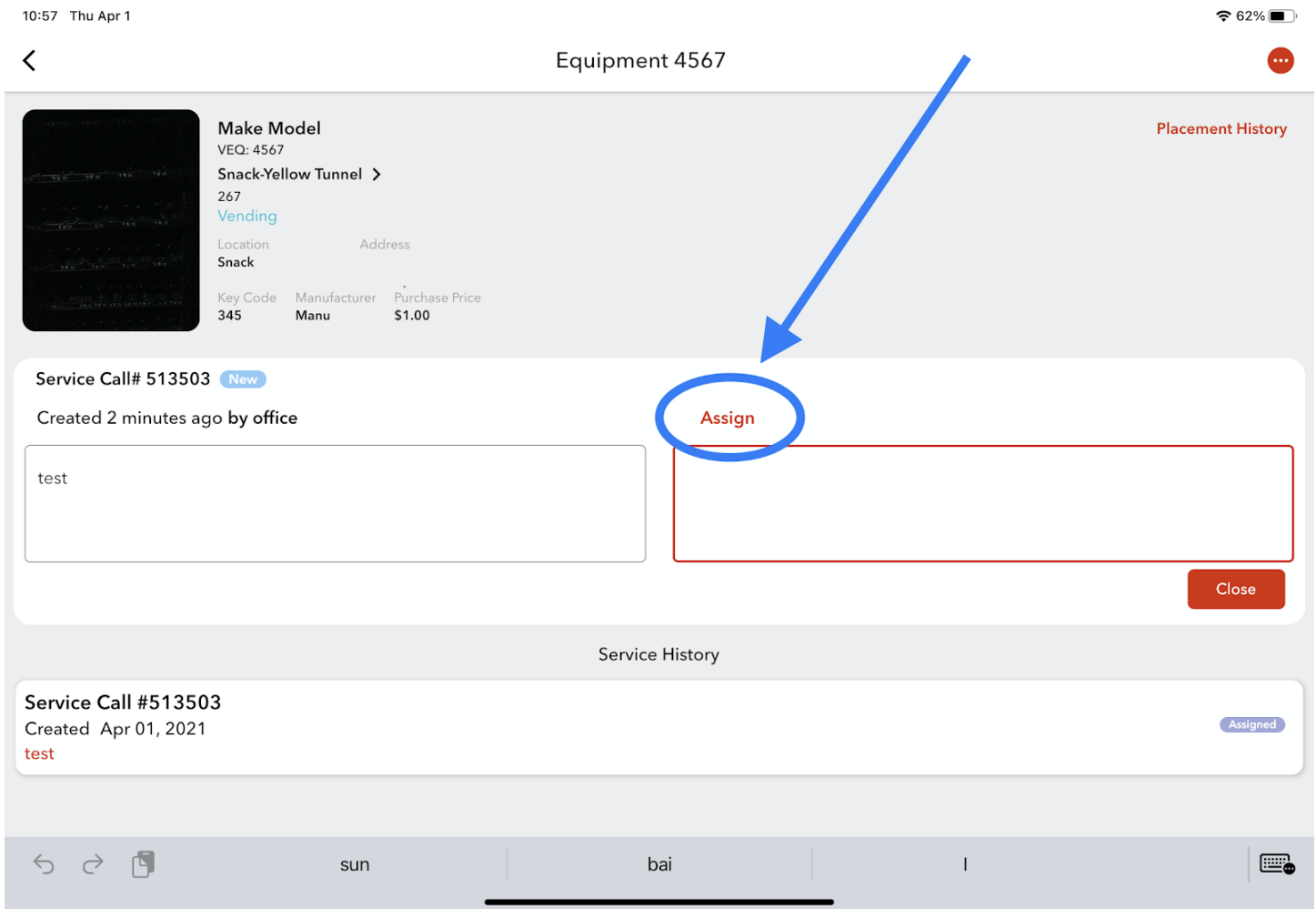


# Assign or close a service ticket

## Assign or close a service ticket

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



[Video: Assign or close a service ticket]