

Training anSwitch

# OPERATION & SUPPORT APAC

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# INTRODUCTION & MOTIVATION

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This training covers the topics:

- ▶ How the Aarenet Support works
- ▶ How the Aarenet Support can be contacted
- ▶ How to use the Aarenet Online Help tool
- ▶ How a new ticket can be raised

After this training, the trainee is enabled:

- ▶ To understand how the Aarenet Support works
- ▶ To contact the Aarenet Support



*IT'S NOT  
MAGIC  
IT'S "KNOW  
HOW"*

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# 1 HOW TO CONTACT APAC TECHNICAL SUPPORT

## AVAILABLE CONTACT CHANNELS

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- ▶ Aarenet Technical Support team can be reached via the following channels:
  - ▶ Helpdesk - Online ticketing tool
  - ▶ Email
  - ▶ Support hotline
  
- ▶ We do not recommend the following practice:
  - ▶ Contact the Support Engineer via their *Mobile Number*
  - ▶ Use of social networking tool to report an issue

## HELPDESK – ONLINE TICKETING TOOL

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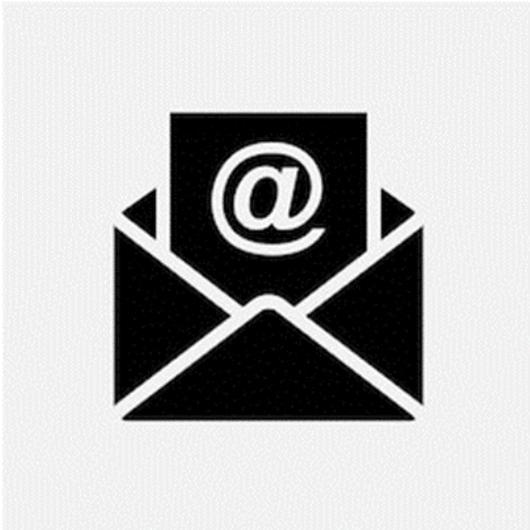
<https://helpdesk.aarenet.com>

Non-Business Hours (NBH1 & NBH2)

- ▶ For critical (Fault class 1) issues during NBH 1 & 2 Premium Customers are recommended to call the 24/7 support hotline

## EMAIL – SUPPORT MAILBOX

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**[helpdesk@aarenet.com](mailto:helpdesk@aarenet.com)**

Non-Business Hours (NBH1 & NBH2)

- ▶ For critical (Fault class 1) issues during NBH 1 & 2 Premium Customers are recommended to call the 24/7 support hotline

## HOTLINES – SUPPORT HOTLINES

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### **Business Hours Support Hotline**

Business hours (08:00 AM – 18:00 PM GMT+7)

+48 28 7303 0149



### **24/7 (Premium) Support Hotline**

Non-business hours (NBH1 & NBH2)

➔ The authorized customers get the number by the Regional Operation Manager APAC.

