

# Instructions



## Save Complaints form as draft

To **Save** your form as a **Draft**:

1. From within the **Complaints Form (your on-line complaint)**, click the **Save as draft** button



2. Enter a **Description** (e.g. An address or name that you can recognise)

**Enter description**

OK Cancel

3. Click onto the **OK** button.

Your form is now saved as a **draft**. It is a good idea to regularly save the form as you progress