

KODAK Customer Portal

Service & Support Customer User Guide

Welcome to the KODAK Customer Community Portal

We are committed to providing the Service & Support to keep you up and running, producing profitable work and growing your business.

The KODAK Customer Community portal enables you to access online support for your Kodak equipment, consumables, and software 24 hours a day, 7 days a week:

- Submit support requests online
- Access Kodak's knowledgebase
- Review your service history
- Request changes to your installed base of Kodak products
- View equipment by location
- View Support Plan entitlements

https://customer.kodak.com/



Table of Contents

Service & Support Home Page

My Accounts

My Assets

My Cases

New Service Request

New Inquiry Request

Knowledgebase

My Settings

Service & Support Home

Navigation Bar

Quick access to your records and Knowledgebase

Notifications

Activity badge for new messages

User Settings

Adjust personal account data

Navigation Objects

Click to access your records and create new requests

Web Links

User Guides and links to other Kodak portals













HOME MY ACCOUNTS MY ASSETS MY CASES KNOWLEDGE BASE

Kodak Service & Support

You choose KODAK products because you care about quality and reliability.

We are committed to providing the Service & Support to keep you up and running, producing profitable work and growing your business.

My Accounts

A listing and details related to all accounts associated with your user

My Assets

A listing and details related to all KODAK products associated to your account(s)

My Cases

All active Service and Inquiry requests associated to your accounts

New Service Request

Create a new request for technical support for an asset needing service

New Inquiry Request

Create a new request for administrative support for your account or asset

Return to Customer Portal

KODAK Customer Portal landing page for accessing additional application tiles



My Accounts

₩

New Service

Request



New Inquiry Request



Return to **Customer Portal**







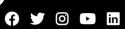












Accounts

An Account refers to any organization that you as a user have a relationship to.

This could be the direct company you work for or other sites within your organization that you are associated to.

A KODAK representative can help you create the associations you need to update the relationships to your user profile.

My Accounts

1 Accounts List

Displays a list of Accounts that you have a relationship to

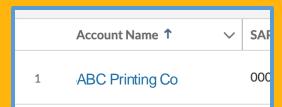
2 List View Selection

Choose between all accounts or recently viewed

3 Search Bar

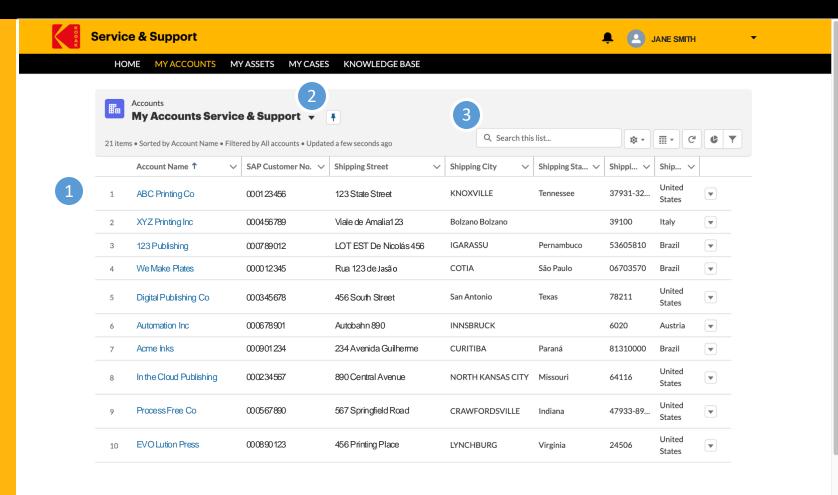
Search Accounts by name, customer ID, address, etc.

Click the Account Name link to open up that record and view details related to the Account as well as options to initiate a new Inquiry Request.











