Assign or close a service ticket

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- 1. Tap the three-lined icon located at the top left corner of your screen
- 2. Tap/Click the Maintenance page
- 3. Tap/Click the red, three-dot menu button located at the top right corner of your screen
- 4. To assign a service ticket for a machine, select the machine from the Maintenance page
 - a. From the machine's **Equipment** page, tap/click on **Assign** to open a new window to select someone to service the machine
 - b. To close a service ticket, navigate to the Equipment page (*step 2*) and click/tap on the red Close button

10:57 Thu Apr 1		중 62% ■
<	Equipment 4567	•
Make Model VEQ: 4567 Snack-Yellow Tunnel > 267 Vending Location Addres Snack Key Code Manufacturer P 345 Manu S		Placement History
Service Call# 513503 New Created 2 minutes ago by office test	Assign	Close
	Service History	
Service Call #513503 Created Apr 01, 2021 test		Assigned
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[Video: Assign or close a service ticket]