Dealer Portal Instructions



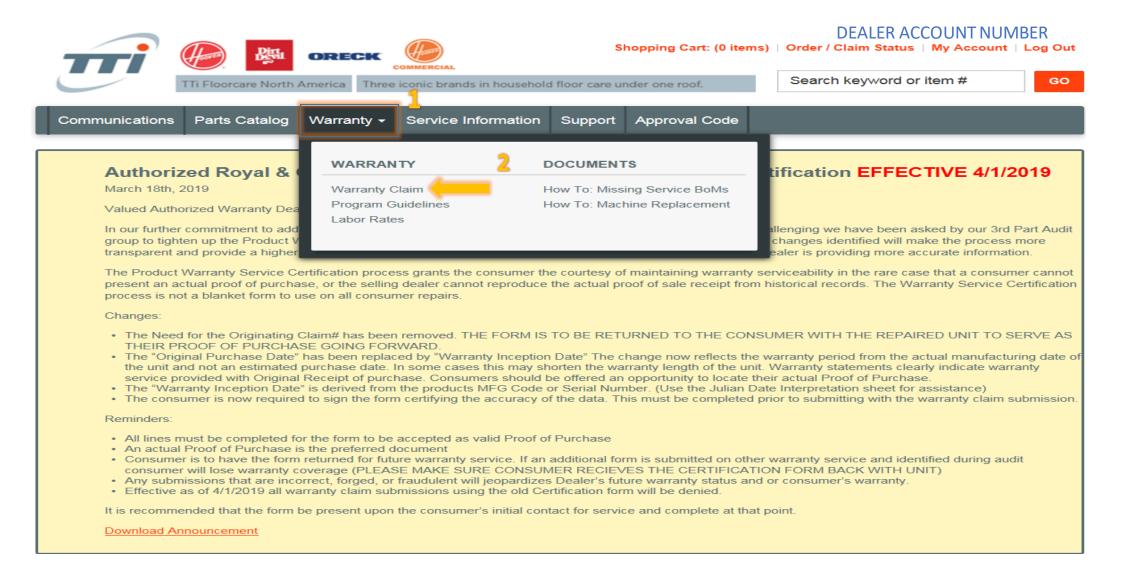




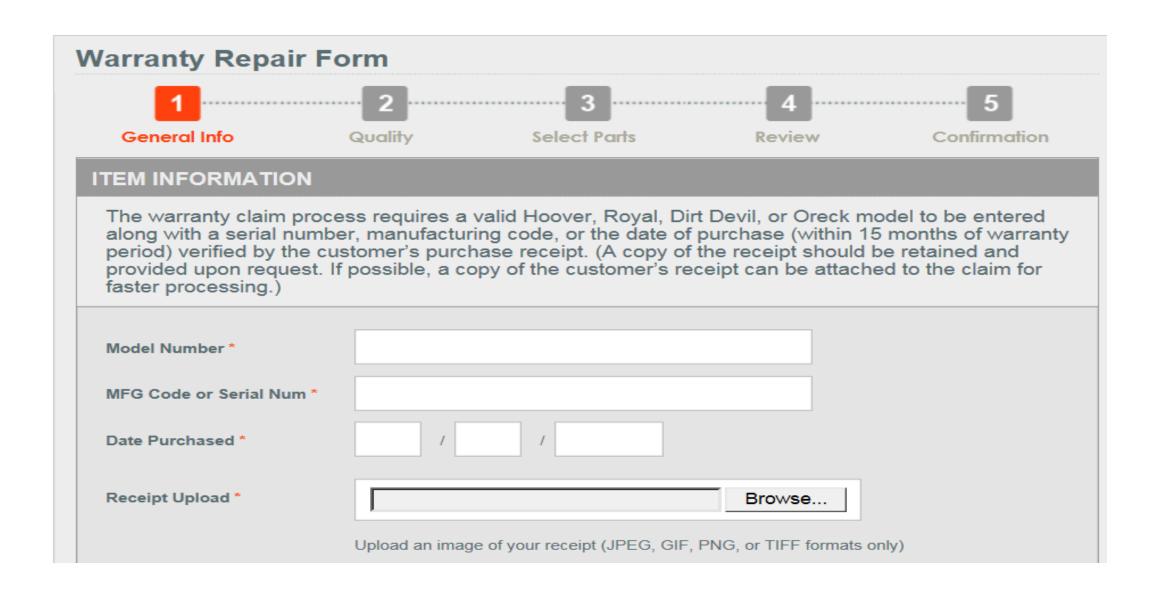




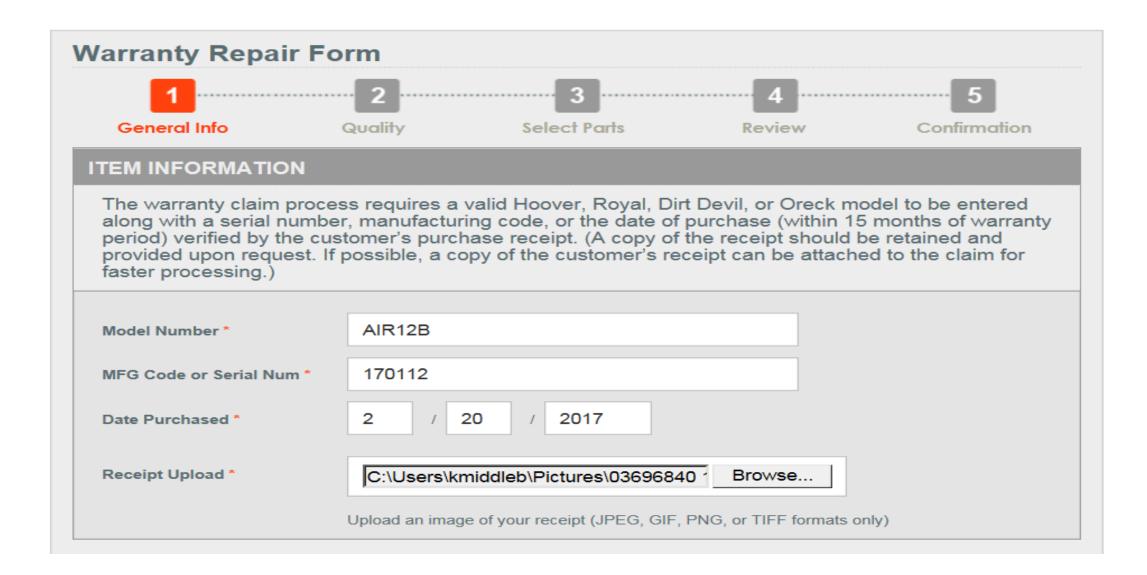


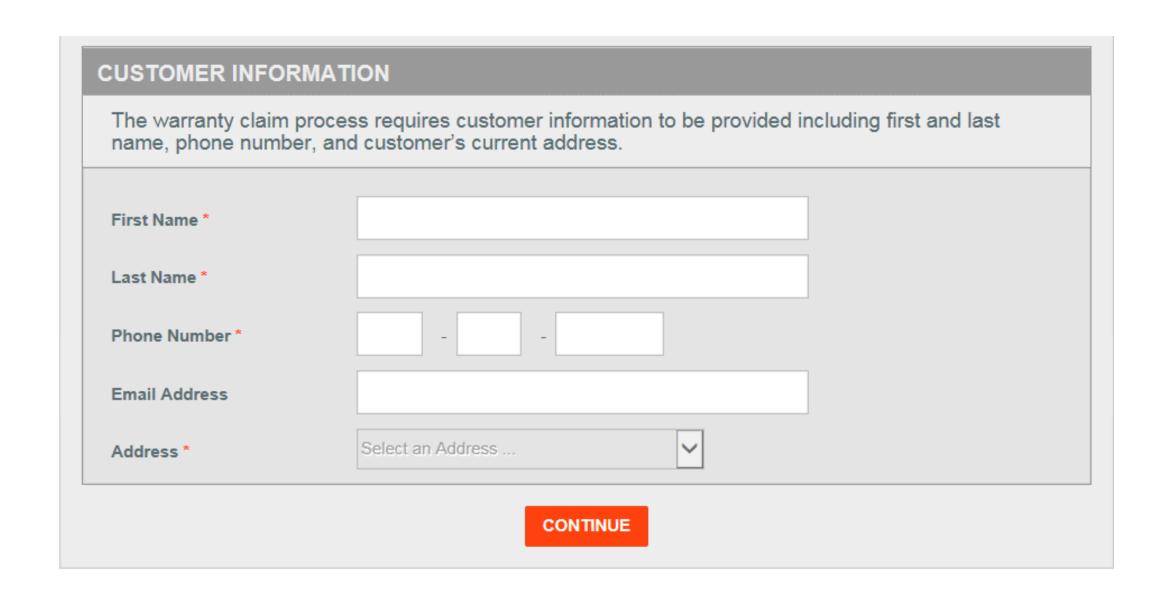


- 1. Click Warranty on the Homepage
- 2. Click Warranty Claim



Enter all required information, designated by the *



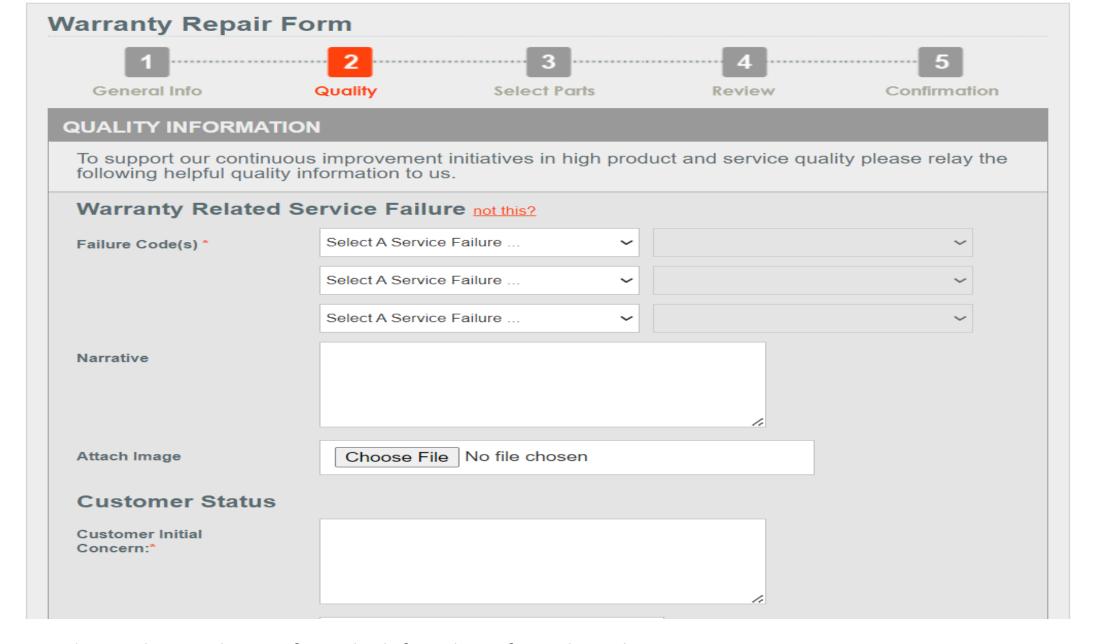


Enter all required information, designated by the *

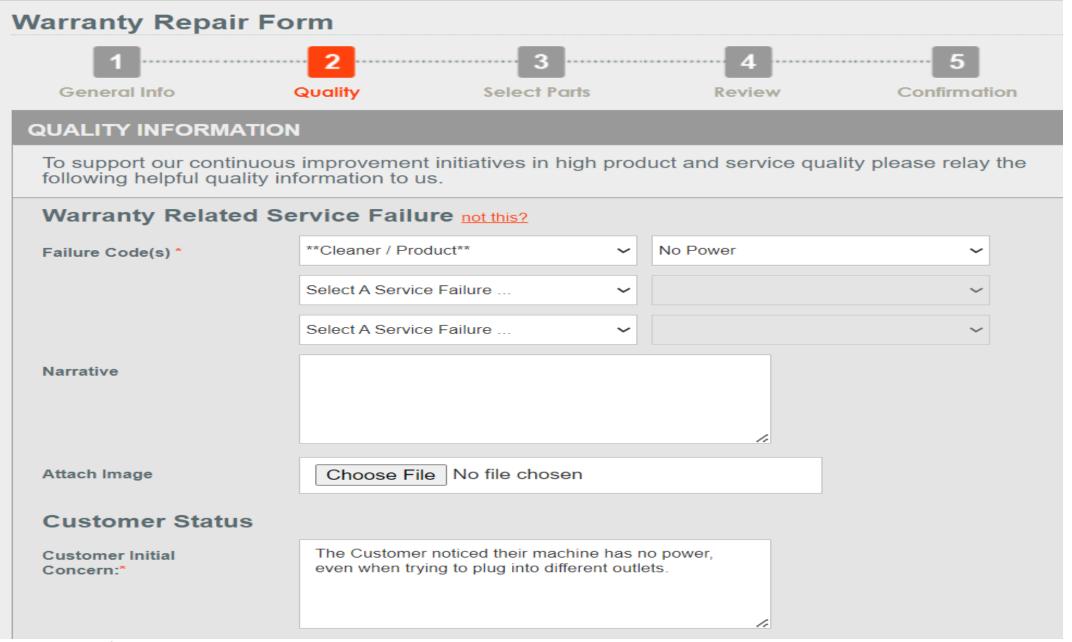
name, pnone numbe	er, and customer's current address.
First Name *	KENISHA
Last Name *	MIDDLEBROOKS
Phone Number *	440 - 996 - 2000
Email Address	
Address *	7005 COCHRAN RD GLENWILLOW, C
Address 1 *	7005 COCHRAN RD
Address 2	
Country *	UNITED STATES CANADA
Zip Code *	44139
County / State *	CUYAHOGA-OH
