



LARGE PROJECTS

A Guide for Exactix Users

Abstract

This manual provides step-by-step guidance for using Exactix to create, manage, and maintain Large Project locate notices. It covers the full workflow from project setup through phase creation, mapping, contact assignment, marking agreements, and final submission. It also explains how to manage project dashboards, invitations, alerts, and public project views, as well as how to update phases, extend project timelines, and maintain contacts and attachments throughout the life of a project. Finally, it reinforces key responsibilities for excavators, including ticket management, positive response verification, and ensuring compliance with all legal notification requirements, emphasizing that Large Projects support coordination but do not replace standard excavation ticket obligations.



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Introduction

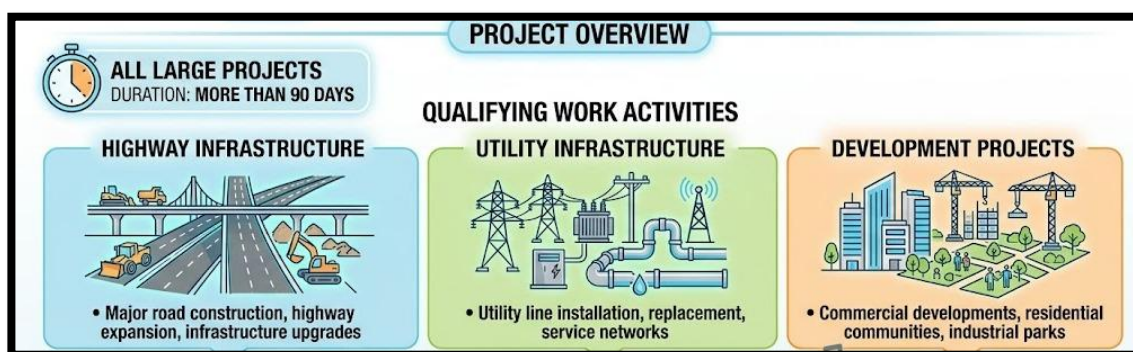
1. Introduction to Large Projects

A Large Project locate notice is used for excavation projects that extend beyond the scope of a standard locate request due to the size, duration, or complexity of the work area. Large Projects often require additional coordination between excavators and Member Operators to ensure utilities are properly identified and marked throughout each phase of the project.

This manual provides guidance on processing Large Project notices, including scheduling meetings, documenting marking agreements, entering phases, and maintaining accurate project information. Properly managing Large Projects helps ensure clear communication, safe excavation practices, and compliance with state law and notification requirements.

This manual is intended as a general reference guide for users of the Large Project functionality within Exactix. It is not intended to replace, interpret, or provide legal advice regarding federal, state, or local laws, regulations, or requirements related to excavation, damage prevention, or notification obligations. Users are responsible for understanding and complying with all applicable laws and should refer to official legal and regulatory sources for questions regarding legal requirements or compliance obligations.

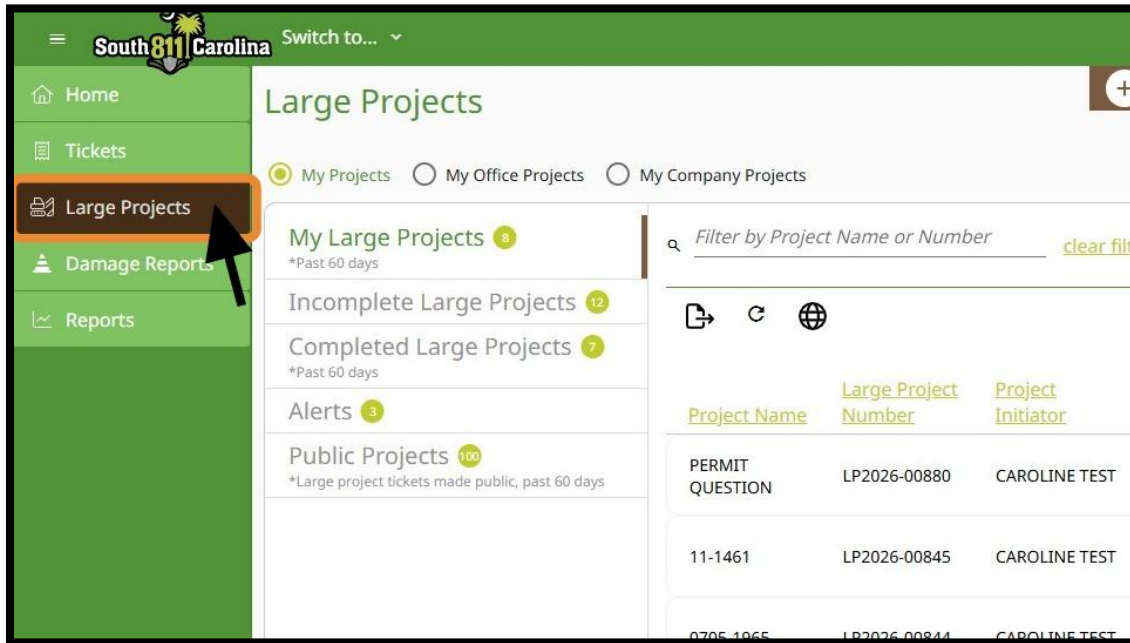
Prior to accessing or using the Large Project functionality within Exactix, users should review and understand all applicable Exactix Terms and Conditions, policies, and service requirements. Use of the system constitutes acknowledgment and acceptance of those terms and conditions.



Navigating the Large Project Workspace

2. Large Projects are located in Exactix, which can be accessed through the left side bar. To begin, navigate to <https://exactix811.com/projects/LARGE-PROJECT/dashboard>

3. After logging into Exactix, select Large Projects from the navigation menu on the left.



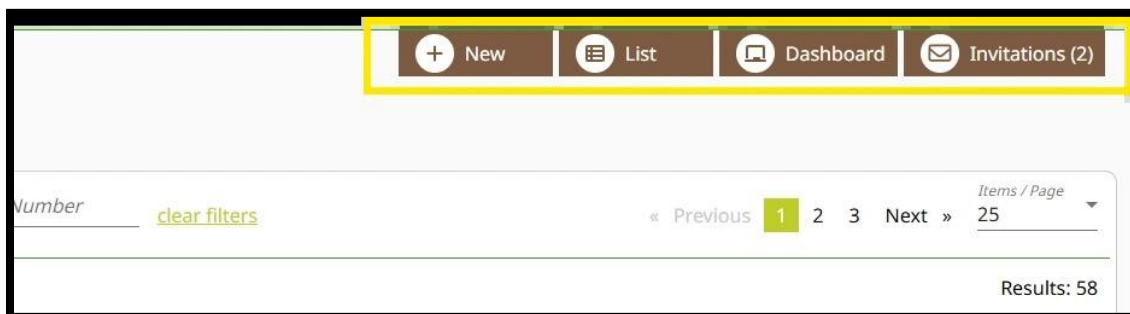
4. At the top right of the screen is a menu.

"New" - this button is for creating a new large project.

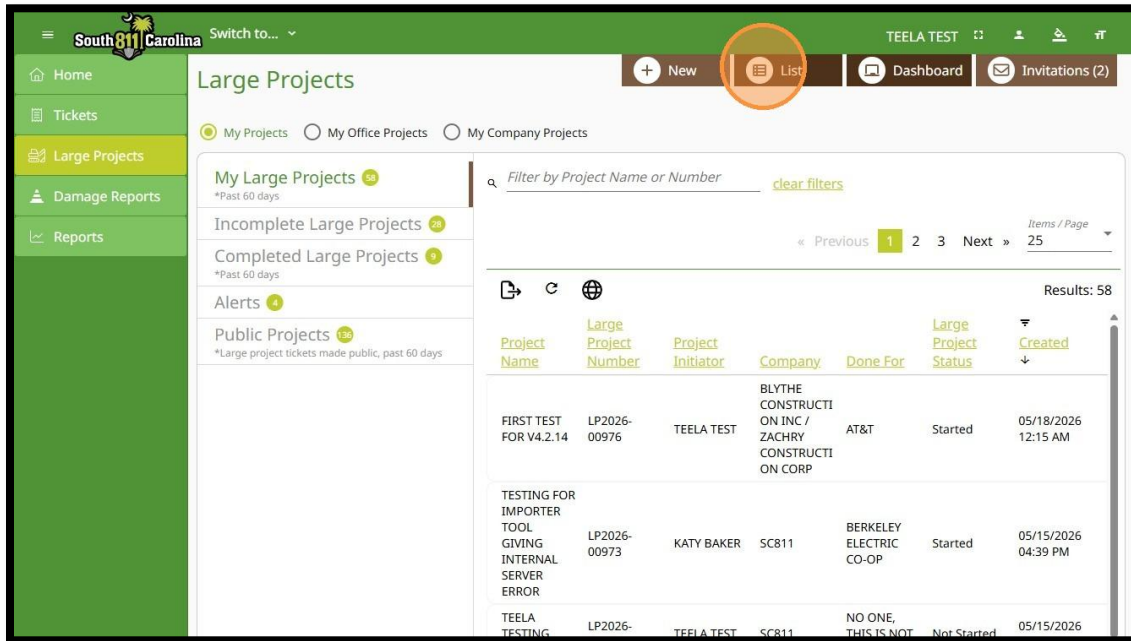
"List"- this displays a list of all large projects that you have access to.

"Dashboard"- returns you back to this main dashboard view.

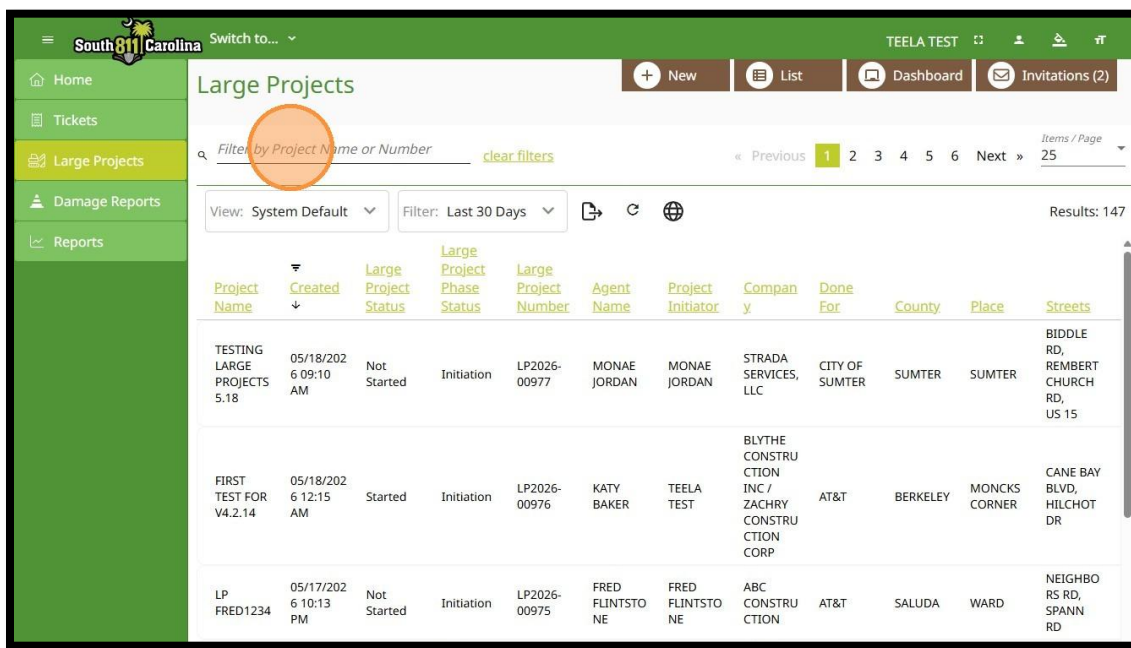
"Invitations"- will only appear if there are pending invitations for you to accept/deny.



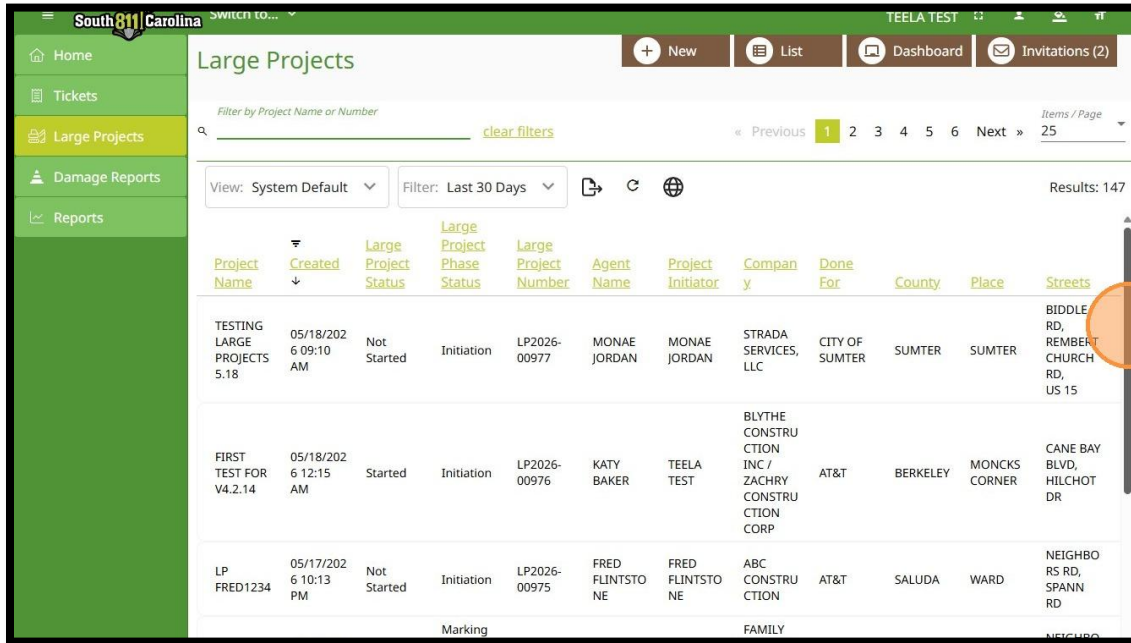
5. To display a complete list of all Large Projects you have access to, select **List** from the menu in the upper-right corner of the screen. The List view displays all Large Projects associated with your account, including projects created by you or your company, as well as projects where you have been invited to participate.



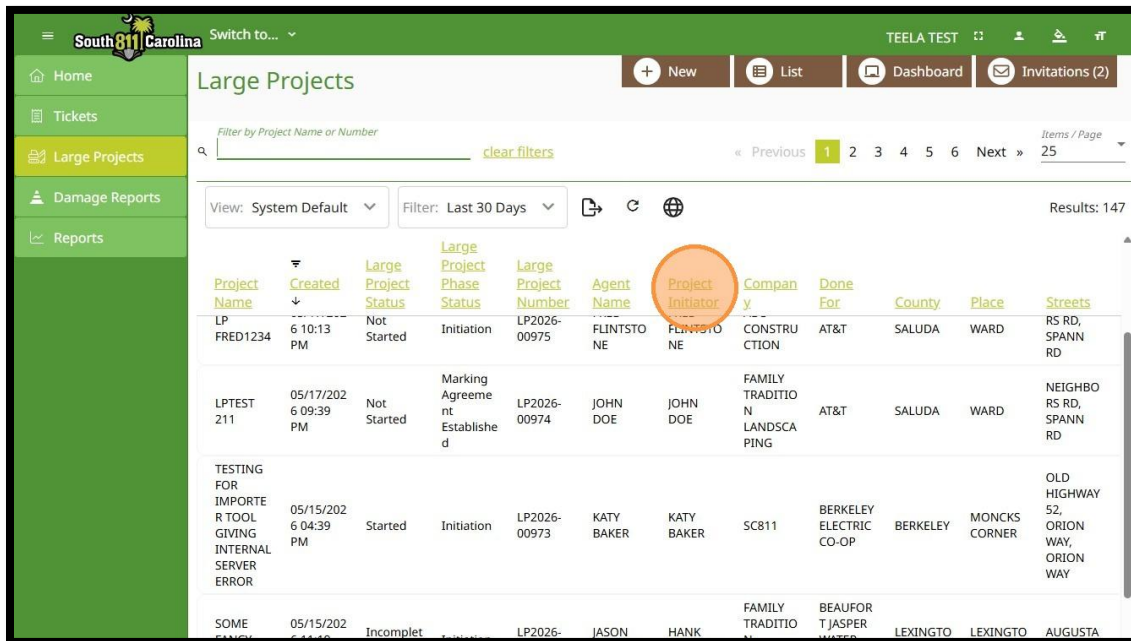
6. From the List screen, you can filter projects by entering a Project Name or Project Number in the search bar located in the upper-left corner of the page



7. Use the scroll bar to navigate through and view the full list of available Large Projects.

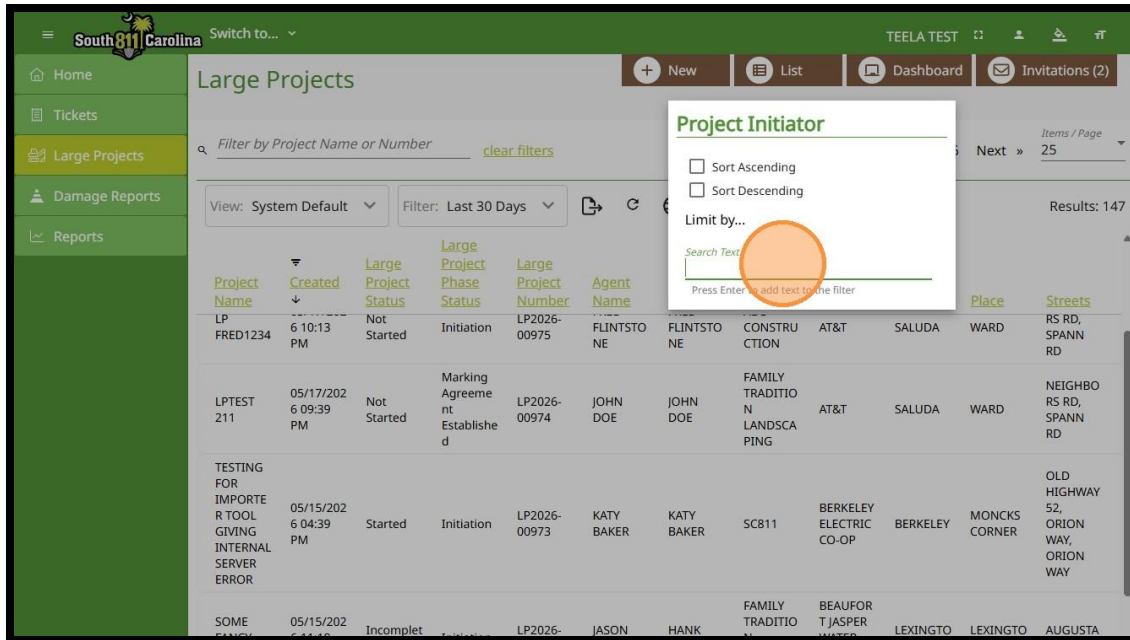


8. You can also sort and organize the list by selecting any column header to filter or arrange projects by that field.

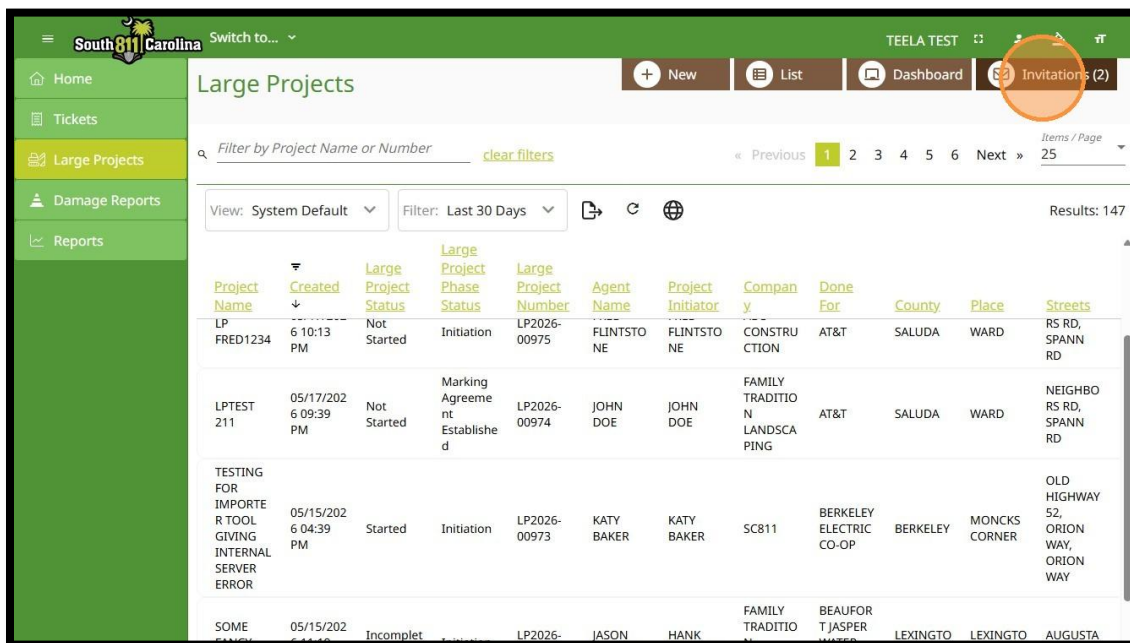


9. You can also use the column headers to limit results by specific criteria and sort information in ascending or descending order.

