



eTicketing User Guide

3.0 Revise Filters

A Ticket Package must have at least one eTicket added to it. If no eTickets match the filter criteria entered during the creation of the Ticket Package record, the record will be sent to the Revise Filters status. The filter criteria must be adjusted to ensure at least one eTicket is included.

Ticket Packages

STEP 3/6
Select the Ticket Package that has the **Revise_Filters** status.

+ Create Actions View: All Records

- Tasks
- Drafts
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- Directory
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- Construction Phase
- Field
- E&S Site Inspect...
- Inspector Daily ...
- Progress Meeting
- Project Diary
- Quantity Adjust...
- Source Document
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- eTickets
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Ticket Pkg #	Creator	Material Type	Inspector	Start Date	End Date	Inspector Total	Difference	Status	Paid Tkt Pkg?	eTicketsTo
	Whatfix Whatfix	Asphalt		06/15/2023 ...	06/15/2023 ...	23.93	0	Generate_Tkt_Pkg_WS	02 Available	2
0052	Rose Heinlein	Asphalt		04/20/2023 ...	04/20/2023 ...	45.77	0	Approved	02 Available	4
	Rose Heinlein	Asphalt		06/13/2023 ...	06/13/2023 ...	0	0	Revise_Filters	02 Available	
0051	Rose Heinlein	Asphalt		04/18/2023 ...	04/18/2023 ...	70.3	0	Approved	02 Available	
	Kyle Pickett	Asphalt		06/08/2023 ...	06/08/2023 ...	0	0	Revise_Filters	02 Available	
0050	Melissa Feldmann	Asphalt		04/25/2023 ...	04/26/2023 ...	89.98	0	Approved	02 Available	8
0049	Craig Blowers	Asphalt		04/19/2023 ...	04/20/2023 ...	62.69	0	Approved	02 Available	6
0048	Rose Heinlein	Asphalt		04/18/2023 ...	04/18/2023 ...	70.3	0	Approved	02 Available	
	Karynn Reed	Asphalt		01/02/2023 ...	06/06/2023 ...	1,402.96	-1,402.96	Tkt_Pkg_Review	02 Available	
	Rose Heinlein	Asphalt		06/06/2023 ...	06/07/2023 ...	0	0	Revise_Filters	02 Available	
	Karynn Reed	Asphalt		01/02/2023 ...	06/30/2023 ...	1,402.96	-1,402.96	Tkt_Pkg_Review	02 Available	
0047	Rose Heinlein	Asphalt		04/16/2023 ...	04/16/2023 ...	94.93	0	Approved	02 Available	9
0046	Rose Heinlein	Asphalt		04/16/2023 ...	04/16/2023 ...	70.03	0	Approved	02 Available	7
0044	Richard Wagamon	Asphalt		04/23/2023 ...	04/24/2023 ...	87.05	10.16	Approved	02 Available	9
0041	Tyler Clendaniel	Asphalt		04/17/2023 ...	04/18/2023 ...	70.3	0	Approved	02 Available	
0045	Zachary Shultie	Asphalt		04/24/2023 ...	04/25/2023 ...	22	0	Approved	02 Available	

Total: 76

Accept Decline 

STEP 2/6 

Click Accept

Ticket Packages

Ticket Package eTickets Summary Pay Items

Sent For
Revise eTicket Filters

▼ Ticket Package Info

Ticket Package No

▼ e-Tickets Selection

Ticket Delivery Inspector

Pay or Source

Material Type

Start Date

End Date

Select Pay Item Type
 Bid Pay Items Non-bid Pay Items

Bid Pay Item

Non-Bid Pay Item

Bid Item Surcharge

Non-Bid Item Surcharge

Attachments Comments Workflow Prog > 



Information
No Attachments.

Ticket Packages

Send Save



Ticket Package eTickets

Ticket Package Info

Ticket Package No

e-Tickets Selection

Ticket Delivery Inspector



Pay or Source *

Material Type *

Start Date *



End Date *



Select Pay Item Type *

Bid Pay Items Non-bid Pay Items

Bid Pay Item



Non-Bid Pay Item



Pay Item UOM

Surcharge?

Summary Values

Attachments

Comments

Linked Records

Linked Mail

Workflow Pro...



STEP 3/6

A package status of Revise filters means that there are no tickets with the parameters entered. Revise one or more of the following options to ensure tickets meet the requirements.

- Ticket Delivery Inspector
- Start Date
- End Date

After making changes, Click **Next** to proceed

Back **Next**



Information Attachments.

Ticket Packages

Ticket Package eTickets

Send Save

Ticket Package Info

Ticket Package No

e-Tickets Selection

Ticket Delivery Inspector

Pay or Source *

Material Type *

Start Date *

End Date *

Select Pay Item Type *
 Bid Pay Items Non-bid Pay Items

Bid Pay Item

Non-Bid Pay Item

Pay Item UOM

Surcharge?

