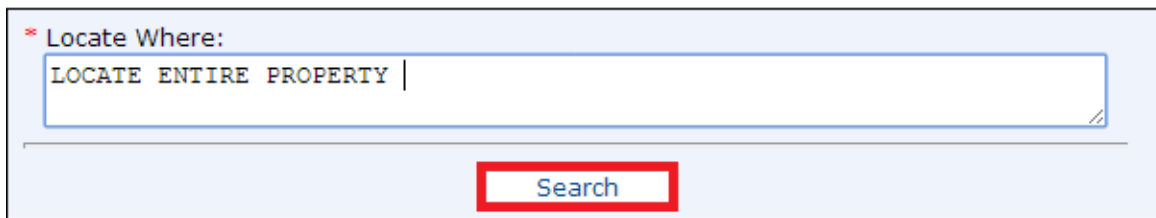
4. If the system does not return results that match the correct information for the dig site, you may opt to continue even if your information does not match by checking the box where it states "Continue even if my information does not match database or check this box to use streets that are not a 100% match." Then click on the "Next" button and you will proceed to the map.



The image shows a search interface. At the top, there is a blue button labeled "Search". Below it, there is a red-bordered box containing a checkbox and the text: "Continue even if my information does not match database or check this box to use streets that are not a 100% match."

If the system did not recognize the street you entered, you may see that the entire township has been selected by the system as a dig site. The dig site is marked in blue. If you would like a utility list for the entire township, you may leave it as it is and move on. If not, you will need to narrow this down to better represent the correct dig site. In the following section there is an example of what the map will look like when the entire township has been selected as a dig site.

Note: You will see a "Search" button below the **Locate Where** box:



The image shows a search interface. At the top, there is a label "* Locate Where:". Below it, there is a text input box containing the text "LOCATE ENTIRE PROPERTY". Below the input box, there is a blue button labeled "Search".

DO NOT USE THIS BUTTON. It is here because Indiana 811 and Kentucky 811 share software. Kentucky 811 uses the search button because they do not have townships, only counties and cities. In Indiana, this button will only cause confusion.

Mapping

Step 2 of 3



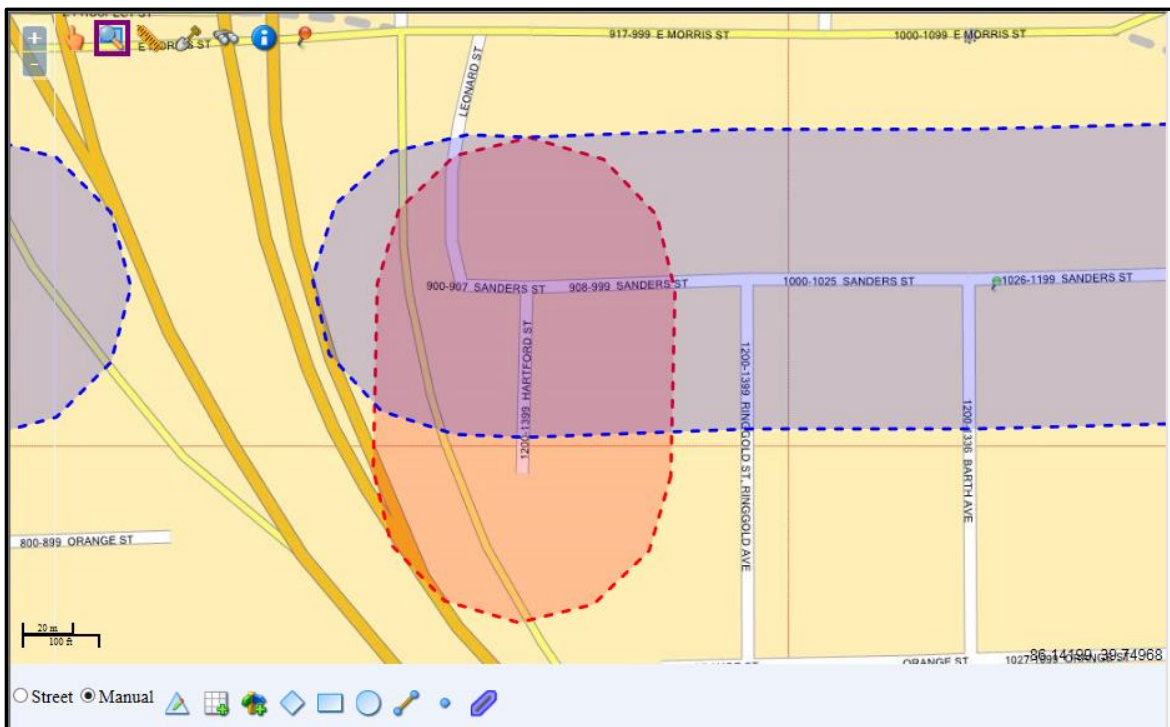
The next step is to re-draw the dig site using one of the many drawing tools. Continue below to find information on the mapping tools. This will also be covered during your training.

