



Software How-To

Using the HelpDesk Ticket System

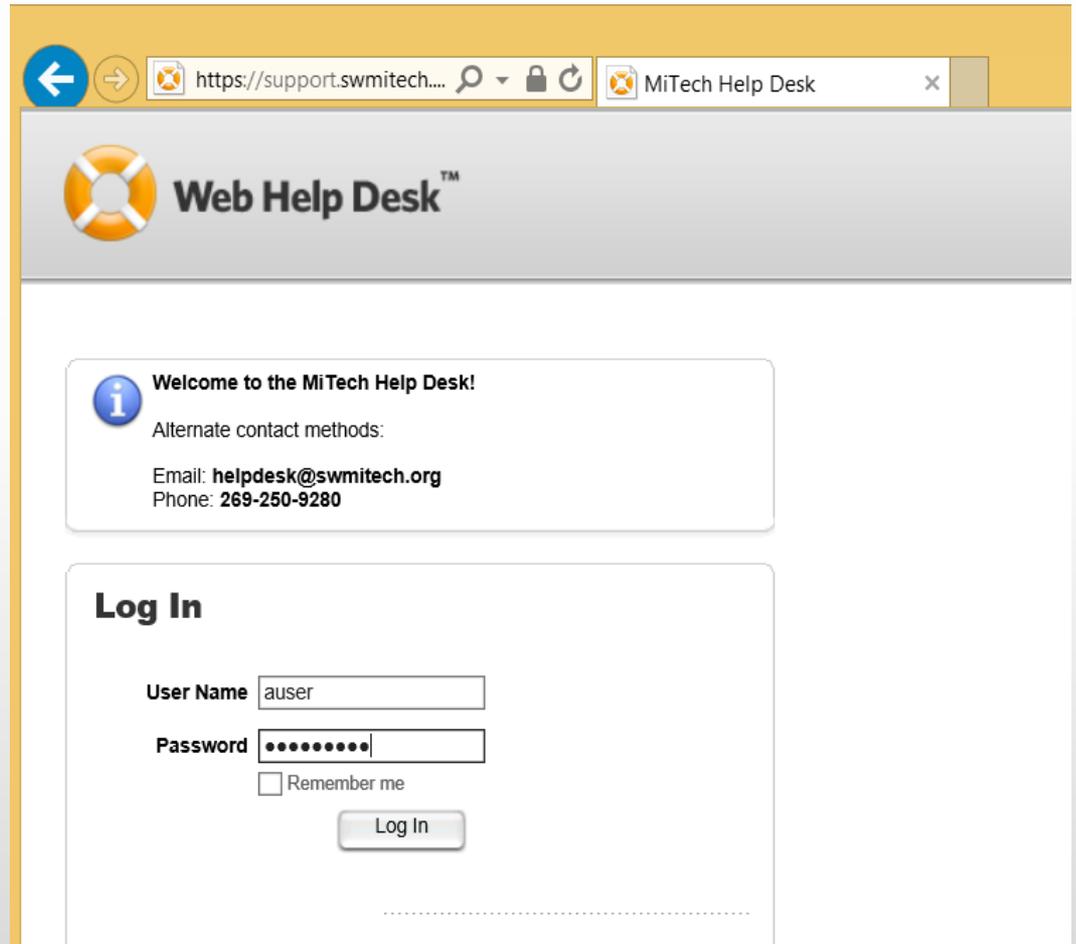
You can use the Helpdesk to request help from the technology department of your local district. This will allow you to receive email's regarding updates and any changes in the request. You can also look at historical information about your requests. To use the Helpdesk System, do the following:

Logging In

Open your browser. Go to support.swmitech.org

Log in using your Windows account user name and password.

(The same ones you would use for your computer or email.)



The screenshot shows a web browser window with the address bar displaying <https://support.swmitech.org>. The page title is "MiTech Help Desk". The main content area features a "Web Help Desk™" logo and a welcome message: "Welcome to the MiTech Help Desk!". Below this, there is a section for "Alternate contact methods" with the email helpdesk@swmitech.org and phone number 269-250-9280. The "Log In" section contains a "User Name" field with the text "auser", a "Password" field with masked characters, a "Remember me" checkbox, and a "Log In" button.

Web Help Desk™

Welcome to the MiTech Help Desk!

Alternate contact methods:
Email: helpdesk@swmitech.org
Phone: 269-250-9280

Log In

User Name

Password

Remember me

Logging In

If you don't have an email address associated with your account, you will be prompted to enter one.

Please enter your staff email account here.

