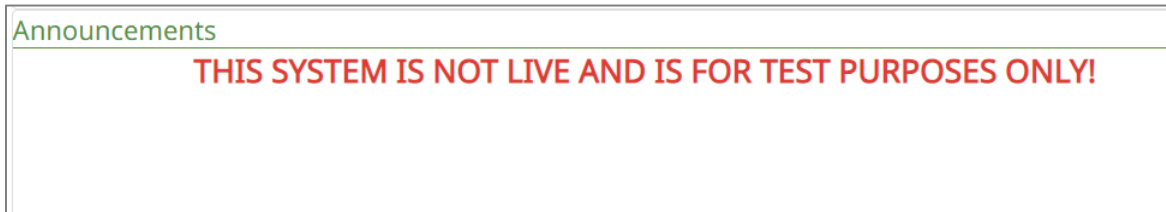
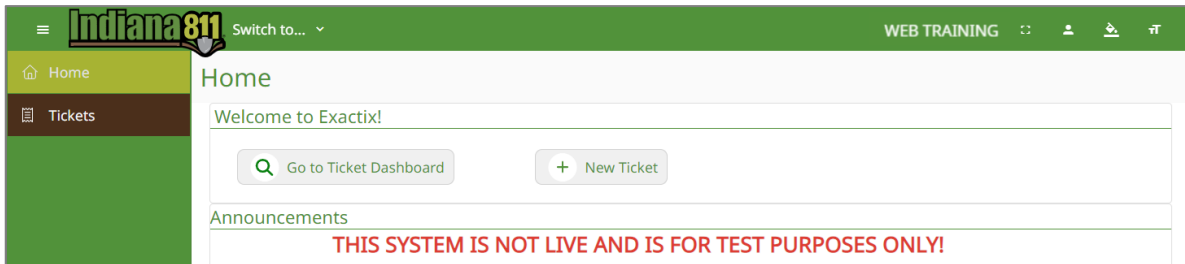


# Web User Dashboard

## Home Page

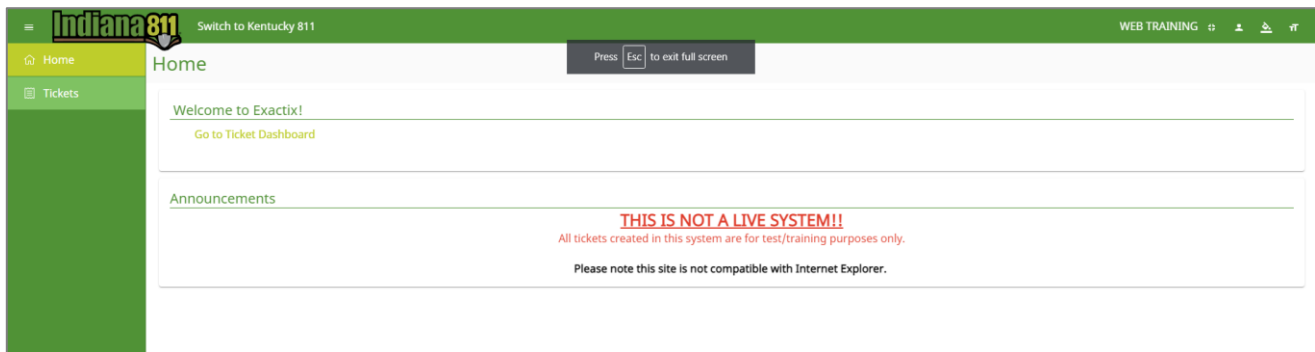
After logging into Exactix you, you will land on the Home page of the Dashboard. It's important that you view the Announcements section on the Home page, not only when you login to Exactix, but during the day in case new information is added.



There are several options available for setting up your screen.

## Toggle Full Screen

The toggle full screen hides the browser information and utilizes the entire screen. You can use the Esc key to go back to a normal view or use the toggle full screen icon.



## User Actions

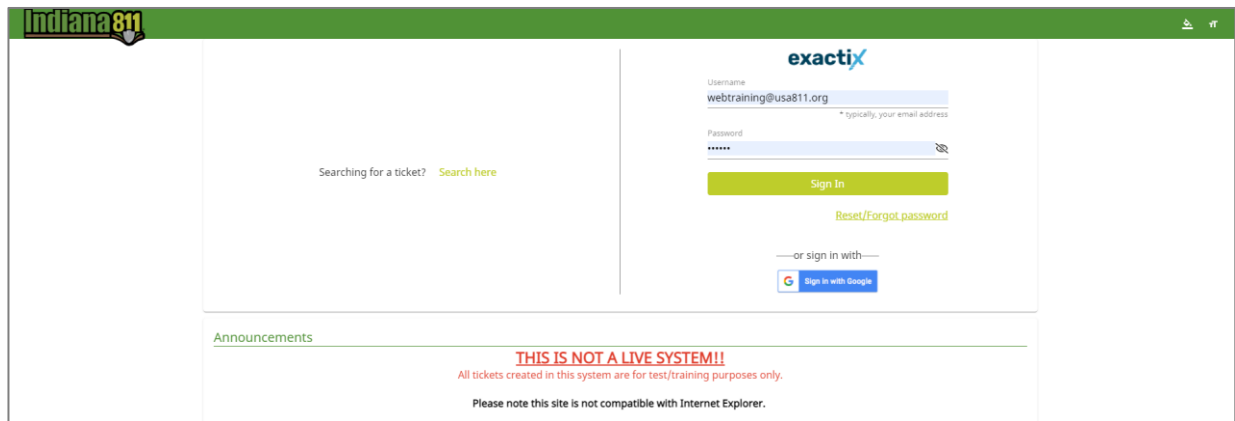
User Actions will show Sign out, My Profile, and Change Password



