CATEGORY ADMIN MANUAL

Users who have an Account on the OASS Web Application must login by:

Entering their **User Name**.

Entering their **Password**.

Select their **User Type**

Selecting **Login** to advance to the next screen and begin using the application.

Forgotten Passwords

If a user forgets his or her password, he or she must select "Forgot password."

Users who have forgotten their password may request that it be e-mailed to them by:

Entering their **User Name**.

Entering their **E-mail** address.

Selecting **Change Password** to change their password.

1. Category admin view

Complaint id	Complainant Name	Complain Title	Complain Category	Complain SubCategory	Location	Status	Duration
54	vivian	it is bad	Building	Air Conditioner	Laboratory Ctl09	Close	2day(s)
55	mayowa	hardware problem	System	Hardware	Classroom Ctl102	Close	14day(s)

2. As a category admin you can export , print and also view the graph by using this buttons

Print this page

View Graph

export to excel

3. To logout click on logout

LOGOUT