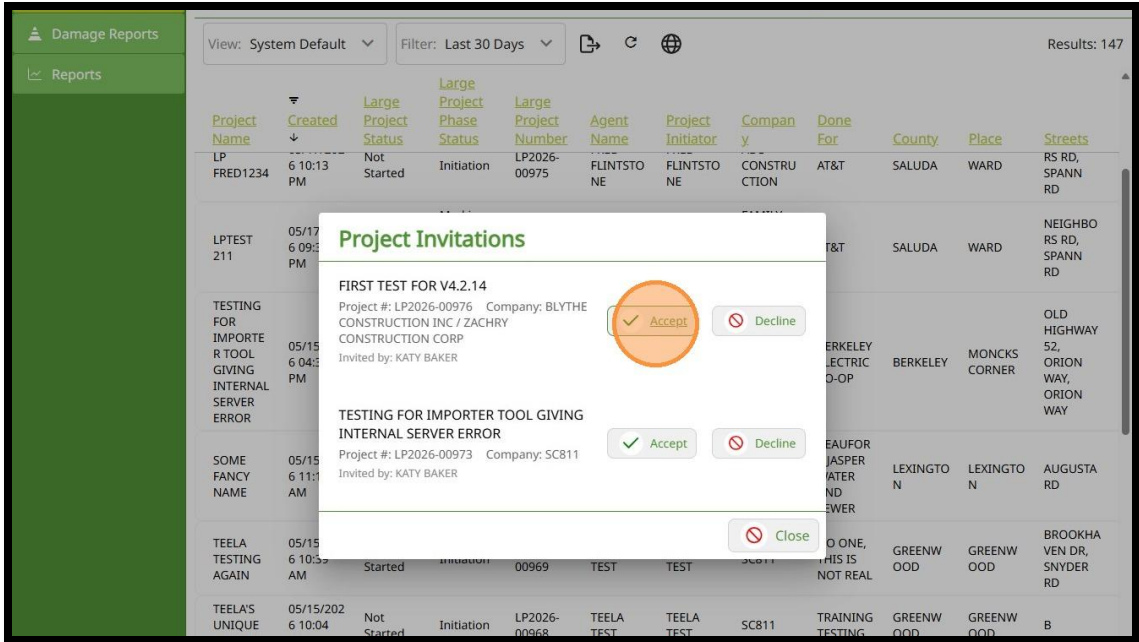




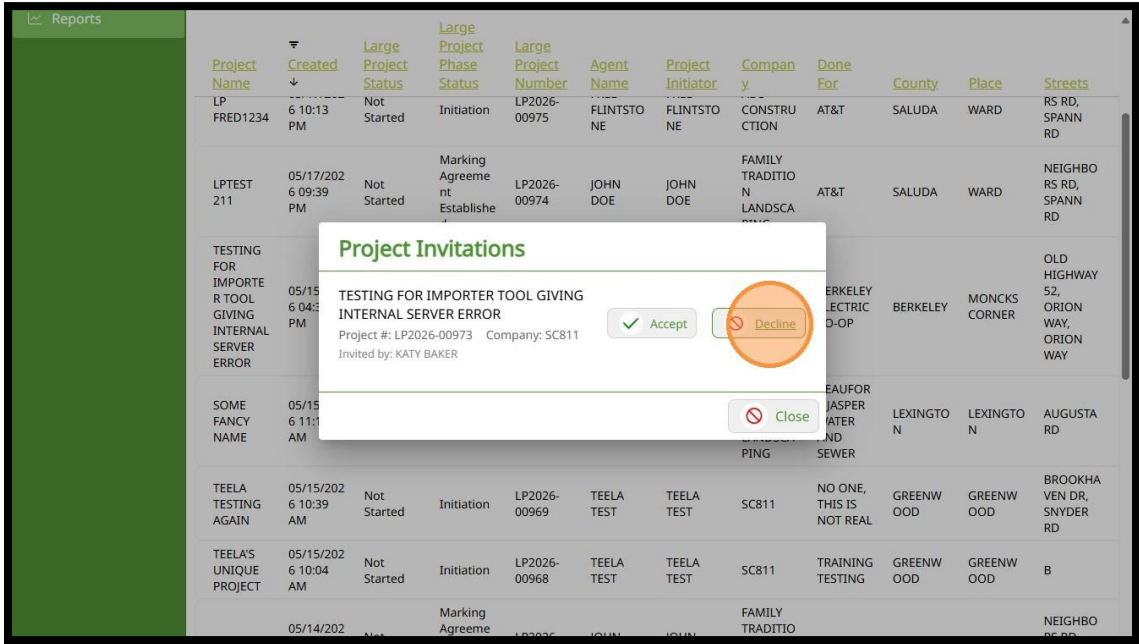
10. To view pending Large Project invitations, select **Invitations** from the menu in the upper-right corner of the screen. This option will only appear when there are invitations available for you to review.



11. A pop-up window will appear displaying all pending Large Project invitations and their details. To accept an invitation, select **Accept** next to the corresponding project.

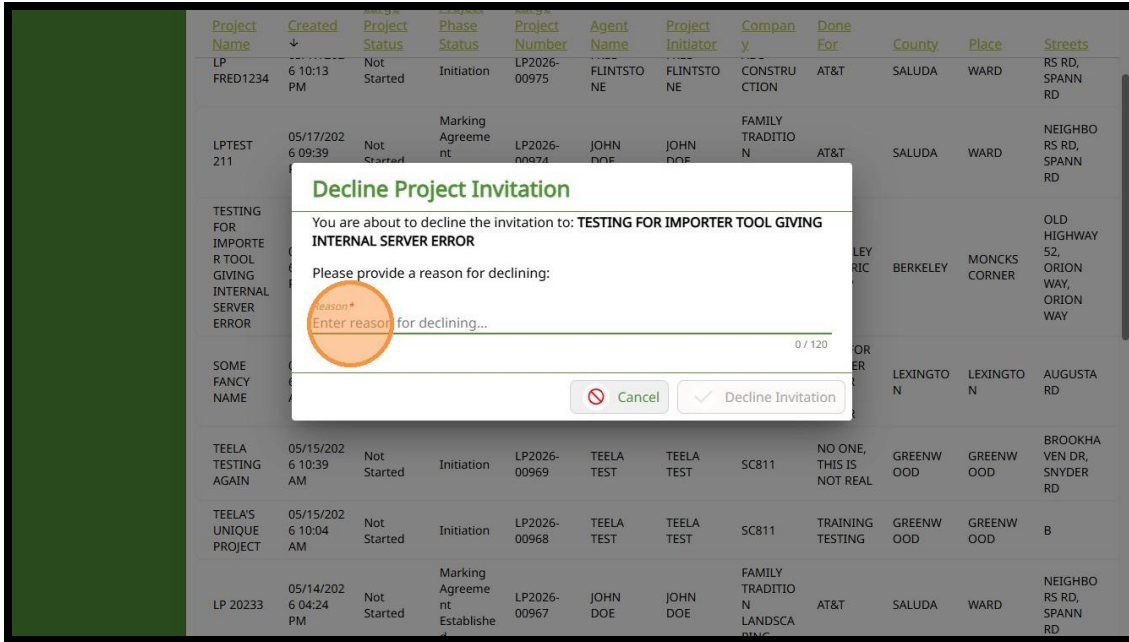


12. To decline an invitation, select **Decline** next to the corresponding project.

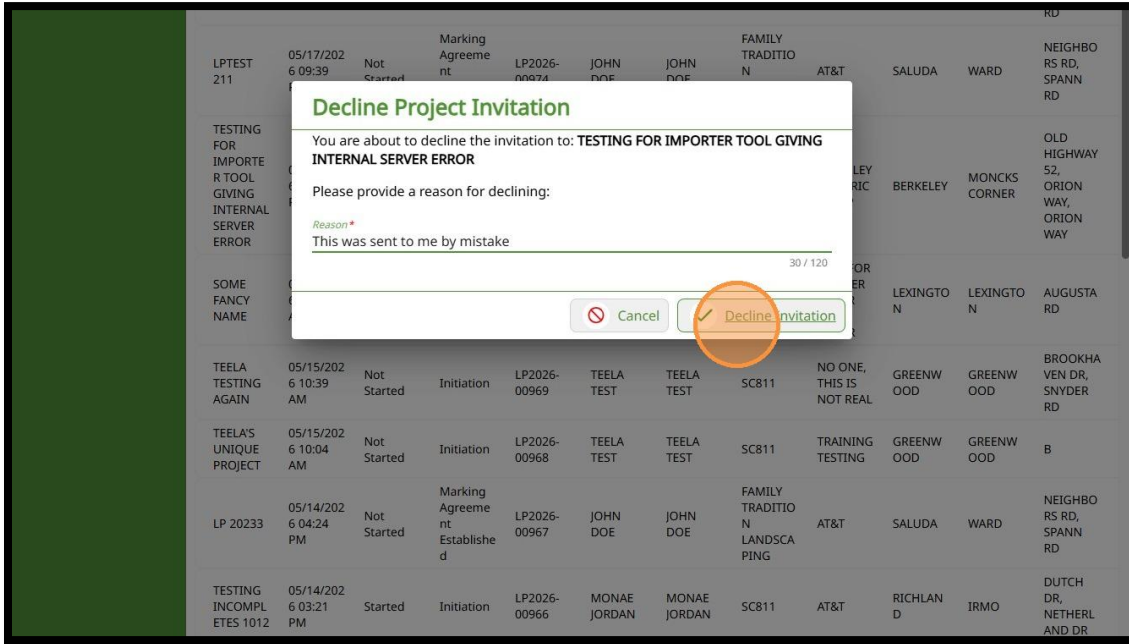


13. When declining an invitation, a text box will appear prompting you to enter a reason. Provide a brief explanation in the text field to inform the project initiator why the invitation was declined.



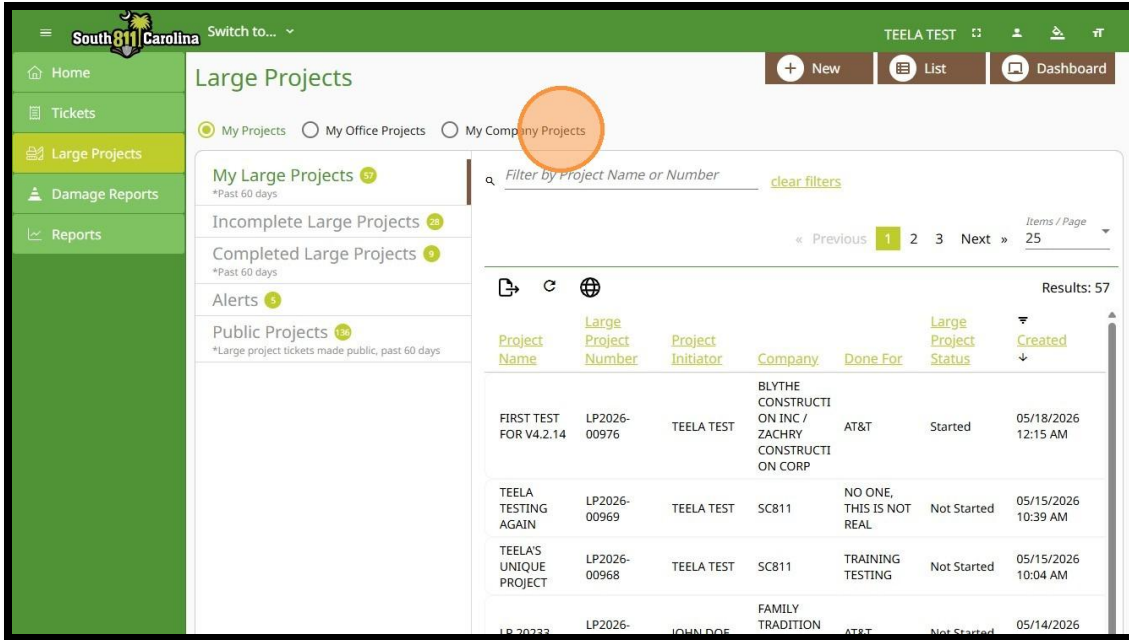


14. To confirm the decline, click **Decline Invitation**.

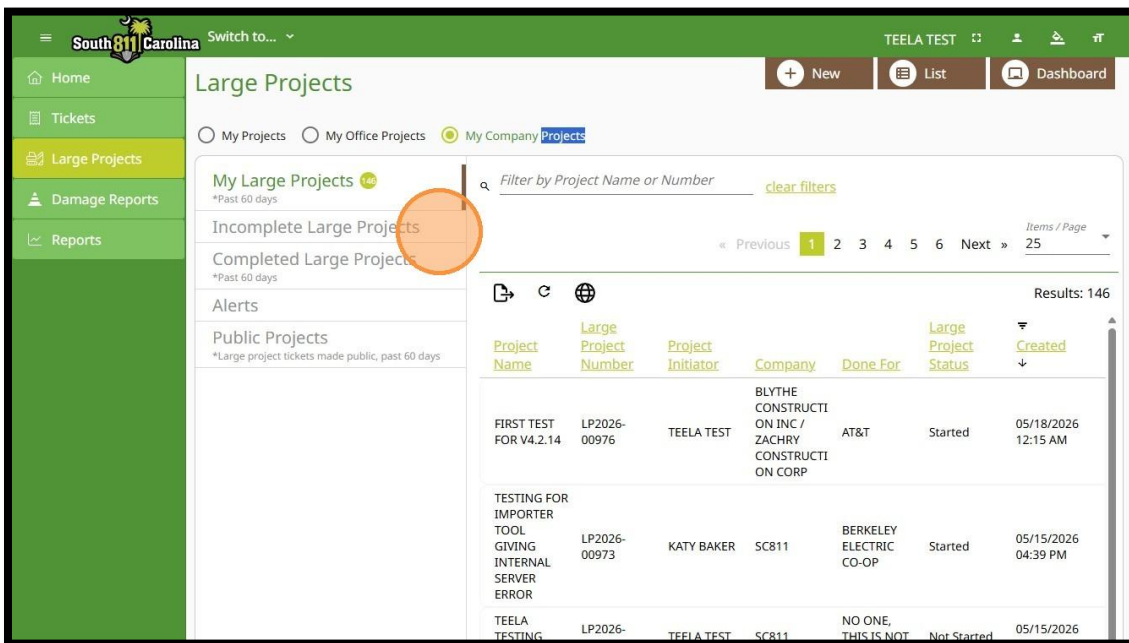


15. On the dashboard, you will also see filter options across the top for **My Projects**, **My Office Projects**, and **My Company Projects**. Selecting any of these options will filter the dashboard view accordingly to display the relevant set of Large Projects.



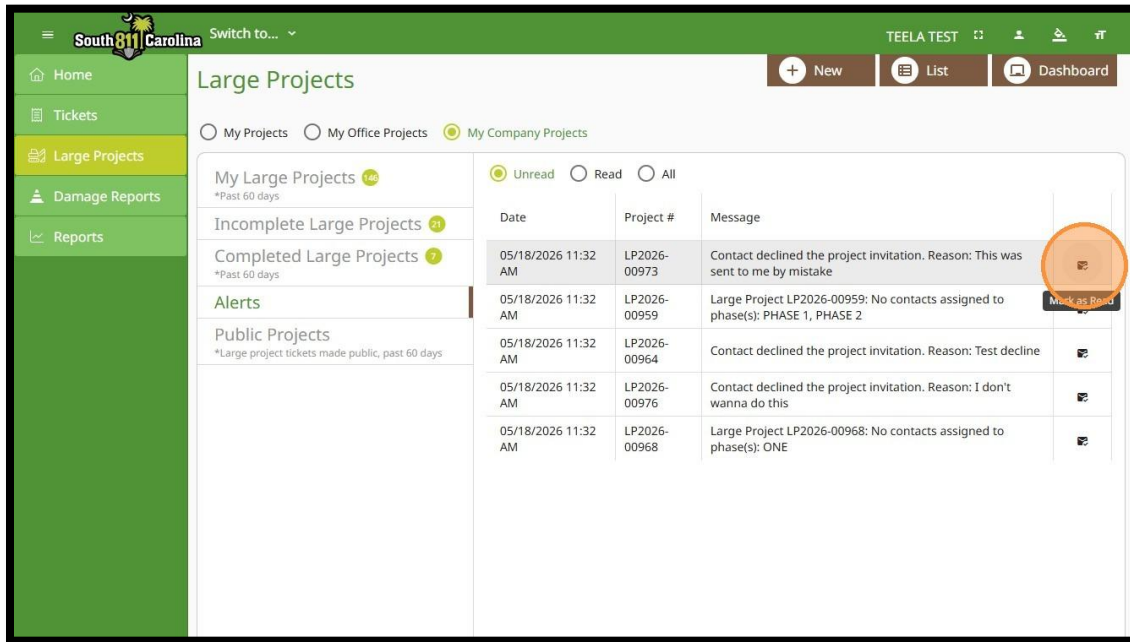


16. The menu on the left side of the dashboard allows you to further filter and navigate Large Project information. Options include **My Large Projects**, which displays projects you have entered within the last 60 days; **Incomplete Large Projects**, which shows projects that have been started but not fully submitted; **Completed Large Projects**, which includes projects completed within the last 60 days where all phases have been finalized; **Alerts**, which contains system notifications related to your projects; and **Public Projects**, which provides a view-only list of all publicly available Large Projects.

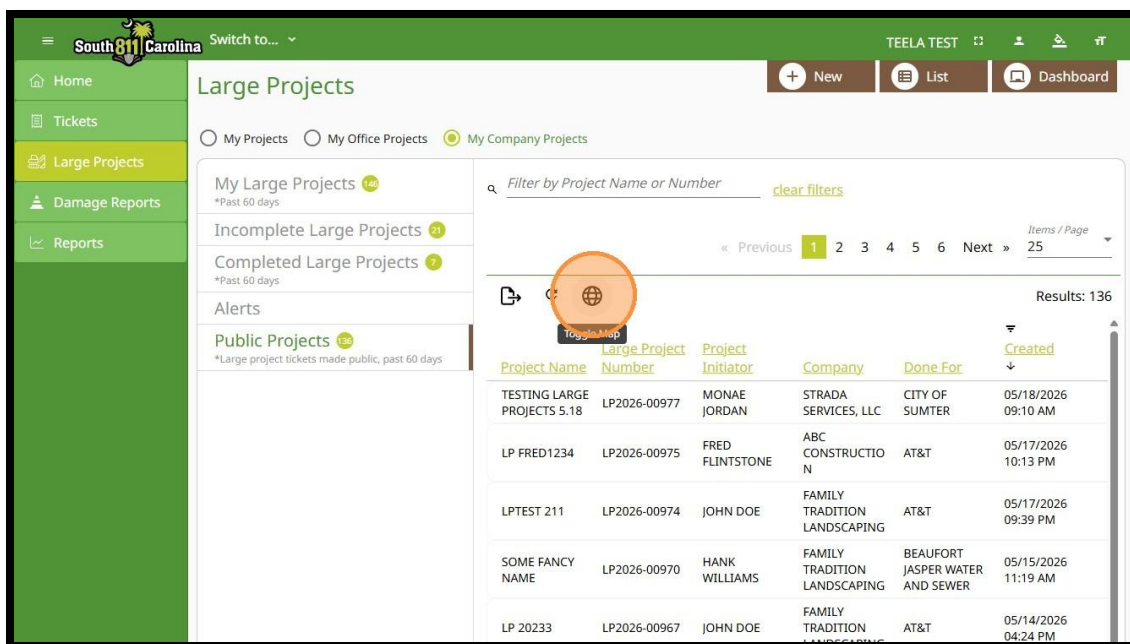


17. Within **Alerts**, you can further filter notifications by selecting **Unread**, **Read**, or **All**. Clicking on an individual alert will take you directly to the associated project for quick access and review.

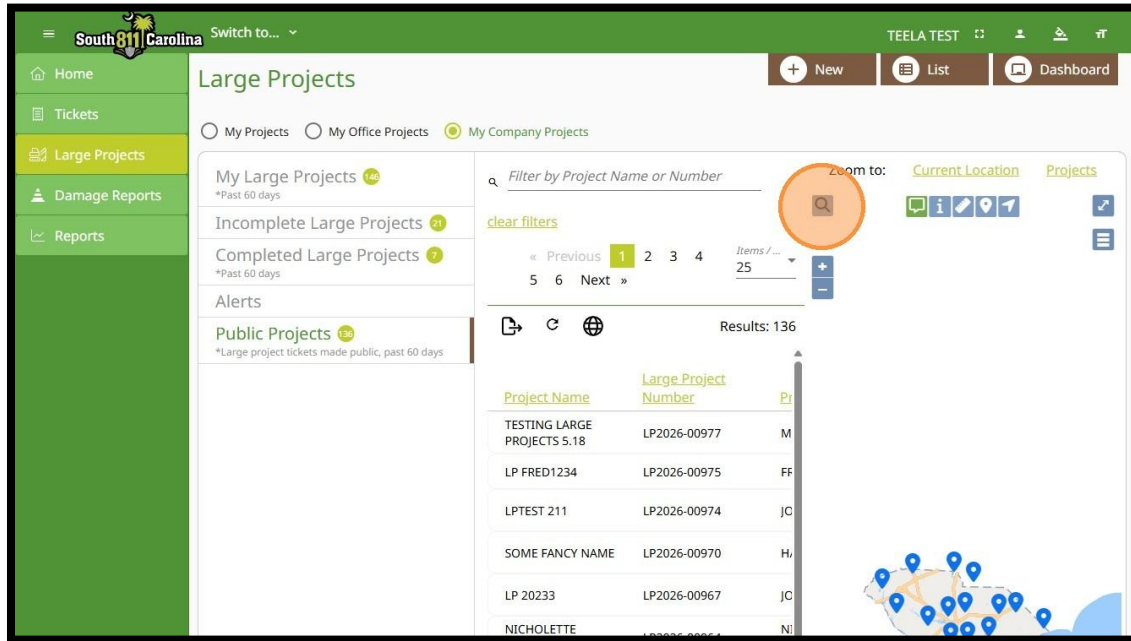
After reviewing an alert, click the **Mark as Read** icon on the far right to update its status and remove it from your unread alerts list.



