



**Form Fields:**

<b>Field name</b>	<b>Field Description</b>
<b>Day</b>	This field is used to write the day of submitting the complaint form
<b>Date</b>	This field is used to write the date of submitting the complaint form
<b>Form Writer Name (Optional)</b>	This field is used to write the name of the form writer
<b>Age</b>	This field is used to write the age of the form writer
<b>Nationality</b>	This field is used to write the nationality of the form writer
<b>Patient Name (Optional)</b>	This field is used to write the patient name the applicant of the form.
<b>Form applicant</b>	This field is used to identify the form applicant and whether he is the concerned person or another one.
<b>Communication mean</b>	This field is used to the type of the communication mean for the form applicant
<b>Identity/ Iqama No.</b>	This field is used to write the ID or Iqama Number of Compliant Form Applicant
<b>Nationality</b>	This field is used to write the nationality of the owner of the Complaint form.
<b>Suggestion/Complaint Details</b>	This field is used to write details of the submitted complaint or suggestion
<b>Suggestion Type</b>	This field id used to write the type of the submitted suggestion
<b>Complaint/Suggestion Briefly</b>	This field is used to write brief of the submitted suggestion or complaint.
<b>Suggestion Source</b>	This field is used to write the source of the submitted suggestion.
<b>The suggestion is concerning Admn./Dept.</b>	This field is used to write the type of the concerned Admn./Dept.
<b>Date</b>	This field is used to write the date of submitting the complaint to the concerned Admn./Dept.
<b>Time</b>	This field is used to write the time of submitting the complaint to the concerned Admn./Dept.
<b>Complaint Receiver</b>	This field is used to write the person responsible of receiving the complaint.
<b>Title</b>	This field is used to write the title of the person responsible of receiving the complaint.
<b>The taken measure</b>	This field is used to write the measure taken after reviewing the complaint or suggestion.

<b>Administrative Letter No.</b>	This field is used to write the number of the administrative letter.
<b>And Date</b>	This field is used to write the date of the administrative letter.
<b>Directed to</b>	This field is used to write the name of the person to whom the letter is directed.
<b>Phone conversation with</b>	This field is used to write the name of person with whom the phone conversation is held.
<b>In his capacity as</b>	This field is used to write the title of the person with whom the phone conversation is held.
<b>Date</b>	This field is used to write the date of the phone conversation .
<b>Time</b>	This field is used to write the time of the phone conversation .
<b>Location visit</b>	This field is used to write the remarks recorded after visiting the site.
<b>And met...</b>	This field is used to write persons met after visiting the site.
<b>In his/their capacity as</b>	This field is used to write the titles of the persons met after visiting the site.
<b>Talking to suggestion owner and coming with him to ..</b>	This field is used to write the results reached after discussing the suggestion
<b>Other</b>	This field is used to write if there is any other remarks..
<b>Final result</b>	This field is used to write the final results of the taken decision.