

INDIANA UNDERGROUND PLANT PROTECTION SERVICE

WEB TICKET ENTRY USER REQUIREMENTS

USER APPLICATION

The Web Ticket Entry program allows the user to access and execute the ticket entry system via the internet from any location, at any time. All tickets are maintained and approved at the I.U.P.P.S. center.

OPERATING HOURS

Web Ticket Entry can be accessed 24 hours per day, 365 days per year. If, at any time, you cannot connect to the I.U.P.P.S. server, please notify us immediately at (800) 382-5544.

REQUEST ENTRY FORM

The entire Request Entry Form must be completed. The Web Ticket will be automatically rejected if it does not comply with required parameters set forth by the ticket entry system.

PROPER NOTICE REQUEST

The Web Ticket Program is designed for proper notice request only. The center requires a two full working days notice. Routine requests, Remarks and Job Extensions are all considered proper notice requests.

TICKET NUMBERS

Ticket numbers are automatically issued by the system upon completion of a ticket. It is the responsibility of the system user to record the ticket number given at the time of completion.

NOTE

Every Web Ticket Entry system user must seek training from an appointed I.U.P.P.S. Web Trainer and must have a signed user agreement on file.