> Summary Values

Attachments

Comments

STEP 4/6

Click Send

After making changes to the filters, click send to send the package back to web services.

Back



Information
No Attachments.

Ticket Packages

Ticket Package eTickets

Ticket Package Info

Ticket Package No

e-Tickets Selection

Ticket Delivery Inspector

Type a Name...

Pay or Source *

Payment

Start Date *

06/15/2023 07:00 PM

Select Pay Item Type *

Bid Pay Items Non-bid Pay Items

Bid Pay Item

Type a Short Description...

Pay Item UOM

TON

Workflow Action Details

Action Details

Workflow Actions *

Generate Ticket Package (WS)

Send For

Auto-Generate Ticket Package (WS)

To

Company Administrator

Due Date Details

Task Due Date

Task Due Date is not available

Information

No Attachments.

STEP 5/6

Click **Send**

Back

Cancel **Send**

- T202106201 - Home
- Tasks
- Drafts
- Notifications
- Directory
- Support
- General
- Design Phase
- Construction Phase
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 - E&S Site Inspection
 - Inspector Daily R...
 - Progress Meeting
 - Project Diary
 - Quantity Adjustm...
 - Source Document
 - eTicketing
 - eTickets
 - Ticket Packages**
 - Contract Administrati...
 - Construction General
 - Document Manager
 - Reports
 - Admin

STEP 6/6

Click the refresh icon to check the status after the ticket package is processed by web services. It can take up to two minutes for the status to change.

Once the status has changed, Click Next

Back Next

Inspector	Start Date	End Date	Inspector Total	Difference	Status	Paid Tkt Pkg?	eTicketsTo...	Record No.
	04/18/2023 ...	04/18/2023 ...	48.45	0	Approved	02 Available	48.45	TP-0079
	04/16/2023 ...	04/16/2023 ...	70.69	-70.69	Tkt_Pkg_Review	02 Available	0	TP-0078
	04/16/2023 ...	04/16/2023 ...	70.03	-70.03	Tkt_Pkg_Review	02 Available	0	TP-0077
0052	06/15/2023 ...	06/15/2023 ...	0	0	Revise_Filters	02 Available	0	TP-0076
	04/20/2023 ...	04/20/2023 ...	45.77	0	Approved	02 Available	45.77	TP-0075
	06/13/2023 ...	06/13/2023 ...	0	0	Revise_Filters	02 Available	0	TP-0074
0051	04/18/2023 ...	04/18/2023 ...	70.3	0	Approved	02 Available	70.3	TP-0073
	06/08/2023 ...	06/08/2023 ...	0	0	Revise_Filters	02 Available	0	TP-0072
0050	04/26/2023 ...	04/26/2023 ...	89.98	0	Approved	02 Available	89.98	TP-0071
0049	04/20/2023 ...	04/20/2023 ...	62.69	0	Approved	02 Available	62.69	TP-0070
0048	04/18/2023 ...	04/18/2023 ...	70.3	0	Approved	02 Available	70.3	TP-0069
	01/02/2023 ...	06/06/2023 ...	1,402.96	-1,402.96	Tkt_Pkg_Review	02 Available	0	TP-0068
	06/06/2023 ...	06/07/2023 ...	0	0	Revise_Filters	02 Available	0	TP-0067
	01/02/2023 ...	06/30/2023 ...	1,402.96	-1,402.96	Tkt_Pkg_Review	02 Available	0	TP-0066
0047	04/16/2023 ...	04/16/2023 ...	94.93	0	Approved	02 Available	94.93	TP-0065
0046	04/16/2023 ...	04/16/2023 ...	70.03	0	Approved	02 Available	70.03	TP-0064
0044	04/24/2023 ...	04/24/2023 ...	87.05	10.16	Approved	02 Available	97.21	TP-0063
0041	04/18/2023 ...	04/18/2023 ...	70.3	0	Approved	02 Available	70.3	TP-0062
0045	04/25/2023 ...	04/25/2023 ...	22	0	Approved	02 Available	22	TP-0061
0043	04/26/2023 ...	04/26/2023 ...	89.98	0	Approved	02 Available	89.98	TP-0060
0040	04/20/2023 ...	04/20/2023 ...	45.77	0	Approved	02 Available	45.77	TP-0059
0042	04/19/2023 ...	04/19/2023 ...	45.84	0	Approved	02 Available	45.84	TP-0058
0039	04/17/2023 ...	04/17/2023 ...	55	5	Closed	01 Used	60	TP-0057
	03/20/2023 ...	03/20/2023 ...	69.05	0	Change_eTickets	02 Available	69.05	TP-0056
0037	03/21/2023 ...	03/21/2023 ...	43.21	1	Update_eTickets	02 Available	44.21	TP-0055
0036	04/26/2023 ...	04/26/2023 ...	87.98	0	Approved	02 Available	87.98	TP-0054
	03/21/2023 ...	03/21/2023 ...	24.05	-24.05	Tkt_Pkg_Review	02 Available	0	TP-0053
	03/21/2023 ...	03/21/2023 ...	0	0	Tkt_Pkg_Review	02 Available	0	TP-0052
	03/20/2023 ...	03/20/2023 ...	59.75	-59.75	Tkt_Pkg_Review	02 Available	0	TP-0051

