va811.com
Dig With CARE

exactix
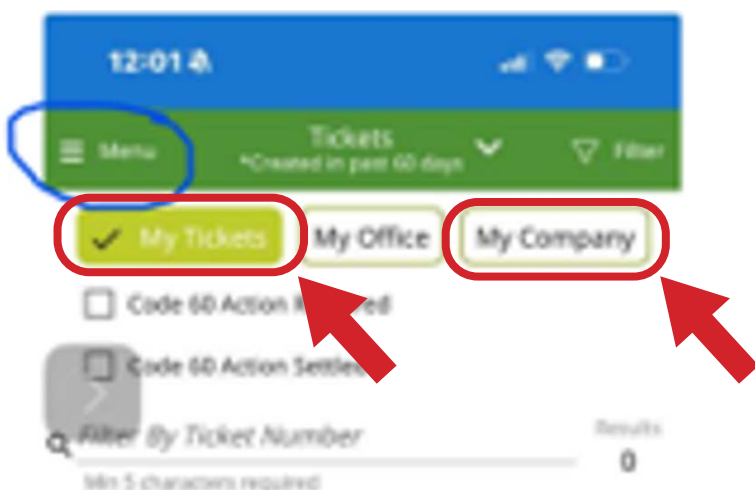# Mobile Instructions

Access the Exactix system with your unique username and password. To create an account visit Exactix: **https://Exactix.VA811.com**. Select **Sign-up**.
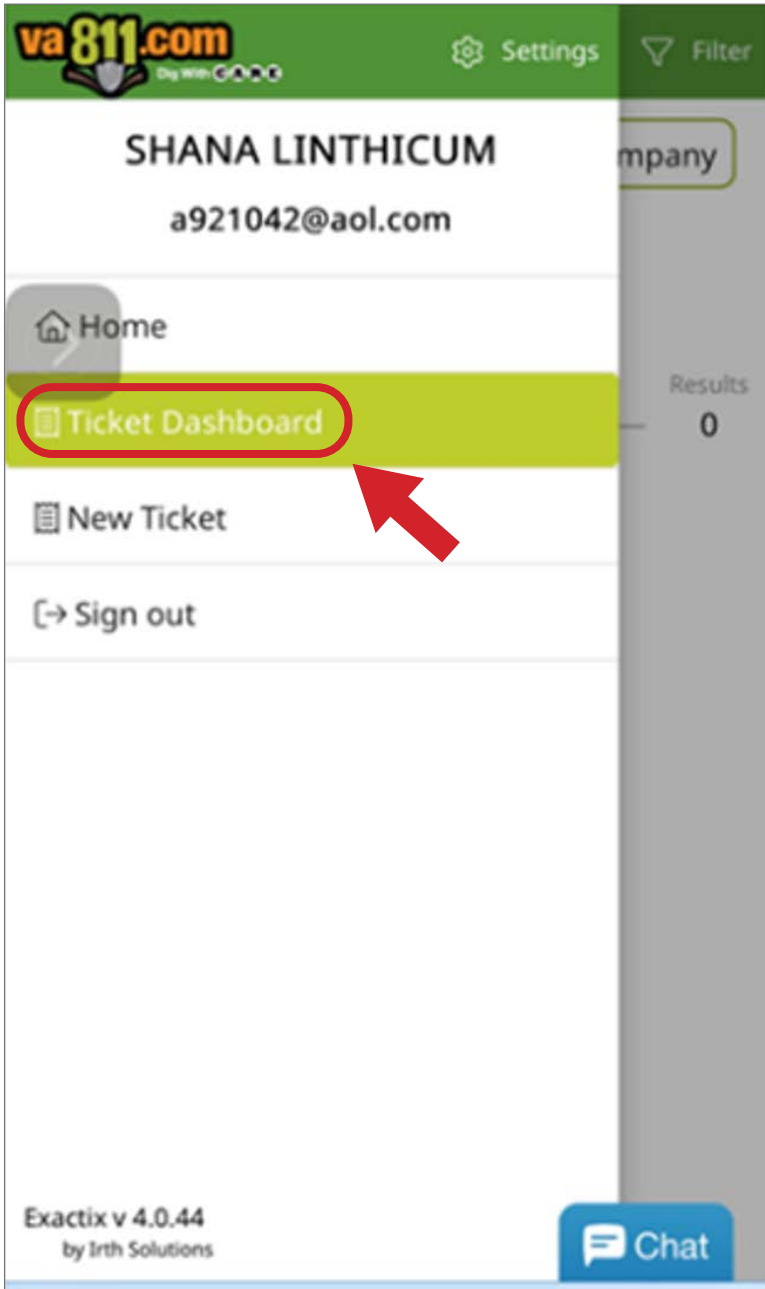

Select **My Tickets** to view your tickets or **My Company** to view all tickets for the company.

