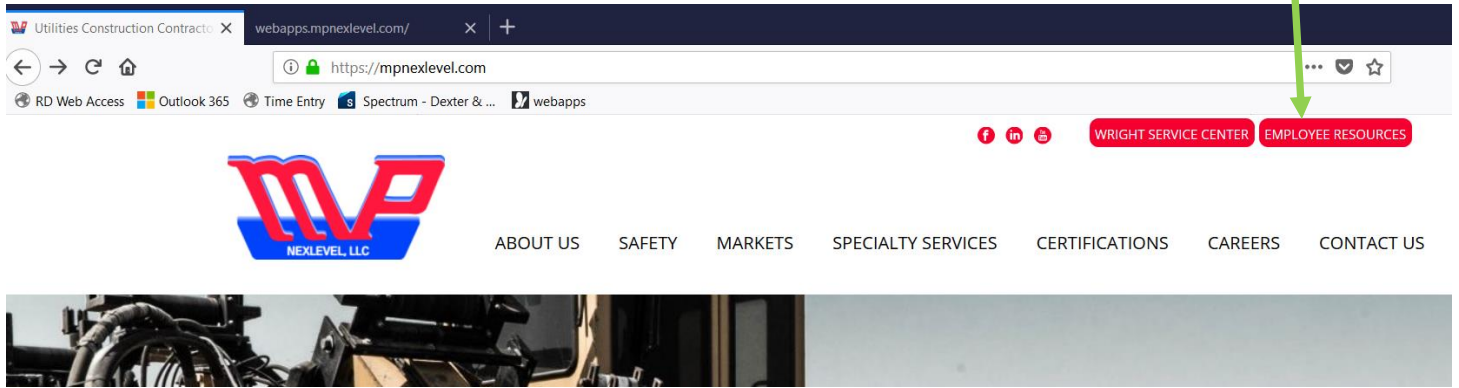
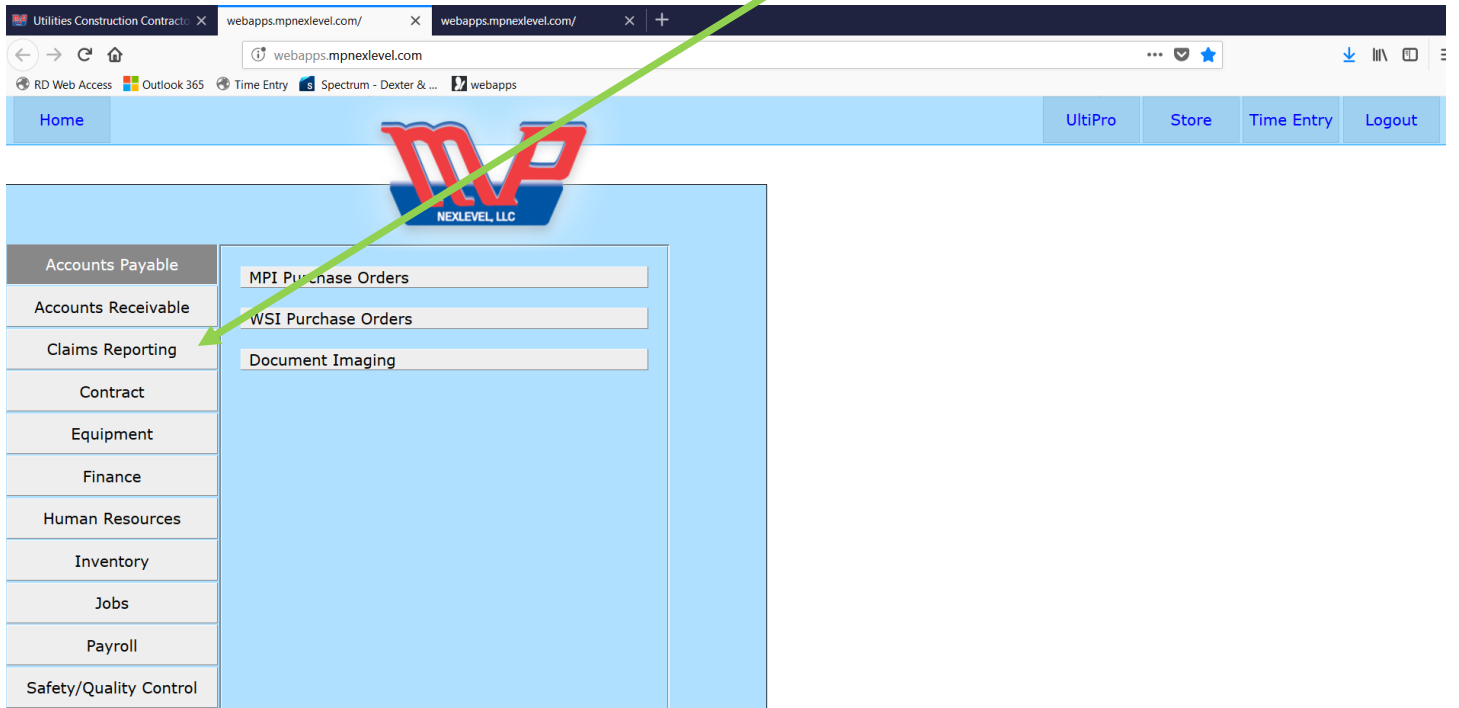


