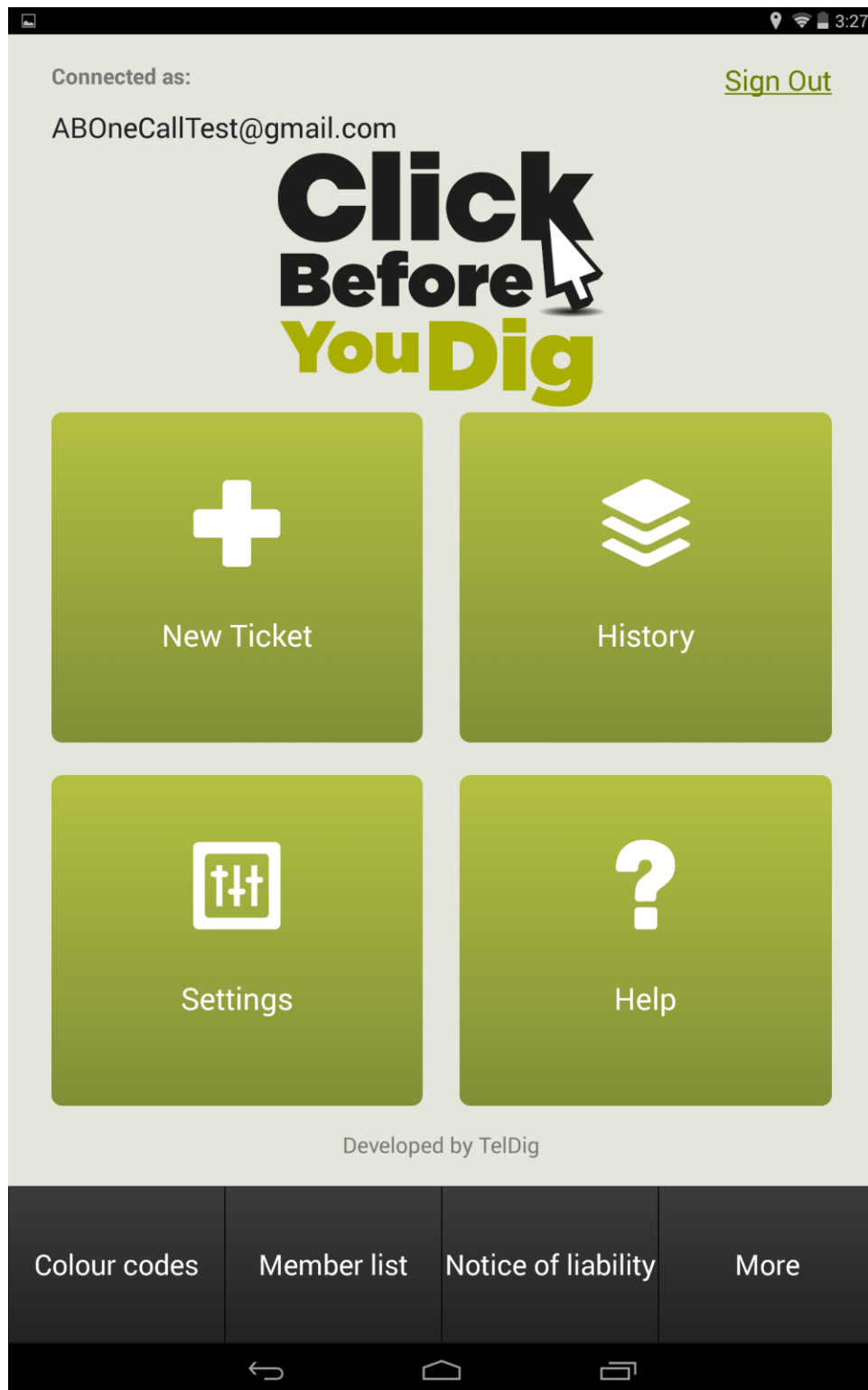


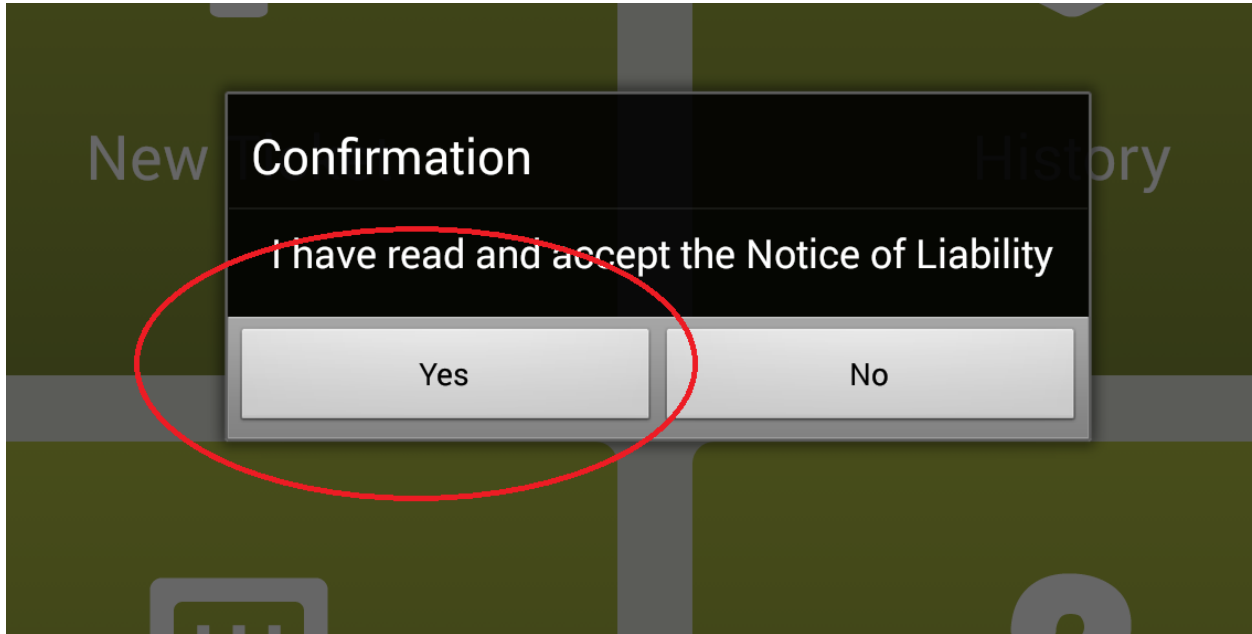
Submitting Civic (City or Town) Requests With the “Dig Info AB” App

Tap “New Ticket” to start a new request:




Step One:

Click "Yes" to accept the Notice Of Liability. Review the Notice of Liability by selecting "No", then tapping the Notice of Liability button from the Dashboard:

**Step Two:**

Complete Step 1 of 2 by entering all the required information, then tap "Next Step" to continue:



Step 1/2


Required fields

General Information


Working for: Test Excavator

Project #:

Dig Location

 Localize me


City:




Address #:

Street:

Nearest intersection:



Intersection 2:



Next Step >

Note: All blue-shaded fields are required.

Working For: Who you are doing the work for (eg, your company, a sub-contractor, a homeowner, etc)

Project #: Optional. Enter which project this is associated with

Localize Me: Optional. If GPS is enabled on your device, this feature can attempt to determine your location.

Enable localization (GPS) on **iOS:** <http://support.apple.com/en-ca/HT201357>

Enable localization (GPS) on **Android:** <https://support.google.com/coordinate/answer/2569281?hl=en>


City: Which City, Town, or Village you are working in. **If you are working in a Rural area, enter “Rural”, and please see the “Submitting Rural Requests Via App” document.**

Address: The numerical address of the location if in a City, eg 4242. **Not required if working at an Intersection.**

Street: The street name of the location if in a City, eg 7 Street SE

Nearest Intersection: The intersecting street name if you are using an intersection to reference your dig location. **Not required if working at an Address.**

