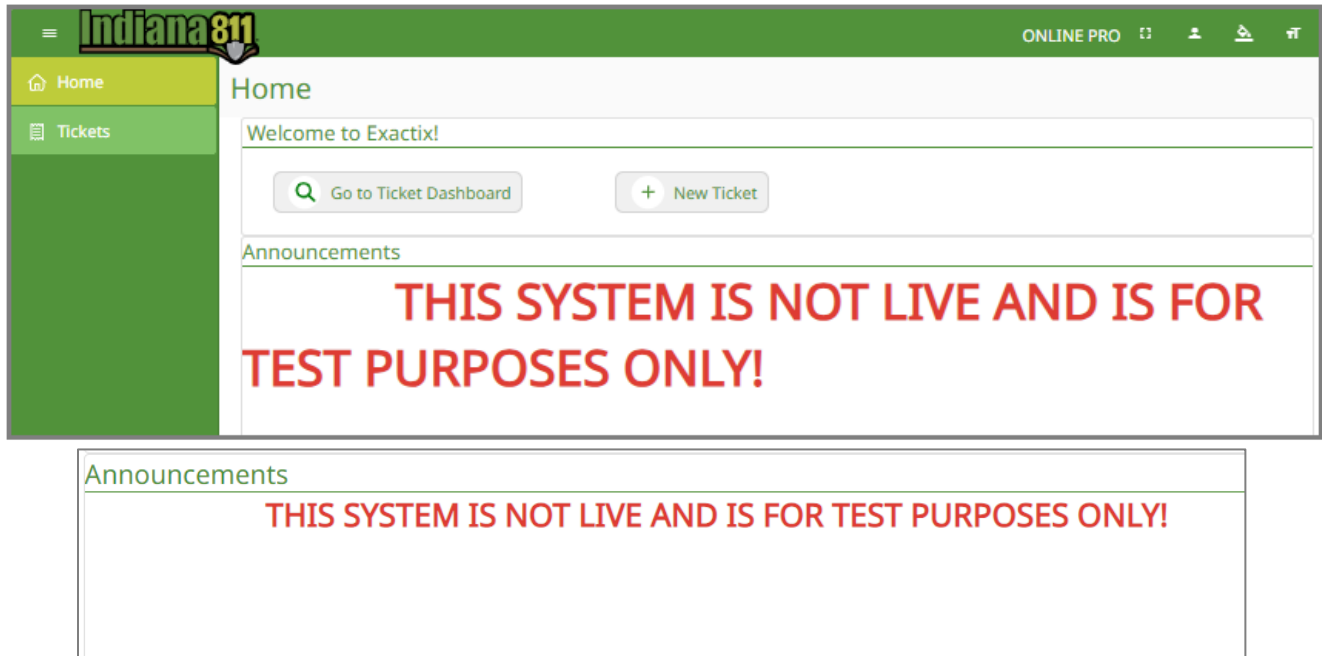


Dashboard Customization

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.

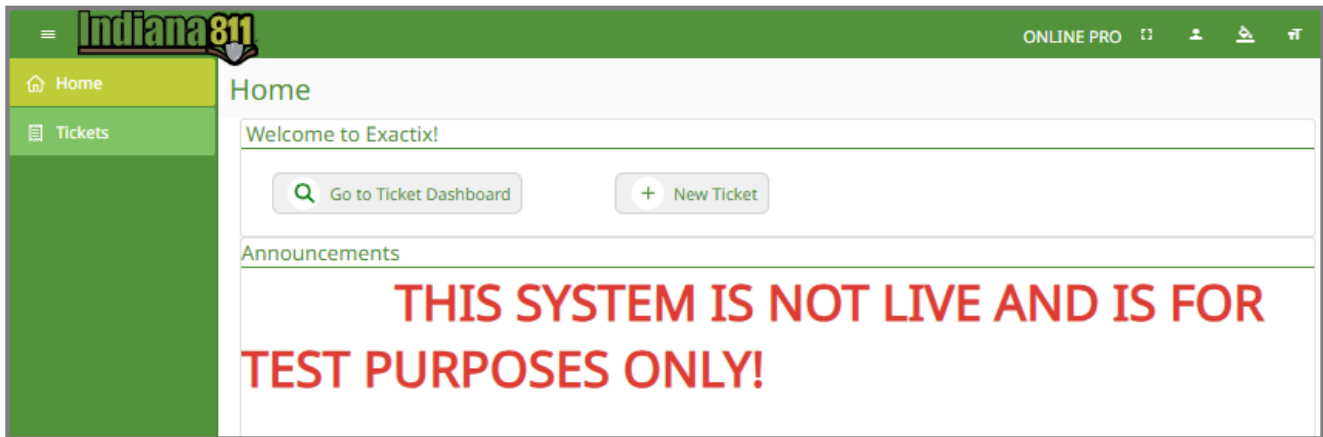


There are several options available for setting up your screen.

