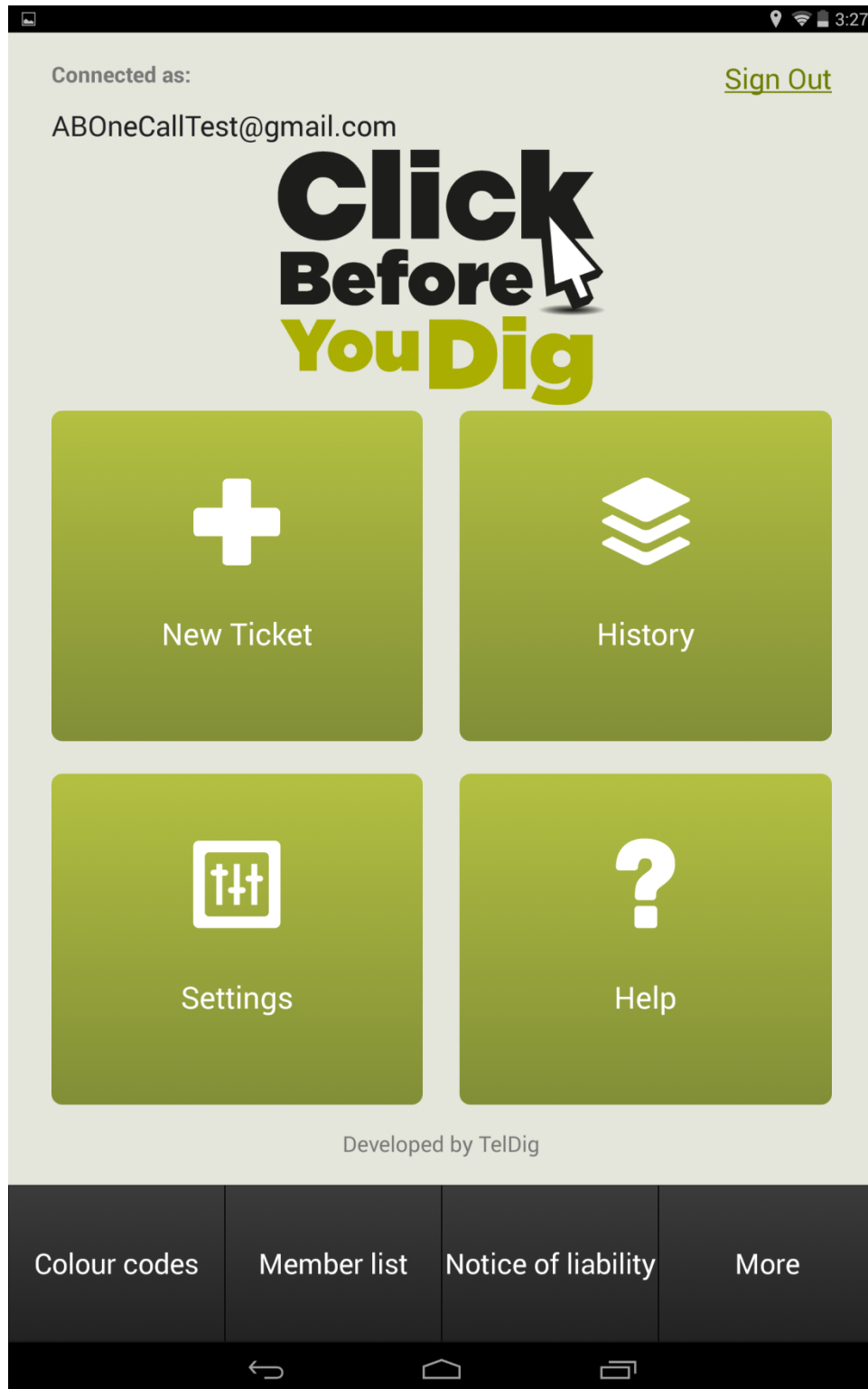


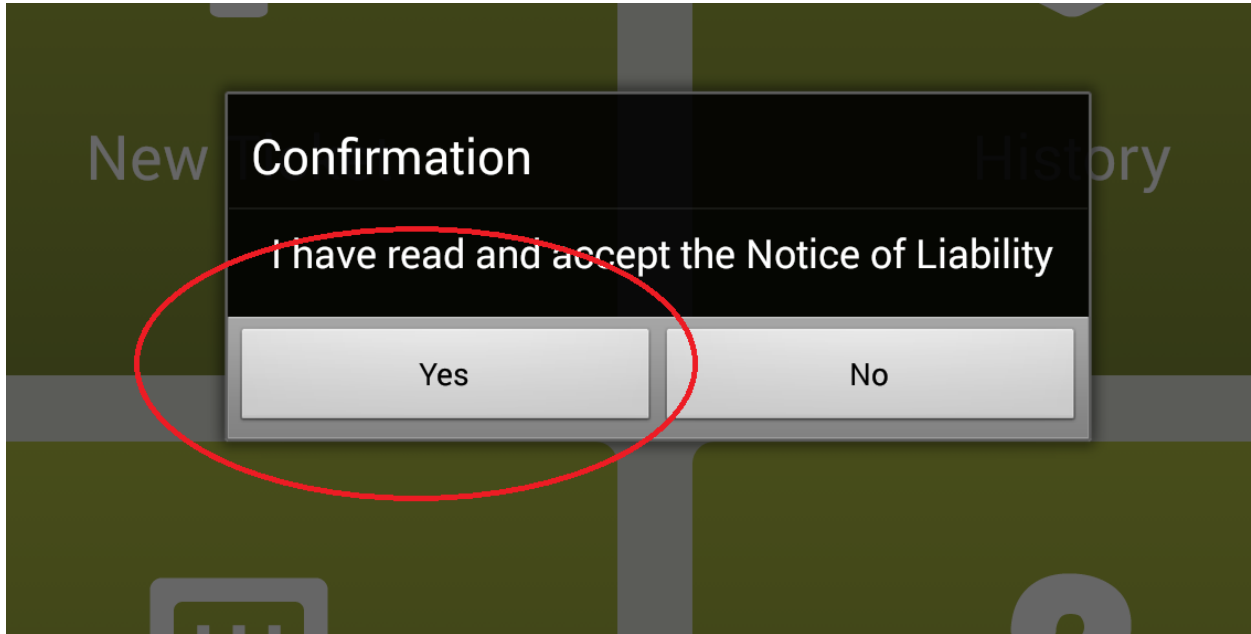
## Submitting Rural Requests With the “Dig Info AB” App

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:



Required fields

General Information

Working for: Test Excavator

Project #:

Dig Location



Localize me

City: RURAL ,ALBERTA



Subdivision:

Address #:

Street:

Nearest intersection:



Intersection 2:



QTR/LSD

Sec

Twp

Rge

Mer



**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:** Enter "Rural" in this field, and select "RURAL ,ALBERTA" from the dropdown to change the ticket to a Rural submission.


**Subdivision:** If your excavation will take place within a Rural Subdivision, enter the Subdivision name here.

**Address:** If your location has a Rural Address, add the numerical address of the location, eg 59842


**Street:** The road name of the location, eg RR 243


**Nearest Intersection:** The intersecting road name if you are using an intersection to reference your dig location.

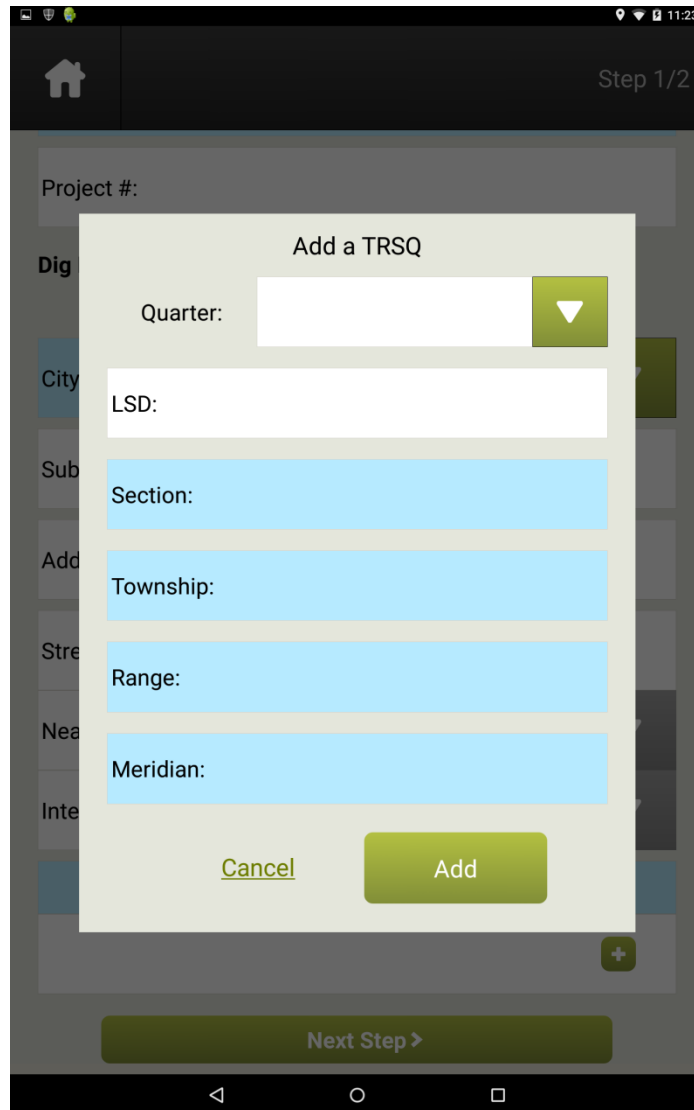
