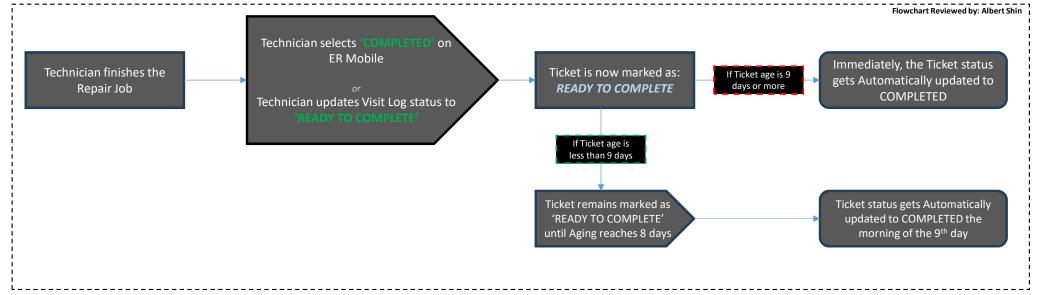
## Early Repair Ticket Complete / Pending Guide

Home Service Network



\*IMPORTANT: Not all Tickets will successfully be Completed automatically. Inquiry will make a record if the Auto Complete fails. Managers MUST review Failed Auto Complete tickets and manually Complete those tickets every morning. You can check Failed Auto Complete Tickets by going to ER > Ticket > Follow-Up Dashboard OR, on Ticket list, search by Repair Status.

## **How to Complete (ER Mobile)**

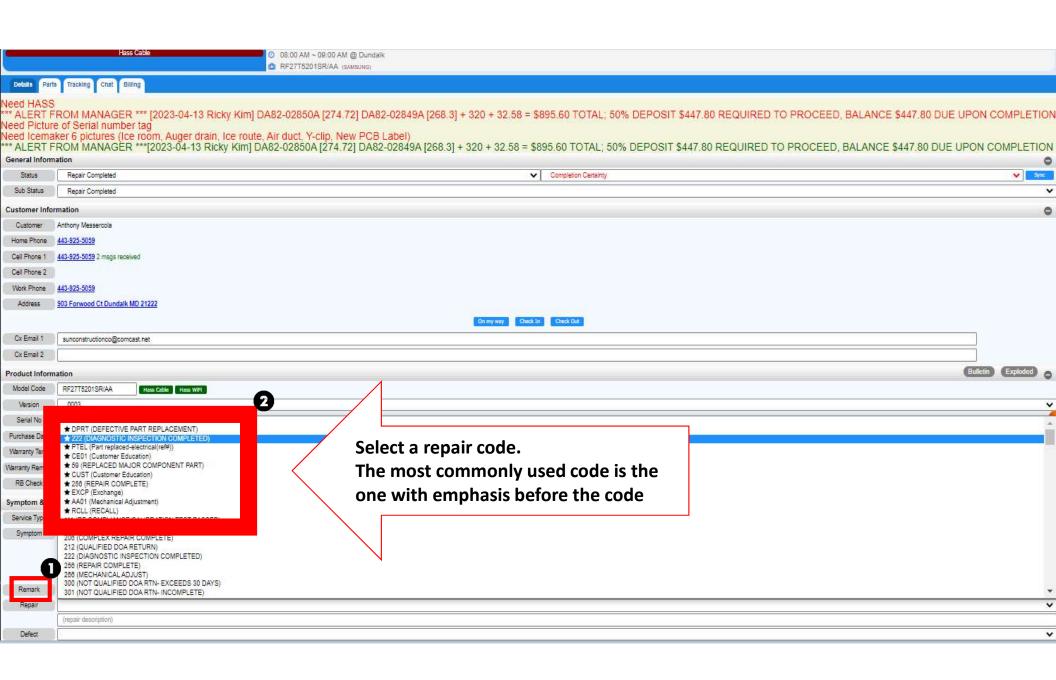
Service Report **HSN** 4171990523 CSR-Need Schedule CLPW Hass Cabl Gary Singer ① 10:00 AM ~ 11:00 AM @ Orlando DW80M9960US/AA (SAMSUNG) Details Parts Tracking Chat Billing Need HASS \*\*\* OTWEU OOW Exception for SC4U \*\*\* Need Picture of Serial number tag Quick Action **Not Completed** Completed 2. You will no longer be able to select 'Repair **General Information** Completed' through the dropdown menu. Pending Sub Status Re-scheduled from Customer **Customer Information** 0 Customer Gary Singer Home Phone 407-592-4601 Cell Phone 1 407-592-4601 Cell Phone 2 Work Phone Address 10061 CHARDONNAY DR. Orlando FL 32832 Check Out Cx Email 1 singer.garym@gmail.com Cx Email 2 Exploded **Product Information** Model Code DW80M9960US/AA Hass Cable Hass WiFi 0000 Version Serial No 0EKKGDAK800112B

