



Admin Portal Quick Guide

New customers: You will receive an email from MedVantage Technical Support with an activation link. Click on this link to start the setup process and create a password for the online portal.

Logging into the Online Portal

1. Go to <https://boha.transact-tech.com/Transact/login/email>
2. Type in your email
3. Enter password you created.
4. If you don't remember your password, select "Forgot Password" to reset it.

1

BOHA!

Enter your email*

Next

EN-US ▾

2

BOHA!

support@medvantage.org

Enter your password

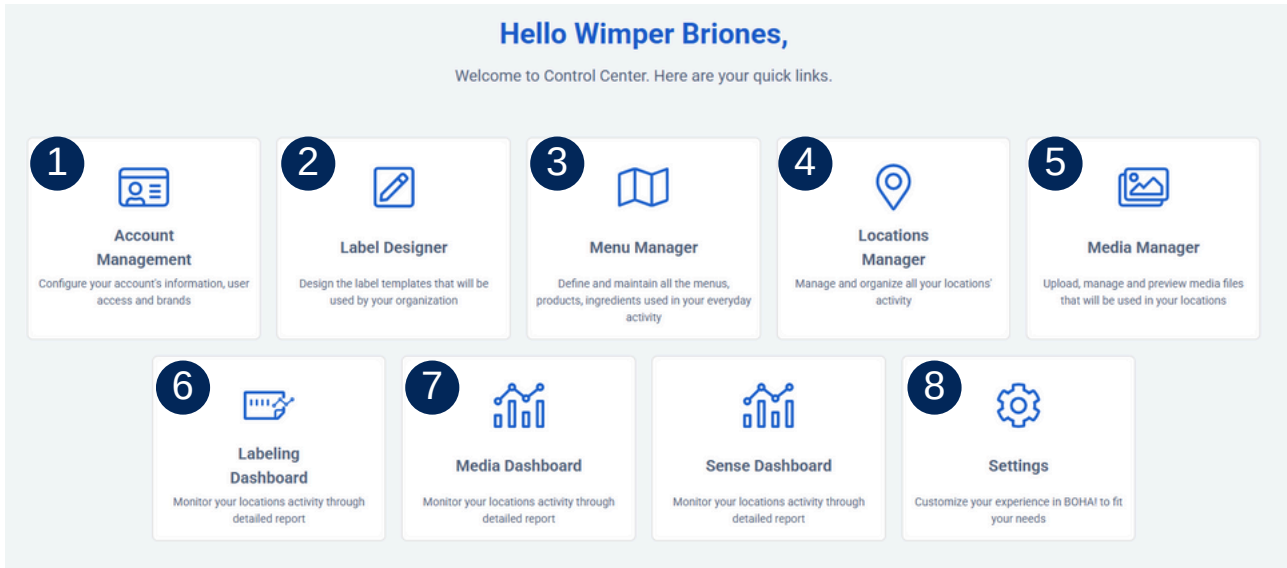
[Forgot Password?](#)

LOGIN

[Restart the login process](#)

Admin Portal Control Center

This is your main dashboard where you can access each module for your location.



Hello Wimper Briones,
Welcome to Control Center. Here are your quick links.