**Intersection 2:** Please leave this field blank as it is not currently used, and is being removed.

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.

QTR/LSD	Sec	Twp	Rge	Mer



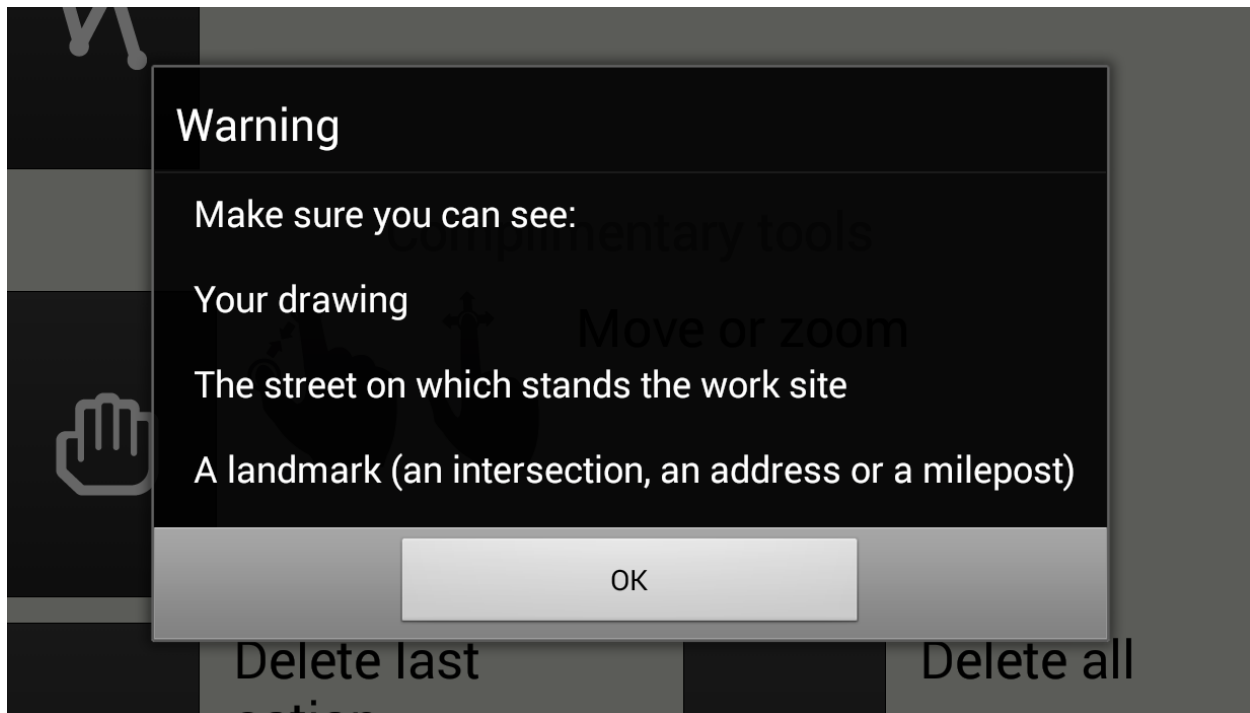
**QTR/LSD Sec Twp Rge Mer:** Tap the  to add Legal Land Descriptions (LLD) or Legal SubDivisions (LSD) to your request. Note that you can only have **10** adjacent LLDs (or **40** adjacent LSDs) per request.



