

# Joint Meet Tickets

## in ITIC NextGen



# Joint Meet Tickets

A Joint Meet ticket is a unique ticket type that allows excavators to schedule a meeting with locators for excavation projects that are too large, complex, or long-term to be covered by a normal locate request.

The screenshot shows the 'NextGen' software interface. On the left is a vertical navigation menu with buttons for: NextGen, CITIC, IMAP, DAMAGE MANAGER, EXCAVATOR TICKET MANAGEMENT, LOCATOR TICKET MANAGEMENT, SEARCH & STATUS, REPORTS, SETTINGS, MESSAGES, and LOGOUT. The main content area is titled 'PLEASE MAKE YOUR SELECTION . . .' and has tabs for IA, LA, MN, and MO. Below the tabs are sections for 'CALLER INFORMATION' and 'PROFILE INFORMATION'. The 'PROFILE INFORMATION' section contains the following fields:

ALT NAME	JAKE CHAMBERS
ALT PHONE	555-555-5555
TYPE OF WORK	NEW SUBDIVISION CONSTRUCTION
WORKING FOR COMPANY	GOODMAN & FARSON
BLASTING	N
TRENCHING	Y
BORING	N
IS JOB WHITE LINED	N
PLOWING	Y
BACKHOE	Y
OTHER	Y
DURATION	4 MONTHS
ADDITIONAL EMAIL RECIPIENTS	FRONTDESK@TORENBROS.COM
DEFAULT MAPPING TOOL	

At the bottom right of the profile information section, there are four buttons: NEW TKT, DIG-IN TKT, EMER TKT, and JOINT MEET TKT. A grey callout arrow points from the 'JOINT MEET TKT' button to the text below.

To create a Joint Meet ticket first click the **JOINT MEET TKT** button.

You'll need to map out the entire project's work area. Use whichever mapping tool is most appropriate for the job.

**NOTE:** On Joint Meet tickets all work must be confined to a single county.

**NextGen** Suggested Next Step  
Click in the map to start an excavation polygon. Please keep the excavation polygon as small as possible but yet large enough to cover the entire planned excavation area. Click on the map as needed to lay down additional points. To close the polygon, click again on the starting point. Polygon lines are NOT

**ONE CALL CONCEPTS** [ISITE Home](#) [Help](#)  
[Admin](#) [Chat](#)

Advance/Alternate Search

Starting Address Location: 3000 E Grand Ave, Des Moines, IA 50317, USA

Lat/Lon: 41.600646 -93.557973 Segment Length: 1459 ft Total Length: 1.13 mi

Map labels: E University Ave, E Grand Ave, E 30th St, E 2nd St, Maple St, Lyon St, Iowa State Fair Grandstand, Paul R. Knapp Learning Center, John Deere Agriculture Building, Farm Bureau Park, DNR - Department of Natural Resources, Maingate Bar & Grill, Greater Iowa Credit Union, Hawkeye Tack & Western Wear, Sta-Rite Transmission, QuikTrip, Walker St, Des Moines St, Speedway Ln, Hockensmith For Supervisor, Iowa State Fair - Gate 2, Bud Tent, John Deere, Farm Bureau Park, Agriculture Building, Midway, E Grand Ave, E 31st St, E 32nd St, E 33rd St, E 34th St, E 35th St, E 36th St, E 37th St, E 38th St, E 39th St, E 40th St, E 41st St, E 42nd St, E 43rd St, E 44th St, E 45th St, E 46th St, E 47th St, E 48th St, E 49th St, E 50th St, E 51st St, E 52nd St, E 53rd St, E 54th St, E 55th St, E 56th St, E 57th St, E 58th St, E 59th St, E 60th St, E 61st St, E 62nd St, E 63rd St, E 64th St, E 65th St, E 66th St, E 67th St, E 68th St, E 69th St, E 70th St, E 71st St, E 72nd St, E 73rd St, E 74th St, E 75th St, E 76th St, E 77th St, E 78th St, E 79th St, E 80th St, E 81st St, E 82nd St, E 83rd St, E 84th St, E 85th St, E 86th St, E 87th St, E 88th St, E 89th St, E 90th St, E 91st St, E 92nd St, E 93rd St, E 94th St, E 95th St, E 96th St, E 97th St, E 98th St, E 99th St, E 100th St

