



**Kootenai County  
Utilities Council**



# TICKET CHECK MANUAL

FEB. 2023

## TABLE OF CONTENTS

<b>The Ticket Check Process</b> .....	<b>pg. 2</b>
<b>Welcome to Ticket Check!</b> .....	<b>pg. 3 - 4</b>
<b>Ticket Management Page</b> .....	<b>pg. 5 - 9</b>
<b>Viewing a Ticket</b> .....	<b>pg. 10</b>
<b>Responding to Locate Requests</b> .....	<b>pg. 11</b>
<b>Account Settings</b> .....	<b>pg. 12</b>
<b>Reports</b> .....	<b>pg. 13</b>

## THE TICKET CHECK PROCESS

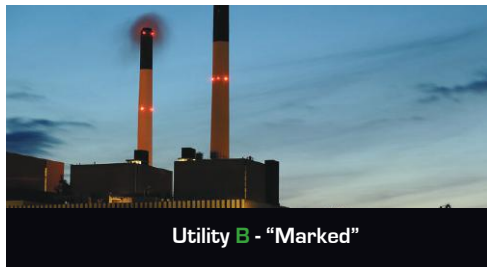
### TICKET CHECK

Ticket Check® is a positive response system where locators provide their response with the status of the ticket which can then be viewed by the excavator.

1. Excavator notifies Kootenai County One Call and describes their dig area.
2. Ticket logged into computer and sent to Member Utilities and Ticket Check® system.



3. Each member utility determines the proper response to the locate ticket and communicates their responses to the Ticket Check® system. Responses are stored and can be recalled and viewed with the ticket at any time.



4. Ticket Check® closes the loop by sending a notice to the excavator with the status that has been supplied by each member utility. Before even visiting the job site, the excavator has a record of the action each utility took.
5. Excavator's work begins!



## WELCOME TO TICKET CHECK!

Ticket Check is a web-based tool that allows a facility operator to provide a “positive response” to locate requests from Kootenai County One Call. Locators and Utilities can use Ticket Check to respond with status messaging regarding whether the ticket has been marked or cleared. Ticket Check is accessed through iSite, the comprehensive web portal for all of Kootenai County One Call web-based ticket management tools.

ISITE IS READY TO HELP  
LOGIN TO BEGIN

USERNAME  
 PASSWORD

LOGIN

FORGOT YOUR PASSWORD?  
NEED TO REGISTER?

Search and Status

811 ONE CALL CONCEPTS  
When safety is on the line.

To access Ticket Check point your web browser to [www.managetickets.com](http://www.managetickets.com)

If you do not already have an iSite login, contact the Call Center by email at [nwitic@occinc.com](mailto:nwitic@occinc.com) for access to Ticket Check for Kootenai County One Call.

If you have forgotten your login information, you can click the FORGOT YOUR PASSWORD? link, also located below the login and password fields.

Once you enter your password and login and hit return, you'll be logged in to iSite.

## WELCOME TO TICKET CHECK!

Once logged in to iSite click the TICKET CHECK button on the left side of the page. This will bring you to the Ticket Management page.

### ISITE MAIN MENU

www.kootenaicountyonecall.com

**Kootenai County  
Utilities Council**

PO Box 1031 - Hayden ID 83835

**CALL  
BEFORE  
YOU  
DIG**

DIAL  
**811**  
or  
**1-800-428-4950**

Contact Help Chat

WELCOME TO ISITE POWERED BY ONE CALL CONCEPTS  
PLEASE MAKE YOUR SELECTION . . .

# TICKET MANAGEMENT PAGE

The Ticket Management Page is the main interface for Ticket Check. Let's take a look at the different functions available to you.

### ISITE Home (Button)

Clicking this button will return you to the iSite Main Menu.

### Admin (Button)

Clicking this button will bring you to the Ticket Administration Menu.

### Contact (Button)

Will display a page with contact information for the call center.

### Help (Button)

Will display a page with links to training materials.

