

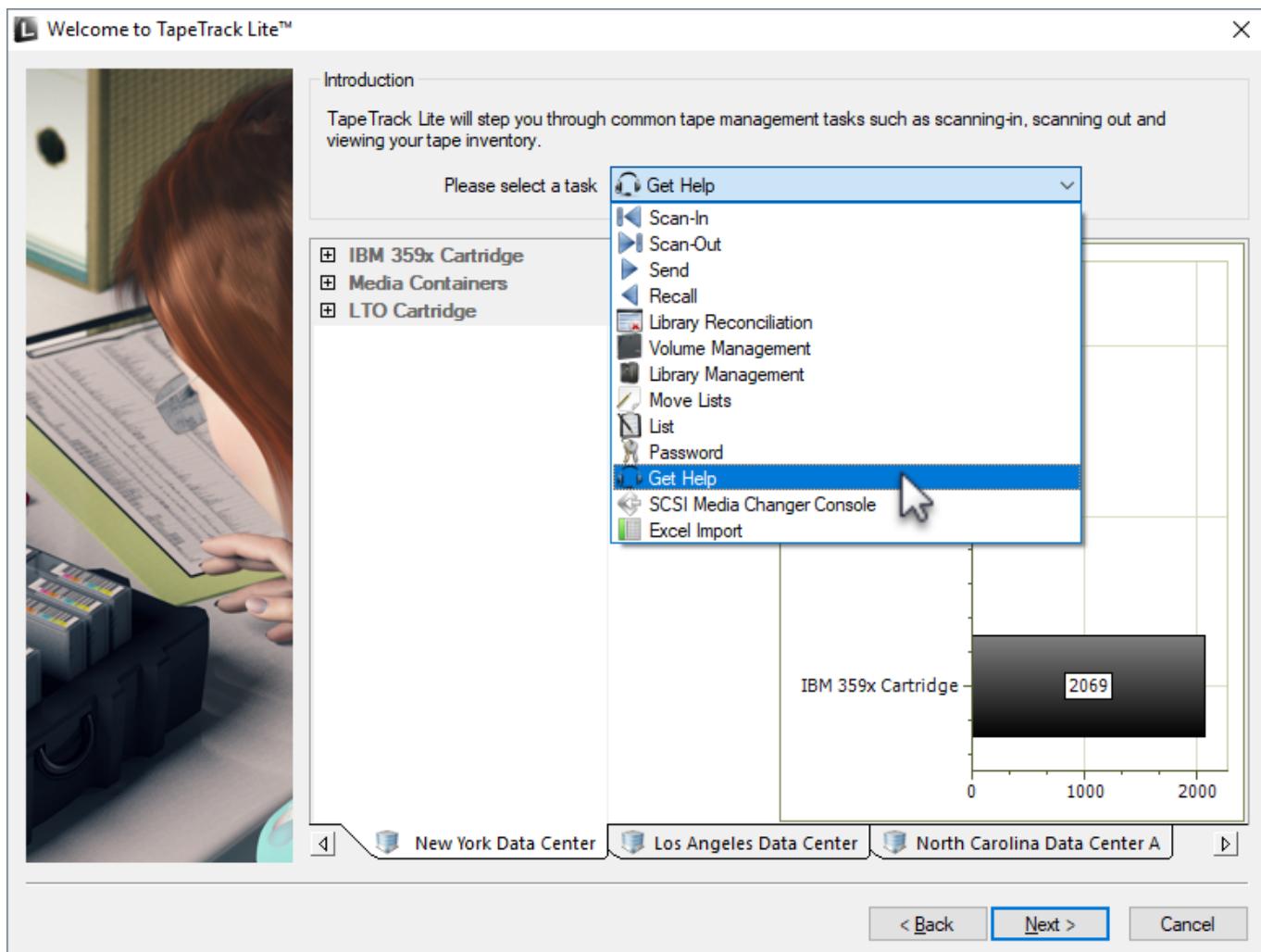
# Getting Help

Selecting the get help task will open up an email in Microsoft Outlook (or default email client) with a template to describe your problem, operating system and TapeTrack version to be sent to TapeTrack's help desk for support.

