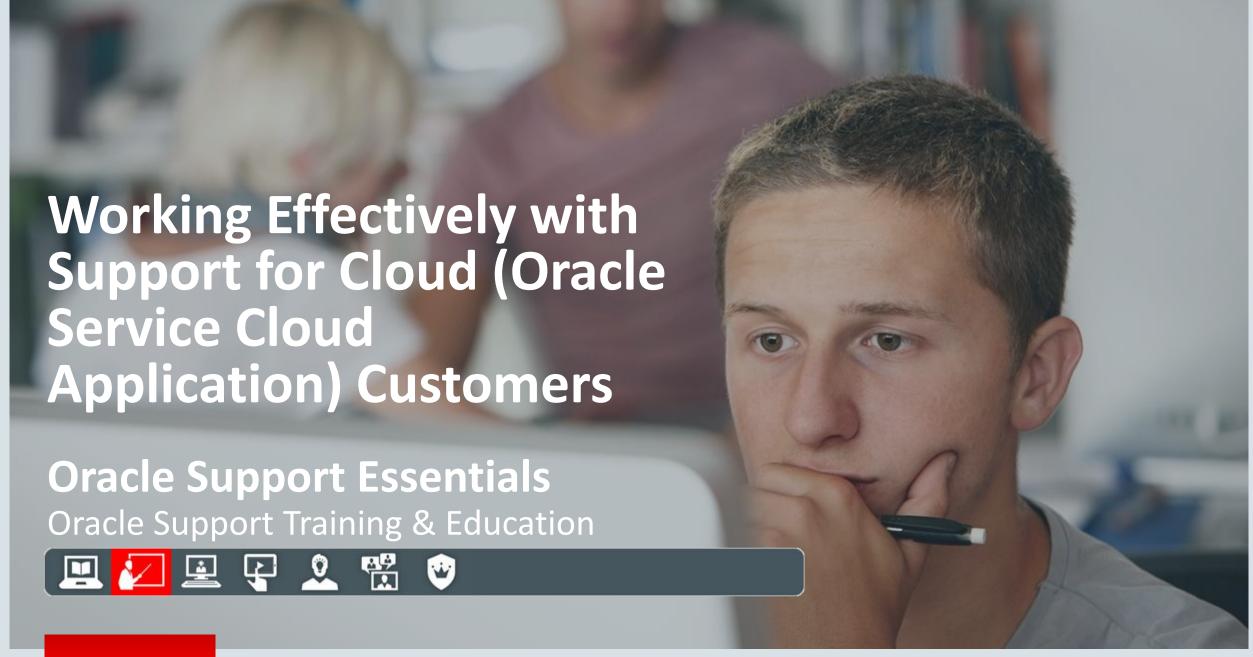
ORACLE®

Safe Harbor Statement

The following is intended to outline our general product direction. It is intended for information purposes only, and may not be incorporated into any contract. It is not a commitment to deliver any material, code, or functionality, and should not be relied upon in making purchasing decisions. The development, release, and timing of any features or functionality described for Oracle's products remains at the sole discretion of Oracle.



Learning Objectives



Engage Oracle Service Cloud Technical Support through the Support Site



Understand when and how to use Service Requests to get assistance



Take advantage of knowledge resources and reduce need to log Service Requests

Agenda

- Oracle Service Cloud Support terms and acronyms
- Oracle Service Cloud Best Practices
- Oracle Service Cloud Resources
- 4 Additional Resources



Terms & Acronyms



Terms to know	
Oracle Service Cloud (also referred to as OSvC)	Web portal to access Knowledge Base, Communities, and Service Requests for Oracle Service Cloud information.
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Virtual CIO (VCIO) Portal	VCIO provides a consolidated dashboard view into the Oracle Service Cloud platform across all tiers to monitor and manage the service.
	https://csp.rightnow.com/vcio
Cloud Portal – Configuration Assistant	The Configuration Assistant is found on the Cloud Portal and is used for variety of site management tasks as well as to monitor data and usage statistics.
	https://cloud.oracle.com/home
Service Request (SR)	Request for technical assistance on the Oracle Service Cloud Support Portal. Equivalent to case, incident, or ticket.



Technical Support and Cloud Service Policies Oracle Service Cloud product documentation and Cloud Operations Policies

Policy	Location		
Software Release and End-of-Life Support Lifecycle Policy For Oracle RightNow Cloud Services	http://www.oracle.com/us/corporate/contracts/rightnow-lifecycle-policy-1910688.pdf		
Deployment Guides are found within your version's Manuals and Documents	https://cx.rightnow.com/app/answers/detail/a id/5168		
Oracle Software Technical Support Policies	http://www.oracle.com/us/support/library/057419.pdf http://www.oracle.com/us/support/policies/index.html		
Oracle Software as a Service Documentation	https://support.oracle.com/epmos/faces/DocumentDisplay?id=870963.5		
Oracle Software as a Service - Cloud Enterprise Hosting and Delivery Policies	http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf		
Oracle Global Customer Support Security Practices	http://www.oracle.com/us/support/library/customer-support-security-practices-069170.pdf		
Cloud Operations Policies	https://support.oracle.com/epmos/faces/DocumentDisplay?id=1541304.2		
Cloud Operations Practices	https://support.oracle.com/epmos/faces/DocumentDisplay?id=1541346.2		

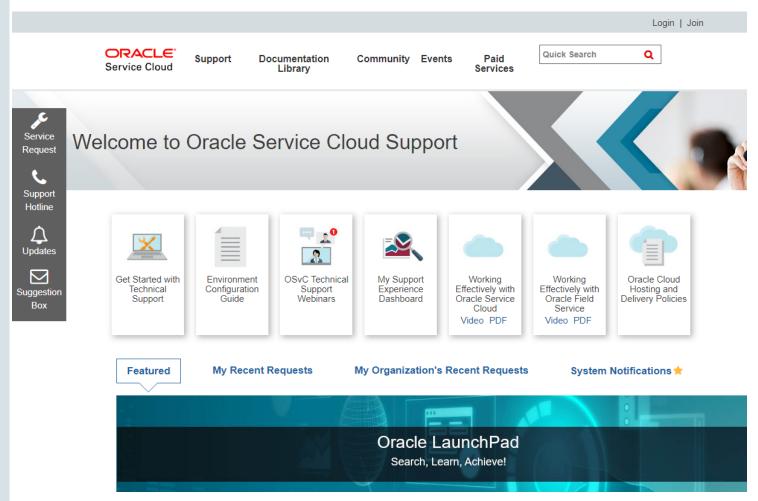


Agenda

- Oracle Service Cloud Support terms and acronyms
- **Oracle Service Cloud Best Practices**
- Oracle Service Cloud Resources
- 4 Additional Resources



Engaging Oracle Support – The Support Portal

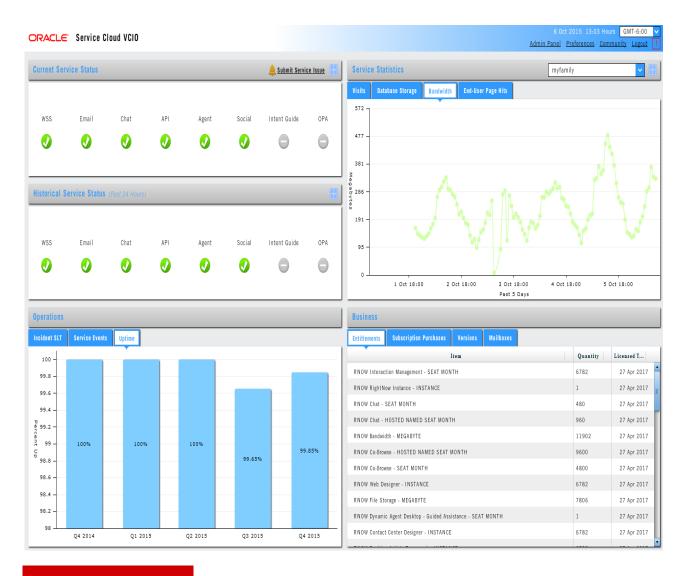


Support Portal

- Comprehensive one stop shop for all support interaction, knowledge and community discussions and much more
- Available to all Contact Types
- From the Oracle Service Cloud homepage (<u>https://cx.rightnow.com</u>), click on "Support" on the navigation bar
- Notice the handy quick-links that remain persistent no matter where you scroll or what Support page you're on



Engaging Oracle Support – Virtual CIO (VCIO) Portal



Virtual CIO (VCIO) Portal

- Used to monitor status, use and make decisions including:
 - Service Status
 - Service Statistics
 - Operations
 - Business
- Available to all Contact Types
- Oracle Service Cloud VCIO (https://csp.rightnow.com/vcio)

