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The section Customer Desk is a module within the solution CUSTOMER MONITOR for a complex management of requests (tickets) and attendant communication, evidence of done work, accounting and invoicing, capture of some business processes such as quotations. It can be used interactively by both sides - the provider and receiver (customer) of the service. Helpdesk C-Desk can be used independently, whithout technical functions of the solution CM. It's scalable, in the default configuration it's adapted to small companies and offers a lot of switchable functionalities for larger or more demanding companies. In case you don't find the kind of function you need, the developer is able to add this missing functionality.

# **Administration**

#### Requests

This section contains a list of all requests. There is information abouth for what company has the request been added, who is its solver and its completion date, priority, as well as info about the

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request creator. Thanks to the upper filter you can view just requests after completion date or those for a concrete operator.

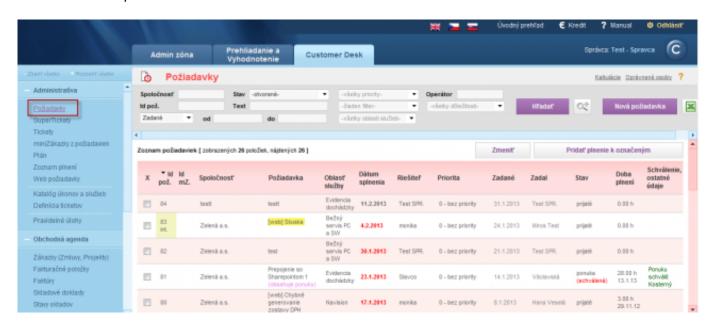


Image: Zobrazenie zoznamu požiadaviek

In detail of a request, the operator has an option to add the request's fulfillments, quotations and calculations, as well as change the request's status.

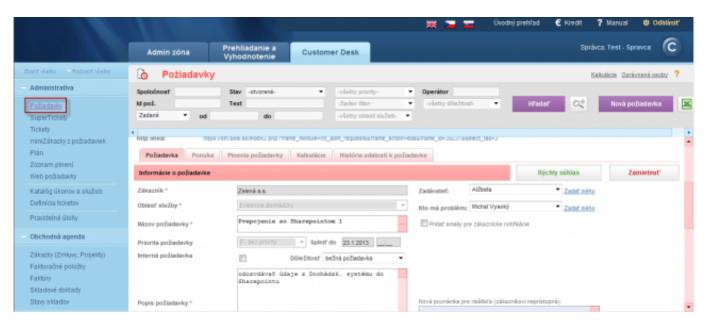


Image: Detail požiadavky

Read more information at entering of requests [1].

#### miniDeals from requests

MiniDeals have, compared to requests, other fields focused on economical processing of requests. These are for instance information about how the work will be paid or material delivered, what center does the requested work belong to, whether the work has already been invoiced/paid or if it's overdue, accurate information about the creator etc. The requested information may also be gathered automatically from the Business agenda, which is linked to a supported economic software and this way get a comprehensive evidence.



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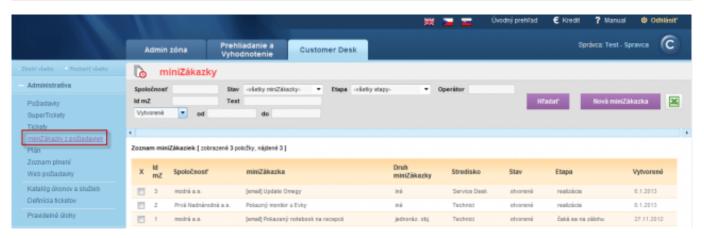


Image: Zoznam minizákaziek

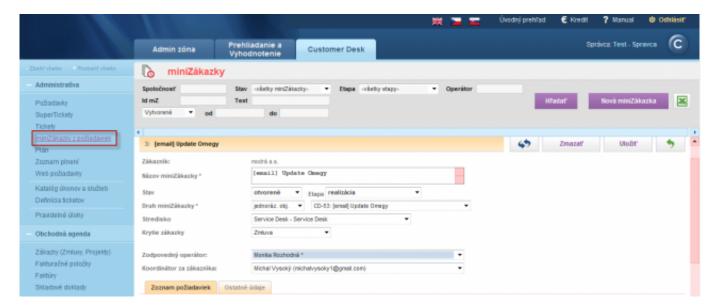


Image: Detail minizákazky

More information can be found at miniDeals - requests for realization [2].

#### Plan

In the section Plan are displayed requests according to their completion date in a transparent calendar.