## TICKET MANAGEMENT PAGE

TICKET CHECK



- ISITE Home
- Contact
- Help
- Admin
- Reports
- Chat

Map Tickets | Print Tickets | Batch Process Tickets

559 unviewed emergency tickets  
iSite User: occ-blogsdon

### Change Current Display

Ticket Set:

Districts:

- HI - ATTHAW01 (AT&T)
- HI - HECCO01 (HAWAIIAN ELECTRIC CO)
- ID - AVCDA01 (AVISTA UTILITIES)
- OR - GRESH01 (CITY OF GRESHAM)
- OR - TEST01 (TEST01)
- WA - AVCO101 (AVISTA)
- HI - COHTR01 (CNTY OF HAWAII-TRAFFIC)
- HI - TEST01 (HAWAII ONE CALL- TESTING)
- MT - BILPUD01 (CITY OF BILLINGS P.W. DEPT.)
- OR - NWN01 (NW NATURAL)
- WA - 3LAKES01 (THREE LAKES WATER ASSOC, NC)
- WA - TEST02 (UTILITY NOTIFICATION CENTER)

Locator:

Refine Search:  =  +

Date Received Between:  and

- Unviewed Emergency
- Viewed Emergency
- Priority
- Meeting
- Past Due
- Locked
- Multiple Auto-Assignments
- Update
- Pending Extension

248 ticket records found.

### Tickets for District ID - AVCDA01 (02/06/2023 to 02/10/2023)

- # ↑ ↓
- Orig Call ↑ ↓
- Begin ↑ ↓
- Header ↑ ↓
- Street ↑ ↓
- City ↑ ↓
- County ↑ ↓
- ST ↑ ↓
- District ↑ ↓
- Loc ↑ ↓
- Status ↑ ↓

### Ticket Management Menu

These fields allow you to narrow down the list of tickets received by your company.

### Reports (Button)

Clicking this button will bring you to the Reports menu.

### Chat (Button)


Clicking this button will connect you with the Live Help Chat function. If Live Help Chat is not available, you will be able to send an email for help.

## TICKET MANAGEMENT PAGE

On the Ticket Management screen you can display a list of tickets sent to your company that are currently in the system. You can sort them in a variety of different ways. Let's look at how you can do that now.

### TICKET MANAGEMENT PAGE

**TICKET CHECK**


When safety is on the line.

ISITE Home Contact Help

**Change Current Display**

Ticket Set:

Districts:

Check All

UnCheck All

Locator:

Refine Search:

Date Received Between:

All Tickets in Production

HI - ATTHAW01 (AT&T)  
 HI - HECO01 (HAWAIIAN ELECTRIC CO)  
 ID - AVCDA01 (AVISTA UTILITIES)  
 OR - GRESH01 (CITY OF GRESHAM)  
 OR - TEST01 (TEST01)  
 WA - AVCO101 (AVISTA)

All Locators

Select Field =

02/06/2023 and 02/10/2023

Show Tickets


HI - COHTR01 (CNTY OF HAWAII-TRAFFIC)  
 HI - TEST01 (HAWAII ONE CALL- TESTING)  
 MT - BILPUD01 (CITY OF BILLINGS P.W. DEPT.)  
 OR - NWN01 (NW NATURAL)  
 WA - 3LAKES01 (THREE LAKES WATER ASSOC, INC)  
 WA - TEST02 (UTILITY NOTIFICATION CENTER)

### Select Ticket Set

Choose the ticket set you'd like to display on the Ticket Management screen from the options available in the drop-down box.

### TICKET MANAGEMENT PAGE

**TICKET CHECK**


When safety is on the line.

ISITE Home Contact Help

**Change Current Display**

Ticket Set:

Districts:

Check All

UnCheck All

Locator:

Refine Search:

Date Received Between:

All Tickets in Production

HI - ATTHAW01 (AT&T)  
 HI - HECO01 (HAWAIIAN ELECTRIC CO)  
 ID - AVCDA01 (AVISTA UTILITIES)  
 OR - GRESH01 (CITY OF GRESHAM)  
 OR - TEST01 (TEST01)  
 WA - AVCO101 (AVISTA)

All Locators

Select Field =

02/06/2023 and 02/10/2023

Show Tickets

HI - COHTR01 (CNTY OF HAWAII-TRAFFIC)  
 HI - TEST01 (HAWAII ONE CALL- TESTING)  
 MT - BILPUD01 (CITY OF BILLINGS P.W. DEPT.)  
 OR - NWN01 (NW NATURAL)  
 WA - 3LAKES01 (THREE LAKES WATER ASSOC, INC)  
 WA - TEST02 (UTILITY NOTIFICATION CENTER)


- ✓ All Tickets in Production
- Cancelled Tickets
- Open Emergencies
- Open Emergencies ALL
- Open Emergencies & Insufficient Notices - ALL
- Open Tickets
- Open Tickets Due Today
- Open Tickets Due Next Business Day
- Tickets available for Statusing
- Tickets without Responses
- Unassigned Open Tickets
- Updated Tickets
- No Response Tickets

## Select District Code

If you have more than one district code linked to your Ticket Check account, you can choose to filter tickets by a particular district code.