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# 2 REGISTER WITH THE AARENET TICKETING SYSTEM

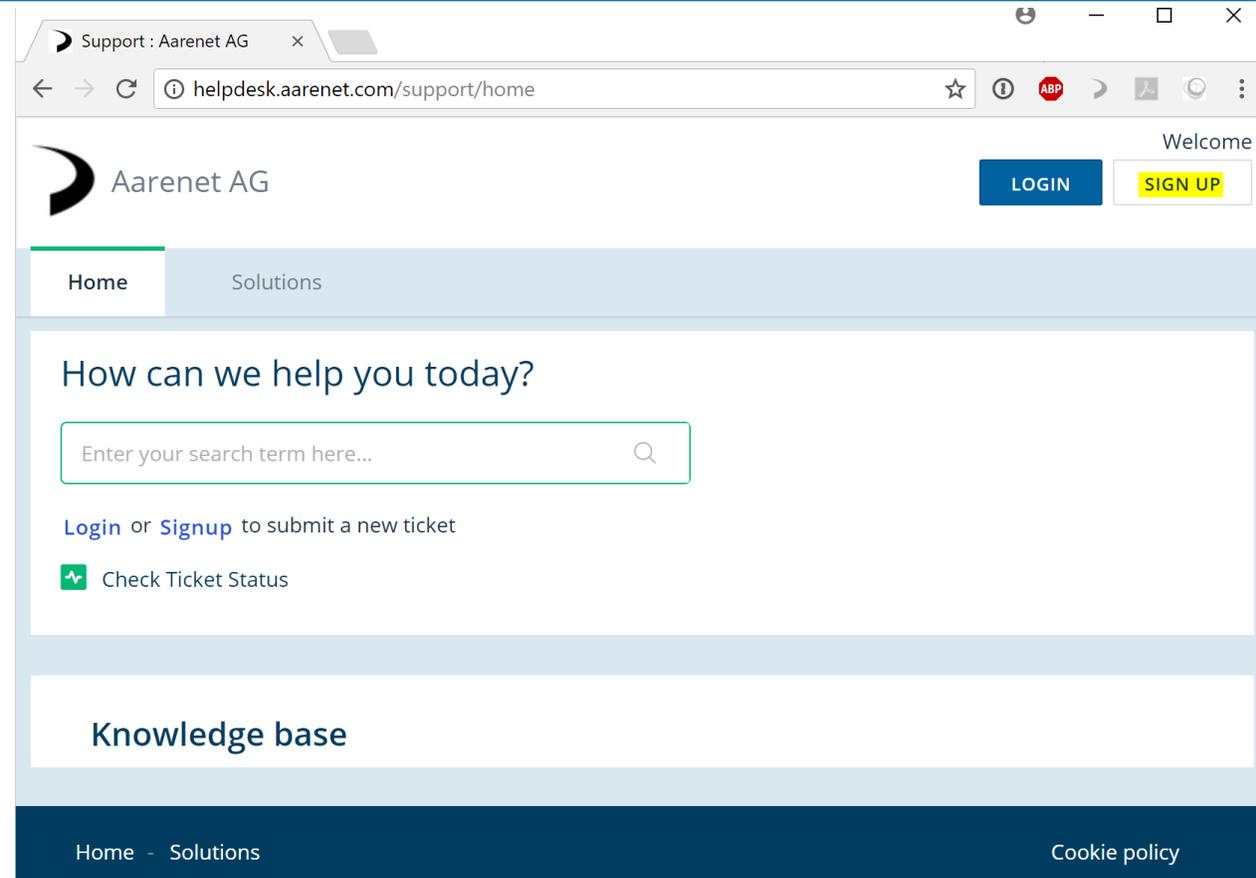
# TICKETING SYSTEM – OVERVIEW

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- ▶ Aarenet has decided to make its ticketing system available to all APAC customers.
- ▶ You can access Aarenet's ticketing system to manage all the cases raised by your company.
- ▶ For using the ticketing system, you must sign up:
  - ▶ Via the Helpdesk directly access URL:  
<https://helpdesk.Aarenet.com>
  - ▶ Via email write to:  
[helpdesk@aarenet.com](mailto:helpdesk@aarenet.com)

# TICKETING SYSTEM – STEP 1: SIGNING UP

- ▶ Enter the helpdesk URL
- ▶ Click on "SIGN UP"



The screenshot shows a web browser window with the URL `helpdesk.aarenet.com/support/home`. The page features the Aarenet AG logo and navigation links for "Home" and "Solutions". A search bar is present with the placeholder text "Enter your search term here...". Below the search bar, there are links for "Login" and "Signup" to submit a new ticket, and a "Check Ticket Status" button. The footer includes "Home - Solutions" and "Cookie policy".

Support : Aarenet AG

helpdesk.aarenet.com/support/home

Welcome

Aarenet AG

LOGIN SIGN UP

Home Solutions

How can we help you today?

Enter your search term here...

