



Design Ticket Creation

Creating a Design Ticket

A Design (Survey) ticket is created for advanced planning purposes. It indicates the crew will not be digging but wants to know where underground utility lines are for survey purposes.

It does not allow for excavation.

- This notice has no expiration date and the Ticket Size Policy does not apply.
- Utility Members must respond to the Ticket Response System (PRIS) within 10 working days on a Design ticket.

To create a Design ticket, you will:

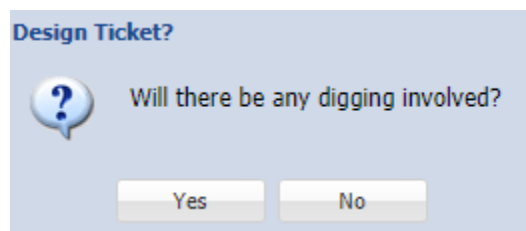
1. Enter the Preferred Response Method.
2. Follow standard Normal ticket procedures.

At the top menu bar of the ticketing system, click on “Create Ticket” to open the ticket creation screen.

1. Ticket Type:

- Select *Design* from the *Ticket Type* dropdown menu.

Note: Only fields required for a Design ticket will be available.



2. Popup Box – Design Ticket: *Will there be any digging involved?*

- If *Yes* is selected, the ticket type will return to a *Normal* ticket
- If *No* is selected, you may continue with your Design Ticket.



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Status ✕

Please be aware that no digging is permitted on a Design ticket. Georgia 811 Members have **10 working days** to either respond by marking the utilities, providing a "best available description" of any facilities in the area of proposed excavation, or allowing an authorized person to inspect or copy the drawings or other records within the proposed area.

Visit MyGeorgia811.com to view member responses for your Design Notice.

3. Popup Box – Design Disclaimer:

- Read the disclaimer and click *OK*.

<p>The ticket submitted will use the following contact information. Please update it if necessary.</p> <p>Company: (404) 623-4332 Georgia 811 3400 Summit Ridge Pkwy Duluth , GA 30096</p> <p>Web User: WHITNEY MCCLAIN (770) 623-4332 WMCCLAIN@GEORGIA811.COM</p> <p>Field Contact: Digger Dogg (770) 623-4332 WMCCLAIN@GEORGIA811.COM</p> <p style="text-align: center;"><input type="button" value="Update Information"/></p> <p>Important Dates Response by : 10/19/2020 23:59</p>	<p>Your ticket will be submitted with the following information. Please verify it for accuracy.</p> <p>Company</p> <p>Phone: <input type="text" value="4046234332"/></p> <p>Name: <input type="text" value="Georgia 811"/></p> <p>Address: <input type="text" value="3400 Summit Ridge Pkwy"/></p> <p>City: <input type="text" value="Duluth"/></p> <p>State: <input type="text" value="GA"/></p> <p>Zip: <input type="text" value="30096"/></p> <p>Web User</p> <p>First Name: <input type="text" value="WHITNEY"/></p> <p>Last Name: <input type="text" value="MCCLAIN"/></p> <p>Phone: <input type="text" value="7706234332"/></p> <p>Email: <input type="text" value="webhelpdesk@GEORGIA811.COM"/></p> <p>Field Contact</p> <p>First Name: <input type="text" value="Digger"/></p> <p>Last Name: <input type="text" value="Dogg"/></p> <p>Phone: <input type="text" value="7706234332"/></p> <p>Email: <input type="text" value="webhelpdesk@GEORGIA811.COM"/></p> <p style="text-align: center;"><input type="button" value="Cancel"/> <input type="button" value="Submit"/></p>
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4. Update Information:

- The left side panel contains your "Excavator information". You can make changes to this information anytime by clicking on *Update Information*.
 - Review and edit the necessary fields. (Any changes made here will be saved for the current ticket submission and any future submissions.)
- **Note:** If the "Contact" person changes with various tickets, you will have to update the Field Contact information with each submission as necessary.
- Click "Submit" to save changes.



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Ticket Type:	Design	Have you used white paint to indicate the excavation area ?	<input checked="" type="radio"/> Y <input type="radio"/> N
Work Type:	Design	# W-Lined Areas	<input type="text"/>
For:	Who are you doing the work for	Preferred Response Type	<input type="text"/>

5. For:

- Indicate who you are doing the work for.

6. Have you used white paint to indicate the excavation area?

- Select whether the dig site is white painted, white flagged or white staked?
 - If Yes: Enter the number of marked areas in the # *W-Lined Areas* box.

Preferred Response Type	<input type="text"/>
	Mark utilities
	Provide a "best available descriptions" of any facilities
	Copy of the drawings or other records

7. Preferred Response Type:

- Select the *Preferred Response method* from the dropdown menu.

State:	GA	County:	GWINNETT	City:	DULUTH
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8. State / County / City:

- The State will default to GA.
- Type in the name of the County. Once you start typing, the dropdown will start to list available options. Select the County from the list.
- Type in the name of the City. Once you start typing, the dropdown will start to list available options. Select the City from the list.



