



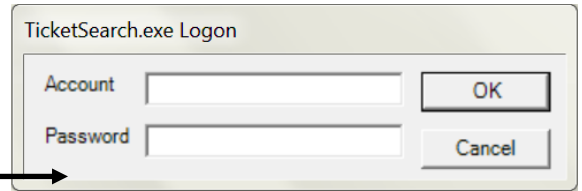
# Long-Term Ticket Search User Guide

The Ticket Search program allows users to search and print tickets within a six-year search range that were delivered to their member codes or were created with their users account.

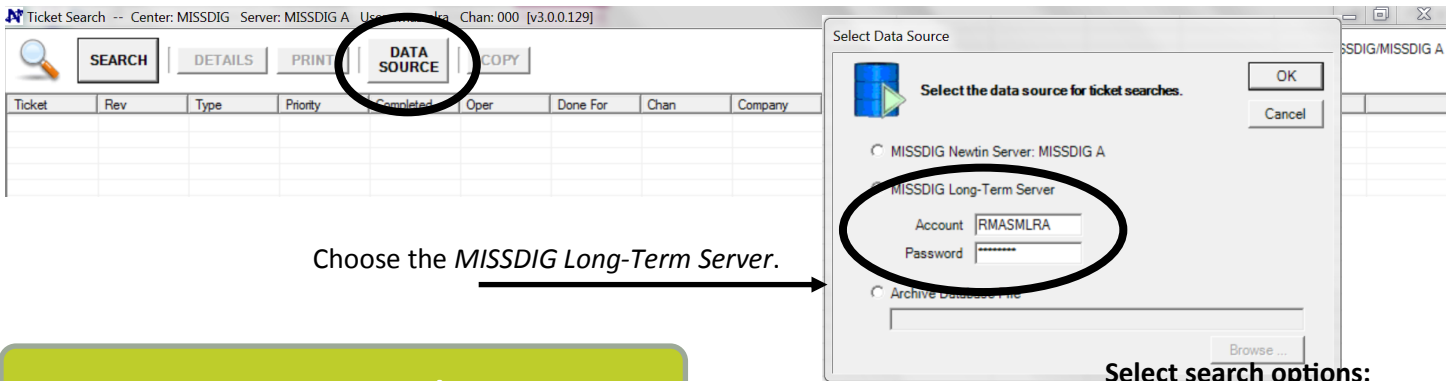
Ticket Search can be accessed from RMAA, RMAF, RMAL, and RMAS accounts, as well as RTE and DSG accounts. See the *Newtin Program Install Guide* for instructions to complete the download of the Ticket Search program onto your computer. Note that Ticket Search through RMA accounts contains the tickets your member codes receive.

## To Start

Double-click the downloaded file in your computer's C: Drive to start the program. Enter your account credentials, which is the user name and password emailed to you when MISS DIG 811 confirmed activation of the account.



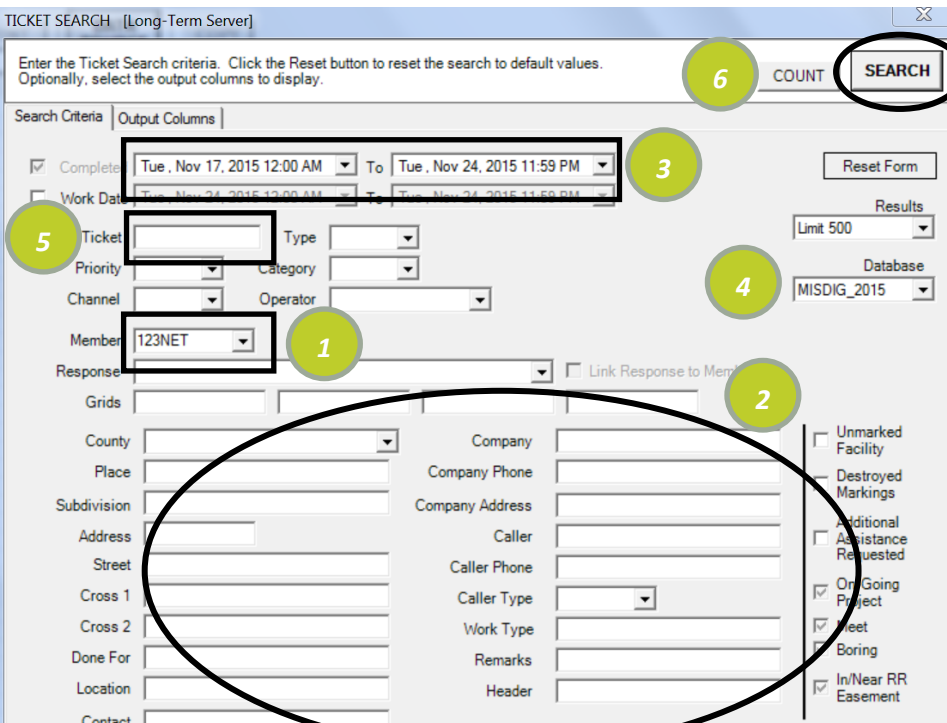
Next, click the *Data Source* tab.



