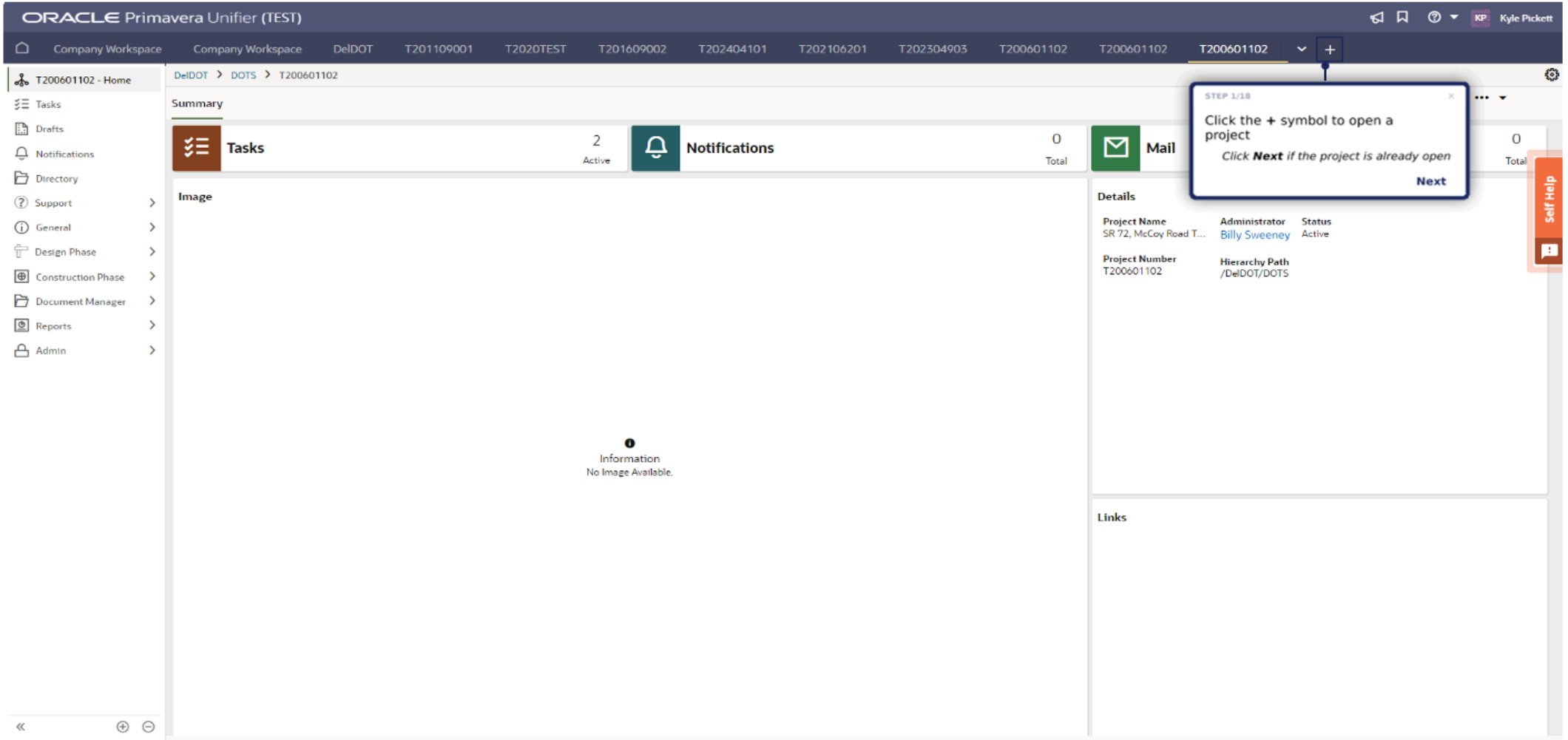
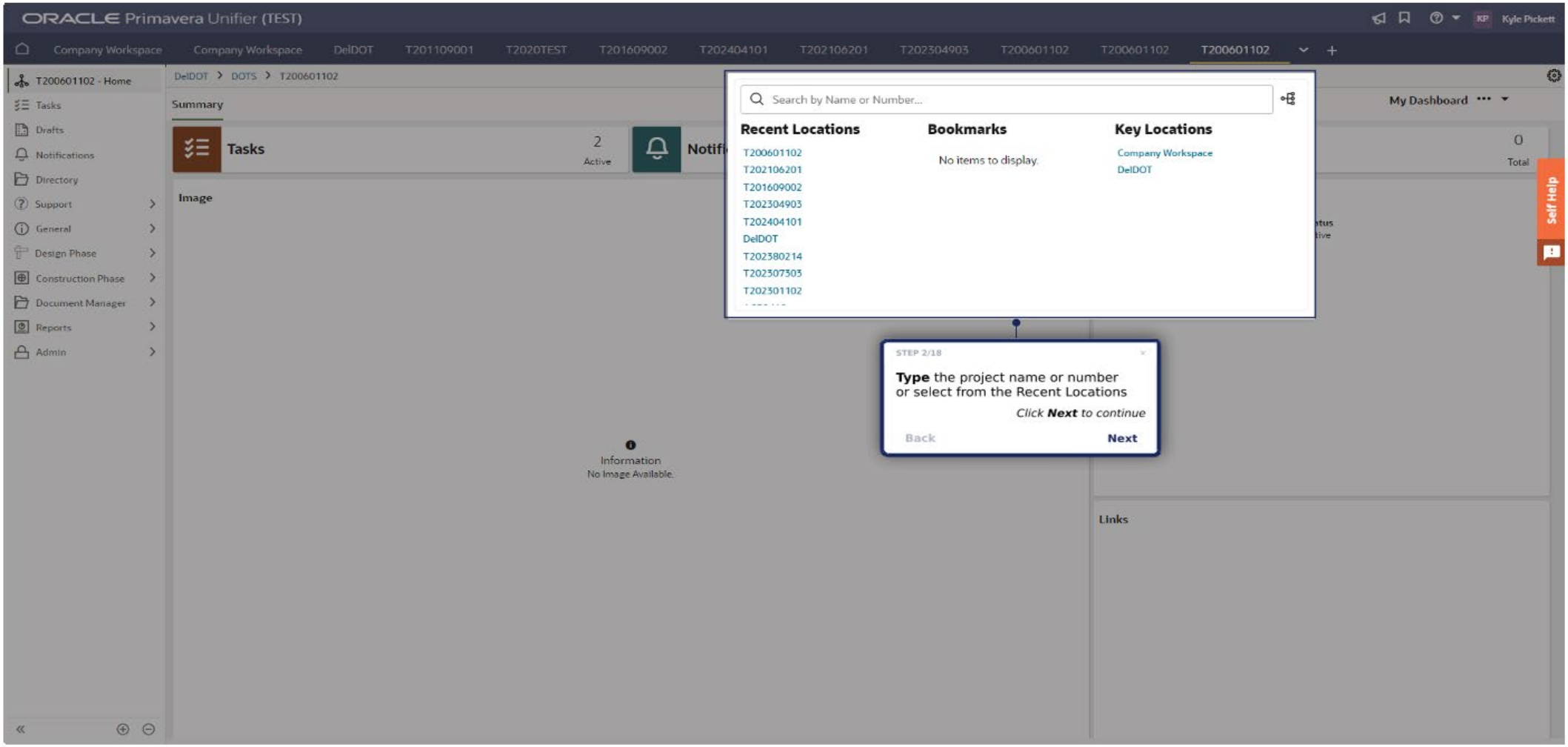
eTicketing User Guide

1.0 eTicket Packaging

The Ticket Packages process in Unifier is used to bundle material delivery eTickets that are loaded from HaulHub into packages for payment. This process will walk through all of the options available when creating a package.


ORACLE Primavera Unifier (TEST)
Kyle Pickett
Company Workspace
Company Workspace
DelDOT
T201109001
T2020TEST
T201609002
T202404101
T202106201
T202304903
T200601102
T200601102
T200601102
T200601102 - Home
Tasks
Drafts
Notifications
Directory
Support
General
Design Phase
Construction Phase
Document Manager
Reports
Admin
DelDOT > DOTS > T200601102
Summary
Tasks
2
Active
Notifications
0
Total
Mail
0
Total
STEP 1/18
Click the + symbol to open a project
Click Next if the project is already open
Next
Self Help
Image
Information
No Image Available.
Details
Project Name
SR 72, McCoy Road T...
Administrator
Billy Sweeney
Status
Active
Project Number
T200601102
Hierarchy Path
/DelDOT/DOTS
Links


