

# Exactix811 Workflow for Large Projects

## Introduction

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### 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.



**ALL LARGE PROJECTS**  
DURATION: MORE THAN 90 DAYS

### PROJECT OVERVIEW

#### QUALIFYING WORK ACTIVITIES

##### HIGHWAY INFRASTRUCTURE



- Major road construction, highway expansion, infrastructure upgrades

##### UTILITY INFRASTRUCTURE



- Utility line installation, replacement, service networks

##### DEVELOPMENT PROJECTS



- Commercial developments, residential communities, industrial parks

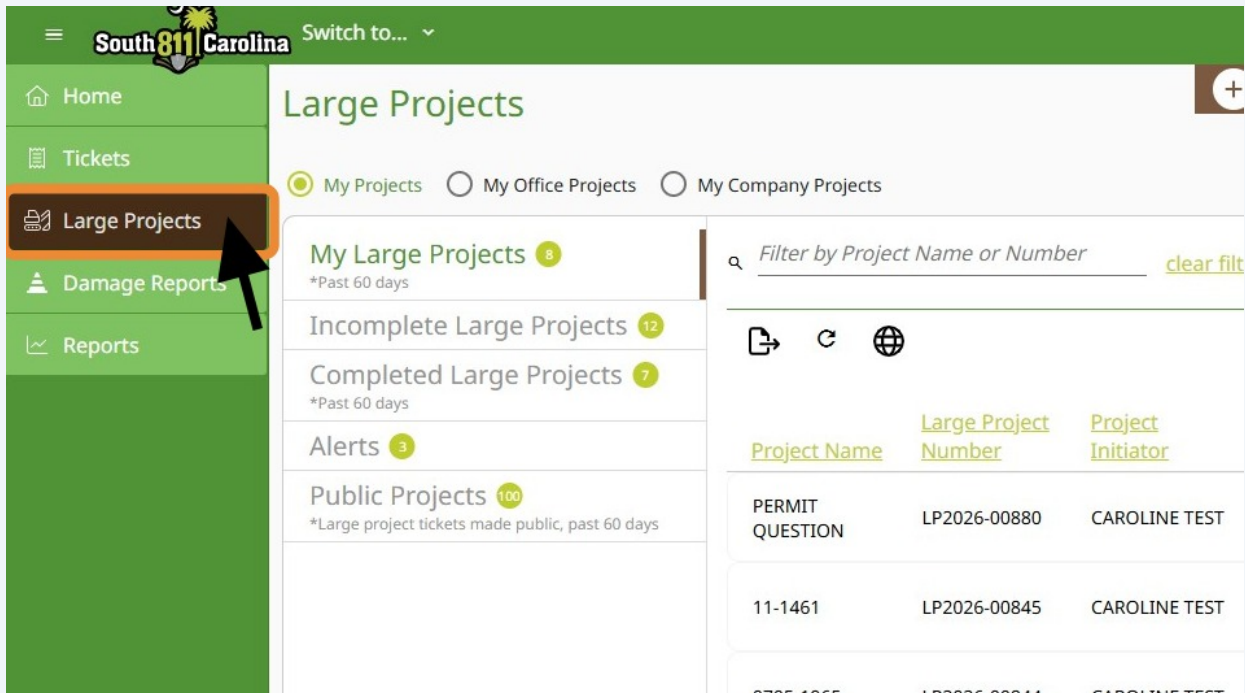
## Navigating the Large Project Workspace

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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>

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



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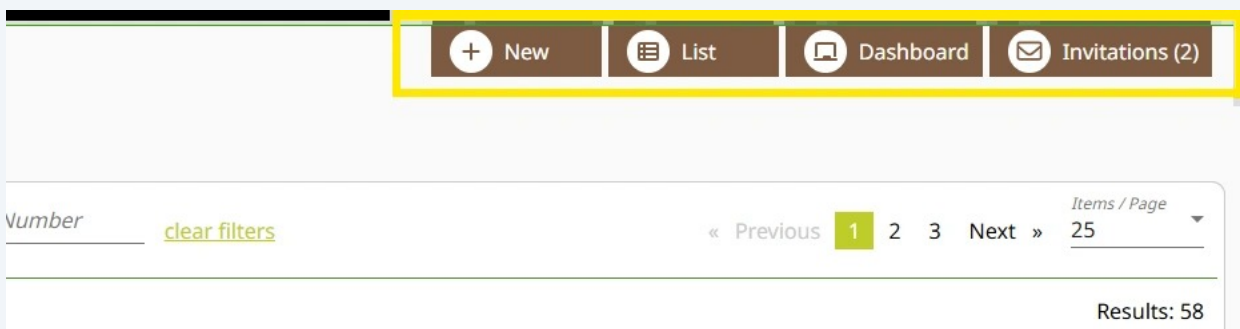
At the top right of the screen is a menu.

"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.



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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.

The screenshot shows the 'Large Projects' interface. The top navigation bar includes 'New', 'List' (highlighted), 'Dashboard', and 'Invitations (2)'. The main content area features a search bar and a table of projects. The table has columns for Project Name, Large Project Number, Project Initiator, Company, Done For, Large Project Status, and Created.

Project Name	Large Project Number	Project Initiator	Company	Done For	Large Project Status	Created
FIRST TEST FOR V4.2.14	LP2026-00976	TEELA TEST	BLYTHE CONSTRUCTI ON INC / ZACHRY CONSTRUCTI ON CORP	AT&T	Started	05/18/2026 12:15 AM
TESTING FOR IMPORTER TOOL GIVING INTERNAL SERVER ERROR	LP2026-00973	KATY BAKER	SC811	BERKELEY ELECTRIC CO-OP	Started	05/15/2026 04:39 PM
TEELA TESTING	LP2026-	TEELA TEST	SC811	NO ONE, THIS IS NOT	Not Started	05/15/2026

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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

The screenshot shows the 'Large Projects' interface with the search bar highlighted. The search bar contains the text 'Filter by Project Name or Number'. The table below shows filtered project results with columns for Project Name, Created, Large Project Status, Large Project Phase Status, Large Project Number, Agent Name, Project Initiator, Company, Done For, County, Place, and Streets.

Project Name	Created	Large Project Status	Large Project Phase Status	Large Project Number	Agent Name	Project Initiator	Company	Done For	County	Place	Streets
TESTING LARGE PROJECTS 5.18	05/18/2026 09:10 AM	Not Started	Initiation	LP2026-00977	MONAE JORDAN	MONAE JORDAN	STRADA SERVICES, LLC	CITY OF SUMTER	SUMTER	SUMTER	BIDDLE RD, REMBERT CHURCH RD, US 15
FIRST TEST FOR V4.2.14	05/18/2026 12:15 AM	Started	Initiation	LP2026-00976	KATY BAKER	TEELA TEST	BLYTHE CONSTRUCTI ON INC / ZACHRY CONSTRUCTI ON CORP	AT&T	BERKELEY	MONCK'S CORNER	CANE BAY BLVD, HILCHOT DR
LP FRED1234	05/17/2026 10:13 PM	Not Started	Initiation	LP2026-00975	FRED FLINTSTONE	FRED FLINTSTONE	ABC CONSTRUCTI ON	AT&T	SALUDA	WARD	NEIGHBO RS RD, SPANN RD

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

The screenshot shows the 'Large Projects' interface. The table contains the following data:

Project Name	Created	Large Project Status	Large Project Phase Status	Large Project Number	Agent Name	Project Initiator	Company	Done For	County	Place	Streets
TESTING LARGE PROJECTS 5.18	05/18/2022 6:09:10 AM	Not Started	Initiation	LP2026-00977	MONAE JORDAN	MONAE JORDAN	STRADA SERVICES, LLC	CITY OF SUMTER	SUMTER	SUMTER	BIDDLE RD, REMBERT CHURCH RD, US 15
FIRST TEST FOR V4.2.14	05/18/2022 6:12:15 AM	Started	Initiation	LP2026-00976	KATY BAKER	TEELA TEST	BLYTHE CONSTRUCTION INC / ZACHRY CONSTRUCTION CORP	AT&T	BERKELEY	MONCK'S CORNER	CANE BAY BLVD, HILCHOT DR
LP FRED1234	05/17/2022 6:10:13 PM	Not Started	Initiation	LP2026-00975	FRED FLINTSTONE	FRED FLINTSTONE	ABC CONSTRUCTION	AT&T	SALUDA	WARD	NEIGHBORS RD, SPANN RD

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

The screenshot shows the 'Large Projects' interface with the 'Project Initiator' column header highlighted. The table contains the following data:

Project Name	Created	Large Project Status	Large Project Phase Status	Large Project Number	Agent Name	Project Initiator	Company	Done For	County	Place	Streets
LP FRED1234	6:10:13 PM	Not Started	Initiation	LP2026-00975	FLINTSTONE	FLINTSTONE	CONSTRUCTION	AT&T	SALUDA	WARD	RS RD, SPANN RD
LPTEST 211	05/17/2022 6:09:39 PM	Not Started	Marking Agreement Established	LP2026-00974	JOHN DOE	JOHN DOE	FAMILY TRADITIONAL LANDSCAPING	AT&T	SALUDA	WARD	NEIGHBORS RD, SPANN RD
TESTING FOR IMPORTER TOOL GIVING INTERNAL SERVER ERROR	05/15/2022 6:04:39 PM	Started	Initiation	LP2026-00973	KATY BAKER	KATY BAKER	SC811	BERKELEY ELECTRIC CO-OP	BERKELEY	MONCK'S CORNER	OLD HIGHWAY 52, ORION WAY, ORION WAY
SOME	05/15/2022	Incomplete		LP2026-	JASON	HANK	FAMILY TRADITIONAL	BEAUFORT JASPER	LEXINGTO	LEXINGTO	AUGUSTA

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

The screenshot shows the 'Large Projects' page in the South 811 Carolina system. A dropdown menu is open over the 'Project Initiator' column header, showing options for 'Sort Ascending' and 'Sort Descending'. A yellow circle highlights the 'Limit by...' search input field within the dropdown. The background table lists project details such as Project Name, Created, Project Status, Phase Status, Project Number, Agent Name, and various location fields like County, Place, and Streets.

Project Name	Created	Large Project Status	Large Project Phase Status	Large Project Number	Agent Name	Project Initiator	Company	Done For	County	Place	Streets
LP FRED1234	6 10:13 PM	Not Started	Initiation	LP2026-00975	FLINTSTONE	FLINTSTONE	CONSTRUCTION	AT&T	SALUDA	WARD	RS RD, SPANN RD
LPTEST 211	05/17/202 6 09:39 PM	Not Started	Marking Agreement Established	LP2026-00974	JOHN DOE	JOHN DOE	FAMILY TRADITION LANDSCAPING	AT&T	SALUDA	WARD	NEIGHBORS RD, SPANN RD
TESTING FOR IMPORTER TOOL GIVING INTERNAL SERVER ERROR	05/15/202 6 04:39 PM	Started	Initiation	LP2026-00973	KATY BAKER	KATY BAKER	SC811	BERKELEY ELECTRIC CO-OP	BERKELEY	MONCK'S CORNER	OLD HIGHWAY 52, ORION WAY, ORION WAY
SOME	05/15/202	Incomplete		LP2026-	JASON	HANK	FAMILY TRADITION	BEAUFORT JASPER	LEXINGTON	LEXINGTON	AUGUSTA

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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.

The screenshot shows the 'Large Projects' page with the 'Invitations (2)' menu item in the top right corner highlighted with a yellow circle. The page displays a table of project data with columns for Project Name, Created, Project Status, Phase Status, Project Number, Agent Name, Project Initiator, Company, Done For, County, Place, and Streets. The table content is identical to the one in the previous screenshot.

Project Name	Created	Large Project Status	Large Project Phase Status	Large Project Number	Agent Name	Project Initiator	Company	Done For	County	Place	Streets
LP FRED1234	6 10:13 PM	Not Started	Initiation	LP2026-00975	FLINTSTONE	FLINTSTONE	CONSTRUCTION	AT&T	SALUDA	WARD	RS RD, SPANN RD
LPTEST 211	05/17/202 6 09:39 PM	Not Started	Marking Agreement Established	LP2026-00974	JOHN DOE	JOHN DOE	FAMILY TRADITION LANDSCAPING	AT&T	SALUDA	WARD	NEIGHBORS RD, SPANN RD
TESTING FOR IMPORTER TOOL GIVING INTERNAL SERVER ERROR	05/15/202 6 04:39 PM	Started	Initiation	LP2026-00973	KATY BAKER	KATY BAKER	SC811	BERKELEY ELECTRIC CO-OP	BERKELEY	MONCK'S CORNER	OLD HIGHWAY 52, ORION WAY, ORION WAY
SOME	05/15/202	Incomplete		LP2026-	JASON	HANK	FAMILY TRADITION	BEAUFORT JASPER	LEXINGTON	LEXINGTON	AUGUSTA

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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.

The screenshot shows a 'Damage Reports' interface with a table of projects. A 'Project Invitations' pop-up window is displayed over the table. The pop-up window has a title 'Project Invitations' and lists two invitations:

- FIRST TEST FOR V4.2.14**  
Project #: LP2026-00976 Company: BLYTHE CONSTRUCTION INC / ZACHRY CONSTRUCTION CORP  
Invited by: KATY BAKER  
Buttons:
- TESTING FOR IMPORTER TOOL GIVING INTERNAL SERVER ERROR**  
Project #: LP2026-00973 Company: SC811  
Invited by: KATY BAKER  
Buttons:

At the bottom of the pop-up window, there is a  button.

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

The screenshot shows the same 'Damage Reports' interface. The 'Project Invitations' pop-up window is still open, but now the 'Decline' button is highlighted for the second invitation:

- TESTING FOR IMPORTER TOOL GIVING INTERNAL SERVER ERROR**  
Project #: LP2026-00973 Company: SC811  
Invited by: KATY BAKER  
Buttons:

The 'Close' button remains at the bottom of the pop-up window.

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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.

