

Phase 2:

Document Title: Call Escalation Process Flow

Purpose

-To define and visually represent the process for escalating support calls through the three levels of technical support like Front line, Second level, and Third level.

Escalation Criteria Overview

Support level	Responsibilities	Escalation Criteria
Front Line Support	Basic troubleshooting, FAQs, password reset,	Issue unresolved within 15 minutes or requires
	account issues	technical expertise beyond basic support
Second Level Support	Advanced troubleshooting, software bugs,	Issues unresolved within 1 hour or requires
	configuration issues	system level access or code level diagnosis
Third level support	Deep technical expertise, Vendor coordination,	Issue unresolved by second level or requires
	Infrastructure or code fixes	product changes, patches, or vendor input

SmartArt Flowchart

- Initial call received
- Basic troubleshooting performed
- If unresolved- Escalate to Second level support

Front Line Support

Second Level Support

- Advanced diagnostics
- System Level access
- If unresoived- Escalate to Third Level Support

- Deep technical analysis
- Vendor coordination
- Final resolution and feedvback loop

Third Level Support

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