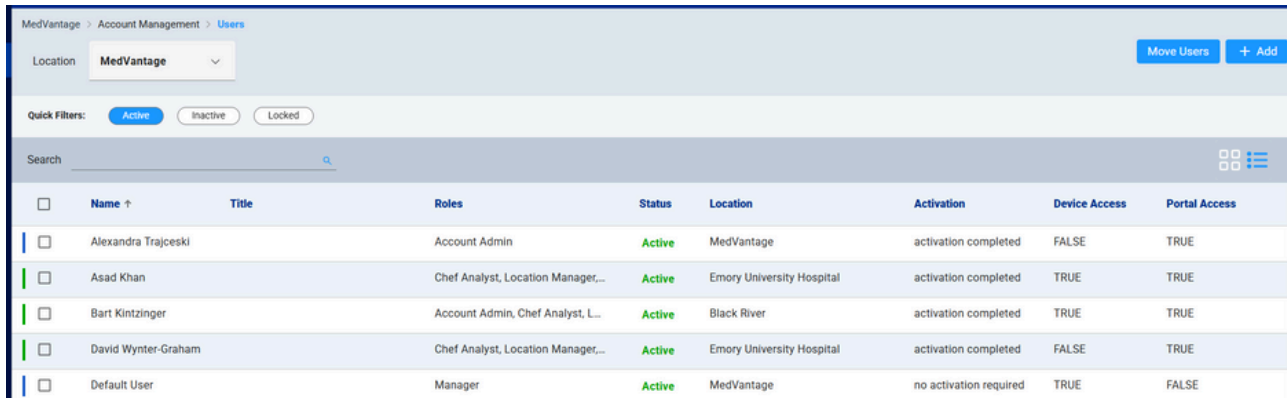
- 1 Account Management**
Configure your account's information, user access and brands
- 2 Label Designer**
Design the label templates that will be used by your organization
- 3 Menu Manager**
Define and maintain all the menus, products, ingredients used in your everyday activity
- 4 Locations Manager**
Manage and organize all your locations' activity
- 5 Media Manager**
Upload, manage and preview media files that will be used in your locations
- 6 Labeling Dashboard**
Monitor your locations activity through detailed report
- 7 Media Dashboard**
Monitor your locations activity through detailed report
- 8 Settings**
Customize your experience in BOHA! to fit your needs

Logging into the Online Portal

- 1. Account Management:** Configure your account's information, user access and brands
- 2. Label Designer:** Design the label template that will be used by your organization.
- 3. Menu Manager:** Define and maintain all the menus, products, ingredients used in your everyday activity.
- 4. Locations Manager:** Manage and organize your location's activity.
- 5. Media Manager:** Upload, manage and preview media files that will be used in your locations.
- 6. Labeling Dashboard:** Monitor your locations label volume through detailed reports.
- 7. Media Dashboard:** Monitor your locations media consumption
- 8. Settings:** Customize your experience in the admin portal to fit your needs.

01. Account Management

View who currently has access to your location's admin portal and add new users.



MedVantage > Account Management > Users

Location: MedVantage

Quick Filters: Active Inactive Locked

Search

<input type="checkbox"/>	Name ↑	Title	Roles	Status	Location	Activation	Device Access	Portal Access
<input type="checkbox"/>	Alexandra Trajeski		Account Admin	Active	MedVantage	activation completed	FALSE	TRUE
<input type="checkbox"/>	Asad Khan		Chef Analyst, Location Manager...	Active	Emory University Hospital	activation completed	TRUE	TRUE
<input type="checkbox"/>	Bart Kintzinger		Account Admin, Chef Analyst, L...	Active	Black River	activation completed	TRUE	TRUE
<input type="checkbox"/>	David Wynter-Graham		Chef Analyst, Location Manager...	Active	Emory University Hospital	activation completed	FALSE	TRUE
<input type="checkbox"/>	Default User		Manager	Active	MedVantage	no activation required	TRUE	FALSE

