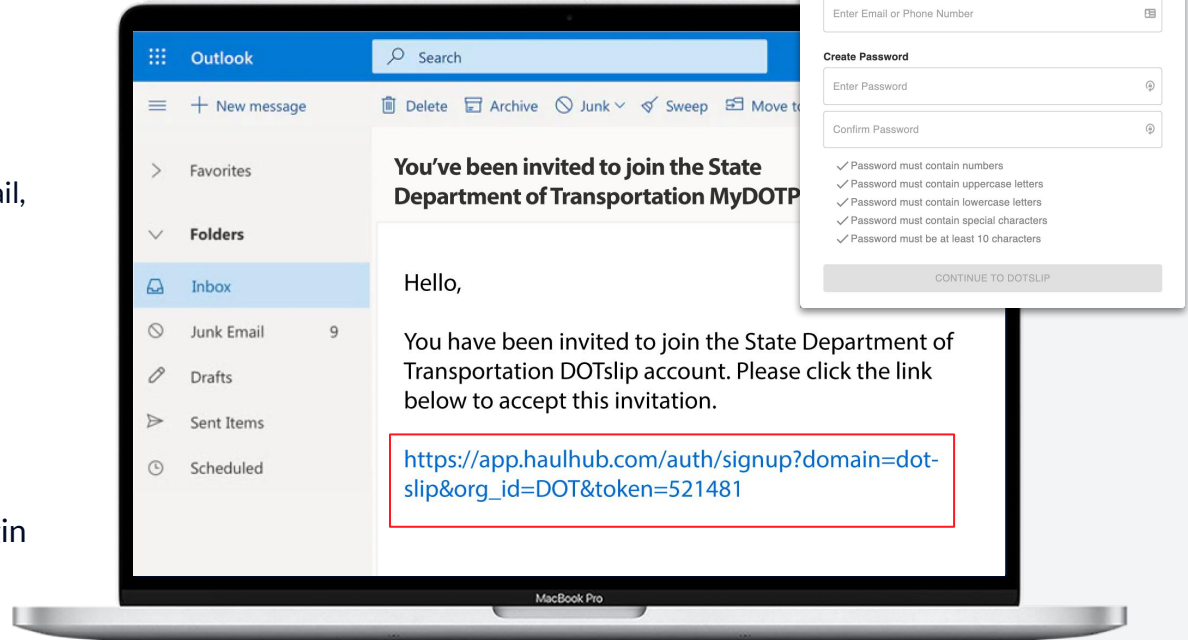# FIELD OPERATIONS

How To Guide

INDIANA
Department of Transportation

Last Updated: 06/08/22

GETTING STARTED

- You'll receive an email invitation once added by your administrator.
  - If you did not receive an invitation email, go to https://etickets.indot.in.gov/ and use the *Forgot My Password* feature to set your password.
- Click the link in the email and follow prompts to create your password.
  - Be sure to note the password requirements
- Go to https://etickets.indot.in.gov/ to login

MY DOT *PORTAL*

You have been invited to Kansas Department of Transportation. Please confirm and enter your password below.

Confirm Account Details

Enter Email or Phone Number

Create Password

Enter Password

Confirm Password

✓ Password must contain numbers
✓ Password must contain uppercase letters
✓ Password must contain lowercase letters
✓ Password must contain special characters
✓ Password must be at least 10 characters

CONTINUE TO DOTSLIP

You've been invited to join the State Department of Transportation MyDOTP

Hello,

You have been invited to join the State Department of Transportation DOTslip account. Please click the link below to accept this invitation.

https://app.haulhub.com/auth/signup?domain=dot-slip&org_id=DOT&token=521481

MOBILE LOGIN

- Download the DOTSlip app from the Google Play or iOS App Store.
- Login will be your email and password you just set.
  - You can use Forgot My Password if you do not have your password.
- Be sure to set your signature when you login the first time to ensure that your signature is attached to tickets you mark as delivered.
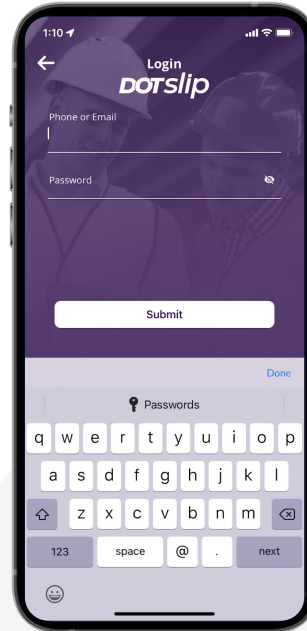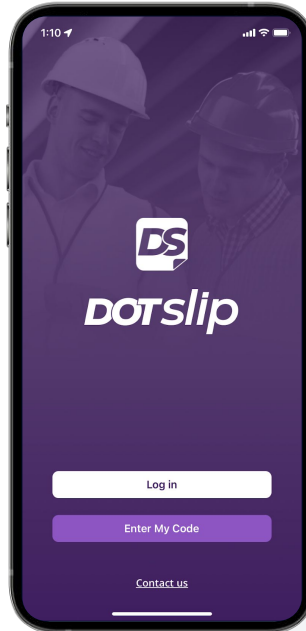
MOBILE APP OVERVIEW

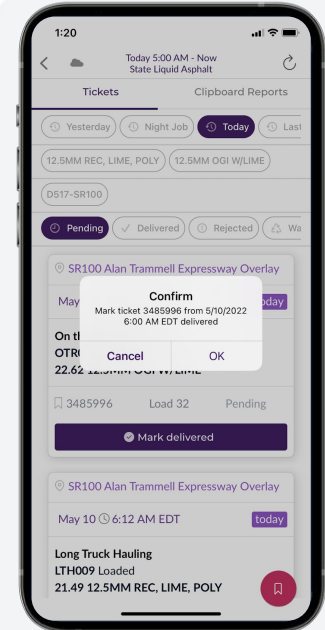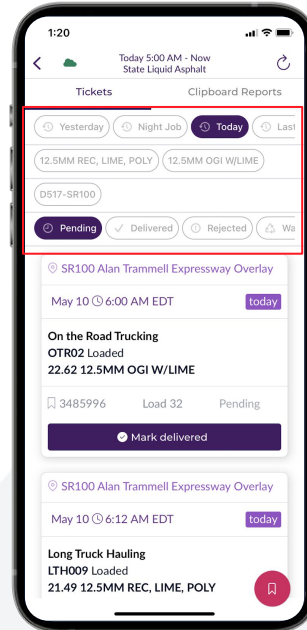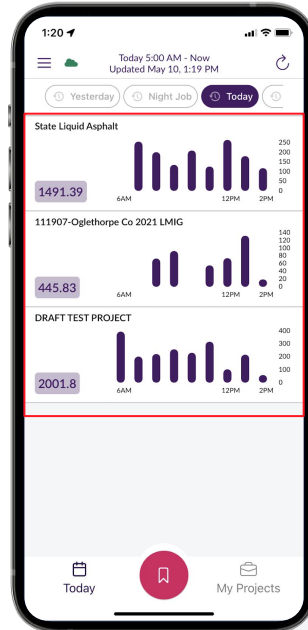# TODAY PAGE

- The Today Page will show you a list of active projects for the time frame selected.
- The graph shows you production by the hour with your total production in the bottom left.
- Filters for time, product, dispatch number, and ticket status

TODAY PAGE

- See a preview of the ticket that includes project name, date and time loaded, fleet, truck number, quantity, material, ticket number, load count and status.
- Mark the ticket as delivered right from this screen.
  - Marking a ticket as delivered will automatically attach your signature to the ticket.
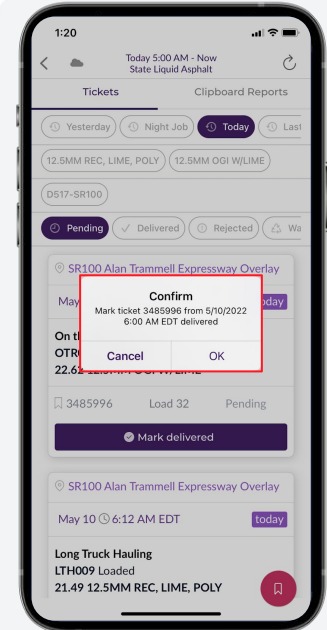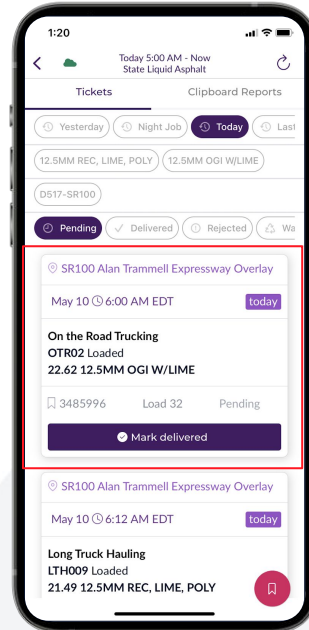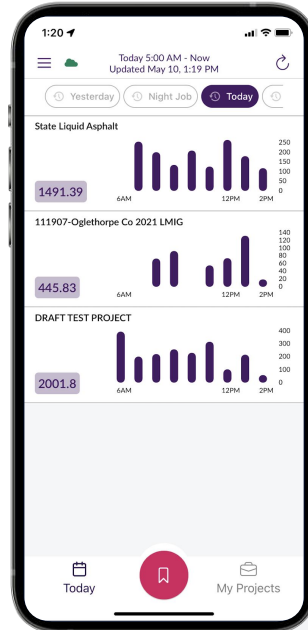
INDIVIDUAL TICKET

- Tapping anywhere on a ticket will open up that individual ticket.
- Expand Raw Ticket Data to see all data points for the ticket.
- Scroll down to view the Inspector Review and Contractor Review.
  - If the contractor is using JOBSlip you will see if they have marked the ticket as delivered.
- Select More actions to update status to rejected or add Inspector Notes.
- Tap Photos to add a picture to the ticket.
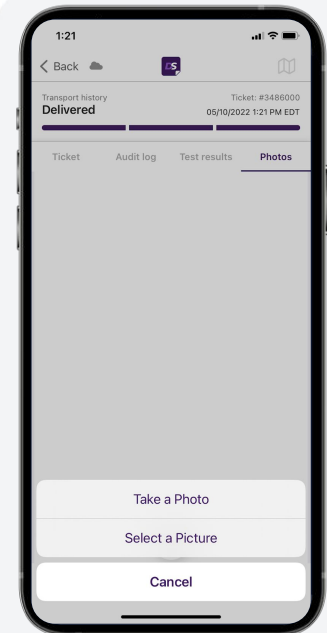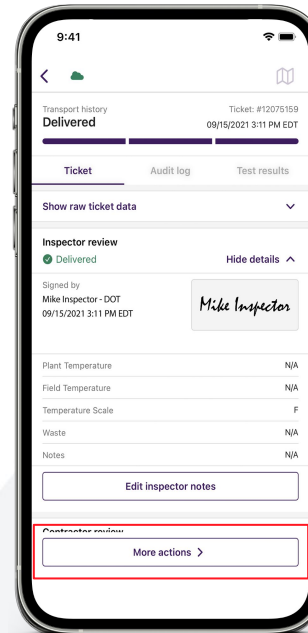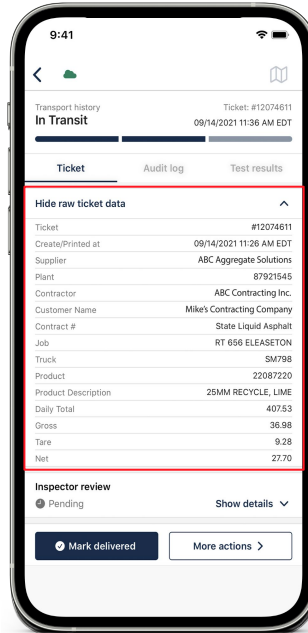
CLIPBOARD REPORTS

- Series of 9 reports that give valuable insights into your operations.
- See a series or reports:
  - Round times by truck
  - Loaded quantity
  - Quantity on the road
  - Load times
  - Quantity by material type
  - And more
- Tap the 'i' next to the report name to see the description.
  -
- Reports will update in real-time throughout the day.
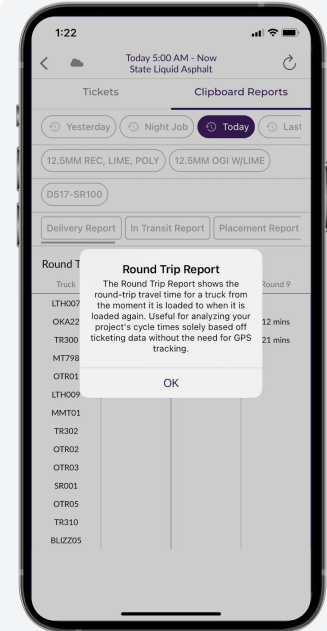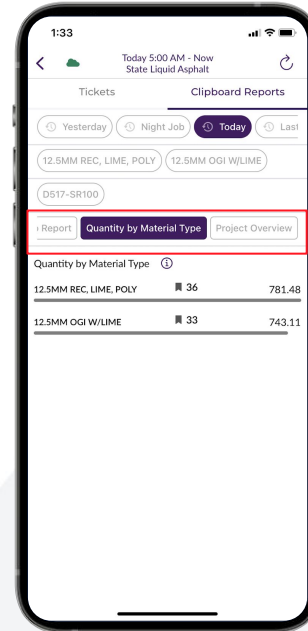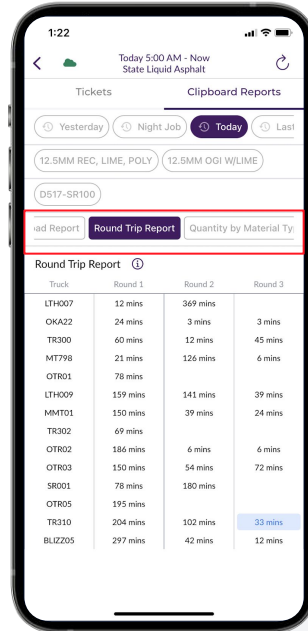
MY PROJECTS PAGE

- View full history of tickets for each of your projects.
- Tickets broken down by day, quickly see number of tickets and quantity.
- Tap on a day to see individual tickets.
- Tap on magnifying glass in top right corner to search.
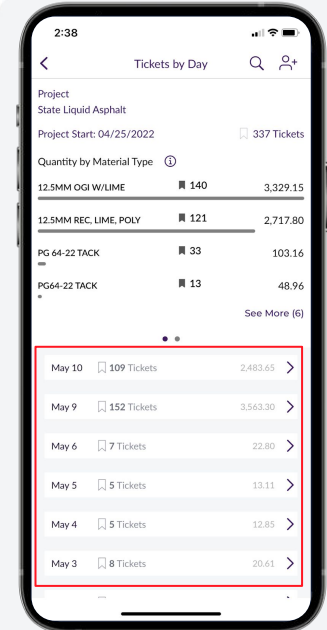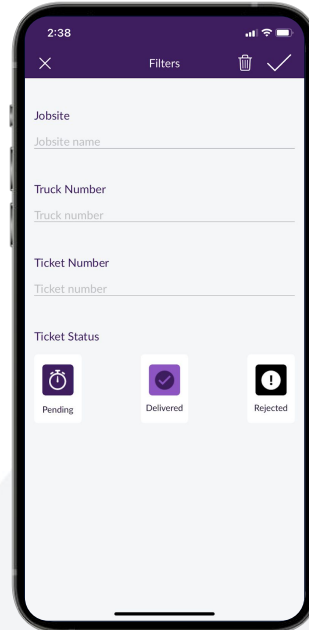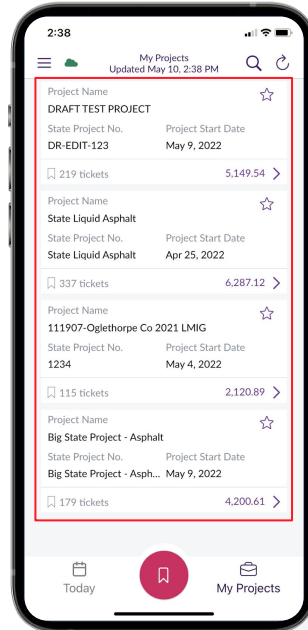
OFFLINE TICKET PAGE

- Tap the red ticket icon for the Offline Ticket Page.
  -

- Select project, enter in last 4 digits of the ticket, update status, add any notes, and tap Log Ticket.
- Ticket will be stored offline on your device and will be automatically synced to the cloud once you return to service.
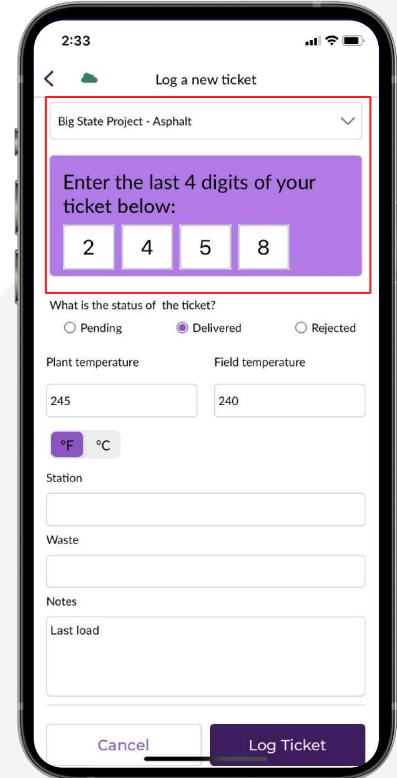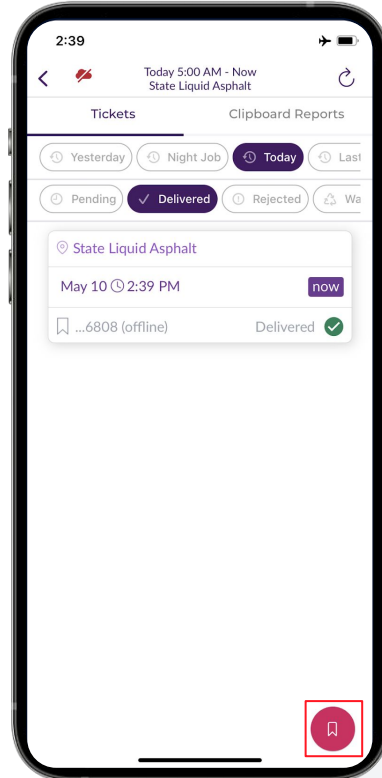
SETTINGS PAGE

- Go to Account Settings from the left hand menu
- On this page you can change your personal information, edit your signature, change your password, and select which clipboard reports you want visible.
- You can also select to receive a daily Delivery Report, In Transit Report, and Placement Report to your email.
  - See Reports on page XX for more information.
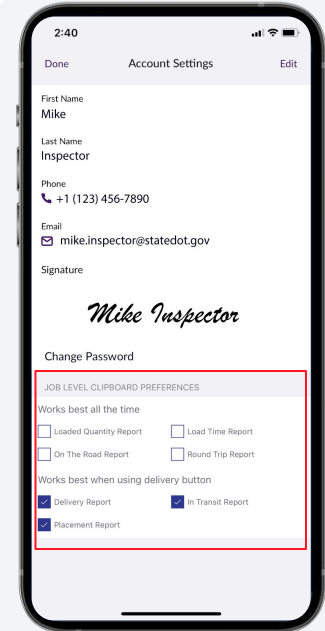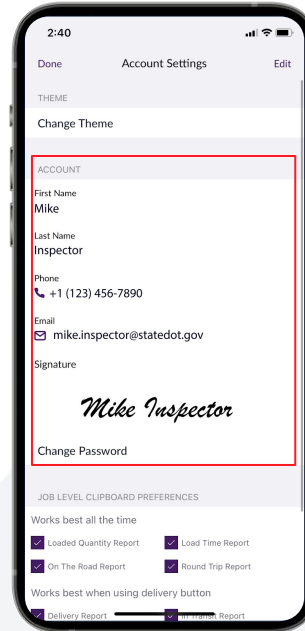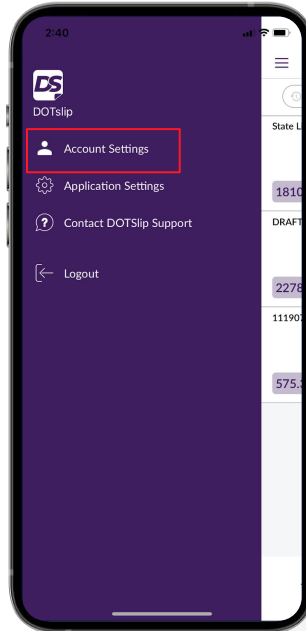
CHANGE THEME

- From the Account Settings page select **Change Theme** at the top.
- Apply the INDOT theme to the app for a more personalized experience.
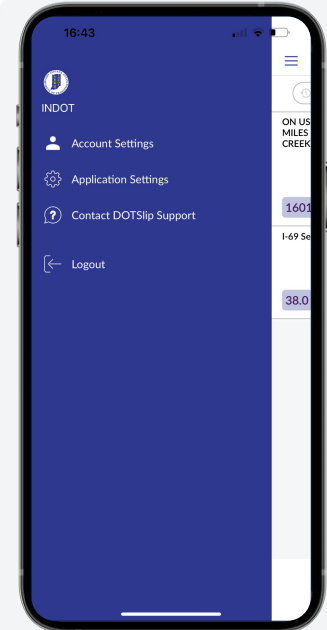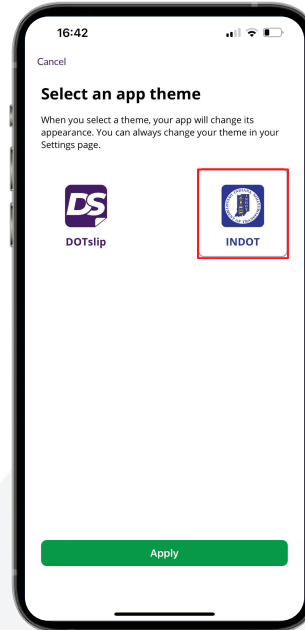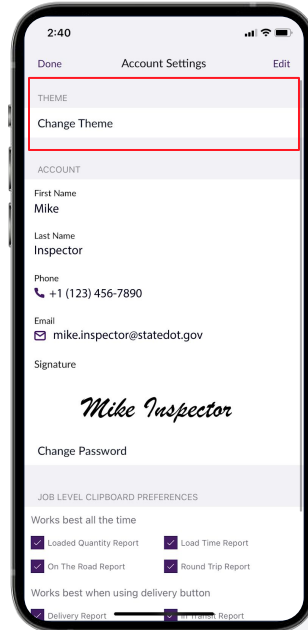
WEB LOGIN PAGE

- Go to https://etickets.indot.in.gov/
- Enter your Email and password.
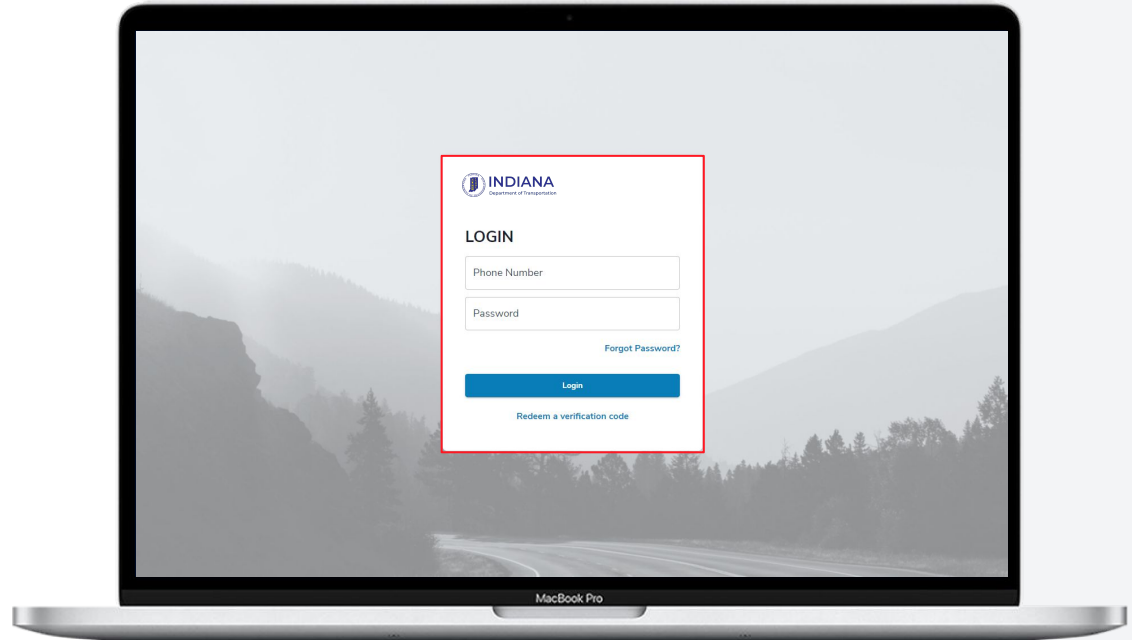
MY PROJECTS PAGE

- Full list of all projects you have access to.
- Use the drop-down in the top right corner to change the sort order.
- For each project you will see key project details and the materials broken down by status.

MY PROJECTS PAGE

- Statuses:
  - <u>Pending</u> - Ticket has been created by supplier but a DOT user has not marked it as delivered or rejected.
  - <u>Delivered</u> - A DOT user has marked the ticket as delivered.
  - <u>Rejected</u> - A DOT user has marked the ticket as rejected. (A reason will be required)
  - <u>Waste</u> - A DOT user has marked a load as delivered but marked a portion as wasted.
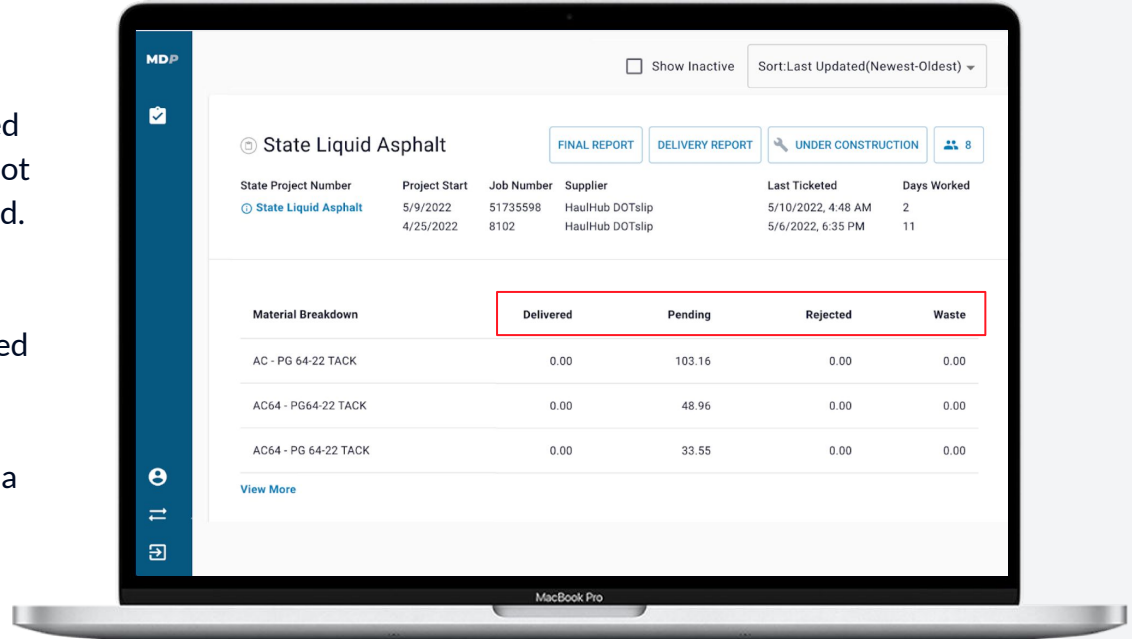
PROJECT PAGE

- Click view project to be taken to the project page, you will see the project summary at the top and a Flexgrid of tickets below.
- The flexgrid allows you to sort tickets in whatever way needed.
- Click Edit Columns to adjust what data fields are visible.

PROJECT PAGE

- Select individual tickets and click Download Slips to export your tickets.
  - Note that the CSV by default will only include fields visible on the flex grid, select 'Add all the fields in CSV export' to include all fields.

TICKET PAGE

- Clicking on a row will open up the individual ticket.
- You will have the option to update the status of the ticket.
- Raw ticket data will show you all information associated with the ticket.
- Scroll down to the see the DOT Inspector and Contractor Review.

TICKET PAGE

- Click on DOT Inspector Review to see the User that updated the ticket and any added notes.
  - Click Edit Inspector Notes to add notes to the ticket.
- Click on Photos to see any pictures that were added to the ticket.

REPORTS

- Delivery Report (pictured) can be turned on for each project and includes the key details and status for each ticket for the day selected.
  - Can be set to auto-send to any email address to include the previous day's tickets, or can be manually pulled.

REPORTS

- Final Report allows you to select a custom time period to receive a CSV summary of tickets in the selected time frame.

REPORTS

- Daily Ticket Report can be turned on on the My Account page. This will auto-generate an email with an entire list of tickets from the previous day for all projects you have access to.
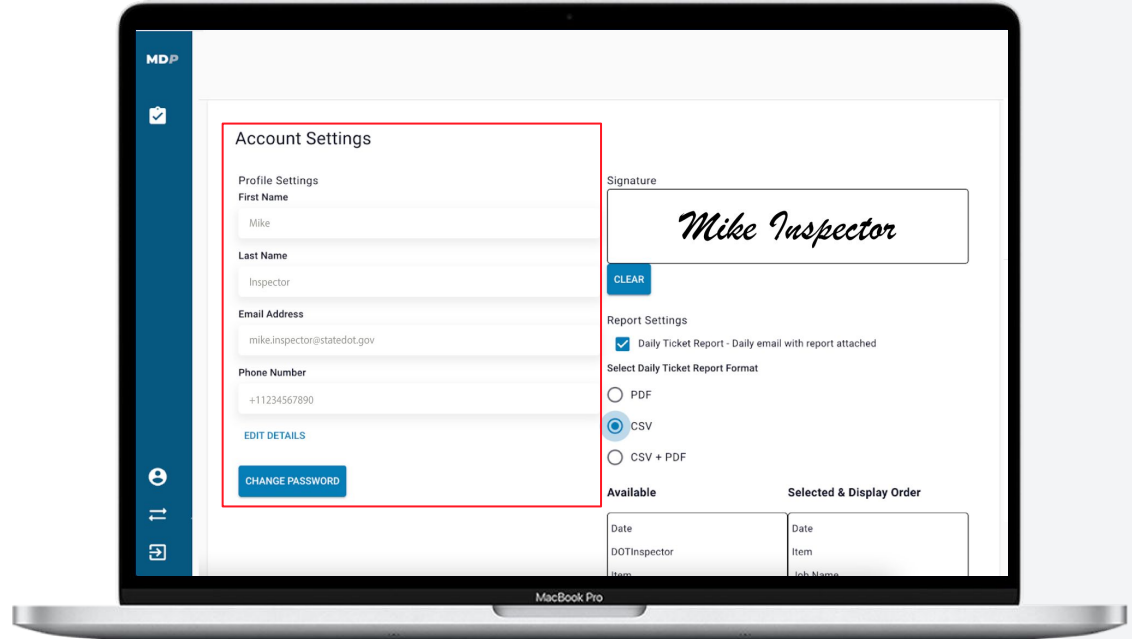 - You can choose to receive this as either a PDF or CSV, if you choose CSV you will be able to choose what fields are included.
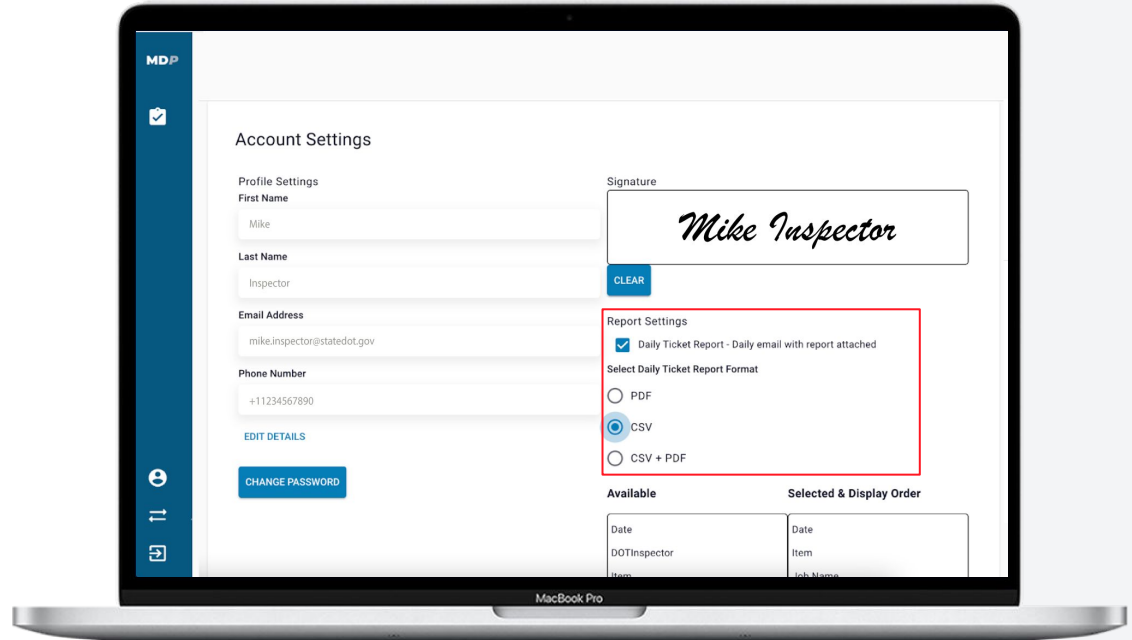
MY ACCOUNT PAGE

- Click on My Account from the left hand navigation bar.
- On this page you can edit your personal information, reset your signature, change your password, and configure your Daily Ticket Report.

QUESTIONS?

We understand things may arise. Our team of experts are ready to help at a moment's notice. Get ahold of us:

- By phone: 1- 833-428-5482
- By email: support@haulhub.com
- By chat online at www.haulhub.com