



ManageEngine SupportCenter Plus

User Guide

ManageEngine
SupportCenter plus

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Introduction

ManageEngine SupportCenter Plus is a comprehensive customer support management software that provides help desk agents and account managers, an integrated console to monitor and maintain the customer accounts and track the support requests from the customers. The customer support plays an important part in any product vendor or service vendor firm. It is very often the first contact the contacts have in their use of product / services when something does not work as expected. The customer support is a single point of contact for contacts who need help.

To make the process of reporting the issues to the customer support team easier, ManageEngine SupportCenter Plus provides you with a Self-Service Portal where you can log your complaints and issues online with the help of a web-based form. Once you have filed your issue, it gets listed in your request view page, where you can keep track of the logged issue. You can also update your personal information using the Self-Service Portal. In the Self-Service Portal, you will be able to access the following modules:

Requests: You can create a new request and view the same. Also all the requests that you have raised till date will be saved in your requests module for future references.

Solutions: From the solutions knowledge base that has been developed and maintained by your IT help desk team, you can search for solutions for the issue that you are currently facing. If you do not find any solution for the problem at hand, then you can post your issue as a request to the help desk team.

My Details: You can view and edit your account details including your password. This updated information will be displayed whenever your information is requested.

In addition to this, you will also be able to see check the "presence" of the customer support support reps; that is, you can know which customer support personnel is currently available for you to contact him/her immediately.

Home

The home page for customer login of SupportCenter Plus has various useful information displayed that enables a contact to take necessary action. Based on the configurations enabled by the administrator under Settings, the following are available in home page,

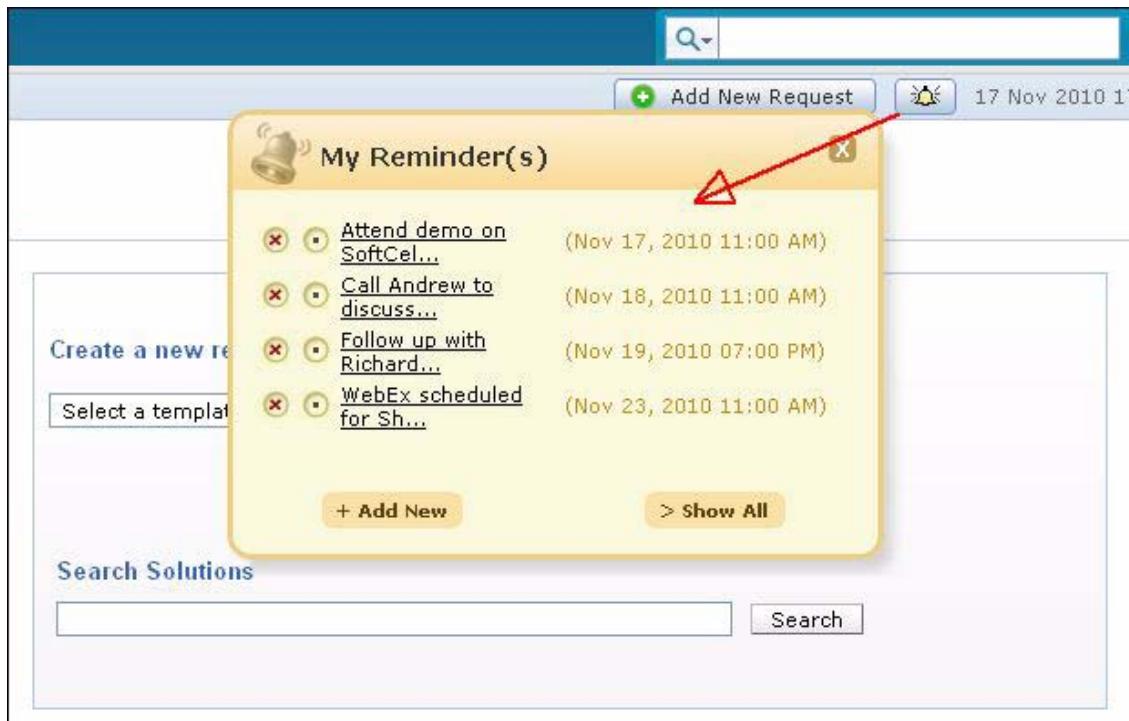
- Dashboard
- Reminders
- Add New Request button
- Search field
- Preferences

Dashboard

Dashboards in the contact login displays the Request Summary, Public Announcements and an option to raise a request using request template. Click [here](#) to know more on Dashboards.

Reminders

Reminders is a substitute for those sticky notes or post-it notes which you use to remember your tasks for the day. Click [here](#) to know more.

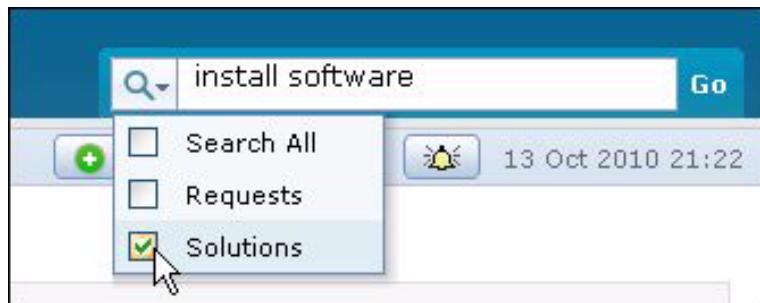


Add New Request button

The Add New Request button beside the Reminders is a quick navigator to instantly access the new request form.

Search Field

You can conduct search operation for Requests and Solutions from the home page using the Search Field option. If you wish to search for solution to "install a software", then select Solutions from the list view and enter the key work as "install software". Click **Go**. The search result for the keyword is listed. Select your desired solution from the list.



Preference

You can change the language displayed in the application, set the data and time, change your password and lots more from the Preference link. Click here to know more.



