

3 Free users for life

SPINSO[®]



Lite edition



ComplaintTracker

manage customer complaints



Complaint Screen Interface

Step by step guide on how to view complaint Screen Interface in ComplaintTracker Lite.

1

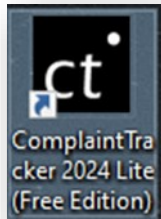
INDEX

Steps

1. Index _____ Pg 2
2. Login _____ Pg 3
3. Complaint Screen Interface _____ Pg 4

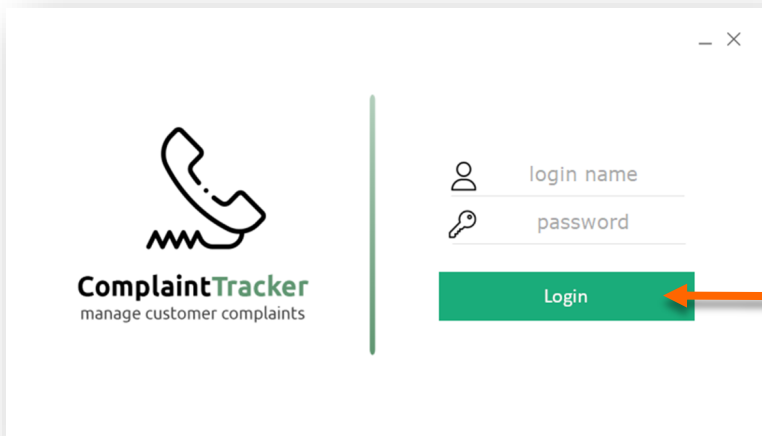
2

LOGIN



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

or

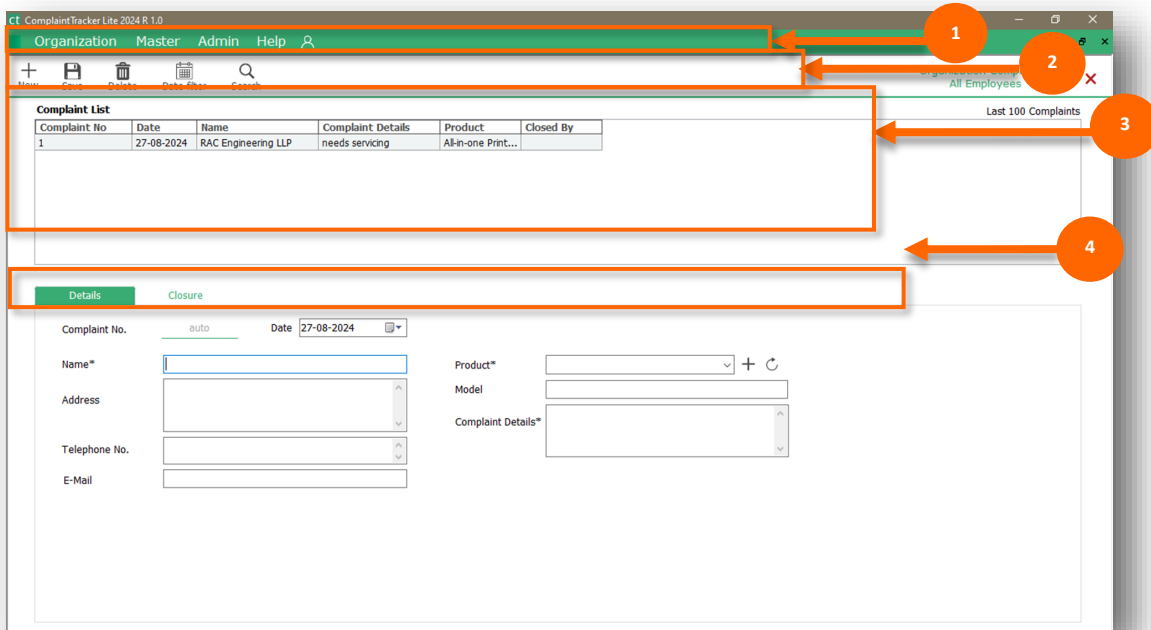


Enter Login name and password

Click on **Login**

3

Complaint Screen Interface



1

Menu Bar: Navigate to different screens through these menus.

2

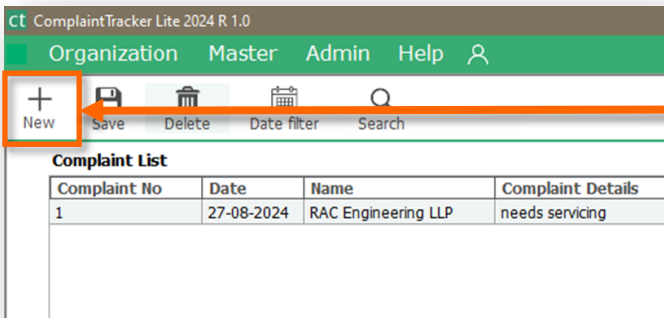
Tool Bar: Smart tools to help manage complaint easier and faster.