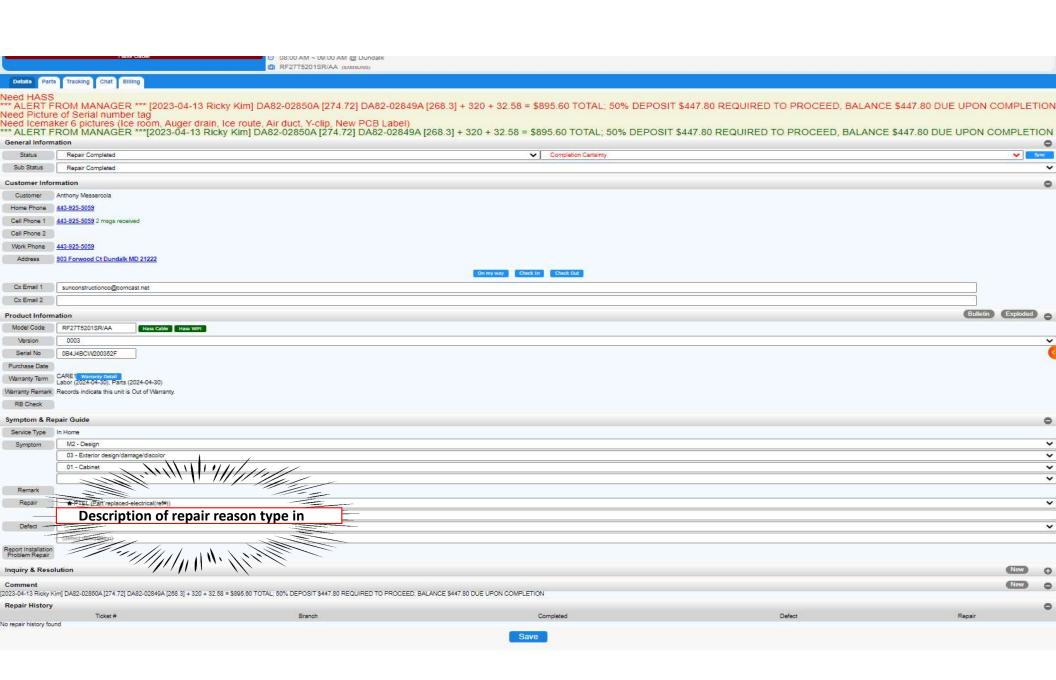
1. Once you are done with the repair and you want to Complete the ticket, all you need to do now is click on this big green 'Completed' button

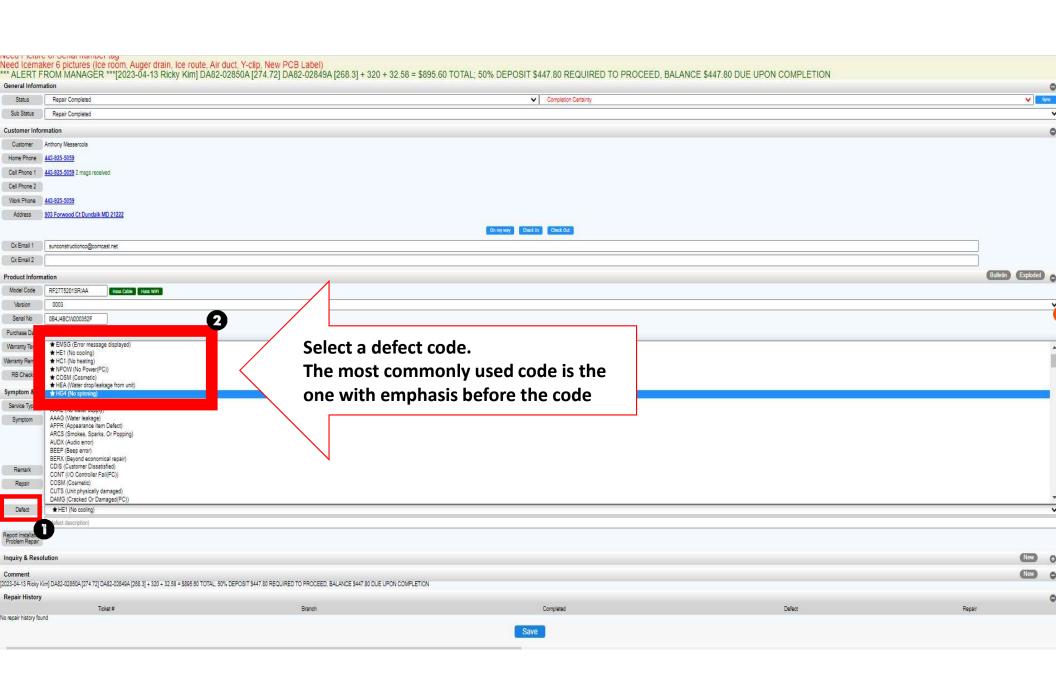
303

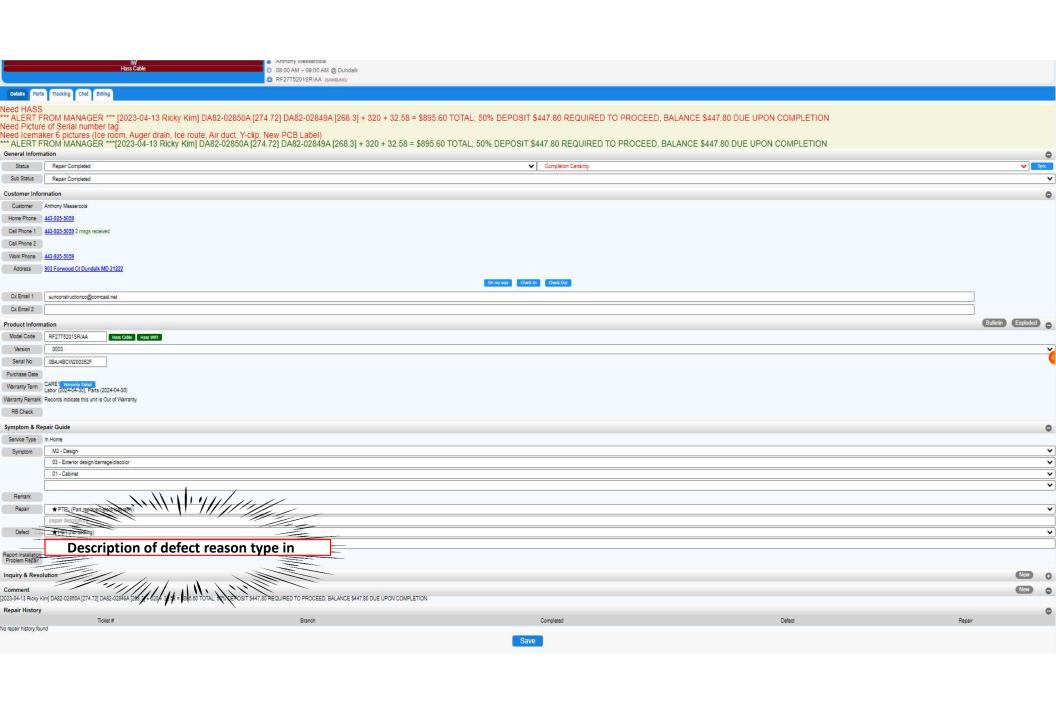
If the ticket has Aged 8 days or older, the ticket will end up Completing itself as soon as you press the Completed button.

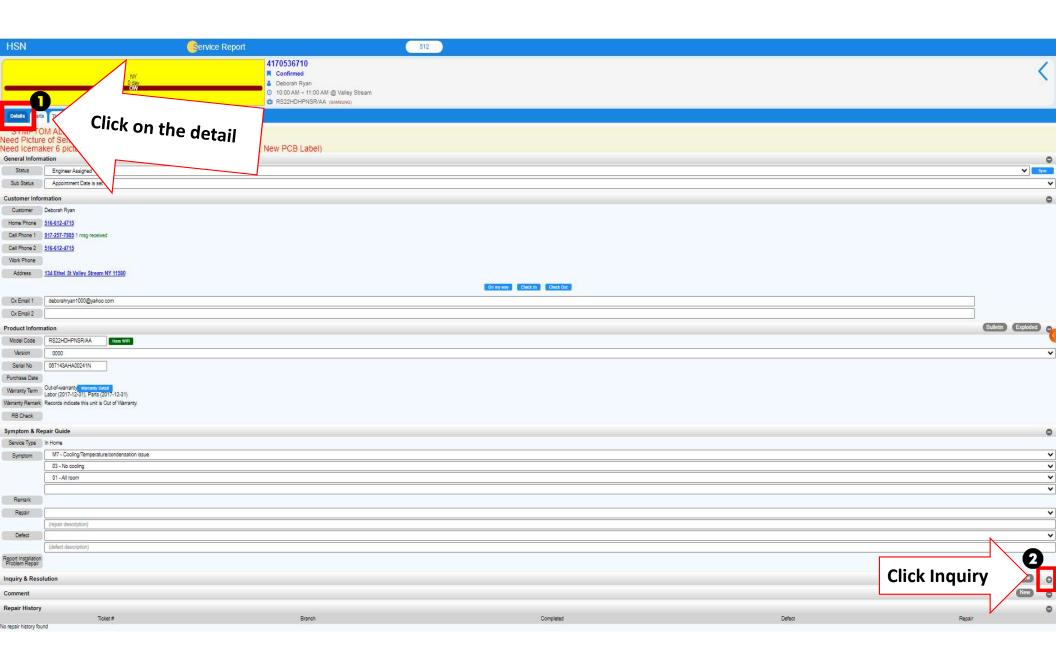
If you press the Completed button, but the ticket has not Aged 8+ days, it will remain open and Complete itself the morning of the 9th day.