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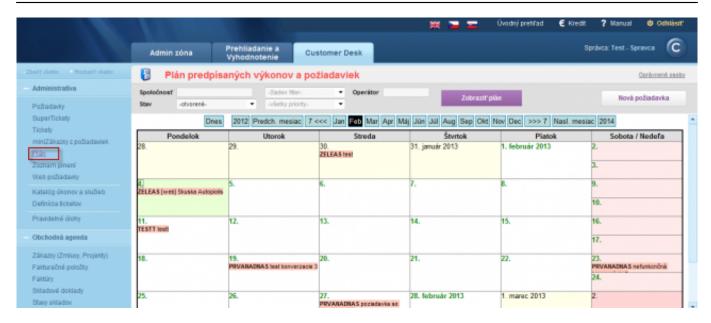


Image: Zobrazenie plánu plnenia požiadaviek pre zvolené obdobie

#### List of fulfillments

This section contains a list of all fulfillments, which the operators have added to requests.

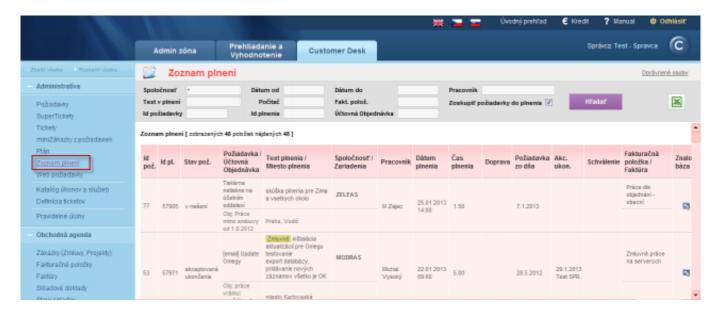


Image: Zobrazenie zoznamu plnení požiadaviek aj s detailom plnenia

### Web requests

In this section are located all requests entered via webform, which need to be sorted or deleted. Web requests may be also added as a discussion comment to an already existing request.



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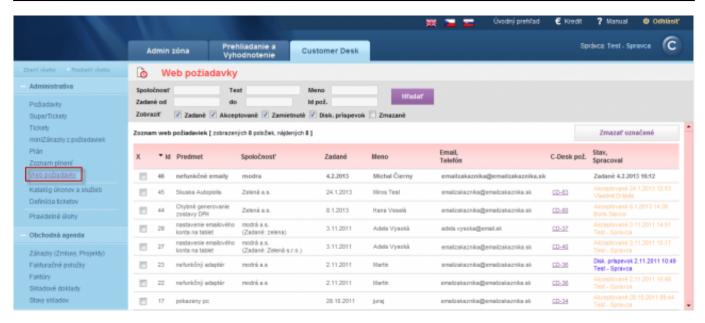


Image: Zobrazenie požiadaviek zadaných cez web formulár



Read more information in the section Web form - freely available way to enter a request [3].

#### **Periodic tasks**

The objective of periodic tasks is for activities associated with managing IT to be performed in regular intervals, and for important things that need to be checked to not be overlooked. A periodic task is a record in the customer's settings, it's notified in the form of a request in C-Desk or an error in CM. An example of a periodic task can be cleaning of computers, physical check of randomly selected data from backups, check of state of accumulators in backup power sources. This section contains a list of all periodic tasks that can also be edited.

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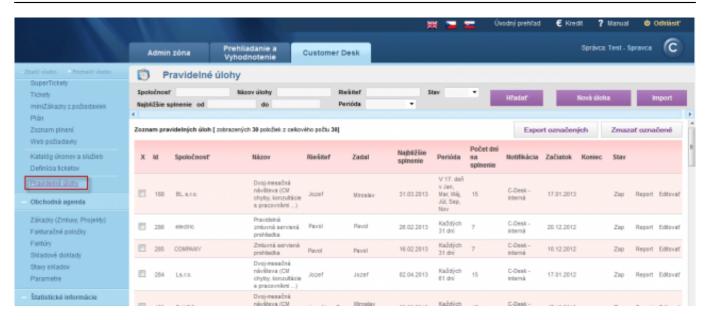


Image: Zoznam všetkých pravidelných úloh pre zákazníkov registrovaných na cm portáli

More information can be found in the section Periodic tasks to remind of regular service [4].

# **Business agenda**

**Business agenda** implemented in the system Customer Desk enables to sort all performed work related to offering of services to customers. Business agenda is a source of high quality material for reporting of done work, invoicing (possibly the whole invoice) and also a source of great amount of information, which can determine performance of individuals or of the whole department.