ORACLE Primavera Unifier (TEST)
Kyle Pickett
Company Workspace
Company Workspace
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Support
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Design Phase
Construction Phase
Document Manager
Reports
Admin
DelDOT > DOTS > T200601102
Summary
My Dashboard
Tasks
2
Active
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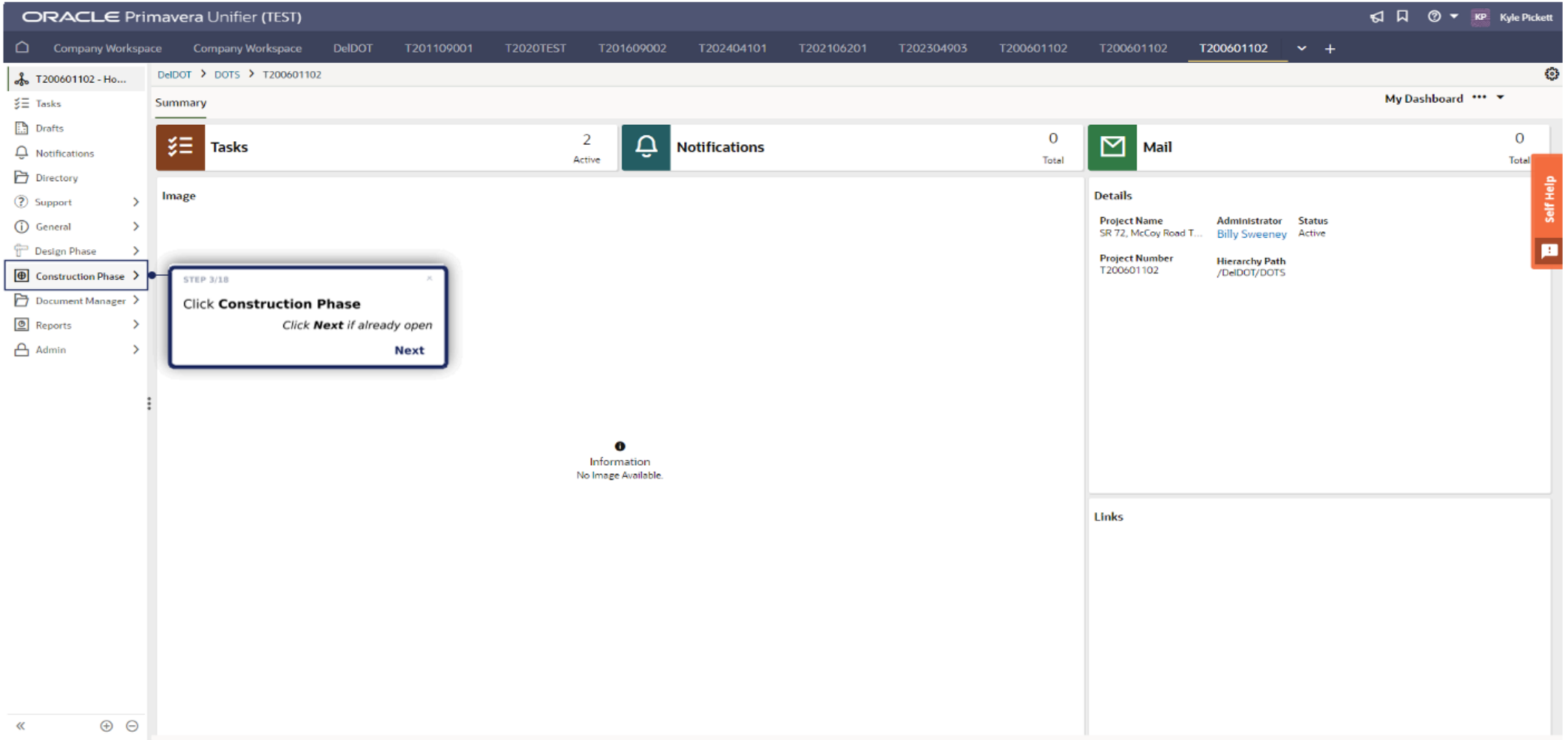
0
Total
Image
Search by Name or Number...
Recent Locations
T200601102
T202106201
T201609002
T202304903
T202404101
DelDOT
T202380214
T202307303
T202301102
Bookmarks
No items to display.
Key Locations
Company Workspace
DelDOT
STEP 2/18
Type the project name or number or select from the Recent Locations
Click Next to continue
Back
Next
Information
No Image Available.
Links
Self Help


ORACLE Primavera Unifier (TEST)
Kyle Pickett
Company Workspace
Company Workspace
DelDOT
T201109001
T2020TEST
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T202404101
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Tasks
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General
Design Phase
Construction Phase
Document Manager
Reports
Admin
DelDOT > DOTS > T200601102
Summary
My Dashboard
Tasks
2
Active
Notifications
0
Total
Mail
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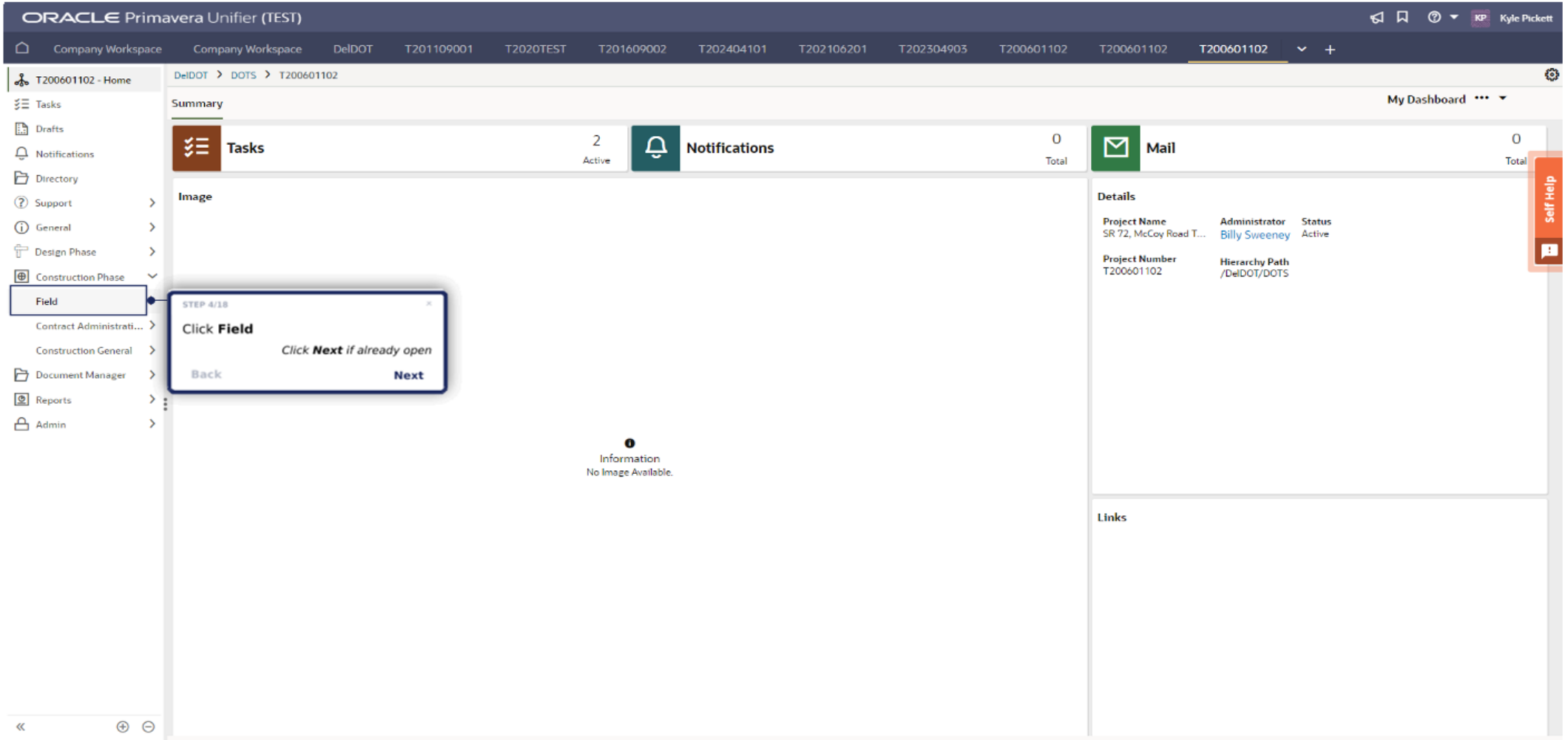
Total
Image
STEP 3/18
Click Construction Phase
Click Next if already open
Next
Information
No Image Available.
Details
Project Name
SR 72, McCoy Road T...
Administrator
Billy Sweeney
Status
Active
Project Number
T200601102
Hierarchy Path
/DelDOT/DOTS
Links
Self Help


ORACLE Primavera Unifier (TEST)
Kyle Pickett
Company Workspace
Company Workspace
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T202304903
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T200601102 - Home
Tasks
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Construction Phase
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DelDOT > DOTS > T200601102
Summary
My Dashboard
Tasks
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Active
Notifications
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Image
STEP 4/18
Click Field
Click Next if already open
Back
Next
Information
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Details
Project Name
SR 72, McCoy Road T...
Administrator
Billy Sweeney
Status
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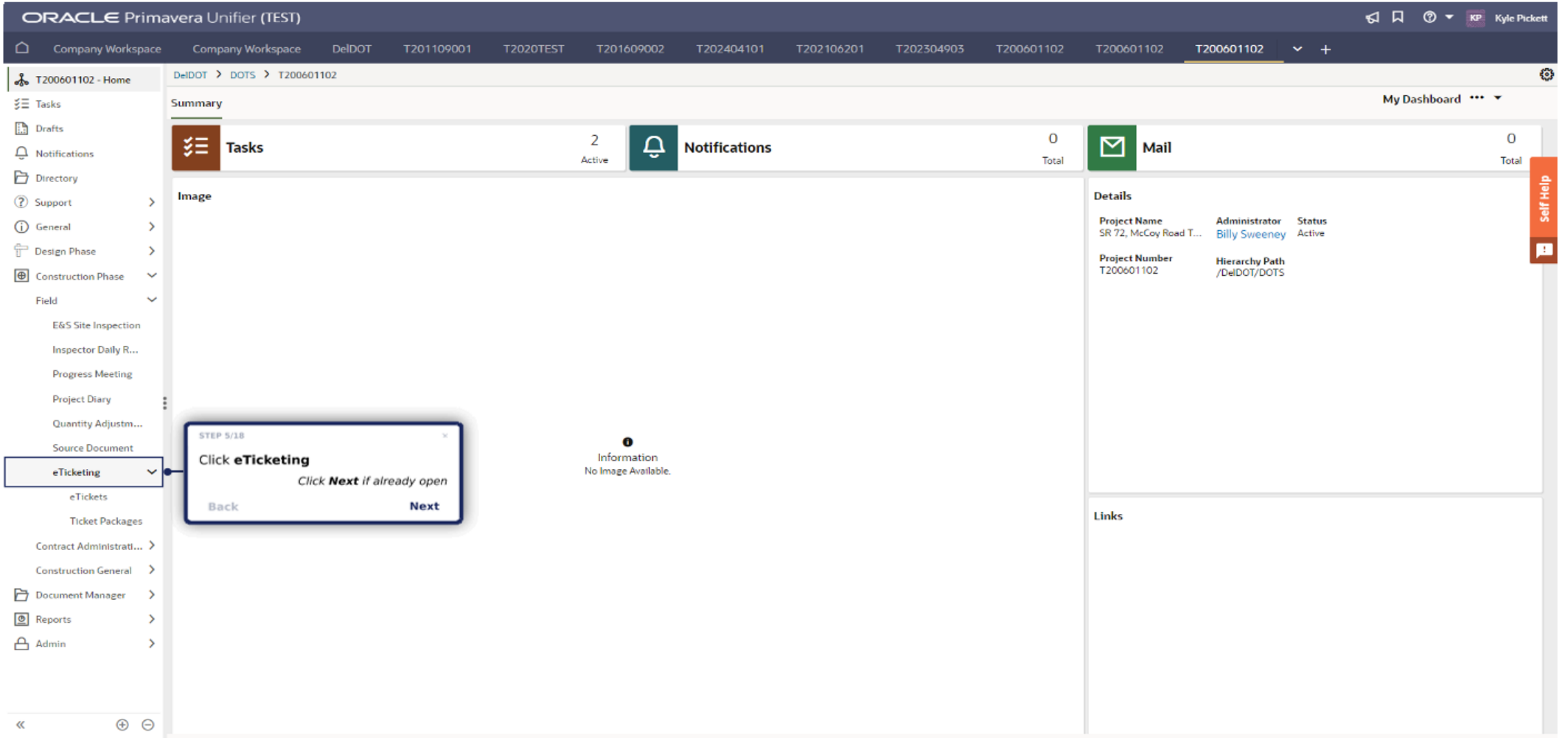
Hierarchy Path
/DelDOT/DOTS
Links
Self Help