**Add a TRSQ:** A box will popup that allows you to enter the Quarter, LSD, Section, Township, Range and Meridian. Note that only a Quarter or LSD can be entered at once, not both. As well, note that the Meridian must be formatted as **W4**, **W5**, or **W6**, depending on which Meridian your LLD falls within.

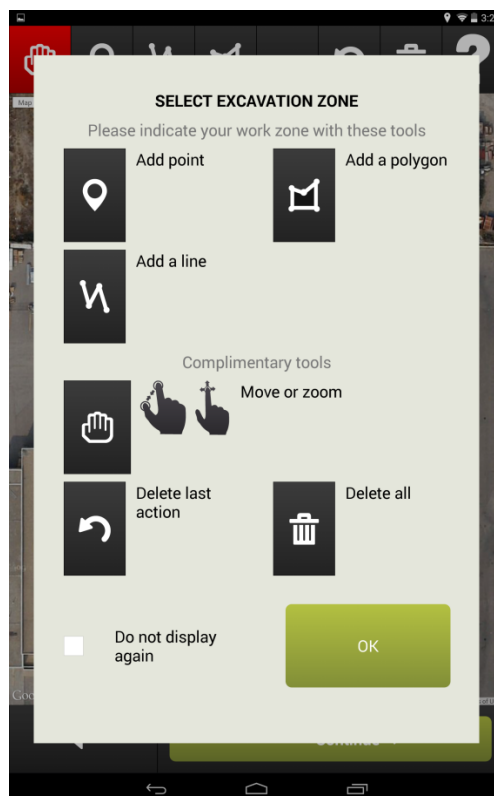
**Step Three:**

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



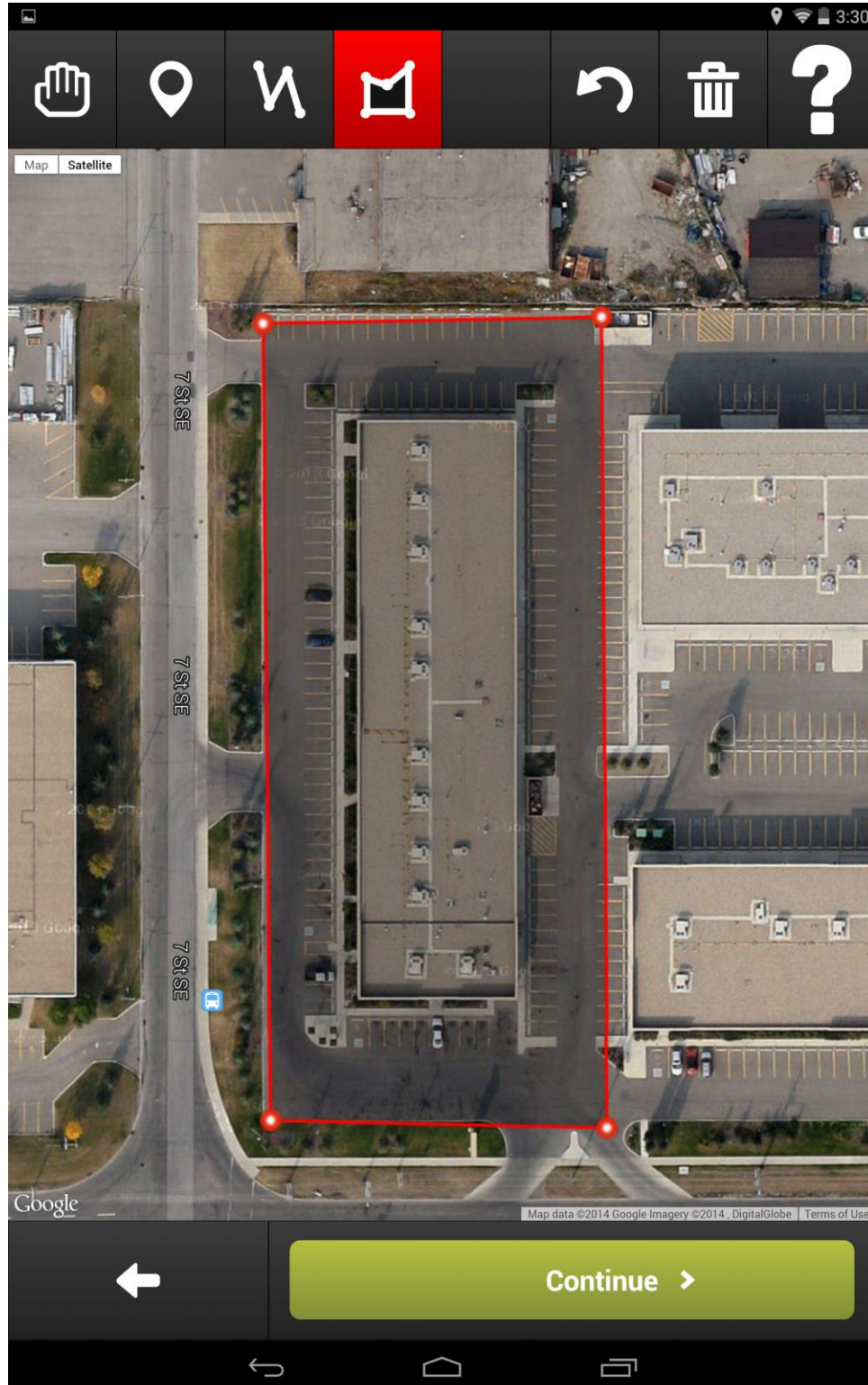
**Step Four:**

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":