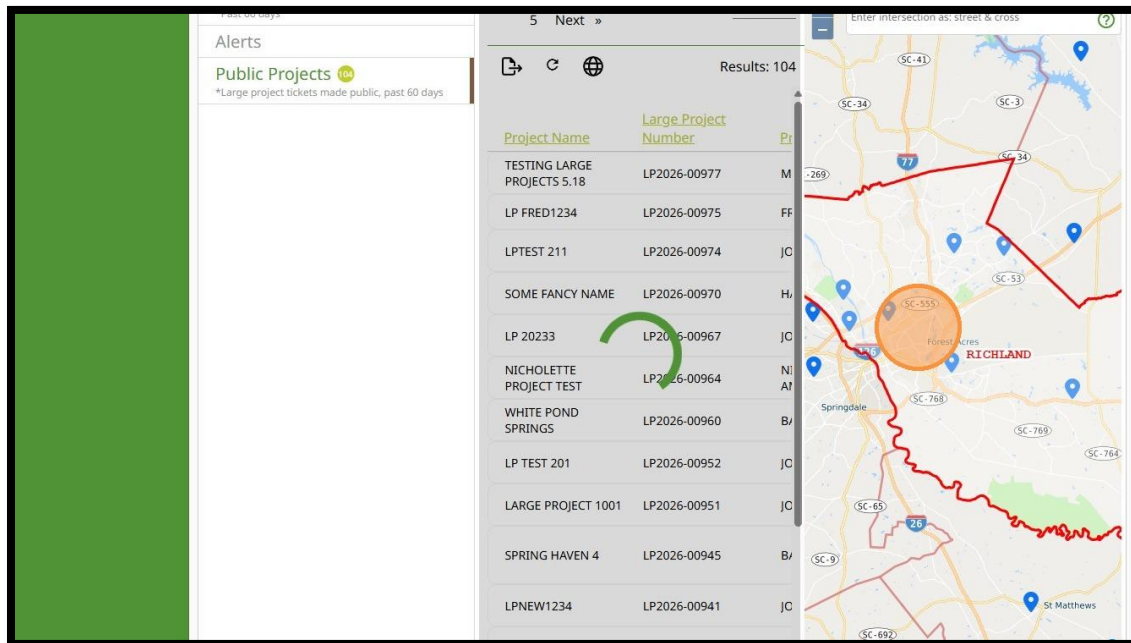
18. The **Public Projects** filter allows you to view all public projects displayed on a map. To switch to the map view, click the **Toggle Map** icon above the list.



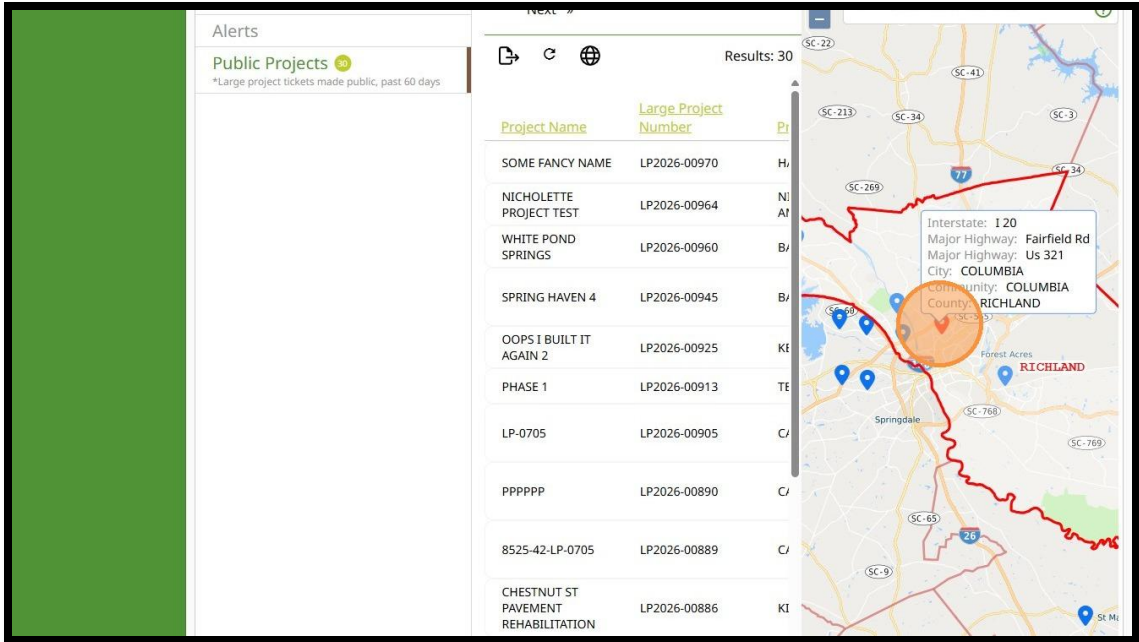
19. To search a specific area, click the **Search** icon in the upper-left corner of the map.



20. As you search or navigate the map, the list will automatically update to display projects within the selected or visible area.

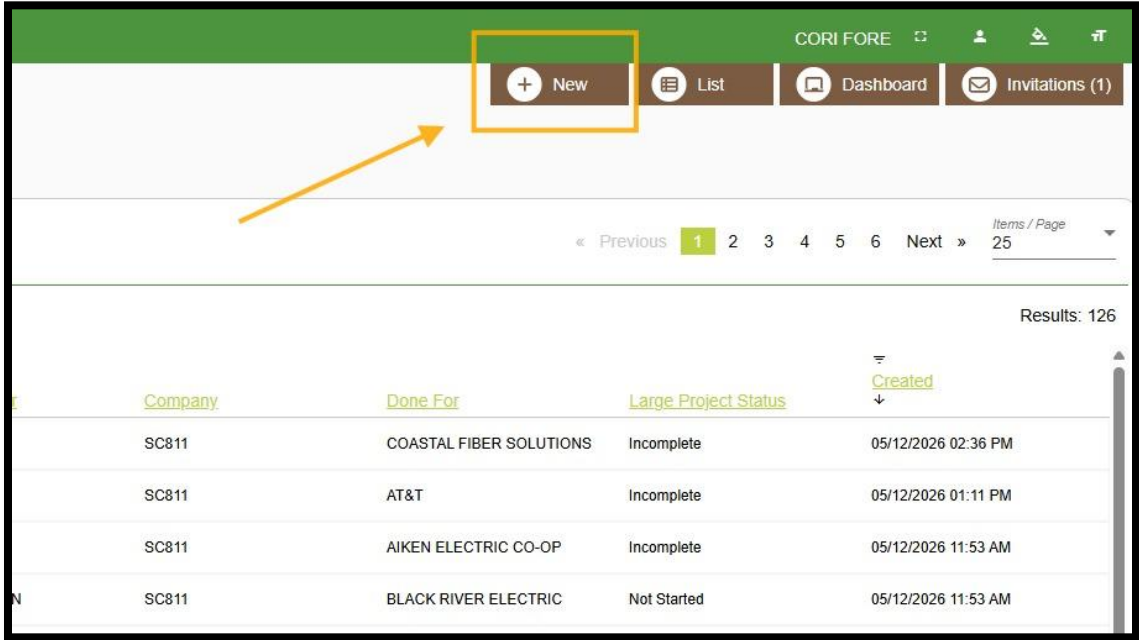


21. Clicking on a push pin on the map will display detailed information about the corresponding project.



Creating a New Large Project

22. To create a new Large Project, select **New** from the menu in the upper-right corner of the dashboard.



23. Your profile information will automatically populate as the project initiator. If any updates are needed, please contact the SC811 Help Desk via chat or phone for assistance.



24. All fields marked with a red asterisk (*) are required and must be completed before you can proceed.

25. Work Information field

The **Project Name/ID** field serves as the unique identifier for your project. This reference is specific to your project and must be unique; no duplicate values are allowed.

Save as: Discard Incon

Company Name: _____

Office Name: SUMTER

Address: 810 N MAIN ST

City: SUMTER State: SC Zip: 29150

Work Information

Project Name/ID: * _____

Is this project taking place in a rural or urban area?: * _____

*Please describe the purpose and scope of this project (minimum number of characters 150) **

Which best describes the work activity?: * _____

Service Type: * _____

Type of Equipment: * _____

Would you like facility prints of the project area if available?: _____

Are permits required for the location of the project?: * _____

26. If the Project Name or ID has already been used, an error message will appear. You will need to enter a new, unique Project Name or ID before you can continue.

Work Information

Project Name/ID: * LP-0705

A project with this name already exists

Is this project taking place in a rural or urban area?: * _____

*Please describe the purpose and scope of this project (minimum number of characters 150) **

Which best describes the work activity?: * _____

Service Type: * _____

Type of Equipment: * _____

Would you like facility prints of the project area if available?: _____

27. Next, select whether the project area is **Urban** or **Rural**. This designation should be based on your assessment of the project location and helps Member Operators determine appropriate manpower and resource needs for locating the area.

28. In the description field, provide a detailed description of the work being completed, including the scope of the project. A minimum of 150 characters is required to ensure enough detail is provided to clearly explain the full scope of the work.

29. Select the work activity that best describes your project from the list provided. A drop-down menu will appear for you to choose from. This field does not allow free text entry, and you may select multiple work activities as needed.



Company Name: [text]

Office Name: SUMTER

Address: 810 N MAIN ST

City: SUMTER State: SC Zip: 29150

Work Information

Project Name/ID: *

Is this project taking place in a rural or urban area?: *
Please describe the purpose and scope of this project (minimum number of characters 150)*
 ROAD WORK ALONG THE HIGHWAY FOR TAKE APPROXIMATELY 1 YEAR TO 1 1/2 YEARS

Which best describes the work activity?: *

Service Type: *

Type of Equipment: *

Would you like facility prints of the project area if available?:

Are permits required for the location of the project?: *

Service Type Dropdown List:

- BRIDGE
- COMMUNICATIONS
- CONDUIT
- ELECTRIC
- FIBER
- GAS
- GRADING
- LIQUID PIPELINE
- RAILROAD
- ROADWORK
- SEWER

30. Next, you will click on service type and a pop up box will appear as shown below. You will need to choose from the list as you are not able to type in this field. The entire list available to choose from is shown below.

Save as: [Discard] [Incon]

Company Name: [text]

Office Name: SUMTER

Address: 810 N MAIN ST

City: SUMTER State: SC Zip: 29150

Work Information

Project Name/ID: * 8525-42-LP-0705

Is this project taking place in a rural or urban area?: * Rural
Please describe the purpose and scope of this project (minimum number of characters 150)*
 ROAD WORK ALONG THE HIGHWAY FOR A TOTAL OF 10 MILES INSTALLING NEW WATER AND SEWER LINE ON BOTH SIDES OF THE ROAD IM A RURAL AREA THAT WILL TAKE APPROXIMATELY 1 YEAR TO 1 1/2 YEARS

Which best describes the work activity?: * SEWER [x] WATER [x]

Service Type: *

Type of Equipment: *

Would you like facility prints of the project area if available?:

Service Type Dropdown List:

- ABANDON/RETIRE
- DEMOLITION/REMOVAL
- INSTALL/NEW
- REPAIR/MAINTENANCE
- REPLACE EXISTING

31. Next, you will choose the type of equipment that will be used. You can choose as many as you need. If drilling or boring is selected you will also need to verify which direction or both.

Company Name: [REDACTED]

Office Name: SUMTER

Address: 810 N MAIN ST

City: SUMTER State: SC Zip: 29150

Work Information

Project Name/ID: *

Is this project taking place in a rural or urban area?: *
Please describe the purpose and scope of this project (minimum number of characters 150) *
 ROAD WORK ALONG THE HIGHWAY FOR A TOTAL OF 10 MILES INSTALLING NEW WATER AND SEWER LINE ON BOTH SIDES OF THE ROAD IM A RURAL AREA THAT WILL TAKE APPROXIMATELY 1 YEAR TO 1 1/2 YEARS

Which best describes the work activity?: *

Service Type: *

Type of Equipment: *

Would you like facility prints of the project area if available?:

Dropdown Menu Options:
 AIR KNIFE
 AUGER
 BACKHOE/TRACKHOE
 BORING
 BULLDOZER
 CABLE OR PIPE PLOW
 DREDGER
 DRILLING
 EXCAVATOR/ MINI EXCAVATOR
 EXPLOSIVES
 FARM EQUIPMENT

32. Other and Unknown can be selected.

Company Name: [REDACTED]

Office Name: SUMTER

Address: 810 N MAIN ST

City: SUMTER State: SC Zip: 29150

Work Information

Project Name/ID: * 8525-42-LP-0705

Is this project taking place in a rural or urban area?: * Rural
Please describe the purpose and scope of this project (minimum number of characters 150) *
 ROAD WORK ALONG THE HIGHWAY FOR A TOTAL OF 10 MILES INSTALLING NEW WATER AND SEWER LINE ON BOTH SIDES OF THE ROAD IM A RURAL AREA THAT WILL TAKE APPROXIMATELY 1 YEAR TO 1 1/2 YEARS

Which best describes the work activity?: * SEWER WATER

Service Type: * INSTALL/NEW

Type of Equipment: * EXCAVATOR/ MINI EXCAVATOR

Would you like facility prints of the project area if available?:

Dropdown Menu Options:
 FARM EQUIPMENT
 GRADER/SCRAPER
 HAND TOOLS
 MICRO TRENCH
 MILLING EQUIPMENT
 MISSILE
 OTHER
 PILE DRIVER
 POWER SHOVEL
 PROBING DEVICE
 TRENCHER

33. Select whether you would like to receive facility prints, if available. This field is optional and does not guarantee prints will be provided.

or urban area?: *

Please describe the purpose and scope of this project (minimum number of characters 150)*

ROAD WORK ALONG THE HIGHWAY FOR A TOTAL OF 10 MILES INSTALLING NEW WATER AND SEWER LINE ON BOTH SIDES OF
TAKE APPROXIMATELY 1 YEAR TO 1 1/2 YEARS

Which best describes the work activity?: *

SEWER ✕ WATER ✕

Service Type: *

INSTALL/NEW

Type of Equipment: *

EXCAVATOR/ MINI EXCAVATOR ✕ OTHER ✕

Would you like facility prints of the project area if available?:

Yes

No

Are permits required for the location of the project?: *

Done For: *

When will this large project start?: *

📅

34. Indicate whether permits are required. If you select **Yes**, four permit types will appear for selection: **City**, **County**, **Private**, or **State**. If any option other than **Private** is selected, an additional field will appear to enter a permit number. Please note, the permit number is optional and may be added at a later time if it is not available during initial entry.

project area if available?:

Are permits required for the location of the project?: *

Yes

What type of Permit?: *

City

County

Private

State

Done For: *

When will this large project start?: *

When will this large project end?: *

📅

Subdivision Name:

35. The **Done For** field is used to indicate the individual or organization for whom the project is being completed. You may select an option from the dropdown list or type directly into the



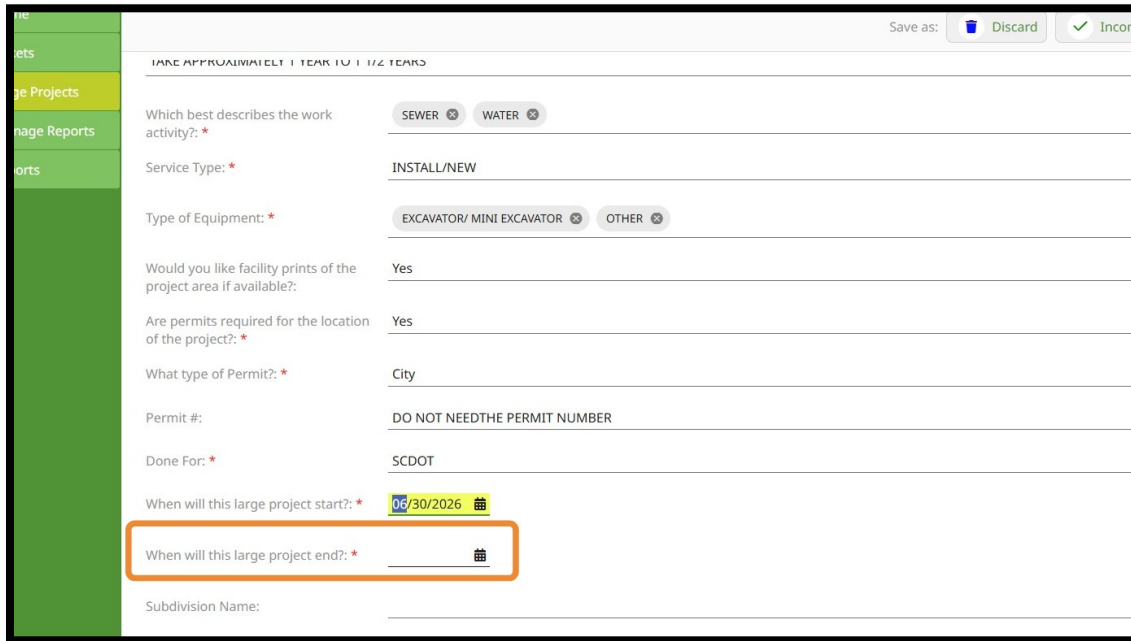
field. Please note that generic entries such as “self” or “customer” are not valid. This is a required field and must be completed to proceed.

The screenshot shows a web form for project entry. The left sidebar contains menu items: 'lets', 'ge Projects', 'nage Reports', and 'orts'. The main form area has a title bar with 'Save as:' and buttons for 'Discard' and 'Incon'. Below the title bar, the text 'TAKE APPROXIMATELY 1 YEAR TO 1 1/2 YEARS' is displayed. The form fields include: 'Which best describes the work activity?: *' with buttons for 'SEWER' and 'WATER'; 'Service Type: *' with the value 'INSTALL/NEW'; 'Type of Equipment: *' with buttons for 'EXCAVATOR/ MINI EXCAVATOR' and 'OTHER'; 'Would you like facility prints of the project area if available?:' with the value 'Yes'; 'Are permits required for the location of the project?: *' with the value 'Yes'; 'What type of Permit?: *' with the value 'City'; 'Permit #: *' with the value 'DO NOT NEEDTHE PERMIT NUMBER'; 'Done For: *' which is highlighted with an orange border and is currently empty; 'When will this large project start?: *' with a calendar icon; 'When will this large project end?: *' with a calendar icon; and 'Subdivision Name:' with an empty text field.

36. When entering the **Project Start Date**, you may either type the date directly into the field or select it using the calendar tool. The project start date determines the allowable date range for each project phase, as no phase can begin prior to the selected start date.

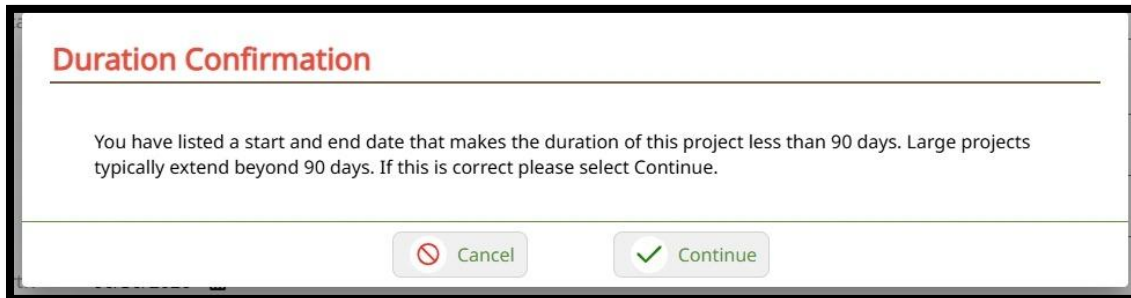
This screenshot shows the same project form as above, but with the 'When will this large project start?: *' field highlighted by an orange border. The 'Done For: *' field now contains the text 'SCDOT'. The 'When will this large project end?: *' field still has a calendar icon. The 'Permit #' field contains 'DO NOT NEEDTHE PERMIT NUMBER'. The 'Done For' field is now populated with 'SCDOT'.

37. Next, enter the **Project End Date**, which represents your anticipated completion date for the project. This date may be updated later using the **Extend Project** feature if timelines change. The project end date also determines the expiration dates for any tickets associated with the project.



The screenshot shows a web form for entering project details. The form includes fields for work activity (SEWER, WATER), service type (INSTALL/NEW), equipment type (EXCAVATOR/ MINI EXCAVATOR, OTHER), and various yes/no questions. The start date is set to 06/30/2026. The end date field is highlighted with an orange border and is currently empty. The subdivision name field is also visible at the bottom.

38. If the selected start and end dates are less than 90 days apart, a pop-up message will appear advising that Large Projects typically extend beyond 90 days. If the entered date range is correct, select **Continue** to proceed with processing the Large Project.



The pop-up message is titled "Duration Confirmation" and contains the following text: "You have listed a start and end date that makes the duration of this project less than 90 days. Large projects typically extend beyond 90 days. If this is correct please select Continue." At the bottom, there are two buttons: "Cancel" and "Continue".

39. If the work will take place in a subdivision, you may optionally include the subdivision name. This field is not required but can help provide additional location clarity for the project.

South 811 Carolina Switch to... CAROLINE TEST

Save as: Discard Incomplete

Service Type: * INSTALL/NEW

Type of Equipment: * EXCAVATOR/ MINI EXCAVATOR OTHER

Would you like facility prints of the project area if available?: Yes

Are permits required for the location of the project?: * Yes

What type of Permit?: * City

Permit #: DO NOT NEEDTHE PERMIT NUMBER

Done For: * SCDOT

When will this large project start?: * 06/30/2026

When will this large project end?: * 06/30/2027

Subdivision Name: NOT REQUIRED

Would you like this project to be public, allowing other users to view large project?:

Discard Incomplete Continue Chat

Exactix v4.2.11 by Irth Solutions

40. Next, select whether the project will be **Private** or **Public**. If **Public** is selected, project details will be visible to other authorized users within the **Public Projects** panel. While the associated Large Project tickets will not be visible, all other project information will be accessible for viewing. After making your selection, click **Continue** to proceed.

South 811 Carolina Switch to... CAROLINE TEST

Save as: Discard Incomplete

Service Type: * INSTALL/NEW

Type of Equipment: * EXCAVATOR/ MINI EXCAVATOR OTHER

Would you like facility prints of the project area if available?: Yes

Are permits required for the location of the project?: * Yes

What type of Permit?: * City

Permit #: DO NOT NEEDTHE PERMIT NUMBER

Done For: * SCDOT

When will this large project start?: * 06/30/2026

When will this large project end?: * 06/30/2027

Subdivision Name: NOT REQUIRED

Would you like this project to be public, allowing other users to view large project?:

Yes

No

Discard Incomplete Continue Chat

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41. Once all required fields in the **Work Information** section are complete, click **Continue** in the bottom right corner of the screen. A pop-up message will appear advising that the next step is to map the project area and define phases. This step is required before participants can be assigned and before the project can be fully saved and submitted.