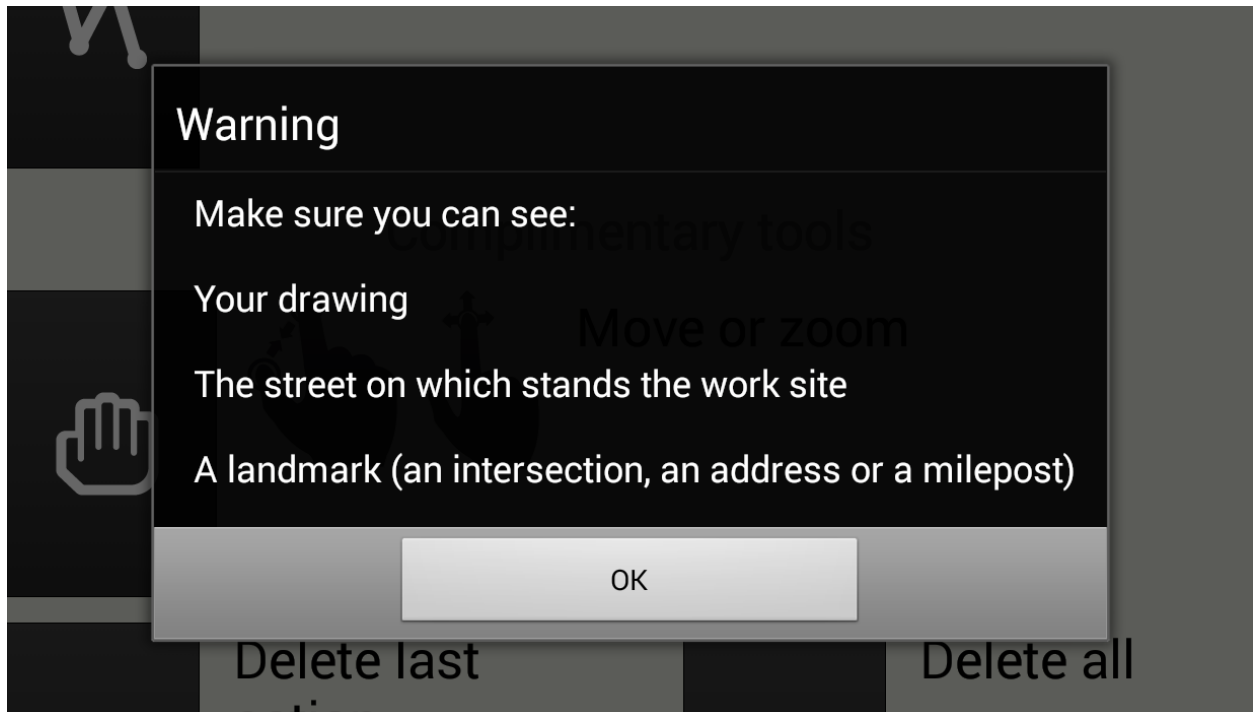
Intersection 2: Please leave this field blank as it is not currently used, and is being removed.

Note: In all fields marked with a , you can tap this icon to drop down a search list for any information associated with what you have entered:



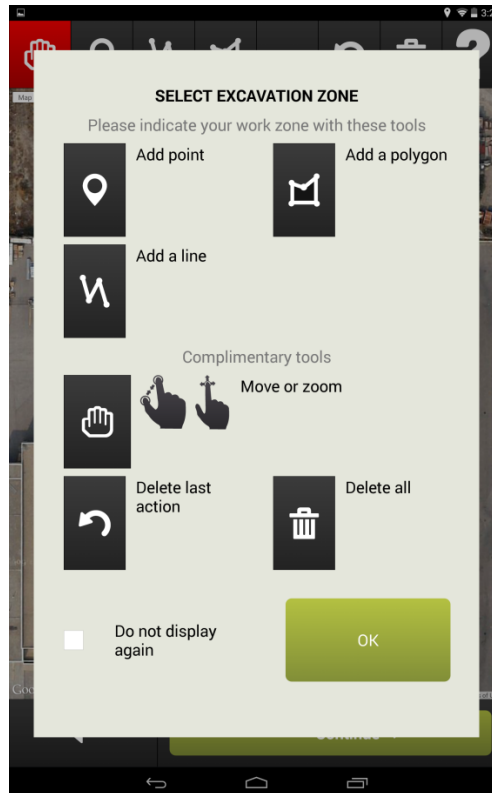
Step Three:

