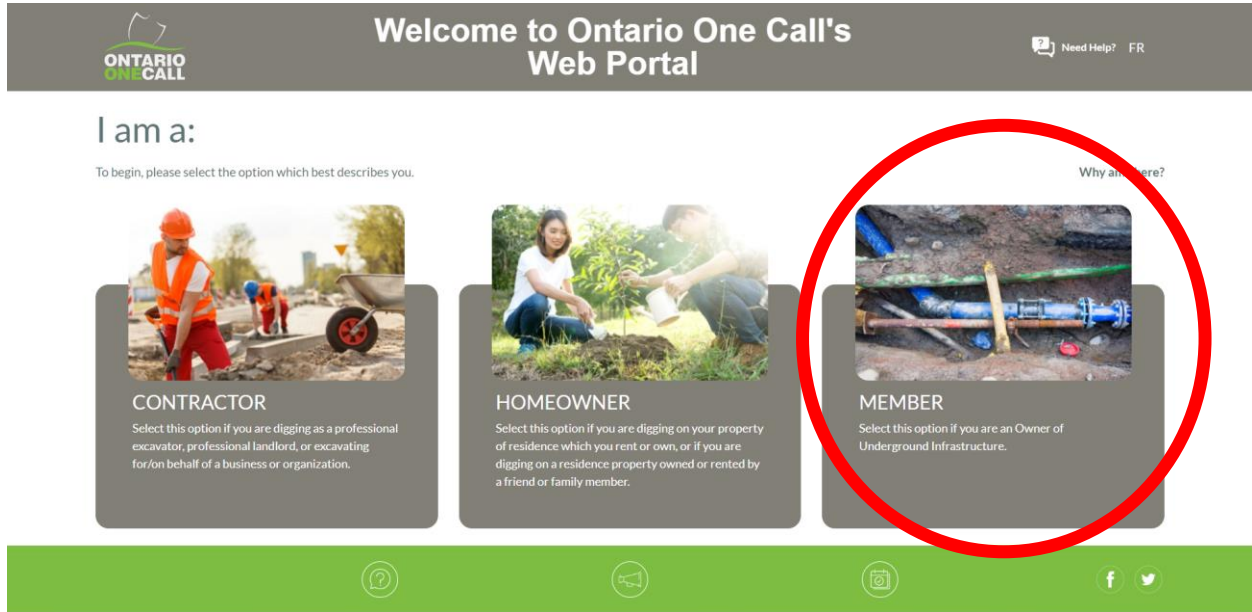
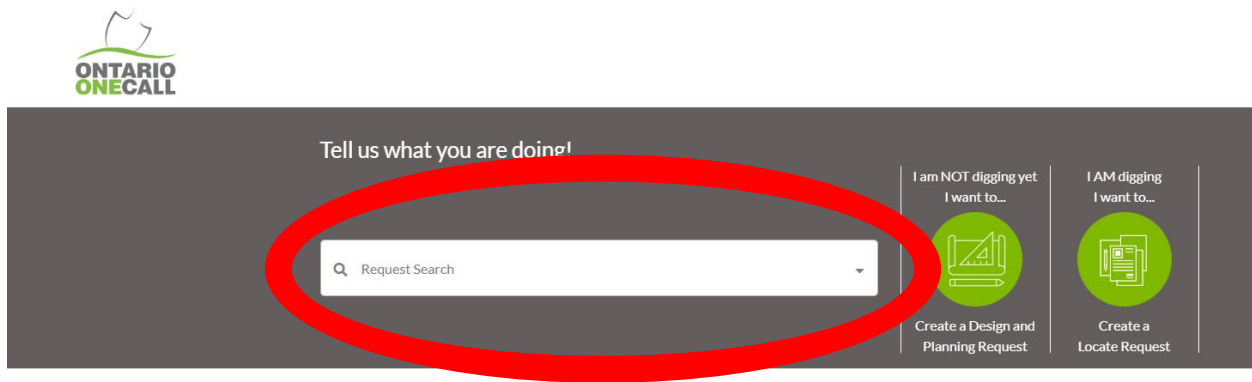


Provided is a step-by-step method for exporting monthly data from the Ontario One Call Web Portal.