STEP 2

Select Ticket Dashboard

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⚙ Settings   ▽ Filter

SHANA LINTHICUM
a921042@aol.com

🏠 Home

📋 **Ticket Dashboard**

📋 New Ticket

[→ Sign out

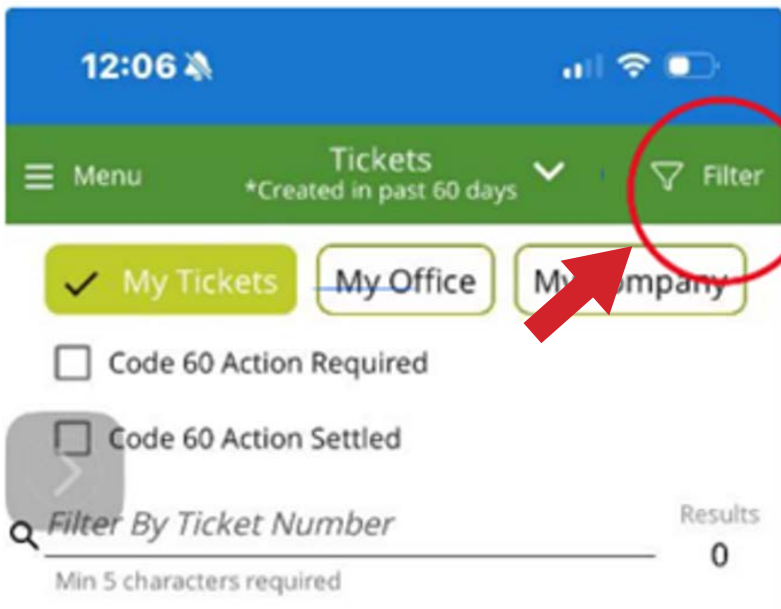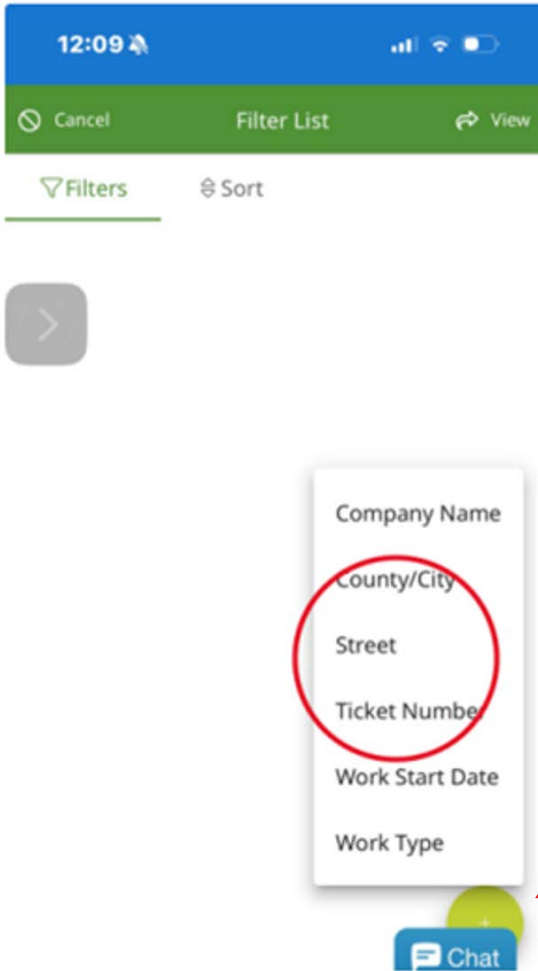mpany

Results
0

Exactix v 4.0.44
by Irth Solutions

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STEP ③ Select Filter

Users have several search options. Searches can be completed by selecting the **Filter** option or the **Tickets** option.

