

BLUE STAKES OF UTAH 811

REMOTE ACCESS FOR MEMBERS (RAM) USERS MANUAL

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Welcome to Blue Stakes of Utah 811 (Blue Stakes) Remote Access for Member (RAM) User's Manual. This document will serve as an instructional manual and reference guide to navigate the member information provided online. It will provide step-by-step instructions on how to access and use the RAM applications and web pages. Applications are accessible by desktop, laptop and smart devices.

RAM applications and web pages are designed to be user friendly and give member facility owners many useful functions pertinent to their membership with Blue Stakes. RAM provides the ability to review and update the notification area; review member contact information; view delivery and audit reports; run statistics reports; post EPR – Electronic Positive Responses and search for and review tickets. Helpful features have been built into the applications to be easy to use and intuitive such as in-line instructions or tool tips which describe the function, use, and/or requirements for each field, button, and tab.

I. RAM ACCOUNT REGISTRATION

Individual users that require full access to their membership information should register for an account in their name. Members that will have multiple employees using a single limited access account should register under their company name. All accounts are setup with read only permissions. Any user requiring additional assistance including the ability to edit notification area selections should contact Blue Stakes Member Services department at (801) 208-2100, Option 3 or email: member@bluestakes.org.

To register and establish a RAM account go to:

<https://newtin.bluestakes.org/newtinweb/signup.nas?type=Member%7CRAM>

- Complete all required fields for a member and
- Agree to the User Agreement
- Click **Submit**.

The account will not be accessible until it has been reviewed and activated by Member Services. Once the account is approved you will receive an email confirming the account is active along with documents to assist with accessing the applications.

II. SYSTEM REQUIREMENTS

- Must have Internet access that is a Microsoft Windows based computer (Vista, Windows 7,8 or 10) with .NET Framework installed to run the executable ticket search and polygon maintenance applications.
- HTML5 version applications are compatible with Microsoft Internet Explorer 11 or newer, Google Chrome Version 30 or newer (recommended), Mozilla Firefox or Safari 5 or newer.
- Must accept and abide by Blue Stakes [RA User Agreement](#)
- Must have a basic understanding of the requirements for utilizing the mapping application.
- Training available upon request through the Member Services Department.
- For more information on running the Newtin applications please see [Newtin Application Setup](#)

Note: *Users that do not have permissions to install and/or configure their systems according to the specified requirements may need to consult with their Network Administrator or IT Department.*

III. RAM ACCOUNT LOGIN

Go to www.bluestakes.org and click the “Tools” tab and select “User Account Login” under the “Additional Applications” column. Enter your assigned username and password at the prompt.

- **Username** – All member usernames start with the letter “M”, followed by the first letter of your first name and the last name spelled out.
Example: John Doe’s username would be MJDOE (M = Member, J = John, DOE = Doe).
Username is not case sensitive.
- **Password** – Enter the password created during registration. Password will be case sensitive to how it was entered during signup.

Once logged in the main page will display like the following example:

Newtin - UTAH C - Remote Access for Members Page		
Tickets	Maintenance	Reports
Ticket Resend	Contact Maint Request	Positive Response
Ticket Search	Contact Maint Request for Billing	Delivery Log
Ticket Search (HTML5)	Member Polygons	Member Notification Area Viewer
Positive Response Display	Profile	Details
Utility Contact Lookup	RA Signup	Hotspot report
Near Ticket		Member Stats
Member User Downloads		Monthly Xmits
Ticket Search Application		Notification
Search and Maintenance Applications		What's Queued
Documents		
Newtin Application Setup		
Members Users Manual		
RA User Agreement		
Log Out		

REMOTE ACCESS FOR MEMBERS PAGE

IV. TICKETS

A. Ticket Resend

Allows users to resend tickets to the member code **By Ticket** number, **By Sequence** number, or **By Day**, as well as resending the end of day **Summary** (or audit) and sending a **Test** ticket for testing purposes. A user can **Remove** a ticket that has been requested to be resent if the ticket hasn't been delivered. **Note: Ticket Resends are billable.**

B. Ticket Search

An executable (.exe) database that allows the user to search, view, print, copy and email ticket(s). *It is highly recommended to download the Search and Maintenance Applications under Member User Downloads.*

C. Ticket Search (HTML5)

A web-based application with multiple ticket search capabilities allowing the user search, view, print, copy and email ticket(s).