Account Record Details View

Account Information

Displays header details related to the Account

Related Objects

Click to view Contacts and Assets related to the Account

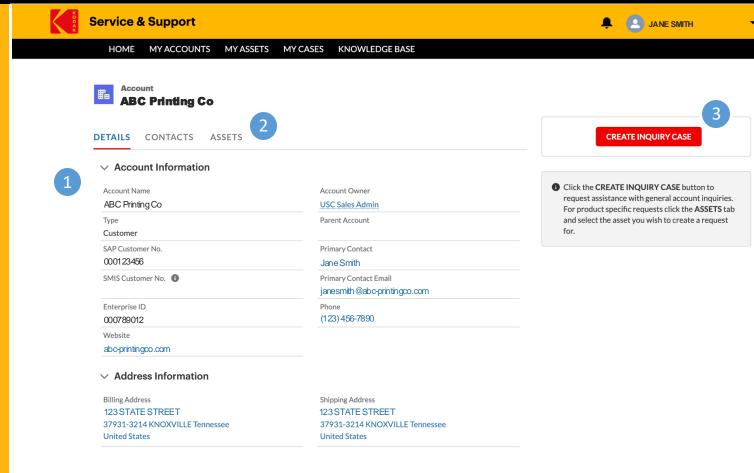
Create Inquiry Case

Initiate a new account related inquiry

Click the Create Inquiry Case button to initiate a new general Account related request.

















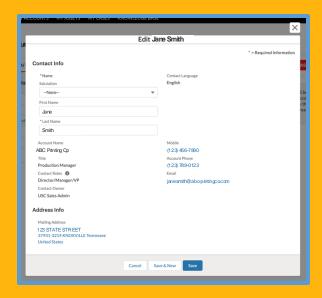
Account Record Contacts View

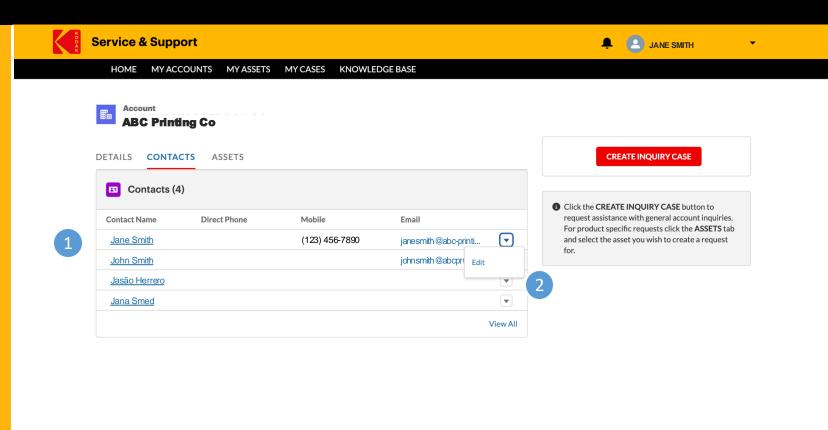
1 Contact List

Displays list of Contacts related to the Account

2 Edit Contact Details

Click EDIT to adjust contact information









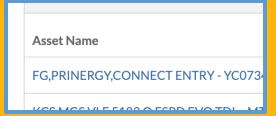
Account Record Assets View

1

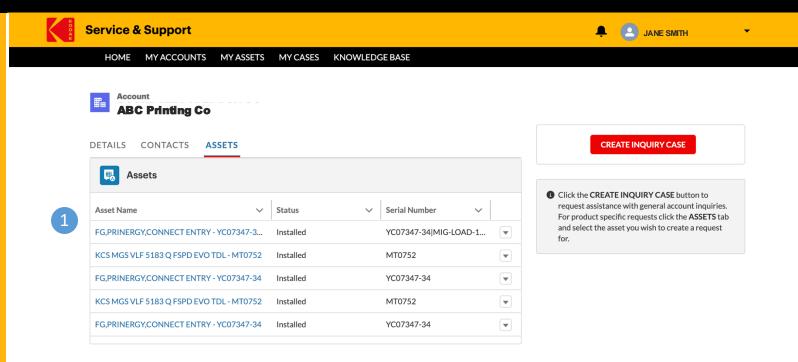
Asset List

Displays list of Assets related to the Account

Click the Asset Name link to view that record and view details related to the Asset as well as options to initiate a new Service or Inquiry Request.











Assets

An Asset refers to a singular product that is part of the install base of an Account.

Each Asset has a unique serial number, hierarchy of components, location reference, and carries any relevant service contract entitlement. It could refer to a hardware or software-based product.

New Service Requests are created against the parent record of an Asset hierarchy.