Toggle Full Screen

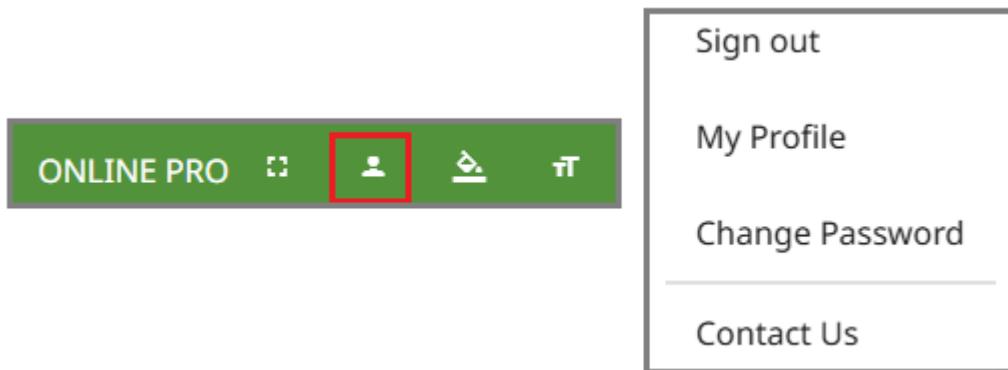
The toggle full screen hides the browser information and utilizes the entire screen. You can use the Esc key to go back to a normal view or use the toggle full screen icon.





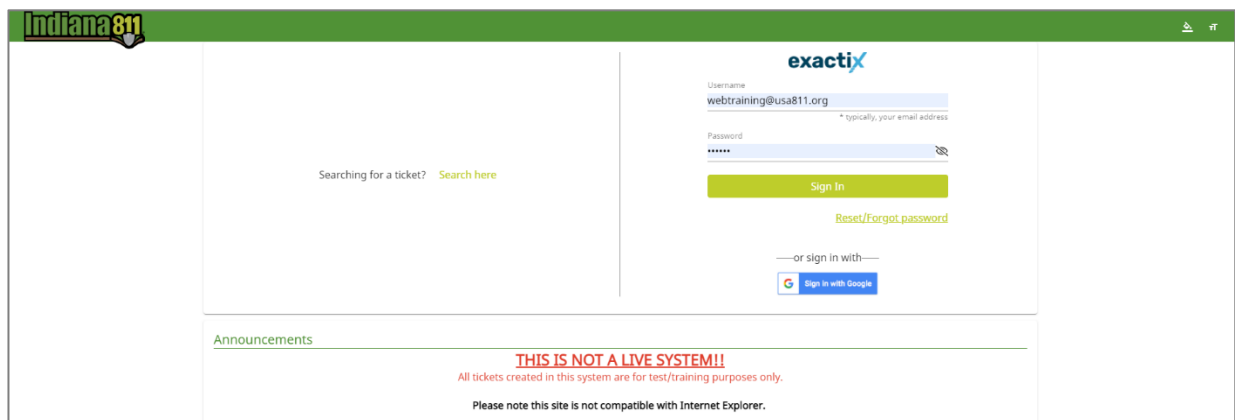
User Actions

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



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 Online Ticket Support Team at Indiana 811 to make any changes to your Profile.

- **Basic** – This tab shows the name, email address, phone number, addresses, and browser information that is specific to you.
- **Audit** – This tab tracks changes made to your profile.
- **Security** – This tab displays your username, email address and the roles (ticket permissions) you are assigned 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.
- **Files** – This tab will show an uploaded files that Indiana 811 was attached to your profile.

Change Password

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

Contact Us

Contact Us will take you to the Indiana 811 website where you can message specific departments with questions.

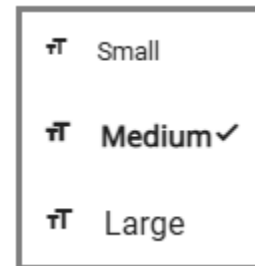
Change Color

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 has several submenus allowing you to search for tickets you created as well as tickets created by others in your office.. These submenus are:

Tickets

Displays all tickets created in the past 60 days.

Expiring Tickets

Displays all tickets set to expire within the next 5 days.

My Tickets on Map

Displays the location of your active tickets on the map with blue push pins.

Response Status

Displays tickets created within the past 60 days, listing the response due date and "closed" responses received for your active tickets.

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

My Tickets 28

*Created in past 60 days

Expiring Tickets

*In the next 5 days

My Tickets on Map

*Created in past 60 days

Response Status 28

*Created in past 60 days

Filter by Ticket Number

Min 6 characters required

reset

Response Due Date

Responses Received

Street

09/18/2026 07:00 AM

0 / 3

7500 W SAND COLLEGE RD

09/11/2026 07:00 AM

10 / 12

1433 HOLEY MOLEY WAY

7500 W SAND COLLEGE RD

1100 GARWAY COMMON ST

400 12TH ST

1433 HOLEY MOLEY WAY

1433 HOLT ST

1433 HOLEY MOLEY WAY

View Ticket

Find All Related

View Responses

✓ Work is not Completed (click to toggle)

Additional Notice

Cancel

Copy

Print Text