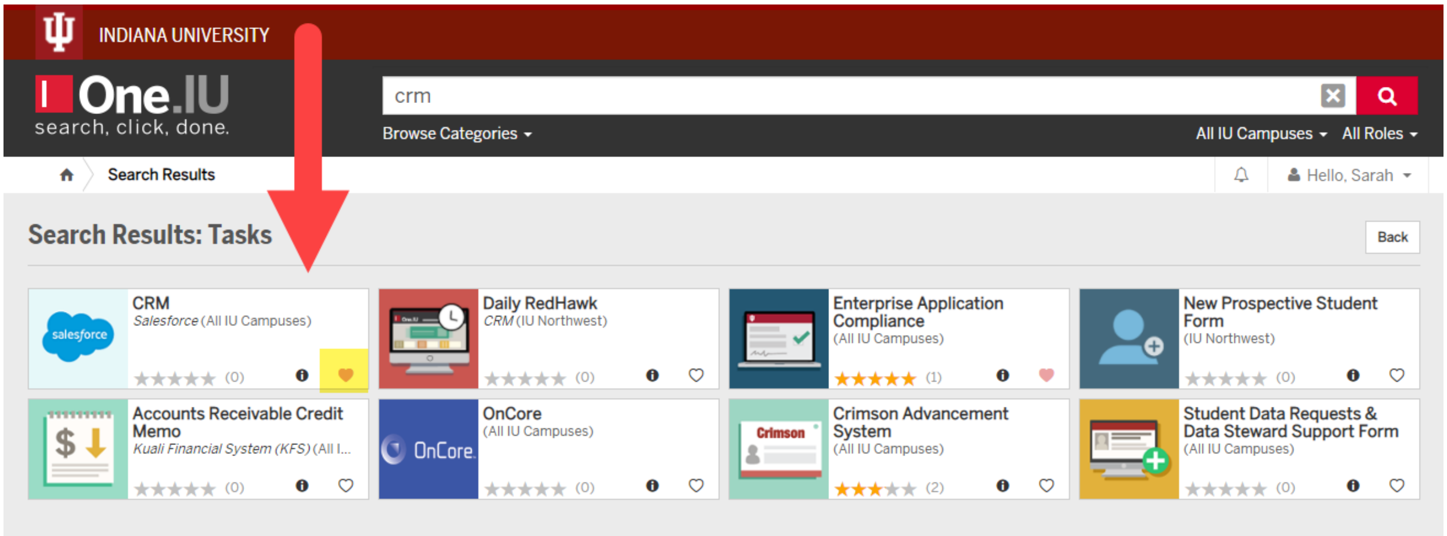
AP: Work a Case

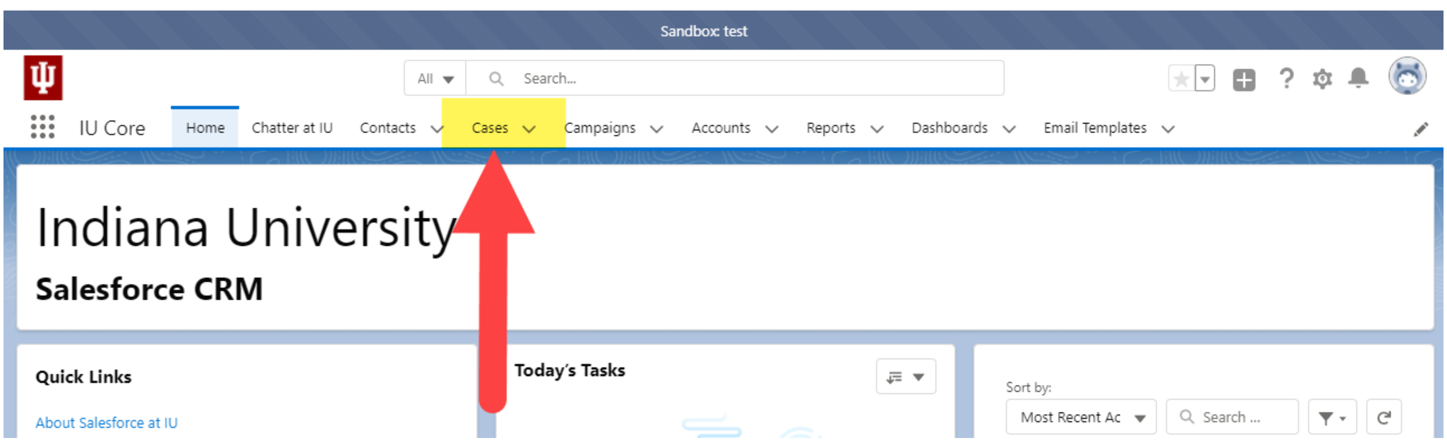
This document walks through the review process of new CRM cases by AP staff.

[Click here to learn how to follow up on a case that's been assigned to you](#).

