

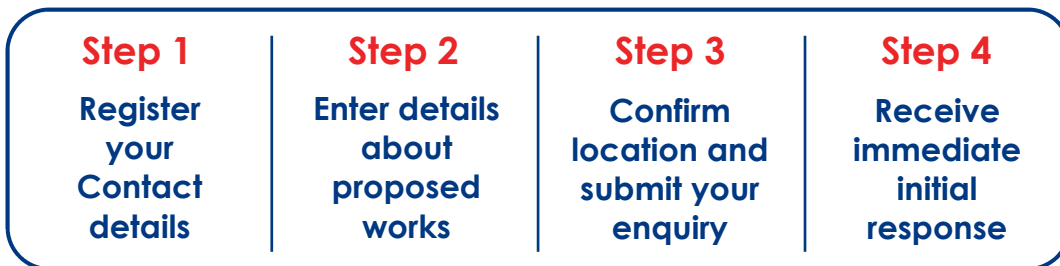


# User Guide

## The LineasearchbeforeUdig online enquiry process

The intention of this User Guide is to assist you in using the LineasearchbeforeUdig enquiry service.

The service is provided via a simple 4 step process as shown below:



### Step 1

The key first step is to register your details with LineasearchbeforeUdig, to do this you will need to navigate using the browser of your choice to [www.lineasearchbeforeudig.co.uk](http://www.lineasearchbeforeudig.co.uk)

**Login Panel**

Username:

Password:

I agree to the Terms & Conditions

**LOGIN**

Forgotten your password? [click here](#)

Not a registered user? [click here](#)

To begin using the service type in your Username and Password, tick the T&C's box and click the Login button.

If you have forgotten your password select this option and you will be prompted how to reset your password.

The "Not a registered user?" option is for those users who are yet to register with the service, click the link and follow the prompts.

Once you have registered you will receive an email which you are required to open and click a link from within the email, this will confirm to the service that your email address is valid. You are now ready to start your first enquiry.

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## Step 2 - Enquiry details

Supply details about your proposed works. Regular users of the service can set default values to save time.

**Enquiry Details**

Job start date	<input type="text"/>
Job end date	<input type="text"/>
Scheme/reference	<input type="text"/>
Planned works	<input type="text"/>
Working on Behalf of	<input type="text"/>
Name of Utility/Authority	<input type="text"/>
Work category	<input type="text"/>
Work activity	<input type="text"/>

## Step 3 - Enquiry location

### a. Search

The Location step is where you provide the search details so the map can be positioned on your enquiry site. Start by selecting the "Search Type" and then provide the relevant details for your search. Click "Search" to continue.

**Location - Search**

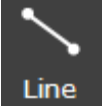
Search Type	<input type="text" value="Coordinate"/>
	<input type="text" value="Postcode"/>
	<input type="text" value="Town/Village"/>
	<input type="text" value="Road"/>
Coordinate Type	<input type="text"/>
Easting	<input type="text"/>
Northing	<input type="text"/>


### b. Draw


You have centred the map on your proposed work site, the first view you will see will display a 50m circle around your searched location. If the circle covers your site sufficiently click "Submit" to proceed.

If the initial circle does not cover your work site then you have three drawing tools to draw your proposed site on the map.

**Drawing Tools**

- 

Click on map to start drawing your Line, click again to change direction, double click on end point to complete.
- 

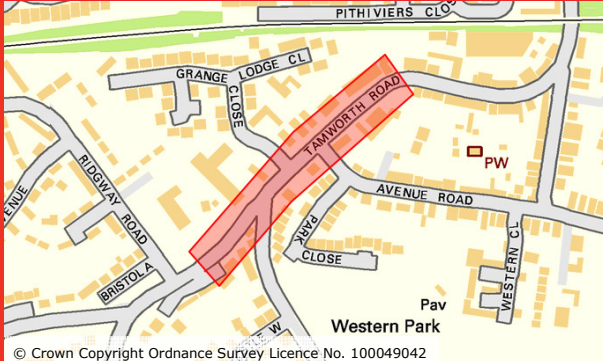
Click on map to start drawing your Area, click again to change direction, double click on end point to close area.
- 

At the centre of your work site click and drag your circle, release mouse to complete the circle.

### c. Confirm

Once you have completed drawing your work site Tick to confirm your details are correct and Click "Submit" to proceed.

**Confirm Location**



I confirm the details I have provided are accurate and correct.

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## Step 4 - Summary

The Summary screen provides a list of asset owners broken into 3 distinct sections 1. In Zone, 2. Not In Zone, and 3. Not Notified. Instructions for each group of Asset Owners is detailed below:

Enquiry Result	<b>In the Zone of Interest</b>	<p>Electricity Distribution Gas Transmission Fibre Optic...</p>	<p>In the Zone of Interest asset owners require your attention, this means that your enquiry is near their asset base. If the asset owner shows that they have been "Notified" then expect a response from them shortly, if they are listed as requiring "Further Info" then you need to email them further information about your enquiry.</p>
	<b>Not In Zone of Interest</b>	<p>CHP Pipelines Electricity Transmission High Pressure Oil Pipeline Independent Network Operator Telecommunications Provider...</p>	<p>The "Not In Zone" list of Asset Owners require no further action from yourself. They have been qualified as not having assets near your enquiry.</p>
	<b>Not Notified</b>	<p>Asset Owner 1 Asset Owner 2 Asset Owner 3...</p>	<p>Apart from just filtering your enquiry against our own Asset Owners LineSearchbeforeUdig also filters against known asset owners in Great Britain. The "Not Notified" list provides you with contact details for how you should contact each "Non Member" asset owner.</p>

## Enquiry Confirmation

Once you have completed your enquiry you will also be emailed the results of your enquiry in the form of an Enquiry Confirmation. This PDF file is attached to an email and includes the following key information:

### Contact Details

These are the contact details that have been passed onto any "In Zone" asset owners.

### Enquiry Details

The details you have supplied regarding your enquiry are provided here.

### Site Map

A map of your proposed site is displayed showing the area you have marked up.

### Enquiry Result

The Enquiry Result list is the key to your enquiry, this provide you with three lists that you need to carefully check before proceeding with any works.

- In the Zone of Interest
- Not in the Zone of Interest
- Not Notified