

# Attestation Form Dashboard for Managers: How to Update/Close Duplicate Tickets

## Manager View Only:

**Return to Campus - Sent Attestation**

Name	Email	Send Date	Return Date
Aimee Culp	<a href="mailto:aimeec@qualtrics.com">aimeec@qualtrics.com</a>	08-01-2020	08-04-2020
Aimee Culp	<a href="mailto:aimeec@qualtrics.com">aimeec@qualtrics.com</a>	08-01-2020	08-04-2020

  

**Attestation Status**

Name	Email	Return Date	Certified	Response ID
Aimee Culp	<a href="mailto:aimeec@qualtrics.com">aimeec@qualtrics.com</a>	08-04-2020	Cleared	R_WjRhuDVj1Gi9eV
Aimee Culp	<a href="mailto:aimeec@qualtrics.com">aimeec@qualtrics.com</a>	08-04-2020	Not Cleared	R_oYQdWtrozYhQsIX

## Tickets Tab View for Managers:

**Tickets**

key	Manager Name	Employee Name	Send Date	Return Date	status	Ticket Data: Manager Email Address	link
T-461	Ming Yang	Aimee Culp	08-01-2020	08-04-2020	Closed	<a href="mailto:aimeec+1@qualtrics.com">aimeec+1@qualtrics.com</a>	<a href="#">link</a>
T-462	Ming Yang	Aimee Culp	08-01-2020	08-04-2020	Open	<a href="mailto:aimeec+1@qualtrics.com">aimeec+1@qualtrics.com</a>	<a href="#">link</a>
T-452	Ming Yang	Aimee Culp	08-2-2020	08-05-2020	Open	<a href="mailto:aimeec+1@qualtrics.com">aimeec+1@qualtrics.com</a>	<a href="#">link</a>
T-451	Ming Yang	Aimee Culp	08-1-2020	08-04-2020	Open	<a href="mailto:aimeec+1@qualtrics.com">aimeec+1@qualtrics.com</a>	<a href="#">link</a>

Click on link to see a detailed view of the ticket.

## Detailed View (when Link Above is Clicked):

T-462 Assessment - Aimee Culp Aug 3, 2020 2:42:25 PM [Open](#)

T-462 Assessment - Aimee Culp [Send email](#)

Priority: Low Assign to: Me Ticket group: Unassigned

**Ticket data**

Employee Name	Aimee Culp	Manager Name	Ming Yang
Employee First Name	Aimee	Employee Last Name	Culp
Employee Email	Culp	Employee Phone	555-555-5555
Manager First Name	Ming	Manager Last Name	Yang
Manager Email Address	<a href="mailto:aimeec+1@qualtrics.com">aimeec+1@qualtrics.com</a>	Return Date	08-04-2020
Send Date	08-01-2020		

Click on drop-down arrow to access "Close" status.