

Gaining Access to Open Ticket

To add the Field Ticket permissions, please follow the steps below:

Go to Membership > Departments & Roles and click on the department name in blue.

Name	Type	Description	Notification User	Remit To	Delete
Chesapeake Test Supplier 01					
Chesapeake Operating	Site				
Accounts Receivable	Department		Admin, OpenInvoice		

Chesapeake Energy Corporation

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Click on the Settings tab and click Add Role.

This site currently has 53 invoices in progress.

Summary Settings

Add Role

Organization Roles

	Membership View	Membership Modify	Membership Admin	Corporate View	Corporate Modify	Corporate Admin	Corporate Integration	Invoice View	Invoice Modify	Invoice Admin	Price Book View	Price Book Modify	Price Book Approve	Field Ticket View	Field Ticket Modify	Field Ticket Pricing	Payment Admin	PO View	PO Admin	Job Order View	Job Order Admin
Chesapeake Test Supplier 01																					
Chesapeake Operating																					
Accounts Receivable																					
Member (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Setup and Admin (2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Invoices (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Tickets (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Invoices (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Tickets (1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submit Cancel

Enter Field Ticket in the Role Name field, select the users who need access to this role, click Add and click Submit.

This site currently has 53 invoices in progress.

Summary Settings

Department Name: Accounts Receivable

Role Name: Field Ticket

Description:

Active:

Non-Members

- Admin, OpenInvoice

Members

Add >

< Remove

Submit Cancel

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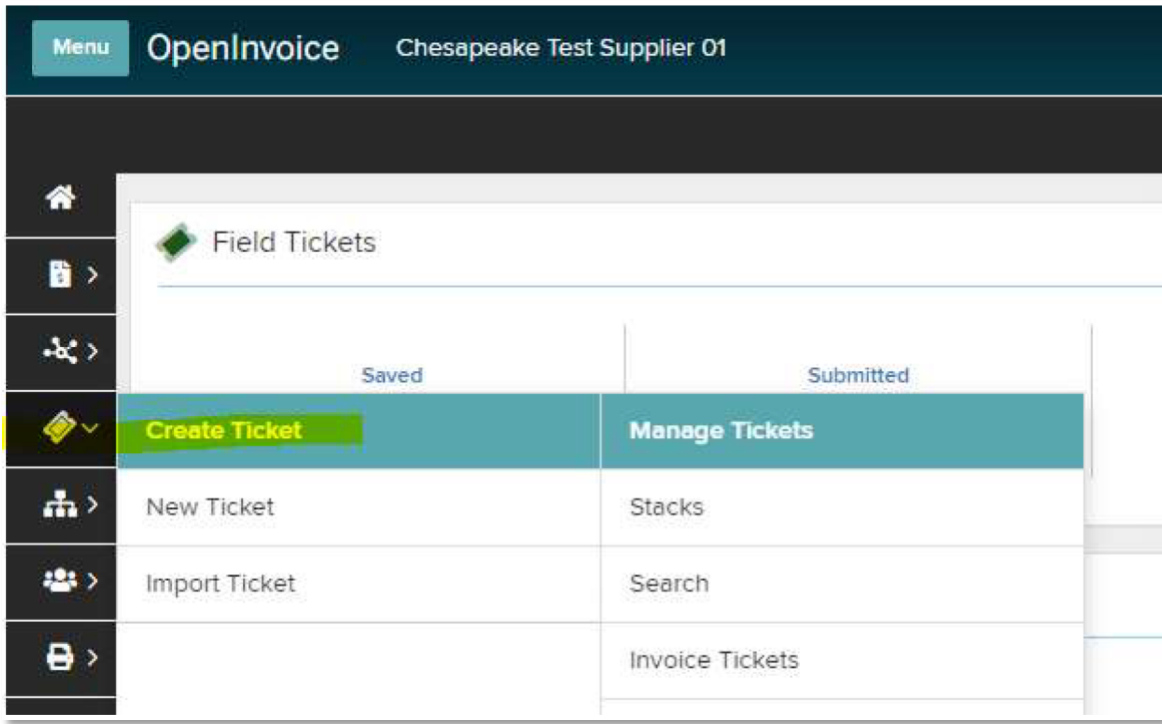
Across the row for the new Field Ticket role check off the boxes below the 3 Field Ticket permissions (Field Ticket View, Field Ticket Modify and Field Ticket Pricing) and click Submit.

Summary		Settings														
Department Name: Accounts Receivable																
Department Code:																
Site: Chesapeake Operating																
Description:																
Active: <input checked="" type="checkbox"/>																
Notification: Admin, OpenInvoice																
Organization Roles																
		Membership View	Membership Modify	Membership Admin	Corporate View	Corporate Modify	Corporate Admin	Invoice View	Invoice Modify	Invoice Admin	Field Ticket View	Field Ticket Modify	Field Ticket Pricing	Payment Admin	PO View	PO Admin
Chesapeake Test Supplier 01																
Chesapeake Operating																
<input checked="" type="checkbox"/> Accounts Receivable																
<input type="checkbox"/> Member (2)		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
<input type="checkbox"/> Company Setup and Admin (2)		✓	✓	✓	✓	✓	✓	✓	x	✓	x	x	x	✓	✓	✓
<input type="checkbox"/> Create Invoices (2)		x	x	x	x	x	x	✓	✓	x	x	x	x	x	x	x
<input checked="" type="checkbox"/> Create Tickets (2)		x	x	x	x	x	x	x	x	✓	✓	✓	x	x	x	x
Admin, OpenInvoice	Anderson, Zack															
<input type="checkbox"/> View Invoices (1)		x	x	x	x	x	x	✓	x	x	x	x	x	x	x	x
<input type="checkbox"/> View Tickets (1)		x	x	x	x	x	x	x	x	✓	x	✓	x	x	x	x

Log out and back in for the changes to take effect.

Gaining Access to Open Ticket

Your icon is now visible!



Please contact Eticket@chk.com for any questions.

Chesapeake Energy Corporation

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