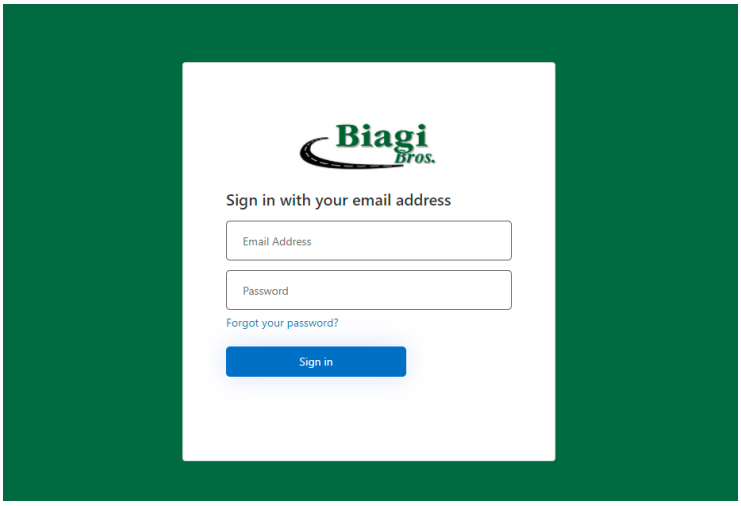
General Information

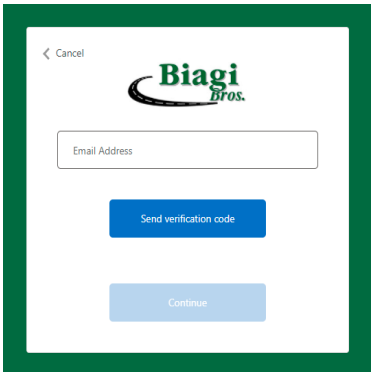
Login

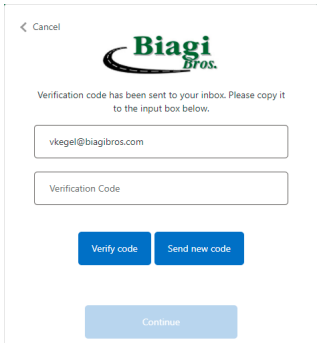
To access the Biagi Portal, go to https://customerportal.biagibros.com/ within your web browser. Enter your assigned user name and password to enter the site. Selecting “Remember me” will keep you logged into the system on subsequent visits to the site

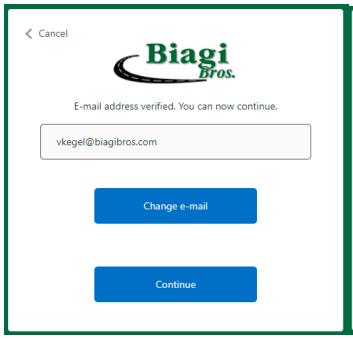


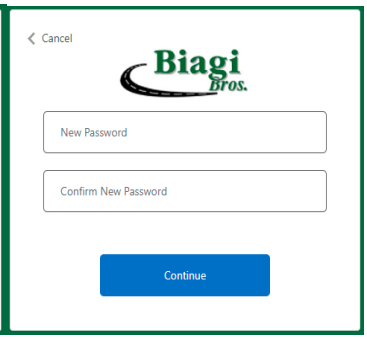
Forgot Password

If you have forgotten your password, click on the “Forgot your password” link. Enter your email address and click on “Send verification code”. A verification code will be emailed to you. When received enter the code and select “Verify Code”. You can then enter a new password and log-in. You can always change your password on the “Settings” tab.