Engaging Oracle Support – Cloud Portal

The Configuration Assistant

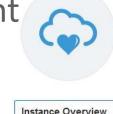


Sites SSL Certificates Statistics Subscriptions

a116874.heidi.leatherby@oracle.com ▼

Cloud Portal – Configuration Assistant

- Used for the following activities:
 - Managing Test Sites
 - Managing Interfaces
 - Managing Mailboxes
 - Enabling Integrations and Product Add-ins
 - Managing SSL Certificates
 - Monitoring Data Usage & Statistics
- Available to all Contact Types
- Oracle Cloud Portal (<u>https://cloud.oracle.com/home</u>)



Home > specialforcestst

specialforcestst

Product Oracle Service

Version Oracle Service Cloud August 16

Creation Date 2016-04-19 13:32:21

Identity Domain

2016-04-19 13:32:21 a116874





* Virtual CIO is scheduled for deprecation in 2017 and will be replaced by **Cloud.Oracle.com**

More information: https://cx.rightnow.com/app/answers/detail/a id/7537/kw/configuration%20assistant



Oracle Service Cloud – Maintaining Your Site

Two Roles vital to OSvC success

IT CONTACT

Environmental Compliance

- Maintain Environment
 - Workstations
 - Network
- Troubleshooting
- One for each active shift

OSvC Support Portal

SITE ADMINISTRATOR

Site Administration

- Configure settings
- Create users and profiles
- Contact management
- Rules
- Customizations

OSvC Console

SITE ADMINISTRATOR

Monitor

- Usage
- Outages
- Statistics
- Limited Provisioning

VCIO Portal

SITE ADMINISTRATOR

Manage/Monitor

- Test Sites
- Interfaces
- Mailboxes
- SSL Certificates
- Integrations & Add-Ins
- Data Usage & Statistics

Cloud Portal

It is highly recommended that Site Administrators be set as <u>Contact Type: Primary Support</u> Contact with Service Privileges: Manage Contacts.



Make Contact Management your first site task

For the **security of your site's customer data**, we cannot provide Technical Support to anyone who is not a Designated Contact nor can we add contacts without a request via a Service Request. Therefore, it is in your best interest to keep this information current at all times, as it is used for providing Technical Support.

- As a customer, your responsibilities include:
 - Setting up contacts
 - Keeping the organization's contact list current
 - Contact privileges allows for adding and disabling contacts
 - By managing contacts you designate who in your organization may access the Support Portal and submit Service Requests
 - A contact audit is highly recommended every 6 months
- At least one of your contacts must have Manage Contact permission
 - However, you should set up at least one back up in the event of an emergency
 - Oracle recommends three contacts with Contact Management Privileges



Managing your contacts – Contact Types

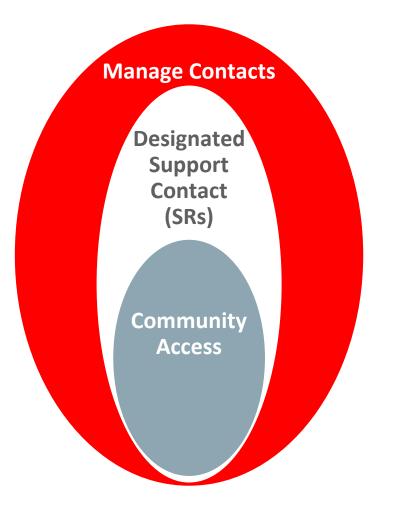


First, Establish Key Support Contact Types

- Site Administrator will select from 2 different Contact Types
 - Primary Support Contact
 - Including back-up Primary Support Contacts
 - Technical Contact
- Newly created contacts will be emailed login credentials
- All contacts should update their Profile
- Customers own contact management responsibility
- For security purposes generic contacts, such as <u>custserv@acme.com</u>, are not allowed. Contact records must be associated to each individual user



Managing your contacts – Service Privileges



Now, Assign Service Privileges to Contacts

- Site Administrator will select from 2 different privilege types
 - Manage Contacts
 - Designated Support Contact
- Privileges are hierarchical
- Typical Support Contact Type Service Privilege Pairings
 - Primary Support Contact Manage Contacts
 - Technical Contact Designated Support Contact
 - KB Only Community Access

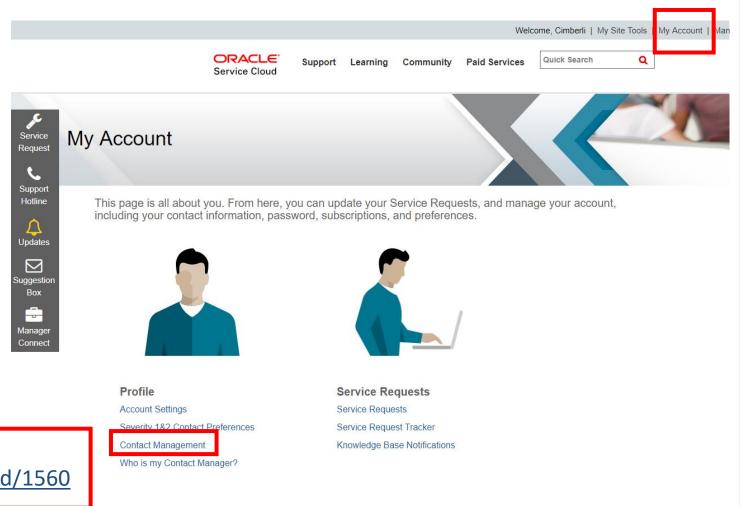


Accessing Contact Management

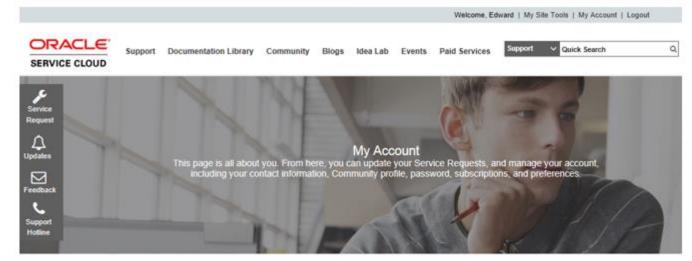
- You must be logged in to the Support Portal to access Contact Management: http://cx.rightnow.com
- Click on MY ACCOUNT in the upper right, followed by Contact Management

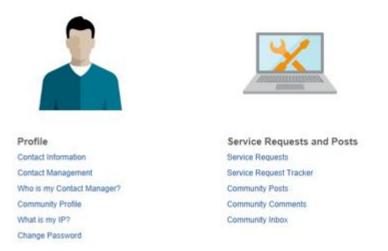
From here, if you have **Manage Contacts Service Privileges**, your will be able to add, disable and edit your organization's contacts.

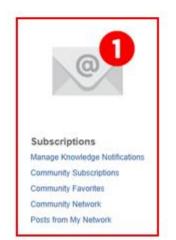
More information can be found at: https://cx.rightnow.com/app/answers/detail/a_id/1560



- Subscribing to critical notifications
- As your organization's Site Administrator it is highly recommended that you subscribe to all Hosting and Customer Service notifications.
- Among other things, theses subscriptions will make you aware of any scheduled and unscheduled service interruptions.
- 1. As with Contact Management, first you must first login to http://cx.rightnow.com and click on my account.
- 2. Next, under Subscriptions, click Email preferences
- 3. Select "Yes" for notifications (all five are recommended). Then click "Submit Request."







Oracle Service Cloud – Engaging Support

Knowing your role, your responsibilities, and where to find appropriate trainings

- **Primary Support Contacts (PCS)** are the secured contacts who can request password resets. PSC are the security gate with support for your site.
- Both Primary Support and Technical Contacts can log Service Requests and follow-up with the Technical Support team
- All customer contacts can search the Knowledge Base and utilize the Oracle Service Cloud Support Community
- **Primary Support or Technical Contacts** engaging with Technical Support should be properly trained in areas like Administration, Analytics and Customizations.
- Partner Contacts have been granted permission to engage with Technical Support on the customer's behalf.
 - ✓ Oracle University trainings, <u>Oracle Service Cloud (RightNow) Training</u>, <u>Oracle Cloud Learning Subscription</u>, <u>Launch Pad</u> and <u>Webinars</u> are highly recommended for Site Administrators and contacts who are enabled to submit Service Requests.