City *	GLENWILLOW

Warranty Repair Form General Info Quality Select Parts Review Confirmation QUALITY INFORMATION To support our continuous improvement initiatives in high product and service quality please relay the following helpful quality information to us. Warranty Related Service Failure Select this option if the model in question requires service which would be covered by our warranty terms. OR **Non Warranty Service** Select this option if the model in question requires service which would not be covered by our warranty terms. (Consumer abuse / Consumer misuse, etc.)

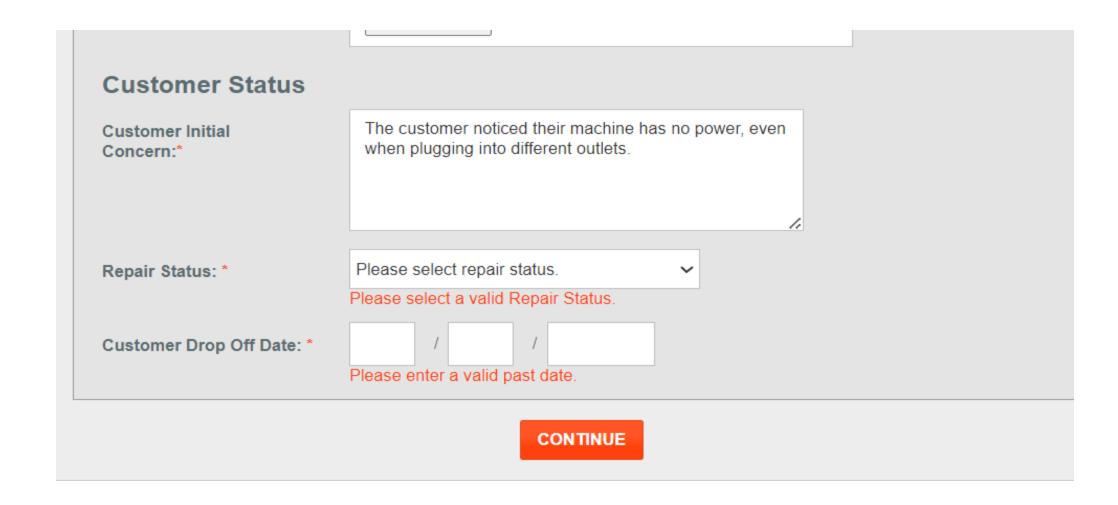
Select one option from above.



Select Failure Code; one from the left and one from the right. Add Customer's reason for bringing the unit in.



Example

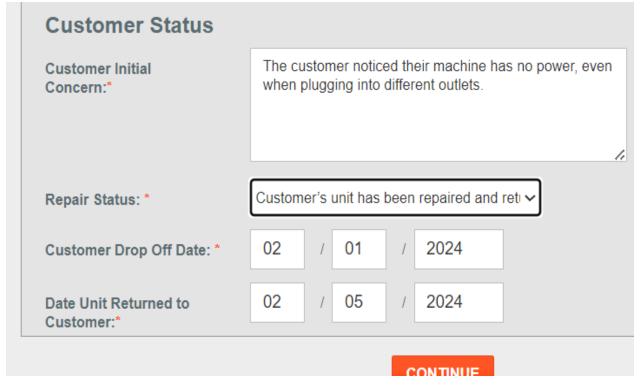


Select the repair status:

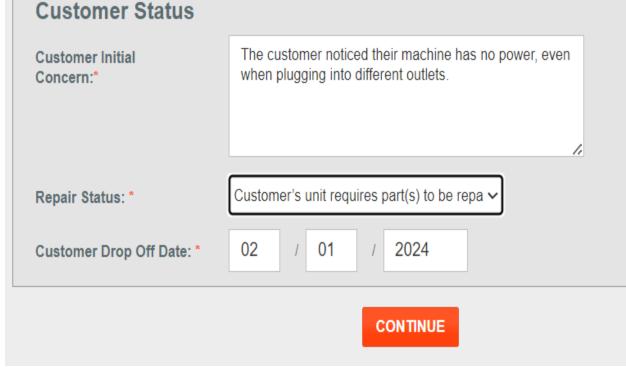
- Customer's unit requires part(s) to be repaired and returned
- Customer's unit has been repaired and returned

Enter the Customer's drop-off date & if repaired; the date returned. Select Continue

Example of unit being Repaired and Returned:

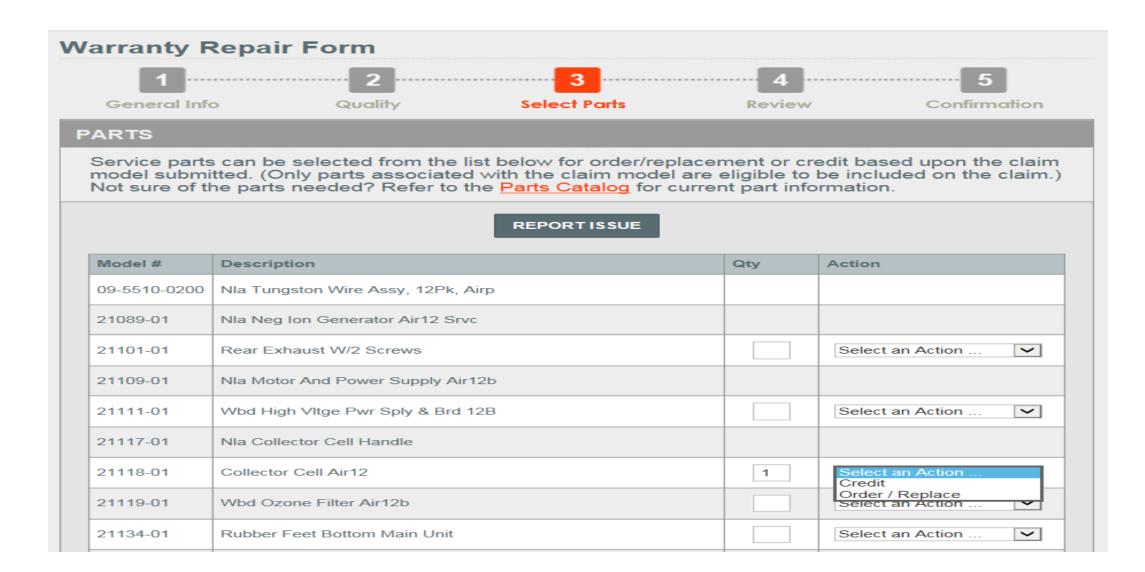


Example of unit Requiring Parts:



Warranty Repair Form General Info Quality Select Parts Review Confirmation **PARTS** Service parts can be selected from the list below for order/replacement or credit based upon the claim model submitted. (Only parts associated with the claim model are eligible to be included on the claim.) Not sure of the parts needed? Refer to the Parts Catalog for current part information. REPORTISSUE Model # Description Qty Action 09-5510-0200 NIa Tungston Wire Assy, 12Pk, Airp 21089-01 NIa Neg Ion Generator Air12 Srvc 21101-01 Rear Exhaust W/2 Screws Select an Action ... \sim 21109-01 NIa Motor And Power Supply Air12b 21111-01 Wbd High Vltge Pwr Sply & Brd 12B Select an Action ... \sim 21117-01 NIa Collector Cell Handle 21118-01 Collector Cell Air12 Select an Action ... \sim Wbd Ozone Filter Air12b 21119-01 Select an Action ... ~ 21134-01 Rubber Feet Bottom Main Unit Select an Action ... ~ 21137-01 Wbd Right End Panel Assy Ar12b

Enter Qty.of part(s) needed.



Select Credit or Order/Replace.

Warranty Repair Form General Info Quality **Select Parts** Confirmation Review **PARTS** Service parts can be selected from the list below for order/replacement or credit based upon the claim model submitted. (Only parts associated with the claim model are eligible to be included on the claim.) Not sure of the parts needed? Refer to the Parts Catalog for current part information. REPORTISSUE Model # Description Qty Action Nla Tungston Wire Assy, 12Pk, Airp 09-5510-0200 21089-01 NIa Neg Ion Generator Air12 Srvc 21101-01 Rear Exhaust W/2 Screws Select an Action ... \sim 21109-01 NIa Motor And Power Supply Air12b 21111-01 Wbd High Vltge Pwr Sply & Brd 12B Select an Action ... $\overline{}$ 21117-01 NIa Collector Cell Handle Order / Replace $\overline{}$ 21118-01 Collector Cell Air12 1 21119-01 Wbd Ozone Filter Air12b ~ Select an Action ..

Select an Action

 \sim

21134-01

21137-01

Rubber Feet Bottom Main Unit

Wbd Right End Panel Assy Ar12b



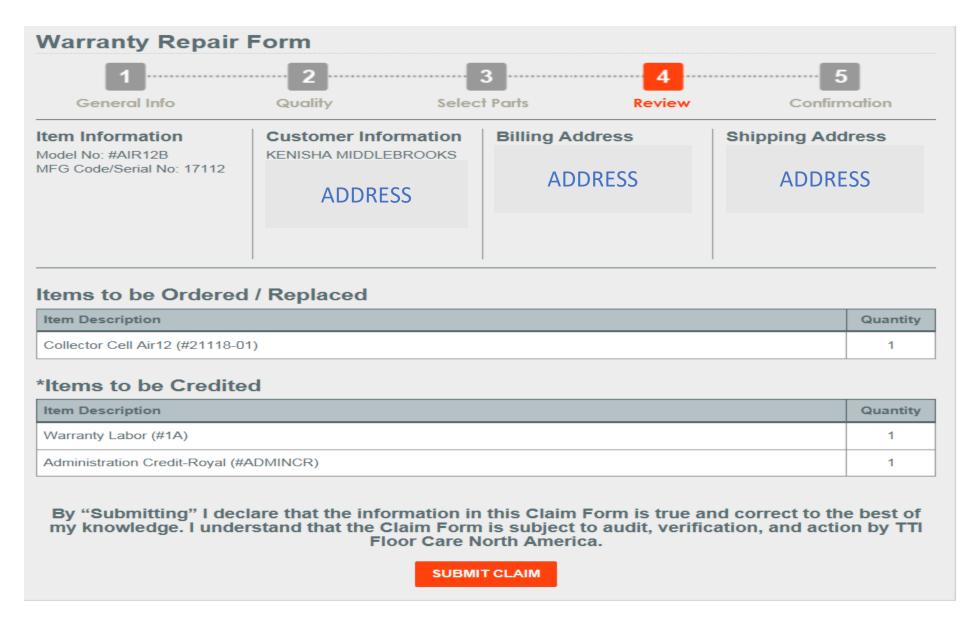
Scroll to the bottom to select an address.