### TICKET MANAGEMENT PAGE

TICKET CHECK


When safety is on the line.

ISITE Home Contact Help

**Change Current Display**

Ticket Set:

Districts:

Locator:

Refine Search:

Date Received Between:

All Tickets in Production ▼

HI - ATTHAW01 (AT&T)

HI - HECCO01 (HAWAIIAN ELECTRIC CO)

ID - AVCDA01 (AVISTA UTILITIES)

OR - GRESH01 (CITY OF GRESHAM)

OR - TEST01 (TEST01)

WA - AVCO101 (AVISTA)

HI - COHTRO1 (CNTY OF HAWAII-TRAFFIC)

HI - TEST01 (HAWAII ONE CALL- TESTING)

MT - BILPUD01 (CITY OF BILLINGS P.W. DEPT.)

OR - NWN01 (NW NATURAL)

WA - 3LAKES01 (THREE LAKES WATER ASSOC, INC)

WA - TEST02 (UTILITY NOTIFICATION CENTER)

Locator: All Locators ▼

Refine Search: Select Field ▼ =  +


Date Received Between: 02/06/2023  and 02/10/2023

## Refine Search (Optional)

This optional step lets you refine your ticket search based on a variety of parameters.

### TICKET MANAGEMENT PAGE

TICKET CHECK


When safety is on the line.

ISITE Home Contact Help

**Change Current Display**

Ticket Set:

Districts:

Locator:

Refine Search:

Date Received Between:

All Tickets in Production ▼

HI - ATTHAW01 (AT&T)

HI - HECCO01 (HAWAIIAN ELECTRIC CO)

ID - AVCDA01 (AVISTA UTILITIES)

OR - GRESH01 (CITY OF GRESHAM)

OR - TEST01 (TEST01)

WA - AVCO101 (AVISTA)

HI - COHTRO1 (CNTY OF HAWAII-TRAFFIC)

HI - TEST01 (HAWAII ONE CALL- TESTING)

MT - BILPUD01 (CITY OF BILLINGS P.W. DEPT.)

OR - NWN01 (NW NATURAL)

WA - 3LAKES01 (THREE LAKES WATER ASSOC, INC)

WA - TEST02 (UTILITY NOTIFICATION CENTER)

Locator: All Locators ▼

Refine Search: Select Field ▼ =  +

Date Received Between: 02/06/2023  and 02/10/2023

Select Field


- Address
- Alternate Contact
- Alternate Phone
- Area Marked White
- Best Contact Time
- Caller Address
- ✓ Caller City
- Caller State
- Caller Street
- Caller Zip
- Company Name
- Contact Email
- Contact Extension
- Contact Fax
- Contact Name
- Contact Phone



Click the button to refine your search by additional criteria.

Click the button to clear all Refine Search criteria.

TICKET CHECK


When safety is on the line.

ISITE Home Contact Help

**Change Current Display**

Ticket Set:

Districts:

Locator:

Refine Search:

Date Received Between:

All Tickets in Production

HI - ATTHAW01 (AT&T)  
 HI - HECCO01 (HAWAIIAN ELECTRIC CO)  
 ID - AVCDA01 (AVISTA UTILITIES)  
 OR - GRESH01 (CITY OF GRESHAM)  
 OR - TEST01 (TEST01)  
 WA - AVCO101 (AVISTA)

All Locators

Select Field = [ ] +


02/06/2023 and 02/10/2023 Show Tickets

HI - COHTR01 (CNTY OF HAWAII-TRAFFIC)  
 HI - TEST01 (HAWAII ONE CALL- TESTING)  
 MT - BILPUD01 (CITY OF BILLINGS P.W. DEPT.)  
 OR - NWN01 (NW NATURAL)  
 WA - 3LAKES01 (THREE LAKES WATER ASSOC, INC)  
 WA - TEST02 (UTILITY NOTIFICATION CENTER)

### Refine Date Range

Refine your date range to what you'd prefer – select the start and end dates you'd like to search for tickets within.

TICKET CHECK


When safety is on the line.