Dashboard

The dashboard of SupportCenter Plus login home displays the following tabs,

- **My Views**
- **Support Team**

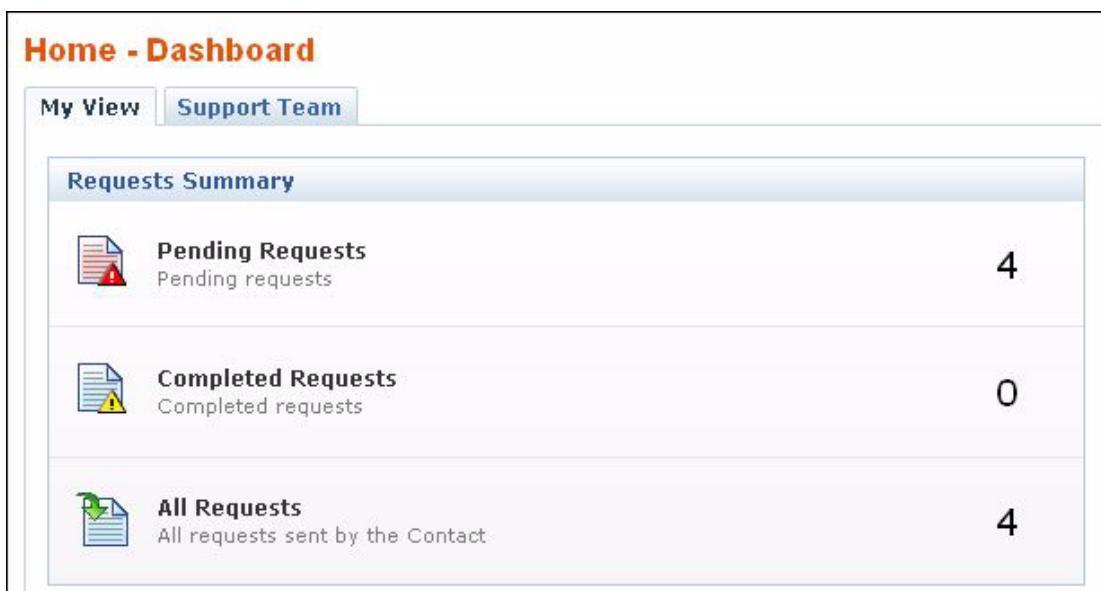
My Views

My View for a contact, displays information on summary of the requests raised by the logged in user and the Announcements published company wide.

1. Requests Summary

- **Request Overdue** - number of requests raised by the logged in contact that are overdue.
- **Requests Due Today** - number of requests raised by the logged in contact for that day.
- **Pending Requests** - number of requests raised by the logged in contact that are unresolved.

Clicking on each link opens the corresponding list view.



2. Create New Request using Request Template (and) Search Solutions

"Create a new request using a template" is an instant means to access the request form for a request template. The request templates made available to contacts are listed in the drop down.

Create a new request using a template

Select a template

Search Solutions

Install a software

Search

Apart from using the Search field to perform the search operation, you can search for solutions instantly using **Search Solutions**. If you wish to search for solution to "install a software", then enter key word as "install a software" and click **Search**. The search result for the keyword is listed. Select your desired solution from the list.

3. Announcement

All announcements that are published by your customer support administrator will be displayed in the announcements block in your login home page. To view an announcement, click the Announcement Title to open the complete announcement details in a pop-up. Click here to know more on announcements.

Announcements

NEW **Webinar conducted on customer support**
Webinar conducted on customer support at the 2nd floor Conference Hall.

NEW **Nortel Network will be down due to maintenance from 12PM till 2PM on 24-11-2010**
Nortel Network will be down due to maintenance from 12PM till 2PM on 24-11-2010

Show All

Support Team

ManageEngine SupportCenter Plus enables you to view the "presence" of the customer support rep; that is, you can check their availability status and reach the support rep who is currently available for contacting. Else, you can just send an email or submit your support query to the support team, which will be attended by them once they are available.

The technical support team's availability chart contains their contact information, such as email ID and phone number, along with the in-out status. Click the **Support Team** tab in the home page dashboard to access the availability chart.

Warning



Support Team tab will be available only if the SupportDesk Plus administrator has provided you the necessary access permissions for the same.