D. Positive Response Display

Enter a ticket number to see which facility owners have responded on a locate request by posting an EPR code. ** Electronic Positive Response (EPR) is voluntary at this time and not all members may be participating. **

E. Utility Contact Lookup

This tool is designed to provide users the ability to the member facility owner contact information when needing an Emergency After Hours or to obtain maps and information for Planning & Design purposes.

*This application is informational only and **does not** create a valid locate request.*

Utility Contact Lookup: https://newtin.bluestakes.org/newtinweb/utah_contactlookup.html

Criteria Fields and Buttons:

- **County** – Select the county of the address from the drop-down menu.
- **Place** – Select the applicable place name or unincorporated county if not listed.
- **Street Address** – Enter the street address of a single location or the street name if it is an intersection. (Example: 270 N 100 E or 123 S Main St/Intersection: N 100 E or S Main St).
- **Cross Street**– Enter the 2nd numeric or alpha named street of the location, if needed.
- **Find Street** – Left click to find the information entered in the street address field. If the address is found the map will display and allow you to click on the “Draw” button to choose the work area. If the address is not found other addresses will be displayed if the street is found. Select the desired range to update the “Street Address” field.
- **Intersection** – Will display the intersection if found and allow you to click on the “Draw” button to choose the work area. If the intersection is not found it will either display the nearest intersection found or display “**Intersection not found!**”
- **Latitude** – Enter a latitude point in decimal degrees; ex: 40.511574
- **Longitude** – Enter a longitude point in decimal degrees; ex: -111.886459 (Note: Lat/Long must be located within the county selected.)
- **Get GPS** – Left click to retrieve the GPS coordinate. The application may request to know your current location. The location will need to be shared or declined to complete this function. The accuracy of the GPS data accepted will be over 200 meters and will need to be accepted to continue.

- **Goto Lat/Long** – Left click to jump to the lat/long after retrieving the GPS coordinate.
- **Dig Site Mapping** – Select the “?” to display instructions on how to navigate and select the dig area.
- **+** Plus sign zooms in on the map.
- **-** Minus sign zooms out on the map.
- **Aerial** – Toggles between displaying the roads or displays aerial imagery.
- **Draw** – Select to turn on the map drawing tools. This button will toggle between Point, Line and Poly functions. When “point” is displayed click in on the map and specify the desired buffer to create a circle. For a “line” click two or more points, then click on the last point again to specify the desired buffer. When “poly” is displayed click on three or more points to draw a complete polygon. Click on the first point to end the drawing function. Selecting the “Draw” button again will clear the drawn polygon.
- **Emergency After Hours** – Displays a list of participating members that will need to be contacted directly for after hour emergency locate requests.
- **Planning & Design** – Displays a list of the engineering and mapping contacts for participating members. For non-excavation requests contact each member directly for maps or information of their underground facilities.
- **Pop Up List** – Provides a full screen view of member contacts.

F. Near Ticket

Users can search for locate requests that have been called in near a specific GPS point or physical address.

GPS – Displays the “**Get GPS**” page.

- **Get Geolocation** – Left click to query and display the latitude and longitude of your current location.
- **Latitude** – Enter a latitude point in decimal degrees; ex: 40.511574
- **Longitude** – Enter a longitude point in decimal degrees; ex: -111.886459
- **Search Radius** – Click drop down to select a search radius of 500ft, 1000ft, 2000ft or 5000ft.
- **Date Range** – Drop down allows you to select date ranges from the Last 30 Days, Last 90 Days, 90 – 180 days ago or 180 – 350 days ago.
- **Get Tickets** – Displays tickets found based on latitude/longitude, search radius and date range. Left click on desired ticket to view ticket information and map. Area in **blue** is the search radius and the dig area polygon will display in **red**.

Address – Displays the “**Get Address**” page.