If the system was able to find the street that you have entered but not the specified address, it will select that entire street as a dig site, which could be several miles in length. This area would also need to be adjusted to better represent the dig site. The following image shows an example of what the map will look like when the entire street or road has been selected:



The blue marked road represents the 'Street' that you listed, Sanders St, and the red marked road represents the 'Near Street' that you listed, Hartford St. So, the intersection of these two roads is shown where the blue and the red markings intersect.

You can zoom in to that intersection.



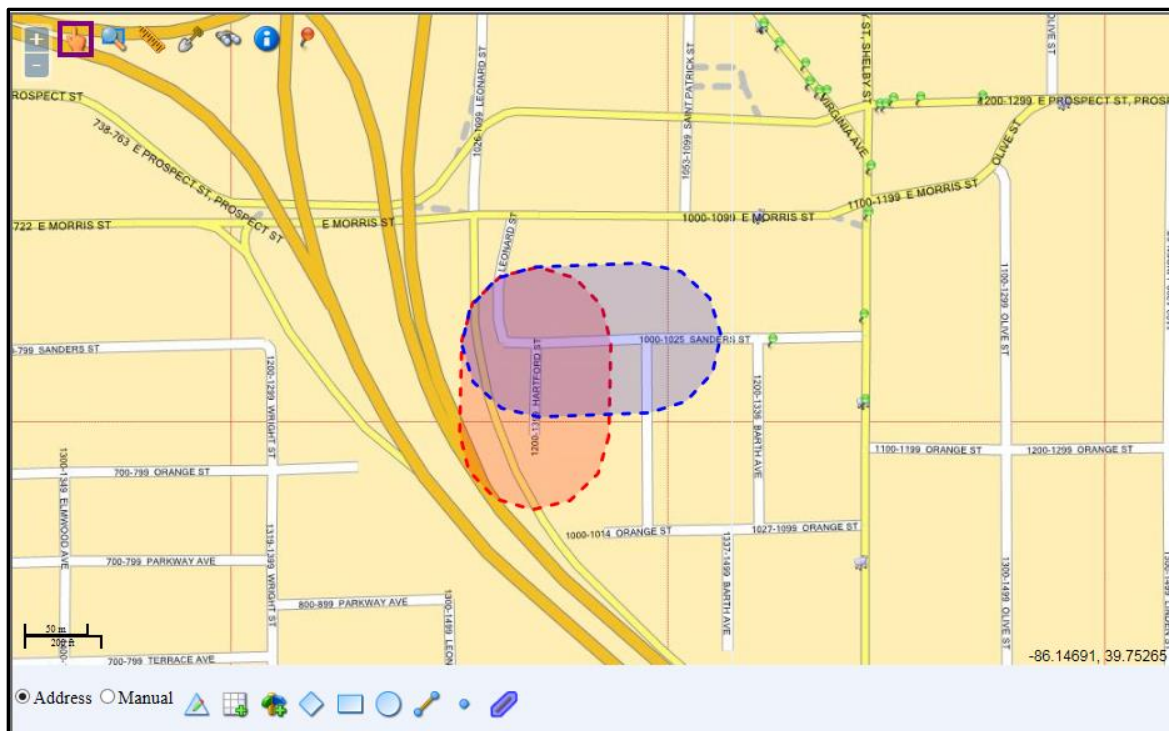
If you want to edit the selection the map has provided, you will need to use the mapping tools to redraw your area.

NOTE: Depending on how small or large an area the system has mapped, you may need to expand or narrow it down using the **Mapping Tools**.