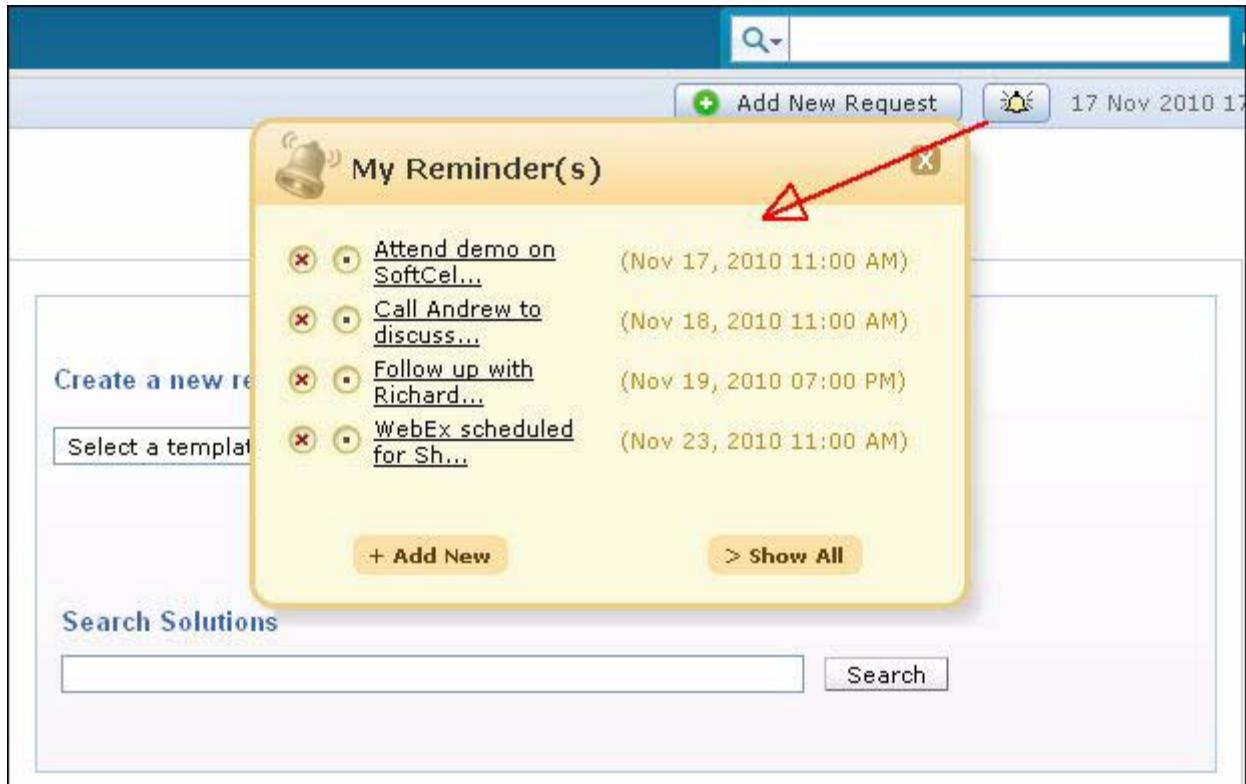
Reminders

Reminders is a substitute for those sticky notes or post-it notes which you use to remember your tasks for the day.

Adding New Reminder

To add new tasks to your reminders list,

1. Click on the **Reminder** icon beside the Add New Request button as shown below,



2. Click + **Add New** link from the **My Reminder(s)** pop up. The Reminders page opens as shown,

Attend the demo on softcel	Date	2009-09-10
	Time	03:00 PM
	Remind me before	1 hr
<input type="button" value="Add"/> <input type="button" value="Cancel"/>		

3. Specify the summary in the provided text field. Say, you want a reminder to attend a demo on Softcel.
4. Select the **Date** and **Time** for the reminder. The date field is set to today's date and the time is set by default as 11:00 AM. Change the date and time settings.

To change the date, select the calendar icon and choose the date of your choice. From the time drop down box, choose the time at which the task is scheduled.

5. Select the reminder duration say before 1 hr or 2 hr from the **Remind me before** combo box. By default the message would be **Never**.
6. Click **Add**. The new reminder is added along with the list of already existing reminders in the ascending order based on date and time.

Viewing all Reminders

You can view all the open and completed reminders along with the reminder details such as Reminder Date and Module. The Link is specified only if the reminder is added from the request module.

1. Click on **Reminders** link.
2. From My Reminders pop up, select >**Show All** link. By default, you can view All the reminders from this page.
3. If you wish to view all the open reminders alone then select **Open** option from **Showing** drop down box.

Home > Showing All Reminder			
Showing All		1 - 4 of 4	
<input type="button" value="New Reminder"/> <input type="button" value="Delete"/> Change Reminder State To : <input type="button" value="Select"/> <input type="button" value="Change"/>		<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>	
Reminder Summary	Reminder Date	Module	Link
<input type="checkbox"/> Attend demo on SoftCel	Nov 17, 2010 11:00 AM	General	
<input type="checkbox"/> Call Andrew to discuss on the network related issue	Nov 18, 2010 11:00 AM	General	
<input type="checkbox"/> Follow up with Richard	Nov 19, 2010 07:00 PM	General	
<input type="checkbox"/> WebEx scheduled for Sharon	Nov 23, 2010 11:00 AM	General	

Note

1. From this page, you can **Add New Reminder**, **Delete** bulk reminders and **Change the status** of a reminder.
2. This option is available to contacts if **Show Reminders to Contact(s)** option is enabled in the Admin module.

Change the Reminder status

Once you have completed the task, you can change the reminder state to complete. You can change the status of the reminder from the **My Reminders** pop up or from the **Showing All Reminder** page.

1. Click on **Reminders** link to open My Reminders pop up.
2. Select the radio button beside the completed task. The strike off task will be arranged in descending order.



Alternatively,

1. Click on Reminders icon -> select **>Show All** link. By default, you can view All the reminders from this page.
2. Select the check box beside the **Reminder Summary** for which you wish to change the state.
3. Select the state from **Change Reminder State To** drop down list. Select **Complete**.
4. Click on **Change** button. To indicate the change, the task is striked off.

Home > Showing All Reminder					
Showing All		1 - 4 of 4			
New Reminder Delete		Change Reminder State To :	Completed	Change	
<input type="checkbox"/>	Reminder Summary		Select Open Completed		
<input type="checkbox"/>	<u>Follow up with Richard</u>			Nov 19, 2010 07:00 PM	General
<input type="checkbox"/>	<u>WebEx scheduled for Sharon</u>			Nov 23, 2010 11:00 AM	General
<input type="checkbox"/>	<u>Attend demo on SoftCel</u>			Nov 17, 2010 11:00 AM	General
<input type="checkbox"/>	<u>Call Andrew to discuss on the network related issue</u>			Nov 18, 2010 11:00 AM	General

Deleting Reminders

To delete a reminder,

1. Click on **Reminders** icon.
2. In the My Reminders pop up, select **Delete** radio button  beside the reminders you wish to delete. The reminder is deleted from the list.

To delete bulk reminders,

1. Click on **Reminders** icon.
2. From My Reminders pop up, select **>Show All** link. By default, you can view All the reminders from this page.
3. Select the check box beside the **Reminder Summary** you wish to delete.

4. Click **Delete** button. A confirmation message appears on delete operation appears.
5. Click **Ok** to proceed. The reminder is deleted from the list.

The advantage of moving the task to completed state instead of deleting is that, you can revert the state of the task to Open and edit the attributes. But once the task is deleted, it is completely removed from the application and cannot be retrieved.

Announcements

All announcements that are published by your customer support administrator will be displayed in the announcements block in your login home page.

Announcements

Webinar conducted on customer support
Webinar conducted on customer support at the 2nd floor Conference Hall.

