# Manual Matrix Innovation Center Reception

February 2022







## 1. Login

**Go to** <u>https://matrixic.backoffice.bisner.com/</u> **Login details** are your <u>email address</u> and <u>password</u>.

### 2. Portikosten

#### Select "Losse aankopen" in the navigation on the left to view and register

#### portikosten.

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😤 Dashboard	Losse aankopen								Add Losse aankopen	
Contacts	All Pending for invoice									
→ ■ Bedrijven → ♣ Personen	Filter - Q Start ty	Filter - Q. Start typing a name							Save this search	
🖾 Losse aankopen		5								
⊘ Sleutels	🗌 # Contact	Product	Prijs	Aantal	BTW	Tekst voor factuur	Gefactureerd	Product Price	Product Tax	
	No data available in table									
	Show 10 v records							Showing 0 to 0 of 0 e	ntries Previous Next	

#### Click "Add Losse aankopen" to register new portikosten for a tenant.

Losse aankopen Add				×
~ Overview			Some basic inf	ormation about this item
Contact		Product		
Select Contact	× ×			×v
Prijs	Aantal		втw	
0	0		BTW Hoog (21%)	~
Tekst voor factuur ⑦		Gefactureerd		
				Cancel Save

**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.

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Dashboard	Sleutels 1	Sleutels 1								
Contacts Bedrijven	View Edit Files Notes	View Edit Files Notes								
📽 Personen Losse aankopen	~ Status	~ Status								
Sleutels	Status	Bedrijf		Medewerker						
	Aangevraagd	✓ Select Contact	× v	Select Contact	x v					
	Matrix FIVE *	Bedrijfsnaam • Matrix Innovati	on Center	Bianca						
	Soort sleutel Druppel Matrix II-VI Sleutel Matrix II-VI Toegangspas Matrix II-VI		Huidige parkeerp	as	6					
	<ul> <li>Druppel hek Matrix II-VI</li> <li>Vervangende parkeerpas</li> </ul>									

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.