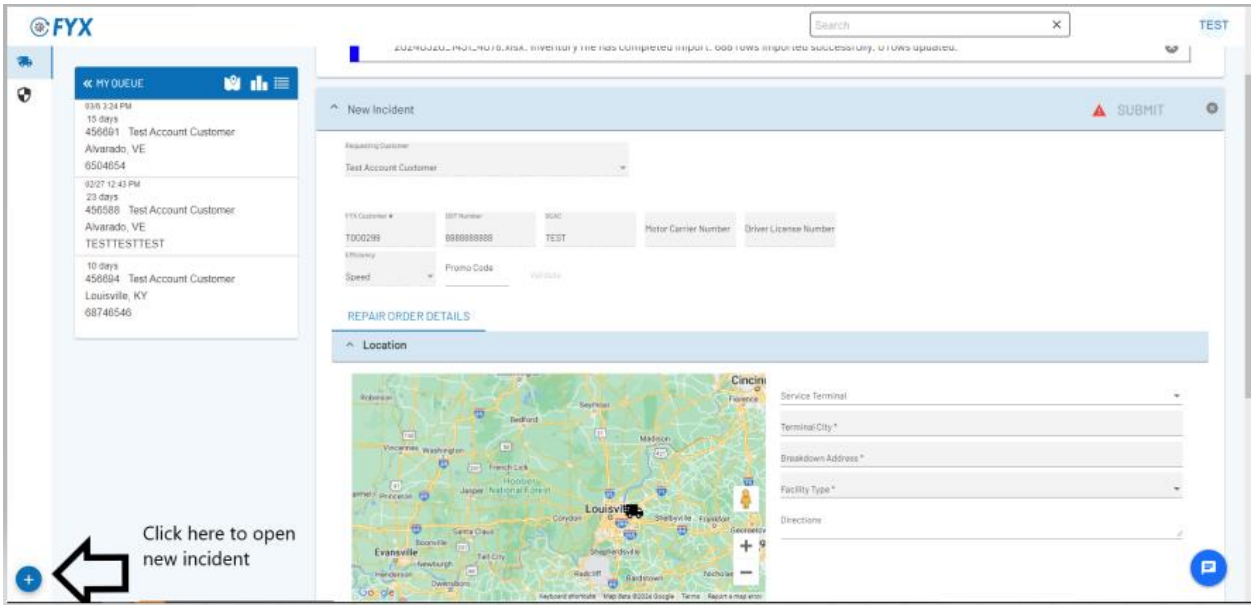
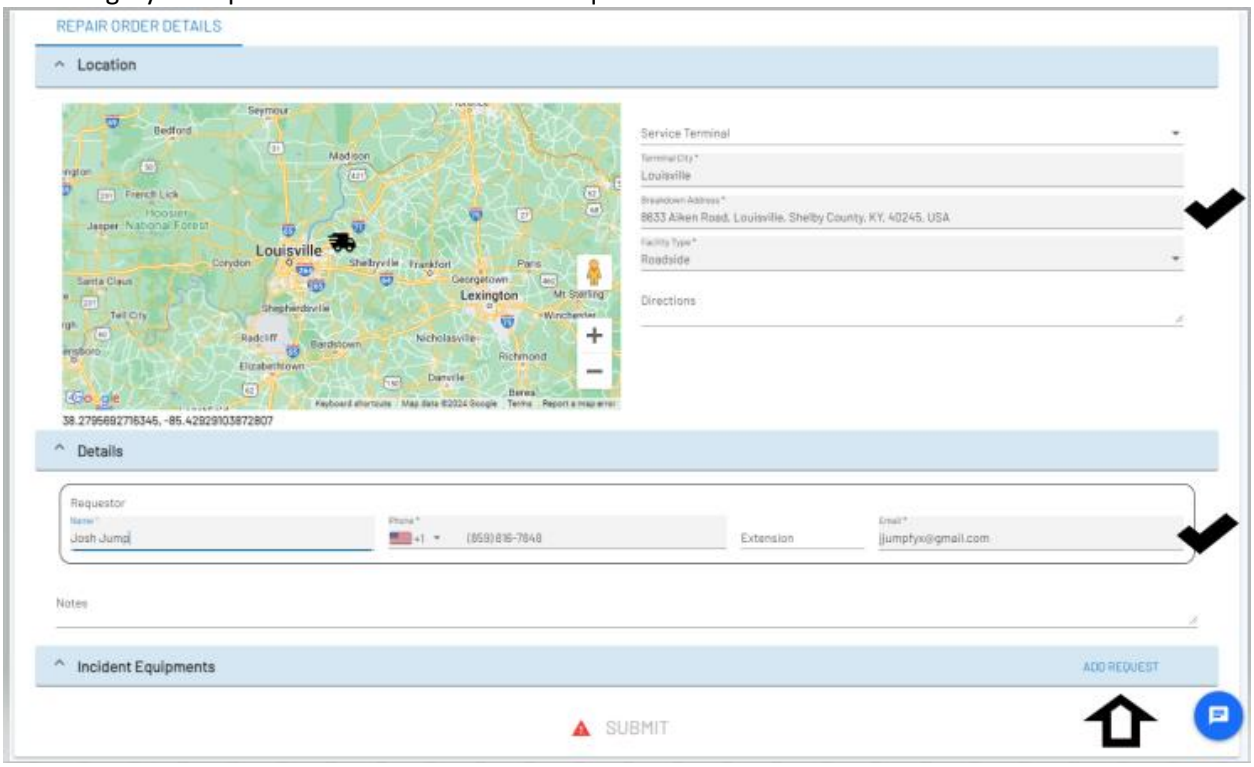
Submitting a Service Ticket in FYX

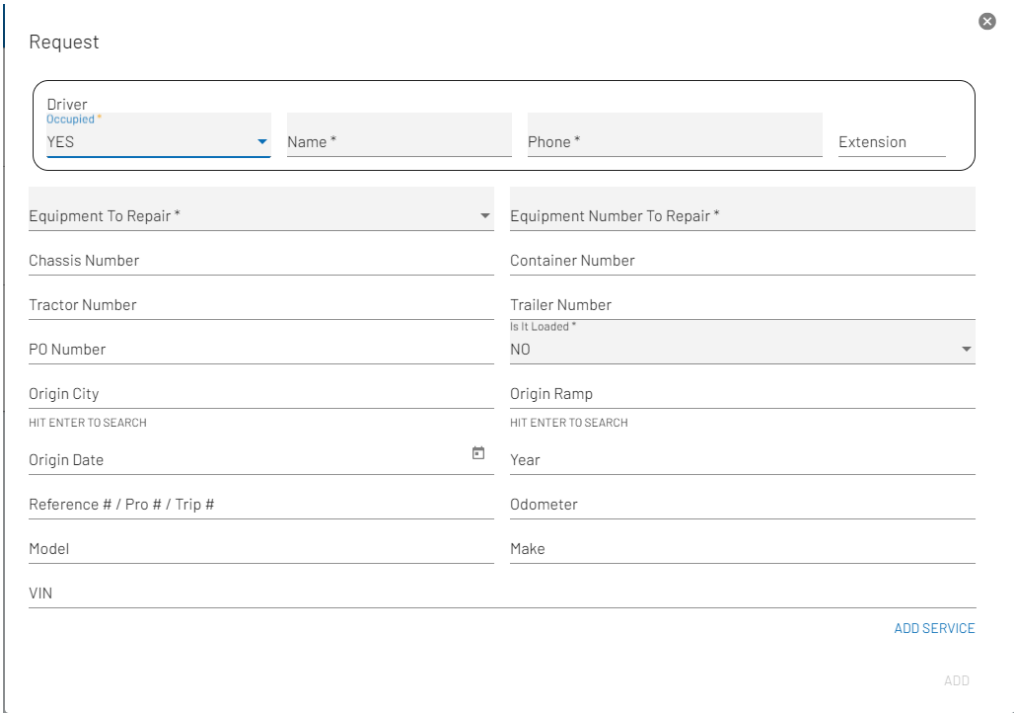
To create a new incident, click the + sign in lower left corner.



