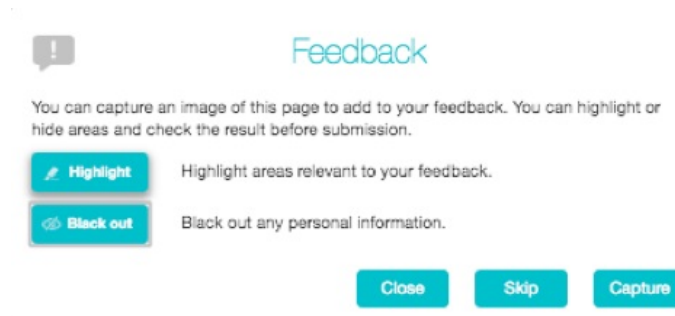


# Send Feedback

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 second feedback screen. It has a title 'Feedback' in teal. On the left, under the heading 'Description', is 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.' On the right, under the heading 'Screenshot', is a large rectangular area containing a screenshot of a web interface with a black rectangle redacting a portion of it. At the bottom right are three buttons: 'Close', 'Back', and 'Submit'.

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

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🕒 Revision #1

★ Created Thu, Feb 17, 2022 11:36 AM by [Admin](#)

✎ Updated Thu, Feb 17, 2022 12:07 PM by [Admin](#)