Project Name	Created	Project Status	Phase Status	Project Number	Agent Name	Project Initiator	Company	Done For	County	Place	Streets
LP FRED1234	6 10:13 PM	Not Started	Initiation	LP2026-00975	FLINTSTONE	FLINTSTONE	CONSTRUCTION	AT&T	SALUDA	WARD	RS RD, SPANN RD
LPTEST 211	05/17/202 6 09:39	Not Started	Marking Agreement	LP2026-00974	JOHN DOE	JOHN DOE	FAMILY TRADITION	AT&T	SALUDA	WARD	NEIGHBORS RD, SPANN RD
TESTING FOR IMPORTER TOOL GIVING INTERNAL SERVER ERROR									BERKELEY	MONCK'S CORNER	OLD HIGHWAY 52, ORION WAY, ORION WAY
SOME FANCY NAME									LEXINGTON	LEXINGTON	AUGUSTA RD
TEELA TESTING AGAIN	05/15/202 6 10:39 AM	Not Started	Initiation	LP2026-00969	TEELA TEST	TEELA TEST	SC811	NO ONE, THIS IS NOT REAL	GREENWOOD	GREENWOOD	BROOKHAVEN DR, SNYDER RD
TEELA'S UNIQUE PROJECT	05/15/202 6 10:04 AM	Not Started	Initiation	LP2026-00968	TEELA TEST	TEELA TEST	SC811	TRAINING TESTING	GREENWOOD	GREENWOOD	B
LP 20233	05/14/202 6 04:24 PM	Not Started	Marking Agreement Established	LP2026-00967	JOHN DOE	JOHN DOE	FAMILY TRADITION LANDSCAPING	AT&T	SALUDA	WARD	NEIGHBORS RD, SPANN RD

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

LPTEST 211	05/17/202 6 09:39	Not Started	Marking Agreement	LP2026-00974	JOHN DOE	JOHN DOE	FAMILY TRADITION	AT&T	SALUDA	WARD	NEIGHBORS RD, SPANN RD
TESTING FOR IMPORTER TOOL GIVING INTERNAL SERVER ERROR									BERKELEY	MONCK'S CORNER	OLD HIGHWAY 52, ORION WAY, ORION WAY
SOME FANCY NAME									LEXINGTON	LEXINGTON	AUGUSTA RD
TEELA TESTING AGAIN	05/15/202 6 10:39 AM	Not Started	Initiation	LP2026-00969	TEELA TEST	TEELA TEST	SC811	NO ONE, THIS IS NOT REAL	GREENWOOD	GREENWOOD	BROOKHAVEN DR, SNYDER RD
TEELA'S UNIQUE PROJECT	05/15/202 6 10:04 AM	Not Started	Initiation	LP2026-00968	TEELA TEST	TEELA TEST	SC811	TRAINING TESTING	GREENWOOD	GREENWOOD	B
LP 20233	05/14/202 6 04:24 PM	Not Started	Marking Agreement Established	LP2026-00967	JOHN DOE	JOHN DOE	FAMILY TRADITION LANDSCAPING	AT&T	SALUDA	WARD	NEIGHBORS RD, SPANN RD
TESTING INCOMPLETES 1012	05/14/202 6 03:21 PM	Started	Initiation	LP2026-00966	MONAE JORDAN	MONAE JORDAN	SC811	AT&T	RICHLAND	IRMO	DUTCH DR, NETHERLAND DR

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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.

The screenshot shows the South 811 Carolina dashboard. The top navigation bar includes the logo, a 'Switch to...' dropdown, the user name 'TEELA TEST', and icons for home, search, and refresh. The left sidebar contains navigation links for Home, Tickets, Large Projects (highlighted), Damage Reports, and Reports. The main content area is titled 'Large Projects' and features three filter tabs: 'My Projects' (selected and circled in yellow), 'My Office Projects', and 'My Company Projects'. Below the filters is a search bar with the placeholder 'Filter by Project Name or Number' and a 'clear filters' link. A pagination control shows 'Items / Page' set to 25, with 'Previous', '1', '2', '3', and 'Next' buttons. The main table displays a list of projects with the following columns: Project Name, Large Project Number, Project Initiator, Company, Done For, Large Project Status, and Created. The table contains several rows of project data.

Project Name	Large Project Number	Project Initiator	Company	Done For	Large Project Status	Created
FIRST TEST FOR V4.2.14	LP2026-00976	TEELA TEST	BLYTHE CONSTRUCTI ON INC / ZACHRY CONSTRUCTI ON CORP	AT&T	Started	05/18/2026 12:15 AM
TEELA TESTING AGAIN	LP2026-00969	TEELA TEST	SC811	NO ONE, THIS IS NOT REAL	Not Started	05/15/2026 10:39 AM
TEELA'S UNIQUE PROJECT	LP2026-00968	TEELA TEST	SC811	TRAINING TESTING	Not Started	05/15/2026 10:04 AM
LP 2022	LP2026-	JOHN DOE	FAMILY TRADITION	AT&T	Not Started	05/14/2026

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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.

The screenshot shows the South 811 Carolina dashboard. The left sidebar has a green background with white text and icons for Home, Tickets, Large Projects (highlighted in yellow), Damage Reports, and Reports. The main content area is titled 'Large Projects' and features a search bar with the text 'Filter by Project Name or Number' and a 'clear filters' link. Below the search bar are filter tabs: 'My Projects', 'My Office Projects', and 'My Company Projects' (selected). A yellow circle highlights the 'My Large Projects' filter tab. The main content area displays a table of project data with columns: Project Name, Large Project Number, Project Initiator, Company, Done For, Large Project Status, and Created. The table shows three rows of data.

Project Name	Large Project Number	Project Initiator	Company	Done For	Large Project Status	Created
FIRST TEST FOR V4.2.14	LP2026-00976	TEELA TEST	BLYTHE CONSTRUCTI ON INC / ZACHRY CONSTRUCTI ON CORP	AT&T	Started	05/18/2026 12:15 AM
TESTING FOR IMPORTER TOOL GIVING INTERNAL SERVER ERROR	LP2026-00973	KATY BAKER	SC811	BERKELEY ELECTRIC CO-OP	Started	05/15/2026 04:39 PM
TEELA TESTING	LP2026-	TEELA TEST	SC811	NO ONE, THIS IS NOT	Not Started	05/15/2026

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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.

South 811 Carolina Switch to... TEELA TEST

Home Tickets Large Projects Damage Reports Reports

Large Projects

My Projects My Office Projects My Company Projects

My Large Projects 146  
\*Past 60 days

Incomplete Large Projects 21

Completed Large Projects 7  
\*Past 60 days

Alerts

Public Projects  
\*Large project tickets made public, past 60 days

Unread Read All

Date	Project #	Message	
05/18/2026 11:32 AM	LP2026-00973	Contact declined the project invitation. Reason: This was sent to me by mistake	
05/18/2026 11:32 AM	LP2026-00959	Large Project LP2026-00959: No contacts assigned to phase(s): PHASE 1, PHASE 2	Mark as Read
05/18/2026 11:32 AM	LP2026-00964	Contact declined the project invitation. Reason: Test decline	
05/18/2026 11:32 AM	LP2026-00976	Contact declined the project invitation. Reason: I don't wanna do this	
05/18/2026 11:32 AM	LP2026-00968	Large Project LP2026-00968: No contacts assigned to phase(s): ONE	

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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.

South 811 Carolina Switch to... TEELA TEST

Home Tickets Large Projects Damage Reports Reports

Large Projects

My Projects My Office Projects My Company Projects

My Large Projects 146  
\*Past 60 days

Incomplete Large Projects 21

Completed Large Projects 7  
\*Past 60 days

Alerts

Public Projects 136  
\*Large project tickets made public, past 60 days

Filter by Project Name or Number clear filters

« Previous 1 2 3 4 5 6 Next » 25 Items / Page

Toggle Map

Project Name	Large Project Number	Project Initiator	Company	Done For	Created
TESTING LARGE PROJECTS 5.18	LP2026-00977	MONAE JORDAN	STRADA SERVICES, LLC	CITY OF SUMTER	05/18/2026 09:10 AM
LP FRED1234	LP2026-00975	FRED FLINTSTONE	ABC CONSTRUCTION	AT&T	05/17/2026 10:13 PM
LPTEST 211	LP2026-00974	JOHN DOE	FAMILY TRADITION LANDSCAPING	AT&T	05/17/2026 09:39 PM
SOME FANCY NAME	LP2026-00970	HANK WILLIAMS	FAMILY TRADITION LANDSCAPING	BEAUFORT JASPER WATER AND SEWER	05/15/2026 11:19 AM
LP 20233	LP2026-00967	JOHN DOE	FAMILY TRADITION LANDSCAPING	AT&T	05/14/2026 04:24 PM

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

The screenshot shows the 'Large Projects' dashboard. On the left is a navigation menu with 'Home', 'Tickets', 'Large Projects', 'Damage Reports', and 'Reports'. The main content area has tabs for 'My Projects', 'My Office Projects', and 'My Company Projects'. Below these are summary cards for 'My Large Projects' (146), 'Incomplete Large Projects' (21), 'Completed Large Projects' (7), and 'Public Projects' (136). A search bar is present with the text 'Filter by Project Name or Number'. A yellow circle highlights the search icon in the map area. Below the search bar is a pagination control showing '5 6 Next' and 'Items / ... 25'. A table of project results is displayed, and a map on the right shows project locations with blue pins.

Project Name	Large Project Number	Pr
TESTING LARGE PROJECTS 5.18	LP2026-00977	M
LP FRED1234	LP2026-00975	FF
LPTEST 211	LP2026-00974	JC
SOME FANCY NAME	LP2026-00970	H
LP 20233	LP2026-00967	JC
NICHOLETTE	LP2026-00964	NI

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

This screenshot shows the same interface as above, but with a zoomed-in map of the Richland area. A yellow circle on the map highlights a specific area. The project list has updated to show 104 results. A green circle highlights the project 'LP 20233' in the list, which corresponds to the area highlighted on the map.

Project Name	Large Project Number	Pr
TESTING LARGE PROJECTS 5.18	LP2026-00977	M
LP FRED1234	LP2026-00975	FF
LPTEST 211	LP2026-00974	JC
SOME FANCY NAME	LP2026-00970	H
LP 20233	LP2026-00967	JC
NICHOLETTE PROJECT TEST	LP2026-00964	NI
WHITE POND SPRINGS	LP2026-00960	B/
LP TEST 201	LP2026-00952	JC
LARGE PROJECT 1001	LP2026-00951	JC
SPRING HAVEN 4	LP2026-00945	B/
LPNEW1234	LP2026-00941	JC

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

The screenshot displays a web application interface. On the left, there is a green sidebar. The main content area is divided into two sections. The top section is titled "Alerts" and contains a "Public Projects" alert with a green circular icon and the text "\*Large project tickets made public, past 60 days". Below this is a table listing projects. The table has three columns: "Project Name", "Large Project Number", and "Project Type". The table contains ten rows of project data. On the right side of the interface is a map showing a geographical area with various roads and landmarks. A yellow push pin is placed on the map, and a tooltip is displayed next to it. The tooltip contains the following information: Interstate: I 20, Major Highway: Fairfield Rd, Major Highway: Us 321, City: COLUMBIA, Community: COLUMBIA, and County: RICHLAND. The map also shows other roads like SC-22, SC-41, SC-213, SC-34, SC-3, SC-269, SC-77, SC-34, SC-66, SC-57, Forest Acres, RICHLAND, Springdale, SC-768, SC-769, SC-65, I-26, SC-9, and St. M.

Project Name	Large Project Number	Project Type
SOME FANCY NAME	LP2026-00970	HA
NICHOLETTE PROJECT TEST	LP2026-00964	NI
WHITE POND SPRINGS	LP2026-00960	BA
SPRING HAVEN 4	LP2026-00945	BA
OOPS I BUILT IT AGAIN 2	LP2026-00925	KE
PHASE 1	LP2026-00913	TE
LP-0705	LP2026-00905	CJ
PPPPPP	LP2026-00890	CJ
8525-42-LP-0705	LP2026-00889	CJ
CHESTNUT ST PAVEMENT REHABILITATION	LP2026-00886	KI

## Creating a New Large Project

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

Company	Done For	Large Project Status	Created
SC811	COASTAL FIBER SOLUTIONS	Incomplete	05/12/2026 02:36 PM
SC811	AT&T	Incomplete	05/12/2026 01:11 PM
SC811	AIKEN ELECTRIC CO-OP	Incomplete	05/12/2026 11:53 AM
SC811	BLACK RIVER ELECTRIC	Not Started	05/12/2026 11:53 AM

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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.

Save as:

**Project Initiator Information**

Excavator ID: 407934

Name: CAROLINE TEST

Phone: (555) 555-5555

Email: cgibson0818@yahoo.com

Company Name: TAYLOR CONSTRUCTION HOME

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)\*

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

**Excavator Information** [reset](#) [Help](#)

*Excavator ID* \_\_\_\_\_ *Caller Name\** \_\_\_\_\_

*Caller Phone\** \_\_\_\_\_ *Caller Type\** \_\_\_\_\_

*Company Name\** \_\_\_\_\_ *Office Name\** \_\_\_\_\_

*Address\** \_\_\_\_\_

*City\** **Required** \_\_\_\_\_ *State\** \_\_\_\_\_ *Zip\** \_\_\_\_\_

*Caller Email* **Not required** \_\_\_\_\_

First Time User?  Learn of SC811: \_\_\_\_\_

*Site Contact Name\** \_\_\_\_\_ *Phone\** \_\_\_\_\_ *Email* \_\_\_\_\_

Same as caller

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### 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:

Company Name: WILSON CONSTRUCTION HOME

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 this project? \*

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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.

South 811 Carolina Switch to... CAROLINE TEST

Home Tickets Large Projects Damage Reports Reports

Save as: Discard

Company Name: [REDACTED]

Office Name: SUMTER

Address: 810 N MAIN ST

City: SUMTER State: SC

### Work Information

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

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)\*

Rural  
Urban

Which best describes the work activity?: \*

Service Type: \*

Type of Equipment: \*

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

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.

### 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)\**

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?: \*

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: WILSON CONSTRUCTION HOME

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?:

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

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: WILSON CONSTRUCTION HOME

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: \*

Type of Equipment: \*

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

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.

Save as:

Company Name: WELSH CONSTRUCTION HOME

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?:

- 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.

Save as:

Company Name: WELSH CONSTRUCTION HOME

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 W 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?:

- 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?: \*

Done For: \*

When will this large project start?: \*

City

County

Private

State

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.

Save as:

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?: \*

What type of Permit?: \*

Permit #:

**Done For: \***

When will this large project start?: \*

When will this large project end?: \*

Subdivision Name:

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.

The screenshot shows a web form for project management. On the left is a green sidebar with menu items: 'ite', 'ets', 'ge Projects', 'nage Reports', and 'orts'. The main form area has a top bar with 'Save as:' and buttons for 'Discard' and 'Incon'. Below this is a header 'DANE APPROXIMATELY 1 YEAR TO 1 1/2 YEARS'. The form contains several fields: 'Which best describes the work activity?: \*' with 'SEWER' and 'WATER' tags; 'Service Type: \*' with 'INSTALL/NEW'; 'Type of Equipment: \*' with 'EXCAVATOR/ MINI EXCAVATOR' and 'OTHER' tags; 'Would you like facility prints of the project area if available?:' with 'Yes'; 'Are permits required for the location of the project?: \*' with 'Yes'; 'What type of Permit?: \*' with 'City'; 'Permit #: \*' with 'DO NOT NEEDTHE PERMIT NUMBER'; 'Done For: \*' with 'SCDOT'; 'When will this large project start?: \*' with a calendar icon and a date field (highlighted with an orange box); 'When will this large project end?: \*' with a calendar icon; and 'Subdivision Name:'. The 'When will this large project start?: \*' field is highlighted with an orange box.