## Password Process

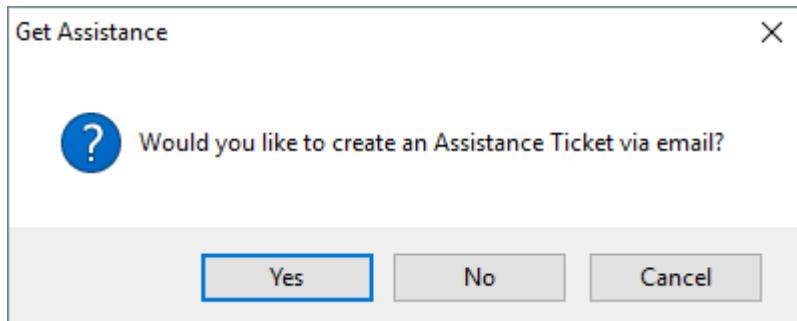
### Select Get Help

Once logged into TapeTrack Lite, select Get Help from the Library Management Tasks drop-down menu.

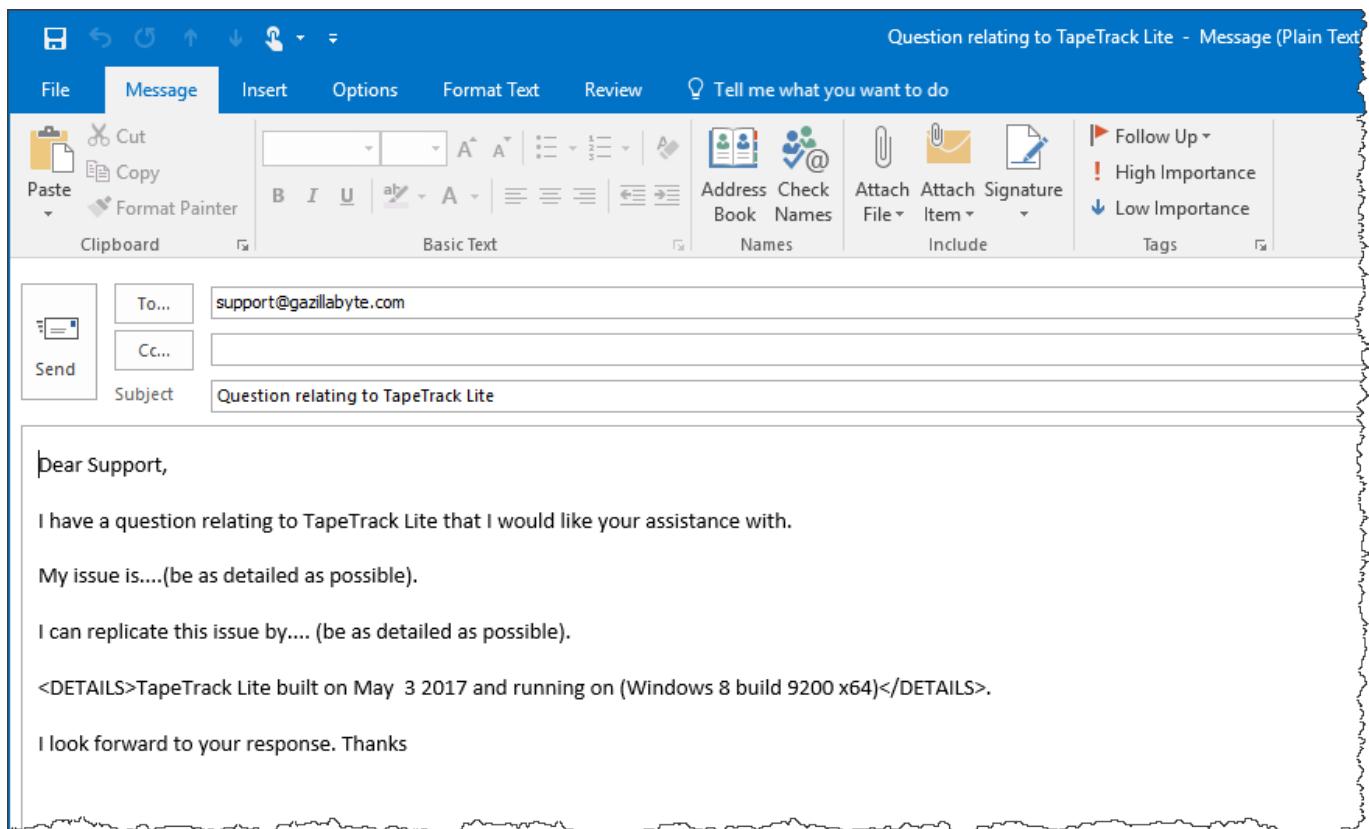


## Creating an assistance ticket

This will open a dialogue with the option of creating an Assistance Ticket via email.

