



A Xerox Company

MBM Customer Portal – Multiple Locations

If you have multiple locations, MBM’s Customer Portal allows you to switch between them using the “Switch Location” feature. After switching a location, the portal will indicate which location you are currently viewing. That location will be used for all searches throughout the site and the widgets on the landing page. If you are assigned to all locations for your company, you can select the “master” location to view all locations at once.

The screenshot displays the MBM Customer Portal interface. At the top left, there is a user profile for 'Mike Will' and a hamburger menu icon. The MBM logo and 'A Xerox Company' text are centered at the top. Social media icons for Facebook, Twitter, LinkedIn, and YouTube are on the right, along with a 'Logged in as: Mike Will' notification and an 'Options' link. A dark sidebar on the left contains navigation links: Home, New Service Call, Order Supplies, Meter Reading, Switch Location (highlighted with red asterisks), and Logout. The main content area features three primary action buttons: 'SERVICE CALL', 'ORDER SUPPLIES', and 'METER READING'. Below these are three columns of data: 'SERVICE CALLS' (Pending, Scheduled, Dispatched), 'ORDER SUPPLIES' (New items, Picked items, Shipped items, Back ordered items, Canceled items, Newly submitted orders, Orders, All orders), and 'SEARCH' (Find: Equipment/Item). A 'METERS' section shows 'Meters due' (7) and 'All meters' (7). An 'EQUIPMENT/ITEM' section shows 'On record' (7), 'ON Contract', and 'OFF Contract' (7). A yellow highlighted box at the bottom center contains the text 'CUSTOMER GATEWAY FOR: Modern Business Machines (999900) - 620 N Lynndale Dr MBM Operations - Appleton, WI 54914'. Below this box is a red button labeled 'Click Here to Switch Location', also highlighted with red asterisks.



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Location selection:

SELECT DIFFERENT LOCATION		
Choose a location from the following list and you will be presented with data filtered by the selected location.		
	Name	Address
✓	Modern Business Machines (999900)	Modern Business Machines - All locations (Master)
	MBM Sales Dept (777700)	MBM Sales Dept - 620 N Lynndale Dr Appleton
	MBM Sales Dept - MKE (107550)	MBM Sales Dept - MKE - 12200 W Adler Ln West Allis
	MBM, A Xerox Company (MBM10)	MBM, A Xerox Company - 620 North Lynndale Drive Appleton
	Modern Business Machines (999900)	Modern Business Machines - 620 N Lynndale Dr MBM Operations Appleton

*Master (If Available) will display results for all locations assigned.