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 the same web form as above. The 'When will this large project start?: \*' field now contains the date '06/30/2026' and a calendar icon. The 'When will this large project end?: \*' field is highlighted with an orange box and contains a calendar icon. The rest of the form is identical to the previous screenshot.

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.

### Duration Confirmation

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.

Cancel

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.

The screenshot shows a web application interface for 'South Carolina' with a sidebar menu containing 'Home', 'Tickets', 'Large Projects', 'Damage Reports', and 'Reports'. The 'Large Projects' section is active. The form contains the following fields and values:

- 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 (highlighted in yellow)
- Would you like this project to be public, allowing other users to view large project?:

At the bottom of the form, there are buttons for 'Discard', 'Incomplete', and 'Continue'. A 'Chat' button is also visible in the bottom right corner.

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.

The screenshot shows a web application interface for a project management system. The header includes the logo for 'South Carolina' and the user name 'CAROLINE TEST'. A sidebar on the left contains navigation options: Home, Tickets, Large Projects (highlighted), Damage Reports, and Reports. The main content area is a form with the following fields:

- 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 NEED THE 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

A dropdown menu is open for the question 'Would you like this project to be public, allowing other users to view large project?'. The options are 'Yes' and 'No'. The 'Continue' button is highlighted in yellow. At the bottom, there are buttons for 'Discard', 'Incomplete', and 'Continue'. A 'Chat' button is also visible in the bottom right corner.

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 form for project setup. The form fields include: 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 of the project? (Yes), What type of Permit (blank), Permit # (blank), Done For (blank), When will this large project end? (06/30/2027), Subdivision Name (NOT REQUIRED), and 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 box contains the 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?" Below the text are two buttons: "No, Save as Incomplete" and "Yes, Continue to mapping."

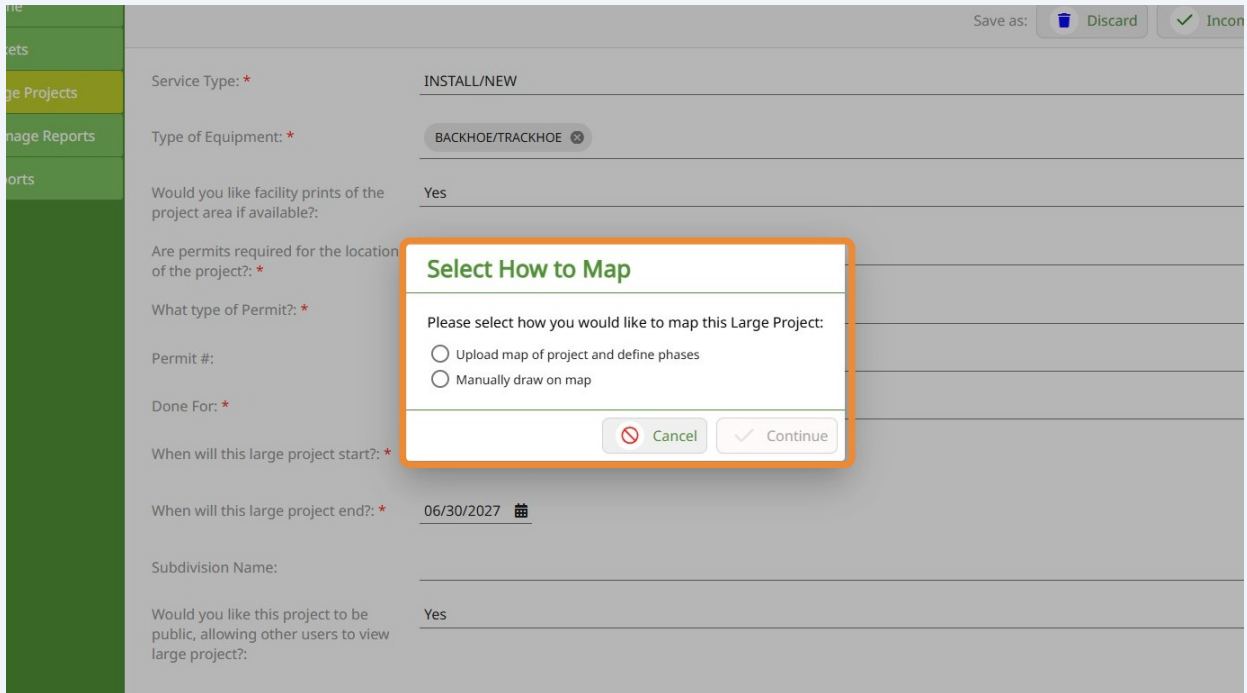
## Mapping a Project

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.



43

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

The screenshot shows a web form with a modal dialog box titled "Select How to Map". The form in the background has the following fields:

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

The modal dialog box contains the following text:

**Select How to Map**

Please select how you would like to map this Large Project:

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

You will be redirected to the project mapping tool to upload your plans and define phases. When complete, you will return here to finish setting up the project.

Buttons: Cancel, Continue

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 \*

e.g. Phase 1 - North

Start Date \*

mm/dd/yyyy

End Date \*

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 \*

e.g. Phase 1 - North

Start Date \*

mm/dd/yyyy

End Date \*

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

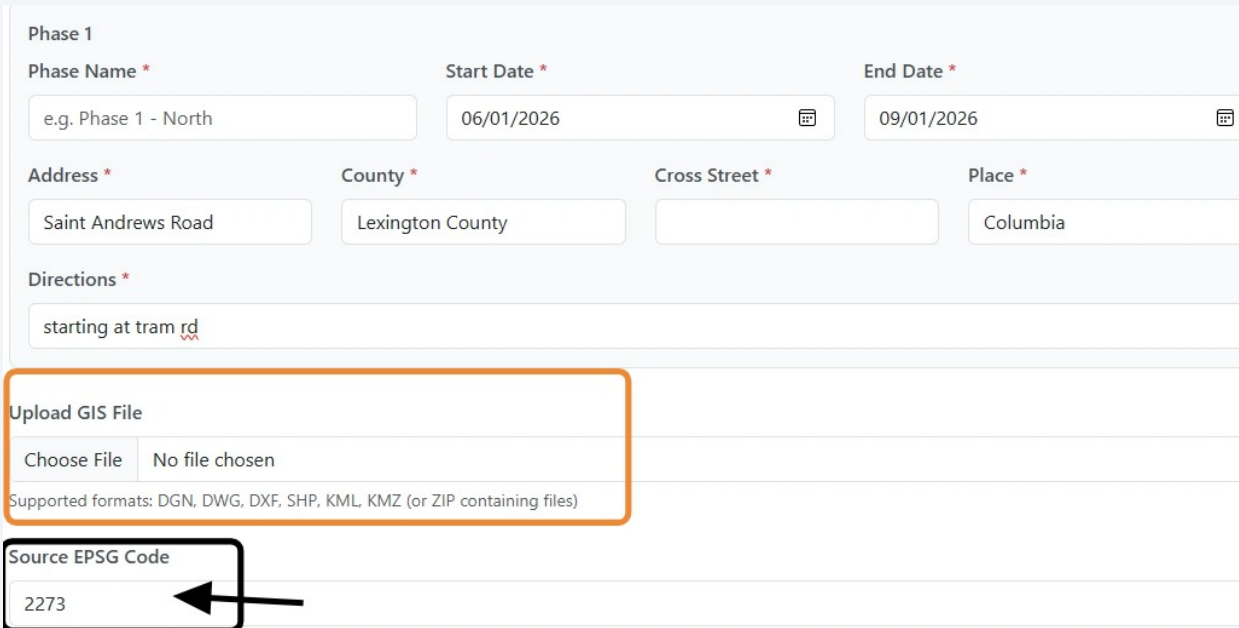
Upload GIS File

Choose File No file chosen

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

Source EPSG Code

2273

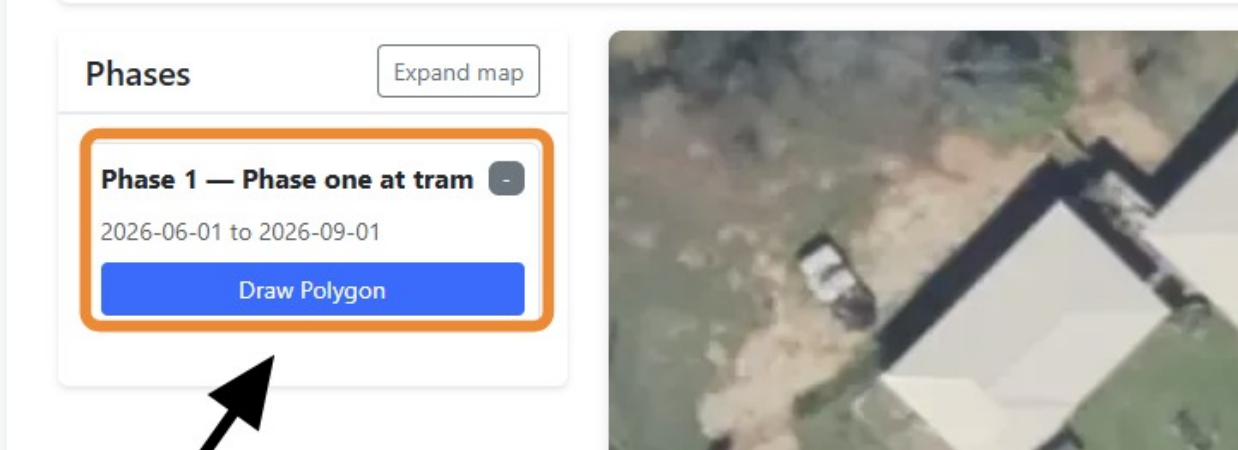


47

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

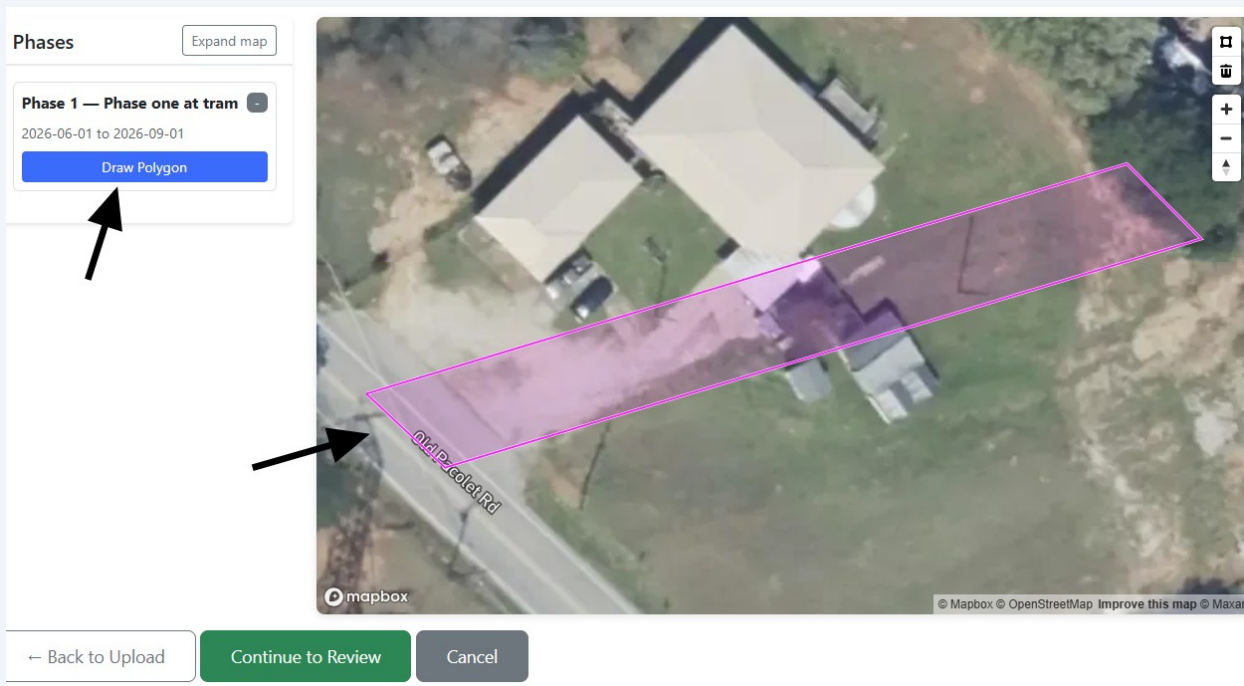
Once your imported map has loaded, your project phases will appear in a list on the left side of the screen. You can then begin outlining the phase area on the map using the **Draw Polygon** tool.

1. Select a phase from the list below
2. Click the "Draw Polygon" button
3. Click on the map to create polygon points
4. Double-click or click the first point again to complete the polygon
5. Repeat for each phase



48

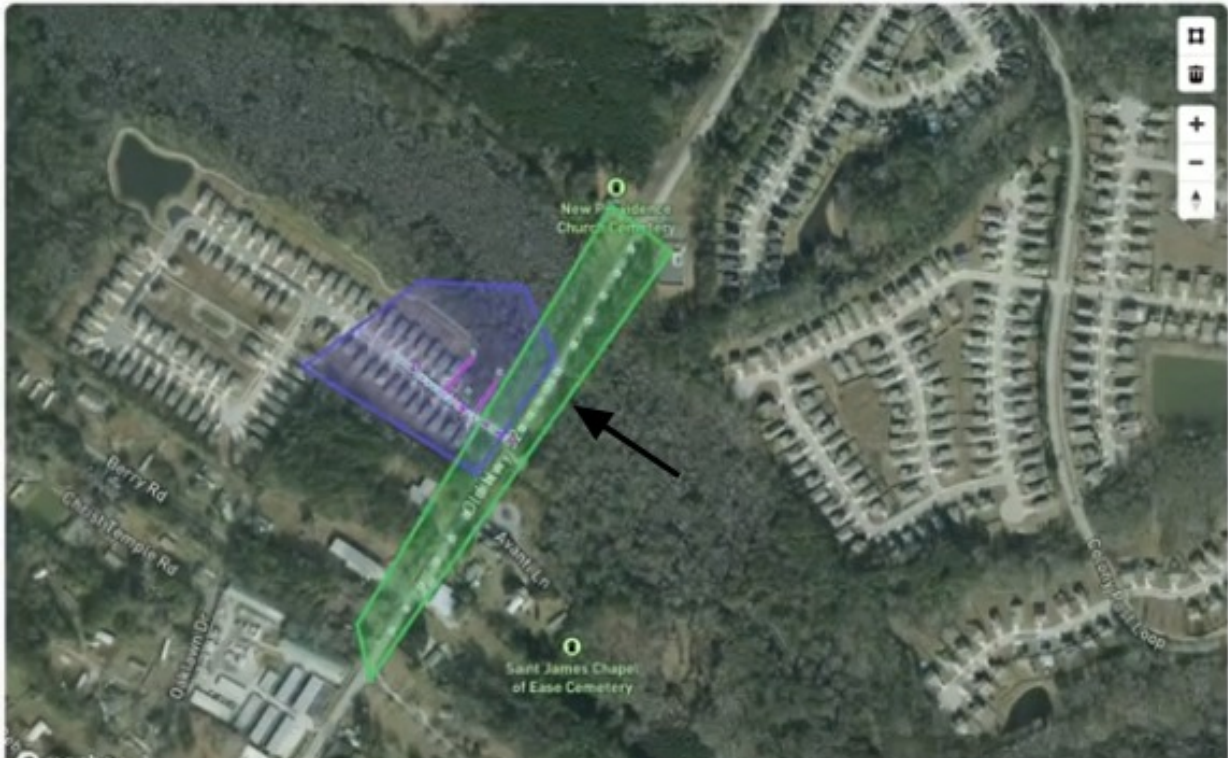
Start by selecting the blue **Draw Polygon** button under Phase 1.



