Viewing Submitted Tickets and Service requests

1. From the left menu bar go to View Tickets and Requests to view the status of the tickets and service requests.

   ![View Tickets and Requests]
   View the status of the tickets and service requests.

2. You will see a list of the current tickets you have submitted.

   ![Tickets and Requests Table]

<table>
<thead>
<tr>
<th>Number</th>
<th>Status</th>
<th>Description</th>
<th>Created Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000322</td>
<td>OPENED</td>
<td>Priority: Low Campus Address: building 1 Bpr 988 (213) Department Name:</td>
<td>7/20/2015 03:47 PM</td>
</tr>
<tr>
<td>00000312</td>
<td>OPENED</td>
<td>Dept Billing Number 1343566 Dept Name: test</td>
<td>7/20/2015 01:25 AM</td>
</tr>
<tr>
<td>00000311</td>
<td>OPENED</td>
<td>There is a problem with computer #2</td>
<td>7/20/2015 01:14 AM</td>
</tr>
<tr>
<td>00000310</td>
<td>OPENED</td>
<td>Need to have my java reset</td>
<td>7/20/2015 03:06 PM</td>
</tr>
<tr>
<td>00000319</td>
<td>OPENED</td>
<td>Test ticket #1</td>
<td>7/20/2015 01:25 AM</td>
</tr>
<tr>
<td>00000318</td>
<td>COMPLETED</td>
<td>Test ticket #1</td>
<td>7/20/2015 03:59 AM</td>
</tr>
</tbody>
</table>

3. To open and see the status and details, double click on the ticket number and the ticket will provide you with the ticket’s status.