## Service Manager Dashboard

The designated Service Manager at a dealership manages and creates cases in the same way as a Dealer Technician; however, they are presented with a different dashboard. The Service Manager dashboard shows all the cases logged from their dealership and all completed surveys.

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• A Dealer Technician's dashboard is available by selecting the **Home** button at any time.



• The main dashboard displays the following information/categories:

## **Collapsed Queues With Counters:**

- **Unassigned Cases Submitted to STAR** Cases submitted to STAR, but those which have not yet been worked by a STAR Agent.
- Cases Being Worked on By Agent Cases submitted to STAR and currently being worked by an Agent.
- **Cases Closed Within Last Year** Displays cases closed within one year. (Cases closed within the last 15 days can be reopened; older cases may be reviewed).
  - These are collapsed queues because they do not require immediate visibility for a Service Manager.
  - When the number next to each counter is clicked, the queue will show.

## Queues:

- Open Cases With Technician These are cases that have been submitted to STAR, worked on by an Agent, and have been passed back to the Dealership Technician for next action(s).
  - When making a case selection from this queue, the user will be directed to the Case Summary Page for further actions related to a specific case. (Updates can be made to a case after selecting "Edit" button.)
- **Completed Surveys** Once a technician completes a technical assistance survey after a case has been closed, it will be stored in this queue.
- Columns within the main dashboard's queues show the following information (which can be sorted/filtered by column headers as needed):
  - Case number
  - Vehicle Family (e.g., JA, DJ)
  - o VIN
  - Primary System Impacted
  - Dealer Information
  - Technician Information
  - Baton holder
  - Status of case
  - Most common statuses include: Draft, New, Open, and Closed.
  - Application Group
  - Customer Concern
- Note that the system only allows for a maximum of 8 cases (or surveys) to be worked on at a time by a Dealer Technician.
- The Service Manager can assign and/or reassign the case to other technicians at their dealership.
- The Service Manager dashboard shows not only the Service Manager's own cases, but all the cases that are being worked on by other Dealer Technicians within the Dealership.
- The Service Manager can do everything a Dealer Technician can do except they have the additional capability of reassigning cases to other Dealer Technicians.
- The Service Manager is exempt from the limit of 8 draft cases/incomplete surveys.