

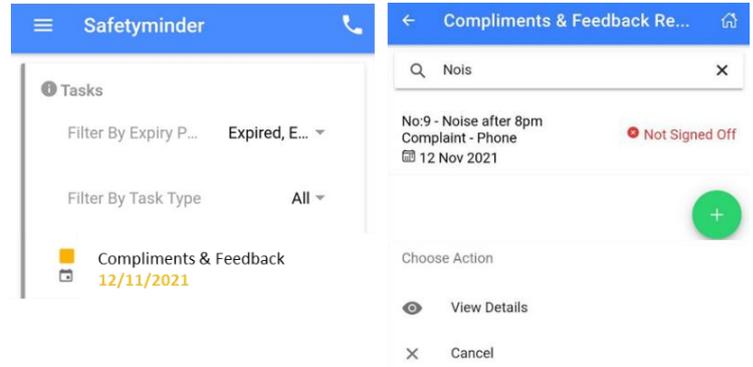


Click on the task on the Home screen or from the Main Menu select Registers/Compliments & Feedback.

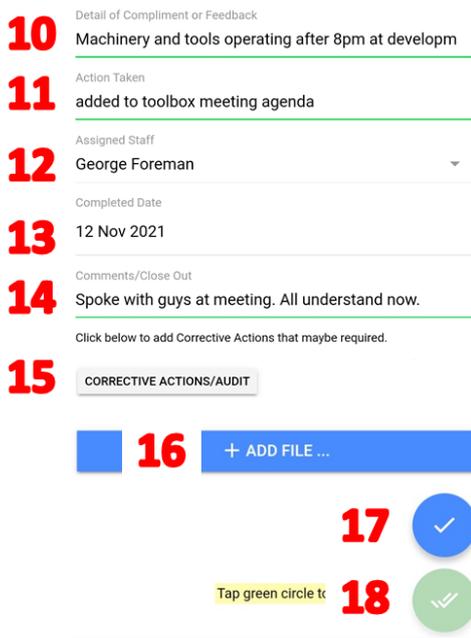
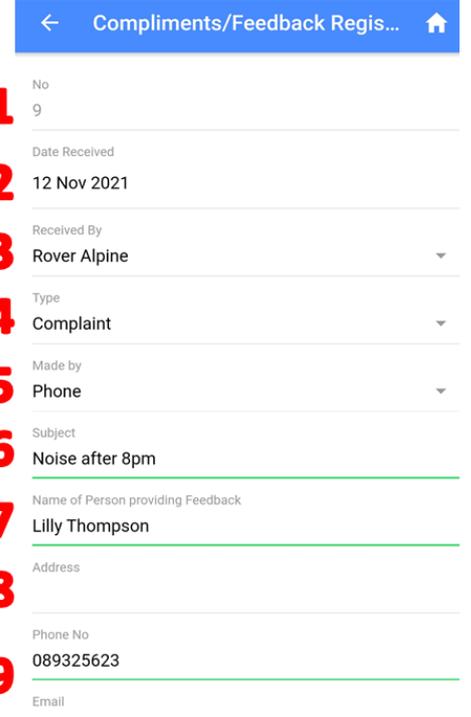
Click  to add a new item.

Click on the task & select  **View Details**.

When opening tasks already assigned to you go straight to step #13.



1. The No will auto populate.
2. Select the Date Received – change from current date as required.
3. Select who is was Received By.
4. Select the Type.
5. Select how it was made.
6. Type in the Subject it relates to.
7. Type in the name of the person providing the information.
8. Type in an address – optional.
9. Record Phone No and or Email.
NOTE: at least one must be completed.



10. Complete the Details.
11. Type in any actions that need to be taken – optional.
12. The task will be assigned to you, change if required.
13. Completed Date will populate current date – change if required.
14. Complete the comments/close out remarks.
15. Click **CORRECTIVE ACTIONS/AUDIT** button if required.
16. Click **+ADD FILE** to upload any files.
17. Click  to save.
18. Click  to signoff the task.

NOTES:

- Click on the **CORRECTIVE ACTIONS/AUDIT** button will open a screen to complete a new entry for this register.