- Sign out
- My Profile
- Change Password

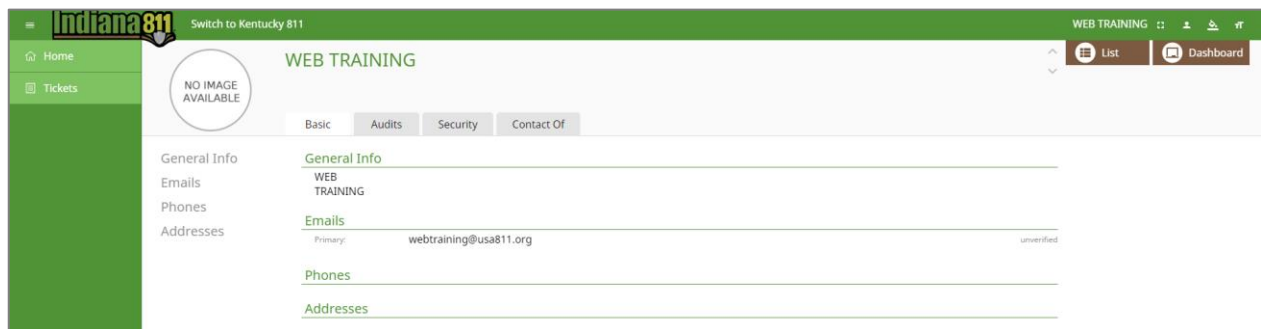
## Sign Out

The Sign Out option should be used to logout of Exactix for Indiana 811. Using this option will take you back to the login screen.



## My Profile

The My Profile option allows you to view your setting in Exactix. You will need to contact the Web Training Team at Indiana 811 to make any changes to your Profile.



**Basic** – This tab shows the name, email address, phone number and addresses that may be specific to you.

**Audit** – This tab tracks changes made to your profile.

**Security** – This tab displays your username, email address and the roles you are allowed access to in Exactix for Indiana 811.

**Contact Of** – This tab displays the company and/or companies you are associated with in Exactix for Indiana 811.

**Change Password**

Change password will allow you to change your password to access Exactix.

**Change Color**

The default color for Exactix is green, but you can change choose from 4 different color palettes



**Change Font Size**

The Change Font Size icon lets you choose either a Small, Medium or Large font. Please note that the larger the font size you use may change the way columns are displayed (e.g. wrapping data, etc.).



## Dashboard

The Dashboard will allow you to view tickets that you and your office have created, as well as showing Completed tickets. The menu on the left shows Tickets

## Tickets

This option displays all tickets created over the past 60 days.

## Expiring Tickets

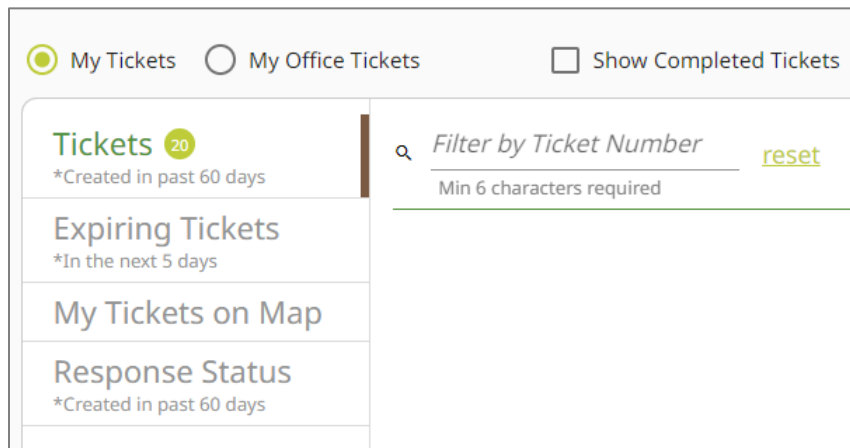
This option displays all tickets that will be expiring in the next 5 days.

## My Tickets on Map

This option will display on the map the location of your active tickets.

## Response Status

This option lists the response due date and responses received for your active tickets.



Clicking the three dot elipsis provides options for the ticket selected.

