



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

The screenshot shows the Ontario One Call Web Portal login page. At the top, it says "Welcome to Ontario One Call's Web Portal" with a "Need Help? FR" link. Below this, it asks "I am a:" and provides three options: "CONTRACTOR", "HOMEOWNER", and "MEMBER". The "MEMBER" option is circled in red. Below the options is a green bar with icons for help, search, and social media.

2) Click on the search field

The screenshot shows the Ontario One Call search field. It says "Tell us what you are doing!" and has a search field with a magnifying glass icon and the text "Request Search". To the right of the search field are two buttons: "I am NOT digging yet. I want to..." and "I AM digging. I want to...". The search field is circled in red.

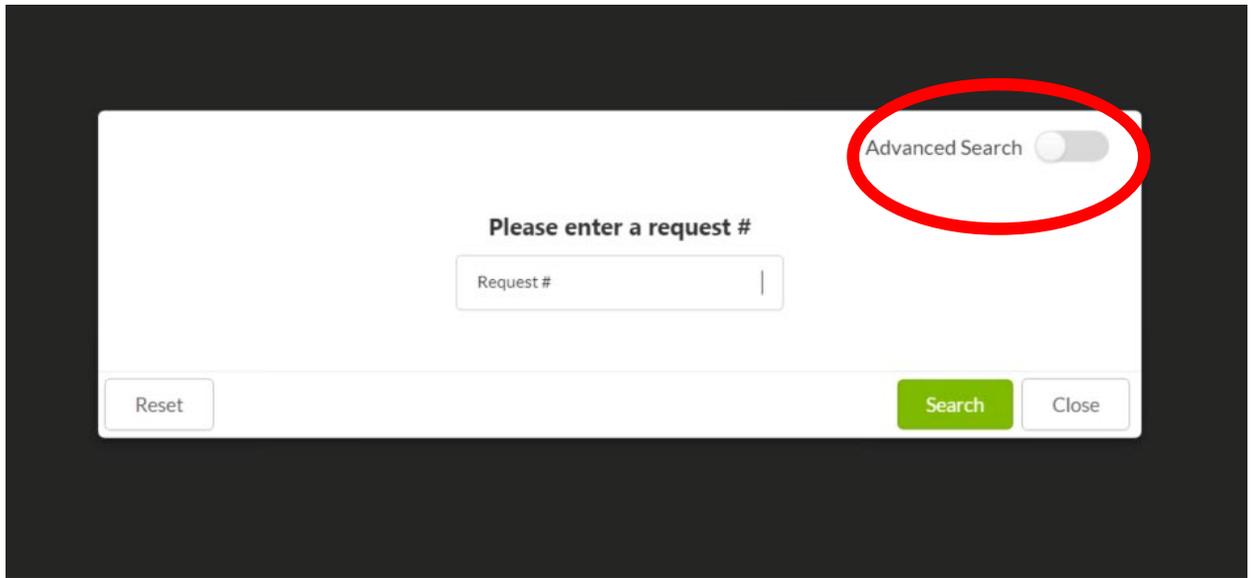
Make sure you are using one of our supported web browsers (Google Chrome, Firefox and Edge) and that it is up to date.

The graphic features the text "CONTACT US A MINIMUM OF 5 BUSINESS DAYS (ALWAYS)" on the left. On the right, there is a calendar grid with the 6th circled in green and labeled "Request", and the 14th marked with a green checkmark and labeled "DIG".

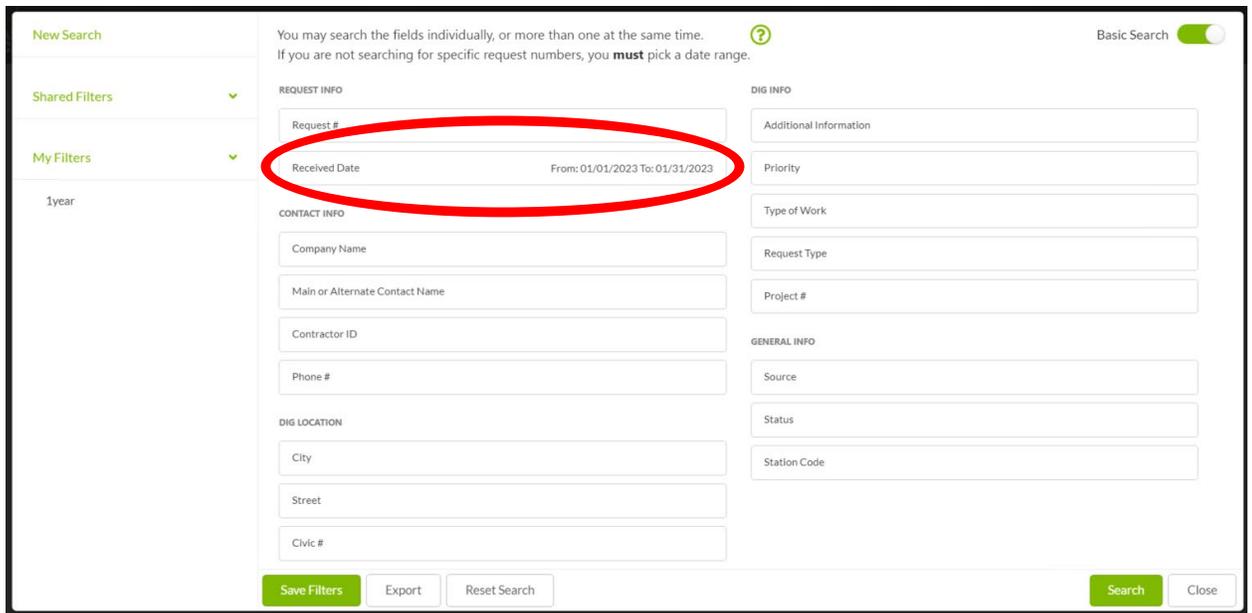
The graphic says "CLICK BEFORE YOU DIG" in large letters, with "FOR ANY SIZE PROJECT" below it.



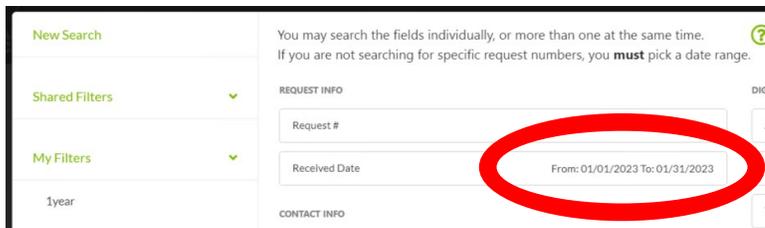
3) Toggle to Advanced search



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.



Available 24/7

OntarioOneCall.ca