ORACLE Primavera Unifier (TEST)
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Construction Phase
Field
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Quantity Adjustm...
Source Document
eTicketing
eTickets
Ticket Packages
Contract Administrati...
Construction General
Document Manager
Reports
Admin
DelDOT > DOTS > T200601102
Summary
My Dashboard
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STEP 5/18
Click eTicketing
Click Next if already open
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Next
Information
No Image Available.
Details
Project Name
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Administrator
Billy Sweeney
Status
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T200601102
Hierarchy Path
/DelDOT/DOTS
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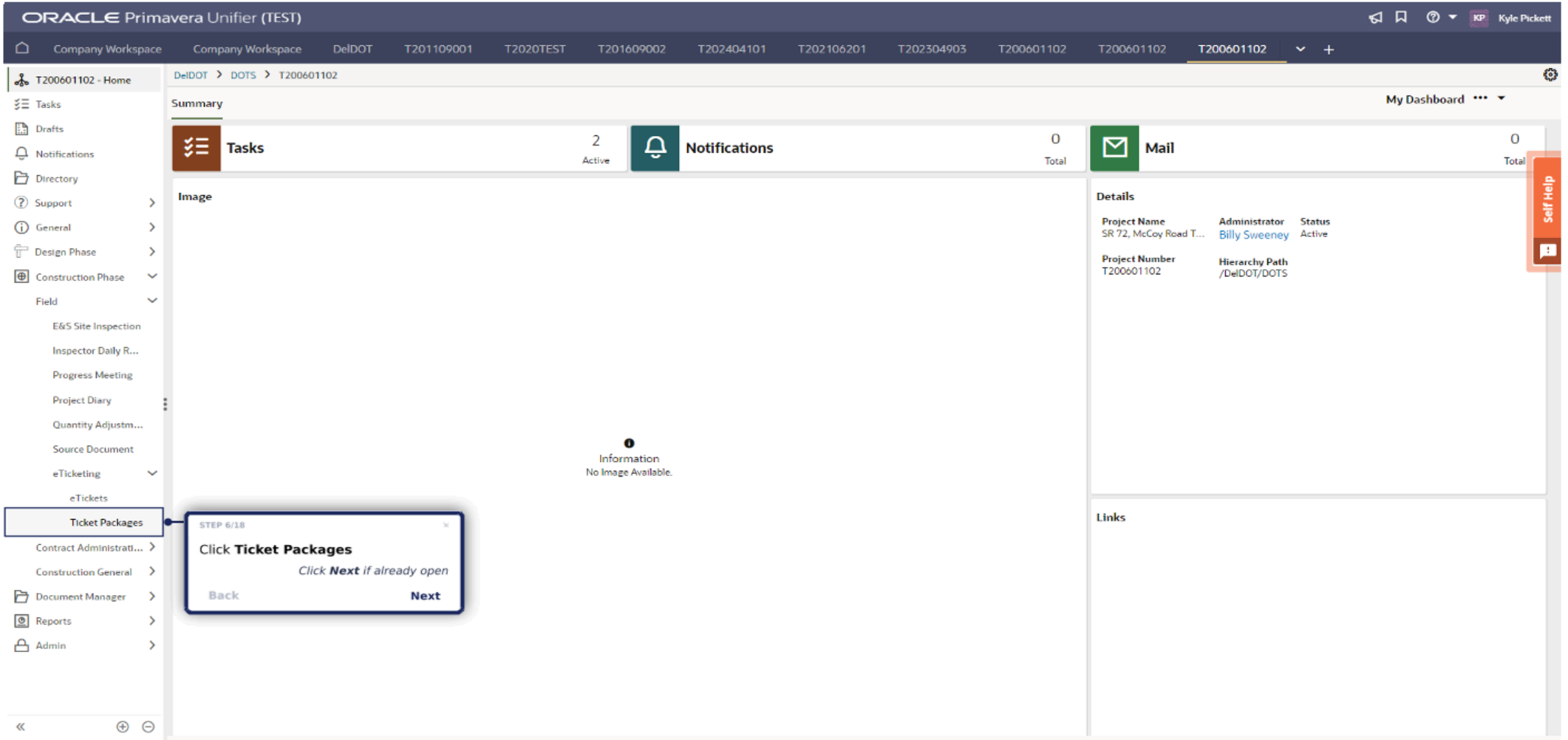
Self Help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Company Workspace
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eTickets
Ticket Packages
Contract Administrati...
Construction General
Document Manager
Reports
Admin
DelDOT > DOTS > T200601102
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Notifications
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Information
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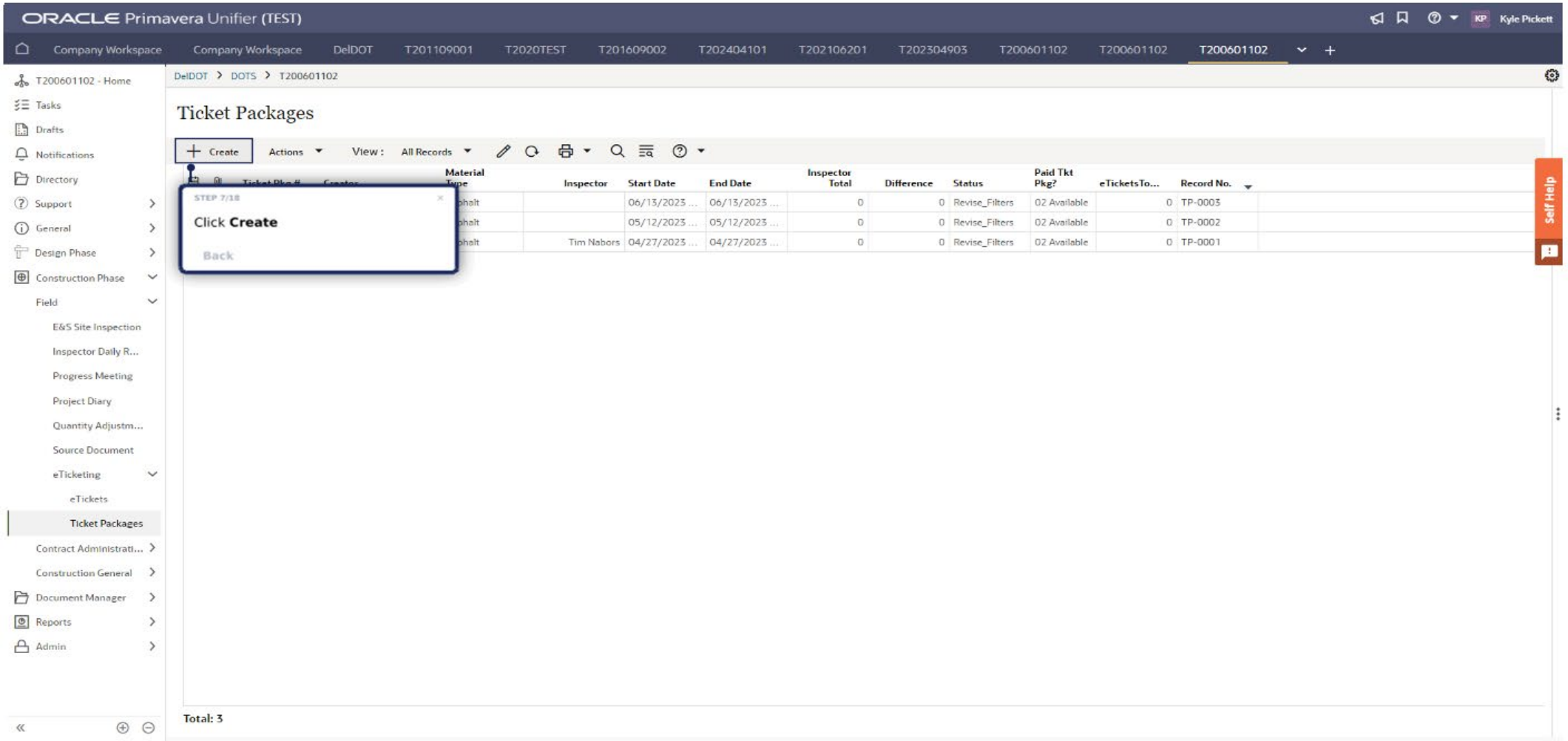