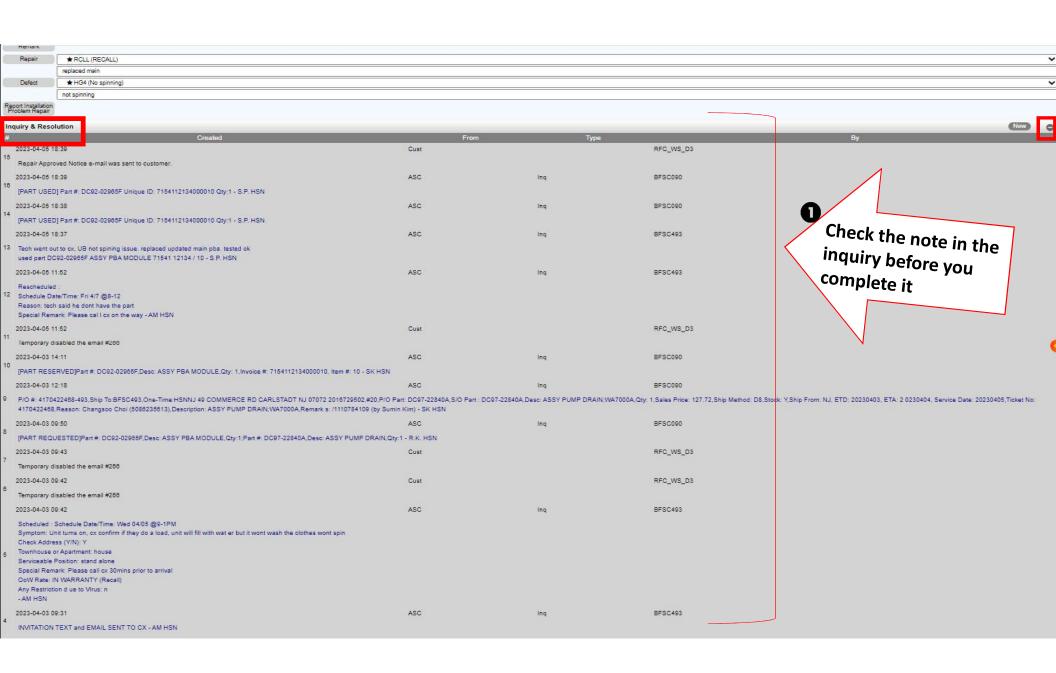


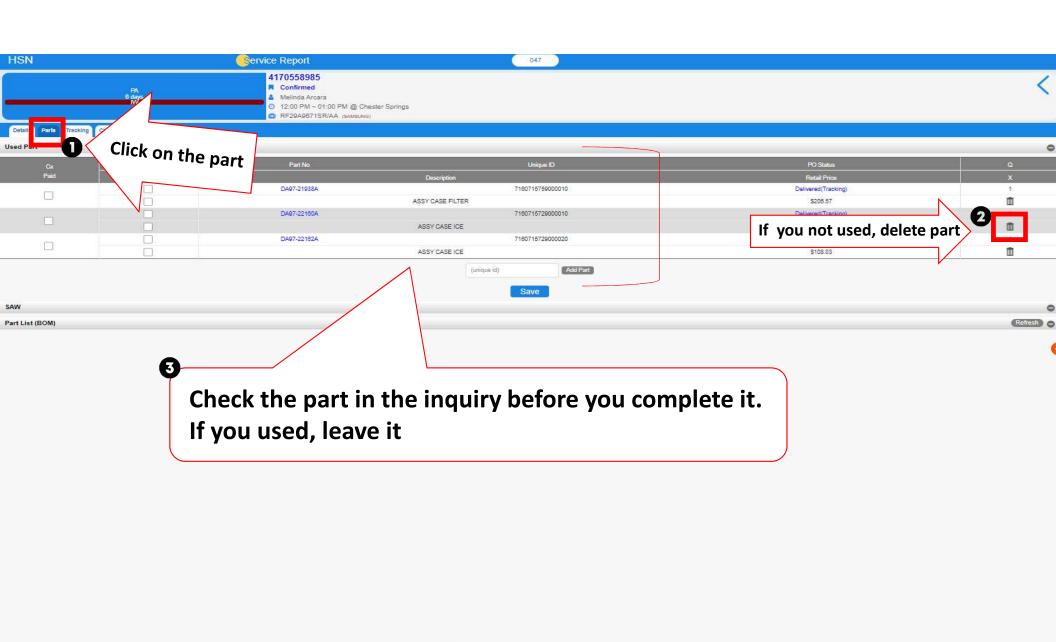


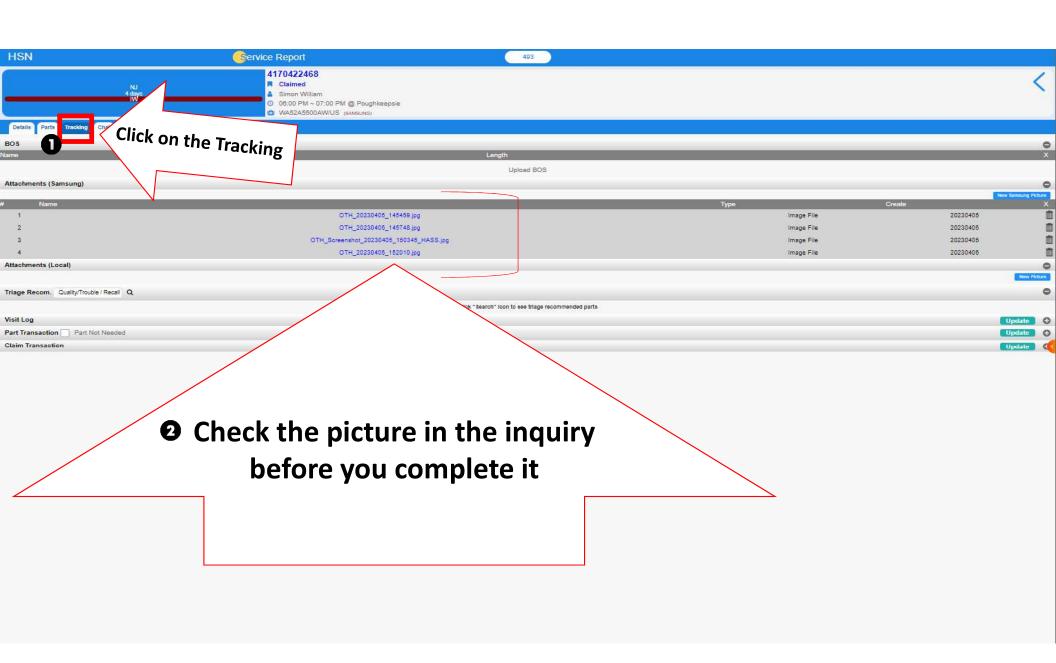


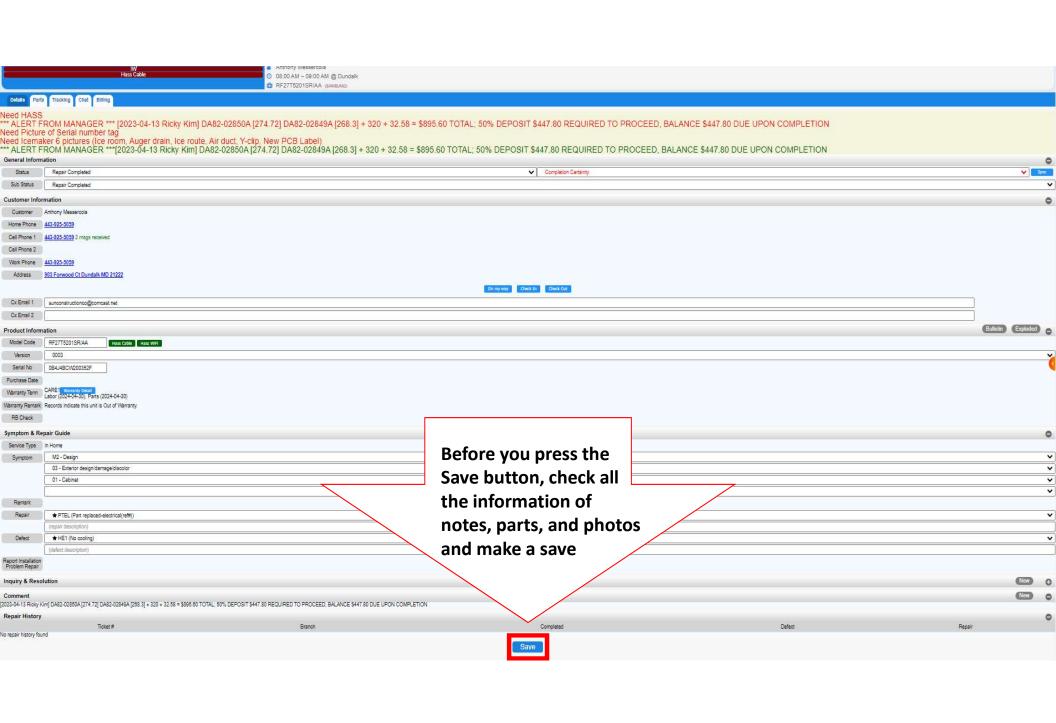