- **Address** – Enter physical address.
- **Search Radius** – Click drop down to select a search radius of 500ft, 1000ft, 2000ft or 5000ft.
- **Date Range** – Click drop down to select date ranges from the Last 30 Days, Last 90 Days, 90 – 180 days ago or 180 – 350 days ago.
- **Find Address** – Populates field with address entered.
- **Address** – Left click to display tickets found within the radius and date range entered. Left click on desired ticket to view ticket information and map. Area in **blue** is the search radius and the dig area polygon will display in **red**.

V. Member User Downloads

For easy access to the ticket search and polygon mapping maintenance applications download them to your desktop as follows:

1. Go Web Access Login at: <https://newtin.bluestakes.org/newtinweb/login> and sign in.
2. Under the Member User Download heading left click and select the **Ticket Search Application** (Ticket Search Only) or **Search and Maintenance Applications** (Ticket Search & Polygon Maintenance).
3. After the exe. File downloads open the file and the **Newtin Applications Setup Wizard** will come up, select **Next>**.
4. Select the **“I accept the agreement”** and select, **Next**.
5. Let the folder default as displayed to **C:\BLUESTAKES** and select **Next**.
6. On the **Select Additional Tasks** page leave the **Ticket Search, Polygon Maintenance** and **Additional icons to create a desktop icon checked for both applications.**
(Grid Maintenance is Not Applicable – Leave Unchecked)
7. Select **“Install”** on the next page and choose to launch **Ticket Search, Polygon Maintenance** or both.
8. Enter the Username and Password when requested.

A. Ticket Search

The **Ticket Search** application allows the user to search for tickets that have been sent to their receiver site code(s). Member facility owners will only be able to view tickets that they receive based upon the polygon notification area selected.

Upon opening ticket search click on the **“Search”** button (upper left-hand corner) and enter data in at least one of the fields displayed on the Search Criteria tab.

To research tickets that were submitted in prior years you will need to switch the **“Data Source”** and select the **“Utah Long-Term Server”** for access to tickets five years to the day back. This will provide a **“Database”** drop down field that allows the user to search tickets by year.

Ticket Search Criteria Fields:

- **Completed (drop down box)** – Select the calendar date to begin searching from (date cannot be more than 350 days from the current date). Defaults to the current date if a date is not selected.
- **To (drop down box)** – Select the ending calendar date to by (maximum range = 90 days). Current date will display if no date is selected.
- **Reset Form (Button)** – Select to clear all search criteria fields
- **Work Date** – Not Applicable
- **Results (drop down box)** – This field defaults to “Limit 500” or select the desired maximum number of tickets to be displayed.
- **Ticket** – Enter a valid ticket number to be searched (Example: A60450399/C70350411).
- **Type (drop down box)** – Select the type of ticket to search by:
- **NRSP** – NO RESPONSE NOTICE REQUEST
- **ACMT** – TICKET WITH COMMENTS ADDED (BLUE STAKES USE ONLY)
- **CNCL** – CANCELLED TICKET
- **NEW** – NEW TICKET
- **NSHW** – NOT APPLICABLE
- **RSND** - RESEND
- **RMRK** – REMARK
- **RXMT** – RETRANSMITTED TICKET
- **UPDT** – UPDATED TICKET

