



EXPLORE YOUR DATA

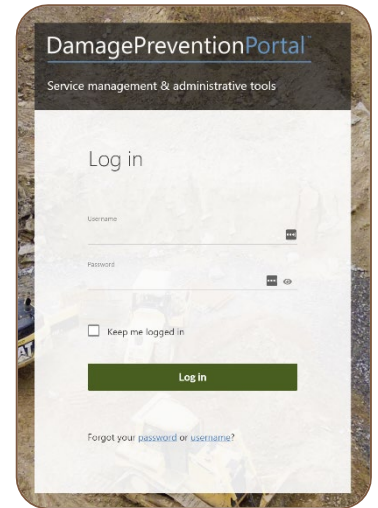
Explore Your Data allows members to search and view tickets delivered to any station codes associated with their user account.

Log into your DamagePortalPrevention (DPP) account: dpp.missdig811.org

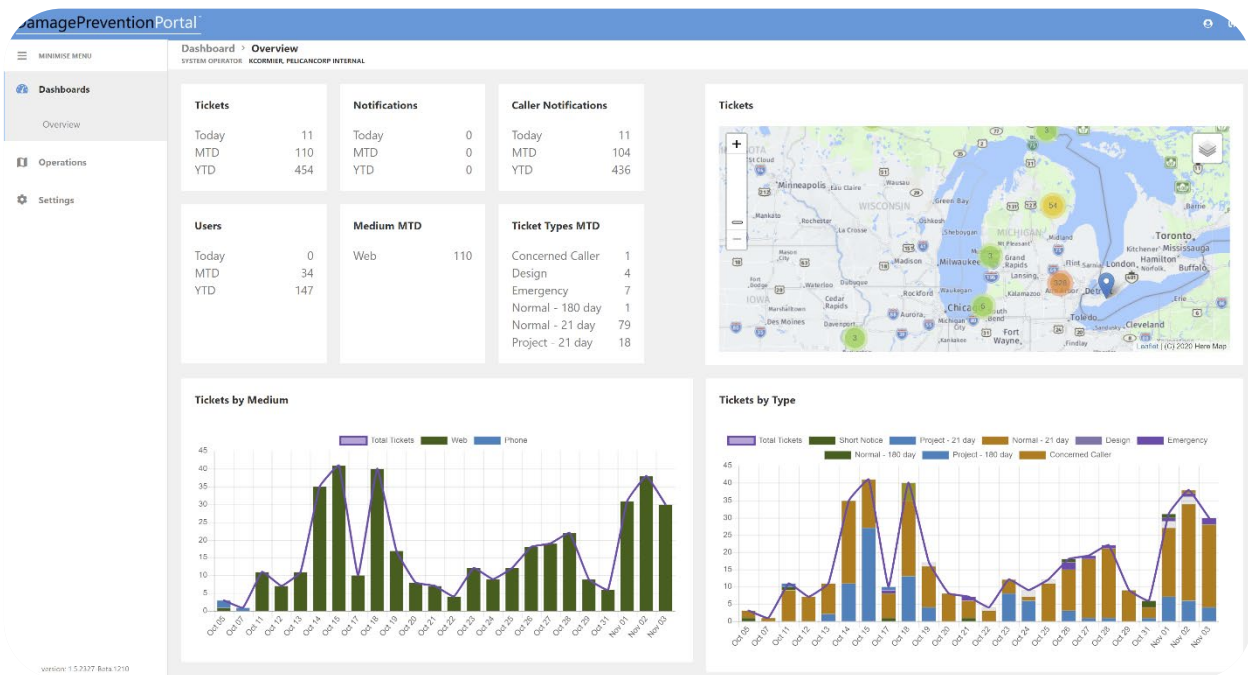
Enter the username and password.

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.

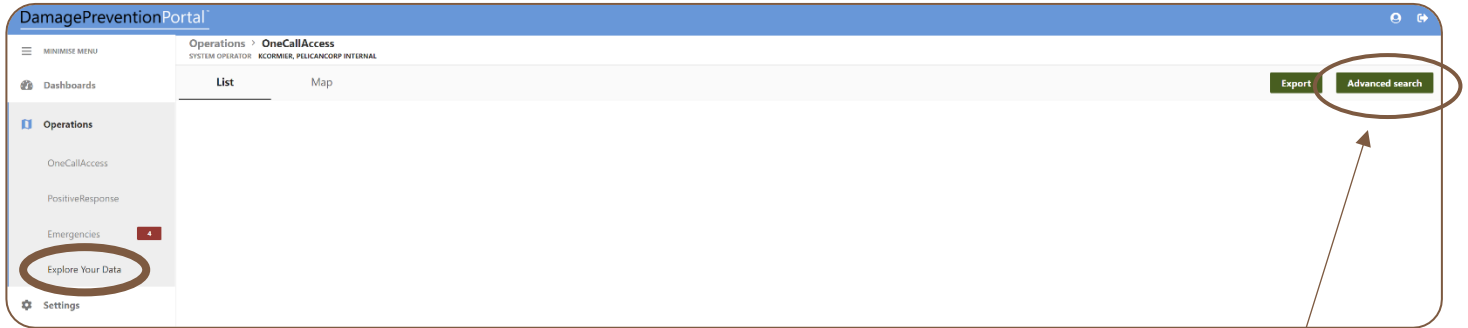


Upon successful login, users will see the **Dashboards** menu and the **Overview** screen. This screen provides an overview of the tickets received for the membership the account is associated with; it is essentially showing the user what is occurring on the OneCallAccess-side of operations.

