## Working with Splunk Support

**splunk** > turn data into doing<sup>®</sup>



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## Global Splunk Support

## **Global Splunk Support**

Splunk is a Global organization that provides support 24 hours a day, 7 days a week. During weekends and local holidays, only urgent high priority P1 & Premium P2 cases are handled.





Support Splunkers are located across the globe!

Available 24x7



Operating & Assisting Globally in a 24x7 Model.

#### **Phone Support**



1-855-SPLUNKS or Number by Region

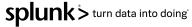
## **Support Team Functions**

#### **Customer Service Agents**

- 24x7 Global Coverage
- Provide live customer support to assist in opening cases
- Direct access to Technical Support Engineers based
   on case priority
- Requests additional information (diags, issue clarification, impact, and more)
- Handle license reset keys and other license questions
- Customer communications as needed
- Works on primarily non-technical issues and requests

#### **Technical Support Engineers**

- 24x7 Global Coverage
  - Weekend & local holiday coverage for Standard P1 and Premium P1-P2 coverage
- Assist in resolving post sales, non configuration technical issues via:
- Email Case Updates
- Phone
- Web Conferencing
- Engage with internal resources as needed to reach case resolution (*see resources beyond Support section*)
- Bugs
- Workarounds
- Primary contact for all case communications and will collaborate with account and other teams as needed





## Resources Beyond Support

#### What are the Other Roles Involved?

Outside of support who can you ask for assistance?

#### Solution Engineer (SE)

Can provide Customers with answers to questions around:

- How-to questions, questions about feature compatibilities
- Implementation Demo / Proof of concept (POC)
- Product Feature feasibility
- Enablement sessions

#### **Professional Services (PS)**

Any changes within the Customer's environment that require a statement of work (SOW) such as:

- Implementation
- App Customization
- Data Onboarding
- On-Prem & Cloud Health checks
- Time with PS Consultant available thru On Demand Service\*



\*Contact your account team for more information on these services





## Onboarding Process

#### **Customer Registration Process**

#### Sign up <u>here</u>

- Validate primary business email. Cases submitted using group alias are not accepted.
- It is critical to on-board your staff correctly so that they can reach Splunk Support for technical issues in a timely manner. The process of onboarding includes:
- Registering here
- Next, they should check their email inbox for a Splunk validation message. They must acknowledge the link within 7 days otherwise their access will expire. Double check that the validation email did not get sent to the junk/spam folder.
- Once they have validated the Splunk link, this will create an account.
- Accounts can take up to 24 hours to process.

#### GET STARTED

#### Create Your Account



SB (+)

2

0

Operational Intelligence gives you a real-time understanding of what's happening across your IT systems and technology infrastructure so you can make informed decisions. It is enabled by the Splunk platform, the foundation for all of Splunk's products, premium solutions, apps and add-ons.

#### Free Ti

Free Trials and Downloads

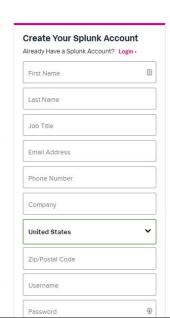
Search, analyze and visualize the massive streams of machine data generated by your IT systems and technology infrastructure--physical, virtual and in the cloud.

#### Splunkbase Apps and Add-Ons

Apps from Splunk, our partners and our community enhance and extend the power of the Splunk platform.

#### Help When You Need It

Get answers to your questions from Splunk know-It-alls. We have tutorials, use cases, references, procedures, docs and more.







