## Incident IQ Quick Tickets https://seq.incidentiq.com

- 1. From the **Dashboard**
- 2. Look for Quick Tickets
- 3. Select the **device** that is problematic

C 🗟 🕒 https://seq.inc	identiq.com/requestor/dashboard			
incidentIQ.	② Dashboard	△ Status Board (2)	<b>WELCOME</b> Q Search	(?) Help 🔔 🧖 Rec
+ New Ticket	A Service Unavailable 1 I Slight service	interruptions 1 🛇 Working normal	ly 1	
My WORK				
Dashboard				
My Tickets	Quick Tickets & Favorite Assets			
My Assets			A <sup>11</sup>	
My Classes	Desktop Computer Devices / Hardware	Page, choose the issue you	ng you an issue. On the next are having. from those listed	Other Requests
Knowledge Base		You maybe taken to another	r page to refine your request	Employee User Accounts
	Equipment: Install / Move / Remove Other Requests Move / Remove Equipment	Content Requests Install Approved Software	vare 🗘	Devices / Hardware
	Printer Problem Devices / Hardware	C Smartboards-Project Devices / Hardware	ors	Devices / Hardware Needs toner / ink
	Wireless & Internet Support     Network / Wi-Fi     Wireless / Internet Support	۵		
	My Recent Tickets			
	Ticket ▽	Status 🗢	Requested For ↓₹	

- 4. Please **provide detailed information** to assist with your request in this box.
- 5. Enter the **best time** for the Tech to address your request.
- 6. Click **SUBMIT TICKET** when done.

Dashboard	🛆 Status Board (2	2) 🦪 WELCOME	Q Search	⑦ Help ၂	7			
Keyboard / Trackpad / Mouse	eyboard not working EDIT ISSUE	E Quick ticket pro	ogress Contractions					
Type / Issue Selection								
Please describe your specific issue in more detail  Enter any details to help us with your request								
Room • Select a location that best describes where this issue is located	1	ी CONVERSION My room is not listed	1	× *				
Location/Room Details If you have additional details regarding where this issue is located please enter those details here		Additional location details.						
Is this ticket urgent? Is it stopping you from completing your tasks?	0	Yes 🖲 No						
Best time • Enter a best time for the Tech to visit.								
Does this ticket contain protected student information?								
Notify additional users? Add users in addition to yourself and who the ticket is for that you would like to be notified about this ticket		Select or search for users ~						
Attach file(s) Upload any files or screenshots you have that can help resolve the is	sue.	Sele	ect file to att and drop file(s) her k to <mark>browse</mark> files	ach				
Click SUBMIT TICK	ET when done		ANCEL V SU	UBMIT TICKET				