#### **Deals (Contracts, Projects)**

Deals are on the top level. They reflect a greater whole, they encompass all service work, work on projects and remain active for the whole duration of cooperation with the customer. This section contains a list of all deals.

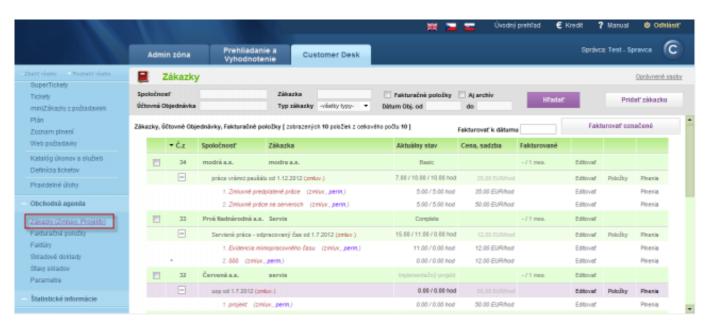


Image: Zobrazenie zoznamu zákaziek

Read more information at **Deals**, Accounting orders, Invoicing items [5].

#### **Invoicing items**

An invoicing item is the last (and important) phase of allocation of work. Name of the invoicing item is based on its function, in many cases it represents the items of invoice. In case of non-contractual work (always beyond lump fee), the invocing items are representators of the rate, in which they're accounted. This also applies for contractual work that have activated the type of service with prepaid hours and accounting of overdrawn hours in various rates.

Defined invoicing items are displayed in the C-Desk fulfillment in the form of Selectbox, which gives room for sorting of fulfillments. This also applies to contractual and over regular fee items.

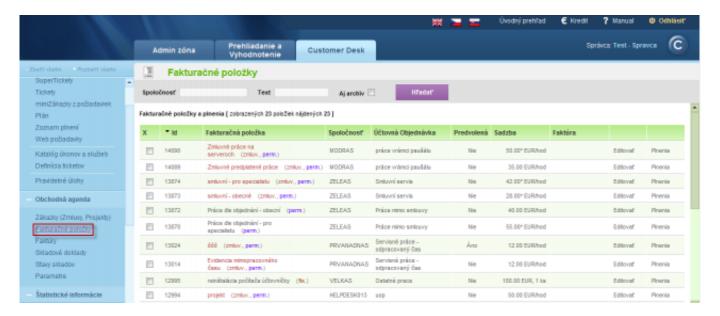


Image: Zobrazenie zoznamu fakturačných položiek

More information can be found at Deals, Accounting orders, Invoicing items [5].

# Invoices

This section contains a list of all invoices issued for customers. These invoices can be edited or you may just look at their overview.

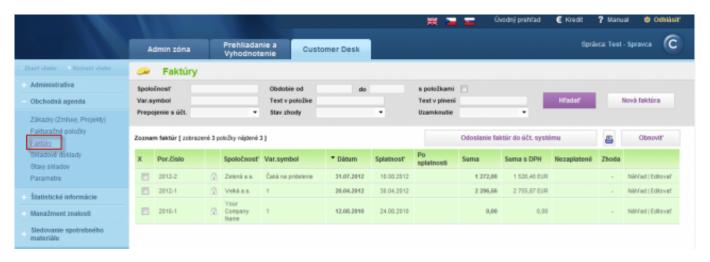


Image: Zoznam vystavených faktúr

#### **Parameters**

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In this section you have an option to define Predefined texts, which are then displayed in selected parts of the Business agenda.



Image: Predvolené texty do rôznych častí obchodnej agendy

## Statistic information

#### **C-Desk reports**

In the section C-Desk reports you have an option to create a large number of repors that will enhance the efficiency of your company's processes. These reports are related to fulfillments of requests. A list of reports is displayed on the following image.

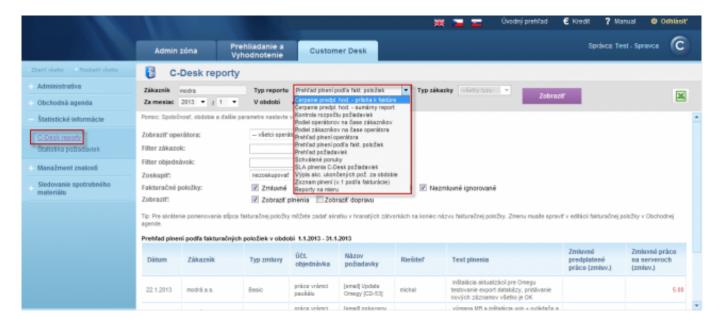


Image: Zobrazenie typov C-Desk reportov

Read more information in the section Reports [6].

