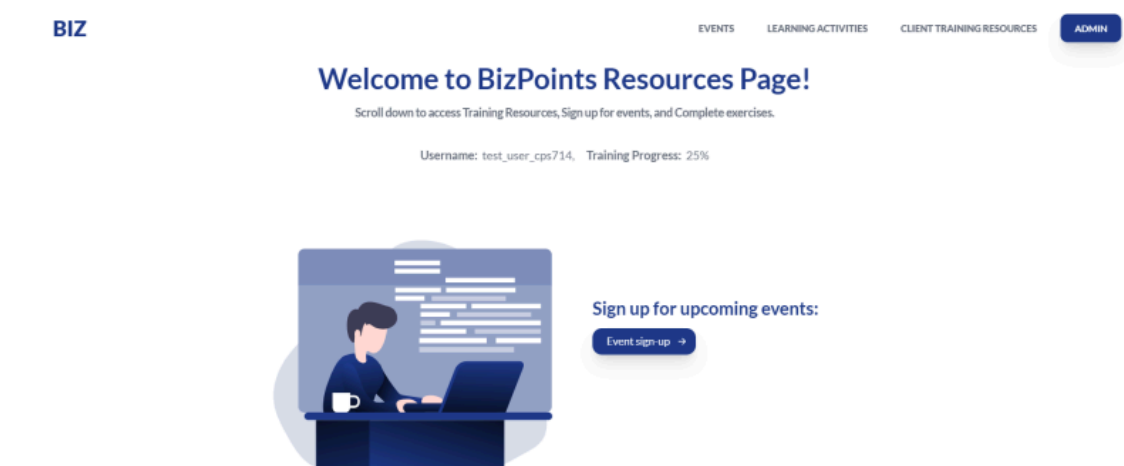


# User Guide for BizPoints Web Portal

## Introduction

Welcome to the BizPoints Web Portal User Guide. The guide is planned to assist you to navigate and make use of the BizPoints Loyalty Program Web Portal efficiently. BizPoints is committed to increasing your engagement with AlphaBiz Solutions by rewarding several interactions and encouraging professional growth.

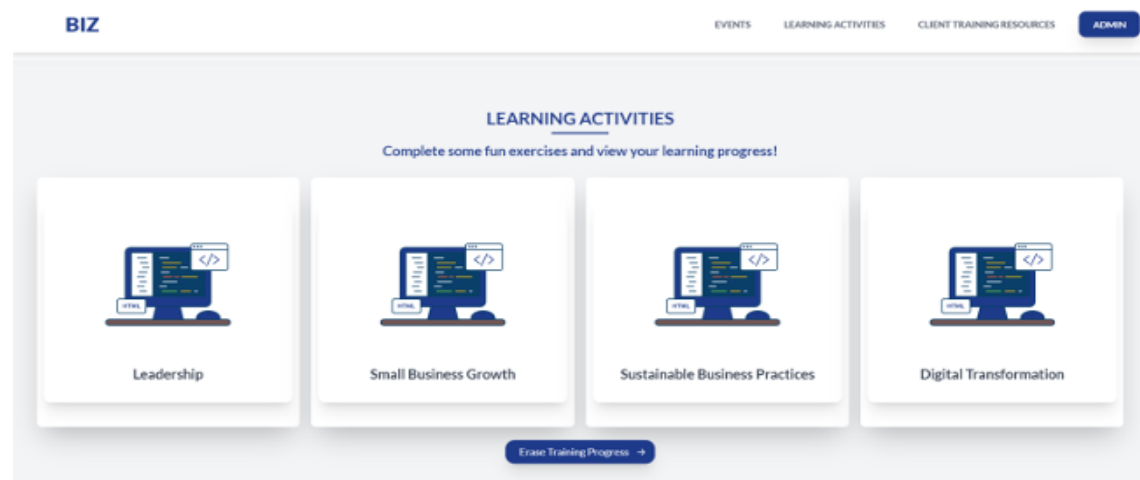
## Getting Started



## Registration and Login

- **How to Register:** Create an account on the BizPoints portal
- **User Information:** view the logged in user and learning progress on the homepage