Login or Signup to submit a new ticket

Check Ticket Status

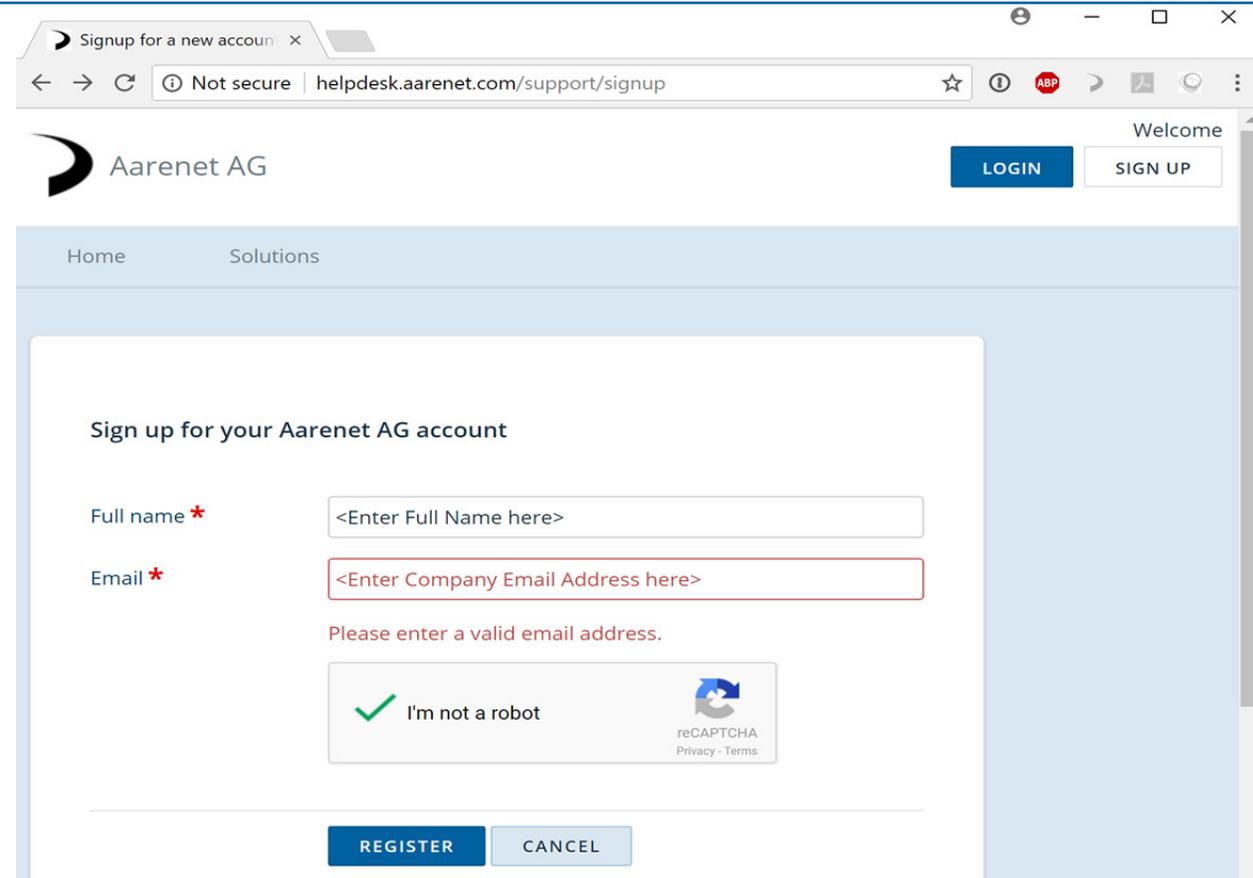
Knowledge base

Home - Solutions

Cookie policy

# TICKETING SYSTEM – STEP 1: SIGNING UP

- ▶ Enter the relevant info to register
- ▶ An email will be sent to the entered email address with activation link



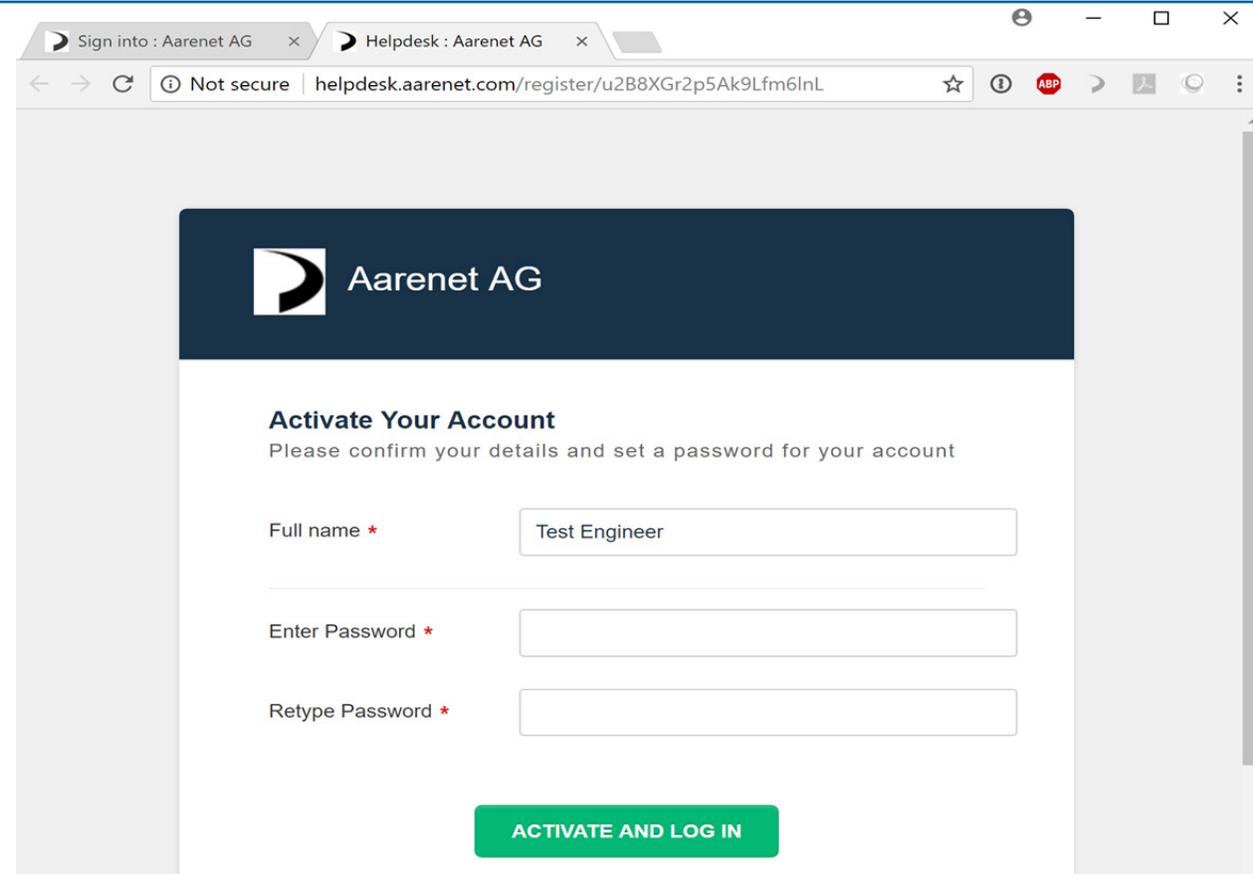
The screenshot shows a web browser window with the URL `helpdesk.aarenet.com/support/signup`. The page header includes the Aarenet AG logo, a "Welcome" message, and "LOGIN" and "SIGN UP" buttons. The main content area is titled "Sign up for your Aarenet AG account" and contains the following form elements:

- Full name \***: A text input field with the placeholder text "<Enter Full Name here>".
- Email \***: A text input field with the placeholder text "<Enter Company Email Address here>". Below this field, a red error message reads "Please enter a valid email address."
- reCAPTCHA**: A checkbox labeled "I'm not a robot" with a green checkmark, and a "reCAPTCHA Privacy - Terms" link.

At the bottom of the form, there are two buttons: "REGISTER" (highlighted in blue) and "CANCEL".

# TICKETING SYSTEM – STEP 2: ACTIVATION OF THE ACCOUNT

- ▶ Click on the activation link sent via email (check SPAM inbox if necessary)
- ▶ Enter Full Name and create personal password



The screenshot shows a web browser window with two tabs: "Sign into : Aarenet AG" and "Helpdesk : Aarenet AG". The address bar shows the URL "helpdesk.aarenet.com/register/u2B8XGr2p5Ak9Lfm6InL". The page content includes the Aarenet AG logo and the heading "Activate Your Account". Below the heading, there is a sub-heading "Please confirm your details and set a password for your account". The form contains three input fields: "Full name \*" with the value "Test Engineer", "Enter Password \*" (empty), and "Retype Password \*" (empty). A green button labeled "ACTIVATE AND LOG IN" is positioned at the bottom of the form.