Login to CRM via the **task tile** in One.IU. Be sure to click the **heart icon** in the bottom right-hand corner of the tile to favorite it.

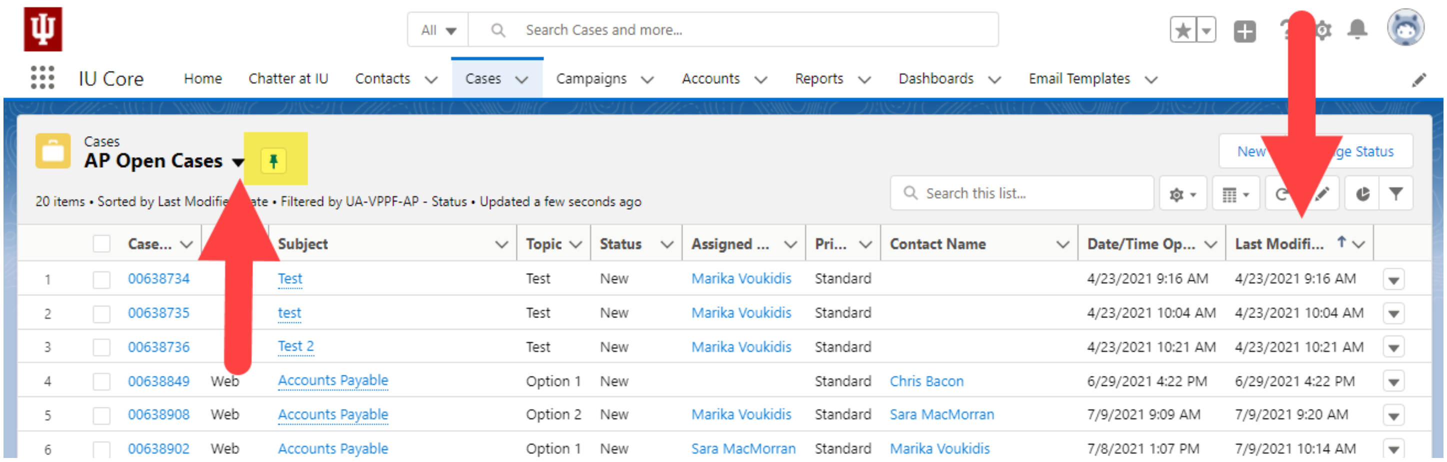


Once logged in, click the **Cases** tab.