The screenshot shows a web browser window with the URL <https://support.swmitech.com> and the page title 'MiTech Help Desk'. The page features a navigation bar with icons for 'Request', 'History', 'FAQs', 'Messages', and 'Profile'. The main content area is titled 'User Profile' and includes a note: '* Indicates required fields.' Below this, a red error message box states 'E-Mail is a required field.' The form fields are as follows:

- First Name*: Anon
- Last Name*: User
- E-Mail*: (highlighted in yellow)
- Secondary E-Mail: (with an information icon)
- Phone: (empty)
- Phone 2: (empty)
- Location: (dropdown menu)
- Time Zone: America/New_York (EDT)

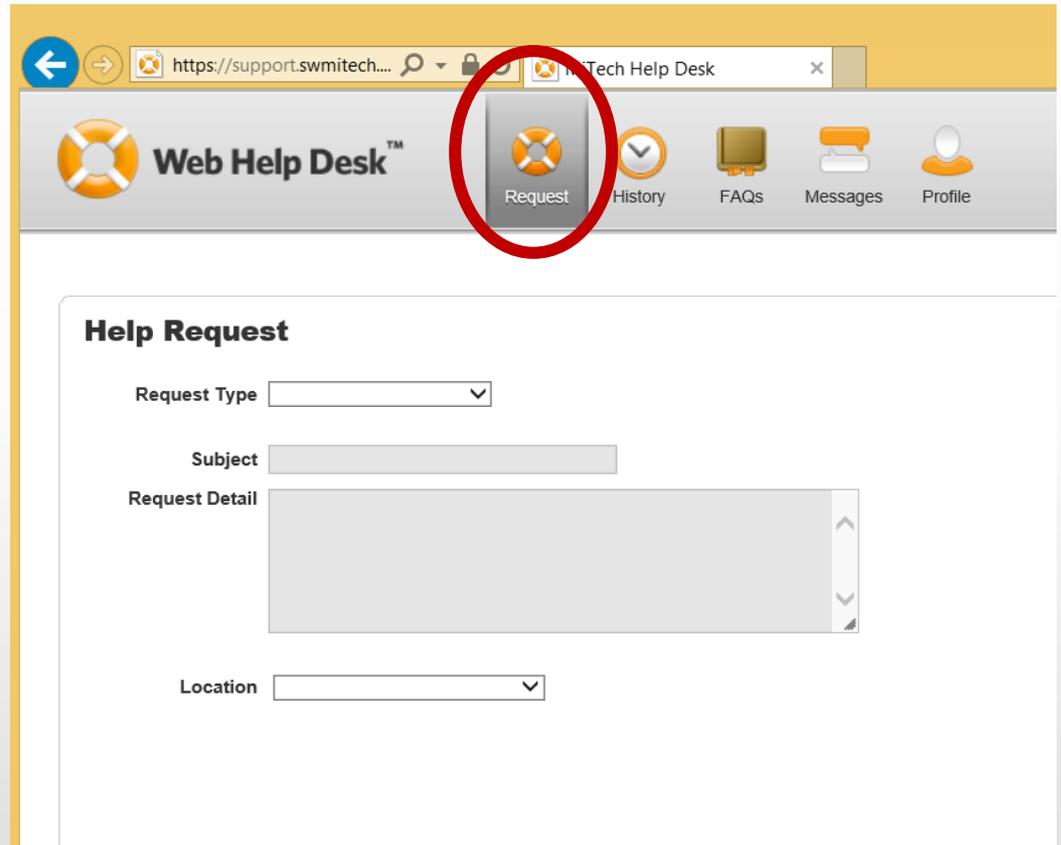
A 'Save' button is located at the bottom right of the form.

Click the Save button after entering your email address.

Submitting a Ticket

Select the Request button at the top of the page.

Once you're logged in, you'll be taken to the New Request screen automatically.



The screenshot shows a web browser window with the URL <https://support.swmitech...> and the page title "Tech Help Desk". The page features a navigation bar with the "Web Help Desk" logo and several menu items: "Request", "History", "FAQs", "Messages", and "Profile". The "Request" button, which has a lifebuoy icon, is circled in red. Below the navigation bar, the "Help Request" form is visible, containing the following fields:

- Request Type**: A dropdown menu.
- Subject**: A text input field.
- Request Detail**: A large text area with a scroll bar.
- Location**: A dropdown menu.

Submitting a Ticket

Start the ticket by selecting your Request Type.

(These initial types are more generic, but get more specific in other selections. Choose the type that best fits the type of issue you're having.)

Continue to fill in the remaining fields.

The Location field will be specific to you and should contain your site location.

Click Save to continue. A notification email will be sent to you with a link back to your ticket.



Request Type

- Account Administration
- Applications
- Audio Visual
- Hardware
- Incoming Email Request
- Media Services
- Networking
- Printer
- Purchasing
- Telecommunications

Subject

Request Detail

Help Request

Request Type Applications Office - Word

Subject Word won't open files

Request Detail Every time I try to open a document Word won't open.