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.

#### Display Options

- Show Original Polygons
- Show Snapped Polygons
- Show Uncovered Geometry
- Show Uploaded Data

#### Polygon Version

- Use Original Polygons
- Use Snapped Polygons

Snapped polygons align phase boundaries to reduce gaps and overlaps.



#### ⚠ Uncovered Geometry Detected

[Zoom to Feature Parts](#)

Uncovered geometry: 0 points, 0 ft of lines, 0.02 acres of polygons. Feature parts: 1. Uncovered geometry is highlighted in red on the map.

51

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

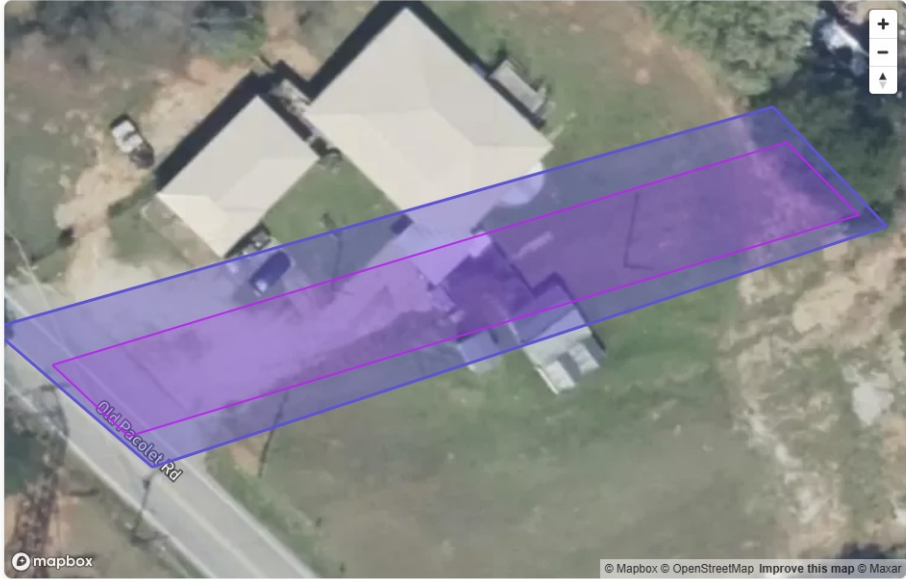
**Display Options**

- Show Original Polygons
- Show Snapped Polygons
- Show Uncovered Geometry
- Show Uploaded Data

**Polygon Version**

- Use Original Polygons
- Use Snapped Polygons

Snapped polygons align phase boundaries to reduce gaps and overlaps.



← Back to Drawing   **Save Project**

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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.

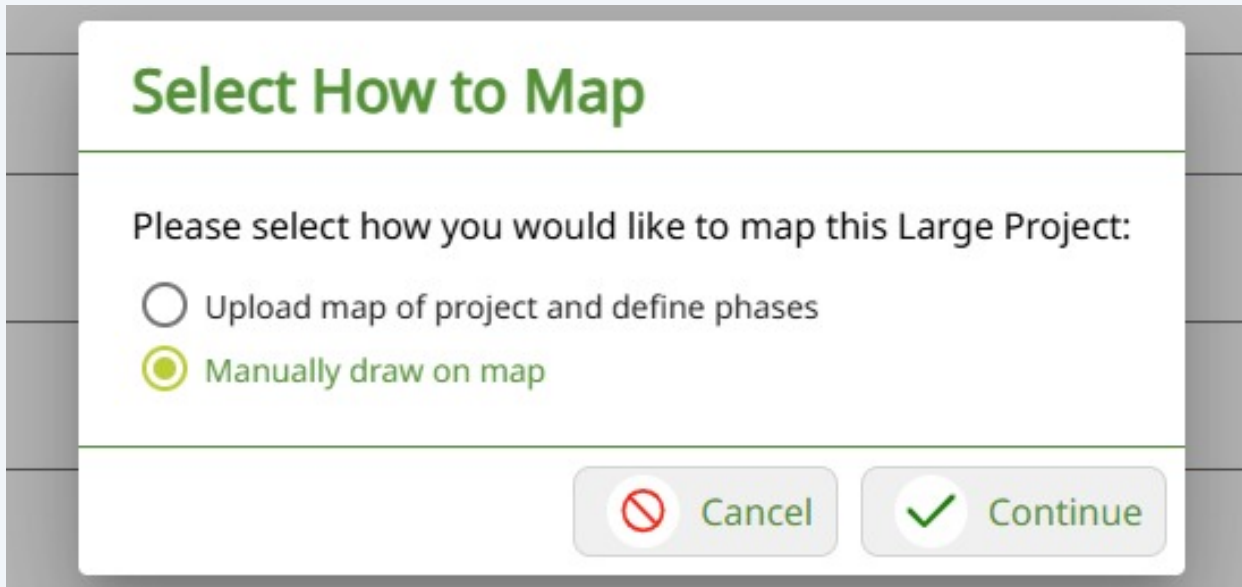
The screenshot displays the 'Project Phases' interface. On the left, there are two phase cards:

- ORION 1**: Start: 05/21/2026 12:00 AM, End: 06/12/2026 12:00 AM. Status: Initiation. Location: SC BERKELEY MONCK'S CORNER. Directions: N/A. An orange arrow points to the edit icon (pencil) in the top right corner of this card.
- ORION 2**: Start: 06/13/2026 12:00 AM, End: 06/30/2026 12:00 AM. Status: Initiation. An orange box highlights the expand/collapse icon (down arrow) in the top right corner of this card.

On the right, a map view shows the project area. A blue polygon outlines a specific site area. A green line with circular markers along it represents a 'Buffered Dig Site'. A text box on the map provides details: 'Buffered Dig Site', 'Dimensions: 889 ft (0.17 mi) x 670 ft (0.13 mi)', and '\* contains multiple areas'. A coordinate pair '33.07191, -80.02533' is also visible. A 'Chat' button is located in the bottom right corner of the map area.

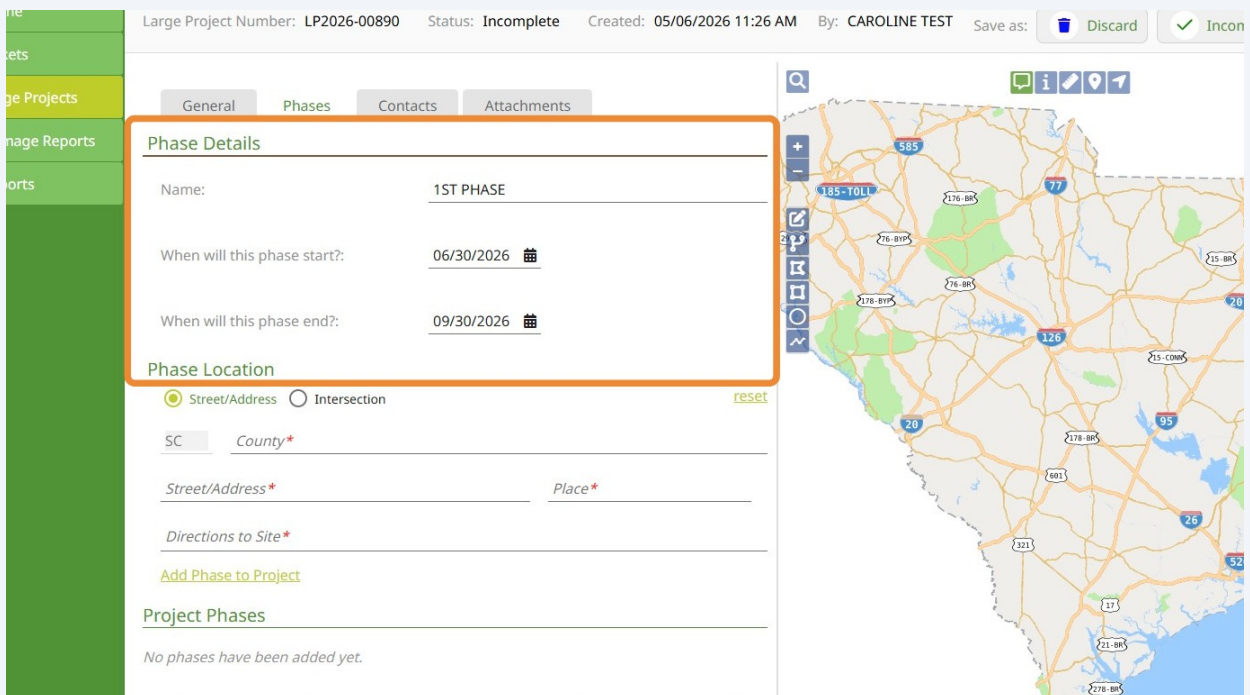
53

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.



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.

Large Project Number: LP2026-00890    Status: Incomplete    Created: 05/06/2026 11:26 AM    By: CAROLINE TEST    Save as: [Discard](#) [Incon](#)

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](#)

County\* SC    LEXINGTON

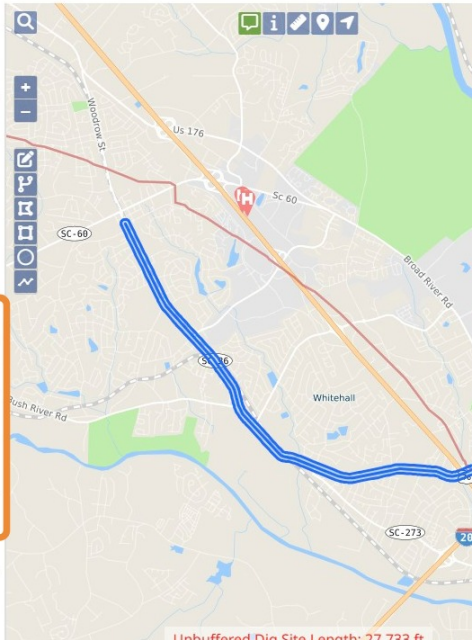
Street/Address\* SAINT ANDREWS RD    Place\* COLUMBIA

Directions to Site\* STARTING AT TRAM RD

[Add Phase to Project](#)

### Project Phases

No phases have been added yet.



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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.

Large Project Number: LP2026-00890    Status: Incomplete    Created: 05/06/2026 11:26 AM    By: CAROLINE TEST    Save as: [Discard](#) [Incon](#)

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\* LEXINGTON

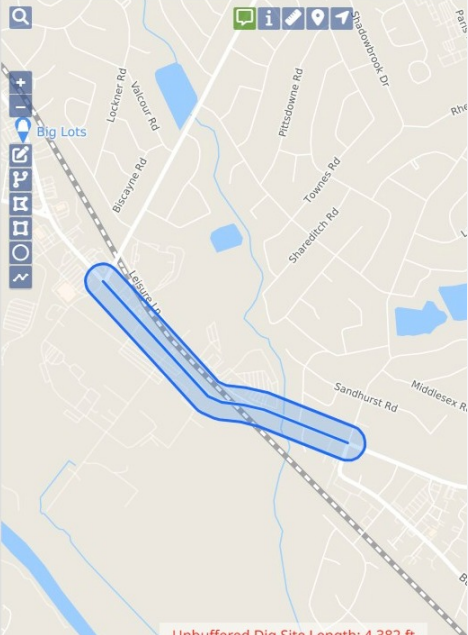
Street/Address\* SAINT ANDREWS RD    Place\* COLUMBIA

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

[Add Phase to Project](#)

### Project Phases

No phases have been added yet.



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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](#) [Incon](#)

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\* LEXINGTON

Street/Address\* SAINT ANDREWS RD    Place\* COLUMBIA

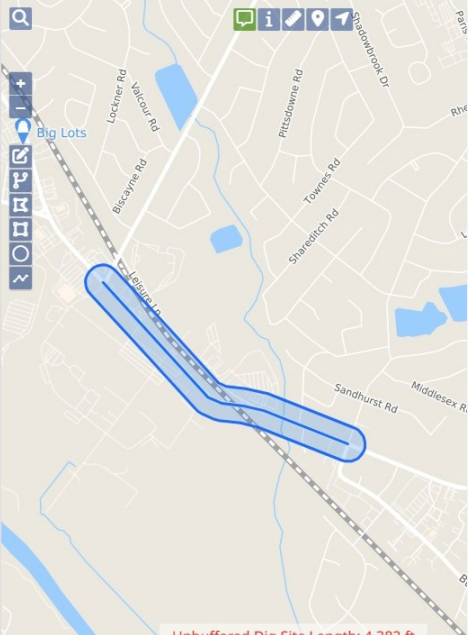
Directions to Site\* STARTING AT TRAM RD STOPPING AT PINEY GROVE RD

[Add Phase to Project](#)

\* Please enter 1 or more phases and click 'add'

### Project Phases

No phases have been added yet.



58

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

Country SC CLARENDON

Street/Address\* Place\* SUMMERTON

Directions to Site\*

Add Phase to Project

Project Phases

<b>ONE</b>	No ticket
1	Start: 07/09/2026 12:00 AM End: 07/16/2026 12:00 AM
Status: Initiation	✓ ✎ ✕
Primary Contact:	▼

<b>TEST</b>	No ticket
2	Start: 06/24/2026 12:00 AM End: 07/10/2026 12:00 AM
Status: Initiation	✓ ✎ ✕
Primary Contact:	▼

Back Discard Incomplete **Continue**

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

33.35143, -79.91959 Chat

## 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.

The screenshot shows a software interface for managing project contacts. At the top, it displays project details: 'Large Project Number: LP2026-00890', 'Status: Incomplete', 'Created: 05/06/2026 11:26 AM', and 'By: CAROLINE TEST'. There are 'Save as:' buttons for 'Discard' and 'Incon'. Below this is a navigation bar with tabs for 'General', 'Phases', 'Contacts', and 'Attachments'. The 'Contacts' tab is selected, and the page title is 'Project Contacts'. A blue informational box states: 'Project contacts may be entered at this time but are not required. Contacts can be added or updated at any time. If no contact is assigned for the phase at the time a marking agreement is uploaded, the project initiator will automatically be listed as the contact.' Below this is a search input field with the placeholder text 'Search for excavator contact'. A message below the search field says 'No contacts assigned yet. Use the search above to add contacts.' At the bottom, there are four buttons: 'Back', 'Discard', 'Incomplete', and 'Continue'.

