



# FIELD OPERATIONS

How To Guide



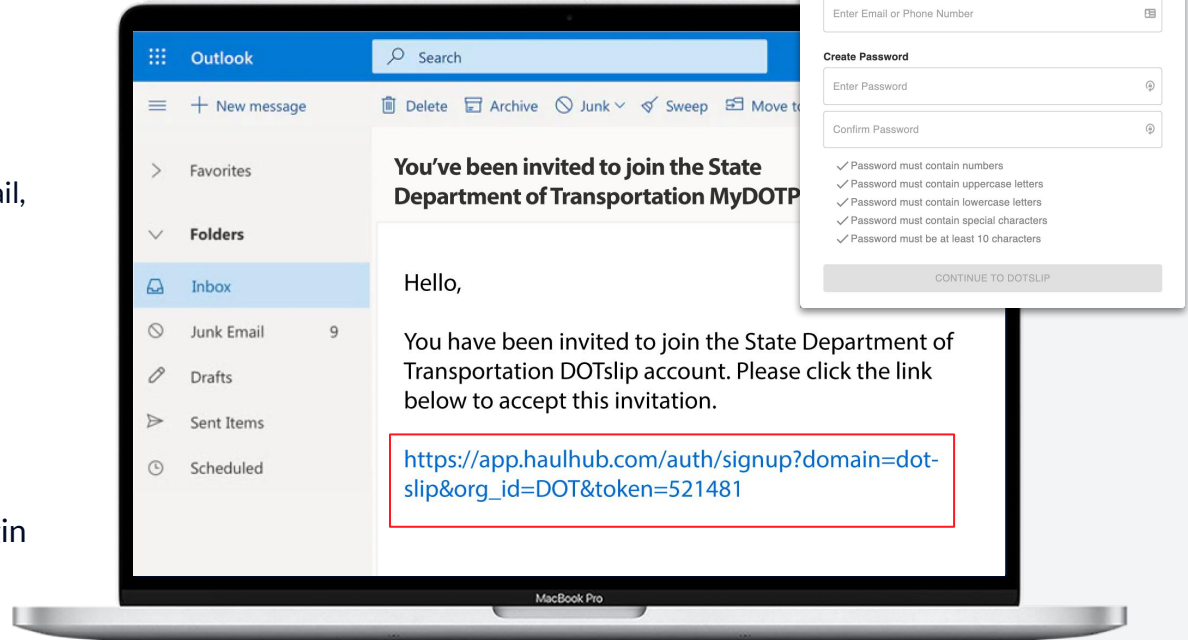
**INDIANA**  
Department of Transportation

*Last Updated: 06/08/22*



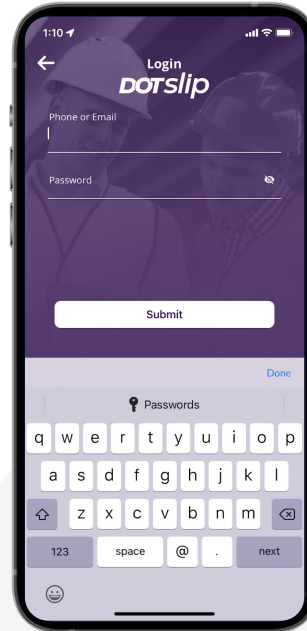
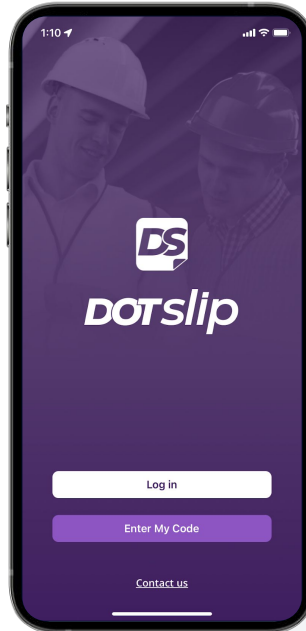
# GETTING STARTED

- 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



## 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.





**HAULHUB**  
TECHNOLOGIES

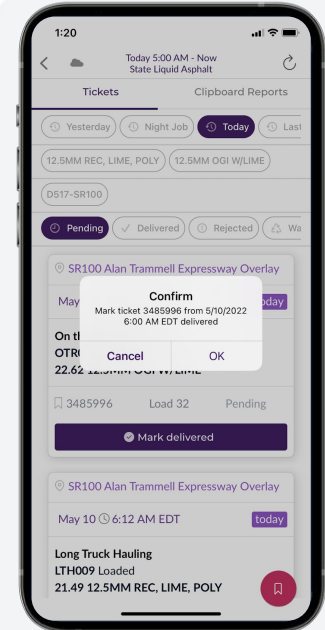
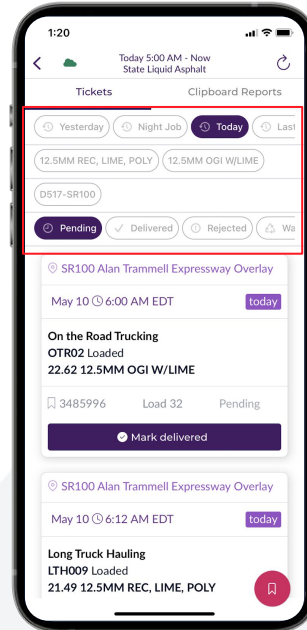
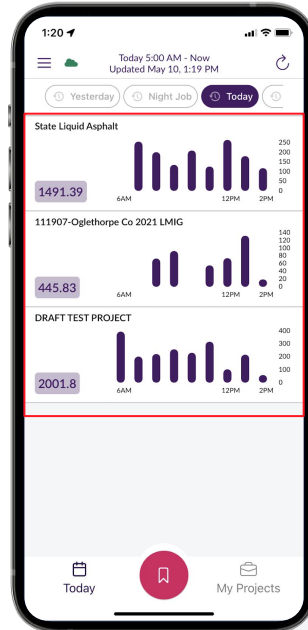
**DS** DOTslip

