ABT Web Helpdesk User Guide



Web based support call logging



abtgroup.com.au



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The purpose of this document is to provide the step by step instructions for ABT Helpdesk service clients on how to use the website to manage the service calls and their users.

For each ABT Helpdesk client, there are 2 levels of access:

- 1. <u>User Admin</u> access this role access can create/manage users within the organisation, as well as log and edit calls. This access should only be given to 1 or 2 of the users within the organisation.
- 2. <u>User</u> access users with this access can create and manage calls within the organisation.

1. USER ADMIN

LOGGING IN

From website <u>HTTPS://HELPDESK.ABTGROUP.COM.AU/#/LOGIN</u>, enter your username (email address) and password

Login Enter login details	
Username or Email address	
Password	
Remember my username	
Forgot your password?	
🔒 Login	

Note:

- For forgotten password, click the *Forgot your password* link to have a password reset e-mail delivered to the registered e-mail address.
- After 3 unsuccessful log in attempts, the account will be locked. The user will need to contact the ABT Service Coordinator by calling 02 9878 7111, or sending email to help@abtgroup.com.au to have the account unlocked.

ABT Helpdesk	
Forgot Password	
The reset password link will be sent to the specified email address below.	
Login email address	
Send Email	



CREATING A NEW USER

Client user with this role access is able to create/manage users within their own organisation to log and edit calls. This access should only be given to 1 or 2 of the users within the same organisation.

1. From the Service Calls main screen, click on Manage then select Users

	odesk 🕂 New Call	E Service Calls	E Resources 🗸	🖵 Feedbac	k 📞 Contact Us	🌣 Manage 🗸
Service	Calls				Y	Users
Service						
🕂 New Call	Quick sea	arch	Q Advanced			
Open	Closed		All			
	▼ Call No	Issue Sum	mary You	r Reference	Status	Date Logged
	140888	Unable to	view sccree		Entered	31-01-2018 05:37pn

2. Click on + New User

OOT UAT Help	odesk	🕂 New Call 🛛 🗮 Service C	alls 🔳 Resources 👻 🖵	Feedback 📞 Contact Us	🌣 Manage 👻
Lleeve					
Users	nmary				
+ New User		Quick search	Q Advanced		
🗹 Active Users		() Inactive Users	Locked Users	III Users	
		▲ Username	Name		Group
	ß	useradmin1@abtgroup.cor	n.au Tester1 Ad	min	ADMIN

- 3. Complete all fields in the User Create New screen and save
 - a. <u>Role</u> Select available role from the drop down options
 - b. <u>Group</u> Select the correct company name from the drop down options. In most cases, there is only one company to click. If there are multiple companies from the drop down list, select the non ABTON option for your company.



000 UAT Helpdesk	+ New Call	E Service Calls	🔳 Resources 👻	🖵 Feedback	📞 Contact Us	🌣 Manage 🚽	3
User Create New							
Username *		Fi	rst Name *			Last Name *	
Email address			First Name			Last Name	
Role *				Group	k		
Ulser Admin				- Sele	ect -		
User							

Note:

- i. Username is email address of new user
- ii. Roles:
- User Admin allows call creation, view calls list and user creation/management
- <u>User</u> allows call creation, updates and view calls list
- iii. Group Select your default company from the drop down list
- iv. Password tick the box next to Force password change on the next login
- v. In Special Permissions field, tick all of the boxes for the User Admin role created
- 4. Click *Save* to create the record
- 5. Once saved, the new user record is displayed in the Users Summary screen:

		AT Helpdesk	🕂 New Call 🛛 🗮 Servi	ce Calls 🛛 🗐 Resources 🗸	- Feedback	📞 Contact Us 🛛 🌣	Manage 👻	L Te
ι	Jser	S Summary						
	🕇 New U	lser	Quick search	Q Advanced				Sh
	🗹 Active	Users	🖒 Inactive Users	Locked Use	rs	All Users		
			▲ Username	Na	me	c	Group	Role
		C	tester@abtgroup.com.	au Tes	ter User1	ŀ	ADMIN	User Admin
		c	useradmin1@abtgroup	o.com.au Tes	ter1 Admin	A	ADMIN	User Admin

