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Basic edition

Complaint**Tracker**

manage customer complaints

Complaint Screen Interface (Trial edition)

A basic guide on how to use tool buttons like search, date filter, etc. in ComplaintTracker Basic.
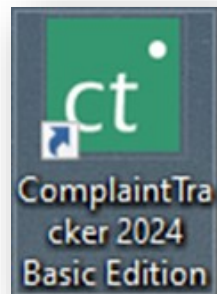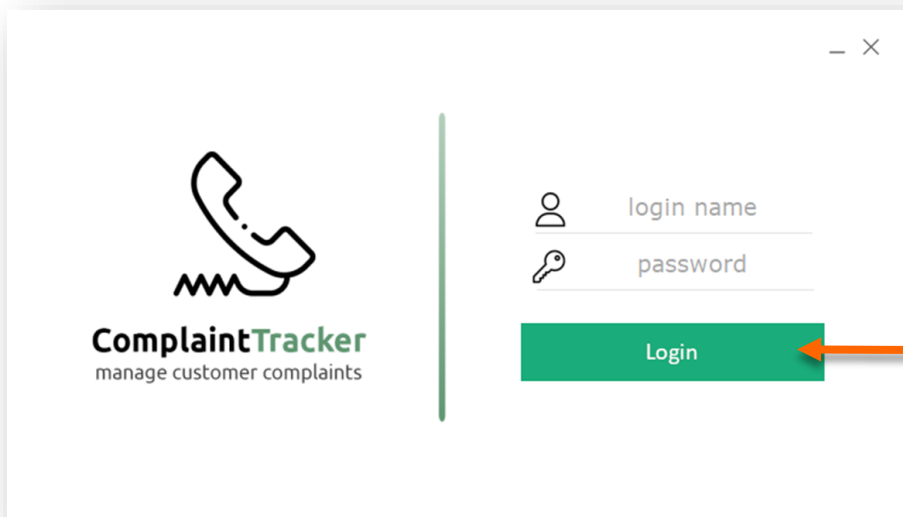
1 | INDEX

Steps
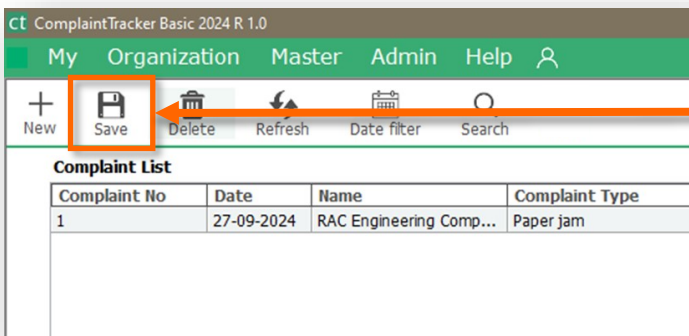
2 | LOGIN

Start **ComplaintTracker**
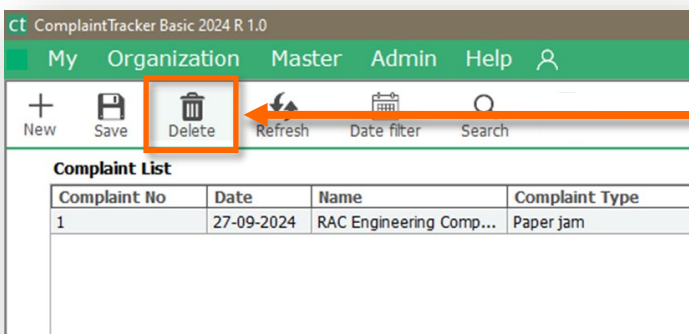
Enter Login name and password

Click on **Login**
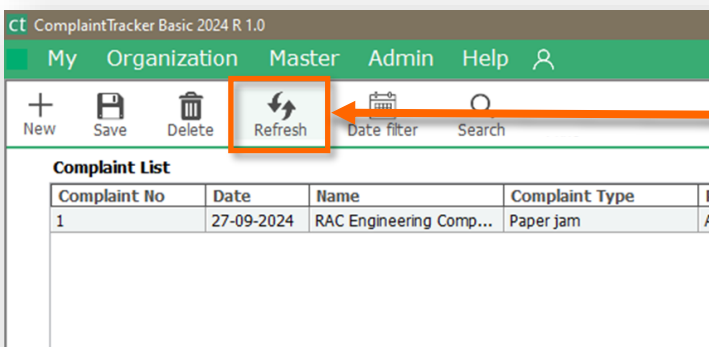
3 Complaint Screen Interface
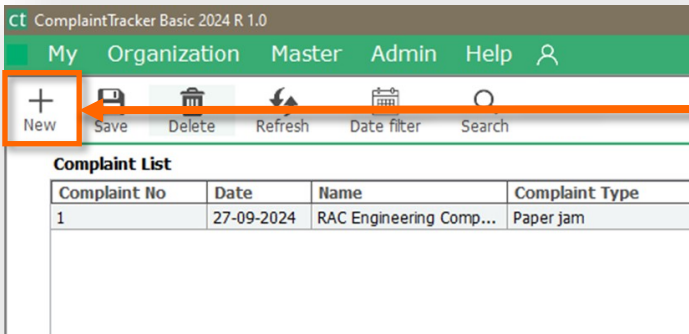
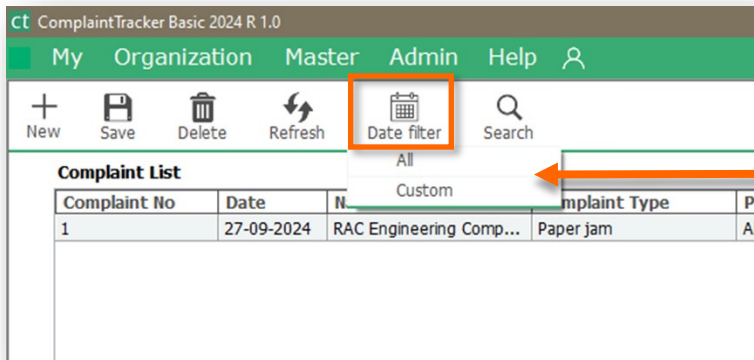**New :** This button will clear the fields and set them as blank. Used while entering a new complaint

Save: To Save the changes or save a new complaint.

Delete: to delete a Complaint.
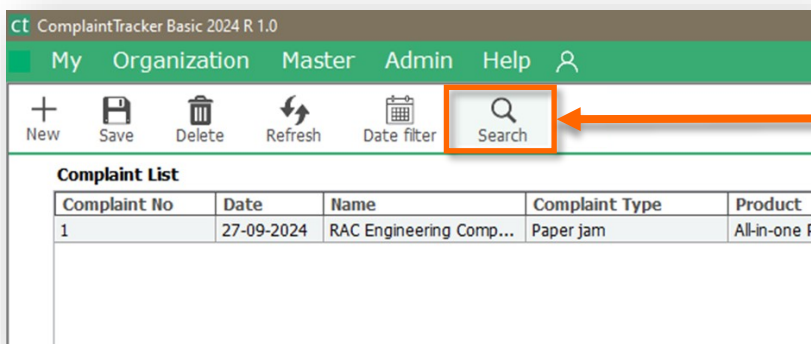Select a complaint from the list then click on **delete**.
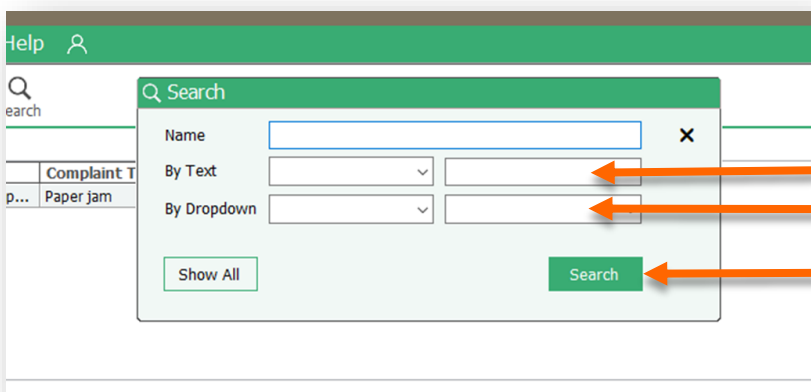

Refresh:
Refresh the screen.

Date Filter All :
This will show the entire list of data.

Custom date filter lets you to view data of a particular period of time.
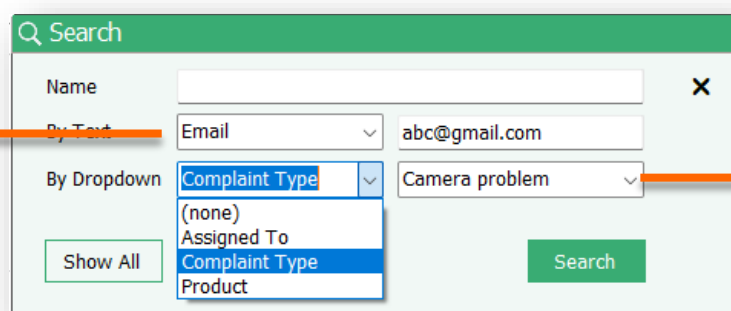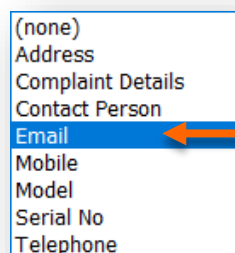

Search: Find or search complaint by name, Customer Name, Address, Tel No., etc.

Enter text such as Contact person to search

Enter name or select from the list to find then click on **search.**

Closure Tab:

The details in Closure Tab will be filled by the system once the complaint is closed.

Thank you

For more information

Kindly Call us or WhatsApp **+91.99 201 401 00**   for any queries.

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