



# Adding/Editing Ticket Info

This guide illustrates how to add new or edit existing ticket info.

Written By: Jennifer Harding

# TICKET INFO

---

## Step 1 — Adding/Editing Ticket Info

- Click on the **Ticket Info** tab.

## Step 2 — Adding/Editing Ticket Info

- Fill in the applicable ticket info.
- ⚠ Noting vehicle Mileage (in and out), as well as a Market Source, will always be required before closing a ticket to an invoice.
- Click **Save** to finish.