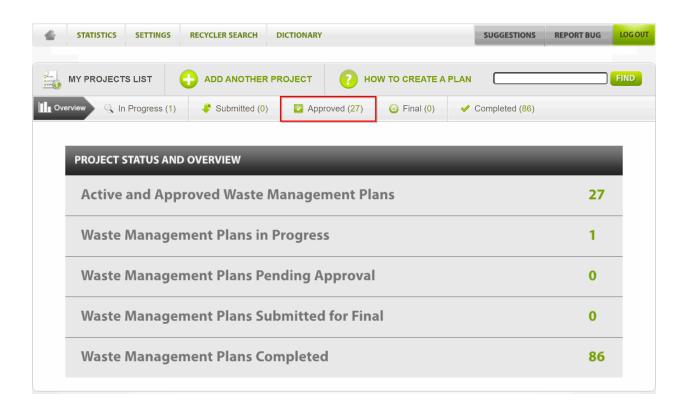
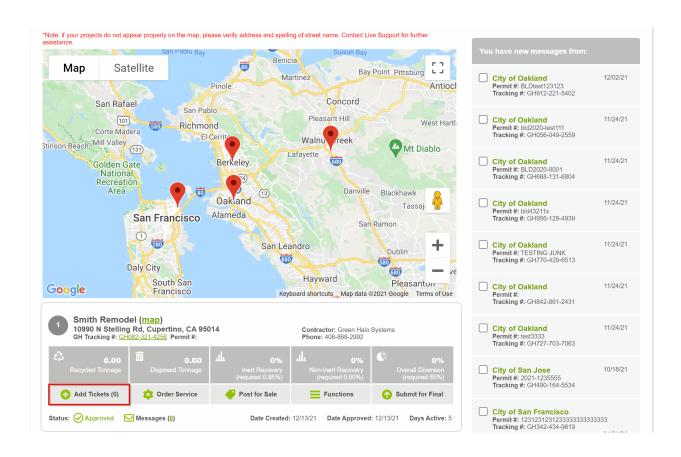
## Green Halo Systems Contractor User Guide Adding Tickets:

Step 1. Once the project is approved, Click the approved tab on the home screen.

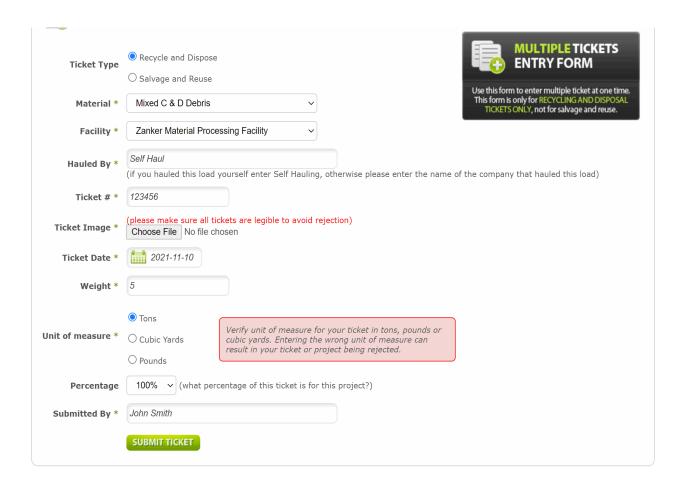


Note: if project is still In Progress, please submit the plan, then check if the plan moved to the Approved tab.

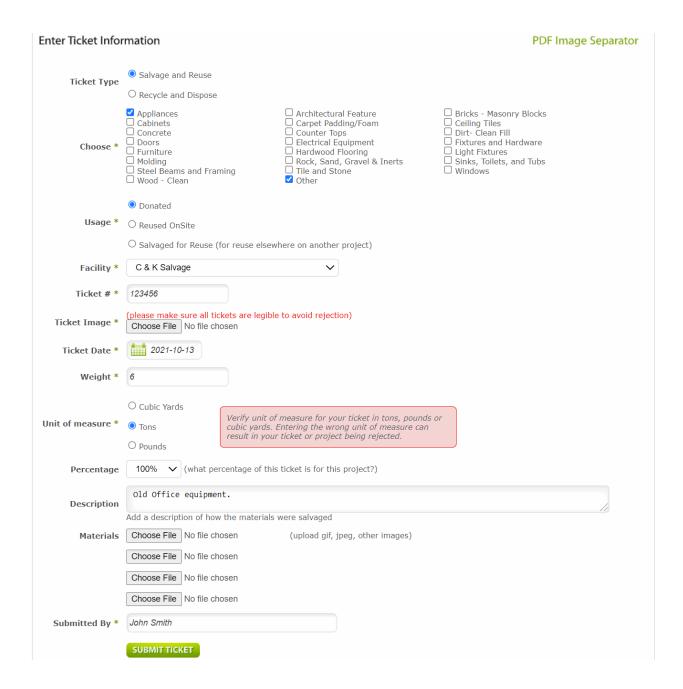
Step 2. Scroll below the map to find your project. Under the project details click the "Add Tickets."



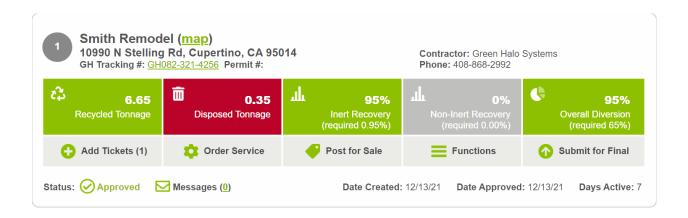
Step 3. Fill out the single ticket form from top to bottom. All details will be located on the weight tag. When you are done filling out all the details top to bottom, click the "Submit Ticket" button.



Step 4. Select Reuse if the materials are being reused for the project. Then select the usage of how the material is being reused. After you select the usage option, fill out the form top to bottom. After you fill out the form click "Submit Ticket."



Step 5. Check the project to see if tickets are uploaded. The number next to "Add Tickets" is the number of tickets that have been uploaded.



Note – When you are done adding tickets to the project, press the "Submit for Final" button to continue the project!