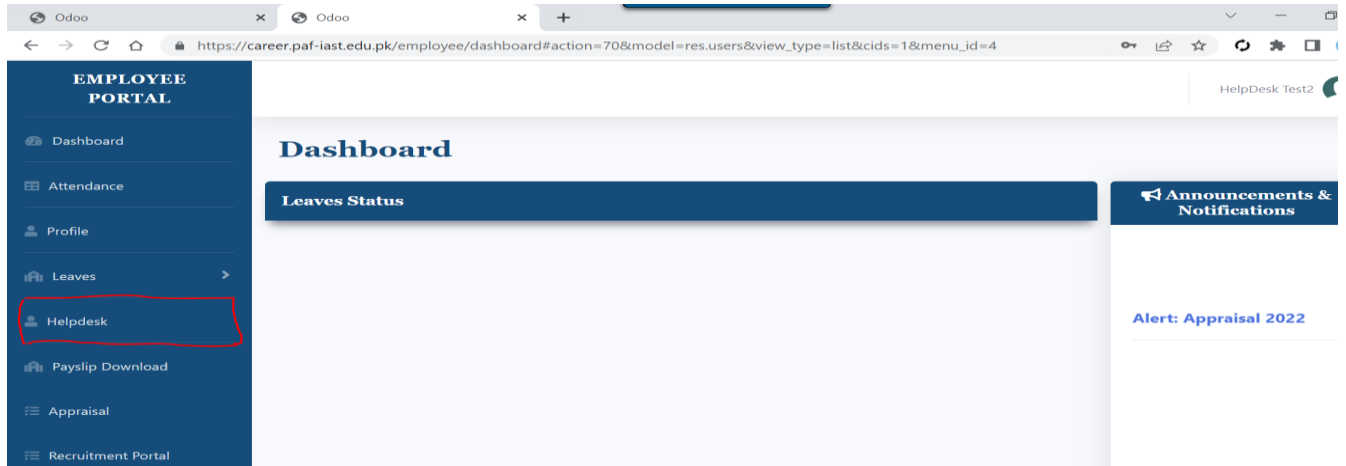
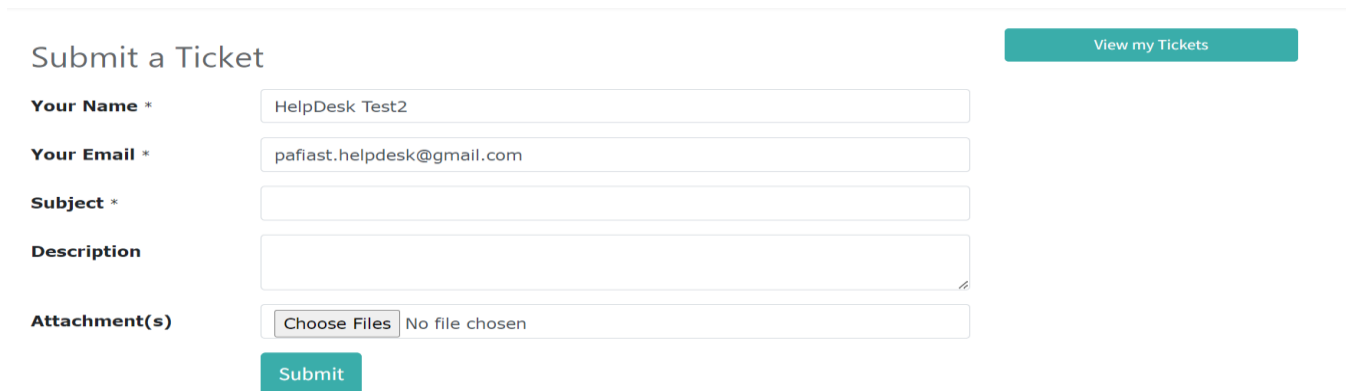


1. Click on the "Helpdesk" option from the main menu.



2. The system will auto pick your name and Email.



The screenshot shows the "Submit a Ticket" form. The form fields are: "Your Name \*" (filled with "HelpDesk Test2"), "Your Email \*" (filled with "pafiast.helpdesk@gmail.com"), "Subject \*" (empty), "Description" (empty), and "Attachment(s)" (with a "Choose Files" button and "No file chosen" text). A "Submit" button is located below the form. A "View my Tickets" button is located in the top right corner.

Fill in the required fields such as subject and detail description.

Add any attachments or files related to the ticket (if needed)

3. Click on the "Submit" button to generate the helpdesk ticket.
4. A ticket number will be generated and accordingly communicated via email.

**To view old tickets in the helpdesk menu, follow these steps:**

1. Click on the "View my Tickets" option from the Helpdesk menu.
2. You can then click on a specific ticket to view its detail.