## Entitlements & Contacts/ Users

## **Viewing Your Entitlements**

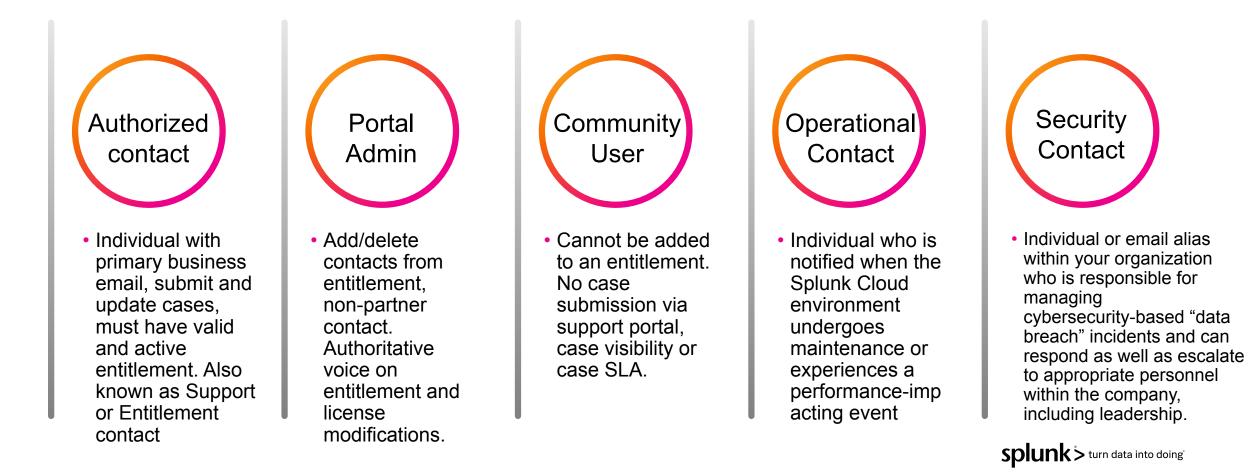
- 1. Log into Support Portal
- 2. Click on "Entitlements" from the Get Started top navigation menu
  - a. Valid & Active Entitlements
  - b. Entitlement ID numbers start with "E-" (or the legacy three-letter product code) followed by 8 digits.
- 3. Only entitlements on which you are an authorized user are listed.
- 4. Valid Entitlement Types:
  - a. E All products
  - b. SPL On-Prem Enterprise
  - c. SCL Cloud Enterprise
  - d. PII Phantom
  - e. CSA User Behavior Analytics

lunk > Support Portal	Get started A Resources V	
Get	Home Cases	Tools Need Help?
Search Sp	OnDemand Requests	Create Case Create OnDemand Request
	Cloud Stacks/Instances Licenses	
Hello B Recent C:	Certifications	



### **Contacts and Users**

Who is entitled to Splunk Support? What can they do?



#### **Operational VS Entitlement Contacts**

#### **Entitlement** Contacts

Entitlement Contacts can raise Support Cases in the Support Portal using their entitlement to request support for their products or help in managing their splunk.com account. Being an entitlement contact does not automatically assign someone as a license contact, unless specifically requested. Entitlement contacts can be added as a case collaborator per case so they can view case details and upload attachments.

#### **Managing Entitlement Contacts**

In the Support Portal, Entitlement Contacts designated as a Portal Admin can add anyone from their same Account to the entitlement. This can be done under either the "My Entitlements" or "Portal Admin" section.

To add or remove Portal Admin status from any entitlement contact, reach out to your account team or Splunk support.

#### **Operational** Contacts

Operational Contacts are a subset of Account Contacts who are notified when a Splunk Cloud environment undergoes maintenance or experiences a performance-impacting event. These contacts will receive notifications of planned and unplanned downtime, including scheduled maintenance window alerts and email updates related to incident-triggered cases.

#### **Managing Operational Contacts**

In the Support Portal, any Splunk Cloud entitlement contact can manage Operational Contacts by navigating to the "My Operational Contacts" section and following the instructions there.

There is no limit to the number of Operational Contacts.





## Splunk Case Priorities

## **Splunk Case Priorities**

- P1: A production installation of purchased Splunk software is completely inaccessible or the majority of its functionality is unusable.
- P2: One or more important features of purchased Splunk software has become unusable
- P3: Any other case where a feature of purchased Splunk software is not operating as documented.
- P4: All general guestions & enhancement requests are considered 'P4' & should be logged via the Splunk Ideas Portal.
- Cloud P4: For Splunk Cloud cases only, P4 is utilized for app installs and proactive communication.
- Splunk Support Program Page

Support is offered to users with paid for support active Splunk entitlements. The entitlement ID will be asked for when calling support and is required for submitting a case via the portal.

When submitting a case, Customer will select the priority for initial response by logging the case online, in accordance with the priority guidelines. When the case is received, Splunk Support may change the priority if the issue does not conform to the criteria for the selected priority and will provide Customer with notice (electronic or otherwise) of such change.

