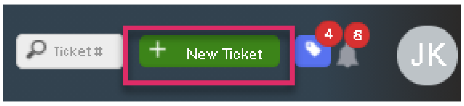
Creating a manual ticket

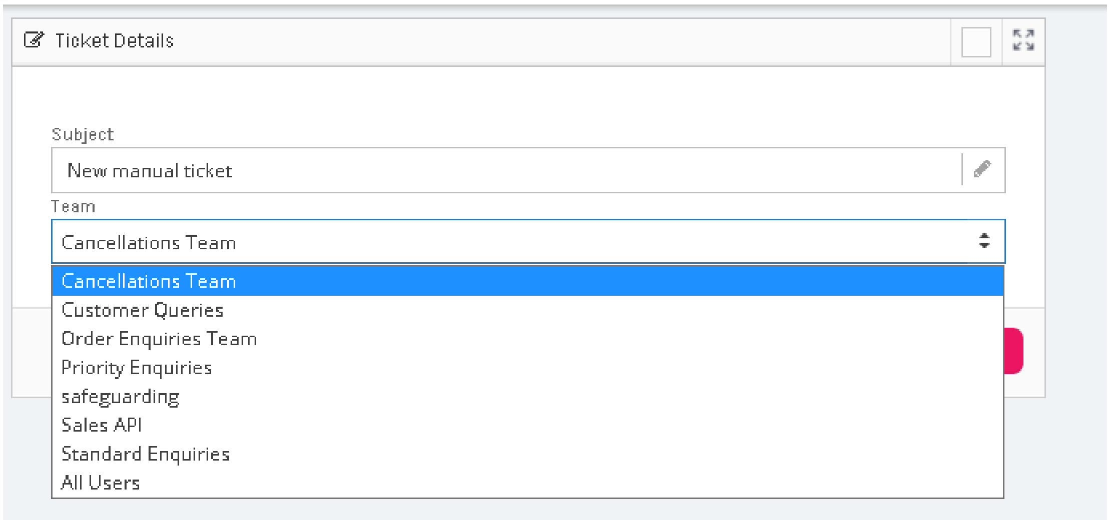
Apart from automatically being assigned a support ticket, you can also manually create a ticket and assign it to yourself or other members of your team,

To create a manual ticket,

1. Click on the **New Ticket** button on the top right corner of your screen



2. Enter the Subject of the ticket and select the team to assign to



3. Click **Save** to take you to the ticket details page. Here you can add the attributes to the ticket or start a conversation and add more details to the ticket.