# MOBILE APP OVERVIEW



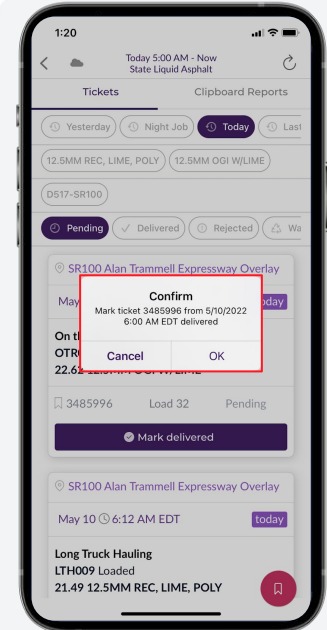
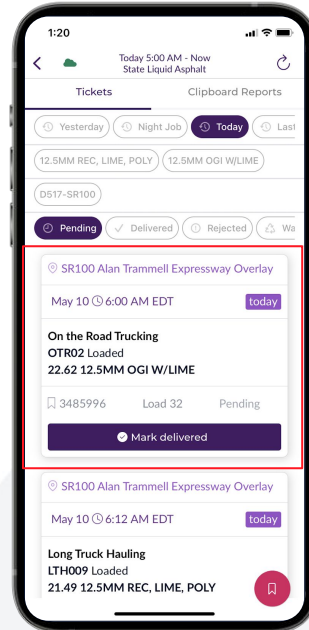
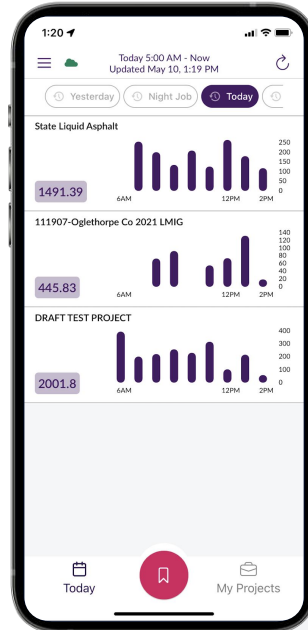
# TODAY PAGE

- 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



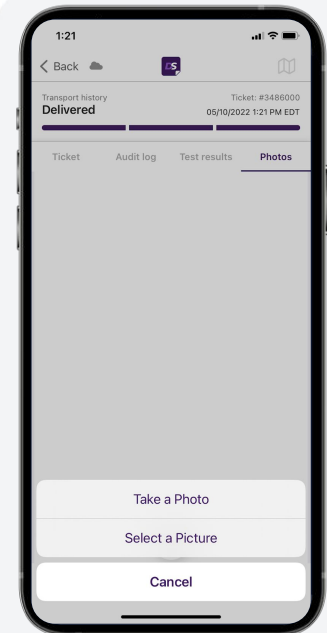
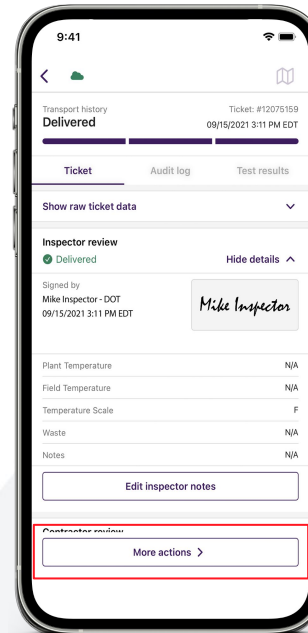
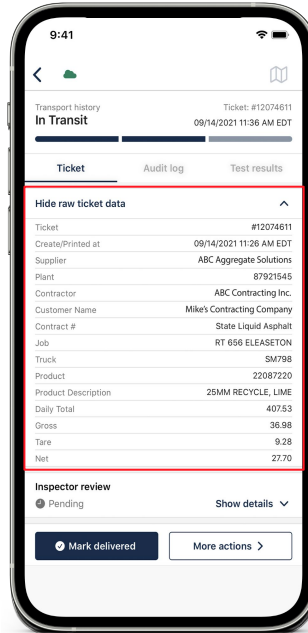
# TODAY PAGE

- 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.