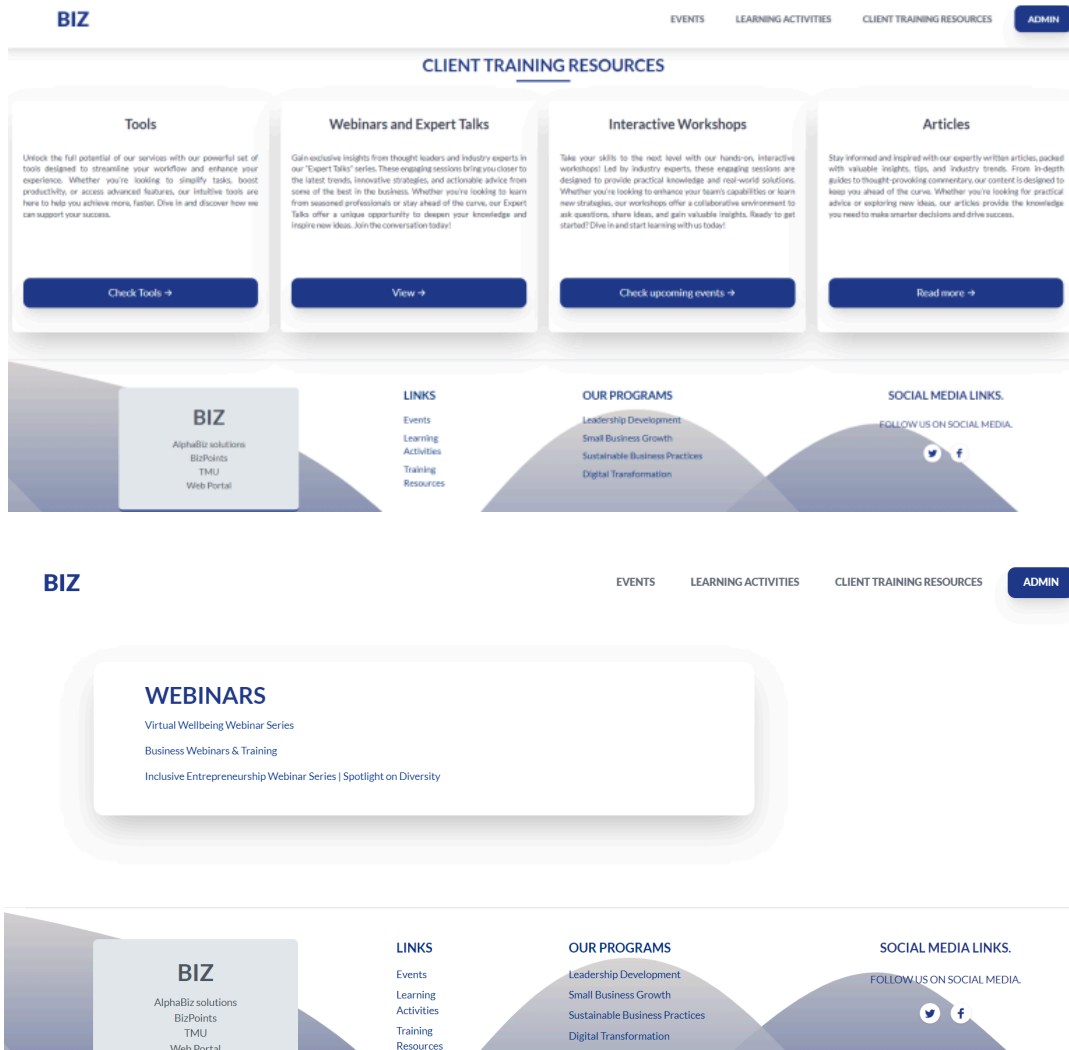
## Navigating the Dashboard



- **Overview of the Dashboard:** Important components and how to access different sections including Events, Learning Activities, and the Administrator portal given access.

## Key Features

### Accessing Training Resources



- **Locating Resources:** Navigate and browse through Bizpoints' training resources including webinars, articles, tools, and workshops.
- **Engaging with Resources:** View, download, or save the resources offered as they open in a separate tab.

## Signing Up for Events

BIZ

EVENTS

LEARNING ACTIVITIES

CLIENT TRAINING RESOURCES

ADMIN

### EVENT SIGN UP!

First Name\*

Last Name\*

Email\*

Phone\*

Message\*

Sign up →

- **Event Registration:** Enroll in AlphaBiz-hosted events and workshops with your name, email, contact information, and accommodation to receive notifications or reminders of your registration.