If you are ready to proceed with mapping, select **Yes, Continue to Mapping** to move to the next step. If you are not ready to complete mapping at this time, select **No, Save as Incomplete** to save your progress and return to the project later.

The screenshot shows a web-based form for project setup. The form fields include:

- Service Type: * INSTALL/NEW
- Type of Equipment: * EXCAVATOR/ MINI EXCAVATOR (dropdown), OTHER (dropdown)
- Would you like facility prints of the project area if available?: Yes
- Are permits required of the project?: *
- What type of Permit #:
- Permit #:
- Done For: *
- When will this large project end?: * 06/30/2027 (calendar icon)
- Subdivision Name: NOT REQUIRED
- Would you like this project to be public, allowing other users to view large project?: Yes

A pop-up dialog box titled "Project Mapping and Phase Set Up" is overlaid on the form. The dialog contains the following text:

The next step in entering this large project is defining the project area and phases through mapping. This step is required before the participants can be assigned and the project can be saved. Are you ready to map the project?

At the bottom of the dialog are two buttons:

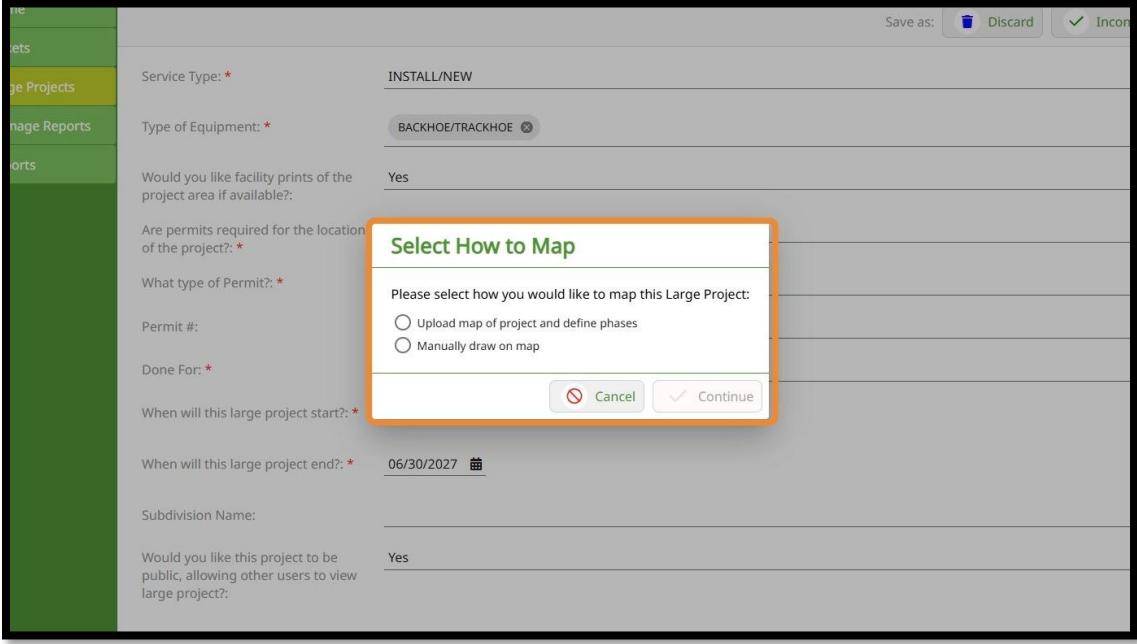
- No, Save as Incomplete (with a red 'X' icon)
- Yes, Continue to mapping. (with a green checkmark icon)

Mapping a Project

42. After selecting **“Yes, Continue to Mapping,”** the **“Select How to Map”** pop-up will appear. This window gives you two options: upload a map of the project and define phases, or manually draw the project area on the map.

We'll start with the first option, **“Upload map of project and define phases.”**

Uploading a map allows files such as **KMZ**, **GeoJSON**, and **Shape Files** to be layered onto the map as a reference when drawing and defining project phases.



The screenshot shows a web application interface with a sidebar on the left containing menu items: 'Home', 'Projects', 'Manage Projects', 'Manage Reports', and 'Reports'. The main content area is a form with the following fields:

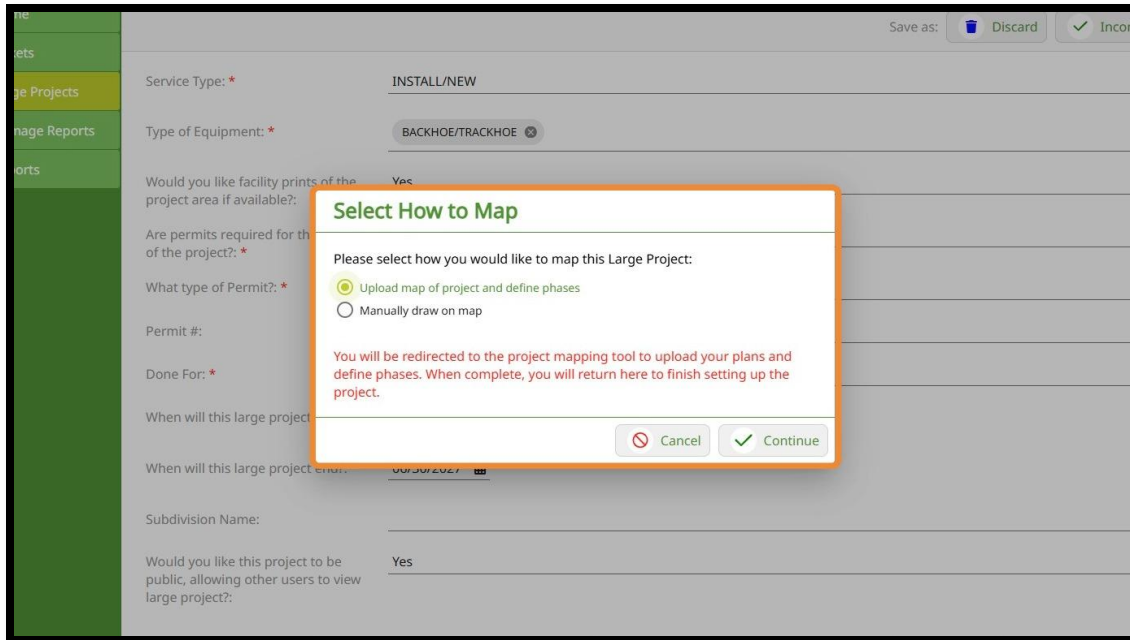
- Service Type: * (Dropdown menu: INSTALL/NEW)
- Type of Equipment: * (Dropdown menu: BACKHOE/TRACKHOE)
- Would you like facility prints of the project area if available?: Yes
- Are permits required for the location of the project?: *
- What type of Permit?: *
- Permit #:
- Done For: *
- When will this large project start?: *
- When will this large project end?: * (Date: 06/30/2027)
- Subdivision Name:
- Would you like this project to be public, allowing other users to view large project?: Yes

A pop-up dialog titled "Select How to Map" is overlaid on the form. It contains the text "Please select how you would like to map this Large Project:" and two radio button options:

- Upload map of project and define phases
- Manually draw on map

At the bottom of the dialog are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with a green checkmark icon.

43. To upload a map, select **Upload Map of Project and Define Phases**, then click **Continue** to proceed.



44. Selecting this option opens the **Geo Importer** in a separate view. Once the upload process is complete, you will automatically return to the Large Project request.

At the top of the form, an informational message explains that uploaded files may not produce a one-to-one match when translated into the mapping system. For best results, only essential project geometry should be included in the uploaded file. The message also advises that files must contain the correct spatial reference system to ensure accurate map placement. Uploaded files are used only as a visual reference during mapping, and all project phases must still be finalized using the mapping tools within Exactix.

Next, enter your project phase information, including the phase name and location details. The **Project ID** and **Excavator ID** fields will automatically populate from the project information previously entered. All required fields are marked with a red asterisk (*).

The **Project ID** and **Excavator ID** fields are system-generated and cannot be modified.

If your project includes multiple phases, enter the total number of phases for the project in the designated field.

Create New Project

These file translations will not always produce a one-to-one translation of your existing files. For best results, upload only the absolutely necessary geometry so the conversion is cleaner. It is also very important that your data has an accurate spatial reference system (SRS/EPSSG); if it is missing or incorrect, the conversion may fail or produce incorrect results. Uploaded files are used only as a reference so you can draw your phases.

Project ID
LP2026-00890

Excavator ID
0a099a10-4253-11f1-bfef-32f5120245a1

Number of Phases
1

Phase 1

Phase Name * Start Date * End Date *

e.g. Phase 1 - North mm/dd/yyyy mm/dd/yyyy

Address * County * Cross Street * Place *

45. In this section, enter the phase details, including the **Phase Name, Start and End Dates**, and the location where work will take place, such as the **city, county, cross streets, and any additional directions for the phase area**. This process will be repeated for each additional phase entered into the project.

Phases should be organized into clear and manageable sections, as each phase generates its own locate ticket. Properly structuring phases helps excavators and Member Operators coordinate work activities and maintain accurate utility markings throughout the project.

Phases are not required to follow a strict order or timeline. Multiple phases may be active simultaneously and can overlap depending on how work is being performed in the field. Phases should be divided based on how the excavation work will actually be completed rather than solely on project scheduling.



Project ID
LP2026-00890

Excavator ID
0a099a10-4253-11f1-bfef-32f5120245a1

Number of Phases
1

Phase 1

Phase Name * Start Date * End Date *

e.g. Phase 1 - North mm/dd/yyyy mm/dd/yyyy

Address * County * Cross Street * Place *

Directions *

46. The next section allows you to upload a GIS file for the project area. Exactix uses this file to help identify the location on the SC811 map before you outline it using the mapping tools. Supported file formats are listed directly on the form.

The final field is the **Source EPSG Code**, which is used to identify the coordinate system of the uploaded GIS file. This is typically only adjusted if the file was created in a different coordinate system to ensure it aligns correctly on the map. For most projects, the default setting is sufficient and does not need to be changed.

Phase 1

Phase Name * Start Date * End Date *

e.g. Phase 1 - North 06/01/2026 09/01/2026

Address * County * Cross Street * Place *

Saint Andrews Road Lexington County Columbia

Directions *

starting at tram rd

Upload GIS File

Choose File No file chosen

Supported formats: DGN, DWG, DXF, SHP, KML, KMZ (or ZIP containing files)

Source EPSG Code

2273

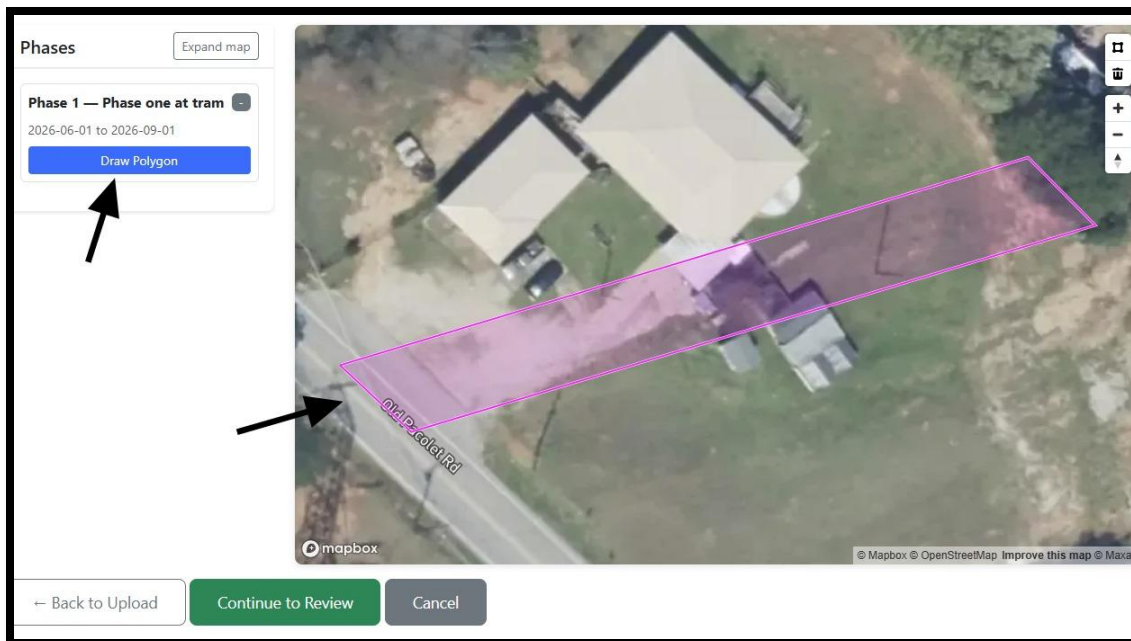


47. After all required fields are complete, select **Continue to Map** at the bottom of the form to move into the mapping interface.

Once your imported map has loaded, your project phases will appear in a list on the left side of the screen. You can then begin outlining the phase area on the map using the **Draw Polygon** tool.

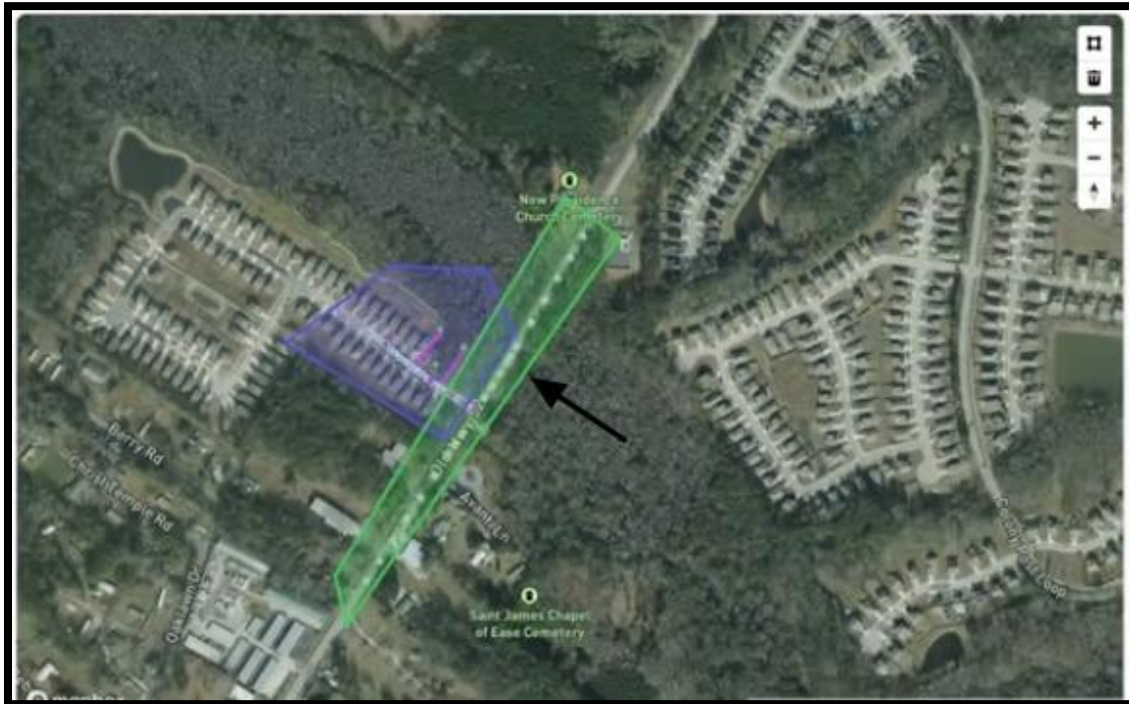


48. Start by selecting the blue **Draw Polygon** button under Phase 1.



49. Then click on the map to trace the boundary of the work area, following the imported map. Continue placing points around the area, and double-click to close the shape when finished.

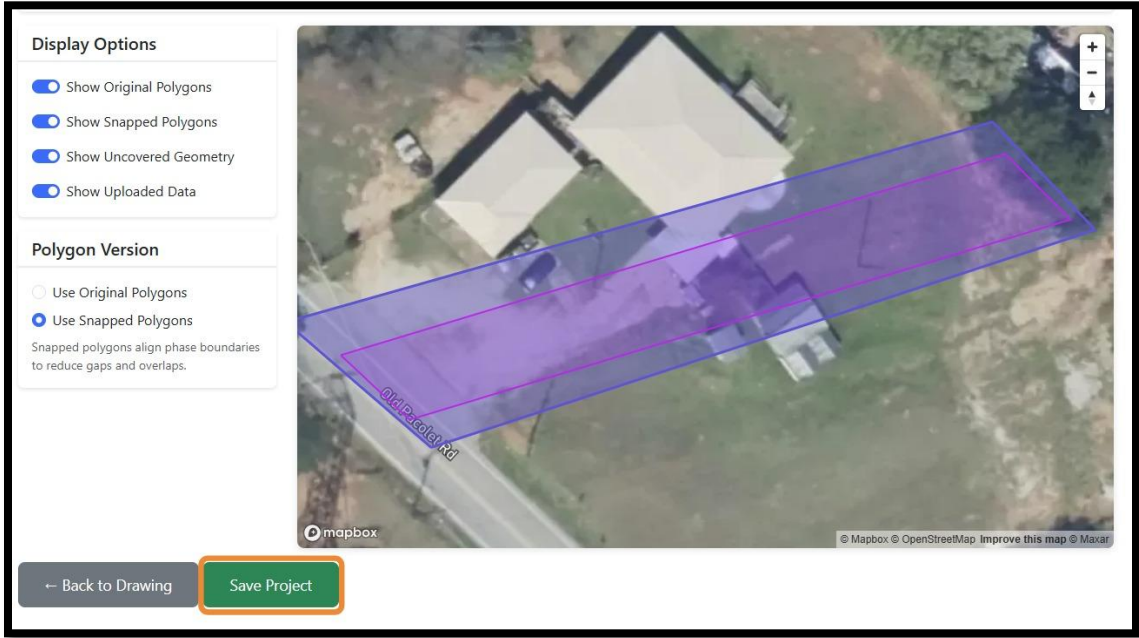
After Phase 1 is complete, repeat the same steps for Phase 2 by selecting **Draw Polygon** under that phase and mapping its area. If additional phases are included, repeat these steps for each one. Each polygon represents a specific work area and helps define where ticket activity will take place.



50. If the phases you have drawn do not fully cover the area outlined in the uploaded drawing, the system will display an alert indicating that uncovered geometry has been detected. Select **Zoom to Feature Parts** to highlight and review the uncovered areas to determine whether the phase boundaries need to be adjusted. If the mapping is correct as entered, you may proceed without making changes.



51. When you are finished mapping and reviewing the project phases, click **Save Project** to return to Exactix.



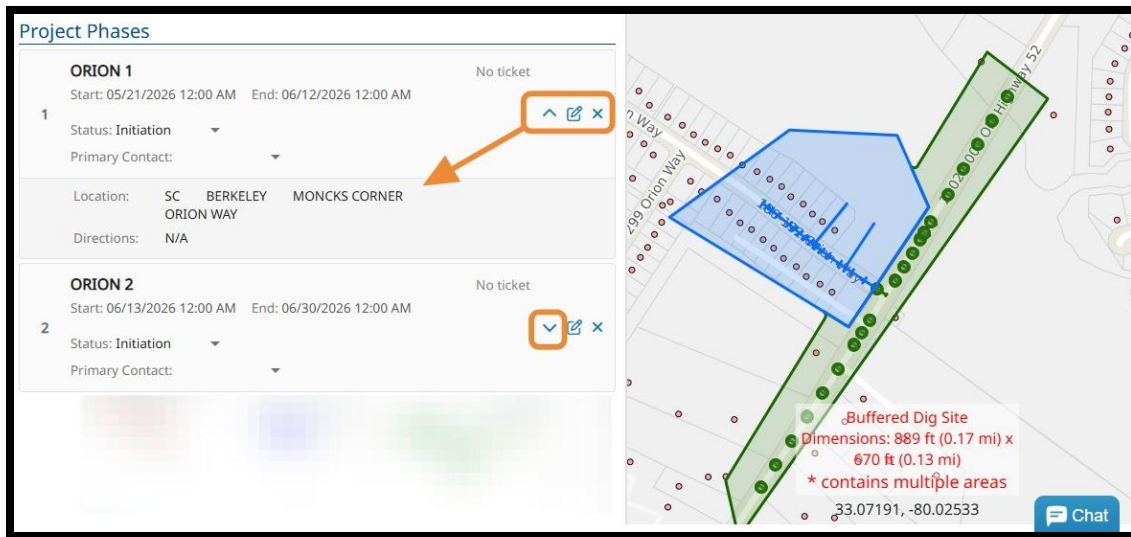
52. After saving, you will be redirected back to Exactix and taken to the **Phases** section of the Large Project request. Under the **Project Phases** section, you will see the phase information entered through the Geo Importer.



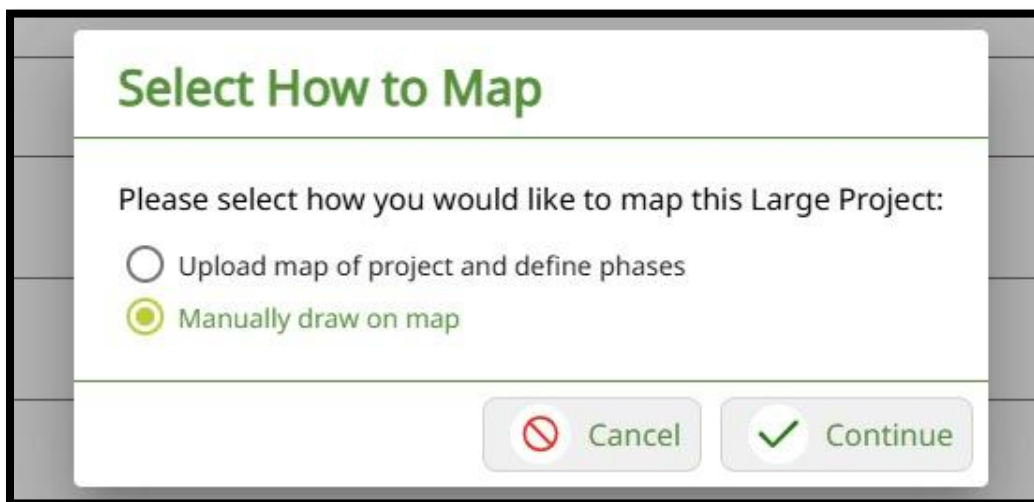
To view additional details for a phase, click the arrow next to the phase name. This will expand the phase information, including the start and end dates, address details, and directions entered for the phase area.