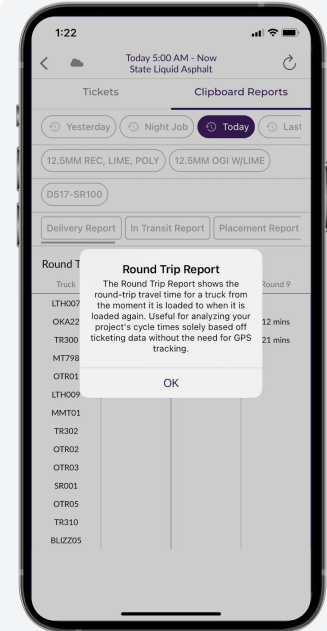
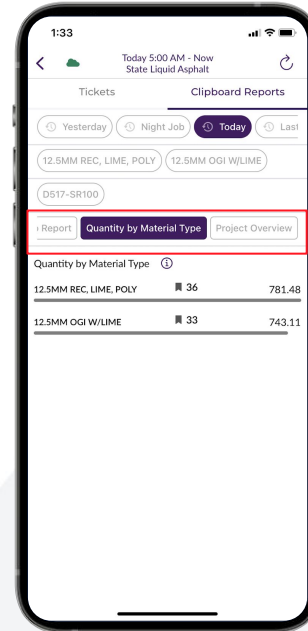
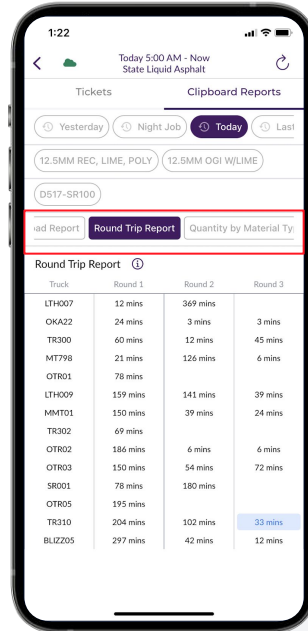
# INDIVIDUAL TICKET

- 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

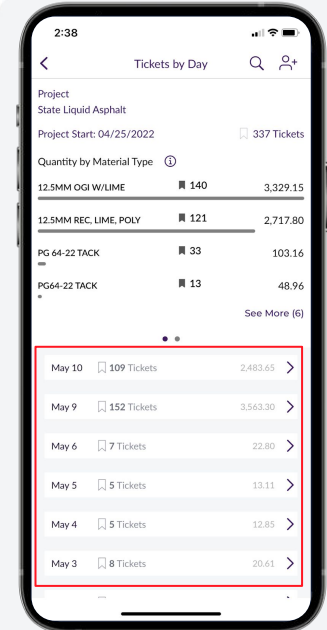
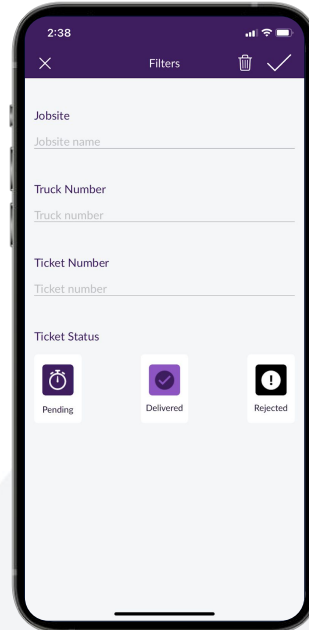
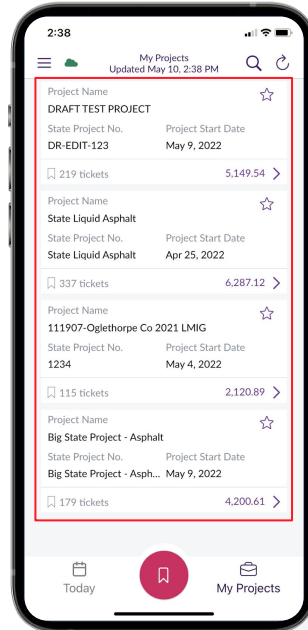
- Series of 9 reports that give valuable insights into your operations.
- See a series or reports:
  - Round times by truck
  - Loaded quantity
  - Quantity on the road
  - Load times
  - Load times
  - Quantity by material type
  - And more
- Tap the 'i' next to the report name to see the description.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






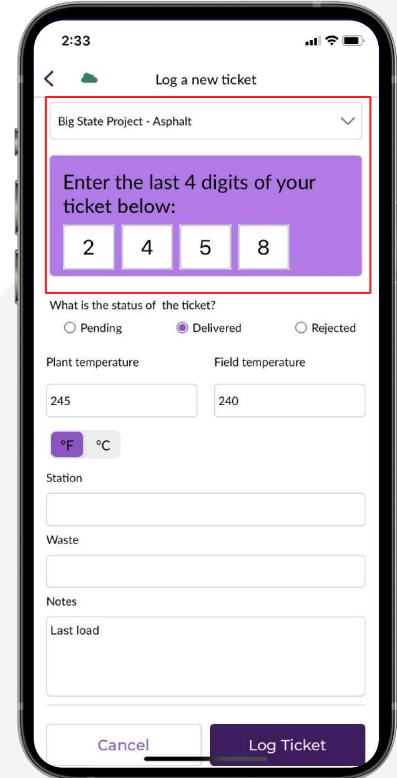
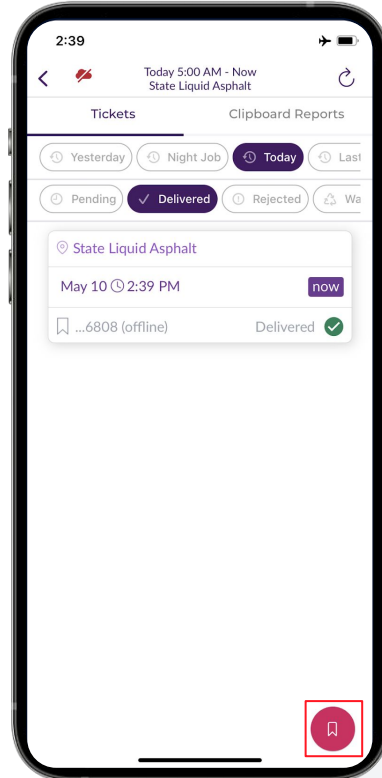
# MY PROJECTS PAGE