Details
Project Name
SR 72, McCoy Road T...
Administrator
Billy Sweeney
Status
Active
Project Number
T200601102
Hierarchy Path
/DelDOT/DOTS
Links
Self Help
STEP 6/18
Click Ticket Packages
Click Next if already open
Back
Next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T202106201
T202304903
T200601102
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Construction Phase
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Quantity Adjustm...
Source Document
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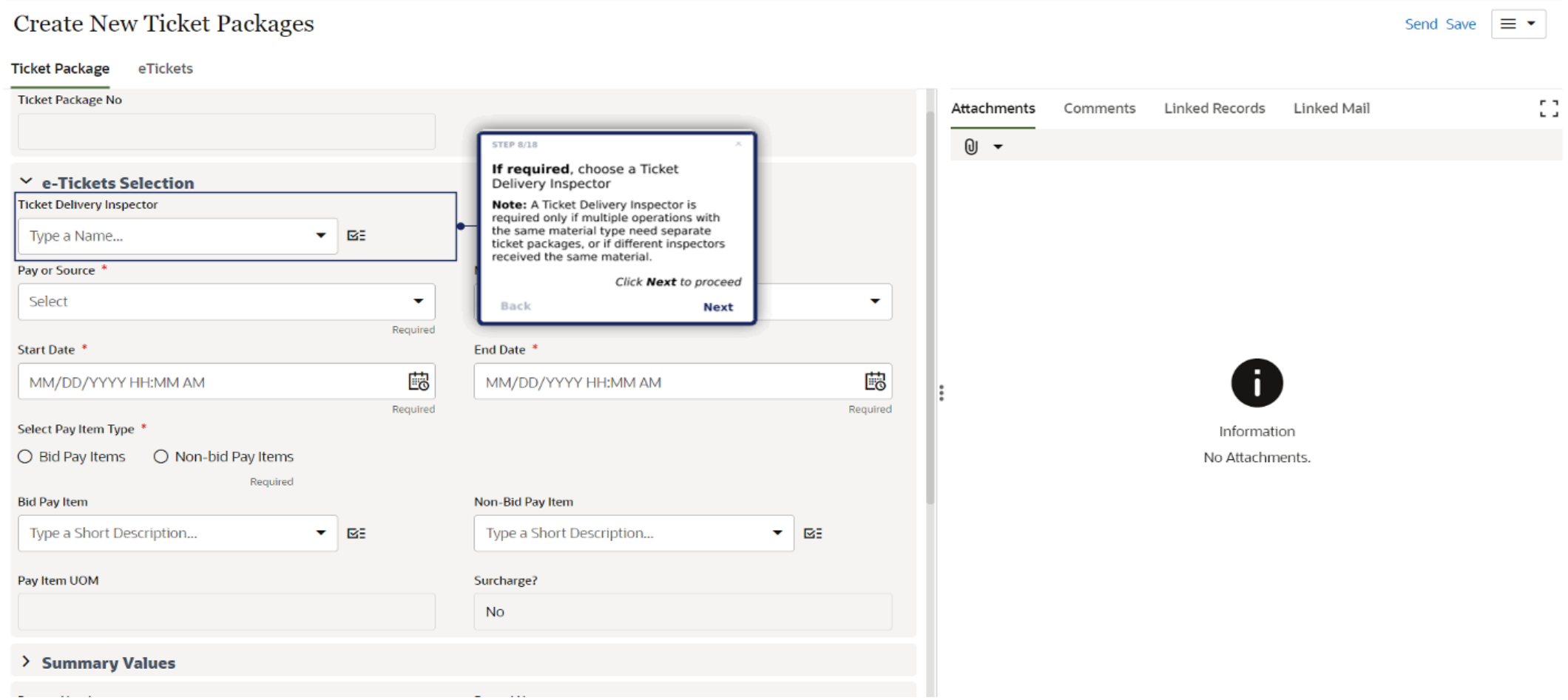
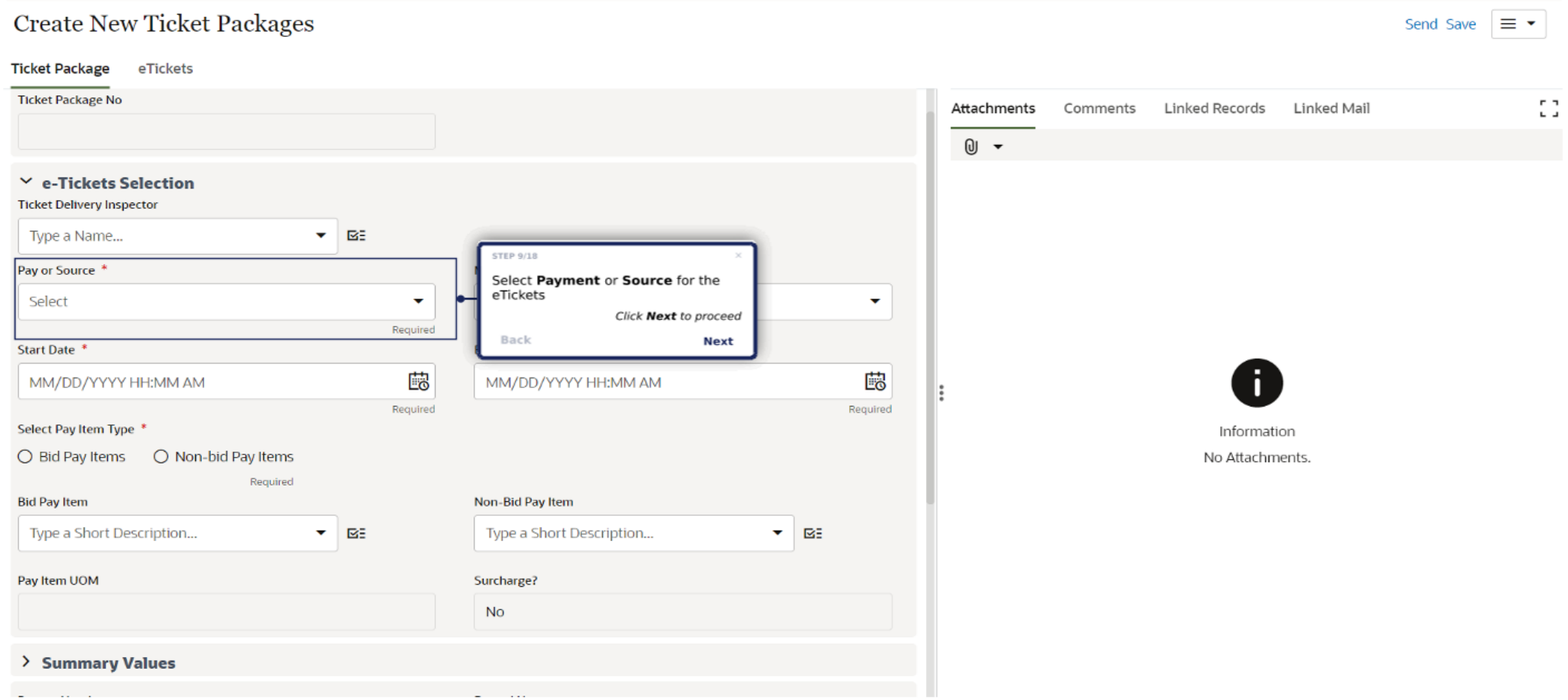
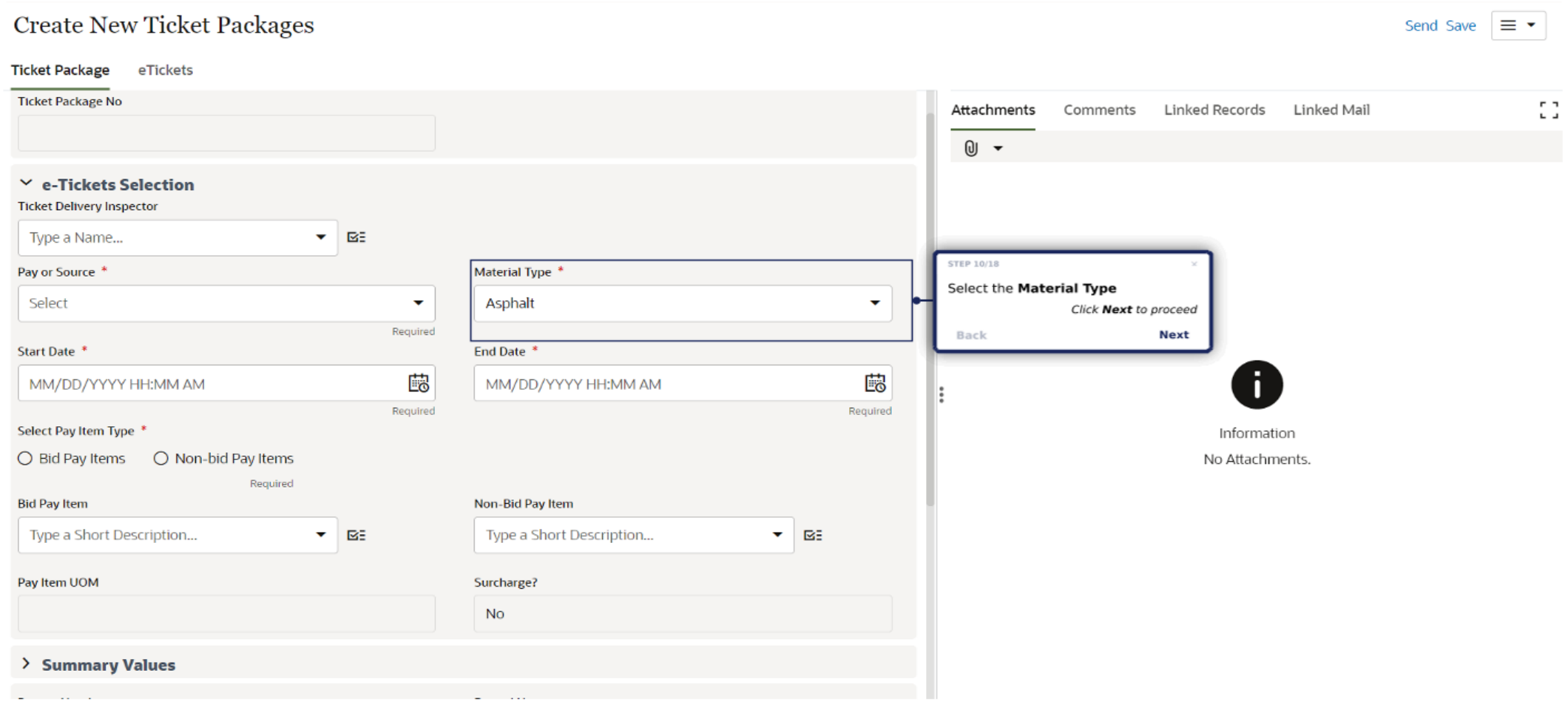
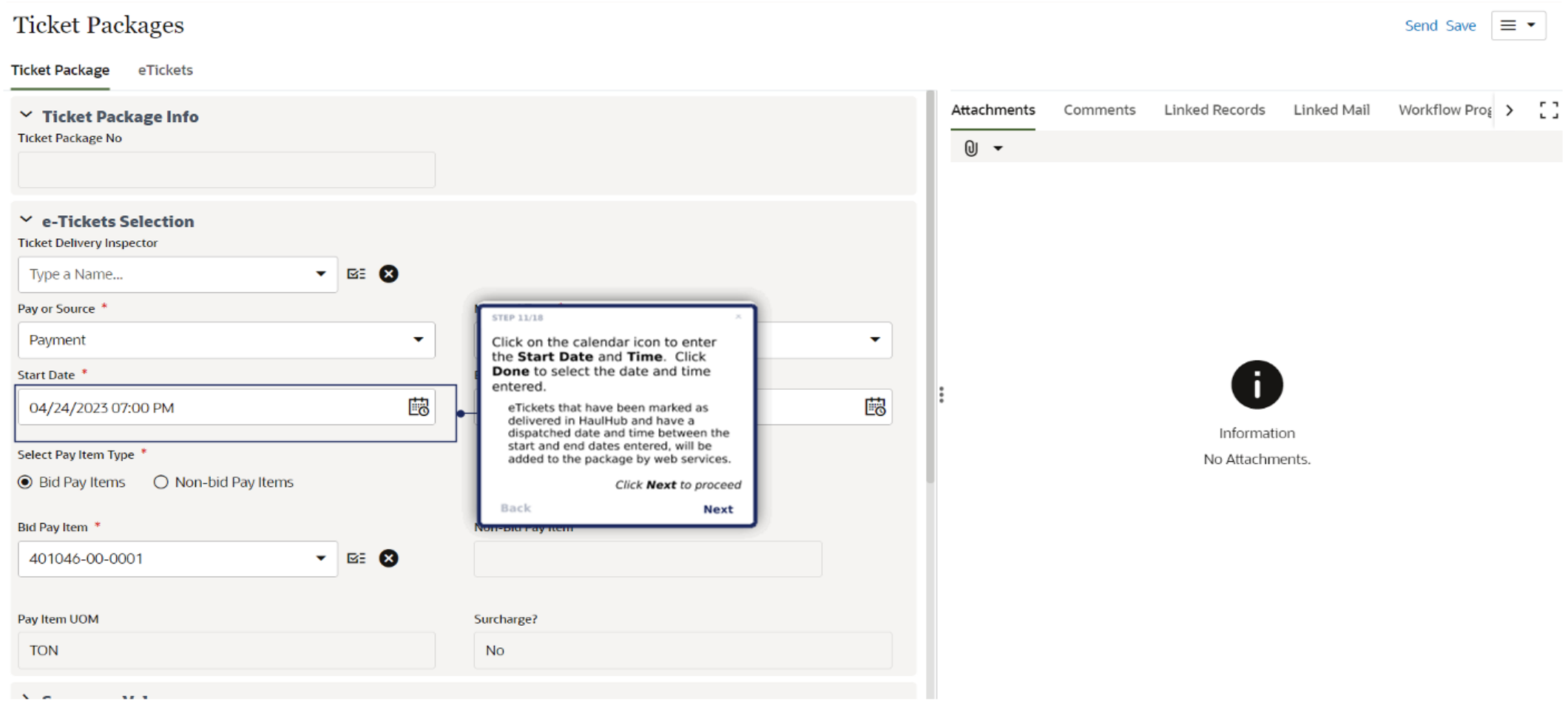
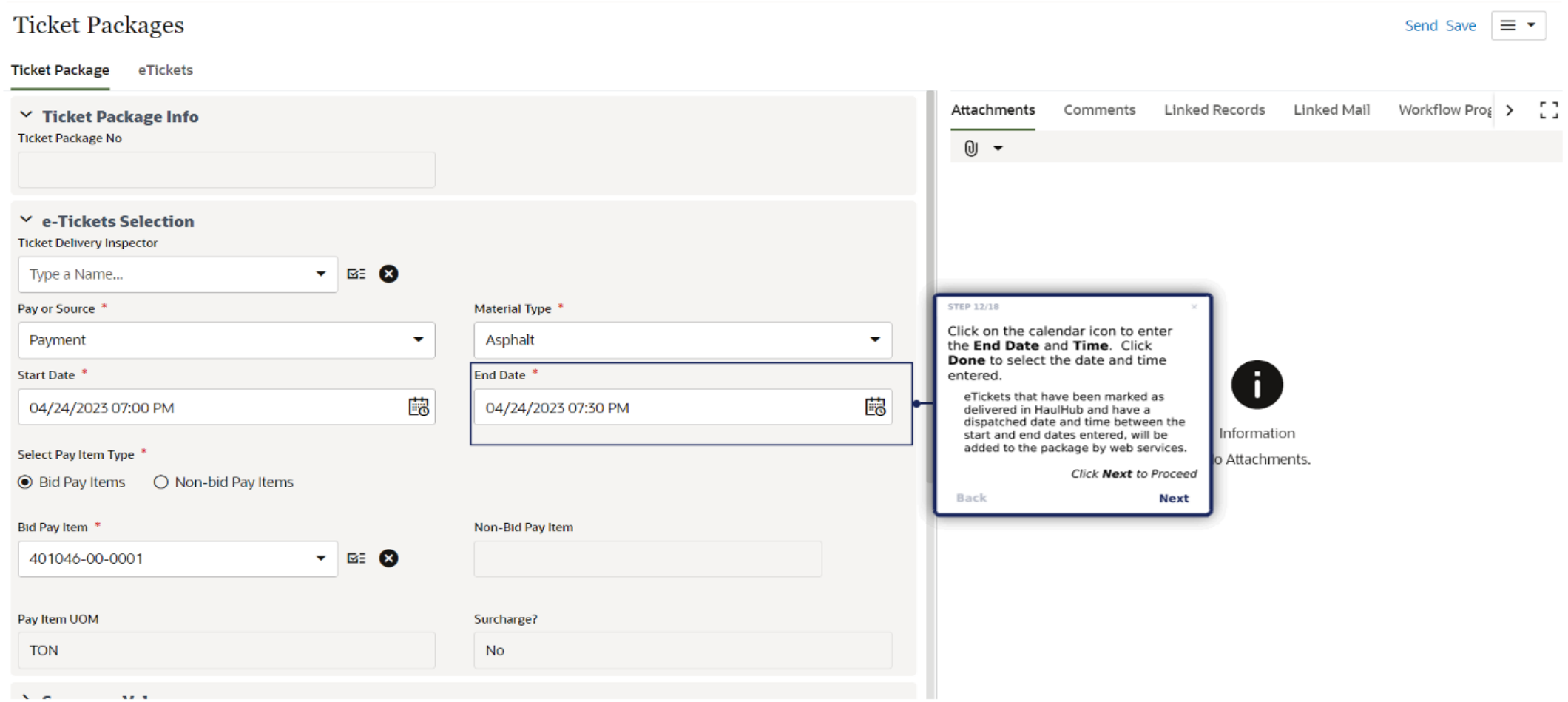
eTickets
Ticket Packages
Contract Administrati...
Construction General
Document Manager
Reports
Admin
DelDOT > DOTS > T200601102
Ticket Packages
Create
Actions
View : All Records
STEP 7/18
Click Create
Back
Material Type
Inspector
Start Date
End Date
Inspector Total
Difference
Status
Paid Tkt Pkg?
eTickets To...
Record No.
Asphalt
06/13/2023 ...
06/13/2023 ...
0
0
Revise_Filters
02 Available
0
TP-0003
Asphalt
05/12/2023 ...
05/12/2023 ...
0
0
Revise_Filters
02 Available
0
TP-0002
Asphalt
Tim Nabors
04/27/2023 ...
04/27/2023 ...
0
0
Revise_Filters
02 Available
0
TP-0001
Total: 3
Self Help