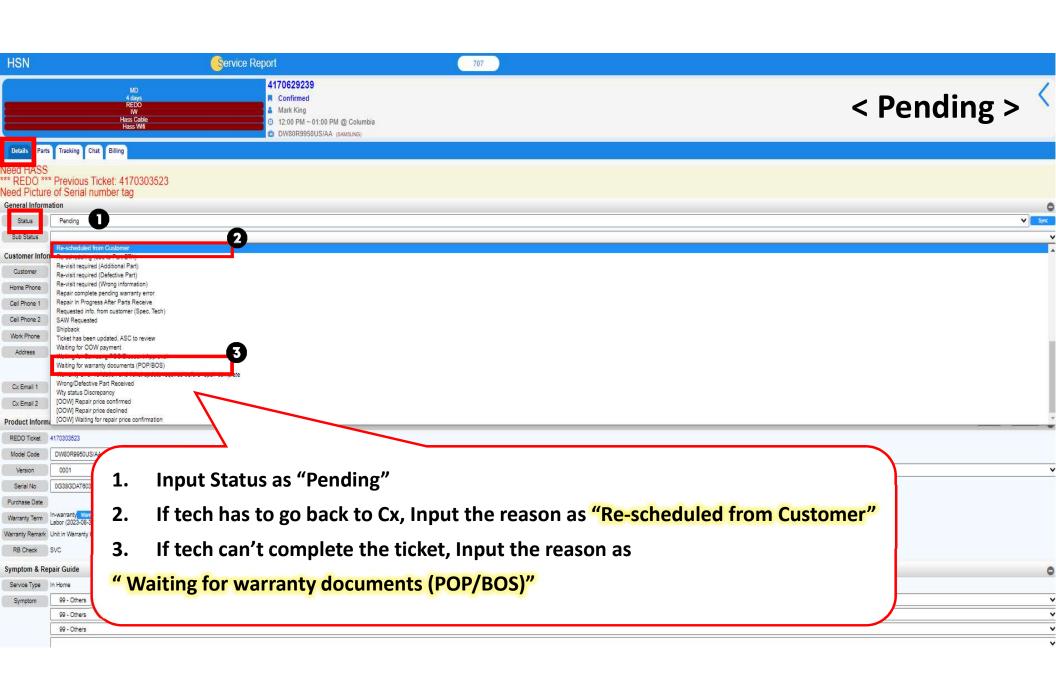












## If you have any question, Please do not hesitate to contact the Triage team