## **Helpdesk**

- Manage Tickets
  - **My Tickets** An error message was being displayed for user role of Staff when a ticket link was opened. This has now been fixed.
  - Edit Tickets, Add Ticket, Submit Ticket- A new message has been added above the Type Categories field to remind users that when a category is selected, it will filter the Types list box below it to only those items that are associated with the category. \*\*\*These two fields work together with each other. If you select one without the other, the system will not save correctly.

Home > My Tickets > Add		🕎 OneToOnePlus Training 💄 1to1 Training 🥑 🔂
Add Ticket		✓ Save    ✓ Save and Send
- Details	+ Files	
Description	- Notes	
	Total Time: 0	+ Add
Status		
Closure Type	~	
Closure Notes	+ Parts	
	~	
Select Ticket Categories to filter Ticket Type set		
Type Categories	~	
Types	~	
Platform	~	

	Home 3	Ticket	Properties	> Typ	es >	Edit
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## **Edit Ticket Type** Created by 1to1 Training on 5/14/21, 3:43 PM Modified by 1to1 Training on 12/6/22, 11:58 AM Short Name \* **Ticket Type** Laptop Missing Keys Description Task Type Category Laptop X Type Category **Billable Amount** 40 Email Group Select An Option Default Technician Select An Option

## Release 5.3.0

## • **Edit Ticket** – When an invoice is created from the Edit Ticket form, it was reverting the ticket type to the default type if one is set. This is now fixed to keep the current ticket type.

Home > My Tickets > Edit	Ticket TSK-1730588							🕎 1to1QA	💄 Karen Zuber	00
Edit Ticket TS	K-1730588				Actions	Watch	う Activity Log	✓ Save	A Save and Se	nd
Created by 1to1 QA 10/	6/2022, 9:13 AM Modified by Karen Z	uber 4/7/2023,	11:18 AM							
- Details			+ Files (1)							
Description	Cracked Screen		+ Notes							
		,	+ Emails							
Status	New Ticket	×v	- Invoicing							
Closure Type	Duplicate	×v			+ /	\dd				
Closure Notes			Invoice Number	INV-0000573880		. ~				
		1.	Funding Type	Title VI	>	~				
Select Ticket Categorie	es to filter Ticket Type selections		L. Datas							
Type Categories	× Chromebook	×	+ Dates							
Types	X Chromebook Cracked Screen	~	+ Parts							
	× Chromebook Missing Keys	· · ·								
Platform		~								
Technician		~								

me > Ticket Properties > Types							📕 1to1QA	🛔 Karen Zuber 🛛 🕻
icket Types								+ Ad
īcket Type	Description	Billable Amount	Default?	Public?	Turn In?	Category	Created by User	Actions
chromebook Cracked Screen		\$125		YES	YES	Chromebook	1to1 QA	21
hromebook Missing Keys		\$0		YES	YES	Chromebook	1to1 QA	21
aptop Cracked Screen		\$0		YES	YES	Laptop	1to1 QA	21
aptop Missing Keys		\$0		YES	YES	Laptop	1to1 QA	2 🗊
rojector bulb	Th	e ticket was re	verting bac	ck to a ty	peres	Projector	1to1 QA	21
ad Cracked Screen		that was flag	gged as 'de	efault'	YES	iPad	1to1 QA	2 1
andom		\$0	YES	YES	YES		1to1 QA	2 1
owerschool Issue		\$0			YES	Application Issue	1to1 QA	2 1
mail Issue		\$0			YES	Application Issue	1to1 QA	2 🕯

• **Submit Tickets** – An error message was being displayed when logged in as a user with a Student role. This has now been fixed.