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.

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

### Add a Project Contact

Search for an existing contact or create a new one

**KATY BAKER - katy.b14@yahoo.com**

This contact does not have an Exactix login. An invitation will be sent to create an account.

Company Name\* SC811

Office Name\* COLUMBIA

Contact First Name\* KATY Contact Last Name\* BAKER

Contact Phone\* (803) 939-1117 x

Contact Email\* katy.b14@yahoo.com

Assign to Phases\*

Cancel Submit

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.

The screenshot shows the 'South 811 Carolina' project management interface. The top navigation bar includes a home icon, 'South 811 Carolina' logo, a 'Switch to...' dropdown, the project name 'TEELA TEST', and user icons. A left sidebar contains navigation options: Home, Tickets, Large Projects (highlighted), Damage Reports, and Reports. The main content area displays project details: 'Large Project Number: LP2026-00976', 'Status: Released', 'Created: 05/18/2026 12:15 AM', and 'By: KATY BAKER'. Action buttons include '+ New', 'List', 'Dashboard', 'Cancel', 'Edit', 'Extend Project', and 'Print'. Below the details is a tabbed interface with 'General', 'Phases', 'Contacts' (circled in yellow), 'Marking Agreements', 'Attachments', 'Revisions', and 'Service Areas'. The 'Project Contacts' section features an 'Add Participant' button and a table with the following data:

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.

Damage Reports

Reports

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	

64

Double-click "Add Participant"

South Carolina

Switch to... TEELA TEST

Home Tickets Large Projects Damage Reports Reports

Large Project Number: LP2026-00976 Status: Released

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

New List Dashboard

Cancel Edit Extend Project

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	

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.

South 811 Carolina Switch to... TEELA TEST

Large Project Number: LP2026-00976 Status: Released

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

Buttons: New, List, Dashboard, Cancel, Edit, Extend Project, Print

Project Contacts

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	👁️

66

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

Project Contacts

Buttons: Add Participant, Cancel, Submit

Add a Project Participant

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

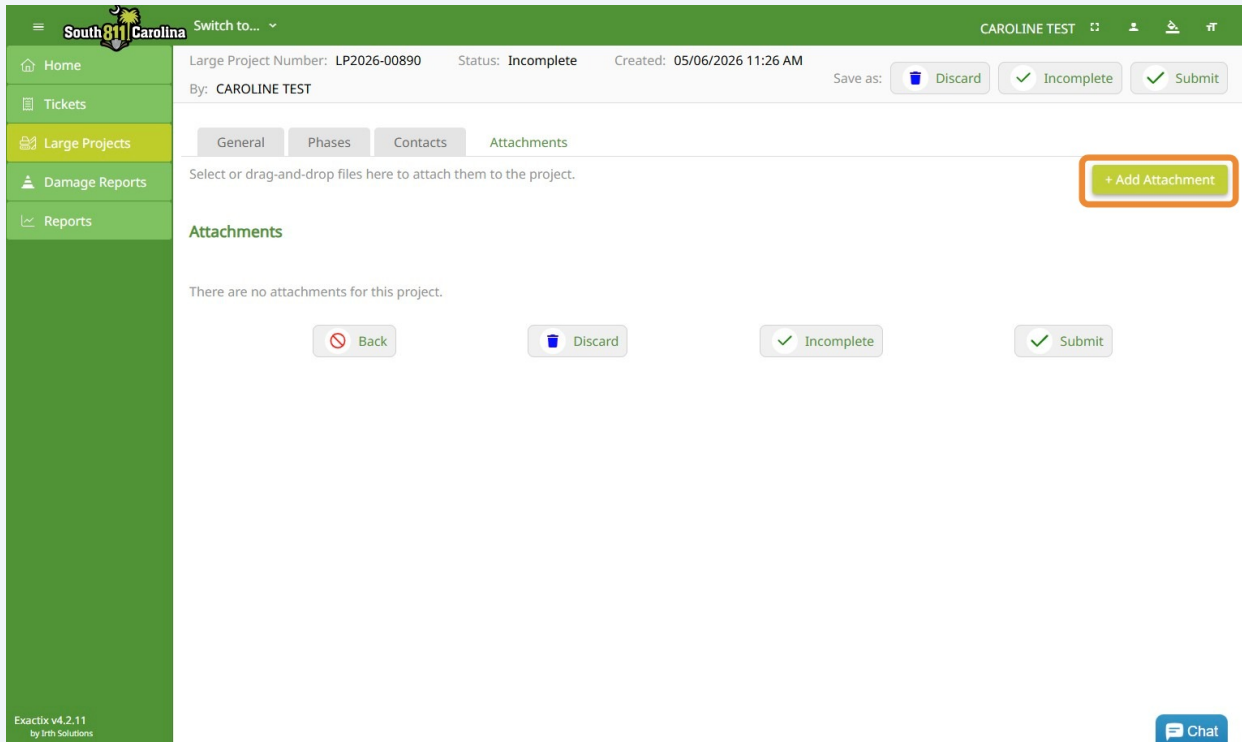
Search for contact

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	👁️

## 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.

The screenshot shows a project management interface with a sidebar on the left containing 'Tickets', 'Large Projects', 'Damage Reports', and 'Reports'. The main content area has a header with 'Created: 05/18/2026 12:15 AM' and 'By: KATY BAKER', along with 'Cancel', 'Edit', and 'Extend Project' buttons. Below this is a 'Print' button and a tabbed menu with 'General', 'Phases', 'Contacts', 'Marking Agreements', 'Attachments', 'Revisions', and 'Service Areas'. The 'Attachments' tab is active, showing a message: 'Select or drag-and-drop files here to attach them to the project.' and a '+ Add Attachment' button. Under the 'Attachments' heading, a single attachment is listed: 'Screenshot 2026-05-18 110918.png'. A yellow circle highlights the filename. To the right of the filename are the links 'View' and 'remove'.

69

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

This screenshot is identical to the one above, showing the same project management interface. However, a yellow circle highlights the 'View' and 'remove' links located to the right of the attachment filename 'Screenshot 2026-05-18 110918.png'.

70

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

Home  
Tickets  
Large Projects  
Damage Reports  
Reports

Large Project Number: LP2026-00982      Status: Incomplete  
Created: 05/18/2026 01:47 PM      By: TEELA TEST      Save as:

General    Phases    Contacts    Attachments

Select or drag-and-drop files here to attach them to the project.

**Attachments**

There are no attachments for this 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.

Type of Equipment: EXCAVATOR/ MINI EXCAVATOR, AUGER  
Would you like facility prints of the project area if available?: No  
Are permits required for the location of the project?: No  
Done For: CITY OF SUMTER  
When will this large project start?: 06/09/2026 12:00 AM  
When will this large project end?: 12/30/2026 12:00 AM  
Subdivision Name:  
Would you like this project to be public, allowing other users to view large project?:

**Project Phases**

ONE	No ticket
1 Start: 07/09/2026 12:00 AM End: 07/16/2026 12:00 AM Status: Initiation	<input type="button" value="v"/>
Primary Contact:	

**Project Contacts**

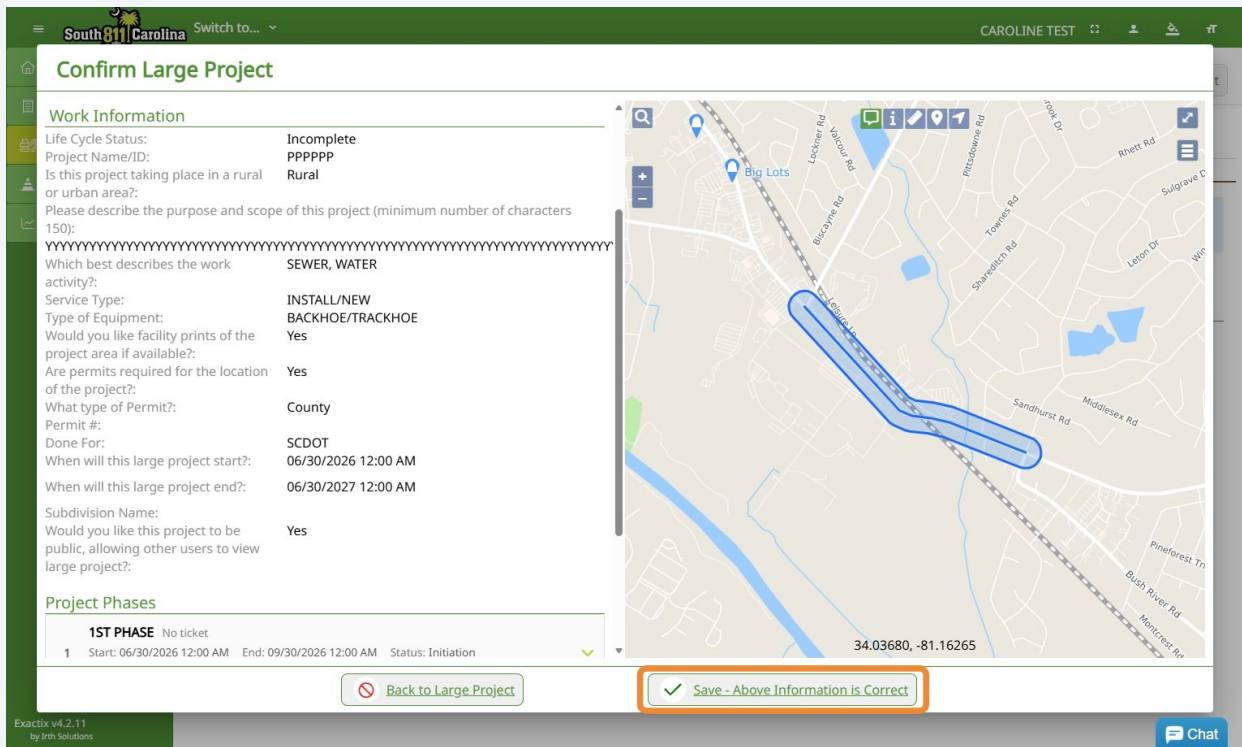
No contacts assigned.

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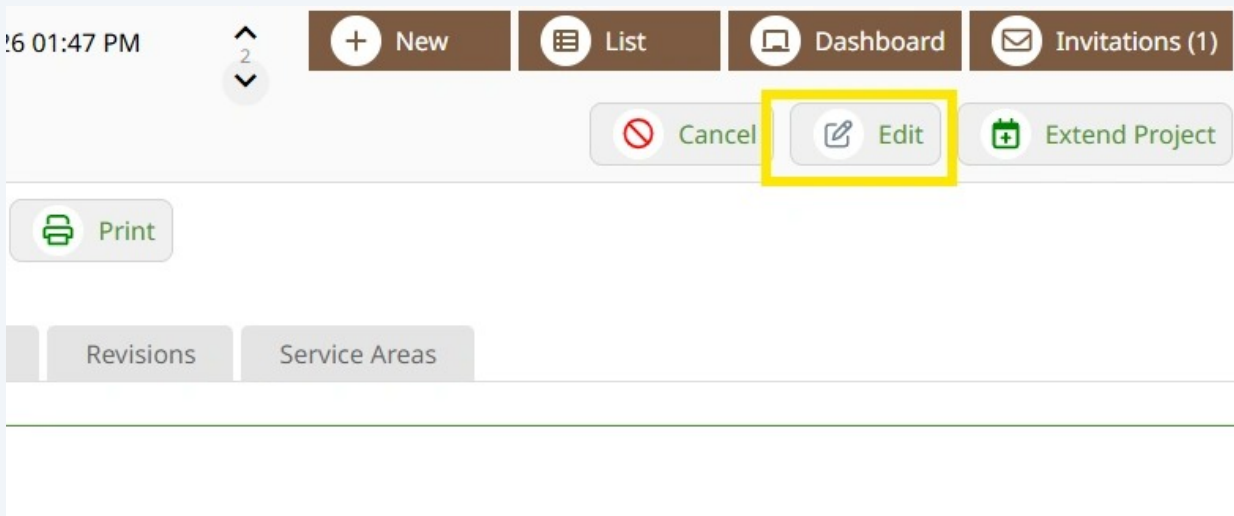
To finalize submission, click **Save - Above Information is Correct**.



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.

A Planning Meeting may be scheduled as early as **three working days after the project is entered**, with the day the project is entered counting as **Day 1**.

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.

The screenshot shows a web interface for project management. At the top right, there is a 'Print' button with a printer icon. Below it is a horizontal navigation bar with tabs: 'General', 'Phases', 'Contacts', 'Marking Agreements' (which is active and highlighted in green), 'Attachments', 'Revisions', and 'Service Areas'. Under the 'Marking Agreements' tab, there are two buttons: 'Schedule Planning Meeting' (highlighted with an orange border) and 'Add Marking Agreement'. Below the buttons, the text 'Marking Agreements' is followed by 'No marking agreements established'. Underneath, the section 'Planning Meetings' is shown with a table header. The table has columns for 'Date/Time', 'Type', 'Phases', 'Location', 'Status', and 'Actions'. The table body is currently empty.