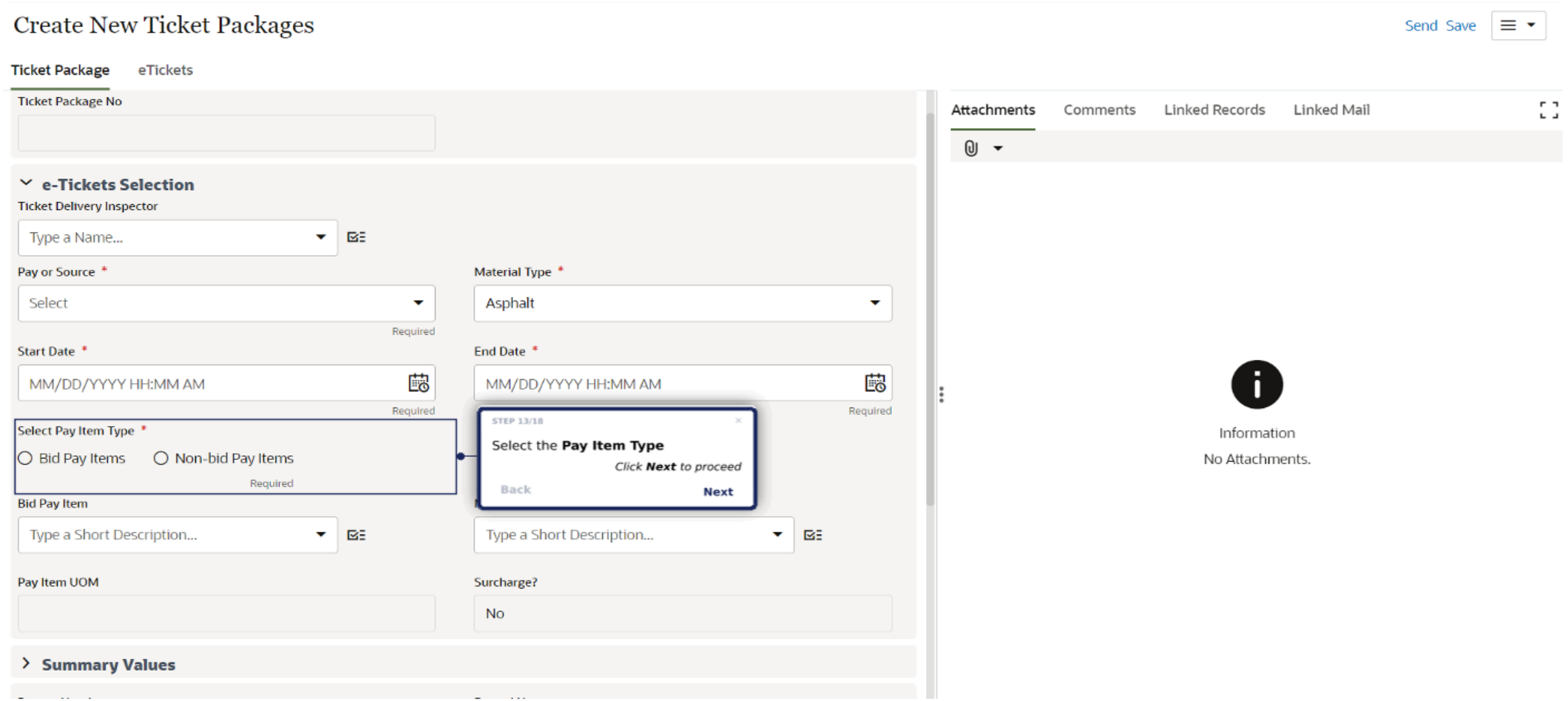

Create New Ticket Packages
Send
Save
Ticket Package
eTickets
Ticket Package No
STEP 8/18
If required, choose a Ticket Delivery Inspector
Note: A Ticket Delivery Inspector is required only if multiple operations with the same material type need separate ticket packages, or if different inspectors received the same material.
Click Next to proceed
Back
Next
e-Tickets Selection
Ticket Delivery Inspector
Type a Name...
Pay or Source *
Select
Required
Start Date *
MM/DD/YYYY HH:MM AM
Required
End Date *
MM/DD/YYYY HH:MM AM
Required
Select Pay Item Type *
Bid Pay Items
Non-bid Pay Items
Required
Bid Pay Item
Type a Short Description...
Non-Bid Pay Item
Type a Short Description...
Pay Item UOM
Surcharge?
No
Summary Values
Attachments
Comments
Linked Records
Linked Mail
Information
No Attachments.