# Statistics of requests

In this section you can view stats of requests, how many requests have been entered, how many have been completed within deadline, after deadline etc.

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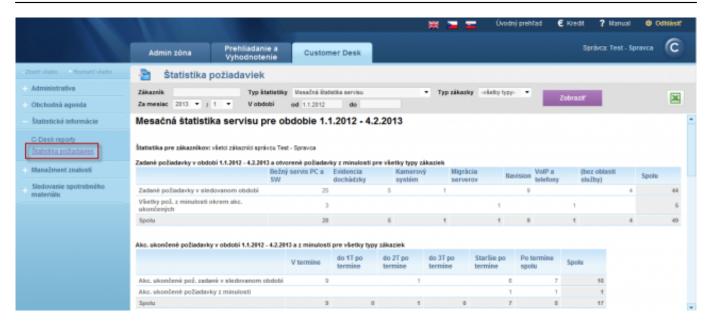


Image: Zobrazenie štatistiky požiadaviek za vybrané obdobie

# **Knowledge management**

#### **Knowledge base**

Knowledge base represents a database of Knowledges and their Solutions regarding work activities performed by maintainers - operators - customers. The knowledge base comes out empty and it's up to the users to fill it with their own records.

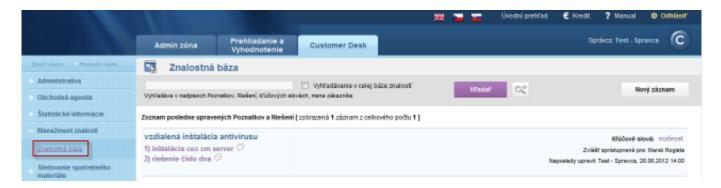


Image: Vstup do znalostnej bázy a zobrazenie už pridaných príspevkov

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Image: Detail poznatku v znalostnej báze

Read more information at Knowledge base [7].

# Monitoring of supplies

**The objective** of the module Monitoring of supplies is transparency of their consumption, to make their order more accurate and faster, to achieve savings in the area regarding supplies. The main advantage is the permanent overview of received, issued supplies, as well as the state of stocks (warehouses) in selected places inside the company, so called locations.

**Supported items for the monitoring** are toners, cartridge and various formats of paper. Use of the program for workers on locations, which record the consumption of supplies, is simplified to the maximum extent. Its setting is linked with evidence of printers in the module SW audit, HW inventory.

#### Distribution of supplies

This section serves to record the amount of products that has been sent to given locations, without the toners being distributed for concrete printers. The distribution to a concrete printer is done when the supplies are issued at a location. To create a new stock transfer, press the button New stock transfer.

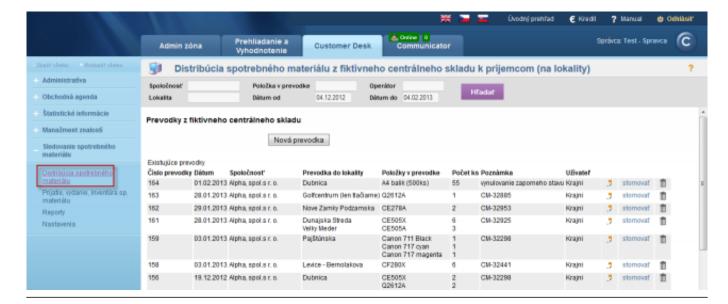




Image: Zoznam prevodiek pre distribúciu spotrebného materiálu



Image: Zobrazenie pridávania novej prevodky

#### Reception, issue, stocktaking of Toners & Supplies

This section for reception of supplies contains, except the selected items of supplies, also the history of recent receptions. The user, after he physically receives the supplies, enters the reception to the program - fills out the received number of toners/cartridge and amount of received paper.

Issue of supplies is realized when the user puts the concrete toner or paper into the printer.

Stocktaking of supplies is realized when the user wants to find out and compare the difference between the amount of received supplies and the amount of issued supplies.

