

# ADDING A TEMPORARY EXCAVATOR TO A PRIMARY CONTRACTOR TICKET

1. During Step 2 of initial ticketing, open the Excavator Information tab.

**Excavator information**

Username \* SUSAN S. Email \* ssullivan@missutility.net

Phone \* 410-782-2030 Ext

Best time

Company \* MU

Fax 410-712-0062

Address 7223 Street \* PARKWAY

City/place \* HANOVER State \* MD

Zip code \* 21076

Temporary excavator company XX EXCAVATOR Temporary excavator name TEST NAME

Temporary excavator email XXX@XXX.COM

2. Add Temporary excavator ticket field information. Complete ticketing and submit as usual.

3. The Temporary excavator will receive an email requiring action to either acknowledge or decline the temporary excavator assignment.

**ACTION REQUIRED.** You received this ticket because you have been listed as the temporary excavator on this ticket. You **MUST** either acknowledge or decline the temporary excavator assignment. Click [here](#) to take action.

**NOTICE OF INTENT TO EXCAVATE**

Ticket No:	22143587	Time:	11:11 AM
Transmit Date:	2/25/22	Time:	11:11 AM
Release Date:	2/25/22	Time:	11:59 PM
Response Due By:	3/01/22	Time:	11:59 PM
Expiration Date:	3/15/22	Time:	11:59 PM

My tickets

Reports

Ticket information

Ticket number 22143587

Acknowledge Decline

Search place or address

Locate by...

Expand map

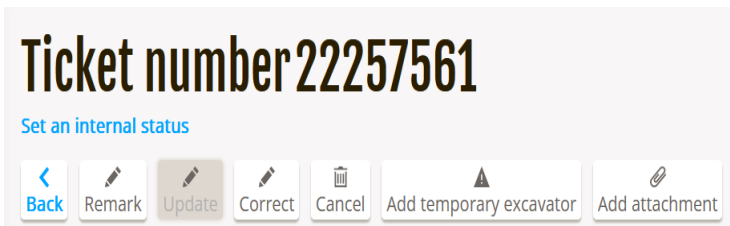
4. Once accepted, the Acknowledged Temporary Company ticket field will read **YES**. If the request is not acknowledged or is declined, this ticket field will remain **NO**.

**Caller Information**

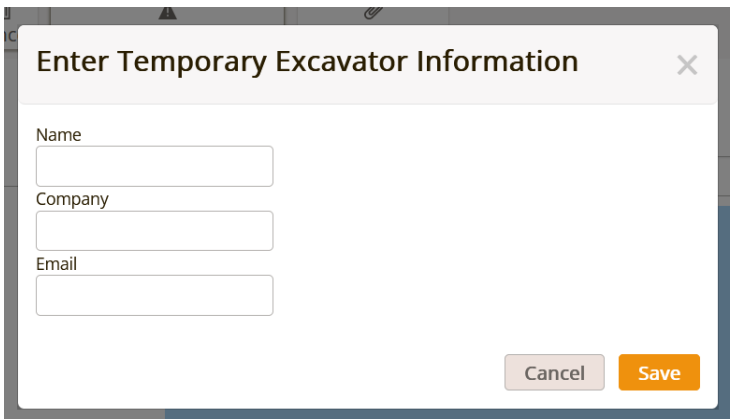
Company:	MU	Type:	OTHER
Contact Name:	SUSAN S	Fax:	
Phone:	(410) 782-2030		
Caller Address:	7223 PARKWAY DR	HANOVER, MD 21076	
Email Address:	<a href="mailto:ssullivan@missutility.net">ssullivan@missutility.net</a>		
Job Site Contact:	TEST	Phone:	(123) 456-9874
Temporary Company Name:	XX EXCAVATION		
Temporary Excavator Name:	XX		
Temporary Excavator Email:	<a href="mailto:ssullivan@missutility.net">SSULLIVAN@MISSUTILITY.NET</a>		
Acknowledged Temporary Company:	YES		

# ADDING A TEMPORARY EXCAVATOR TO A PRIMARY CONTRACTOR TICKET TO AN EXISTING VALID TICKET

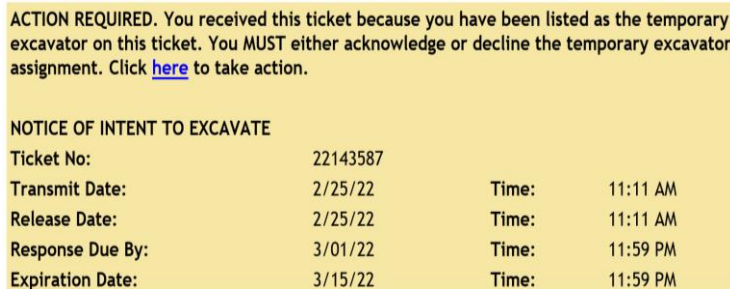
1. Using Excavator Ticket Management (ETM), open up the valid ticket and click on the **ADD TEMPORARY EXCAVATOR** tab.



2. Enter the Temporary Excavator ticket field information and save.



3. The Temporary excavator will receive an email requiring action to either acknowledge or decline the temporary excavator assignment.



4. Once accepted, the Acknowledged Temporary Company ticket field will read **YES**. If the request is not acknowledged or is declined, this ticket field will remain **NO**.

