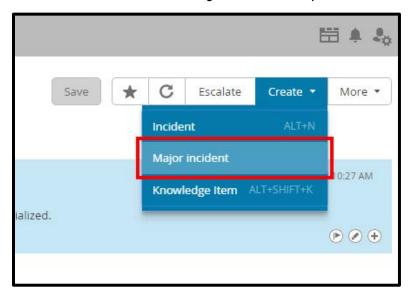


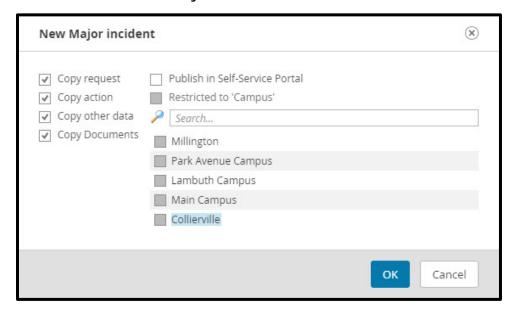
Creating a Major Incident

- 1. Open a ticket that you want to base the Major Incident.
- 2. Under Create, click the Major Incident option.



3. Select the information you want to copy to the major incident.

Indicate whether the major incident should be shown in the Self-Service Portal.



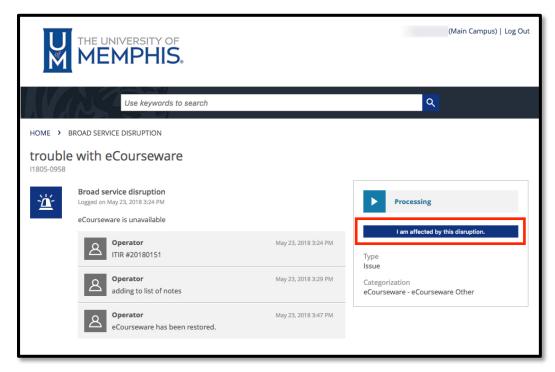
- 4. Click OK.
- 5. Click Save.



Note: When a major incident is shown in the Self-Service Portal, users can easily indicate that they are having that same problem as well. A new ticket is automatically created based on the major incident, and when the problem is solved you can inform all affected users at one time.

Note: Major incidents shown in Self-Service Portal:







Note: Automatic ticket created based on major incident:

