



Process Manual Template

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2 Pages

Process Manual

Company Name: Your Company

Welcome to Your Company's Customer Support Ticket Resolution Process Manual. This guide outlines our step-by-step procedure to ensure timely and efficient ticket resolution. By following this process, our team delivers exceptional customer service, exceeding our client's expectations.

1. Understanding Customer Support Tickets

Learn about the types of support tickets we handle, including technical issues, product inquiries, and service requests.

2. Receiving and Logging Tickets

Discover how we receive customer support tickets via email, phone, or our online portal.

Learn to log essential details accurately.

3. Ticket Prioritization

Understand our priority levels to categorize and manage tickets based on urgency and impact.

4. Ticket Assignment

Find out how we assign tickets to the appropriate support specialists based on their expertise and workload.

5. Investigation and Troubleshooting

Explore our systematic approach to investigating and troubleshooting customer issues.

How To Write A Process Manual

Cathy Duffy



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