- **VOID – VOIDED TICKET**
- **Priority (drop down box) –** Select the priority type of ticket to search by:
- **DAMG – DAMAGED (NOT APPLICABLE)**
- **EMER – EMERGENCY (NEW, CANCELLED)**
- **NORM – NORMAL (NEW)**
- **RUSH – RUSH (NRSP, RXMT)**
- **SHRT –SHORT (NRSP, RXMT)**
- **Category (drop down box) –** LREQ (location request) is the only code available.
- **Channel (drop down box) –** Select code indicating source responsible for ticket(s) generation:
 - **123 –** Blue Stakes Customer Service Representative
 - **DUP –** Duplicated online from an existing locate request
 - **ITE –** Internet Ticket Entry (submitted online by homeowners and other users)
 - **OTR –** Online Ticket Revision (Replaces an existing Ticket)
 - **QT –** Quick Ticket (submitted by remote user and mapped by Blue Stakes)
 - **WEB –** Remote Ticket Entry (submitted and mapped by remote user)
- **Operator (drop down box) –** Enter account name of Customer Service Representative or remote user.
- **Member (drop down box) –** Select receiver site to search (Leave blank to default to first assigned receiver.)
- **Grids –** Enter latitude/longitude grid number to search by.
- **County (drop down box) –** Select county to search by.
- **Place –** Enter an incorporated place name or unincorporated county (Example: Davis Co, Bountiful, Centerville, etc.)
- **Subdivision –** Enter the name of the business or subdivision if applicable. (Example: Wind River Estates or Blue Stakes of Utah)
- **Address –** Enter the house or building address number without directional (Example: 150, 9698 or leave blank if it's an intersection)
- **Lot –** Enter the lot number or unit number (Example: A3, L5, 55)
- **Street –** Enter the numeric or alpha named street to search with directional (Example: E 13200 S (Numbered) / S Minute Man Dr (Alpha).
- **Cross 1 –** Enter the intersecting numeric or alpha named street to search.
- **Cross 2 –** Enter the second intersecting numeric or alpha named street to search.
- **Done For –** Enter the name of the company, homeowner or business work is being done for.
- **Location –** Enter any description or special instructions to search.
- **Company –** Enter the name of the company, homeowner or caller to search.
- **Company Phone –** Enter the primary telephone number for the caller.
- **Meet –** Defaults to include "Meet" requests. Remove check mark to exclude "meets."
- **Caller –** Enter the name of the caller to search.
- **Caller Phone –** Enter the best contact phone number to reach caller.
- **Caller Type (drop down box) –** Enter "E" for excavators or "O" for all other callers.
- **Work Type –** Enter type of excavation performed (Example – bury phone drops, repair gas line, etc.)
- **Header –** Not Applicable
- **Output Columns –** Users can select specific column(s) that they would like to see displayed on the output screen when a ticket search is completed.
- **Uncheck All –** Select this button to display only the ticket and revision number.
- **Check All –** Select this button to select and display all columns.

Output Columns: Select or deselect the desired columns to be displayed during current search session.

Help: Displays ticket search suggestions to assist with lookups.

B. Polygon Maintenance

Web access login users may **V**iew the member facility owner selected notification area for their company. The **E**dit mode is generally not available unless the user is authorized to modify the member notification area and requested Edit mode to be enabled. To gain access to the edit mode email: Member@bluestakes.org or call 801-208-2100, Option 3.

Accessing Polygon Maintenance

To access polygon maintenance launch the application and enter the username and password.

Polygons Criteria Fields:

- **Select Member Code to Edit** – Highlight or enter the member code to be viewed (Only primary receivers will have polygon selections).
- **Select County** – Highlight the county to be displayed. Each county must be opened separately. To view a new county, close the map screen by clicking on the red “X” in the upper right-hand corner (Map will default to BEAVER County if a county is not selected).
- **V**iew – View will open polygons in READ-ONLY mode. Active polygons will be visible in red (Refer to the “LEGEND” button for color definitions).
- **E**dit – Edit will be grayed out on all READ-ONLY accounts. Users requiring access to add or remove polygons will need to contact Blue Stakes Member Services.
- **Map Tabs & Buttons** – Slide the mouse pointer over each button for the definition of functionality.

Search Function Criteria for Polygon Maintenance:

- **State** – Defaults to UT.
- **County** – Defaults to the County selected on the previous page.
- **Place** – Type in the place name to lookup or select from the drop-down menu arrow on the right.
- **Address** – Enter a single address or a range of address numbers. Leave blank if searching a single street or intersecting roads (Example: 7025 or 7025-7043).
- **Street** – Enter the name or numbered street to search (Example: W Arabian Way or W 2800 S).
- **Cross** – Enter the second name or numbered street (Example: S 7200 W).
- **Swap Street/Cross** – Click to swap the Street and Cross field information.