A warning will popup that will inform you of what you are looking for on the map. Click “OK” to continue:



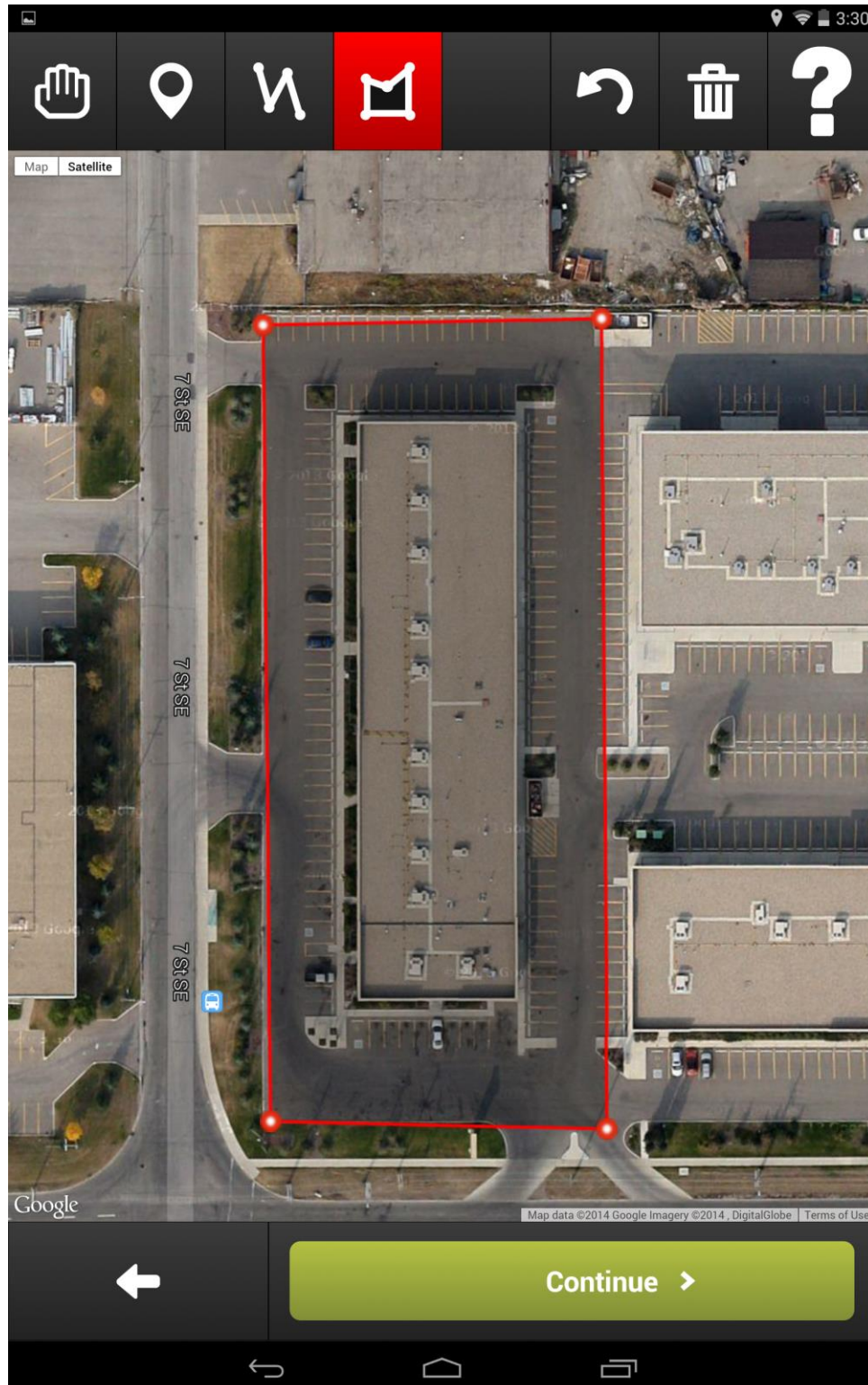
Step Four:

A list of the available mapping icons will appear on screen. You can select to not have this show again the next time you process a request by selecting “Do Not Display Again”. Continue by tapping “OK”:



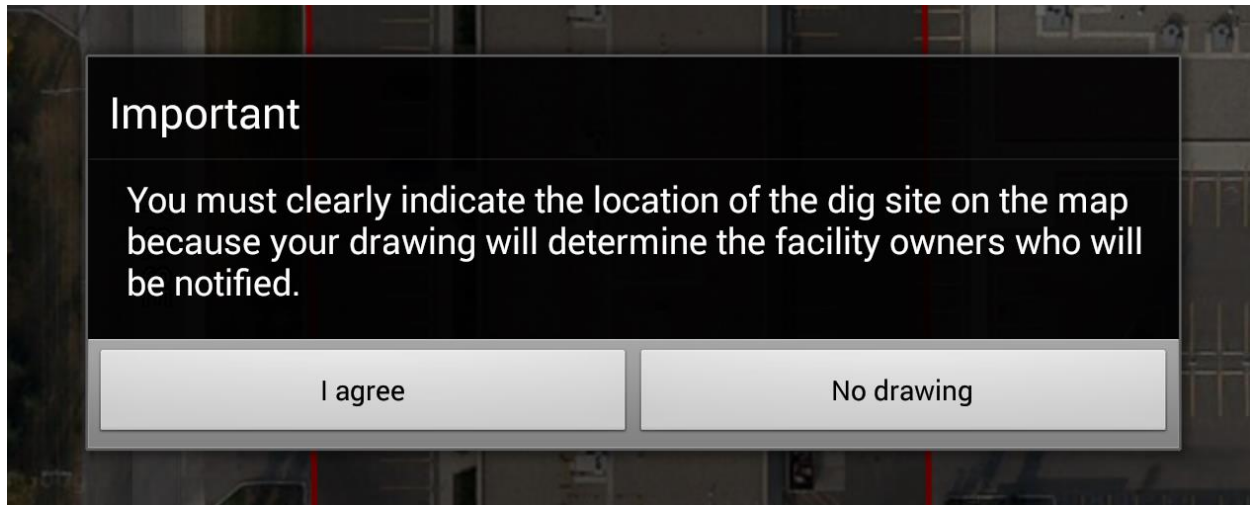
Step Five:

Select the appropriate drawing tool from the top of screen, and use your finger or stylus to draw out the boundaries of your dig area, or tap “Continue” to skip mapping:



Step Six:

Once you tap “Continue”, you will be prompted to either approve your drawing (“I agree”), or skip the drawing (“No drawing”):



Step Seven:

A screenshot of a mobile application interface titled 'Dig Location' at the top, with a back arrow on the left and 'Step 2/2' on the right. Below the title bar is a light blue header labeled 'Required fields'. The main section is titled 'General Information' and contains several input fields: 'Dig depth: 0' with a unit dropdown menu currently set to 'Metre'; 'Property type:' with a dropdown menu; 'Type of work:' with a dropdown menu; 'Planned excavation date:' with a date picker; four unchecked checkboxes for 'Premarked site - white paint', 'Premarked site - staked', 'Restricted access to site', and 'Request to meet locator'; 'Estimate duration of appt. to complete locates' with a dropdown menu set to 'N/A'; and a 'Lot #:' text input field. The bottom of the screen shows standard Android navigation icons.

Dig Depth: Optional. Indicate the maximum depth of your excavation. Defaults to metres, however tapping the drop down allows other measurement units.

