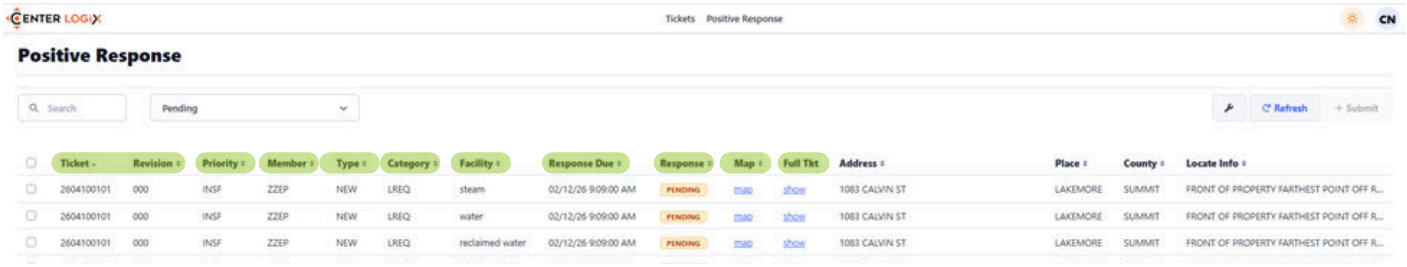
POSTING POSITIVE RESPONSE

The Positive Response page displays a list of open notifications requiring a response.

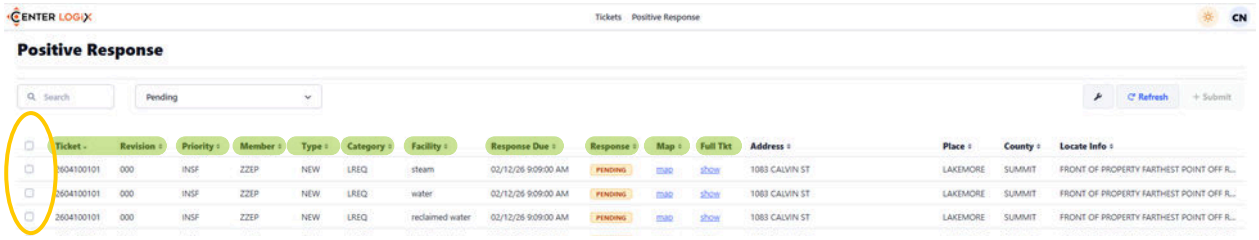
Notification # and Revision	identifies the Excavation Notification
Member	which member code the excavation request is for
Priority	identifies the Priority Type: **Routine, Insufficient, Emergency**
Type	identifies type of notification: **New, Repeat, Update**
Category	identifies the category of notification type: Design, Emergency, Dig-in/Damage, On the Job, Large Project, MDig, Cancel**, Late**
Facility	utility type the Notification applies to
Response Due	the date the response is required to be submitted by
Response	current status: **Pending, Late**
Map	link to the map of the Excavation Notification
Full Ticket	shows full Excavation Notification information



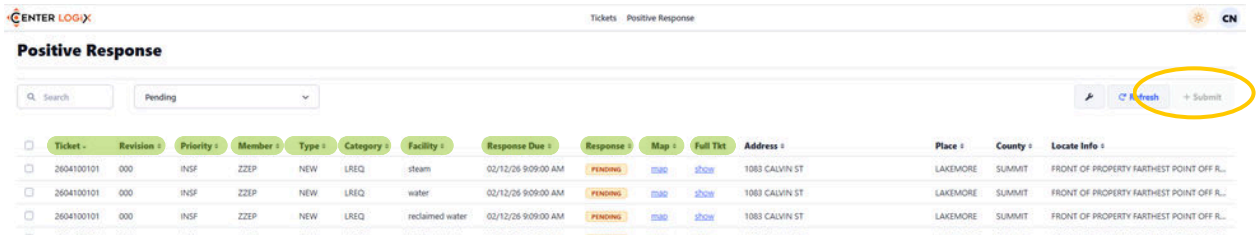
ACCESSING **POSITIVE RESPONSE**

Submitting Positive Response

1. Select one or more Excavation Notifications using the checkboxes on the left.

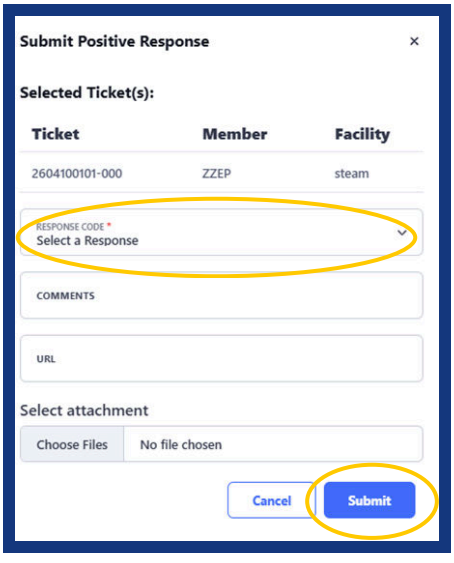


2. Click **+Submit**; a panel will open on the right



3. Complete the required '**Response Code**' field and additional fields that apply:

   a. **Response Code** - Choose from the OHIO811 standard response codes
   b. **Comments** - clarifying notes for the excavator
   c. **URL** - link to supporting documentation
   d. **Attachments** - upload photos, maps, or other files that support the response



4. Click **Submit** to finalize
   a. *Select 'Cancel' to exit without saving*

- Always use the correct response code to ensure compliance.
- Provide comments and attachments when conditions are unusual or require clarification.
- Submit responses before the due date to avoid responses being flagged as late.
- Use batch submission to efficiently respond to multiple notifications at once.