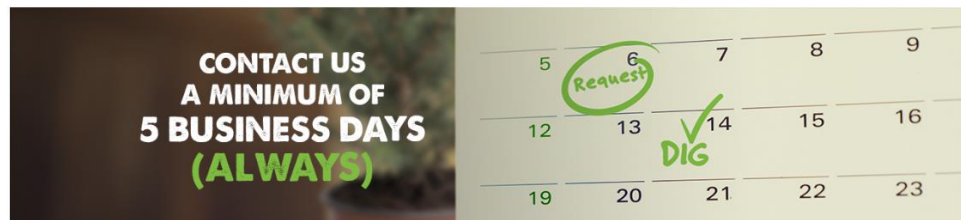
1) Login using the member link on our website



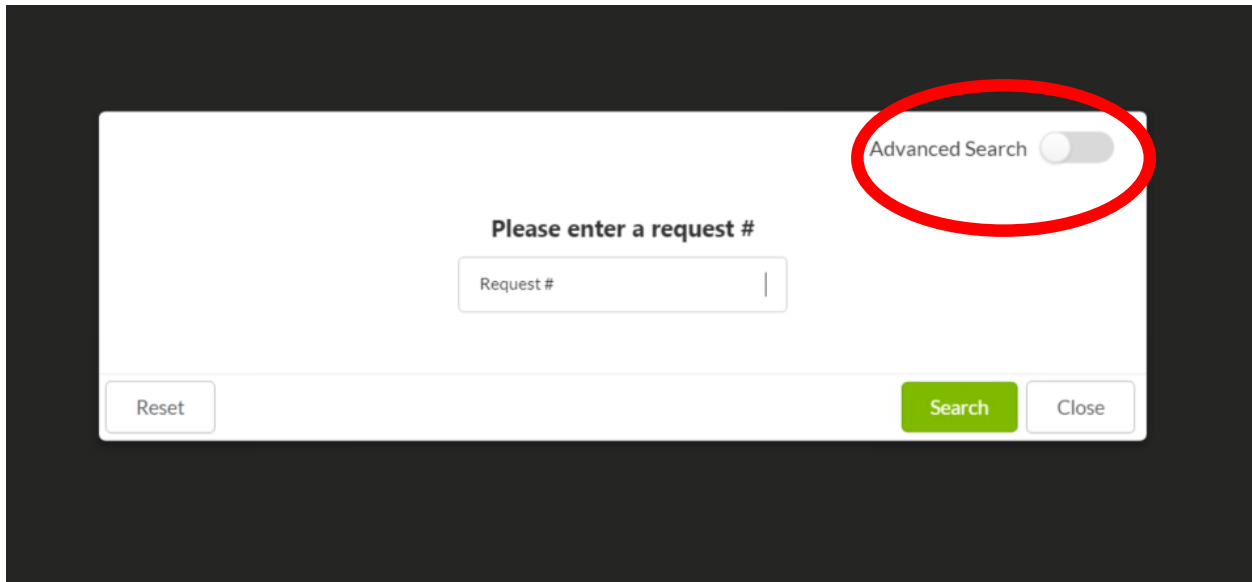
2) Click on the search field



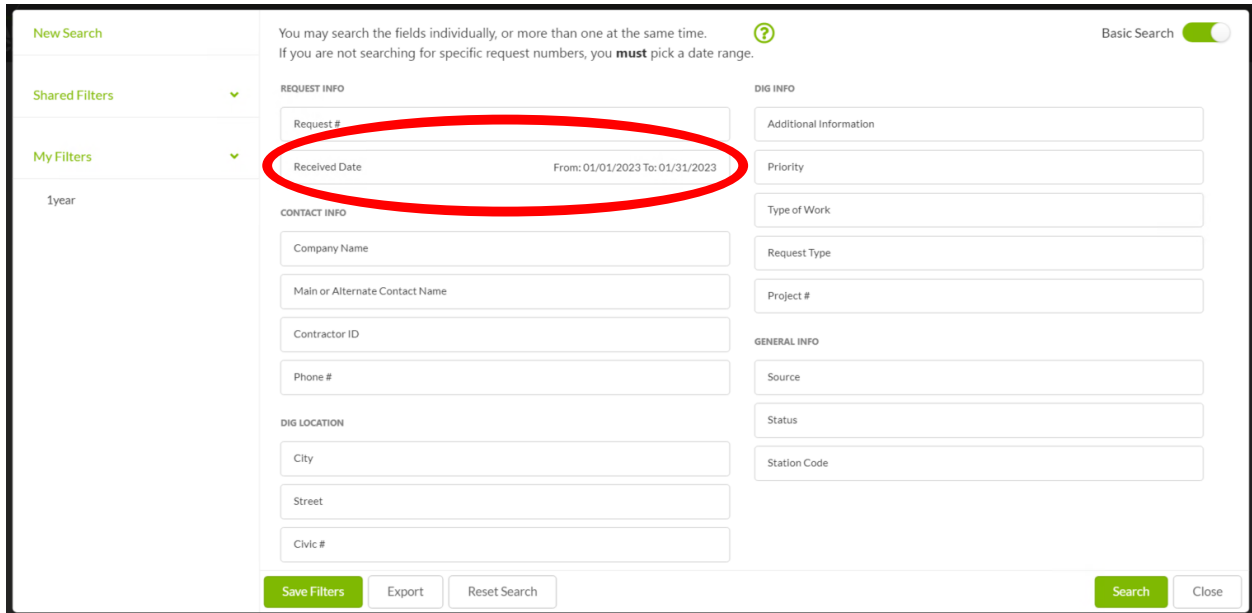
Make sure you are using one of our supported web browsers (Google Chrome, Firefox and Edge) and that it is up to date.



