# **Mediaocean Support & Knowledge**



### Login to support-au.mediaocean.com at any time for your support needs.

- ✓ Simple one-time sign-up
- ✓ Live Chat with support agents
- ✓ Submit and review support tickets
- ✓ Access FAQs, training documentation, and eLearning videos
- ✓ Subscribe to system notifications and release notes
- ✓ View system availability (within the **Technical** tile)

#### **Email us**

Send an email to your support team by visiting <a href="https://support-au.mediaocean.com/support\_contacts">https://support-au.mediaocean.com/support\_contacts</a> to view a full list of direct-to-team emails as well as our support coverage hours of operation.



#### Chat with us

Click the **Chat** button on the right side of the page to chat with support specialists in real time. All chats are converted to tickets.

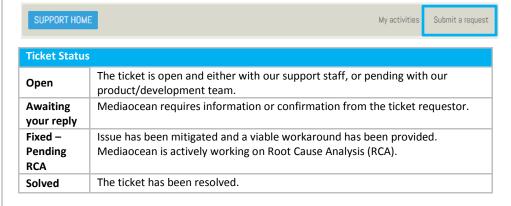


Chat hours (Mon-Fri) All Media, Prod, Tech, Finance 8:30AM-6PM



### Submit & track a support ticket

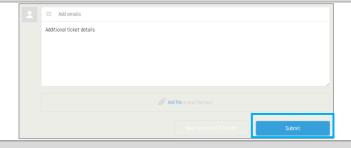
Click the Submit a request link and fill in the form.



## **Update ticket details**

Enter additional information for your ticket, directly in the ticket by accessing the ticket from the **My activities** section.

- Copy additional people by adding their email address in the Add emails field.
- Enter the additional details, and any attachments, and Submit.



## Check out resolution type definitions

Support resolution		Description
Recommendation/ Explanation	Data change required (by client)	A change to the data within the platform was required by the end user.
	Alternate workflow provided	Mediaocean Support provided an alternate workflow to mitigate the reported issue.
	System functionality explained	Field or functionality defined by Mediaocean Support.
Record/Profile Set up	New record (by client)	A new record or profile, typically managed by the client, must be added.
	Record added/changed	A field or record that is only editable by Mediaocean was changed.
	(by Mediaocean Support/Implementation)	*May require data maintenance approval from client.
	Record added/changed (by Account Management)	A field or data set configuration that is managed by Mediaocean Account Management was changed.  *May require data maintenance approval from client.
Defect	Code fix	This indicates a deployment of new code to the Mediaocean platform to mitigate the reported issue.
	Data fix/patch	This indicates a change or patch to existing data was executed by Mediaocean.  *May require data maintenance approval from client.

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Redirect	Enhancement request (managed by Account Management)		nt)	Account Manager will reach out to end-user to discuss a functionality enhancement.	
	Other (managed by Account Management)			Account Manager will reach out to end-user regarding their request (e.g., report design, workflow exploration, etc)	
	Existing record change (managed by Client)			Records maintained on the client side (e.g., User security) must be changed to mitigate issue.	
	External system (managed by Third Party)			A change is required by an integrated Third Party system (e.g., Integrated Ad Server setting) to mitigate issue.	
Technical			Reported issue was caused by a technical issue that impacted the Mediaocean platform.		
Auto-solved	No response from user			User failed to respond to support and the ticket was auto-solved.	
Duplicate			The requester has opened multiple tickets on the same issue.		
Professional Services Definition		Training Definitions			
On-site support	Ticket to track on- site support session.	Training completed	Indica	ates the requested training was completed.	
Configuration request	User's issue resolution required a configuration change or client requested a configuration change post- implementation. For use with	Training cancelled	Indica	ndicates the requested training was cancelled.	
		Utilized eLearning	User collat	was directed to Mediaocean University for eLearning and training teral.	

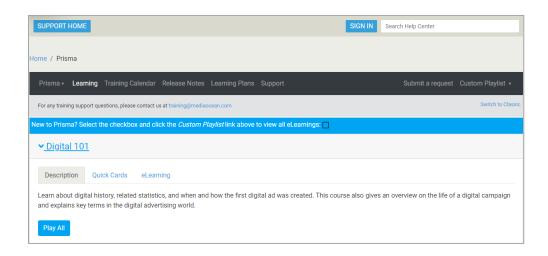
### Check out our Learning Centre

Lumina only.

The Mediaocean University Learning Center is now available in the same view as all the support content. You now have an easy way to access all MOU learning content alongside the product or platform support content to make the most of your learning experience.

- Quick Cards
- eLearning Videos
- Customized Playlists
- Training Calendar
- Release Notes
  - User Guides and FAQs

Click the appropriate product tile to view resources for each platform.



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#### Follow a section

You can follow articles and sections to keep up-to-date with the latest information from Mediaocean Support.

Display and select your subscription options, by clicking the **Follow** button in the desired section.

Once submitted, you are notified of new articles in your subscribed sections.
To stop receiving updates for a given section, select **Unfollow**.

## CAMPAIGN MANAGEMENT AND SEARCH ORDER

Follow

Prisma: New media plan quick guide

Prisma: Submit proposal without macros (Windows)

Prisma: Submit proposal without macros (Mac)

### Get trained with us

#### View our resources

 Explore available documentation, eLearning, live and pre-recorded webinars, and live classes.

#### Check out our eLearning

✓ Learn about Mediaocean platforms and services, with our eLearning courses at your own pace, 24/7. Our courses are updated regularly, and serve as precursors to classroom training.

#### Sign up for free webinars

✓ Webinars are offered every month for all key topics. Select a webinar to register.

Have questions? Need a custom training?

Visit Mediaocean University at <a href="https://mediaocean.com/mou">https://mediaocean.com/mou</a>.