6. New user will receive an email notification with instructions to log on to the system.

SETTING USERS TO INACTIVE

1. From the *Service Calls* main screen, click on *Manage* then select *Users*



COT UAT Helpde	sk 🕂 New Call	Service Calls	Resources 🗕	🖵 Feedback	c 💊 Contact Us	🌣 Manage 🗸
Service Ca	alls Summary				N.	Users
+ New Call	Quick sear	ch	Q Advanced			
Open	Closed		All			
	▼ Call No	Issue Sum	mary You	r Reference	Status	Date Logged
Ģ	140888	Unable to v	view sccree		Entered	31-01-2018 05:37pi

2. Check the left hand box on the user you wish to deactivate and click Set Inactive

600	UAT Helpdes	K 🕂 New Call	Service Calls	🗏 Resources 👻	🖵 Feedback	📞 Contact Us	🍄 Manage 👻		👤 Tester	1 Admin
Us	ers Summar	У								
+ N	ew User	Quick searc	n (Q Advanced					Show	10
C A	ctive Users	O Inactive	Jsers	Locked Users	1	All Users				
		▲ Username		Name			Group	Role		
C	N	tester@abtgro	oup.com.au	Tester U	Jser1		ADMIN	User	Admin	
	- C	useradmin1@	abtgroup.com.au	Tester1	Admin		ADMIN	User	Admin	
ڻ Se	et Inactive							First Previo	us 1 Ne	ext Last
-										

SETTING USERS TO ACTIVE

- 1. From the Service Calls main screen, click on Manage then select Users
- 2. Click on *Inactive Users*



UAT Helpo	desk 🕂	• New Call	E Service Calls	🔳 Resources 👻	🗭 Feedback	📞 Contact Us	🍄 Manag
Users	mary						
+ New User		Quick sear	ch	Q Advanced			
C Active Users	(() Inactive	Users	Locked Users		All Users	
		▲ Usernam	e	Name			Group
	ଟ	useradmin10	@abtgroup.com.au	Tester	1 Admin		ADMIN
🖒 Set Inactive							

3. Select user(s) you wish to activate and click Activate Selected Users

600	UAT Hel	pdesk	+ New Call	E Service Calls	🔳 Resources 👻	🗭 Feedback	📞 Contact Us	🌣 Manage 🚽
Us	ers Su	mmary						
+ N	lew User		Quick sear	ch	Q Advanced			
C A	ctive Users		() Inactive	Users	Locked Users	:	All Users	
			▲ Usernam	e	Name			Group
		٢	shane@gma	il.com	Shane	Naidu		ADMIN
C		٢	tester@abtg	roup.com.au	Tester	User1		ADMIN
C A	ctivate Select	ted Users	X Delete Se	lected Users				

4. The same screen also provide the option of **delete** selected users by clicking the *Delete Selected Users* button.

Note: Only inactive users can be deleted.



UNLOCK USERS

User account will be locked after 3 unsuccessful log in attempts. The person with User Admin access can help the user to unlock the account by following these steps:

- 1. From the Service Calls main screen, click on Manage then select Users
- 2. Click on *Locked Users*

60 , U,	AT Helpdesk	+ New Call	E Service Calls	🗏 Resources 👻	두 Feedback	📞 Contact Us	🗘 Manag
User	°S Summary						
+ New U	Jser	Quick sear	rch	Q Advanced			
C Active Users		🖒 Inactive Users		Locked Users	Locked Users		
		▲ Usernam	e	Name			Group
	S	tester@abtg	roup.com.au	Tester	Tester User1		ADMIN
	useradmin1@abtgroup.com.au		Tester	1 Admin		ADMIN	
也 Set In	active						

3. Select the user(s) you wish to unlock and click Unlock Selected Users

600	UAT Helpdesk	+ New Call	E Service Calls	🗐 Resources 👻	🖵 Feedback	📞 Contact Us	🗘 Mana
Us	ers Summary						
+ N	ew User	Quick sea	rch	Q Advanced			
C Ad	ctive Users	() Inactive	e Users	Locked Users		All Users	
		▲ Usernam	ie	Name			Group
C		useradmin1	@abtgroup.com.au	Tester	1 Admin		ADMIN
(A U	nlock Selected Users	>					