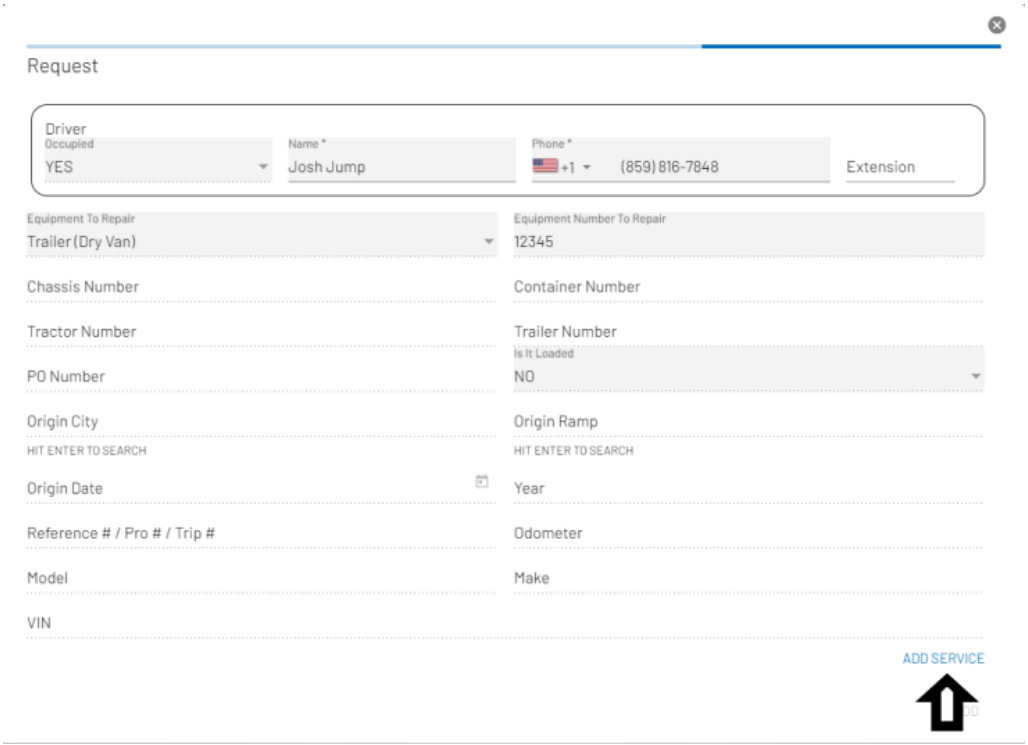
Fill in all greyed required areas and click “Add Request.”