Asset List

Displays a list of Assets across all Accounts that you have a relationship to

Search Bar

Search by Asset Name

Click the Asset Name link to open up that record and view details related to the Asset as well as options to initiate a new Service or Inquiry Request.

Asset Name FG,PRINERGY,CONNECT ENTRY - YC073





Service & Support





JANE SMITH

Asset
My Asset View

Q Enter a Asset Name

HOME MY ACCOUNTS MY ASSETS MY CASES KNOWLEDGE BASE

Asset Name	Ship To ↑	Serial Number	Shipping City
FG,PRINERGY,CONNECT ENTRY - YC073	ABC Printing Co	YC07347-34	KNOXVILLE
FG,PRINERGY,CONNECT ENTRY - YC073	ABC Printing Co	YC07347-34	KNOXVILLE
FG,PRINERGY,CONNECT ENTRY - YC073	ABC Printing Co	YC07347-34 MIG-LOAD-1-OLD	KNOXVILLE
KCS MGS VLF 5183 Q FSPD EVO TDL - M	ABC Printing Co	MT0752	KNOXVILLE
KCS MGS VLF 5183 Q FSPD EVO TDL - M	ABC Printing Co	MT0752	KNOXVILLE
FG,PRINERGY CONNECT,REFINE & OUTP	XYZ Printing Inc	YC1134	Innsbruck
KODAK MAGNUS Q800 F-SPD W XPO TD	XYZ Printing Inc	M81884	Innsbruck
PREPS PRO,6.X,FLIM,COMP TRADE IN	XYZ Printing Inc		Innsbruck
S/W KIT,TIFF ASSEMBLER PLUS	XYZ Printing Inc		Innsbruck
ACHIEVE 400 PR - S SPEED - Druma Test #5	XYZ Printing Inc	Druma Test #5	BOLZANO
ACHIEVE 800 PR - S SPEED - Test #5 for D	XYZ Printing Inc	Test #5 for Druma	BOLZANO
ACHIEVE 800 PR - S SPEED - Test #6 for D	XYZ Printing Inc	Test #6 for Druma	BOLZANO
ACHIEVE 800 PR - S SPEED - Testing #6 - D	XYZ Printing Inc	Testing #6 - Druma	BOLZANO
FG,INSITE PREPRESS PORTAL-FIRST 5 US	XYZ Printing Inc	AX00614-88	Bolzano Bolzano
FG,PRINERGY CONNECT,REFINE & OUTP	XYZ Printing Inc	YC3925	Bolzano Bolzano
FG,PRINERGY EVO,TIFF DOWNLOADER	XYZ Printing Inc	EV04839	Bolzano Bolzano











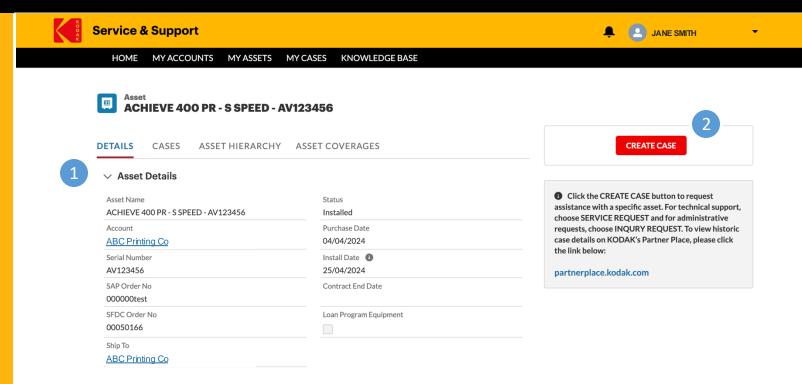
My Assets Details View

Asset Details

Displays information related to the Asset including name, serial number and installation date.

2 Create Case

Initiate a new Inquiry or Service request.







