



Service Agent Help Guide



Davisware

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Minimum Requirements

The Web pages and Web-based applications for Global Warranty require a minimum (or higher) Web browser of Microsoft Internet Explorer 9, Firefox 27, Apple Safari 5.1.4, Google Chrome 30, or any other Web browser that is fully compatible with these browsers. Global Warranty is no longer supported by Internet Explorer 8. If you are unable to upgrade to IE9, IE10 or IE11 you may want to use Google Chrome or Firefox.

If you are using IE11 you need to put the page in compatibility mode. To learn about compatibility mode, click here.

If you are not sure of the version of your browser, select Help in the menu bar of your browser and choose About.

Purpose: To Show the Service Agent how to use Global Warranty to Process a New Claim, Search for a Serial Number, and run a report.

Log into Global Warranty

Go to http://globalwarranty.davisware.com/globalwarranty

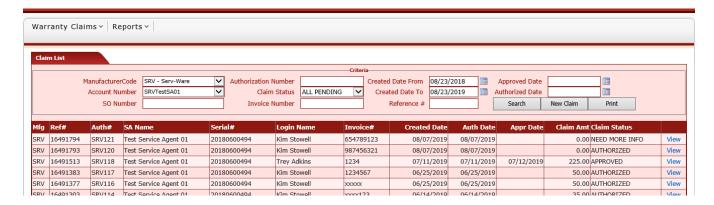
You can obtain the login information from your manufacturer if you have forgotten or do not have a login or password.



Once logged into to Global Warranty, you will first see the "Claim List". Claim List will be discussed later in these instructions.

Serv-Ware starts all claims in Global Warranty and assigns them out to their servicers.

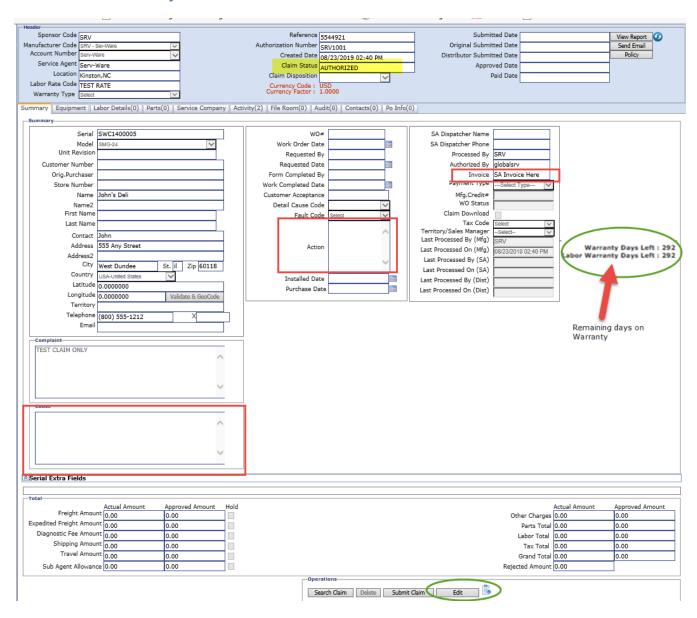
To open a claim to process and submit to Serv-Ware, click on View



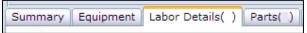
Processing a Claim

SUMMARY TAB

Once you have opened the claim you will first go to the Summary tab. You will see the serial number, model number and customer information for the equipment the claim is for. The number of warranty days left. Click on Edit in the lower right of the screen to update the Cause, Action, Work Completed date and your Invoice Number. Click on Save when you are done.



To add labor to your claim, click on the "Labor Details" tab. Here, you will enter the time on the call time, travel time, and mileage.



Click on the flashing "Add Labor Line" button near the bottom right of the page.

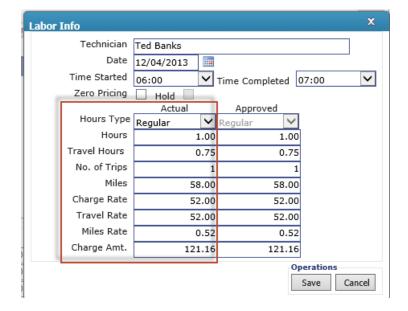


Enter the necessary information into the "Actual" column on the window that has opened. Click the "Save" button on the window when done.

Note 1: Technician is a required field.

Note 2: The "Actual" column is for use by Authorized Service Agents. Manufacturer logins will fill in the "Approved" column when necessary. You can enter labor hours by either entering a "Time Started" and "Time Completed" or directly into the "Hours" field.

Note 3: The manufacture has assigned the rate codes, the fields marked Charge Rate, Travel Rate, Miles Rate and Charge Amount will automatically be filled in. If it not filled in, contact the Manufacturer to get a rate code setup on your account. Note 4: You can add more than one labor line.