ISITE Home Contact Help

**Change Current Display**

Ticket Set:

Districts:

Locator:

Refine Search:

Date Received Between:

All Tickets in Production

HI - ATTHAW01 (AT&T)  
 HI - HECCO01 (HAWAIIAN ELECTRIC CO)  
 ID - AVCDA01 (AVISTA UTILITIES)  
 OR - GRESH01 (CITY OF GRESHAM)  
 OR - TEST01 (TEST01)  
 WA - AVCO101 (AVISTA)

All Locators

Caller City = Post Falls +

Street = Seltice + -

02/06/2023 and 02/10/2023 Show Tickets

HI - COHTR01 (CNTY OF HAWAII-TRAFFIC)  
 HI - TEST01 (HAWAII ONE CALL- TESTING)  
 MT - BILPUD01 (CITY OF BILLINGS P.W. DEPT.)  
 OR - NWN01 (NW NATURAL)  
 WA - 3LAKES01 (THREE LAKES WATER ASSOC, INC)  
 WA - TEST02 (UTILITY NOTIFICATION CENTER)

Unviewed Emergency

Viewed Emergency

Priority

Meeting

**February 2023**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Update

Pending Extension

27 ticket records found.

**Tickets for District ID - AVCDA01 ( 02/06/2023 to 02/10/2023 )**

# ↓
Orig Call ↓
Begin ↓
Header ↓
Street ↓
City ↓
County ↓
ST ↓
District ↓
Loc ↓
Status ↓

## Show Tickets

Clicking on **“SHOW TICKETS”** will generate a list of tickets based on the parameters you’ve specified in the previous fields.

The screenshot shows the iSITE Ticket Check interface. At the top left is a 'TICKET CHECK' logo. The top right features the 'ONE CALL CONCEPTS' logo and navigation buttons for 'ISITE Home', 'Contact', 'Help', 'Admin', 'Reports', and 'Chat'. Below the navigation is a status bar indicating '559 unviewed emergency tickets' and the user 'iSite User: ooc-blogsdon'. The main search area includes buttons for 'Map Tickets', 'Print Tickets', and 'Batch Process Tickets'. The 'Change Current Display' section has a 'Ticket Set' dropdown set to 'All Tickets in Production'. The 'Districts' section has 'Check All' and 'UnCheck All' buttons. The 'Locator' section has a dropdown set to 'All Locators'. The 'Refine Search' section has 'Caller City' set to 'Post Falls' and 'Street' set to 'Seltice'. The 'Date Received Between' section has dates '02/06/2023' and '02/08/2023'. A 'Show Tickets' button is highlighted with a green line. Below the search filters is a legend for ticket status: Unviewed Emergency (red triangle), Viewed Emergency (red exclamation mark), Priority (yellow circle), Meeting (green arrow), Past Due (grey circle), Locked (lock icon), Multiple Auto-Assignments (document icon), Update (refresh icon), and Pending Extension (downward arrow). Below the legend, it says '3 ticket records found.' The 'Tickets for District ID - AVCDA01 (02/06/2023 to 02/08/2023)' section shows a table with 3 records. The first record is highlighted with a green circle and a green line pointing to the 'Show Tickets' button. The table columns are: #, Orig Call, Begin, Header, Street, City, County, ST, District, Loc, and Status.

#	Orig Call	Begin	Header	Street	City	County	ST	District	Loc	Status
<a href="#">230370007</a>	02/06/2023 10:00	02/09/2023 00:00	STANDARD LOCATE	3051 E SELTICE WAY	POST FALLS	KOOTENAI	ID	AVCDA01	-	Does Not Report (Not Yet Responded)
<a href="#">230370008</a>	02/06/2023 10:05	02/09/2023 00:00	STANDARD LOCATE	3101 E SELTICE WAY	POST FALLS	KOOTENAI	ID	AVCDA01	-	Does Not Report (Not Yet Responded)
<a href="#">230380034</a>	02/07/2023 14:11	02/10/2023 00:00	STANDARD LOCATE	2179 W SELTICE WAY	POST FALLS	KOOTENAI	ID	AVCDA01	-	Does Not Report (Not Yet Responded)

3 ticket records listed.

You should see a list of tickets below the display options. If you don't, choose other filter parameters. The list of tickets will display a variety of information including the total number of tickets matching your search parameters, the ticket number for each ticket, and the start date & time for each ticket.