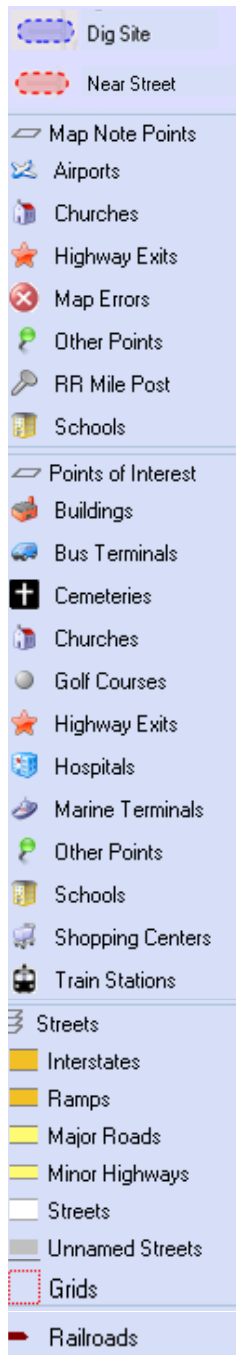
Below is an example of what a 'Direct Hit' on our mapping will look like. This will occur when the system does not encounter any problems when looking for the address that you have entered.

NOTE: The system will not map the exact address you have entered, but will instead map the address range that contains the given address.

When you receive a 'Direct Hit', you simply need to verify that the area is correct. You can do this by looking for your 'Near Street' or any other landmark that would verify that the area selected is in fact the correct place. Other landmarks include, but are not limited to: subdivisions, parks, county lines, lake, etc. You **MUST** verify your mapped location before you continue. The area marked in blue is the area the system will use to generate a list of Member Utilities in the area.



You are unable to view the map legend, please use the following as a reference:



Dig Site covers your specific excavation site in blue.

Near Street covers the nearest intersecting street in red.

Map Note Points puts an icon over locations on the map such as airports, churches, schools, etc. Place your cursor over any icon to obtain the name.

Points of Interest puts an icon over places of interest such as buildings, cemeteries, golf courses, etc. Place your cursor over an icon to obtain the name.

Streets appear in several colors depending on what type of street/road it is.

Grids are the red boxes you see on the map. Each grid is approx a ¼ mile square area.

Railroads will appear on the map as brown dotted lines. Put your cursor over the tracks to obtain the name of the railroad company. Please note that railroad companies will not appear on the list of Member Utilities, so the Design Inquiry ticket will not provide contact information for them.

 Map Note Polygons	}
 Subdivision	
 Map Errors	
 Other	
 Landmark Areas	}
 Airports	
 Golf Courses	
 Military Installations	
 Parks	
 Other	
 Counties	}
 Water Lines	}
 Water Polygons	}
 Places	}
 Cities	
 Towns	
 Townships	

Map Note Polygons will show subdivisions in red striped areas and other points on the map such as small towns, apartments, hospitals, etc. on the map in grey areas. Some of these locations will also show an icon. Long, thin, grey polygons may be indicating a road or Road Name Correction.

Landmark Areas show various attractions on the map such as airports, golf courses, parks, etc. in the form of a polygon. Some Landmark Areas may also show an icon as well.

Counties are represented on the map in a thin bright green line.




Water is shown on the map in blue.






Cities and **Towns** appear in yellow.

Townships are shown in a thin grey line. They are often hard to see in cities or towns, and may be hidden by roads or rivers.

Map Tools



Navigation Bar








	<p><u>Zoom In/ Zoom Out:</u> This tool allows you to zoom in or zoom out on the map by clicking on the Plus or Minus boxes. You may also change your zoom level using the scroll wheel on your mouse.</p>
	<p><u>Pan Tool:</u> The Pan Tool allows you to grab the entire map and move through it. This is done by holding down the left mouse button and moving the mouse. When you release the left mouse button, your map will reload. This is very useful when you are trying to follow long roads.</p>
	<p><u>Zoom Rectangular Tool:</u> The Zoom Rectangular Tool allows you to zoom into a specific part of the map. When activated, you can draw a rectangular box over any part of the map to zoom in to that spot.</p>