Sign into : Aarenet AG x Helpdesk : Aarenet AG x

Not secure | helpdesk.aarenet.com/register/u2B8XGr2p5Ak9Lfm6InL

**Aarenet AG**

**Activate Your Account**  
Please confirm your details and set a password for your account

Full name \*

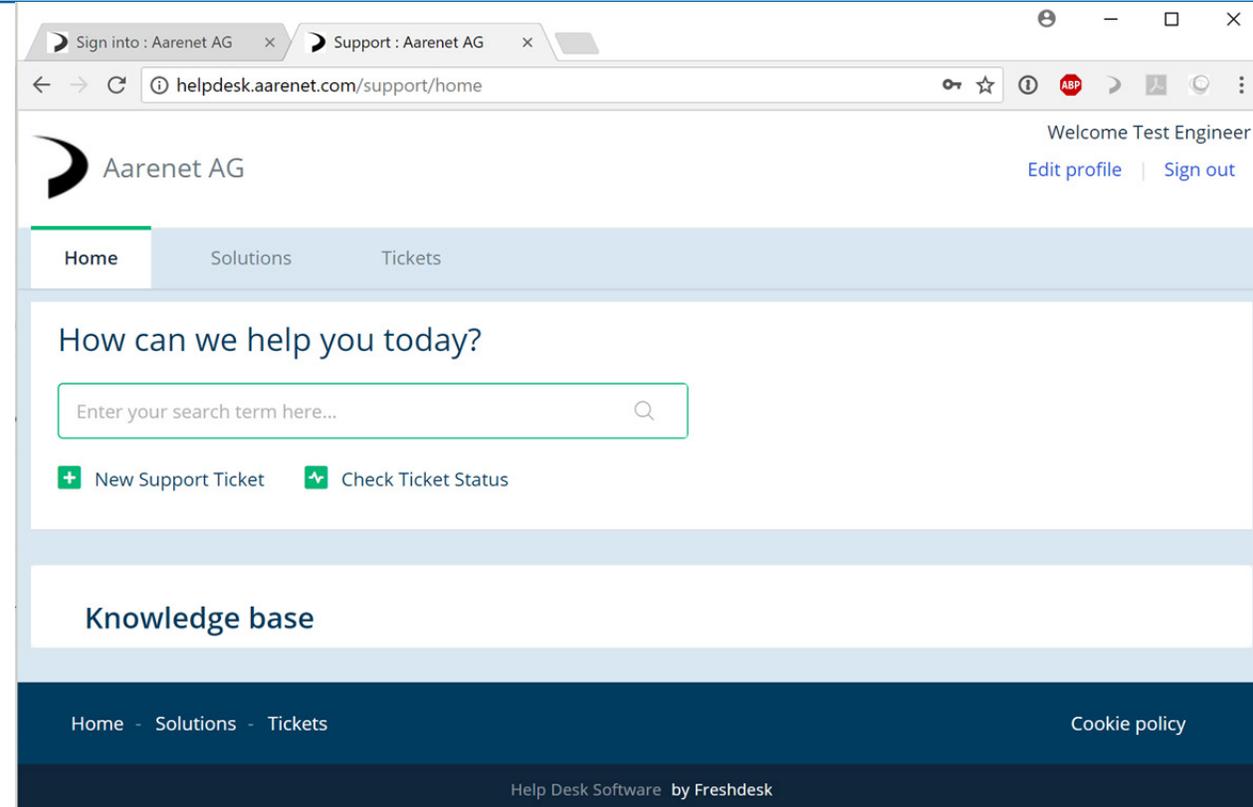
Enter Password \*

Retype Password \*

**ACTIVATE AND LOG IN**

# TICKETING SYSTEM – STEP 3: SUCCESSFUL LOGIN

- ▶ The user has logged into the portal:
  - ▶ The User can manage its ticket list or create new ticket



# TICKETING SYSTEM – STEP 4: UPDATE PROFILE

- ▶ It is important to update the personal profile to update all contact details.
- ▶ Click on "Edit Profile" and enter the necessary information

The screenshot displays the 'Edit your profile' page in a web browser. The browser's address bar shows the URL 'helpdesk.aarenet.com/support/profile/edit'. The page header includes the Aarenet AG logo and navigation links for 'Home', 'Solutions', and 'Tickets'. The user is logged in as 'Test Engineer', with 'Edit profile' and 'Sign out' options available.

