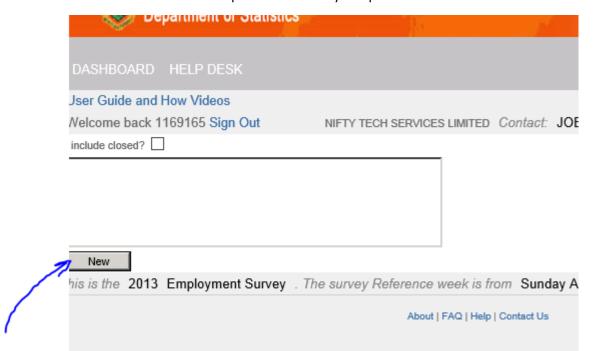
## **Entering a Help Desk Ticket**

If you need questions answered about your survey submission, you can file them on-line through the Help Desk Facility

DASHBOARD HELP DESK	
ser Guide and How Videos	
/elcome back 1169165 Sign Out NIFTY TECH SERVICE:	SLIMITED Contact: JOE SMITH , P.O. E
Survey status: Employer Data Entry As at .Statistics Admir	istrator: Steve OReilly
Your data entry progress is as follows: Last year your organis	ation had 3 jobs. Of those you have indica
omplete. Additionally you have added 0 new Jobs, and reporte	ed 0 Vacancies
Form A - Current Vacancies	○ Not Started ○ In Progress ◎ Finished ○ Ap
Form A - Current Vacancies	O Not Started O In Progress Finished O Ap
Form A - Current Vacancies  Form B - New Employees	Not Started In Progress Finished Ap
Form B - New Employees	Not Started In Progress Finished Ap

Press the 'New' button to create a Help Desk Ticket for your question.



Type the Title of your question and more details in the body below.

## Select one value from the drop down for Category

Ε	SLIMITED Contact: JUE SMIT	Н , P.O. BOX HM 66 , 2951234 . Industry: Computer hardware consultancy (11110)	
	Question Title:	Entering Vacancies	^
	Created:	7/21/2014	
	Category:	Form A - Current Vacancies	
-	Question body :	How to do I use the Occupation/Job Title field? I'm not sure what to type!!	^
			$\sim$
	Administrators response :		^
			$\sim$
	Status:	Pending	
		Save or Submit my Question Cancel changes Remove question	
1	week is from Sunday August 2	25, 2013 to Saturday August 31, 2013 , Due date: Monday September 23, 2013	

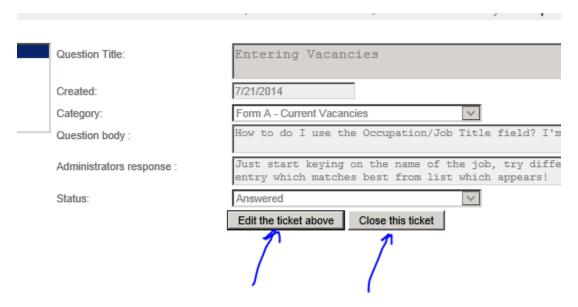
Press Save or Submit my question.

Note: you can change the question any time up until it is answered by an administrator.

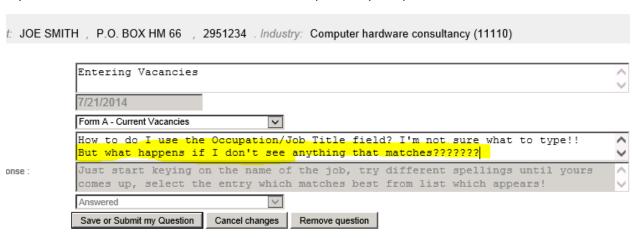
You can also remove it.

When you receive a response, you will be notified by email. Go back to the Help desk page to review the answer.

If you are happy simply click 'Close This Ticket'



If you need more information, Edit the ticket and expand on your question.



nday August 25, 2013 to Saturday August 31, 2013 , Due date: Monday September 23, 2013

When you press Save or Submit my question, it will go to the Administrator for his or her response as before.

