Compex External Ticketing System Registration SOP

Compex External Ticketing系统注册操作标准作业流程

User Guide

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1 Introduction / 简介

To enhance the efficiency of handling external technical support requests, Compex has adopted a new External Ticketing System. This SOP (Standard Operating Procedure) outlines the step-by-step process for registering a new account in the system to ensure all users can access support services promptly and securely.
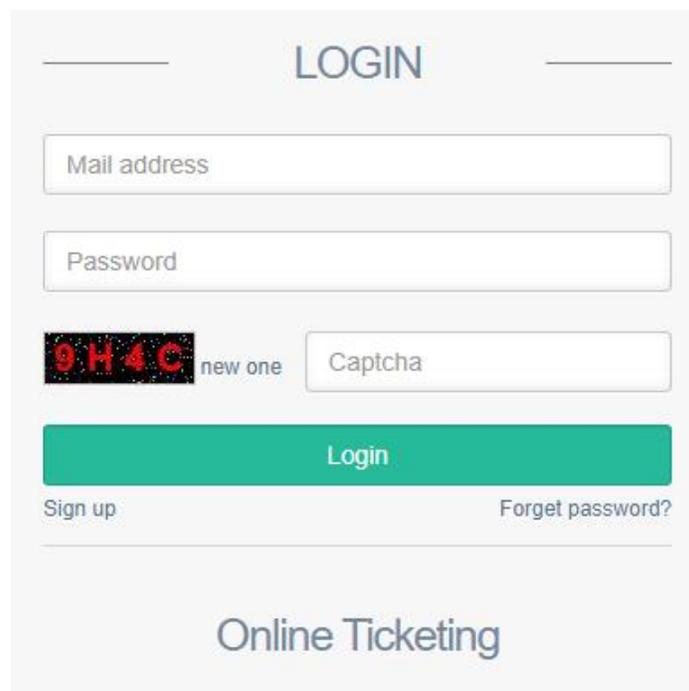
为提升对外技术支持处理效率，Compex 启用了全新的 External Ticketing 系统。本操作标准作业流程（SOP）将指导用户如何注册账号，确保所有用户都能顺利、安全地使用该系统获取技术支持服务。

2 Steps / 步骤

Step 1 – Access the Login Page / 打开登录页面

- Copy the link below into your browser to open the login page.
- 在浏览器中打开以下链接进入登录页面：

https://mis2.powermatic.com.sg/OnlineTicketing/support/login.aspx?co=CPXC

Figure 1: System Login Page

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Step 2 – Sign Up for a New Account / 注册账号

- If you don't have an account, click "Sign up" to go to the registration page.

- 如果没有账号，点击页面上的 "Sign up" 进入注册页面。
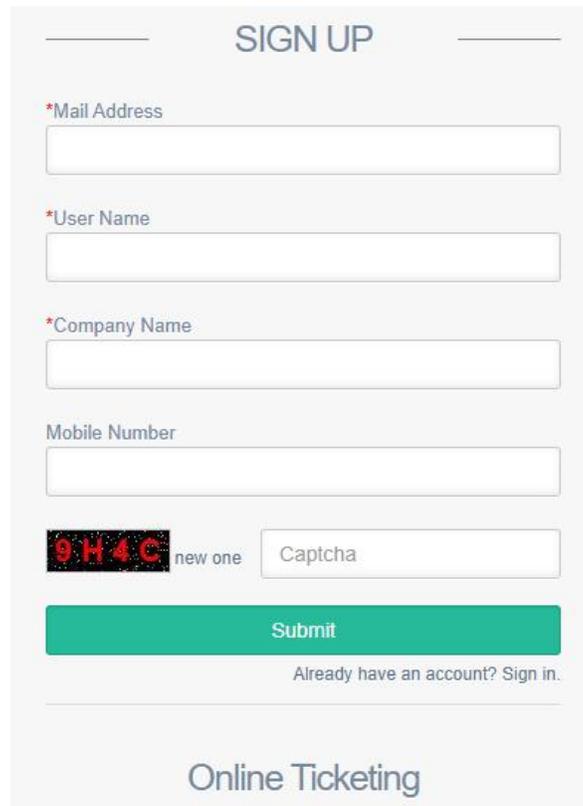
Figure 2: Registration Page

Step 3 – Submit Registration Information / 提交注册信息

- After filling in the registration information, click "Submit". An activation link will be sent to your email.

- 填写所有注册信息后，点击 "Submit" 创建账号。系统将向注册邮箱发送激活链接。

Step 4 – Activate the Account / 激活账号

- Click the activation link in the email. Set your password and click "Save" to complete the activation. The system will then redirect to the login page.

- 点击邮件中的激活链接，设置密码后点击 "Save" 完成激活。系统将跳转至登录页面。

Step 5 – Log In / 登录系统

- On the login page, enter your email and password, then click "Login" to access the system.
- 在登录页面输入邮箱与密码，点击 "Login" 即可登录系统。

You have now successfully completed the registration process for the Compex External Ticketing System. You may now begin submitting your support requests.

您已成功完成 Compex External Ticketing 系统的注册流程。您现在可以开始提交支持请求。