

# How to create a service one ticket for ONELIMS ?


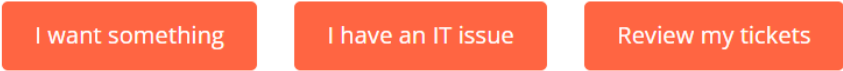
Useful Link

★ [Service one](#)

## Who :

- the champion creates the request for the end-user (preferred option)
- the end-user creates the request and add their champion as a collaborator

## How :

<b>STEP 1 &gt;</b>	Connect to the home page Syensqo and click on "Syra"	
<b>STEP 2 &gt;</b>	Select "I have an IT Issue" on Syra	

## STEP 3 >

Fill in the form to submit an incident

1- Select the type "An Application or software program used in your daily work (e.g. Gmail, SAP, Gensuite)"

2- Once you choose the type of the issue, you will be able to select the affected application "ONE LIMS (Agilab)"

3 - Fill in the other mandatory fields (Subject, My issue is, Impact, the urgency..). Then, you submit the request

Request for  Edit

Quantity

Fanny Beusnard 1

Please clearly describe your issue so our team can assist you effectively. If possible, attach a screenshot to help us better understand the problem.

I wish to report an issue with: **(required)**

For more information, please refer to the description above.

An application or software program used in your daily work (e.g. Gmail, SAP, Gensuite) ▾

None

An application or software program used in your daily work (e.g. Gmail, SAP, Gensuite)

An IT service or infrastructure provided by IT (e.g. network access, VPN)

A piece of hardware (physical device) or equipment (e.g. computer, printer)

**Affected Application (required)**

Please select the Application related to your issue. If it is not listed, choose 'Other' and provide a detailed description below.

ONE LIMS (Agilab) ▾

One Lims ✕

ONE LIMS (Agilab)

**Subject (required)**

Please provide a short description of your issue.

**My issue is: (required)**

Please describe the issue, how long it has been occurring, any steps you've taken to resolve it, whether it is recurring, and any other relevant details to help us understand your problem.

**Impact (required)**

Select ▾

**Urgency (required)**

Select ▾

Attachments

 Attach Files or drag and drop files here

Maximum file size: 5.00 MB

Maximum file count: 3

## STEP 4 >

Add the Agilab expert (Marianne Labet) as collaborator

The screenshot shows a mobile application interface for reporting an IT issue. The form is titled "Report an IT Issue" and is currently in a "Checkout" state. The user is identified as "Fanny Beusnard" and the quantity is set to "1". The form includes several required fields: "Affected Application" (with a dropdown menu showing "ONE LIMS (Agilab)"), "Subject", "My issue is", "Impact", and "Urgency". There is also an "Attachments" section with a file upload button. A modal window titled "Collaborators" is open, showing a search bar with the text "labet" and a list of results. The first result, "Marianne Labet", is selected and has a green checkmark next to it. The email address "marianne.labet@iyensqo.com" is visible below the name. The modal also shows "Selected (1/20)" and "Results".

- Once the Request is submitted, the team receive a notification to solve the problem.
- The ticket creator is notified when the problem is solved or if we need more information.