Platinum Support Package



Working effectively with Support – Platinum Support

Service	Description	
Online Case Submission	File a ticket issue via Support Portal	
Phone Support	Reach a support engineer via phone to submit service request	
Live Chat Channel	Use IM to communicate with Technical Support	
Severity 1 24 x 7 Coverage	We provide coverage for Severity 1 issues 24 x 7	
Specialized Implementation Support	Named support engineer reviews any issues during implementation	
Standard SR Dashboard	Online view of outstanding and historical support requests	
Proactive SR Health Monitoring	Proactive escalation prevention by watching thresholds	
Business Advisory Services	Ask non-technical questions via Customer Success Portal; Participate in community for best practices; Proactive account monitoring; Proactive lifecycle management; Success Planning Tools	
Education Services	On-demand 24x7 Digital Training; Guided Learning – Starter Pack; Cloud Quick Start – Live Events	



Working effectively with Support – Oracle Platinum Support

Severity Levels and Business Impact

Partnership

Severity Level	Business Impact Technical Impact	Update Frequency	Resolution Time
1	Mission Critical Business Impact	Updates 24x7 until resolution	Co-Owned
2	Serious Business Impact	Updates daily until resolution	Co-Owned
3	Minor Business Impact	Updates every 3 days	Co-Owned
4	No Business Impact	Updates every 3 days	Co-Owned

Oracle Cloud Support Details: http://www.oracle.com/us/corporate/contracts/ocloud-hosting-delivery-policies-3089853.pdf



Working effectively with Support – The TAM Role

Customers have the option of purchasing a Technical Account Manager

Features



- Coordinates a virtual team of Oracle Cloud Support
 & Operations to resolve critical Service Requests
- Delivers regular proactive support reviews to assess response against best practices

Benefits

- Single Point of Contact
- Faster Response
- Reduced Resolution Times
- Customer Advocacy



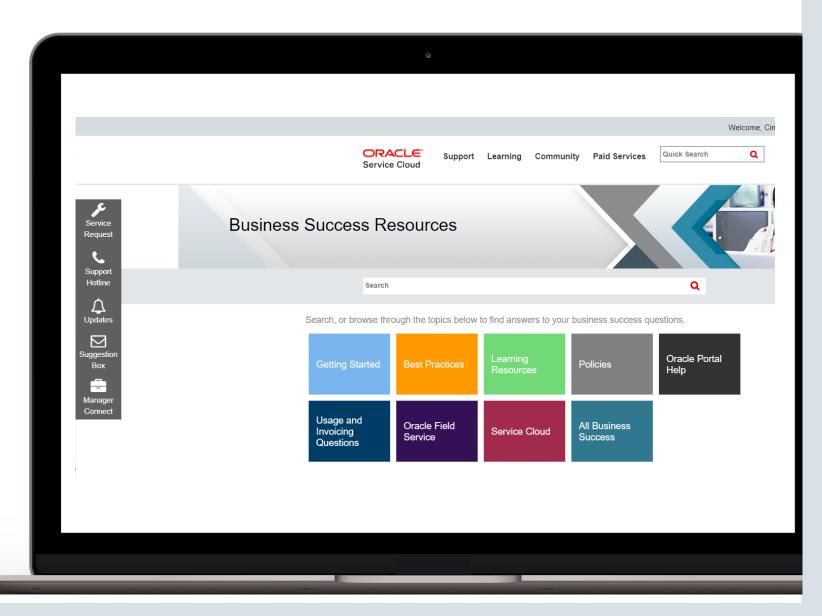
Business Success Resources

Access to business support to quickly and easily find the information you need

- Submit a non-technical question
- Search our extensive knowledgebase

LINK:

https://cx.rightnow.com/app/business



Things to Keep in Mind if You Plan to Customize Your Site

Working effectively with Support — Customization Support Things to Keep in Mind if You Plan to Customize Your Site

- Scalability Oracle Service Cloud is a transactional production database
 - For optimal performance, data for reporting should be stored in a data warehouse to report and trend against.
 - Data should purged or archived from the transactional production database over time for performance improvement.
 - Dumping all data from other sources into this transactional database will negatively impact your site's performance.
 - Customizations doing large table scans or joins will negatively impact the site performance for customers and agents.
 - There are MySQL limitations which can be found through MySQL development forums and documents
 - There are hard product limitations. Please see developers community and Knowledge Base for information on specifics such as how many accounts or how many custom fields are possible.



Working effectively with Support — Customization Support Things to Keep in Mind if You Plan to Customize Your Site — Continued ...

Who owns/supports your own or a partner created customization?

- If you customize your site, you own the support responsibility for that customization.
- Oracle has no logs for customizations and runs no traces to prove your customization works
- You or your partner need to test your code
- When you or a partner writes a customization, your responsibilities include writing a log of that customization proving no coding issues and performance for expected functionality
- If there are issues your logs capture, those are issues either your or your partner must troubleshoot
- If you believe there is a defect in our product, the only way for us to track that down is for you or the partner to provide a "hello world" example of the defective functionality

Developers community and training for developers and integrators:

- Oracle RightNow Cloud Service 2016 Technical Implementation Essentials
- For Developer's Community and information go to http://cx.rightnow.com and choose "General Developer Product Discussion" under the "Community" navigation dropdown menu. You will find ample code (It must be customized for your site. It's not plug and play) and accelerator information.



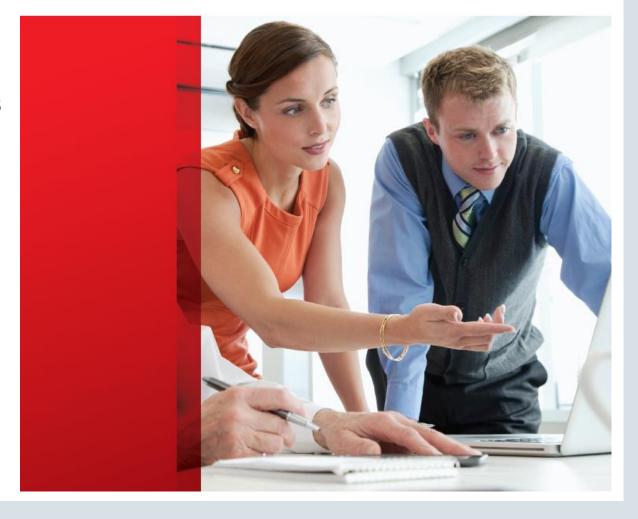
Working effectively with Support – Working with a Partner The importance of choosing Oracle certified partners

By choosing an Oracle Partner Network member specialized in Oracle Service Cloud you are getting a partner that has:

- Met stringent, product-specific competency and business requirements demonstrating the knowledge, experience and commitment to help a customer's business succeed
- Had successful previous partner implementations verified by both Oracle and end users
- A proven track record with recent successful Oracle product transactions
- Also, the OPN has large population of members organizations from which to choose

Find an OPN certified partner at: http://www.oracle.com/partners/index.html

OPN Specialized—Recognized by Oracle. Preferred by Customers.



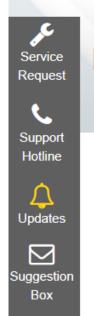


Oracle Service Cloud – Adding Partners as Contacts

- Contact Managers can add and edit permissions for partners
- Available permissions include read-only visibility of selected or all service requests; ability to update service requests; ability to create service requests; ability to administer your site
- 1. As with Contact Management, first you must first login to http://cx.rightnow.com and click on my account.
- 2. Next, click **My Site Tools**
- 3. Click My Partners under Contact Management

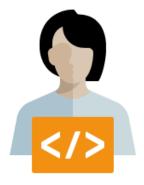
It is your responsibility to manage your partners. Make sure to keep access permissions updated.

Answer 10141: Granting Partners Permissions



My Site Tools

This page includes information and tools for Service Cloud Support contacts, schedule more for your Oracle Service Cloud impler