- 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.



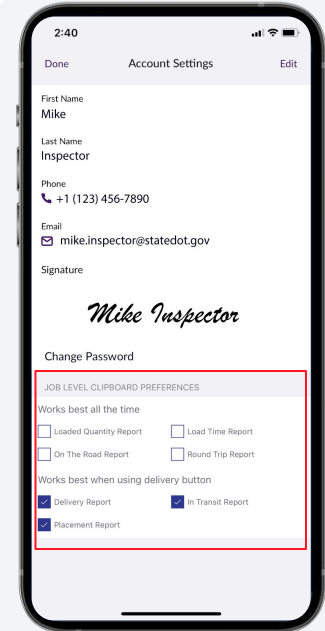
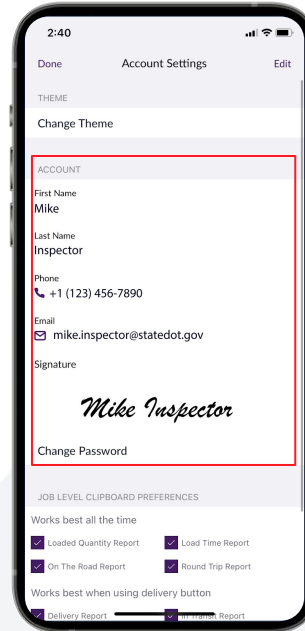
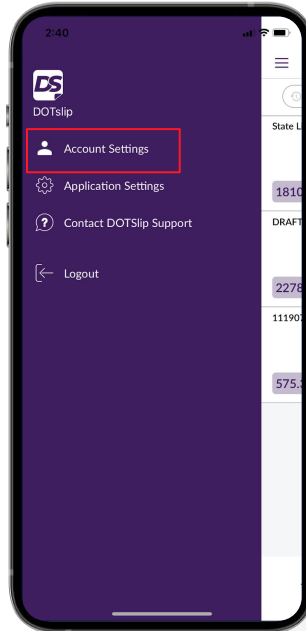
# OFFLINE TICKET PAGE

- 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.



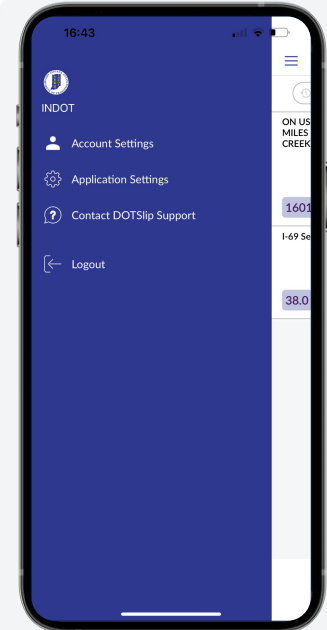
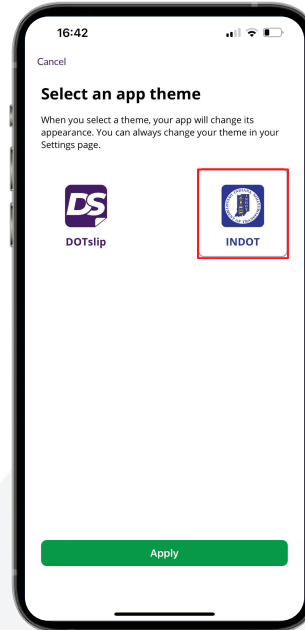
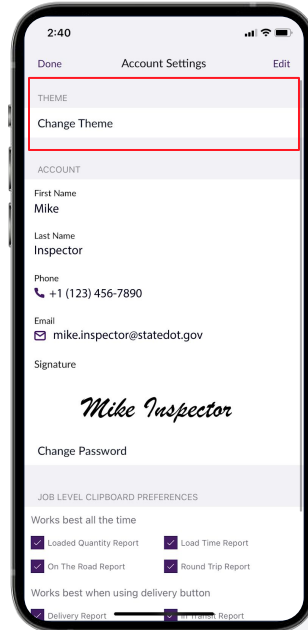
# SETTINGS PAGE

- 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.