			Base	Standard	Premium
21	<ol> <li>A production installation of purchased Splunk software is</li> </ol>	Availability <sup>1</sup>	8–5 business days	24/7 x 365	24/7 x 365
completely inaccessible or the majority of its functionality is	Response Time	4 Hours	2 hours	30 min	
	unusable. For P1 cases, please call us on one of our global	Update Time	Weekly	Daily	1 hour
	support numbers found here	Targeted Fix/ Workaround Times <sup>2</sup>	N/A	1 business week	24 hours
2	One or more important features of purchased Splunk	Availability <sup>1</sup>	8-5 business days	8-5 business days	24/7 x 365
	software has become unusable	Response Time	2 business days	1 business day	1 hour
		Update Time	Weekly	Weekly	4 hours
		Targeted Fix/ Workaround Times <sup>2</sup>	N/A	1 business week	1 business wee
3	Any other case where a feature of purchased Splunk software	Availability <sup>1</sup>	8-5 business days	8-5 business days	8–5 business da
	of purchased Splunk software is not operating as documented	Response Time	1 week	2 business days	4 hours
	Update Time	None	None	1 business day	
		Targeted Fix/ Workaround Times <sup>2</sup>	N/A	Next release	Next release
4	4 All general questions. Enhancement requests should	Availability <sup>1</sup>	8–5 business days	8-5 business days	8–5 business da
	be logged via the Splunk Ideas Portal	Response Time	None	2 business days	1 busin <mark>e</mark> ss day
		Update Time	None	None	Weekly
		Targeted Fix/ Workaround Times <sup>2</sup>	N/A	N/A	N/A

Image above found on the Splunk Support Program Page



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## Submitting a Case via The Portal

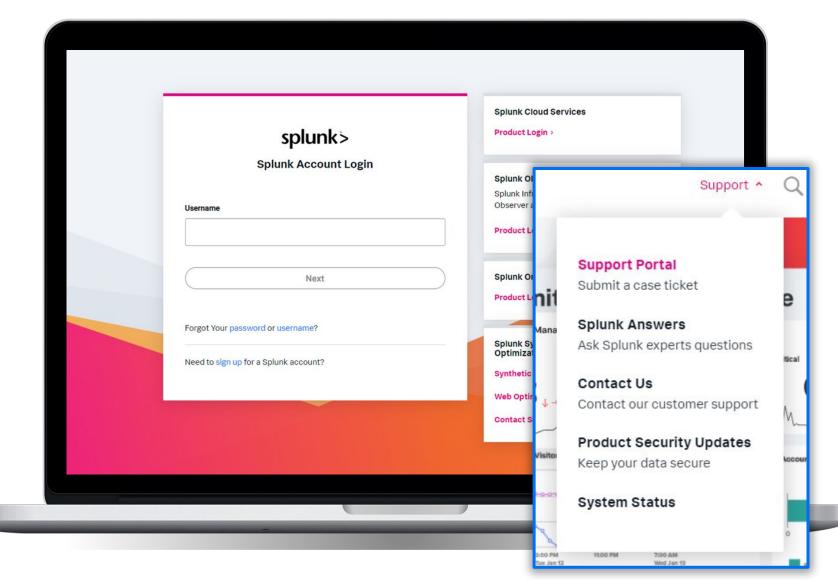
## Log In

Things to note:

- To access the Support Portal, you must be registered with <u>Splunk.com</u>
- If you are registered with more than one login, be sure to use the relevant username when creating a Support Case.
- You can call in to Support with your case, but you must have your username & Entitlement number ready.

Don't know how to access the Support Portal?

 Go to Splunk.com > Support > Support Portal.



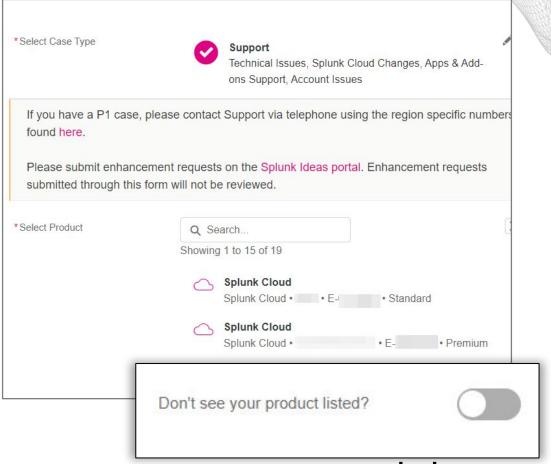
How to Raise Cases

- The case creation form is broken down into areas pages to narrow the focus on certain questions.
- To begin, select Support for technical issues, Splunk Cloud changes, Apps and Add-on support, or account issues

splunk > Support Portal Get s	started
Home > Need Help? > Create a C	Case
* Select Case Type	Support
	Technical Issues, Splunk Cloud Changes, Apps & Add-ons Support, Account Issues
	OnDemand Request Request an OnDemand Advisory Service.
	O Certification Pearson VUE registration assistance, exam prerequisites, recertification, move certifications.
	O Education Instructor-Led Training, IOD/eLearning, Registration Assistance and Training.
	O Billing Billing related requests.