4. Once unlocked, back in the Active Users screen, the padlock next to the unlocked user would turn to \surd



600	UAT He	elpdesk	+ New Call	Service Calls	🗏 Resources 🔻	🖵 Feedback	📞 Contact Us	🌣 Manag
Us	sers	Summary						
+ N	lew User		Quick sear	rch	Q Advanced			
r E	active Users		() Inactive	Users	Locked Users		All Users	
			▲ Usernam	e	Name			Group
		c	tester@abtg	group.com.au	Tester	User1		ADMIN
		C	useradmin1	@abtgroup.com.au	Tester	1 Admin		ADMIN

🖒 Set Inactive



2. USER

LOGGING IN

1. From website <u>HTTPS://HELPDESK.ABTGROUP.COM.AU/#/LOGIN</u>, enter your username (email address) and password



💾 Login

Note:

- If you have forgotten your password, click the *Forgot your password* link to have a password reset e-mail delivered to your registered e-mail address.
- After 3 unsuccessful attempts, the account will be locked. The user need to contact the person with User Admin access with the organisation or ABT Service Coordinator by calling 02 9878 7111, or by emailing <u>help@abtgroup.com.au</u> to have the account unlocked.





CREATING A NEW CALL

1. Once logged in successfully, from the *Service Calls Summary* screen, click + *New Call* button on the top menu bar or within service calls options menu:

UAT Helpde	sk 🕂 New Call	E Service Calls 🛛 🗐 Re	sources 🛨	🖵 Feedback	📞 Contact Us
Service Ca	alls Summary				
+ New Call	Quick searc	th Q Ad	ivanced		
Open	Closed	All			
	▼ Call No	Issue Summary	Your	Reference	Status

2. In the *Service Calls Create* screen, enter required details and click *Submit*

Note:

- i. Fields marked with * are mandatory.
- ii. *Customer Code* This is the pre-assigned Pronto Customer Code from ABT. It is prepopulated and cannot be changed by the user.
- iii. *Customer Name* User's company name. This field is also pre populated.
- iv. *Attachment* Attach files and/or screen shots for the fault by clicking *Browse*, and select the file needs to be attached.
- v. *Notification List* Enter the user email address that needs to be notified for this call. Click *Add to Mailing List* button to add. Once added, the user email address will appear in the *Notification List for this Service Call* field.
- vi. Multiple users can be added to the *Notification List*. However, only users set up to access ABT helpdesk can be added to the *Notification List*.



Submit Cancel

UAT Helpdesk 🔶 New Call 🗃 Service Calls	🖬 Resources 🗸	🟴 Feed	dback	📞 Contact Us			💄 Tester User1 🗸
Service Calls							
Call Information							
Fields marked with # are mandatory.							
Customer Code *			Custom	er Name *			
ZZABT10			ABT A	DMIN (10) INTERNA	1		
Requested By * 12 =r 20			O Conta	ict Phone No. * 10 of			
Tester User1							
/our Reference [= +13+]							
ssue Summary * 10=res							
unctionality *			Comp	any or Data Set [1-	(an)		
	L.	-		-			
Tersion *			Program	n or Module & Fund	tion		
	2	-					
an way remembers the problem? *			Seroon (Customiser or custo	m nonramis) use	ud7 *	
		-	None				Y
full Decedetion findude store to remate issue) *							
en percultura incluse acta en accente ranea. (a unea)							
usiness Impact 10 of 2000-1							
Attachmante							
Attachments							
Filename					Size	Status	Progress
							Browse
Notification List							
here encolle							
and straits	Add to Mailing Li	st	Notificat	ion List for this Servi	ce Call		
			waterili				



ĺ

3. Once submitted, a *Call Number* is issued. Initially the number generated might be starting with WEBxxxx, this number will change to a 6 digit numeric Pronto call number, eg 140927. This is the number that will be referred to in the email confirmation and is to be used for future reference:

UAT Helpdesk H	New Call 📰 Service Calls	🖻 Resources 🚽 📮	Feedback 📞 Contact Us	
Service Call	Detail of 140927			
Back To Summary	ew Call 🖍 Edit 🗆 View (Conversation X Close	Call	
Call Information				
Call No	140927		Your Reference	TEST CALL - 001
Issue Summary	Test logging call			
Status	Entered		Date Logged	12-02-2018 04:29pm
Customer Name	ABT ADMIN (10) INTERNAL		Customer Code	ZZABT10
Requested By	Tester User1		Contact Phone No. *	02 12345678
Urgency	Normal		Call Owner	tester@abtgroup.com.au
Consultants				
Description	* FUNCTIONALITY: Training * VERSION: 710.2 * CUSTOMISATIONS: None * USER CAN REPRODUCE: Yes FULL DESCRIPTION OF ISSUE Test logging call	5		
Attachments				
1518413099-sample_test_screen_	1JPG			
Notification List				
Notification List for this Service C	Call			

tester@abtgroup.com.au



4. In the *Service Calls Summary* screen, new call is added to the list with allocated call number.

000 UAT Helpdesk	H New Call ■	Service Calls	🗏 Resources 👻	🖵 Feedback	📞 Contact Us
Service Calls	Summany				
	Summary				
+ New Call	Quick search		Q Advanced		
Open	Closed		All		
• 0	call No	Issue Sumr	nary Your	Reference	Status
口 140	927	Test logging	g call TEST	CALL - 001	Entered

UPDATING A CALL

The following fields can be updated after a call is created:

- Requested By Requester's name
- *Contact Phone No.* Requester's phone number
- View Conversation Adding conversation
- Upload Attachments Any extra files to be added to the call
- Notification List Any users to be added/removed for the call
- 1. From *Service Calls Summary* screen, select the call record that requires update:





2. Click on the record. The selected call detail displays as follow:

007 UAT Helpdesk	In the service Calls	🗏 Resources 👻	🖵 Feedback	📞 Contact Us	
Service Call	Detail of 140927				
Back To Summary	lew Call 🖍 Edit 🗆 View C	onversation X CI	ose Call		
Call Information					
Call No	140927		Your R	eference	TEST CALL - 001
Issue Summary	Test logging call				
Status	Entered		Date L	ogged	12-02-2018 04:29pm
Customer Name	ABT ADMIN (10) INTERNAL		Custor	ner Code	ZZABT10
Requested By	Tester User1		⊖ Cor	itact Phone No. *	02 12345678
Urgency	Normal		Call Ov	wner	tester@abtgroup.com.au
Consultants					
Description	* FUNCTIONALITY: Training * VERSION: 710.2 * CUSTOMISATIONS: None * USER CAN REPRODUCE: Yes FULL DESCRIPTION OF ISSUE: Test logging call				
Attachments	1JPG				
Notification List					

Notification List for this Service Call

Username

tester@abtgroup.com.au



3. Click *Edit* within the call

100	UAT Helpdesk	H New Call ■	E Service Calls	🗐 Resources 👻	🖵 Feedba	ick 📞 Contact Us	
Ser	vice Call	Detail of 140	927				
< Bac	k To Summary	New Call	Edit View Co	onversation 🗶 C	Close Call		
Call I	Information						
Call No	>	140927			Y	our Reference	TEST CALL - 001

4. Service Call Details edit screens will appear with available change options:

Service Ca	Detail of	140908				
Back To Summary	+ New Call	X Cancel	Uiew Conversation	X Close Ca	П	
Call Information						
Call No	140908	3			Your Reference	NEW CALL TEST - 10

5. Update details as required and click *Submit*

View/add conversation

The conversation feature will allow you to message the assigned engineer of a call that has been logged by you.

i. From Service Call Detail screen, click View Conversation within the call

Service Call	Detail of 140927		
▲ Back To Summary	New Call Cancel View Conversation Close	Call	
Call Information			
Call No	140927	Your Reference	TEST CALL - 001
Issue Summary	Test logging call		

ii. Enter the message in the conversation box. User can also attach any supporting document in the *Attachments* field if required, and click *Submit*