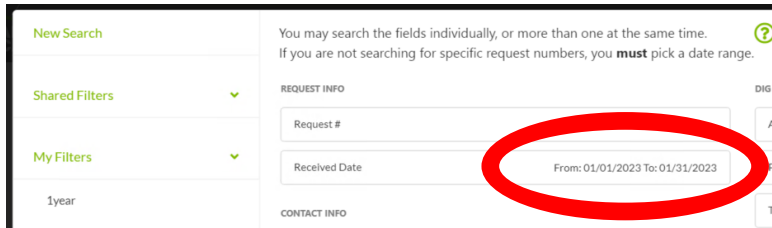
3) Toggle to Advanced search



4) Search for a period of time, like “Last month” or a custom date if you’d like



a. You should be able to search for up to any 365 days at a time

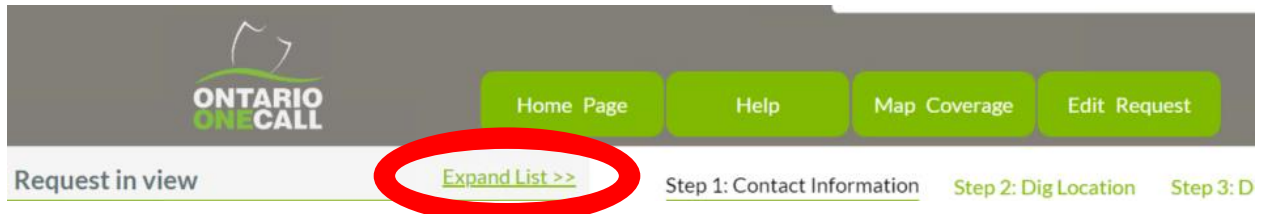


5) Input the Station Code in the Station code field

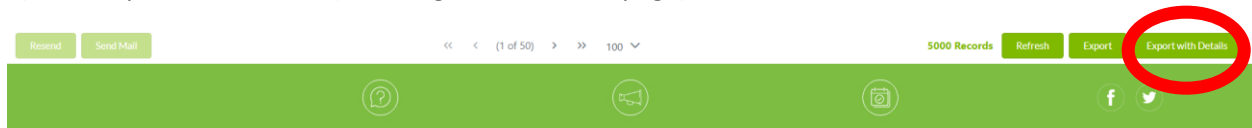
The screenshot shows a search interface for Ontario OneCall. On the left, there are filter options: 'New Search', 'Shared Filters', and 'My Filters' (set to '1year'). The main search area contains several sections: 'REQUEST INFO' with fields for 'Request #' and 'Received Date' (range: From: 01/01/2023 To: 01/31/2023); 'CONTACT INFO' with fields for 'Company Name', 'Main or Alternate Contact Name', 'Contractor ID', and 'Phone #'; 'DIG LOCATION' with fields for 'City', 'Street', and 'Civic #'; 'DIG INFO' with fields for 'Additional Information', 'Priority', 'Type of Work', 'Request Type', and 'Project #'; and 'GENERAL INFO' with fields for 'Source', 'Status', and 'Station Code'. The 'Station Code' field is highlighted with a red oval and contains the text 'TEST1 X'. At the bottom, there are buttons for 'Save Filters', 'Export', 'Reset Search', 'Search', and 'Close'. A 'Basic Search' toggle is in the top right.

6) Click search

7) Click on Expand list



8) Click Export with Details (lower right hand of the page)



Within the spreadsheet in column AA the locate status will indicate if the request has been updated with a response. Column AD will display the closed date (please note if no closed date is entered even if the locate was updated within the legislated timeframe it will not register as compliant). Column AE displays the date and time of the last update. I would recommend sorting by locate status for those which are not cleared or completed. If cleared/completed statuses are present I would secondly screen for if a closed date was entered. If further clarification is required our training department is available at Training@OntarioOneCall.ca.