



# Customer Hub

## Partner Guide

February 2025

Version 1.3

# Introduction

This helpful user guide will enable you to navigate through and get the most value out of Customer Hub. You'll also learn how to:

- Gain 24/7 support from our Knowledge section
- Keep up to date with the latest release notes
- Log and track support cases

Customer Hub is continually evolving with more features and functionality being introduced over time. We'll keep you updated via release notes when new features become available.

## Registration

Please follow this link to register yourself in Customer Hub

<https://service.keyloop.com/customer-hub-registration/>

You will be prompted to complete a registration form.

https://service.keyloop.com/customer-hub-registration/

keyloop™

### Customer Hub Registration

First Name:

Last Name:

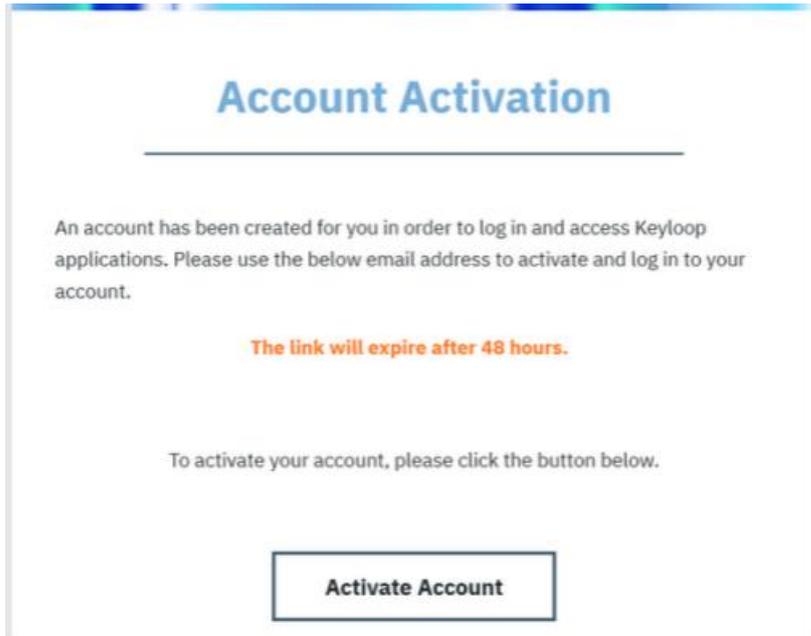
Email:

Country:

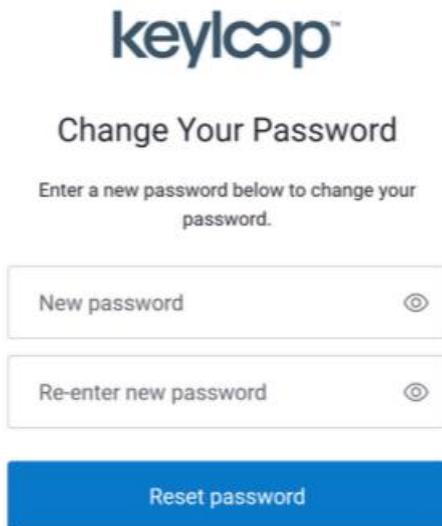
Language:

Submit

Shortly after you will receive a message at the email address registered with a request to activate your Account.



Please press the "Activate Account" button and change your password.

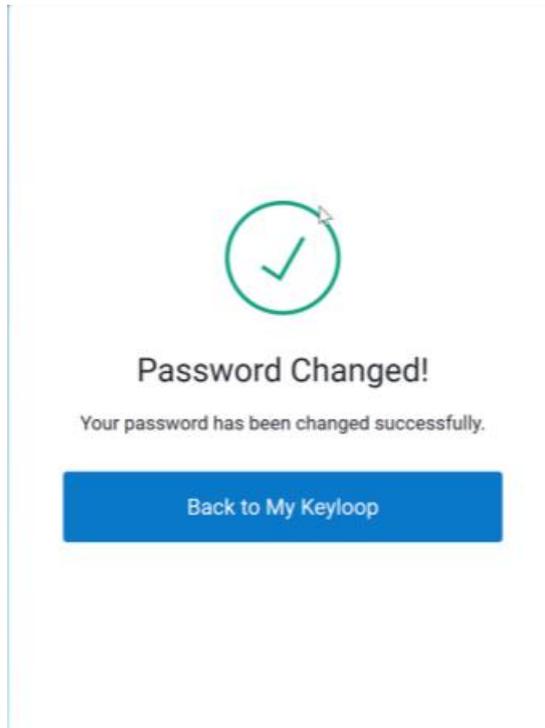


Please press "Reset Password" and kindly note that your password must contain:

- At least **10 characters**
- At least **3** of the following:
  - Lower case letters (**a-z**)
  - Upper case letters (**A-Z**)

- Numbers (0-9)
- Special characters (e.g. !@#\$%^&\*)
- No more than **2 identical characters in a row**

Once you have changed your password you will see the next screen, offering you to proceed to My Keyloop Customer Hub, your registration is completed successfully:



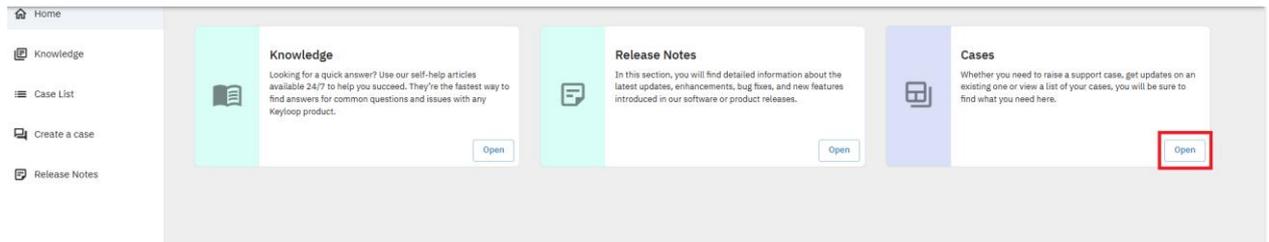
## Homepage

Once logged via [customerhub.eu.keyloop.io](https://customerhub.eu.keyloop.io) (if your location is in South Africa please use the following link [customerhub.af.keyloop.io](https://customerhub.af.keyloop.io)) you'll arrive on the homepage. Here, you'll find quick links to key areas of interest:

- Case List
- Create a Case Option

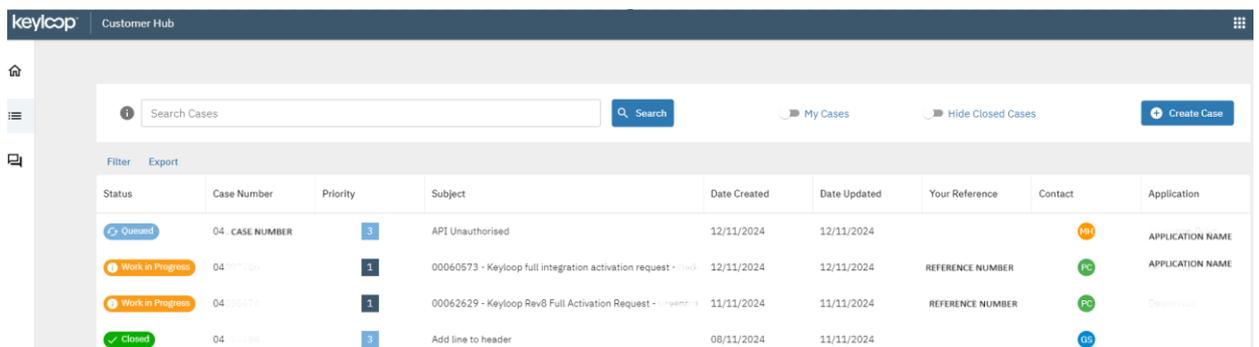
## Cases

Once you select the Cases option from the homepage, you can open a new case and get a clear view of both open and closed cases, raised by you or members of your team. On the same screen you'll be able to access the **Release Notes** and the **Knowledge Base** containing self-help articles available 24/7.