Buttons: Move Users, + Add

1

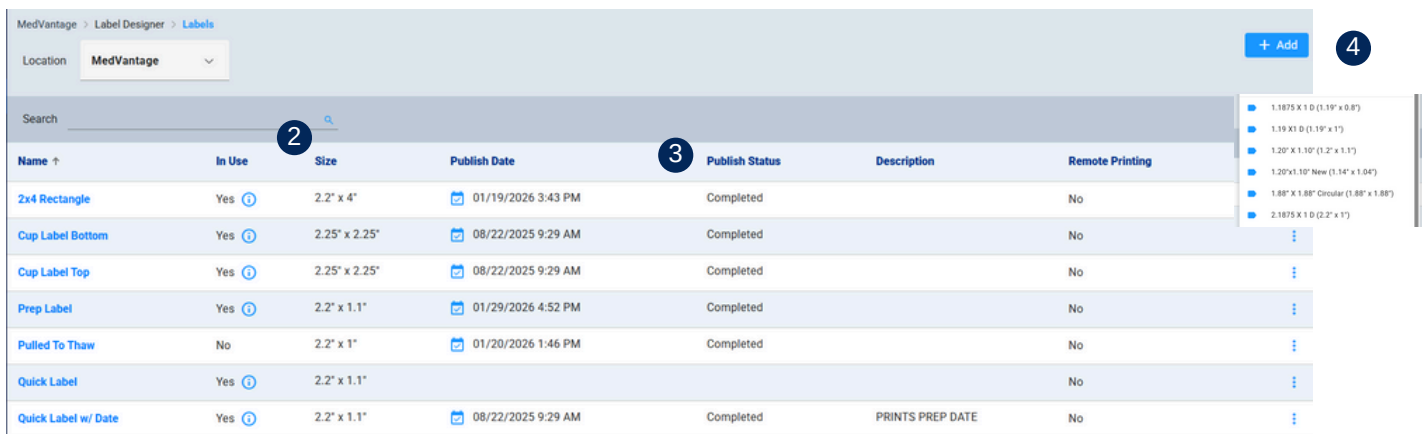
2

1. Names, status and roles of current users

2. Add new users

02. Label Designer

View your location's label templates and add new template designs



MedVantage > Label Designer > Labels

Location: MedVantage

Search

<input type="checkbox"/>	Name ↑	In Use	Size	Publish Date	Publish Status	Description	Remote Printing
<input type="checkbox"/>	2x4 Rectangle	Yes	2.2" x 4"	01/19/2026 3:43 PM	Completed		No
<input type="checkbox"/>	Cup Label Bottom	Yes	2.25" x 2.25"	08/22/2025 9:29 AM	Completed		No
<input type="checkbox"/>	Cup Label Top	Yes	2.25" x 2.25"	08/22/2025 9:29 AM	Completed		No
<input type="checkbox"/>	Prep Label	Yes	2.2" x 1.1"	01/29/2026 4:52 PM	Completed		No
<input type="checkbox"/>	Pulled To Thaw	No	2.2" x 1"	01/20/2026 1:46 PM	Completed		No
<input type="checkbox"/>	Quick Label	Yes	2.2" x 1.1"				No
<input type="checkbox"/>	Quick Label w/ Date	Yes	2.2" x 1.1"	08/22/2025 9:29 AM	Completed	PRINTS PREP DATE	No

Buttons: + Add

Dropdown Menu:

- 1.1875 X 1.0 (1.19" x 0.8")
- 1.19 X 1.0 (1.19" x 1")
- 1.20" X 1.10" (1.2" x 1.1")
- 1.20" X 1.10" New (1.14" x 1.04")
- 1.88" X 1.88" Circular (1.88" x 1.88")
- 2.1875 X 1.0 (2.2" x 1")

1

2

3

4

1. Name of your label

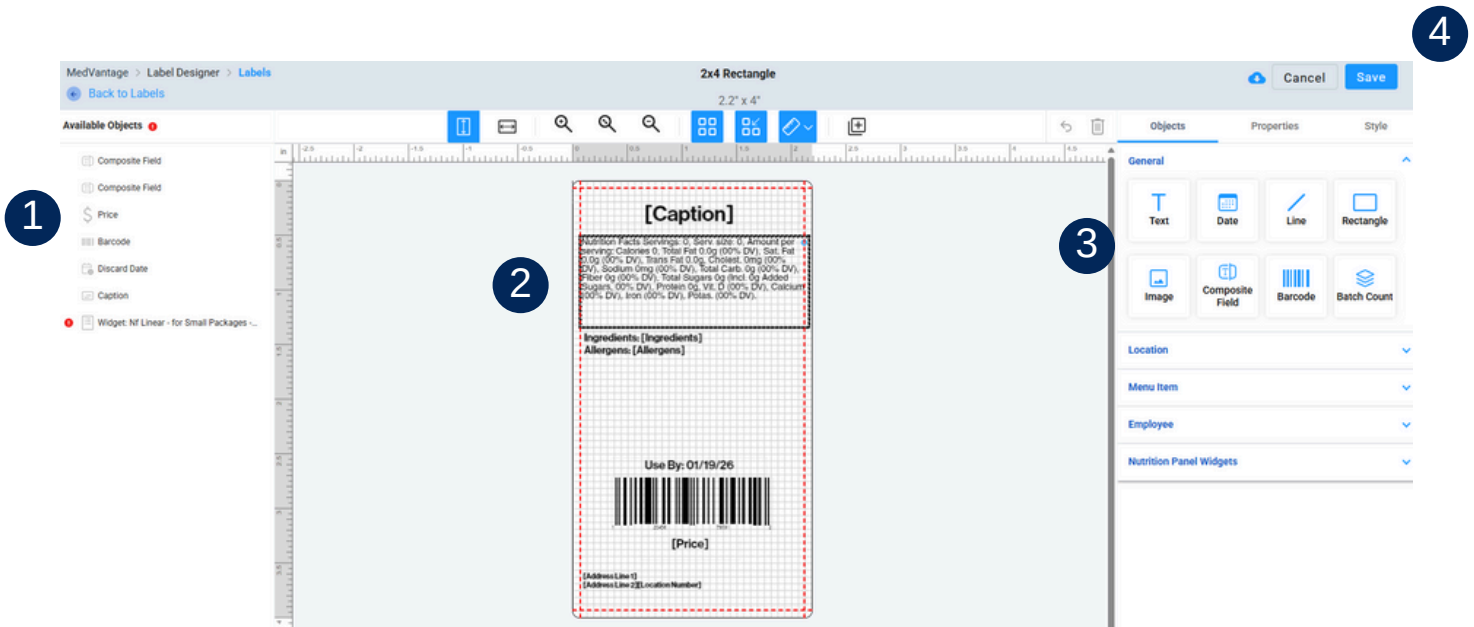
2. The size to match your loaded labels

3. Published Status to your tablet (available to print)

4. Add a new Design - Select the size of your new label to access the **Label Designer**

02. Label Designer - Design your Label

The Label Designer module provides powerful tools to create labels that fit seamlessly into your workflow. Easily add text, barcodes, QR codes, black-and-white images, and all essential nutritional, traceability, and pricing information.



1. Layers of available objects in your label
2. Label Preview including all objects you have included. Move items around for placement
3. Available Tools to add to your labels such as: Text, images, barcodes and many more.
4. Save your design. It ready to apply to menu items.

03. Menu Manager

Review and manage your menu(s).

