

Damage Prevention Portal (DPP) Video Quick Guide

DPP is an administration tool which allows beforeUdig members to carry out updates to the beforeUdig membership settings, Area of interest (AOI) and to explore your data for previously submitted enquiries. To assist you with navigating and using the DPP we have put together a library of video guides that you can use to help you as you learn to navigate the DPP and its functionality.



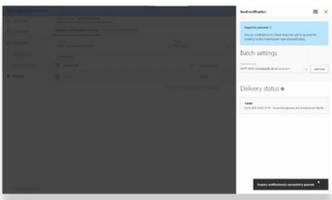
Dashboards Overview

The dashboard overview displays a summary of recent notification details and display this also on a map.



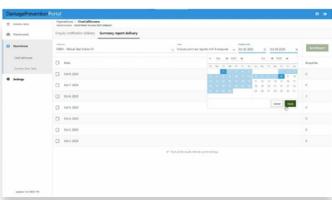
Explore Your Data

This useful function allows you to search enquiry details using different fields from the beforeUdig enquiry submission. You can sort, export and visualise these on a map as well as download a copy of the original caller confirmation pdf.



Resending Ticket Notifications

When required use this function to resend the initial notification. If you are a TicketAccess customer this provides the ability to reprocess and resend the plans. Note that any user changes such as email address since the original enquiry will not be picked up in the resend. For these a user must submit the enquiry again through the website.



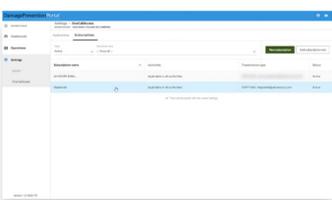
Resending Summary Report

Each day where your network has requested a summary report is generated for the days enquiries. Using this function you can re send the summary report.



Authority Viewer AOIs

This video shows you how to update your network area of interest into the beforeUdig system. As your network grows you need to make sure you keep this geographic area updated so that any excavations in these areas are notified to you. By using this option you can make your own updates as and when required. This functionality is usually granted to your asset information manager and is available on request.



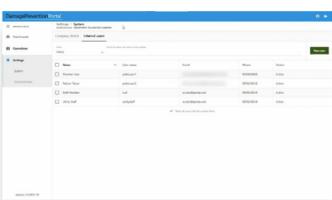
Subscriptions

Here you are able to update some key details of where and how notifications are sent to you. Access to this function is quite limited and available only on request and after specialist training as if not used properly it can interrupt the processing of enquiries.



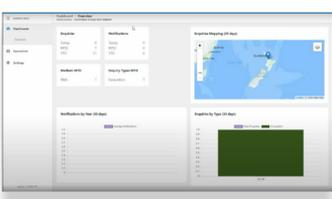
Company Details

This video explains how to change your company name details that are displayed on the beforeUdig caller confirmation displayed to the user upon completion of an enquiry. You will use this if your company chooses to re brand and change its name.



Internal Users

Use this function to setup new users to access, explore and perform changes within the DPP for your network, access to this function is only granted to administrators.



Webinar

Here you have the opportunity to watch the entire webinar introducing the Damage Prevention Portal.

