# Help – Submit A Ticket

Submitting a **Help Ticket** is how you can report an issue, request a feature and/or leave us feedback.

Click **Help** > **SUBMIT A TICKET** from anywhere in *Crew Ops* via the toolbar at the top to do so.

Report An Issue	Request A Feature	Leave Us Feedback
After clicking **Submit A Ticket**, this will open in your screen. To *report an issue*, click **Report an Issue**.	After clicking **Submit A Ticket**, this will open in your screen. To *request a feature*, click **Request a Feature**.	After clicking **Submit A Ticket**, this will open in your screen. To leave us feedback, click **Leave us Feedback**.
After doing so, **Tell us what broke?** will open in your screen. Select a category into which your issue falls from the list available.	After doing so, **What would you like to see?** will open in your screen. Select a category into which your issue falls from the list available.	After doing so, you'll be asked to rate your feedback in the **How can we help?** screen that opens on a 1-star to 5-star scale where 5 is excellent and 1 is poor.
After selecting a category, let us know more about the issue by describing it to us in the **Please provide as much detail as possible** Text Box. If necessary, you may also attach a file and/or a photo.	After selecting a category, let us know more about your feature request by describing it to us in the **Please provide as much detail as possible** *Text Box*. If necessary, you may also attach a file and/or a photo.	After providing your rating, let us know how we can help by describing it in the **Leave us your comment** *Text Box*.
Click the **Submit** button.	Click the **Submit** Button.	Click the **Send feedback** button.
After your submission, a **Thank You** message will appear on your screen signifying your **Help Ticket** has been submitted.	After your submission, a **Thank You** message will appear on your screen signifying your **Help Ticket** has been submitted.	After your submission, a **Thank You** message will appear on your screen signifying your **Help Ticket** has been submitted.
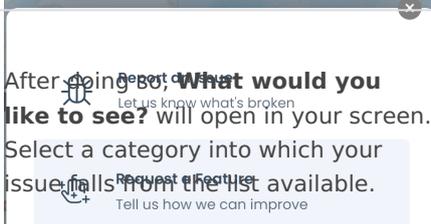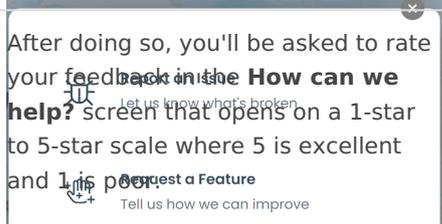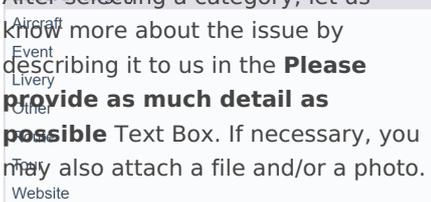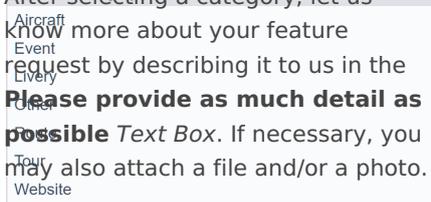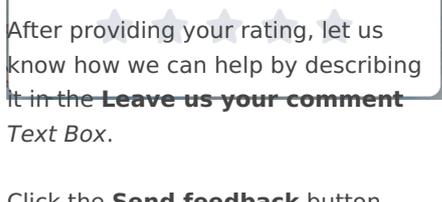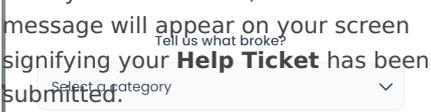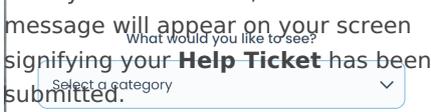
Revision #5
Created 16 January 2022 21:40:39
Updated 23 July 2023 14:11:06 by WAT1076 Cedric T.