

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.



The screenshot shows the login interface of the OASS Online Complaint System. At the top, there is a header with the OASS logo and the text "ONLINE COMPLAINT SYSTEM". Below the header is a navigation bar with links: HOME, FEATURES, LOGIN, and CONTACT. The main content area contains a login form with the following fields: "User Name" (text input), "Password" (password input), and "User Type" (dropdown menu with "Select User" as the placeholder). Below these fields are two buttons: "Login Now" and "Forgot Password".

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.



The screenshot shows the "Forgot Password" page of the OASS Online Complaint System. At the top, there is a header with the OASS logo and the text "ONLINE COMPLAINT SYSTEM". Below the header is a navigation bar with links: HOME, FEATURES, LOGIN, and CONTACT. The main content area contains a form titled "Login" with the following fields: "User Name" (text input), "Email" (text input), and "User Type" (dropdown menu with "Select User" as the placeholder). Below these fields is a button labeled "Change 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