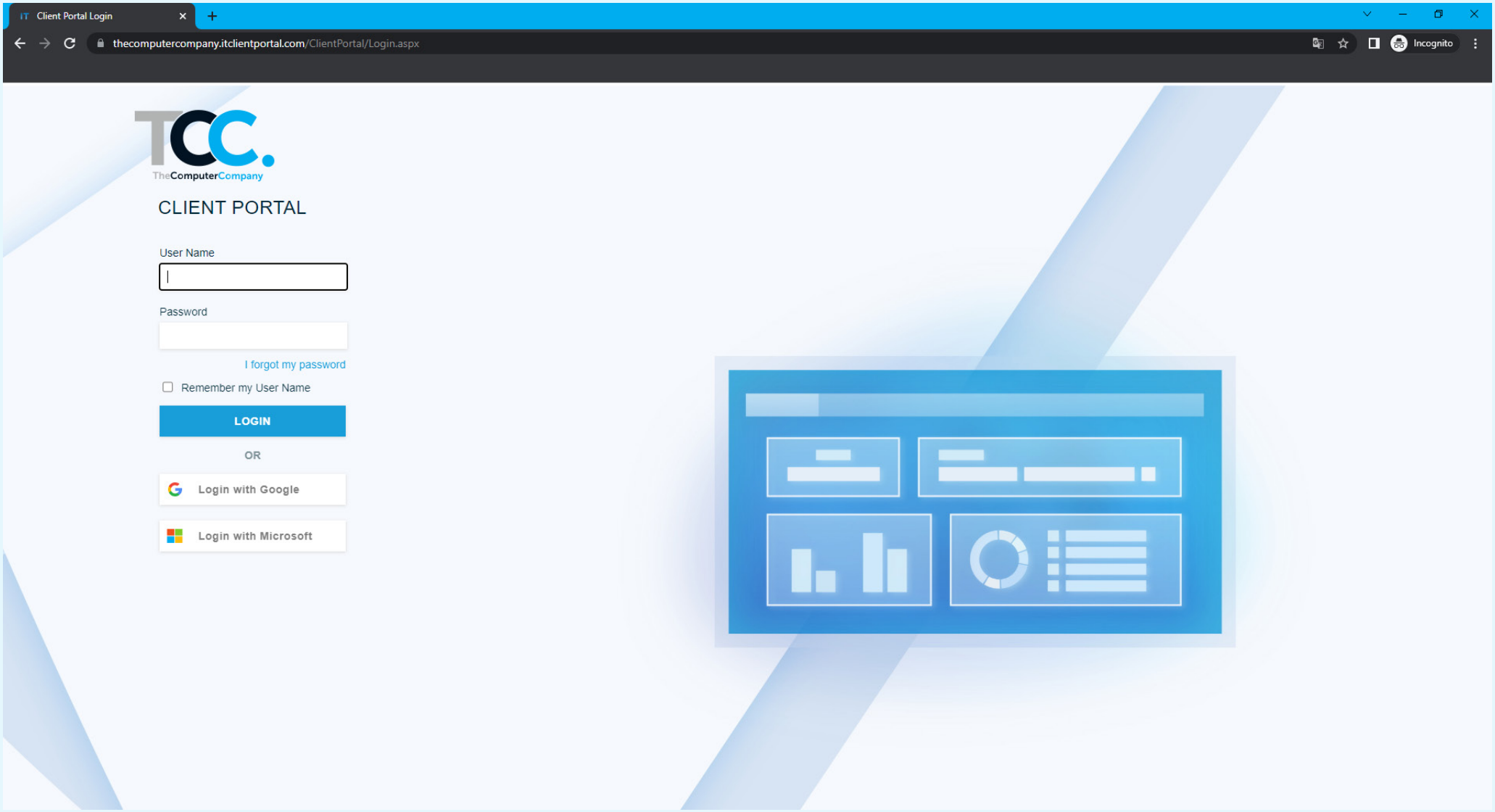
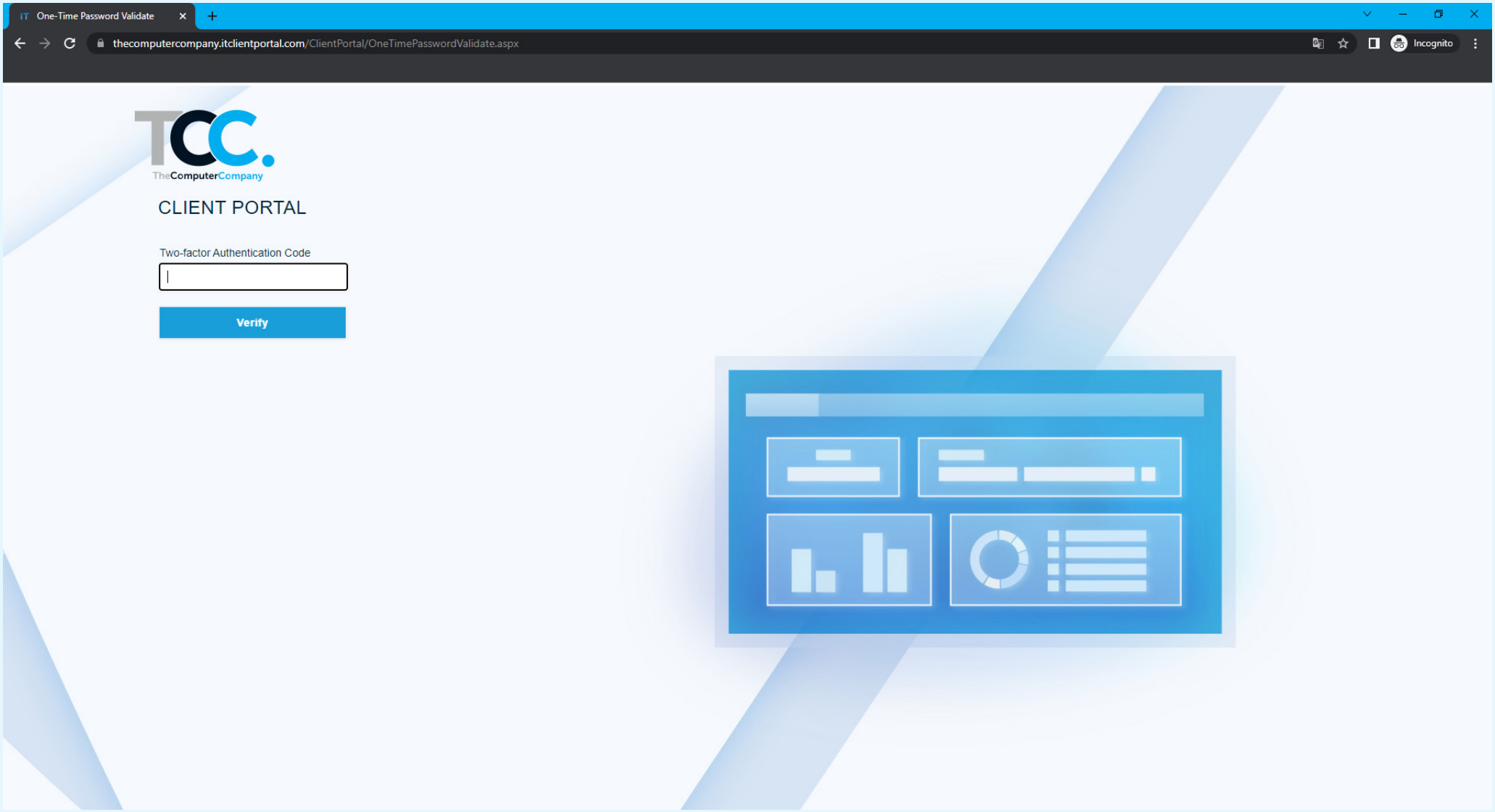
Autotask
Handleiding

Hoe maak ik een ticket aan?

