



Lite edition

ComplaintTracker

manage customer complaints



View Report

Step by step guide on how to view report in ComplaintTracker Lite.

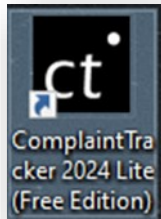
1

INDEX

Steps

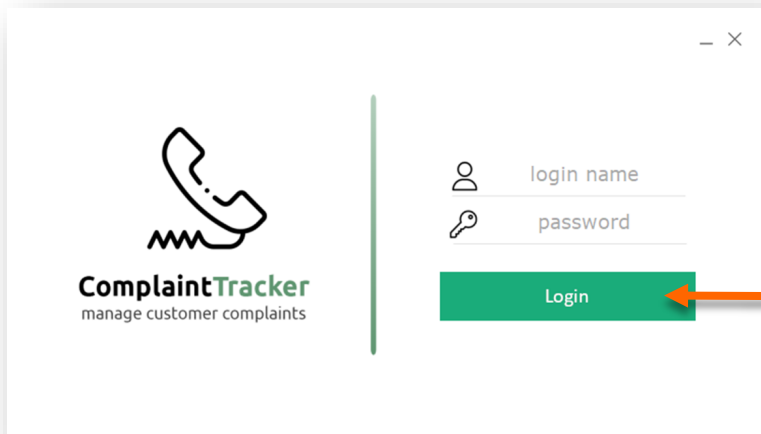
1. Index _____ Pg 2
2. Login _____ Pg 3
3. Smart Report _____ Pg 4
4. Dashboard _____ Pg 8

2 LOGIN



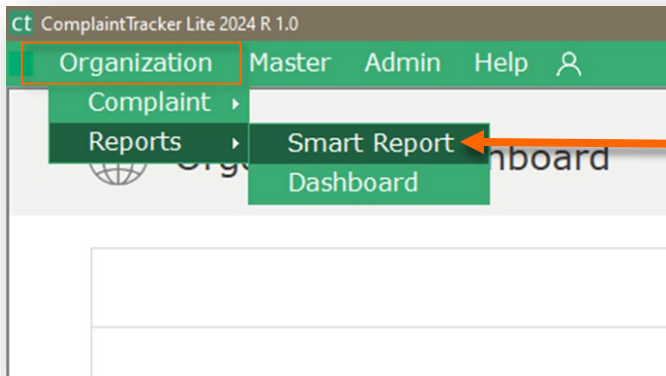
Double Click on **ComplaintTracker** icon, on your desktop.