Choose the *MISSDIG Long-Term Server*.

Select search options:

## How to Search



- 1 If your account allows you to search more than one code, choose the appropriate facility or design code from the member drop-down menu.
- 2 Use the drop-down options or other fields to incorporate more search filters.
- 3 Choose a date range to search from by entering a beginning and end date.
- 4 Use the *Database* drop-down field to match the year with the date range you are using.
- 5 Enter a ticket number to search for.
- 6 The *Count* button will provide you with the total number of tickets received for a given time and member code.

## Search Results

Ticket Search -- Center: MISSDIG Server: MISSDIG A User: mra Chan: CSR [v3.0.0.129]



SEARCH

DETAILS

PRINT

DATA SOURCE

COPY

Ticket	Rev	Type	Priority	Completed	Oper	Done For
A053160420	02B	RXMT	RUSH	2015-12-01 08:54	RTESHANNONWOODALL	BTE CAS
A053200242	01B	RXMT	RUSH	2015-12-01 09:10	RTESHANNONWOODALL	
A053200253	01A	RXMT	RUSH	2015-12-01 09:12	RTESHANNONWOODALL	
A053340536	01A	CNCL	RUSH	2015-12-01 14:45	RTESM4	
A053350031	00A	NEW	NORM	2015-12-01 07:31	BMB	
A053350038	00A	NEW	NORM	2015-12-01 07:34	BMB	
A053350059	00A	NEW	NORM	2015-12-01 07:55	BMB	
A053350066	00A	NEW	NORM	2015-12-01 08:04	RTESTAKECALLER1	
A053350079	00A	NEW	NORM	2015-12-01 08:15	NPG	
A053350085	00A	NEW	NORM	2015-12-01 08:22	SMG	

Your search will return one or more ticket numbers depending upon your criteria.

You may also see the same ticket number multiple times if the ticket was transmitted more than once. These versions of the ticket are called "retransmits" (RXMT).

Click *Print* to print the search results. Double-click on a ticket choice to see the details of the ticket, or highlight a ticket choice and click *Details* to see the same information.

## Ticket Details

Details: Ticket B053500932-00B

Ticket Members Grids Deliveries Responses MAP

Include All Ticket Details  Include Deliveries

```

MBCOD 00001 MISSDIG 12/16/15 15:54:08 B053500932-00B NORM NEW DSGN

**** Design ****
Ticket : B053500932 Rcvd: 12/16/15 15:51 Oper: KSO Rev: 00B
Org Tkt : B053500932 Rcvd: 12/16/15 15:54 Oper: KSO
Facility owners are requested to respond within 21 calendar days (01/06/16)

Design start: 01/07/16 Construction start: 01/07/16

Firm : MISS DIG Caller: KAY OARLEY
Phone : 248-370-6442 Ext: Fax :
Address :
City : State: MI Zip:
E-mail :
Contact: Number:

County : OAKLAND Place : PONTIAC /C

Grids : 4238A8315B 4238A8315C
Polygon : 42.649677/-83.260498 42.649677/-83.255402
: 42.648228/-83.255402 42.648228/-83.260498
Lat : Long:
Work Typ: TEST DESIGN TICKET Client/Owner:
Address : 1030
Street : FEATHERSTONE RD
1st x-st: Dir of N OPDYKE RD
2nd x-st: Dir of
Subdivsn: Lots:
WrkScope: TEST DESIGN TICKET PLEASE IGNORE
Working In Road Right of Way or Utility Easement: N
    
```

Save Print

Choose to *Print* or *Save* the ticket information.

You can also select another tab to view additional information, such as:

- Other members who received the ticket.
- The database shapes that triggered delivery.
- When the ticket transmissions were received.
- Responses posted by other members.
- The mapped work site.