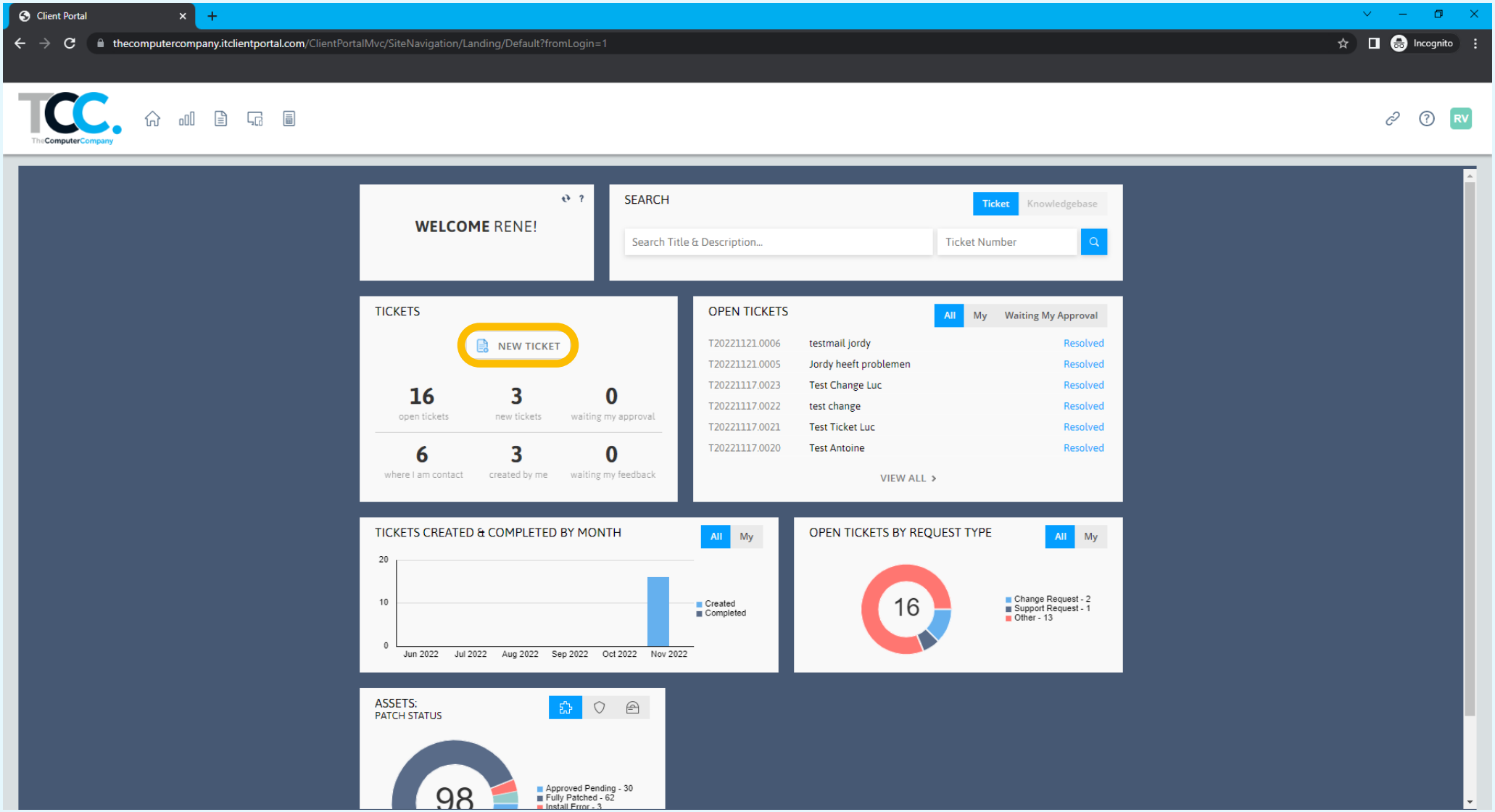
TheComputerCompany



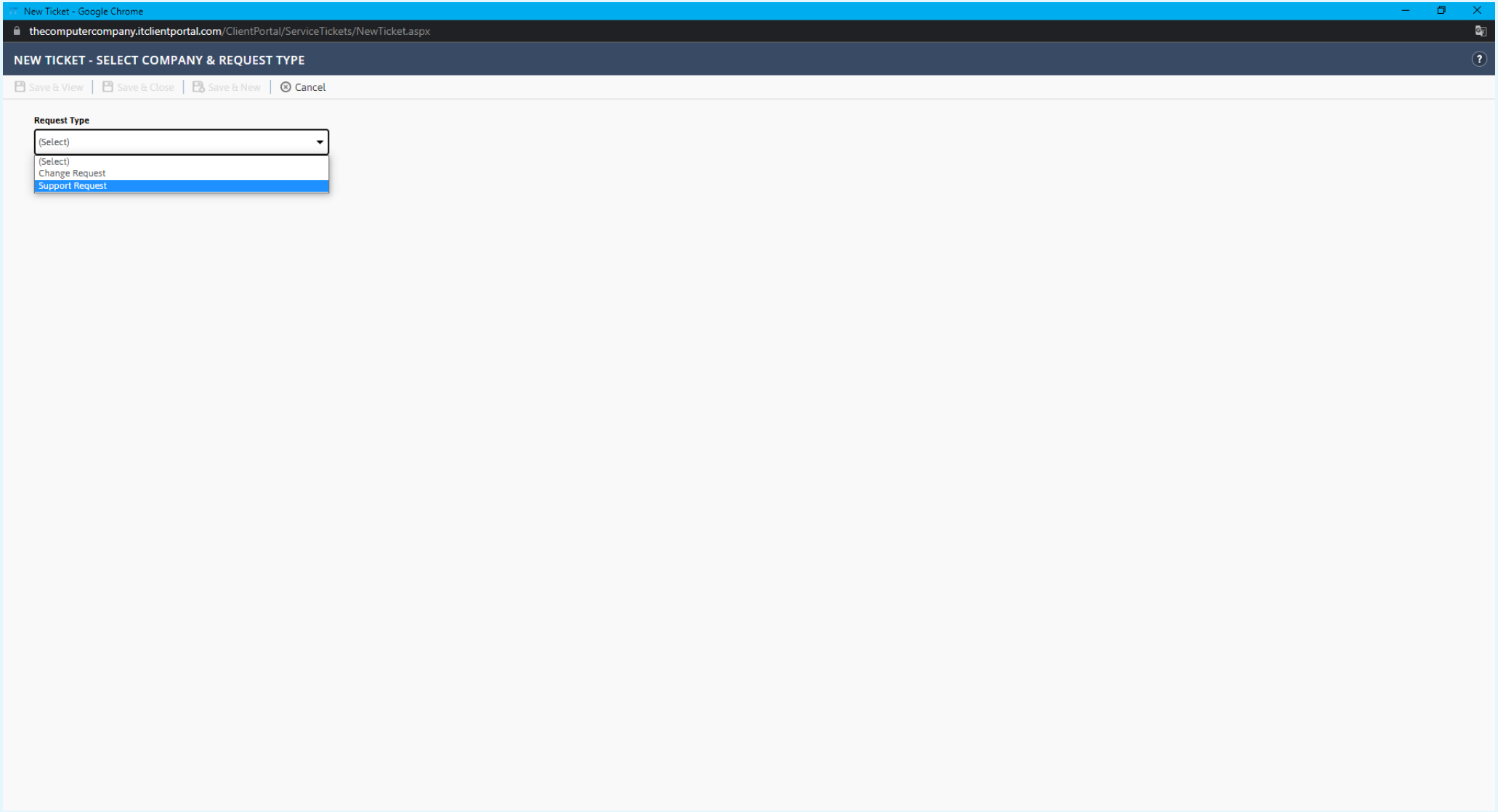
Ga naar de Autotask-portal