Map controls: Call Center, Sat, Google, Placemark, Measure, Identify, Create Circle, Create Route, Select Parcel, Select Feature, End Polygon, Load Shapefile

**NextGen** Suggested Next Step: Click in the map to start an excavation polygon. Please keep the excavation polygon as small as possible but yet large enough to cover the entire planned excavation area. Click on the map as needed to lay down additional points. To close the polygon, click again on the starting point. Polygon lines are NOT

**ONE CALL CONCEPTS** [SITE Home] [Help] [Admin] [Chat]

Advance/Alternate Search

Starting Address Location: 3000 E Grand Ave, Des Moines, IA 50317, USA

Lat/Lon: 41.600614 -93.558499 Segment Length: Total Length: 1.15 mi

**Enter polygon information**

Address:

Street:

Cross Street:

Marking Instructions:

Driving Directions:

[Ok] [Clear] [Cancel]

[Call Center] [Sat] [Google] [Placemark] [Measure] [Identify] [Create Circle] [Create Route] [Select Parcel] [Select Feature] [End Polygon] [Load Shapefile]

Complete all necessary information covering the meet site, the entire worksite, and driving directions if needed. The address, intersection, or location listed will be the meet site. The Marking Instructions should describe the entire extent of the work area. If the work area does not begin at an address or intersection, you will need to provide driving directions to the worksite.

When ready to move on, click the **NEXT** button.

On the next screen, you will first be asked to enter a name or number for the project. This field is optional.

The screenshot shows a web application interface for entering project information. At the top, there are tabs for 'Parent J-Meet', 'Ticket B', and 'Ticket C'. Below the tabs are three main sections: 'EXCAVATOR INFORMATION', 'EXCAVATION INFORMATION', and 'LOCATION INFORMATION'. The 'LOCATION INFORMATION' section contains several text input fields for county, city/township, address, and street names. A map on the right side shows the project location with three tickets (A, B, C) marked. A modal dialog box is open in the center, prompting for 'Enter Project Name/Number' with 'Scarlett Meadows' entered. The dialog has an 'OK' button. At the bottom of the form, there are 'CC EMAIL' and 'ATTACH' buttons. The map includes a 'Call Center' button and a 'Sat' button. The map also shows 'Ticket A', 'Ticket B', and 'Ticket C' markers.

Next, you will be prompted to select a date & time for your meeting. Use the **PrevDay** and **NextDay** buttons to change the meet date. Use the check boxes to select a time.

The screenshot shows a 'Meet Appointment Selection' dialog box. The title is 'Meet Appointment Selection: Ticket: Parent J-Meet'. It contains several input fields: 'County' (POLK), 'Place' (DES MOINES), 'Appt. Date' (07-10-2024), 'Time' (10:00 AM), and 'Day of Week' (Wednesday). Below these fields are checkboxes for selecting a meet time: 08:00, 09:00, 10:00 (checked), 11:00, 12:00, 01:00, 02:00, and 03:00. At the bottom of the dialog, there are three buttons: 'PrevDay', 'NextDay', and 'OK'.

# Parent J-Meet

When filing a Joint Meet ticket, NextGen will create what is called a “Parent Ticket” for the Joint Meet itself.

Parent J-Meet
Ticket B
Ticket C

**EXCAVATOR INFORMATION**

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**EXCAVATION INFORMATION** PROFILE

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**LOCATION INFORMATION**

WHAT COUNTY WILL THE MEET TAKE PLACE IN?

WHAT CITY/TOWNSHIP WILL THE JOINT MEET TAKE PLACE IN?

WHAT ADDRESS DO YOU WANT TO MEET AT?

WHAT STREET WILL THE MEET TAKE PLACE AT?

IF NO ADDRESS WHAT IS THE CLOSEST INTERSECTION STREET TO THE MEET LOCATION?