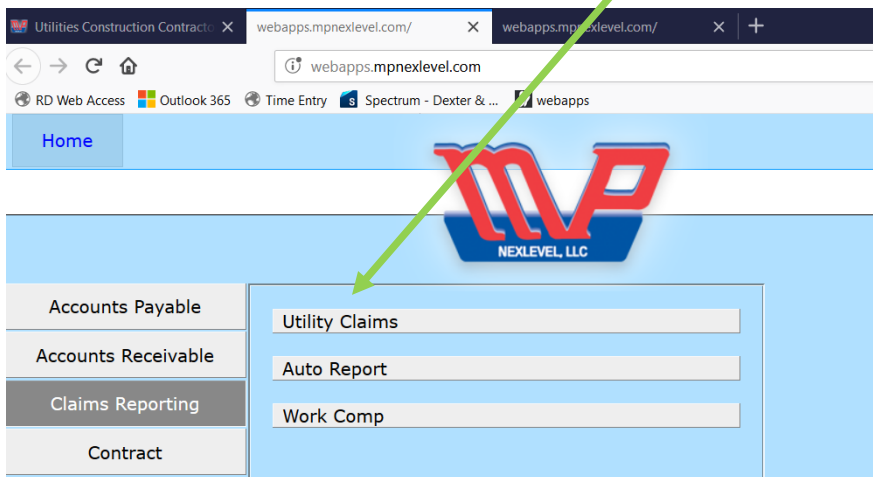
Go To www.mpnexlevel.com or www.mpotech.biz and click on Employee Resources in upper right corner.



This is the webapps.mpnexlevel.com or webapps.mpotech.biz home page. Click on Claims Reporting.



Choose Claim Type: Utility, Auto or Work Comp.



Log into Webapps using your time entry username and password.

Username
First Initial, Last Initial, and Employee Code
(Example: ab1234)

Password

Log In Cancel

Click the New button to create a new report.

Home UltiPro Store Time Entry Logout

Utility Cutoff New Search Report Employee Totals Setup Summaries

Show All Crews

Status	Company ID	File Number	Created By	Claim Number	Assigned To	Area	Date Created	Cut Date	Cut Time	Job Number	Locate Ticket #
--------	------------	-------------	------------	--------------	-------------	------	--------------	----------	----------	------------	-----------------

Click OK to create a new file.

Create new hit file?

OK Cancel

Area	Date Created
Utility	04/10/20
Restoral	04/09/20
Restoral	04/09/20
Utility	04/05/20
Restoral	04/05/20

Fill in the form and required fields. Required fields are marked in pink.

Company

Date of Damage Time

Job Number Locate Ticket # (Scan Ticket and Attach)

Regional VP

Regional Manager

Area Manager

Project Manager

Supervisor/GF

Foreman

Weather Rain Snow Windy Clear Cloudy Fog

Approximate Temp

Site Conditions Wet Dry Cluttered Active Low Activity

Congested ROW Rural Urban Residential High Traffic Pedestrians

Will Damage Excavation be at 5' or greater

Please complete the trench and excavation checklist before entering the excavation

Description of damage: **This is the most important section of the incident report.** Explain the detail of the damage. Include ALL details, big and small with as much detail as you can, like you are explaining this to someone who was not on site.

Was the facility marked correctly? ⓘ

If marks were outside the tolerance zone, give the distance to the closest mark:

Locator Error:

Was damaged facility determined to be abandoned:

Locate Company:

Locator Name:

MP Crew Incur Down Time:

If So How Much Time:

Description of Damage in Detail: (Who, What, Why and How)

Attach pictures and other documentation to the claim. **Required documents include: locate ticket, drawing of site, damage photos, etc.**

PHOTOS ARE REQUIRED TO BE SUBMITTED FOR ALL UTILITY DAMAGES

- Please include photos from all 4 sides
- Include photos showing marks and distance to marks
- Please include copy of locate ticket.
- Photos of the actual damage along with photos showing wider angles are necessary to give perspective to the scene
- If video is available and will be helpful please include it
- Please include a sketch with measurements to explain the damage

File Attachments


Drop files here OR click here to attach files. Submit to upload

File	Date	Type	Category

Have the employee causing damage, involved in the auto accident or injured employee digitally sign the form using their web apps username and password. Every employee has a web apps username. The default is the first letter of their first and last name and their employee number. Example: John Doe, employee number 9999: = jd9999. Default password is TIME if they have not changed it.

By digitally signing this document you acknowledge that you have read and understand the information contained herein

Employee Signature (**Employee causing damage**)

Web Apps Username 

Password

(Click in the box to sign)

When you are finished with the report, change the report status to "ready for review". This will automatically save the file and email the report to those listed on the report.

Employee Signature (**Employee causing damage**)

(Click in the box to sign)

Ready For Office Review



You can always go back and see your claims on the main dashboard for each claim type (i.e. utility, auto and work comp). If you are a supervisor or manager, you can see all claims submitted for those under you by clicking the "Show all Crews" check box.