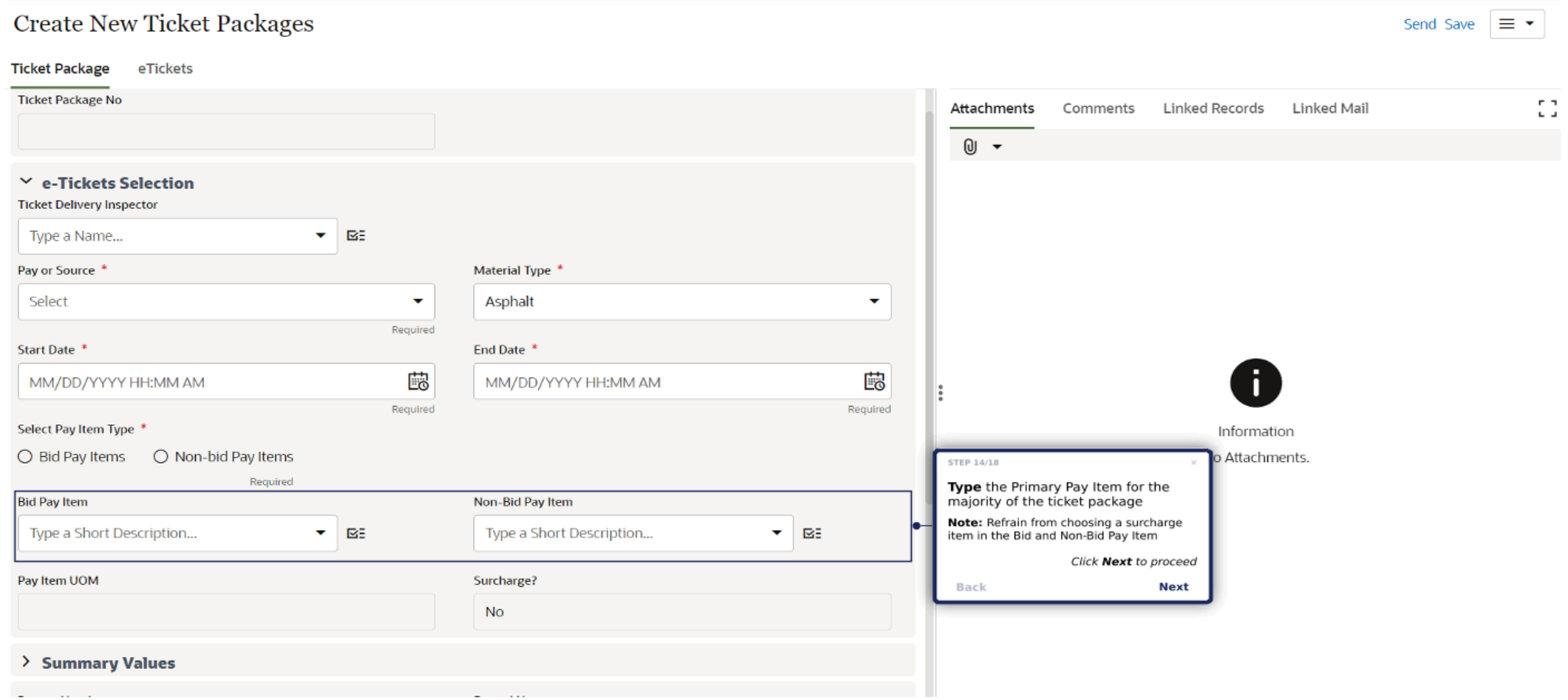

Create New Ticket Packages
Send
Save
Ticket Package
eTickets
Ticket Package No
e-Tickets Selection
Ticket Delivery Inspector
Type a Name...
Pay or Source *
Select
Required
STEP 9/18
Select Payment or Source for the eTickets
Click Next to proceed
Back
Next
Start Date *
MM/DD/YYYY HH:MM AM
Required
MM/DD/YYYY HH:MM AM
Required
Select Pay Item Type *
Bid Pay Items
Non-bid Pay Items
Required
Bid Pay Item
Type a Short Description...
Non-Bid Pay Item
Type a Short Description...
Pay Item UOM
Surcharge?
No
Summary Values
Attachments
Comments
Linked Records
Linked Mail
Information
No Attachments.

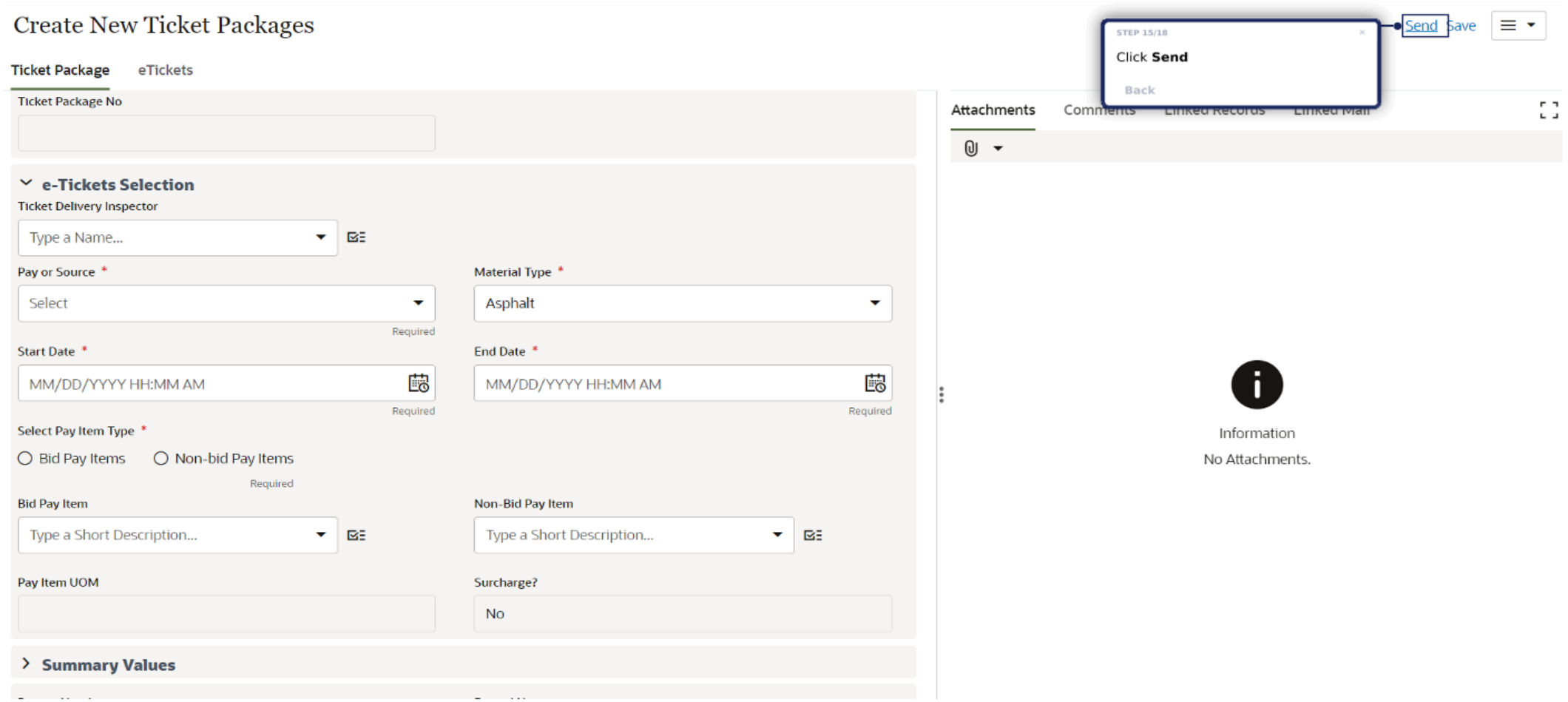

Create New Ticket Packages
Send
Save
Ticket Package
eTickets
Ticket Package No
e-Tickets Selection
Ticket Delivery Inspector
Type a Name...
Pay or Source *
Select
Required
Material Type *
Asphalt
Start Date *
MM/DD/YYYY HH:MM AM
Required
End Date *
MM/DD/YYYY HH:MM AM
Required
Select Pay Item Type *
Bid Pay Items
Non-bid Pay Items
Required
Bid Pay Item
Type a Short Description...
Non-Bid Pay Item
Type a Short Description...
Pay Item UOM
Surcharge?
No
Summary Values
Attachments
Comments
Linked Records
Linked Mail
STEP 10/18
Select the Material Type
Click Next to proceed
Back
Next
Information
No Attachments.

