

How do I Close ticket through the cloudpanzer website?

You can ensure that tickets are closed in a professional and efficient manner, helping to maintain a positive relationship with your customers and ensure that all issues are properly addressed and resolved.

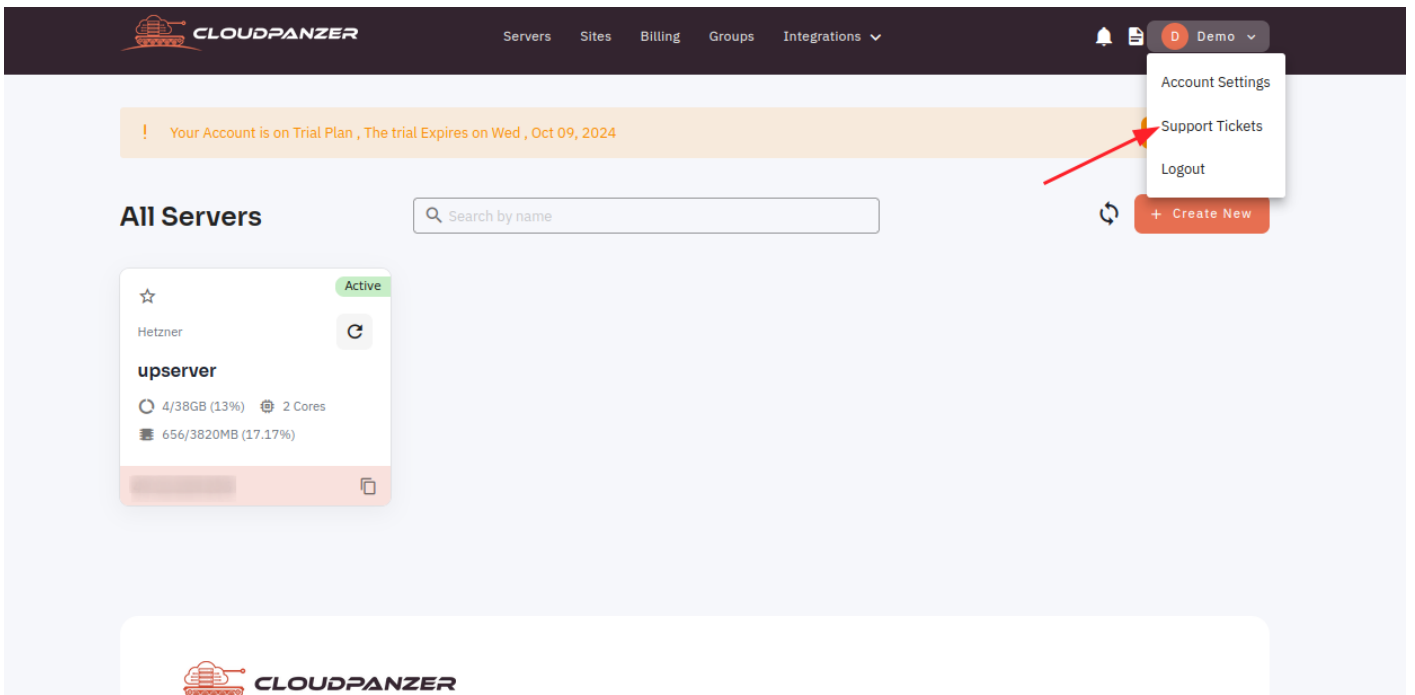
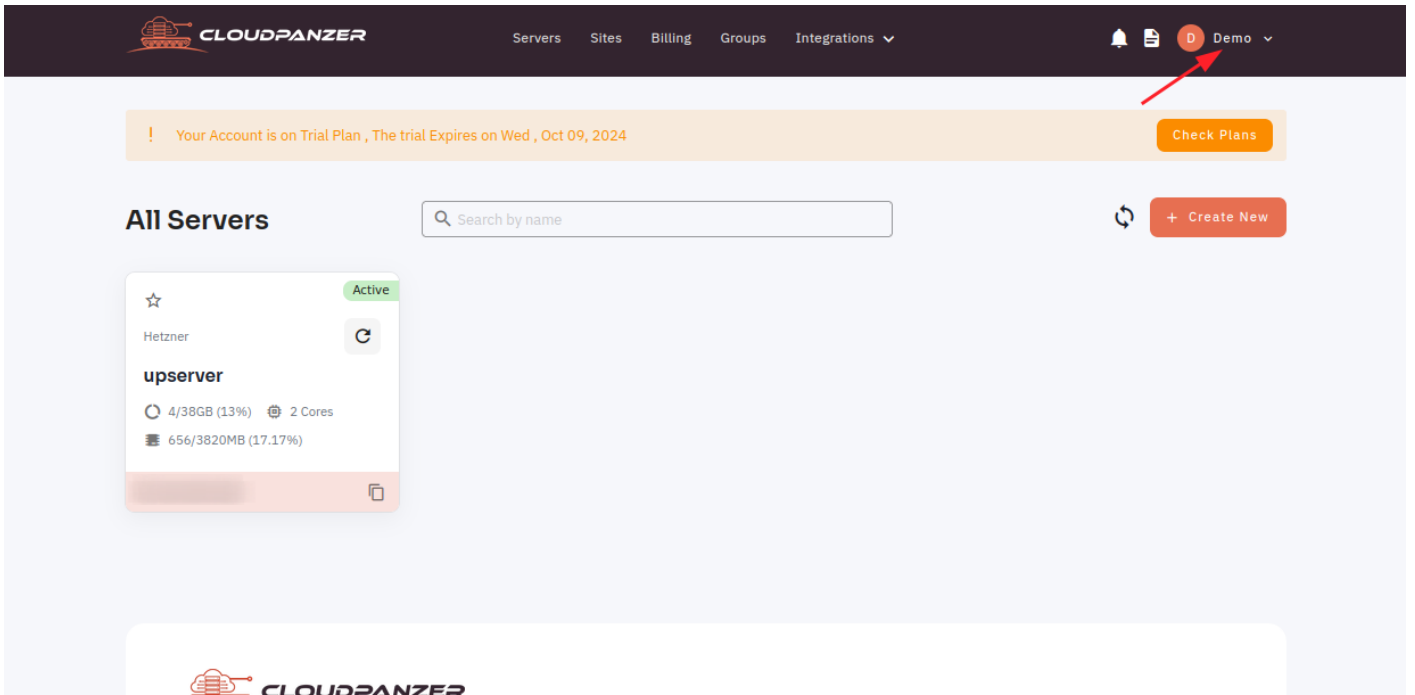
Tutorial :