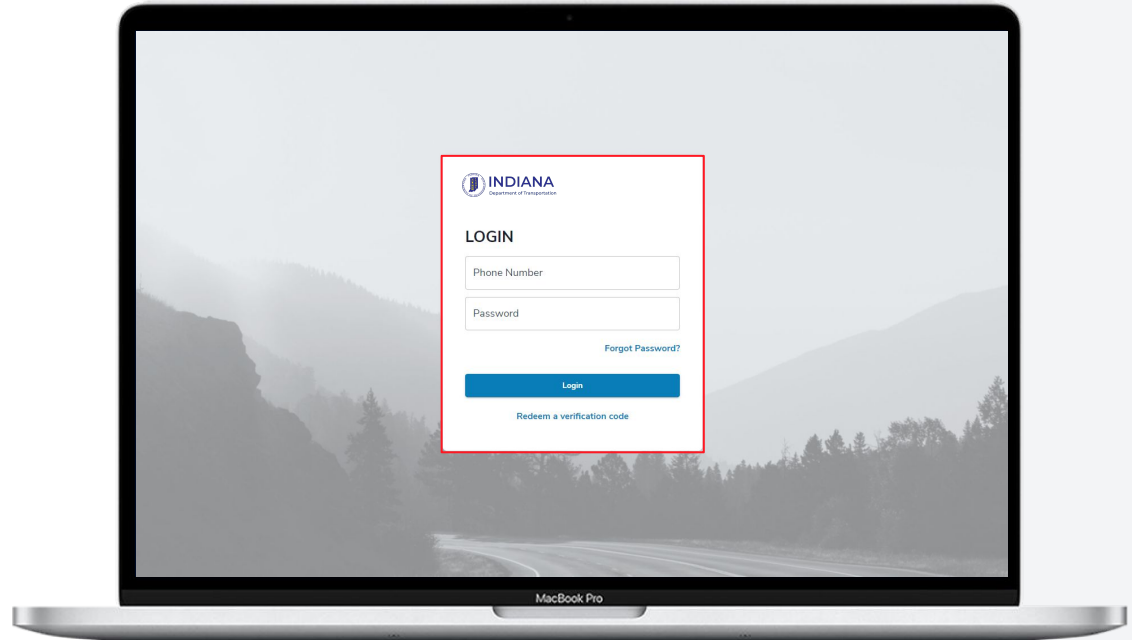
**INDIANA**  
Department of Transportation

# WEB OVERVIEW



# 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.

The screenshot displays the 'MY PROJECTS PAGE' on a laptop. The interface includes a sidebar with navigation icons and a main content area. At the top right, there is a 'Show Inactive' checkbox and a sort dropdown menu set to 'Sort: Last Updated (Newest-Oldest)'. The main project entry is 'State Liquid Asphalt', which has three report buttons: 'FINAL REPORT', 'DELIVERY REPORT', and 'UNDER CONSTRUCTION', along with a user icon for 8 users. Below this, a table lists project details:

State Project Number	Project Start	Job Number	Supplier	Last Ticketed	Days Worked
State Liquid Asphalt	5/9/2022	51735598	HaulHub DOTslip	5/10/2022, 4:48 AM	2
	4/25/2022	8102	HaulHub DOTslip	5/6/2022, 6:35 PM	11

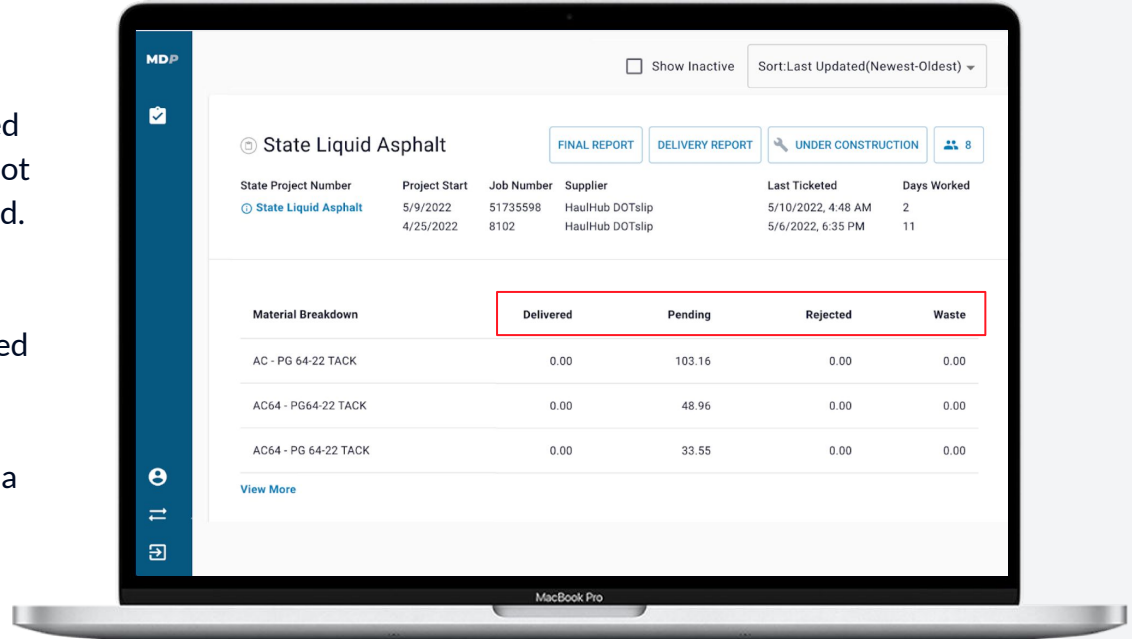
Below the table is a 'Material Breakdown' section with a table showing delivered, pending, rejected, and waste amounts for different material types:

Material Breakdown	Delivered	Pending	Rejected	Waste
AC - PG 64-22 TACK	0.00	103.16	0.00	0.00
AC64 - PG64-22 TACK	0.00	48.96	0.00	0.00
AC64 - PG 64-22 TACK	0.00	33.55	0.00	0.00

A 'View More' link is located below the material breakdown table.