SHIPPING ADDRESS			
Shipping Address: *	Select an Address ADDRESS		
PARTS & ACCESSORIES		SUPPORT	
Parts Top Service Parts Accessory Purchase Listing		My Account Contact Us Find a Service Center	

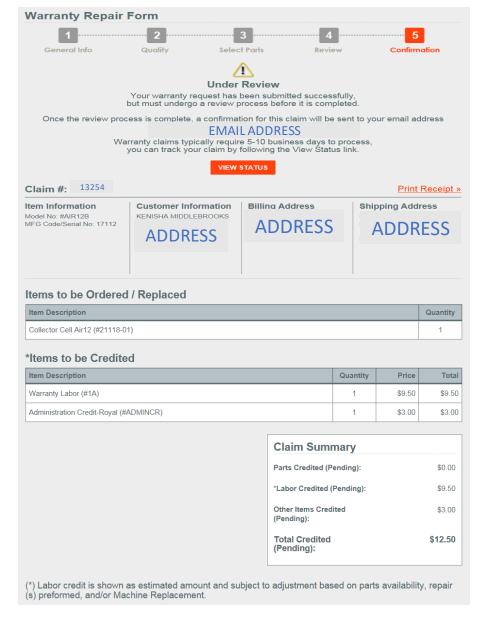
Select correct address from list.



Verify address is correct and click Continue.



Verify the information is correct and click Submit Claim.



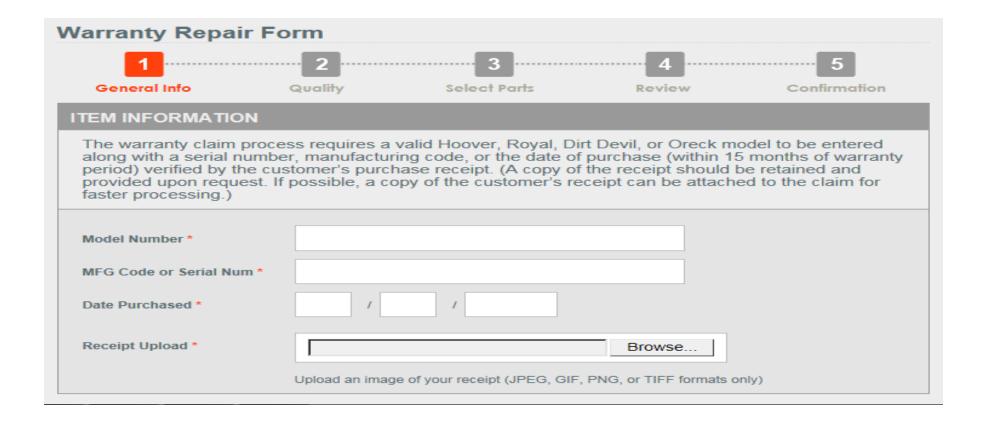
Select Print Receipt for a copy of the claim confirmation.

Uploading Proof of Purchase

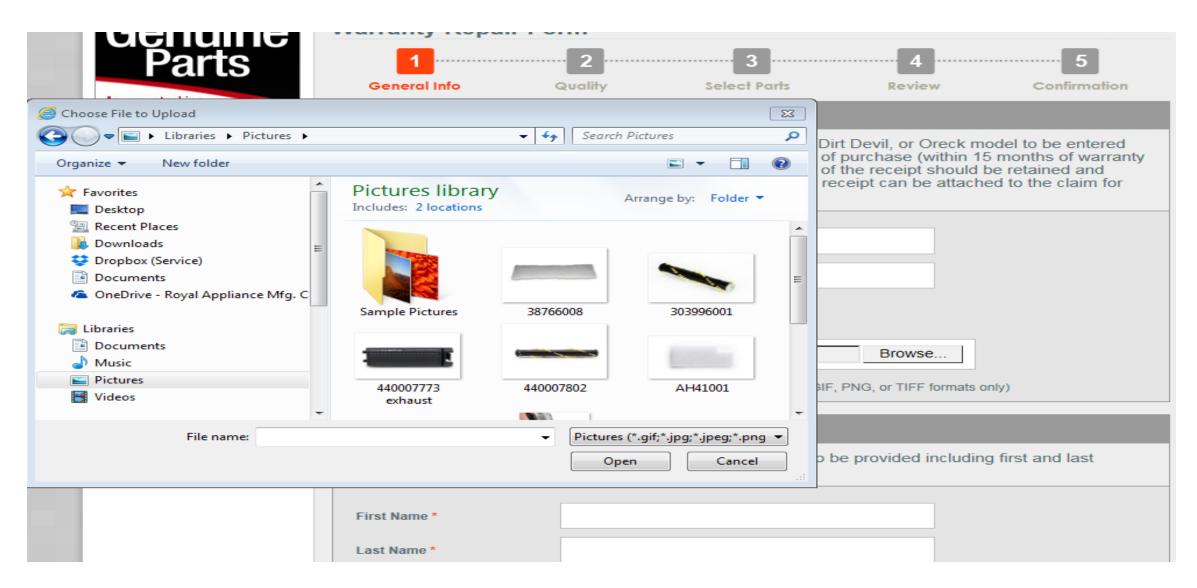
Saving Proof of Purchase Tips

- Create a "Proof of Purchase" Folder to save all receipts on your desktop or in "Pictures or Photos"
- Save files under "Customer First and Last Name" this will make uploading the proof of purchase to claims easier and ensure the correct proof of purchase is uploaded for the customers claim.
- Saved files(Proof of Purchase) can be deleted 30 days after claim fulfillment, same as unit requirements or at the dealer's discretion.

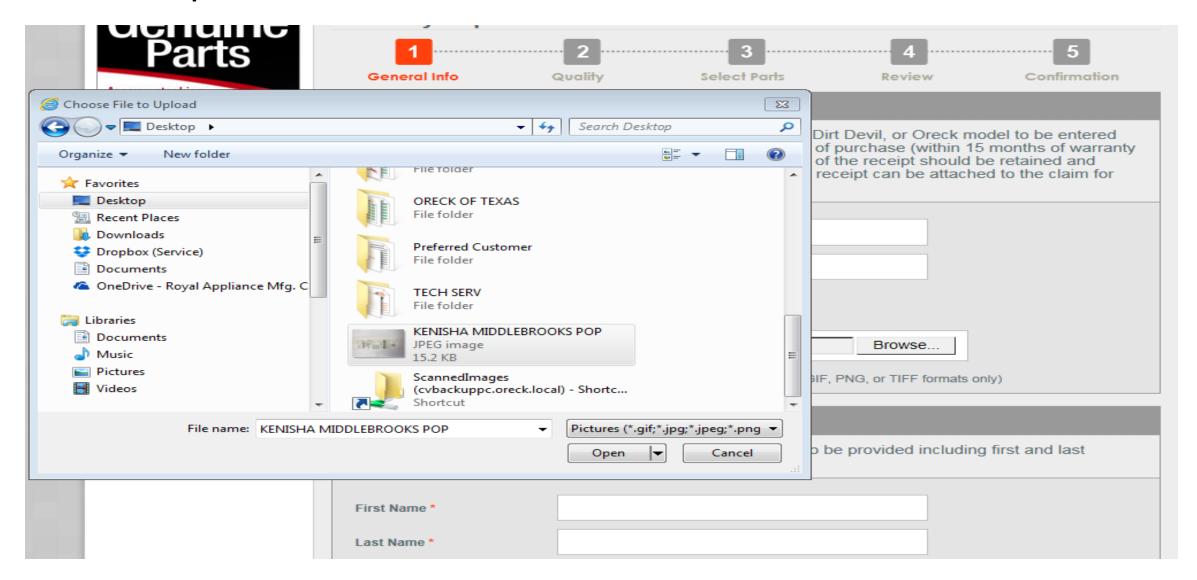
Select "Browse" to Add Proof of Purchase



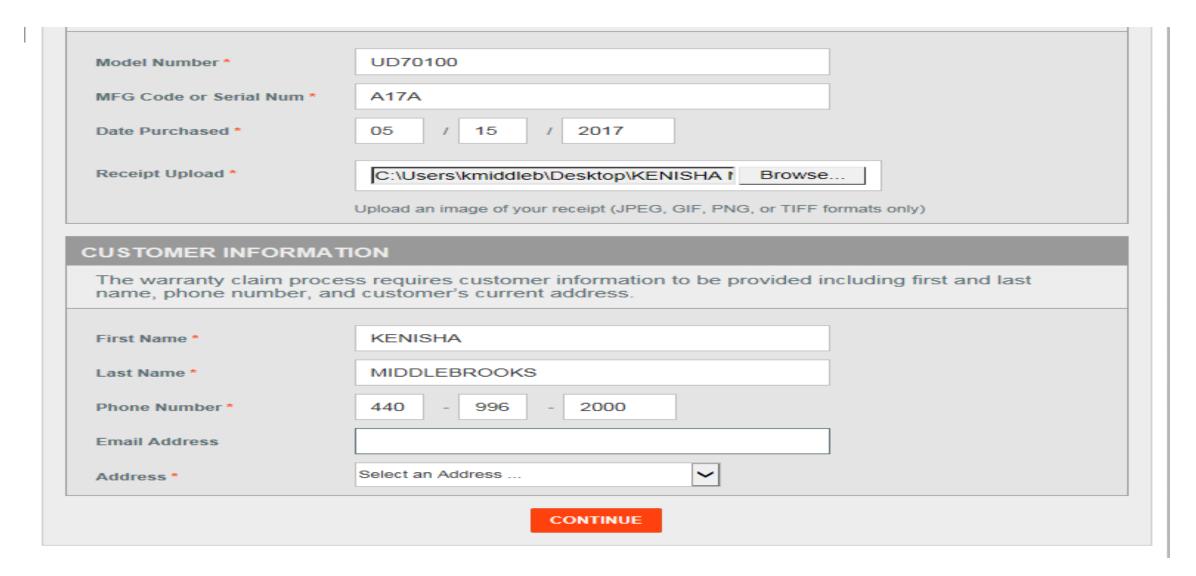
Find Saved Proof of Purchase Document by Customer Name