How to Raise Cases

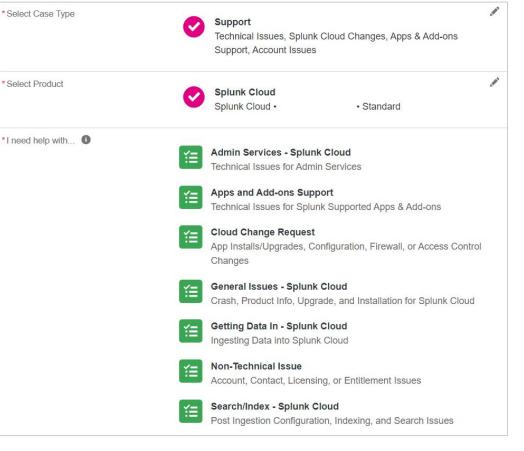
- Start by choosing the product that is experiencing issues. Ensure the appropriate Cloud Stack name is selected if applicable.
- If it is believed there should be support for an unlisted product, click on the slider next to "Don't see your product listed?"



How to Raise Cases

 Once the product has been chosen, choose the category that best fits what you need help with.

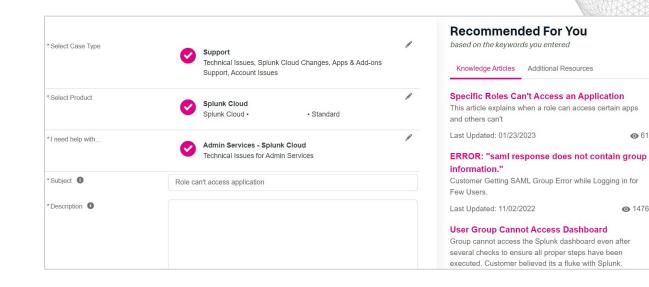
Note: details on submitting Cloud Change Requests included in the next section.





How to Raise Cases

- The Subject field should be a one sentence summary of the issue.
- Based on the information provided in the Subject line, knowledge articles will be recommended in the right side panel.





How to Raise Cases

- The Subject should be a one sentence summary of the issue.
- The Description should include as much relevant information as possible. The more details provided at the start, the less back and forth communication will need to occur between you and support.
- In Steps to Reproduce, include details like commands and other actions plus a description of the configuration.
- The Business Impact should detail the impact the issue is having on your business operations.
- If applicable, set Data Access Request to indicate whether Splunk is allowed or denied to accessing the Cloud Stack selected for this case.
- Case Collaborators can be added. They will be explained in detail later.
- Any important notices and banners appear such as the PubSec banner or the attachments reminder.
- You will be able to add attachments after the case is created.

*Subject 🕕		
* Description		
Step to Reproduce (1)		
Priority 1	none	•
* Priority 1	none For P1, please contact Support via telephone using here.	
	For P1, please contact Support via telephone using	
	For P1, please contact Support via telephone using	
Business Impact 0	For P1, please contact Support via telephone using here.	the region specific numbers found
Business Impact Splunk Support access to your com-	For P1, please contact Support via telephone using here.	the region specific numbers found
Business Impact Splunk Support access to your com- oany data When did you first notice the issue?	For P1, please contact Support via telephone using here.	the region specific numbers found
* Priority  * Business Impact  * Splunk Support access to your com- any data  When did you first notice the issue?  Did you make any changes recently?  Add Collaborators	For P1, please contact Support via telephone using here.	

## What information should be in the Case?

Key details a case should include to help Support narrow down the issue/behavior.

- Steps on how to reproduce, if applicable
- The symptoms of the issue
- If an upgrade has occurred
- When the problem started
- What you have already investigated
- What were the findings and observations

- Screenshots
- Sample events
- Relevant logs or error messages
- Any environment information such as recent OS updates, hardware, or configuration changes
- Splunk diag file



## **Case Collaborators**

Customer-managed Case Visibility

- Clicking the search option in the Collaborators field brings up a dialog box that lists all of the Entitlement Contacts on the Entitlement for the Product chosen.
- Opening the search dialog presents the option to Select All or Remove All contacts as collaborators.
- Any collaborator can add or remove other case collaborators.
- If a Contact is not listed, the Portal Admin can confirm and add an authorized user as necessary for the listed Entitlement.
- By default, only the case creator can view a case unless case collaborators are added. The list of case collaborators is managed upon case creation and on existing cases in the Support Portal. Case Collaborators can edit the case details and upload file attachments but are not copied on case communications.

