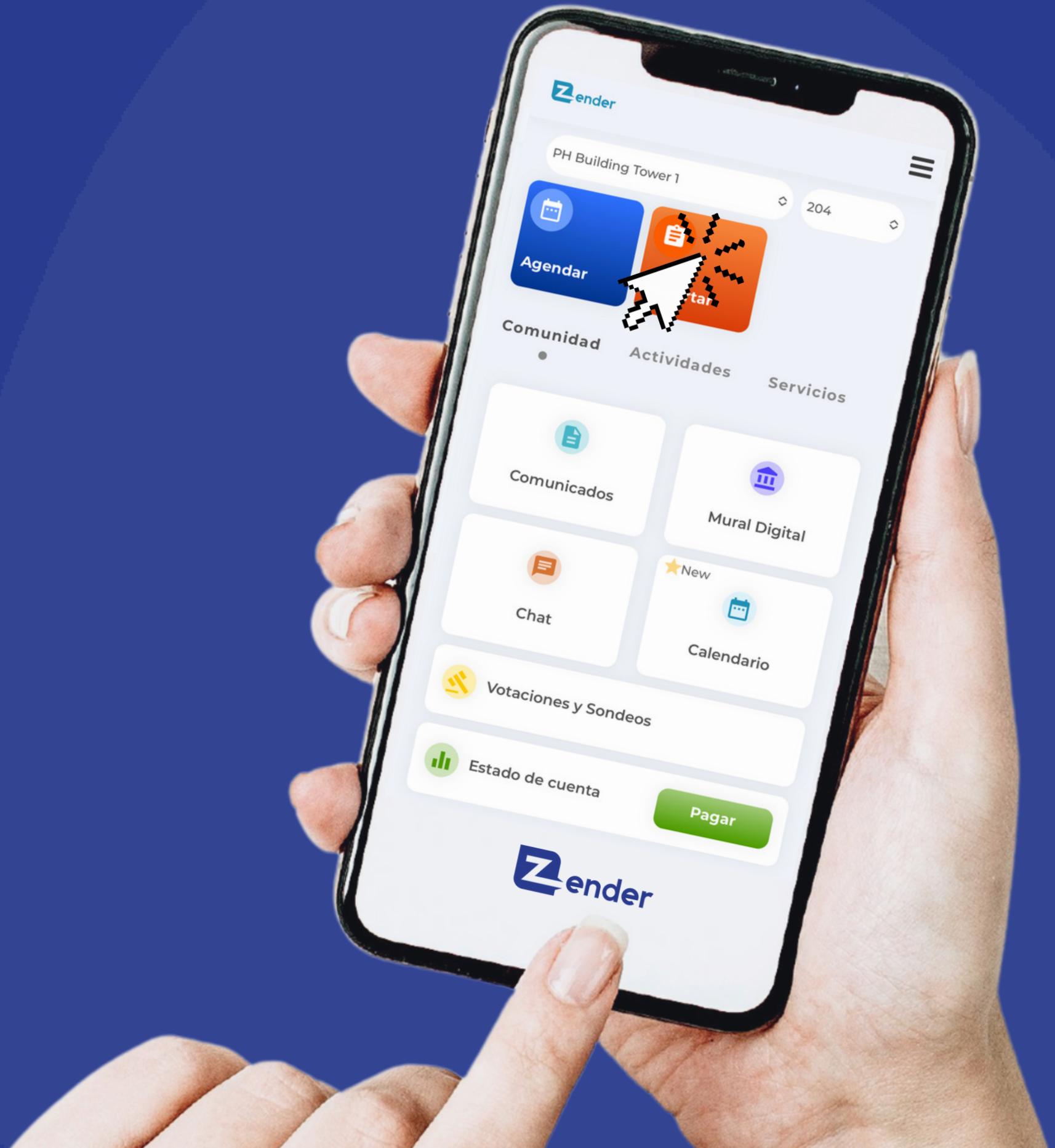# ZENDER 2.0

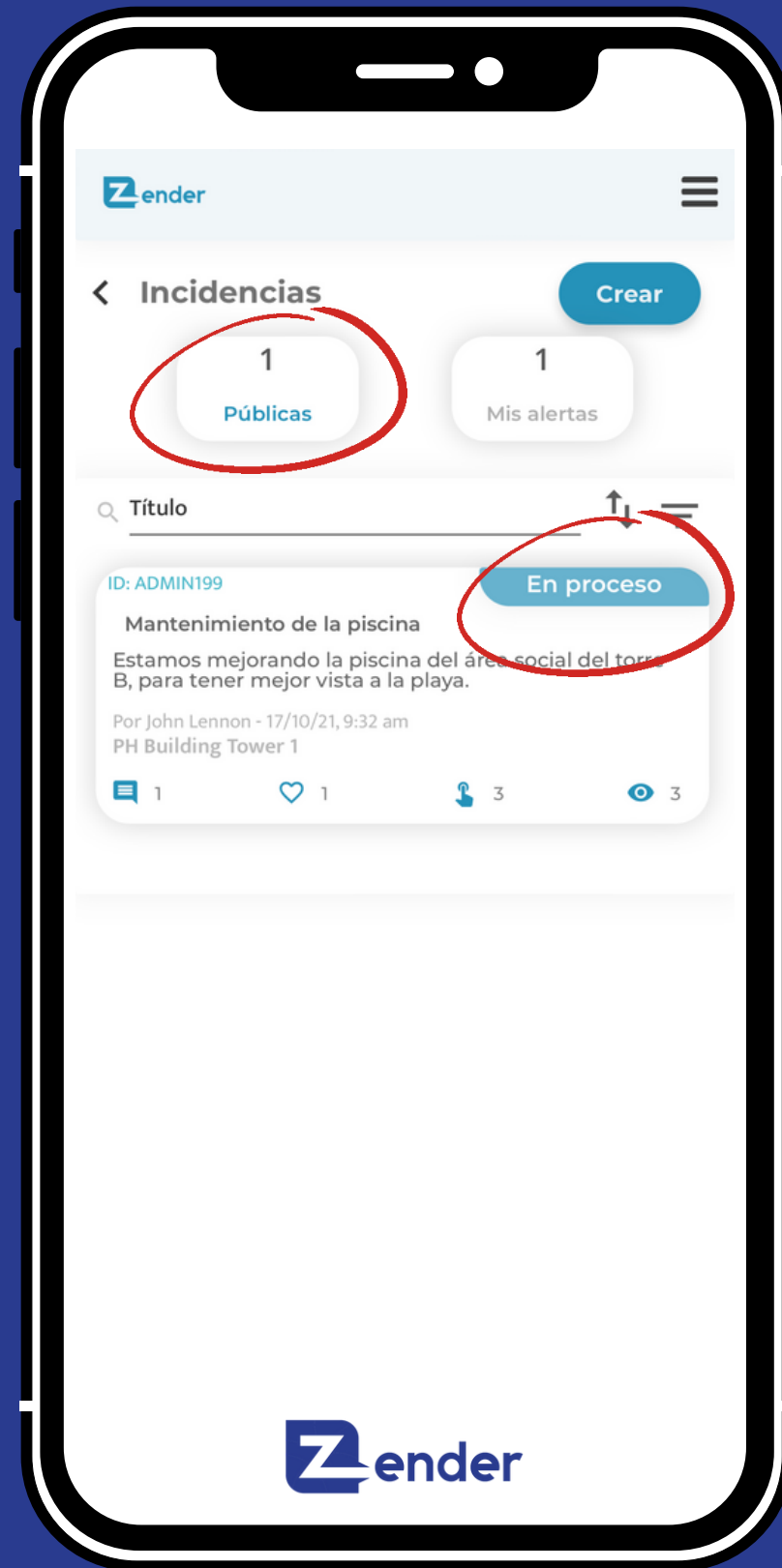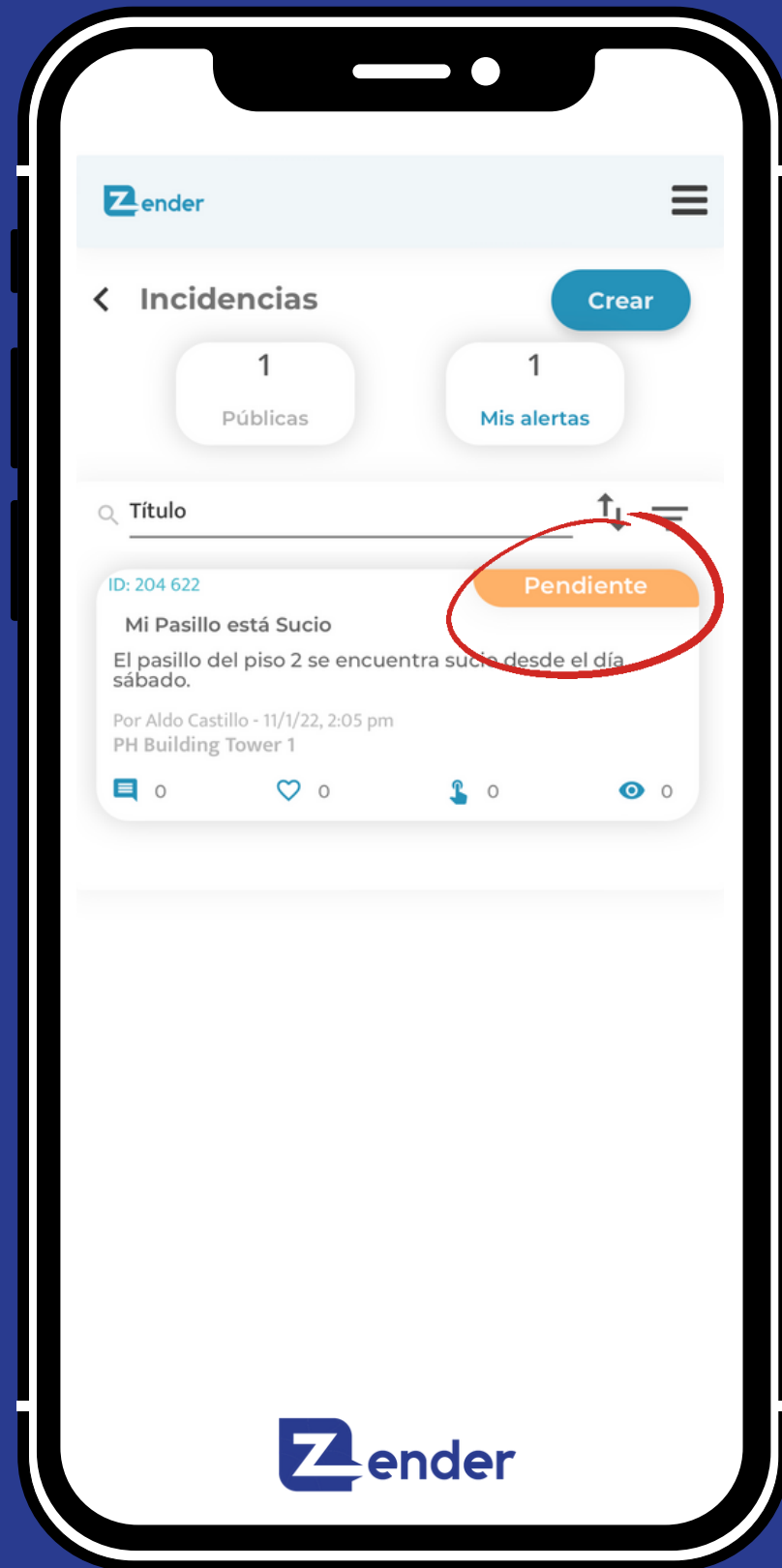## How to report a complaint or alert to the administration?