Select "Open" After Document Selected



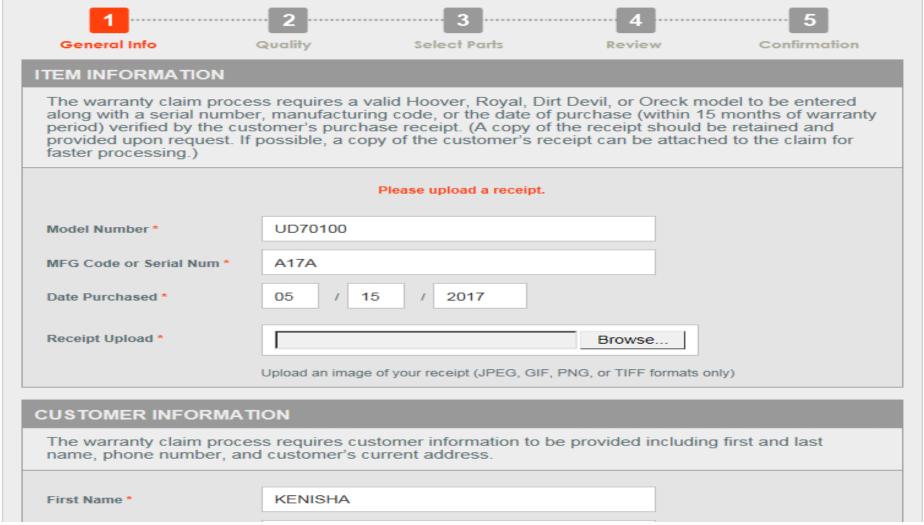
Enter Customer Information and Select "Continue"



Possible Error Messages

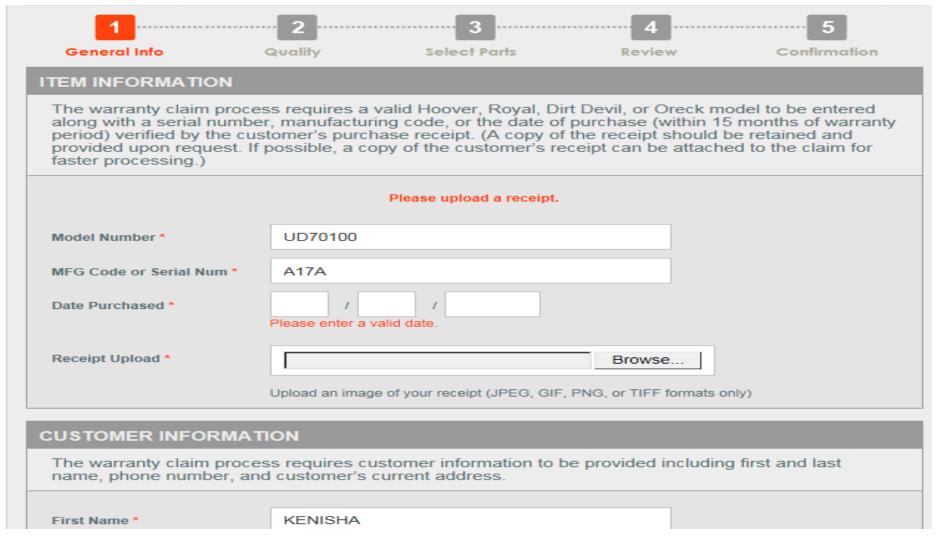
No Proof of Purchase was Added





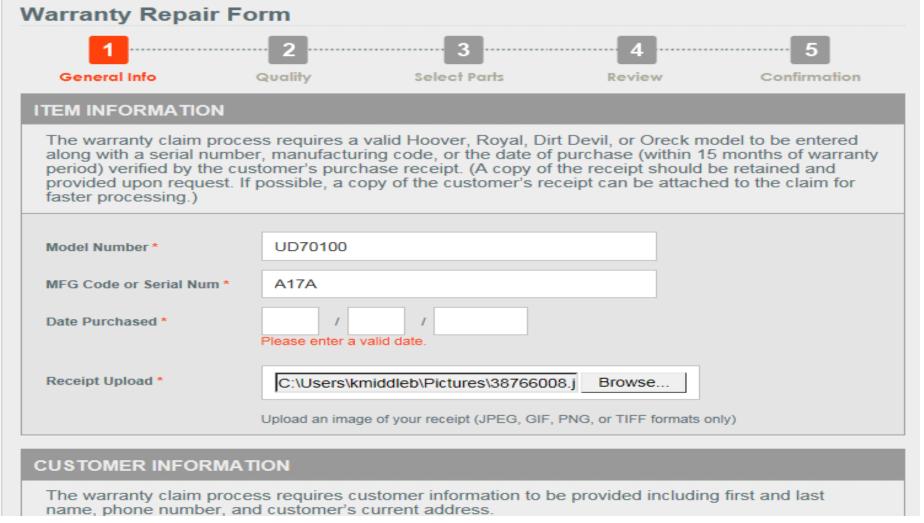
The Date of Purchase was not Added, nor Proof of Purchase





The Date of Purchase was not Added





Dealer Portal Improvements

Overview of Improvements

Effective: October 1,2020

Improvements

- Ability to upload claim images in multiple formats We now accept PDF, JPG, JPEG, PNG,
 GIF, and TIFF formats
 - More flexible, and less time consuming due to smaller file size
- Ability to view Claim Reviewer Notes on Claim Summary
 - This creates the ability to review the notes added under "Report Issue" instead of a blank page
- Performance improvement to enhance speed
 - Experience less lag, and more responsiveness

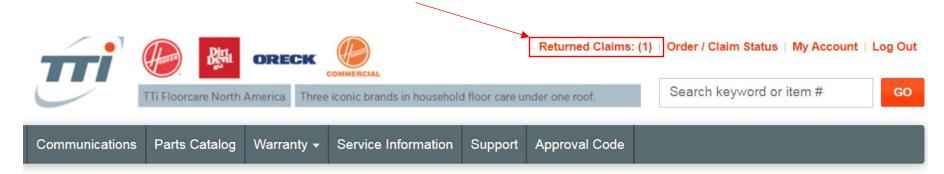
Action Required

- Ability to edit claims that are returned from the Technical Services Team
 - Saves time in resubmitting the information on a new claim

<u>Dealer Portal Improvement Instructions can be viewed at dealers.ttifloorcare.com under the Homepage</u>

Improvement Instructions

Click "Returned Claim"