or



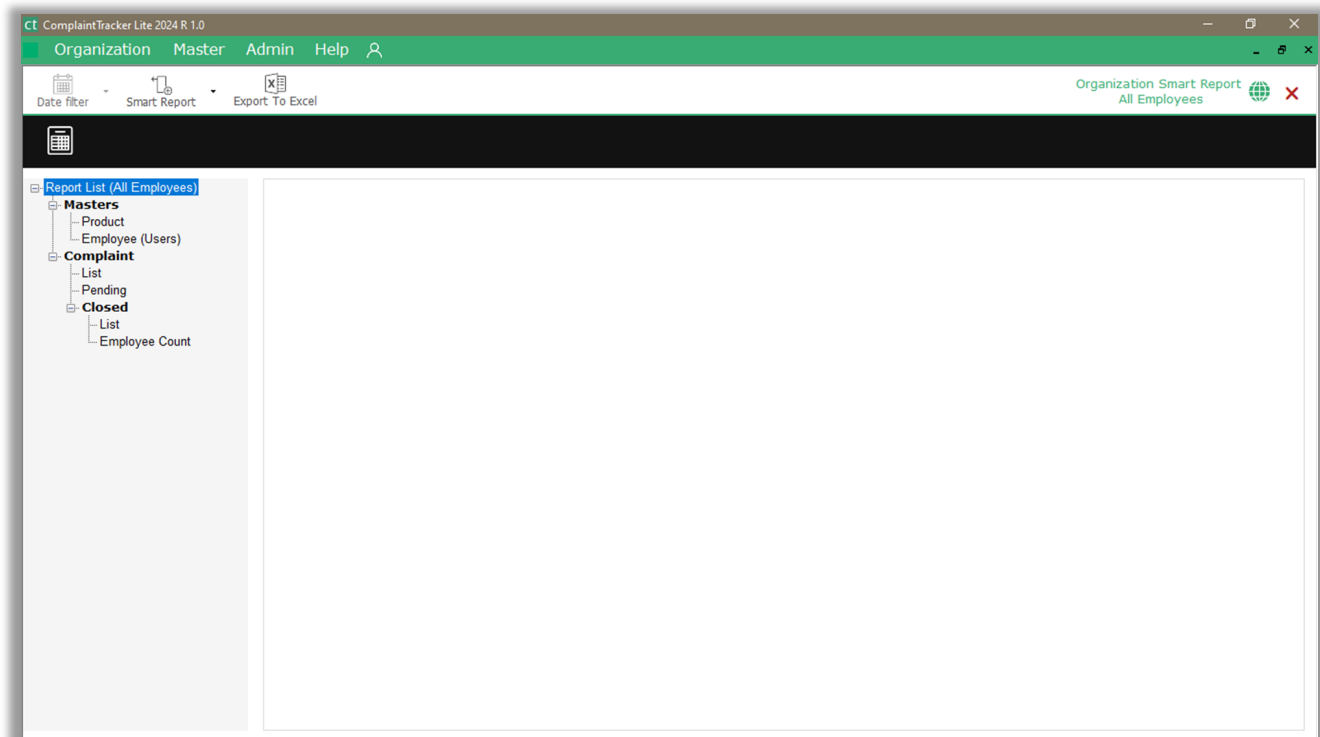
Enter Login name and password
Click on **Login**