Clicking on a ticket number will display the complete ticket information.

## VIEWING A TICKET

The excavation and contact information will be displayed in the top portion of the ticket window. The bottom portion of the ticket displays the members notified as well as the ticket status and history. You can check the History section to see how the locators have responded.

### FULL TICKET VIEW

TICKET CHECK

ONE CALL CONCEPTS

[Home](#) [Contact](#) [Help](#)  
[Admin](#) [Reports](#) [Chat](#)

563 unviewed emergency tickets  
 Site User: occ-blogadon

KCUC

Ticket Number: 230370007

Type of Request: STANDARD LOCATE

Work to Begin Date: 02/09/23 12:00 am

Revision Number: 0

Original Call Date: 02/09/23 10:00 am

Expiration Date: 02/28/23 12:00 am

**TICKET ACTIONS**

**CALLER INFORMATION**

Company Name: STEEL STRUCTURES AMERICA INC	Fax No: 208-395-0900
Contact Name: JAN BLIZZARD	Daytime Phone: 208-395-0980 Ext:
Alternate Contact Name: BRIAN WADDELL	Alternate Contact Phone: 208-395-0980 Ext:
Email: JAWB@NDSSA.NET	Pager No: Ext:
Best Time:	

**DIG SITE INFORMATION**

Work Type: LAND GRADING	Work Being Done For: STEEL STRUCTURES AMERICA INC
-------------------------	---

**DIG SITE LOCATION**

State: ID	County: KOOTENAI
City/Place: POST FALLS	Street No: 3051
Street Name: E SELVAGE WAY	
Nearest Intersecting Street: S SPENCER ST	
2nd Intersecting Street: N POTLATCH RD	
Spotting / Marking Instructions: MARK ENTIRE PROP AT ABV ADD	
Remarks:	
Map Coord NW Lat: 47.7129281	Lon: -116.9074786
SE Lat: 47.7109348	Lon: -116.9094804

**MEMBERS NOTIFIED**

District	Company Name	Marking Concerns	Customer Service	Repair	Status	Status History
ATD1	AT&T	208-269-8953	800-252-1133	800-252-1133	Does Not Report	
Viewing	AVQDA01	AVISTA UTILITIES	888-728-0343	800-227-9187	800-227-9187	Does Not Report
	AVQDA02	AVISTA UTILITIES	888-728-0343	800-227-9187	800-227-9187	Does Not Report
	CPFD1	CITY OF POST FALLS- WATER	208-777-9857	208-777-9857	Does Not Report	

**LOCATOR INFORMATION**

Private Attachments: None  
 Public Attachments: None

**Status**  
 Current Status: Not Yet Responded  
**Change Status:** --

**Status Comments (250 character limit)**

Save, Return to Ticket List and Refresh View

Save and Return to Ticket List

Save and Stay on This Ticket

Save and Go to Next Ticket

Just Go to Next Ticket

Your view of this ticket is Open

**Notes**

**History**

Date	Type	District	Display	Locator	User
02/09/23 10:05:29	Ticket Created				System

Facility owners can change the status of each ticket by choosing the appropriate response in the **Change Status** drop-down menu (see next page for more info).

Facility owners can add notes on the status of the ticket in the **Status Comments** field (see next page for more info).

At the very bottom of the ticket window you can see a summary of all activity performed on that ticket.

## RESPONDING TO LOCATE REQUESTS

Responding to locate requests is accomplished by setting the status of a locate request (or “statusing”). To set a status, navigate to the **Locator Information** section of the ticket and click the **Change Status** drop-down menu.

Select a status that reflects the current marking status of the ticket, then click one of the three **Save** buttons on the right side of the screen.

The screenshot shows the 'FULL TICKET VIEW' interface. On the left, there are sections for 'Private Attachments' and 'Public Attachments', both currently set to 'None'. Below these is the 'Status' section, which shows the current status as 'Not Yet Responded' and a 'Change Status:' dropdown menu. A dropdown menu is open, showing the following options: 'Clear/No Conflict', 'Marked/Completed' (highlighted in blue), 'Marked - Utility Representative Required', 'Work-In-Progress - Not Yet Completed', and 'Not Marked - Contact Locator ASAP'. To the right of the status section is a 'Status Comments (250 character limit)' text area. On the far right, there is a vertical column of five buttons: 'Save, Return to Ticket List and Refresh View', 'Save and Return to Ticket List', 'Save and Stay on This Ticket', 'Save and Go To Next Ticket', and 'Just Go To Next Ticket'. Green lines connect the text in the previous paragraphs to the corresponding elements in the screenshot.