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\*

In Person

Virtual

**A Meet request will be sent**

AT&T/D - BSZT29-BSZT29  
CAROLINA GAS TRANSMIS  
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

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

 Cancel

 Back

 Save

79

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



PLANNING MEETING

MONCKS CORNER

ELECTRIC

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 Phone: (803) 840-5555  
Company: TAYLOR CONSTRUCTION HOME  
Address: 810 N MAIN ST, SUMTER, SC, 29150  
Email: taylorbracey4@gmail.com  
Site Contact: TAYLOR TEST  
[View Subcontractors \(0\)](#)

Caller: TAYLOR TEST  
Caller Type: Business  
Office: SUMTER  
(803) 840-5555 taylorbracey4@gmail.com

### 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 MONCK'S 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**

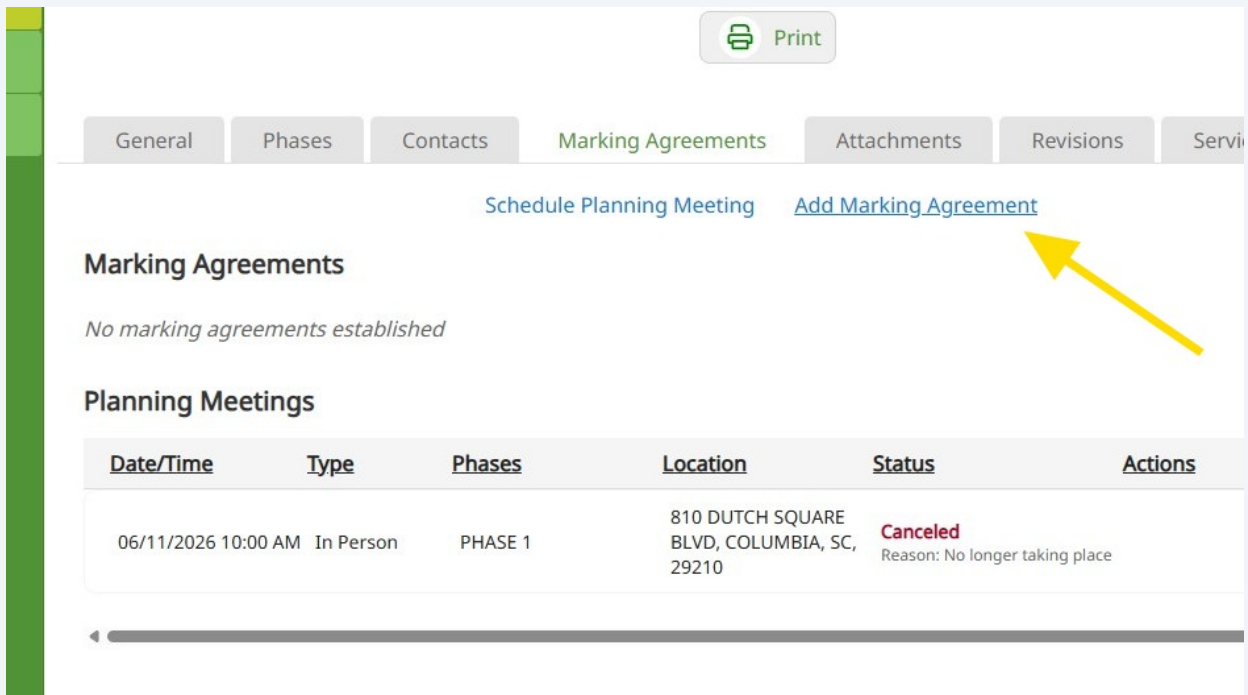
### **INTRODUCTION**

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.

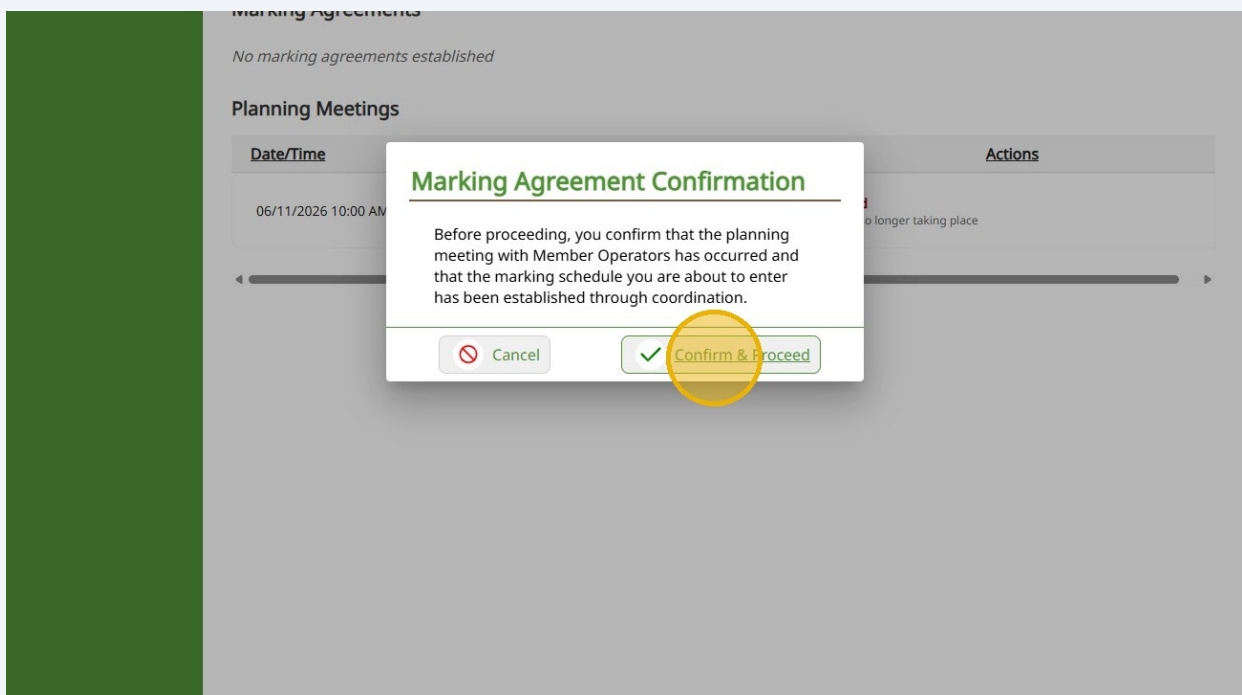


The screenshot shows a software interface with a top navigation bar containing tabs: General, Phases, Contacts, Marking Agreements (active), Attachments, Revisions, and Services. A 'Print' button is located at the top right. Below the tabs, there are two links: 'Schedule Planning Meeting' and 'Add Marking Agreement', with a yellow arrow pointing to the latter. The main content area is titled 'Marking Agreements' and displays the message 'No marking agreements established'. Below this is a section for 'Planning Meetings' with a table:

Date/Time	Type	Phases	Location	Status	Actions
06/11/2026 10:00 AM	In Person	PHASE 1	810 DUTCH SQUARE BLVD, COLUMBIA, SC, 29210	<b>Canceled</b> Reason: No longer taking place	

83

Marking Agreements should only be created **after a Planning Meeting has been completed**. The **Marking Agreement Confirmation** pop-up serves as a reminder to verify that the Planning Meeting has already taken place with the Member Operators before proceeding with the creation of the agreement.



The screenshot shows the same 'Marking Agreements' page as in the previous image, but with a 'Marking Agreement Confirmation' pop-up dialog box overlaid. The dialog box contains the following text:

**Marking Agreement Confirmation**

Before proceeding, you confirm that the planning meeting with Member Operators has occurred and that the marking schedule you are about to enter has been established through coordination.

At the bottom of the dialog box, there are two buttons: 'Cancel' (with a red 'X' icon) and 'Confirm & Proceed' (with a green checkmark icon). The 'Confirm & Proceed' button is highlighted with a yellow circle.

84

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

### Select Phases Associated with Marking Agreement

What phases is this Marking Agreement being uploaded for?

Select All Phases

ONE (07/09/2026 - 07/16/2026)

 Cancel

 Next

85

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.

### Missing Phase Contacts

One or more selected phases do not have a contact assigned. You may add a contact by selecting "Add Contact" next to the phase.

**ONE** [Add Contact](#)  
*No Contact Assigned*

*If no contacts are assigned to a phase, the Project Initiator will be listed as the only excavator when the ticket is released.*

 Cancel

 Back

 Next

86

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.

### PHASE 2 Marking Agreement Details (5/9/2026 - 6/3/2026)

**Member:** SEGRA COMMUNICATIONS - SGRAZ01

 [Include in Agreement \(click to toggle\)](#)

Marking Date \* 05/14/2026 

*Description of area to be marked \**  
TRAM ROAD FOR 2640 FT

**Member:** DOMINION ENERGY ELECTRIC - SCEKZ42

 [Include in Agreement \(click to toggle\)](#)

Marking Date \* 05/14/2026 

*Description of area to be marked \**  
TRAM ROAD FOR 2640 FT

87

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.

For each phase, review the participating member operators, confirm the expected marking date, and describe what will be marked during that phase.

**Member:** CHARTER

 [Has Not Reached Agreement \(click to toggle\)](#)

 *This member has not reached an agreement and will not be included.*

**Member:** DOMINION ENERGY GAS - SCGZ87

 [Include in Agreement \(click to toggle\)](#)

88

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.

### Marking Agreement(s) Saved

The marking agreement applies to the following phases and marking dates:

Please check boxes next to the phases to acknowledge them

PHASE 2 [View Contacts](#)

Work Date 05/14/2026 07:59 PM

✓ OK

## Tickets and Project Management

89

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

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 Agreements Attachments Revisions Service Areas

#### Marking Agreements

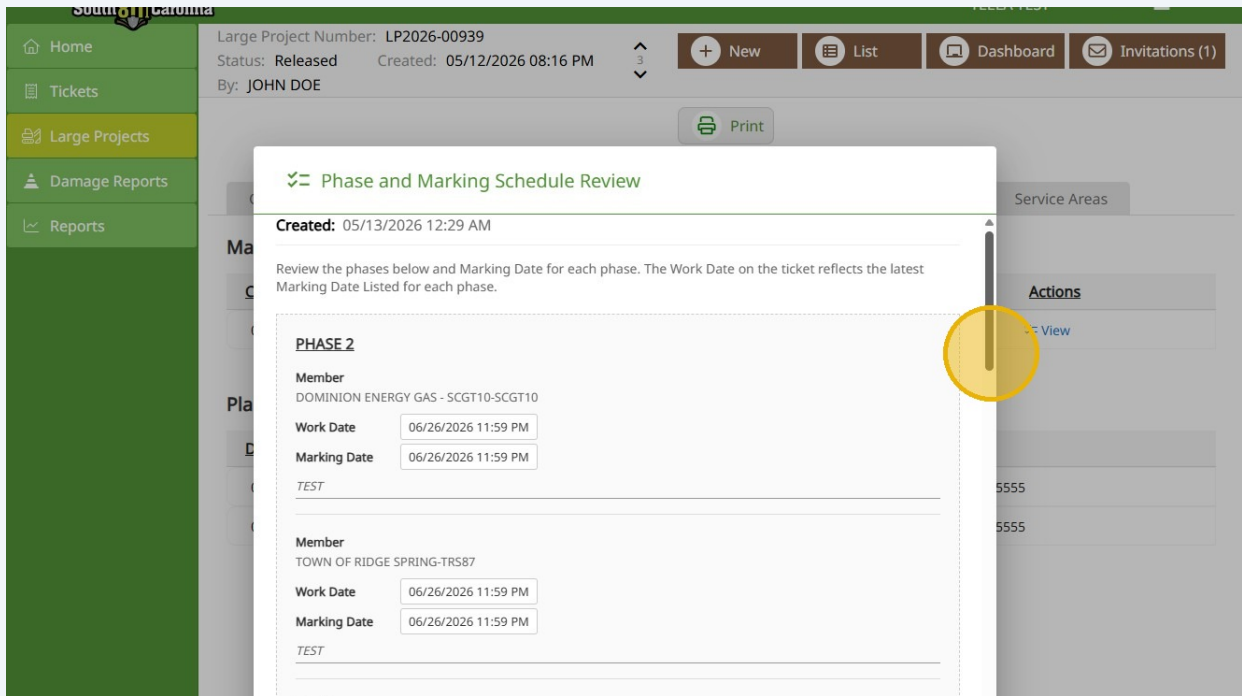
Created	Phases	Actions
05/13/2026	PHASE 2, PHASE 1	<a href="#">View</a>

#### Planning Meetings

Date/Time	Type	Phases	Location
05/18/2026 10:00 AM	In Person	PHASE 2	W MAIN ST, WARD, SC, 55555
05/18/2026 10:00 AM	In Person	PHASE 1	W MAIN ST, WARD, SC, 55555