Search		
Case Collaborators		
Search	Q	
IS A X IS C X IS EI X IS JE X 4 selected		
please reach out to your portal administrator for entitlement E-	start the search	
Name		
JI JI		
ES N		
B P		



#### **Case Created**

#### Success Messages

Case Submit a Case	← Back		
<ul> <li>Case <u>1727382</u> created! Thank you for submitting your case. Please upload any attachment(s) to your case by using the button below. Note: Files will display when viewing a case.</li> <li>Add Attachments</li> </ul>	×	K i	f collaborators were added on the case when submitted, this is ndicated by a green message with the Case Number.

#### ✓ Case 2874784 created!

Thank you for submitting your case. Please upload any attachment(s) to your case by using the button below. Note: Files will display when viewing a case.

In order to protect your privacy and security, please do not upload files which contain controlled unclassified information such as HIPPA or PIL.

Add Attachments

You have not added any collaborators. Currently, only you will be able to view and update this case. Learn more about adding collaborators <u>here</u>.

If collaborators were **not** added on the case when submitted, this is indicated by a bolded message under the add attachments button.



## What Is a Splunk diag?

Generating a diag file is necessary in understanding and getting a snapshot of your configuration in your Splunk environment.

Uploading a diag with your case submission will reduce the amount of time required to identify the root cause of your issue.

- Use Cases where a diag is critical:
  - Forwarder is not working or reaching the indexer
  - Data is missing
  - Splunk crash
- How to generate a diag:
  - Command is "Splunk diag"
  - Produces diag <server name><data>.tar.gz (or .zip)
- Attach to a case through the support portal
- For existing cases, log into the Splunk Support Portal and select the case you would like to upload diags to. In new cases, the diag can be uploaded when the case is created. This is the preferred method as it is a secure server.

\*Please be aware that a diag does not collect your indexed data.



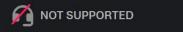
#### Apps and Add-Ons:

Splunkbase



Apps and add-ons published by Splunk Inc. that are supported and maintained by Splunk. Splunk will provide customers with active support subscriptions an initial response and acknowledgement to any support request for these apps or add-ons in accordance with Splunk Support terms. . All app/add-on support is P3 only.

Apps and add-ons published by parties other than Splunk Inc. Any support or maintenance for these apps and add-ons is provided by the developer, whose contact information can be found on the download page.



DEVELOPER SUPPORTED APP

Apps and add-ons published either by Splunk or third-party developers. Indicates that no support or maintenance are provided by the publisher. Information from the user community might be available from sources such as Splunk Answers.

Click here to learn more about Apps and Add-Ons.



## **Apps and Add-ons**

How to Raise Cases

• For technical support on a Splunk supported Apps or Add-ons, select the appropriate app or add-on from the lookup field.

* Select Case Type	Support Technical Issues, Splunk Cloud Changes, Apps & Add-ons Support, Account Issues	
* Select Product	Splunk Cloud Splunk Cloud • mlhs • E-0014966 • Standard	
*I need help with	Apps and Add-ons Support Technical Issues for Splunk Supported Apps & Add-ons	
* Select Apps or Add-ons 3	Q Search Showing 1 to 5 of 170	>
	Bullet Graph - Custom Visualization	
	Calendar Heat Map - Custom Visualization 3162	
	Cloud Migration Assessment App for Splunk (SCMA)	
	n∏n Eventgen 1924	
	FileLink for Splunk	





## Splunk Cloud Change Requests



#### How to Request a Splunk Cloud Change Request:

#### **Pro Tips**

 Using the details described earlier, log in to the Splunk.com <u>Support</u> <u>Portal</u>.

