

TESSA

Enhancements to TESSA (June 2024)

Changes to enquiry management

Improvements have been made to how we receive and manage enquiries, the changes will provide a more streamlined approach to enquiry management.

We have renamed the current correspondence form to 'Enquiry' and made several updates to the wording and field options on the enquiry form,



TESSA account holders will now be able to view enquiries they have raised through the enquiry form, or by phone, or email, using a new menu option available on their account home page, called **My Interactions**.

		Published	<u>Data ▼ Tours</u>
Organisation Details	My Technical Support Cases	My Interactions	
Search			
C	My Products		

The My Interactions screen will display all active and complete enquiries raised by the account holder.

Home > My Interactions							
My Interactions							
Number	Short Description	Туре	State	Opened	Updated		
IMS0000194	Test	Phone	Work in Progress	08-07-2024 14:45:33	08-07-2024 15:27:17		
IMS0000193	Test C	Phone	Closed Complete	08-07-2024 13:46:06	08-07-2024 16:29:35		
IMS0000169	Test	Phone	Work in Progress	05-07-2024 15:51:39	05-07-2024 15:53:14		
IMS0000165	Test	Enquiry Form	Work in Progress	05-07-2024 15:32:46	10-07-2024 10:38:30		
IMS0000145	Testing	Phone	Work in Progress	04-07-2024 15:25:39	04-07-2024 16:19:22		
IMS0000144	Testing	Phone	Work in Progress	04-07-2024 15:24:28	04-07-2024 15:25:18		
IMS0000137	Short Description 1	Phone	Work in Progress	04-07-2024 14:09:38	04-07-2024 16:28:41		
IMS0000126	Query	Phone	Work in Progress	04-07-2024 11:58:32	04-07-2024 14:12:01		
IMS000087	Request for information	Phone	Closed Complete	03-07-2024 15:41:31	04-07-2024 10:55:24		
 Rows 1 - 9 of 9 							

If the account holder selects an enquiry on the My Interactions screen, they will be able to view the details of the enquiry.

If the enquiry is still an active enquiry, the account holder will be able to provide further information using the Post field in the Activity section.

Or they can attach documents to their enquiry, using the Add attachments option.

■ IMS0000165		0
My Technical Issue		Add attachments
Number	State	
IMS0000165	Work in Progress	Ψ
* Short Description		
Test]	
New Section		
Activity		
Type your message here		Post
05-07-2024 15:32:46 IMS0000165 Created	cs	
	Start	

Any requests for further information from IPART will also appear within the enquiry in the My Interactions section.

When IPART requests further information, the account holder will receive an email notification advising their enquiry has been updated. The account holder can then log in to their account and view the communication added to the enquiry by IPART.

The account holder can then use the Activity field on the enquiry to provide a response back to IPART or use the attachment option to attach any documentation that may have been requested by IPART.

■ IMS0000165			Ø
Attachments Edit			
₩ Test test test Test test test test.docx			
My Technical Issue			
Number	_	State	
IMS0000165		On Hold	Ψ
* Short Description			
Test			
New Section			
Activity			
Type your message here	_		C Post
10-07-2024 10:57:56 . Additional Comments	KR		
please provide further information and attach documents to your enquiry	T	·	
I			
	KS	10-07-2024 10:38:31 • Additional Comments	
		testing adding a document	
	кѕ	10-07-2024 10:38:18	
	-		