

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.

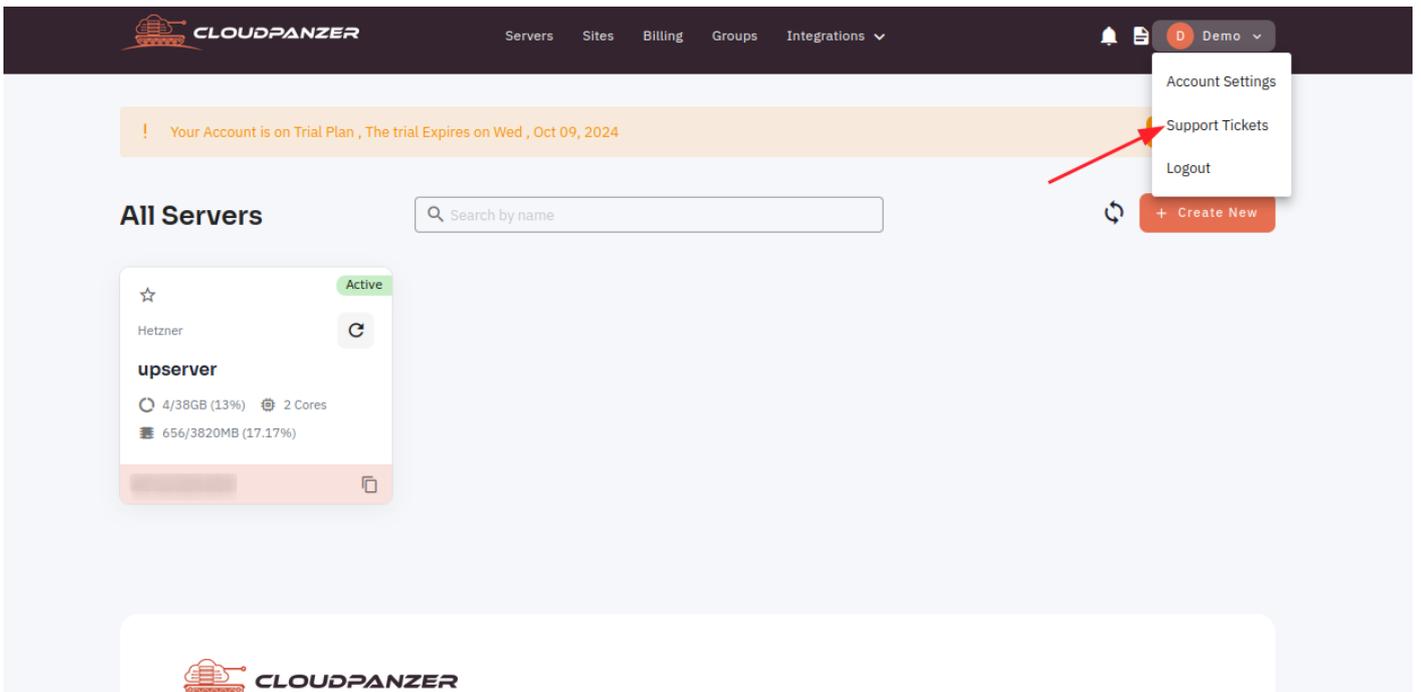
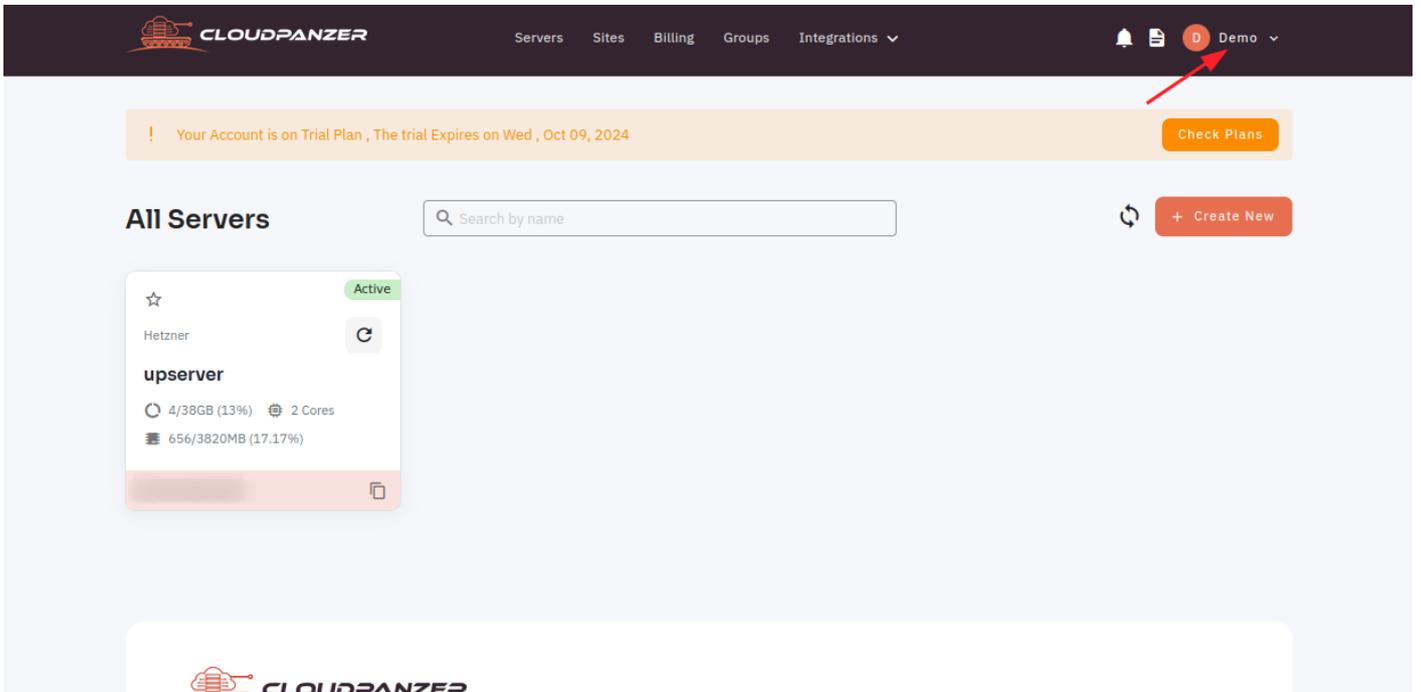
Tutorial :

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** ↻ [Create Ticket](#)

demo2
demo2@testaccount.live

10
All Tickets

9
Open Tickets

1
Closed Tickets

0
Re-Opened Tickets

0
Waiting Tickets

0
In-Review Tickets

Search by sub

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

demo ticket

Plan No Plan Subscribe	Priority NORMAL	Reason General query	<input type="button" value="Close"/>
---------------------------	--------------------	-------------------------	--------------------------------------

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

ticket test

Plan No Plan Subscribe	Priority NORMAL	Reason General querv	<input type="button" value="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

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.

Here, you can see the ticket was Deleted Successfully.

← Support Tickets



Create Ticket

demo2

demo2@testaccount.live

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>

Revision #8

Created 22 December 2022 10:24:06 by Admin

Updated 16 September 2024 09:53:49 by Admin