

Contact Your Local Administrator

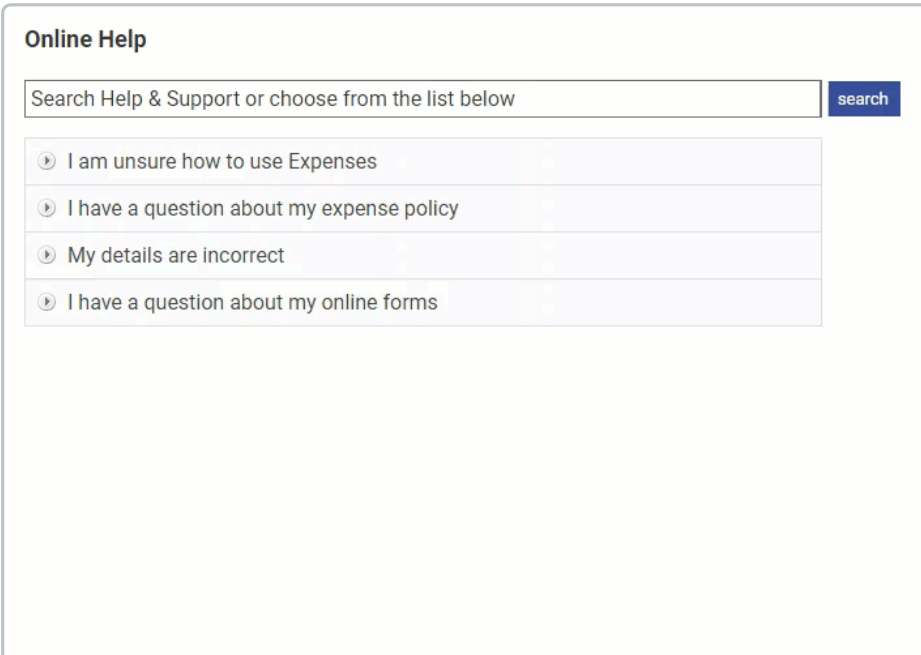
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Permissions

You will require an Access Role with the following permissions:

- Help & Support

1. Navigate from the homepage to **Help & Support**.
2. Click "**I have a question about my expense policy**" which will then display a list of clickable links.
3. Click "**None of the above**".
4. Click "**Please raise a support ticket**".



The screenshot shows a web interface titled "Online Help". At the top left of the content area is the heading "Online Help". Below this is a search bar with the placeholder text "Search Help & Support or choose from the list below" and a blue "search" button to its right. Underneath the search bar is a list of four help topics, each with a circular arrow icon on the left:

- I am unsure how to use Expenses
- I have a question about my expense policy
- My details are incorrect
- I have a question about my online forms

5. This will display the 'Customer Contact and Advice' section which lists the contact details of your organisation's administrator.

Note: If the Customer Contact and Advice section appears but does not contain any contact details, it means that it has not been configured by your organisation. You will need to follow your internal procedures to contact your Expenses administrator.

- If your organisation has activated the 'Internal Support Tickets' option, you will be able to create a support ticket which will be sent through to your organisation's main

administrator. For more information about creating a ticket, view [Manage Support Tickets](#).

Create New Ticket

You can contact a system administrator directly by raising a support ticket, please complete the form below to continue.

Subject*

Attachment No file chosen

Description*
