**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.

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.
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 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.