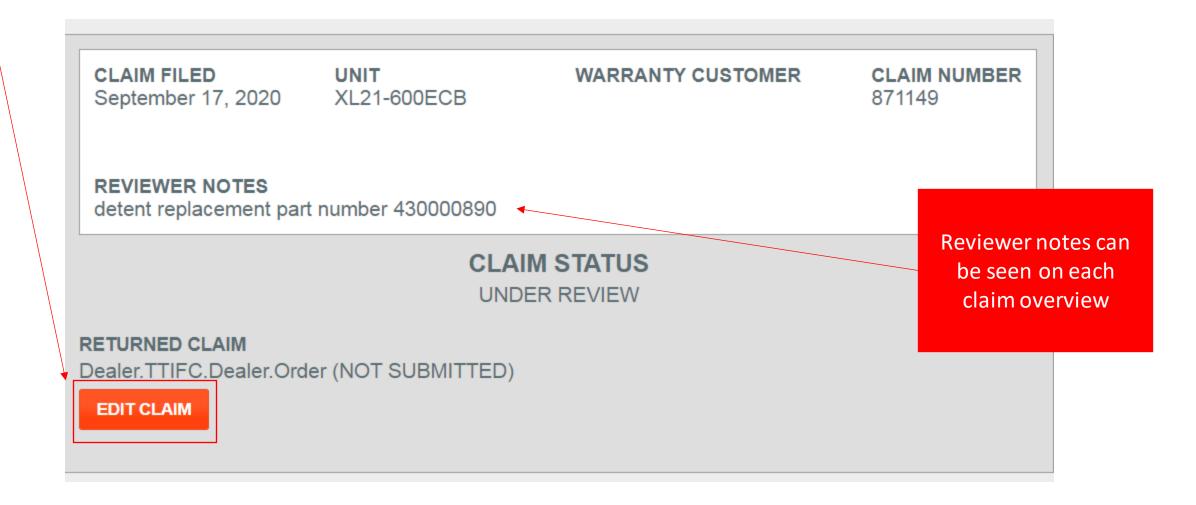
mportant Notice!

lotice: All Oreck Authorized Warranty Dealers will be required to accept mail-in repairs, effective Friday, November 15, 2019. For specifications, please see the files below that an also be found on the communications tab under "Warranty Claim Submissions."

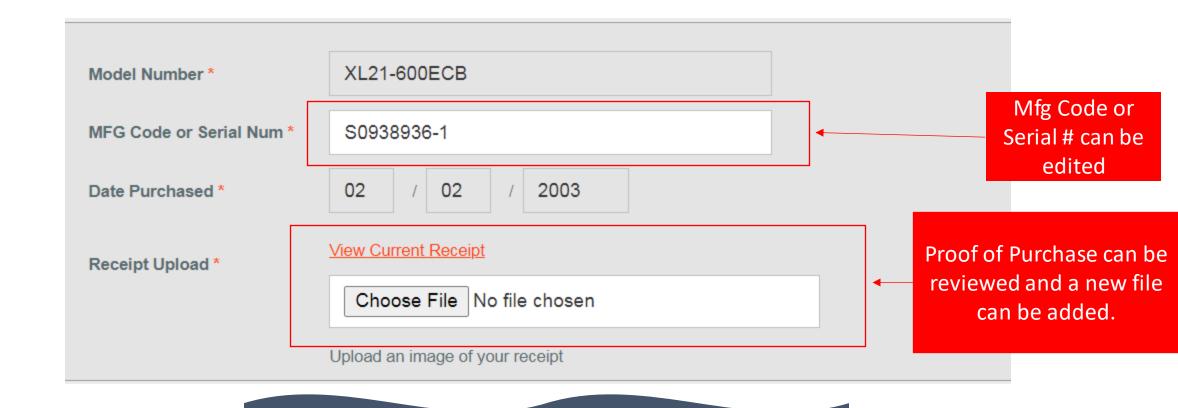
<u> 1ail-In Service Communication Mail-In Service Manual</u>



Click "Edit Claim"



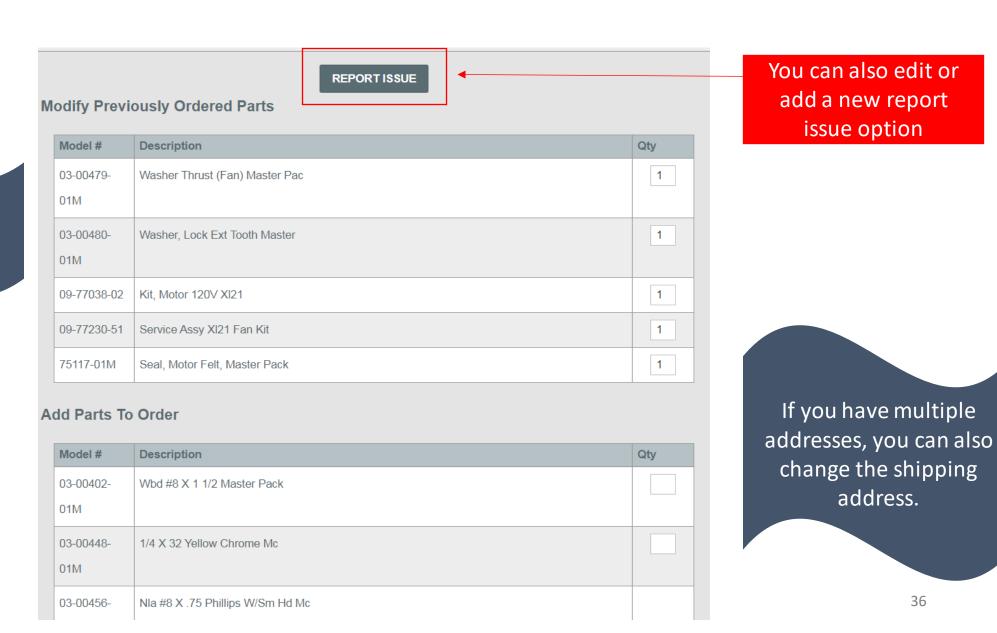
Customer Editable Fields



We now accept PDF, JPG, JPEG, PNG, GIF and TIFF formats!

Parts Lists Fields

You can edit parts ordered or add new parts.



Claim Review

You can verify all parts and notes on this screen.

Item Information
Model No: #XL21-600ECB
MFG Code/Serial No:
S0938936-1Customer InformationBilling AddressShipping AddressCustomer
InformationBilling
AddressShipping Address

If the shipping address was updated, the new address will show here.

Items to be Ordered / Replaced

Item Description	Quantity
Washer Thrust (Fan) Master Pac (#03-00479-01M)	1
Washer, Lock Ext Tooth Master (#03-00480-01M)	1
Kit, Motor 120V XI21 (#09-77038-02)	1
Service Assy XI21 Fan Kit (#09-77230-51)	1
Seal, Motor Felt, Master Pack (#75117-01M)	1

*Items to be Credited

Item Description	Quantity
Warranty Labor (#1A)	1
Administration Credit-Royal (#ADMINCR)	1

Issue Notes

430000890

Homepage After Claim is Submitted



Returned Claims will not be shown

aportant Notice!

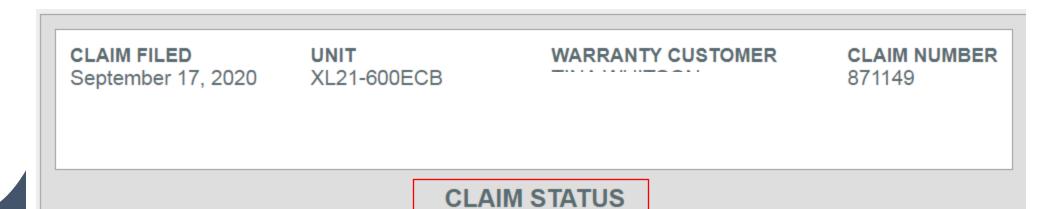
tice: All Oreck Authorized Warranty Dealers will be required to accept mail-in repairs, effective Friday, November 15, 2019. For specifications, please see the files below that n also be found on the communications tab under "Warranty Claim Submissions."

il-In Service Communication Mail-In Service Manual



Claim Review - Resubmitted

Claim Status will show
Resubmitted after the
claim edits have been
returned to the
Technical Service team.