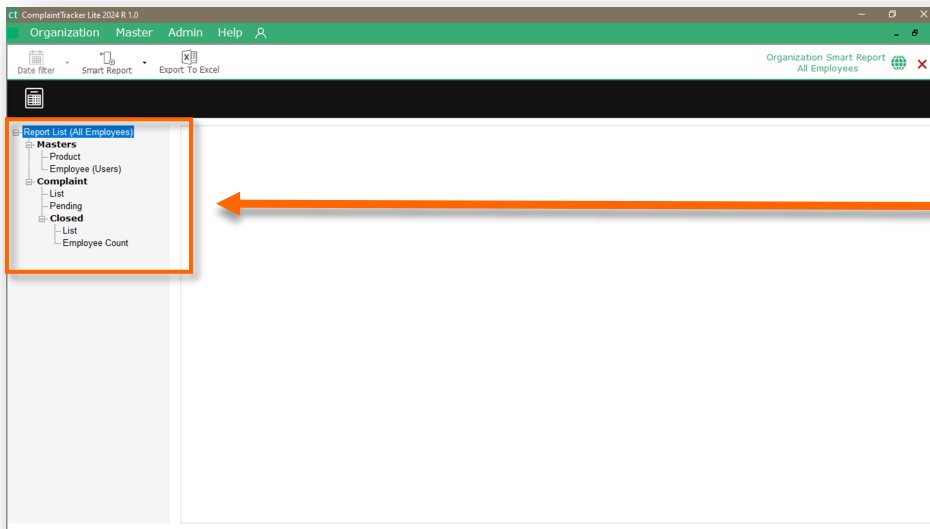
3 Smart Report



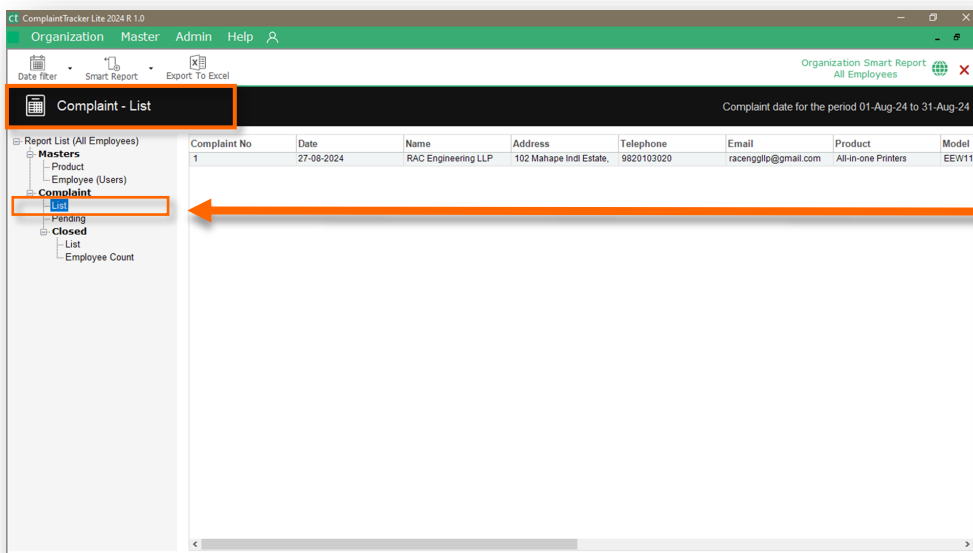
Go to

Organization > Reports > Smart Report



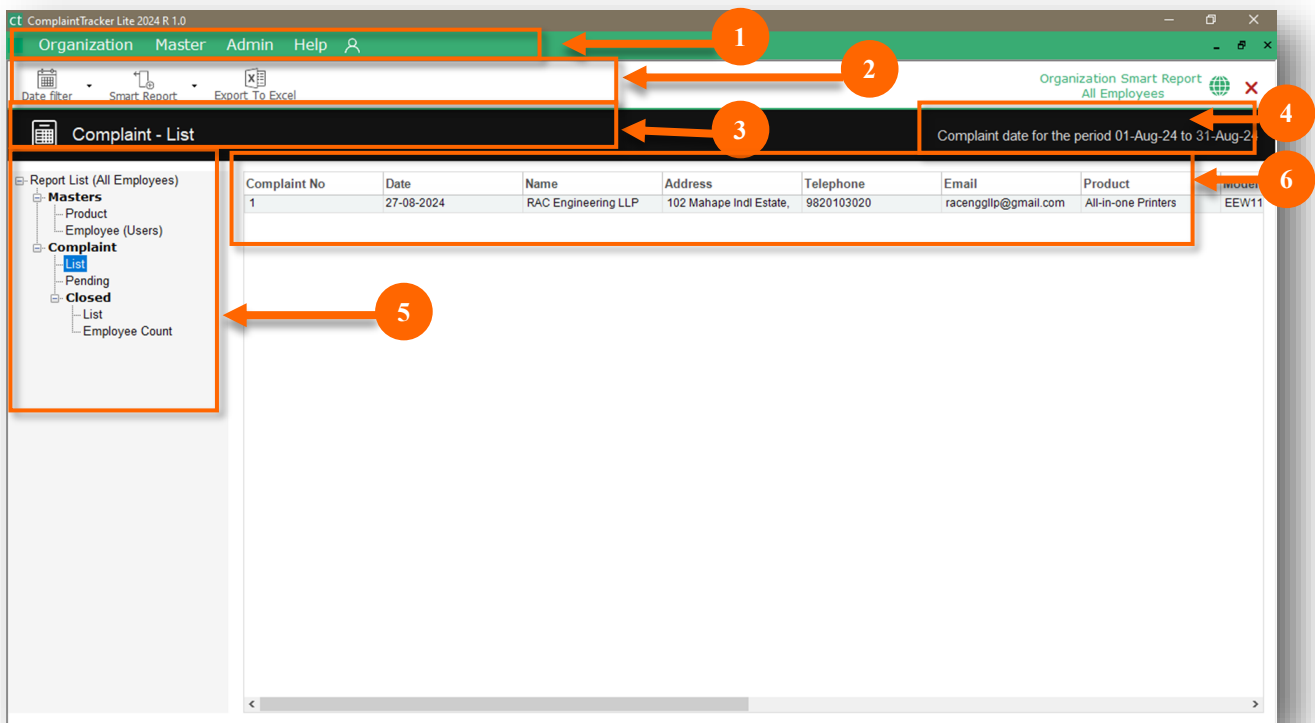


We can see a list on the left side of the screen. Select an item on the list to view the records.