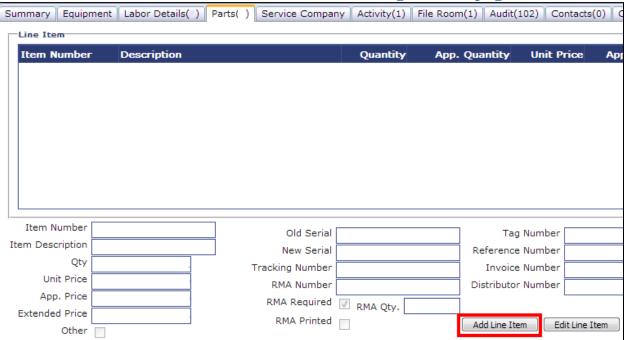


PARTS TAB

Click on the "Parts" tab to enter the items used on the order.

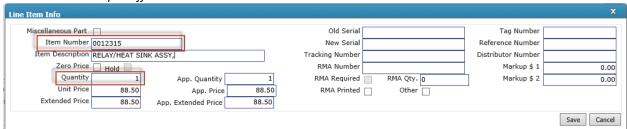


Click on "Add Line Item" button near the bottom right of the page.

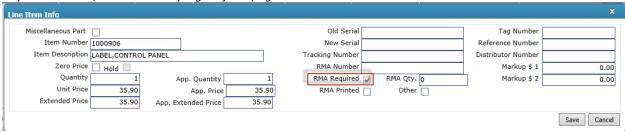


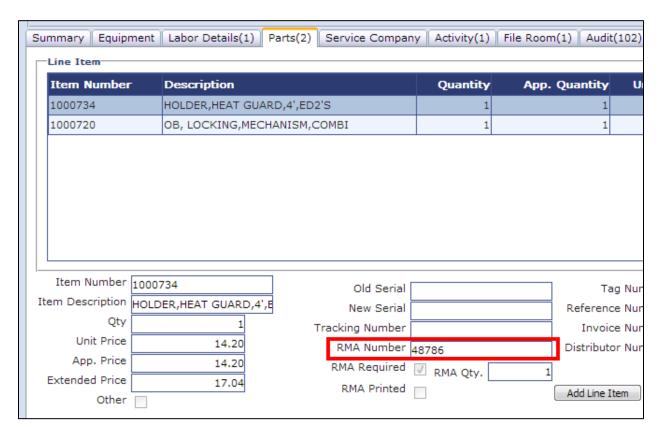
Enter the Item Number and Quantity used on the service call. The price will automatically fill in. Click the "Save" button when done.

You can enter multiple different item lines.



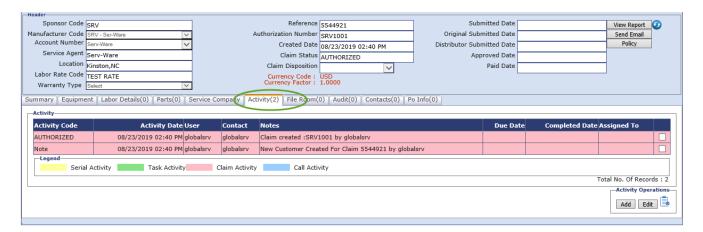
To print the RMA, scroll to the top right of the page and click the "RMA Print" button.



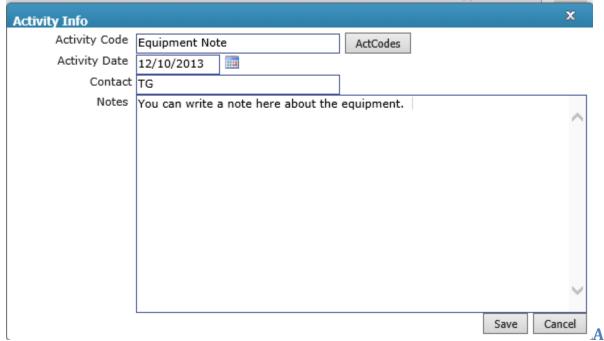


ACTIVITY TAB

Check the Activity tab in the claim. The manufacturer may have additional notes for you in this section of the claim. You can also respond to a request for an Acknowledgement of work to be done by a certain due date.



Select the "Add" button to open up the activity info. Enter a note and select save.



FILE ROOM TAB

Another option, you can select the "File Room" tab. Examples of files you might want to upload would be a picture of the part or piece of equipment, or a copy of the invoice.



Select "Browse" and find the file, then select "Upload".



SUBMITTING A CLAIM TO THE MANUFACTURER

After entering all parts, labor, optional activity and file room, return to the Summary tab.



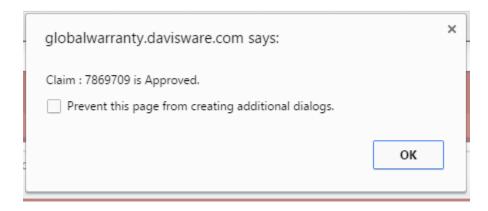
In the bottom section of the claim page, you can see the claim amounts. Now select the "Submit Claim" button.