To make changes to a phase, select **Edit** next to the applicable phase. Update the information in the fields at the top of the page, then select **Update Phase** to save your changes or **Discard Changes** to cancel without saving.

Once all phases have been reviewed and no additional changes or phases are needed, click **Continue** to proceed to the **Contacts** section.



53. Before continuing to the next steps of entering a Large Project, let's review how to create phases using the **Manually Draw on Map** option. Select **Manually Draw on Map**, then click **Continue** to proceed.



54. Complete the phase details by entering a **Phase Name** along with the **Start Date** and **End Date** for the phase. Phase dates must fall within the overall project start and end dates entered earlier in the project creation process.

Large Project Number: LP2026-00890 Status: Incomplete Created: 05/06/2026 11:26 AM By: CAROLINE TEST Save as: Discard Incomplete

General Phases Contacts Attachments

Phase Details

Name: 1ST PHASE

When will this phase start?: 06/30/2026

When will this phase end?: 09/30/2026

Phase Location

Street/Address Intersection [reset](#)

SC County*

Street/Address* Place*

Directions to Site*

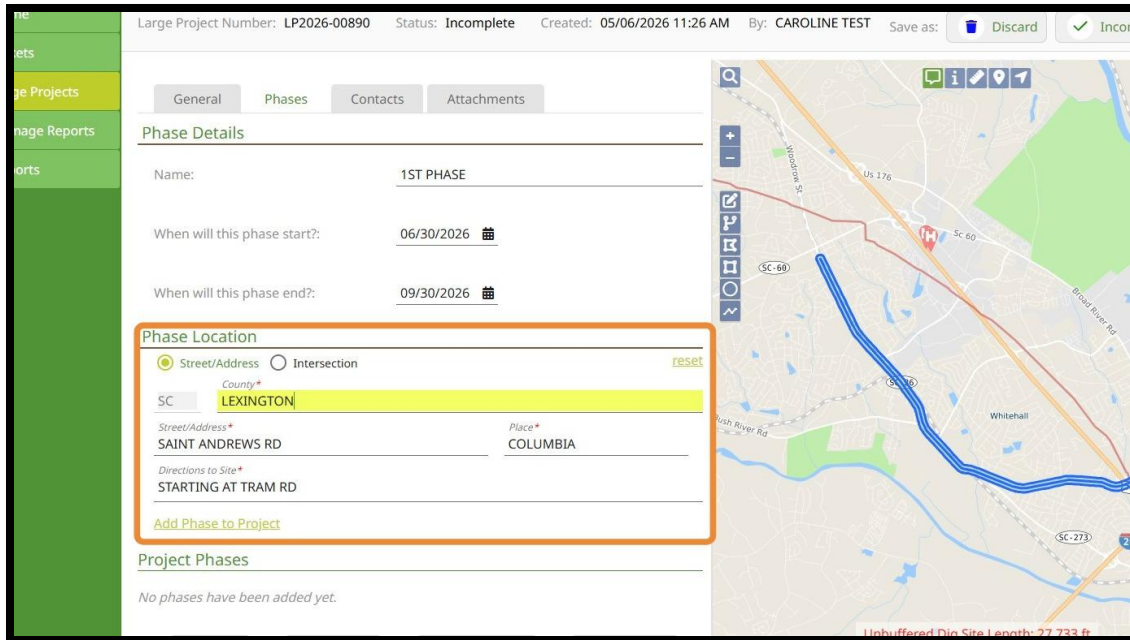
[Add Phase to Project](#)

Project Phases

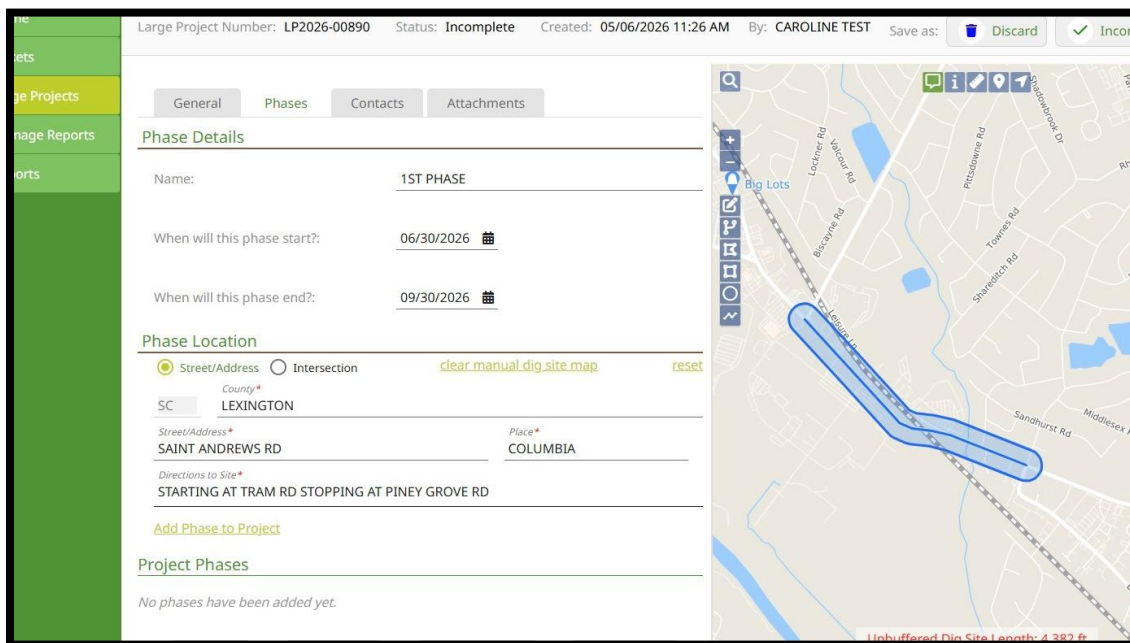
No phases have been added yet.

55. Next, enter the **Phase Location** by providing the street or address where the work will take place, along with the applicable **county** and **place**. A free-text field is also available to include directions to the location or any other relevant details.

This information will be carried over to the ticket created for the phase once it is generated. While the 1,320-foot requirement does not apply to Large Projects, keeping phase areas small and manageable is encouraged to improve coordination and maintain clear utility marking throughout the project.



56. Next, use the mapping tools on the left side of the map to draw the phase area, similar to how you would when entering a standard ticket. Ensure the entire phase area is fully covered by the blue shaded boundary. Once complete, click to save the drawing.



57. When finished, click the **Add Phase to Project** button. The phase will then appear in the **Project Phases** section below. Repeat this process to add as many phases as needed for the project.

Large Project Number: LP2026-00890 Status: **Incomplete** Created: 05/06/2026 11:26 AM By: CAROLINE TEST Save as: Discard Incomplete

General Phases Contacts Attachments

Phase Details

Name: 1ST PHASE

When will this phase start?: 06/30/2026

When will this phase end?: 09/30/2026

Phase Location

Street/Address Intersection [clear manual dig site map](#) [reset](#)

County* SC LEXINGTON

Street/Address* SAINT ANDREWS RD Place* COLUMBIA

Directions to Site* STARTING AT TRAM RD STOPPING AT PINEY GROVE RD

[Add Phase to Project](#)
* Please enter 1 or more phases and click 'add'

Project Phases

No phases have been added yet.

Unbuffered Dig Site Length: 4,382 ft

58. Once all phases have been added, click **Continue** at the bottom of the page to proceed.

County SC CLARENDON

Place* SUMMERTON

Street/Address*

Directions to Site*

[Add Phase to Project](#)

Project Phases

Phase ID	Name	Start	End	Ticket	Status	Primary Contact	Actions
1	ONE	07/09/2026 12:00 AM	07/16/2026 12:00 AM	No ticket	Initiation		
2	TEST	06/24/2026 12:00 AM	07/10/2026 12:00 AM	No ticket	Initiation		

Back Discard Incomplete Continue

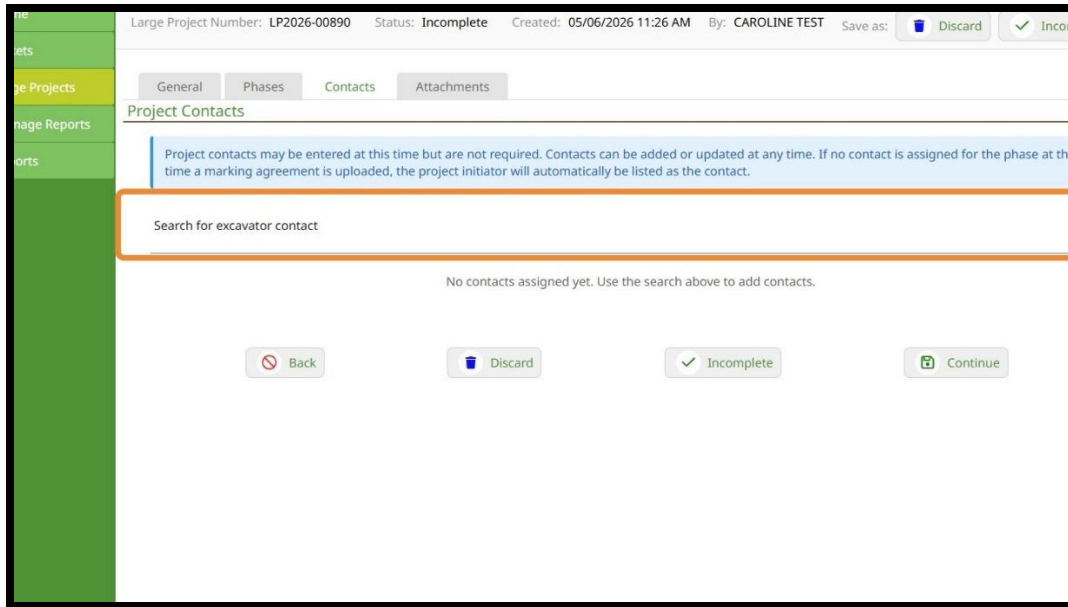
Unbuffered Dig Site Dimensions: 3,891 ft (0.74 mi) x 3,228 ft (0.61 mi)

33.35143, -79.91959

Exactix v4.2.14 by Irth Solutions

Adding Contacts to a Project

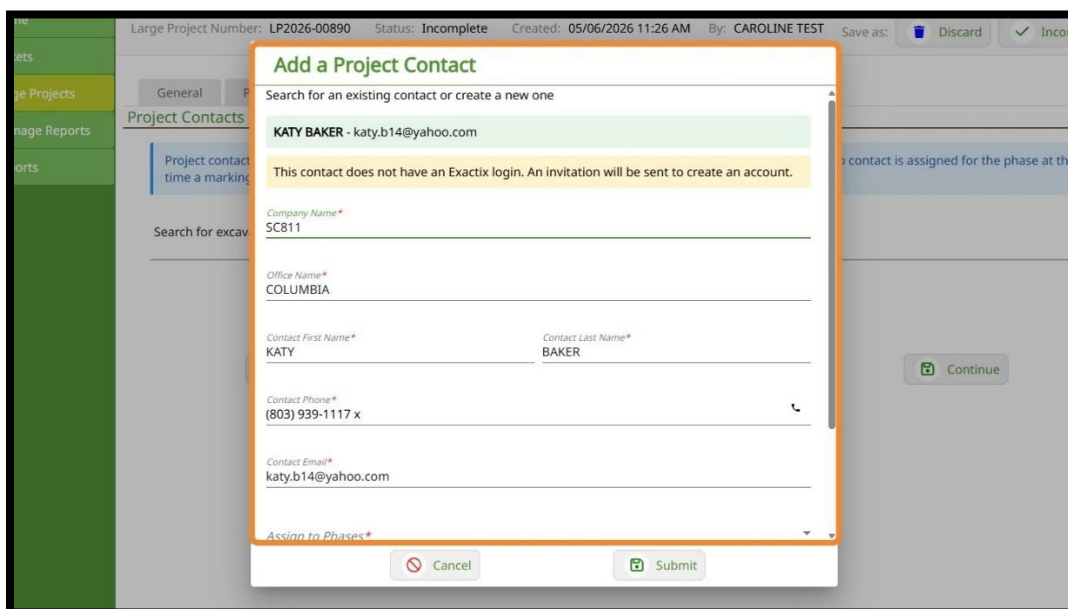
59. Next is **Contacts**. Contacts may be added at any point during the life of a Large Project. If you have contacts available at the time of creation, you may add them now; otherwise, you can return to this section later to update or include contact information as needed. To add contacts and their role, click on search for contacts.



60. When adding a **Project Contact**, you can first search to see if the contact already exists in Exactix. If an existing contact is found, their information will automatically populate.

If the contact is not found in the system, they will need to be added as a new contact. A system invitation will be sent to them to join at the end of the process. To add a new contact, you will need their **email address, first and last name, company name, city/office name, and phone number.**

Once added, you will assign the contact to the appropriate phase as outlined in the following steps.



61. After the contact is added, assign them to the appropriate phase by selecting the phase from the dropdown. You may choose one, multiple, or all phases.

Next, select the appropriate role for the contact. Keep in mind that **Viewers** have read-only access and cannot take any actions on the project. **Project Participants** can perform most project-related actions, and **Project Administrators** have full access and typically serve as the primary point of contact for project-related questions.

Add a Project Participant

Please enter the information below of who needs to be added to the large project

Search for contact

CAROLINE TEST - cgibson0818@yahoo.com

Assign to Phases*

FOOTBALL FIELD, ROADWAY REPAIR

Select which phases this contact should be assigned to

Assigned Role*

Project Participant

Viewer

Project Participant ✓

Project Initiator/Administrator

62. To manage project contacts after a project has been submitted, open the project and navigate to the **Contacts** tab.

South 811 Carolina

Switch to... TEELA TEST

Large Project Number: LP2026-00976 Status: Released

Created: 05/18/2026 12:15 AM By: KATY BAKER

Print

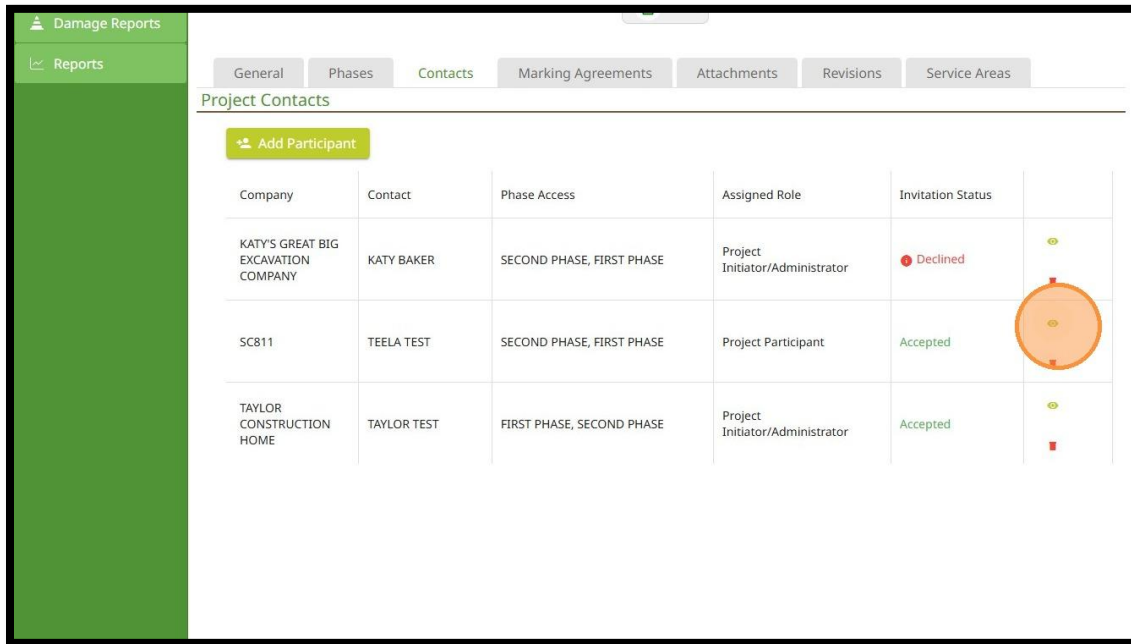
General Phases **Contacts** Marking Agreements Attachments Revisions Service Areas

Project Contacts

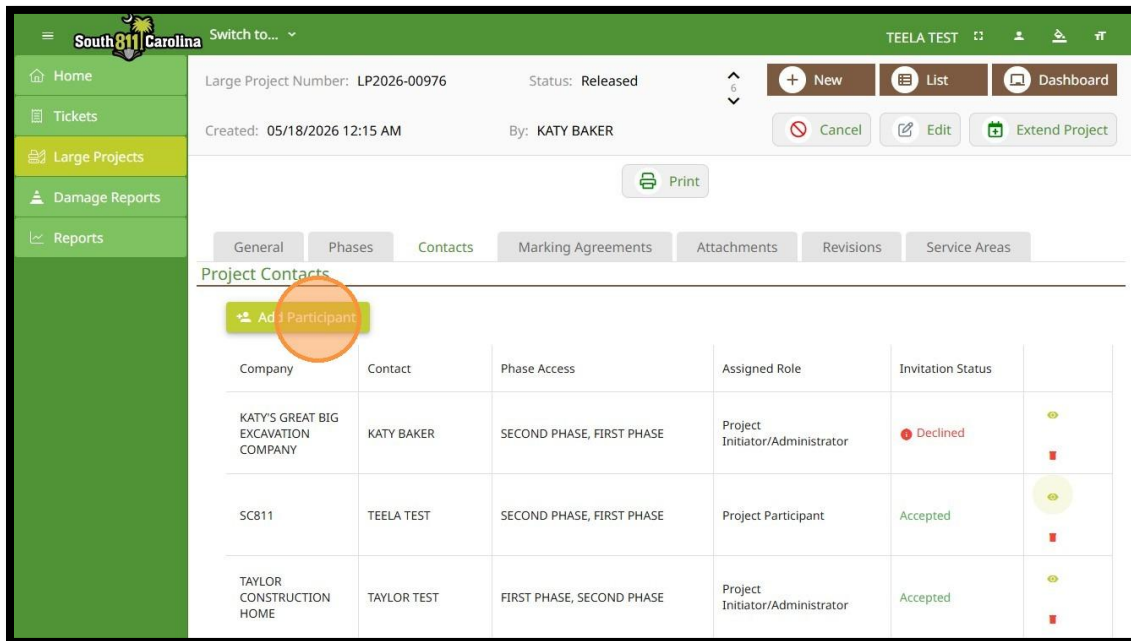
Add Participant

Company	Contact	Phase Access	Assigned Role	Invitation Status	
KATY'S GREAT BIG EXCAVATION COMPANY	KATY BAKER	SECOND PHASE, FIRST PHASE	Project Initiator/Administrator	Declined	🚫
SC811	TEELA TEST	SECOND PHASE, FIRST PHASE	Project Participant	Accepted	🟢
TAYLOR CONSTRUCTION HOME	TAYLOR TEST	FIRST PHASE, SECOND PHASE	Project Initiator/Administrator	Accepted	🟢

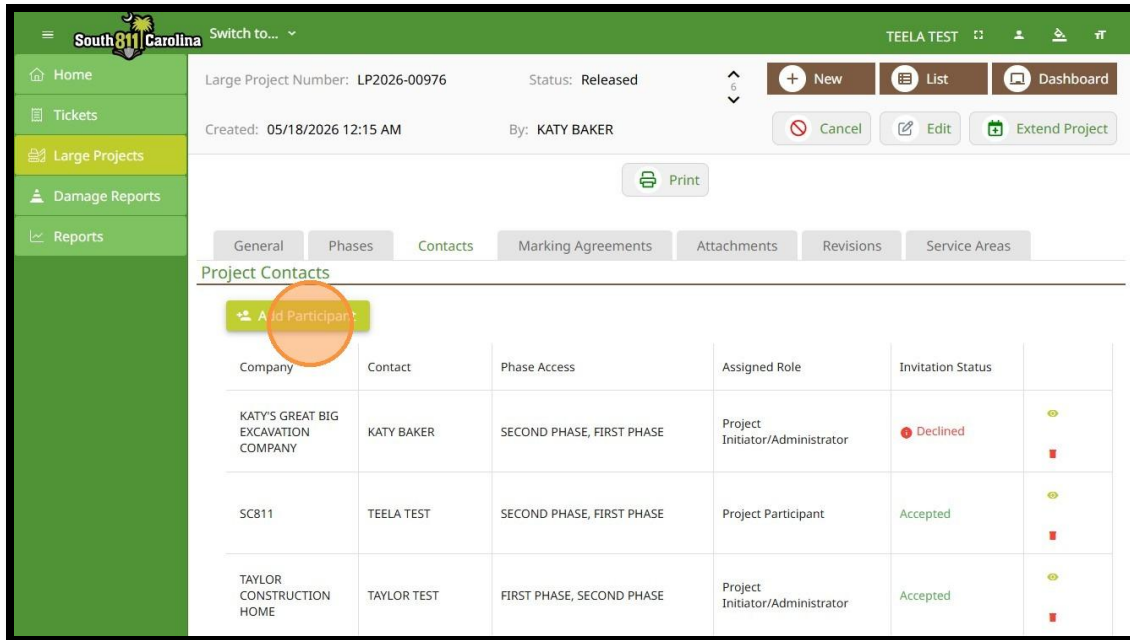
63. Within the **Contacts** tab, contact information can be viewed or managed as needed. To take action on a contact, select the **View** or **Delete** icon located to the far left of the contact entry.



