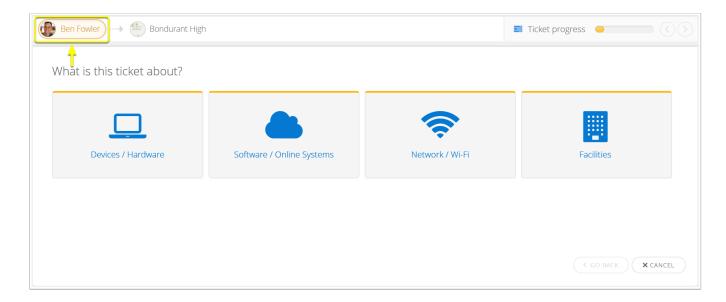
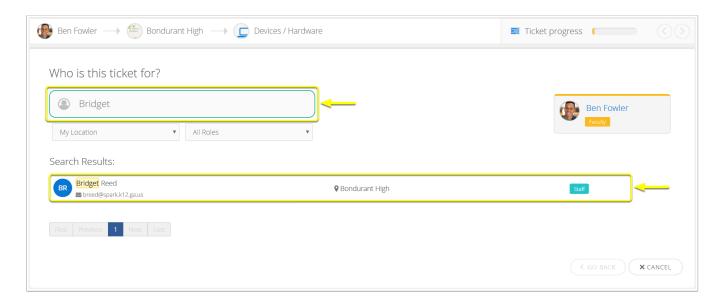
Submitting Tickets for Another User or Location

Submitting a Ticket for Another User

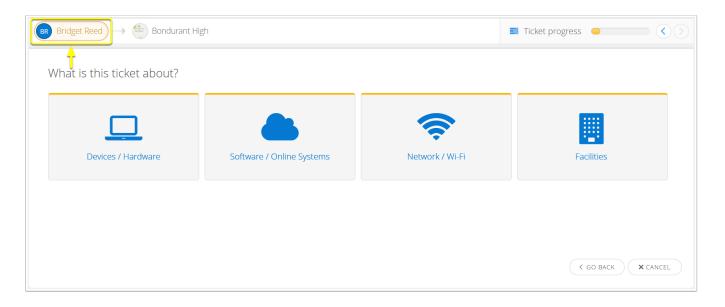
You can submit a ticket on behalf of another user simply by clicking on your user icon near the top-left of the ticket submission page.



This will open the users selection page. From here you can search for and choose the user you want to submit the ticket for from the list displayed.



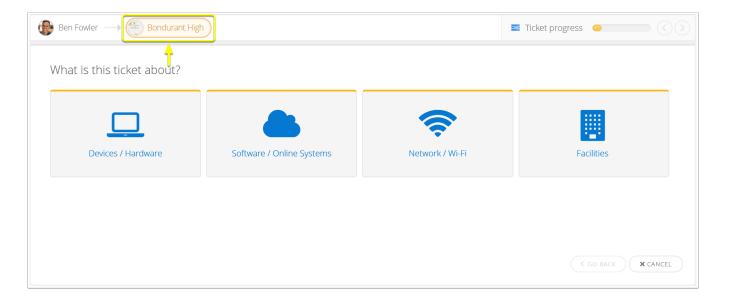
You will now see your name replaced with the user you selected. When you complete the ticket submission process it will now submit on behalf of the user you've selected.



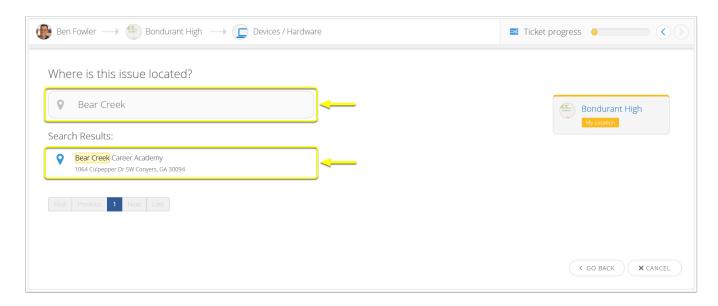
From here, you'll be able to complete the ticket submission process as described in the <u>Other Tickets</u> whitepage.

Submitting a Ticket for Another Location

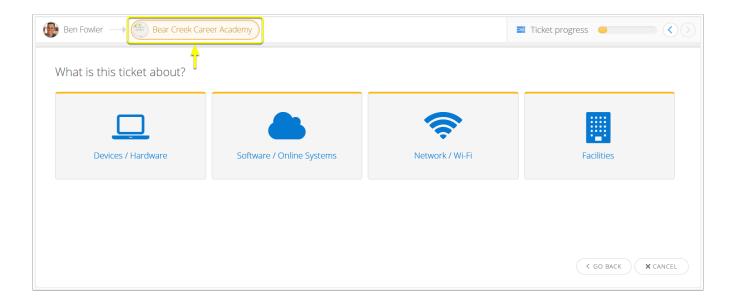
To submit a ticket for another location, click on your location icon near the top-left of the ticket submission page. This will take you to the location selection page.



From here you can search for and choose the new location from the list displayed.



You will now see your default location replaced with your selected location. When you complete the ticket submission process it will now submit for the new location.



From here, you'll be able to complete the ticket submission process as described in the <u>Other Tickets</u> whitepage.