	JAT Helpdesk	🕂 New Call	E Service Calls	🖩 Resources 👻	🖵 Feedba	ck 💊 Contact Us			👤 Tester Use
Con	versatio	n Service	Call Conversation	for 140927					
≮ Call D	Details								
Custor	ner Name	ABT ADM	IIN (10) INTERNAL			Requested By	Tester User1		
		TEST CAL	L - 001				02 12345678		
		Test loggi	ing call						
Test cor	nversation								
Attack	hments								
Attack	hments						Size	Status	Progress
Attack ilenam × Sar	hments mple test screen - cc	onversation attac	chmentJPG				Size 33.8 kB	Status C	Progress Complete

- iii. An email confirmation will also be sent to the users on the notification list with the details of the conversation.
- iv. An email will be sent to the user requested the call when assigned ABT consultant has responded to you via conversation feature.
- v. To view each conversation attachment, click on *View Conversation* in the *Service Call Detail* screen, the conversation attachment link will display within each conversation:

Call Details					
Customer Name	ABT ADMIN (10) INTERNAL	Requested By	Tester User1		
	TEST CALL - 001	Contact Phone No.	02 12345678		
	Test logging call				
side to the call conversati	ion here				
Add to the call conversau	ion here				
Attachments	ion here		Size	Status	Progr
Attachments	ion here		Size	Status	Progr
Attachments Flename Submit @ Review	son here		Size	Status	Progr
Add one on othersal Attachments Filename	w X Cancel		Size	Status	Progr



Edit notification list for a service call

The *Notification List* feature allows other users that involved in this call to be informed throughout the call progress. An email message is sent to the users on the *Notification List* each time the call is updated

i. From *Service Call Detail* screen, click *Edit* and scroll down to the bottom where *Notification List* field is:

No Attachments				
Upload Attachments				
Filename		Size	Status	Prog
Notification List				
Notification List		Notification 1ist for this Service Call		
Notification List User emails uatuser@abtgroup.com.au	Add to Mailing List	Notification List for this Service Call Username		
Notification List Jser emails uatuser@abtgroup.com.au	Add to Mailing List	Notification List for this Service Call Username debbiejhlee@gmail.com		Remove

ii. Fill in the User emails field and click Add to Mailing List button

, and a merite			
o Attachments			
Upload Attachments			
ilename	Size	Status	Progre
			Bro
Notification List			Bro
Notification List	Notification List for this Service Call		Bro
Notification List ser emails uatuser@abtgroup.com.au Add to Ma	Notification List for this Service Call		Bro
Notification List ser emails uatuser@abtgroup.com.au	List Notification List for this Service Call Username debbiejhlee@gmail.com		Bra

iii. The new user email will be added to the *Notification List for this Service Call* field:



User emails	Formation and a second s	Notification List for this Service Call	
	Add to Mailing List	Username	
		debbiejhlee@gmail.com	Remove
		Debbie.Lee@abtgroup.com.au	Remove
		uatuser@abtoroup.com.au	Remove

iv. To remove any users from the notification list, click on the *Remove* button next to the user name and the user will be removed:

ser emails		Notification List for this Service Call	
	Add to Mailing List	Username	
		debbiejhlee@gmail.com	Remove
		Debbie.Lee@abtgroup.com.au	Remove
		uatuser@abtgroup.com.au	Remove

Consultant information

Once an ABT service engineer/consultant is assigned to the call, the name will display in the Consultants field in the Service Call Detail screen:

Back To Summary	✤ New Call		
Call Information			
Call No	140927	Your Reference	TEST CALL - 001
	Test logging call		
	Customer requests call closure	Date Logged	12-02-2018 04:29pm
Customer Name	ABT ADMIN (10) INTERNAL	Customer Code	ZZABT10
	Tester User1	Contact Phone No. *	02 12345678
Urgency	Normal	Call Owner	tester@abtgroup.com.
Consultants	Adam Jones		
Description	* FUNCTIONALITY: Training * VERSION: 710.2		



Service Call | Detail of 140927

CLOSING A CALL

1. From the Service Call Detail screen, click on the Close Call button

Back To Summary	New Call Fdit View Conversation Close Cal		
Call Information			
Call No	140927	Your Reference	TEST CALL - 001
Issue Summary	Test logging call		
Status	In Progress	Date Logged	12-02-2018 04:29pm
Customer Name	ABT ADMIN (10) INTERNAL	Customer Code	ZZABT10
Requested By	Tester User1	Contact Phone No. *	02 12345678

2. The *Close service call* pop up screen allows user to input comments before closing the call. Once the comment is entered, click *Close Call* button at the bottom left corner to complete the request.

