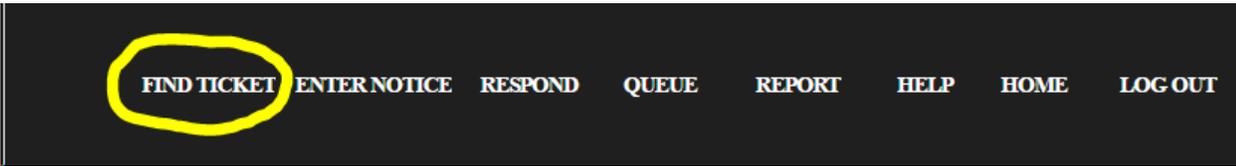


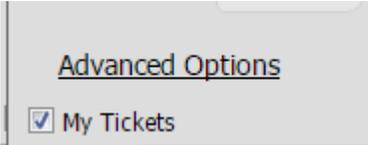
**My Tickets Function:**

This function allows you to find/view notices that you have entered. This provides you with a great way to filter out all of your fellow users notices. Keep in mind that you must be the one who entered the notice in order to search by "My Tickets". You may still search for your notices by entering the exact 10 digit notice number.

1. Click "Find Ticket" at the top of the screen.



2. The "My Tickets" option will automatically be selected.



3. All of the notices that you have entered for the current date will populate.

Creation	Number	Company
9/23/2016 3:33:12 PM	1609230004	SC811
9/23/2016 3:31:54 PM	1609230003	SC811
9/23/2016 3:30:35 PM	1609230002	SC811

4. To view your notices that were entered on a specific/multiple dates, you will need to change the date selection next to the "Between:" option to the desired dates. Then click the "Search" button. All of your notices entered on the selected dates will populate. Keep in mind that you can only search up to 30 days at a time.

A screenshot of a search form. It has a 'Ticket Number:' input field, a 'reset' button, and a 'search' button (circled in yellow). Below is an 'Advanced Options' section with 'My Tickets' checked and 'My Company Tickets' unchecked. There is a 'Tickets:' dropdown set to '1 days'. At the bottom, a 'Between:' section has two date pickers: '09/01/2016' and '09/27/2016', both circled in yellow.

Creation	Number	Company
9/27/2016 9:05:10 AM	1609270001	SC811
9/23/2016 3:33:12 PM	1609230004	SC811
9/23/2016 3:31:54 PM	1609230003	SC811
9/23/2016 3:30:35 PM	1609230002	SC811

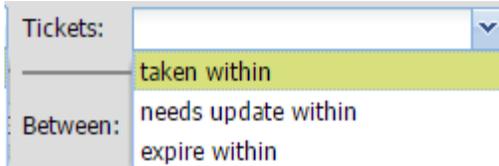
## My Company Tickets:

This function allows you to find/view all of the notices that your company has processed. This is a great search option when having to update notices. You will be able to see notices as long as the Company name that is listed under "Excavator" (this is on the left side of the screen when you click Enter Notice) is exactly the same. If the company name was entered differently, you will not be able to see their notices. If this information needs to be changed; please contact us at [support@sc811.com](mailto:support@sc811.com) or call 1-800-290-2783.

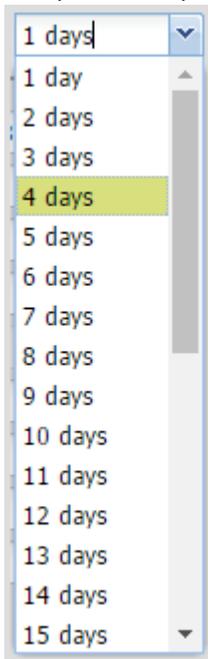
Left click the box next to the "My Company Tickets" option.



1. Then left click on the arrow on the drop box next to "Tickets". Once you have clicked the arrow, select one of the three options: "taken within", "needs update within", or "expire within".



2. Next, left click on the arrow on the second drop box and select the number of days you would like to use in your search. Keep in mind that you can only search up to 30 days at a time.



3. Finally, click the "Search" option. All notices with your company listed as the excavator will then populate.

A screenshot of a search results page. At the top, there is a "Ticket Number:" label and a white input box. Below the input box are two buttons: "reset" and "search". The "search" button is highlighted with a yellow circle. Below the buttons is a link labeled "Advanced Options". At the bottom of the page, there is a table with three columns: "Creation", "Number", and "Company". The table contains four rows of data.

Creation	Number	Company
9/27/2016 9:05:10 AM	1609270001	SC811
9/23/2016 3:33:12 PM	1609230004	SC811
9/23/2016 3:31:54 PM	1609230003	SC811
9/23/2016 3:30:35 PM	1609230002	SC811