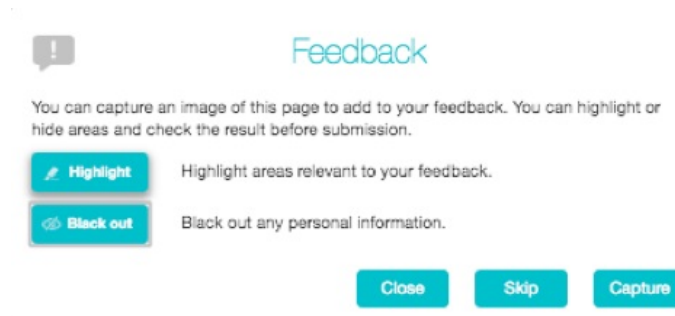


Send Feedback

If you encounter a problem when using the CommPortal BG Admin interface, or have a suggestion for an improvement, you can click on the **Send Feedback** link and submit a report to your service administrator.

Clicking on the **Send Feedback** link launches a pop-up.



- If you want to include a screenshot of the BG interface: Highlight particular areas of the screen by selecting **Highlight**, positioning the cross-hatch and then dragging – the area that will be included in the screenshot will be highlighted.
- Use the **Black out** option to disguise any personal information
- Click **Capture**.
- If you do not want to include a screenshot, click **Skip**.
- This launches a second screen, with the screenshot on the right (if you have taken one) and a box where you can add a description of the problem you have encountered or enhancement you would like to see.

A screenshot of the 'Feedback' form. It has a title 'Feedback' in light blue. Below the title, there are two sections: 'Description' and 'Screenshot'. The 'Description' section has a text box with the prompt: 'Is there a feature you'd like to see in CommPortal or have you found a bug? Please enter any feedback you have below.' The 'Screenshot' section shows a preview of a screenshot with a red cross-hatch indicating the highlighted area. At the bottom right are three buttons: 'Close', 'Back', and 'Submit'.

- Click **Submit** to send your feedback.

🕒 Revision #1

★ Created Mon, Mar 9, 2020 11:21 AM by [Admin](#)

✎ Updated Wed, May 6, 2020 11:07 AM by [Admin](#)