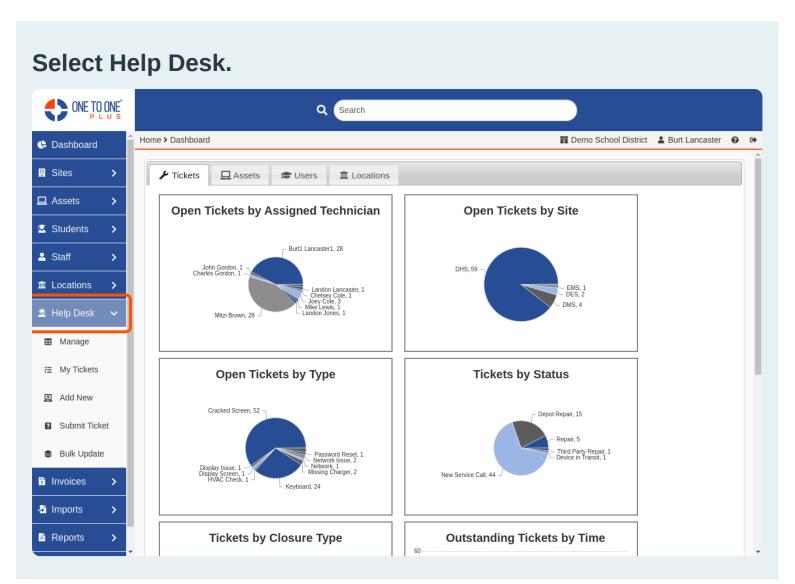
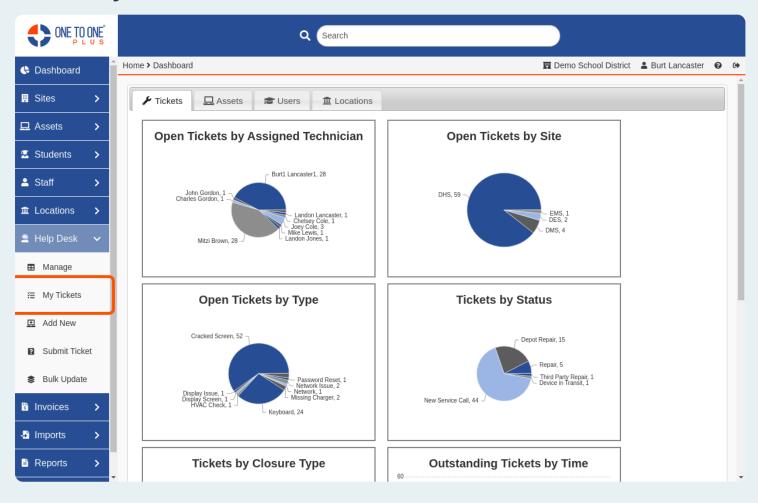
Manage My Tickets

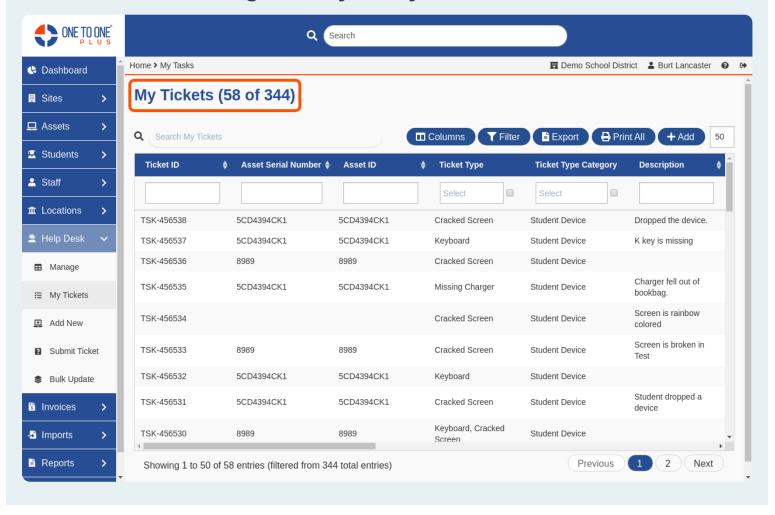
Author: Trey BurnettUpdated: 2 years ago



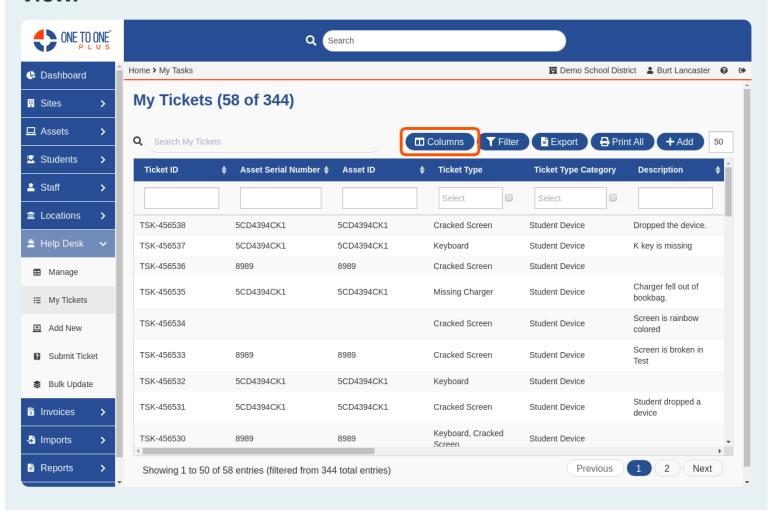
Select My Tickets.



