



Complex Projects – Step by Step Procedures

1. Log in

- a. Goto www.pa1call.org
- b. Click **Applications** tab and select My POCS Links
- c. Enter **Username and Password**
- d. Click ***NEW* Coordinate PA**
- e. Click checkbox

2. Create a new Project in CPA

- a. Click **Add Project** in top right side
- b. Select **Construction/Complex** for the type of project
- c. Click **Create Project**
- d. Click **Start Drawing** and define the boundary of the project click clicking around the project area. When finished, double click the last point.
- e. Enter project information under the map
- f. Project Status MUST be **"IN PROGRESS"** in order to enter tickets
- g. Add contacts within your company. Start typing the name and it will auto find if they are in the system or click add contact for entering a new contact in the system.
- h. Click **SAVE PROJECT**
- i. Pop-up for creating tickets. You can either start your complex project ticket at this time or do later by editing your project.
- j. Upload project documents by browsing your computer and selecting the appropriate files.

3. Create a Complex Project Notification

- a. From the main screen, select **EDIT** on the right side of the screen for the project you want to create the CP ticket inside of.
- b. Click **CREATE PROJECT TICKET**
- c. Ticket Type
 - i. Excavation
 - ii. Complex Project Meting (Construction Routine if entering dig tickets)
- d. Update Ticket Geometry if needed (may be different if Owner setup the Project)
- e. Enter boundary in words by stating streets, start/ending point
- f. Meeting
 - i. Leave Check box if you are holding a meeting and specify why not
 - ii. If having a meeting, leave checked
 1. Enter meeting information for the meeting
- g. Enter called and excavator info, ect.
- h. Enter any additional remarks
- i. Click **Create Ticket** to complete process. Notification will go out to all affected parties.
- j. Notification to the Project Owner and Designer MUST be done by the contractor. They are not notified by PA 1 Call.

4. Enter Dig Tickets

- a. Go into CPA, select the project you want to enter a ticket for and select **EDIT** on the right
- b. Click **Create Project Ticket**
 - i. Ticket Type - Excavation
 - ii. Ticket Class – Construction Routine
- c. Update geometry if needed
- d. Enter ticket info. Same as Web ticket entry or call in.
- e. Lawful start date
 - i. If no meeting – Default to standard scope of a ticket and must enter lawful start date accordingly

- ii. If held meeting and agreed to revised scope of a ticket – You MUST enter the lawful start date according to the agreements made at the meeting.
- f. Click Create Ticket to send out dig ticket
- g. Dig on lawful start date
- h. If project has not started within 90 days, a new Complex Project notification must be created, and it must be within the same Project.

5. Communication

- a. Open Project by selecting EDIT on the right
- b. Click the Communication Tab
- c. Add comments and add attachments and select who to send to
- d. Note: Attachments and Comment History are visible to all Project Contacts, regardless of who is selected in any recipient list.
- e. Option to change Communication Preferences
- f. Option to view the Comment History

6. Documents

- a. Click on the person in the blue circle at the top right corner of the page
 - i. Manage Notifications – Change what notifications are sent for individual projects.
 - ii. User Guide – PDF on how to use CPA
 - iii. Complex Project Sign in Sheet – Use for Complex Project Meetings
 - iv. Complex Project Meeting Notes – Use for Complex Project Meetings
 - v. Log out/Back to POCS Links – to exit CPA and return to your links page