My Assets Cases View

1

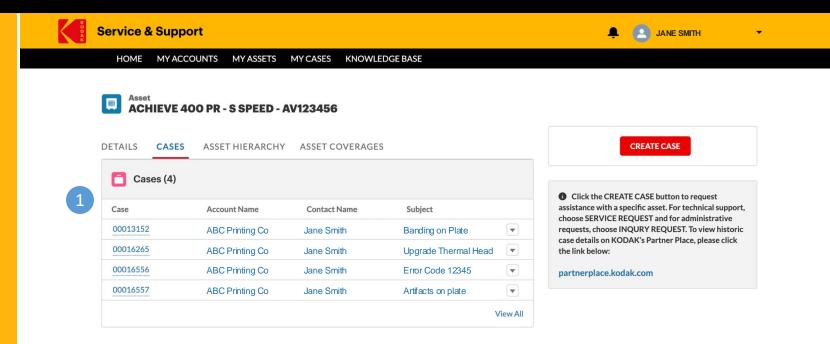
Case List

Displays a list of Cases created against the Asset

Click the Case link to view that record and review details related to the request.











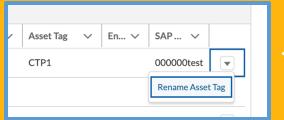
My Assets Hierarchy View

1

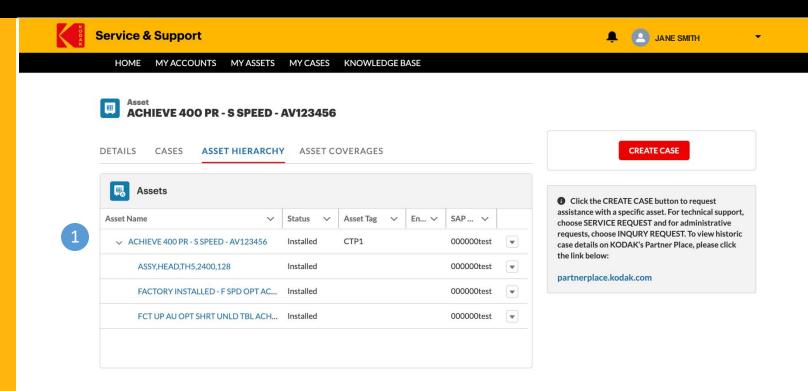
Asset Hierarchy

Displays the hierarchy configuration of all components associated to the main Asset.

Click the Rename Asset Tag dropdown link to enter a reference within your organization for ease of identification.









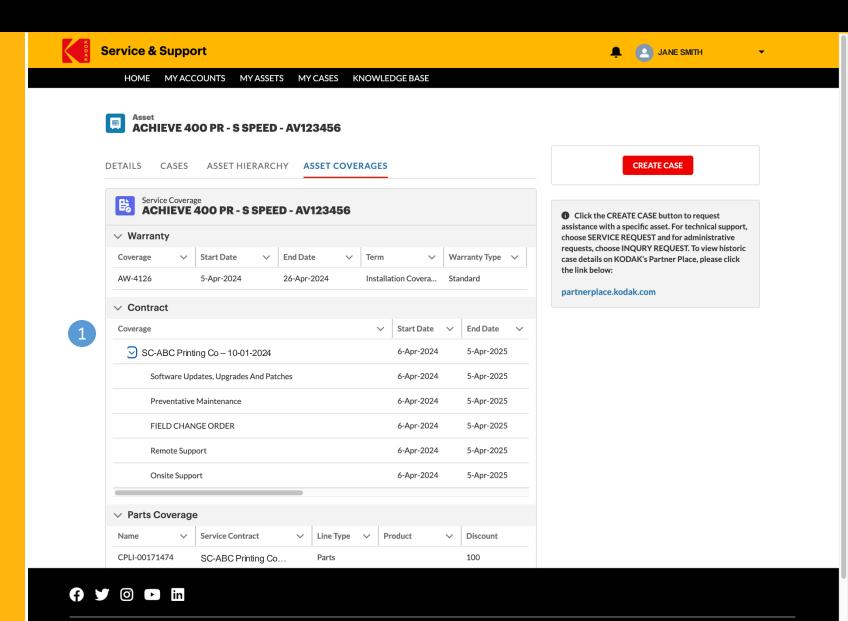


My Assets Coverage View



Asset Coverages

Displays details regarding the service contract associated to the Asset including Start and End Dates, Entitlements, Hours of Coverage, and applicable discounts for Parts.





Cases

A Case is created to capture all details and activities related to a request and is assigned appropriately to an Administrative or Technical resource depending on the nature of the request (General Inquiry or Service Request).