	<p><u>Distance/Ruler Tool:</u> The Distance Tool is a measuring tool. It is useful when you are measuring street distances and distances of areas away from the roadway. The ruler will display the accumulative distance if you left click on multiple points. Double left click to end your measurement – It will appear as a thin green line with the distance in blue.</p>
	<p><u>Zoom To Digsite:</u> The Zoom To Digsite Tool will take you back to view your dig site no matter where you are on the map.</p>
	<p><u>Search Tool:</u> The Search Tool allows the user to search for items on the map (streets/subdivisions/points of interest). This tool searches for roads throughout an entire township, and Submissions and other Points of Interest throughout the entire county.</p>
	<p><u>Information Tool:</u> The Information Tool is used to check for details regarding points on the map. To use, select the tool and click anywhere on the map and a pop-up window will appear containing information regarding the area you selected.</p>
	<p><u>Push Pin Tool:</u> The Push Pin Tool allows you to put push pins on the map where you may want to go back to later while in the process of mapping. The push pins are always visible regardless of the zoom level and disappear when the ticket is submitted. To remove push pins manually, click on the push pin(s) you want to remove.</p>

Edit Bar and Drawing Tools

Using the **Drawing** and **Edit Tools** you can create custom shaped dig sites. Left click the tool you want to use to activate it.

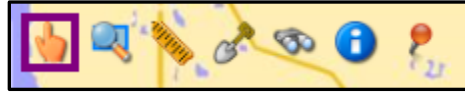
	<p><u>Edit Tool: (Modify Features)</u> The Edit Tool allows the user to re-edit already mapped areas on the map. After selecting this tool, simply click once on the dig site and it will re-activate the map selection so you can edit the dig site.</p>
	<p><u>Select Grid Tool:</u> The Select Grid Tool will allow you to mark an entire grid as the dig site.</p>

	<p>Select Streets: The Select Streets Tool allows you to select a street, or section of a street, as a dig site. Click on a street and it will select the address range (along with a 200-foot buffer) as the dig site.</p>
	<p>Polygon Tool: The Polygon Tool is the mapping tool to use if the location is irregular in shape. This is the best tool to use when you want a more fine-tuned area without any overages. Simply outline the dig site by left clicking at all points where the area changes direction and double left click to complete. NOTE: This will add a 200-foot buffer to what you draw.</p>
	<p>Rectangle Tool: The Rectangle Tool is used when a dig site location is within a rectangular or square shaped area. This is a great tool to use if your dig site extends more than 200 feet off the road. When drawing your dig site, this tool will show you the dimensions. NOTE: Hold the left mouse button down, move the mouse to create the desired shape, and release the mouse button when finished. This will add a 200-foot buffer to what you draw.</p>
	<p>Circle Tool: The Circle Tool is used like the Rectangle Tool and is meant to be used on dig sites that are circular in shape. When drawing your dig site, this tool will show you the radius of the circle. NOTE: Hold the left mouse button down, move the mouse to create the desired shape, and release the mouse button when finished. This tool will add a 200-foot buffer to what you draw.</p>
	<p>Line Tool: The Line Tool is used to draw a linear shaped dig site or to map out streets that have facilities located directly along or underneath them. This is the best tool to use for underground lines located on streets/roads, especially ones that wind and turn frequently. NOTE: This tool will add a 200-foot buffer to what you draw.</p>
	<p>Point Tool: The Point Tool is used to draw a very small area (circle with a 200-foot radius) on the map. This can be used when working at an intersection.</p>
	<p>Set Custom Buffers Tool: The Set Custom Buffers Tool is used to adjust the system generated buffer. The system automatically adds a 200-foot buffer North/South/East/West of a dig site drawn by the system, or by you. In the Design Tool, you may change this buffer. NOTE: Many of the buffer options have a minimum buffer of 200 feet, but you may make it larger.</p>

Once you have drawn a shape on the map, it will be represented with blue and will have blue vertices (circles) around the outside edge of the shape. You may modify the shape you have drawn by clicking and holding the left mouse button on, and dragging any of the blue vertices.

Search Tool

The **Search Tool** is represented by a pair of binoculars on the top tool bar, and lets you find specific places on the map.



There are five options:

Location Search
Use the search parameters to locate a specific area on the map.

- The **Search Screen** appears and allows you to conduct searches based on specific information. Some of the information you entered in the Dig Site Properties will automatically populate into these fields, but you can change these as needed.
- Any of the search options are used for search purposes only. You may find that the street, township, or subdivision name that the system provides you with is different from what you originally typed (i.e. incorrect spelling). Our system may have periodic spelling and mapping errors.
- After the system has searched based on the information you entered, a list of results will appear. Select "Show on Map" next to the appropriate option and the results will be highlight in green on the map.

