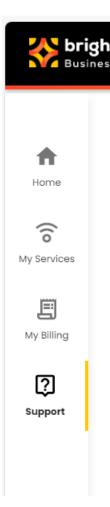
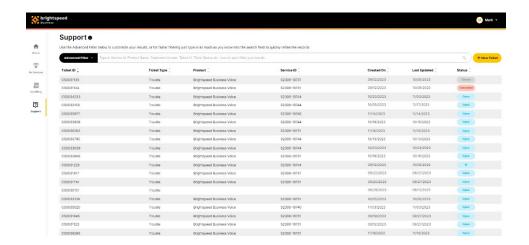


The Brightspeed Business Hub Support module allows you to view all support tickets opened against the Customer Account assigned to the signed in user. You can select any of these to get more details about that ticket. With the correct permissions assigned, you can also open a new Support Ticket, or add an additional note to any existing open ticket.

You can reach the Support module from anywhere in the Hub simply by clicking on the Support icon in the left menu. You will be taken directly to the listing of all tickets opened against your Customer Account, for standard users, or all accounts assigned to any account under your Parent account, if your role is a Customer Administrator.







The list of all Support tickets entered against your Customer Account will be shown, with the default ordering based on the most recent Ticket ID to oldest Ticket ID. This can be modified by clicking the up or down arrow on the top of any of the columns presented (below).







Likewise, entering at least a portion of anything you would like to search for in the Search Bar will yield any results found in any column:



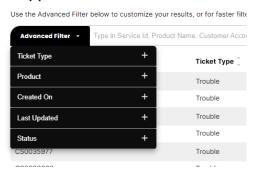
There are no field limitations on the Search Bar – it will search the entire grid of fields for the character string entered. Alphanumeric characters plus special characters (ampersand, hyphen, slash, etc.) are acceptable.

Advanced Filter

The **Advanced Filter** allows you to select from a list of categories, specify a value in these categories, and dates that Support Tickets were created or last updated on. The Status category gives you a choice of any specific status or statuses you would like to see. Clicking on multiple status entries will combine those selected.



Support 6



Ticket Type will select and display the specific Ticket Type in the dropdown box offered after clicking the Plus sign (+) on the right.

Currently, the only Ticket Type available is Trouble, which is a problem encountered on a specific service subscription on your Customer Account.

As more Ticket Types are enabled, this will become available, and these Ticket Types will be displayed in the list.

Advanced Filter Type in Service Id, Product

Ticket Type

Trouble
F. Created On
Last Updated +

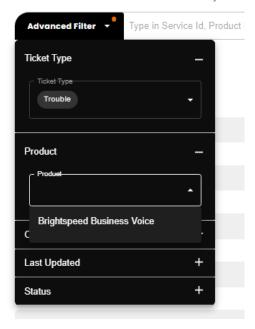
Status +

CS0033790

Like **Ticket Type**, you may also select the appropriate **Product** (after clicking the + on the right side). The selection of Products currently contains only Brightspeed Business Voice, but as more products are eligible to open a Support Ticket against, this list will also grow.

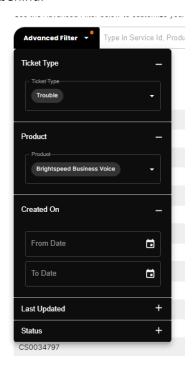


Use the Advanced Filter below to customize your re-

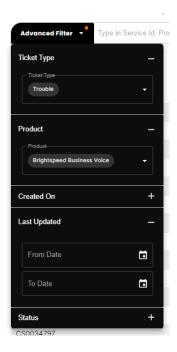


Created On and **Last Updated** allow for a range of dates to be entered. Although you can fill out both categories, only one will usually suffice.

Click on the + to open the category, and then either type the dates in, or select the calendar on the right side of the fields. Select the appropriate start/stop date range you would like, and the list will populate behind.