## MY PROJECTS PAGE

- **Statuses:**
  - **Pending** - Ticket has been created by supplier but a DOT user has not marked it as delivered or rejected.
  - **Delivered** - A DOT user has marked the ticket as delivered.
  - **Rejected** - A DOT user has marked the ticket as rejected. (A reason will be required)
  - **Waste** - 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.

The screenshot displays the 'Project Page' interface. At the top, there are two buttons: 'Download Slips' and 'Edit Columns'. Below these is a checkbox labeled 'Select All Records'. The main content is a flexgrid of tickets. The grid has columns for Ticket, Date, Customer, Supplier, and Material. A dialog box titled 'Edit Columns' is open, allowing users to drag and drop fields between 'Visible' and 'Hidden' categories. The 'Visible' category includes Ticket, Date, Customer Name, Supplier, Material, Quantity, Status, Gross, and Tare. The 'Hidden' category includes Project, Plant, Truck, PO #, Job #, State Project #, Dispatch #, Load #, and Field Temp.

Ticket	Date	Customer	Supplier	Material	Quantity	Status	Gross	Tare
3486170	2022-05-10 2:42:2...	JOBslip Test Cu...	HaulHub DO...	12.5MM OGI ...	24.43	pending	37	12.57
3486169	2022-05-10 2:39:2...	JOBslip Test Cu...	HaulHub DO...	12.5MM REC...	21.3	pending	32.07	10.77
3486167	2022-05-10 2:33:2...	JOBslip Test Cu...	HaulHub DO...	12.5MM REC...	25.54	pending	40.88	15.34
3486164	2022-05-10 2:24:2...	JOBslip Test Cu...	HaulHub DO...	12.5MM REC...	16.29	pending	29.81	13.52
3486162	2022-05-10 2:18:2...	JOBslip Test Cu...	HaulHub DO...	12.5MM OGI ...	20.49	pending	35.55	15.06
3486161	2022-05-10 2:15:2...	JOBslip Test Cu...	HaulHub DO...	12.5MM OGI ...	29.64	pending	43.8	14.16
3486158	2022-05-10 2:06:2...	JOBslip Test Cu...	HaulHub DO...	12.5MM REC...	24.43	pending	37	12.57

# 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.

The screenshot shows a laptop displaying the myDOTPORTAL interface. A white dialog box is overlaid on the screen, containing the following elements:

- A red box highlights the **Download Slips** button.
- An **Edit Columns** button is visible next to it.
- A checkbox labeled **Select All Records** is present.
- Below the dialog box, a table with columns: Ticket, Date, Customer, Supplier, Material, Quantity, Status, Gross, Tare, Net.
- A modal window titled **Download Report** is open, showing:
  - Text: "You are about to generate a report for all slips. Please select a format to return results:"
  - Radio buttons for **CSV** (selected), **PDF**, and **CSV + PDF**.
  - Note: "Note: The CSV will only download the columns that you see on your screen. Select the below option to download all the fields."
  - A red box highlights the checkbox **Add all the fields in CSV report**.
  - Buttons: **CANCEL**, **DOWNLOAD**, **EMAIL ME**.

# 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 see the DOT Inspector and Contractor Review.

The image displays the myDOTPORTAL interface on a laptop. The main screen shows a list of tickets with columns for ID, date, time, location, and status. Two tickets are highlighted with red boxes, showing their detailed views.

**Top Ticket View (ID: 3486170):**

- Status: **Delivered** (05/10/22 3:09 PM EDT)
- Buttons: **Mark as Pending**, **Mark as Rejected**
- Table:
 

Ticket	Audit log	Test results	Map	Photos
License	-	Max GVW	-	-
Driver	-	Product	42103196	-
Product Description	12.5MM OGI W/LIME	Product Code	-	-
Material	-	Daily Total	2,773.04	-
Weighmaster	-	Deputy	-	-
Gross	40.28	Tare	12.73	-
Net	27.55			
- Reviews:
  - DOT Inspector Review** (Delivered) - Show details
  - Contractor Review** (Pending) - Show details

**Bottom Ticket View (ID: 108428):**

- Status: **Pending** (06/08/22 2:15 PM EDT)
- Buttons: **Mark as Delivered**, **Mark as Rejected**
- Table:
 

Ticket	Audit log	Test results	Map	Photos
Plant	Supplier			
Customer Name	Contract #			
Job	Job #	02214235		
Phase	Phase Description			
Dispatch #	Hauler			
Track	DT38	Product	19mmQCGA.4.64	
Product Description	19mmQCGA.4.64	Product Code	DMF.223340030	
QTY Shipped PTD	779.41	Load	39	
Daily Total	779.41	Gross	33.98	
Tare	14.15	Net	19.83	
- Reviews:
  - DOT Inspector Review** (Pending) - Show details
  - Contractor Review** (Pending) - Show details

# 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.

The screenshot displays the myDOTPORTAL interface. A modal form for 'DOT Inspector Review' is open, showing the user 'Mike Inspector' and the date '6/8/2022 2:20 PM'. The form includes fields for 'Plant temperature', 'Field temperature', 'Station', 'Waste', and 'Notes'. Below the form are 'Update' and 'Cancel' buttons. A red box highlights the 'EDIT INSPECTOR NOTES' button at the bottom of the form.