The main content area is divided into two sections:

- Manage your profile:** This section features a profile picture placeholder (a red square with a white 'T') and a 'CHANGE PHOTO' button. Below the photo is a note: 'A Profile image of the person, it's best if the picture has the same length and height'. The form includes the following fields:
  - Full name \* (Test Engineer)
  - Title
  - Email (baoqvo@gmail.com)
  - Work phone
  - Mobile phone
  - Twitter
  - Time zone (GMT+07:00) Hanoi
  - Language (English)At the bottom of this section are 'SAVE CHANGES' and 'CANCEL' buttons.
- Change Password:** This section contains three password input fields: 'Current password \*', 'New password \*', and 'Confirm password \*'. A 'CHANGE PASSWORD' button is located at the bottom of this section.

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# 3 CREATE A NEW TICKET

## NEW TICKET – CREATE A NEW TICKET

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- ▶ Either open a new ticket:
  - ▶ Via the online ticketing tool: <https://helpdesk.aarenet.com>
  - ▶ Or write an email to: [helpdesk@aarenet.com](mailto:helpdesk@aarenet.com)
  
- ▶ When Writing an email make sure not to use a private email address e.g., Goggle Mail. Use your company email address!

## NEW TICKET – NEEDED ISSUE INFORMATION

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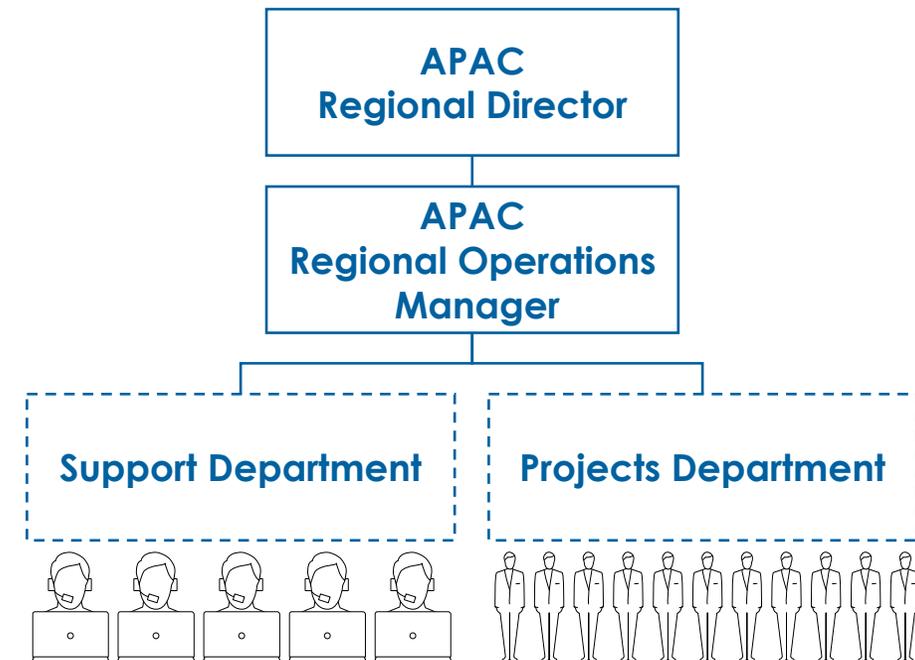
- ▶ Ensure to create an **informative ticket subject** to reflect the nature of the problem, examples:
  - ▶ Portal – Issue to create new virtual PBX extension
  - ▶ PBX – Not able to dial PSTN destinations
  - ▶ SIP Trunk – Call to international destinations are blocked
  
- ▶ Ensure to provide **informative issue information**:
  - ▶ Date issue first reported
  - ▶ Detailed issue description. Must include information such as:
    - ▶ A number
    - ▶ B number
    - ▶ Date & time of the call
    - ▶ Call failure reason
  - ▶ Can the issue be reproduced? If YES, give instructions:
    - ▶ Customer type – Enterprise or SOHO
    - ▶ How widespread is the problem
    - ▶ Will customer support us to make test calls
    - ▶ Attached any log file or traces

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# 4 OPERATIONS AND TECHNICAL SUPPORT ORGANIZATION

# TECHNICAL SUPPORT AND PROJECT TEAMS

- ▶ APAC Operations Team is divided into two departments
  - ▶ Technical Support
  - ▶ Projects Management
- ▶ Both departments are under supervision of the APAC Regional Operations Manager



