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

3) Toggle to Advanced search
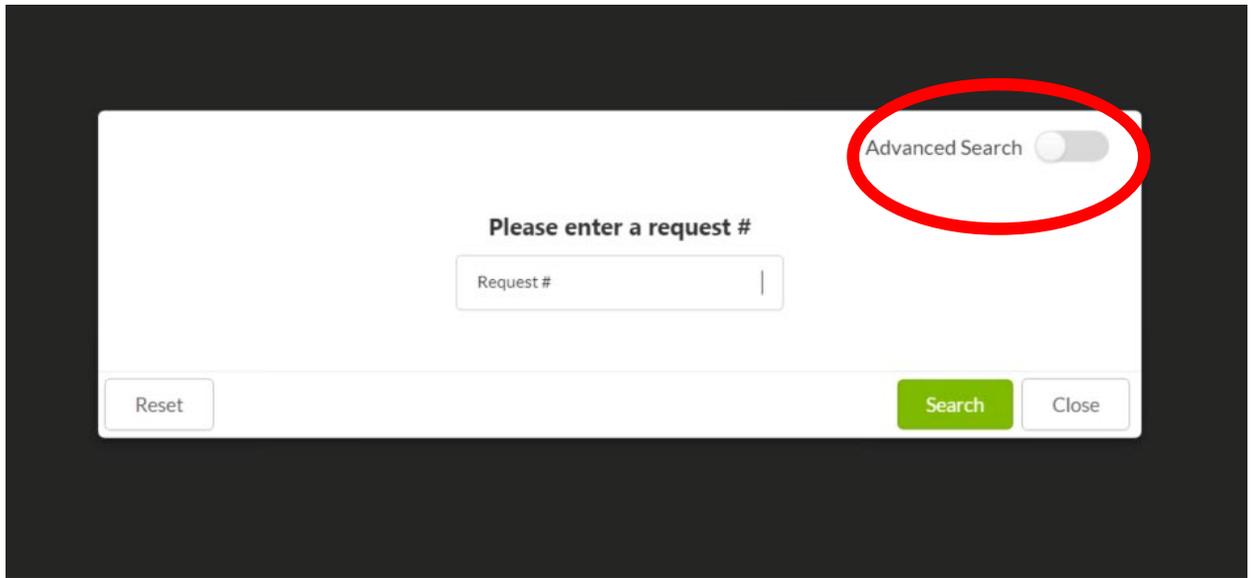
4) Search for a period of time, like "Last month" or a custom date if you'd like
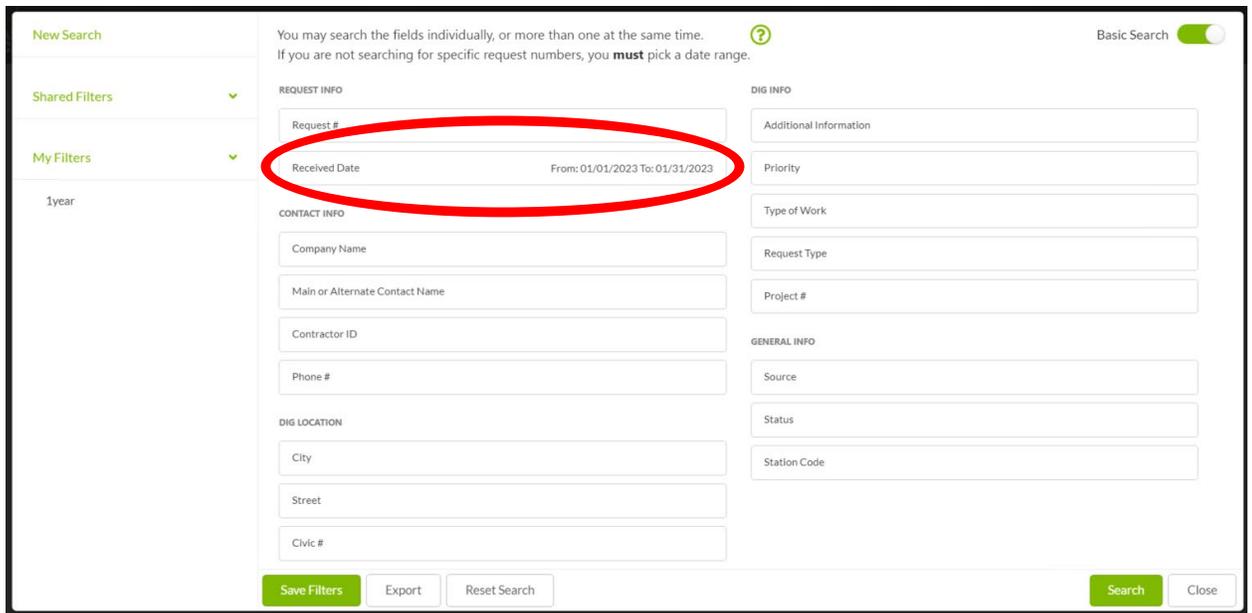
a. You should be able to search for up to any 365 days at a time

5) Input the Station Code in the Station code field

6) Click search

7) Click on Expand list

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

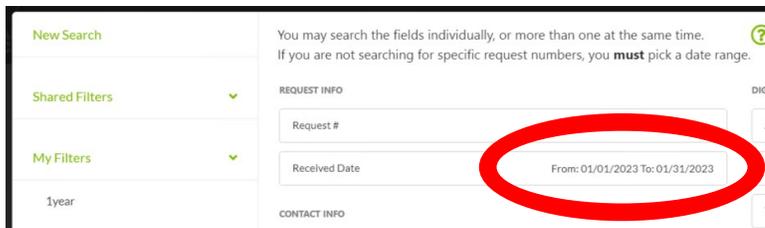Within the spreadsheet in column AA the locate status will indicate if the request has been updated with a response. Column AD will display the closed date (please note if no closed date is entered even if the locate was updated within the legislated timeframe it will not register as compliant). Column 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.