Search Options:

1. **State/County/Place** – Utilize this tool to find a specific County or Township. Simply type in a county or township name and click on the “Search” button.

State/County/Place	Search Street	Search Cross Street	Points Of Interest	Lat/Lon
Search Parameters:				
State:	County:	Place:	Type of Place:	
IN	MARION	CENTER	Township	Search

2. **Search Street** – Utilize this tool to find a specific street. If the system recognizes the street, it will zoom out to show you the entire street and highlight it in green.

State/County/Place	Search Street	Search Cross Street	Points Of Interest	Lat/Lon
Search Parameters:				
State:	County:	Place:	Type of Place:	
IN	MARION	CENTER	Township	
Dir prefix:	Street:	Type:	Dir Suffix:	
< Blank >	SANDERS	ST	< Blank >	Search

3. **Search Cross Street** – Utilize this tool to find specific intersections. You can find not only the street you are digging on, but where it meets the intersecting street. This tool is sensitive. It is most efficient to utilize only one street (the system automatically enters your primary street). When you click “Search”, a list of streets that intersect with the selected street will appear below. It will not find any results if the roads are close to one another but do not intersect.

State/County/Place	Search Street	Search Cross Street	Points Of Interest	Lat/Lon
Search Parameters:				
State:	County:	Place:	Type of Place:	
IN	MARION	CENTER	Township	
Dir prefix:	Street:	Type:	Dir Suffix:	
< Blank >	SANDERS	ST	< Blank >	
Dir Prefix:	Cross Street 1:	Type:	Dir Suffix:	
				Search

4. **Points of Interest** – Helps you conduct searches on landmarks including airports, parks, schools and subdivisions, etc. This feature searches the entire county.

- Some counties may have more information than others.
- If you cannot locate a dig site that you know is in a subdivision: It may be that our system has the subdivision listed, but not the internal roads.

If you select the Points of Interest tab it will change to show the following:

The screenshot shows a search interface with five tabs: 'State/County/Place', 'Search Street', 'Search Cross Street', 'Points Of Interest' (which is highlighted in blue), and 'Lat/Lon'. Below the tabs is a 'Search Parameters:' section. It contains four input fields: 'State:' with 'IN' selected, 'County:' with 'MARION' entered, 'Place:' with 'CENTER' entered, and 'Type of Place:' with a dropdown menu showing 'Township'. Below these are two more input fields: 'Name:' with an empty box and 'Type:' with a dropdown menu. A 'Search' button is located to the right of the 'Type:' field.

With this search, you can enter a partial name of what you are looking for (enter one or two words in the **Name** field) and select what type of point you are looking for from the drop-down box.


This screenshot is similar to the previous one, but the 'Type of Place:' dropdown menu is open, showing a list of options: 'Address Range Information', 'Airport', 'Amusement Center', 'Amusement Park', 'ANIMAL PARK', 'Apartment Complex', 'Apartment/Condo', 'ATM', and 'Auto Dealership'. The 'Name:' field now contains the text 'WOOD'. The 'Search' button remains visible to the right.

There are many features available to search by. This list includes places such as Airports, Apartments/Condos, Churches, Golf Courses, Hospitals, Subdivisions, etc. This option will search the entire county and provide a list of all items under that feature type. When you decide on the feature type, simply click on it from the listings to highlight it in blue, then click on the "Search" button and it will list the results under that feature (i.e. all subdivisions). When the list

populates, scroll through until you find the one that you are looking for and click the "Show on Map" button. If the Name you entered is general, you may have a few pages of options.

Location Search

Use the search parameters to locate a specific area on the map.