After you select "Submit Claim" a window will open summarizing the claim. If any of the top fields show a red "X", you will need to fix the issue relating to the claim before you can submit. If you have all green check marks, you can select "Ok". This submits the claim to the manufacturer.

			<i>y y y y y y</i>	
			1	
			y	
			1	
			1	
			1	
			1	
			1	
			1	
			1	
Approved Amount	_	Actual Amount	Approved Amount	
0.00	Other Charges	0.00	0.00	
0.00	Parts Total	95.00	95.00	
0.00	Labor Total	147.50	147.50	
0.00	Tax Total	0.00	0.00	
0.00	Grand Total	242.50	242.50	
D.	ejected Amount	0.00		
(0 0.00 0 0.00 0 0.00 0 0.00 0 0.00	0 0.00 Other Charges 0 0.00 Parts Total 0 0.00 Labor Total 0 0.00 Tax Total 0 0.00 Grand Total	0 0.00 Other Charges 0.00 0 0.00 Parts Total 95.00 0 0.00 Labor Total 147.50 0 0.00 Tax Total 0.00 0 0.00 Grand Total 242.50	0 0.00 Other Charges 0.00 0.00 0 0.00 Parts Total 95.00 95.00 0 0.00 Labor Total 147.50 147.50 0 0.00 Tax Total 0.00 0.00

A dialog box comes up letting you know that the claim is submitted to the manufacturer.



Claim List

Find the "Warranty Claims" menu from the upper left of the screen and hover your mouse over it.

When the menu opens, select "Claim List" from the list.



From the "Claim List" page you can choose to search for a claim by:

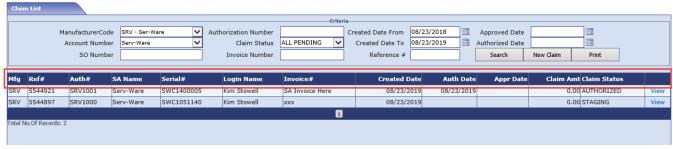
- a. Account Number
- b. Created Date
- c. Approved Date
- d. Authorized Date
- e. Claim Status (See further information below)
- f. Reference Number
- g. Authorization Number
- h. Invoice Number
- I SO Number



The claim statuses you would be interested in are:

- a. ALL All Claims
- b. ALL PENDING-View all pending call status's (SubmitMfg, Preauthorized, Authorized)
- c. APPROVED Claims approved by the Manufacturer
- d. APPROVED PAID Claims approved and paid by Manufacturer
- e. HOLDMFG Manufacturer is holding the claim awaiting more information.
- f. NEED MORE INFO Manufacturer has looked over the claim and is requesting more information.
- g. RMAPENDING-Waiting for manufacturer to retrieve the RMA number & parts
- h. RESUBMIT-Resubmit claim to the manufacturer
- i. STAGING These are claims the service agent is currently working on and have not been submitted to the manufacturer.
- j. SUBMITMFG-Claim has been submitted to the manufacturer from Service Agent

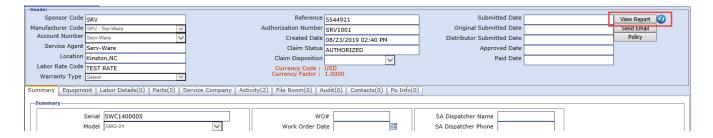
You can also sort the list by clicking on any of the column headings.



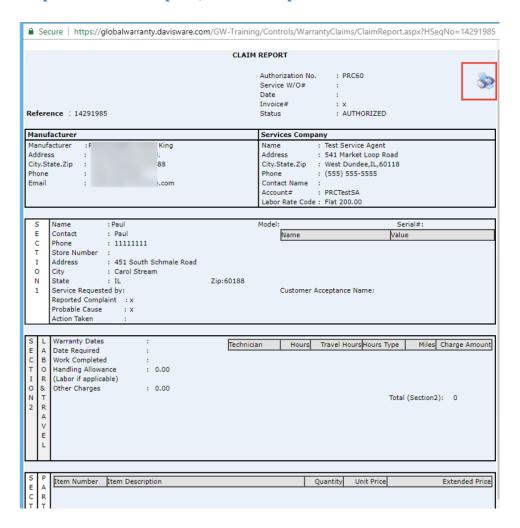
To view a claim, select "View".



To view a claim report, select "View Report"



To print a claim report, select the printer icon.



Find a Serial Number

Find the "Warranty Claims" menu from the upper left of the screen and hover your mouse over it.

When the menu opens, select "Find Serial Numbers" from the list.



Enter the "Serial Number" and select search.

You can also search for a serial number by "Name", "Zip Code", "Address", "Telephone #", "Part Number", "City", "Original Invoice Number", "Model Number", "State", and "Store Number".



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From Find Serial Number, you can view the Serial Number Summary. In this summary, you can view the owner information, number of warranty days left and the install/shipping dates. You can also view previous claims, activities, and model and file room information that is associated with the serial number.