RESUBMITTED

REPLACEMENT ORDER

DPD1T105853460 (NOT SUBMITTED)

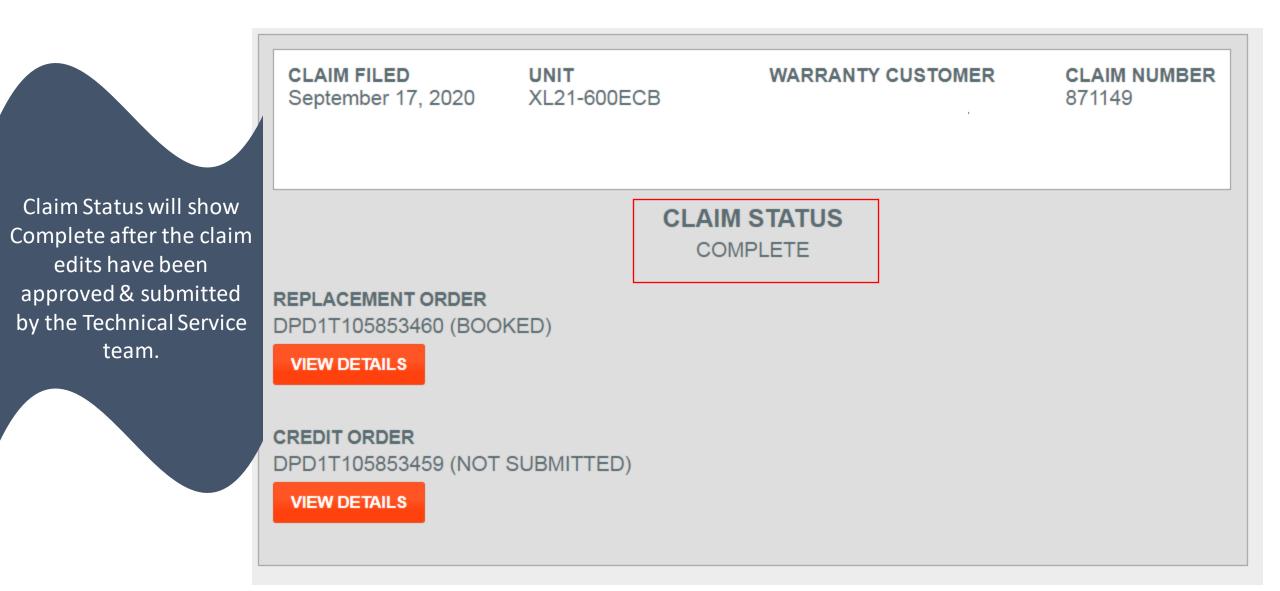
VIEW DETAILS

CREDIT ORDER

DPD1T105853459 (NOT SUBMITTED)

VIEW DETAILS

Claim Review – Complete





Parts Catalog











- 1. Searching a Model Number
- 2. Viewing a Schematic
- 3. Printing a Schematic
- 4. Searching a Part Number
- 5. Viewing a Superseded Part

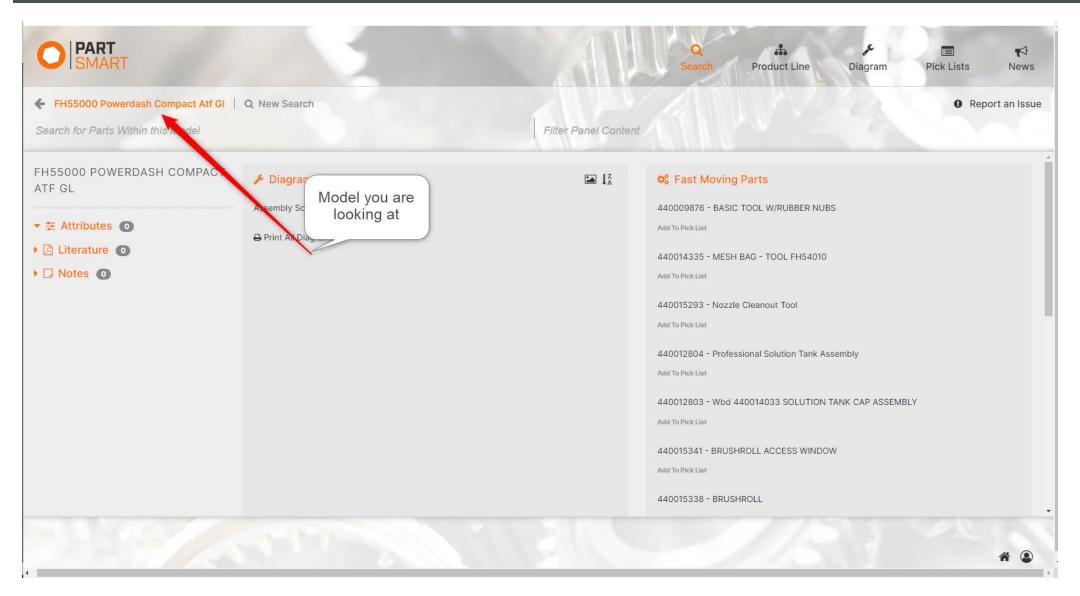
Learning Objectives

After completing this training, you'll be able to:

- Search for parts using the parts catalog tab.
- View and print schematics



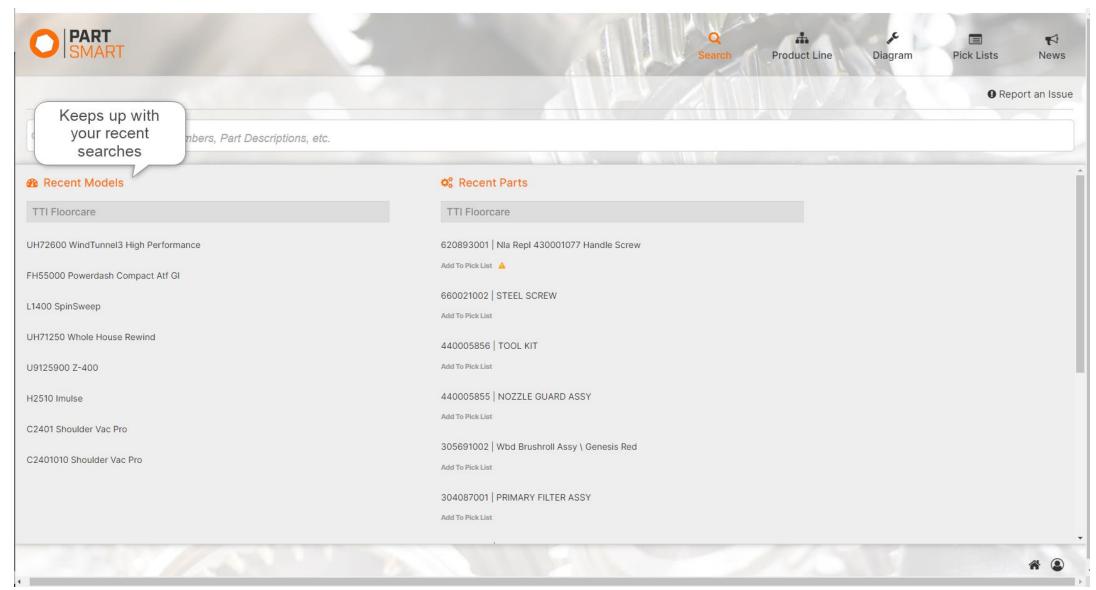
Searching a Model Number



You can search models by model number or name.



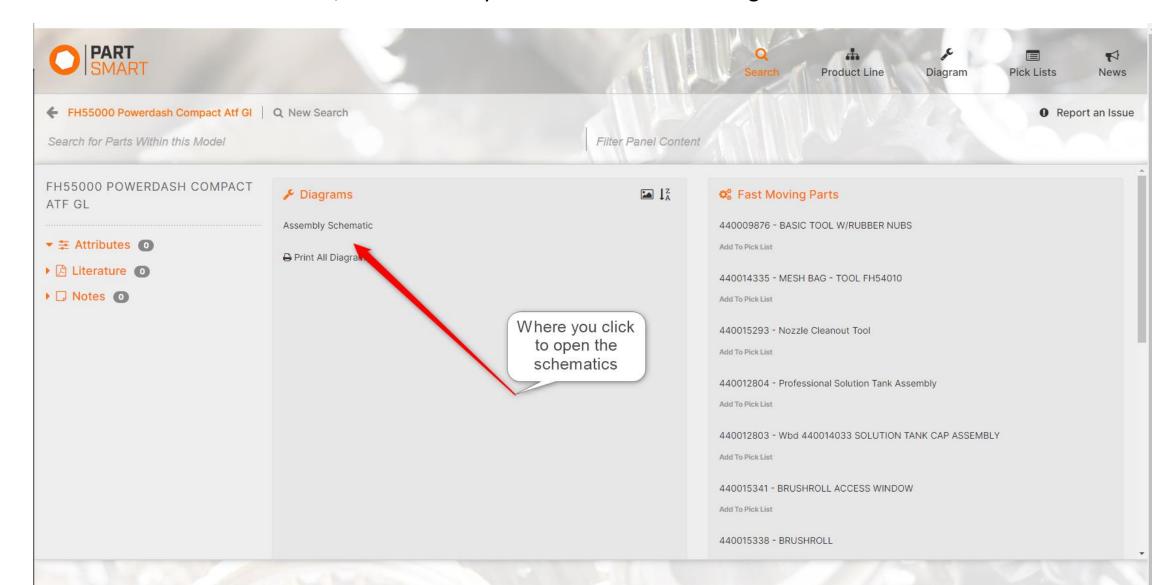
Searching a Model Number



Your recently searched models and parts will appear under the search tab.

