


# How Clients can open a ticket.

To open tickets on Blesta, your customers **need to sync** their Ticaga account to Blesta.

Simply clicking on **Support** shows this page:



Return to Staff Portal

DashboardServicesOrderDownloadsAffiliatesLicense CheckSupport ▾Trials Account ▾

My Account

Please Sync your account with Ticaga.✕

Sync Ticaga account

Ticaga Customer ID

Customer ID is under your Ticaga Profile.

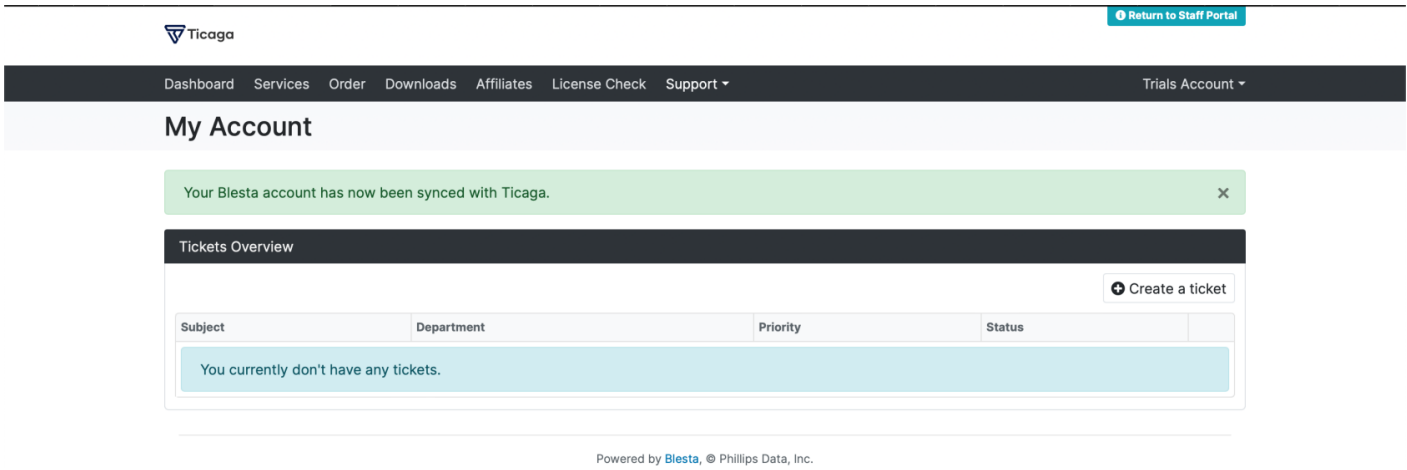
Ticaga Email Address

Your Ticaga email address must match your Blesta email address.

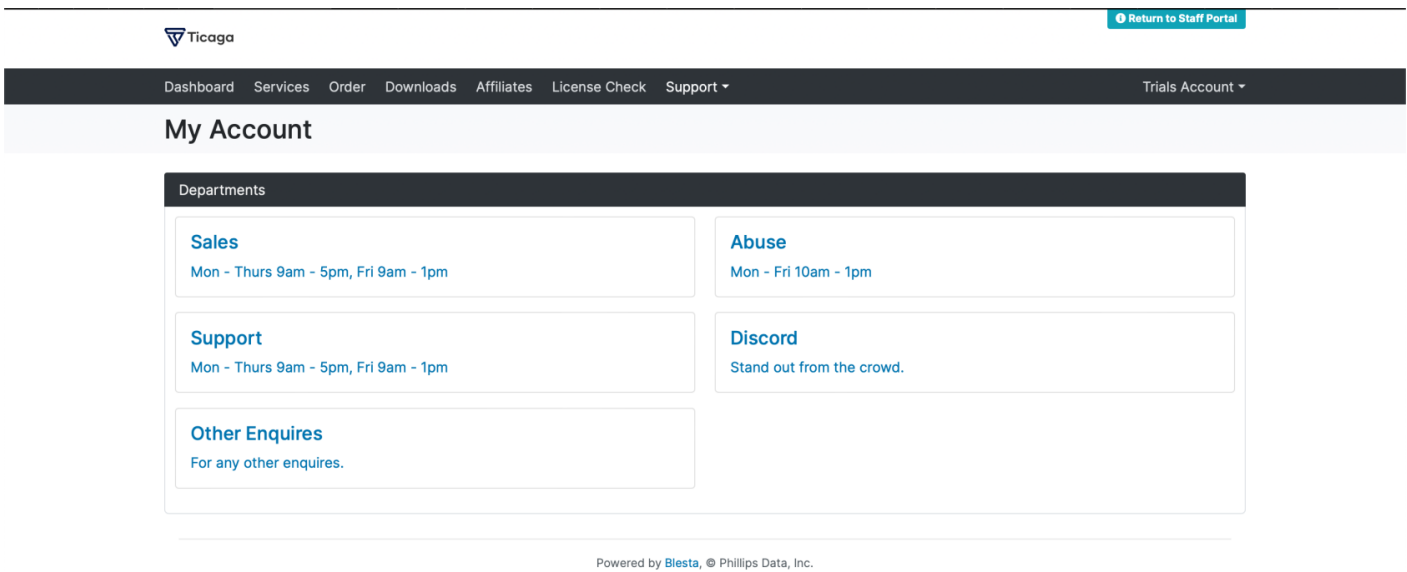
Connect

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After your customer has provided the following details they'll be shown this page:



Now when your customer clicks on **Create a ticket**, they'll be shown the support departments they can open tickets in:



Your client can click on a department and be shown the create a ticket form, if they can use high priorities they'll be displayed here too:

Ticaga

Return to Staff Portal

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My Account

Create a ticket

Subject

CC

Seperate Emails with comma(,)

Priority

Low

Ticket response

Create

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After they've submitted a ticket, they'll be shown all the tickets:

Ticaga

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My Account

Ticket Submitted

Tickets Overview

Create a ticket

Subject	Department	Priority	Status	
Testing	Sales	Low	Open	View Ticket

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Clicking View ticket shows the replies from employees and the customer:

Ticaga

Return to Staff Portal

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My Account

Ticket #1 - Testing

Ticket Response

This is a testing ticket for Blesta.

Reply

Submit

Ticket Information

Department:

Sales

Status:

Open

Priority:

Low

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Ticaga

Return to Staff Portal

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My Account

Ticket #1 - Testing

Ticket Response

This is a testing ticket for Blesta.

Agent Reply

Thank you for testing our Blesta plugin.

You

You're welcome

Reply

Submit

Ticket Information

Department:

Sales

Status:

Awaiting Reply

Priority:

Low

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