Close service call

lesting call closure			
Close Call Cancel			

3. Once the request is saved, an email will be sent out to the originator of the call as well as all users on the *Notification List*, informing the call closure request, including any notes. The call *Status* is changed to *Customer requests call closure*:



Service Call Detail of 140927						
▲ Back To Summary + Ne	ew Call Fiew Conversation					
Call Information						
Call No	140927	Your Reference	TEST CALL - 001			
Issue Summary	Test logging call					
Status 🕻	Customer requests call closure	Date Logged	12-02-2018 04:29pm			
Customer Name	ABT ADMIN (10) INTERNAL	Customer Code	ZZABT10			
Requested By	Tester User1	Contact Phone No. *	02 12345678			
Urgency	Normal	Call Owner	tester@abtgroup.com.au			

Note: Once the call closure request is saved, the user is unable to edit the call any further.



NOTIFICATION LIST

Submit Cancel

The *Notification List* feature allows to add other Helpdesk users to be notified of any updates on the call. Multiple users can be added to the *Notification List*. However, only users set up to access ABT Helpdesk can be added to the *Notification List*.

From the Service Calls detail screen

1. Click <i>Edit</i> with	in the call		
Service Call	Detail of 140928		
▲ Back To Summary	New Ca	I	
Call Information			
Call No	140928	Your Reference	
Issue Summary	Test notification		
Status	Entered	Date Logged	12-02-2018 05:54pm
Customer Name	ABT ADMIN (10) INTERNAL	Customer Code	ZZABT10
Requested By	Tester User1	Contact Phone No. *	02 12345678

2. Once in edit screen, scroll down to the bottom section of the call, in the *Notification List -> User emails* field, enter email addresses of users, click *Add to Mailing List* and then click *Submit*

200	UAT Helpdesk	🕂 New Call	Service Calls	Resources +	🖵 Feedback	📞 Contact Us			👤 Tester Us
Att	achments								
No Att	achments								
Up	load Attachments								
Filena	ame						Size	Status	Progress
									Browse
No	tification List								
User e	mails				Notifica	tion List for this Servic	e Call		
user	admin1@abtgroup.com	n.au	×	Add to Mailing I	.ist Usern	ame			
user	admin1@abtgroup.co	n.au	×	Add to Mailing I	Usern	ame			



3. Once the change is saved, the message "*Service call updated"* will appear at the bottom of the screen and the added user address will show in the "*Notification List for this Servie Call"* field:

600	UAT Helpdesk	+ New Call	Service Calls	🖹 Resources 🗸	🖵 Feedback	📞 Contact Us
		FULL DESC Test notifi	CRIPTION OF ISSUE: cation			
Atta	achments					
No Att	tification List					
Notific User	ration List for this Servi	ice Call				
usera	dmin1@abtgroup.con	n.au				
Serv	vice call updated.					



CONVERSATION

The conversation feature allows user to communicate with the assigned engineer of a call.

1. From *Service Calls Summary* screen, select the call record that requires to add conversation:

esk 🕂 New Call	E Service Calls	🔳 Resources 👻	🗭 Feedback	📞 Contact Us		👤 Test
alls Summary						
Quick sear	ch	Q Advanced				Show
Closed		All				
▼ Call No	Issue Sumr	nary You	Reference	Status	Date Logged	Requested By
140928	Test notifica	ation		Entered	12-02-2018 05:54pm	Tester User1
140027	Test logging	a call TEST	CALL - 001	Customer requests ca	12-02-2018 04-29nm	Tester User1
	sk + New Call alls Summary Quick sear Closed ▼ Call No 140928	rsk + New Call I Service Calls alls Summary Quick search Closed ✓ Call No Issue Summ 140928 Test notifice	sk + New Call ≣ Service Calls	rsk + New Call III Service Calls III Resources - Feedback alls Summary Quick search Q Advanced Closed All Call No Issue Summary Your Reference 140928 Test notification	rsk + New Call III Service Calls III Resources - Feedback Contact Us alls Summary Quick search Q. Advanced Closed All Call No Issue Summary Your Reference Status 140928 Test notification Entered	sk + New Call ≣ Service Calls