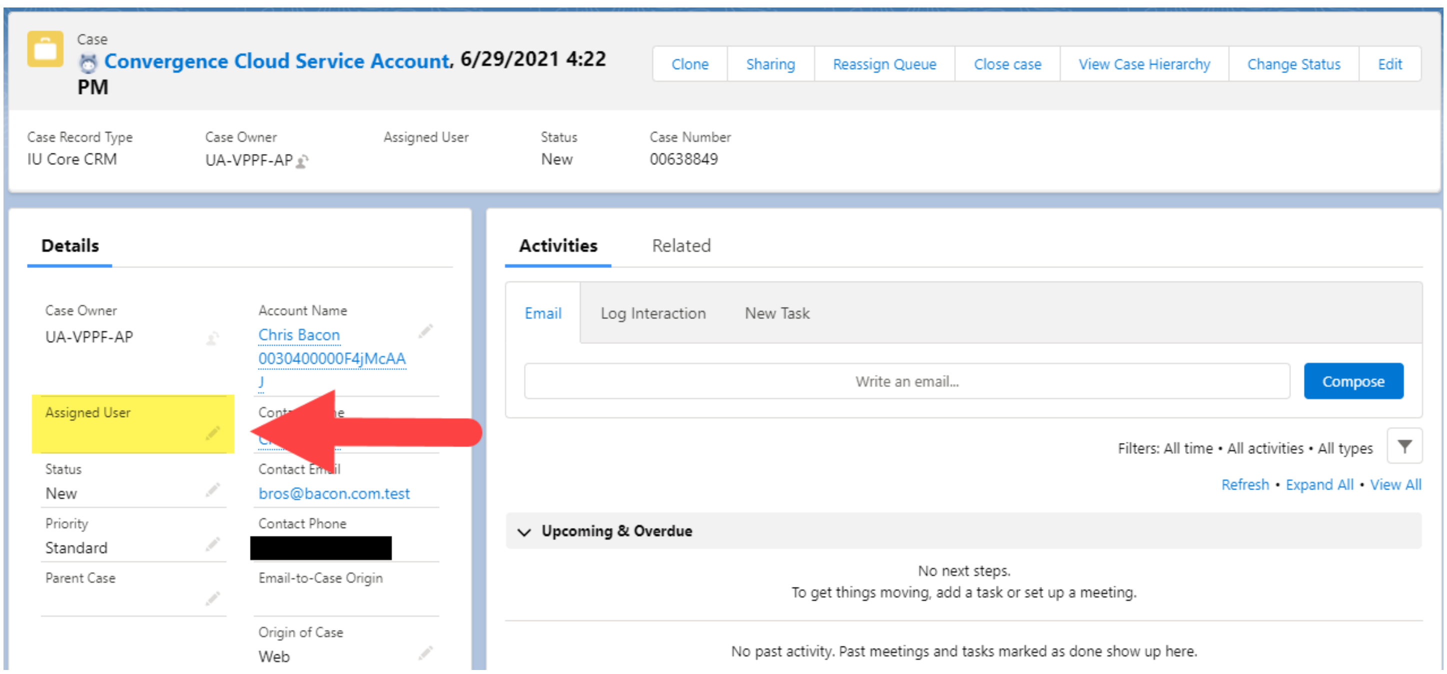


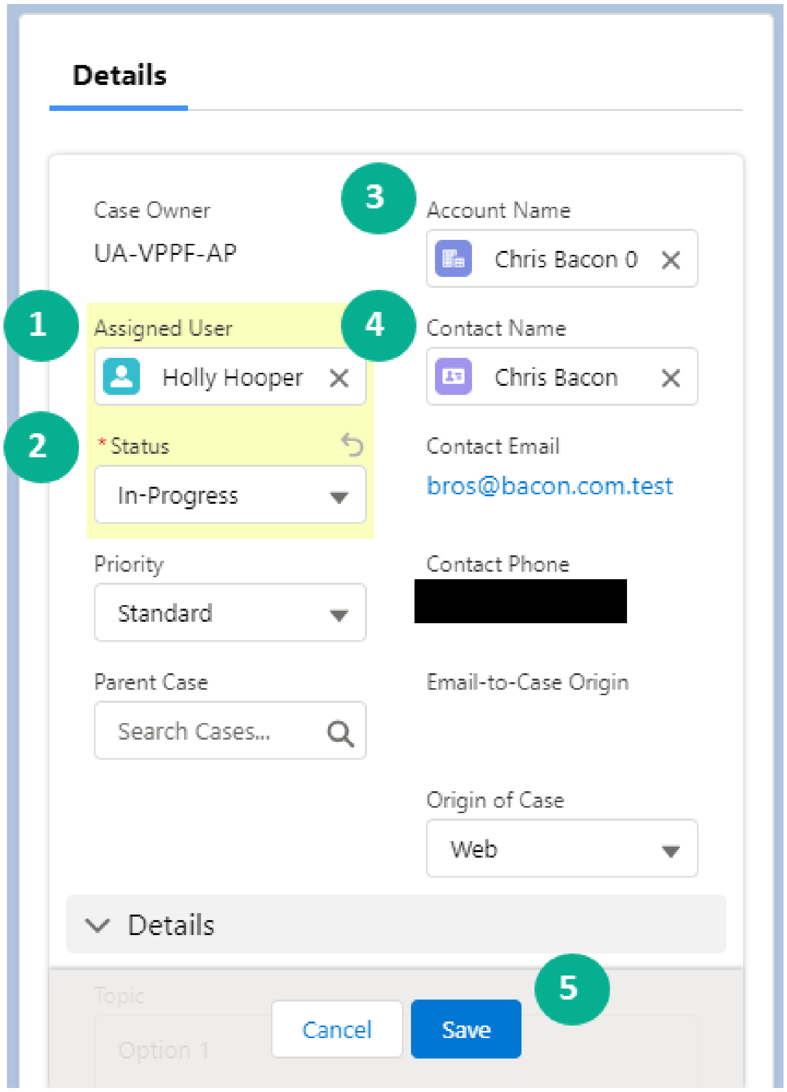
If you haven't already, locate the **AP Open Cases** list view for your CRM unit by clicking the **down arrow**, then click the **push pin** to make it your default list view.

Click the **Last Modified** column and sort it so that the oldest cases are at the top. Cases created by the support form will have an Origin of "Web." Open the oldest case, the one at the top of the list, by clicking the **case number**.



In the Details section, click the **pencil icon** next to Assigned User to edit the fields in this section.

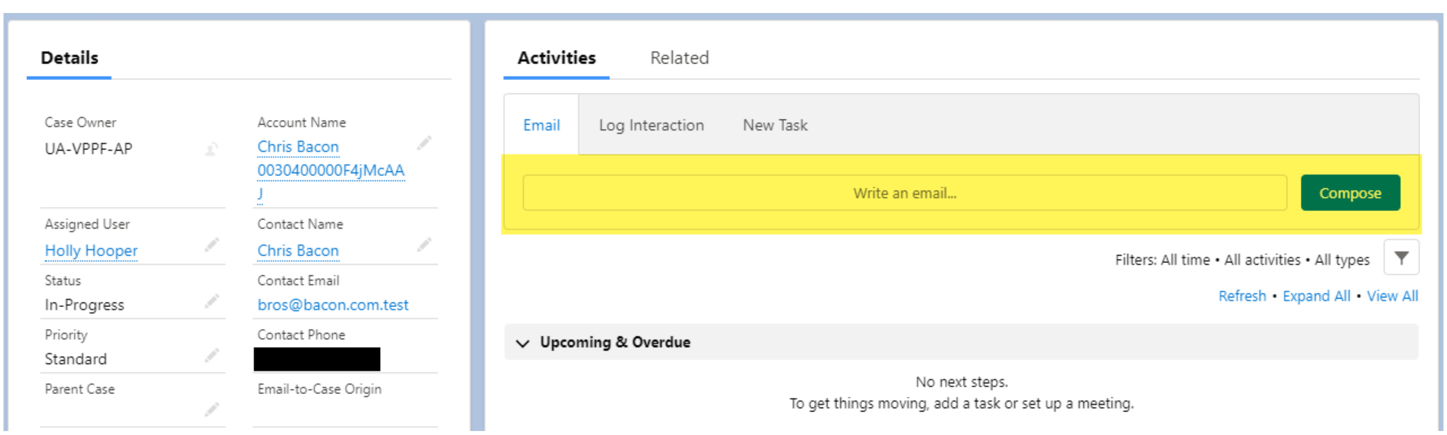




1. **Assigned User**: search for your name and assign the case to yourself.
2. **Status**: select In-Progress from the drop-down menu.
3. **Account Name**: if this case involves a supplier company contact, click the “x” in the Account Name field and search for the supplier name. If the company is not available in CRM, leave this field blank.
4. **Contact**: if the Contact field is blank, search for the contact. If the contact is not available in CRM, follow the steps outlined in Manually Create a Contact to create one.
5. **Save**: click save to save your work and update the case.

The second half of the Details section contains the information submitted on the support form or via email. Review the **Description** field, then scroll back up to the Activities tab to respond to the case.

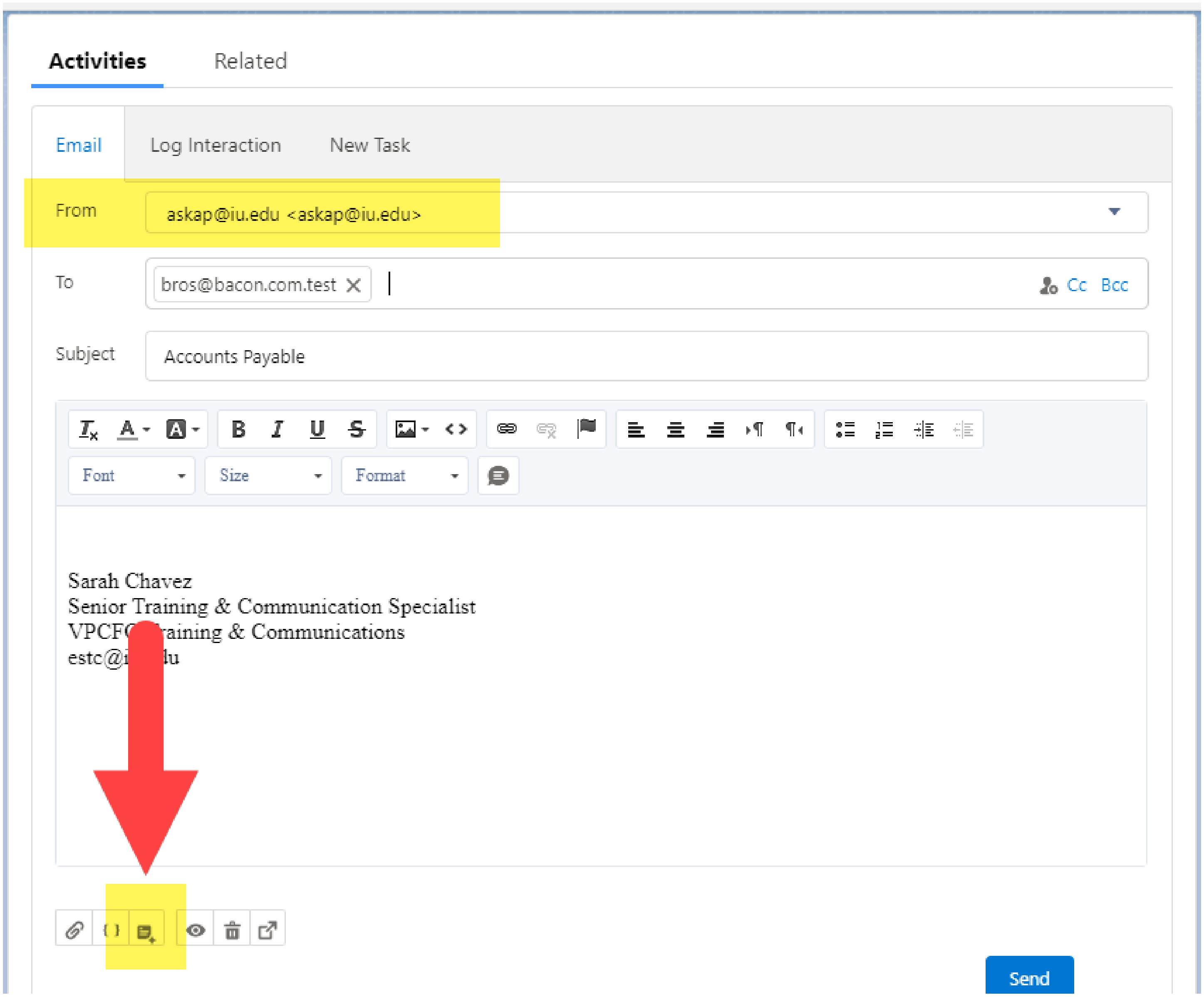
Click in the “**Write an email…**” box to open the email tool.