Search Function Criteria for Polygon Maintenance:

- **Tab 1 - Street** – Select the **Street** or **Cross** button to search for the information entered in those fields. Search results will appear in the text box, below. Click and highlight the desired street and range of address numbers to move the map to the desired street or cross street.
- **Tab 2 – Inter** – Select the **Find** or **Search** button to look for intersecting roads from the Street and Cross fields. If there is an intersection at the given streets, it will appear in the text box and flash the intersection on the map. If there are no intersections found, a lookup box will appear with the message. Check the format of how the streets were entered or change the streets to search for a new intersection. Both a street and a cross street must be specified to search with this tab. **Copy to Street/Cross** button will copy information from the text box to these fields.
- **Tab 3 – Jump**
Jump to Latitude/Longitude – In the Latitude and Longitude field box, enter a value and then select **Jump**. The format must be entered in **Decimal Degrees** with both boxes holding information for a coordinate to be correctly found and displayed on the map. The **Clear** button will remove the marker from the map. The **Remove** button will remove the marker from the map display and the Latitude/Longitude boxes.
 - **Latitude** – This field requires a North/South reading of GPS coordinate (always North in Utah, between 37 and 42 degrees – Example:

41.123456).

- **Longitude** – This field requires an East/West reading of GPS coordinates (always West in Utah, between 109 and 115 degrees, enter the value beginning with minus – Example: - 109.123456).

Jump to Grid - In the **Grid** field box, enter a Grid name and then select the **Jump**. The map will display a red plus sign where the grid name exists. All tickets should have at least one grid name in the grid field of the ticket (Example Grid Name: 4022A11154B).

Jump to Polygon enter either the **Name** and/or **PID** number of the polygon you wish to view and then select the find button. (Polygons only have a name if they are named as selected. Check the Show Name & Extra boxes to see the name and PID numbers).

- **Tab 4 – Utility** – Displays four different options of being able to print, save, manage or view reports.
 - **Print** – Print an image of the current view of the map.
 - **Save** – Saves the map image to a disk or your computer.
 - **Manage Polygon Attributes** – Tab will be grayed out in “**View**” mode. It is available in “**Edit**” mode. Click to manage the polygon attributes, then highlight the desired polygon and select the modify tab. Set the “**New Effective or New Expires**” date and time as needed and select “**Ok**” to save.
- **Tab 5 – Dates** – Polygons have an effective date and an optional expiration date. The grid dates box will open and allow the user to change the effective and expiration dates for “**Adding New Polygon Selections**” or “**Modifying Existing Polygon Selections**”. To change the “**Effective or Expire**” dates remove the check mark from the box and click on the drop-down calendar to select a new date. To adjust the time manually, change the time as needed. If no changes are desired leave the effective and expire dates and times on the automated defaults. To add **Remarks**, check the box and add comments.
- **Tab 6 – Flags** – Allows the use to pin and place flags in the map. Select the “**Add Flags**” button or enter a latitude/longitude to “**Place Flag**”. “**Show All**” will display all flags pinned and “**Clear All**” removes them.

Mode Buttons for Polygon Maintenance:

- **Edit** – Select the edit button and then click on the existing polygon. A polygon in edit mode will become a purple line with vertices. Click and drag the vertices to where you want them to expand or exclude the selected area (Polygons have a maximum area of 5 square miles).
- **Save** – Select and save after using edit mode or the changes made to the polygon will not be kept (Moving without saving the changes will revert the polygon back to the previous shape).
- **Poly** – Select and then point the mouse and double left click on the area of the map to add a circle polygon.
- **P- Draw** – Select then point and drag the mouse to create and select the desired freehand polygon shape.
- **L - Draw** – Select and then point and drag the mouse to create a buffered free hand line. Default buffer is 250 feet, change the desired buffer box (under Show Extra) up to 2500 feet.
- **Delete** – Select the button and then left click on the polygon to be deleted. Clicking on a Blue polygon (new) will remove it from the screen. Clicking on a Red polygon (Existing) will deselect the polygon making it Effective Now, which makes it inactive and grey.
- **P - Line** – Select and drag the line in any direction, click once to continue the line and twice to end the segment with a buffered line. Default buffer is 250 feet, you may change the desired buffer up to 2500 feet.
- **Copy** – Select the button and then click on an existing polygon that you want to

copy the effective and expiration properties of to the next selected polygon.

- **Remark** – Select to modify or update the polygon remarks field.
- **Modify** – Select the button and then left click on the polygon you want to modify. The Effect and Expire dates are either defaulted to Now or go back to Dates Tab on the search screen and change the dates to what you want.
- **Undo** – Select the button and then left click on the polygon you want to remove or undo. Only works on Blue polygons.
- **Move** – Select the navigation button to be able to center the map and zoom in and out. Click on an area in the current map view to have that point become the center of the map. Left click, hold and drag down to draw a box around an area in the map to zoom in (Lower Altitude). Right click, hold and drag down to draw a box around an area in the map to zoom out (Higher Altitude). **Navigational Key: Top of Screen = North, Bottom = South, Right Side = East, Left Side = West.** If you are in another mode and unable to navigate, select the move button and then click in the map to move.
- **Bullseye** – Select the button and then left click on an area in the map to draw a bullseye. Each ring equals 100 feet for a total of 1000 feet.
- **Measure** – Select the button and then point the mouse in the map to an area where you want to start measuring. Click and drag the mouse in any direction to determine the distance between locations on the map. Single click if you want to change direction and double click to exit the measurement tool. Measurements will be displayed in miles and feet in the bottom left hand corner of the map screen. When you do change directions, it will display both the current segment as well as the total distance from the starting point.
- **Near** – Select the button and then click the mouse on any street. It will highlight that segment of the street in red and display the street and address ranges included in that segment in the bottom left hand corner of the map screen.
- **Place** – Select the button and then click in any area of the map. This tool will identify the place/city or town associated with the current map display. The display will outline the boundaries of that area in red with the dot pattern.
- **Date View** – Select the button and the Date View Mode box will pop up. This will allow you to view the grid and polygons selections for that specific date. You may change the date and time to any date to view this information. It is read-only and will not change the effective date of adding grids or polygons.

Zoom Buttons for Polygon Maintenance

- **1-5 Buttons** – Select 1 thru 5 to zoom in and out from the map. Each level will jump the current view by 1000 feet. Zoom level 1 takes you closest to the map, level 5 takes you the furthest out with these buttons.
- **County** – Clicking on this button takes you to the county view.
- **In and Out** – Select the zoom in and out button to move the map in 250 feet increments. In takes you closer to the map, out will take you further away. These buttons remain grayed out until you use another function or button in the map.
- **TR** – Selecting this button displays township and range in yellow.
- **TRS** – Selecting this button displays the sections in purple.
- **Clear** – Selecting this button will clear all mode buttons.

Function Boxes

- **Show Names** – Checking this box will display the name of each selected polygon. Polygons will display none if they were not named when selected.
- **Show Info** – Checking this box will display the effective and expired dates and times with the PID number of each selected polygon.
- **County Grids** – Displays the name of all the county grids.
- **Hide Grids** – NA (Not Applicable)
- **Hide Polygons** – Place a check mark in this box to hide polygons.
- **Hide Expired** – Check the box to hide all expired polygons.
- **Hide Active** – Will hide the currently selected active polygons.
- **Hide Future** – Will hide polygons that will be activated in the future.

VI. DOCUMENTS

A. Newtin Application Setup

Instructions on how to download application(s) and how-to setup .Net requirements and run operating system applications over the Internet. Web Access Users will want to ensure that the Blue Stakes website is acknowledged as a trusted WEB site.

B. Members User's Manual

Electronic copy of this manual for users to reference and print as needed.

C. RA User Agreement

Provides a copy of the User Agreement accepted when registering for a web access login account.

D. Log Out

VII. MAINTENANCE

A. Contact Maint Request

Allows the user to review and update the contact information on behalf of the member.

B. Contact Main Request for Billing

Allows the user to review and update the billing contact information on behalf of the member.

C. Member Polygons

The executable (.exe) polygon maintenance application that the user access to the polygon maintenance application. ***(NA - Download from Member User Downloads.)***

D. Profile

Gives the user access to update their account information except for the account name and main contact phone number. Open the profile page, change the information and select the update button.