### Status Comments

Enter any additional status notes in the Status Comments field (located just below the Change Status drop-down menu). Status Comments will appear in the Ticket History next to the ticket’s status.

### Save, Return to Ticket List and Refresh (Button)

Clicking this button will save the changes you have made to the ticket, then return you to the Ticket Management page, and update the ticket list with the changes you have just made.

### Save, and Return to Ticket List (Button)

Clicking this button will save the changes you have made to the ticket, then return you to the Ticket Management page.

### Save and Stay on This Ticket (Button)

Clicking this button will save the changes you have made to the ticket and return to this ticket.

### Save and Go To Next Ticket (Button)

Clicking this button will save the changes you have made to the ticket, then go to the next ticket on the list.

### Just Go To Next Ticket (Button)

Clicking this button will go to the next ticket on the list *without saving the changes you have made to the ticket*.

**NOTE: If you do not save the ticket your status change will not be saved.**


## ACCOUNT SETTINGS

### Edit User Account

This menu will allow you to choose from a variety of default settings that appear when first logging in to Ticket Check. The options include **Password**, **Email**, **Default State**, **Default Ticket Set**, and **Default District**. The Account Settings menu can be accessed under the Administration menu.

ACCOUNT SETTINGS

SETTINGS



When safety is on the line.

ISITE Home

Contact

Help

iSite User: wa-test1

Admin Home

Customer: 3113295

**iSite User:** wa-test1

**Password:**

**Email:**

**Default State:**

**Default Ticket Set:**

**Default District:**

## REPORTS MENU

The Reports section provides options for running reports on several different aspects of Ticket Check. The types of available Reports will vary depending on your level of customer access. Reports may be accessed by clicking the Reports button in the upper-right corner of the page.

Click the link for the type of report you would like to run.

### REPORTS MENU

Report Name	Description
<a href="#">District Detail</a>	Provides details by district code per day for the provided date range. This includes a summary of tickets received and statuses made.
<a href="#">District Summary</a>	Provides the Summary by District Code for the Tickets Received and Statuses provided. This report is for Ticket Check centers.
<a href="#">Ticket Check Compliance</a>	This report provides on time, late and not responded tickets for a given timeframe, ticket header(s) and district code(s)
<a href="#">Ticket Marked</a>	This report will give a complete list of the tickets, header, and the provided statuses with their date and method.
<a href="#">Ticket Count Report</a>	This report provides counts of tickets

### REPORTS MENU

REPORTS		ONE CALL CONCEPTS When safety is on the line.		ISITE Home	Contact	Help
				Tickets	Admin	Chat
<b>District Detail Report</b>						
Reports						
				Date: Mon Feb 13 16:49:52 EST 2023		
<b>Begin Date:</b>	<input type="text" value="01/01/2023"/>					
<b>End Date:</b>	<input type="text" value="02/01/2023"/>					
<b>Districts:</b>	<input type="checkbox"/> HI - ATTHAW01 (AT&T) <input type="checkbox"/> HI - COHTR01 (CNTY OF HAWAII-TRAFFIC) <input type="checkbox"/> HI - HEC001 (HAWAIIAN ELECTRIC CO) <input type="checkbox"/> HI - TEST01 (HAWAII ONE CALL- TESTING)					
<input type="checkbox"/> Check ALL	<input checked="" type="checkbox"/> ID - AVCDA01 (AVISTA UTILITIES) <input type="checkbox"/> IMT - BILPUD01 (CITY OF BILLINGS P.W. DEPT.)					
<input type="checkbox"/> UnCheck ALL	<input type="checkbox"/> OR - GRESH01 (CITY OF GRESHAM) <input type="checkbox"/> OR - NWN01 (NW NATURAL) <input type="checkbox"/> WA - 3LAKES01 (THREE LAKES WATER ASSOC, INC) <input type="checkbox"/> WA - AVCO101 (AVISTA) <input type="checkbox"/> WA - TEST02 (UTILITY NOTIFICATION CENTER)					
<b>Format:</b>	<input type="text" value="html"/>					
<input type="button" value="Run Report"/>						

When prompted, fill in the appropriate fields to specify the parameters of the report, and click **RUN REPORT.**