Nortel Network will be down due to maintenance from 12PM till 2PM on 24-11-2010
Nortel Network will be down due to maintenance from 12PM till 2PM on 24-11-2010

[Show All](#)

Representation of icons in announcement widget:

- Announcement made public i.e., announcements visible to all contacts on log in.
- Newly added company wide announcements.

Viewing Announcements

To view an announcement, click the **Announcement Title** to open the complete announcement details in a pop-up. If there are more than one announcements, then you will notice a **Previous** and **Next** button in the pop-up. Using this you can navigate through the announcements list and view all the announcements without closing the pop-up window.

To view all the announcements that was listed in the announcement block, click **Show All** link. Using the Filter Showing drop down, you can view the currently showing announcements, already shown announcements and all public announcements.

Home > Announcements		
Announcements		
Filter Showing	Currently Showing	Showing 1- 2
Title	All	Date From
	Currently Showing	
	Already Shown	
Webinar conducted on customer support		Nov 15, 2010
Nortel Network will be down due to maintenance fro...		Nov 15, 2010

Preferences

You can customize your personalization such as the language to be displayed, time zone, data and time format to be displayed in the application. Apart from this, you can also change your login password.

1. Click on **Preferences** link.



2. The Preference page opens to display the **Personalize** and **Change Password** tab. By default, the Personalize tab is displayed.

Personalize

The Personalize tab consists of display language, time zone, date format and time format.

Personalize		Change Password
Display Language Choose language: <input type="button" value="Browser default"/>		
Time Zone Select Time Zone: <input type="button" value="(GMT+5:30) Chennai, Kolkata, Mumbai, New Delhi"/>		
Date Format Set Date Format: <input type="button" value="2010.11.18"/>		
Time Format Set Time Format: <input type="button" value="Nov 18, 2010 01:14 PM"/>		
<input type="button" value="Save"/>		

- **Display Language** You can select the language to be displayed in the application from Choose Language drop down list. say, French. All the data in the application will be displayed in French.
- **Time Zone** You can also customize the time zone according to the site where the server is installed. The date and time will be set with respect to the time zone.
- **Date/Time Format** Select the format of the date such as, 2009.09.10, from

the **Set Date Format** drop down box. Similarly, you can also set the time format from the **Set Time Format** drop down box. The selected date and time format will be displayed wherever the date/time is mentioned. Say, while creating a new request, the request created on and due by time will be displayed in the selected date and time format. The date and time is set accordingly to the selected time zone.

Click **Save**.

Change Password

To change your password,

1. Click on **Change Password** tab.
2. Enter the **Current Password** in the field.
3. Next, enter your **New Password**.
4. Re-enter the new password in **Confirm New Password** field.

The screenshot shows a 'Preferences' window with a 'Change Password' tab selected. The form includes fields for 'Current Password', 'New Password', and 'Confirm New Password', each containing five asterisks. A 'Save' button is at the bottom.

5. Click **Save**. Your login password has been changed and will be taken into effect when you log out and log into the application.

Recent Items

When you are using the ManageEngine SupportCenter Plus application, the application tracks your last viewed items and lists them in the **Recent Items** block on the left side. This has a list of the last 10 items that you viewed in the application, with the latest viewed item appearing on the top of the list. Clicking the hyperlinked item takes you directly to the item's details.

Requests

ManageEngine SupportCenter Plus provides you a Self-Service Portal with the request module. Here, you can create new requests to post your concerns and issues to the customer support team. You can also view the request that you have posted and keep track of its status. Once the request is closed, you can view the same in the closed requests.

Request List View

The request list view page organises and displays all your tickets raised into SupportCenter Plus. This page includes various useful functionality such as,

- option to view requests based on filters.
- customize columns to be displayed in the list view.
- set the number of requests to be displayed per page.

On clicking the Request tab in the header pane, the page redirects to the request list view page.

Subject	Contact Name	Assigned To	Due By	Status	Account
daily check on the server	Sharon Harper	Shawn Adams	Dec 4, 2009 02:27 PM	Open	Acme Inc
system crash	Sharon Harper	Shawn Adams	Dec 4, 2009 02:25 PM	Open	Acme Inc
Software problem	Sharon Harper	Shawn Adams	Dec 4, 2009 02:24 PM	Open	Acme Inc
My Iphone is not working	Sharon Harper	Shawn Adams	Dec 4, 2009 02:24 PM	Open	Acme Inc
Hardware Issue	Sharon Harper	Shawn Adams	Dec 4, 2009 02:23 PM	Open	Acme Inc
My Iphone display is not worki...	Sharon Harper	Shawn Adams	Dec 4, 2009 02:22 PM	Open	Acme Inc
Replacement of battery	Sharon Harper	Shawn Adams	Dec 4, 2009 02:18 PM	Open	Acme Inc

Representation of Icon in the list view:

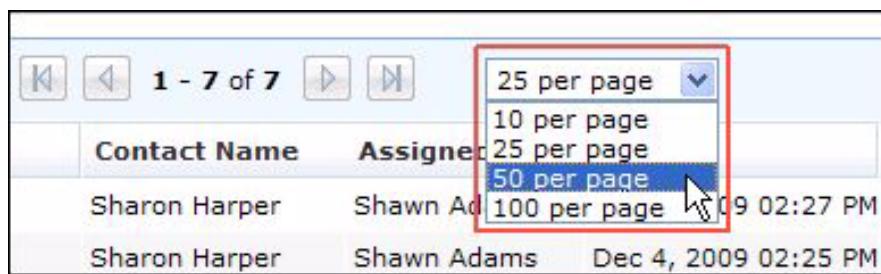
- - Search for requests on entering the request id, subject, support rep and so on.
- - select the columns to be displayed in the list view.

From the list view page you can:

1. **Request based on filters:** View specific group of requests through pre defined filters.

Subject	Contact Name
daily check on the server	Sharon Harper
system crash	Sharon Harper
Software problem	Sharon Harper
My Iphone is not working	Sharon Harper

2. **Set the number of requests per page and navigation buttons:** You can set the number of requests to be displayed in the request list view page.