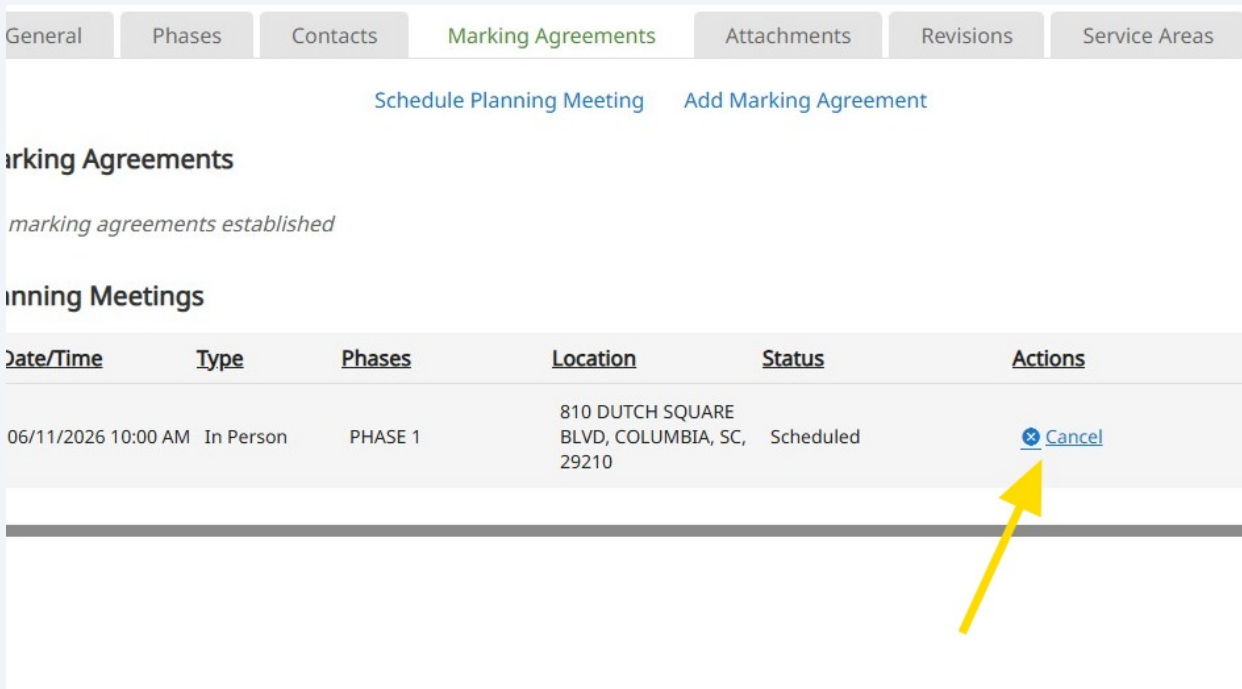
90

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



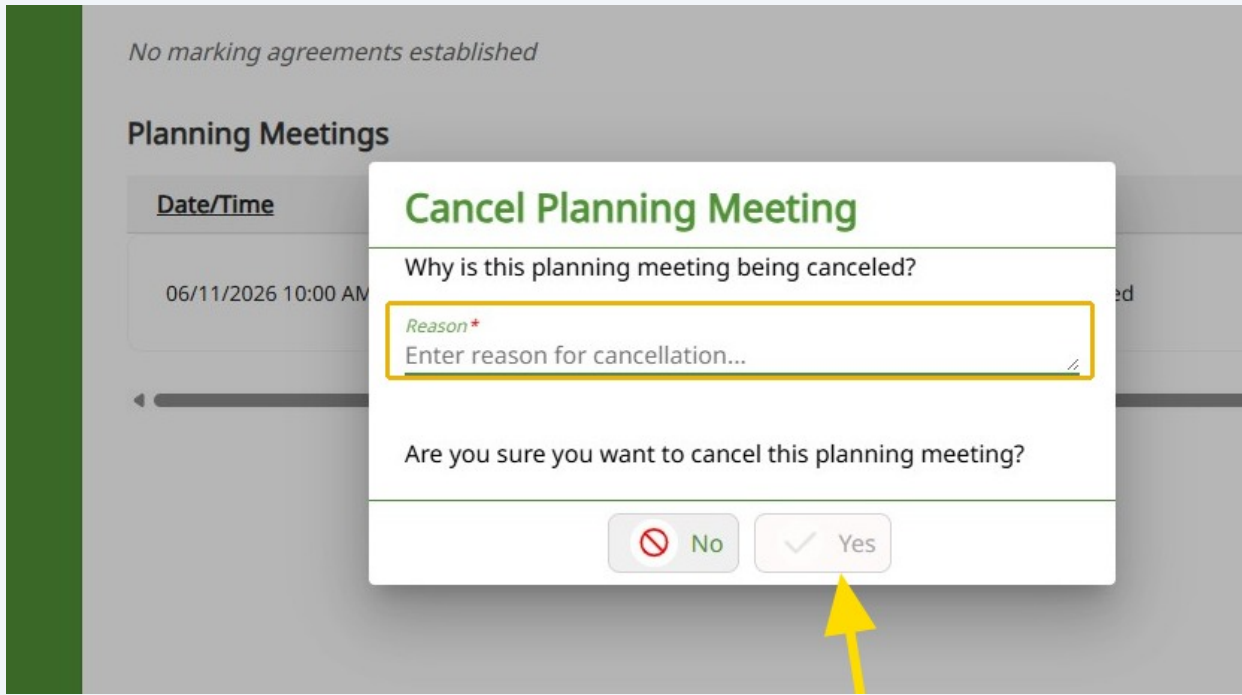
91

If a Planning Meeting needs to be canceled, you can do so directly from the **Marking Agreements** tab by selecting **Cancel** in the **Actions** column. Canceling a Planning Meeting will also automatically cancel the associated **Meet** ticket.



92

After clicking **Cancel** next to the Planning Meeting you wish to cancel, the **Cancel Planning Meeting** pop-up window will appear. Enter the reason for canceling the meeting, then confirm that you want to proceed with the cancellation. Once confirmed, the Planning Meeting and its associated **Meet** ticket will be canceled.



93

Once the Planning Meeting has been canceled, its status will be updated and reflected in the **Stats** section of the **Planning Meetings**. If needed, you can schedule a new Planning Meeting at a later date.

Reports

General Phases Contacts Marking Agreements Attachments Revisions Service Areas

Schedule Planning Meeting Add Marking Agreement

**Marking Agreements**

No marking agreements established

**Planning Meetings**

Date/Time	Type	Phases	Location	Status	Actions
06/11/2026 10:00 AM	In Person	PHASE 1	810 DUTCH SQUARE BLVD, COLUMBIA, SC, 29210	<b>Canceled</b> Reason: No longer taking place	

94

Similar to canceling a Planning Meeting, a Marking Agreement can be canceled directly from the **Marking Agreements** section by selecting **Cancel** in the **Actions** column.

Print

General Phases Contacts Marking Agreements Attachments Revisions Service Areas

Schedule Planning Meeting Add Marking Agreement

**Marking Agreements**

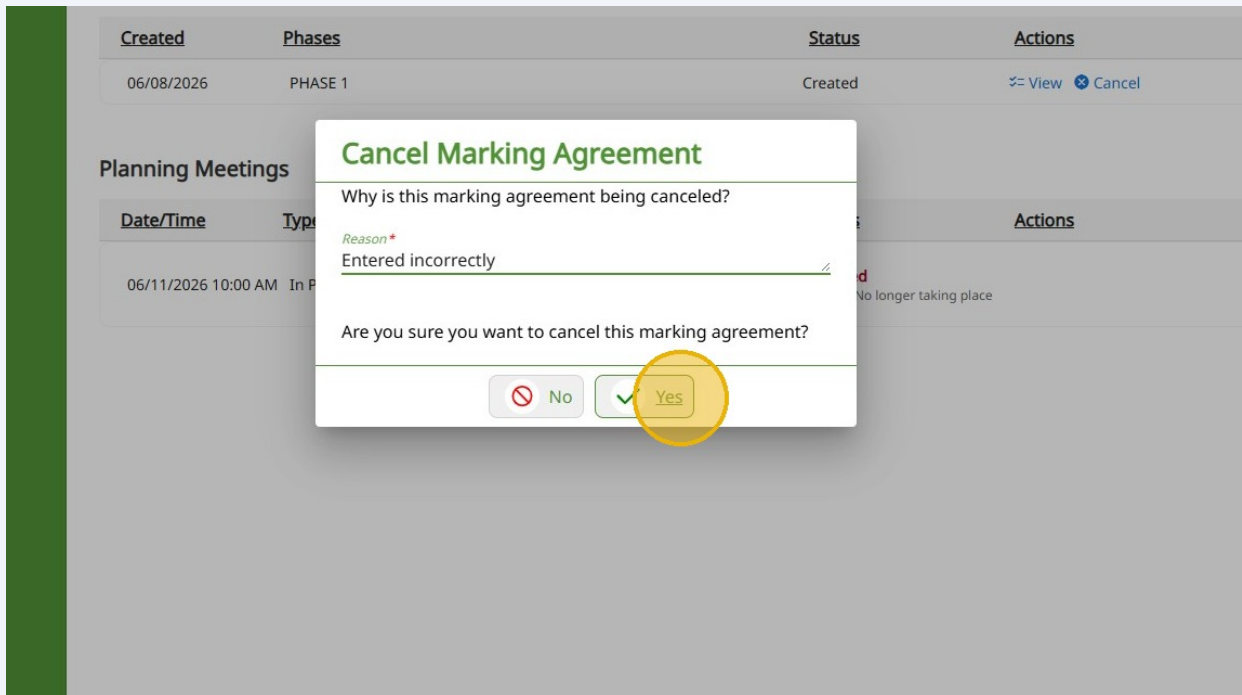
Created	Phases	Status	Actions
06/08/2026	PHASE 1	Created	≡ View <b>Cancel</b>

**Planning Meetings**

Date/Time	Type	Phases	Location	Status	Actions
06/11/2026 10:00 AM	In Person	PHASE 1	810 DUTCH SQUARE BLVD, COLUMBIA, SC, 29210	<b>Canceled</b> Reason: No longer taking place	

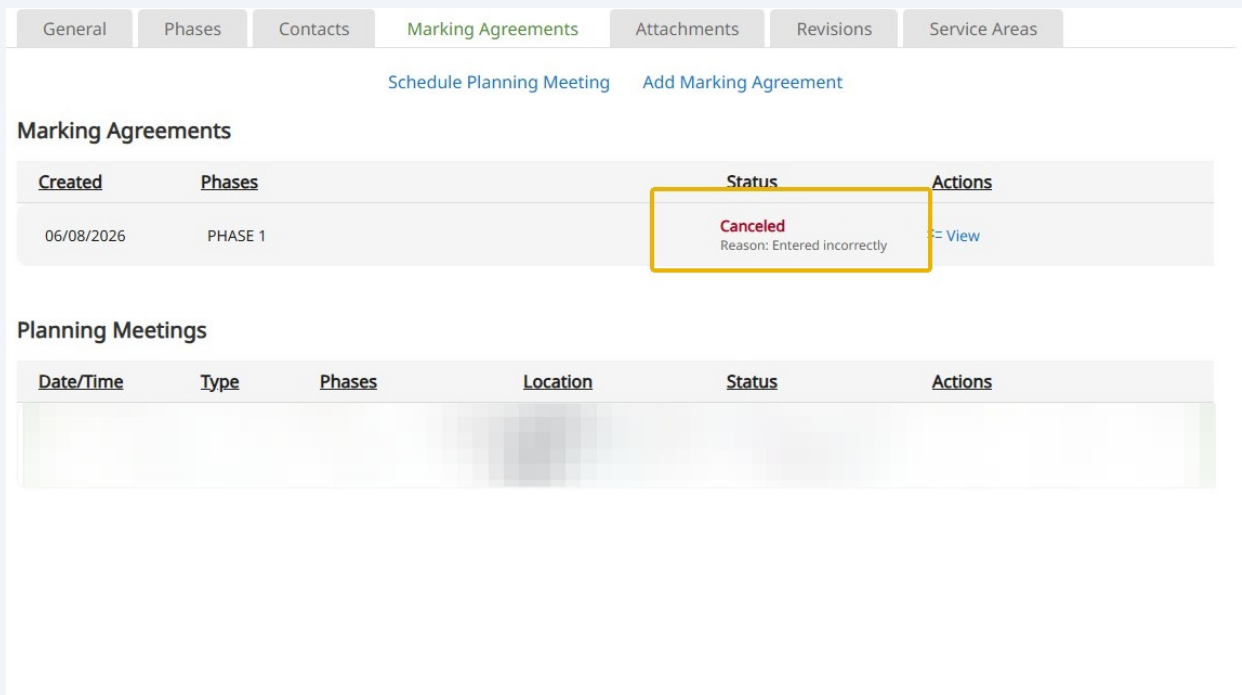
95

After selecting **Cancel**, enter the reason for canceling the Marking Agreement and select **Yes** to confirm the cancellation. Once canceled, Exactix will automatically unlink and cancel any ticket(s) associated with the phase(s) covered by that Marking Agreement.



96

You can verify that the Marking Agreement was successfully canceled by reviewing the **Marking Agreements** section. The agreement's status will display **Canceled** in red, indicating that the cancellation was completed successfully.



97

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.

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 Agreements Attachments **Revisions** Service Areas

Date	Project Number	Agent	Description
05/18/2026 12:00 AM	LP2026-00939	SC811	Project Status changed from 'Not Started' to 'Started'.
05/12/2026 08:29 PM	LP2026-00939	Web User	Marking agreement created with 13 service area(s) included
05/12/2026 08:25 PM	LP2026-00939	Web User	Planning meeting scheduled: In-Person meeting on 05/18/2026 10:00 AM
05/12/2026 08:24 PM	LP2026-00939	Web User	Planning meeting scheduled: In-Person meeting on 05/18/2026 10:00 AM
05/12/2026 08:23 PM	LP2026-00939	Web User	Large Project modified. Status changed from Incomplete to Released.
05/12/2026 08:20 PM	LP2026-00939	Web User	Large Project created with Status of Incomplete.

98

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

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

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

99

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  
1 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  
2 Status: Marking Agreement Established  
Primary Contact:

100

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.

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

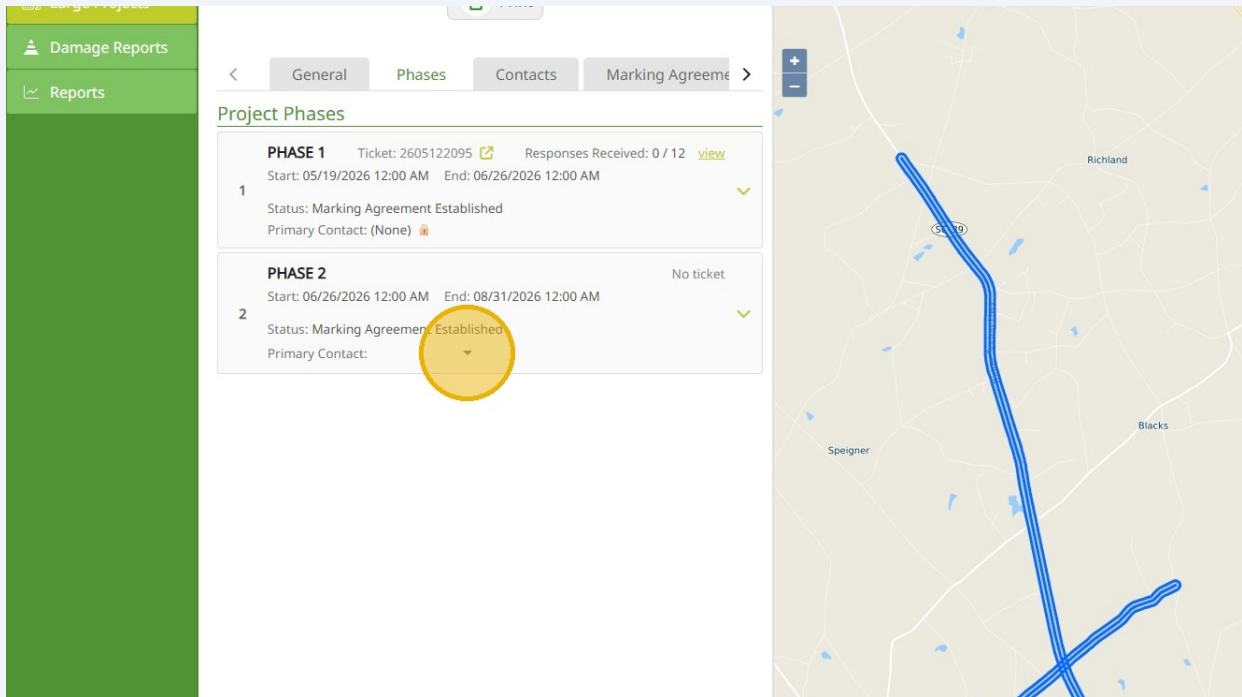
**PHASE 1** Ticket: 2605122095 Responses Received: 0 / 12 [view](#)  
Start: 05/19/2026 12:00 AM End: 06/26/2026 12:00 AM  
1 Status: Marking Agreement Established  
Primary Contact: (None)

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

101

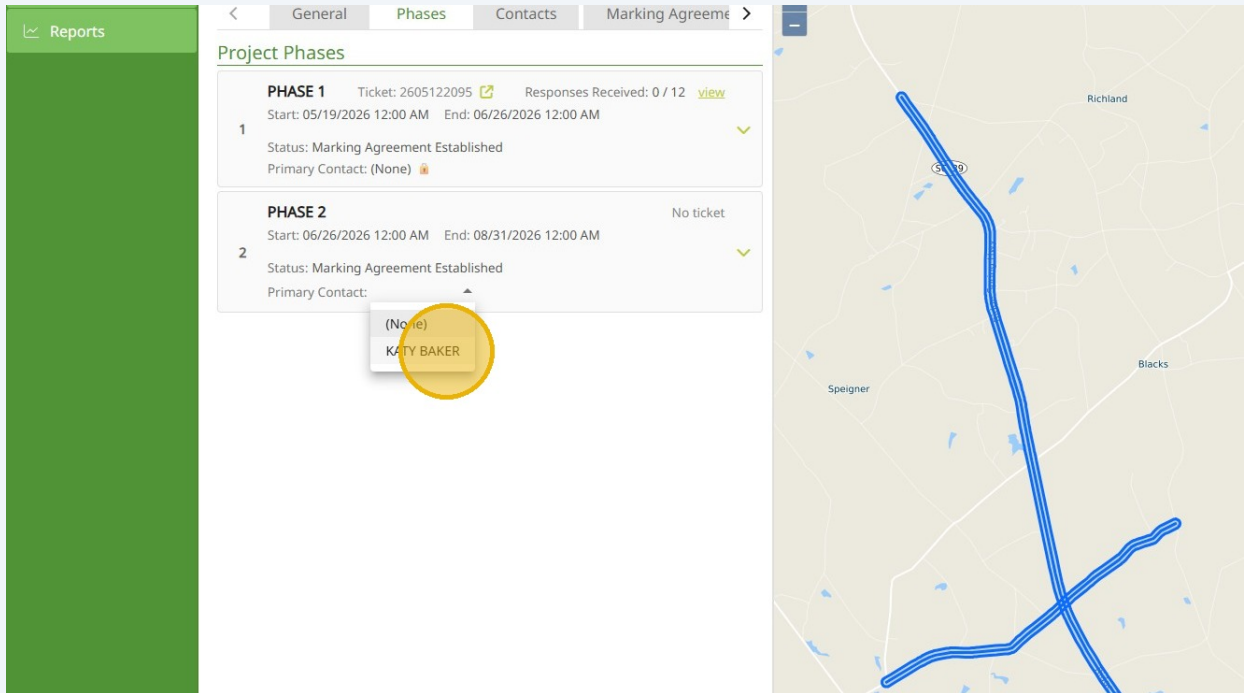
In some cases, you may wish to assign a **Primary Contact** for a phase. This designation identifies the contact as the main excavator and primary point of contact listed on the ticket associated with that phase.