MARKING INSTRUCTIONS

WORK AREA BOUNDED BY E UNIVERSITY AVE ON THE N, DES MOINES ST ON THE S, E 32ND CT ON THE E AND E 30TH ST ON THE W MEET AT SE CORNER OF INTERSECTION OF E UNIVERSITY AVE AND E 30TH ST

TOWNSHIP

WHAT IS THE SECTION NUMBER AND QUARTER SECTION YOU WILL BE MEETING IN?  QTR:  NE  NW  SE  SW

OTHER INFO

PROJECT NAME/NUMBER: SCARLETT MEADOWS  
MEET WILL TAKE PLACE AT POLK COUNTY, CITY OF DES MOINES AT SE CORNER OF E UNIVERSITY AVE AND E 30TH ST

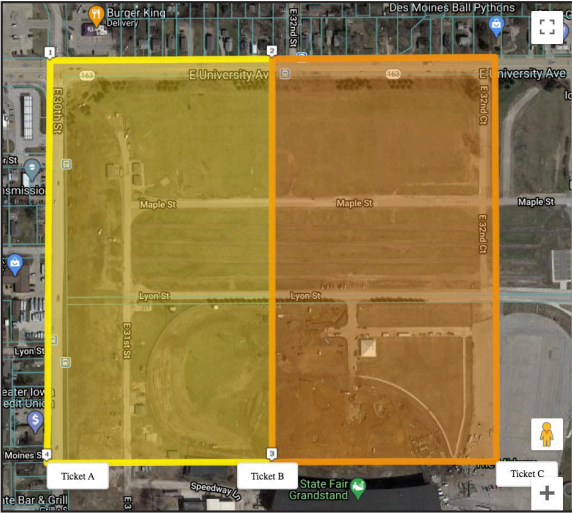
[CC EMAIL](#) [ATTACH](#)

Lat/Lon 41.599851  
-93.548825

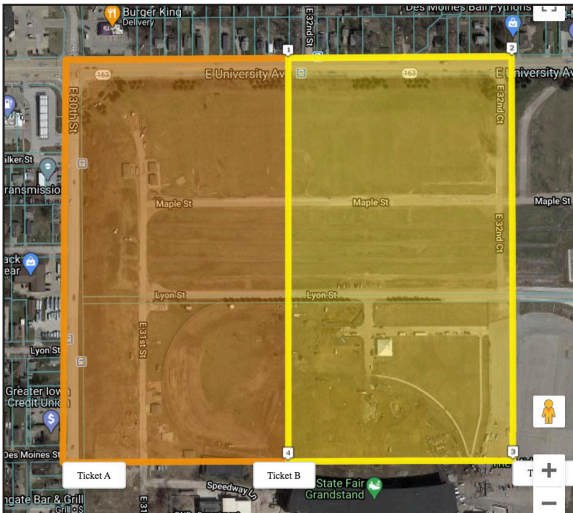
[Call Center](#)  
[Sat](#)  
[Google](#)  
[Measure](#)  
[Identify](#)  
[Frame](#)  
[Locate\(s\)](#)

NextGen will also split the parent ticket’s work area into individual sub-tickets, according to the rules established by Iowa One Call (shown below as “Ticket B” and “Ticket C”).

Parent J-Meet
Ticket B
Ticket C



Parent J-Meet
Ticket B
Ticket C



These sub-tickets (shown here as “Ticket B” and “Ticket C”) are the actual locate requests covering your work area. They will be stand-alone tickets, and you will need to fill them out just as you would with any normal, compliant-type locate request. *Make sure that each sub-ticket’s marking instructions only cover the area depicted in the map for that sub-ticket.*

Parent J-Meet **Ticket B** Ticket C

DIG STREET: E UNIVERSITY AVE

NEAREST INTERSECTING STREET: E 30TH ST

MARKING INSTRUCTIONS: WORK AREA BOUNDED BY E UNIVERSITY AVE ON THE N, DES MOINES ST ON THE S, AND EXTENDING 750FT E OF E 30TH ST.

CITY: DES MOINES

ADDRESS #:

DIG STREET: E UNIVERSITY AVE

NEAREST INTERSECTING STREET: E 30TH ST

MARKING INSTRUCTIONS: WORK AREA BOUNDED BY E UNIVERSITY AVE ON THE N, DES MOINES ST ON THE S, AND EXTENDING 750FT E OF E 30TH ST.