3

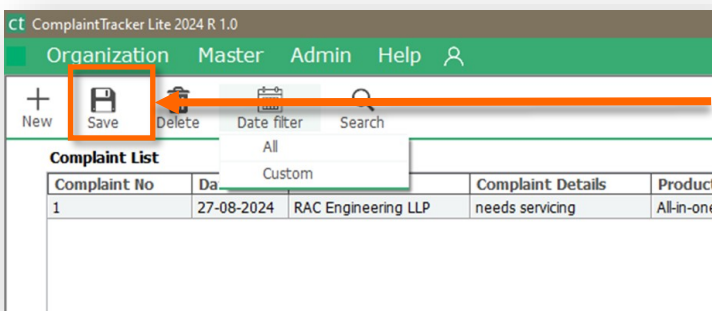
Complaint list: View all your complaint in this list.

4

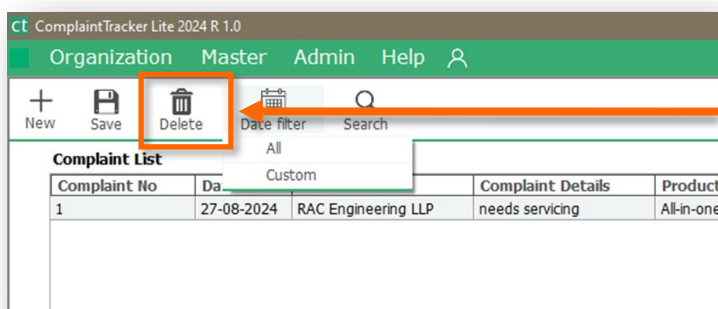
Tabs: Use the fields of these tab to enter details then save or edit complaint. Once saved, these details can be retrieved by selecting the complaint from the list or by entering the complaint no. in Details tab.



New : This button will clear the fields and set them as blank. Used while entering a new complaint

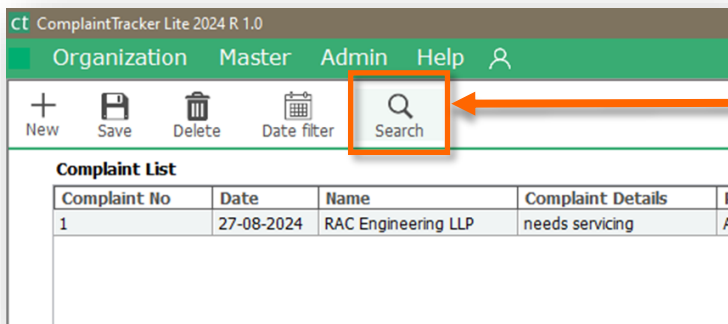


Save: To Save the changes or save a new complaint.



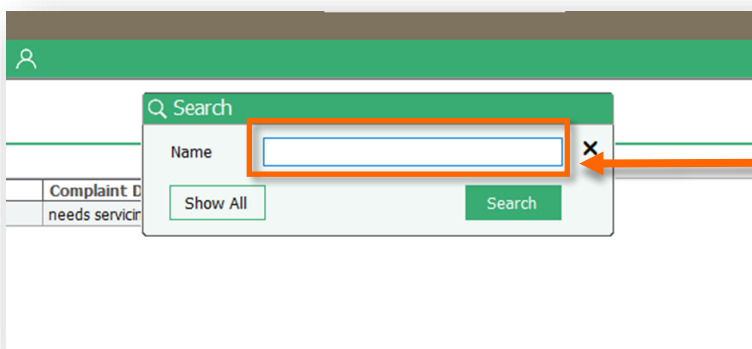
Delete: to delete a Complaint.

Select a complaint from the list then click on **delete**.



Search:

To quickly find/search Complaints by name.



Enter the name of the Complaint to find then click on **search**.

Thank you

For more information

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

For more info visit: spinso.com

SPINSO

Celebrating

25

years in business

Other software products



SalesTracker

manage leads & follow-ups



TimeTracker

manage timesheet & approvals



ComplaintTracker

manage customer complaints



QuotationTracker

create professional quotation

SPINSO

601, Odyssey IT Park,
Road No 9, Wagle Estate,
Near Old Passport Office,
Thane 400 604.
Maharashtra, INDIA

91.99 201 401 00

sales@spinso.com
www.SPINSO.in