You can watch the Video or Continue reading the post.

<https://www.youtube.com/embed/qoPrYWAs1rY>

Follow the steps below to close a ticket.

1: Once you are logged in, look for a "Support Ticket" option in the menu. This is located in a drop-down menu under your username, or it may be a separate tab in the main menu.



2: Click on the Close icon.

← **Support Tickets** demo2 demo2@testaccount.live Create Ticket

10 All Tickets 9 Open Tickets 1 Closed Tickets 0 Re-Opened Tickets 0 Waiting Tickets 0 In-Review Tickets

Search by sub Search

CPZ#739258 High Priority 12/20/2022 - 12:44 pm Open

demo ticket

Plan No Plan Subscribe Priority NORMAL Reason General query Close

CPZ#961018 High Priority 12/17/2022 - 10:57 am Open

ticket test

Plan No Plan Subscribe Priority NORMAL Reason General query Close

4: Click on the yes button.

0 All Tickets 9 Open Tickets 1 Closed Tickets 0 Re-Opened Tickets 0 Waiting Tickets 0 In-Review Tickets

Search by sub Search

Filter by status: Open

CPZ#739258 High Priority 12/20/2022 - 12:44 pm

demo ticket

Plan No Plan Subscribe Priority NORMAL Reason General query

Close Ticket

Are you sure you want to close this ticket.

No Yes

Here, you can see the ticket was Deleted Successfully.

← Support Tickets

demo2

demo2@testaccount.live

↺

Create Ticket

10

All Tickets

9

Open Tickets

1

Closed Tickets

0

Re-Opened Tickets

0

Waiting Tickets

0

In-Review Tickets

Search by sub

Search

CPZ#739258

High Priority

12/20/2022 - 12:44 pm

Open

demo ticket

Plan

No Plan Subscribe

Priority

NORMAL

Reason

General query

Close

CPZ#961018

High Priority

12/17/2022 - 10:57 am

Open

ticket test

Plan

No Plan Subscribe

Priority

NORMAL

Reason

General query

Close

Looking for Mobile App Instructions?

Available at <https://kb.cloudpanzer.com/books/mobile-app/page/how-do-close-ticket>

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