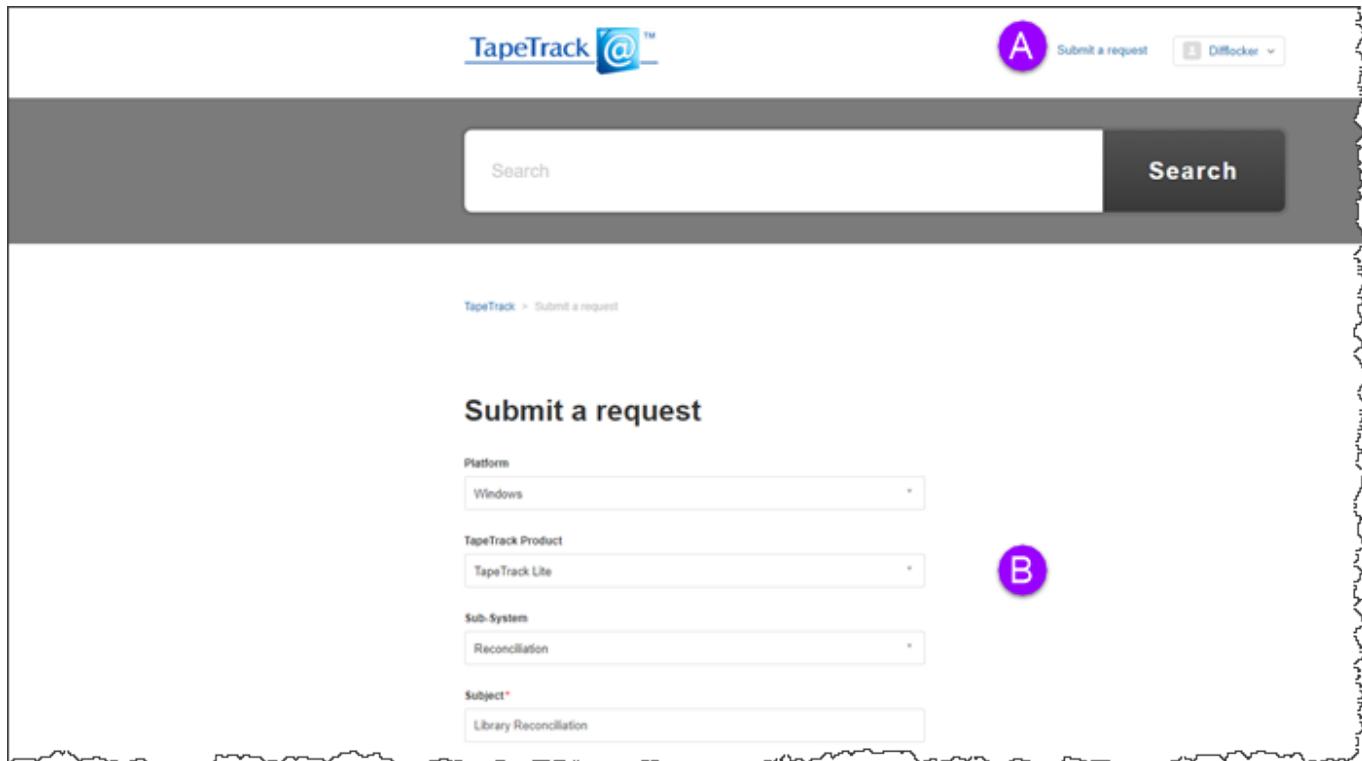


Selecting yes will open your default mail client with a template email with guidance on how to best describe the problem you are experiencing as well as details about your operating system, TapeTrack version and how to replicate your problem. This will create an assistance ticket from which the help desk staff will assist you via email.



If you don't have a default mail client installed you will be prompted to set one up.

Selecting no to creating an Assistance Ticket via email will open and direct your browser to <https://gazillabyte.llc.zendesk.com/hc/en-us> where you can raise an assistance ticket through a web portal.



The screenshot shows the TapeTrack help desk interface. At the top, there is a navigation bar with the TapeTrack logo, a search bar, and a 'Search' button. Below the navigation bar, the page title is 'Submit a request'. The form contains several dropdown menus and a text input field. The dropdowns are labeled 'Platform' (Windows), 'TapeTrack Product' (TapeTrack Lite), and 'Sub-System' (Reconciliation). The text input field is labeled 'Subject\*' and contains the text 'Library Reconciliation'.

## Notes

- **A** Click Submit a request to open help form
- **B** Fill out fields to describe your problem

Replies to the ticket from the help desk will be posted in this portal as well as to the email you registered when setting up your help desk login. Selecting cancel to creating an Assistance Ticket via email will exit back to TapeTrack Lite.

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