

# 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.

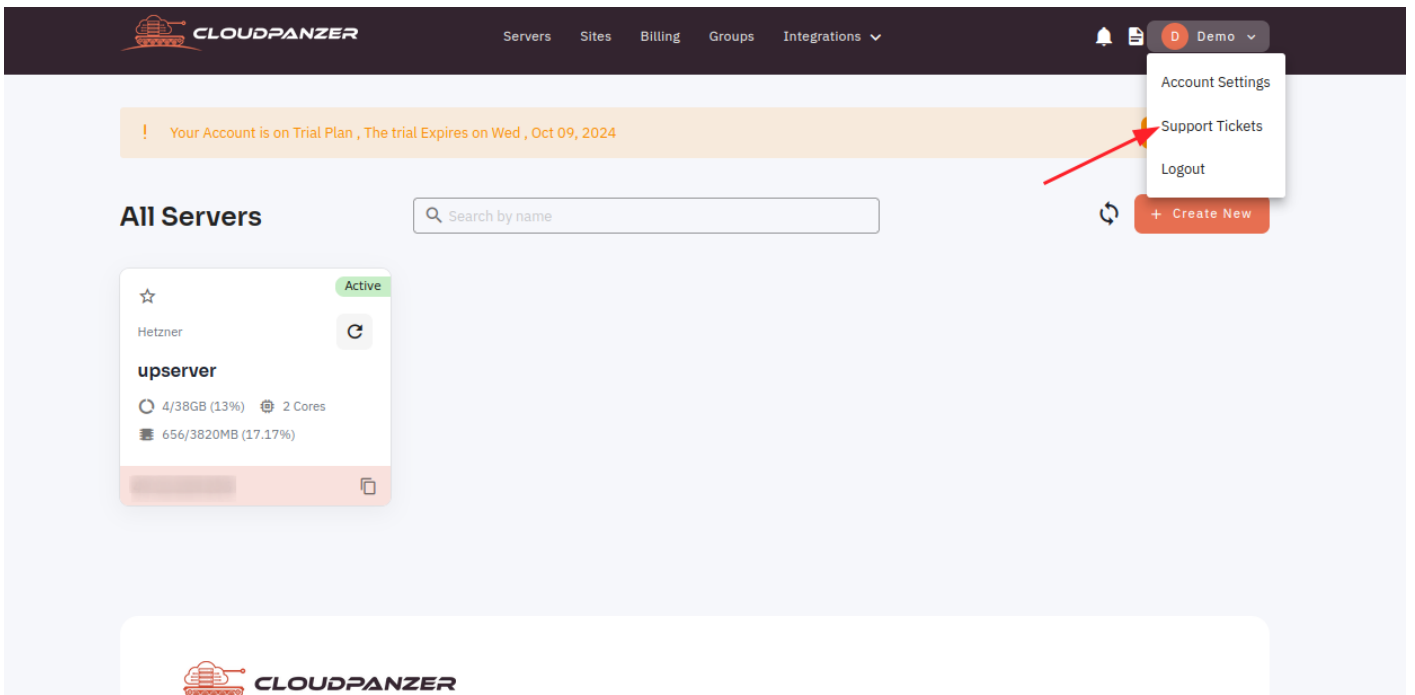
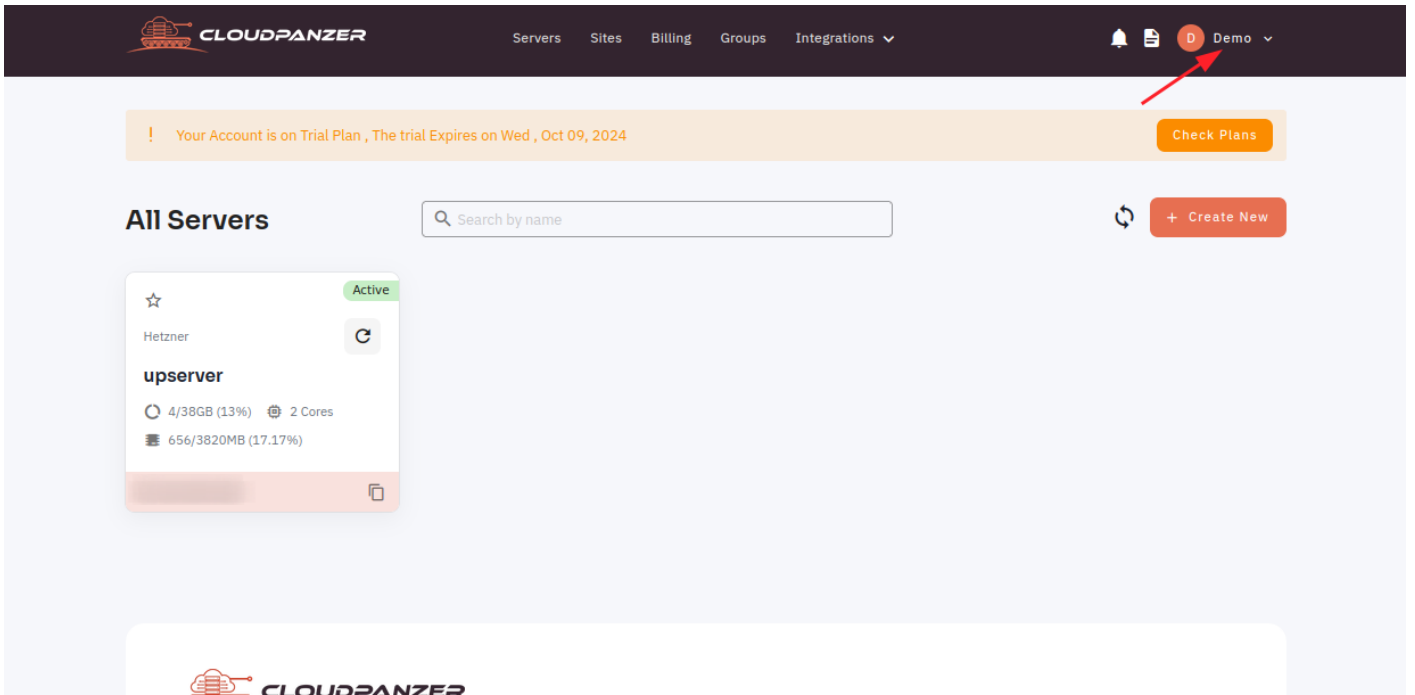
## **Tutorial :**

**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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