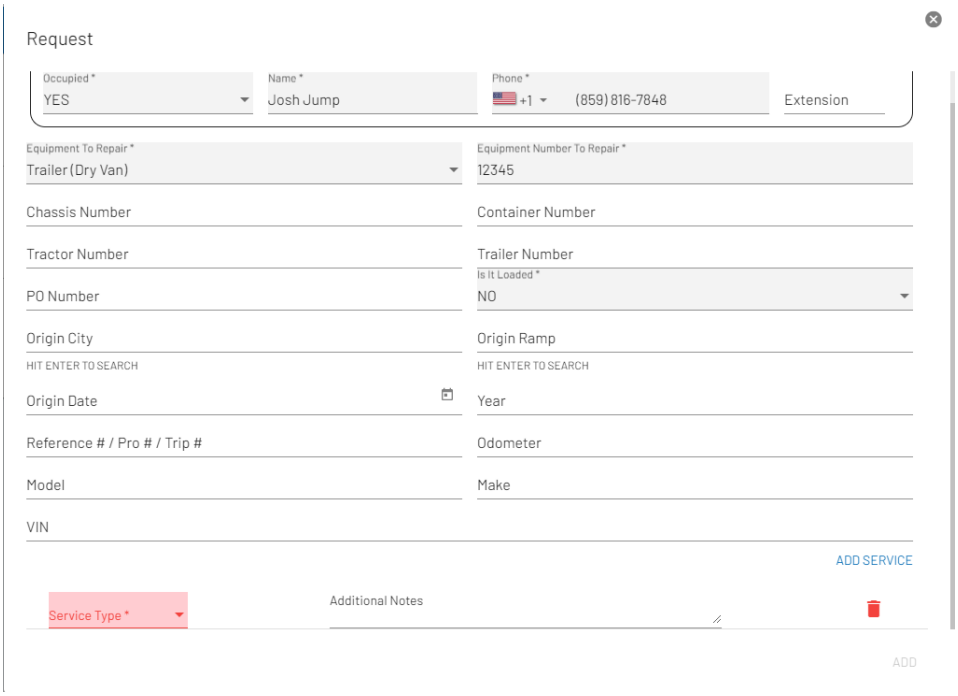
Fill in all the required information (Grey boxes) and get any additional information from customers as needed.



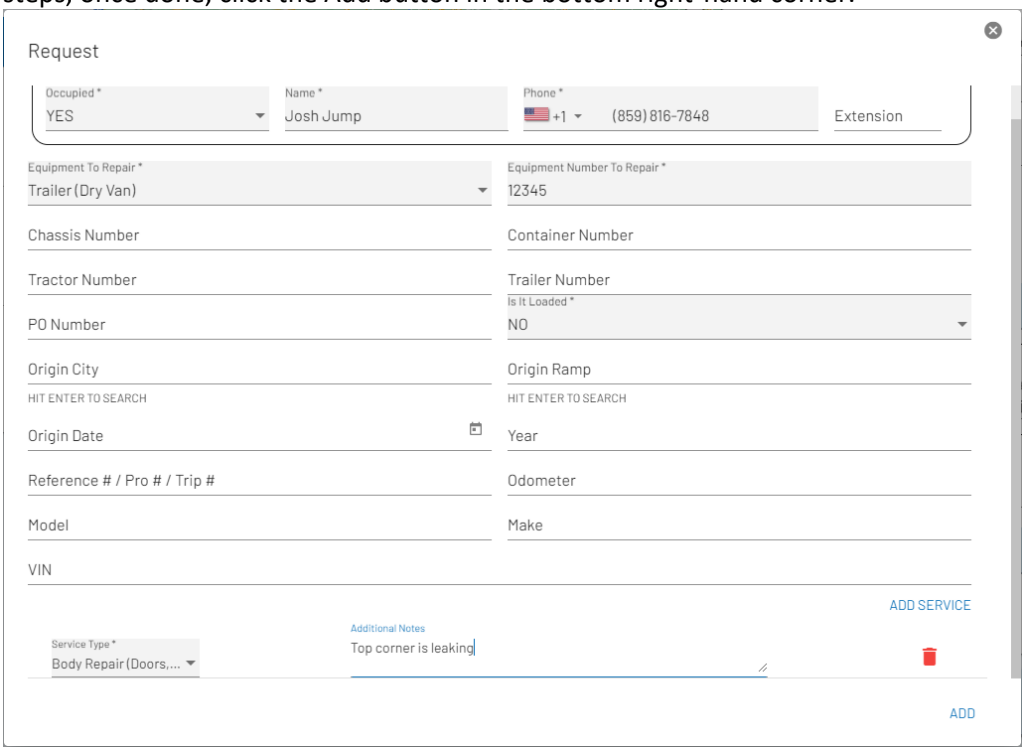
Click “Add Service”



Select Service Type (In Red) - if service type is not listed, choose “other.”



If you need to select additional service (ex: tire and mechanical) Click Add Service and follow above steps, once done, click the Add button in the bottom right-hand corner.



Review all entered details and click the blue Submit in the middle of the screen.

