Copy Ticket

The Copy feature allows Portal users to Re-submit ticket that has expired into a new ticket and this feature also allows users to Copy a ticket submitted by a different company to transfer the information into a new ticket in the users' company name.

To get started you will need to Login to your Portal account.

Select Find Tickets on the top left corner of the page.



Welcome to the Mississippi 811 Web Portal

Enter ticket number in the field below and select Search.



Once the search is complete, on the right side of the screen the ticket will populate. with the requested information. You will click on Copy.

MS811 Locate Request						
Type: Normal Ticket #: 160	81614150925	Processed: 08/16/16 2:15 PM Locate By: 08/18/16 2:15 PM Expires: 08/30/16 2:15 PM Update From: 8/25/2016 2:15 PM Update To: 8/25/2016 2:15 PM	Addition: NO Correction: NO Damage: NO Remark: YES Undate: NO			
Company Information						
MS 811 INC 5258 CEDAR PARK DR STE H JACKSON, MS 39206		Phone: (601) 368-1150				
Caller: TEST 1 Email: MEMBE	TEST ERS@MS811.ORG	Phone: (601) 368-1150 Ext: 317 Fax:				
Contact: TEST Email: MEMBE	T TEST ERS∉MS811.ORG	Phone: (601) 368-1150 Ext: 317 Alt: 6015551111				
Work Information						
Proposed Wo Work Type: T Done By: Done For: TE	rk Date: 8/18/2016 2:15:51 PM EST LEADS ST	Duration: TEST Explosives: NO Directional Boring: NO White Marks: NO				
State: MS County: HARRISON Place: GULFPORT		Address: TEST Nearest Intersection: TEST AddT Addresses in Dir/Inst: NO				
Latitude: 30. Second Lat: 3	178 0.178	Longitude: -89.306088 Second Long: -89.306088				
Directions/Instructions						
TEST TEST						
Remarks						
REMARK -MARKINGS DESTROYED -WORK INCOMPLETE.						
Utilities Notified:						
Code: Name: MS0002 MS 811 INC TEST - MS0002. MS0001 MS 811 INC TEST - MS0001 MS0000 MS 811 INC TEST - MS0000			Added: False False False			

This will take you to the ticket information screen.

The ticket submitted will use the following contact information. If your contact information needs to be updated, contact <u>Member Services</u> (601) 362-3887.	Work Type: For:	SEE INSTRUCTIONS TEST	¥ [Explosives being used Site marked with White	Paint, Flags, Etc.			Send Ticket	
Excavator: (601) 362-4322 M5 811 INC	Extent:	TEST		Directional Boring/Drilli Additional Address liste Directions/Instructions field) in			Clear Form	
5258 CEDAR PARK DR STE H JACKSON, MS 39206	Begin Work Date:	10/02/2018		12:30 PM					
Caller:	State:	MS County	HARRISON			 Place: Select a work place 			~
GIDGIT REED (601) 362-4322	Address:	Number	Prefix	✓ TEST			Туре	Suffix	~
IRAINING@MS811.0RG	Intersection:	TEST							
Contact: GIDGIT REED (601) 362-4322 TRAINING@MS811.ORG	Directions/ Instructions Max Char 1,000:	TEST							
STOP and contact the call center if you have an EMERGENCY, SHORT NOTICE, NO RESPONSE, design, survey or topographical survey locate request to report.	Remarks Max Char 1,000:	TEST							
MS state law requires at least 2 WORKING DAYS NOTICE for utility owners to mark their facilities.	Q Zoom To	Fo • 🔏 Clear 🥙 Pan 🦯 Mark Radius 🏒 Mark Poir	Mark Line	Mark Area 🔗 Use	election 🥒 Measure		備 Use Ticket 満 Search	for a street name.	
You should notify any utility companies that are not in compliance with rate law, see well as yng overmental and or Rainad permit offices. Next utility companies will only mark us to their meets or the property line if there is no meter. The severe and propane service lines may not be located by the member utility and you will be responsible for haining these lines located. Your locate request number is valid for 14 calendar d usy from the data and time is to processed or exceed this expraction, you will need to releve the motification with MSSII, at least 2 and not more than 3 working days prior to the expiration. You may notify MSSII at any time lines need to be re-marked, hower you marked but the utility youres 2 working days to re-mark the lines.									N
811 Center for instructions. Thank you for using the portal.								W	★ - E _

Review the ticket information copied from an existing ticket to make sure it is complete, accurate and that the map is marked correctly before sending the new ticket.



If you are an Advanced user, you will immediately receive a new ticket number. If not, your ticket will be submitted to the Call Center and you will receive a copy of the ticket when an agent has completed processing.