In the background, a laptop screen shows a list of tickets. A red box highlights the 'Photos' tab in the top navigation bar. Another red box highlights a 'DOT Inspector Review' ticket in the list, which is currently 'Pending'. Below the list, a 'Raw ticket data' table is visible, showing details for a 19mmQCGA.4.64 product.

The 'Raw ticket data' table includes the following information:

Plant	Supplier
Customer Name	Contract #
Job	Job # 02214235
Phase	Phase Description
Dispatch #	Hauler
Truck DT38	Product 19mmQCGA.4.64
Product Description 19mmQCGA.4.64	Product Code DMF 22340020
QTY Shipped PTD 779.41	Load 39
Daily Total 779.41	Gross 33.98
Tare 14.15	Net 19.83

# 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.

**Delivery Report**  
Project Name: **State Liquid Asphalt**  
May 9, 2022 04:50 AM to May 10, 2022 04:49 AM

**Material: 12.5MM OGI W/LIME | 42103196**

Summary By Material (Contractor)				Summary By Material (DOT)			
Delivered	Pending	Waste		Delivered	Rejected	Pending	Waste
0   0.00	84   2016.75	0   0.00		17   373.29	0   0.00	67   1643.46	0   0.00

Supplier	Ticket #	Plant	Ticketed Time	API Time	Truck #	Material	Load #	Contractor	Timestamp	DOT	Timestamp
HaulHub DOTslip	3485945	87921545	5/10/22 3:27 AM	5/10/22 3:27 AM	OTR05	12.5MM OGI W/LIME	1	@27.35	-	@27.35	-
HaulHub DOTslip	3485946	87921545	5/10/22 3:30 AM	5/10/22 3:30 AM	BLIZZ05	12.5MM OGI W/LIME	2	@13.58	-	@13.58	-
HaulHub DOTslip	3485947	87921545	5/10/22 3:33 AM	5/10/22 3:33 AM	SR001	12.5MM OGI W/LIME	3	@16.91	-	@16.91	-
HaulHub DOTslip	3485951	87921545	5/10/22 3:45 AM	5/10/22 3:45 AM	LTH009	12.5MM OGI W/LIME	7	@21.71	-	@21.71	-
HaulHub DOTslip	3485954	87921545	5/10/22 3:54 AM	5/10/22 3:54 AM	OTR05	12.5MM OGI W/LIME	10	@22.40	-	@22.40	-
HaulHub DOTslip	3485955	87921545	5/10/22 3:57 AM	5/10/22 3:57 AM	LTH009	12.5MM OGI W/LIME	11	@30.90	-	@30.90	-
HaulHub DOTslip	3485956	87921545	5/10/22 4:00 AM	5/10/22 4:00 AM	MT798	12.5MM OGI W/LIME	12	@27.13	-	@27.13	-
HaulHub DOTslip	3485957	87921545	5/10/22 4:03 AM	5/10/22 4:03 AM	OTR02	12.5MM OGI W/LIME	13	@22.10	-	@22.10	-
HaulHub DOTslip	3485959	87921545	5/10/22 4:09 AM	5/10/22 4:09 AM	BLIZZ05	12.5MM OGI W/LIME	15	@17.01	-	@17.01	-
HaulHub DOTslip	3485961	87921545	5/10/22 4:15 AM	5/10/22 4:15 AM	OTR02	12.5MM OGI W/LIME	17	@28.23	-	@28.23	-
HaulHub DOTslip	3485962	87921545	5/10/22 4:18 AM	5/10/22 4:18 AM	MMT01	12.5MM OGI W/LIME	18	@35.16	-	@35.16	-

# REPORTS

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

The screenshot displays the myDOTPORTAL interface on a laptop. A 'Create Final Report' dialog box is open in the top right corner, allowing users to select a custom time period. The dialog includes fields for 'Start Date / Time' (2022/05/09, 8:18 AM) and 'End Date / Time' (2022/05/10, 6:18 PM), a checked checkbox for 'Download all the PDF tickets within the selected range', and a 'DOWNLOAD' button.