Contact Name	Assigned To	Created On
Sharon Harper	Shawn Adams	Dec 4, 2009 02:27 PM
Sharon Harper	Shawn Adams	Dec 4, 2009 02:25 PM

3. **New Request:** Create new requests on specifying information such as, priority, category, sub category and items. [Refer New Request to know more].

Requests based on Filters

You can view requests based on filters from the request list view page. There are some pre defined filters in SupportCenter Plus that sorts and groups requests based on your requirements.

Subject	Contact Name
daily check on the server	Sharon Harper
system crash	Sharon Harper
Software problem	Sharon Harper
My Iphone is not working	Sharon Harper

- **My Open Requests** All your created requests which are in the Open State.
- **My Requests On Hold** Lists all your created requests that is On Hold.
- **My Pending Requests** Lists all your created requests that is unfinished and incomplete.
- **My Completed Requests** Lists all the requests created by you which is completed and closed.
- **My Closed Requests**
- **All My Requests** Lists all the requests created by you irrespective of the status.

If the contact has the permission to view "**All requests from their account** (Primary Contact)" or "**All requests from their account and sub account**", the following options is available for the contact.

- **All** Lists all your account requests.

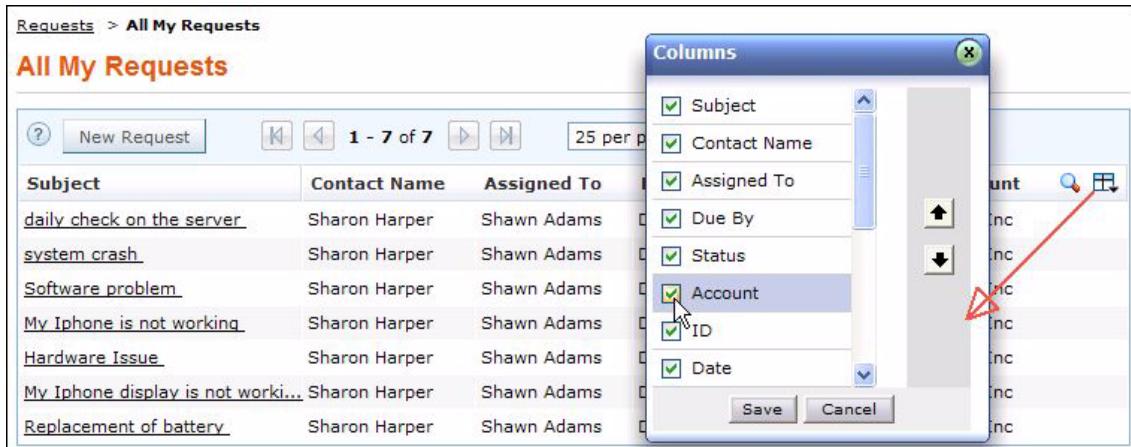
- **Open** Lists all your account requests that is in the open state.
- **OnHold** All your account request that is On Hold.
- **Pending** All your account requests that is yet to be completed.
- **Completed** All your account requests that are completed and closed.
- **Closed** Lists all your account requests that are in the Closed state.
- **Overdue** Lists all the account requests for which the due by time has exceeded.

Customizing Request List View

ManageEngine SupportCenter Plus gives you an option to customize the request list view page by including columns of your choice.

To customize columns displayed in the list view,

1. Click on the **Request** tab in the header pane to open the request list view page.
2. Click on **Column Chooser** icon  . The available columns that can be displayed in the list view pops up. The columns that are currently visible in the list view is indicated with selected check box.



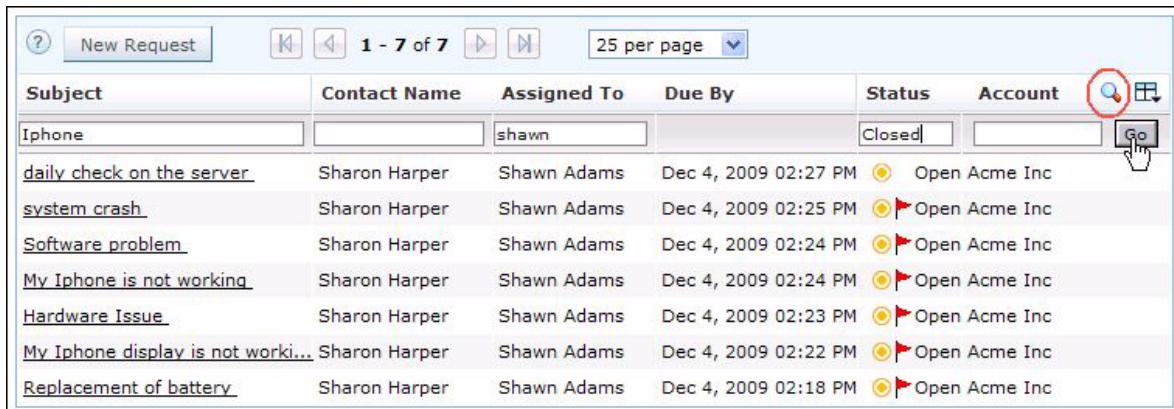
3. To remove a column, de-select the check box and click **Save**.
4. To add a column to the list view, select the check box beside the column you wish to add. Click **Save**.
5. To change the column order, click the up and down arrow after selecting the column that you wish to move.
6. Click **Save**. Only the selected columns are added in the request list view.

Search Requests

Apart from using the Search Field to perform search operations, you can also perform column-wise search from the requests list view page, if you know any of the request detail such as subject, support rep assigned to the request and so on.

To perform a column-wise search,

1. From the request list view page, click on **Search** icon  . The search field opens just below every column that is visible in the list view.
2. Enter the search string in the column of your choice.
3. Click **Go**. The search results matching the search string(s) are displayed.