State/County/Place
Search Street
Search Cross Street
Points Of Interest
Lat/Lon

Search Parameters:

State: County:

Place:

Type of Place:

Name:

Type:

Search Results:

Match %	State	County	Name	Type	Geom. Type	
80		Marion	Admirals Woods	Subdivision	Polygon	Show on Map
80		Marion	Alangale Woods	Subdivision	Polygon	Show on Map
80		MARION	Bade Woods	Subdivision	Polygon	Show on Map
80		Marion	Bayside Woods	Subdivision	Polygon	Show on Map
80		Marion	Bolander Woods	Subdivision	Polygon	Show on Map
80		Marion	Bradford Woods	Subdivision	Polygon	Show on Map
80		Marion	Brennan Woods	Subdivision	Polygon	Show on Map
80		Marion	Buckcreek Woods	Subdivision	MultiPolygon	Show on Map
80		Marion	Camby Woods	Subdivision	Polygon	Show on Map
80		Marion	Colony Woods	Subdivision	Polygon	Show on Map
80		Marion	Cooper Ridge / Lake in the Woods	Subdivision	Polygon	Show on Map
80		Marion	Coventry Woods	Subdivision	Polygon	Show on Map
80		Marion	Creekside Woods	Subdivision	Polygon	Show on Map
80		Marion	Eagle Creek Woods	Subdivision	Polygon	Show on Map
80		Marion	Eden Woods	Subdivision	Polygon	Show on Map

[1](#) [2](#) [3](#) [4](#) [5](#)

Next, close the Location Search box and it will take you to that spot on the map and highlight it in green.



5. **Lat/Lon** –When you click “Go To Coordinates” it will mark the coordinates with a green dot on the map.

State/County/Place	Search Street	Search Cross Street	Points Of Interest	Lat/Lon
Search Parameters:				
<hr/>				
Lon(X):	Lat(Y): (in decimal coordinates)			
<input type="text"/>	<input type="text"/>	<input type="button" value="Go To Coordinates"/>		

Once you have verified that the mapping is correct, and proposed dig site is marked entirely in blue, click on the “Next” button at the bottom of the map. You can map as large or as small of an area as you need. If you map a larger area, you will most likely generate a longer list of utilities, and vice versa, listing a smaller area will generate a shorter list of utilities.

<input type="button" value="Previous"/>	<input type="button" value="Next"/>	<input type="button" value="Finish"/>	<input type="button" value="Cancel"/>
---	-------------------------------------	---------------------------------------	---------------------------------------

NOTE: For your map to generate a list of ‘correct’ utilities the area mapped must reflect the size and location of the entire proposed/planned dig site.

Summary

Step 3 of 3

At this point you can review your ticket and make necessary changes.

NOTE: The most important step in the Design Inquiry is the Mapping step. The area you have mapped is what will determine the list of Member Utilities that come up on the **generated list**.

NOTE: If you are submitting the results of the Design Inquiry for a Grant or Project Proposal, you may want to be sure that the information on the Site Information page is complete and accurate for the proposal you are sending. This is the last opportunity to change any information regarding this ticket.

NOTE: If you are using the Design Inquiry only for your own information, and to find contact information for utilities, the information in the Site Information step will not affect the Member Utilities listed, as this is determined by the map.

If you need to make any changes or corrections, click on the "Edit" button next to the appropriate section of the ticket. This will bring you to that section so you can make your changes. After making your changes, you will need to click "Next" on each of the following screens until you reach the Summary page again.

If everything is accurate, you are ready to complete your Design Inquiry. Click on "Finish" at the bottom of the screen. Should you decide to cancel the ticket at this point, you can also click on the "Cancel" button.

irrh
Use Call to

Indiana 811
Know what's below.
Call before you dig.

Home | Ticket

Design Inquiry Logout

Step 3 of 3: Summary

✔ ✔ ✘

Agent: K SWANK	Work Done For:
Type: Design	Site Contact:
Notice Status: Suspended	Mobile:
Notify by: Address	
Work Done For:	
Site Contact:	
Mobile:	

Excavator Information:

Type: CONTRACTOR	Work Done For:
Company Name: INDIANA 811	Site Contact:
Caller Name: K SWANK	Mobile:
Address: 1433 HOLEY MOLEY WAY GREENWOOD, IN 46143	
Phone: (317) 893 - 1400	
Alt. Phone:	
Fax:	
Email Address: KSWANK@INDIANA811.ORG	

Site Information:

Place: IN, MARION, CENTER, Township	Footprint: 200 FT
Street: 918 SANDERS ST	Locate:
Near Street: / HARTFORD ST /	Subdivision:
	Lot:

Additional Information:

Priority: Design
Start date time: 11/04/2016 05:45 PM - ET
Ticket Header:
Remarks:

NOTE: You may disregard the information on the top right-hand corner of the Summary Page:

<p> Taken Date Time: 06/15/2016 10:21 AM - ET Expires On: 07/05/2016 Due By: 06/17/2016 10:30 AM - ET </p>
--

This is not an actual Locate Ticket, so no utilities will be notified, and they will not come out to mark your proposed dig site.

