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QUESTION 1

What is the best definition of a mission statement? (Choose 1)

- A. It is a description of the Service Desks /Help Desks marketing and sales strategies.
- B. It is a description of the Service Desks /Help Desks means of producing revenue.
- C. It is a description of the Service Desks /Help Desks purpose and reason for existence.
- D. It is a description of the Service Desks /Help Desks past financial performance.

Correct Answer: C

QUESTION 2

What is a principle of structured information gathering? (Choose 1)

- A. Asking questions in a free-form manner.
- B. Asking questions in a predetermined sequence.
- C. Asking questions in a practiced manner.
- D. Asking questions using a logical, methodical approach.

Correct Answer: B

QUESTION 3

How can the help desk be of strategic benefit to the organisation? (Choose one)

- A. It increases staff levels.
- B. It ensures that customers speak only to the help desk personnel.
- C. It ensures rigid adherence to operational policies.
- D. It is a useful source of information.

Correct Answer: D

QUESTION 4

A customer calls with a problem that cannot be resolved during the initial contact and the help desk analyst has searched the knowledgebase but found no solution. What should the analyst do next? (Choose 1)

A. Log the customers details and take the next call.



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- B. Deliver an SLA reminder.
- C. Reassign (escalate) the call to the appropriate team.
- D. Immediately escalate to management.

Correct Answer: C

QUESTION 5

What are three tasks associated with designing the technical help desk infrastructure? (Choose three)

- A. Estimating the number of expected calls.
- B. Installing a knowledge database.
- C. Designing a flow chart of required components.
- D. Estimating the number of required help desk personnel.

Correct Answer: ACD

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