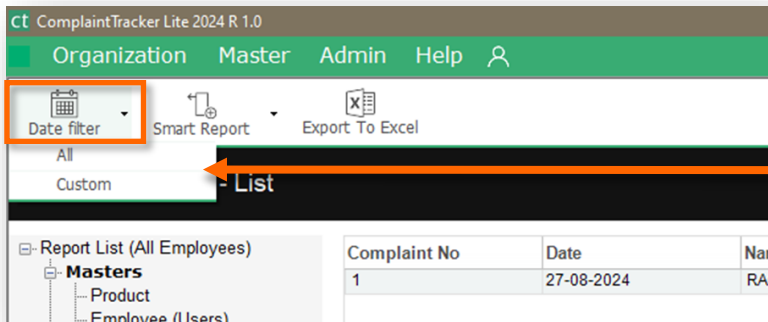
Example:
to see Complaint List
Select **Complaint > List**

Smart Report Interface



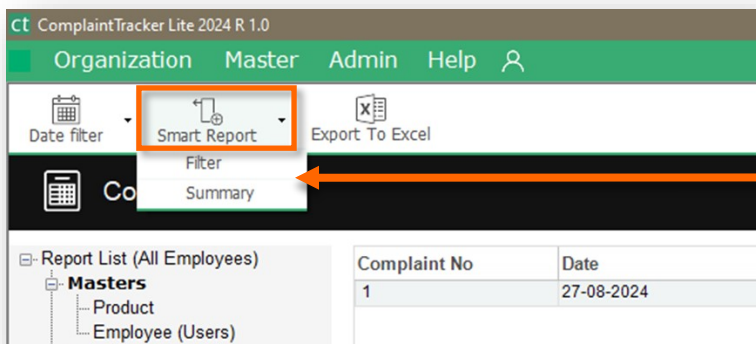
- 1 Menu Bar: Navigate to different screens through these menus.
- 2 Tool Bar: Smart tools to help manage complaint easier and faster.
- 3 Title: Title name of the list that is open is shown here.
- 4 Time Period: Time period for which the list is fetched. The time period can be changed from Date filter.
- 5 Report List : Select from this to view the respective list.
- 6 List: Selected list is shown here.

Smart Report Tools



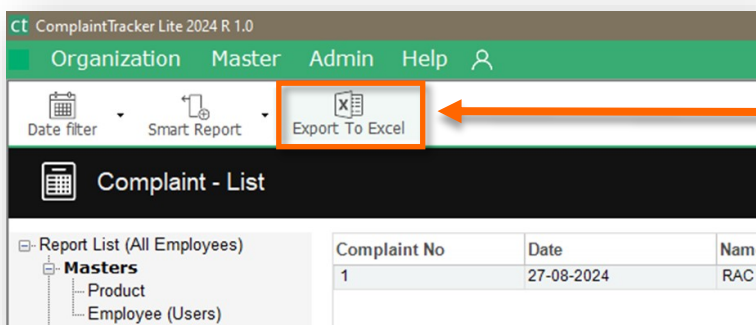
Date Filter: This button helps you to filter and show the data for the given date(s).

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



Filter: This button helps you to filter data and show only the specific records.

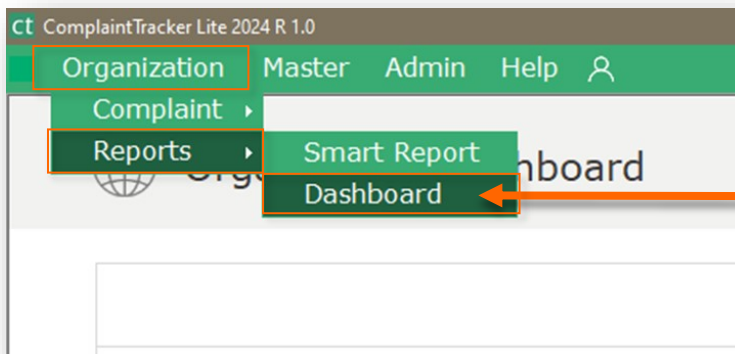
Summary: Perform math aggregate functions such as sum, average, count, etc.



