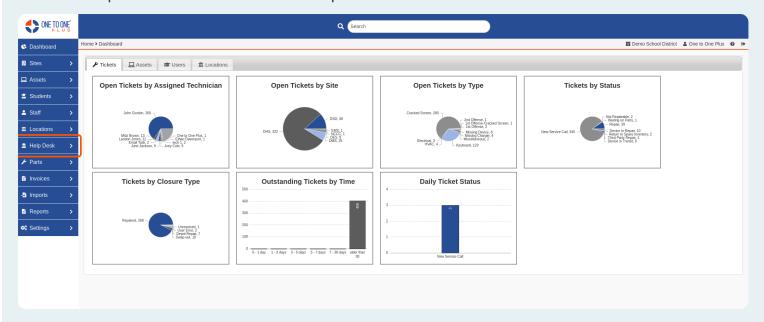
# Add a Part to a Help Desk Ticket

Author: Burt LancasterUpdated: 2 years ago

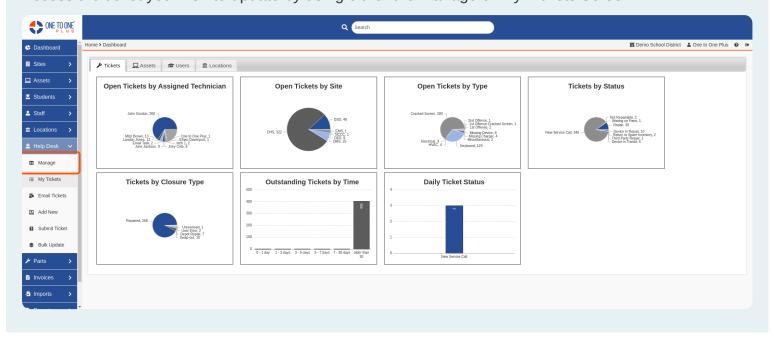
## **Click Help Desk**

Click the Help Desk button to access the help desk sub-menu.



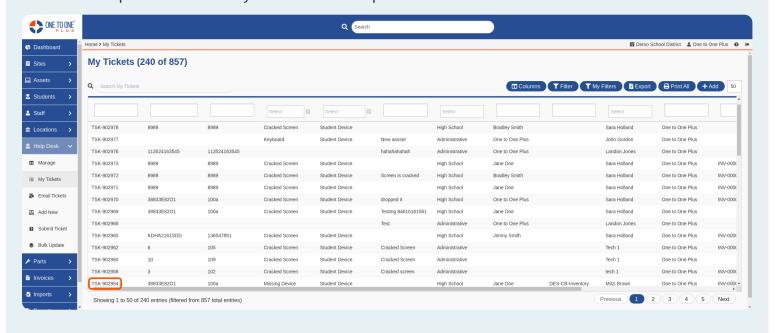
#### **Access Tickets**

Access the ticket you wish to update by using either the Manage or My Tickets Screen.



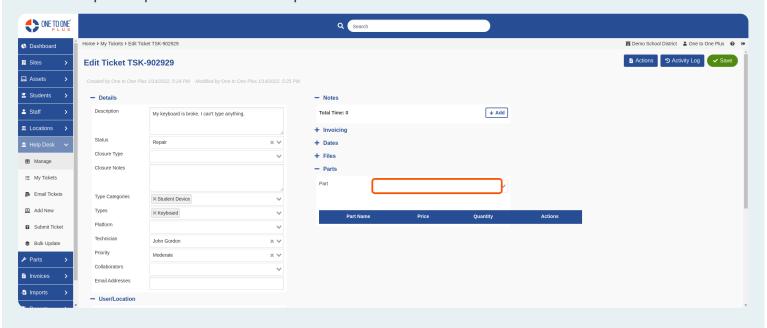
## **Select the Ticket to Update**

Select the help desk ticket that you wish to add a part to.



#### **Select Part**

Select the part or parts used on the help desk ticket.



#### **Click Save**

Click the save button to save the part to the ticket record.