 Select 'Create Case' as highlighted here on the laptop.

splunk'> support Portal	Get started   Resources	
NE	Home	Tools
	Cases	Need Help?
	OnDemand Requests	Create Case
	Entitlements	Create OnDemand Reques
Get	Cloud Stacks/Instances	Manage Contacts
	Licenses	
Search	Certifications	

#### How to Request a Splunk Cloud Change Request:

#### Pro Tips

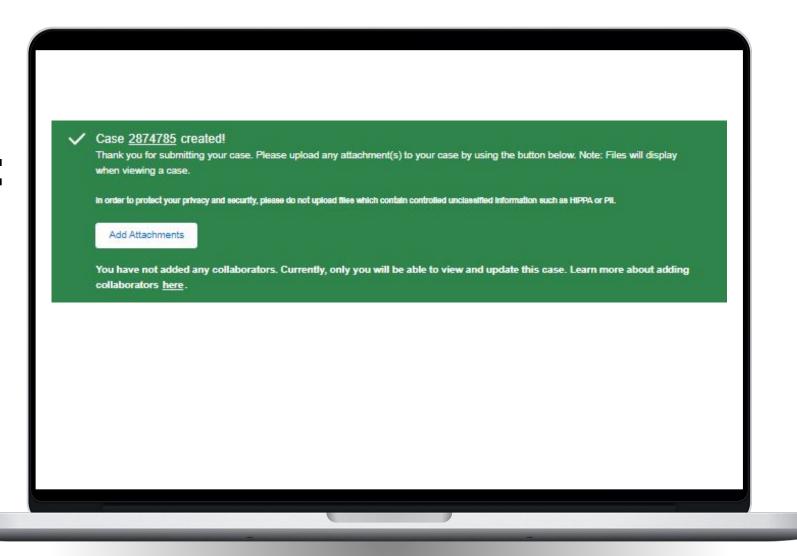
- To request app installs/upgrades, configuration, firewall, or access control changes to your Splunk Cloud environment follow these steps:
  - Choose Splunk Cloud from your product list
  - Choose Cloud Change Request under 'I need help'
  - Select the Change Request Type, complete the required fields and click submit

* Select Case Type	0	Support Technical Issues, Splunk Cloud Changes, A Support, Account Issues	pps & Add-ons
* Select Product	Ø	Splunk Cloud •	• Standard
* I need help with	0	Cloud Change Request App Installs/Upgrades, Configuration, Firew Control Changes	all, or Access
*Change Request Type	ţ	App Install/Uninstall/Update Apps & Add-ons update for Splunk Cloud	
	হ্ট্ৰেয়	Firewall Changes IP address allowlists & Port configs	
	হ্ট্ৰেয়	Access Controls Modifications to security groups or other sec	curity related requests
	र्ेंर	Standard Configuration Configuration updates for Splunk Cloud	

#### How to Request a Splunk Cloud Change Request:

**Pro Tips** 

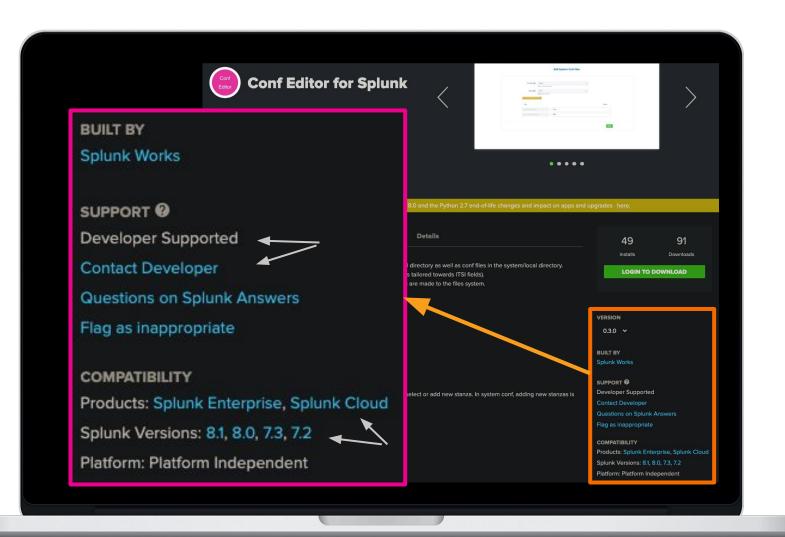
Your request is now submitted!



