Client Portal User Manual

Category: Platform
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Login, job booking, issue tracking, and invoices walkthrough.

Getting Started

Use your registered email and password to access the client portal dashboard.

Book a Job

Open the booking tab, enter site, service type, date, and notes, then submit to the admin ticket queue.

Track Issues

Log incidents with severity and description, then monitor responses and updates in real time.

Invoices and Quotes

Review current and past invoices, line items, status, and related quote references.

Documents

View certificates and technical documents, including expiry flags and download actions.

Contact

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