

Ticket Search

Category: Ticket Entry | Created: March 18, 2026 | Updated: September 01, 2026

Ticket Search

Screen Location - Main Menu > Tickets and Time > Ticket Entry > Search Button

The screenshot shows a 'Ticket Search' window with various input fields for search criteria. The fields are organized into three columns: Ticket No, Tag No, Reference No; Customer, Order; Driver, Truck, Vendor; Ticket Date (From, To), Job, Phase, Job Line, UOM Comment; and Created By, Created On, Batch Date. Below the input fields is a table with columns: Ticket No, Tag No, Ticket Date, Qty, Driver, Truck, Order, Job, Job Line, and Ref No. The table contains one row of data. At the bottom of the window, there is a 'Ticket Count' label showing '1' and four buttons: 'Reset', 'Print', 'Search', and 'Done'.

Ticket No	Tag No	Ticket Date	Qty	Driver	Truck	Order	Job	Job Line	Ref No
1	65265	3/23/2015	1	Hankins Transport	2	1094	39th Street Railroad B	Export Dirty Dirt	

1. Enter in one or more criteria.
2. Note - The more criteria you enter the more restrictive your search will be.
3. Click the Search button to display the results of your search.
4. Click the Open Folder icon to the left of the Ticket No field to open the [Ticket Details window](#).

Buttons

1. Reset - Reset the search criteria.
2. Print - Print a report of the search results.
3. Search - Run the search based on the selected criteria.
4. Done - Exit this window.