

BPM Support - User Manual

[Support Requests]

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Introduction

This document will guide the user on how users can access the Solvay Support application and raise tickets to freshdesk in newly designed tool. Also this document will guide them about the features of Solvay support tools and how they can utilize the same in their day to day business needs.

Scope

- Walkthrough of the Solvay Support Application.

Assumptions

- All the appropriate access has to be provided to the users prior to sharing this Guide.
- Users going through this training document are well aware of these workflows.

Definition, acronyms and abbreviation

Terms	Definition
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Training Details

Application URLs

You can access the application by hitting the below URLs in your CHROME browser:

To access **Test** Environment: <http://bpmsim.solvay.com>

To access **Live** Environment: <http://bpm.solvay.com>

Please Note: That you need not to provide any username and password while accessing the application. The application has a 'Single Sign On' feature. Which will enable the user to login in automatically once the URL is used on the browser within Solvay Intranet.

Basic Information about Application

As soon as user hits the URL in browser he will be getting the below screen, by clicking on start button of the Solvay Support the user will be redirected to the application:

The screenshot displays the Solvay application interface. At the top, there is a blue header with the Solvay logo and the tagline "making more from chemistry". On the right side of the header, there are icons for notifications, settings, and a user profile for "Behera-ext, Suchismita".

Below the header, there are two process cards:

- RMQ:** Features a "LAUNCH" logo. The description states: "This process manages the Raw Material Qualification and Specification Approval." It includes a "START" button.
- Solvay Support:** Features a green circular logo. The description states: "This process helps users to raise Freshdesk support ticket by filling out the form." It includes a "START" button.

Below the cards, there is a form for creating a support request. The form includes the following fields:

- Requester's First Name : Suchismita
- Requester's last Name :Behera-ext
- Requester's Email :Suchismita.Behera-ext@solvay.com
- Functional Area : BPM (Techno)
- Status : Open
- Group : IS-CAPG-BPM
- Application *
- Impact *
- Urgency/Severity *
- Subject * (0 / 100)
- Description * (0 / 250)

A red circular button with a white plus sign is located at the bottom right corner of the form area.

Application Features

Below listed are the features of this application that user can utilize:

- Ticket creation for the concerned application.
- Single Sign on feature.

Notifications

Below are the scenarios and list of Notification that system will send to the appropriate users automatically:

S No	Notification	To Whom
1	Ticket Initiation	To all concerned technical team
2	Ticket Updates	To the user and concerned technical team

Identifying the basic information in Header Section

You can find some basic information about the project in the shaded section of the application.

Requester's First Name: Suchismita	Requester's last Name: Behera-ext	Requester's Email: Suchismita.Behera-ext@solway.com
Functional Area: BPM (Techno)	Status: Open	Group: IS-CAPG-BPM

The header will contain below details:

- **Requester's First Name** – This is the current logged in user's first name.
- **Requester's Last Name** – Displays Last Name of logged in user.
- **Requester's Email** – Displays email of the user.
- **Functional Area**– Displays functional area of user.
- **Status** – Displays the current status of ticket.
- **Group** – Displays the group to which the ticket will be raised

Basic lookouts to complete the task

- Fill all the fields that contains "*" marks stating Mandatory fields. (displaying additional warning message in red)
- Put the attachment (if any).
- Only one file can be attached at one time.
- Once all the details are filled in the screen, then only your 'submit' button will be enabled.

Solvay Support Workflow walkthrough

Below section will guide you on how to access and proceed with end to end flow for Solvay Support process:

- **Application Selection:** User needs to select the application name from dropdown, in which he wants to raise a ticket.

Please help us get working on your support request by filling out the form below.

Requester's First Name: Suchismita	Requester's last Name: Behera-ext	Requester's Email: Suchismita.Behera-ext@solway.com
Functional Area: BPM (Techno)	Status: Open	Group: IS-CAPG-BPM

Application *

- BPM - Bloom
- BPM - ARMS
- BPM - USER MANAGEMENT
- BPM - LAUNCH

Impact * Urgency/Severity *

0 / 100 0 / 250

- **Impact and Urgency:** User needs to select the impact of ticket on application and the urgency of the ticket from the shown drop downs.

The screenshot shows the top navigation bar with the SOLVAY logo and user profile 'Behera-ext, Suchismita'. Below the header, a message reads: 'Please help us get working on your support request by filling out the form below.' The form contains pre-filled user information: 'Requester's First Name: Suchismita', 'Requester's last Name: Behera-ext', 'Requester's Email: Suchismita.Behera-ext@solvay.com', 'Functional Area: BPM (Techno)', 'Status: Open', and 'Group: IS-CAPG-BPM'. The main form fields are 'Application *' (with a red error message 'Application is required.'), 'Subject *', 'Description *', 'Impact *' (with a dropdown menu open showing 'Low', 'Medium', and 'High'), and 'Urgency/Severity *'. A red '+' button is located in the bottom right corner.

This screenshot is similar to the one above, but the 'Urgency/Severity *' dropdown menu is open, showing 'Low', 'Medium', and 'High' options. The 'Impact *' dropdown is now closed. The 'Application *' field still shows the red error message 'Application is required.'. The 'Subject *' and 'Description *' fields are empty. The red '+' button remains in the bottom right corner.

- **Subject and Description:** User needs fill the subject and description in the fields as per the requirement.

Please help us get working on your support request by filling out the form below.

Requester's First Name: Suchismita Functional Area: BPM (Techno)	Requester's last Name: Behera-ext Status: Open	Requester's Email: Suchismita.Behera-ext@solvay.com Group: IS-CAPG-BPM
Application *	Impact *	Urgency/Severity *
Subject *		0 / 100
Description *		0 / 250

- **Reset button:** As soon as user clicks on 'Reset' button, all the fields in the form will be reset, and user can fill the requirements again.



- **Attachments (if any):** As soon as user clicks on 'Submit' button, the ticket will be created in the freshdesk and it will display one success.



- **Submit:** As soon as user clicks on 'Submit' button after filling all the mandatory fields, the ticket will be created in the freshdesk and it will display



- one success.
- **Successful Ticket Creation:** As soon as user clicks on 'Submit' button, the ticket will be created in the freshdesk and it will display one success.
- **Notifications:** As soon as a new request gets created system will send a notification with ticket subject to the concerned team.

Security

Permissions

User needs permission to access to the bpm.solvay.com or bpmsim.solvay.com for access to application

Error handling & contact support

- In case the user is facing any issues while accessing the application, they may perform any of the below activities to trigger a support request:
 - *Email to Freshdesk support:*
 - Send an email to 'IS-CAPG-BPM@solvaysbs.freshdesk.com
 - Provide all the details of the issue i.e. Task Name, Project Name, Issue details etc
 - If possible a snippet would help the support team rectify the issue in the shortest period of time.
 - *Open a ticket manually via Freshdesk:*
 - Login to Freshdesk Tool URL - <https://sbs-support.solvay.com>
 - Choose an option to create a new ticket, and choose the below options:

Type *	<input type="text" value="IS Request"/>
Subtype *	<input type="text" value="Support"/>
Functional Area *	<input type="text" value="BPM (Techno)"/>
IS-Process	<input type="text" value="IS Techno"/>
IS-Subprocess	<input type="text" value="ERP Integration"/>
IS-Category	<input type="text" value="BPM"/>
Application *	<input type="text" value="BPM - Other"/>