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# 5 SUPPORT SLA AND ESCALATION PROCEDURE

## PROBLEM SEVERITY – FAULT CLASSES

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- ▶ According the CMA (Customer Maintenance Agreement) which was delivered to each Customer, the problem severity is categorised into 4 classes:
  - ▶ Class 1 – Critical
  - ▶ Class 2 – High
  - ▶ Class 3 – Medium
  - ▶ Class 4 - Minor

# PROBLEM SEVERITY – FAULT CLASSES

## ► Fault class definition

Fault Class	Description
1 - critical	<p>Break-down or disruption of the entire system. The incidence degrades the operation of the system to an extent that requires immediate and continuing reaction.</p> <p>E.g., no new calls can be established or unavailability of inbound or outbound traffic.</p>
2 - high	<p>Severe disruption of parts the system (break-down or disruption of vital functions such as SS7 Gateways, Load Balancer etc.). The incidence degrades the operation of the system to an extend that requires immediate and continuing reaction.</p> <p>E.g., system failure that causes loss of redundancy.</p>
3 - medium	<p>Disruption of parts of the system (break-down or disruption of non-vital functions). The incidence degrades the operation of the system to an extend that requires immediate and continuing reaction.</p> <p>E.g., loss of redundancy of the provisioning system.</p>
4 - minor	<p>A deviation or disruption of a negligible feature or negligible function to the operation of the system. The incidence degrades the operation of the system minimal or without any influence.</p> <p>E.g., Call Waiting feature is not working</p>

## BUSINESS HOURS & NON-BUSINESS HOURS AS PER CMA

### ▶ Business Hours BH

– HCMC time zone (GMT+7)

Day	From	To
Monday	08:00 AM	06:00 PM
Tuesday	08:00 AM	06:00 PM
Wednesday	08:00 AM	06:00 PM
Thursday	08:00 AM	06:00 PM
Friday	08:00 AM	06:00 PM

### ▶ Non-Business Hours 1 NBH1

– HCMC time zone (GMT+7)

Day	From	To
Monday	06:00 PM	08:00 AM
Tuesday	06:00 PM	08:00 AM
Wednesday	06:00 PM	08:00 AM
Thursday	06:00 PM	08:00 AM
Friday	06:00 PM	08:00 AM

### ▶ Non-Business Hours 2 NBH2

- ▶ All day Saturday
- ▶ All day Sunday
- ▶ All Vietnamese holidays

## SERVICE LEVELS – STANDARD SUPPORT AS PER CMA

### ► Standard Support

Fault Class	Reaction Time	TTTR	Solution
1	30 minutes BH	2 hours BH	Fault is cleared or workaround solves the problem or mutual downgrade of fault class
2	30 minutes BH	8 hours BH	Fault is cleared or workaround solves the problem or mutual downgrade of fault class
3	2 hours BH	5 working days	Fault is cleared or workaround solves the problem
4	1 working day BH	1 month	Fault is cleared or workaround solves the problem

## SERVICE LEVELS – PREMIUM SUPPORT AS PER CMA

### ► Premium Support

Fault Class	Reaction time	TTTR	Solution
1	30 minutes BH, NBH1 and NBH2	2 hours BH, NBH1 and NBH2	Fault is cleared or workaround solves the problem or mutual downgrade of fault class
2	30 minutes BH, NBH1 and NBH2	8 hours BH	Fault is cleared or workaround solves the problem or mutual downgrade of fault class
3	2 hours BH	5 working days	Fault is cleared or workaround solves the problem
4	1 working day BH	1 month	Fault is cleared or workaround solves the problem

# ESCALATION PROCEDURE

- ▶ Please follow the follow guideline for Technical Issue escalation:
- ▶ Ensure a Support Ticket was raised.
- ▶ Problem Severity needs to be accurately assessed and agreed by the Customer and Support team.
- ▶ Dispute of problem severity can be escalated to the Regional Operations Manager for immediate resolution.
- ▶ Escalation for any SLA non-conformance can also be escalated to the Regional Operations Manager.
- ▶ In the case that the Regional Operations Manager could not resolve the escalation, it is possible to escalate to the APAC regional Director.

**Regional Director APAC**

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Escalation Process

# LAST PAGE

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Empty Page