

# Tech ticket creation workflow for AdOps

## Ticket creation process

AdOps can create new ticket by pressing "+ Add" button in top left corner

If you have multiple tickets open, the "+ Add" button will shift to the right but will remain at the top regardless.

+ Add

Views

Your tickets

30

New & Open

1

Pending

14

Tech tickets

197

JIRA

63

On-hold

7

Solved

1K

Recently updated

263

Open (assigned)

30

IAS reports

34

Signed IOs

176

DSP Tech - Povilas

33

DSP Tech - Arvydas

164

DSP Tech - Karolis

8

Tech tickets

Filter

197 tickets (Page 1 of 7)

	Ticket status	Subject	Assignee	Requester	Requested	Ticket Tier
Status category: Solved						
<input type="checkbox"/>	Solved	Technical Finance Issue - Wrong Amount - Mondelez - December 2024 In...	DSP Tech - Karolis	Yegor Larchenko	Yesterday 14:28	Tier 1
<input type="checkbox"/>	Solved	Technical Issue - change a user type to Admin	DSP Tech - Arvydas	Auguste Petraityte	Friday 14:47	
<input type="checkbox"/>	Solved	Technical Issue - Not working previews	DSP Tech - Arvydas	Eskimi - Valentyn	Thursday 12:45	Tier 1
<input type="checkbox"/>	Solved	The IOS app isn't generating clicks	DSP Tech - Arvydas	Meda Leskauskaitė	Dec 30, 2024	Tier 2
<input type="checkbox"/>	Solved	Technical Issue - Spent based on revenue with margin	DSP Tech - Arvydas	Asif   Eskimi	Dec 27, 2024	Tier 3
<input type="checkbox"/>	Solved	Play Media Serbia - conversion events	DSP Tech - Arvydas	Yegor Larchenko	Dec 27, 2024	Tier 2
<input type="checkbox"/>	Solved	BidSwitch: an Access for the API user	DSP Tech - Arvydas	Agumennyi	Dec 24, 2024	Unknown
<input type="checkbox"/>	Solved	Technical Issue - [Click url macros is missing in JS tag]	DSP Tech - Arvydas	Justina Rutkauskaitė	Dec 23, 2024	Tier 3
<input type="checkbox"/>	Solved	Technical Issue - Queries on Brand Safety Policy	DSP Tech - Karolis	Asif   Eskimi	Dec 23, 2024	Internal
<input type="checkbox"/>	Solved	Technical Issue - Google/Facebook - [Write the title]	DSP Tech - Arvydas	Auguste Petraityte	Dec 23, 2024	Tier 1

## Filling ticket data

In the picture below you can see the steps of filling the ticket data.

**Ticket statuses** and **templates** are covered more in-depth below.

The screenshot shows the Zendesk 'New Ticket' form. Red arrows and numbers indicate the following steps:

- 1**: Points to the 'Requester' dropdown menu.
- 2**: Points to the 'Assignee' dropdown menu.
- 3**: Points to the 'Ticket Category\*' dropdown menu.
- 4**: Points to the 'Technical Issue - [Campaign is not spending]' title field.
- 5**: Points to the main text area containing a template with fields for Accounts, Campaign Ids, Steps to reproduce, Actual Behaviour, and Expected behaviour.
- 6**: Points to the status selection dropdown menu on the right, which includes options like New, Open, Pending, JIRA, On-hold, Solved, and JIRA Solved.

1. Select yourself as the requester
2. Select assignee "Tech" (group)
3. Select ticket template
4. Edit title according to your raised issue
5. Use template correctly (more information below)
6. Submit ticket as "Open"

Optionally you can add tags, category and other fields related to your ticket but **most of it is automated.**

## Ticket statuses

As of writing this article, our Zendesk configuration includes seven possible ticket statuses: New, Open, Pending, JIRA, On-hold, Solved, and JIRA Solved.

Tech related tickets should use only 5 of them: **Open, Pending, JIRA, Solved, JIRA Solved**


## Understanding Ticket Statuses

**Open** – this status should be used by AdOps when creating a new ticket for Tech Support or when replying to an unresolved Tech ticket.

**Pending** – this status is used **only** by a Tech Support when a specialist is awaiting additional information or a response from AdOps.

**JIRA** – this status is used **only** by Tech Support when a bug is logged in JIRA. AdOps can view the bug status on the right panel of the ticket.

If you do not see the **JIRA** logo please press "+" sign and add it to your view


 **JIRA**

Create issue

Link issue

Notify


Linked JIRA issues (1)


 **RTB-10009**


ProjectRTB


StatusTo Do

Summary[Bidder] Some VAST creatives in preview page return 503, fext









+

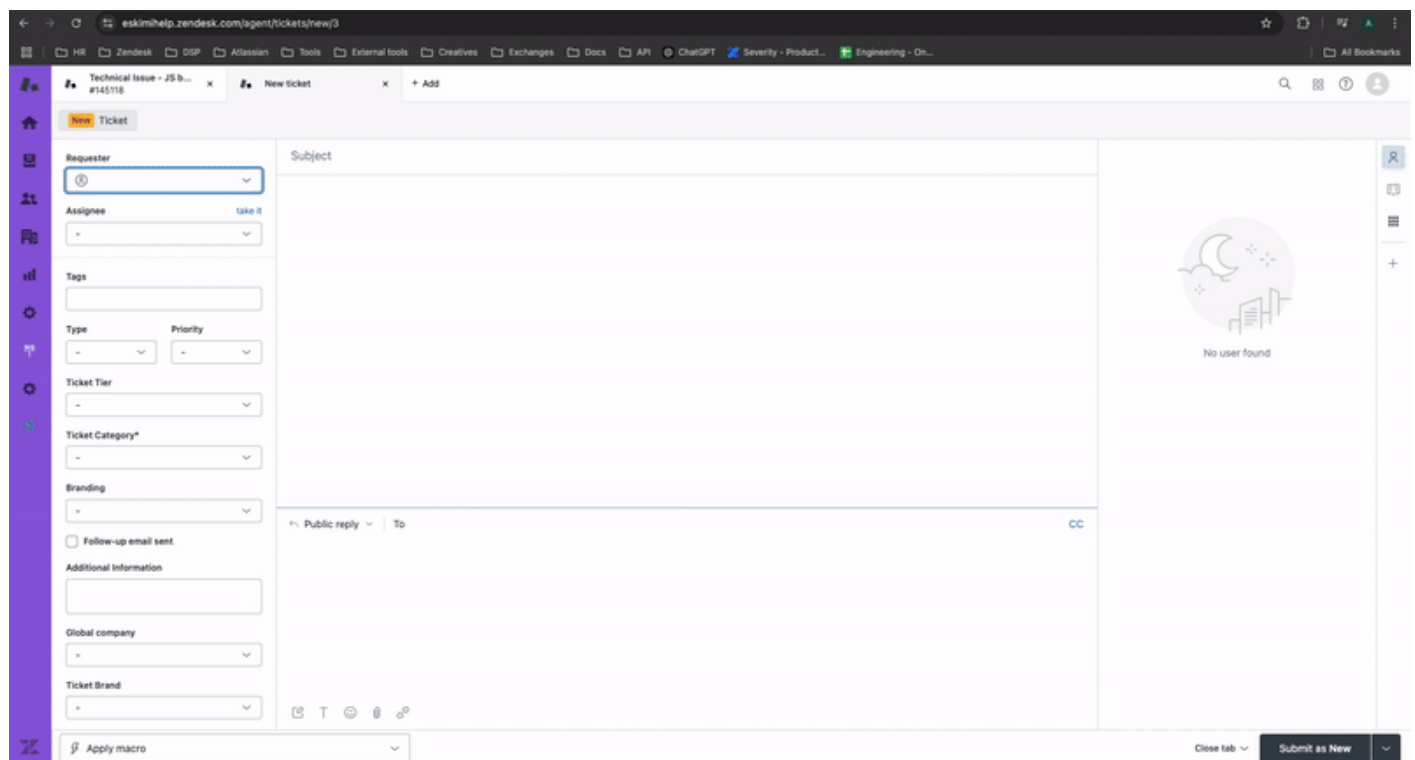
**Solved** – this status is used by Tech Support when the provided solution resolves the issue.

**JIRA Solved** - this status is used by Tech Support when the registered bug is resolved.

# Ticket templates

There are templates available for tech-related tickets. The video below demonstrates how to select and complete the appropriate template. Please ensure you choose the template that corresponds to the topic of your ticket.

If you cannot find a correct template for your needs please use [Technical issues] > General - [Write the title].

A screenshot of the Zendesk 'New ticket' form. The interface is divided into three main sections. On the left is a sidebar with various icons and a 'New Ticket' button. The middle section contains the form fields: 'Requester' (a dropdown menu), 'Assignee' (a dropdown menu with a 'take it' link), 'Tags' (a text input), 'Type' and 'Priority' (both dropdown menus), 'Ticket Tier' (a dropdown menu), 'Ticket Category\*' (a dropdown menu), 'Branding' (a dropdown menu), 'Follow-up email sent' (a checkbox), 'Additional Information' (a text input), 'Global company' (a dropdown menu), and 'Ticket Brand' (a dropdown menu). The right section is for the 'Subject' and 'Content' of the ticket. The 'Subject' field is at the top, and the 'Content' field is below it. The 'Content' field has a 'Public reply' dropdown and a 'To' field. At the bottom right, there are buttons for 'Close tab' and 'Submit as New'.

It is important that you use the templates correctly. Account names, Campaign IDs must be written under and without additional text formatting

Links are acceptable and preferable

Accounts:  
Universal McCann Croatia - H&M

Campaign Ids:  
221679

Correct usage of template

**Steps to reproduce:**  
Open a preview link: <https://dsp.eskimi.com/adsPreview/45mmlqrt>

**Actual Behaviour:**  
I cannot see video previews.

**Expected behaviour:**  
Previews of both videos should be visible.

Creatives are remote VAST URIs, uploaded here: [https://dsp.eskimi.com/admin/creatives-manage?creative\\_set\\_id=142559](https://dsp.eskimi.com/admin/creatives-manage?creative_set_id=142559), but for some reason the sharable preview is not loading videos.  
Tags were checked ([here](#)) and seem to be working fine.  
Any setup flaw that I did not notice?

Thank you

If you believe a new template is needed or have suggestions for improving existing templates from an AdOps perspective, please reach out to a Technical Support specialist via Slack.

## Follow-ups

Solved tickets will automatically close after a certain period. To create a follow-up for the same issue, navigate to the closed ticket and click on "Create Follow-up."

 This ticket is closed and cannot be edited

Create follow-up

If the ticket is marked as "Solved" but not yet closed, please reply within the same ticket and change its status to "Open."

If the issue with a "Solved" ticket is unrelated to the new issue you're reporting, please create a new ticket and set its status to "Open."

## Additional notes

Please avoid adding Tech Support to the CC. Instead, provide a summary of your communication, highlighting the key issues and the specific areas where they occur.

