e-Ticket FCR Documentation Guide

- This guide provides e-ticket documentation requirements when using MyDOT Portal only.
- Follow the steps below for at most **each two week pay estimate period** that e-tickets are delivered to the Portal.
- The excel **Finals Report** and PDF **Slip 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 and each Slip 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 the status of all tickets has been reviewed and the e-tickets are acceptable as the basis for payment or source document for the material.
- 1) Open **MyDOTPortal** (<u>https://etickets.indot.in.gov/</u>) 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)

	Search Project Name,	Project Number, Job Number or S	SLQ Material type All Materia	al Types 🍼	Show Status Active	• So	^{rt} ast Updated	↓ *
2	© ON SR 129 FROM I State Project Number Project R-41461 3/29/20	JS 50 TO SR 48 A Start Job Number 123 104324	FINALS REPORT Supplier Valley Asphal	DELIVERY REPOR	Last Ticketed 6/26/2023, 2:38 Pi	Days Wo M 37	x 4	鐐
	Material Breakdown	# of Loads	# of Delivered	# of Pendi	ng # of F	Rejected	# of W	aste

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. It will also generate a pdf document with all e-tickets compiled.

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D	ON SR 129	FROM US 50	0 TO SR 48 A	FINALS REPORT	DELIVERY REPORT	UNDER CONSTRUCTION	
	State Project Number R -41461	Project Start 3/29/2023	Job Number 104324	Supplier Valley Asphalt (Last Corp. 6/26	Ticketed Days Wo b/2023, 2:38 PM 37	rked
	Material Breakdown		# of Loads	# of Delivered	# of Pending	# of Rejected	# of Waste
	242008 - 19mm Int		1852	31,920.63 (1537)	6,181.71 (305)	82.00 (4)	72.50 (13)
	Total Tickets	# of Delivered	# of Pending	# of Rejected	# of Wast	e	
	1852	1537	305	4	13	🔗 Try Beta	

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.

	You are currently vi Return to the project page	ewing "All Plants" tickets to change the filters.					
₿	ON SR 129 FRC	M US 50 TO SR 48 ANI	Create Finals Report	×	ORT DELIVERY REPORT		# 5 Ø
	State Project Number R -41461	Project Start 3/29/2023	O By Supplier O		Last Ticketed 10/27/2023 10:34 AM	Days Worked 102	
			O By Supplier, By Day 💿				
	Material Breakdown	_	 By Supplier, By Material Type () By Supplier, By Material Type, By Day () 		g	# of Rejected	# of Waste
	242008 - 19mm Int	7	Only Delivered Tickets		J)	153.84 (8)	106.51 (22)
	242107 - 19mm Base		Start Date / Time		3)	0.00 (0)	0.00 (0)
	342009 - 9.5mm Surf		mm / dd / yyyy 🗎:		3)	32.25 (2)	68.00 (14)
			End Date / Time				
	Total Tickets	# of Delivered	mm / dd / yyyy 🛗 -:		Waste		
	4437	.4400	Download all the PDF tickets within the selected range				
959	2 DOWNLOAD SLIPS	DIT COLUMNS	DOWNLOAD	EMAIL ME			
<u>s</u>	Select All Records						ACTIONS +
[->	Dreg a column here to group by co	Jumn				🖓 Try EDO	Ţ

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.

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	ON SR 129 FROM U	IS 50 TO SR 48 A	FINALS REPORT DELIVERY REPORT		4 163
	State Project Number P R-41461 3	eate Finals Report		X 38 PM 37	
	Material Breakdown 242008 - 19mm nt	t Date / Time m /dd / yyyy n Tue Wed Thu Fri Sat 29 30 31 1 2 3 4 5 6 7 0 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 2 26 27 28 29 30 1	-: -: selected range	t of Rejected 82.00 (4)	# of Waste 72.50 (13)
Θ		2 3 4 5 6 7 8	DOWNLOAD	EMAIL ME	
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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 at most. 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, check the "Download all PDF Tickets" box and then select "EMAIL ME".

	You are currently viewing "All Plants" tickets Return to the project page to change the filters.					
₿	ON SR 129 FROM US 50 TO SR 48 At	Create Finals Report	×	ORT DELIVERY REPORT		# 5 Ø
	State Project Number Project Start R -41461 3/29/2023	O By Supplier O		Last Ticketed 10/27/2023 10:34 AM	Days Worked 102	
	Material Breakdown	By Supplier, By Day By Supplier, By Material Type By Supplier, By Material Type By Supplier, By Material Type By Day		19	# of Rejected	# of Waste
	242008 - 19mm Int	Only Delivered Tickets		3)	153.84 (8)	106.51 (22)
	242107 - 19mm base 342009 - 9.5mm Surf	Start Date / Time 07 / 09 / 2023]	3)	32.25 (2)	68.00 (14)
	Total Tickets # of Definered	End Uate / Time 07/22/2023		Waste		
	4437 4150	Download all the PDF tickets within the selected range				
18 18	DOWNEGAD SLIPS EDIT COLUMNS Select All Records		AIL ME			
>\$ [→	Drag a column here to group by column				🕫 Try EDO	

7) You will see a notification to "**check your inbox for your Finals Report**", upon reception of the email download the file attached.