Contact Management

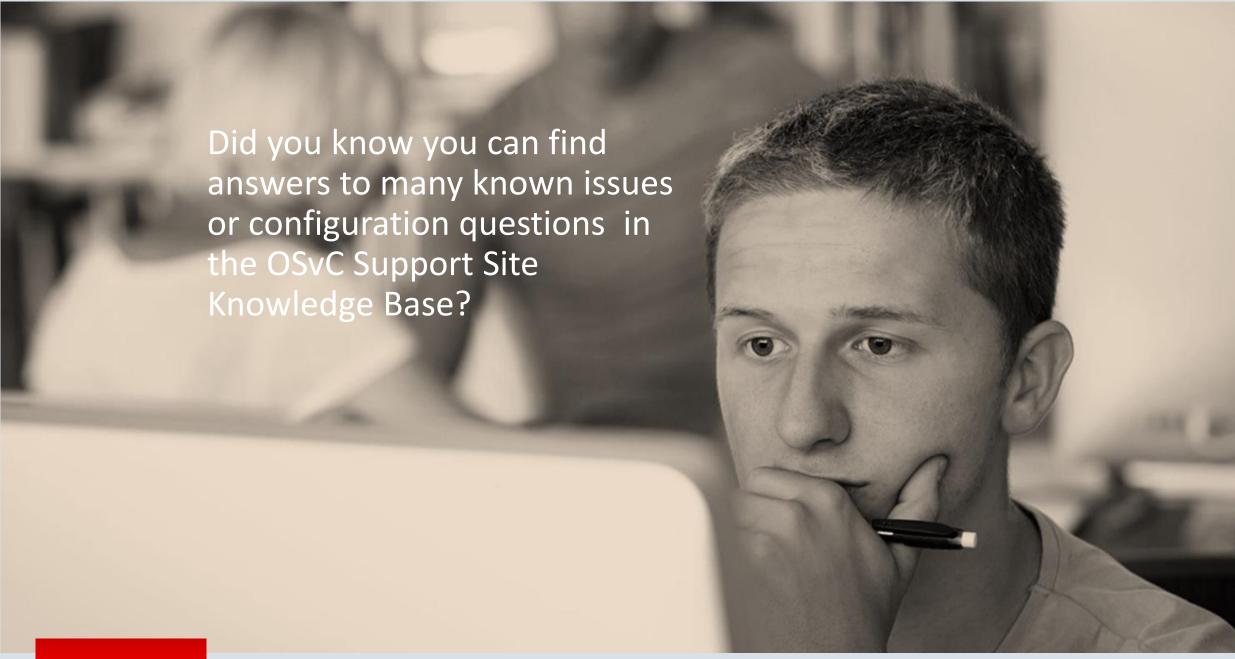
Contact Management Tool

My Partners



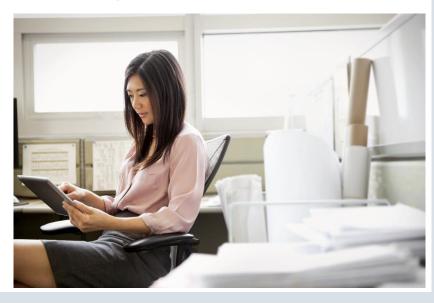
Before logging a Service Request





Oracle Service Cloud – A Variety of Support Options

- How you engage Support depends on your question/issue
- Engage us via Service Requests for:
 - Base product defects / Break fix
 - Environment issues
 - Proper deployment per requirements, Performance, etc.
- "How to" questions are answered through self-service options
 - The Support Portal Knowledge Base
 - In-product contextual help
 - Documentation
 - Community Forums
 - The Support Experience Blog
 - Or engaging Oracle Consulting Services



Oracle Service Cloud – Environmental Issues

• The importance of having an IT Contact to work with Tech Support

As a SaaS platform, how well your implementation works is dependent upon:

- Your upstream ISPs
- The internet
- Our upstream ISPs
- Our hosting environment
- The product itself
- Your network environment
- Your workstations

Some symptoms of an environmental issue are:

Network issue errors

- unable to communicate with server
- chat disconnects
- unable to post chat response
- Console freezing
- Various error responses (400, 403, 407, 408, 502)

Workstation issue errors

- Not able to install
- Launch link does nothing
- Freezing or crashing with no error shown
- Various and wide ranging error messages

Success is highly dependent upon understanding system requirements and proper environmental configuration

System Requirements Guide: https://cx.rightnow.com/app/answers/detail/a_id/31

Environment Configuration Guide: https://cx.rightnow.com/app/answers/detail/a id/2364



Oracle Service Cloud – Environmental Issues

The types of files that IT Contacts need to provide for troubleshooting

For Deployment problems

- RightNow Installation and Update errors
- RightNow Runtime or Execution Errors
- Windows Events

Network Environment

- General Connectivity DOS ping and trace route commands
- Proxy Fiddler or Fiddler Cap
- SSL Certificate issues at play
- Uncropped screenshots

Workstation

- Workstation and Network Data Collector
- Windows Events log (System and Application logs)
- Time.bat and time change .wls
- Uncropped screenshots

Oracle Service Cloud Technical Support provides support of the Service Cloud console and End User pages for customers with Operating Systems, Browsers and applications currently supported by their OEMs. Please click for details:

https://cx.rightnow.com/app/answers/detail/a id/8006



Working effectively with Support Best Practices

When you have a question, need, or issue... ... the solution may already be available.

Oracle Service Cloud
Support and
Development have
invested heavily in the
knowledge base.
Many of the SRs we
get are known issues

for which a detailed

knowledge article

exists

Search the Knowledge **Search** - Find answers fast, Base search the **Knowledge Base** for a solution Visit the **Cloud Customer Connect** Ask the Community **Community for** answers from Oracle experts & industry peers Service Request Unable to locate a solution? Submit a Service Request through Oracle Service Cloud Support **Portal**



Working effectively with Support Best Practices

Before logging a Service Request (SR)



- Search the Support Knowledge Base
 - Ensure that your personnel understand how to search the Knowledge Base
 - Should always be done prior to logging a SR as it is the quickest path to a solution
- Attend an OSvC Technical Support Webinar and read the Support Experience Blog
 - Webinars led by OSvC Subject Matter Experts exploring best practices
 - A blog dedicated to providing insights on commonly misunderstood and trending Support topics
- Ask the Community Users or Developers
 - Ensure that your personnel understand how to use OSvC Communities
 - Participate in Peer to peer discussion moderated by OSvC employees



Working effectively with Support Best Practices

Using the Knowledge Base (https://cx.rightnow.com/app/answers/list)



Using the **Contact Management** page to add or update designated **contacts**

Updated Answer: Environment: **Contact Management** Oracle Service Cloud Support Site > My Site Tools Resolution: **Contact Management** allows an organization to **manage** its **contacts**, including the ability to add new...

Documentation (4555)

Oracle Knowledge **Management Management** to provide a full-featured knowledge authoring and **management** solution, enabling **contact** center **Last Updated**: 09/28/2018

Subscription **Management** template are added to your diagram. Subscription **Management** This template allows **contacts** to update **Last Updated**: 09/28/2018

Community (4396)



Hiding Contacts in Contact Management Area of Customer Portal

Is there a way to hide any "disabled" **contact** from the **Contact Management** Are of the Customer Portal? We are constantly received questions from customers asking to remove **contacts** from...

Author: Matthew Ford



Ability to hide/delete disabled contacts in Contact Management Tool

It would be ideal if site administrators have the ability to either hide or delete disabled **contacts** from the end-user support site's My Stuff > Contact Management page so active contacts

- Your first place to search for solutions
- To search type keyword(s) into highlighted box and click search or hit return
- Answers from the knowledge base, documentation and community appear
- Search to find answers regarding "how to" configure, customize, or create, etc.
- 75% of questions submitted can be resolved here
- You can also search product documentation, product tutorials and in product contextual help.

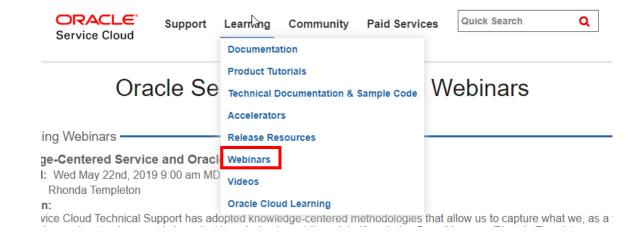
Tips for Searching OSvC Site: https://cx.rightnow.com/app/answers/de tail/a id/1497



Working effectively with Support Best Practices The Support Experience Blog OSvC Technical Support Webinars



- Our blog covers OSvC best practices, commonly misunderstood product areas, trending support issues and customer experience topics related to support organizations.
- Subscribe and stay in the know



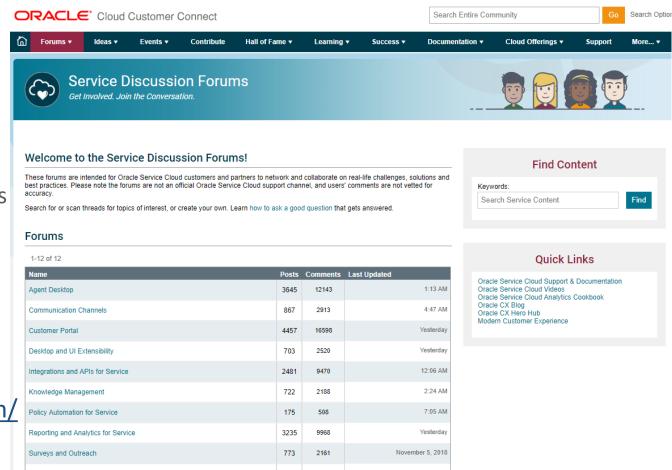
- Technical Support Team members share their OSvC product knowledge and best practices
- All webinars are recorded and can be accessed through the knowledge base

The Support Experience Blog: https://cx.rightnow.com/app/blog/support experience



Working effectively with Support Best Practices OSvC Discussion Forums

- For Oracle Service Cloud customers and partners to network and collaborate on real-life challenges, solutions and best practices
- Frequented by Oracle experts but comments aren't vetted for accuracy
- Share, support, rate and vote on comments shared by your peers
- Earn badges and points for actively participation
- https://cloudcustomerconnect.oracle.com/ groups/0b06b363f7/summary





Upgrades



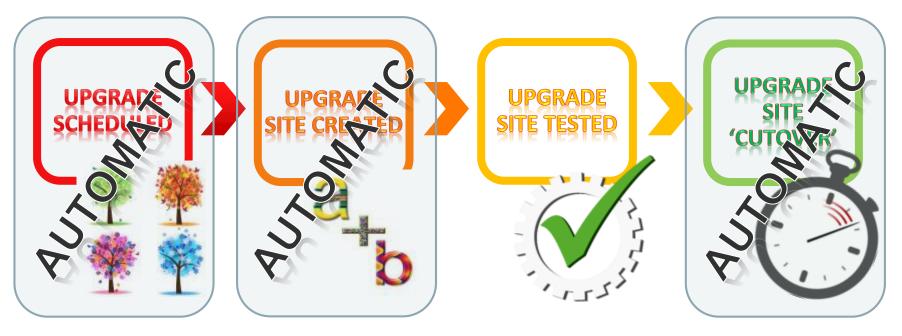
Working effectively with Support – Upgrades

Why customers should care about upgrades?