After you have sent the notice, the following screen will appear:

irth
One Call®

Indiana 811
Know what's below.
Call before you dig.

Home | Ticket

Design Inquiry [Logout](#)

Attention: You have just completed your Design ticket, not a valid locate request. The ticket you created is for design purposes only and will not be transmitted to any utilities. If you need to have lines located you must call 811 or 800-382-5544.

State: IN Cnty: MARION Twp: CENTER
 Cityname: Inside: N Near: Y
 Subdivision:
 Address : 918
 Street : SANDERS ST
 Location: NO LOCATION GIVEN
 Grids : 3945D8608B 3945D8608C
 Submitted date: 11/03/2016 Time: 09:03

Service Area	Contact	Phone	Address
AT&T - DISTRIBUTION	Michael Haynes	(317) 252 - 4007	3858 N College Ave Indianapolis, IN 46220 MH2623@att.com
AT&T - TRANSMISSION	Lloyd MaGown	(903) 753 - 3145	301 Whaley St, RM403 Longview, TX 75601 lmagown@att.com
BRIGHT HOUSE NETWORKS INDIANAPOLIS	Jason Kirkman	(317) 632 - 9077	3030 Roosevelt Ave Indianapolis, IN 46218 jason.kirkman@briighthouse.com
CITIZENS ENERGY GROUP	Richard Miller, Jr	(317) 927 - 4684	2150 Dr. Martin Luther King Jr St Indianapolis, IN 46200 rmiller@citizensenergygroup.com
FIBERTECH	CRAIG BROWN	(888) 858 - 3427	cbrown@lighttower.com
INDIANAPOLIS POWER & LIGHT COMPANY	Rhonda Williams	(317) 261 - 5203	
INDIANAPOLIS, CITY OF			

Congratulations!

You have successfully completed your Design Inquiry! Please notice the following information found in blue writing toward the top of your page.

Attention: You have just completed your Design ticket, not a valid locate request. The ticket you created is for design purposes only and will not be transmitted to any utilities. If you need to have lines located you must call 811 or 800-382-5544.

It is a reminder that you HAVE NOT created an actual Locate Request, it is only for Design Purposes. Utilities will not be locating this area.

You will notice a grid at the bottom which lists the Member Utilities in your drawn area. It may also provide contact information for the utilities, potentially including a contact person, phone number, mailing address, and email address.

NOTE: The contact information provided comes from the Member Utilities. They decide what information they do or do not provide. If information is absent, it is not available. The Web Department does not have the missing information.

NOTE: A Design Inquiry will NOT be assigned a ticket number or confirmation number.

NOTE: This will only provide a list of Member Utilities, it does not contain any information for Non-Member Utilities such as well water, propane gas, irrigation lines, invisible dog fences, etc.

From here, you can do any of the following:

1. – This will copy all the information from the ticket that you just completed onto a new ticket. You will be able to go through and edit the parts of the ticket that you need to change without having to start over with all blank screens. However, you must re-map each ticket.
2. – If you have completed all necessary Design Inquiries, click on this button and this will take you back to the Irth home page, or you may simply Logout.
3. - To print your ticket click on this button on the top of your page.
4. – By entering an email address in this field and then clicking on the “Send Email” button, you will be able to send an email copy of the ticket. You can only enter one email address at a time, but can send it to as many people as you like. Simply enter the address click “Send Email,” erase out the address, enter the next email address and click on “Send Email”.
5. - You may save a copy of this page to a disk or a thumb drive.

NOTE: This is a great way to keep records of your Design Inquiry without having to print it out.

NOTE: Once you leave this page, if you have not saved, printed, or emailed the information, the only way to get back to the same Member Utility list is to do a new Design Inquiry with the same area mapped.

Attention:

If you have any further questions, please feel free to contact one of the following individuals:

Kristin Swank– Web Trainer

kswank@usa811.org

Ph: 317-893-1438

Benjamin Lievertz – Web Trainer

blievertz@usa811.org

Ph: 317-893-1420

Final Note:

Keep your user name and password to yourself. We **do not allow** sharing of accounts. **Individuals caught sharing accounts are subject to account suspension or TERMINATION WITHOUT WARNING.**