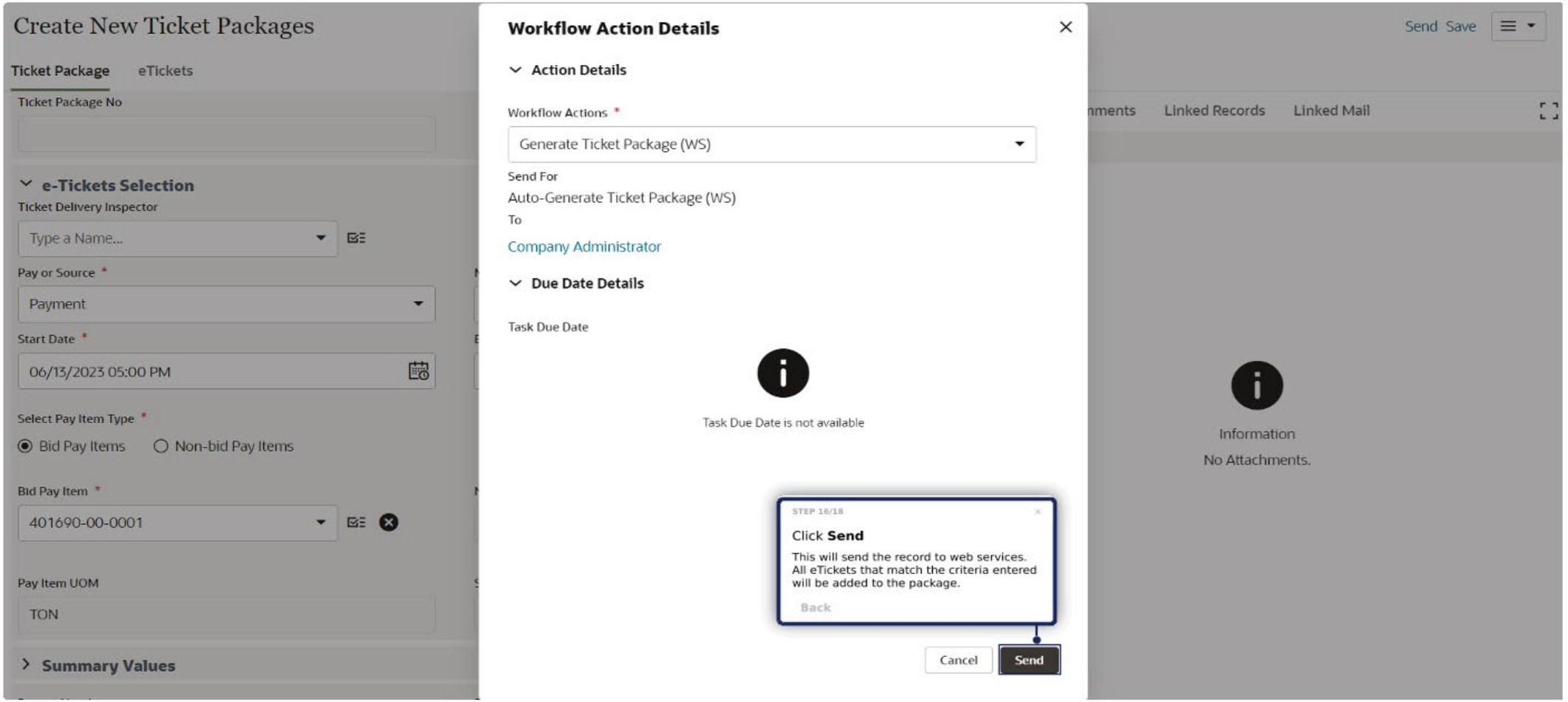

Ticket Packages
Send Save
Ticket Package
eTickets
Ticket Package Info
Ticket Package No
e-Tickets Selection
Ticket Delivery Inspector
Type a Name...
Pay or Source *
Payment
Start Date *
04/24/2023 07:00 PM
Select Pay Item Type *
Bid Pay Items
Non-bid Pay Items
Bid Pay Item *
401046-00-0001
Pay Item UOM
TON
Surcharge?
No
STEP 11/18
Click on the calendar icon to enter the Start Date and Time. Click Done to select the date and time entered.
eTickets that have been marked as delivered in HaulHub and have a dispatched date and time between the start and end dates entered, will be added to the package by web services.
Click Next to proceed
Back
Next
Attachments
Comments
Linked Records
Linked Mail
Workflow Prog
Information
No Attachments.

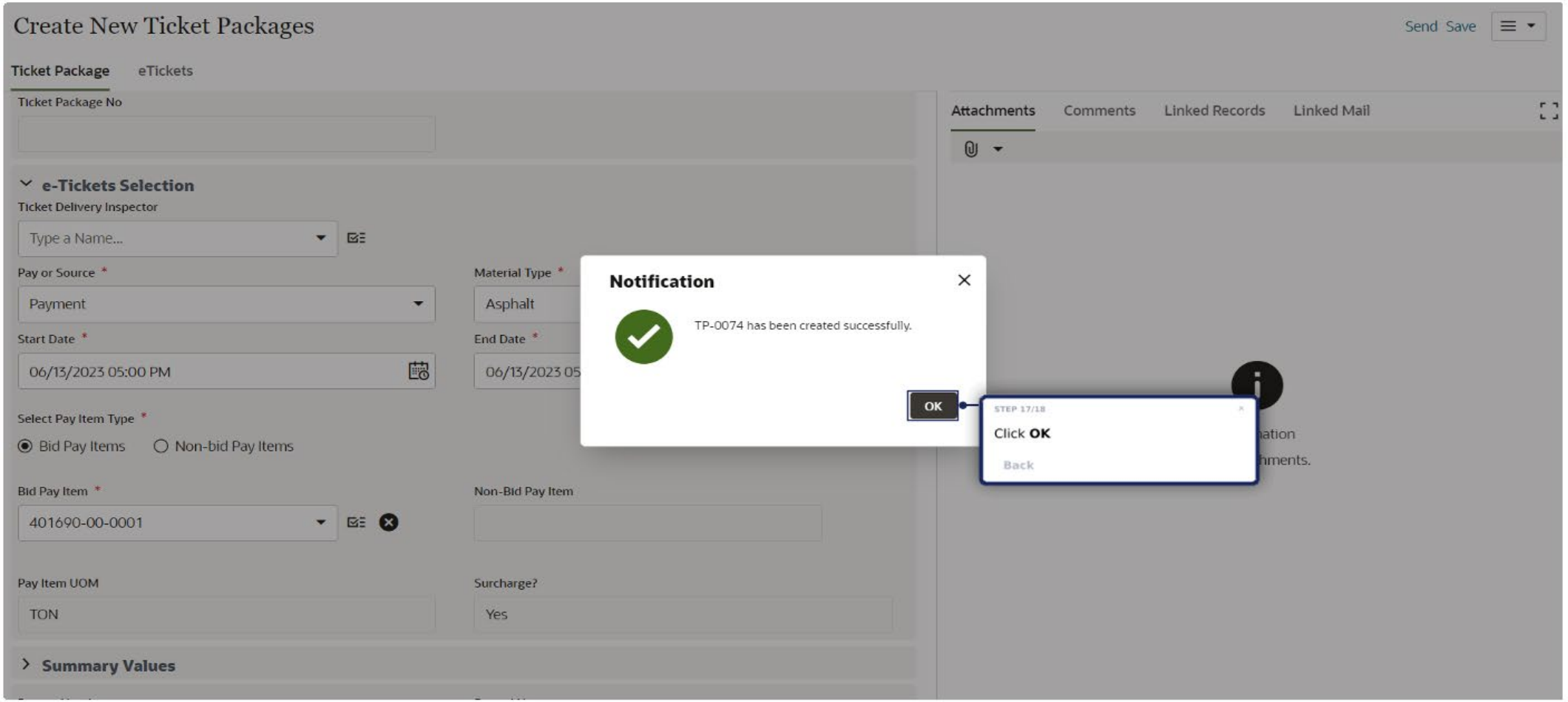

Ticket Packages
Send Save
Ticket Package
eTickets
Ticket Package Info
Ticket Package No
e-Tickets Selection
Ticket Delivery Inspector
Type a Name...
Pay or Source *
Payment
Material Type *
Asphalt
Start Date *
04/24/2023 07:00 PM
End Date *
04/24/2023 07:30 PM
Select Pay Item Type *
Bid Pay Items
Non-bid Pay Items
Bid Pay Item *
401046-00-0001
Non-Bid Pay Item
Pay Item UOM
TON
Surcharge?
No
Attachments
Comments
Linked Records
Linked Mail
Workflow Prog
STEP 12/18
Click on the calendar icon to enter the End Date and Time. Click Done to select the date and time entered.
eTickets that have been marked as delivered in HaulHub and have a dispatched date and time between the start and end dates entered, will be added to the package by web services.
Click Next to Proceed
Back
Next
Information
o Attachments.

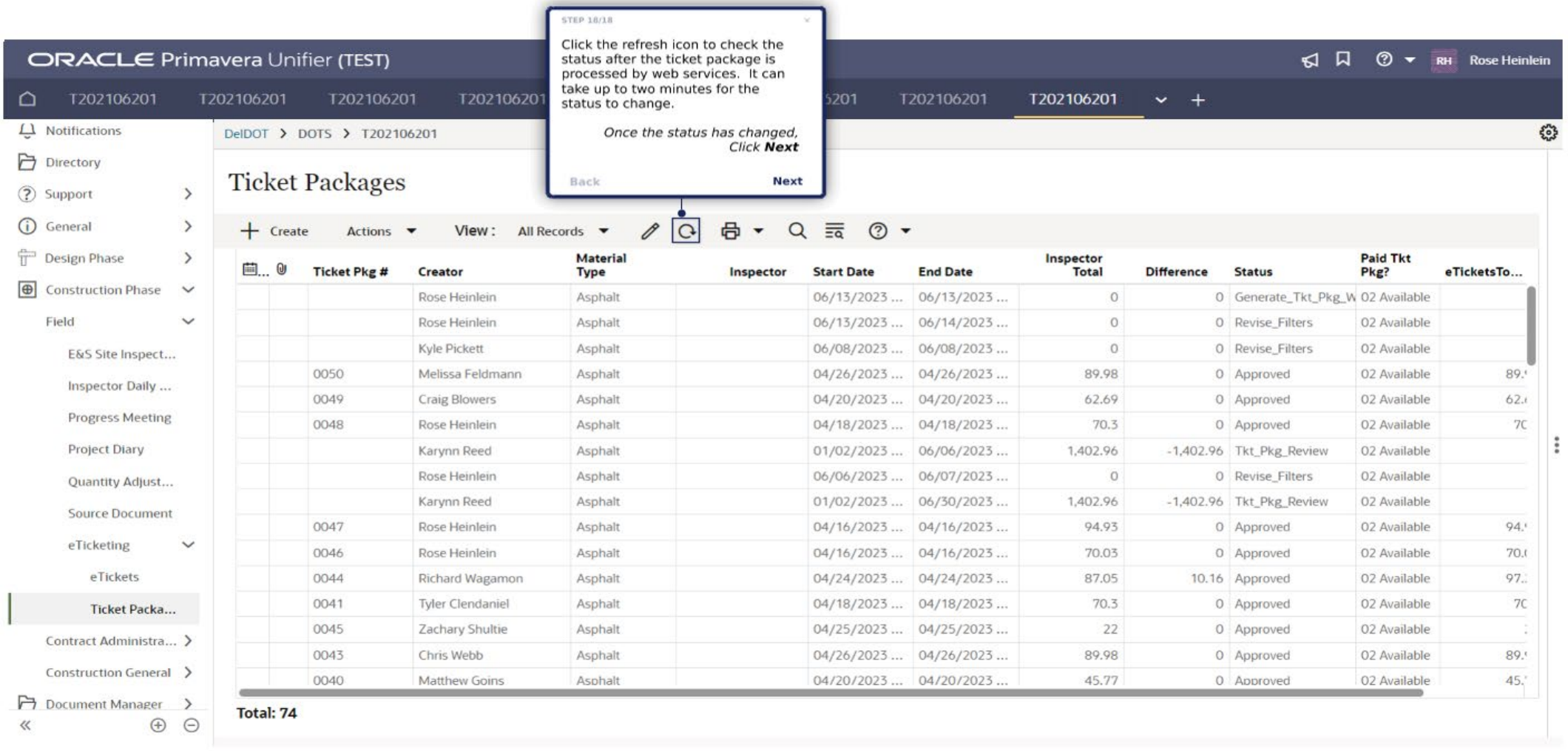

Create New Ticket Packages
Send
Save
Ticket Package
eTickets
Ticket Package No
e-Tickets Selection
Ticket Delivery Inspector
Type a Name...
Pay or Source *
Select
Required
Material Type *
Asphalt
Start Date *
MM/DD/YYYY HH:MM AM
Required
End Date *
MM/DD/YYYY HH:MM AM
Required
Select Pay Item Type *
Bid Pay Items
Non-bid Pay Items
Required
STEP 13/18
Select the Pay Item Type
Click Next to proceed
Back
Next
Bid Pay Item
Type a Short Description...
Type a Short Description...
Pay Item UOM
Surcharge?
No
Summary Values
Attachments
Comments
Linked Records
Linked Mail
Information
No Attachments.


Create New Ticket Packages
Send
Save
Ticket Package
eTickets
Ticket Package No
e-Tickets Selection
Ticket Delivery Inspector
Type a Name...
Pay or Source *
Select
Required
Material Type *
Asphalt
Start Date *
MM/DD/YYYY HH:MM AM
Required
End Date *
MM/DD/YYYY HH:MM AM
Required
Select Pay Item Type *
Bid Pay Items
Non-bid Pay Items
Required
Bid Pay Item
Type a Short Description...
Non-Bid Pay Item
Type a Short Description...
Pay Item UOM
Surcharge?
No
Summary Values
Attachments
Comments
Linked Records
Linked Mail
Information
o Attachments.
STEP 14/18
Type the Primary Pay Item for the majority of the ticket package
Note: Refrain from choosing a surcharge item in the Bid and Non-Bid Pay Item
Click Next to proceed
Back
Next

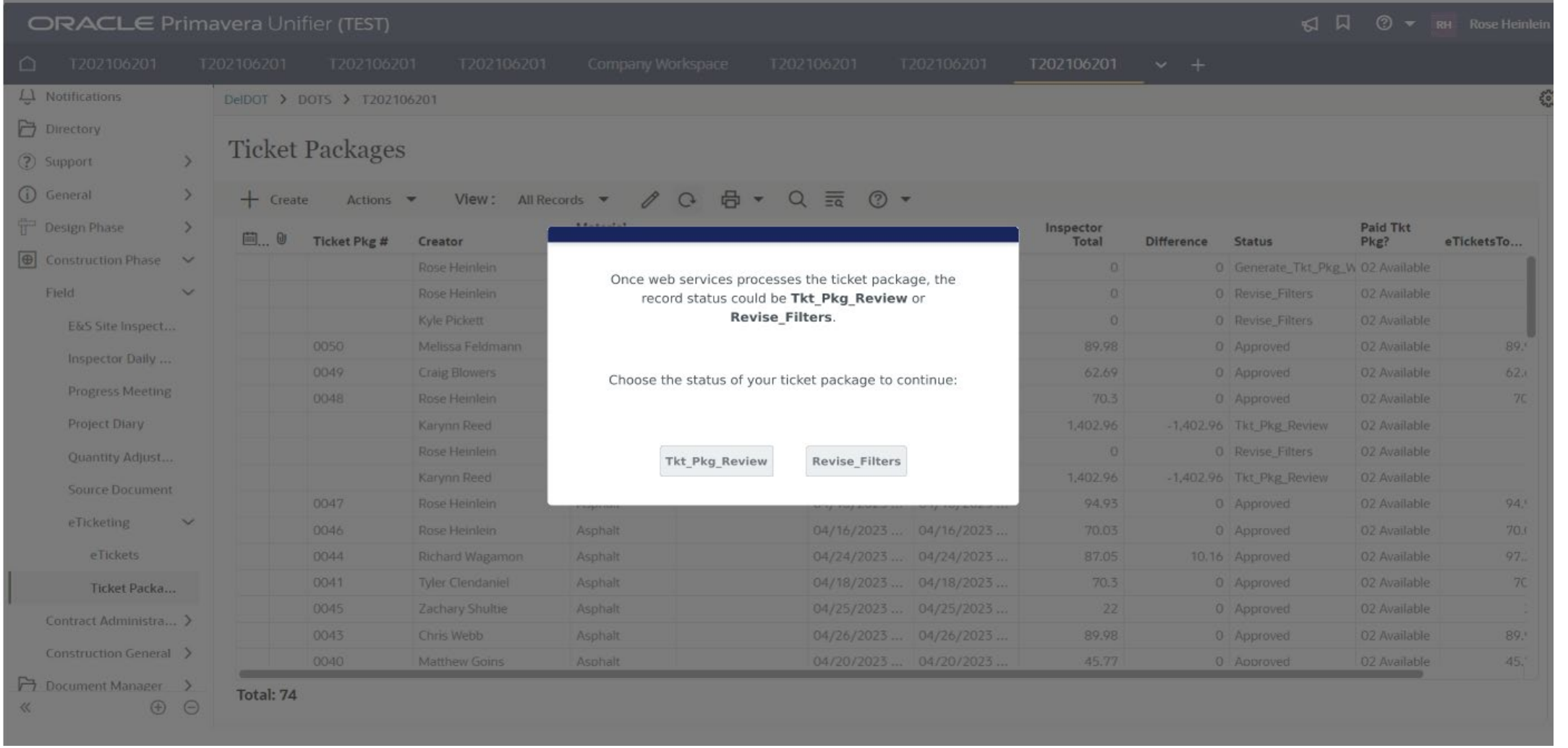

Create New Ticket Packages
Ticket Package
eTickets
Ticket Package No
e-Tickets Selection
Ticket Delivery Inspector
Type a Name...
Pay or Source *
Select
Required
Material Type *
Asphalt
Start Date *
MM/DD/YYYY HH:MM AM
Required
End Date *
MM/DD/YYYY HH:MM AM
Required
Select Pay Item Type *
Bid Pay Items
Non-bid Pay Items
Required
Bid Pay Item
Type a Short Description...
Non-Bid Pay Item
Type a Short Description...
Pay Item UOM
Surcharge?
No
Summary Values
STEP 15/18
Click Send
Back
Send
Save
Attachments
Comments
Linked Records
Linked Mail
Information
No Attachments.


Create New Ticket Packages
Ticket Package
eTickets
Ticket Package No
e-Tickets Selection
Ticket Delivery Inspector
Type a Name...
Pay or Source *
Payment
Start Date *
06/13/2023 05:00 PM
Select Pay Item Type *
Bid Pay Items
Non-bid Pay Items
Bid Pay Item *
401690-00-0001
Pay Item UOM
TON
Summary Values
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
STEP 16/18
Click Send
This will send the record to web services. All eTickets that match the criteria entered will be added to the package.
Back
Cancel
Send
Send
Save
Linked Records
Linked Mail
Information
No Attachments.


Create New Ticket Packages
Send Save
Ticket Package
eTickets
Ticket Package No
Attachments
Comments
Linked Records
Linked Mail
e-Tickets Selection
Ticket Delivery Inspector
Type a Name...
Pay or Source *
Payment
Material Type *
Asphalt
Start Date *
06/13/2023 05:00 PM
End Date *
06/13/2023 05
Notification
TP-0074 has been created successfully.
OK
STEP 17/18
Click OK
Back
Select Pay Item Type *
Bid Pay Items
Non-bid Pay Items
Bid Pay Item *
401690-00-0001
Non-Bid Pay Item
Pay Item UOM
TON
Surcharge?
Yes
Summary Values



Ticket Pkg #	Creator	Material Type	Inspector	Start Date	End Date	Inspector Total	Difference	Status	Paid Tkt Pkg?	eTicketsTo...
	Rose Heinlein	Asphalt		06/13/2023 ...	06/13/2023 ...	0	0	Generate_Tkt_Pkg_W	02 Available	
	Rose Heinlein	Asphalt		06/13/2023 ...	06/14/2023 ...	0	0	Revise_Filters	02 Available	
	Kyle Pickett	Asphalt		06/08/2023 ...	06/08/2023 ...	0	0	Revise_Filters	02 Available	
0050	Melissa Feldmann	Asphalt		04/26/2023 ...	04/26/2023 ...	89.98	0	Approved	02 Available	89.'
0049	Craig Blowers	Asphalt		04/20/2023 ...	04/20/2023 ...	62.69	0	Approved	02 Available	62.(
0048	Rose Heinlein	Asphalt		04/18/2023 ...	04/18/2023 ...	70.3	0	Approved	02 Available	70
	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	94.'
0046	Rose Heinlein	Asphalt		04/16/2023 ...	04/16/2023 ...	70.03	0	Approved	02 Available	70.(
0044	Richard Wagamon	Asphalt		04/24/2023 ...	04/24/2023 ...	87.05	10.16	Approved	02 Available	97.
0041	Tyler Clendaniel	Asphalt		04/18/2023 ...	04/18/2023 ...	70.3	0	Approved	02 Available	70
0045	Zachary Shultie	Asphalt		04/25/2023 ...	04/25/2023 ...	22	0	Approved	02 Available	
0043	Chris Webb	Asphalt		04/26/2023 ...	04/26/2023 ...	89.98	0	Approved	02 Available	89.'
0040	Matthew Goins	Asphalt		04/20/2023 ...	04/20/2023 ...	45.77	0	Approved	02 Available	45.'


ORACLE Primavera Unifier (TEST)
Rose Heinlein
T202106201
Company Workspace
Notifications
Directory
Support
General
Design Phase
Construction Phase
Field
E&S Site Inspect...
Inspector Daily ...
Progress Meeting
Project Diary
Quantity Adjust...
Source Document
eTicketing
eTickets
Ticket Packa...
Contract Administra...
Construction General
Document Manager
DelDOT > DOTS > T202106201
Ticket Packages
Create
Actions
View :
All Records
Ticket Pkg #
Creator
Inspector Total
Difference
Status
Paid Tkt Pkg?
eTicketsTo...
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:
Tkt_Pkg_Review
Revise_Filters
Total: 74