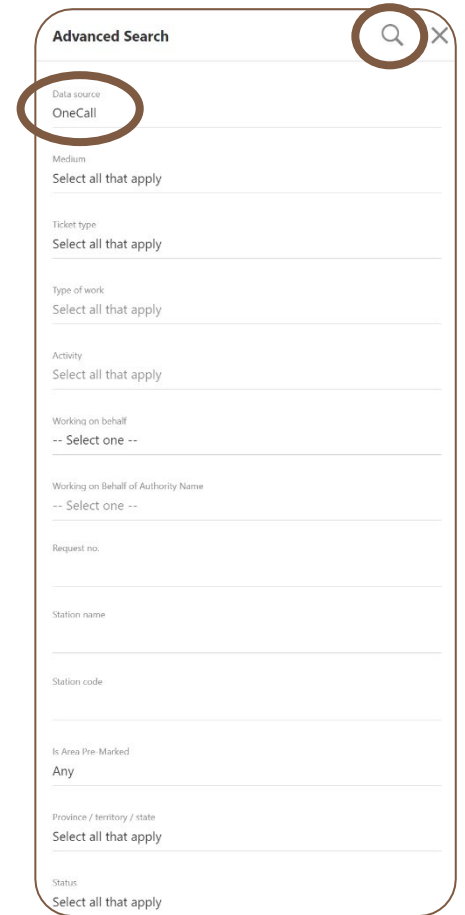


Select **Explore Your Data**, which is the second option under the Operations menu.

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 **Advanced 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.

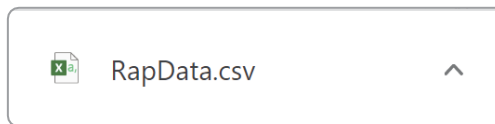


When the tickets have populated the screen, the user can double-click on the highlighted row to open the ticket details and map.

Operations > OneCallAccess SYSTEM OPERATOR: KCOORMIER, PELICAN/COOP INTERNAL						
List	Map					
Ticket type	Ticket no.	Address	Type of work	Start date	Caller Name	
Normal - 21 day	20214100005	2nd Ave Detroit Alabama	Gas	Oct 13, 2021, 12:00:00 AM	Stephanie Boe	
Normal - 21 day	20214100004	3285 W Lapeer Rd Auburn Hills Michigan	Gas	Oct 8, 2021, 12:00:00 AM	Craig Boe	
Normal - 21 day	20214100003	3285 W Lapeer Rd Auburn Hills Michigan	CATV	Oct 11, 2021, 12:00:00 AM	Craig Boe	
Short Notice	20214100002	M-55 Houghton Lake Michigan	Electric	Oct 5, 2021, 12:00:00 AM	Cindy Lu	
Normal - 180 day	20214100001	S Baldwin Rd Orion Charter Township Michi...	Construction	Oct 28, 2021, 12:00:00 AM	Stephanie Boe	
Emergency	20214000013	W Lapeer Rd Auburn Hills Michigan	Water	Sep 30, 2021, 12:00:00 AM	Kristyn Cormier	
Emergency	20214000012	W Lapeer Rd Auburn Hills Michigan	Sewer	Sep 30, 2021, 12:00:00 AM	Kristyn Cormier	
Emergency	20214000011	W Lapeer Rd Auburn Hills Michigan	Electric	Sep 30, 2021, 12:00:00 AM	Kristyn Cormier	
Emergency	20214000010	3285 W Lapeer Rd Auburn Hills Michigan	Gas	Sep 30, 2021, 12:00:00 AM	Kristyn Cormier	
Normal - 21 day	20214000009	3285 W Lapeer Rd Auburn Hills Michigan	CATV	Oct 11, 2021, 12:00:00 AM	Craig Boe	
Normal - 21 day	20214000008	3071 Greenwood St Rochester Hills Michigan	Construction	Oct 12, 2021, 12:00:00 AM	Stephanie Boe	
Normal - 21 day	20214000007	jones street Detroit Michigan	Data/Fiber	Oct 1, 2021, 12:00:00 AM	Marcus Edwards	
Normal - 21 day	20214000006	3285 W Lapeer Rd Auburn Hills Michigan	Poles/Holes	Oct 1, 2021, 12:00:00 AM	Katie Gruzowski	

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.

ticket details 20214100005 [Download ticket details](#)

