



## Member Positive Response

Colorado 811 Facility Owner/Operator Members can access the Positive Response System via the following link <https://newtin.co811.org/newtinweb/login>

Your username and password are provided by Colorado 811 Member Relations. E-mail Member Relations at [member-services@co811.org](mailto:member-services@co811.org)

Once you have logged in click on the Positive Response link. There are two ways to find a ticket to post a response to, either clicking on the 'Ticket' button or the 'Due' button.

- A) 'Ticket' – Search by Ticket Number. Type in a ticket number and click on Submit.
- B) 'Due' – Search by Response Due. Click on 'Due' to view a list of all tickets pending a Positive Response.

Rev	Member	Date	Caption
00A		2020-03-25 16:21:53	
00A	TESTCARLA	2020-03-25 16:57:59	<a href="#">Aerial Map View</a>

The Positive Response screen will display three sections.

1. Show Ticket – Selecting 'Show Ticket' will display the text on the locate notification.
2. Responses – Section to Post responses, comments, and URL.
3. Attachments – Section to upload supporting documentation.

### 'Show Ticket'



Select Show Ticket to view the locate notification in its entirety.

### **'Responses'**

Select the appropriate member code from the 'Member' drop-down (if applicable), then select the proper response from the 'Response' drop-down, enter necessary comments and/or URL and click Submit to post a response.

### **'Attachments'**

Click on 'Browse' to select one or multiple files to upload. Select member code from the 'Member' drop-down (if applicable), add text to 'Caption' field (not required) and click Submit to upload attachments. Note: Attachments associated with locate notification will be displayed at the bottom of the screen with Revision, Member, Date and Caption. Click on row to display attachment.

### **ATTACHMENT NOTES:**

- File size limit is 5GB
- Only the following file extensions are supported:
  - jpg, jpeg, png, mpeg-4, mov, pdf, kmz, cad, shp, shx, dbf, prj
- Be sure to only use the following **safe** characters:
  - Special characters allowed
    - Forward slash (/)
    - Exclamation point (!)
    - Hyphen (-)
    - Underscore (\_)
    - Period (.)
    - Asterisk (\*)
    - Single quote (')
    - Open parenthesis ((
    - Close parenthesis ())