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.



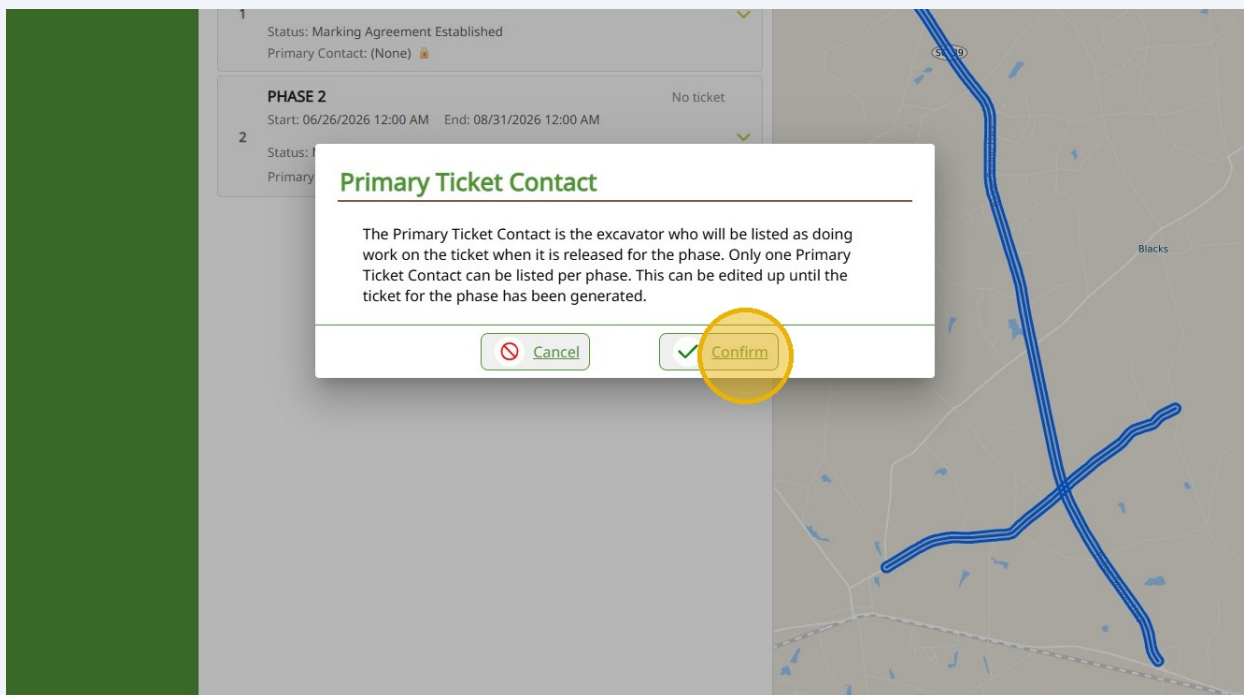
102

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.



103

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



104

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.

### Project Phases

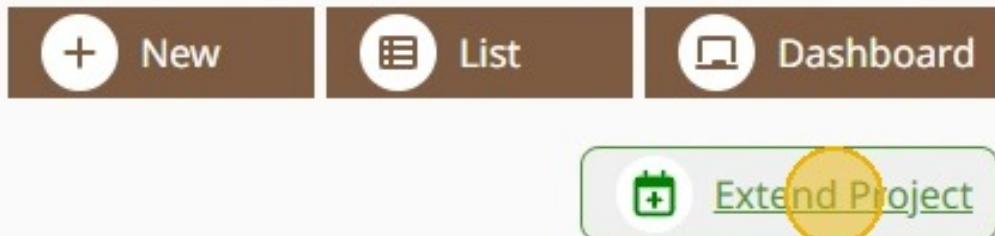
<b>PHASE 1</b> 2605052275				
1	Start: 05/09/2026 3:59 AM	End: 06/03/2026 3:59 AM	Status: Excavation In Progress	▼
Primary Contact: (None)				
<b>PHASE 2</b> 2605052276				
2	Start: 05/09/2026 3:59 AM	End: 06/03/2026 3:59 AM	Status: Excavation In Progress	▼
Primary Contact: (None)				
<b>PHASE 3</b> 2605052277				
3	Start: 05/09/2026 3:59 AM	End: 06/03/2026 3:59 AM	Status: Excavation In Progress	▼
Primary Contact: (None)				
<b>PHASE 4</b> 2605052278				
4	Start: 05/09/2026 3:59 AM	End: 06/03/2026 3:59 AM	Status: Excavation In Progress	▼
Primary Contact: (None)				
<b>PHASE 5</b> No ticket				
5	Start: 05/14/2026 12:00 AM	End: 07/16/2026 12:00 AM	Status: Initiation	▼
Primary Contact: ▼				

105

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.

66



106

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.

## Project Extension Notice

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Some tickets have already been released for this project. This extension applies only to unreleased tickets. To extend released tickets, use the Ticket Extension action on the tickets listed below:

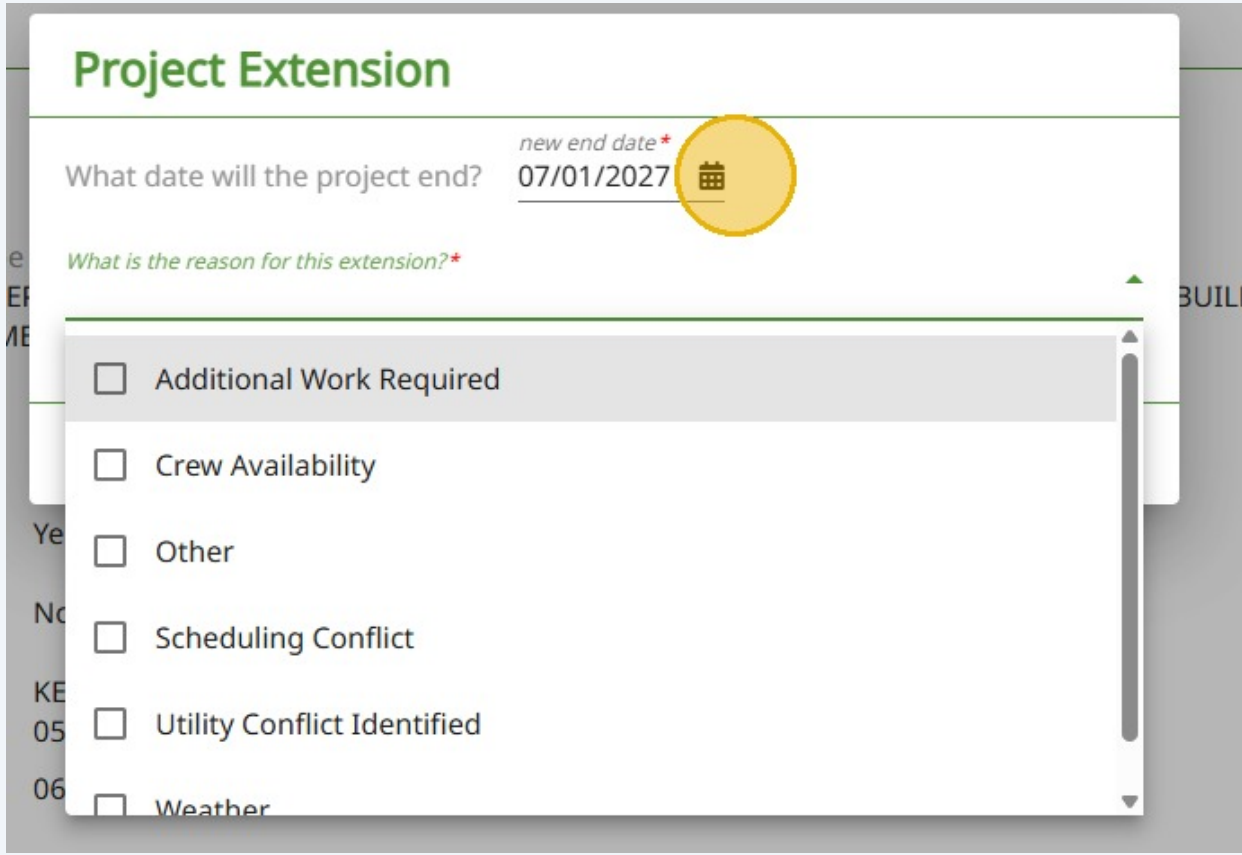
2605122094

 Cancel

 OK

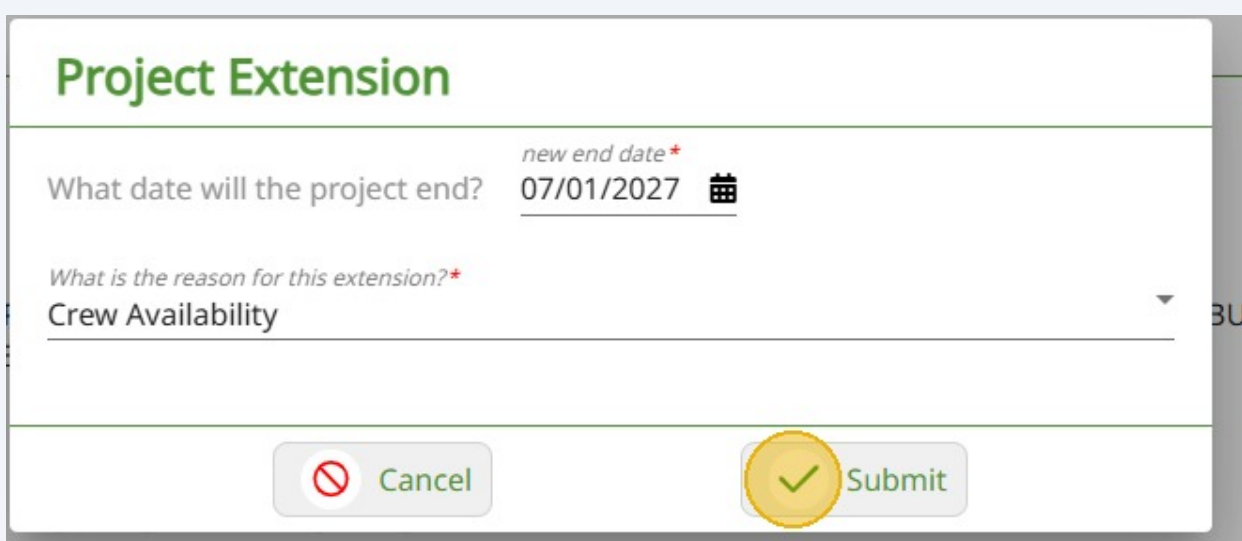
Yes

**107** 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.



The screenshot shows the 'Project Extension' window. At the top, the title 'Project Extension' is displayed in green. Below the title, there is a text input field for the date: 'What date will the project end?' followed by '07/01/2027' and a calendar icon. A yellow circle highlights the calendar icon. Below this, there is a dropdown menu with the label 'What is the reason for this extension?\*' and a list of reasons: 'Additional Work Required', 'Crew Availability', 'Other', 'Scheduling Conflict', 'Utility Conflict Identified', and 'Weather'. Each reason has an unchecked checkbox to its left. A vertical scrollbar is visible on the right side of the dropdown menu.

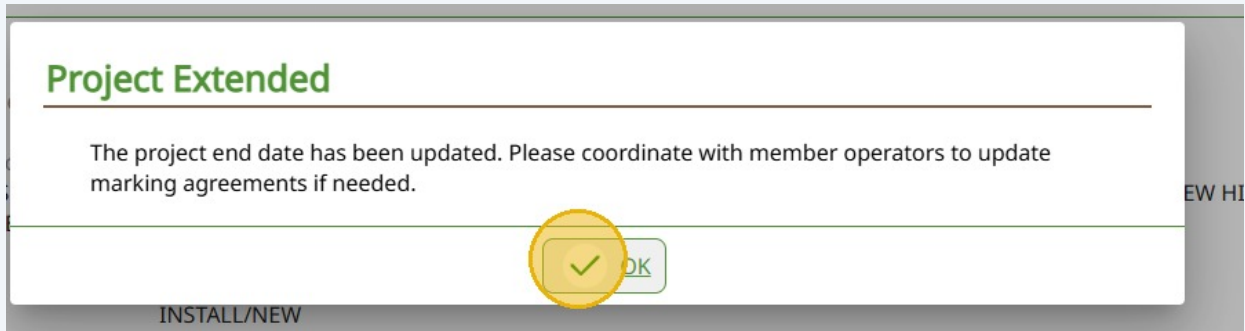
**108** Click **Submit** to complete the project extension request.



The screenshot shows the 'Project Extension' window. The title 'Project Extension' is at the top. Below it, the date field 'What date will the project end?' contains '07/01/2027' and a calendar icon. Below the date field, the dropdown menu is closed, and 'Crew Availability' is selected. At the bottom of the form, there are two buttons: 'Cancel' with a red prohibition icon and 'Submit' with a green checkmark icon. A yellow circle highlights the 'Submit' button.

109

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

110

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](mailto:support@sc811.com), or call **1-800-290-2783, Option 1**.