

Manual Matrix Innovation Center

Reception

February 2022





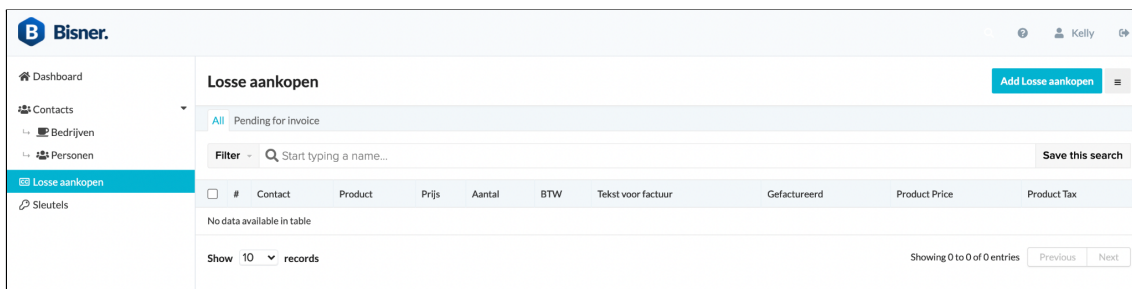
1. Login

Go to <https://matrixic.backoffice.bisner.com/>

Login details are your email address and password.

2. Portikosten

Select “Losse aankopen” in the navigation on the left to view and register portikosten.



Click “Add Losse aankopen” to register new portikosten for a tenant.

Contact = search for the company making request

Product = search for “Portikosten”

3. Key requests

Select “Sleutels” in the navigation on the left to view and manage the key requests from tenants.

Click on a request to process or update it.

Bisner.

Dashboard

Contacts

Bedrijven

Personen

Losse aankopen

Sleutels

Sleutels 1

View Edit Files Notes

▼ Status

Status: Aangevraagd

Bedrijf: Select Contact

Medewerker: Select Contact

▼ Aanvraag

Locatie: Matrix FIVE

Bedrijfsnaam: Matrix Innovation Center

Medewerker: Bianca

Toelichting

Soort sleutel

- Druppel Matrix II-VI
- Sleutel Matrix II-VI
- Toegangspas Matrix II-VI
- Druppel hek Matrix II-VI
- Vervangende parkeerpas

Huidige parkeerpas

Sleutelnummer

Connect request to a tenant in Backoffice by updating the “Bedrijf” and “Medewerker” fields based on the request information.

Update the status on the request when needed.