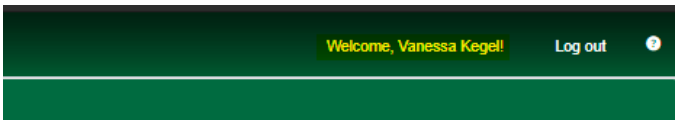


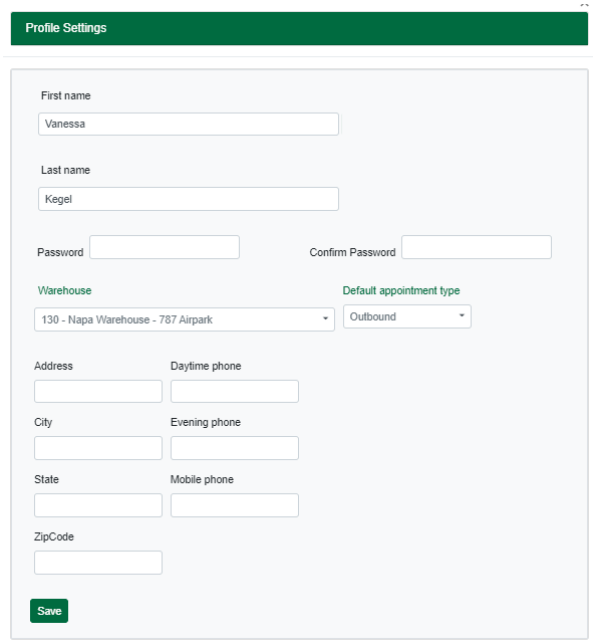




Settings

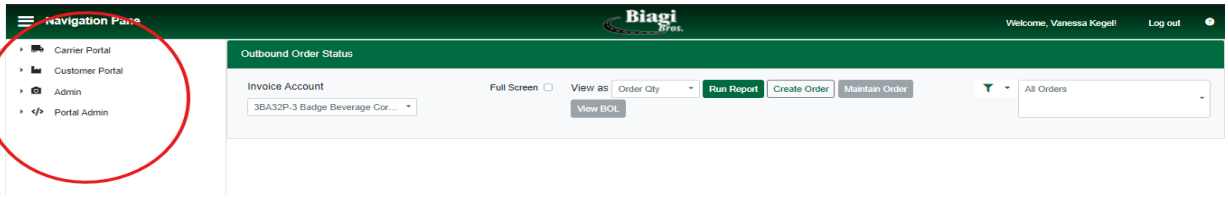
Selecting your name at the top right will take you to the Settings pop up. This allows you to update your contact details as well as your password.

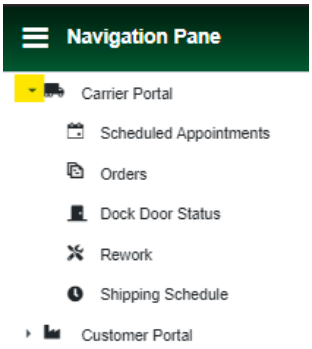


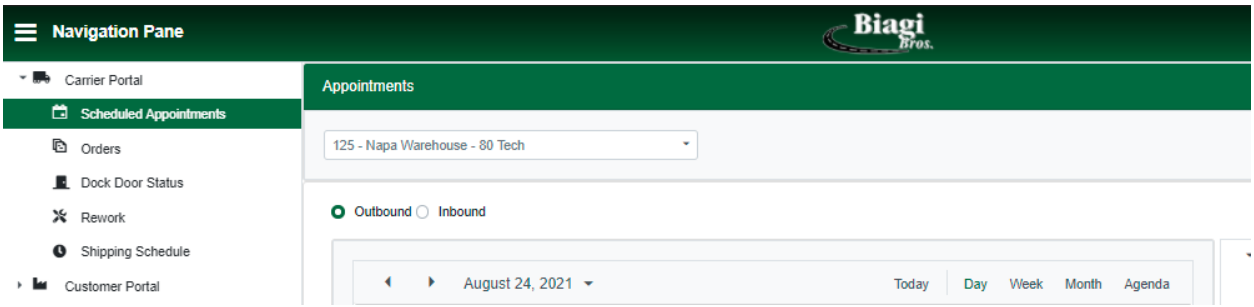


Navigation Panes

Depending on your access, you will see a list of menus to the left of the screen. When selecting the menu arrow, a drop down of pages will be listed. Selecting the page will open the page where you can review and action as needed.

