Manual Matrix Innovation Center Reception

February 2022
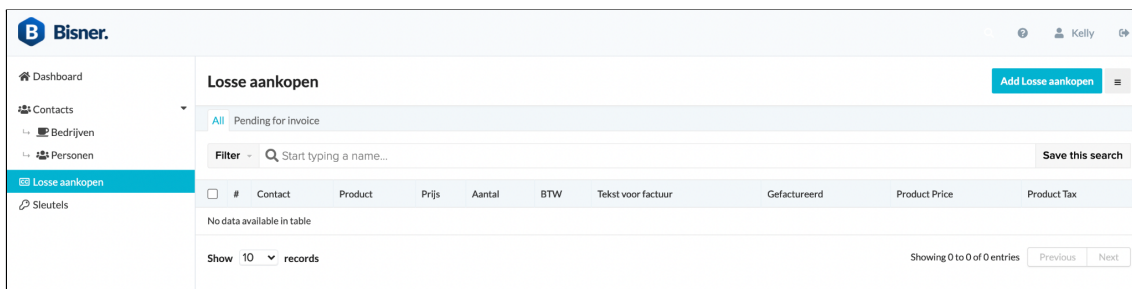
1. Login

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.

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.