

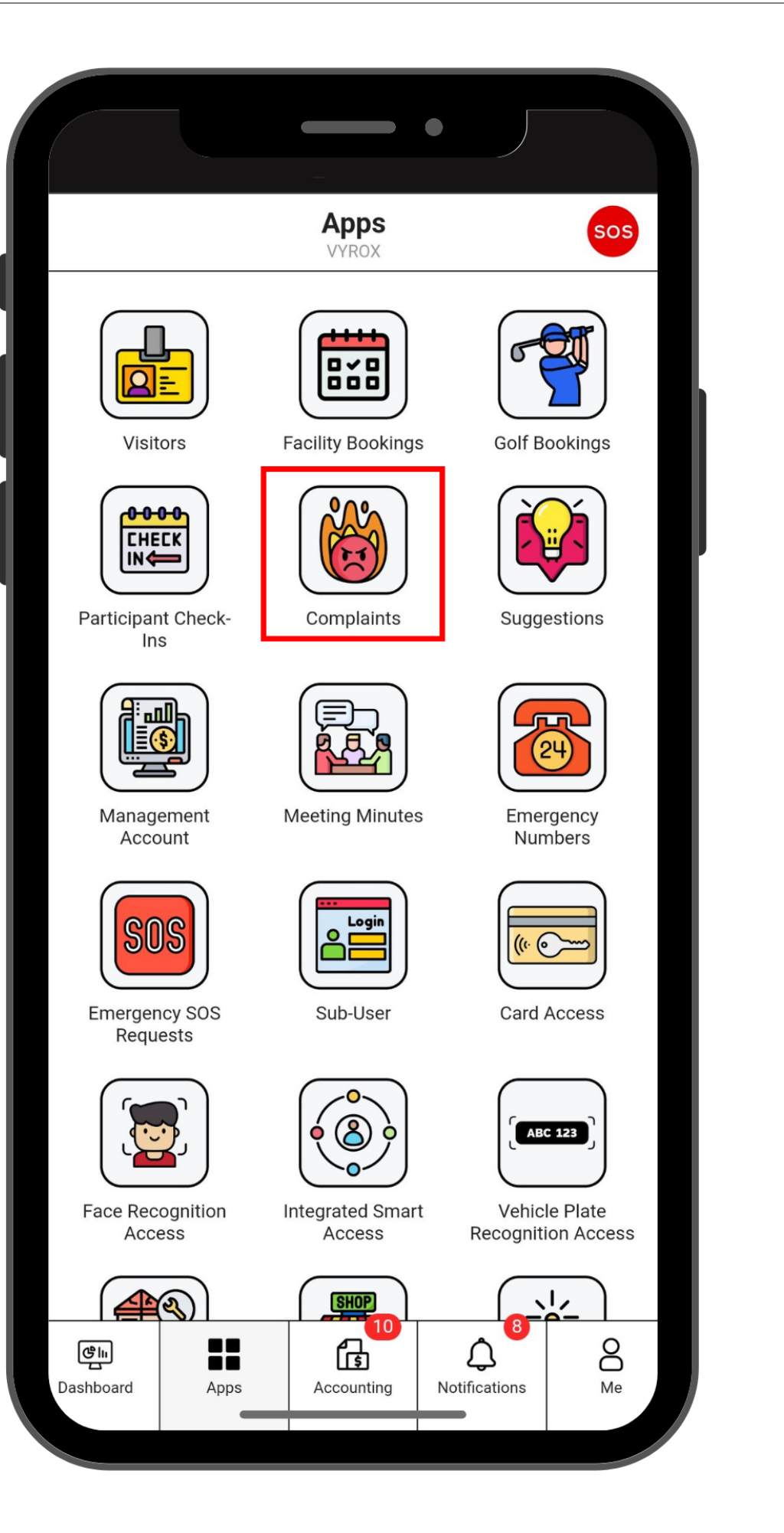
User Guide: Card Access

Introduction

This guide is designed to streamline the process of managing complaints. It provides step-by-step instructions for using the complaints management system, enabling you to track, resolve, and improve the overall experience for users