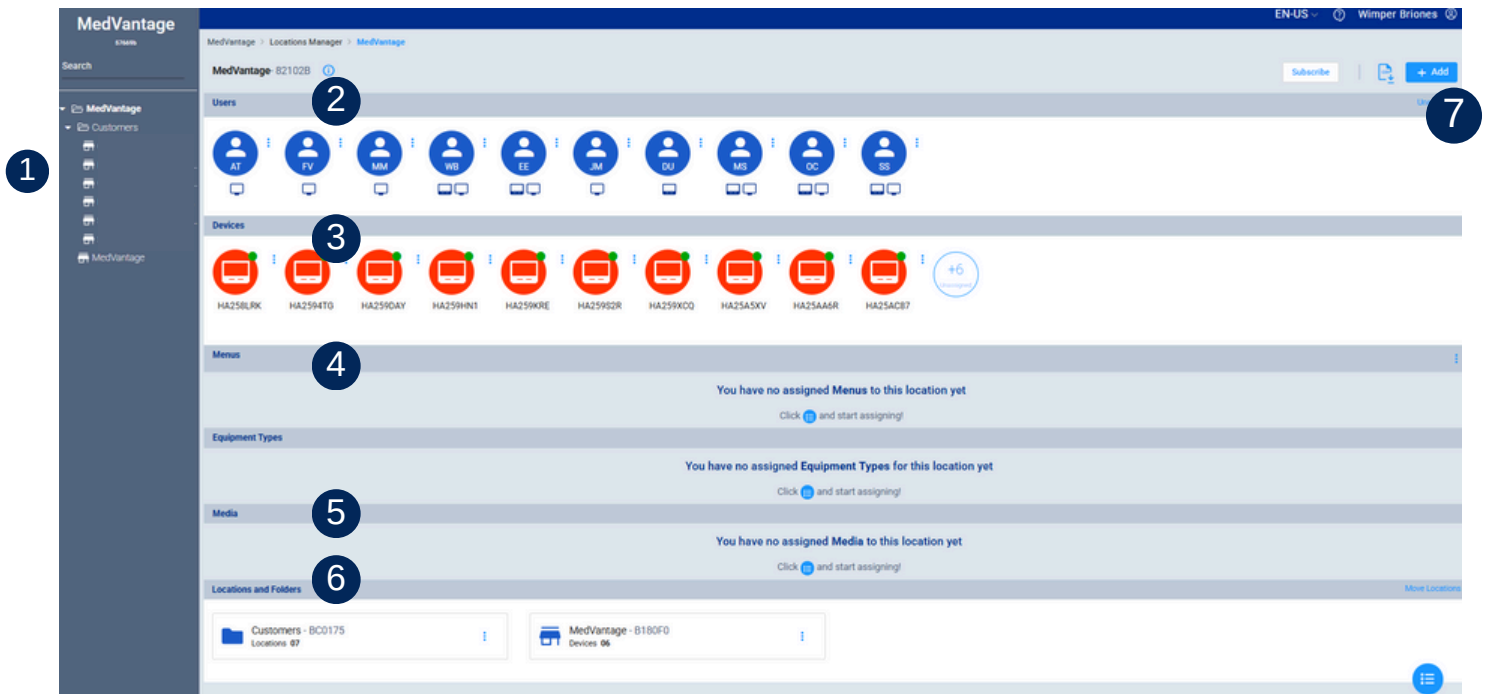
1. Available Menus
2. Published to your tablet (Available to print)
3. Menus: List of your location's different menu options.
4. Products: A repository of your menu items, organized by category. Add and edit new menu items here.
5. Ingredient: Optional category to organize prep items.
6. Add New Menu

Publish Menu Changes

1. Locate and click the three-dot menu towards the right of the name
2. Click on the second option: **Publish**
3. Tablet synchronization could take up to 15 minutes

04. Location Manager

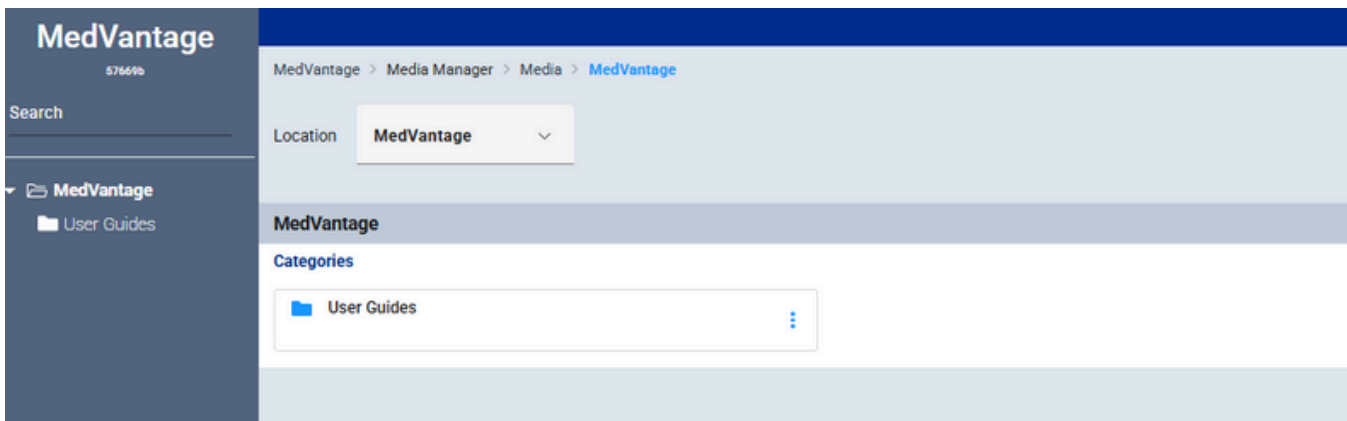
Oversee all locations and view active users, devices, and menus.