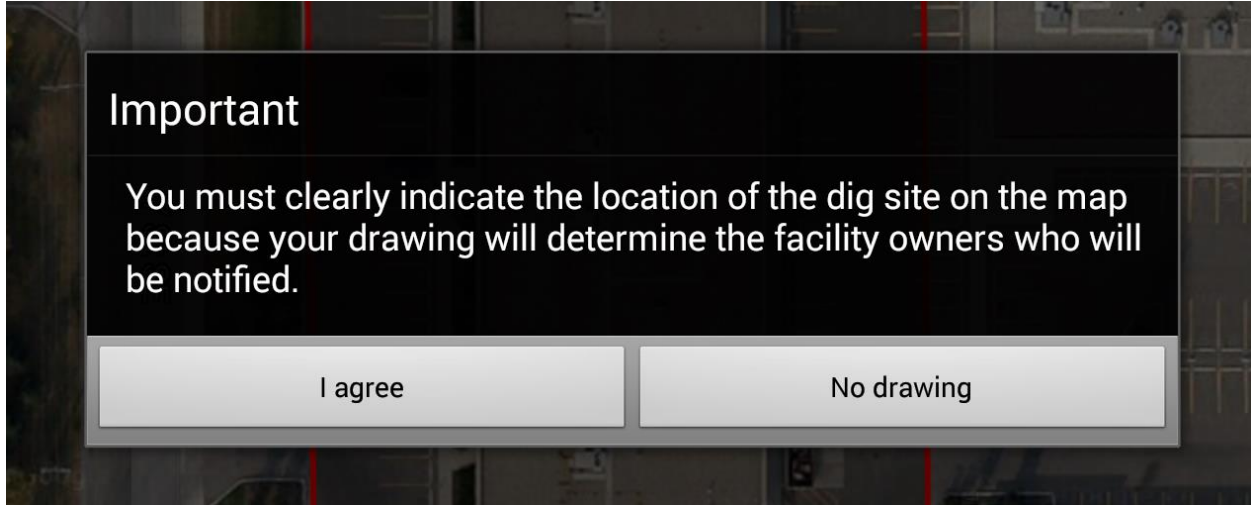
**Step Five:**

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:

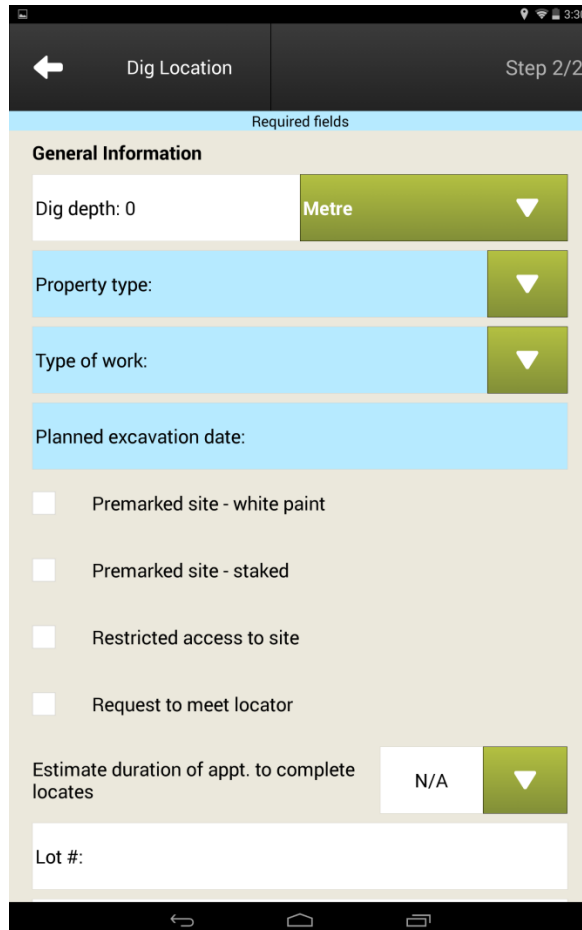


**Step Six:**

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



**Step Seven:**





**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.

The screenshot shows a mobile application interface for selecting property types. At the top, a light blue header displays "Property type: Private commercial" next to a green upward-pointing triangle. Below this, there are four selection options, each with a checkbox:

- 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.

The screenshot shows a mobile application interface for selecting a date. The title is "Set date". On the left, there are three input fields for the date: "Nov", "13", and "2014". Each field has a "+" button above it and a "-" button below it. On the right, there is a calendar for "November 2014". The calendar shows the days of the week (S, M, T, W, T, F, S) and the dates from 1 to 30. The date "13" is highlighted in blue. At the bottom, there is a "Done" button.

**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:** 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

**Review ticket infos**


1 Caller Information 

**Joe Digger** (#12989)

Email: ABOneCallTest@gmail.com  
Phone: (403) 245-4545


2 Company Information 


**Test Excavator**

3 Dig Location 

**Project number:** 90210

Working for: Test Excavator  
**4242,7 Street Se**  
City Of Calgary ,City Of Calgary  
Intersection 1:  
--


 See Map

4 General Information 

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  
Estimate appt. duration : 1


**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.