

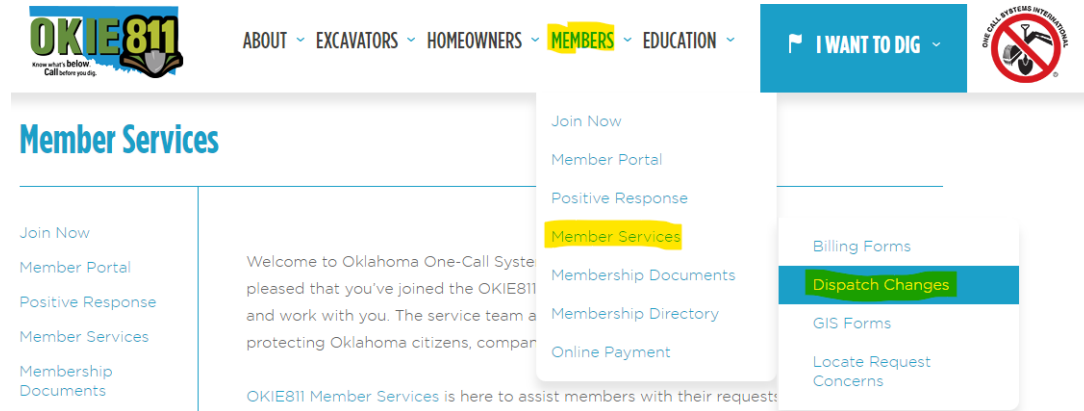


Dispatch Changes Form Tutorial

OKIE811 Dispatch Changes Form

If you need to update how you receive locate request notifications, registered assets, or the authorized contacts for an existing dispatch, you can submit those changes using the Dispatch Changes form.

Go to www.okie811.org, hover over the **Members Tab**, then **Member Services**, then **Dispatch Changes**.



Select **Dispatch Changes**.

REQUEST DISPATCH INFORMATION	DISPATCH CHANGES	NEW DISPATCH
<i>Review existing dispatch information</i>	Submit changes to existing Dispatch	Request a New Dispatch code

Member Information

Member Information

Complete the Member Information to ensure the correct dispatch is updated.

- Company Name
- Member Code – *Member code can be found on your annual invoice.*
- Dispatch Code – *Dispatch code can be found on the top left corner of your locate request notifications.*

Member Information

Company Name* Member Code*

Dispatch Code*

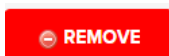
Adding, Updating Existing and Removing Information

In each section you will have the following options.

- Add New – *Any new information that needs to be added.*
- Update Existing – *Any information that needs to be updated.*
- Remove – *Provide information you want removed.*
- No Changes Necessary – *If no changes are necessary select the **No updates necessary** option and move to the next section.*


No updates necessary.

- Selecting the Red Remove button will remove any additional fields that were opened.




Authorized Contacts

Add New or Updating Existing Authorized Contact

- Contact Name
- Contact Type – Click  to learn more about the different contact types and each level of access.
- Contact Phone
- Alternate Contact Phone

New Authorized Contact

Contact Name*

Contact Type* 

Contact Phone*

Ext

Contact Email*

Alternate Contact Phone

Alt Ext

 ADD NEW AUTHORIZED CONTACT

Update Existing Authorized Contact

Contact Name*

Contact Type* 

Contact Phone

Ext

Contact Email

Alternate Contact Phone

Alt Ext

 UPDATE EXISTING AUTHORIZED CONTACT

Remove Authorized Contact

Select **Remove Authorized Contact**

- Contact Name & Contact Type

Remove Authorized Contact

Contact Name*

Contact Type*

 REMOVE AUTHORIZED CONTACT

Output Information

Read and check “I have read the Electronic Notification Disclaimer”.

I have read the [Electronic Notification Disclaimer](#).

Adding New or Updating Existing Output

Select the output you wish to add or update.

- Email
- Text
- Fax
- FTP

Output Information

- Different fields will appear based on the transmission type selected.
- Email
 - Contact Name
 - Email Address
- Text
 - Cell Number
 - Cell Carrier - *Example: AT&T, T-Mobile, etc.*
- Fax
 - Fax Number
 - Attention To
 - *Please keep in mind when setting up your outputs that surcharges apply to all Fax Transmissions. The surcharges are in addition to ticket fees.*
- FTP
 - FTP Address
 - Username & Password

Add Output

Transmission Type*

Select One	▼
Select One	
Email	
Text	
Fax	
FTP	

+ ADD OUTPUT

Update Existing Output

Transmission Type*

Select One	▼
Select One	
Email	
Text	
Fax	
FTP	

+ UPDATE EXISTING OUTPUT

Remove Output

Select the output you wish to remove

- Email
- Text
- Fax
- FTP

Remove Output

Transmission Type*

Select One	▼
Select One	
Email	
Text	
Fax	
FTP	

+ REMOVE OUTPUT

Emergency Short Notice Call Outputs

Emergency short notice callouts are made to notify members of locate requests with a dig time of 24 hours or less. These calls are in addition to your electronic notification. This is an additional output. A \$120 maintenance fee per year is applied per additional output setup under each dispatch. For these automated calls to work effectively, the number we have on file must go straight to an individual or an individual's voicemail.