## Tracking Learning Progress

BIZ

EVENTS

LEARNING ACTIVITIES

CLIENT TRAINING RESOURCES

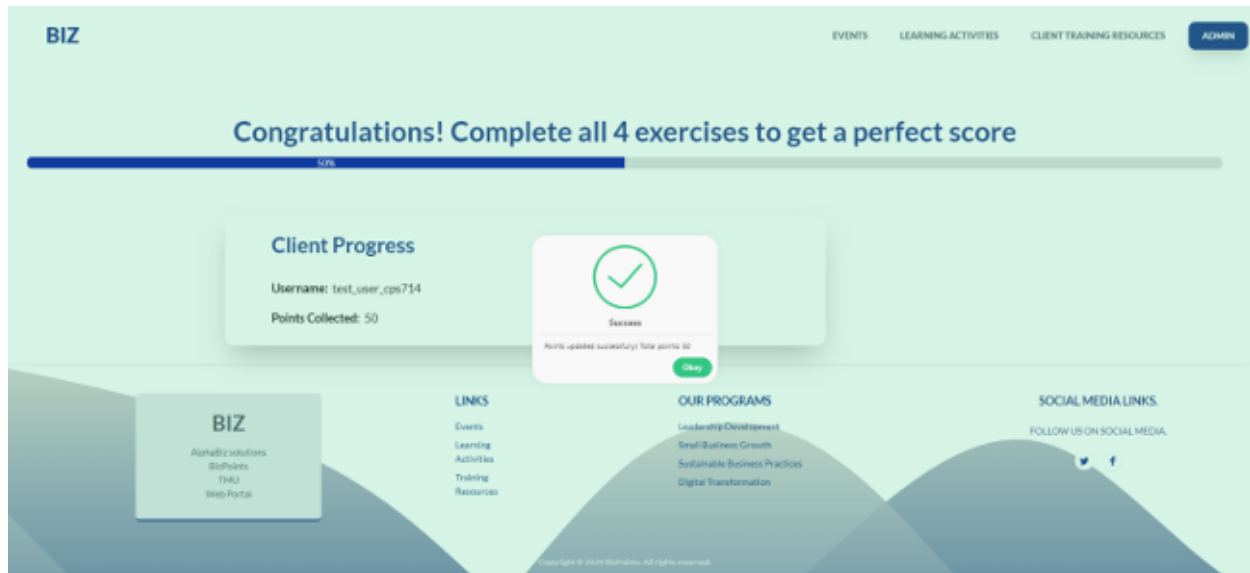
ADMIN

### Financial Management

How would you manage cash flow during a period of rapid business growth?

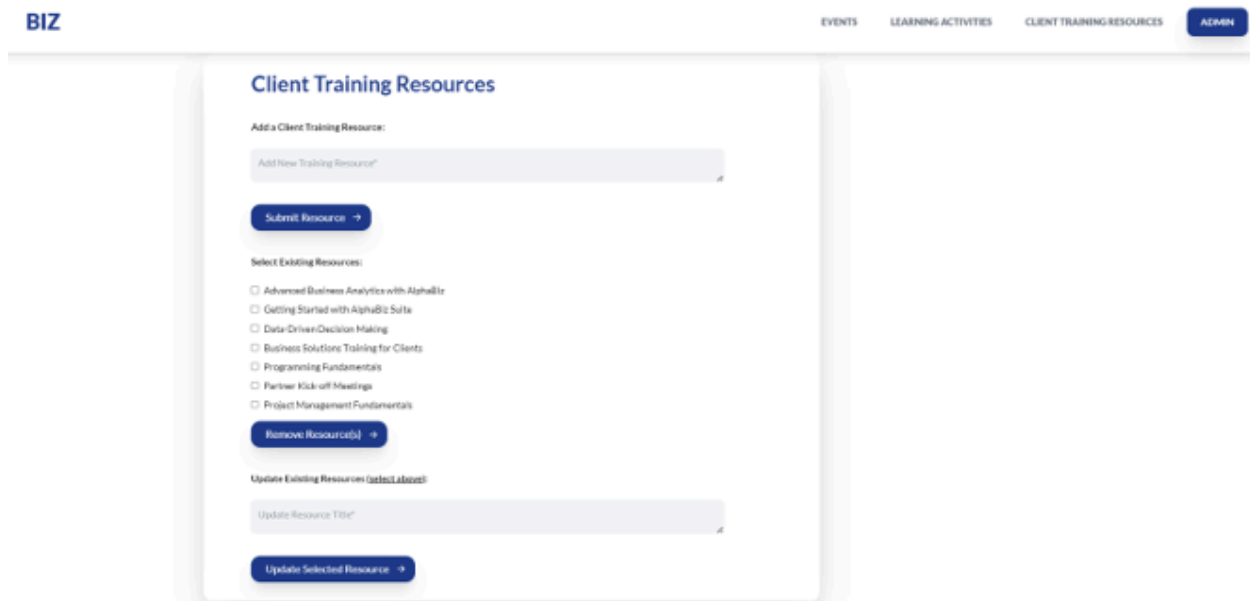
Answer Here

Submit →



- **Viewing Your Progress:** Access and interpret your learning progress by completing client learning activities available on the website and gaining points added to your progress.
- **Earning and Viewing Points:** Notification of how points are awarded and check your points balance on the dashboard.

## Administrative Features



## **Managing Content (For Admins Only)**

- **Adding Resources:** Steps for admins to upload new resources to the portal.
- **Updating Resources:** Admins can change resources by selecting them and updating their information.
- **Removing Resources:** Admins can remove multiple outdated resources simultaneously and easily.
- **Monitoring User Participation:** How to access reports and analytics on user engagement.