State Project Number R -41461	Project Start 3/29/2023	Job Number 104324	Supplier Valley Asphalt Corp.	Last Tickett	ed Days Worked 8 10:34 AM 102	
Material Breakdown		# of Loads	# of Delivered	# of Pending	# of Rejected	# of Wa
242008 - 19mm Int		3270	66,708.12 (3244)	0.00 (0)	153.84 (8)	106.51 (:
242107 - 10mm Base		50	985.74 (50)	0.00 (0)	0.00 (0)	0.00
342009 - 9.5mm Surf		1117	22,753.71 (1106)	0.00 (0)	32.25 (2)	68.00 (
Total Tickets	# of Delivered	# of Pending	# of Rejected	# of Waste		
4437	4400	0	10	36		
DOWNLOAD SLIPS	EDIT COLUMNS					

8) Open the **Finals Report**, notice there is a folder for each date tickets were received. 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 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.

File	e <u>Hor</u>	ne Insert Page Lay	ut Formulas	Data Review View	Help I	ProjectW	/ise Acroba	t					🖵 Commer	its 🛛 🖻 Sh	are
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1.	Start Dat	06/23/2023 06:00 AM		Total # of Loads	52										
2	End Dale	06/24/2023 05:59 AM		Total Quantity	1078.17	•									
3	Contract	R -41461													
1	Contract	Description													
	Supplier	Hot Mix Inc.													
1	Contract	CJurgensen Companies													
	Load #	Product Description	Ticket Number	Load Out Time	Truck #	Net	Daily Total	DOT Inspector	Ticket Status						
1	3	19mm Int	31049	06/23/2023 06:58 AM EDT	1137	20.02	20.02	Teresa Souders	Delivered						
<u>6</u>	4	19mm Int	31050	06/23/2023 07:01 AM EDT	H40	19.92	39.94	Teresa Souders	Delivered						
	-	19mm Int	31051	06/23/2023 07:05 AM EDT	AI3	21.94	61.88	Teresa Souders	Delivered						
4	4	19mm Int	31052	06/23/2023 07:08 AM EDT	AT2	21.92	83.8	Teresa Souders	Delivered						
		19mm Int	31053	06/23/2023 07:11 AM EDT	D88	22.44	106.24	Teresa Souders	Delivered		-	-			
l		. 19mm Int	31054	06/23/2023 07:19 AM EDT	YT3	19.93	19.93	Teresa Souders	Delivered		-				
1	2	19mm Int	31055	06/23/2023 07:22 AM EDT	SM42	22.35	42.28	Teresa Souders	Delivered						
ł	3	19mm Int	31056	06/23/2023 07:28 AM EDT	H46	21.97	64.25	Teresa Souders	Delivered						
ł	.4	19mm Int	31057	06/23/2023 09:27 AM EDT	20	19.83	84.08	Teresa Souders	Delivered						
		19mm Int	31058	06/23/2023 09:32 AM EDT	SM41	19.85	103.93	Teresa Souders	Delivered						
	c	19mm Int	31059	06/23/2023 09:35 AM EDT	116	19.89	123.82	Teresa Souders	Delivered						
+		19mm Int	31060	06/23/2023 09:38 AM EDT	SM21	19.94	143.76	Teresa Souders	Delivered						
	8	19mm Int	31061	06/23/2023 09:41 AM EDT	Y13	19.92	163.68	Teresa Souders	Delivered						
4	9	19mm Int	31062	06/23/2023 09:45 AM EDT	SM42	22.46	186.14	Teresa Souders	Delivered						
	10	19mm Int	31063	06/23/2023 09:48 AM EDT	H46	21.96	208.1	Teresa Souders	Delivered						
ł	11	19mm Int	31064	06/23/2023 09:51 AM EDT	H3/	20.01	228.11	Teresa Souders	Delivered						
	12	19mm Int	31065	06/23/2023 09:59 AM EDT	H40	19.97	248.08	Teresa Souders	Delivered						
ļ	13	19mm Int	31066	06/23/2023 10:03 AM EDT	AT2	21.99	270.07	Teresa Souders	Delivered						
t		Hot Mix Inc (+)	21067	06/22/2022 10:10 AM EDT	AT2	21 05	202.02	Toroca Soudore	Dolworod		-			_	
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10) The **Slip Report** PDF file in each dated folder is a compilation of every e-ticket received on the contract for the dates requested (here is an example of a single e-ticket from a Slip Report).

Raw Ticket Data		Weights			
Ticket	31656		Tons	Lbs	Metric
Ticket Status	Delivered	Gross	33.05	66100.0	29
Date Printed	Jul 14, 2023	Net	20.05	40100.0	11
Time Printed	7:34 AM EDT	Tare	13.0	26000.0	11
Supplier	Hot Mix Inc.				
Plant Name	Hot Mix Inc.	Reconciliation			
Origin Address	-	[0018] 304-12625	i		
Contract Number		HMA PATCHING F	FULL DEPTH, TYPE C		20.05
Job	INDOT R-41461-A SR 129				
Job#	104324				
Customer Name	PAUL H ROHE COMPANY INC				
PO #	-				
Hauler	HUBER TRUCKING INC				
Truck	H37				
Product Description	19mm Int				
Product	242008				
Product Code					
Load Number	1				
Daily Total	20.05				
Dispatch #	1515				
Phase	6020				
Phase Description	INSTALL HMA TY C				
Load	1				

Inspector revi	or review: DOT		Delivered	Inspector review: Contractor	Pending
Amb. Temp	Field Temp	Plant Temp	Waste	Waste	
-	-	-	-		
Station				Notes	

- 11) Copy the **Finals Report** excel files and the **Slip Report** PDF 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 Report by CLN or Material Type for each date.
- 12) 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.