



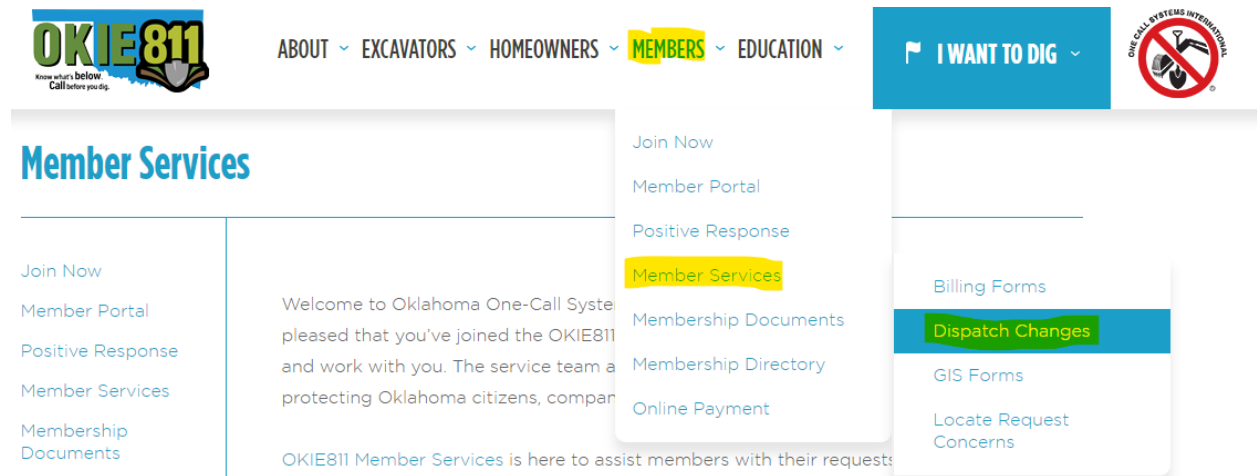
New Dispatch Form Tutorial

OKIE811 New Dispatch Form

If you are needing to separate your locate request notification based on geographic location of your assets or type of assets, you will want to complete a New Dispatch form.

This form is for existing OKIE811 Members, if you are not currently a Member please fill out a [Membership Application Form](#).

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



Select **New Dispatch**.

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 new dispatch is added under the correct membership.

Note: All dispatches under the membership will be billed together.

- Company Name
- Member Code – *Member code can be found on your annual invoice.*
- Preferred Dispatch Label – *This is the label that will appear on locate requests for excavators to see.*


Member Information

Company Name*	Member Code*
<input type="text"/>	<input type="text"/>

Preferred Dispatch Label

Authorized Contacts

Authorized Contacts

- Contact Name
- Contact Type – Click  *above contacts to learn more about the different contact types and each level of access.*
- Contact Phone
- Contact Email
- Alternate Contact Phone
- Select **Add Another Authorized Contact** to add an additional contact. You can add as many authorized contacts as you need.
- If you decide you no longer want to add that contact and wish to remove the information from the application, select **Remove** at the top right corner of the field.



Authorized Contact

The information members have on file with OKIE811 is closely protected. Only authorized contacts listed on your account can make changes to the information on file. The authorized contacts are personnel you have selected to maintain your account information. These contacts are also the recipients of the important messages from OKIE811. Below are the different contact types and their level of access to your account.

Contact Name*	Contact Type* ?	
<input type="text"/>	Select One ▼	
Contact Phone*	Ext	Contact Email*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Alternate Contact Phone	Alt Ext	
<input type="text"/>	<input type="text"/>	

[+ ADD ANOTHER AUTHORIZED CONTACT](#)

Output Information

Primary Output

A primary output is the main location where locate requests are transmitted from OKIE811. To be dedicated as your primary output, it must be set up to transmit all locate requests, audit reports and broadcast messages.

Choose which method you would like to use for your **Primary Output**.

- It is recommended to use **Email** for your **Primary Output**.
- We strongly recommend not using **Text** as the **Primary Output**, since if your phone is inoperable/lost you will not be aware of locate requests

Output Information

- Different fields will appear based on the transmission type selected.
- Email
 - Contact Name
 - Email Address
 - Does your Organization use a Parser for the Tickets? - *Select the Option that applies to your organization, Yes, No or Unsure*
- 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
 - Does your Organization use a Parser for the Tickets? – *Select the Option that applies to your organization, Yes, No or Unsure*
- To add additional Outputs, select **Add Another Ticket Transmission Method**.
- If you decide you no longer want to add that Output and wish to remove the information from the application, select **Remove** at the top right corner of the field.



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

Output Information

An output is each unique method on how the tickets are transmitted. Select the method you prefer. All members receive (1) primary output per/dispatch at no charge as our Basic Service. A \$120 maintenance fee per year is applied per additional output setup under each dispatch. Please reference [OKIE811 Fee Schedule](#) to help make the best decision for your organization.

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

Transmission Type*

Select One ▼

Select One

Email

Text

Fax

FTP

➕ ADD ANOTHER TICKET TRANSMISSION METHOD

Emergency Short Notice Call Outputs


Contacts

- If you do not need Emergency Short Notice Calls, please select **Opt out of Emergency Short Notice Callouts**.
- Contact Name and Number 1
- Contact Name and Number 2
- Contact Name and Number 3
 - Please list the contacts in the order they should be called.
 - Limit contacts listed to 3 only.
- If you decide to remove that information from the application, select **Remove** at the top right corner of the field.

Emergency Short Notice Call Outputs

This is an additional output and would incur a \$120 maintenance fee per year. 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. The calls will be made to the listed personnel whenever an Emergency Short Notice tickets is processed for your 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.

Please list the contacts in the order they should be called.

Contact Name 1*	Contact Number 1*	
<input type="text"/>	<input type="text"/>	
Contact Name 2	Contact Number 2	
<input type="text"/>	<input type="text"/>	
Contact Name 3	Contact Number 3	
<input type="text"/>	<input type="text"/>	



Opt out of Emergency Short Notice Callouts

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).
- Request assistance to provide service area mapping.
- Draw in service area using [MSAM \(Member Service Area Mapping\)](#) You will receive an email with username and password to login.

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
- 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

SUBMIT FORM

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.**

A screenshot of a form field, which is a rectangular box with a thin border. Below the box, the text "This field is required." is displayed in red.

This field is required.

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

