

# HD0-100<sup>Q&As</sup>

Help Desk Analyst (HDA)

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#### **QUESTION 1**

A customer calls and tells you that their problem is critical (high severity), however it is apparent to you that the problem is a low severity. What is the best way to handle the situation?

- A. Reset the customer expectation for low severity problemsReset the customer? expectation for low severity problems
- B. Refer the customer to the service level agreement (SLA)
- C. Assess the technical and business issues and negotiate until you and the customer agree
- D. Record the problem as a low severity

Correct Answer: C

#### **QUESTION 2**

You finish a call with an irate customer, but you know the customer is not 100% satisfied with the resolution. What should you do next?

- A. Instruct another analyst to conduct follow-up
- B. E-mail an apology to the customer
- C. Notify your manager of the situation
- D. Wait and see if the customer calls back

Correct Answer: C

#### **QUESTION 3**

What is a key benefit of using a web site for reference?

- A. It provides searchable topic fields
- B. It provides private access
- C. It is computer-based
- D. It is printable

Correct Answer: A

#### **QUESTION 4**

Which system allows a customer to choose among various options when calling a help desk?

A. Optional Response Routing (ORR)



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- B. Voice Recognition System (VRS)
- C. Multiple Option System (MOS)
- D. Interactive Voice Response (IVR)

Correct Answer: D

#### **QUESTION 5**

Which two are characteristics of a team player? (Choose two.)

- A. Independence
- B. Conformity
- C. Courtesy
- D. Participation

Correct Answer: CD

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