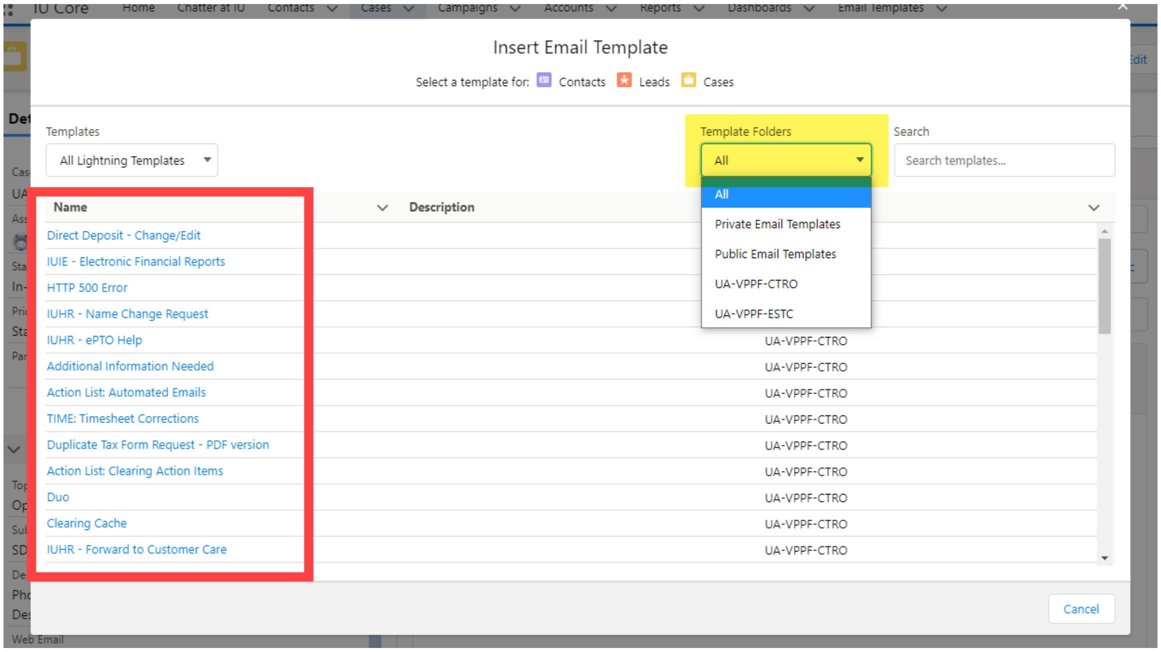
Make sure the **From** email address reflects your group account, askap@iu.edu. The Subject line will auto populate.

The email tool works similarly to Outlook or other email clients. You can change fonts, bold, insert screen shots, etc.

