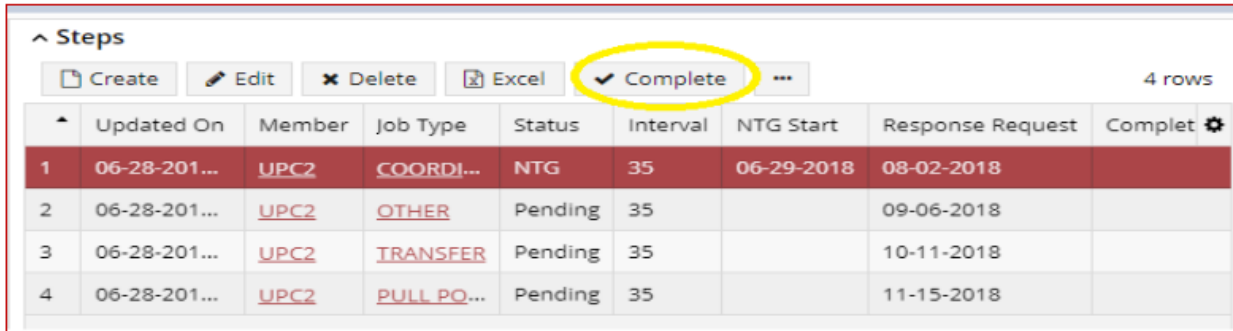


# Updating PT Steps

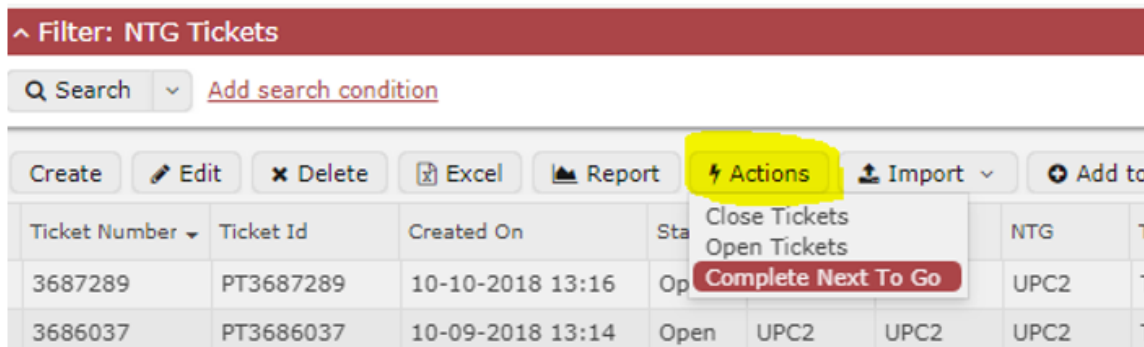
Once the work has been completed in the field, the steps need to be completed in NJUNS. Steps can be updated in a couple of ways.

1. Open the ticket and scroll down to the steps section. Highlight the step to be completed and click on the Complete icon.



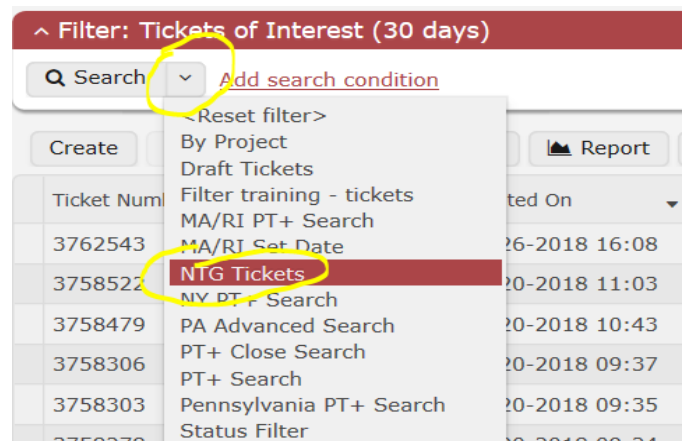
^ Steps								
	Create	Edit	Delete	Excel	Complete			
	Updated On	Member	Job Type	Status	Interval	NTG Start	Response Request	Comple
1	06-28-201...	UPC2	COORDI...	NTG	35	06-29-2018	08-02-2018	
2	06-28-201...	UPC2	OTHER	Pending	35		09-06-2018	
3	06-28-201...	UPC2	TRANSFER	Pending	35		10-11-2018	
4	06-28-201...	UPC2	PULL PO...	Pending	35		11-15-2018	

2. From the NTG Ticket lists (if the step is NTG), select (highlight) the ticket(s) to be completed and click the Actions (Lightning bolt) icon and choose Complete Next To Go. This option will complete several steps in bulk.



^ Filter: NTG Tickets						
Q Search Add search condition						
	Create	Edit	Delete	Excel	Report	Actions
Ticket Number	Ticket Id	Created On	Sta			Close Tickets Open Tickets Complete Next To Go
3687289	PT3687289	10-10-2018 13:16	Op		NTG	
3686037	PT3686037	10-09-2018 13:14	Open	UPC2	UPC2	UPC2

Note: The NTG Ticket List can be found by clicking on Tickets then selecting the arrow next to the Search icon and choosing NTG Tickets. (click search again)



^ Filter: Tickets of Interest (30 days)	
Q Search Add search condition	
	Reset filter>
	By Project
	Draft Tickets
	Filter training - tickets
	MA/RI PT+ Search
	MA/RI Set Date
	NTG Tickets
	NY PT+ Search
	PA Advanced Search
	PT+ Close Search
	PT+ Search
	Pennsylvania PT+ Search
	Status Filter
Ticket Num	ted On
3762543	26-2018 16:08
3758522	20-2018 11:03
3758479	20-2018 10:43
3758306	20-2018 09:37
3758303	20-2018 09:35
3758278	20-2018 09:24