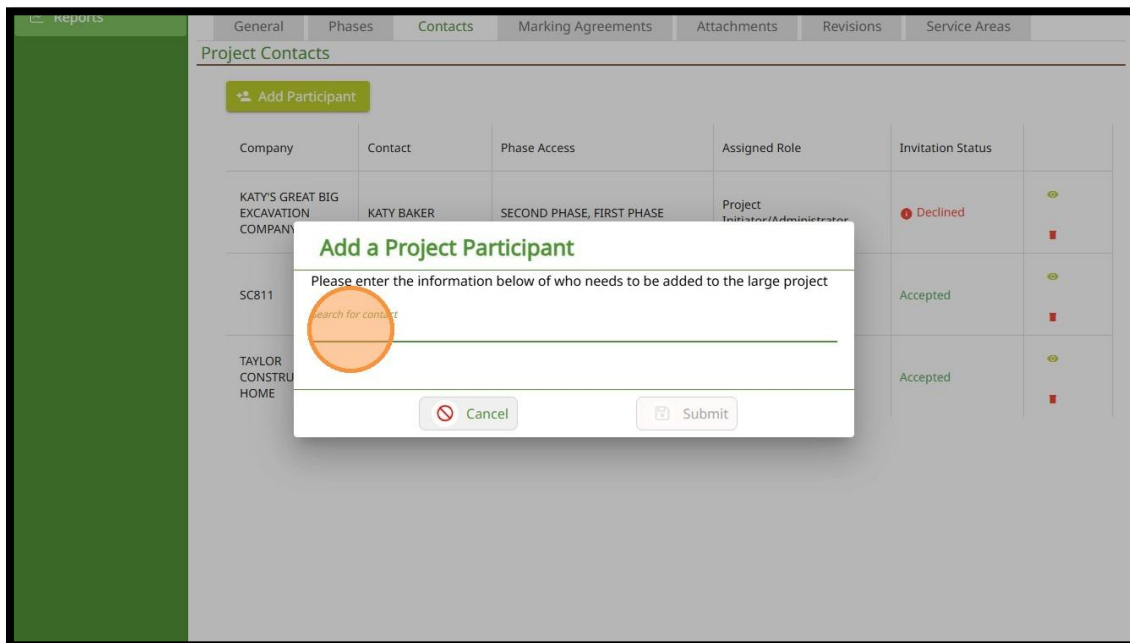
64. Double-click "Add Participant"



65. To add a contact, click the **Add Participant** button. Keep in mind that contacts will appear as subcontractors on the corresponding tickets for any phases to which they are assigned.

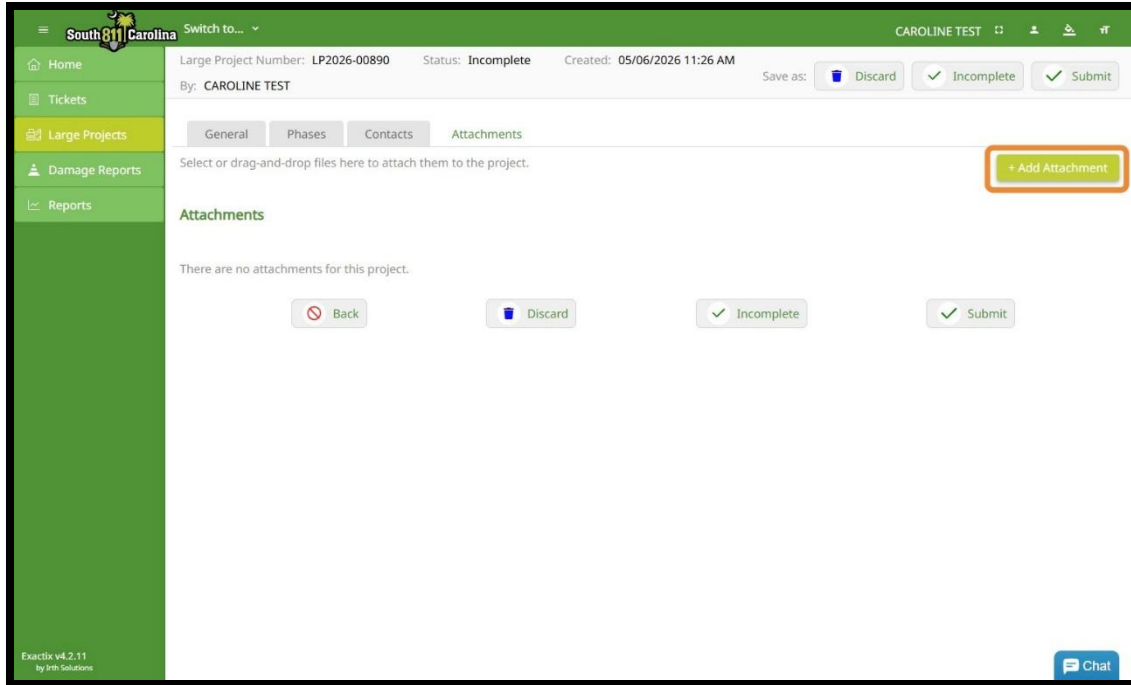


66. Add or create the contact you wish to include, entering the required information if the contact does not already exist in the system.

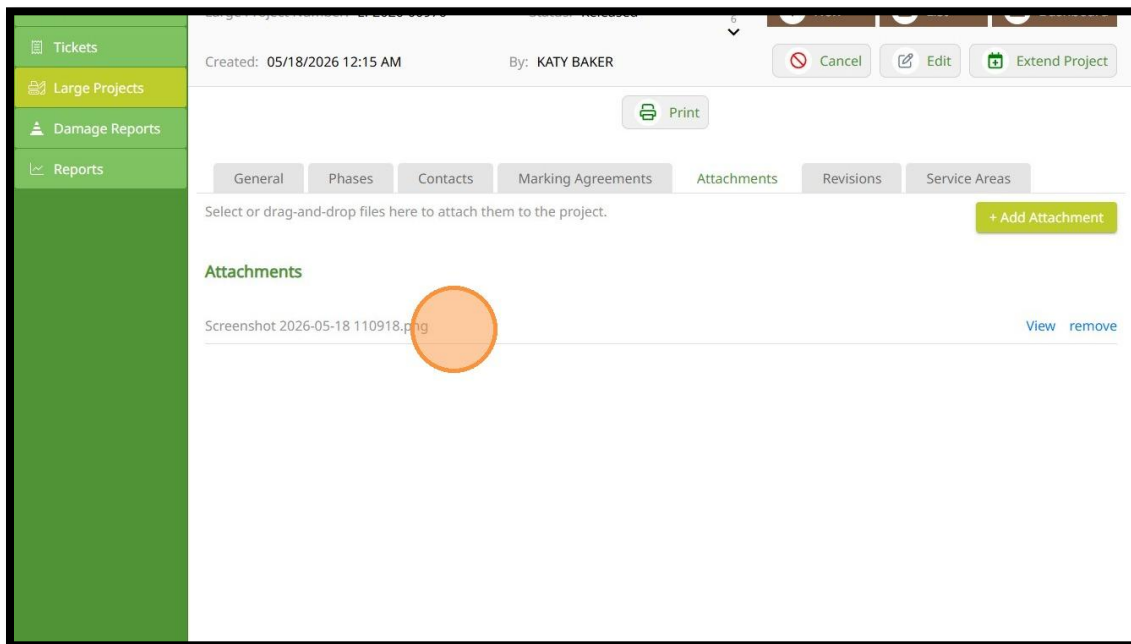


Adding Attachments and Submitting the Project

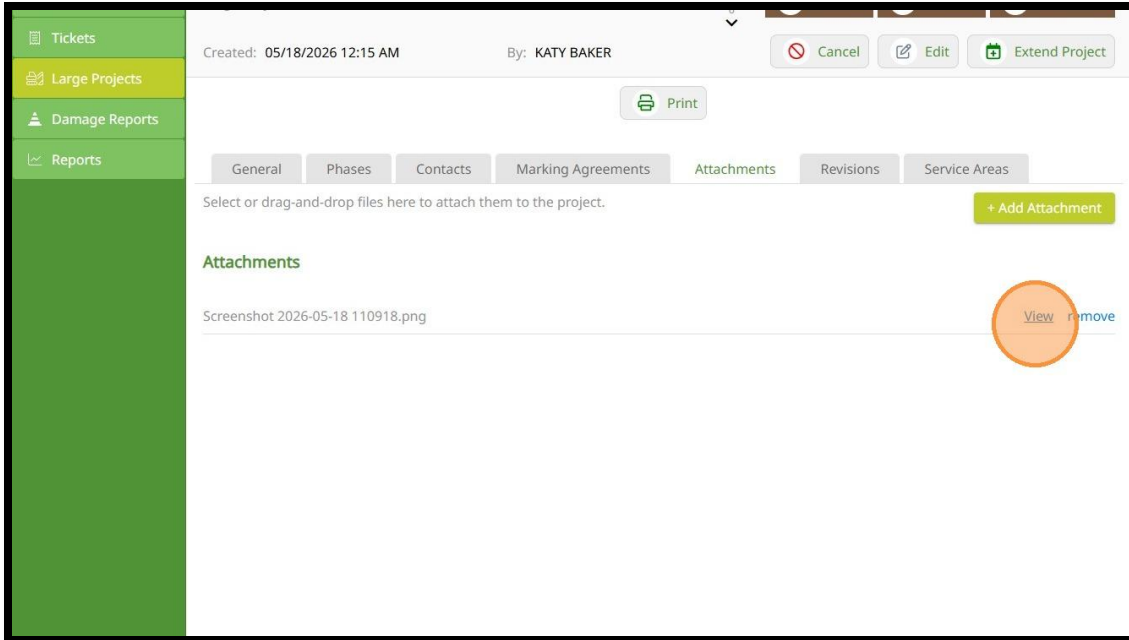
67. The final screen for project entry is the **Attachments** section. Attachments, like contacts, can be added at any time during the life of the project. To add an attachment, click the **+ Add Attachment** button and select the file you wish to upload.



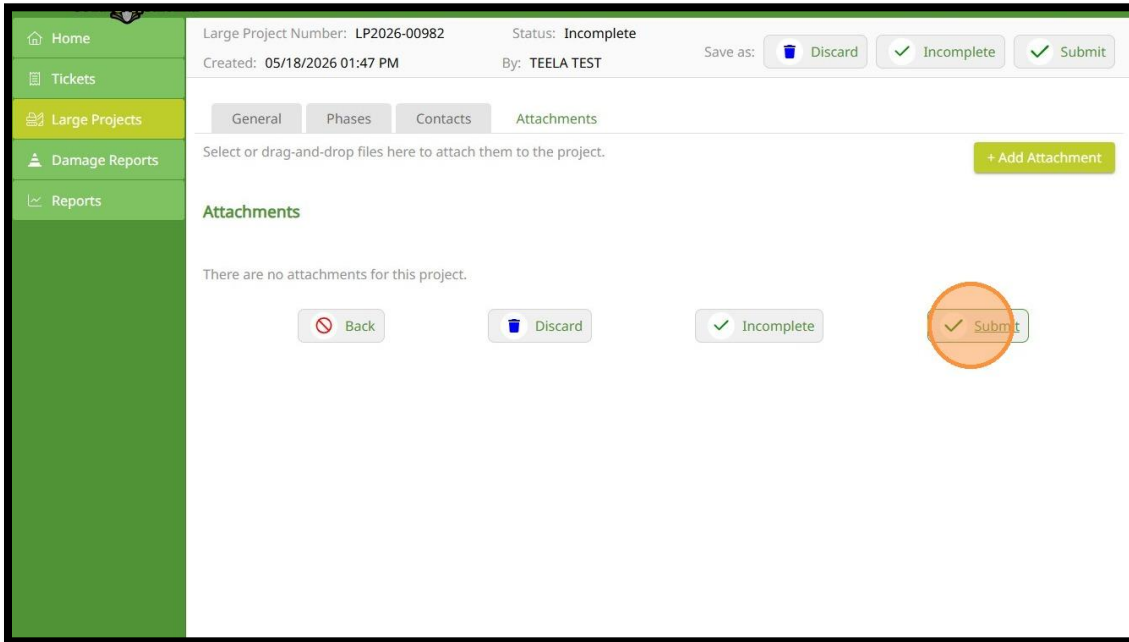
68. Uploaded attachments will appear in a list within the Attachments section, where they can be reviewed as needed.



69. To manage attachments, use the available options next to each file to either view or remove the attachment as needed.

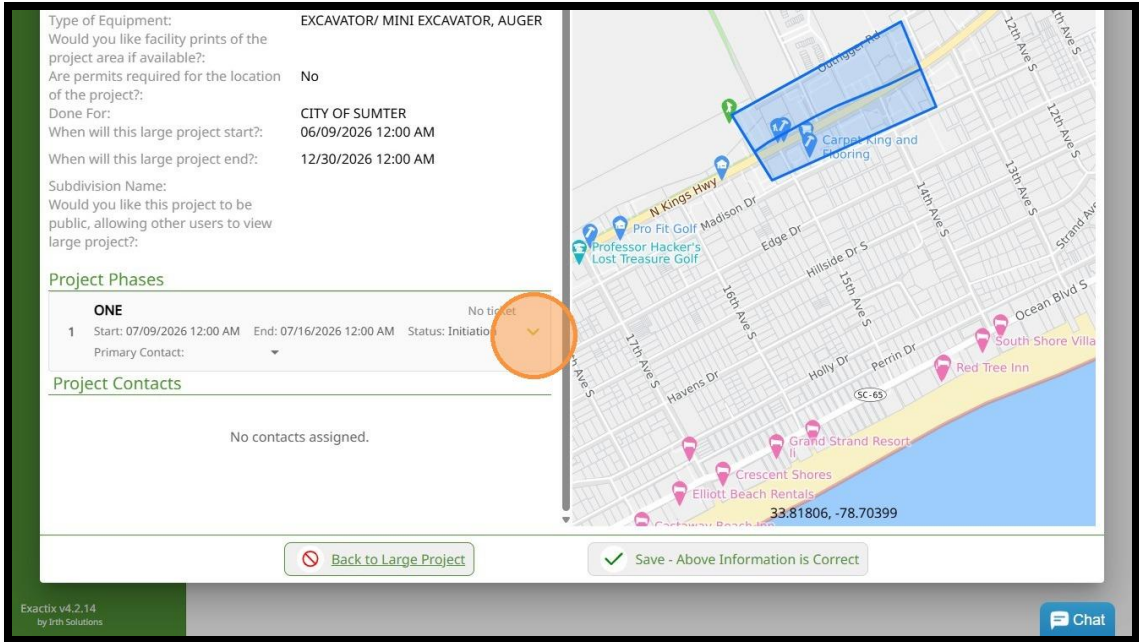


70. When all required information has been entered and reviewed, click **Submit** to submit the project.

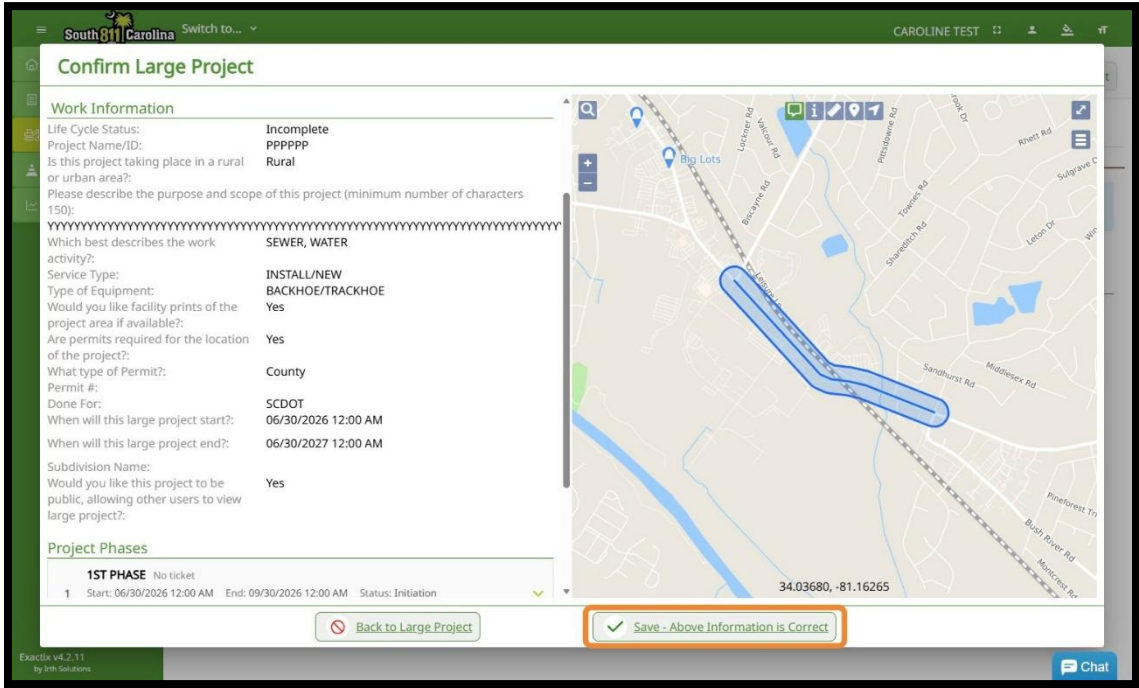


71. A verification screen will appear, allowing you to review the entire project before final submission. Each phase can be expanded to view full details. Carefully review all information to ensure accuracy before proceeding.



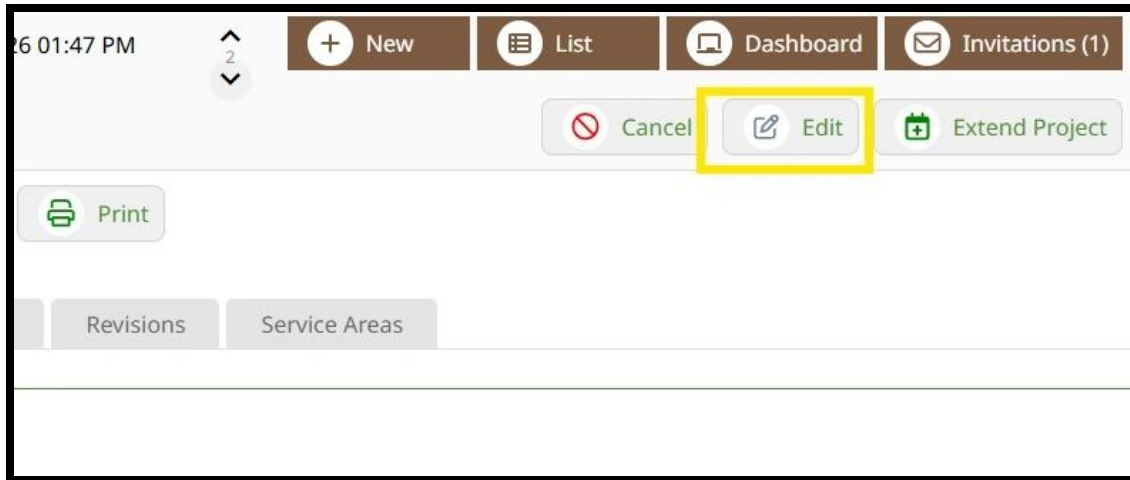


72. To finalize submission, click **Save – Above Information is Correct**.



73. After submission, you can still edit the project, make updates, and add additional phases. These changes are allowed as long as no tickets have been created for any phase of the project. Once a marking agreement is established and tickets have been released for any phase, the project becomes locked and can no longer be edited or expanded.

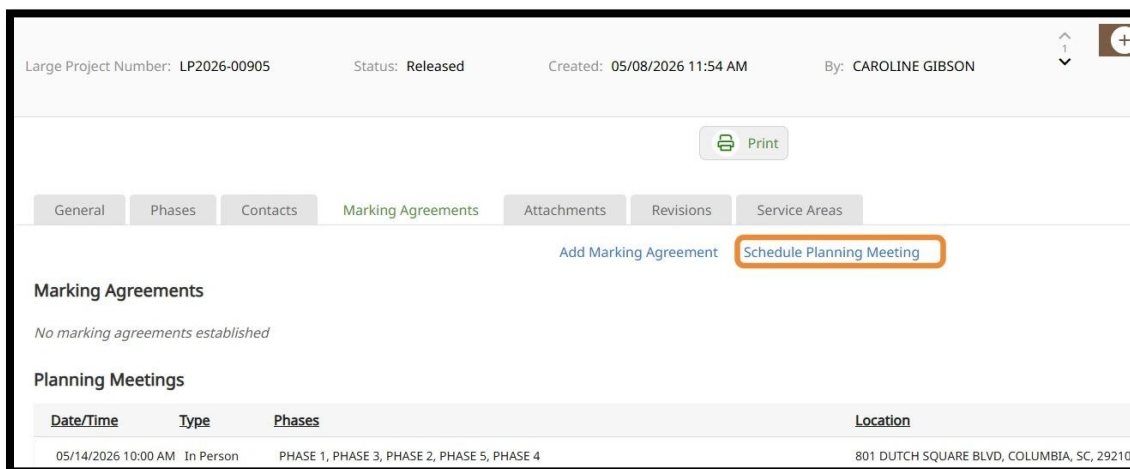




Planning Meetings and Marking Agreements

74. Planning meetings provide an opportunity for all stakeholders to review project plans and establish a marking schedule for project phases. A project may include multiple planning meetings throughout its lifecycle as needed.

To schedule a meeting, navigate to the **Marking Agreements** tab within the project and select **Schedule Planning Meeting** in the upper-right corner of the screen.



75. Select the phase for which the planning meeting is being scheduled.

Schedule Planning Meeting - Select Phases

What phases is this Planning Meeting being scheduled for?

Select All Phases

 PHASE 2 (05/09/2026 - 06/03/2026)

 PHASE 3 (05/09/2026 - 06/03/2026)

 PHASE 4 (05/09/2026 - 06/03/2026)

 PHASE 1 (05/09/2026 - 06/03/2026)

 PHASE 5 (05/14/2026 - 07/16/2026)

Cancel
 Next

76. Select the **date and time** for the meeting, then indicate whether the meeting will be **virtual or in person**. Be prepared to provide a few flexible scheduling options to ensure all stakeholders have an opportunity to attend.

Schedule Planning Meeting - Meeting Details

Please enter the Project Planning Meeting details below.