If you would like to opt out of Emergency Short Notice Callouts. You can select the option to **Remove all Emergency Short Notice Contacts**, or if no updates are needed you can select **No Updates Necessary**.

- Remove all Emergency Short Notice Contacts. Callouts are no longer needed for this dispatch code.
- No Updates Necessary

Adding Contacts

- Select Hours to Call - [24/7 contacts are recommended](#), an additional maintenance fee may be assessed in the future for contacts with Office Hours, After Hours, Weekends, Holidays or On-Call.
- Contact Name and Contact Number
- You can add up to 3 contacts
- Please list the contacts in the order they should be called.

Add Contacts

Hours to Call

- 24/7 (preferred method)
- Office Hours, After Hours, Weekends, and Holidays

Contact Name 1*


Contact Number 1*

Contact Name 2

Contact Number 2

Contact Name 3

Contact Number 3

 **ADD CONTACTS**

Update Existing Contacts

- Current Name and Current Number
- New Name and New Number
- Select Office Hours, After Hours Weekends & Holidays if applicable

Update Existing Contacts

Contact Name 1*

Contact Number 1*

Office Hours After Hours, Weekends & Holidays

Contact Name 2

Contact Number 2

Office Hours After Hours, Weekends & Holidays

Contact Name 3

Contact Number 3

Office Hours After Hours, Weekends & Holidays

+ UPDATE EXISTING CONTACTS

Remove Contacts

- Contact Name and Contact Number

Remove Contacts

Contact Name 1

Contact Number 1

Contact Name 2

Contact Number 2

Contact Name 3

Contact Number 3

 REMOVE CONTACTS

Registering Assets (Member Service Areas)

Mapping

- Select the method you will use to submit your mapping. If further assistance is needed select **Request assistance to provide service area mapping**.
- Different fields will appear based on the submission type selected.
- Shapefile or KML/KMZ
 - File projection (if applicable, GCS WGS84 preferred)
 - Projection Type (if not GCS or W84)
 - Is File Buffered? Select **Yes** or **No**. Anything less than 500ft requires a signed [Buffer Acknowledgement form](#).
- Quarter Section Submission
 - Upload Quarter Section Submission Form
- MSAM (Member Service Area Mapping)
 - You will receive an email with username and password to login.

Registering Assets (Member Service Area)

Tell us how you will be sending mapping information regarding the location of your underground facilities.

- Submit service area using Shapefile or KML/KMZ files. Complete File Submission Details below.
- Submit [Quarter Section Submission form](#) providing Legal Descriptions: Range, Township, Section and Quarter Section(s).
- Draw in service area using [MSAM](#) (Member Service Area Mapping) You will receive an email with username and password to login.
- Request assistance to provide service area mapping.
- No updates necessary.

Submission Information

Submitting Application


- Submitted By (Please provide your first and last name)
- Contact Email & Phone Number
- Select I have read and agree to the **Terms of Membership** with OKIE811
- If applicable select **I would like information on new member training**.
- Click the I am not a robot/captcha – *You may receive a green checkmark here and you can proceed with submitting the form or you may receive images to select and once the correct images have been selected you will receive a green checkmark to submit form.*
- Review the information you provided to make sure all information is accurate and complete.
- When you are ready and all information has been completed, select **Submit Form**.

Submission Information

Submitted By*

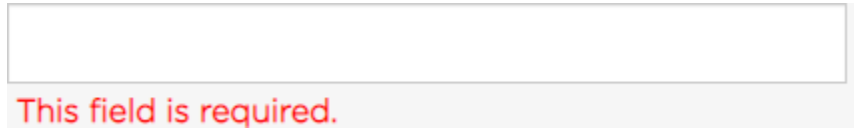
Contact Email* Contact Phone Number*

I have read and agree to the [Terms of Membership](#) with OKIE811*

I'm not a robot 
reCAPTCHA
Privacy - Terms

Troubleshooting

- The form will not submit if you missed a required field or did not select an option.
 - Scroll up and under any required field that is not complete you will see **This field is required.**



- If a field that needed to be selected was missed, you will see **Please select one of these options.**

