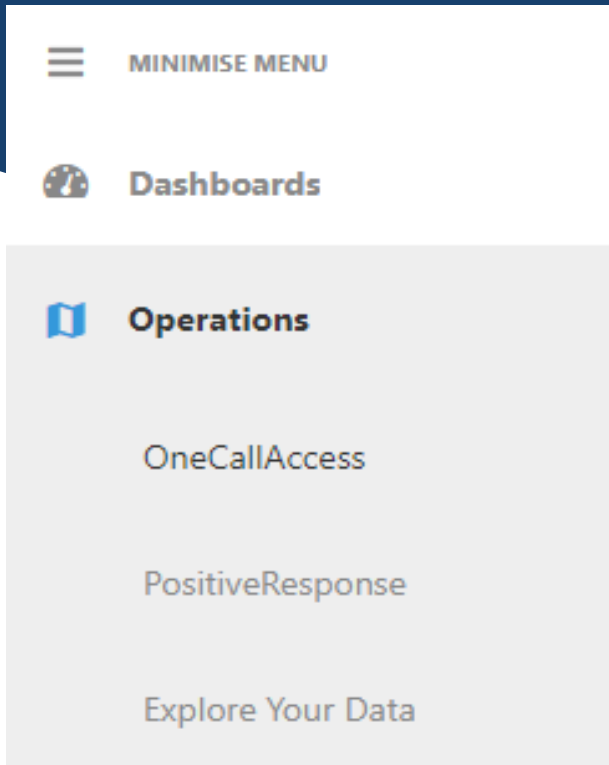


# DamagePreventionPortal™

## Overview

Site- <https://apps.onecallofwyoming.com/pcadmin/Account/Login>



**Dashboards:** Shows how many tickets and notifications have been done for your code and a general area of where they are located.

### Operations:

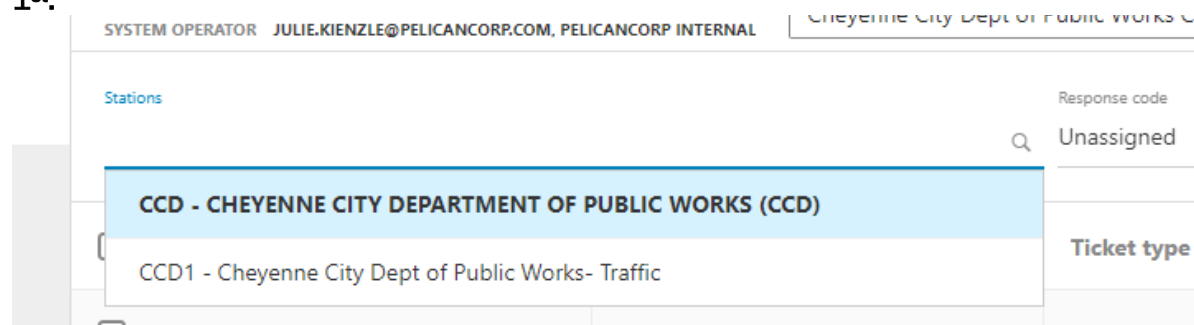
**One Call Access:** Shows the tickets done filtered by week.

**Positive Response:** How to respond to a ticket using Positive Response.

**Explore Your Data:** How to look up tickets and view maps and instructions.

### How to respond to a ticket using Positive Response:

\*\*\*If you have Multiple CDC codes, you must click the utility name then select from the list 1<sup>st</sup>.



#### 1. Click on the ticket in question.

<input type="checkbox"/>	2021 Aug 6, 12:00:00 ...	Unassigned	Regular	20213100064
<input type="checkbox"/>	2021 Aug 3, 08:16:22 ...	Unassigned	Regular	20213002287



## 2. Select Response Code

Response code

-- Select one --

**1** Response code must not be blank

CODE 1 - Facilities are not in conflict with the excavation site/ pre-marked area.

CODE 2 - Facilities have been marked according to the excavation site/ pre-marked area.

CODE 3 - Do not dig - Utility personnel required onsite.

CODE 4 - Maps or other documentation has been provided to the excavator.

CODE 5 - Large Project - Facility Owner has spoken with the Excavator and has agreed to th...

CODE 6 - Information provided on ticket is not correct or site is not pre-marked.

CODE 7 - Arrange with Locator/Utility Owner to provide access to excavation site.

## 3. Add Notes. This is required. (Click the check box if you would like the contractor to be able to see your notes.

## 4. Click

**Assign response code**

## How to view Tickets with Explore Your Data:

### 1. Click Advanced Search in top Right-hand Corner

Request no.

\_\_\_\_\_

Station name

\_\_\_\_\_

Station code

### 2. Type in either request number (ticket number) or Station code ( 3 digit cdc code)

### 3. If searching by code scroll down and select the created date for the ticket you are looking for. If searching for a list, choose the created date to go between the requested times. Example...If you need a list from Jan- March set the created date to go from Jan 1<sup>st</sup> -March 31<sup>st</sup>.

### 4. Click the magnifying glass in top right-hand corner.



5. If list Click Export. If single ticket, click on ticket.

6. If single ticket, click download ticket details in top right-hand corner.