Working effectively with Support – Auto Upgrade Program

Key Facts



- Sites in the 'Auto Upgrade Program' (AUP) are automatically scheduled to upgrade quarterly
- All new sites are in the AUP
- If you're not in the program you should ask how you can be in
- To confirm whether of not you're enrolled in the AUP, please follow the same process as you would to confirm your support package, found here

For more information on the Auto Upgrade program, please visit: https://cx.rightnow.com/app/answers/detail/a id/6409

Working effectively with Support – Auto Upgrade Program Auto Upgrade Program best practices

- **CRITICAL** → Ensure org contact records are current, correct and accurate
- Carefully review all relevant product documentation
 - Ensure workstation/environment meet requirements
 - Review Service Update Notifications report
 - Deprecations and compatibility exceptions
- Assign resources to conduct acceptance testing (UAT)
 - Include desktop deployment and integration testing
 - Include thorough Enhanced Console Testing
- Cutover within 30 days of UAT start

For more details on Upgrading, please see the following *Support Experience Blog*: https://cx.rightnow.com/app/blog/detail/a id/8719



Working effectively with Support – End of Life (EOL) Importance of understanding the OSvC EOL Policy

As a policy, Oracle will not apply development resources to support versions that have reached end of life (EOL), which occurs 24 months after the version becomes generally available. Oracle's full software release and support lifecycle policy can be found here:

http://www.oracle.com/us/corporate/contracts/rightnow-lifecycle-policy-1910688.pdf

- Service Level Targets (SLTs) are not serviced while the customer remains on an EOL version. Support will be offered as best effort on SR's submitted
- Defect remediation will only occur on in-life versions
- Infrastructure changes are not regression tested against EOL versions and may result in impact to the site. As a practice, Oracle will not roll back infrastructure changes which result in product stability or operability issues due to EOL versions
- To avoid the negative ramifications of having their site go End of Life, customers must cutover to a current version of OSvC

For more details on EOL, please see the following *Support Experience Blog*: https://cx.rightnow.com/app/blog/detail/a_id/8716



Working effectively with Support – Deprecations Understand your deprecations

Definitions:

- 'Deprecated': A feature that's being phased out of the product
- 'Removed': The feature is no longer available in the product

Rules

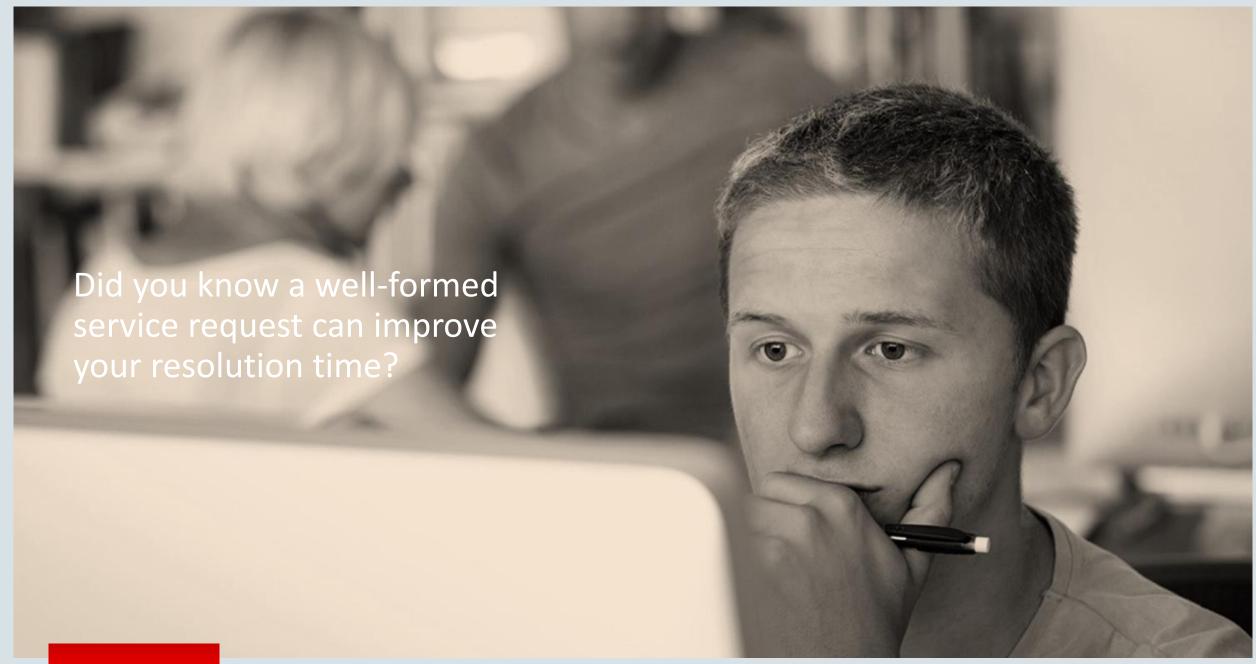
- No new functionality & limited support during deprecation
- Usually matched with a newer, better replacement feature
- Many deprecations require your action!
- Major deprecations are detailed in our support Knowledge Base:
 https://cx.rightnow.com/app/answers/detail/a id/5974

For more details on Deprecations, please see the following *Support Experience Blog*: https://cx.rightnow.com/app/blog/detail/a id/8718



Logging a Service Request





Optimizing SR Time to Resolution
Key inhibitors to SR resolution

SR Quality

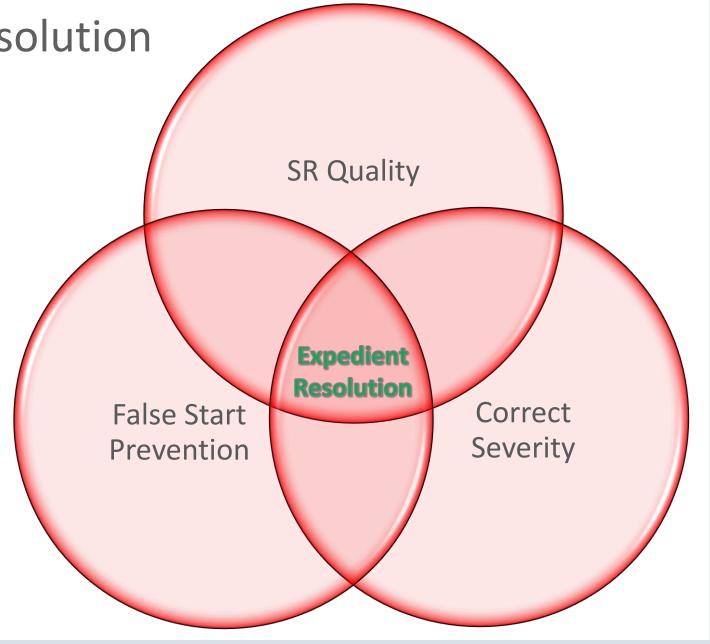
- Select the correct Product
- Submit details to help us find the issue
- Steps to reproduce or tell us it's not reproducible or intermittent
- Describe business impact (Who, how many, \$\$\$)
- Error messages
- Trace routes
- Logs

False Start Prevention

- Ensure SR has enough information so as to minimize back and forth
- Ensure customers submit SRs, rather than internal "submit on behalf of" (These are not accepted)

Correct Severity

Ensure SR severity is set to align with impact to the business





Working Effectively with Support Best Practices

Submitting a well formed Service Request



- Customers are verified via their email and login when creating an SR from the Service Request "Wrench Icon" on the Oracle Service Cloud Support Portal
- The key to a well formed SR is a comprehensive description of the issue
- Include the Site Name, Interface, Product Area (e.g. Chat, Customer Portal, Mobile Agent App, etc.), and Problem Description
- Diagnostic data is a vital element of your Service Request as it will help expedite analysis and diagnosis of critical errors. Be sure to include:
 - Relevant error numbers, if any, and text exactly as it appears.
 - Any troubleshooting & results that you may have attempted.
 - Any screenshots, which can help duplicate or resolve the issue
 - Provide the steps to reproduce the issue
- Verify that the severity level is set appropriately as per the business impact
- Describe business impact in detail and include dates of recent notable events
- Verify that no production issue or maintenance window is posted / scheduled on your production cloud portal