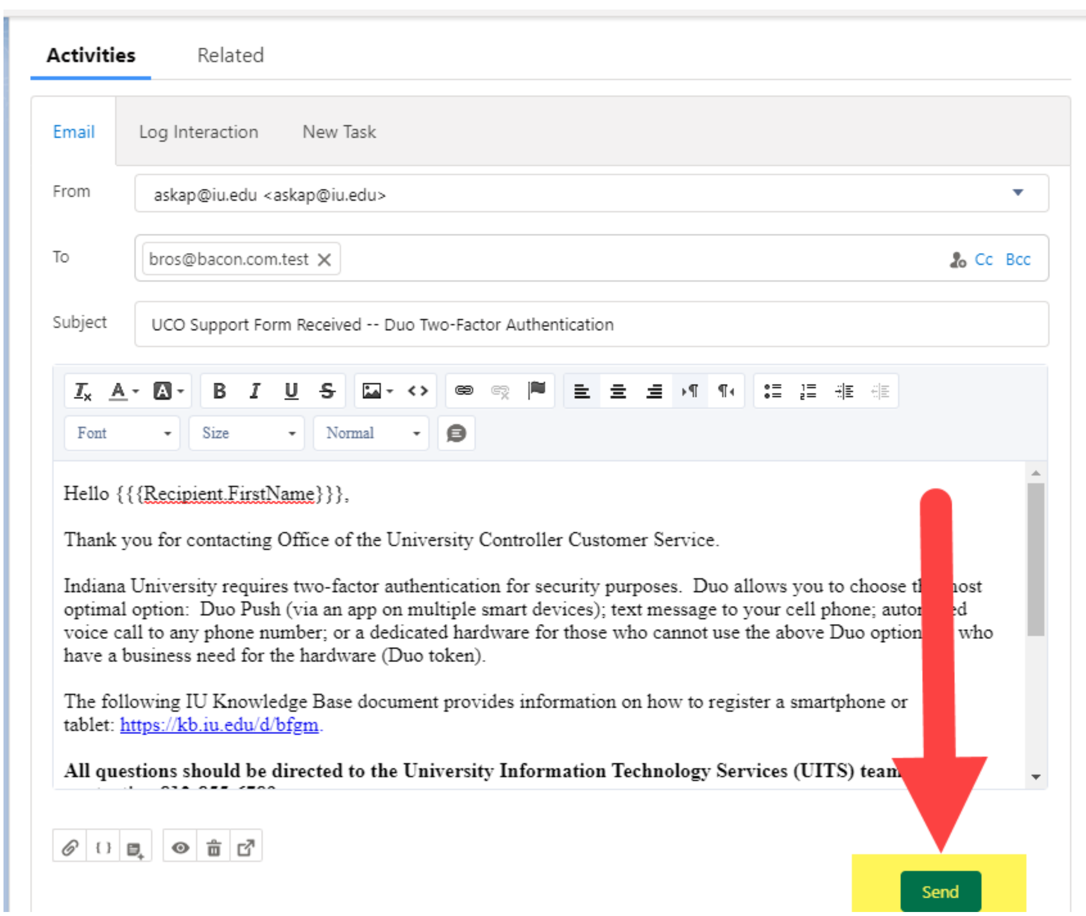
A different feature of CRM is the ability to use shared templates. These are pat responses available to your CRM unit only that you can insert into the email tool. Click the **paper icon with the +** sign to select a pat response.



After clicking the template icon, select **Insert a template…** and a new window opens. Select your CRM unit from the **Template Folders** drop-down menu, then click the **name of the template** in the left-hand column to insert it into your email.

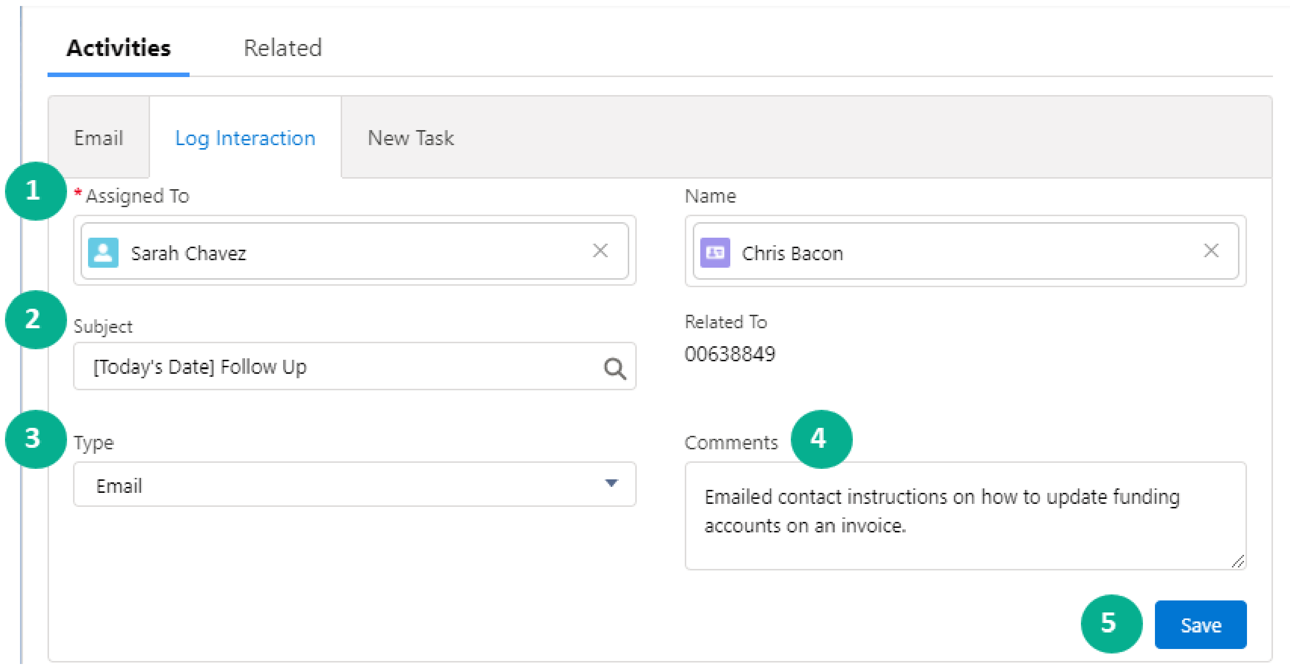


Click **Send** when you're ready to send your response. In the example below a template used by the UCO Customer Service team was inserted.

