

# Member Response Instructions (PRIS)

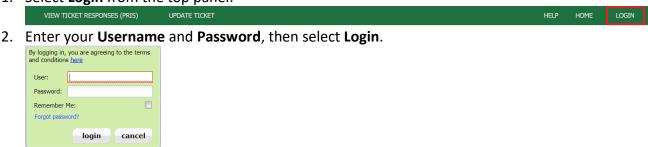
Georgia 811 8/31/2020 The Positive Response Information System (PRIS) is an automated system serving multiple functions.

- It allows the Georgia 811 utility member to respond to each individual ticket providing information on whether underground facilities are present or not present.
- It allows the excavator to check the responses to their tickets.
- It shows additional system responses (i.e. Additional Requests, Late Notices, etc.) Please see the "Explanation of System Responses" document on our website for more information.

The Georgia 811 portal can be accessed here: https://my.ga811.com/

Most compatible internet browser: Google Chrome.

1. Select **Login** from the top panel.



3. Select **Respond** from the top panel.



# **Search Options**



- 1. Ticket Number
- 2. Open Shows tickets that have not been responded to and have not expired.
- 3. All Shows all tickets.
- 4. Ticket Creation Date Range
- 5. Service Area Code

### **Search Results Tool Bar**



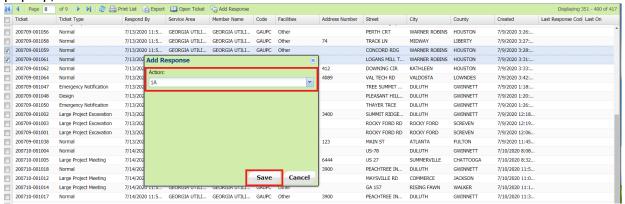
- 1. Page selection
- 2. Refresh page
- 3. Print ticket list
- 4. Export ticket list
- 5. Opens ticket view
- 6. Allows user to enter a Response to a ticket
- 7. Displays number of results
- 4. Once on the Respond page, you will notice a list of tickets. These are tickets that are due a response that have not been responded to, have not expired or includes an additional request. The tickets may be listed multiple times if they have more than one Service Area Code listed on it for your company.



- 5. Select a **Ticket** or **Tickets** needing a response from the list. You may respond to multiple tickets at one time, but all selected tickets must be the same ticket type and you must use the same response code.
- Select Add Response.



7. Select the appropriate **Response Code** from the Action drop down on the Add Response pop-up, then select **Save**.

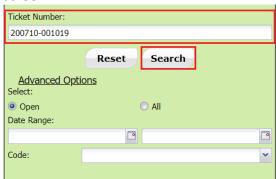


### **Search by Ticket Number**

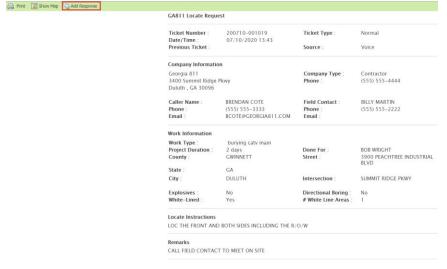
1. Select **Respond** from the top panel.



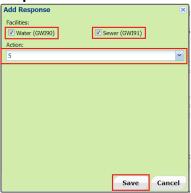
2. Enter the **Ticket Number** in the Ticket Number search field on the left-hand side of the screen.



- 3. Select Search.
- 4. This will **open** the text of the ticket. Select **Add Response** at the top of the page.



5. Select the **Facilities / Service Area code(s)** you want to respond to, then select a **Response Code** from the Action drop down box. Select **Save**.



**Note:** If you need to enter a different response per facility/service area code, you will need to respond to one and save the response then go back through the same steps to respond to the other service area code.

## Search by Service Area Code and by Date

1. Select **Respond** from the top panel.

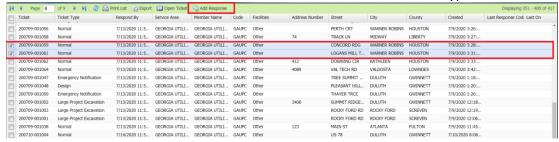
SEARCH TICKETS RESPOND REPORT HELP HOME LOG OUT

2. Select your **Service Area Code** from the drop-down list.

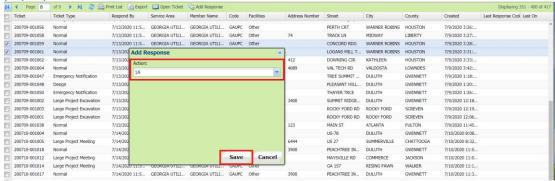


- 3. Select the **Date Range**. This will search by the ticket creation date.
- 4. Select **Open** or **All**.
  - a. If you select **Open**, it will pull all tickets for the selected service area code and date range that have not been responded to.
  - b. If you select **All**, it will pull a list of all tickets during that date range for the selected service area code.
- 5. Select Search.

6. Select a **Ticket** or **Tickets** needing a response from the list. You may respond to multiple tickets at one time, but all selected tickets must be the same ticket type.



- Select Add Response.
- 8. Select the appropriate **Response Code** from the Action drop down on the Add Response pop-up, then select **Save**.



# How to Use the Response Reports to Respond to tickets.

1. Select **Report** from the top panel.

SEARCH TICKETS RESPOND REPORT

2. Once on the Report page, you will notice a list of tickets. These are tickets that are due a response that have not been responded to and have not expired. The tickets may be listed multiple times if they have more than one Service Area Code listed on it for your

company.



- 3. Select one of these Response Reports and enter your search parameters.
  - All Ticket Responses Closed
    - Search Tickets Already Responded to
  - All Ticket Responses Open
    - Search Tickets Needing Responses
  - All Ticket Responses Respond By
    - Search Tickets by Respond By Date
  - All Ticket Responses Ticket Date
    - Search Tickets by Ticket Date

- 4. Once you have searched using one of the reports, a list of ticket results will appear.
- 5. **Double Click** the ticket you need to respond to. This will open the ticket in a new browser tab.
- 6. Select **Add Response** at the top of the page.



7. Select the **Facilities / Service Area code(s)** you want to respond to, then select a **Response Code** from the Action drop down box. Select **Save**.



**Note:** If you need to enter a different response per facility/service area code, you will need to respond to one and save the response then go back through the same steps to respond to the other service area code.

8. To go back to your report list, close the browser tab of the ticket you opened.