05/15/2026, 10:00 AM Meeting Type*

A Meet request will be sent to:

- AT&T/D - BSZT29-BSZT29
- CAROLINA GAS TRANSMISSIONS - SCGT05-SCGT05
- CHARTER-CCS02
- CITY OF COLUMBIA-COC82
- DOMINION ENERGY ELECTRIC - SCEKZ42-SCEKZ42
- DOMINION ENERGY GAS - SCGT05-SCGT05
- DOMINION ENERGY GAS - SCGZ05-SCGZ05
- LUMEN-LC393
- LUMOS FIBER-LMF01
- MCI-MCI18
- MID CAROLINA ELECTRIC COOPERATIVE-MID55
- SCANA COMMUNICATIONS-SCAFZ87
- SEGRA COMMUNICATIONS - SGRAZ01-SGRAZ01
- VERIZON WIRELESS-VZW89

In Person

Virtual


Cancel
 Back
 Save

77. If the meeting is **virtual**, an additional field will appear prompting you to enter the meeting link. Provide the full meeting URL in this field so participants can access the session.



Schedule Planning Meeting - Meeting Details




Please enter the Project Planning Meeting details below.

05/15/2026, 10:00 AM  Meeting Type* Virtual ▼

Meeting Link*

A Meet request will be sent to all of the following Member Operator(s):

- AT&T/D - BSZT29-BSZT29
- CAROLINA GAS TRANSMISSION - CGT63-CGT63
- CHARTER-CCS02
- CITY OF COLUMBIA-COC82
- DOMINION ENERGY ELECTRIC - SCEKZ42-SCEKZ42
- DOMINION ENERGY GAS - SCGT05-SCGT05
- DOMINION ENERGY GAS - SCGZ05-SCGZ05
- LUMEN-LC393
- LUMOS FIBER-LMF01
- MCI-MCI18
- MID CAROLINA ELECTRIC COOPERATIVE-MID55
- SCANA COMMUNICATIONS-SCAFZ87
- SEGRA COMMUNICATIONS - SGRAZ01-SGRAZ01
- VERIZON WIRELESS-VZW89

 Cancel
 Back
 Save


78. If the meeting is **in person**, an address field will appear. Enter the full location where the meeting will take place, then click **Save**.

Once saved, a meeting request will be generated and sent to all Member Operators affected by the project area.



Schedule Planning Meeting - Meeting Details

Please enter the Project Planning Meeting details below.

05/15/2026, 10:00 AM  *Meeting Type**
In Person

*Address**

Address 2

*City** *State** *Zip**

A Meet request will be sent to all of the following Member Operator(s):

- AT&T/D - BSZT29-BSZT29
- CAROLINA GAS TRANSMISSION - CGT63-CGT63
- CHARTER-CCS02
- CITY OF COLUMBIA-COC82
- DOMINION ENERGY ELECTRIC - SCEKZ42-SCEKZ42
- DOMINION ENERGY GAS - SCGT05-SCGT05
- DOMINION ENERGY GAS - SCGZ05-SCGZ05
- LUMEN-LC393

79. This will show on your dashboard under tickets with a gray color to the left of the ticket.



80. **Meet tickets** serve as notifications to affected Member Operators. These tickets do not require any action or response; they are simply an invitation to attend the scheduled meeting.



Excavator ID: 407903	Caller: TAYLOR TEST
Caller Phone: (803) 840-5555	Caller Type: Business
Company: TAYLOR CONSTRUCTION HOME	Office: SUMTER
Address: 810 N MAIN ST, SUMTER, SC, 29150	
Email: taylorbracey4@gmail.com	
Site Contact: TAYLOR TEST	(803) 840-5555 taylorbracey4@gmail.com
View Subcontractors (0)	
Dates & Ticket Type Help	
Ticket Type: Meet	
Meet Date and Time: 05/20/2026 10:00 AM	
Site Information Help	
Dig Site Type: Street/Address	
SC BERKELEY	MONCKS CORNER
PLANNING MEETING	
Near: N/A	
Directions: TESTING TO MAKE SURE THE GEOTOOL IMPORTS	
Instructions: N/A	
Remarks:	
Project Information Help	

81. Go to the meeting prepared to discuss the selected phase(s). A **Marking Agreement template** is provided for use as a guide when establishing agreements with Member Operators.

<https://sc811.com/wp-content/uploads/2026/05/Large-Project-Facility-Location-Agreement-rev-20251208-1.pdf>

Please note that if a Member Operator does not attend the meeting or an agreement cannot be reached, their marking timeline will default to the agreed timeframe established by the other participating operators.

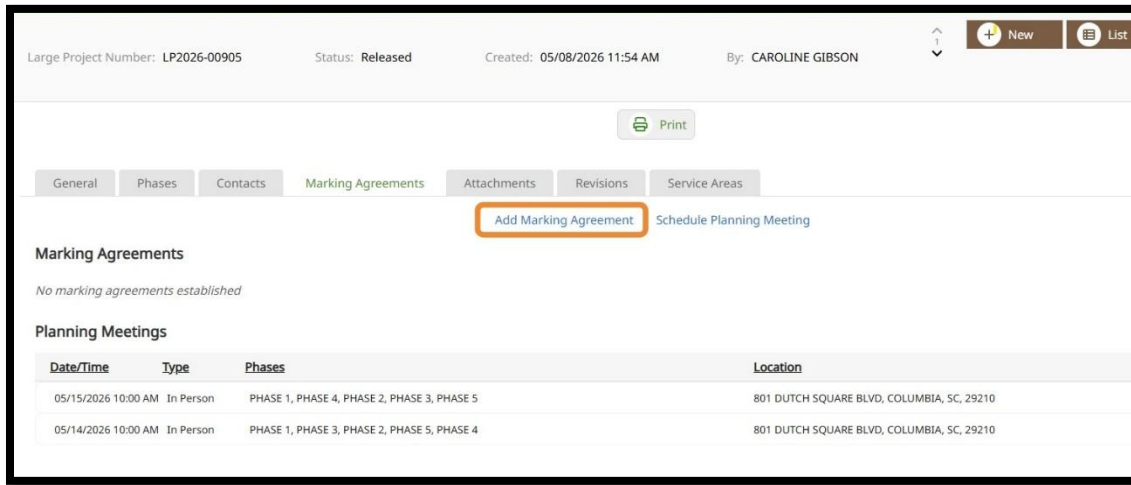
LARGE PROJECT FACILITY LOCATION AGREEMENT

INTRODUCTION

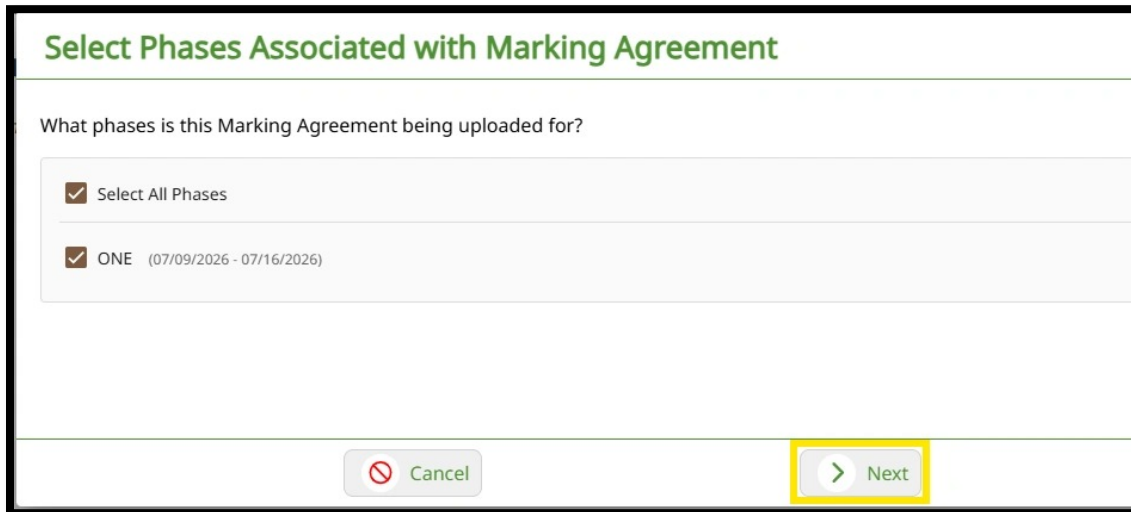
The Large Project Facility Location Agreement was created to help manage marking needs over the course of a Large Project. The Large Project Facility Location Agreement is required to be completed prior to the Large Project Planning Meeting. You must provide a proposed Large Project Facility Location Agreement for consideration at the Large Project Planning Meeting. The Large Project Planning Meeting Agreement must be executed and acknowledged by all Parties prior to any Large Project advancing beyond the planning stage. You should provide enough copies of the Large Project Facility Location Agreement to accommodate each facility operator, locator, and excavator identified and involved in any excavation or demolition work on the Large Project. For Large Projects conducted in phases, sections for description of each phase have been provided. Supplying plats, drawings, and/or other information sufficient to provide a reasonably complete overview of the large project is required. *See* S.C. Code Ann. § 58-36-75(E)(1). A sign-in sheet for all attendees is included and must be provided to SC811.

You must list all subcontractors that will be involved in the Large Project. You must also list all designees of the Large Project.

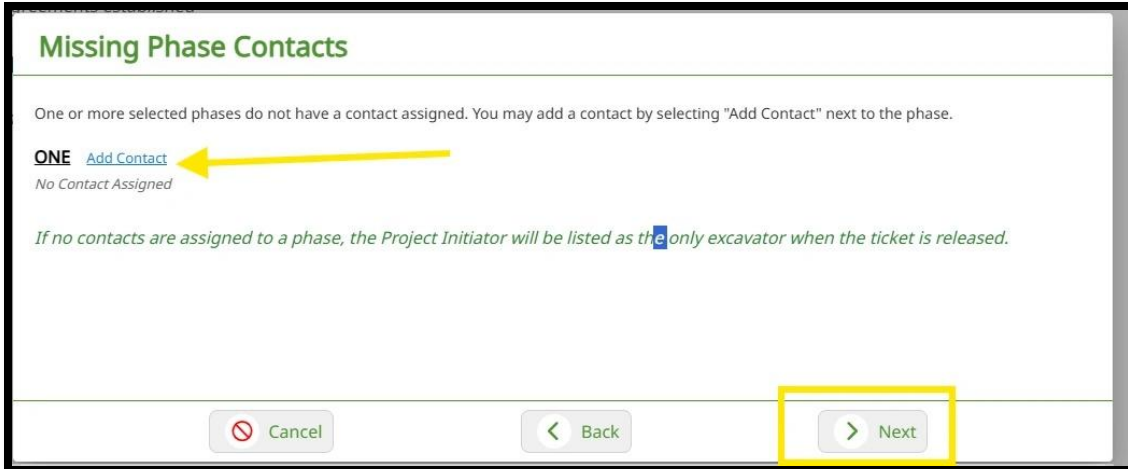
82. When you are ready to enter a marking agreement, click the **Add Marking Agreement** button at the top of the page within the **Marking Agreements** tab.



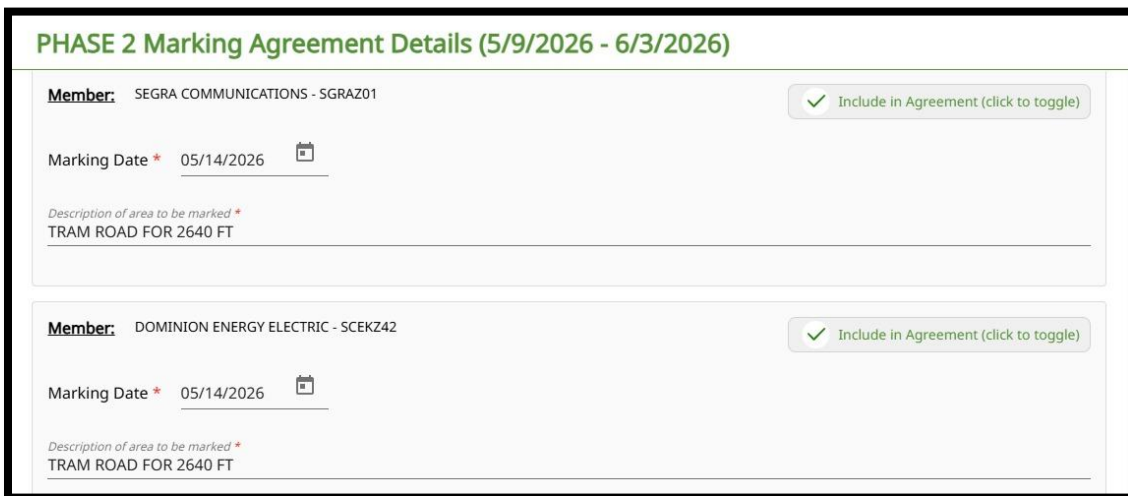
83. Select the phase for which you are entering the marking agreement, then click **Next** to continue.



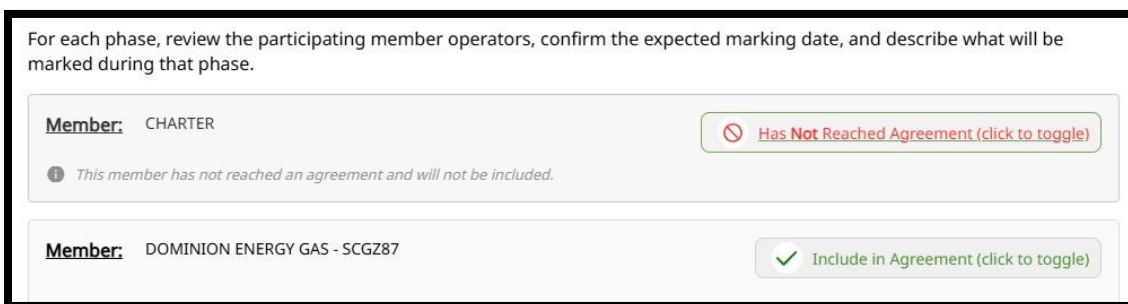
84. If the selected phase does not have any contacts assigned, the system will display an alert. You may either add contacts to the phase or select **Next** to continue entering the marking agreement.



85. Review the list of participating Member Operators and confirm the expected marking date. For each Member Operator, clearly describe the area or facilities that will be marked as part of the agreement.

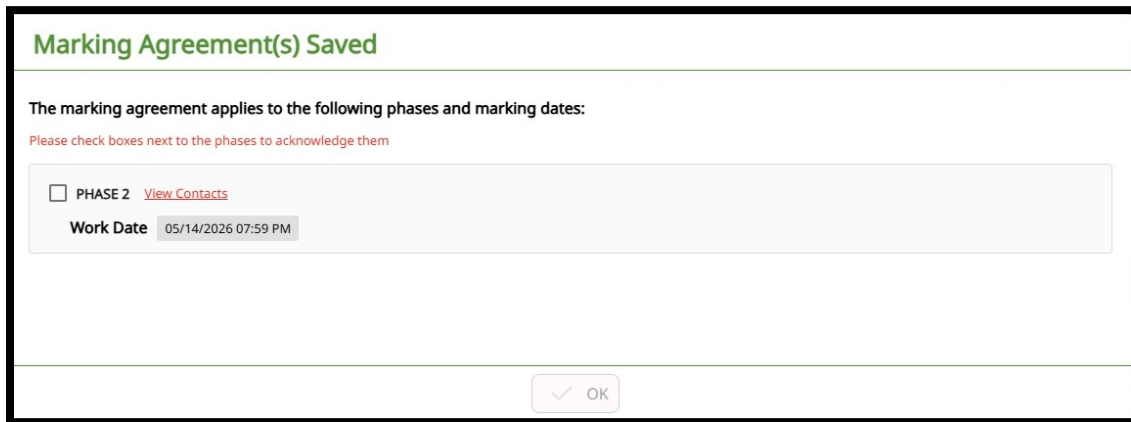


86. If a Member Operator did not attend the meeting or an agreement was not reached, toggle the **Include in Agreement** button to the right to remove them from the marking agreement.



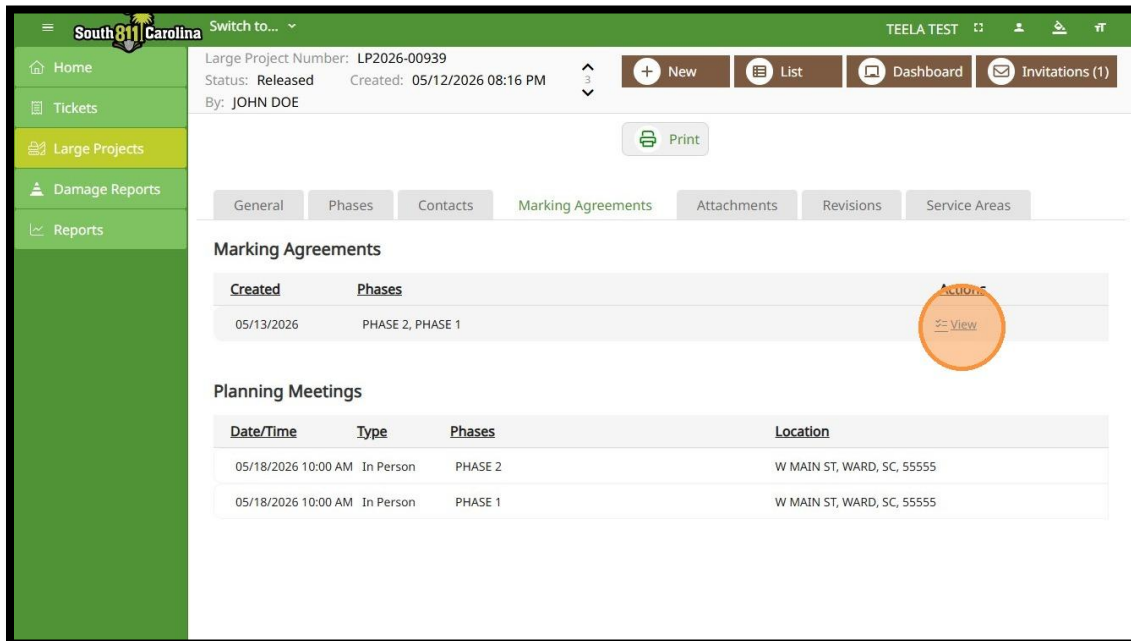
87. Once all information has been entered, click **Next**. A confirmation screen will display the work start date for each phase. This date is calculated based on the furthest future date entered in the marking agreement and represents the date by which locates must be completed on the ticket. The ticket will be generated and released 30 days prior to this date.

Review the information carefully, then check the box next to each phase to acknowledge and confirm the agreement. Click **OK** to close.

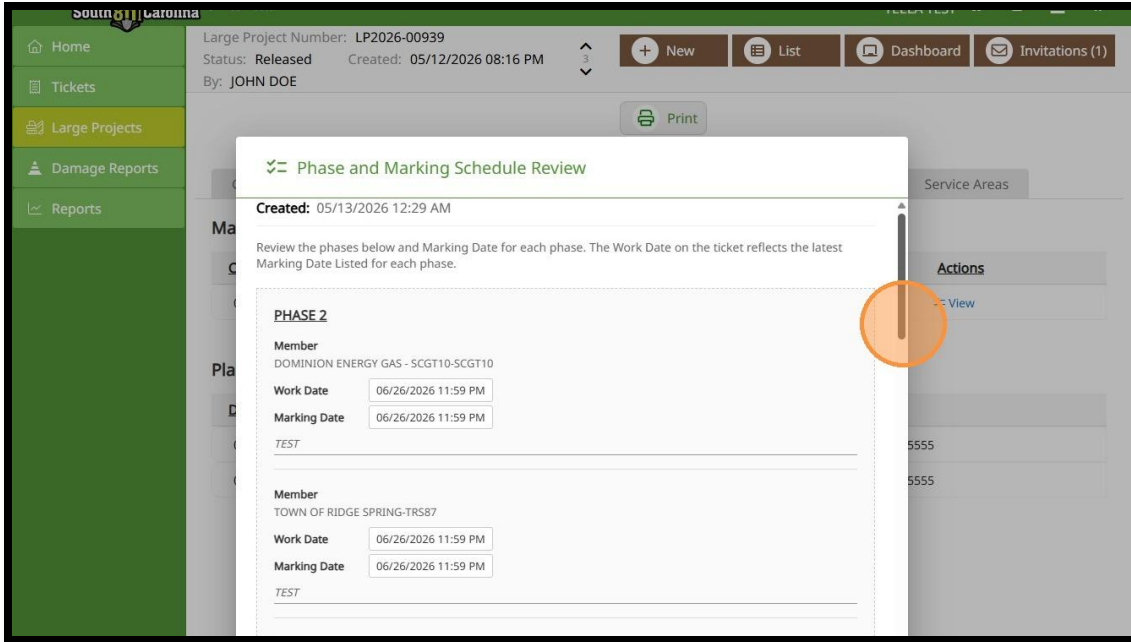


Tickets and Project Management

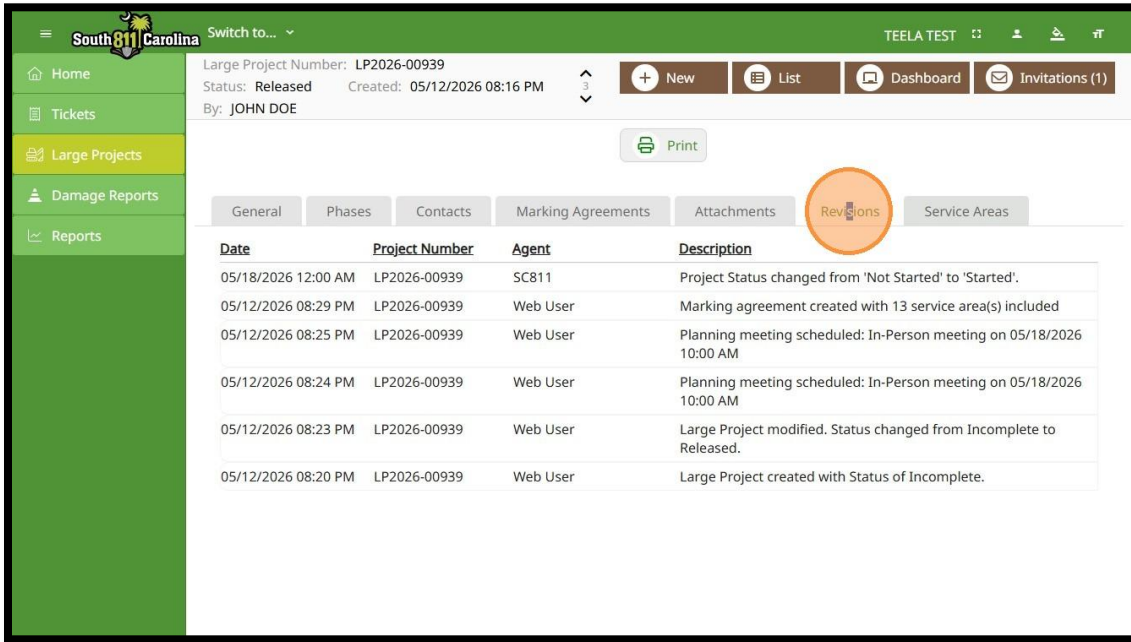
88. Marking agreements can be viewed at any time by navigating to the **Marking Agreements** tab and selecting **View** next to the applicable agreement.