Working effectively with Support Best Practices

Severity Level Definitions

• **Severity 1** - Customer's production use of the Oracle Cloud Service is stopped or so severely impacted that Customer cannot reasonably continue work. Customer experiences a complete loss of service. The impacted operation is mission critical to the business and the situation is an emergency

A Severity 1 service request has one or more of the following characteristics:

- Data corrupted
- A critical documented function is not available
- Service hangs indefinitely, causing unacceptable or indefinite delays for resources or response
- Service crashes, and crashes repeatedly after restart attempts

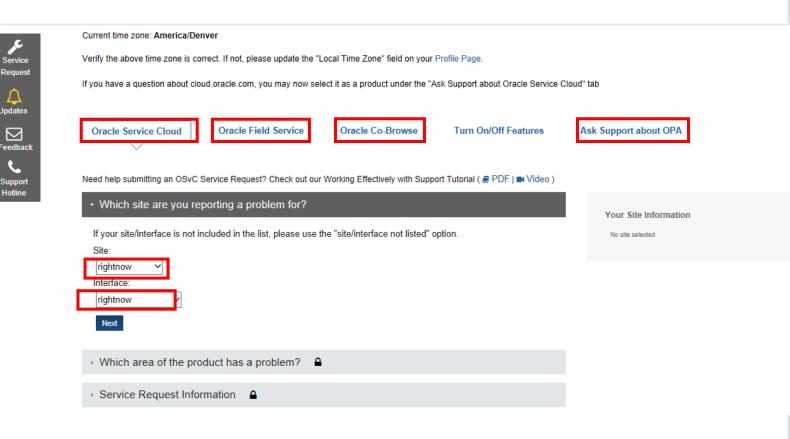
Note – If a customer logs a Severity 1 SR, they must have a Support Contact available 24 x 7 to have it worked continuously

- **Severity 2** Customer experiences a severe loss of service. Important features of the Oracle Cloud Services are unavailable with no acceptable workaround; however, operations can continue in a restricted fashion
- Severity 3 Customer experiences a minor loss of service. The impact is an inconvenience, which may require a workaround to restore functionality
- **Severity 4** Customer requests information, enhancement, or documentation clarification regarding the Oracle Cloud Service, but there is no impact on the operation of such service. Customer experiences no loss of service



SR Filing Process — Optimizing Service Request Submittals The importance of selecting appropriate Product, Site and Interface

- Customer's can significantly cut down on SR resolution times by carefully making proper selections at the outset of a Service Request
 - 1. Clicking on the SR icon with allow you to select the proper product.
 - 2. You can also modify your selection my clicking on the proper tab on the next page
 - 3. Next, be sure to choose the correct site and interface for that site



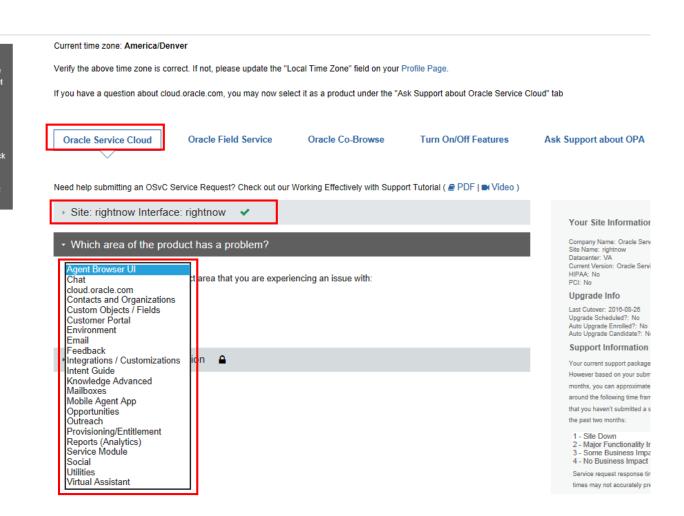


SR Filing Process — Optimizing Service Request Submittals The importance of selecting appropriate Product Area

Updates

 \square

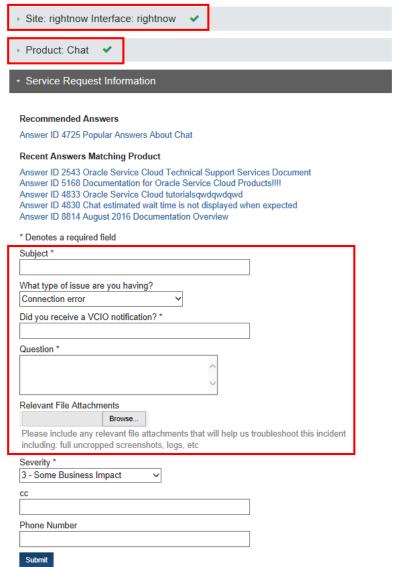
- After making your Product,
 Site and Interface selections,
 you need to select the area of
 the product related to your
 SR.
- Experts have designed product specific submittal forms, making an accurate selection will speed your resolution times.



SR Filing Process – Optimizing Service Request Submittals

The importance of selecting appropriate Product Area

- Making a selection displays a product area specific form
- These forms dramatically streamline the troubleshooting process by requesting information that is generally required to investigate an issue for the product you've selected.





Working Effectively with Support Best Practices

Service Request Handling – How do we assign a SR?



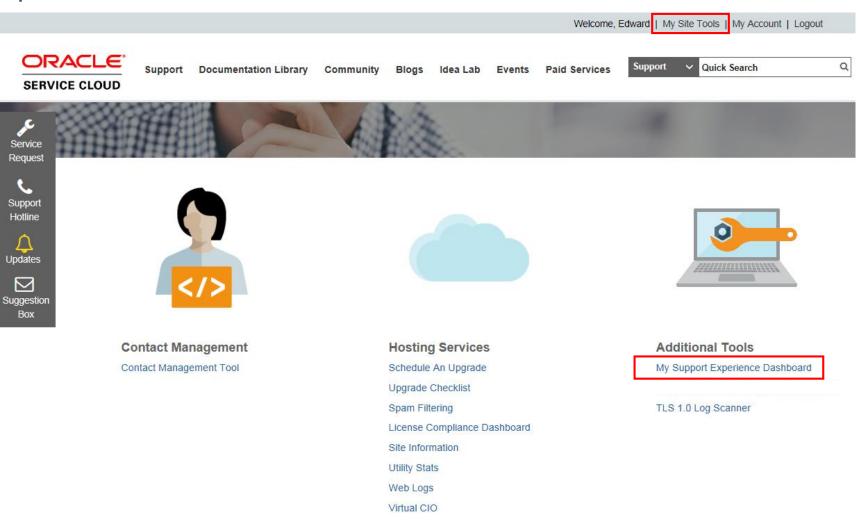
- Primary routing is based on a combination of:
 - Severity Level
 - Product selected
- Severity 1 SRs 24 x 7 response expectations
 - Severity 1 SRs are assigned to the first available Support Engineer regardless of regional alignment
 - Support Engineers will begin working the issue regardless of the customer's geographical region
- Severity 2-4 SRs 8 x 5 response within the customers local region
 - Severities 2-4 SRs are placed in queue with a response time calculated based on the customer's local business hours and severity level
 - Support Engineers outside the customer's geographical region may be working on the SR and may have a solution before the customer's next business hours
- Service Requests should be submitted in English or Japanese



Working effectively with Support Best Practices

Accessing your Support Experience Dashboard

- To access your Support Experience Dashboard:
 - When logged in, click on My Site Tools
 - Then click on My Support
 Experience Dashboard





Working effectively with Support Best Practices

Reviewing your Support Experience Dashboard

- The Dashboard is a compilation of data relating to your recent SRs and both our team's and your team's performance.
- Data is also compared historically
- Review your Support Experience Dashboard regularly to:
 - Monitor health of your OSvC site
 - Proactively identify trending problem areas
 - Recognize opportunities for additional team training



For more details on the Support Experience Dashboard, please see the following Support Experience Blog: https://cx.rightnow.com/app/blog/detail/a id/9213



After the Service Request has been logged ...

Working Effectively with Support – Best Practices

Connecting with Support Engineer



There are multiple channels for connecting with assigned Support Engineer

- Contact the Support Engineer by updating the SR Fastest way
- Calling the Support Hotline (Click on the "Phone" icon):
 - https://cx.rightnow.com/app/answers/detail/a id/8992
- Chat: Option available once service request has been assigned to an engineer
- Critical issues are worked in a follow-the-sun model 24x7 with your participation to progress the issue, as needed









Working effectively with Support – Best Practices Monitoring Service Requests

Important Statuses that will require your action.

'WAITING'



- When we've responded to your SR you and all cc'd parties will be notified by email
- If you take an extended period of time to respond or provide information it sends the Support Engineer an implicit message about the problem urgency which may not match the Service Request priority.
- If the status is not changing or if you are not getting responses back within an acceptable period of time, you may always call the Support Hotline to speak with a Manager.
- Oracle Service Cloud Support Portal Key SR Status

SR Status	Description
Waiting	Oracle Support is waiting for you to update the Service Request
Unresolved	Oracle Support is working the Service Request
Solved	The SR is closed and will no longer be worked on.