Profile Criteria Fields:

- Account – Will be letter “M”, first initial and last name of the user entered when registering.
- Type – Will be “M” for all member accounts.
- Company/Name – The name of your company.
- Address – The company mailing address, including the city, state and zip code.
- Phone – Primary telephone number entered when signing up.
- Ext – Your phone extension (If applicable).
- Caller – Your First and last name.
- Fax – Fax number including area code.
- E-mail – Your email address (Required with a Ram Account).
- Comments – You may enter a remark or comment that pertains to your contact information. (Information provided is used only by Blue Stakes of Utah 811).

E. RA Signup

Takes you to the Remote Access Sign-up page to create new accounts.

X. REPORTS

A. Positive Response

This is a link to post EPR – Electronic Positive Response codes to open locate requests.

- **Ticket** – Enter a ticket number and submit.
- **Due** – Displays a list of ticket numbers that need to be responded on.
 - **Ticket** – Locate Request Number
 - **Member** – Displays member code
 - **County** – County of dig site location
 - **Place** – Place Name of dig site location
 - **Street** – Address of dig site location

Posting a Response:

- Click on the ticket “**Due**” and select a ticket or enter a ticket number to submit.
- Choose a “**Response**” from the drop-down response code list & add comment if desired.
- Click “**Respond**”

B. Delivery Log

Displays a daily report of transmitted tickets by ticket type and total number of transmissions along with displaying a combined summary of all tickets from both the “A” and “C” server.

C. Member Notification Area Viewer

Provides the user with access to view the member facility owner selected notification area.

- **County** – Select the County of the notification area to view.
- **Member Code(s)** – Check the member code to view the mapping.
- **Refresh Map** – Left click to view notification area.
- **Uncheck All** – Removes check marks from all member code(s).
- **Map Display- Notification Area displays in Green:**
 - **+ Zoom In**
 - **- Zoom Out**
 - **Aerial – Displays Aerial View**
 - **Zoom to County – Takes you back to County Display**
- **Options:**
 - **Grids – Not Applicable**
 - **Polygons** – Displays Expired, Active or Future polygons
 - **Uncheck All** – Removes check marks from all columns for options
 - **Defaults** – Checks default options
 - **Latitude** – Enter a latitude point
 - **Longitude** – Enter a longitude point
 - **Get GPS** – Will populate current geolocation if approved by user
 - **Zoom To** – Zooms you to the latitude/longitude point entered

D. Details

The **Member Details Report** provides the user with a detailed summary of the member facility owner database information. This includes to the member code, monthly transmission counts, delivery parameters, primary and alternate delivery destinations, contact information, hours of operation, rules if applicable and the county and place names the member is registered in.

E. Hot Spot Report – Not Applicable

Previously showed the total number of tickets transmitted per each grid (Search by individual date or date range) for Member.

F. Member Stats

Statistics lets the user query for the total number of tickets delivered per member code. Report totals are available by day, week, month or year and are broken down by the type of ticket processed. Member facility owners are billed from these stats monthly, quarterly, semi-annually or annually.

G. Monthly Xmits

Displays the total number of tickets transmitted to by day in a monthly calendar format (Excludes the current business day).

H. Notification

Displays a list of the counties, places, grids and rules for the member receiver site code(s).

- **Counties**
Shows a list of the county name(s) a member is registered in to receive notifications.
- **Places**
Shows a list of the incorporated place name(s) a member is registered in to receive notifications.
- **Grids**
Not Applicable – All notification areas are in polygon shapefile format.
- **Rules**
Shows additional receiver sites attached to the member code to receiver secondary notifications.

I. What's Queued

Displays a list of tickets that are in queue waiting to be delivered. Utah has two servers. The top of the page will display which server the user is on.

Newtin - A (Utah) will display in **Green** , **Newtin - C (Utah)** will display in **Blue**.

- **Local** – The current server the user defaulted to.
- **Remote** – The opposing server.
- **Member Code(s)** – Defaults to primary receiver site code. Choose drop-down to view additional codes.
- **Submit** – Click to view queue status.
- **All Mbrs** – Displays a list of all member codes in queue, if applicable.