#### How to Request an App Install: Within Splunk Cloud Product

Pro Tips

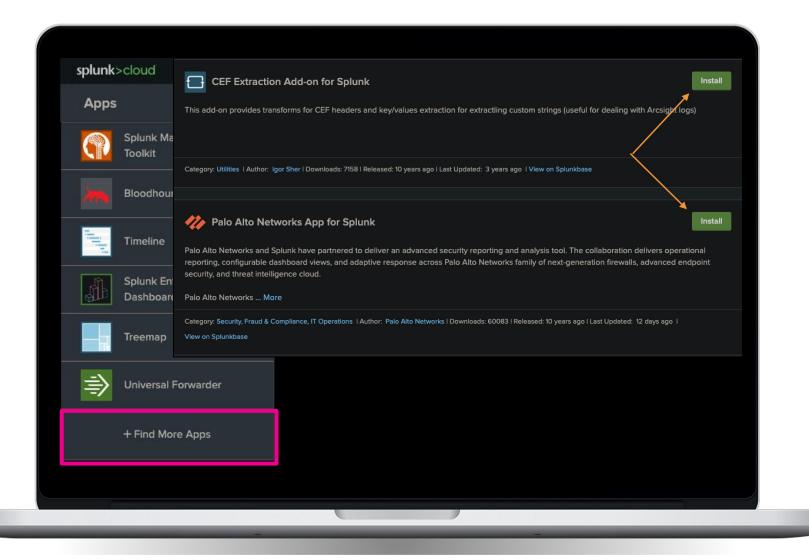
- Be sure to check <u>Splunkbase.com</u> for compatibility and support eligibility before requesting the app. Some apps are not eligible for support or only supported by 3rd parties.
- For more information on the different types of support, <u>click here</u>.



#### How to Request an App Install: Within Splunk Cloud Product

**Pro Tips** 

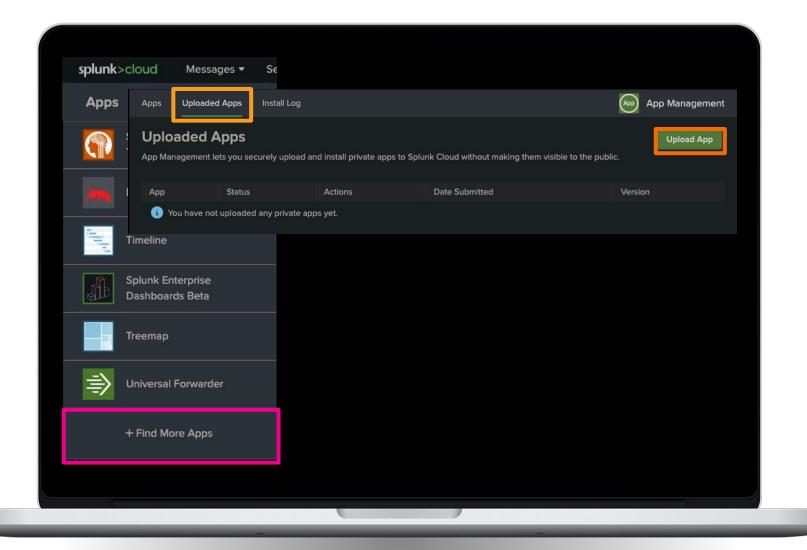
 Splunk has been working hard to make more apps and add-ons self serviceable in Splunk Cloud. Before submitting a request through our support portal, be sure to log in to your Splunk Cloud instance and click on Find More Apps. Check to see if your app or add-on is available for self install.



#### How to Request an App Install: Within Splunk Cloud Product

**Pro Tips** 

 Splunk Cloud now supports private/custom app vetting in the cloud! Log into your Splunk Cloud instance go to Find More Apps, select Uploaded Apps, and upload your private/custom app. If the app passes vetting, it will allow you to install it on the spot, saving you time in waiting for support to do it.



splunk





#### **Other Cloud and Self-Service Features**

Splunk is constantly evolving and adding new services and features for our customers. Check out these great resources to learn more about Self Service options:

Splunk Cloud Platform Services
Splunk Cloud Version Release Notes
Splunk Cloud Experiences
Splunk Support Policy





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## Splunk Customer Validation Policies

#### **Splunk Validation Policy**

Splunk takes customer data security very seriously. Splunk Support will require all customers to validate that they are authorized to both submit a case and request information on a case when calling in through the support line.

#### **Calling in to Support**

For customers looking to submit or retrieve information via phone, please be prepared to provide the following information:

- 1. Your Name
- 2. Your Email
- 3. Your Company Name
- 4. Your Splunk Entitlement Number
  - Support Call Center can help walk you through how to find your entitlement number.

If your company has multiple entitlements, it is the responsibility of the Portal Admin to decide for each entitlement who is authorized to be on other entitlements. Splunk will not grant you access to any other entitlements if you are not already a part of them.

## Submitting a Support Case via the Portal

Submitting support cases and requesting updates through the portal do not require that you authenticate through any other method than logging into the support portal.

Only P2-P4 cases should be submitted via the portal.

