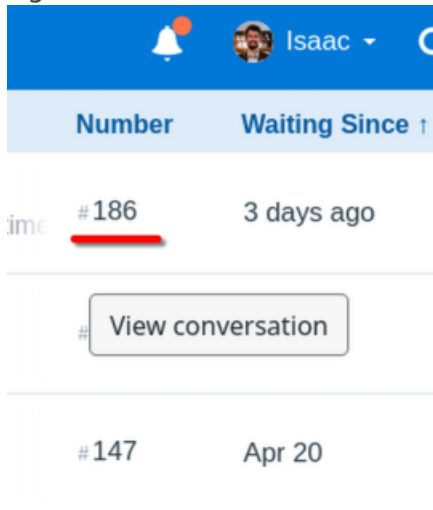


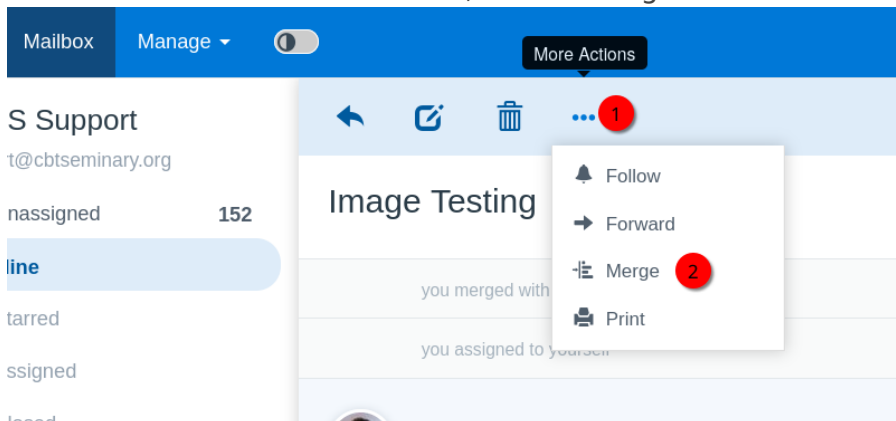
Merging Tickets

The ticket you have open when you start the merge will retain its ticket number. The other ticket will be merged into the open ticket.

1. Note the ticket number of the ticket that needs to be merged (this can be found on the right side of the ticket list screen or of an individual ticket).



2. "View"/Open the ticket you wish to start the merge from.
3. Under the "More Actions" button, select "Merge".



4. Input the ticket number from step 1 into the search box and select "Search". Select the checkbox of the correct ticket in the list.
5. Select "Merge".

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