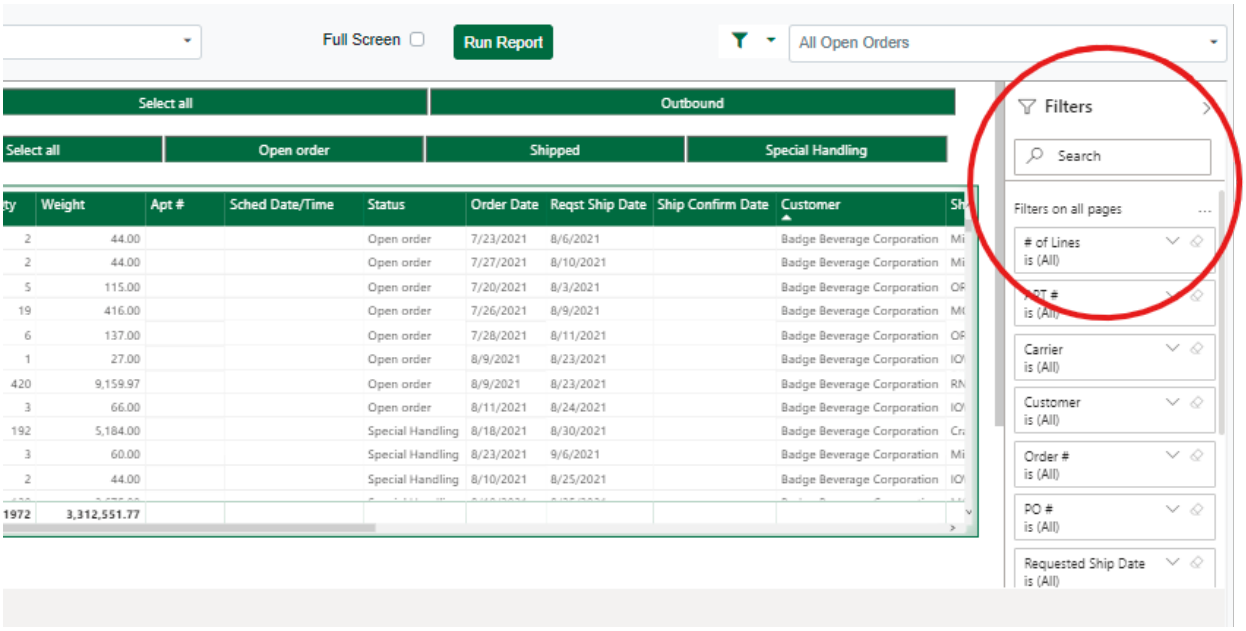




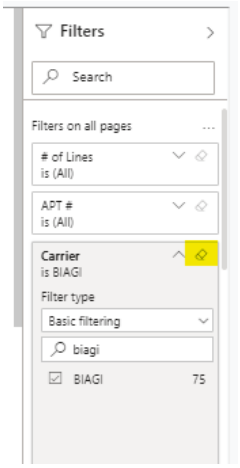


Page Filter

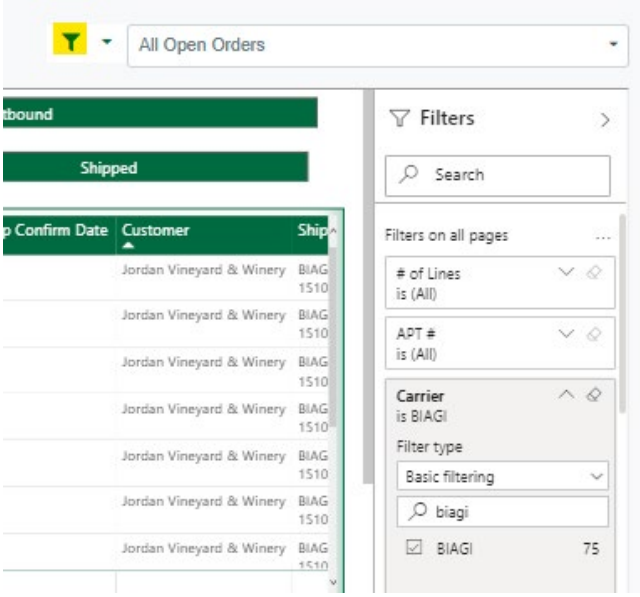
Applying a filter can be done on the right side of the page under Filters. This can be useful to pull reports. Select a filter you would like to apply and the report page with automatically update.



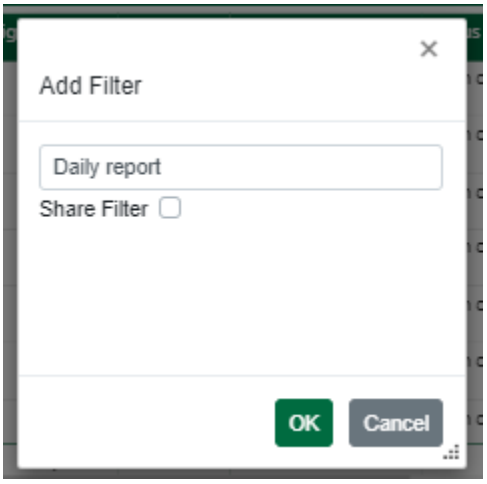
To clear a filter, find the existing filter, select the eraser icon and the report page will automatically update

