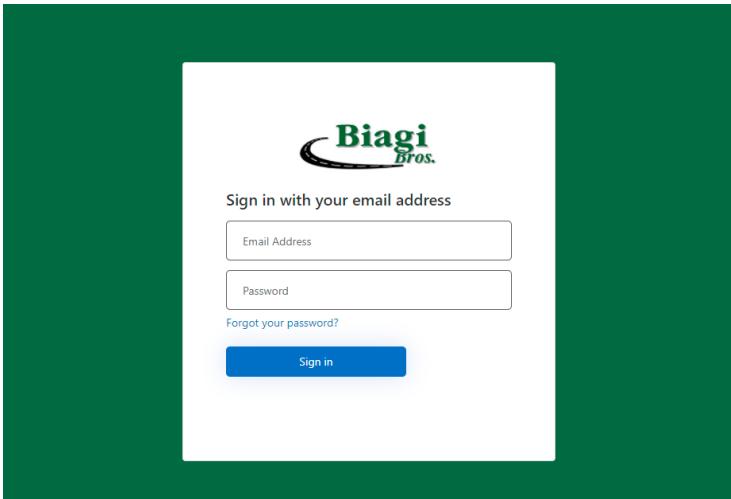


General Information

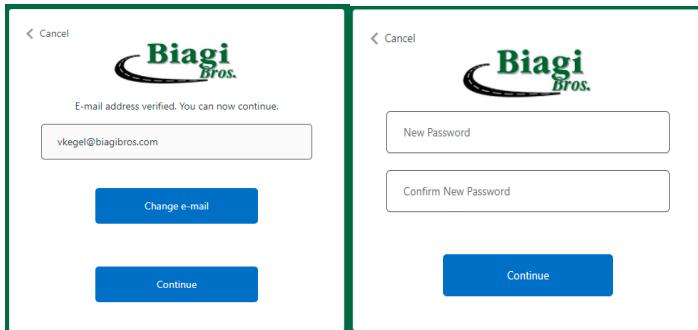
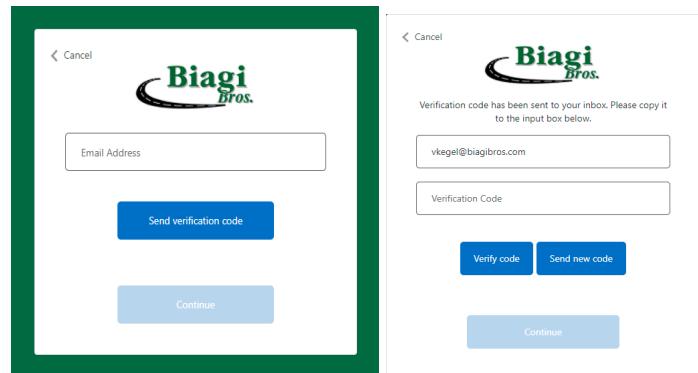
Login

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.

Profile Settings

First name: Vanessa

Last name: Kegel

Address: [Address]

Daytime phone: [Phone]

City: [City]

Evening phone: [Phone]

State: [State]

Mobile phone: [Phone]

ZipCode: [ZipCode]

Warehouse: 130 - Napa Warehouse - 787 Airpark

Default appointment type: Outbound

Save

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.

Navigation Pane

- Carrier Portal
- Customer Portal
- Admin
- Portal Admin

Outbound Order Status

Invoice Account: 3BA32P-3 Badge Beverage Cor...

Full Screen View as: Order Qty Run Report Create Order Maintain Order View BOL

All Orders



- Carrier Portal
- Scheduled Appointments
- Orders
- Dock Door Status
- Rework
- Shipping Schedule
- Customer Portal

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 will 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

The screenshot shows a software interface for managing orders. On the left, a list of 'All Open Orders' is displayed, with a 'Shipped' filter applied. The right side features a 'Filters' panel with a search bar and a list of saved filters. One filter, 'biagi', is selected, indicated by a checked checkbox.

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

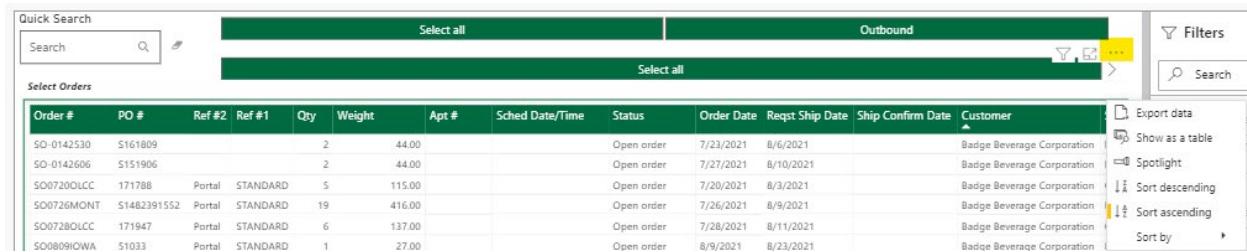
The top screenshot shows the 'Add Filter' dialog box, where 'Daily report' is entered in the name field and the 'Share Filter' checkbox is unchecked. The bottom screenshot shows the filter icon with the saved 'Daily report' filter selected.

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

The screenshot shows the filter icon with the saved 'Daily report' filter selected.

Exporting to Excel

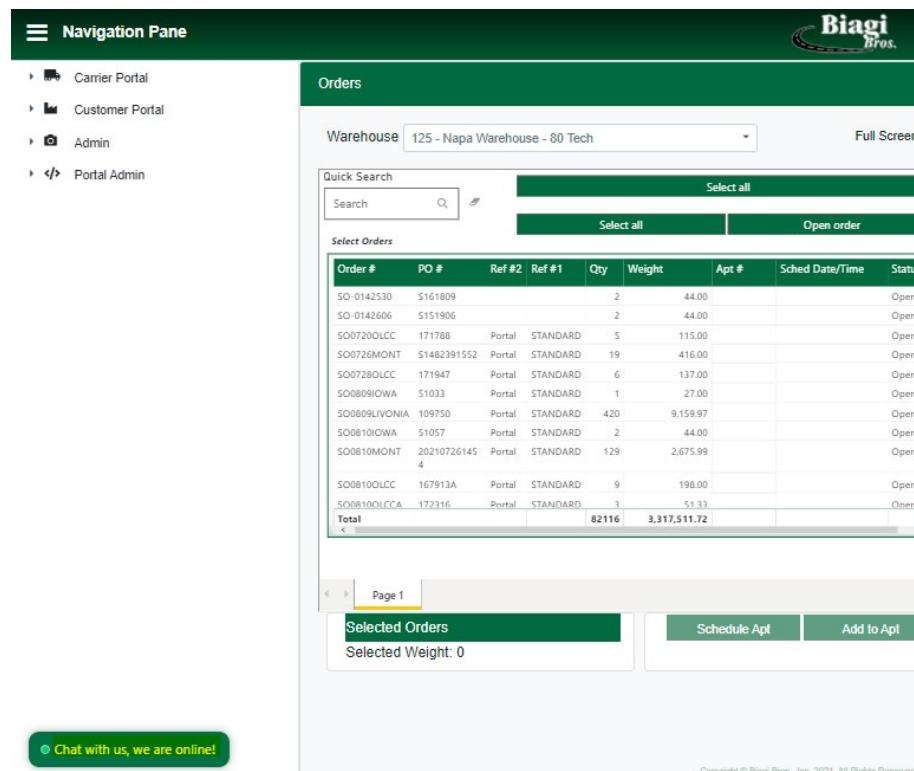
Every report page in the portal will have the ability to export to excel. Move your mouse over the report needed, select the ellipsis, then select Export data



A screenshot of a report table titled 'Outbound'. The table has columns for Order #, PO #, Ref #2, Ref #1, Qty, Weight, Apt #, Sched Date/Time, Status, Order Date, Reqst Ship Date, Ship Confirm Date, and Customer. There are buttons for 'Select all' and 'Select Orders'. A context menu is open on the right side, showing options: 'Export data' (highlighted in yellow), 'Show as a table', 'Spotlight', 'Sort descending', 'Sort ascending', and 'Sort by'.

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.



A screenshot of the Biagi Bros. Orders page. The left sidebar shows a navigation pane with 'Carrier Portal', 'Customer Portal', 'Admin', and 'Portal Admin'. The main area is titled 'Orders' and shows a table of orders. The table has columns for Order #, PO #, Ref #2, Ref #1, Qty, Weight, Apt #, Sched Date/Time, and Status. A 'Warehouse' dropdown is set to '125 - Napa Warehouse - 80 Tech'. A 'Full Screen' button is in the top right. A 'Quick Search' bar is at the top. A context menu is open on the right side of the table, showing 'Select all', 'Select Orders', 'Open order', and 'Sort by'. At the bottom, there are buttons for 'Selected Orders', 'Schedule Apl', and 'Add to Apl'. A green button at the bottom left says 'Chat with us, we are online!'. The page footer says 'Page 1' and 'Copyright © Biagi Bros., Inc. 2021. All Rights Reserved.'

