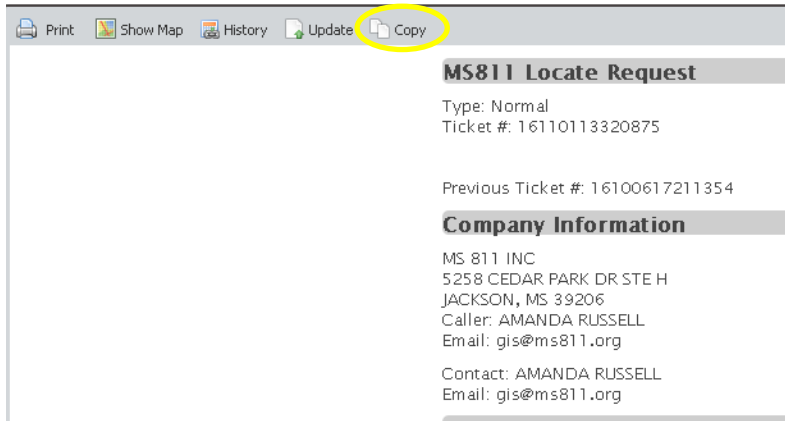



Copy Ticket

The Copy feature will allow Portal users (this is not a Mobile App feature) to Copy a ticket submitted by a different company and transfer the information into a new ticket in the users' company name. If any changes are need to the text or area marked on the map, you will need to Stop and contact the Call Center. This feature will only be available for Advanced Ticket Entry users.

- When you have a ticket open that you want to transfer into your company's name, click Copy.



- Review the ticket information to ensure that you are transferring the correct ticket information.

- Click  when you are ready to submit the ticket.