Working a Service Request Effectively Improve results and expedite outcome

- Monitor changes in SR status and severity
- Documentation is essential
 - Provide detailed and timely responses to all questions
 - Ensure there is an action plan after each update and determine who owns each action
 - Minimize Service Request 'tag' or 'pinging' by ensuring you provide information requested or an explanation of why it may not be possible to provide
- Request phone calls where appropriate
- Request collaborative screen-sharing support sessions as appropriate
- You should change the severity level when it becomes appropriate
- Engage Support management, if and as required



What can you expect from Oracle Support in the Service request

Working effectively with Support — Best Practices What you should expect from Oracle Support

- Our Support Team is the face of Oracle and your voice within Oracle
- Your Support Engineer will work and coordinate and collaborate with any and all internal teams including Cloud Operations and Product Development, if and as needed, to resolve your issue
- Expect timely initial response based on the severity of your issue
- Expect your Support Engineer to communicate our 5 W's
 - What have they done? Why?
 - What are they going to do next? Why? And
 - When should you expect to hear back from us
- Expect your SR to be properly documented in detail at all times.
- Expect that an Oracle employee never asks or has a contact record on your production site.



Working effectively with Support – Best Practices Troubleshooting

- Oracle accesses data only for the purpose of providing the services or <u>as required by law</u> (Refer to <u>Document ID 870963.5</u> – Review Document Oracle SaaS Security Practices @Oracle)
- You may choose to share relevant data for the resolution of a specific issue—this has to be explicitly granted and done via screen shots and web conference
- Support will troubleshoot and replicate an issue in an internal lab environment, when possible
- For the security of you site and data, an Oracle employee should never have a contact record on your production site. They have other methods at their disposal for troubleshooting.



Working effectively with Support — Best Practices Solving the Issue

- We will close the SR after attempting to get your consent at least 3 times
- Auto-closure after 3 attempts if the solution is not dependent on Oracle
- If the Issue is a product defect, a patch may be provided. Please see next slide for patching policies.
- Reopen rates are very low. We measure this to ensure that we are not closing issues prematurely.



Working effectively with Support – Best Practices Scheduled Patching/Maintenance

Note: Please refer to OSvC Knowledge Base Answer ID <u>2525</u> for details.

Patching Type	Patch Frequency	Non-Production Environment Timing	Production Environment Timing
Maintenance Packs	Four maintenance packs are delivered for each release	1 st Friday of scheduled month	3 rd Friday of scheduled month
Patches	As determined by Oracle to be necessary and outside of scheduled SP application	As determined by Oracle to be necessary	As determined by Oracle to be necessary
Untested Patches	Emergency use only (Usually a site down scenario)	Applied to individual customer sites as necessary	Applied to individual customer sites as necessary

- Maintenance Packs are regularly planned maintenance. Patches and untested patches are provided on an as needed and as determined by Oracle basis.
 - Four email notifications will be sent whenever a maintenance pack is scheduled to be applied to a non-production or Production site
- Oracle will apply emergency maintenance as required to maintain the operation, security, and performance of the Oracle Cloud services.
 - Emergency maintenance may include, but is not limited to, the application of patches, configuration changes, hardware repair, or other required activities.



Working effectively with Support – Our Support Engineers Training regimen prior to SR handling

- Training is a major focus area and we make significant Investment
- All engineers take SR's only after undergoing training spanning multiple weeks.
- In most cases our engineers exceed these training requirements
- Expect your System Integrator partners to also be trained and certified at these levels at a minimum to get the optimal value from your implementation efforts

- Engineers undergo various training for multiple days/weeks before starting work on SR's. Training continues later.
 - Technical Architecture and underlying technology Stack
 - Functional Training on Product(s)
 - Troubleshooting in SaaS ecosystem
 - Product Implementation Training
 - Support Process Training
 - Division and company specific training



Engaging Support Management

Bringing Management Attention to a Service Request

- A customer can engage Support Management on any SR, if and as needed to
 - Communicate important business issues to support management
 - Encounter a critical showstopper to implementation or upgrade plan
 - Dissatisfaction with the resolution or response to a SR
- Call Support Hotline Must have SR # and be a verified designated Support Contact
 - When calling please ask to speak with a Manager
- Engagement is a collaborative process and yields:
 - Management contact within 30 minutes. 95% compliance
 - Action Plan
 - Communication Plan
- You can help by judiciously selecting the severity and by telling us the correct milestone dates



Additional Best Practices



Working effectively with Support - Best Practices Your Responsibilities

- Validate your technical support personnel working on Oracle products and engaging with Oracle Support are adequately trained
 - ☐ See Product Training slide for details
 - ☐ Has your Site Administrator taken OSvC Administrator training? Proper training is critical to success
- Leverage your Site Administrator for
 - ☐ Answering to how-to, workflow and user questions
 - ☐ Partnering with support for troubleshooting SRs
 - Providing diagnostic information especially when diagnostic may involve customer data
- Ensure that everyone knows who the Primary Support Contact is
 - ☐ Have, MINIMALLY, one back-up Primary Support Contact in place
- Ensure that your system integrator/ Partner is available and has detailed documentation
 - ☐ Best practice is for all customizations to be accompanied by a detailed Technical Design Document (TDD) and logs, because Oracle does not log your customizations
 - ☐ System Integrators (Partners) are responsible for developing and designating someone to support these



Working effectively with Support – Connect on Social Media Where to find us

Be sure to remain current by connecting with us on the following social media outlets



@OSvC_Support @OracleServCloud



https://www.linkedin.com/g Linked in https://www.linkedin.com/s &trk=anet ug hm



https://www.facebook.com/ OracleServCloud



https://www.youtube.com/u ser/OracleServiceCloud



https://plus.google.com/u/0/ b/109024121259775194884/ 109024121259775194884/p osts



Working effectively with Support – Providing Feedback

Your feedback is key to improving our Support Team

You can provide feedback to us in two main ways:

- Closed Service Request Survey
 - When a Service Request is closed, the contact of record will received a survey asking about your experience with Technical Support.
 - Although the survey takes time, your responses are invaluable to the improvement of our team. Please take the time to respond.
 - The results of these surveys are reviewed each month by both executive and team management.
- Support Suggestion Box
 - One of our persistent icons located on the upper left of all Support pages
 - Submitting a suggestion automatically generates an email that goes directly to our Support Experience Manager.
 - All suggestions receive consideration, a personal response and status update
- Support Experience Feedback Mailbox
 - osvc_support_feedback@custhelp.com is an actively monitored mailbox intended for any type of feedback customer's want to provide.



Dear

Thank you for your recent request for assistance on incident titled, closed on

Quality customer care is very important to us. Please take a moment to let us know how we did.

Please rate your satisfaction with the handling of this particular Service Request.

									remely
⊚1	02	03	9 4	05	06	07	08	9	10

Please tell us what made you less than satisfied with your Support Experience.

Do you consider this issue resolved?

Yes

◎ No





Agenda

- Oracle Service Cloud Support terms and acronyms
- Oracle Service Cloud Best Practices
- Oracle Service Cloud Resources
- 4 Additional Resources