Room Number* 123

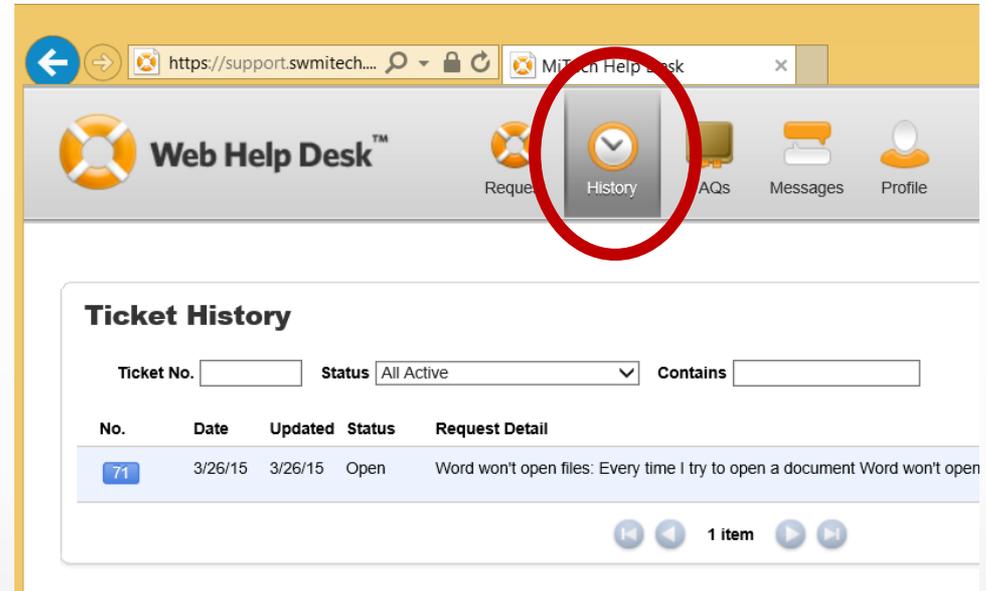
Attachments Add File

Location

Updating a Ticket

To update a ticket, log in to the HelpDesk and it will open to the ticket entry screen.

Click on the History button at the top of the page.



The screenshot shows the Web Help Desk interface. At the top, there is a navigation bar with the "Web Help Desk" logo and several icons: "Request", "History", "FAQs", "Messages", and "Profile". The "History" button is circled in red. Below the navigation bar, there is a "Ticket History" section with search filters for "Ticket No.", "Status" (set to "All Active"), and "Contains". A table below shows a single ticket entry with the number "71" highlighted in a blue box.

No.	Date	Updated	Status	Request Detail
71	3/26/15	3/26/15	Open	Word won't open files: Every time I try to open a document Word won't open

To display the details of the ticket, click on the blue ticket number at the very left of the list.



A close-up of the ticket list table. The first row is highlighted in light blue. The ticket number "71" is highlighted in a darker blue box, and a red arrow points to it from the right.

No.	Date	Updated	Status
71	3/26/15	3/26/15	Open

Updating a Ticket: Adding a Note

Here you'll be able to see the details of the ticket and any notes that have been entered. You'll also be able to add additional notes and communication directly back to the assigned tech support specialist.

Click the Add Note button in the bottom right-hand corner to enter a message. Click Save when done, and your note will be added to the ticket.

You will see your new note in yellow.

Ticket 71  Cancel Ticket

Report Date 3/26/15 2:16 pm
Status Open
Est. Due Date 3/30/15 2:16 pm
Location KRESA Service Center
Request Type Applications • Office - Word
Subject Word won't open files
Request Detail Every time I try to open a document Word won't open.
Room Number*
Attachments Add File

Notes

Date	Name	Note Text
3/26/15 2:29 pm	Tim Meers	Mike, please follow up. moments ago #68

Add Note

Cancel Save



Notes

Date	Name	Note Text
3/26/15 2:54 pm	Anon User	This is still an issue. moments ago #8
3/26/15 2:29 pm	Tim Meers	Mike, please follow up. 24 minutes ago #68

Add Note

Status Definitions

Status

Comment

Open	Initial status of new ticket. Ticket may also be actively being worked.
In-Progress	Ticket is being actively worked on.
Pending - On Order	Ticket waiting for an order to be placed/shipped.
Pending - Waiting for Feedback	Ticket waiting for client/tech/other feedback before continuing.
Closed	Ticket is closed.
Resolved	Completed ticket, but waiting for final review from client. Will auto-close in 3 days.
Cancelled	Ticket cancelled by client, or not needed.
Reopened	Ticket reopened by client/tech and not assigned/updated further.
First Level Resolution	Ticket resolved by HelpDesk/tech without having to escalate or reassign.