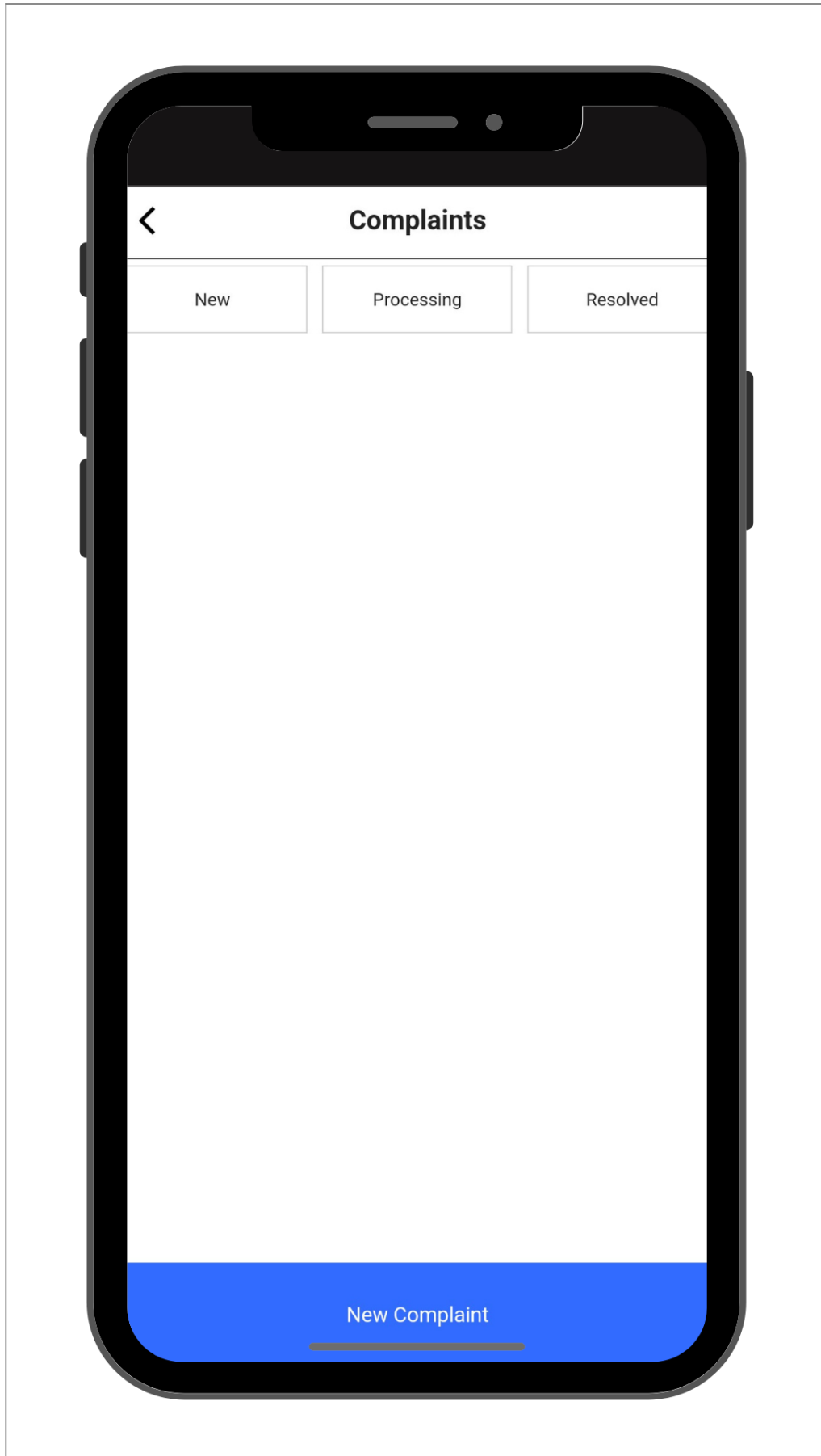
Step 1: Complaints

Click "Complaints" icon



Step 2: Create New Complaints

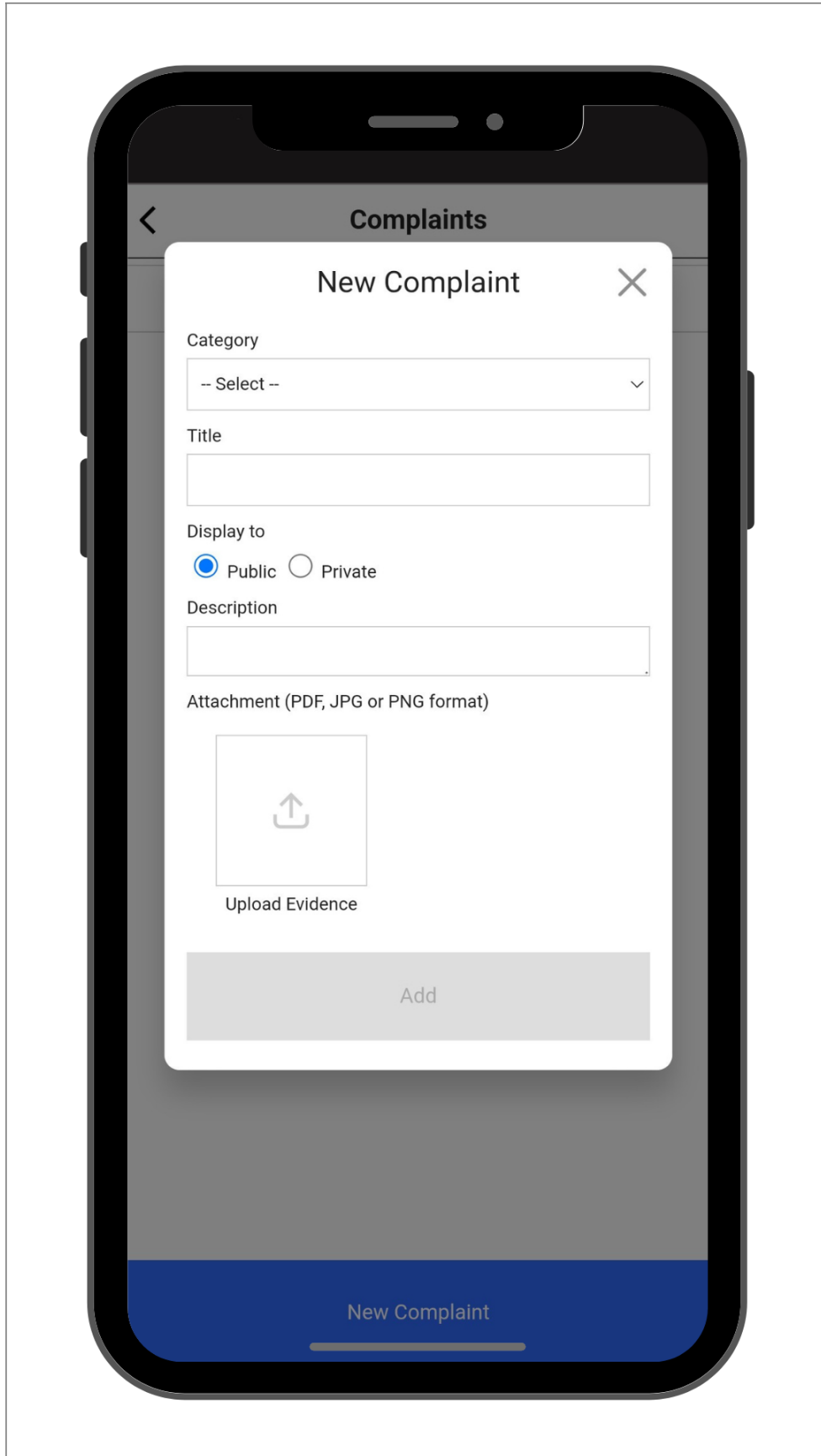
Click "New Complaints" to make a new complaint.



Step 3: Fil in Complaint details

Fill in Catagory, Title, Description, and Select display Public or Private.

Click "Add" to create.



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