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Address:	Num	PreDir	Street Name	St Type	SufDir
Cross street:	What is the nearest cross street				

9. Address:

- Enter the address number.
- Next, enter the street name.
- Then, enter the street type. (i.e. Road, Lane, Street, Drive, etc.)

10. Cross Street:

- Enter the name of the cross street along with the street type.

Locate Instructions:	
Remarks:	This information has not been verified by the Utilities Protection Center, Inc. d.b.a. Georgia 811 and is not warranted for any purpose. This information is furnished solely as an accommodation to the requesting party who warrants that it shall not be used in connection with any excavation or other work covered by Title 25, Chapter 9 of the Official Code of Georgia Annotated.

11. Locate Instructions:

- Enter the Locate Instructions.
 - Describe the area where work will take place with Sufficient Particularity using concise locate instructions.

Note: Include all information pertaining to locating into this field, i.e. Boring information, lot numbers, multiple addresses, etc.

Note: The locate instructions must be in sync with the Work Type and Work Information Questions.

Example: If the work type is to install a water service line, the locate instructions should be to locate from the street to the building, not just the right of way.

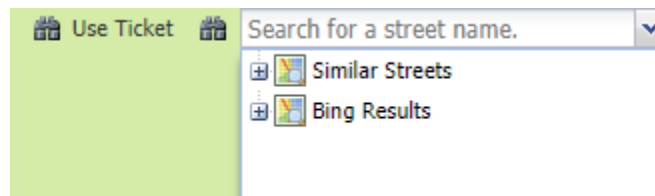


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12. Remarks:

- Add any additional information you want to provide to the locators:
 - Arrange an on-site meeting, gate codes, etc.
 - Provide driving directions if needed.
 - Add additional information given to describe the location of property. (i.e. Coordinates, name of subdivision or community, name of mall, name of office park, street alias information, name of business, etc.)

13. Map/Search Results:

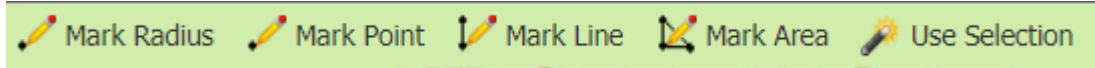


- Select *Use Ticket* to search for a location using the ticket information entered.
- The Search Results will list options for the Exact Street, Bing Results, Street Begins With and Similar Streets.
Note: Selecting *Bing Results* will bring up the exact address entered.
- Select the correct street or address where the work will be done.
 - When you select an option from Exact Street, Street Begins With or Similar Streets, the map will highlight the selected road.
 - When you select Bing Results, the map will place an X on the road or property parcel if the entered road or address is found on the map.
 - If you select an option from the list that has a box to the left of the name or click on the box, a list of cross streets for that street will drop down. To collapse the intersecting street list, click on the box.



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- Use the Mark Radius, Mark Point, Mark Line, Mark Area or Use Selection tools to select the dig site.



- Mark Radius – Draws a circle, at the selected point, according to the entered radius.
- Mark Point – Draws a point on the map with a 200ft buffer.
- Mark Line – Draws a line on the map with a 200ft buffer.
- Mark Area – Draws a shape on the map without a buffer.
- Use Selection – Draws a circle, at the selected point, using a 200ft radius.

Note: You must double click at the end point to release the tool and complete the drawing.

14. Review the Legal Dates and Times:

15. Review the Legal Dates and Times:

- The *Response By* date is 10 business days after the ticket is made.

Important Dates

Response by : 07/28/2020 23:59

Example: The above *Important Dates* reflects a ticket created on 07/14/2020. The member has 10 business days to respond by 07/28/2020. (Reminder - This notice has no expiration date and the ticket cannot be Updated.)

Submit

Reset

16. Submit Request:

- Click *Submit* to complete the ticket.


17. Reset:

- Click *Reset* to clear the form and start over.



Design Ticket Creation

Ticket Submitted

 The ticket was submitted successfully.
Your ticket number is **201003-001001**

The following utilities will be notified:

ATT / D TELECOM - BSCA	Telecommunication	BSCA
GAINESVILLE DEPT OF WATER RESO...	Water	GVL50
GEORGIA POWER - GP280	Electric	GP280
GEORGIA UTILITIES PROTECTION CE...	Other	GAUPC
HABERSHAM EMC - HAB70	Electric	HAB70

If you will be working with within 10 feet of overhead high voltage power lines, you will need to create a separate Overhead ticket.

Do you want to enter another ticket?

18. Ticket Number / Utility Members Notified:

- Review your Ticket Number and list of Utility Members notified for your request.

Note: If you think a utility member is missing, contact the Web Help Desk department at (770)476-6050.

19. Do you want to enter another ticket?

- Select *Yes* to open a new ticket creation screen.
- Select *No* to return to the home page.