



# Quick Guide To Technical Services

# Welcome to your MongoDB Quick Guide to Technical Services.

## What this guide is (and what you'll get out of it)

You work in tech – so you probably have a good idea of what a Technical Services team does.

But at MongoDB, our Technical Services goes beyond the basics. Our team gets to know your case inside and out, allowing us to deliver personalized and swift support precisely when you need it.





This guide will walk you through the fundamentals of how to make the absolute most out of MongoDB Support. That includes getting familiar with:



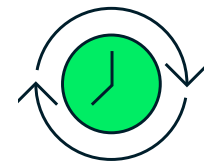
Need to contact Support to escalate a case immediately?

[Skip to page 20](#)

- ✓ The different kinds of Support subscriptions that are available to you
- ✓ The different IRGs (Initial Response Goals) you may encounter
- ✓ The ways that Technical Services at MongoDB is there to help you
- ✓ How to create and, if necessary, escalate cases
- ✓ Best practices on getting your cases resolved ASAP
- ✓ Resources to help you get set up for next steps

By the end of this guide, you'll be equipped with all the knowledge and tools you need to effectively use MongoDB's Technical Services, ensuring that any potential issues are resolved quickly.

# How Technical Services Helps



## **24/7/365 Round-the-clock support**

Your TS team is there to handle any technical issues you encounter. Let your in-house resources focus on business-differentiating services.



## **A proactive & preventative approach**

Quicker development cycles and optimized apps through best practice advisory before incidents occur.



## **Guaranteed IRGs**

Guaranteed initial response time for production issues by highly qualified engineers.



## **Best in class expertise**

Support from the people who designed and developed MongoDB, with 10+ years working with the database.

# MongoDB Atlas support & subscription tiers

Basic	Developer	Pro	Enterprise	Platinum
<ul style="list-style-type: none"><li>· Elastic storage</li><li>· Elastic RAM</li></ul>	<ul style="list-style-type: none"><li>· Elastic storage</li><li>· Elastic RAM</li></ul>	<ul style="list-style-type: none"><li>· Elastic storage</li><li>· Elastic RAM</li></ul>	<ul style="list-style-type: none"><li>· Elastic storage</li><li>· Elastic RAM</li></ul>	<ul style="list-style-type: none"><li>· Elastic storage</li><li>· Elastic RAM</li></ul>
<ul style="list-style-type: none"><li>· Platform support</li><li>· In-app chat support</li></ul>	<ul style="list-style-type: none"><li>· 8 hrs Support IRG*</li><li>· End-to-end support</li><li>· 24/7 support portal</li><li>· Support for Compass</li></ul>	<ul style="list-style-type: none"><li>· 2 hrs Support IRG*</li><li>· End-to-end support</li><li>· 24/7 support portal</li><li>· Phone support</li><li>· Emergency escalation</li></ul>	<ul style="list-style-type: none"><li>· 30 min Support IRG*</li><li>· End-to-end support</li><li>· 24/7 support portal</li><li>· Phone support</li><li>· Emergency escalation</li></ul>	<ul style="list-style-type: none"><li>· 15 min Support IRG*</li><li>· End-to-end support</li><li>· 24/7 support portal</li><li>· Phone support</li><li>· Emergency escalation</li></ul>
	<ul style="list-style-type: none"><li>· Support for Compass</li></ul>	<ul style="list-style-type: none"><li>· Support for Compass</li></ul>	<ul style="list-style-type: none"><li>· Support for Compass</li><li>· BI Connector for Atlas</li><li>· LDAP integration</li><li>· Granular database auditing</li><li>· Encryption key mgmt.</li></ul>	<ul style="list-style-type: none"><li>· Support for Compass</li><li>· BI Connector for Atlas</li><li>· LDAP integration</li><li>· Granular database auditing</li><li>· Encryption key mgmt.</li></ul>

\*These IRGs are for Severity Level 1 issues.

# Support IRGs

## (Initial response goals)

The terms of your support policy can be found at:  
[mongodb.com/support-policy](https://mongodb.com/support-policy)

	S1 Blocker Production completely down	S2 Critical Production moderately impacted	S3 Major Error or issue not impacting production environment	S4 Minor/trivial Proactive and general questions
Support tier	24x7	24x7		
Enterprise Advanced	1 hour	2 hours	4 hours*	24 hours*
Atlas Developer	8 hours	10 hours	12 hours*	24 hours*
Atlas Pro	2 hours	4 hours	8 hours*	24 hours*
Atlas Enterprise	30 minutes	2 hours	4 hours*	24 hours*
Atlas Platinum	15 minutes	1 hour	4 hours*	24 hours*

\*(Available M-F, 9AM-6PM Local Time)



# Premium Services



Premium Services is an add-on that's typically best fit for Enterprise and Platinum-level subscriptions.

Success at scale doesn't always come easy. Oftentimes, your teams are split between needing to develop new applications, features and functionality – and ensuring that the MongoDB stack is set up to elegantly scale.

This is where Premium Services comes in to deliver a hyper-tailored support experience built around your specific needs and goals.

With Premium Services, you get two expert roles at your disposal:



# TAM

## (Technical Account Manager):

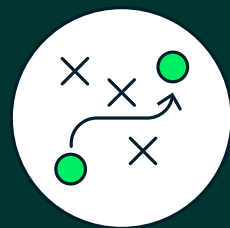
These act as strategic partners across your entire account, coordinating MongoDB support or specific business units to align with long-term goals.

TAMs can not only coordinate complex projects but also drive technical strategy. They have a deep understanding of MongoDB's portfolio, allowing them to connect the dots between your desired outcomes and MongoDB's technology.

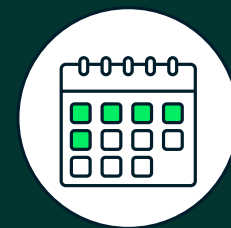
### Key areas TAMs covers:



Coordination on  
Platform Initiatives



Technical  
Strategy



Proactive  
Planning

# NTSE

## (Named Technical Support Engineer):

These are technical experts that work with your individual teams, managing their support experience and ensuring smooth case progression.

NTSEs bring specialized expertise in areas like security, performance tuning, and more. They typically work closely with teams such as application developers, DBAs, and DevOps/SREs within specific areas of your account. This focused support model allows them to dive deep into particular subsets of your environment, ensuring MongoDB systems are optimized and running at their best.

### Key specialties NTSEs can cover:



Security



Backups



Performance  
Optimisation



Disaster  
Recovery

\*Note that TAM is deployed with supporting NTSEs; NTSEs can be deployed standalone.





# Your journey with MongoDB Technical Services



# Accessing MongoDB Support (via Atlas)

If you have an Atlas subscription, you can access the support portal through the Atlas User Interface.

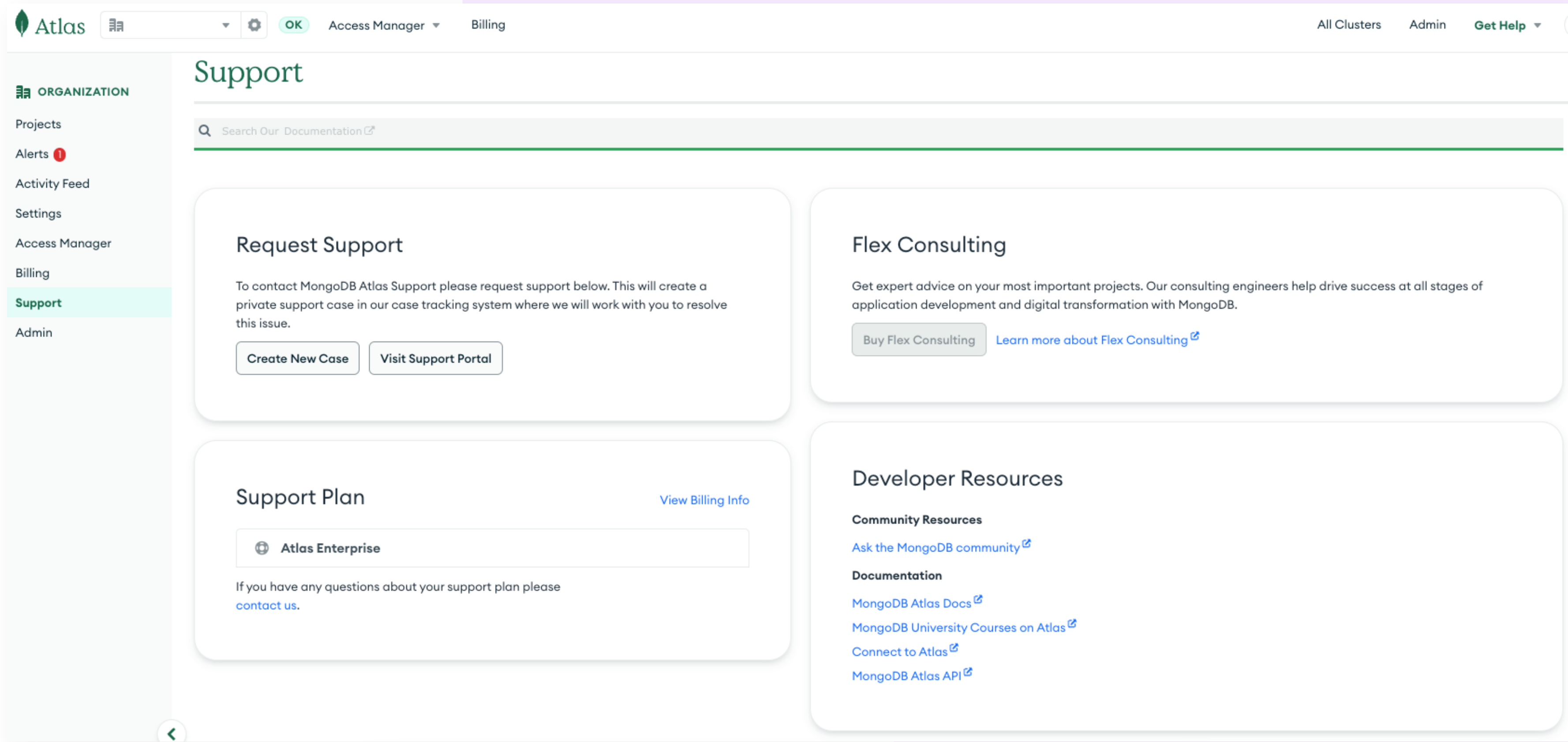
Alternatively, you can select the **“Get Help”** dropdown located on the top right-hand corner

At the Organization level, select **“Support”** on the left-hand column



## Things you’ll want to know

You’ll need to use your Atlas login credentials when logging into Atlas, with sufficient access to the Atlas project (above read-only).



# Accessing MongoDB Support (via MongoDB.com)

The MongoDB Support Portal delivers customer support and access to our knowledge-base system.

## MongoDB Support Portal

Commercial Support subscribers can sign in to read our extensive Knowledge Base, escalate an issue, or create and manage cases.

Sign In

MongoDB offers help with training, upgrading, and more.



Commercial Support

Learn More >



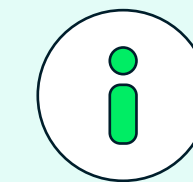
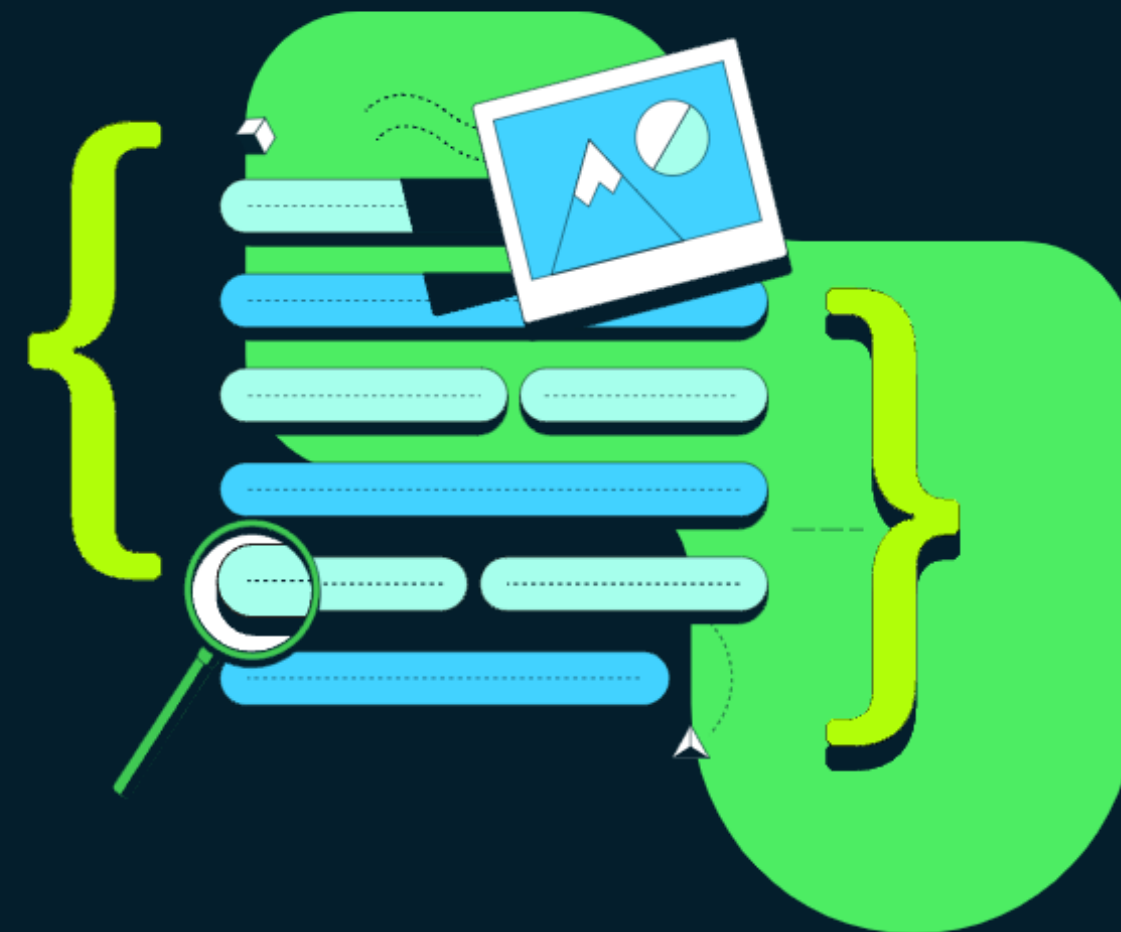
Training & Consulting

Learn More >



Support Policy

Learn More >



### Things you'll want to know

Your assigned username is your company email including the domain (e.g. XYZ@domain.com)

Each new user receives a welcome email and a separate email to create their password.

The password creation link expires in 24 hours. If your link has expired navigate to:

<https://account.mongodb.com/account/login> and request a password reset.



# Navigating the Support Homepage

Search the **Knowledge Base**

View **all cases currently in progress**

Click to **file a New Ticket**

MongoDB Support

CasesProjects & UsersKnowledge BaseSupport Policy

Alex

MongoDB Customer Support

How can we help?

Search Support Articles

Open Cases13

Search Cases

Project	Case	Subject	Sev.	Last Updated	Status
Support Project	00689026	mongodb command on internal servers	S2	09-24-2022 14:23	Waiting for Customer
Support Project	00689026	Validate Configuration: 8 Tb data - 15 3-node shards	S3	09-24-2022 14:23	In Progress
PeachDB-mobile-release	00689026	How to regain access to Ops Manager	S2	09-24-2022 14:23	In Progress
PeachDB-mobile-release	00689026	Validate Configuration: 8 Tb data - 15 3-node shards	S4	09-24-2022 14:23	In Progress
PeachDB-mobile-release	00689026	mongodb command on internal servers	S4	09-24-2022 14:23	In Progress
Peach-Web	00689026	Validate Configuration: 8 Tb data - 15 3-node shards	S2	09-24-2022 14:23	In Progress
Peach-Web	00689026	How to regain access to Ops Manager	S2	09-24-2022 14:23	In Progress
Peach-Web	00689026	mongodb command on internal servers	S4	09-24-2022 14:23	In Progress
Peach-Web	00689026	Validate Configuration: 8 Tb data - 15 3-node shards	S4	09-24-2022 14:23	In Progress
Support Project	00689026	How to regain access to Ops Manager	S4	09-24-2022 14:23	In Progress

+ Show All Cases

1 - 10 / 13

Need Help?

Contact our Support Team by creating a new case.

Create a Case

# Adding/Editing Users (with Enterprise Advanced)

Projects & Users

MONGODB SUPPORT / PROJECTS & USERS

Projects

Users

Filter users

Add New User

Name

Company Role

Email

Create New User

PROJECTS & USERS / CREATE NEW USER

1

2

User Information

Add Projects

Admins can only be added to a project by the owner of that project, while users can be added by both admins and owners. Users added to a project will be automatically signed up for the default "All" mailing list for that project.

Email

First Name

Last Name

Job Function

## Owner

has the ability to add/edit users, assign Admins, and open/view cases.

## Admins

have the ability to add/edit users, open/view cases.

## Users

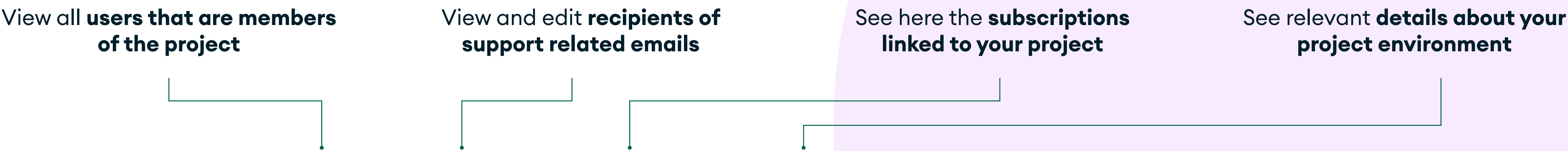
have the ability to open/view cases.

13

# Viewing Project Details

Your MongoDB support subscription is tied to one or more projects.

The Project page outlines your MongoDB environment and who has access to create/view cases.



Project Users

Mailing List

Product & Services

Environment

<b>ENVIRONMENT</b> QA / Test / Staging	<b># UNSHARDED REPLICASETS</b> 2	<b>STORAGE TYPE</b> NAS, SAN, Local - Spinning, Local - SSD
<b>MONGODB EDITION</b> Enterprise	<b>LANGUAGES USED</b> C, C# / .NET, C++	<b>USING CLOUD MANAGER MONITORING</b> None / Unknown
<b>MONGODB VERSION</b> 3.2, 3.6	<b>OTHER LANGUAGES USED</b> N/A	<b>OTHER DB USED</b> Oracle
<b>STORAGE ENGINE (3.0+ ONLY)</b> WT	<b>SERVER TYPE</b> N/A	<b>DATA CENTER</b> On Premise
<b># SHARDS</b> N/A	<b>OS</b> Amazon Linux	<b>CLOUD PROVIDERS</b> AWS, Azure

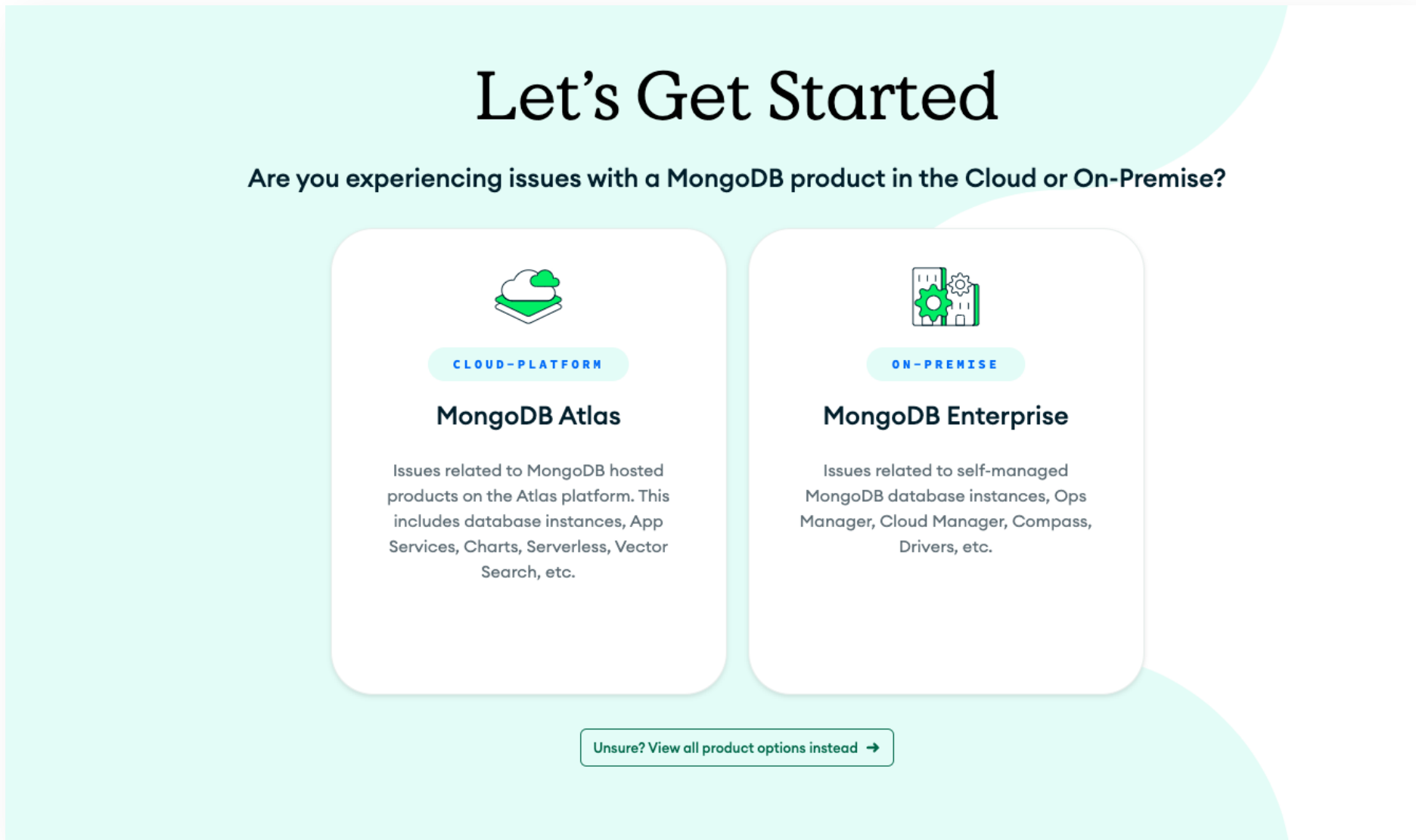
Edit Environment



# Case Creation – Opening a new Support Case

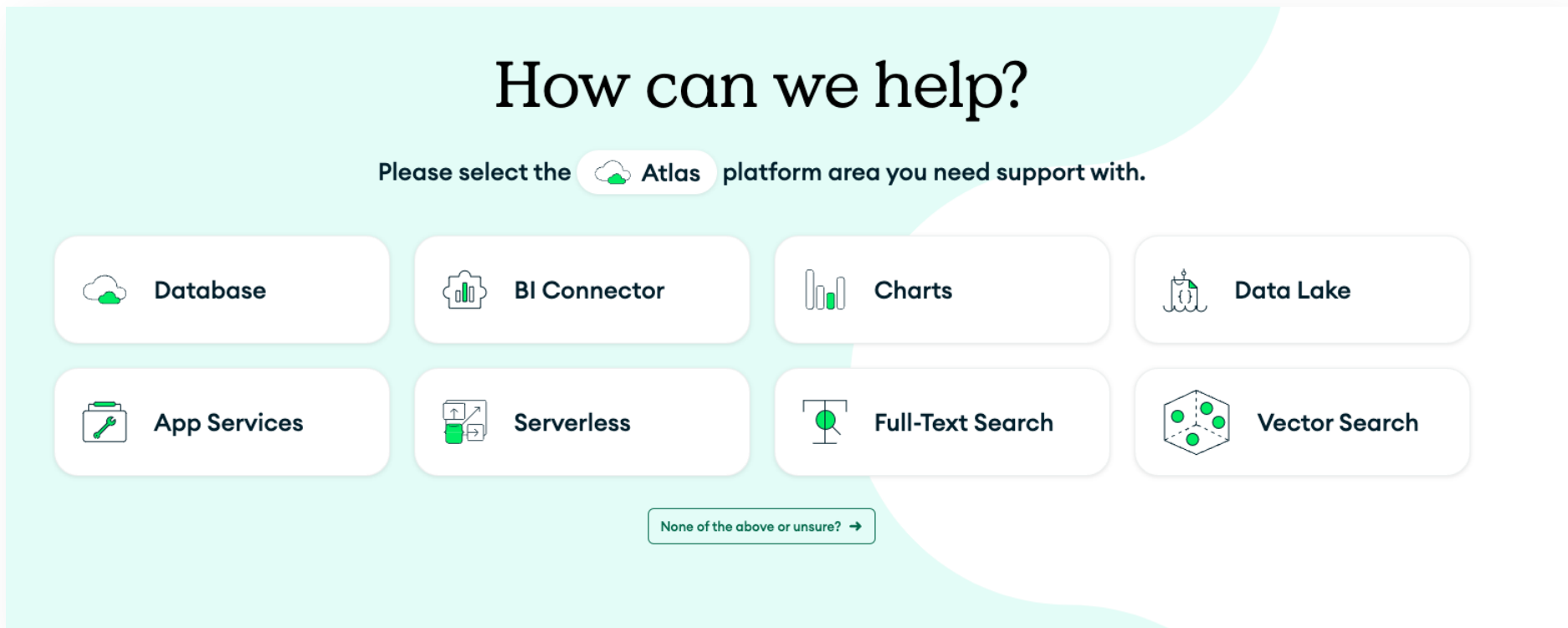
1

Select the product you’re using – MongoDB Atlas or MongoDB Enterprise.



2

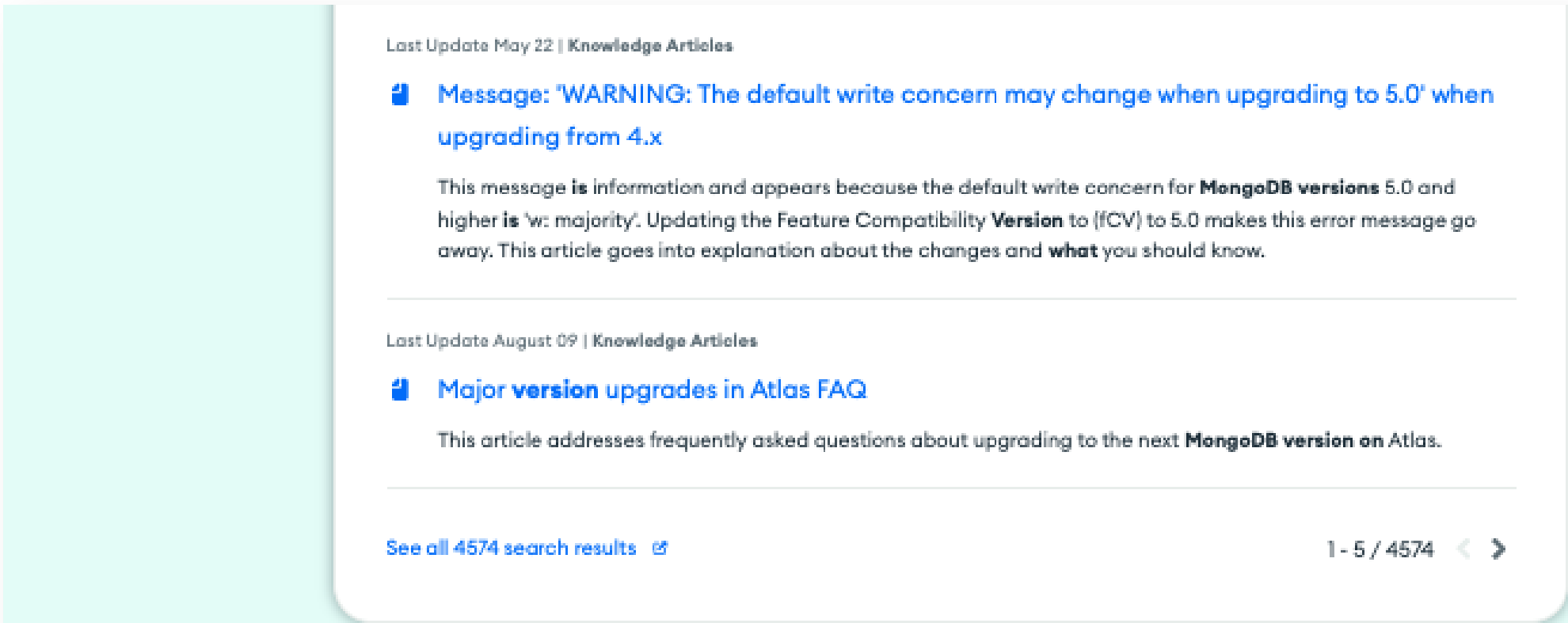
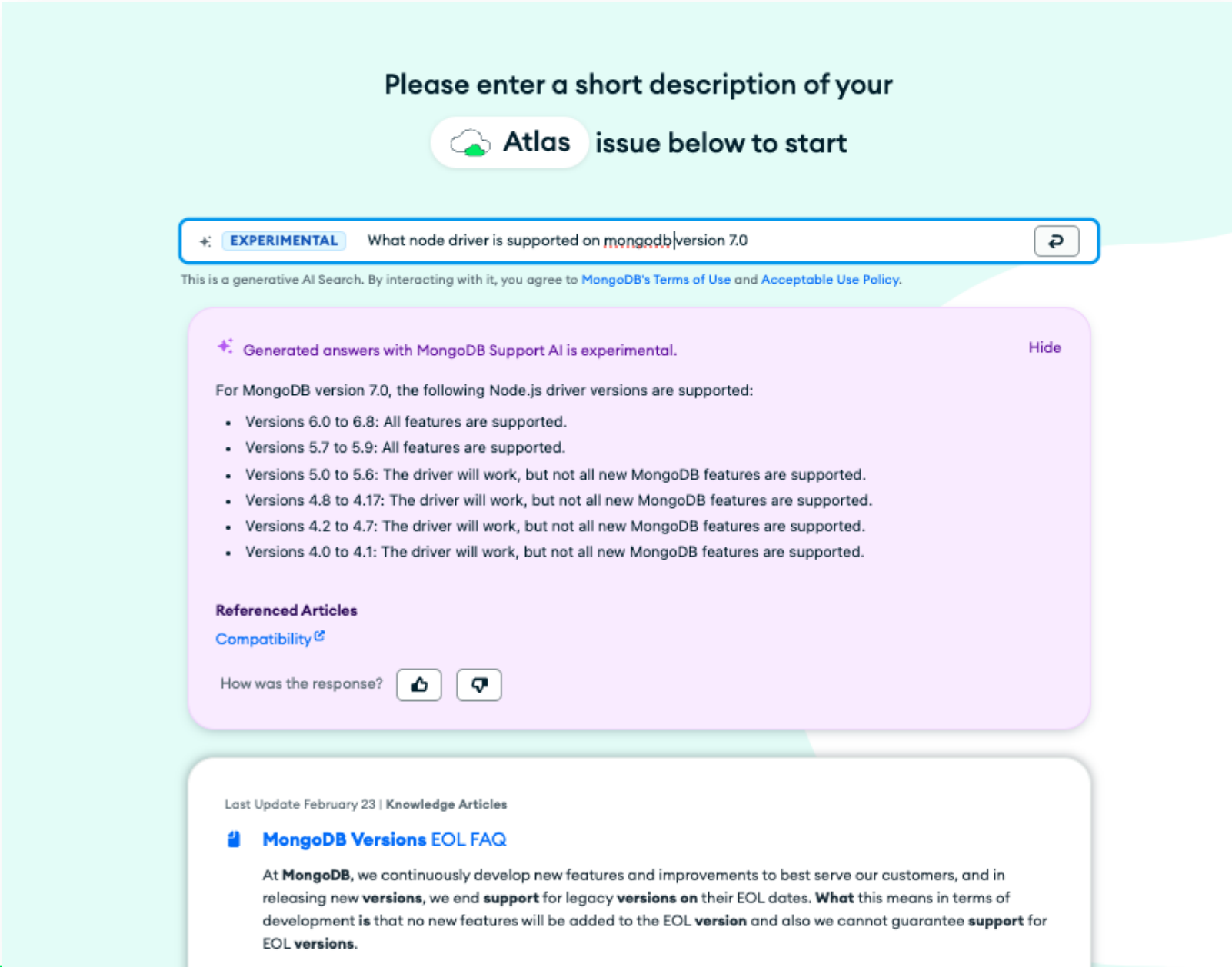
Select the platform are you need help with (i.e. Database, BI Connector, Charts).



# Case Creation – Opening a new Support Case

3

Type a bit about your issue in the search bar and review the resulting GenAI suggestions & Knowledge Base articles.



Didn't find what you were looking for?

Create a Case

Didn't find a solution to your issue?  
Click the **Create A Case** button at  
the bottom of the page.

# Case Creation – Creating a new Support Case

Select the correct Project

Select the severity of the issue

Add additional context

\*On the following page, we'll outline what to include in the Description so Support can help resolve your case ASAP.

Create Case

Subject

What node driver is supported on mongodb version 7.0

Project

Which project does this apply to?

Test Project Community (DO NOT DELETE)

Mailing List

Who should get notified about this case?

All

Product

What product do you need help with?

Atlas

Issue Category

What kind of problem are you having?

Select

MongoDB Drivers

What drivers do you use to connect to MongoDB?

Select

Business Impact

How severely does this impact your business?

Select

Description

Please remove all sensitive information before adding your description to this case.


Write


Preview


B


I


H














|



# Case Creation – Including the right info for quickest resolution

For Support to resolve your case as quickly as possible, there's a few best practices to follow when filling out details of your issue in the Description box.

Make sure you clearly state your issue in the title, along with relevant versions, and expand on your issue, including:



## Pro tip:

Add a note in the description if your case needs 24/7 coverage. By default, not all tickets are monitored 24/7.

**Note:** Creating a case for Enterprise Advanced or Ops Manager?  
The following page will give you some additional information to include.

- ✓ How you became aware of the issue.
- ✓ What specific clusters or replica sets are involved.
- ✓ When issues started.
- ✓ What (if any) modifications you made before the issue occurred.
- ✓ The business impact and whether the issue is affecting production systems.
- ✓ The scope of the effect the issue is having on associated systems.
- ✓ The names of the specific deployments affected.
- ✓ Whether the application or deployment was previously working successfully.
- ✓ Whether the issue is intermittent and at what frequency it occurs.
- ✓ If applicable, details on stack trace of errors produced in the client application, including time stamp with time zone information.

For more info on case resolution:  
<https://support.mongodb.com/article/000021121>

# Case Creation – Details to include for Enterprise Advanced and Ops Manager

In cases relating to Ops Manager, you'll want to include:

- ✓ A compressed copy of all of the Automation Agent Logs from at least 1 host
  - └ In a Linux environment, these are typically located in `/var/log/mongodb-mms-automation`
- ✓ A compressed copy of all of the contents of the Ops Manager Application Server Log Directory
  - └ In a Linux environment, these are typically located in `/opt/mongodb/mms/logs/`
- ✓ If you are able to log into the Ops Manager UI, please collect the Ops Manager Diagnostic Package for this specific Project
  - └ This can be downloaded by following the steps outlined in the Download the Diagnostic Archive section of the Ops Manager documentation

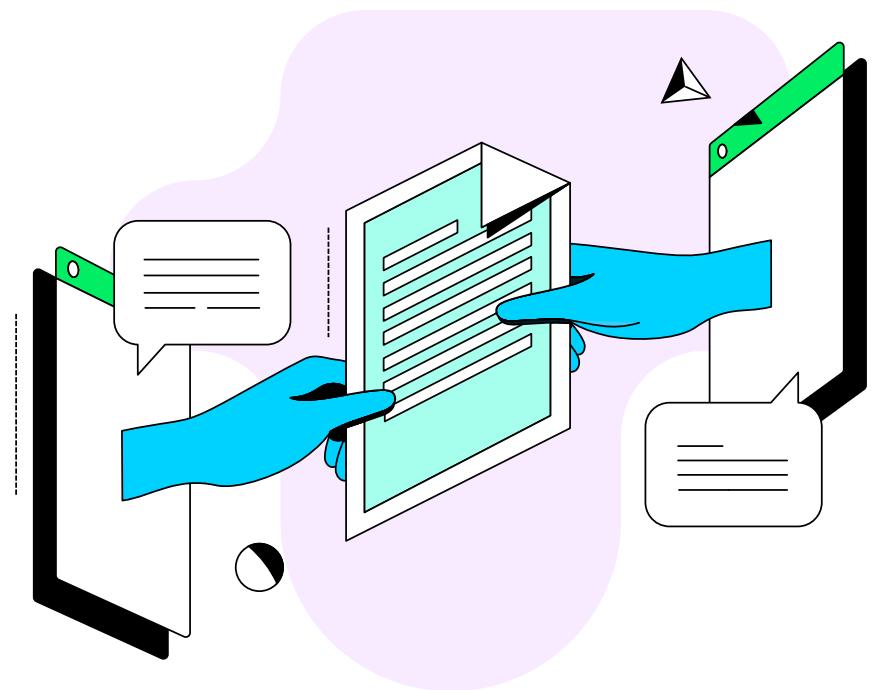
In cases relating to MongoDB Enterprise Advanced, you'll want to include:

- ✓ MongoDB Server diagnostic data (compressed)–This is the contents of the `diagnostic.data` directory from all replica set members (e.g., `tar -czvf /tmp/$(hostname)_ftdc_$(date +%s).tar.gz -C /db/path/diagnostic.data.`)
- ✓ A copy of the `mongod.log` file from each of the nodes

# Escalating a Case

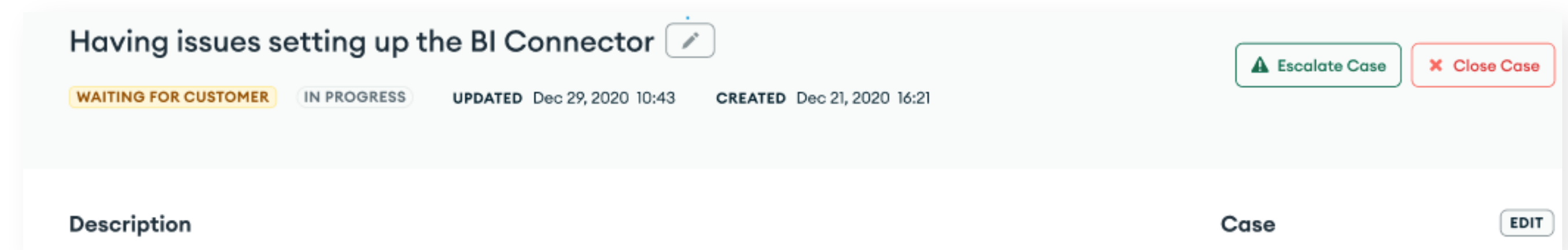
## When to escalate

Customers can escalate a case when there is severe impact to their operations and urgent attention is needed from MongoDB.



## How to escalate

Customers may escalate their support case directly in the MongoDB Support Portal by navigating to the case and selecting the “Escalate Case” option within the Case Actions section of the user interface. Alternatively, you may call our Support Hotline (see next page) and request that the case be escalated.



## What to expect upon escalation

- ✓ Acknowledgement and engagement from the Escalation Management team to review the case, provide triage services, and help define next steps
- ✓ 24/7 support until impact resolution, if necessary
- ✓ Quarterbacked resources across MongoDB teams, such as Platform Support, Product Engineering, and Product Management, if necessary
- ✓ Regular updates on the escalation until satisfactory closure



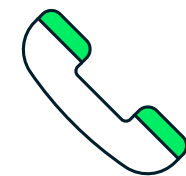
# Escalating a Case

## Production impact escalation



### Step 1

Open an S1 case.



### Step 2

Call the MongoDB Support team.



### Step 3

Wait for the Support team to respond.



When calling the MongoDB Support hotline, be sure to leave your name, company, case number and contact info.

## How to call the Support hotline for urgent escalation

For Blocker (S1) or Critical (S2) issues, find the Support Escalation Contact by clicking “Contact Us” in the [Support website](#) footer bar or [clicking here](#).



### Step 1

Open an S1/S2 case.



### Step 2

Call the MongoDB Support team.



### Step 3

Wait for the Support team to respond.

# Tips for working with Support

## Download log files for future review after an incident

After any adverse event, we recommend you download and review log files with your Support team. Note that log files are only retained for 30 days if not manually stored or downloaded.

Note that there's no charge to download log files!

Here's [how to download from Atlas UI directly](#).

## Add extra detail about the issue when summarizing it

Here are some things to clarify when summarizing your issue:



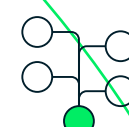
**Timeframe of event:** “We observed this issue starting around 9pm PST yesterday and persists.”



**Symptoms observed:** “Clients are experiencing timeouts, it appears that iops have spiked and node 2 is down.”



**What is normal/ideal:** “We typically do not experience timeouts on the application side, and queries are usually returned under 250ms, our core requirements are <300ms.”



**Issue origin:** “This behavior started occurring after a recent driver upgrade to pymongo 4.3.3”



**Steps taken:** “We’ve attempted scaling up the cluster and next a fail over to a secondary node so far.”



**Screenshots:** Provide screenshots of an error, bug, or relevant details. Circle or highlight specific information we need to be aware of, especially if there is lots of data on the capture.

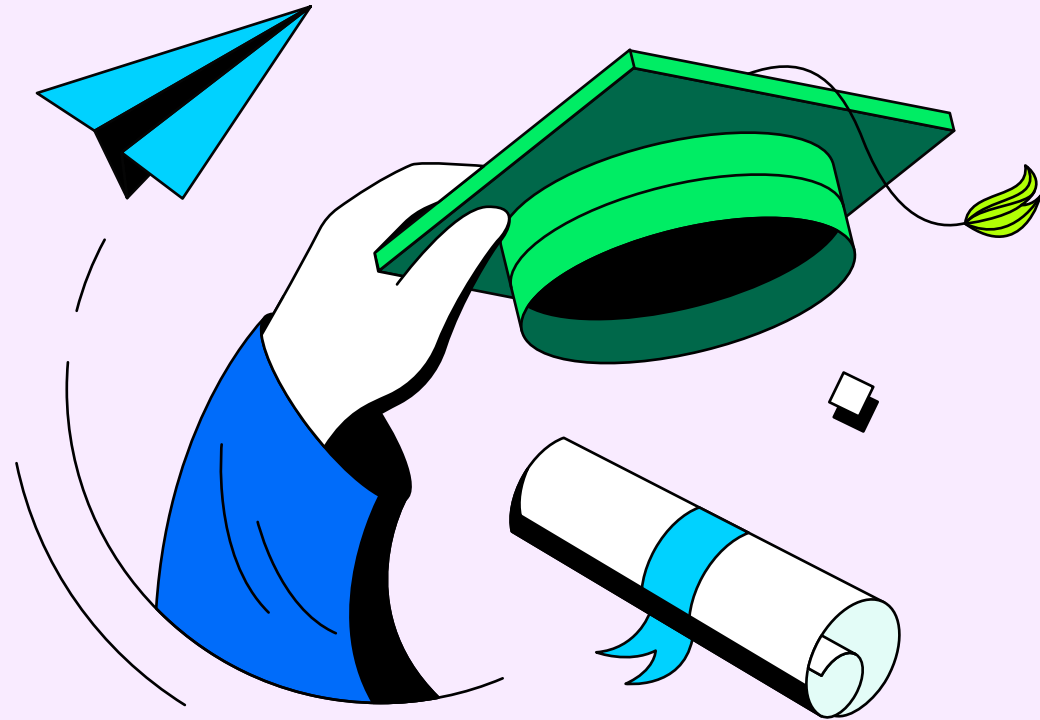


**Zoom Meeting:** You may request a Zoom meeting to help align on the issue and gather more information from the assigned engineer. Live troubleshooting over Zoom is very rare because cases are handled by a team of engineers, and one engineer may not be able to resolve the issue on the spot due to the team’s varied expertise.



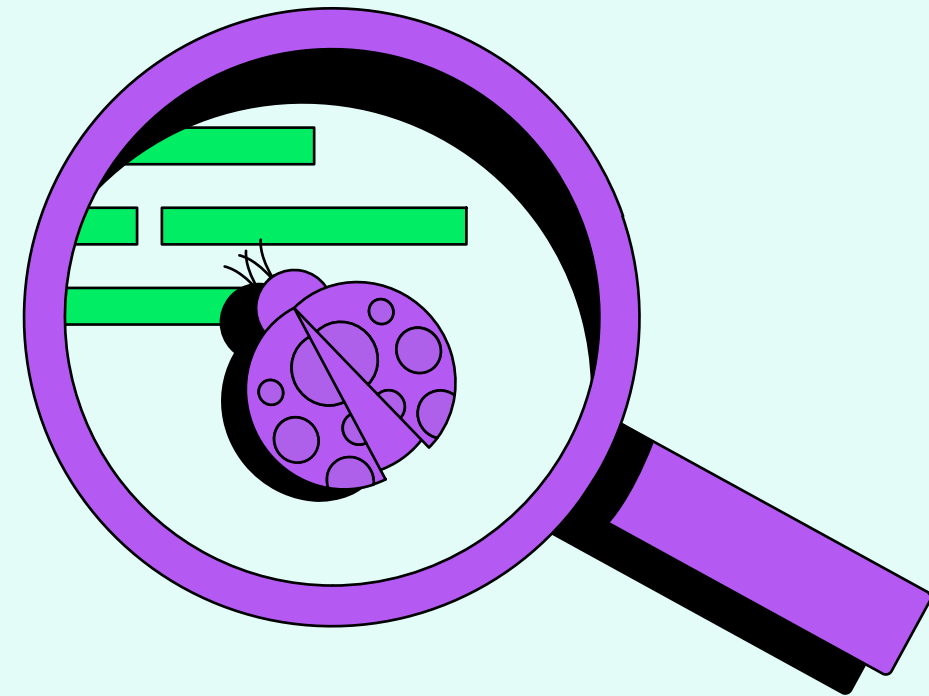
# Resources to set you up for next steps





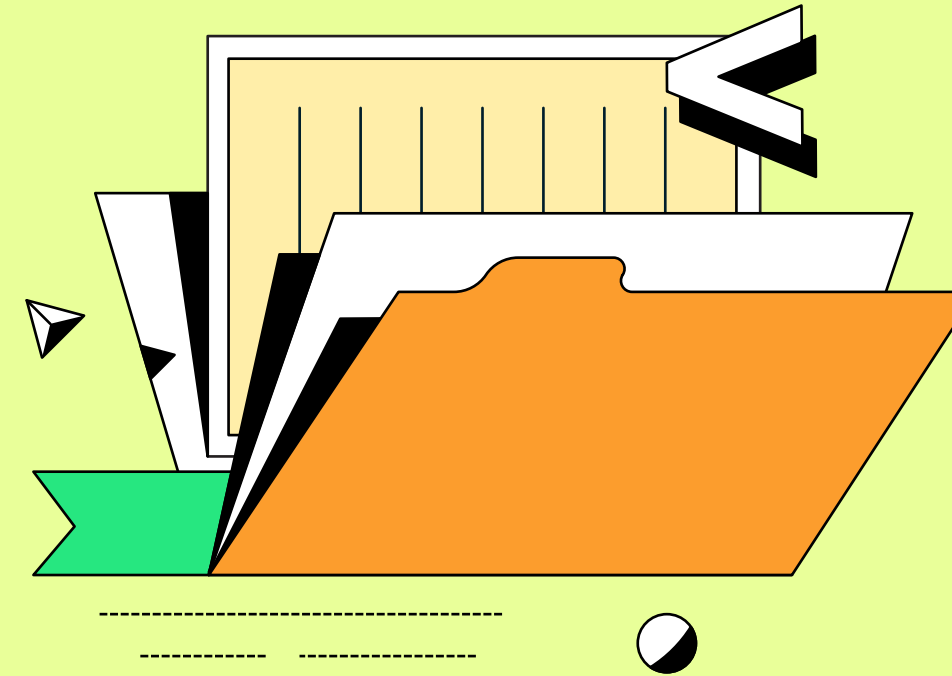
## MongoDB University

[Check out our curated Onboarding Learning Path here.](#)



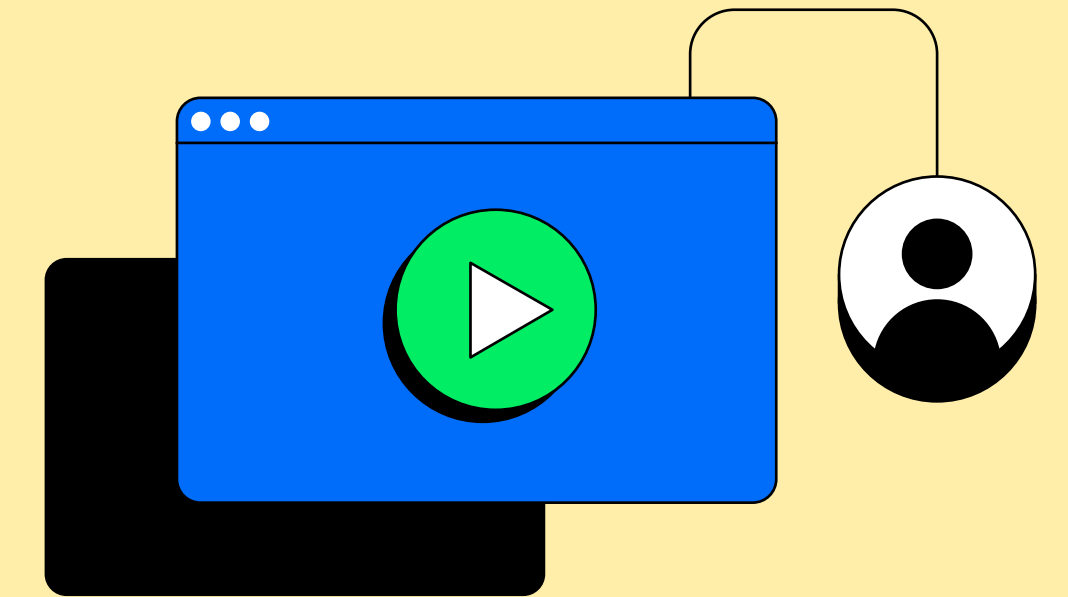
## MongoDB Developer Center

[Browse all the MongoDB documentation you'll ever need here.](#)



## MongoDB Documentation

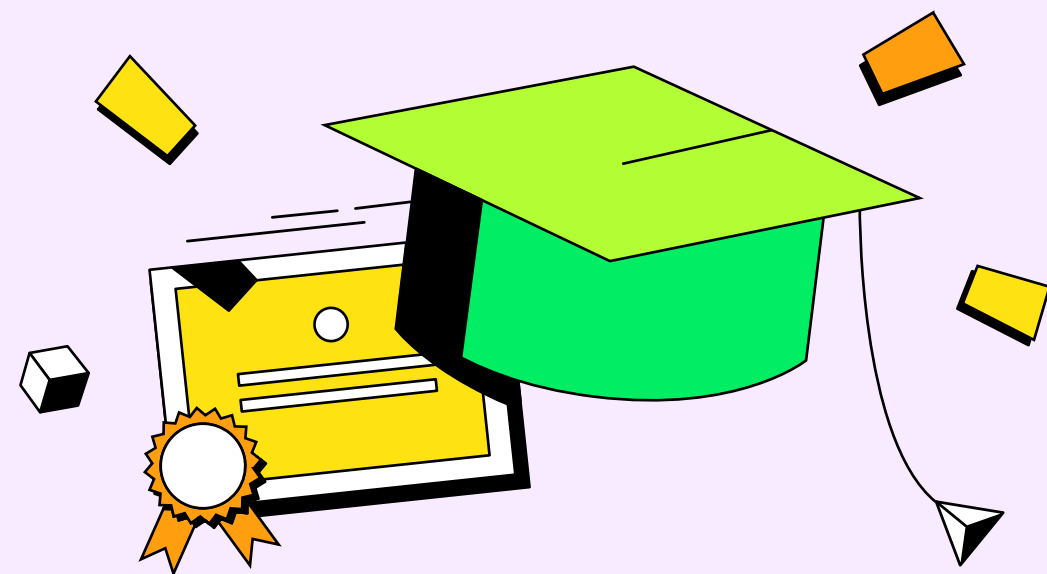
[Visit our MongoDB Developer Center for deeper technical resources.](#)



## Webinars

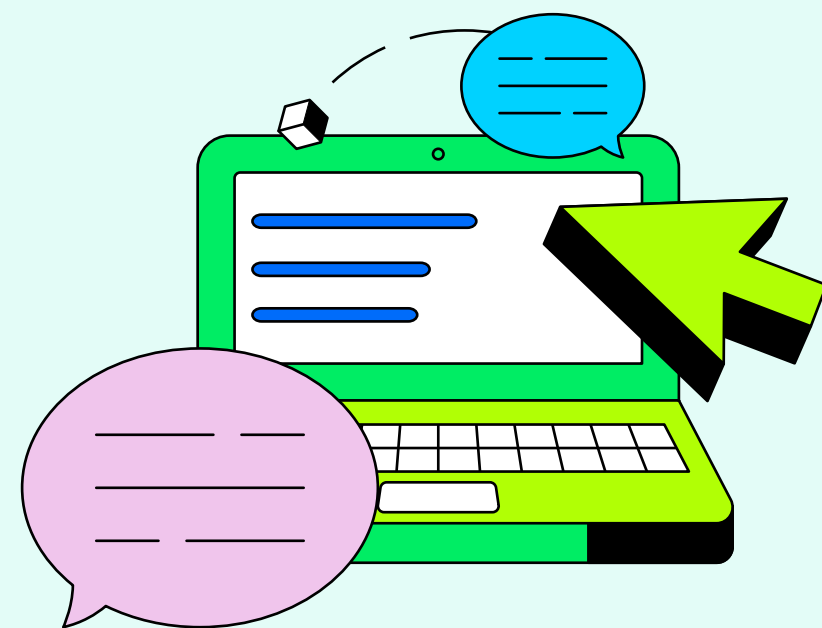
[Browse our library of helpful webinars and videos here.](#)





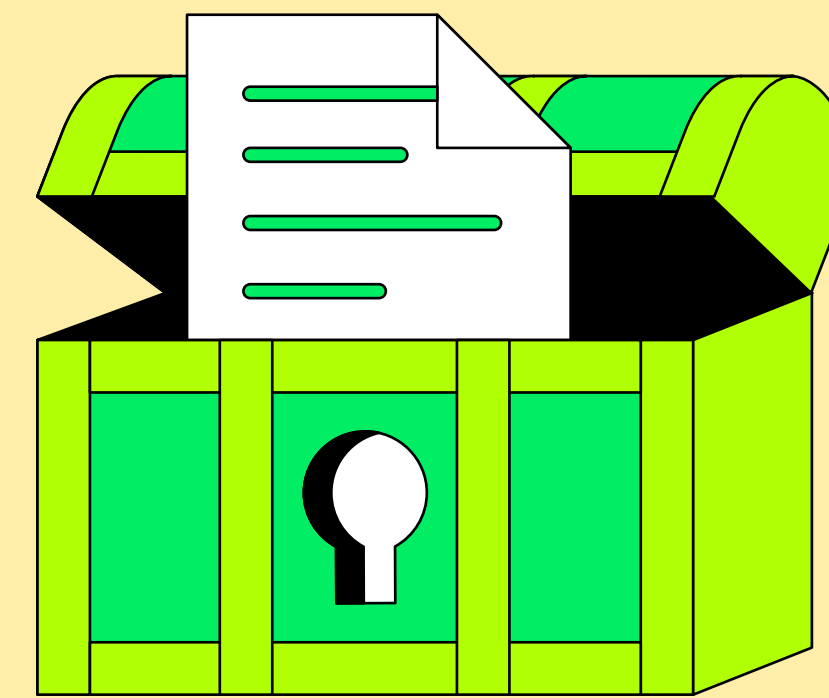
### **MongoDB Certifications**

Get your team officially MongoDB certified here.



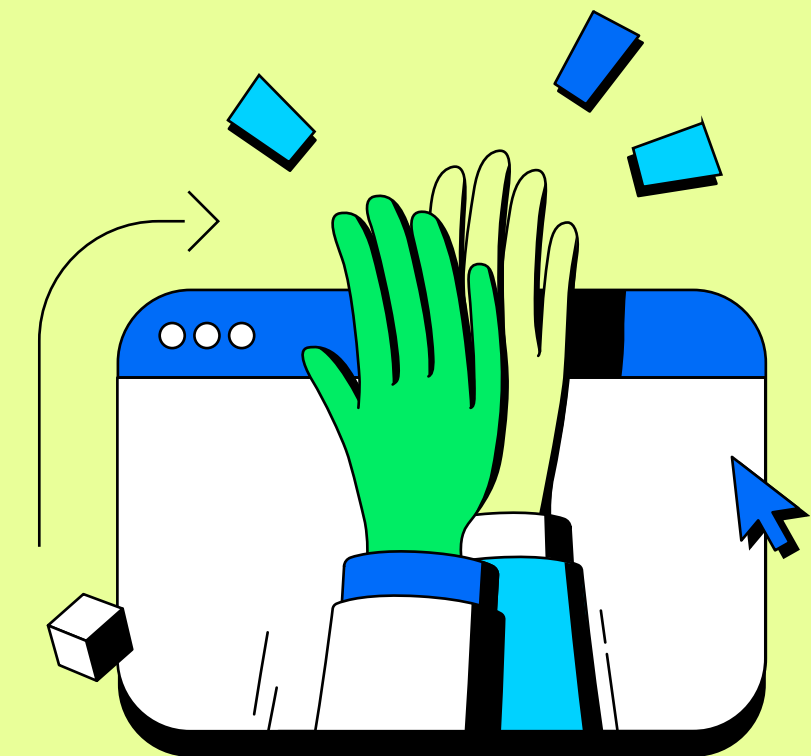
### **Community Forums**

Join the conversation with other MongoDB users in our community forms.



### **AI App Resources**

Learn about how we help you build AI-powered apps here.



### **Customer Success HQ**

Want to learn more about Customer Success? Visit us here.

# Meet your other supporting teams

## Quick Guide to Customer Success



Learn about:

- ✓ Your 5-stage project journey with Customer Success
- ✓ Best practices and potential obstacles along the way
- ✓ Helpful resources

## Quick Guide to Professional Services



Learn about:

- ✓ How you can enlist MongoDB's expert teams through Professional Services
- ✓ The wide range of service options available to you
- ✓ Helpful resources



# We're here to help!

Questions?

Reach out to us at Customer Success at [contact-cs@mongodb.com](mailto:contact-cs@mongodb.com)