Subject	Contact Name	Assigned To	Due By	Status	Account
Iphone		shawn		Closed	
daily check on the server	Sharon Harper	Shawn Adams	Dec 4, 2009 02:27 PM	 Open	Acme Inc
system crash	Sharon Harper	Shawn Adams	Dec 4, 2009 02:25 PM	 Open	Acme Inc
Software problem	Sharon Harper	Shawn Adams	Dec 4, 2009 02:24 PM	 Open	Acme Inc
My Iphone is not working	Sharon Harper	Shawn Adams	Dec 4, 2009 02:24 PM	 Open	Acme Inc
Hardware Issue	Sharon Harper	Shawn Adams	Dec 4, 2009 02:23 PM	 Open	Acme Inc
My Iphone display is not worki...	Sharon Harper	Shawn Adams	Dec 4, 2009 02:22 PM	 Open	Acme Inc
Replacement of battery	Sharon Harper	Shawn Adams	Dec 4, 2009 02:18 PM	 Open	Acme Inc

Note



1. The search would return the results for any of the text fields of the request.
2. You cannot search for a request based on any of the date fields of the request.

Creating New Request

Any incident, request for service or request for information can be sent as requests to the supportdesk team in many different ways. Some of the most common modes are,

1. You can call the helpdesk reporting their problem or requirement and he in turn will file it as a request.
2. You can submit your query by logging into the customer portal and filing a request.
3. Or, you can send an Email to the support team, which will automatically get logged as a service request in SupportCenter Plus.

Creating a new request from the application

The new request form can be accessed by two ways in SupportCenter Plus application.

- a. Add New Request
- b. Request tab

Add New Request

Clicking on the **Add New Request** takes you directly to the new request form.



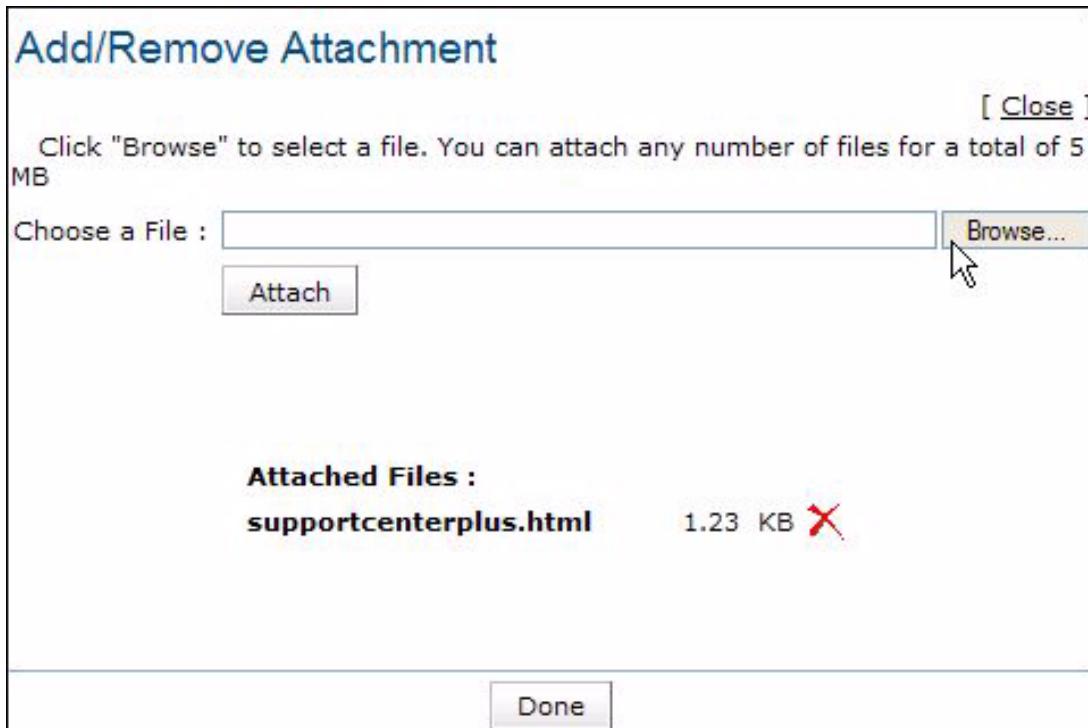
You can also click on **New request** button from the Home tab. To configure the New Request form, go to Step 3 in Request tab.

Request Tab

1. Click on the **Request** tab in the header pane to open the request list view page.
2. Select **New Request** button. The New Request form opens.
3. If the administrator has configured Request Templates, then the same is populated in the Template drop down. Select the **Template** from the list, to raise a request instantly.
4. If the administrator has selected certain fields as mandatory or the fields which the contacts can set while creating the Request Template, then the same is populated in the New Request form.
5. If the administrator has specified Request Default Values for fields such as Category and Priority to be displayed in the New Request form, then the same gets populated.
6. If the administrator has not configured the Request Default Values or the Request

Template, select the **Priority** that can be assigned to the request from the drop down.

7. By default, the contact logged into the application is displayed as the **Contact Name**. This field is non editable.
8. Select the **Product** to be associated with the request.
9. You can also classify the request category by selecting the **Category, Sub-Category** and **Item**.
10. Specify the **Subject** of the request. This field is mandatory.
11. Provide a brief description about the request in the **Description** field.
12. If you wish to attach any relevant files to the request then click **Attach a file** link. The Add/Remove Attachment window pops up.



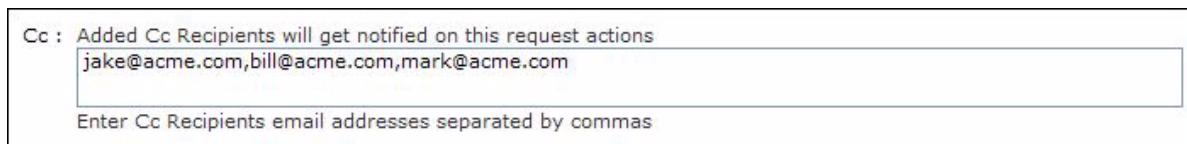
1. Click **Browse** button and select the file to be attached from the file chooser window. Click **Open** button.
2. Click **Attach** button. The selected file is listed under **Attached Files** along with size of the file.
3. If you have more than one file to attach repeat steps 1 and 2. Ensure that the total size of the attachments does not exceed 5 MB. Click **Done**. The selected files are attached to the request.
12. Enter the email address of the **CC recipients** in the field provided. The CC recipient will receive email on the conversation between the contact and support rep. You can add more than one CC recipient separating each email ID with a comma. Click [here](#) to know more on Auto CC.
13. Click **Add request** button. The request is added to the request list.