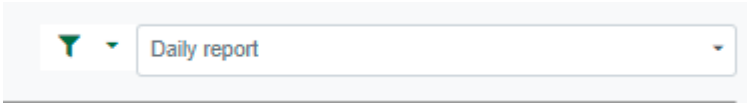


Filters can also be saved. Apply the filter, select the filter icon, a drop down will appear, then select Add Filter

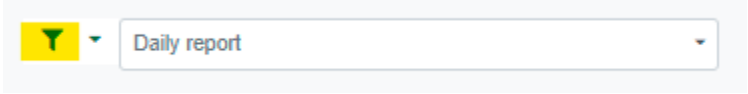


An Add Filter pop up will appear, name your filter, then select Ok. You can then view all saved filters in the filter drop down



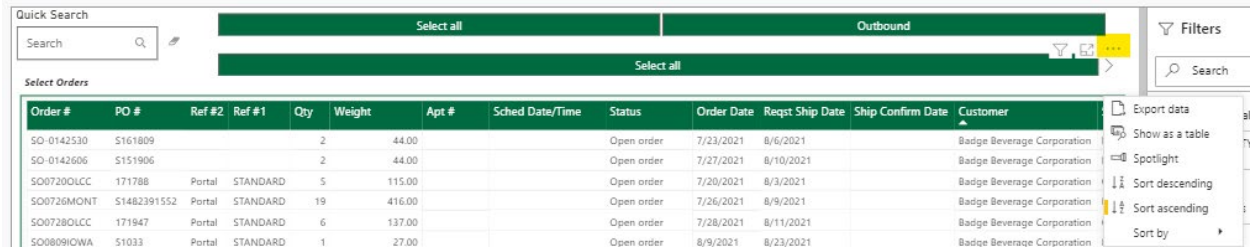


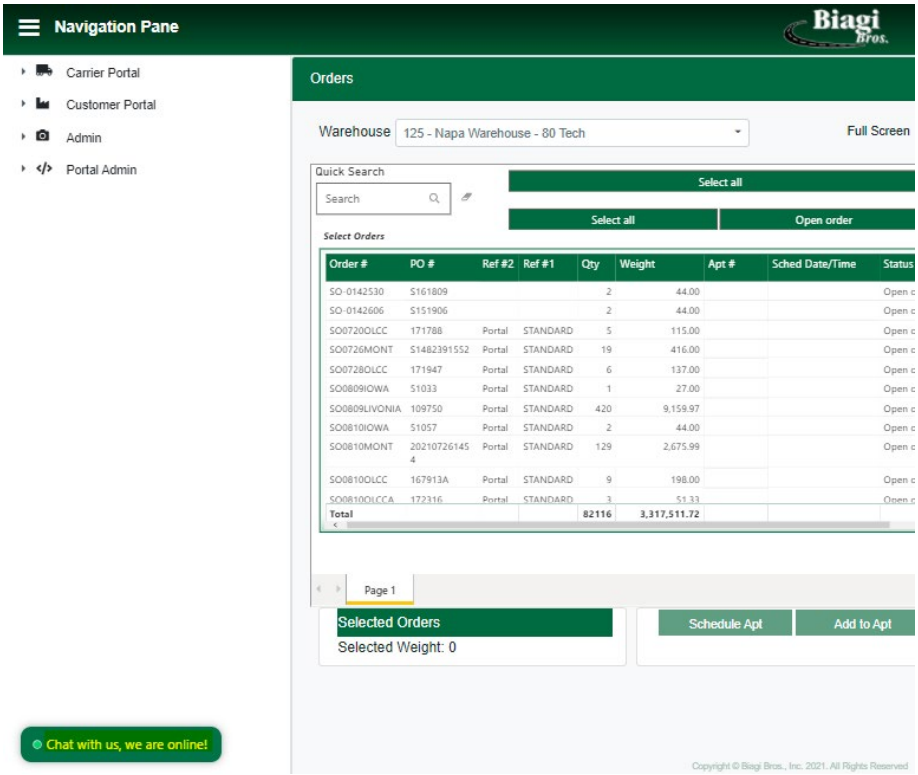
To delete a saved filter, select the filter icon, and delete filter



Exporting to Excel

Every report page in the portal will have the ability to export to excel. Move your mouse over the report needed, select the ellipsis, then select Export data



Chat

When you have any questions, or comments, please use our chat feature at the bottom of the page. This will notify our support team and will be the fastest way to get the support needed.