

HELP DESK SOP →

Procedure	1. Ticket Logging: Record all user issues in the help desk ticketing system. Include details such as the user's name, contact information, and a description of the issue.
	2. Ticket Prioritization: Assign priority levels based on the severity and impact of the issue. Use predefined criteria to categorize tickets (e.g., critical, high, medium, low).
	3. Initial Diagnosis: Perform initial troubleshooting steps to diagnose the issue. Gather relevant information and determine the root cause.
	4. Ticket Assignment: Assign tickets to the appropriate technician or support team based on their expertise and workload. Ensure tickets are addressed promptly.
	5. Resolution and Closure: Resolve the issue according to standard procedures. Document the solution in the ticketing system and close the ticket once the user confirms resolution.
	6. Follow-Up: Conduct follow-up calls or emails to ensure the user is satisfied with the resolution. Reopen the ticket if additional issues are reported.
	7. Escalation Procedures: Escalate unresolved or complex issues to higher-level support teams or managers. Provide detailed documentation of all troubleshooting steps taken.
	8. Knowledge Base Maintenance: Update and maintain a knowledge base of common issues and solutions. Use this resource to improve efficiency and reduce resolution times.
Review and Updates	This SOP will be reviewed annually and updated as necessary.
Contact Information	For questions or further information, contact: Help Desk Manager: [Manager's Name] Email: [Manager's Email] Phone: [Manager's Phone Number]



Help Desk Policy And Procedure Manual

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