


Here's a quick way to display and print ticket details using the tools menu.

**1. Select:**  tools menu icon.

The icon for the tools menu  is located near the top of the screen on the right-side.

**2. Select:** Print from the dropdown options in the tools menu.

**3. Select:** Title(s) for the type of details.

→ The titles are toggles so you can select and de-select one or more to adjust the types of details to display or print. If you want to quickly select all titles, use 'expand all'.

 Print Send Email

**4. Select:** Print.