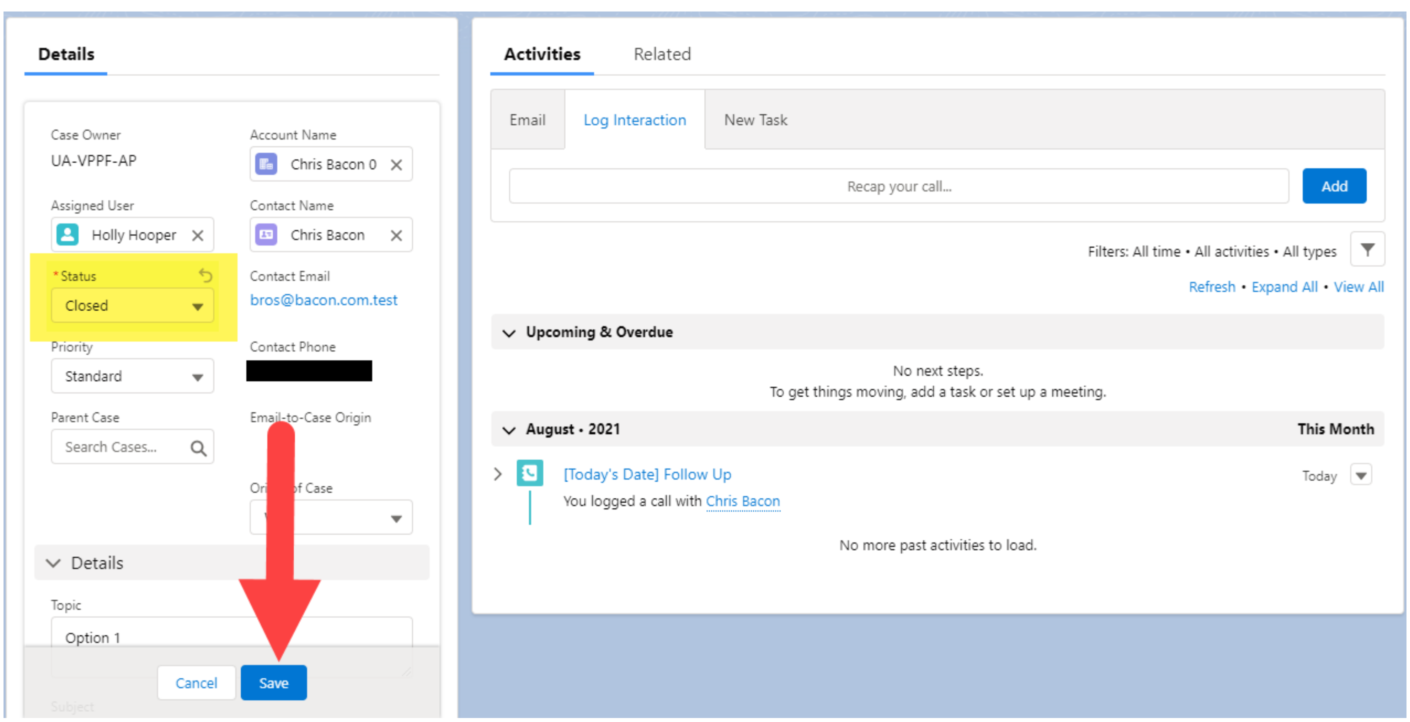


Next, navigate to the **Log Interaction** tab. Here you'll log what action you took, i.e., email, phone, mail, etc. along with a comment describing the action that was taken.

1. **Assigned To**: this field reflects who the case is assigned to. No edits needed.
2. **Subject**: enter today's date followed by "Follow Up."
3. **Type**: select the appropriate type of interaction from the drop-down menu (i.e. phone, email, etc.)
4. **Comments**: enter a summary of your interaction with the contact and next steps for the case.
5. **Save**: click save to log the interaction.