2. Click on the record. From the next Service Call Detail screen, click *View Conversation* within the call

Service Call Detail of 140928								
▲ Back To Summary	ew Call 🖍 Edit 💭 View Conversation 🛠 Close Cal	I						
Call Information								
Call No	140928	Your Reference						
Issue Summary	Test notification							

3. Enter the message, attach extra files if required, and click *Submit*:



Conversation	Service Call Conversation for 140928				
Call Details					
Customer Name	ABT ADMIN (10) INTERNAL	Requested By	Tester User1		
Your Reference		Contact Phone No.	02 12345678		
Issue Summary	Test notification				
Test message					
Attachments					
Filename			Size	Status	Progress
					Browse
Submit Submit	X Cancel				

4. A message appears on the top right corner to confirm the conversation is added successfully.

600	UAT Helpdesk	🕂 New Call 🗮 Service Calls 🔳 Resou	irces 👻 📮 Feedback	📞 Contact Us		👤 Tester User1 🗸	
<	Call Details						Comment Successfully Added
4	ustomer Name	ABT ADMIN (10) INTERNAL	Rec	juested By	Tester User1		
h			Cor		02 12345678		
ł	ssue Summary	Test notification					

- 5. An email confirmation will also be sent to the users on the *Notification List* with the details of the conversation.
- 6. An email will be sent to you when assigned ABT consultant has responded to you via conversation feature



CALL STATUS

Call status are displayed in the *Service Calls Summary* screen as follow:

Service (Calls	Summary										
+ New Call				Q Adv	anced						Show	10
Open		Closed		All								
	▼ Ca	ll No	Issue Sumr	nary	Your Reference	Stat	us	Date Logge	ed	Requ	ested By	
	14093	30	Test call sta	tus 2		Actio	on with customer	13-02-2018	10:58am	Mary	Claire	
	14092	29	Test Call sta	itus		Ente	red	13-02-2018	10:57am	John I	Holland	
	14092	28	Test notifica	ation		In Pr	rogress	12-02-2018	05:54pm	Tester	User1	
	14092	27	Test logging	g call	TEST CALL - 001	Cust	omer requests ca	12-02-2018	04:29pm	Tester	User1	
									First	Previous	1 Nex	t Last

Status definitions:

- Entered Call is logged and waiting to be assigned to an ABT consultant
- In Progress Call is being worked on and not closed
- Customer requests call closure Call is pending to be closed by ABT administrator
- Action with customer Call is on hold due to customer request
- Pending Close Call is requested to be closed by either the user or ABT consultant
- Finished Call is closed



3. RESOURCES

The resources tab has a variety of downloadable items available

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(600	UAT Helpdesk	🕂 New Call	E Service Calls	🗏 Resources 🗸	- Feedback	📞 Contact Us	🍄 Manage 🚽			
					Documents						
	Sof	ftware Do	ownloa	ads	Module Documer	ntation					
	Publich	ad @ 00-02-2017 12:2	2000		Release Notes						
	FUDISIN	20 @ 05-05-2017 12.2	Shu		Software Downlo	ads					
	Down	load Area	Descript	ion	News						
	Pronto	Help Files	Descript	tion Pronto Help Files	Download the help	files for your ve	rsion of Pronto-Xi				
	Pronto	Tax Tables	Downlo	ad the latest Tax Tabl	les for Pronto-Xi						
	Pronto	Thin Client	Downlo	ad the latest Thin Clie	ent for the Linux/AIX	version of Pront	0				

- System Administration and Reference Manuals
- Specification Guides
- BI content catalogues
- ABT helpdesk user manual
- ABT brochures
- Pronto release notes
- Pronto help files
- Pronto tax tables
- Pronto thin clients

4. FEEDBACK

This feature allows you to send any feedback you may have regarding the ABT Helpdesk system

200	UAT Helpdesk	🕂 New Call	Eservice Calls	🗐 Resources 🗸	Feedback	📞 Contact Us	🌣 Manage 🗸
Fee	dback	elp us improve					
Let us	know what you think						