Property Type: Type of property where ground disturbance will occur. Check all that apply.

Property type: Private commercial

▲

☒ Private commercial
 ☐ Private residential

☐ Public property
 ☐ Vacant lot

Type Of Work: Select a work type from the list or fill in the field to indicate the reason for your excavation.

Planned Excavation Date: Use the calendar to indicate the date on which you plan to start the excavation. Note: Your planned excavation date can be no earlier than two full working days from the day of this request being processed, and the daily cutoff is noon.

Set date

+

+

+

Nov

13

2014

–

–

–

November 2014

	S	M	T	W	T	F	S
44	26	27	28	29	30	31	1
45	2	3	4	5	6	7	8
46	9	10	11	12	13	14	15
47	16	17	18	19	20	21	22
48	23	24	25	26	27	28	29
49	30	1	2	3	4	5	6

Done

Premarked Site – White Paint: Optional. Check if the site has been premarked with white paint.

Premarked Site – Staked: Optional. Check if the site has been premarked with stakes.

Restricted Access To Site: Optional. Check if the site has a locked gate, dog, livestock, etc. that may restrict the locators access to the site or to the gas and power meters on site.

Request To Meet Locator: Optional. Check if you would like to request a meet with the locator. Note that the choice to meet is up to the locator's discretion.

Estimate Duration Of Appt. To Complete Locates: Estimate how long a locator would need on site to mark out your entire dig area. Minimum 1 hour (residential lot), maximum up to 8 hours (for a very large area or complicated site).

Lot #:



Plan #:

Job #:

Lot/Plan/Job: Required on Vacant Lot requests only. Enter the Lot, Block and Plan numbers that will have ground disturbance, with the Block number in the Job field. If multiple lots are to be noted on the ticket, add them in the Additional Information field.

Additional info: entire parking lot

282 char. remaining

all stalls

34 char. remaining

Attachment(s)

Review all data

Additional Info: Optional. Max 300 characters. Please enter any additional information that may pertain to your request, including further site directions, location description, meet information, extra contacts, etc.

Where On The Property: Required. Max 44 characters. Enter the exact location of your ground disturbance in relation to the dig location information entered (address, intersection, LLD, etc). Ensure that if you have requested **Public Property**, that the entire scope of your dig area on Public Property is described. If you run out of space, please enter the rest in **Additional Info**.



: Optional. This button will allow your device to take a picture to be added to your request.



: Optional. This button will allow you to attach a file (image file or PDF) from your device to your request.

Attachment(s): A list of all files being sent with your request (drawn map, attached photo, etc.)

Click “Review all data” to proceed.


Step Eight:

You will be brought to a screen to review all of the information entered on your request

A screenshot of a mobile application interface titled "Review ticket infos". The screen displays a summary of a request across four sections, each with a green edit icon. Section 1, "Caller Information", shows the name "Joe Digger" with ID "#12989", email "ABOneCallTest@gmail.com", and phone "(403) 245-4545". Section 2, "Company Information", lists "Test Excavator". Section 3, "Dig Location", shows "Project number: 90210", "Working for: Test Excavator", "4242,7 Street Se", "City Of Calgary ,City Of Calgary", and "Intersection 1: --". A "See Map" button is located below this section. Section 4, "General Information", lists "Dig depth: 1 Metre", "Type of work: repair parking lot", "Property type: Private commercial, Premarked site - white paint, Request to meet locator", "Work will begin: Thu, Nov 13, 2014", and "Estimate appt. duration : 1". The bottom of the screen shows standard Android navigation icons.


Additional information:
entire parking lot

Where on property :
all stalls

 Attachment(s)

Submit

Cancel

Confirm everything is correct. If it is, tap “Submit” to finalize your request. Click the “Edit”  buttons to go back and modify your ticket. Click “Cancel” if you would like to cancel your request entirely.

Step Nine:

You will then receive a final confirmation screen and a ticket number! Congratulations! Your ticket is now in the queue waiting to be processed by an AOC employee, and you will receive a confirmation email with a list of notified members shortly.