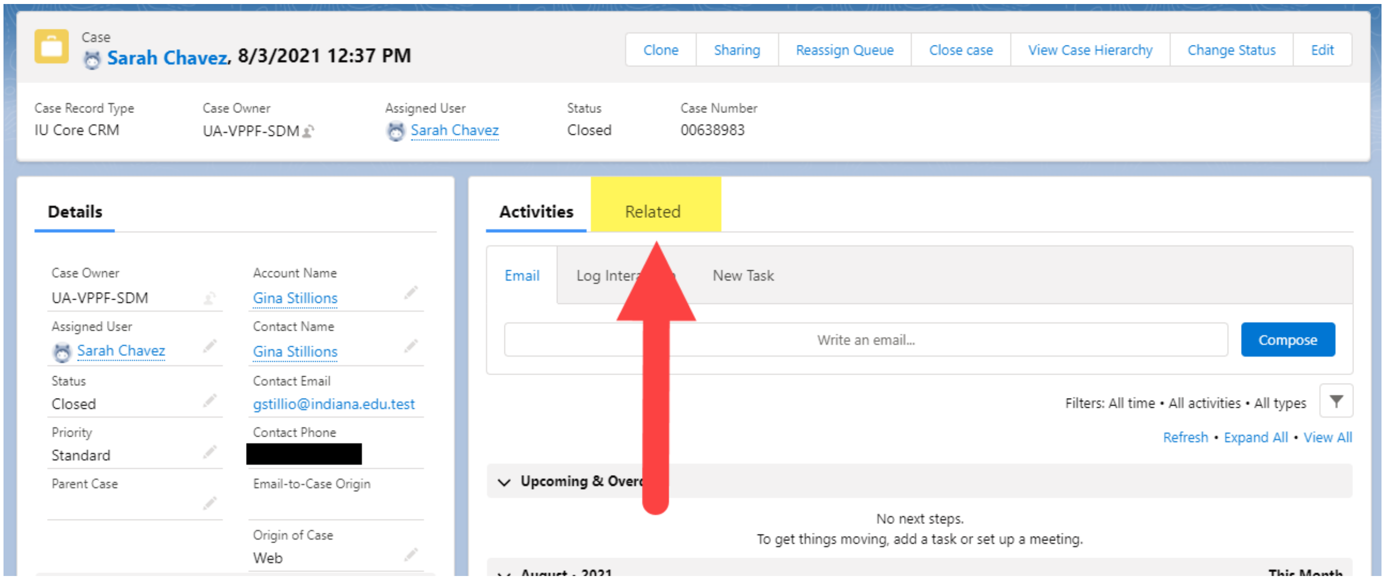


Finally, return to the Details section of the case, click the **pencil icon** next to Status, and change the status to **Closed**, then click **Save**.



Following up on a Case

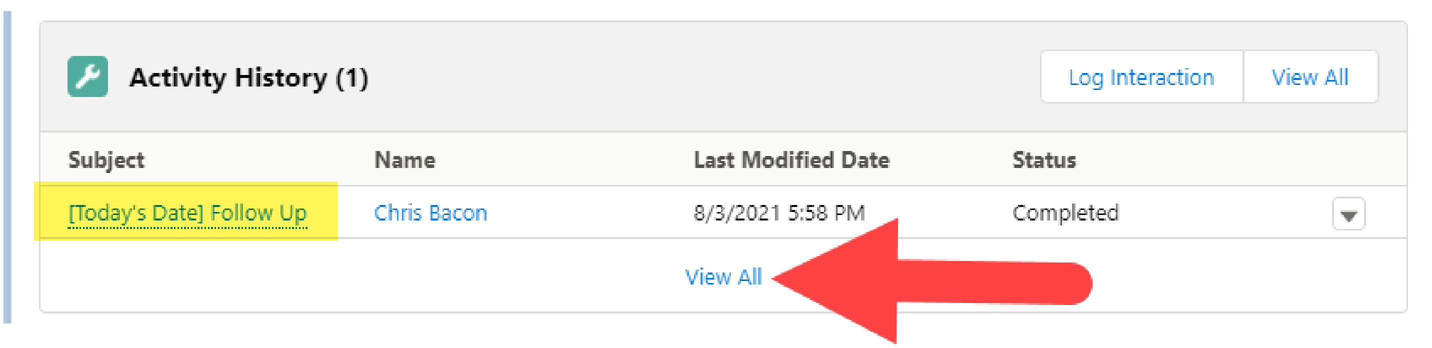
When you receive a response on a case or see that a case has been assigned to you, always review the **Related** tab first. The Related tab is in the pane on the right-hand side of the case.



This area is made up of several sections that together provide a full history of the case.

- **Activity**: running list of tasks and interactions, including emails, involving the case.
- **Emails**: contains all email communications with the client. The top-most email is the most recent.
- **Case Comments**: contains all Internal Comments that were logged after action was taken on the case.
- **Case History**: provides a history of status and assignments of the case.

Click on an interaction in the Activity History section to review what actions have been taken on the case previously. Remember to click **View All** if there have already been several interactions have been logged on the case. You'll need to click on each interaction to see the comments associated with that action.



Return to the Activities tab and use the email tool to reply to the message. The email tool keeps a running chain of all communications related to the case, so if you scroll down a bit you'll be able to see the most recent response then enter yours at the top.

After responding, remember to log an interaction, then close the case.