Auto CC Recipient

For crucial requests, it becomes utmost import to inform your higher officials on the progress and development of the request. The Auto CC recipient feature is a one time addition of the CC'ed recipients, after which, the conversations between the contact and support rep are notified to the CC recipients. The Auto CC recipient option is available while creating a new request and while replying to a request via the application. The CC recipients added by the contact can be viewed and modified by the support rep.

Adding CC Recipient

The CC recipient field is available in the new request form of the contact login. Enter the email address of the CC recipients to be notified. If more than one email ID is specified, use comma as a separator as shown in the image.



Cc : Added Cc Recipients will get notified on this request actions
jake@acme.com,bill@acme.com,mark@acme.com

Enter Cc Recipients email addresses separated by commas

The entered CC recipients will be notified of the conversation between the contact and support rep via email.

Request Details Page

The **View Request** page organizes the details of the request in a logical manner. To view the details of a request,

1. Click on the **Request** tab in the header pane to open the request list view page.
2. Click on the **Subject** link of the request to be viewed. The View Request page opens.

Contact Details

This block displays the Request id and Subject of the request, Contact details such as the Contact Name, the Account, Status, Priority and Due Date for the request. You can also Add Notes and Print the request from the Actions drop down.

You can view the contact details such as name, account to which the contact belongs, email address, phone and mobile number by clicking on the contact name link.

The block contains tabs to view **Request** details, **Account Information**, View **Resolution**, View **Time Entry** of the request.

Viewing Request Details

The request tab displays the **Subject** and **Description** of the request. The **Conversation** button appears if there are any conversation threads to the request. Clicking on Conversation button scrolls down to view the conversation threads.

In addition, the request details block also displays request properties like Status, Group, Category, Sub Category, Item, Support Rep, Priority, Mode, Level, Created Date, Due Date, Product, Created By and additional fields (if available).

If you have added any Notes to the request then the same can be viewed under **Discussion Notes** block. The notes are displayed in descending order of their date of creation.

Viewing Account Information

The account info tab displays the **Contact Details** along with the **Contract Details** associated with the Account. Contract details such as Support Type, Support Plan, Contract Covered and cost per hour is listed under this block.

Request	Account Info	Resolution	Time Entry
Contact Details			
Contact Name	Sharon Harper	Email Address	sharon@acme.com
Contact number	982-682-9762	Mobile number	345-793-4793
Twitter Screen Name	sharon	Account	Acme Inc
Sub Account	-		
Contract Details			
Contract Covered	Replacement Contract	Support Plan	Gold
Support Type	Incident Based	Cost per Incident (\$)	3.00

Viewing Resolution

Resolution is a documented information on how the issue was resolved. You can view the resolution entered by the Support Rep from this tab.

Viewing Time Entry

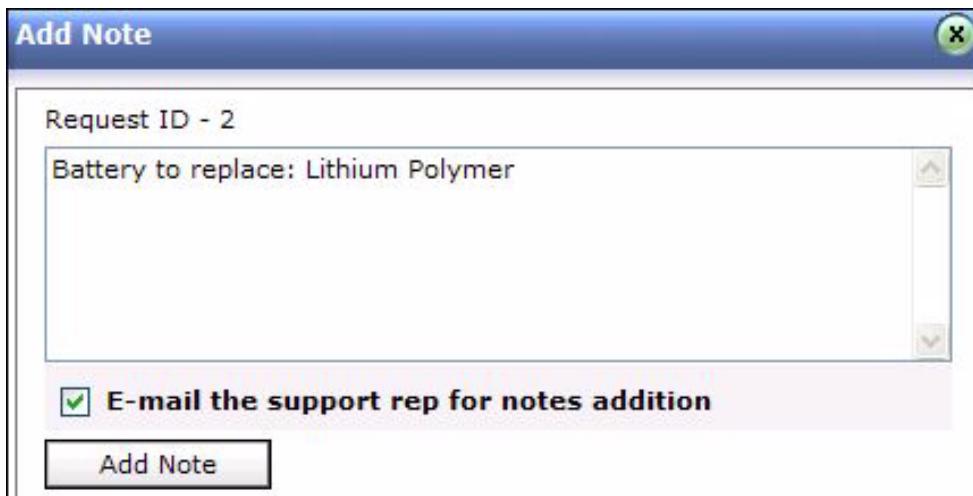
If you have the permission to view the **Request Cost** information then the Time Entry tab appears where you can view the Execution Time, Time Spent on the request and the total cost information.

Request	Account Info	Resolution	Time Entry																				
Time Entry																							
<table border="1"> <thead> <tr> <th>Support Rep</th> <th>Description</th> <th>Executed Time</th> <th>Time Spent</th> <th>Charges (\$)</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: right;">Cost per Incident</td><td>3.00</td></tr> <tr> <td>Shawn Adams</td> <td>The battery is replaced and the request is closed</td> <td>Dec 4, 2009 04:03 PM</td> <td>2 Hrs 00 Mins</td> <td>2.00</td></tr> <tr> <td colspan="4" style="text-align: right;">Total :</td><td>\$ 5.00</td></tr> </tbody> </table>				Support Rep	Description	Executed Time	Time Spent	Charges (\$)	Cost per Incident				3.00	Shawn Adams	The battery is replaced and the request is closed	Dec 4, 2009 04:03 PM	2 Hrs 00 Mins	2.00	Total :				\$ 5.00
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Adding Notes

You can add addition information which includes technical information based on your observations or information to support reps for a particular request using the Add Notes option.