en vul je gebruikersnaam en wachtwoord in



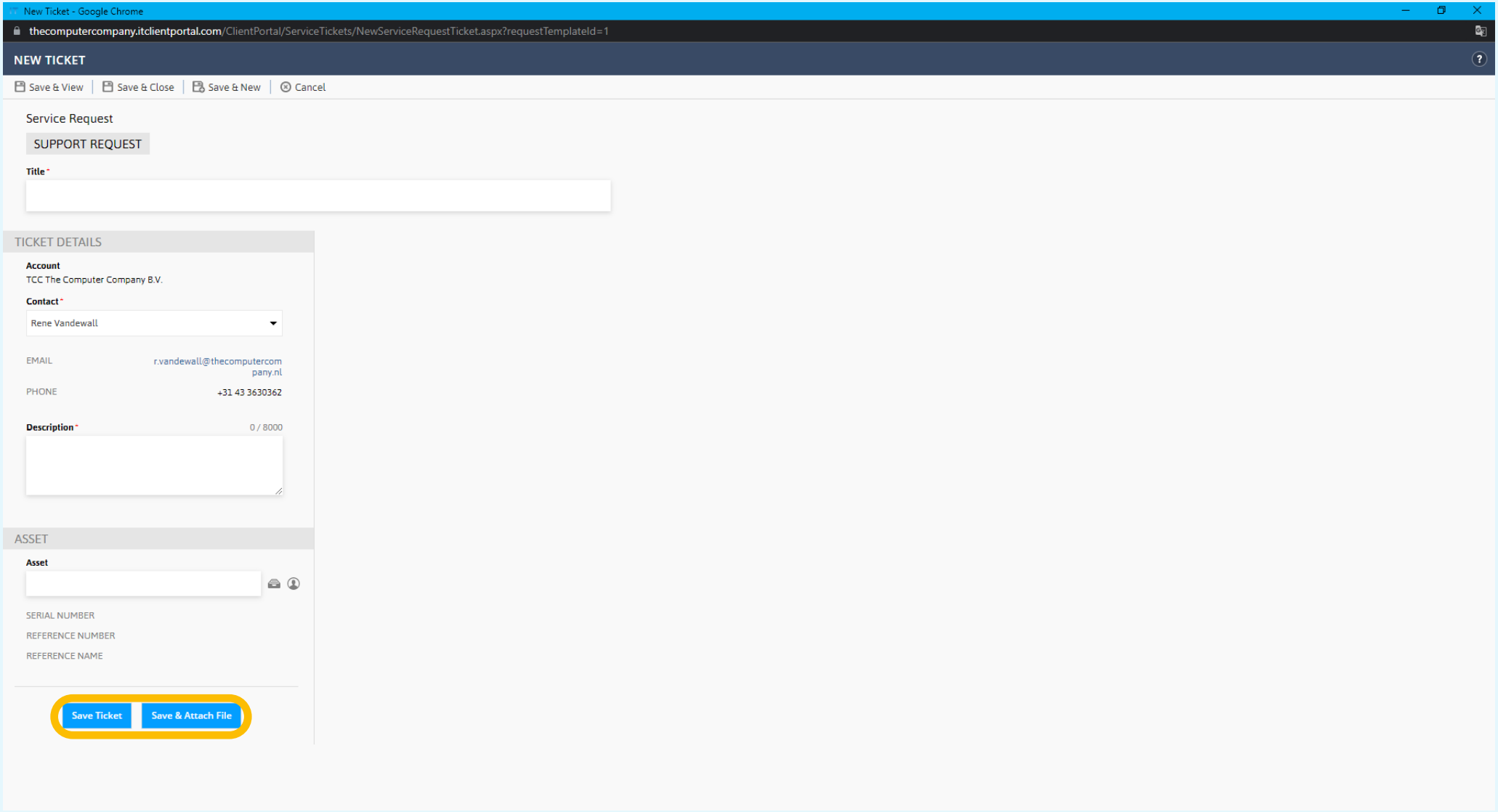
Vul de authenticatiecode in



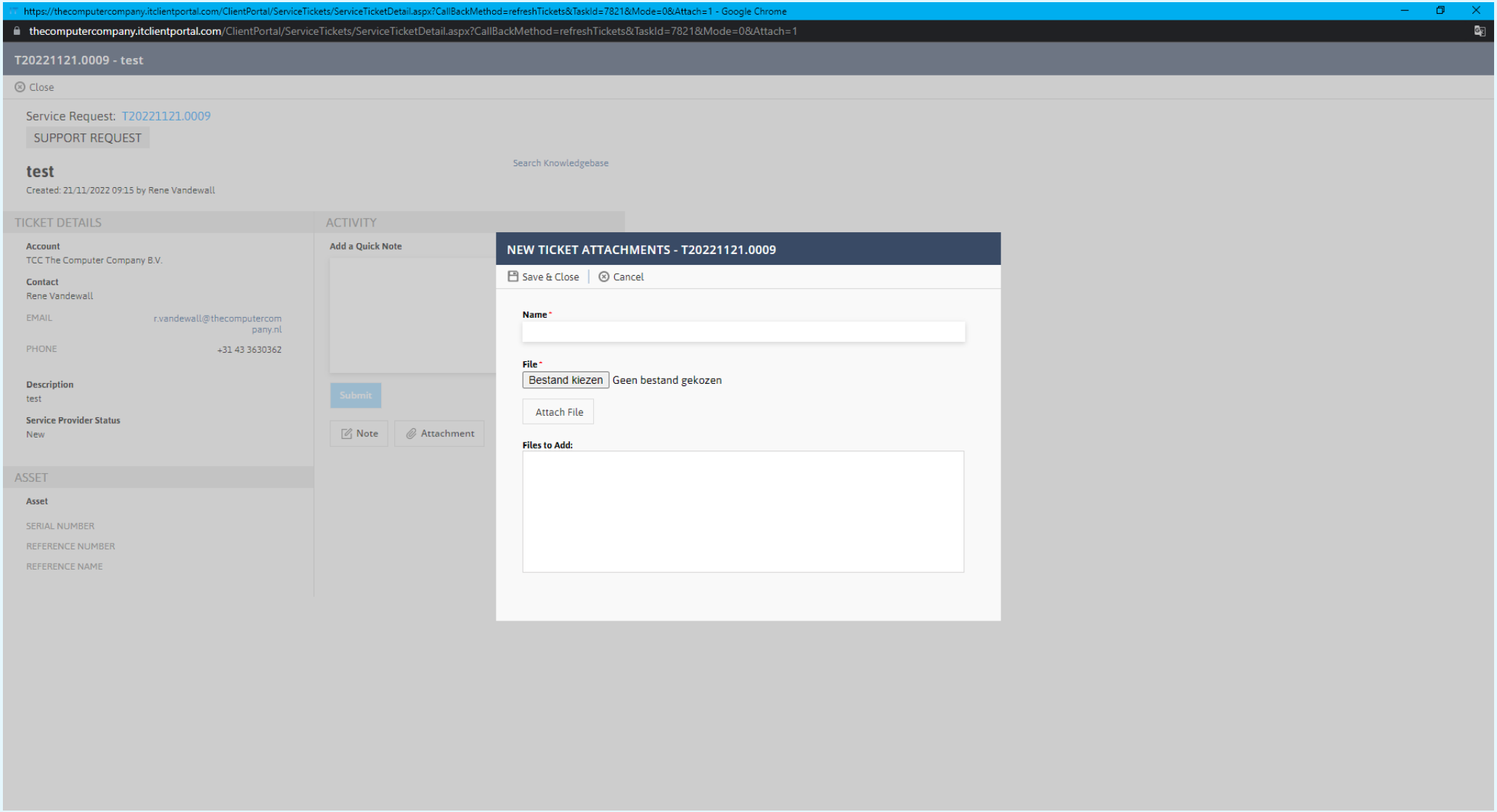
Klik op ‘New Ticket’



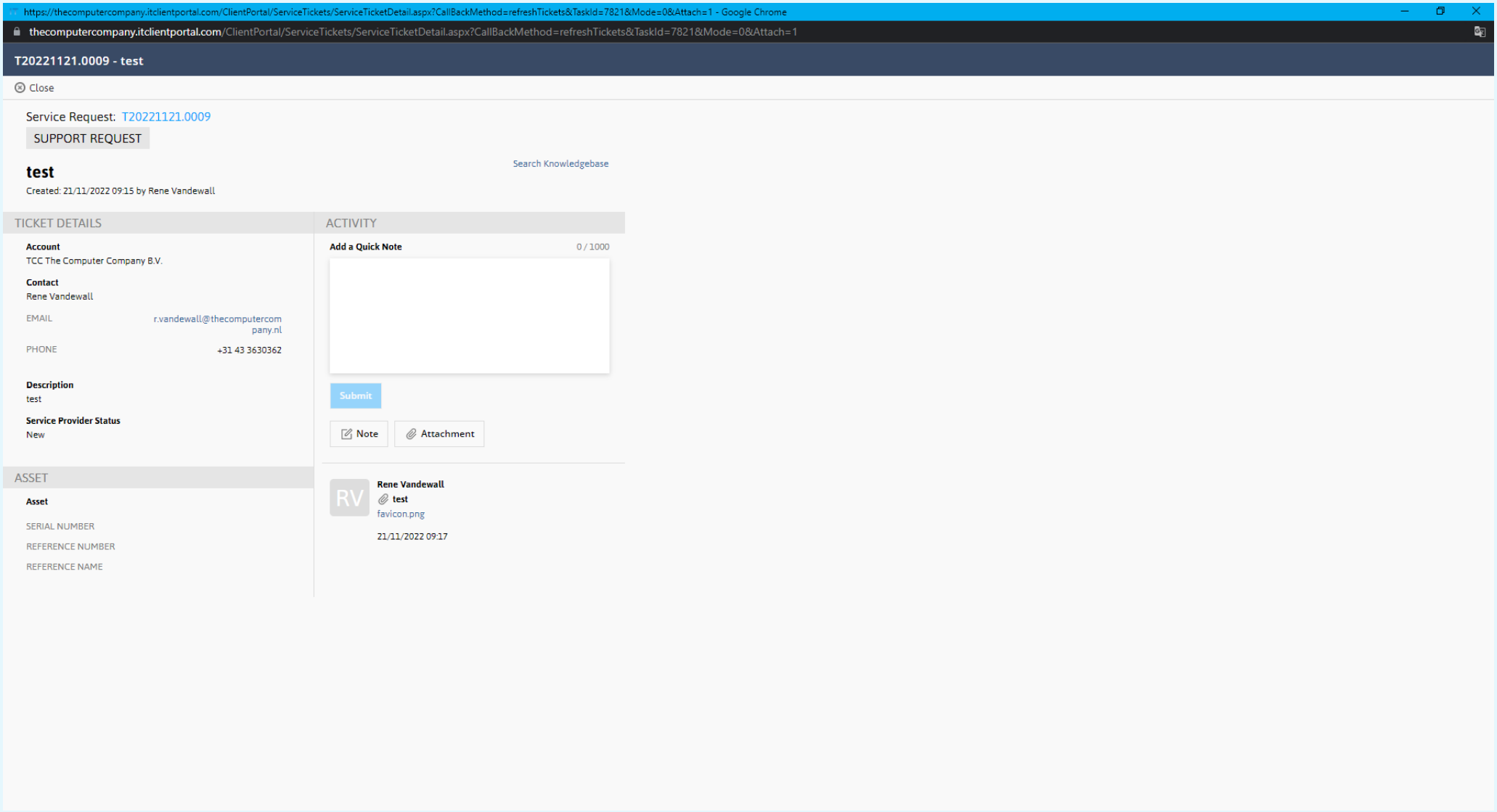
Selecteer het gewenste ‘Request Type’



Vul de benodigde velden in en klik op ‘Save Ticket’ of ‘Save & Attach File’ om het ticket aan te maken



Als je ‘Save & Attach File’ hebt geklikt, kun je hier een bestand als bijlage toevoegen. Klik vervolgens op ‘Save & Close’



Je ticket is aangemaakt!