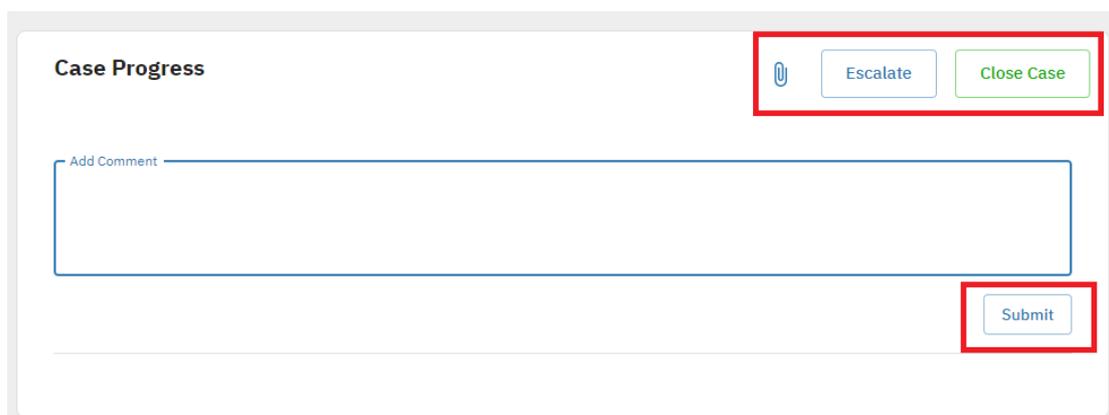


## Case lists

Here, you can search and view all support cases relevant to your business. With easy-to-use filters, you can adapt the view to suit your needs. You can also view key elements of information in the summary case. By clicking on either the case number or subject you can view all details.



By clicking on any of your Cases, you will be guided to the full Case Details where you can add a comment or an attachment that will be instantly available to the relevant Keyloop Support Analyst. This is where you can also Close a Case or select an option to Escalate it, if required.



## Create a case

To create a new support case, select the New Case button within the Case section. Follow the on-screen wizard which will guide you and ensure all the required information is entered when the case is raised.

In case if you own one of the former-ATG Products, you will be provided with a choice between 2 Case Type Tabs:

- Software
- Partner

as shown below, please select the 'Software type'.

If you don't have any former-ATG Products, you'll be offered only the 'Partner' Type to continue.

The screenshot displays a multi-step wizard for creating a support case. The current step is '1 Site and Environment'. At the top, there are three tabs: '1 Site and Environment', '2 Case Details', and '3 Overview'. Below the tabs, the 'Case Type' section is highlighted with a red box. It contains two radio button options: 'Software' (which is selected) and 'Partner'. Below this, there are three dropdown menus under the heading 'Site & Environment': 'Customer \*', 'Site \*', and 'Environment or Product \*'. At the bottom, there is another dropdown menu under the heading 'Area, Module & Franchise' with the label 'Area \*'. On the left side of the wizard, there is a 'User information' section showing a profile picture and email address, and a 'KNOWLEDGE ARTICLES' section with a 'No results' message.

Please complete the fields as explained in the screenshot below for the 'Software' Case Type:

1 Site and Environment | 2 Case Details | 3 Overview

**Case Type**  Software  Partner

**Site & Environment**

Customer \*  
Your Account Name will be Populated automatically

Site \*  
Select your Customer Site from the drop-down menu by pressing an arrow on the right

Environment or Product \*  
Select the DMS or the Product of Interest

**Area, Module & Franchise**

Area \*  
Select one of the available Areas from the drop-down menu by pressing an arrow on the right

Module \*  
Select applicable module for this Area

[Case Details >](#)

And continue by pressing the 'Case Details' button.

For 'Partner' Case Type continue to the following Case fields:

**User information:**

TP Test Partner  
keyloop.partner.test@mailinator.com  
[Add an alternative contact](#)

**Related Cases**

Date Created	Status	Subject
12/11/2024	Queued	API Unauthorised
12/11/2024	Work in Progress	Keyloop full integratic
11/11/2024	Work in Progress	0006200 - Keyloop Rev8 Full Act
08/11/2024	Closed	Add line to header
08/11/2024	Queued	Live8.35 [4878]: HTTP
08/11/2024	Suspended	EOD still running
07/11/2024	Work in Progress	Video preview not appearing in vhr

**Application, Customer & Contact**

Partner \*  
NAME OF YOUR COMPANY

Application \*  
Select your Application from the drop-down list by pressing an arrow on the Right

