

Management User Guide: Complaints

1. Introduction

2. Complaints

2.1. Add New Complaints

Go to New Complaints > Fill in details > Add

Details include: 1) Select Customer account 2) Complainant 3) Catagory 4) Title 5) Description 6) Select Show to Public or Manangement only 7) Attachment to upload evidence (PDF, JPG or PNG format)

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