

## Get up and running managing IT help desk tickets and tasks in no time.

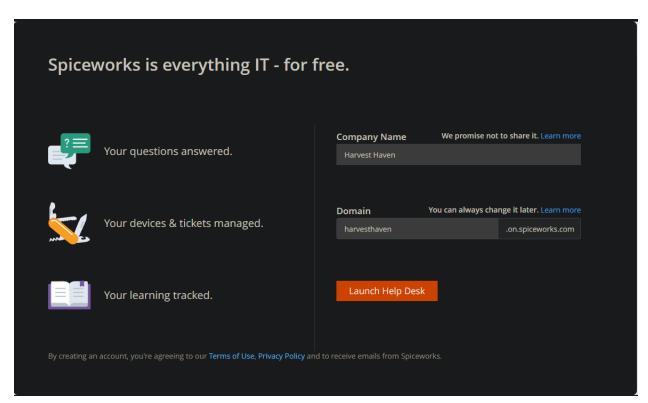
Help remote employees by starting a secure remote support session directly from your help desk tickets.

Spiceworks Help Desk Mobile App has the latest ticket updates and push notifications on your phone or tablet.

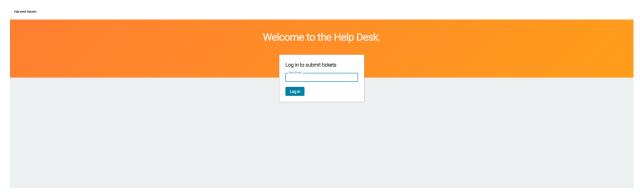
## Need assistance?

Check out our <u>Frequently Asked Questions</u> in the <u>Getting Started guide</u>. Then, learn how to <u>import existing tickets</u>, or chat with other Cloud Help Desk users for best practices and assistance.

- 1. Decided to use spiceworks as the ticketing system software.
  - a. Free to use.
  - b. Cloud-hosted, no server set up and maintenance required.
  - c. Familiarity
  - d. Ease of Use
  - e. Accessibility



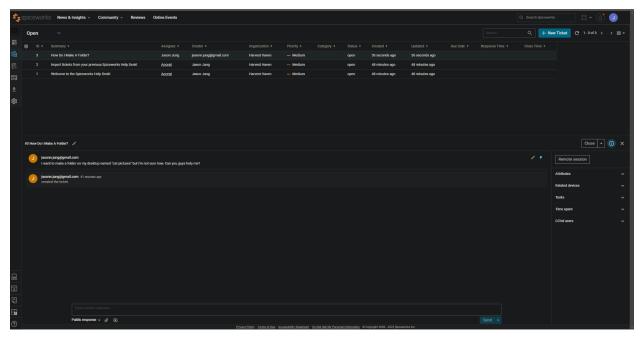
2. Created a domain with the company name, which users can use to access the ticketing system.



3. Users can use harvesthaven.on.spiceworks.com/portal to access the help desk



4. After email registration, users receive an invitation link to their email and are able to submit tickets.



- 5. The technician can view the tickets on the main portal.
  - a. Open, Close, Escalate, Create tickets.
  - b. Send messages to the user.
  - c. Leave notes for internal use.
  - d. Set different priorities for each ticket.
  - e. Assign tickets to technicians.