For P1 Support, please contact: <u>Splunk Support via telephone</u> splunk > turn data into doing





## Manage Your Case

### Managing your Case

You can view all of your cases when you click on "Cases" from the Get Started top navigation. To view details of a particular case, click the case number.

Within a case record detail, various options are available to manage a case using the buttons:

- Add File
- Close Case
- Add Comment
  - Communicate with the support engineers.
- Create case
  - Used if you need to create another case

In the detail tab within a case, case collaborators can be added or removed individually or all at once. Comments can be viewed and added in the communication tab.

#### Home > Cases

ases pen Ca	ses 💌						Cr	eate Ca
howing 31	items • Sorted by Opened Date					Q	( Search	
Case #	Subject	Product	Туре	Contact	Pri	Status	Opened Date 4	Ĩ
2875481	Cloud App Requests	Splunk Cloud	Support	E	P3	New	6/15/2022	
2875259	test	Splunk Cloud	Support	Bi	P2	New	6/8/2022	
2875217	Test	Splunk Cloud	Support	в	P2	Customer Update	6/7/2022	
2875216	Cloud App Requests	Splunk Cloud	Support	в	P3	New	6/7/2022	
2875207	Cloud App Requests	Splunk Cloud	Support	Bi	P3	New	6/7/2022	
2875077	Cloud App Requests	Splunk Cloud	Support	Bi	P3	New	6/3/2022	
2875076	Cloud App Requests	Splunk Cloud	Support	Bi	P3	New	6/3/2022	
2875073	Test	Splunk Enterprise	Support	Be	P1	New	6/3/2022	







### Escalating A Case

#### **Escalating a Case**

Please contact Splunk Customer Support

#### How to Escalate

If your case needs to be escalated for any reason, please call the support line so we can have it addressed immediately.

Splunk Customer Support 1-855-775-8657

Please provide the following info:

- Current state of your instance
- Components in need of immediate attention
- Current business impact
- Entitlement information

#### What to Expect

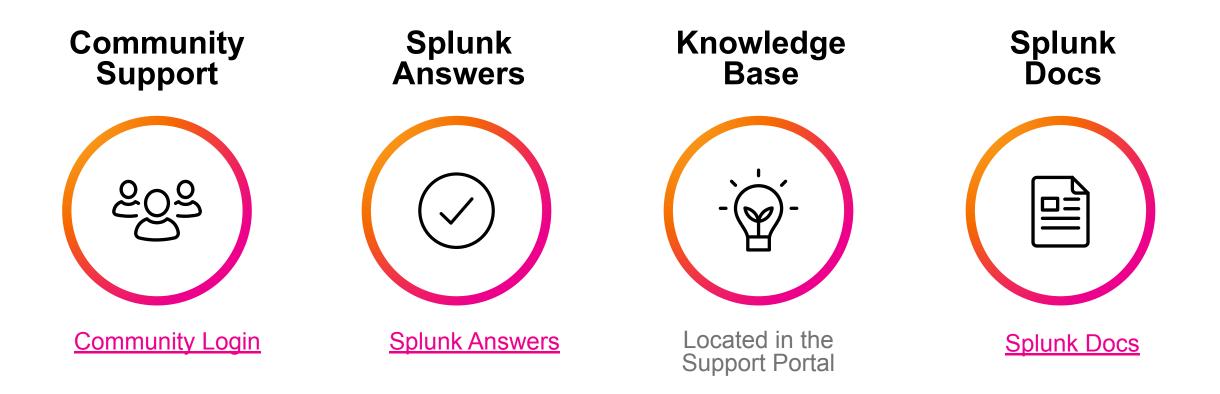
The Support Manager on duty will identify, escalate, and drive resolution with customers experiencing persistent issues resulting in lower customer success and product adoption.

Support Managers will also intervene to ensure customers receive focus and attention, creating a single nexus of ownership and accountability for major issues.



## Additional Resources

#### Resources





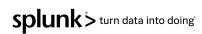
## Contact Information



#### Sales

Sales Contact Info: <u>https://www.splunk.com/en\_us/about-splunk/contact-us.html#sales</u>

Customer Support						
Toll Free Numbers:	1.855.775.8657 (855-SPLUNKS)					
Additional:	Additional Support Contact Phone Numbers					
Support Portal:	https://splunk.my.site.com/customer/s/					
Education						
North America	Education_AMER@splunk.com					
Europe	Education_EMEA@splunk.com					
Asia-Pacific	Education_APAC@splunk.com					
Website	https://www.splunk.com/en_us/training.html					



## **Thank You!**