Details Map

Expand all Collapse all

Caller details

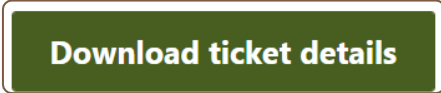
Caller ID 1102487	Contact Stephanie Boe	Company	Full address 123 Main St 123 Main St Lansing MI	Mobile 123-123-1234	Phone
Fax	Email sboe@missdig811.org				

Enquiry details

User reference *** MISS DIG Managed List Utility ***	Working on behalf of authority Normal	Priority Normal	Medium Phone	Nearest Cross Street York St	Facetator Doing Work
Excavation Method Machine Exc	Is Area Pre-Marked No	Created date Thu, Oct 7, 2021, 11:18:25 AM	Start date Wed, Oct 13, 2021, 12:00:00 AM	End date Oct 13, 2021	Full address 2nd Ave Detroit Alabama
Ticket type Normal - 21 day	Type of work Gas	Activity Main Repair	Work location WorkplaceLocation_Road/Sidewalk/Work	Location in road	Depth
Onsite Contact Name	Onsite Contact Number	Lot			Plan
Remarks Testing					

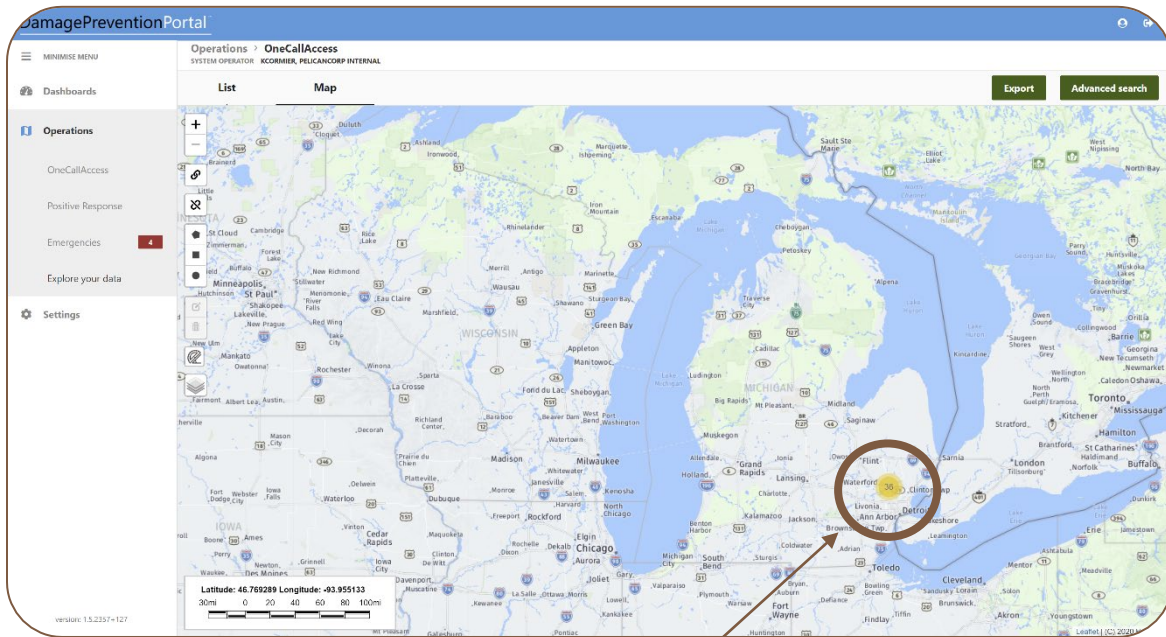


To retrieve a copy of this ticket, the user can click the green **Download Ticket Details** button.

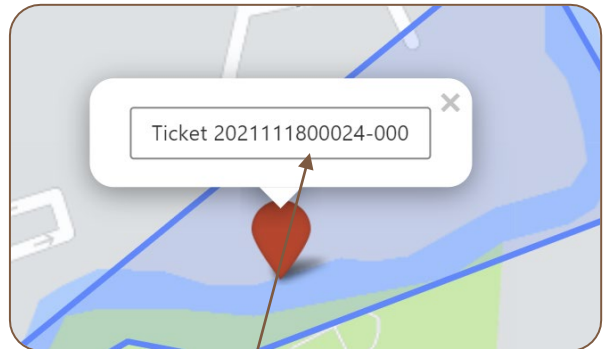
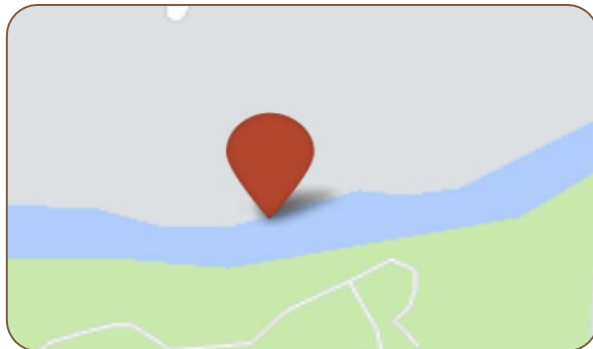


The download is a PDF of the ticket.

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.