

How do I set up automatic email notifications on the Well?

Navigate to well.bevi.co/portal

The screenshot shows the Bevi Well portal interface. At the top, there's a navigation bar with 'bevi' logo, 'Units', 'Users', 'Ordering', and 'Help'. A 'Hello, [User Name]' and 'Log out' link are on the right. Below the navigation bar, there's a search bar and an 'Add Unit' button. The main content area is divided into two sections. The top section is 'Summary View' with a 'Plan Ahead' toggle and a table of status categories: 'Out, Expired, or Machine Out of Order' (19, 297, 3481, 744, 6982, 955), '1-3 days before Out, Expired, or 'Not Out of Order' Issue' (12, 80, 807, 79), and '4 days or more before Out or Expired' (11064, 7904, 10708, 11932, 20045). The bottom section is 'Unit View' with a 'Filters' dropdown and a 'Download CSV' button. A table of units is shown with columns for 'UNIT', 'MACHINE ALERTS', 'INTERNET', 'EXPECTED RESTOCK', 'LAST SERVICE DATE', 'LAST EMPLOYEE', 'CO2', 'FILTER', and 'FLAVORS AND ENHANCEMENTS'. A 'Manage Emails' button is circled with a '1' in the top right corner of the interface.

1. Login to the Well and click “**Manage Emails**” (see image above)
2. Click “**Add Email**” on the top left.
 - a. Select the **email type**: Subject and email message will auto populate based on email type. (*Customize as needed*).
 - i. **Restock Due**: Send an email that shows current levels of flavors, CO2, filter, and internet connection status. Customize the **delivery schedule** (*every day or once a week*), and **number of days** left before out or expired flavors, *click ‘all units’ to include the status of all units*.
 - ii. **Machine Alerts**: Send an email for retrofits needed and machine issues, including all relevant troubleshooting guides. Reduce complaints and customer downtime by receiving emails in real time whenever a machine is out of order, *available for Standup 2.0. (e.g., Water in base, ice bank low)*.
 - iii. **Usage Report**: Send an email to analyze flavor popularity, usage and bottles saved.
3. Fill in recipients **Email Address**, and Click “**Add**”, (*Repeat this step to add multiple emails*).
4. Optional: Filter by company, group, machine type, or unit name to receive email notifications on a particular subset of units
5. Click “**Schedule Email**”