



SC811 Excavator Portal Reports

Excavator Reports are now available to all portal users. To find these reports, you will need to follow the steps below.

Step 1: Create a portal account if you don't already have one. To create a portal account, you will need to go to

<https://geocall.sc1pups.org/geocall/portal> in your web browser. This will take you to the portal home page. In the upper right hand corner, click on the "SIGNUP" link. Once you are finished filling out the form, click submit and check your inbox for the verification email. Open up the verification email and click the link to activate your account.

Step 2: Once you have an active portal account the excavator report automatically attaches to your portal account. If you do not see the Excavator Reports tab, you will need to send an email to support@sc811.com. If you do not hear back from us within 24 hours, you can contact our Help Desk at 1-800-290-2783 option 1.

Step 3: After your account has been created, you will need to sign into the portal and look for the "REPORT" link at the top of the screen. The new Excavator reports will be located in the "Excavator Reports" section on the left side of your screen.

Step 4: Select a date range to be searched. (Searches may not exceed 100 days.)

The screenshot shows the 'Excavator Report Card' interface. On the left, a sidebar titled 'Please select your report' contains four options: '1. Excavator Report Card', '2. Pending Member Response', '3. Pending PR Check', and '4. Pending Close'. The main area displays a table with the following data:

Organization	TOTAL	Excavator Closed (1)	Excavator Closed (1) %	System Closed (2)	System Closed (2) %	Life Extended	Cancel	Pending	Checked PR	Checked PR %
HEGAN HOBBS	2	0	0.00%	0	0.00%	0	0	2	0	0.00%

List of Reports

Excavator Report Card: This is a report that allows users to view how that individual user is performing as an excavator in positive response. This report includes what notices are awaiting responses from members, notices that need to be checked for positive response by the excavator, and active notices that are waiting to be closed by the excavator. Here is a list and description of the columns:

1. **Excavator Report card/Excavator Closed Notices by Date:**
 - a. *Total:* This shows how many notices as an excavator you have created.
 - b. *Excavator closed:* How many notices were closed by the excavator.
 - c. *Excavator Closed %:* This is the percentage of notices closed with a by the excavator.
 - d. *System Closed:* How many notices were closed by the system.

- e. *System Closed %*: This is the percentage of notices closed by the system.
- f. *Life extended*: How many notices were updated.
- g. *Cancel*: The number of notices cancelled by the excavator.
- h. *Pending*: The number of notices still active and awaiting positive response.
- i. *Checked PR*: How many notices the excavator checked positive response on.
- j. *Checked PR %*: The percentage of notices the excavator checked positive response on.

The screenshot shows a software interface for generating an Excavator Report Card. On the left, there is a sidebar titled 'Please select your report' with four options: '1. Excavator Report Card', '2. Pending Member Response', '3. Pending PR Check', and '4. Pending Close'. The main area displays a table for the organization 'MEGAN HOBBS'.

Organization	TOTAL	Excavator Closed (1)	Excavator Closed (1) %	System Closed (2)	System Closed (2) %	Life Extended	Cancel	Pending	Checked PR	Checked PR %
MEGAN HOBBS	2	0	0.00%	0	0.00%	0	0	2	0	0.00%

- 2. **Pending Member Response/** *One or More Members need to Respond*: This lets the excavator know how many notices still need a closed code response from the members.
- 3. **Past Due Responses/** *One or More Members need to Respond*: This shows your the Pending Member Response past the work date.
- 4. **Pending PR Check/** *Members Responded, but Excavator Hasn't Checked*: Once all members have responded to a notice, the notice will move into this tab. This tab lets the excavator know what notices are awaiting a positive response check by the excavator. You can click on the notice number to check Positive Response from this tab.
- 5. **Pending Close/** *Members Responded and Excavator Checked*: These notices are ready for work to begin and are awaiting the work to be completed on the job site. Once the jobs are completed, notices in this tab need to be closed by the excavator.