1. Click on the **Request** tab in the header pane to open the request list view page.
2. Click the **Subject** of the request to which you would like to add a note.
3. From the request details page, select **Actions drop down** menu -> **Add Notes** option. The **Add Note** window pops up displaying the Request Id.



1. Enter the content in the text box as shown above.
2. You can also notify the support rep assigned to the request about the addition of note on selecting **E-mail the support rep for notes addition** check box.
3. Click **Add Note** button. The note is added at the bottom of the request along with a date and time stamp. The name of the person who added the note is also displayed.

You can add any number of notes to a request. The added notes is displayed in the descending order with recently added note first.



Note

1. Once the notes is added, you will not be able to edit and delete the notes.
2. Only support reps can delete the notes added to a request.

Printing Request

You can print and preview the entire request content using Print Preview option. To print a request,

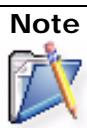
1. Click on the **Request** tab in the header pane to open the request list view page.
2. Click the **Subject** link of the request to be printed.
3. From the request details page, select **Actions drop down** menu -> **Print Preview** option. The pop up of the request in printable format opens. The page displays request details, contact details, contract details and resolution.
4. Click **Ctrl + p** to print the request.

Viewing Survey Results

Once the contact completes the survey, the administrator and the contact who took the survey can view the survey results.

To view the survey results,

1. Click the **Requests** tab.
2. In the Requests list view select the **My Completed Requests** filter.
3. Click the request **Title** for which you wish to see the survey results.
4. Click **View Survey Results** link available under the **Tasks** block. The survey results opens in a pop-up window.
5. Once you have viewed the results, click the **Close** button.



Note

1. The View Survey Results link appears only if the you have completed taking the survey. Else this link will not be present.
2. Once the survey is submitted, the responses cannot be changed.

Solutions

ManageEngine SupportCenter Plus gives a provision for the customer support personnel to add resolutions for all the requests that have been posted. These resolutions can be directly converted to knowledge base articles that are grouped under the solutions head. If your help desk team has already added such knowledge base articles to the solutions section, then you can search for solutions, specific to your problem and fix it. Thus, the solutions module serves as a knowledge base to find solutions for known problems using the keyword-based search.

You can access the solutions even without logging in to the application, but will be able to view only those solutions that are published in the Self Service Portal. To access the knowledge base directly without having to login to the application, type the URL provided below in the address bar of the browser:

http://<server name>:<port number>/sd/SolutionsHome.sd

(OR)

http://<server name>:<port number>/portal

where,

<server name> is the name of the server where SupportCenter Plus is installed and <port number> is the port where the application is running.

Browsing Solutions by Topic

You can view the list of solutions for a topic using this option. To browse solutions under individual topics,

1. Click the **Solutions** tab in the header pane.
2. Click on **Browse by Topics** drop down. The **Topics** window drops down listing all the available topics and their sub topics.
3. To view all the sub topics, click **>> Show All** link. This lists out the topics and sub topics in logical manner.
4. On clicking the topic, the solutions of the topics and its corresponding sub-topics gets listed.
5. To view solutions under a sub-topic, click on the sub-topic.
6. Click the solution's title to view the complete solution.

Search Solutions

You can search for solutions based on the keywords, solution ID and column wise search based on solution parameters such as subject, topic name, view status and so on from the solutions list view.

Search Solutions based on

- Keywords and Search Strings
- Column-wise search

Search solutions based on Keywords and Search String

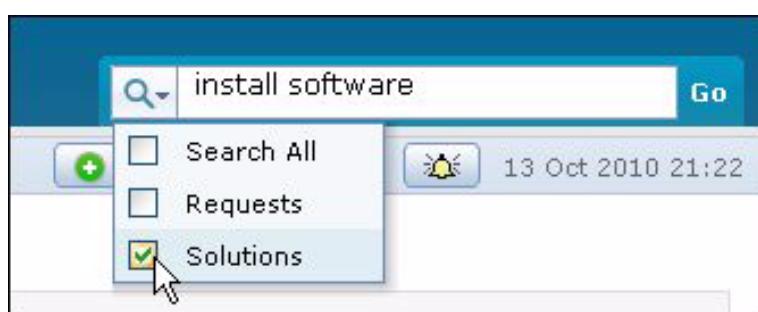
Solutions tab

1. Click **Solutions** tab in the header pane to open the solution list view page.
2. Enter the keyword in the search field provided.
3. Click **Search**. All solutions that match the keyword provided by you in the search field is displayed.



Performing a Global Search

You can also perform a **Global Search** that searches the keyword in every module at one go. Advance search options such as, Wildcard search, phrase search, boolean search, field specific search and much more, can be used to make the search effective.



Column-wise search of solutions

You can also perform column-wise search of solutions if you know any of the solution detail such as subject, topic name and so on. To perform a column-wise search,

1. From the solution list view page, click on **Search** icon . The search field opens just below every column that is visible in the list view.
2. Enter the search string in the column of your choice. You can enter keywords in more than one column to perform a combined column search.
3. Click **Go**. The search results matching the search string(s) are displayed.

Note

	<ol style="list-style-type: none">1. The search would return the results for any of the text fields of the solution.2. You cannot search for a solution based on any of the date fields of the solution.
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My Details

When creating your login details in the SupportCenter Plus application, your profile would have some default information. In the **My Details** section of the Self-Service Portal of SupportCenter Plus, you are allowed to modify the information relating to your profile, including the password. This helps you maintain your profile updated with the latest changes. It also gives you the freedom to edit your profile at your will.

Editing My Details

You can edit your details through the Self-Service Portal and need not depend on your customer support team to do the same for you. It enables you to modify your own profile whenever you want and saves considerable time.

To edit your profile

1. Click the **My Details** tab on the header pane.
2. Click the **Edit Contact** button in the center pane. The next page displays your user profile as created/edited last time in an editable form.
3. All the fields except the **Login Name** and **Account Name** in this form are editable. Your **name** is a mandatory field in the form. You can choose to leave the other fields blank. You can also change your password using the **Change Password** link. Click [here](#) to know how to change password.
4. When you are done with the modifications, click **Update My details**.