Customer \*  
Select your Customer from the drop-down list by pressing an arrow on the Right

Customer Contact \*  
Navigate to the Contact Person's name from the available drop-down list

**Product, Area & Module**

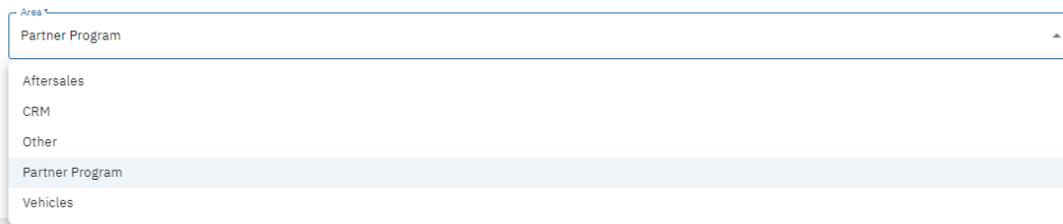
Product \*  
Select 'Partner'

Area \*  
Select one of the available Areas from the drop-down list

Module \*  
Select applicable Module for the Area

[Issue Details >](#)

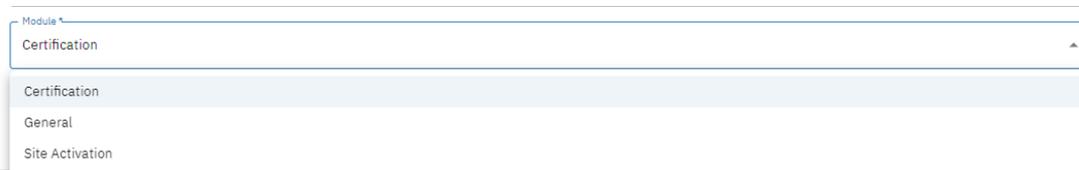
Available 'Area' selection will contain the following fields to choose from:



A screenshot of a dropdown menu titled 'Area'. The menu is open, showing a list of options: 'Aftersales', 'CRM', 'Other', 'Partner Program', and 'Vehicles'. The 'Partner Program' option is highlighted with a light blue background.

- Choose the Area of the Case
- Choose "Partner Program" in case of
  - A request to add a new dealer site ("Site Activation")

Depending on the Area of choice, options for available Modules will be populated for further selection (next example, if you choose the Area 'Partner Programme'):



A screenshot of a dropdown menu titled 'Module'. The menu is open, showing a list of options: 'Certification', 'General', and 'Site Activation'. The 'Certification' option is highlighted with a light blue background.

Upon completion navigate to the button 'Issue Details'. Issue Details will allow you to include supporting information such as specific branch, WIP/vehicle number, SL/PL number, navigation steps (so we can replicate), and any error message screenshots.

This will enable faster handling and resolution of Cases with a reduced dependency on any back-and-forth in the process.

As you create a Case, you'll see the Related section on the left-hand side of the screen will automatically update, based on the information provided. It intuitively displays relevant related Cases. In the event you need to reference your earlier Case

in the next section this may be useful.

Please Note that in case of a request to add a new dealer site (“Site Activation”) add the following attachments:

- Signed Dealer Activation Form
- Information about the Net Revenue paid or payable to Partner from the Mutual Client

Please note, that if your Case details contain confidential or sensitive information, we recommend selecting the following Private Case tick box in the Issue Details. This will allow this Case to be visible only to you and Keyloop team, and will not be visible to other Customers:

Click ‘Overview’ button to continue. You will be guided to the Case Overview screen and an option to Submit the Case. Please check the Details and if there are any

corrections you would like to make, select the 'pencil' command (marked with circle on the screenshot below). If all details are in order, please continue by pressing 'Submit Case'.

Overview	
Partner:	Partner Name
Application:	Application Name
Customer:	Customer Name
Customer Contact:	.Customer Contact
Product:	Partner
Area:	Partner Program
Module:	Certification

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Case Category:	Ask for advice
Issue Subject:	Test Case
Issue Description:	Partner test-case scenario
Severity:	Hardly at all, we can still work normally
Impact:	A Single Person
Customer Reference:	
Previous CaseNumber:	
Attachments:	
Private Case:	false

[← Issue Details](#) [Submit Case](#)

Document End