

Login to View MOCS Reports

From: Missouri One Call ITIC [moitic@occinc.com]
Sent: Thursday, July 16, 2009 9:41 AM
To: Mitch Plemmons
Subject: Login to View MOCS Reports

We are pleased to announce on-line reporting capability. You now have a secure environment to access your company's specific information with your login and password. Additionally, you will be able to search for, view, and retransmit your own tickets.

Once registered, you can access district information by doing the following:

- go to www.molcall.com <<http://www.molcall.com>>
- click on the UTILITIES picture icon
- scroll down to Other then click View Member Reports.
- enter your email address and requested password, check the box next to "I agree to the Terms and Conditions" and click login.

Login: mitch.plemmons@cityofls.net
Password: mitch
District Code: LEESU01

Retransmit Locate Request

To retransmit a ticket:

- click on Retransmit Ticket
- enter ticket number to be retransmitted
- click search

This search is restricted by District Code. The ticket number that is to be retransmitted will only be sent to the District Code that is making the retransmit request.

View Locate Request

To view a ticket:

- click on View Locate Request
- enter ticket number to be viewed
- click on search

Additional REPORTS

To view reports:

- click on Reports
- click on either Caller Reports, Location Reports, Ticket Reports or Summary/Stats Reports

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Ticket Reports

* _Ticket Search* *

~ This report allows a member utility to search for specific tickets that were processed for their district code. Tickets can be searched based on various criteria such as city, county, address, excavator, date/date range, street, address, etc. Once in Ticket Search, enter the criteria you wish to search for as well as a date range in which the ticket was processed. Enter the District Code. After the search is complete you can view the ticket by clicking on the ticket number, then you can print the ticket by using the printer icon in the top right corner.

****Ticket Header Contractor**

~ This report is District Code specific. Enter a date range, district code, header type, and county to search for any tickets done that fall within that criteria. All headers and counties may be chosen to broaden the search. Results provide ticket number, caller name, caller ID, company name and address, company phone number, county/place of work, and type of work being done.

****Ticket Header Remarks**

~ This report is District Code specific. Enter a date range and header type to show all tickets that fall within that criteria. Results provide ticket number, revision number (if any), original ticket number (if applicable), county, city/place, time of call, ticket type, remarks on the ticket, and districts notified.

****Ticket Transmission Report**

~ This report will show you all tickets that were transmitted to your district code. You can select the date range in which you want to search for and enter your district code, no need to enter a ticket number, unless you are looking to see if a specific ticket was transmitted to you. When you check the box next to ignore non tickets this will keep the report from counting the daily audits that you receive, then you can also ignore any canceled tickets and corrections. Keep in mind that if a ticket was transmitted to you twice it will show up on the report twice.

Summary/Stats Reports

****District Summary Report**

~ This report is District Code specific. Enter a date range, District Code, and sort option. Multiple District Codes may be entered, separated by commas. Results may be sorted by customer name, district, or member code. Results provide District Code, member code, capability, station, company name, number of tickets broken by ticket type (i. e. Routine, Emergency, Digup, etc.), and totals for each ticket type.

****Header Summary Report**

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~ Enter a month and year to search. Results provide date, number of tickets by ticket type (i.e. Routine, Emergency, Digup, etc.), ticket ins and outs, totals for each, and percent of total for each ticket type.

****Yearly District Summary Report**

~ This report is District Code specific. Enter a year, sort option, and District Code. Multiple District Codes may be entered, separated by commas. Results may be sorted by customer name, district, or member code. Results provide District Code , member code, class, capability, station, company name, number of tickets broken down by month, and totals for each month.