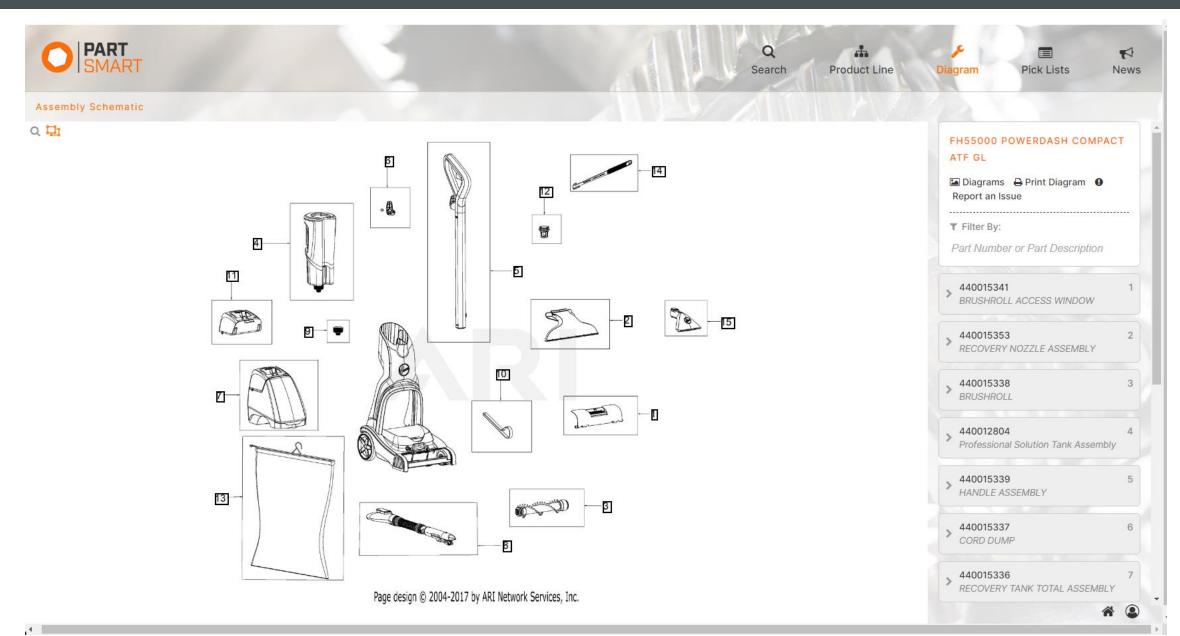
Viewing a Schematic

To view the schematic for a unit, click "Assembly Schematic" under the Diagrams section.



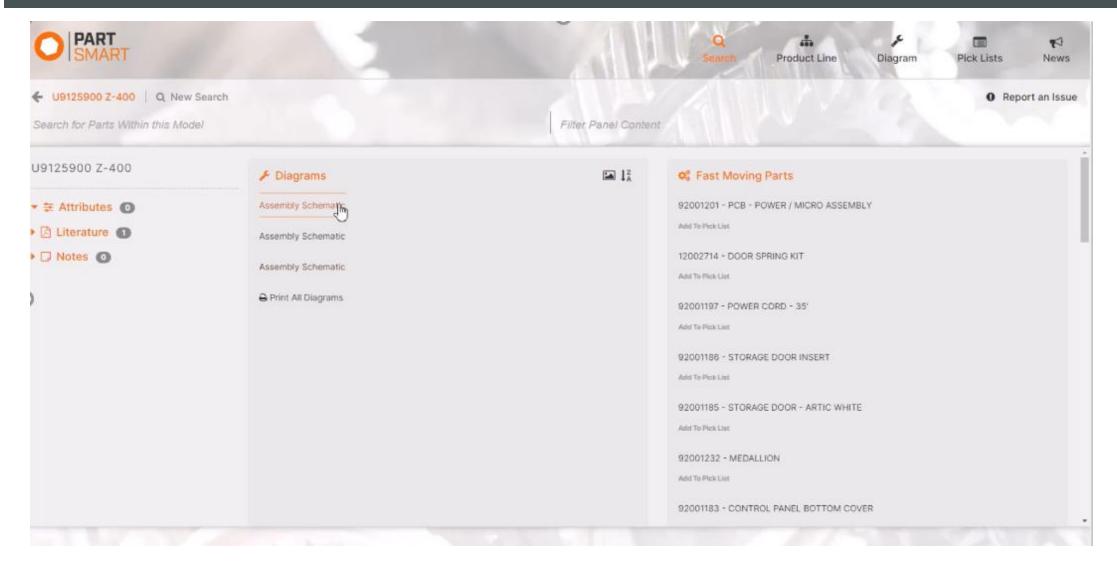


Viewing a Schematic





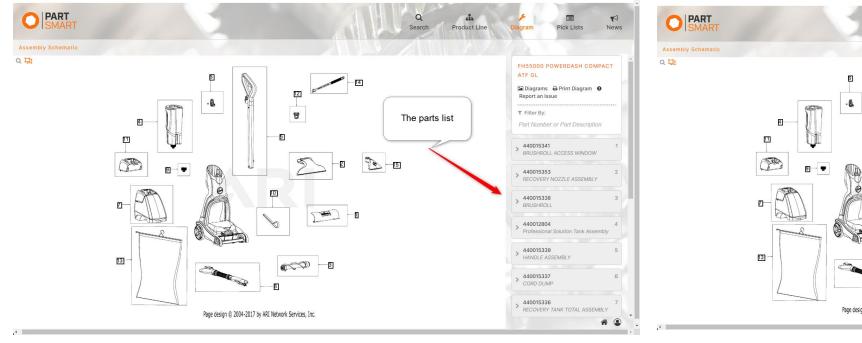
Printing a Schematic



Select "Print all Diagrams" to print a copy of the schematic.

Finding a Part

The parts list is located to the right of the schematic. Use the search function to look up part numbers or names.

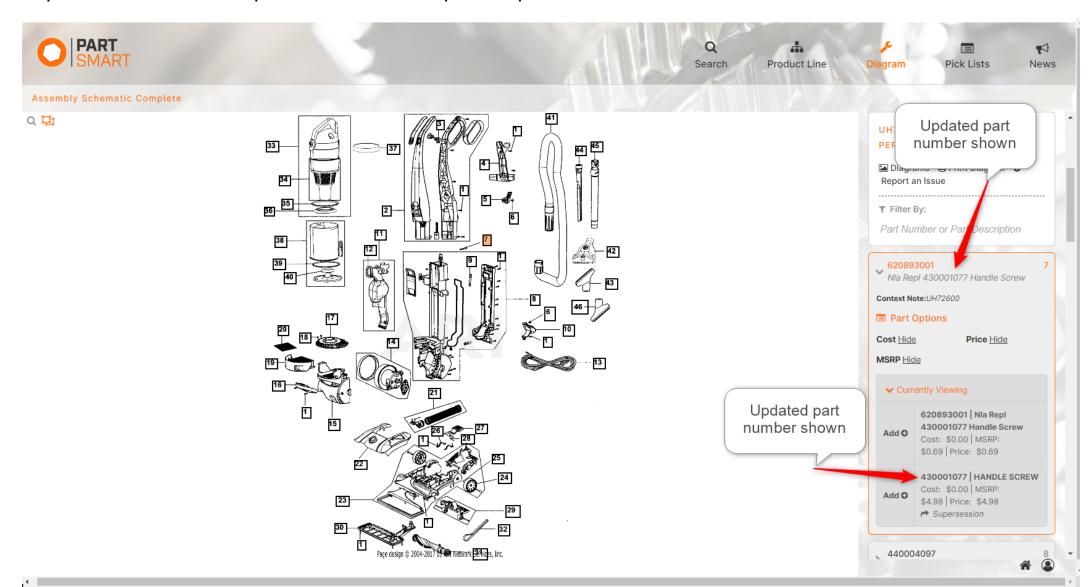






Superseded Parts

The part marked with "Supersession" is the updated part number.





Reporting an Issue

In the upper right-hand corner, select "report an issue". Now, you can select what type of issue you are experiencing, include a description, and attach screenshots. Select "View Issues" to check the status of previous issues.