The main report page, titled 'State Liquid Asphalt', features a navigation bar with buttons for 'FINAL REPORT' (highlighted with a red box), 'DELIVERY REPORT', and 'UNDER CONSTRUCTION'. Below the navigation bar, a table lists project details:

State Project Number	Project Start	Job Number	Supplier	Last Ticketed	Days Worked
State Liquid Asphalt	5/9/2022	51735598	HaulHub DOTslip	5/10/2022, 4:48 AM	2
	4/25/2022	8102	HaulHub DOTslip	5/6/2022, 6:35 PM	11

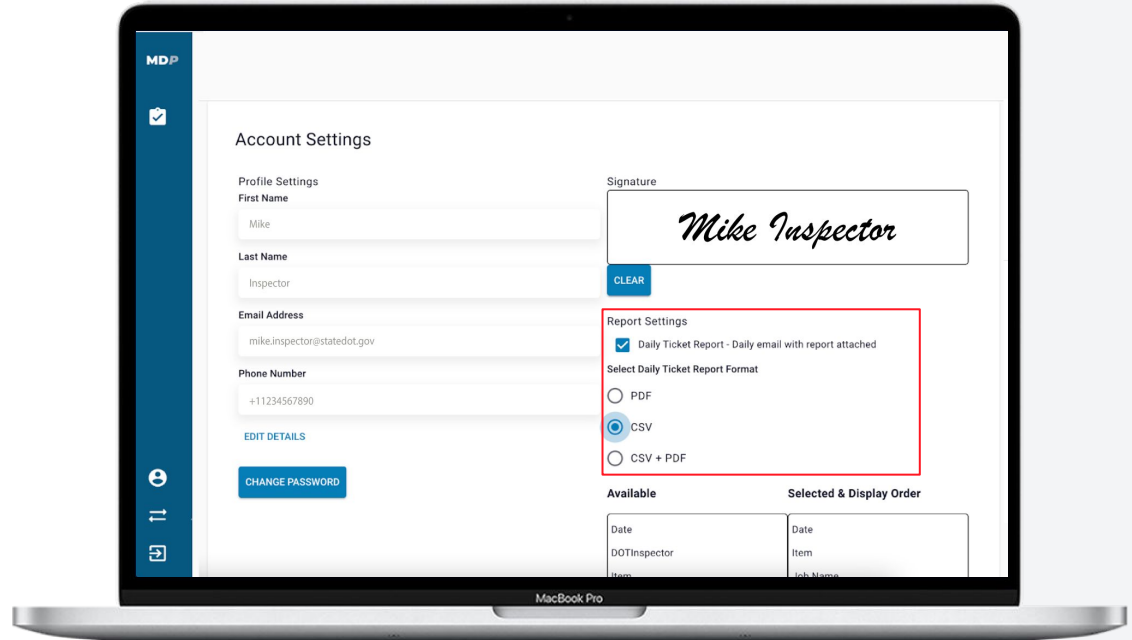
Below the project details, a 'Material Breakdown' table is shown:

Material Breakdown	Delivered	Pending	Rejected	Waste
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AC64 - PG64-22 TACK	0.00	48.96	0.00	0.00
AC64 - PG 64-22 TACK	0.00	33.55	0.00	0.00

A 'View More' link is located below the material breakdown table.

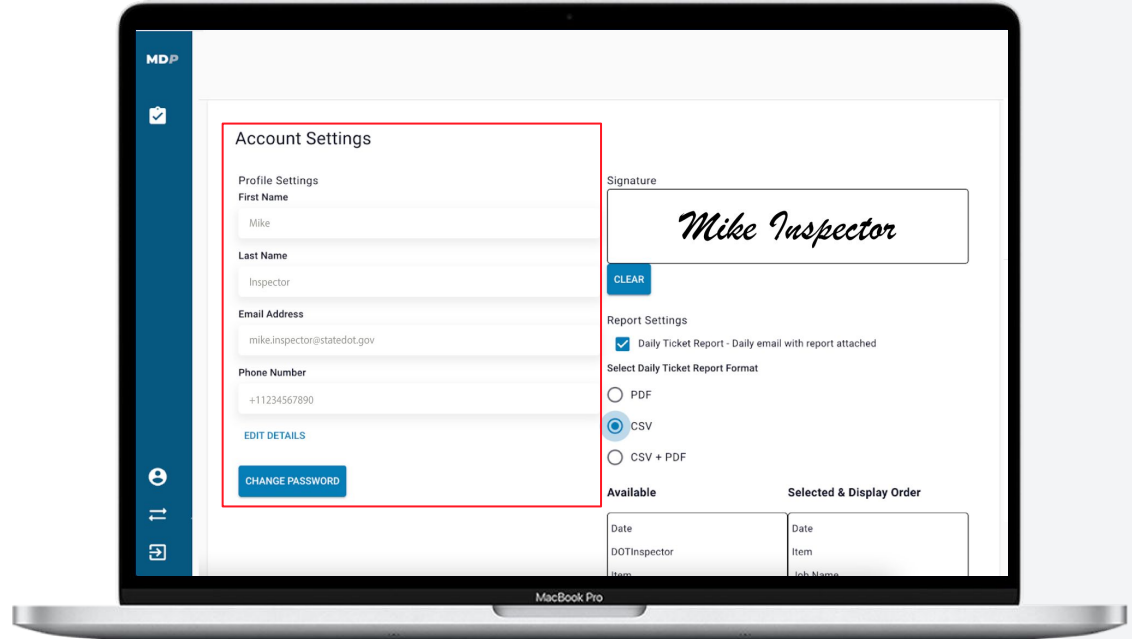
# REPORTS

- 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](mailto:support@haulhub.com)
- By chat online at [www.haulhub.com](http://www.haulhub.com)