REPORT

How do I report a complaint?

1. Press the "report" button.

2. Complete the information of your incident or complaint. Place a title, write details of your complaint and upload up to a maximum of 3 photos (if necessary).

3. Click on "post".

4. As long as your visit is not processed or attended to by the administration, you will see your complaint as "Pending".

5. You will also be able to see the complaints of the community in the "Public" section, as long as it is a complaint where the administration has shared with all residents.

6. When your complaint has been addressed by the administration, you will see it with the label of "In process".
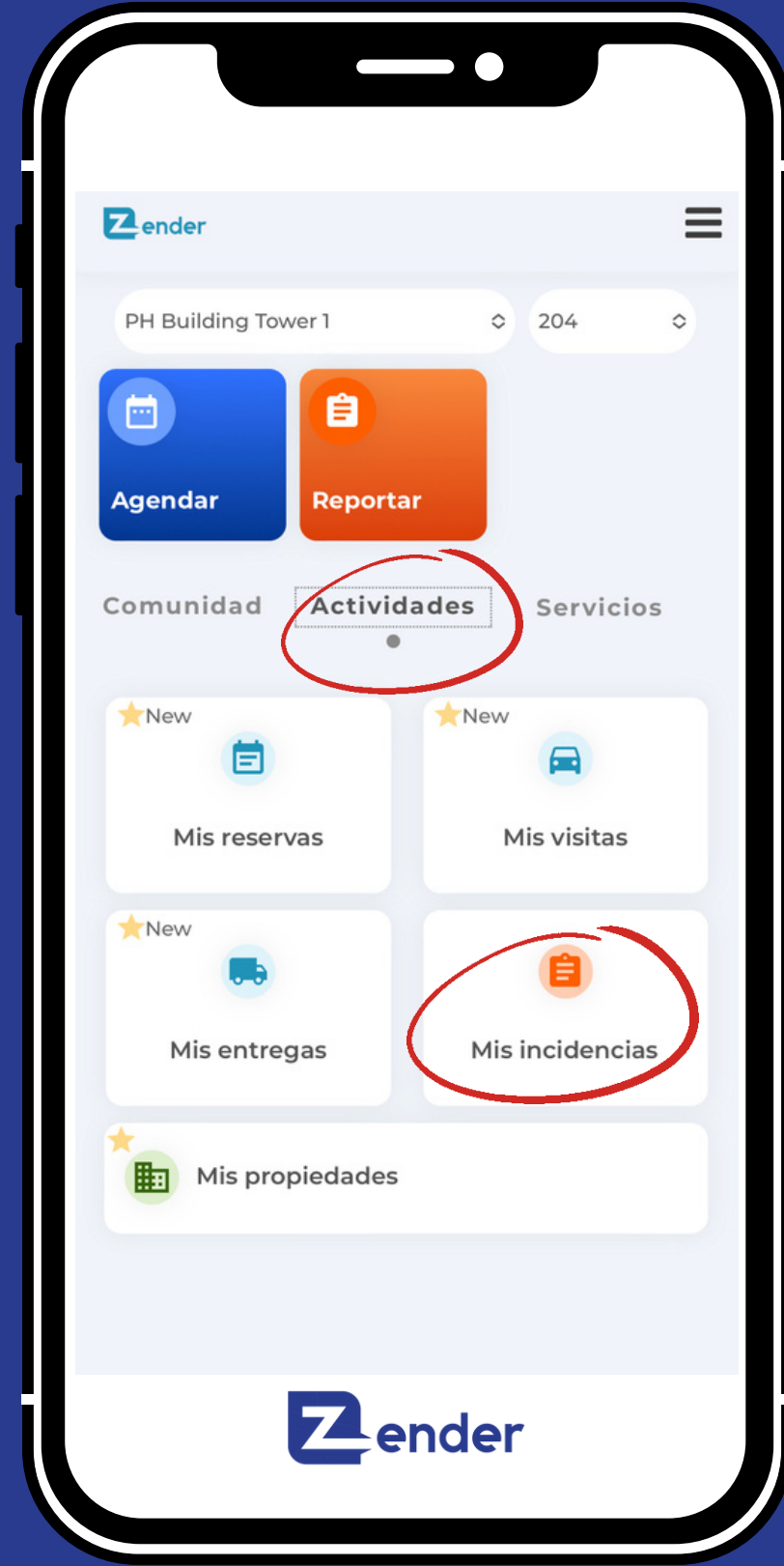
7. You can always check your complaints or incidents in the "Activities" button and then click on "My Incidents".

FOR MORE INFORMATION YOU CAN CONTACT US THROUGH

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