

# Autotask Handleiding

Rapport  
bekijken



## CLIENT PORTAL

User Name

Password

[I forgot my password](#)

Remember my User Name

LOGIN

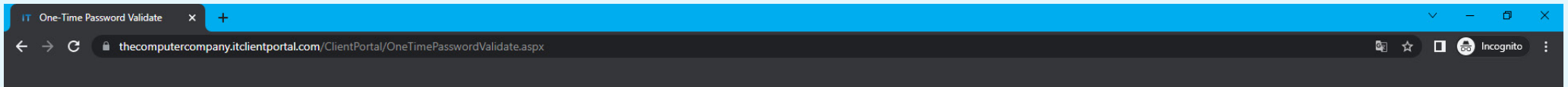
OR

 Login with Google

 Login with Microsoft



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



## CLIENT PORTAL

Two-factor Authentication Code

Verify



Vul de authenticatiecode in

The screenshot shows the TCC Client Portal interface. At the top left, the logo for 'The Computer Company' is visible. A navigation menu is located in the top right, with 'REPORTS' highlighted in a yellow box and 'Ticket Report' listed below it. A notification banner at the top states 'Waiting Approval: You have 1 change request(s) waiting for approval'. The main dashboard area includes a 'WELCOME RENE!' message, a search bar, and several data widgets: 'TICKETS' (17 open, 4 new, 1 waiting), 'OPEN TICKETS' (list of tickets with status), 'TICKETS CREATED & COMPLETED BY MONTH' (bar chart), and 'OPEN TICKETS BY REQUEST TYPE' (donut chart showing 17 total tickets).

Ga naar 'Reports' > 'Ticket Report'

Client Portal

IT https://thecomputercompany.itcl

thecomputercompany.itclientportal.com/ClientPortal/Reporting/ReportViewer.aspx?report=ticketreport

Incognito

### TICKET REPORT

Show/Hide Report Criteria | Print | Export | Close

Generate

SORT BY

Created Date

DATE RANGE

24/10/2022 - 23/11/2022

Today

FILTERS

Request Type (All Selected)

- All
- Change Request
- Created by Service Provider
- Support Request

Reset

COLUMNS/DATA

- Ticket Title
- Ticket Description
- Service Provider Resource
- Service Provider Status
- Ticket Contact
- Created Date
- Service Provider Completed Date
- Request Type
- Priority
- Notes and Time Entries

SUMMARY

Show Criteria on Report

Generate

Selecteer de gewenste instellingen  
en klik op 'Generate'

Client Portal | IT | https://thecomputercompany.itcl... | thecomputercompany.itclientportal.com/ClientPortal/Reporting/ReportViewer.aspx?report=ticketreport

### TICKET REPORT

Show/Hide Report Criteria | Print | Export | Close

Ticket Number	Service Provider Resource	Service Provider Status	Ticket Contact	Created Date	Service Provider Completed Date	Request Type	Priority
T20221115.0003		New	Vandewall, Rene	15/11/2022 03:21		Support Request	Important
<b>Ik wil een ticket aanmaken</b>							
Dit is een test ticket							
T20221121.0009		New	Vandewall, Rene	21/11/2022 09:15		Support Request	Important
<b>test</b>							
test							

Generate

**SORT BY**

Priority

**DATE RANGE**

24/10/2022 - 23/11/2022

Today

**FILTERS**

Request Type (1 Selected)

**COLUMNS/DATA**

- Ticket Title
- Ticket Description
- Service Provider Resource
- Service Provider Status
- Ticket Contact
- Created Date
- Service Provider Completed Date
- Request Type
- Priority
- Notes and Time Entries

**SUMMARY**

Show Criteria on Report

Generate

Bekijk het rapport