12:09

⊘ Cancel   Filter List   ↪ View

▽ Filters   ⇕ Sort

>

Company Name

County/City

Street

Ticket Number

Work Start Date

Work Type

(+) symbol

💬 Chat

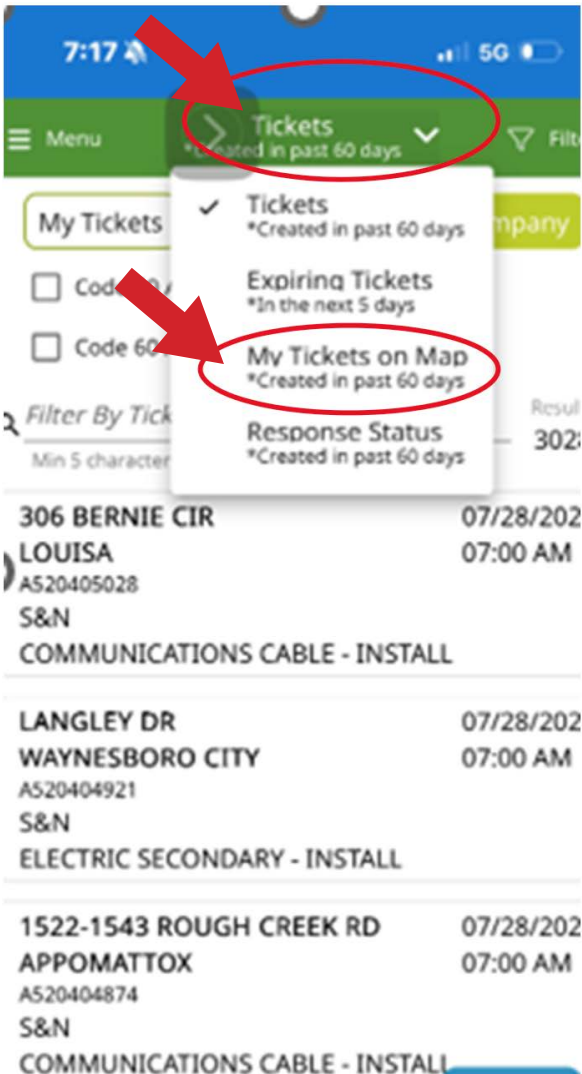The following search options will be displayed:

Company Name, **County/City**, Street, Ticket Number, **Work Start Date**, and **Work Type**.

Searches by Location

Searches can be conducted by location. Select the **Tickets** drop down menu, then select **My Tickets** on Map to use your location to find tickets in the area.
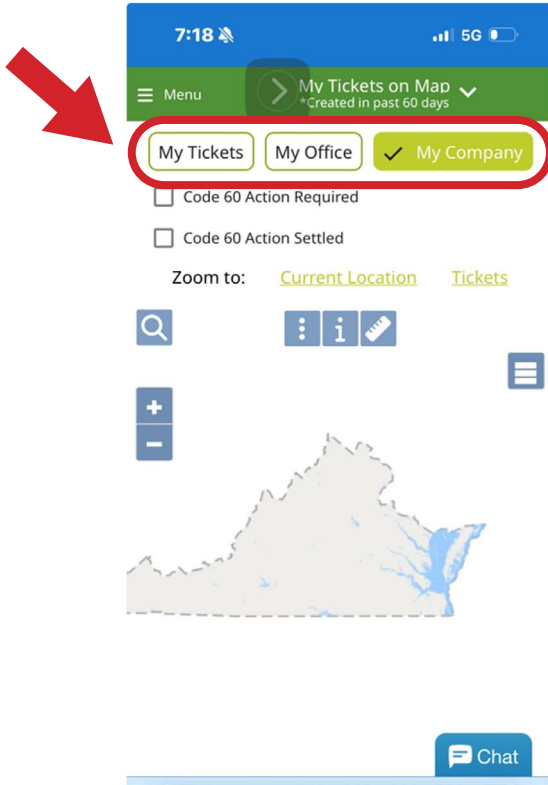
STEP 6

Check Your Search Criteria

Remember to check your search criteria to ensure you are viewing the correct option: **My Tickets**, **My Office**, or **My Company**.