A Service Request Case is assigned to a Remote or Field technician via a Work Order to facilitate the support and resolution of the issue while a General Inquiry case is assigned to a KODAK Administrative resource to manage the request.



My Cases List

Displays a list of all Cases that you have created or have an association to.

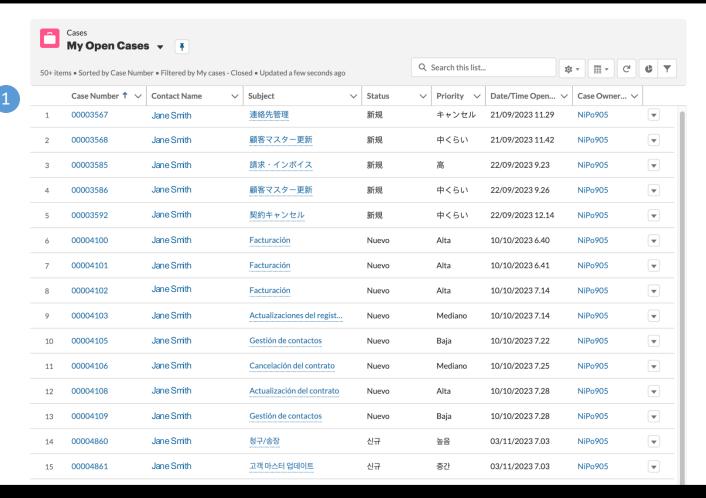
Click the Case link to view that record and review details related to the request.











KNOWLEDGE BASE





Case Detail View

1 Case Information

Details related to the Case including Description, Status, Asset and Sub type

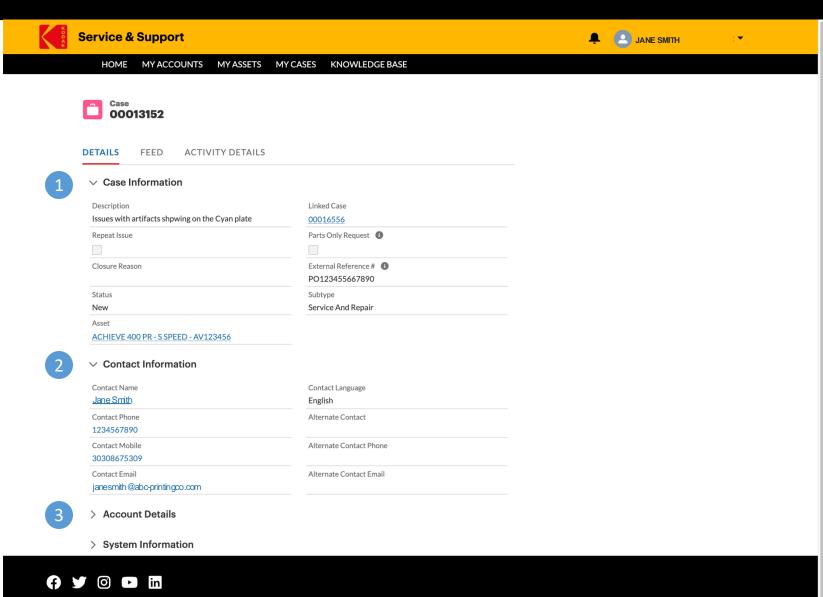
2 Contact Information

Details related to the Contact associated to the Case

Account Information

Details related to the Account associated to the Case

Note: Each section can be expanded or collapsed by clicking the > next to each section.