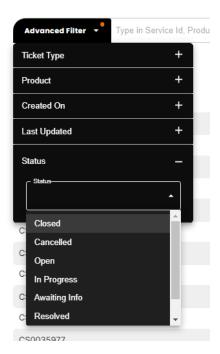




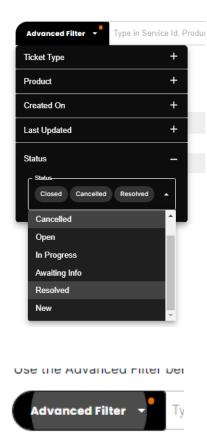


The **Status** dropdown (after clicking +) offers a list of all available Ticket Statuses.

Click on one or more to see an aggregated list of all Support Tickets matching the statuses selected. As you select, they will be shown above in the Status box, and will also appear behind the Advanced Filter in the list. Click anywhere not in the black Advanced Filter box to see just the list.







If you see a red indicator on the **Advanced Filter**, this indicates that at least one of the filter categories within was selected. To see which filters, you will see the colored pills (oval boxes around text, with X at the right), each color indicating a different filter category.

In the pictures below, there were 3 different advanced filters selected, Ticket Type (1 filter in RED), Product (1 filter in GREEN), and Status (3 filters in ORANGE). Each pill box will indicate the exact filter selected.

There is also a total count of tickets resulting from the filters/search requested.



Currently, there is only a single **Ticket Type** and single **Product** to choose from, but more will be added as they are brought online.

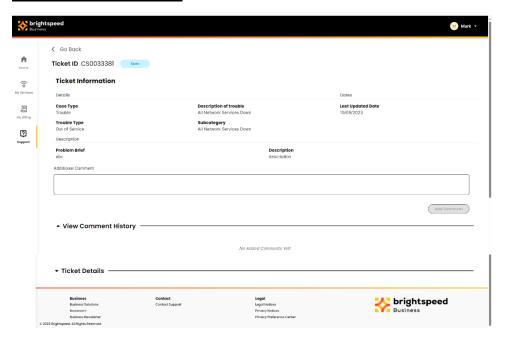


You may individually clear any of the filters chosen by clicking the X on that individual item, or you may clear all filters by clicking "<u>Clear Filter</u>". Any filters or search items will be cleared, and you will see the complete list of tickets assigned to your Customer Account.

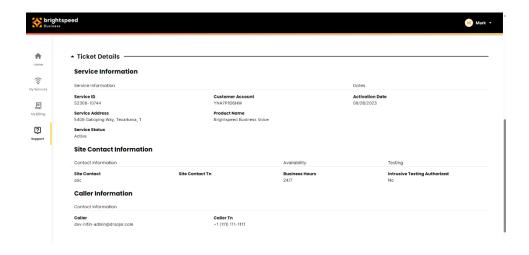
The Advanced Filter can be used in conjunction with the Search Bar, by simply entering what you would like to search for (or as much as you know) in the Search Bar, then select Advanced Filter and select what you would like there as well.

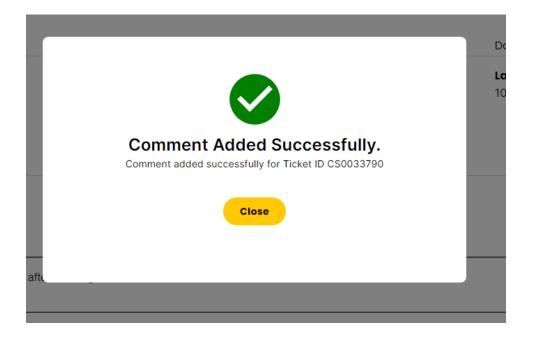
If you want to clear what you entered in the Search Bar, feel free, as this will automatically refresh the existing filters to give you the corresponding list.

Support Ticket Details

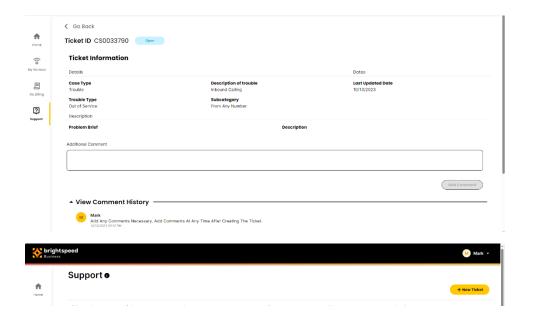












And it was at this point that Services went down... Still down 11/21...