Total: 79

- Tasks
- Drafts
- Notifications
- Directory
- Support
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- Construction Phase
- Field
 - E&S Site Inspection
 - Inspector Daily R...
 - Progress Meeting
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 - Quantity Adjustm...
 - Source Document
- eTicketing
 - eTickets
 - Ticket Packages
- Contract Administrat...
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- Document Manager
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- Admin

Ticket Packages

+ Create Actions View: All Records

Ticket Pkg #	Creator	Material Type	Inspector	Start Date	End Date	Inspector Total	Difference	Status	Paid Tkt Pkg?	eTicketsTo...	Record No.
0053	Rose Heinlein	Asphalt		04/18/2023	04/18/2023	48.45	0	Approved	02 Available	48.45	TP-0079
	Rose Heinlein	Asphalt		04/16/2023	04/16/2023	70.69	-70.69	Tkt_Pkg_Review	02 Available	0	TP-0078
	Rose Heinlein	Asphalt		04/16/2023	04/16/2023	70.03	-70.03	Tkt_Pkg_Review	02 Available	0	TP-0077
	Whatfix Whatfix	Asphalt		06/15/2023	06/15/2023	0	0	Revise_Filters	02 Available	0	TP-0076
0052	Rose Heinlein	Asphalt							02 Available	45.77	TP-0075
	Rose Heinlein	Asphalt							02 Available	0	TP-0074
0051	Rose Heinlein	Asphalt							02 Available	70.7	TP-0073
	Kyle Pickett	Asphalt							02 Available	0	TP-0072
0050	Melissa Feldmann	Asphalt							02 Available	89.98	TP-0071
0049	Craig Blowers	Asphalt							02 Available	62.69	TP-0070
0048	Rose Heinlein	Asphalt							02 Available	70.3	TP-0069
	Karynn Reed	Asphalt							02 Available	0	TP-0068
	Rose Heinlein	Asphalt							02 Available	0	TP-0067
	Karynn Reed	Asphalt							02 Available	0	TP-0066
0047	Rose Heinlein	Asphalt							02 Available	94.95	TP-0065
0046	Rose Heinlein	Asphalt							02 Available	70.03	TP-0064
0044	Richard Wagemon	Asphalt							02 Available	97.21	TP-0063
0041	Tyler Clendaniel	Asphalt							02 Available	70.3	TP-0062
0045	Zachary Shultie	Asphalt		04/25/2023	04/25/2023	22	0	Approved	02 Available	22	TP-0061
0043	Chris Webb	Asphalt		04/26/2023	04/26/2023	89.98	0	Approved	02 Available	89.98	TP-0060
0040	Matthew Goins	Asphalt		04/20/2023	04/20/2023	45.77	0	Approved	02 Available	45.77	TP-0059
0042	Sarah Powell	Asphalt		04/19/2023	04/19/2023	45.84	0	Approved	02 Available	45.84	TP-0058
0039	Craig Blowers	Asphalt		04/17/2023	04/17/2023	55	5	Closed	01 Used	60	TP-0057
	Whatfix Whatfix	Asphalt		03/20/2023	03/20/2023	69.05	0	Change_eTickets	02 Available	69.05	TP-0056
0037	Craig Blowers	Asphalt		03/21/2023	03/21/2023	43.21	1	Update_eTickets	02 Available	44.21	TP-0055
0036	William Deihl	Asphalt		04/26/2023	04/26/2023	87.98	0	Approved	02 Available	87.98	TP-0054
	Whatfix Whatfix	Asphalt		03/21/2023	03/21/2023	24.05	-24.05	Tkt_Pkg_Review	02 Available	0	TP-0053
	Whatfix Whatfix	Asphalt		03/21/2023	03/21/2023	0	0	Tkt_Pkg_Review	02 Available	0	TP-0052
	Whatfix Whatfix	Asphalt		03/20/2023	03/20/2023	59.75	59.75	Tkt_Pkg_Review	02 Available	0	TP-0051

Once web services processes the ticket package, the record status could be **Tkt_Pkg_Review** or **Revise_Filters**.

Choose the status of your ticket package to continue: