# e-Ticket FCR Documentation Guide

- This guide provides e-ticket documentation requirements when using **MyDOT Portal** only.
- Follow the steps below for **each two week pay estimate period** that e-tickets are delivered to the Portal.
- The excel **Finals Report** of e-tickets packaged for each material on each date should be placed in the **Intelligent File Cabinet "Weigh Ticket Information"** folder.
- Within the **Intelligent File Cabinet "Weigh Ticket Information"** folder, follow standard **FCR Nomenclature Guidance** to name each Finals Report by CLN or Material Type for each date.
- **Note:** Prior to finalizing e-ticket reports for any date, the PEMS should review all e-tickets in either the **DOTportal** or in the **DOTslip** app to ensure that all tickets have been **marked "delivered"** and are acceptable as the basis for payment or source document for the material. Tickets that are not accepted for various reasons and not marked "delivered" will not be included in the Finals Report generated by this guide.

1) Open **MyDOTPortal** (https://etickets.indot.in.gov/) and **login**, if this is your first login you will need to setup a username and password.  (See **Construction Memo 22-03** "e-ticket implementation")
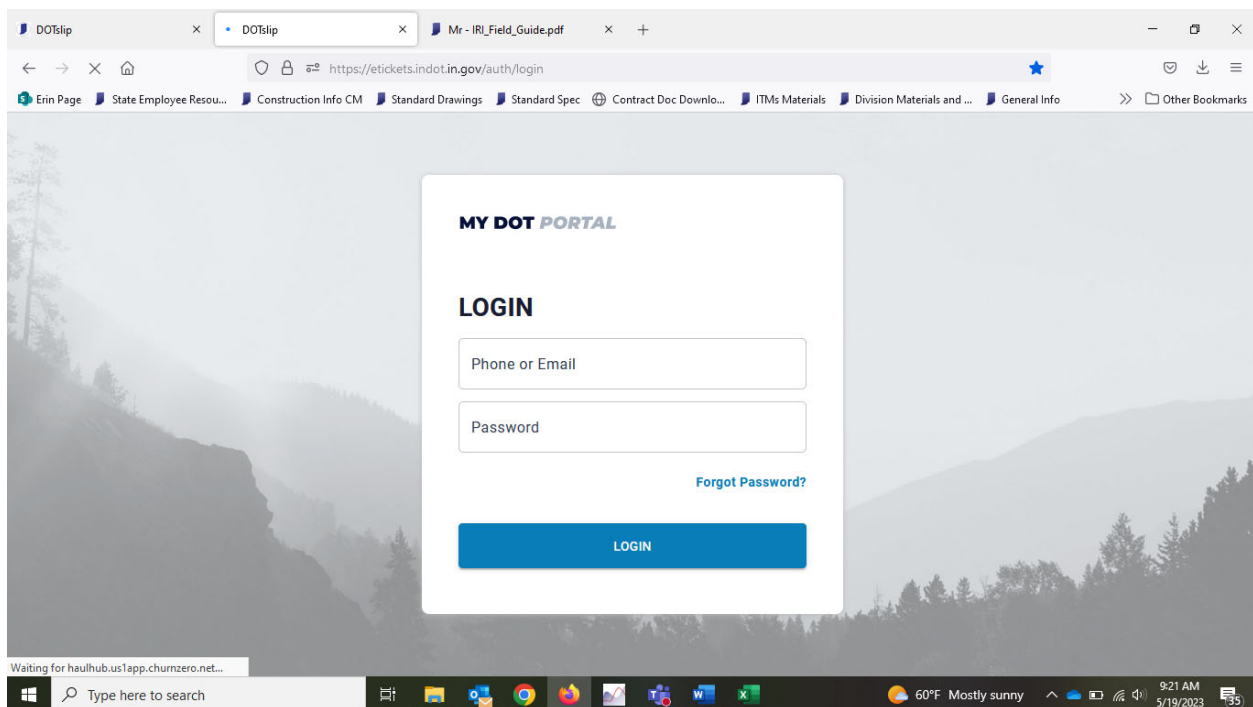
2) Scroll Down and find your **contract number and description** in the Portal as shown. (For this example: R-41461, ON SR 129 From US 50 to SR 48)



3) Select **Finals Report** as shown, this will generate excel files for each material type with individual sheets for each supplier and will list every e-ticket received and marked delivered on the contract.

4) The **Create Finals Report** box will appear, several options are available for organizing the tickets. Select **"By Supplier, By Material Type, By Day"** to download tickets organized for each date by the supplier and by the material type delivered.  Also select **"Only Delivered Tickets"** this will download only tickets that have been accepted by the DOT.
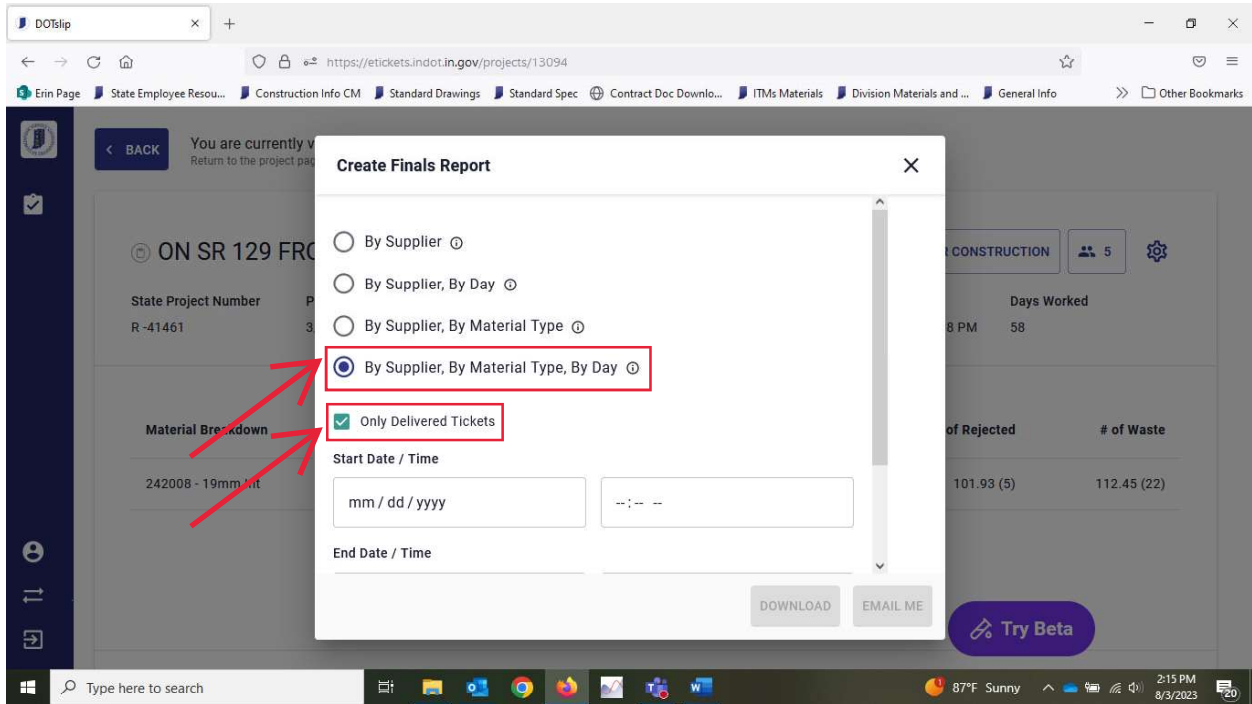


5) On the **Create Finals Report** box, click on the **Start Date/Time** box.  Then the Calendar box will appear, click on the **Month/Year gray toggle** box.
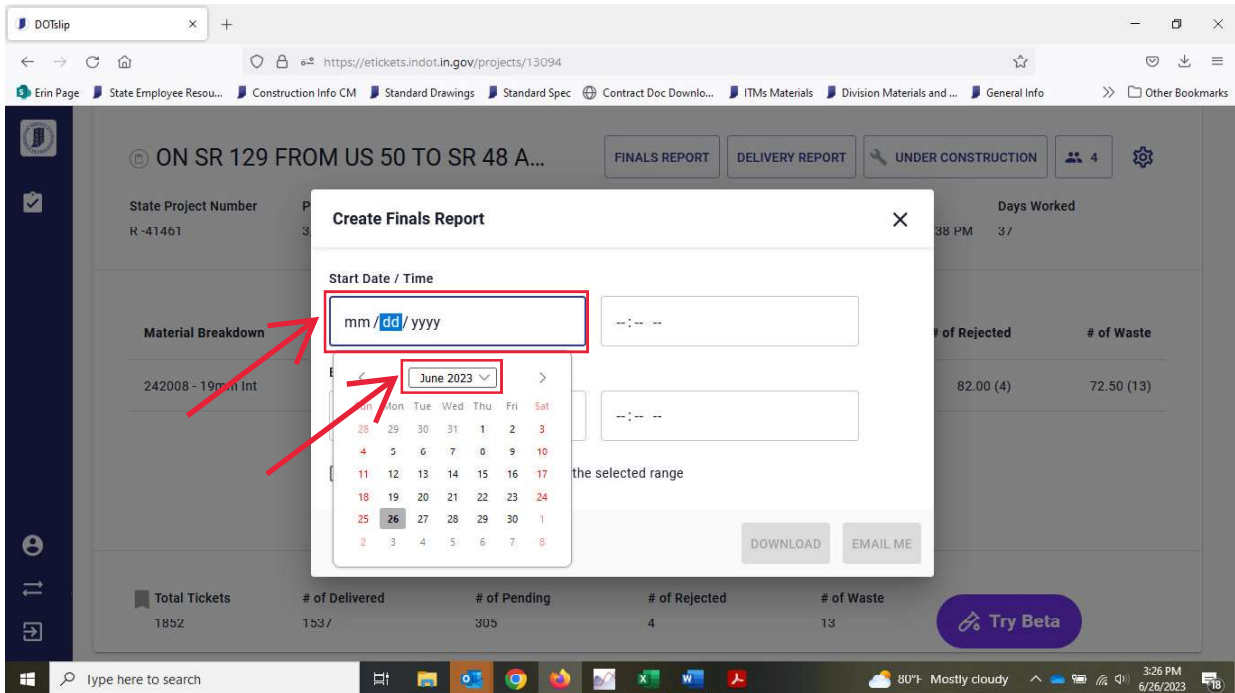
6) In the **Calendar box**, determine a **start date** and **end date** for the two-week period that aligns with your two week pay estimate period. Scroll and select the **date** you need e-tickets for under **start date** (or type it in); then scroll and select the **two weeks later** as the **end date** (or type it in). Type in a **start time** such as 6:00am and an **end time** such as 8pm. You can adjust the start and end times based on construction shift times. Lastly, select **Download**.
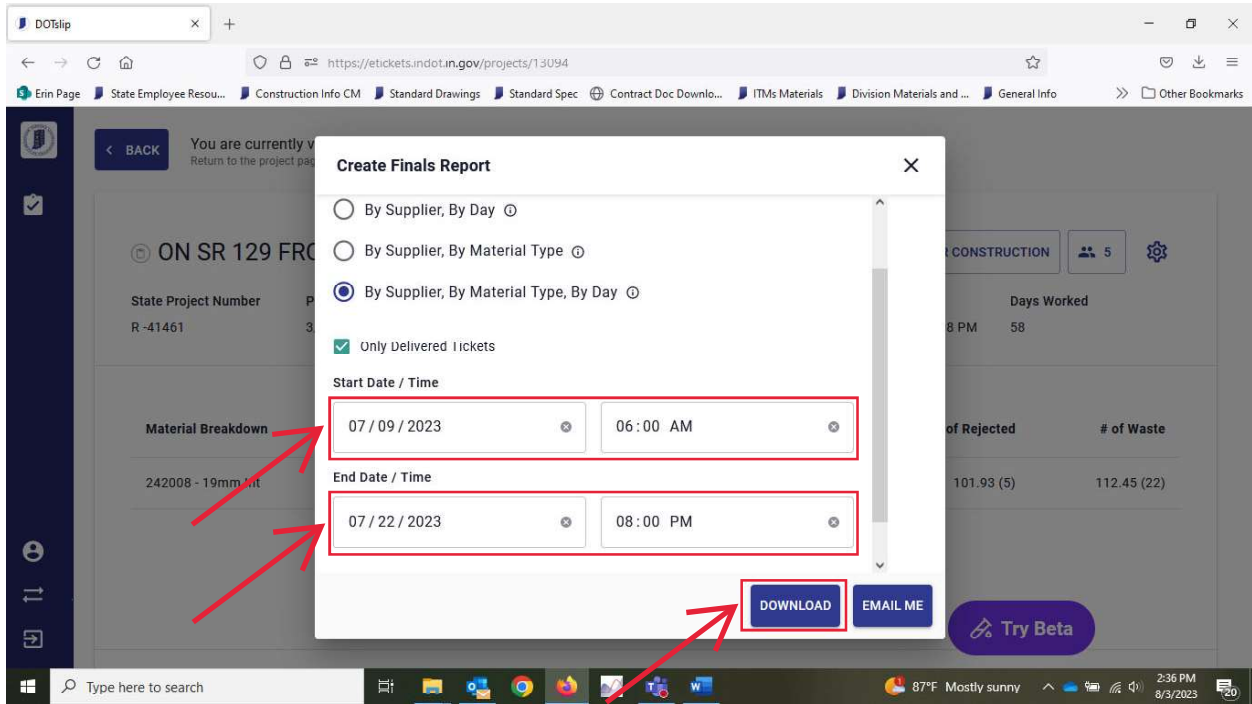


7) You will see a notification that your **report is downloading**, upon completion open the file location of your download (usually in downloads folder, or documents folder, or on the desktop).
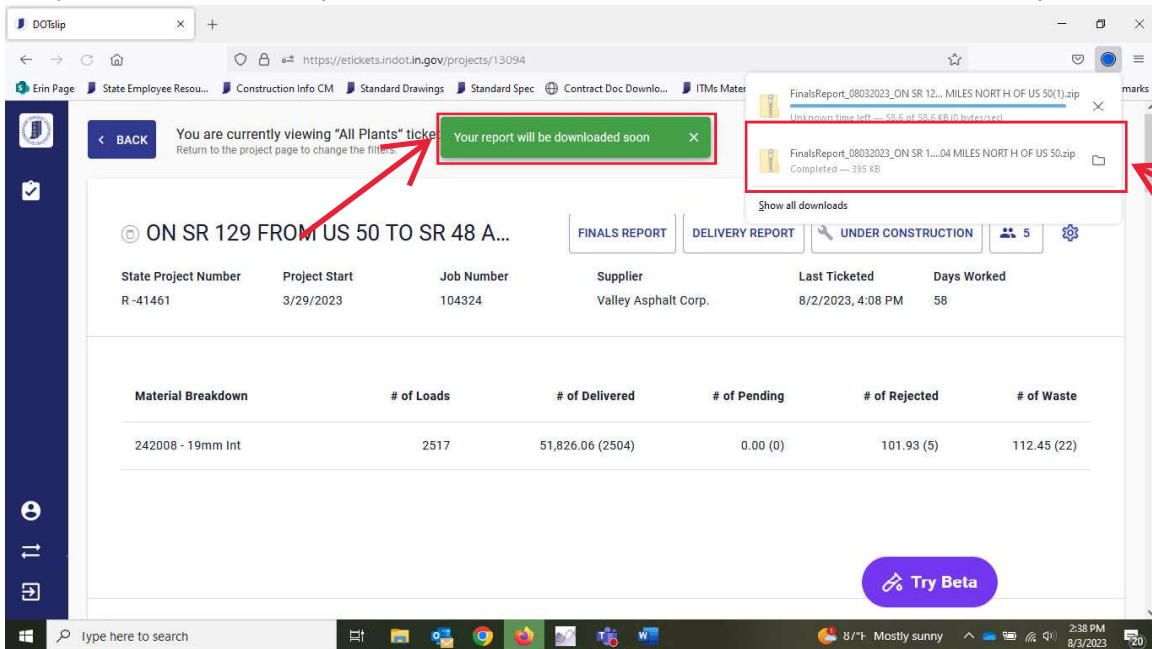
8) Open the **Finals Report Download**, notice there is a folder for each date tickets were received and marked delivered during the two-week period requested. Open each of the dated folders to review.
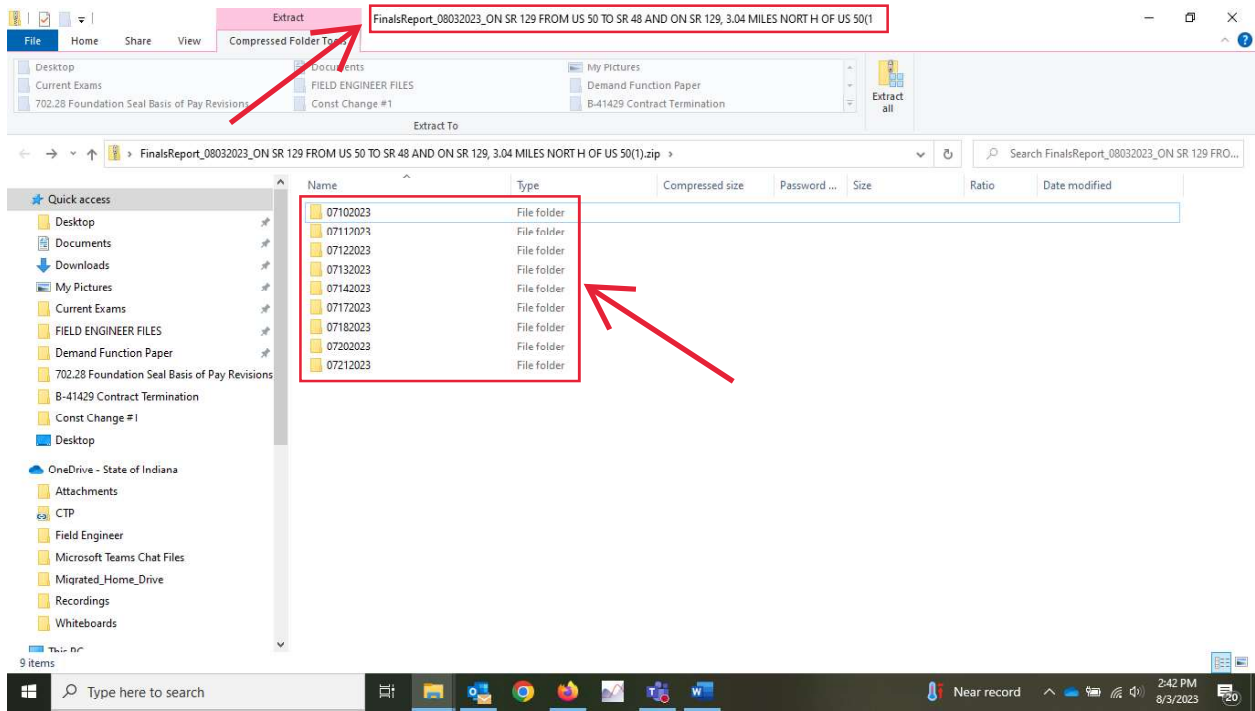


9) The **Finals Report** excel file in each dated folder is a summary report of every e-ticket received and marked delivered on the contract for the dates requested, if more than one e-ticket supplier sent e-tickets the suppliers will be on separate excel sheets within the file.
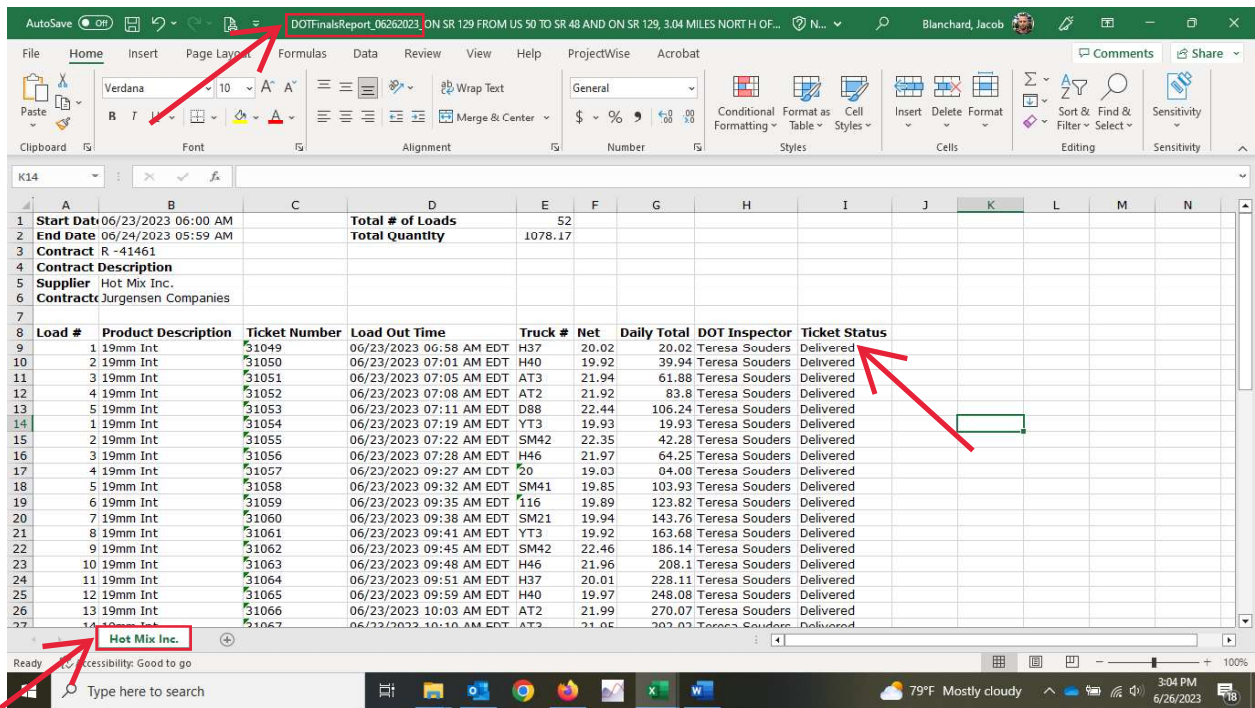
10) Copy the **Finals Report** excel files from the downloaded location and paste them in the **Intelligent File Cabinet "Weigh Ticket Information Folder"**.  Double click on each file and follow standard **FCR Nomenclature Guidance** to re-name each **Finals Report** by CLN or Material Type for each date.

11) Repeat these steps for each two-week period you receive e-tickets on the contract.

    Note:  It should only take a few minutes to generate these reports and place them in the **Intelligent File Cabinet "Weigh Ticket Information Folder"**.  This replaces the manual paper ticket process for: collecting tickets, running calculator tapes, filing out item information on each bundle, placing the bundle in a paper folder, and listing the date and quantity information on the folder.