

Instructions



Continue or Delete a draft Complaint form

To **Continue** or **Delete** your **Draft Form**:

1. Hover your mouse over the **Complaints** menu and click onto **My Complaints**



2. Click onto the **Draft Complaints** tab (next to **Submitted Complaints** tab)

Home > Complaints > My Complaints

Complaints

Make a new complaint

Submitted Complaints

Draft Complaints

Complaint ID	Last saved	Status
My complaints example	16-05-2017	Draft

Continue

Delete

From here you can:

- A. **Continue** your form
- B. **Delete** the draft form

You can also see your **draft** forms under **Recent Files** when in a **Complaint** form

Home > Complaints > Lodge Complaint

Lodge a complaint

Recent Files

My complaint example

Saved draft Complaint form