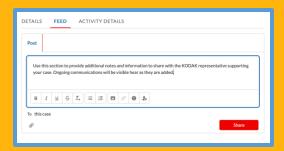
Case Feed View

1

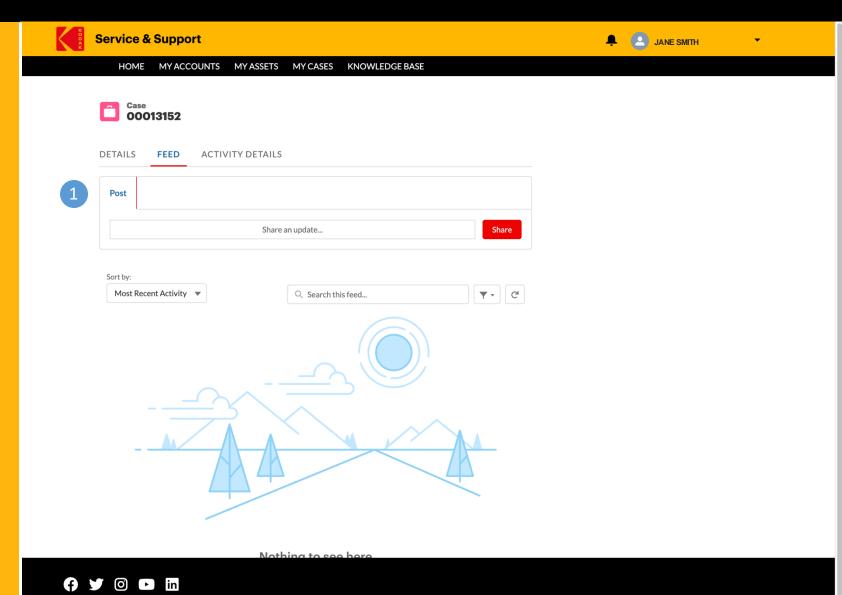
Case Feed

Displays comments and captured by a Kodak representative and enables the ability to enter in new comments and responses as needed.

Click the Share an Update section to open the new Post window where you can enter additional notes and attach files in images. Click **Share** when ready to post.









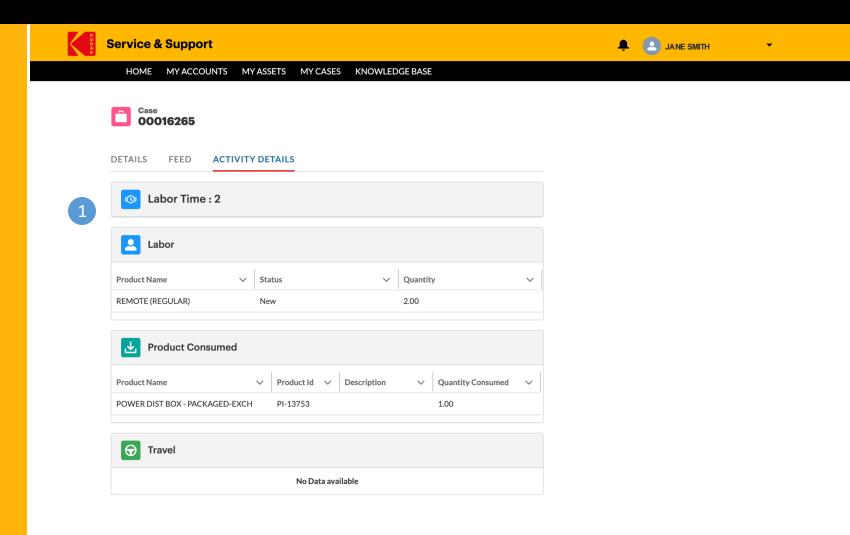
Case Activity Details View

1

Activity Details

Displays all labor and travel entries add to a case as well as any service parts that have been consumed against as part of the resolution of the request.

NOTE: Any Labor and/or Parts entries will be subject to billing depending on the service contract entitlement of the asset associated to the case.







New Service Request

A Service Request is created to capture all details and activities related to a request of a technical nature that requires a KODAK Service technician to support and resolve.

Service requests are logged against an Asset record.

New Service Request

Contact Details

Defaults to your user contact name and provides the option to reference an Alternate Contact to the case.

2 Remote Connection

Where applicable, you grant Kodak permission to connect remotely to your asset.

3 Severity

Choose an appropriate option based on how this issue is affecting your production.

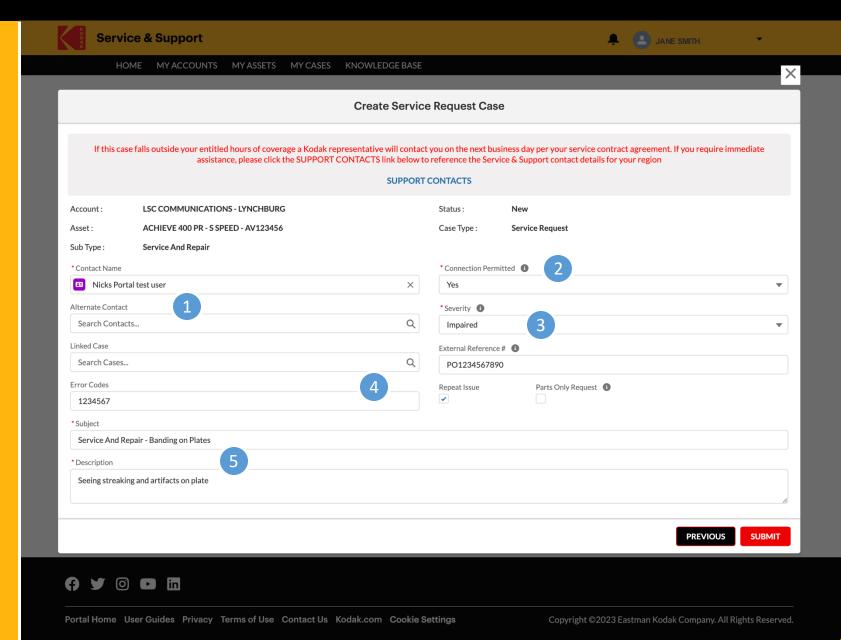
4 Related Information

Enter an error code or capture other relevant details such as a link to a previous case and reference information.

5 Subject & Description

Enter a clear and informative description of the issue that is being experienced adding relevant details as needed.





New Inquiry Request

An Inquiry Request is created to capture all details and activities related to a request of an administrative nature that requires a KODAK Operations representative to review and provide a response.

Inquiry requests can be logged against an Account record or an Asset record.

New Inquiry Request (Account)

Contact Details

Defaults to your user contact name and provides the option to reference an Alternate Contact to the case.

2 Related Information

Capture other relevant details such as a link to a previous case and reference information.

3 Subject & Description

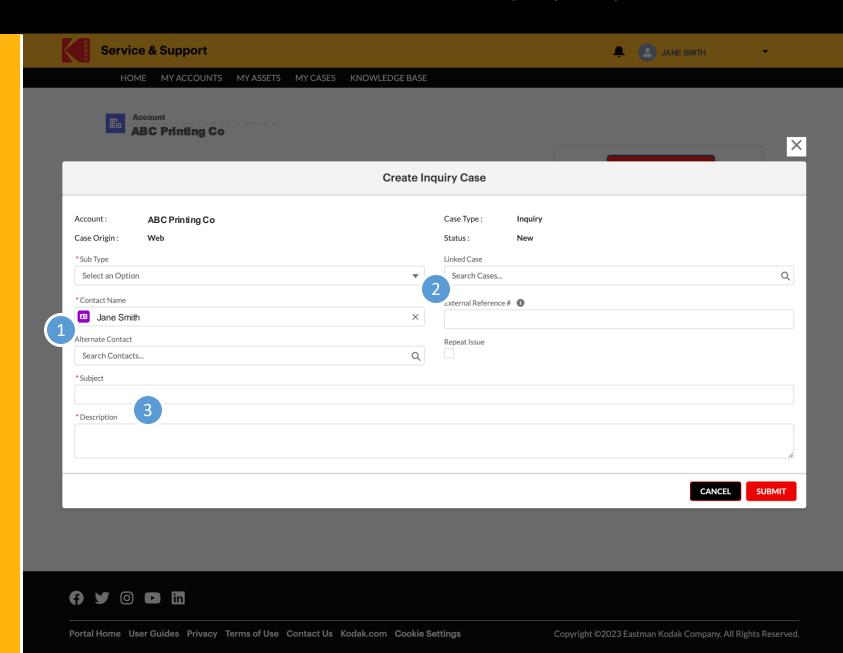
Enter a clear and informative description of the issue that is being experienced adding relevant details as needed.

Choose a A Sub-Type as appropriate. For Contact Management requests, additional options will be presented to add a New Contact, Update a Contact or Remove one.