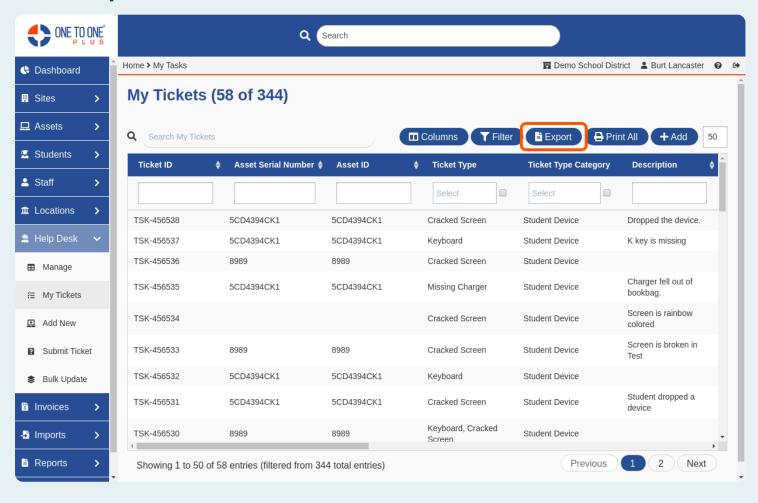
The My Tickets screen displays tickets you have entered or tickets that are assigned to you if you are a technician.



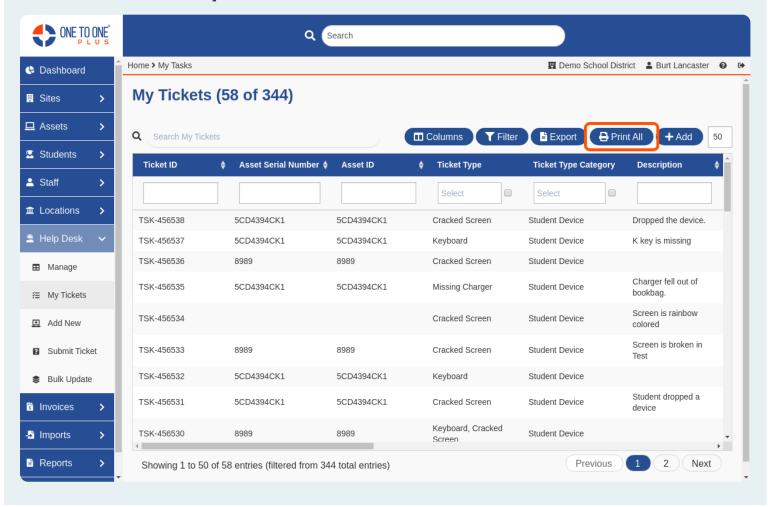
Click on Columns to select fields to display and customize your view.



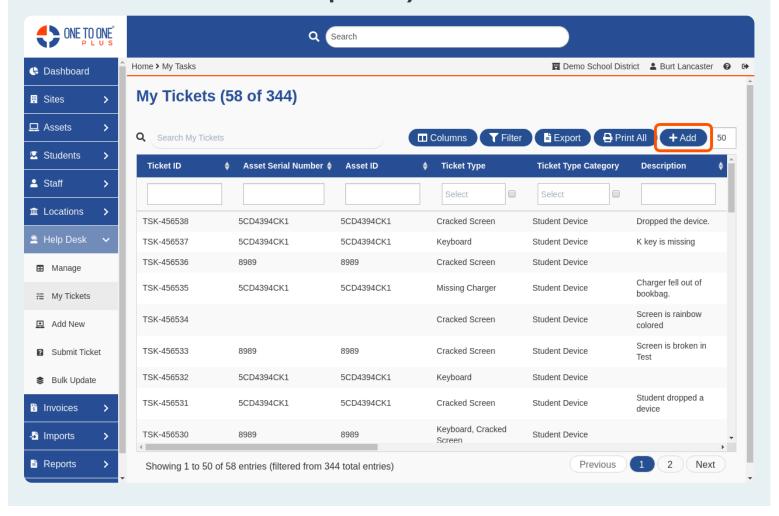
Click Export to download a CSV file.



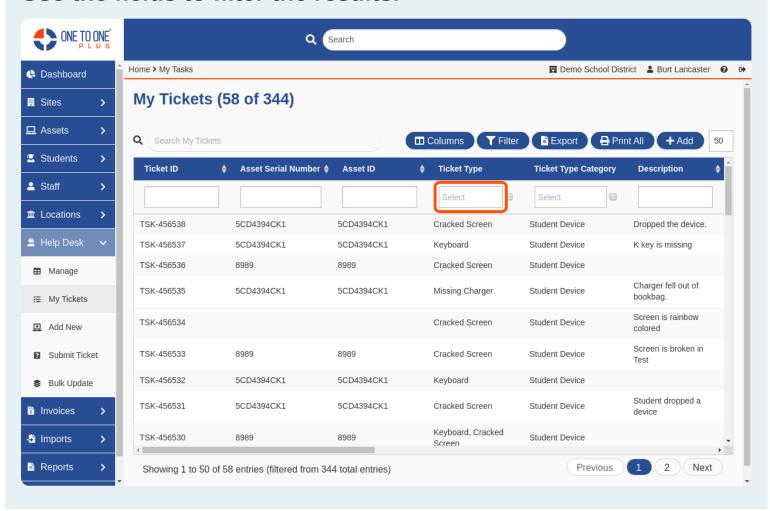
Click Print All to print a sheet for each ticket listed.



Click on Add to add a new ticket (This can also be done from the Add New tab under Help Desk).



Use the fields to filter the results.



Click on a ticket or the edit button to view or modify a ticket.