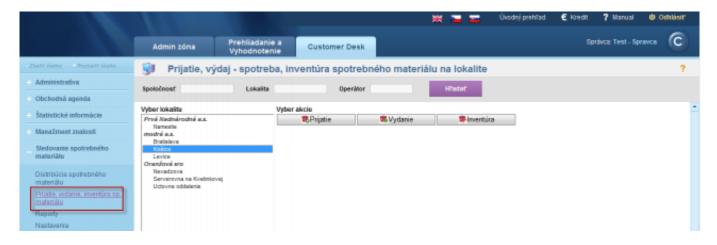


Image: Možnosť prijatia, vydania a inventúry spotrebného materiálu na konkrétnej lokalite

More information can be found at Entry into monitoring of supplies for a common user [8].

### Reports

A user with manager authorizations has an option to choose from the following reports, which can be created for the whole company or just for it's individual locations.



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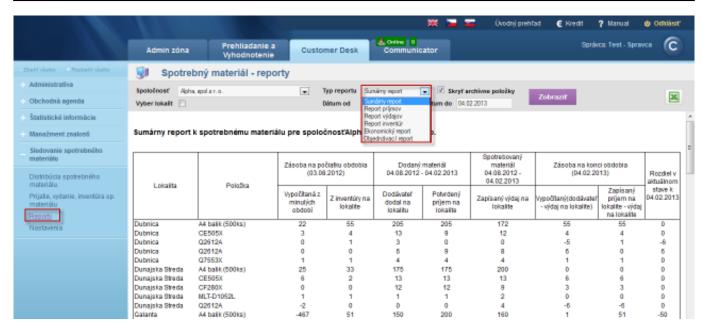


Image: Zobrazenie sumárneho reportu spotreby spotrebného materiálu s možnosťou zobrazenia aj iných typov reportov

Read more information in the section Reports [9].

#### Settings

A user - customer account with manager authorizations is not authorized to enter this section - he can only view the settings items without an option to edit them. Changes may only be performed by an Operator or Maintainer. This section serves to activation of individual toners and locations to highlight them in the section Monitoring of supplies.

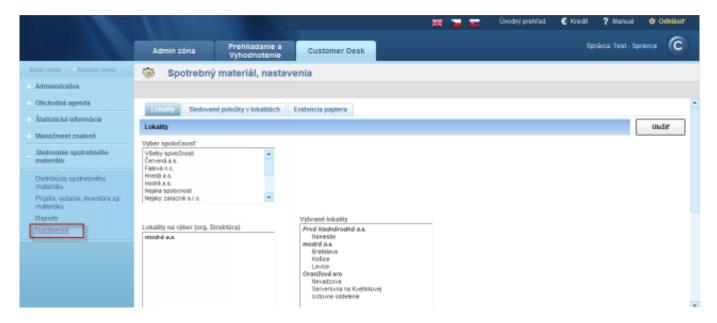


Image: Nastavenie a pridávanie lokalít pre sledovanie spotrebného materiálu

Read more information in the section <u>Initial settings</u> [10].

Date:

01/27/2013Images:

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### Links

- [1] https://customermonitor.co/how-cm-works-0/helpdesk-customer-desk/entering-requests
- [2] https://customermonitor.co/how-cm-works-0/helpdesk-customer-desk/minideals-requests-realization
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- [4] https://customermonitor.co/how-cm-works-0/helpdesk-customer-desk/periodic-tasks-remind-regular-service
- [5] https://customermonitor.co/how-cm-works-0/registration-and-billing-works-invoicing-material-business-agenda/deals-accounting
- [6] https://customermonitor.co/how-cm-works-0/reports
- [7] https://customermonitor.co/how-cm-works-0/knowledge-base
- [8] https://customermonitor.co/how-cm-works-0/monitoring-supplies/work-of-common-user
- [9] https://customermonitor.co/how-cm-works-0/monitoring-supplies/work-common-user/reports
- [10] https://customermonitor.co/how-cm-works-0/monitoring-supplies/initial-settings
- [11] https://customermonitor.co/sites/default/files/poziadavky.png
- [12] https://customermonitor.co/sites/default/files/poziadavky%202.png
- [13] https://customermonitor.co/sites/default/files/minizakazky%201.png
- [14] https://customermonitor.co/sites/default/files/minizakazky%202.png
- [15] https://customermonitor.co/sites/default/files/plan.png



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- [16] https://customermonitor.co/sites/default/files/zoznam%20plneni.png
- [17] https://customermonitor.co/sites/default/files/webpoziadavka%201.png
- [18] https://customermonitor.co/sites/default/files/webpoziadavka%202.png
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- [33] https://customermonitor.co/sites/default/files/reporty%20spotrebneho%20materialu.png
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