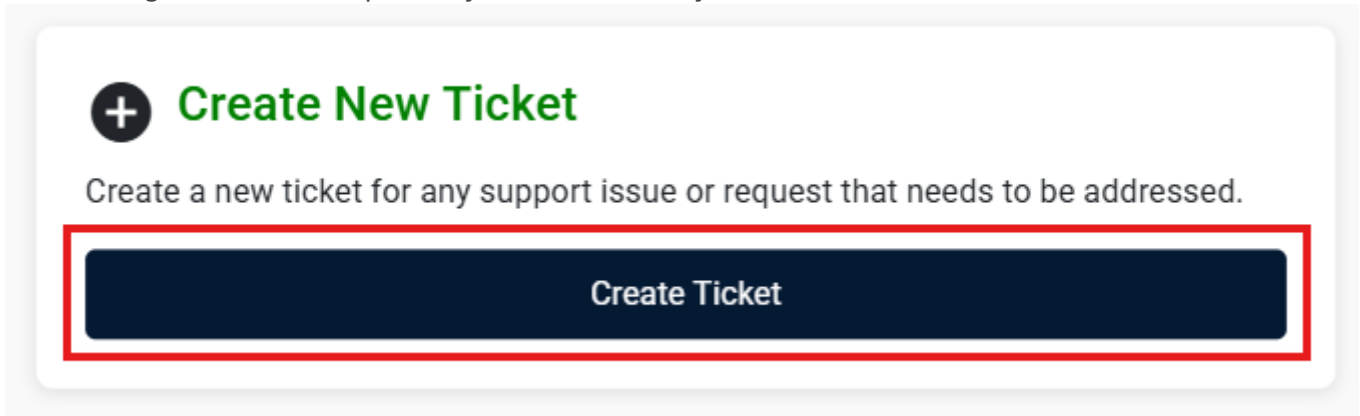
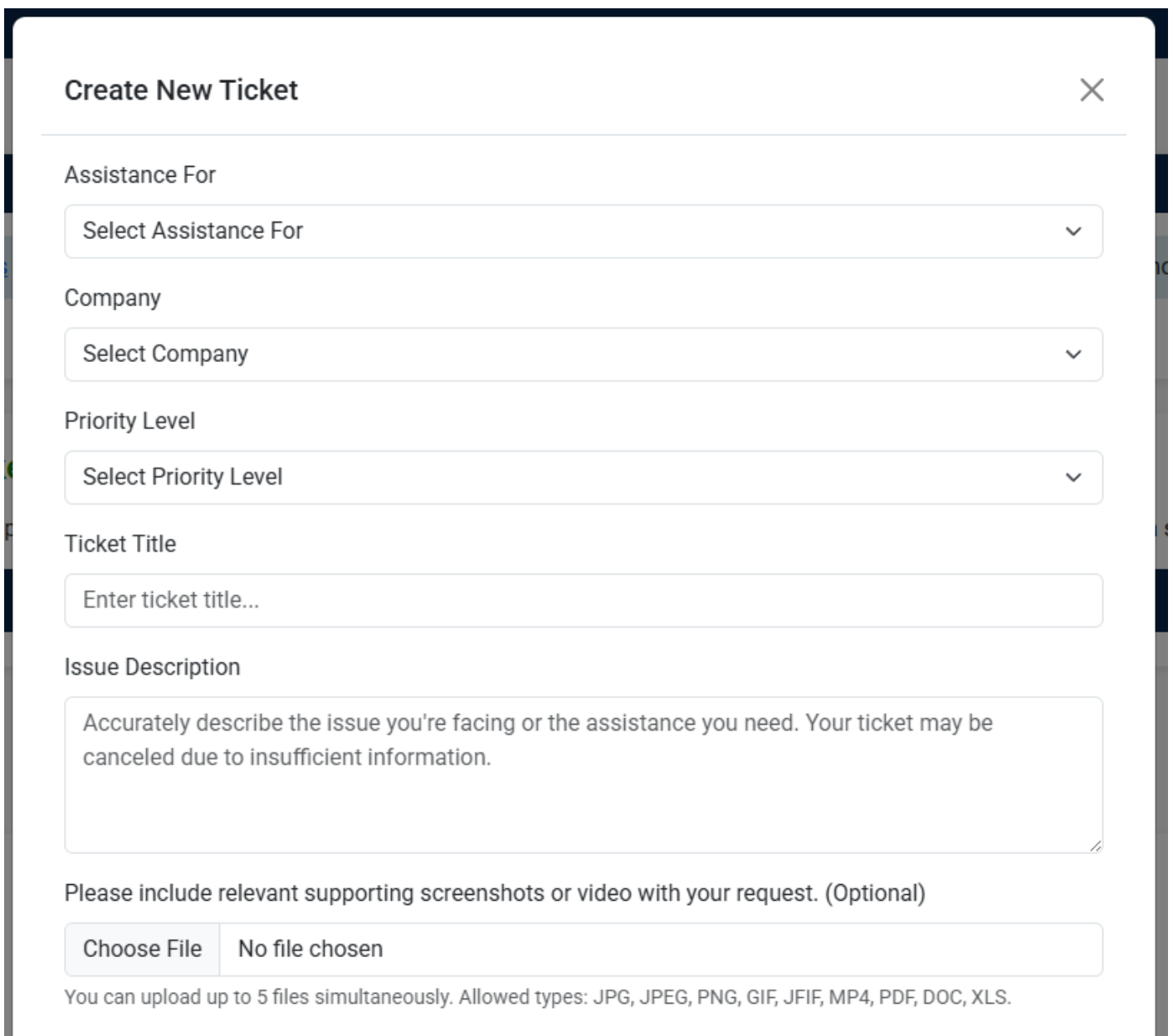


# Creating a Ticket

1. Creating a ticket is simple. At your dashboard you will see this button below "Create Ticket"



2. Fill up all the information needed on the form.

A screenshot of a "Create New Ticket" form. The form is titled "Create New Ticket" and has a close button (X) in the top right corner. It contains several input fields: "Assistance For" (dropdown menu with "Select Assistance For"), "Company" (dropdown menu with "Select Company"), "Priority Level" (dropdown menu with "Select Priority Level"), "Ticket Title" (text input field with "Enter ticket title..."), and "Issue Description" (text area with a placeholder text: "Accurately describe the issue you're facing or the assistance you need. Your ticket may be canceled due to insufficient information."). Below the form, there is a note: "Please include relevant supporting screenshots or video with your request. (Optional)". At the bottom, there is a file upload section with a "Choose File" button and "No file chosen" text. A footer note states: "You can upload up to 5 files simultaneously. Allowed types: JPG, JPEG, PNG, GIF, JFIF, MP4, PDF, DOC, XLS."

3. Then hit submit ticket or cancel if you wish not to proceed.

Submit Ticket

Cancel

4. You will received a confirmation email of the success ticket creation and a Ticket number then kindly wait for the IT Team to accept your ticket.

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Revision #7

Created 22 December 2025 01:52:01 by IT Admin

Updated 22 December 2025 01:59:45 by IT Admin