TOWNSHIP:

SECTION: QTR: NE  NW  SE  SW

OTHER INFO: PROJECT NAME/NUMBER: SCARLETT MEADOWS

CC EMAIL ATTACH

Map controls: Call Center, Sat, Google, Measure, Identify, Frame Locate(s)

Parent J-Meet Ticket B **Ticket C**

DIG STREET: E UNIVERSITY AVE

NEAREST INTERSECTING STREET: E 32ND CT

MARKING INSTRUCTIONS: MARK AREA EXTENDING 1375FT S AND 730FT W OF THE INTERSECTION OF E UNIVERSITY AVE AND E 32ND CT

CITY: DES MOINES

ADDRESS #:

DIG STREET: E UNIVERSITY AVE

NEAREST INTERSECTING STREET: E 32ND CT

MARKING INSTRUCTIONS: MARK AREA EXTENDING 1375FT S AND 730FT W OF THE INTERSECTION OF E UNIVERSITY AVE AND E 32ND CT

TOWNSHIP:

SECTION: QTR: NE  NW  SE  SW

OTHER INFO: PROJECT NAME/NUMBER: SCARLETT MEADOWS

CC EMAIL ATTACH

Map controls: Call Center, Sat, Google, Measure, Identify, Frame Locate(s)

When you are ready click the **NEXT** button. This will take you to the Ticket Disposition page.



**WARNING: This is a test site. Tickets will not be released.**

Parent J-Meet | Ticket B | Ticket C

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**TICKET DISPOSITION**

TICKET TYPE: JOINT MEET LOCATE ▾

WORK TO BEGIN DATE: 07/10/2024

WORK TO BEGIN TIME: 10 : 00 AM

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**SESSION DISPOSITION**

Ticket	State/County	Place	Address	Cross Street	Ticket Type	Action Date	Action
Ticket A	IA/POLK	DES MOINES	E UNIVERSITY AVE	E 30TH ST	JOINT MEET LOCATE	07/10/2024	SUBMIT TICKET(S) ▾
Ticket B	IA/POLK	DES MOINES	E UNIVERSITY AVE	E 30TH ST	COMPLIANT	07/15/2024	SUBMIT TICKET(S) ▾
Ticket C	IA/POLK	DES MOINES	E UNIVERSITY AVE	E 32ND CT	COMPLIANT	07/15/2024	SUBMIT TICKET(S) ▾

**SUBMIT**

After reviewing your tickets click the **SUBMIT** button to submit your tickets.





Once submitted, you will be shown the Utility Notification List for your tickets.

Suggested Next Step

Tickets for this session have been completed. Click on 'SITE HOME' in the upper right corner to start a new session.

SITE Home

Admin

Help

Chat

WARNING: This is a test site. Tickets will not be released.

Parent J-Meet  
651714629

Ticket B  
651714630

Ticket C  
651714631

**UTILITY NOTIFICATION LIST**

District	Company	City
AT2	AT&T TRANSMISSION	
CDT	CITY OF DES MOINES TRAFFIC	DES MOINES
DMS	DES MOINES, CITY OF SEWER	DES MOINES
DSMNET	CITY OF DES MOINES NET	DES MOINES
INS	AUREON NETWORK SERVICES	
MC1	MCI	

Number of Districts: 6  
You Must Contact Any Other Utilities Directly

**RELEASE SUMMARY**

Ticket 651714629 has been released to the affected utilities. Any private lines or utilities not listed are your responsibility to contact before beginning excavation.

Please check your email to see a copy of your ticket including the list of utilities notified.

Make sure all information is correct and all utilities have responded before beginning excavation. If changes are needed to the ticket please update the ticket to ensure your dig site(s) are properly covered before digging.

**SESSION DISPOSITION**

Ticket	State/County	Place	Address	Cross Street	Ticket Type	Action Date	Action
651714629	IA/POLK	DES MOINES	E UNIVERSITY AVE	E 30TH ST	JOINT MEET LOCATE	Start Date: 07/10/2024 at 10:00	SUBMITTED
651714630	IA/POLK	DES MOINES	E UNIVERSITY AVE	E 30TH ST	COMPLIANT	Start Date: 07/15/2024 at 06:00	SUBMITTED
651714631	IA/POLK	DES MOINES	E UNIVERSITY AVE	E 32ND CT	COMPLIANT	Start Date: 07/15/2024 at 06:00	SUBMITTED

NEW TICKET FINISHED LOGOUT

You can now LOGOUT , start a NEW TICKET , or click FINISHED to view your locate requests in Excavator Ticket Management.

