OKIE811 Portal

Ticket Report Linked Codes Tutorial

www.okie811.org

Ticket Report Linked Codes Tutorial

OKIE811 wants to make it easier for members to access the data needed using real time reports. If you want to search for an existing ticket, view your ticket counts or pull a report of ticket details, it's quick and effortless. This tutorial will guide you through the process of running each report.

To run a report, you must first **LOGIN** to your account at top right corner of the page

Click on **REPORT** at the top left corner of the page

From the reports page, you will see a list of the reports and a description of each report.

The name of the report on the left side panel is how you will start the report.
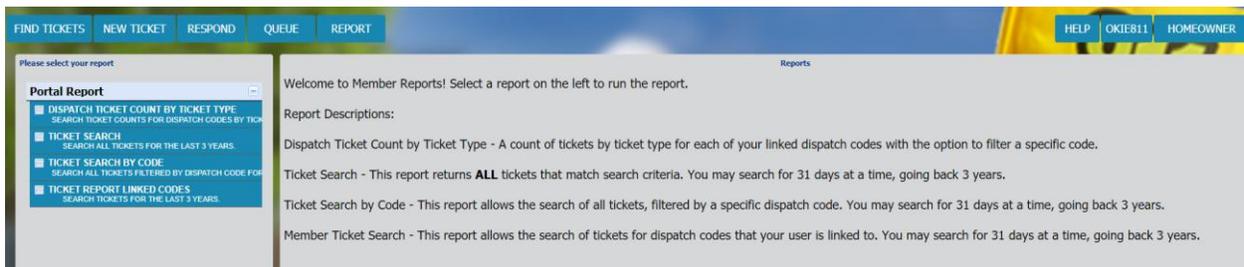
Simply click on the name of the report.

This report allows the search of tickets for dispatch codes that your user is linked to. You may search for 31 days at a time, going back 3 years.

You should see a box with multiple fields you can use to filter the data.

On the next page is an example of the search box you will see.

Code Filter (Optional):	
Ticket Type:	
Company Name:	
Company Phone:	
Caller Name:	
Caller Email:	
Contact Name:	
Contact Email:	
County:	
Place:	
House Number:	
Street Name:	
Nearest Major Intersection:	
Grids:	
Done For:	
Work Type:	
First Created Date:	11/13/2019
Last Created Date:	11/13/2019

SEARCH   **CANCEL**

Enter the date range and any other information you have.

The more information you can provide the more precise your search results will be.

Below is an example of Ticket Report Linked Code Results.

You can click the ticket number to view the ticket.

- ***A new window will open*** and the ticket will be displayed with additional options.

If there are multiple pages of data in your results, you can click the arrows to navigate through the pages.

You may sort the data by clicking on the column headers.

Click "Export" to export data into a .CSV file
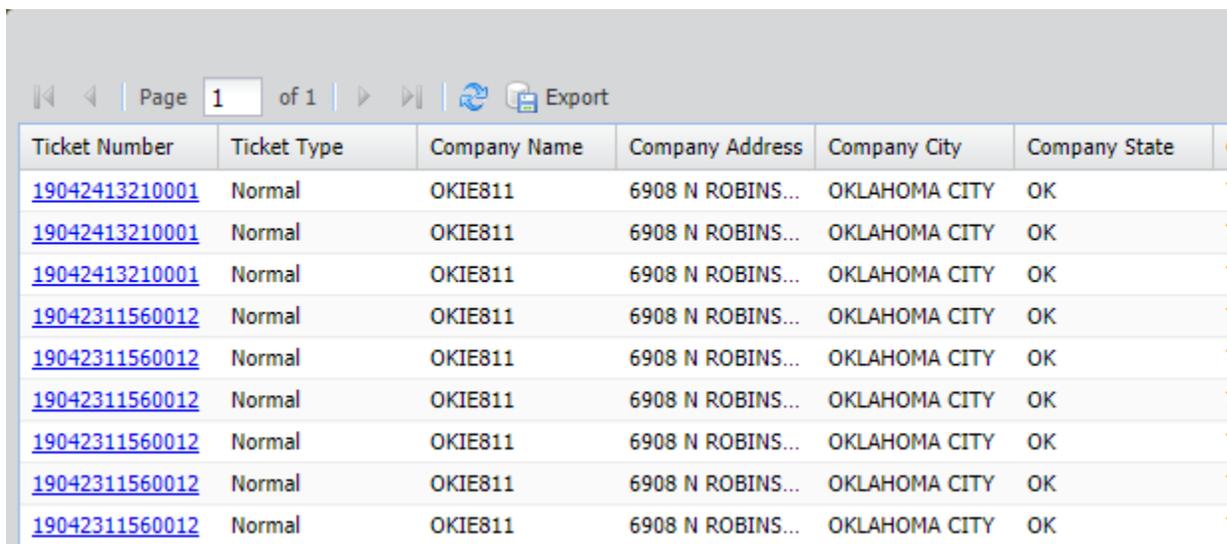
Ticket Number	Ticket Type	Company Name	Company Address	Company City	Company State	
19042413210001	Normal	OKIE811	6908 N ROBINS...	OKLAHOMA CITY	OK	
19042413210001	Normal	OKIE811	6908 N ROBINS...	OKLAHOMA CITY	OK	
19042413210001	Normal	OKIE811	6908 N ROBINS...	OKLAHOMA CITY	OK	
19042311560012	Normal	OKIE811	6908 N ROBINS...	OKLAHOMA CITY	OK	
19042311560012	Normal	OKIE811	6908 N ROBINS...	OKLAHOMA CITY	OK	
19042311560012	Normal	OKIE811	6908 N ROBINS...	OKLAHOMA CITY	OK	
19042311560012	Normal	OKIE811	6908 N ROBINS...	OKLAHOMA CITY	OK	
19042311560012	Normal	OKIE811	6908 N ROBINS...	OKLAHOMA CITY	OK	
19042311560012	Normal	OKIE811	6908 N ROBINS...	OKLAHOMA CITY	OK	

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