Oracle Service Cloud Resources

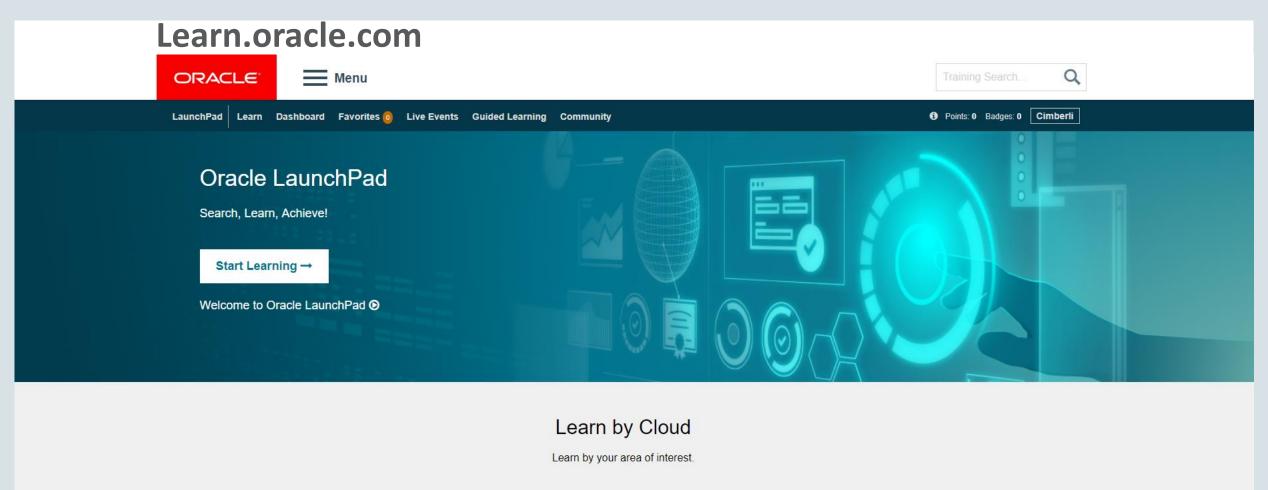
- The following resources can be found on the <u>Oracle Cloud</u> web site under the <u>Resources</u> link
 - Oracle Service Cloud White Papers: https://cloud.oracle.com/whitepapers?subcatID=1383678920836
 - Oracle Service Cloud Demos and Videos: https://cloud.oracle.com/videos?subcatID=1384024017603
 - Oracle Service Cloud eBooks: https://cloud.oracle.com/ebooks?subcatID=1410625250358
 - Oracle Service Cloud Forums: http://communities.rightnow.com/pages/home
 - Oracle Service Cloud Tutorials: https://cx.rightnow.com/app/answers/detail/a id/4833
 - Oracle Service Cloud Data Sheets: https://cloud.oracle.com/datasheets?subcatID=1383678915049
 - Oracle Service Cloud Documentation: http://docs.oracle.com/cloud/latest/servicecs gs/index.html
 - Oracle Service Cloud FAQs: https://cloud.oracle.com/en US/faq?subcatID=1383678921025
 - Oracle Cloud Resources for <u>Business Users</u>: https://cloud.oracle.com/saas_support
 - Oracle Cloud Resources for Developers: https://cloud.oracle.com/paas_support
 - Oracle Cloud Blog: https://blogs.oracle.com/cloud/



Oracle Service Cloud - Important Documents

- System Requirements: https://cx.rightnow.com/app/answers/detail/a id/31
- Technical Support Guide: https://cx.rightnow.com/app/answers/detail/a id/9698
- Version Documentation: https://cx.rightnow.com/app/answers/detail/a id/5168
- Upgrade Guides: https://cx.rightnow.com/app/answers/detail/a id/5167
- Security Practices:
 https://documentation.custhelp.com/euf/assets/devdocs/cloud18c/olh/Security/topicrefs/c_Oracle_Service_Cloud_security_and_compliance_aa1210_913.html
- Oracle Accessibility Program: http://www.oracle.com/us/corporate/accessibility/index.html







ADO















Customer Experience



Agenda

- Oracle Service Cloud Support terms and acronyms
- Oracle Service Cloud Best Practices
- Oracle Service Cloud Resources
- 4 Additional Resources



Oracle Resources



- Oracle Communications
- Oracle Products & Services
- Oracle University
- Oracle University Knowledge Center
- Oracle Global Events

Oracle Cloud Learning Subscriptions

Cloud Learning Simplified

SaaS

Customer Experience

xperience

Enterprise Resource Planning



Marketing Cloud Financials Cloud

Sales Cloud Project
Management Cloud

Service Cloud

Procurement Cloud

PaaS

Platform Services



Global Human Resources Cloud

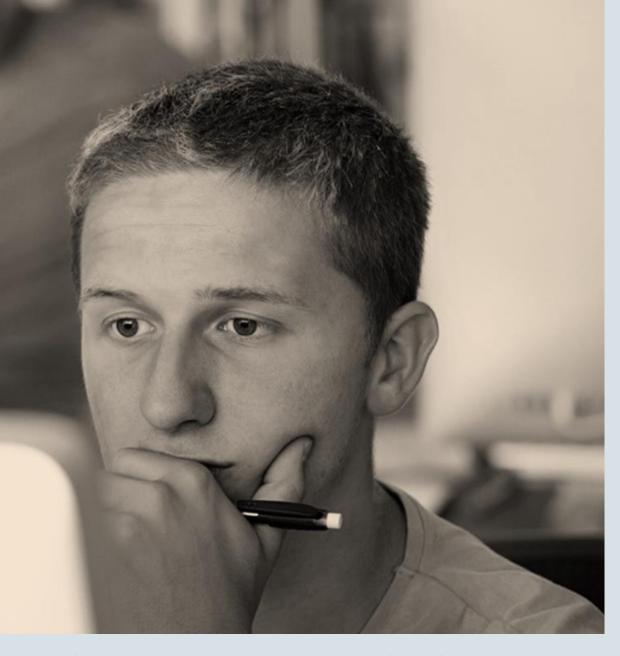
Talent Management Cloud

Human Capital

Management

Database Cloud

Java Cloud





Oracle Cloud Learning Subscriptions

Simplify Your Journey to the Cloud

24/7 Access for 12 Months

On-demand training videos, product demonstrations and practice lab

End-to-End Training

Across the entire lifecycle of your Oracle Cloud Application or Platform Service

Expert Delivered

Created and delivered by Oracle experts

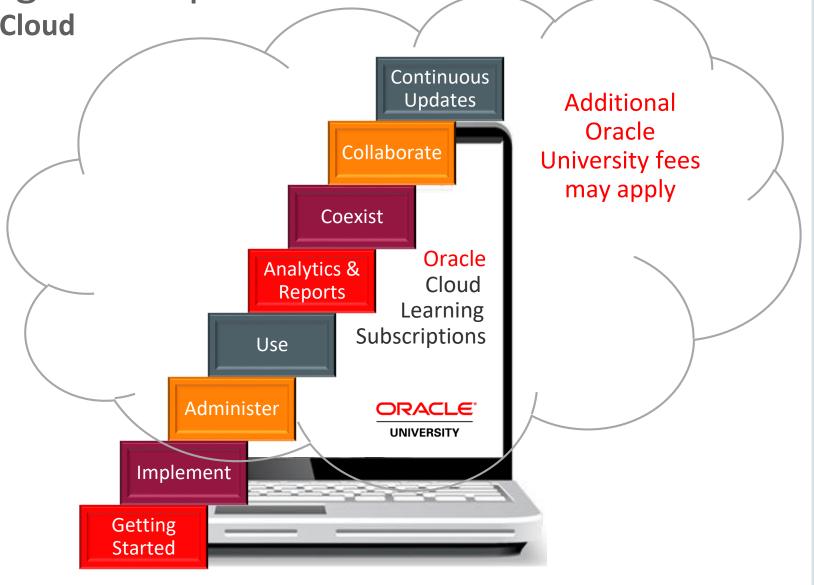
Continuous Updates

Regular updates for product enhancements and new releases

Flexible and Scalable

To meet your business needs

Visit: Oracle Cloud Learning Subscriptions





SaaS Cloud Subscriptions – Two Editions



Complete Edition



End User Edition

- ✓ Implementers
- ✓ Functional Configurators
- ✓ Application Administrators
- ✓ System Administrators
- ✓ Developers and Technical Consultants

- ✓ Service Agents
- ✓ Service Administrators
- ✓ Service Customers



Oracle University - SaaS Cloud Subscriptions - Two Editions





Area	Description	Complete Edition	End User Edition
Getting Started	Product Introductions, process overviews	✓	✓
Implementation	Hands-on implementation training	✓	
Administration	Administration tasks and processes	✓	
End User Tasks	Step-by-step videos of how each task is performed	✓	✓
Analytics	Business Intelligence and Management reporting	√	
Coexist	Integrating with other clouds and on-premise applications	✓	



SaaS Learning Subscriptions – Complete Editions

Learn how to:

- Start using your Oracle Cloud applications
- Implement, configure and extend your applications
- Administer and manage your applications
- Complete business process transactions
- Perform analytics and run reports
- Develop hybrid solutions where Cloud and On-premise coexist
- Upgrade and leverage new features

For:

- **♦** Implementers
- Functional Configurators
- **♦** Technical Consultants
- Developers
- **♦** Administrators

Learning Elements

Getting Started

Implement & Extend

Administer

Use

Analytics & Reports

Collaborate

Coexist

New Features



SaaS Learning Subscriptions - End User Editions

Learn how to:

Start using your Oracle Cloud applications
Complete business process transactions
Use the Oracle Social Network
Perform analytics and run reports
Leverage new features

For: Global HR Cloud:

- HR Specialists
- Employees
- Managers

Talent Management Cloud:

- HR Specialists
- Employees
- Managers

Sales Cloud:

- Sales Representatives
- Sales Managers
- Sales Administrators

Service Cloud:

- Service Agents
- Service Administrators
- Service Customers

Financials Cloud:

- Asset Specialists
- Payables Specialists
- Receivables Specialists
- Order Management Specialists
- Accountants
- Accounting Managers

Learning Elements



Procurement Cloud:

- Buyers / Catalog Managers
- Employees

Project Management Cloud:

- Project Managers
- Project Team Members
- Project Accountants
- Project Administrators





Integrated Cloud

Applications & Platform Services



ORACLE®