New Inquiry Request (Asset)



Choose from a list of Asset related inquiry options



2 Related Information

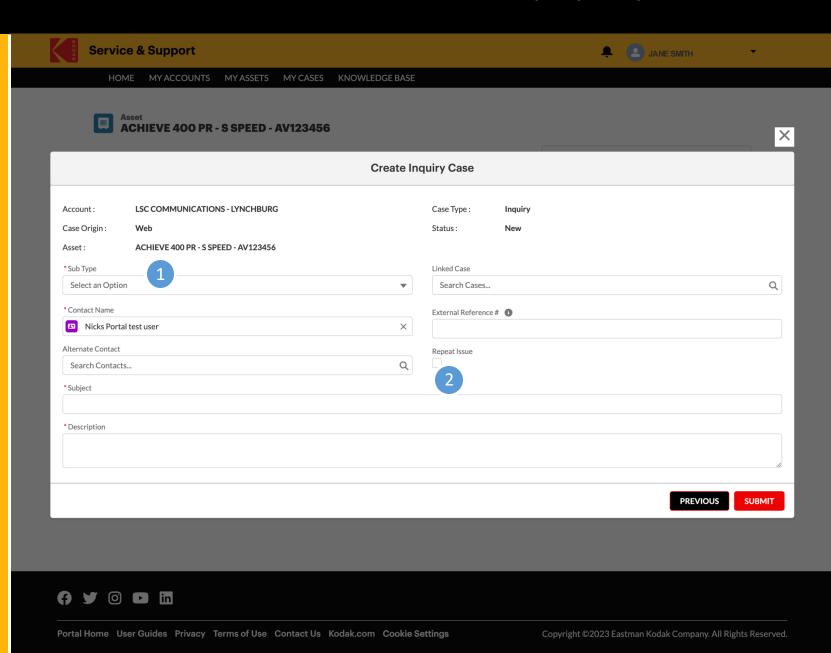
Capture other relevant details such as a Contacts, link to a previous case, reference, and description details.

From the Asset Name link choose Inquiry when presented with the Create Case option.









Knowledgebase

My Kodak Service Knowledgebase is an additional portal where you can find useful articles and documents related to your assets. Depending on your service contract entitlement, the knowledgebase can be an additional resource for self-support information, software downloads, material safety data sheets, and other Kodak related content for your review.

My Kodak Service Knowledgebase

1 Quick Search

Look up reference material by keyword.

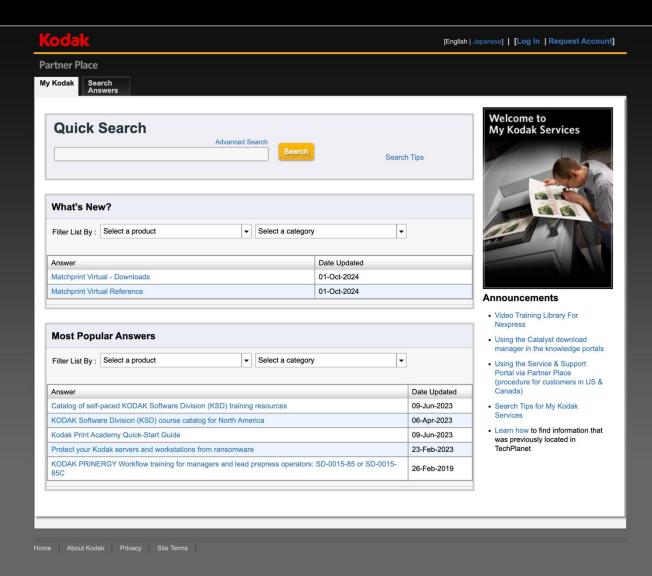
2 What's New Section

Newly posted content that you can filter by product

Most Popular Answers

Dynamically updated to display frequently views answers

Note: in 2025, Kodak will be updating and releasing a new knowledge base experience more tightly integrated with the case object in the KODAK Customer Community portal.





My Settings

My Settings is where you can review your user details and make adjustments to personal preferences, such as language and contact details.

Avatar

Upload an avatar image of your choosing if you like

User Settings

Personal user contact settings and portal preferences











HOME MY ACCOUNTS MY ASSETS MY CASES KNOWLEDGE BASE



My Settings

Edit

Account Details:

Email Address janesmith@abc-printingco.com

Job Title

Digital Press Operator

Name

Jane Smith

Address

123 North South Avenue 14620 Rochester New York **United States**

Time Zone

(GMT-04:00) Eastern Daylight Time (America/New_York)

Phone

1234567890













For more information visit

kodak.com/en/company/page/customer-portal