Sometimes you need to find all requests that have not been actioned in 360 Feedback. This may be because you're starting to update requests or you're checking to see if you've missed something.

Either way, this is a handy tutorial to see all open requests in 360 Feedback.

How to do this…

In the Web Portal, click on the search option, toggle Advanced Mode on.

1) Change the status to Notification Sent
2) Change the station code to your station code(s)
3) Select the date range (up to 30 days) that you wish.
4) Click Search and view your results

Below is a screenshot of how your Advanced Search should look like and what fields to fill in.

Remember …

Members and excavators can only search for requests 30 days at a time.

By law, Members are required to update 360 Feedback within 3 days after completing a locate.

The default status after Ontario One Call sends a locate is Notification Sent.

You may search the fields individually, or more than one at the same time.
If you are not searching for specific request numbers, you **must** pick a date range.

Basic Search

REQUEST INFO

Request #

Received Date — 3)

CONTACT INFO

Main or Alternate Contact Name

Contractor ID

Phone #

DIG LOCATION

City

Street

Civic #

DIG INFO

Priority

Type of Work

Request Type

Project #

GENERAL INFO

Station Code — 2)

Locate Status — 1)

Save Filters   Export   Reset Search

4)   Search   Close