89. The agreement will open, allowing you to scroll through and review the full details.



90. The **Revisions** tab displays a history of changes made to the project, including what was changed, when the change occurred, and which user made the update.



91. The **Service Areas** tab displays all affected Member Operators, along with the assigned locate contact and Large Project contact for each impacted service area.



South 811 Carolina Switch to... TEELA TEST

Large Project Number: LP2026-00939
 Status: Released Created: 05/12/2026 08:16 PM
 By: JOHN DOE

Print

Service Area	Utility Types	Locate Contact	Large Project Contact	Phase
AIKEN ELECTRIC COOPERATIVE - AECZ61 AECZ61	Cable, Electric	BOBBY MCGUIRE		PHASE 1
AIKEN ELECTRIC COOPERATIVE - AECZ64 AECZ64	Fiber	JOHN DOE		PHASE 1
AT&T/D - BSZT29 BSZT29	Phone	USIC PR	SHAQUITA LPC TEST KATY LPC TEST	PHASE 2
BRIGHTSPEED BTS01	Telecommunications	USIC PR	SONNI SMITH	PHASE 1, PHASE 2
CHARTER CCS02	Cable	UTILIQUEST PR	LESLIE K BAKER JOHN DOE	PHASE 2
DOMINION ENERGY ELECTRIC - SCEDZ10 SCEDZ10	Electric	UTILIQUEST PR		PHASE 1, PHASE 2
DOMINION ENERGY ELECTRIC - SCEDZ12 SCEDZ12	Electric	UTILIQUEST PR		PHASE 1, PHASE 2

92. Within the **Phases** tab, you can view each phase along with its current status. If available, you can also view the associated ticket numbers and the number of responses received for each phase.

South 811 Carolina Switch to... TEELA TEST

Large Project Number: LP2026-00939
 Status: Released Created: 05/12/2026 08:16 PM
 By: JOHN DOE

Print

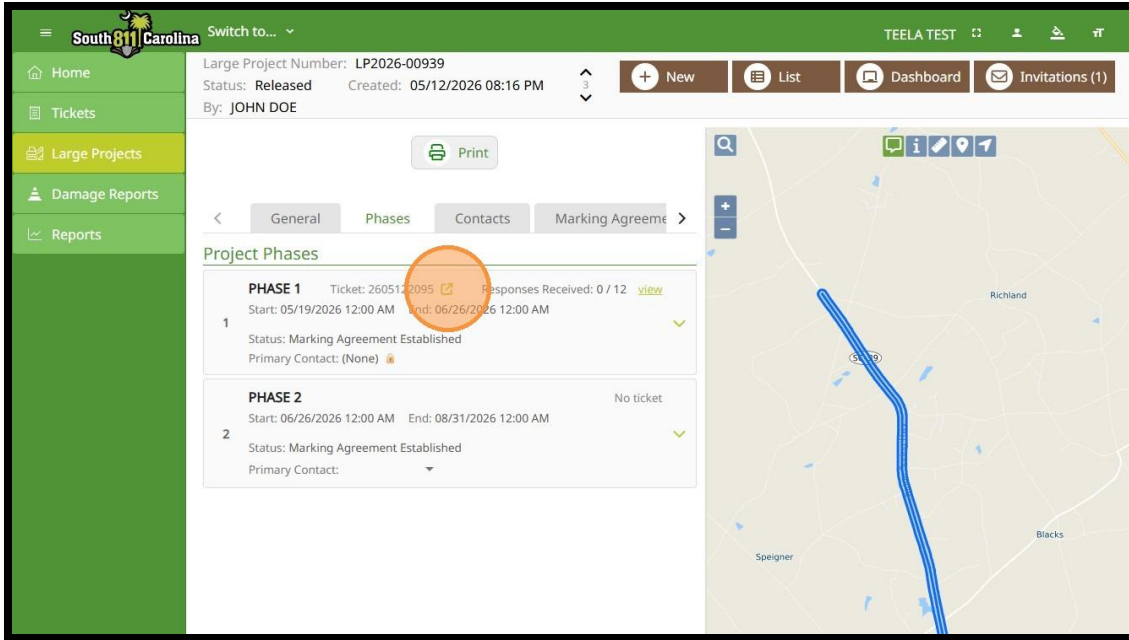
General Phases Contacts Marking Agreement

Project Phases

PHASE 1 Ticket: 2605122095 Responses Received: 0 / 12 [view](#)
 Start: 05/19/2026 12:00 AM End: 06/26/2026 12:00 AM
 Status: Marking Agreement Established
 Primary Contact: (None)

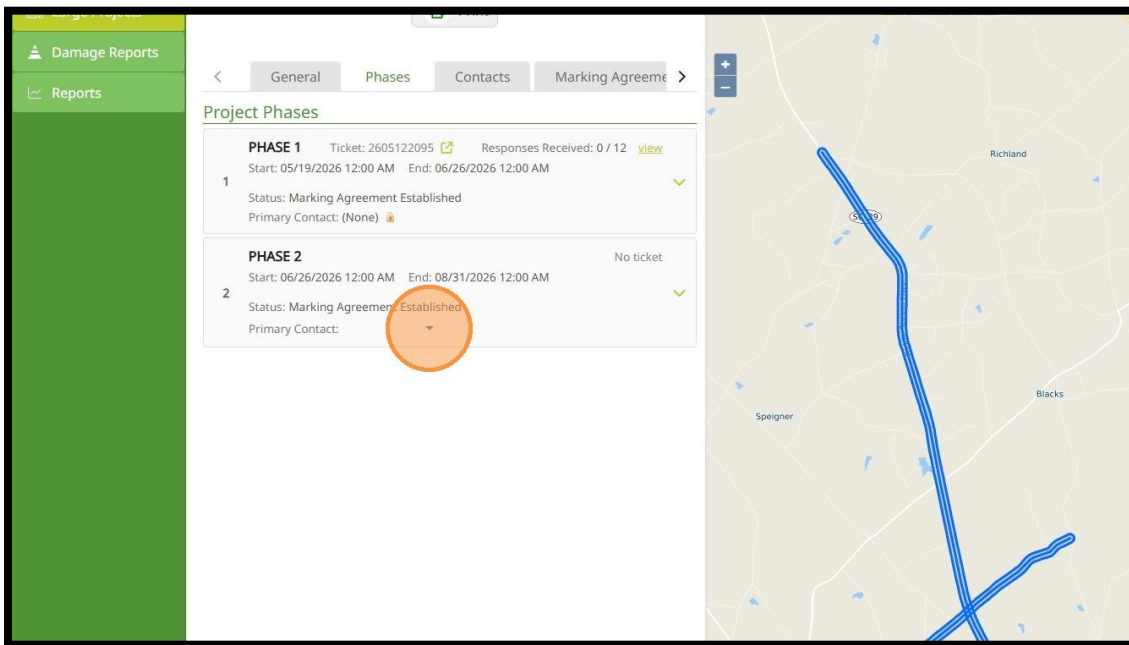
PHASE 2 No ticket
 Start: 06/26/2026 12:00 AM End: 08/31/2026 12:00 AM
 Status: Marking Agreement Established
 Primary Contact:

93. Clicking the link next to a ticket number will open the associated ticket. Remember that all tickets and member responses must be reviewed prior to beginning any excavation activity.

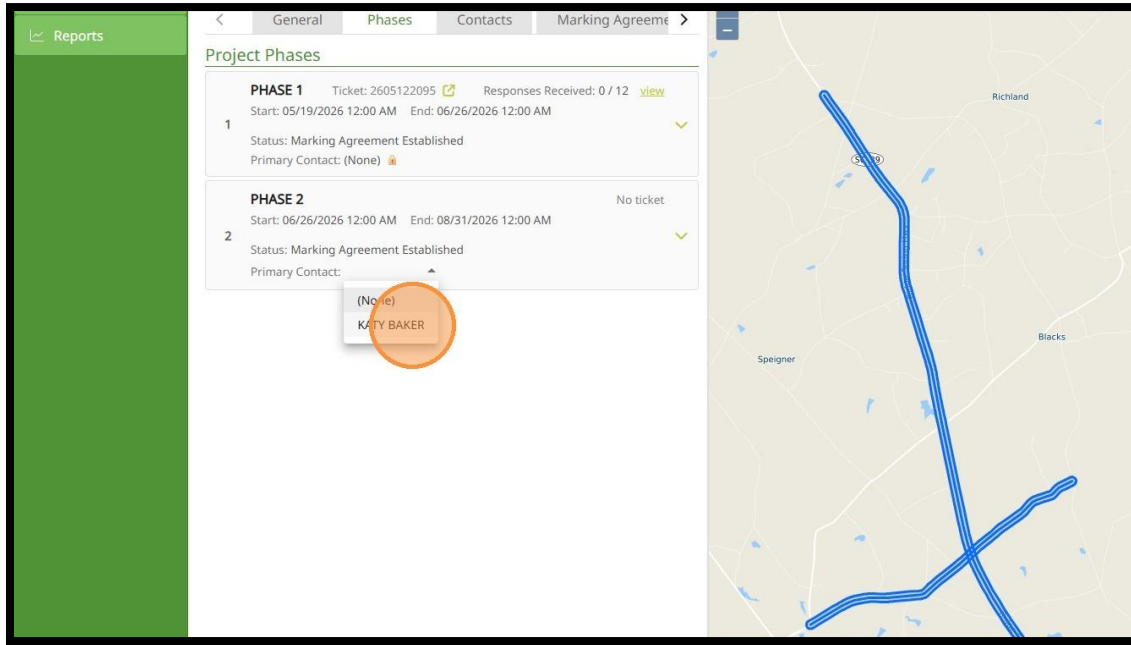


94. In some cases, you may wish to assign a **Primary Contact** for a phase. This designation identifies the contact as the main excavator and primary point of contact listed on the ticket associated with that phase.

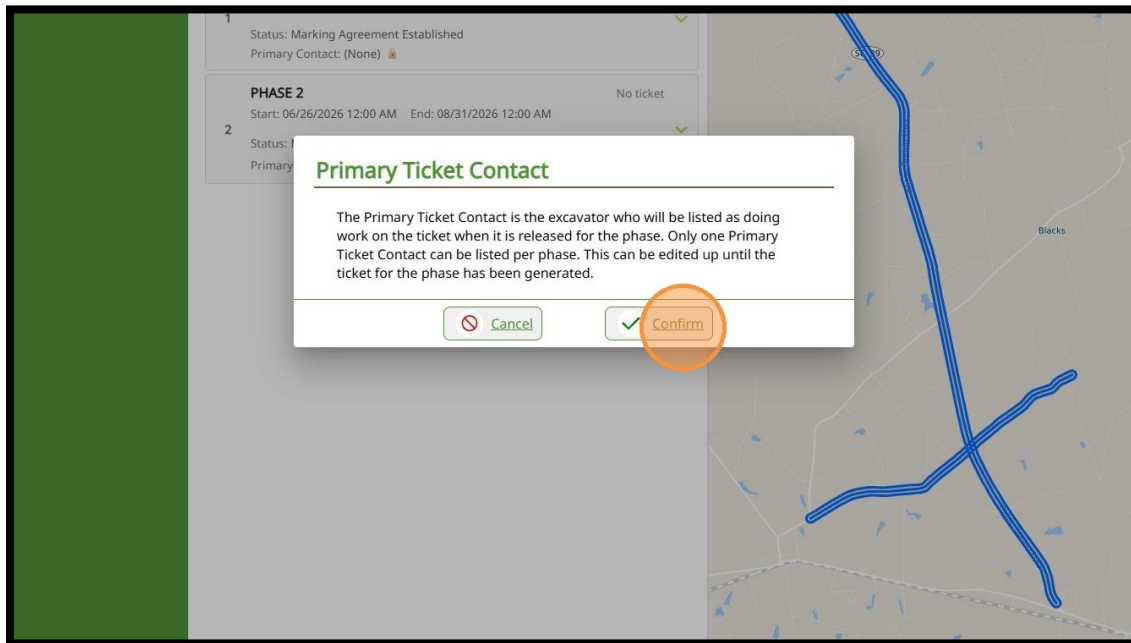
Assigning a Primary Contact is optional. If no Primary Contact is selected, the project initiator will appear as the primary contact on the ticket, and any additional phase contacts will be listed as subcontractors.



95. To assign a Primary Contact, click the dropdown arrow and select the appropriate contact. If the contact does not appear in the list, navigate to the **Contacts** tab to add them to the project and assign them to the applicable phase.



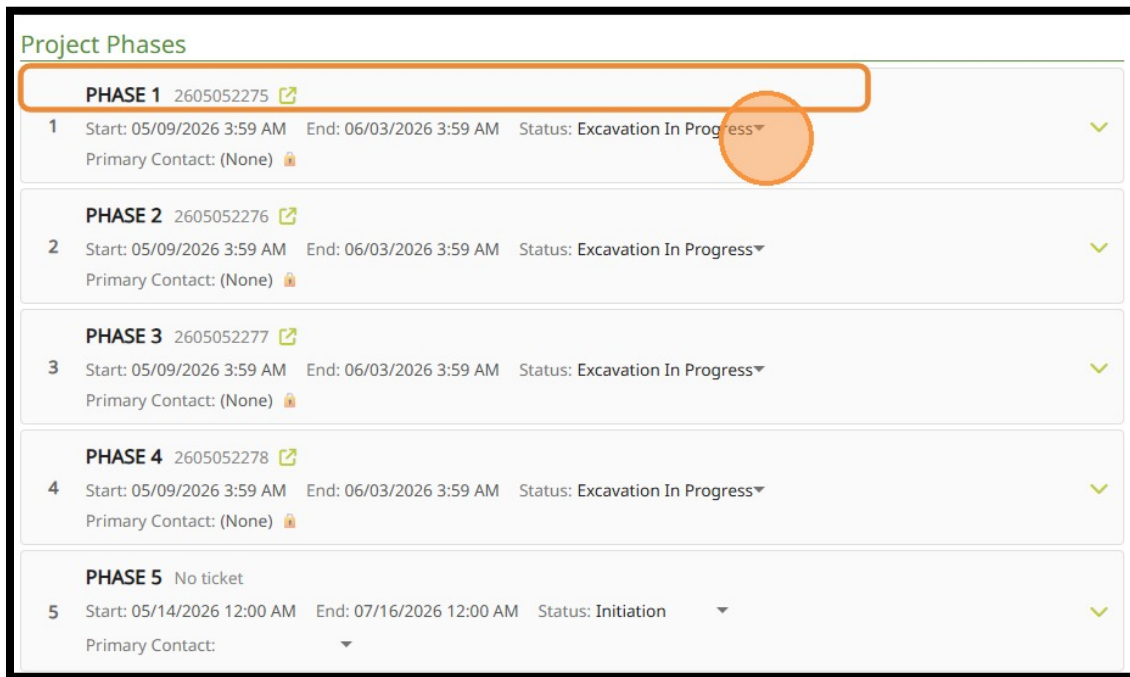
96. A confirmation message will appear for review. Verify the information, then click **Confirm** to assign the contact as the Primary Contact for the phase.



97. As work progresses, phase statuses can be updated to reflect the current stage of the project. Each phase begins with a status of **Initiation**. Once a marking agreement has been added for that phase, the status will automatically update to **Marking Agreement Established**.

From there, statuses may be updated to reflect project activity, including statuses such as **Excavation In Progress**, **Administrative Hold**, and others as applicable.

To update a phase status, click the dropdown arrow next to the current phase status and select the appropriate option.



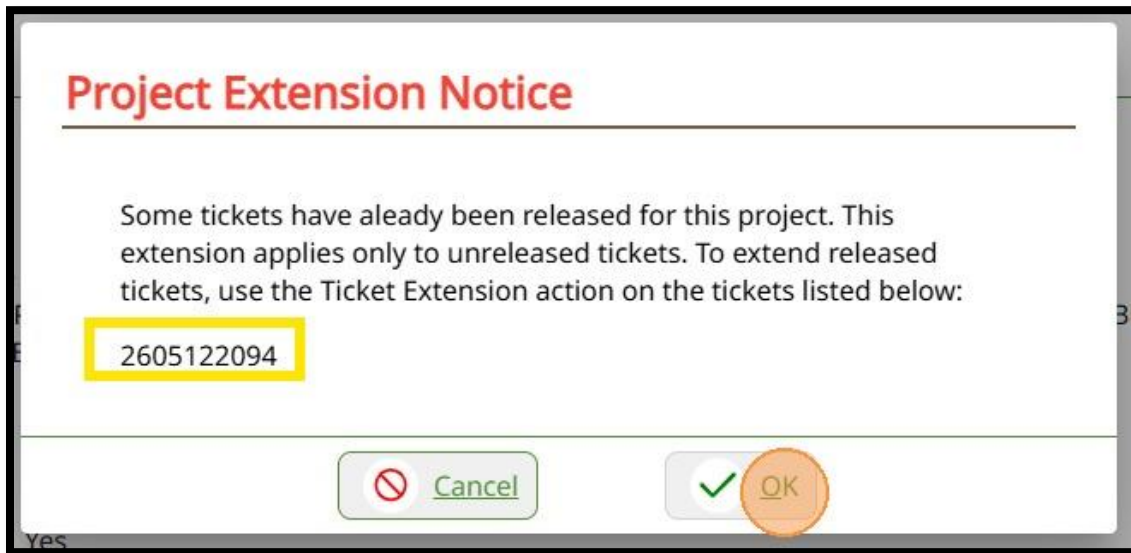
98. In some cases, projects may be delayed or continue beyond the originally anticipated completion date. To update the project end date, use the **Extend Project** button located in the upper-right corner of the project screen.

Select **Extend Project** to begin the extension process.




99. If tickets have already been released for any phase of the project, a message will appear explaining that the extension will apply only to the project itself and to any unreleased phase tickets. This action will not update the expiration dates of tickets that have already been released.

The message will also display the affected ticket numbers so you can process **Ticket Extensions** separately for those tickets as needed. Click **OK** to continue with the extension.



100. The **Project Extension** window will open. Enter the new project end date, then select the reason for the extension. Choose all applicable reasons from the dropdown menu provided.

Project Extension


What date will the project end? new end date* 07/01/2027 

*What is the reason for this extension?**



- Additional Work Required
- Crew Availability
- Other
- Scheduling Conflict
- Utility Conflict Identified
- Weather

101. Click **Submit** to complete the project extension request.

Project Extension

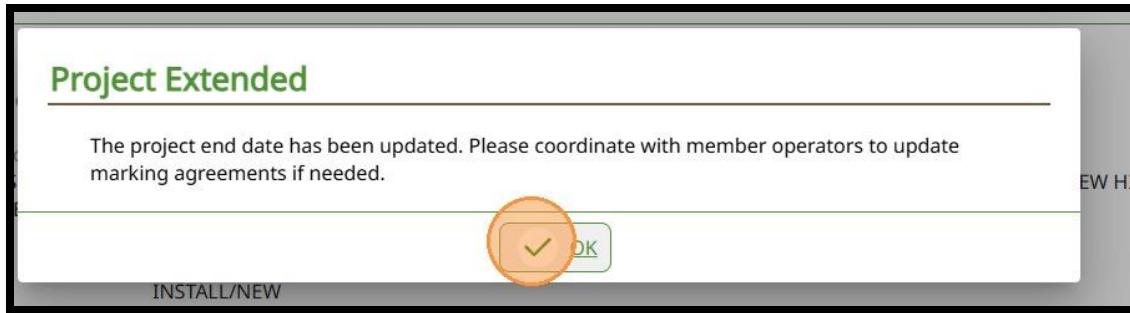
What date will the project end? new end date* 07/01/2027 

*What is the reason for this extension?**
Crew Availability

 Cancel  Submit

102. A confirmation box will appear. Click **OK** to close the message and complete the process.





Final Reminders

Final Reminders – Excavation Responsibilities

Before excavation begins, the excavator must confirm:

- The ticket has been successfully generated
- The ticket details are accurate for the phase of work
- A **100% positive response** has been received from all affected Member Operators

No excavation may begin until all legal notification requirements are met, including proper notification and documented positive response.

Ticket Independence

Although Large Projects organize and generate excavation notices, each ticket operates independently once released. Every ticket must be managed like a standard locate request, including:

- Positive Response tracking
 - Requests for Remarks
 - No Show submissions when applicable
 - Use of Add Info, Extensions, and other standard ticket functions
-

Project vs. Ticket Updates

Changes made in a Large Project do not automatically update associated tickets, and ticket actions do not update the project.

If project details, dates, or phase agreements change, both the Large Project and related tickets must be reviewed and updated separately. Managing one does not satisfy the other.

Expiration and Extensions

Large Project tickets may have longer validity periods than standard notices, but extensions may still be required if work continues beyond expiration.

It is the excavator's responsibility to:

- Monitor ticket expiration dates
 - Maintain active, valid notices
 - Ensure no work occurs under an expired ticket
-

103. If you have questions, please reach out to our support team via chat on the [SC811 website](#). You can also email us at support@sc811.com , or call **1-800-290-2783, Option 1**.