Not available for Lite (free) edition.
Available from Basic (paid) edition onwards

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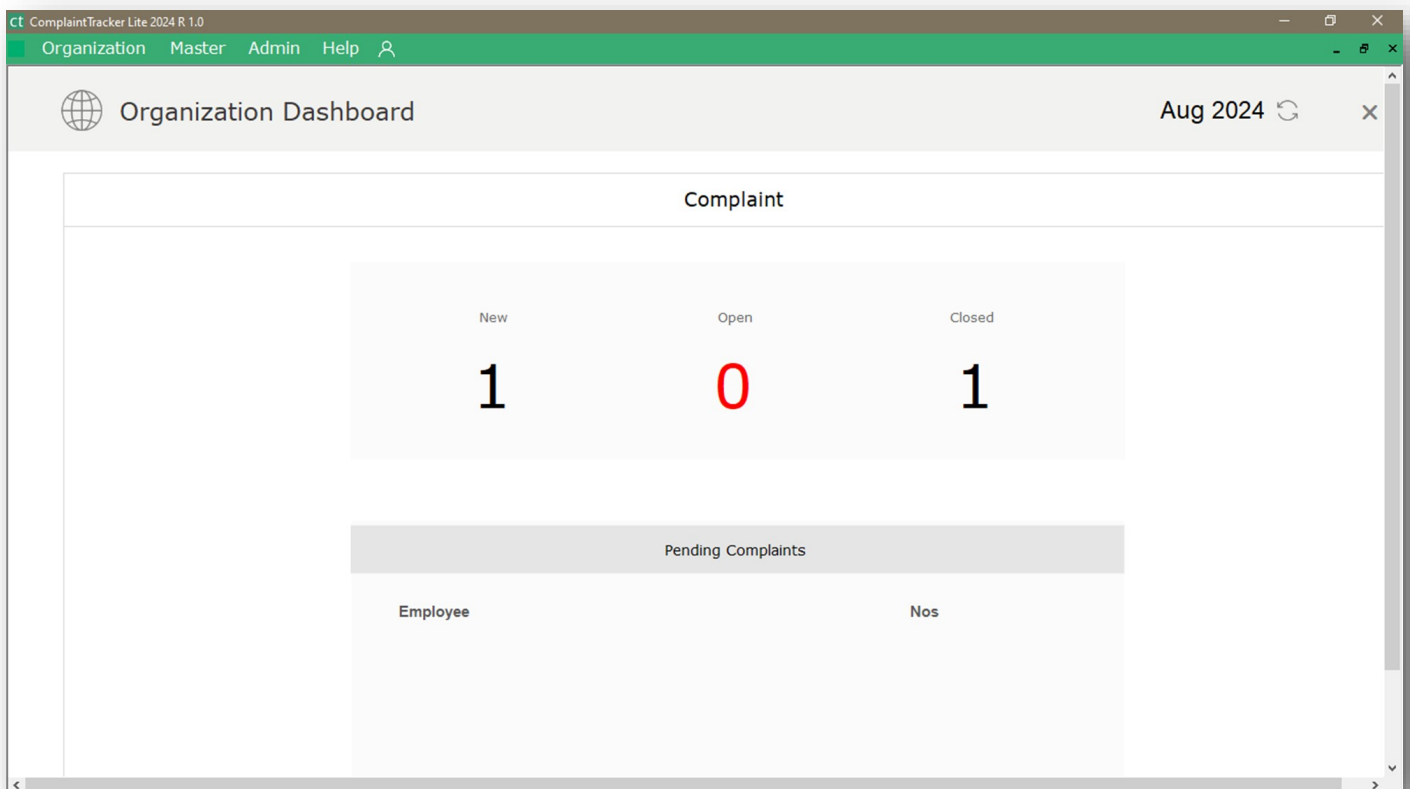
Dashboard



Go to

Organization > Reports > Dashboard

Dashboard Screen



Thank you

For more information

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

For more info visit: spinso.com

Next step



Complaint Screen Interface

how to view Complaint Screen Interface in ComplaintTracker Lite

[CT Lite Complaint-Screen-Interface.pdf](#)

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