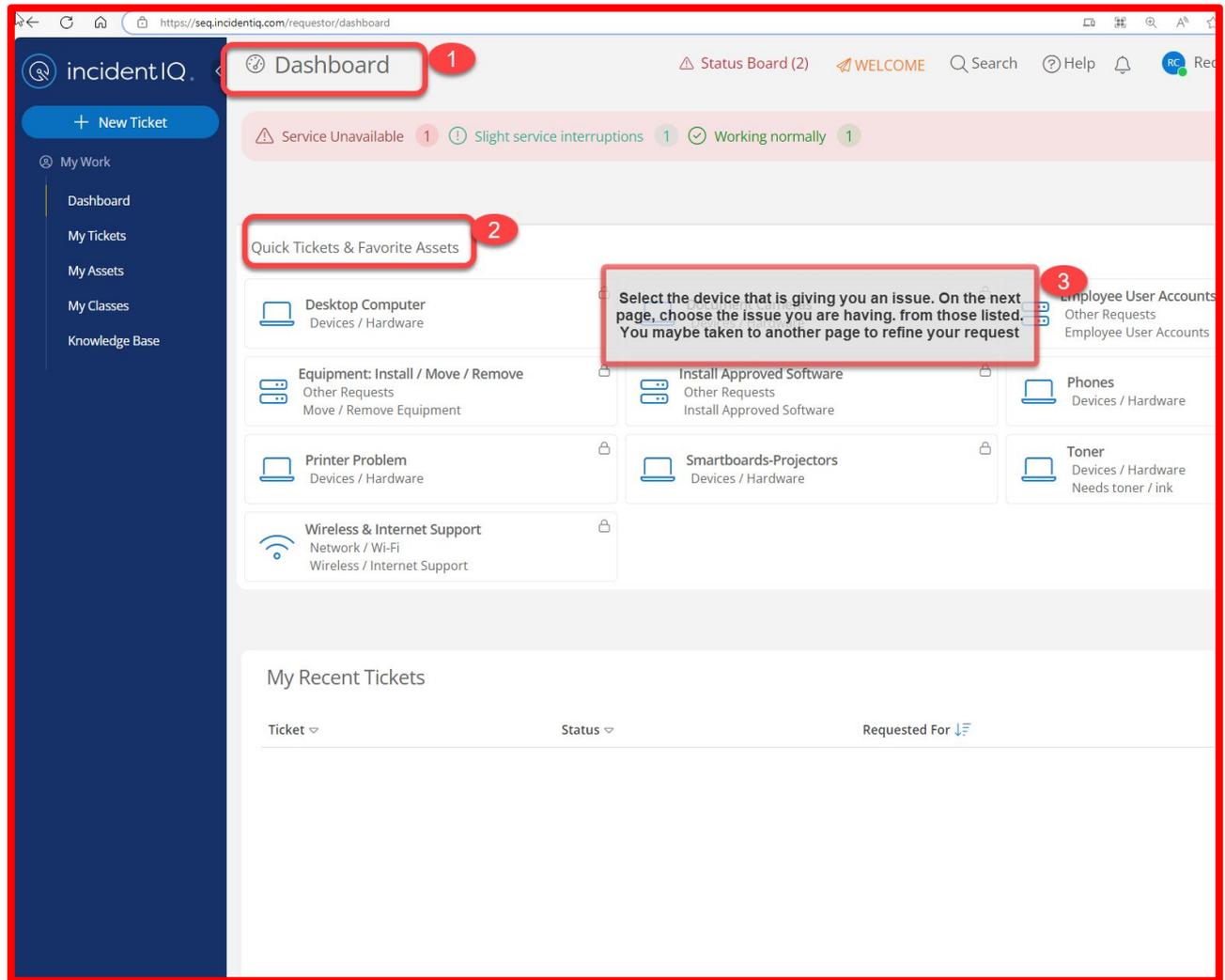


# Incident IQ Quick Tickets

<https://seq.incidentiq.com>

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



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) WELCOME Search Help

Keyboard / Trackpad / Mouse Keyboard not working

EDIT ISSUE CATEGORY EDIT ISSUE

Quick ticket progress Current Step: Select Details

### 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

CONVERSION x

My room is not listed

Additional location details.

Location/Room Details  
If you have additional details regarding where this issue is located please enter those details here

Is this ticket urgent?  
Is it stopping you from completing your tasks?

Yes  No

Best time •  
Best time to address this request

**Enter a best time for the Tech to visit.**

Does this ticket contain protected student information? •  
Such as Student Education Records or Student Personally Identifiable Information

Yes  No

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 issue.

 **Select file to attach**  
Drag and drop file(s) here  
or click to [browse files](#)

**Click SUBMIT TICKET when done**

< BACK X CANCEL ✓ SUBMIT TICKET