1. Available Locations set up with desired hierarchy (Multiple locations displayed)
2. Users assigned to the location
3. Devices currently in use at location
4. Menus assigned to location
5. Media available
6. Locations and folders assigned to Main Location
7. Add a new location

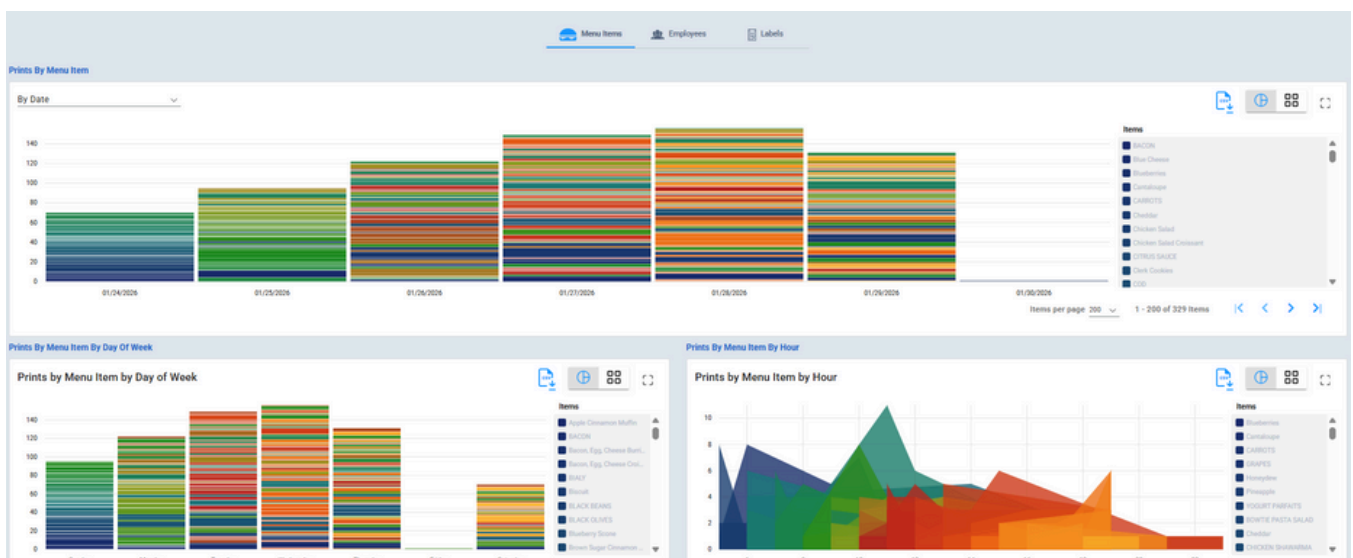
05. Media Manager

Review and upload media for your locations. Easily share PDFs, recipes, images, audio files, training materials, videos, and other important resources—so your team can access what they need, anytime.

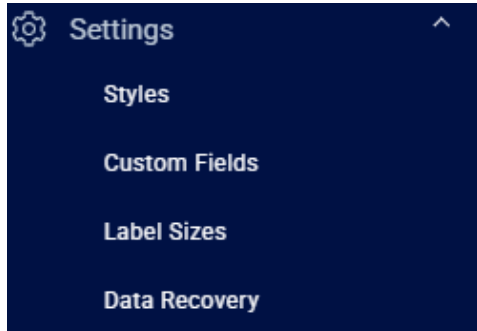


06. Labeling Dashboard

Monitor label volume across your locations. This insight helps you understand which labels and items are produced most often, making it easier to decide what to pre-prepare, how much to produce, and which days of the week require higher volume.



08. Media Manager



- **Styles:** Change color and font style of product buttons.
- **Custom Fields:** Create custom template files for your labels.
- **Label Sizes:** Adjust the current template sizes
- **Data Recovery:** View and recover your account data.

Tech Support

Free support for our hardware and apps is available.

Mon - Thurs. 8:30 am - 4:30 pm EST
Fri. 8:30 am - 3:00 pm EST

201-587-9100
support@medvantage.org