



Protocol: How to Submit a Tech Ticket

Creator: Lauren Barnes

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Questions on this policy should be directed to: Jason Flowers

1. Visit the ticket website <http://asana.ccectraining.org/>
2. Fill in the required information (example below)
3. Press Send. A copy of the ticket will be sent to your email

TICKET CREATION SYSTEM

Your Name (required)

Your Email (required)

cc ticket to

Email 1:

Email 2:

Select Project Name (required)

Brief Title for Ticket (required)

Question? Overdue?

Assignee (required)

Task Description

(required):

Add attachment:

Task Due Date (required) in this format (04/15/2014):

When Task Finished, who to notify: (if same as above, can be left blank)

Name:

Email: