

# Best Practices for Building an IT Help Desk Knowledge Base

317 Ajay Chadha January 20, 2023 Blog

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An IT help desk knowledge base is a valuable tool for any organization, providing quick and accurate answers to common technical issues. It allows your organization to easily organize and access all of the information it generates. However, building an effective knowledge base requires careful planning and attention to detail. To help you create an effective and efficient knowledge base, we've outlined some best practices in this article. By following best practices for building an IT help desk knowledge base, you can ensure that your knowledge base is efficient, effective, and easy to use. Before we go into those, let's first understand the basics of a knowledge base.



## What is an IT help desk knowledge base?

An IT help desk knowledge base is a collection of information and resources that are used to assist users with troubleshooting and resolving technical issues. It is typically used by IT support teams to provide quick and accurate answers to common questions and problems. A knowledge base can include a variety of content such as articles, FAQs, troubleshooting guides, and instructional videos. It can be accessed through a web portal, mobile app, or chatbot, and users can search for specific information or browse through the categories. The goal of an IT help desk knowledge base is to reduce the number of support tickets and improve the overall efficiency of the IT support team.

## Why an IT help desk needs a knowledge base?

An IT help desk needs a knowledge base for several reasons:

**Improved efficiency:** A knowledge base can provide quick and accurate answers to common questions and problems, reducing the number of support tickets and allowing the IT support team to focus on more complex issues.

**Self-service:** A knowledge base enables users to find answers and resolve issues on their own, reducing the need for direct interaction with the IT support team and improving the overall user experience.

**Cost-effective:** A knowledge base can help to reduce the cost of IT support by reducing the number of support tickets and the need for additional staff.

**Consistency:** A knowledge base ensures that users receive consistent and accurate information, reducing confusion and improving the overall quality of support.

**Scalability:** A knowledge base can be accessed by multiple users simultaneously and can be easily updated and expanded, making it a scalable solution for IT support.

**Continuous improvement:** A knowledge base can be used to track and measure the effectiveness of IT support and make improvements based on the data.

In summary, an IT help desk knowledge base helps to improve the overall efficiency, user experience, and cost-effectiveness of the IT support team.

## What type of data is provided in a knowledge base?

A knowledge base typically includes a variety of information and resources that are organized and categorized to make it easy for users to find the information they need. The specific content included in a knowledge base can vary depending on the organization, but it often includes the following types of information:

**Troubleshooting guides:** Step-by-step instructions for resolving common technical issues.

**Frequently Asked Questions (FAQs):** A list of questions and answers on a specific topic.

**How-to articles:** Detailed instructions on how to perform specific tasks or use specific software or systems.

**Video tutorials:** Instructional videos that demonstrate how to perform specific tasks or use specific software or systems.

**Glossary:** A list of technical terms and their definitions.

**Downloadable resources:** Documents, templates, and other resources that users can download and use.

**Announcements:** Information on new features, updates, and other important information related to the organization's systems or services.

**Contact information:** Information on how to contact the IT support team, including phone numbers, email addresses, and office hours.

**Feedback mechanism:** A way for users to provide feedback, ask questions, or make suggestions.

**Search functionality:** A way to search the knowledge base for specific information.

It's important to organize the information in a logical and clear way, making it easy to find and understand, using clear and concise language, and making it accessible to the users.

## Best practices for your knowledge base

Listed below are some of the best practices for building your IT Helpdesk Knowledgebase. By following them, you can create a knowledge base that is an asset to your organization and improves the overall efficiency of your IT support team.

**1. Organize information into clear and logical categories:** Grouping information into categories makes it easy for users to find the information they need. It is important to use clear and logical categories that are easy to understand and navigate. For example, information on troubleshooting hardware issues could be grouped under a "Hardware" category, while information on software issues could be grouped under a "Software" category.

**2. Use a search functionality:** A search function allows users to quickly and easily find the information they need. It is important to use a search function that is fast, accurate, and easy to use. The search function should be able to search the entire knowledge base and return relevant results.

**3. Keep information up-to-date:** It's important to regularly review and update the information in the knowledge base to ensure it is accurate and relevant. This may include updating troubleshooting guides or adding new information on new software or systems. Keeping the knowledge base up-to-date will ensure that users receive the most accurate and relevant information.

**4. Use clear and concise language:** Write in a way that is easy to understand, avoiding technical jargon and acronyms as much as possible. The language should be simple and easy to understand by users of all skill levels.

**5. Include images and videos:** Using images and videos to supplement text can make the information more engaging and easier to understand. Images and videos can be used to demonstrate how to perform specific tasks or use specific software or systems.

**6. Allow feedback and contributions:** Encourage users to provide feedback on the knowledge base and allow them to contribute to it. This can include suggesting new articles or updates to existing articles. Allowing feedback and contributions can help to improve the overall quality of the knowledge base.

**7. Make it accessible:** Make the knowledge base accessible to users through multiple channels such as a web portal, mobile app, or chatbot. This will ensure that users can access the knowledge base when and where they need it.

**8. Measure and analyze:** Measure the usage and effectiveness of the knowledge base and analyze the data to make improvements. This can include tracking how many users are accessing the knowledge base, which articles are being viewed the most, and what type of information users are looking for.

**9. Prioritize most common issues:** Identify the most common issues that users face and prioritize that information in the knowledge base.

**10. Use a consistent layout and design:** A consistent layout and design will help to make the knowledge base easy to navigate. This includes using the same layout and design for all articles, using clear and consistent headings and subheadings, and providing a clear and easy-to-use navigation menu.

**11. Train your team:** Train your team to use the knowledge base effectively and contribute to it. This may include training on how to create new articles, how to update existing articles, and how to use the search function. It will also involve training on how to use the knowledge base to resolve common issues and how to make the best use of it.

**12. Test and Evaluate:** Test the knowledge base with a group of users and gather feedback, using the feedback to make improvements.

By following these best practices, you can ensure that your IT help desk knowledge base is organized, user-friendly, and effective in providing answers to common issues.

## Choosing the best knowledge base provider

When choosing a [knowledge base provider](#), it's important to consider the following factors:

**Features:** The provider should offer features that meet the specific needs of your IT help desk, such as search functionality, categories, and the ability to include images and videos.

**Customization:** The provider should offer customization options to allow you to tailor the knowledge base to your organization's specific needs and brand.

**Integration:** The provider should be able to integrate with other tools and systems that your organization uses, such as a help desk ticketing system or customer relationship management (CRM) software.

**Accessibility:** The provider should offer multiple ways to access the knowledge base, such as a web portal, support widget, mobile app, and chatbot.

**Scalability:** The provider should be able to handle a large number of users and articles, and be able to scale as your organization grows.

**Security:** The provider should have a robust security infrastructure and protocols to protect the knowledge base and its users.

**Cost:** The provider should offer pricing options that fit within your organization's budget and should be transparent about costs and any additional fees.

**Support:** The provider should offer excellent customer support to help you set up and maintain the knowledge base.

It's also important to evaluate the knowledge base providers by testing their products with a free trial or demo and reading customer reviews if they are available.

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