

How to Mark a Bevi Machine as "In Warehouse" [Guide]

Overview

This guide will instruct you how to mark machines as "In Warehouse" when you are removing it from a customer site as well as taking it out of "In Warehouse" once you're ready to place the machine at a new customer site. Putting the machine "In Warehouse" removes it from your Install Page on the Well so you don't need to worry about keeping track of it and also sets it up to be easily re-installed at the next site.

Required Applications (if applicable)

- The Well <u>well.bevi.co/portal</u>
- The Service Panel on the Bevi machine

Task 1: Marking a Machine "In Warehouse"

Marking a Machine "In Warehouse" from the Well.

- 1. Find the unit you are looking to mark as "In Warehouse" either by searching for it on the Install Page or utilizing one of our filters.
 - a. Note: If you can't find the unit on the Install Page, check the "In Warehouse" page to make sure it hasn't already been moved.

bevi Installed Warehouse Users Ordering Help							
In Warehouse Units 16							
Unit List							
UNIT	DATE WAREHOUSED						
SU20 Tim's V2 Emulator Mac Bevi BOS VT7012-00000-12345	3/26/23						
In Warehouse: INTERNAL-DENIS							



2. Once you've located the unit, navigate to the Unit Page and click the "Edit" button on the Unit information tile on the left-hand side of the page.

bevi Installed Warehouse Users Ordering Help Hello								
	DATA UNKNOWN: Reconnect ir	nternet						
Installed > CT CT_SW_RET	ROFIT_TEST	Dashboard						
Notes	Machine Alerts ALERT ALERT MACHINE STATE Countertop Power Cable (QTY 2) Retrofit	REPORTED STATUS 02/21/23 Not started 🗹 Troubleshooting Guide						
Save	Niagara Chiller Temperature Retrofit Retrofit	02/21/23 Not started 🗹 Troubleshooting Guide						
	Countertop Power Cable (QTY 1) Retrofit	02/21/23 Not started 🗹 Troubleshooting Guide						
Unit Information	Machine Offline	01/04/23 Not started Troubleshooting Guide						
Bevi Bevi OTHER COMPANY BEVI ADDRESS 529 Main Strret 304 Kitchen Charlestown Massachusetts	Restock status Internet Expected restock Last set DISCONNECTED 1/4/2023 - - Co2 Filter - 5/b Filter - 100% 100% -	ERVICE LAST DISPENSE N/A FLAVORS AND ENHANCEMENTS -						
Mebadullusetts 02129								

3. Click "Continue" in the bottom right corner two times to get to the "Status" step. In the "Status" dropdown, select "In Warehouse".

bevi Installed Warehouse Users Ordering Help Log out								
Installed > CT CT_S	W_RET	ROFIT_TES	г			Dashboard		
Notes		Machine Alert	Edit Unit	×				
		ALERT Countertor Retrofit	status	INSTALL DATE 01/04/2023				
	Sava	Niagara Chit Retrofit		MACHINE SERIAL NUMBER (
		Countertop Retrofit	laugfjkadf ~	CT_SW_RETROFIT_T_ ~				
Unit Information PARTNER BRANCH Bevi Broy OTHER	🗹 Edit	Machine Off	OPTCONNECT SERIAL#	External ID	01/04/23			
		Restock statu:	← Back	Save Unit				
		5 lb 100%	Filter 100%					

- 4. Click Save to update the status of the unit.
 - a. **Note:** If the unit is online, you will get an error message and the status will not automatically update. Instead, the next time the service panel is



opened, the user will need to confirm that they are marking the machine as "In Warehouse" or if they're keeping it installed.

bevi Inst									
installed > s	U 2.0 1 M	16 SW Te	est V2						Dashboard
Notes			Machine Alerts	Edit Unit		×			Sensor Data
			ALERT	STATUS	INSTALL DATE			STATUS Not started	
			A Prozen Chile	In Warehouse	06/07/2023				
		Save	✓ View Resol	This machine is online. Mark as In Warehouse from machine before uninstalling or moving to warehou storage.	se				
Unit Information		🗹 Edit	Restock statu	7831fb12bb970689		BER			
PARTNER Bevi	BRANCH Bevi OTHER		Out of Orde	External ID	VISWILSTINIO				
BEVI			CO2						
ADDRESS 123 Sesame St Charlestown Massachusetts			2016 0%	← Back	-	Save Unit	6 EXPIRES 8/5/23 6 EXPIRES 8/3/23	- Pomegranate Bluebe	100% EXPIRES 7/19/23
696969					Lemon	1009	6 EXPIRES 7/21/23	Key Lime	100% EXPIRES 7/17/23
STATUS INSTALLED	INSTALL DATE 6/7/2023				Immunity	1009	EXPIRES 7/17/23	Black Cherry	100% EXPIRES 7/18/23

Marking a Machine "In Warehouse" from the Service Panel on 2.0

- 1. Navigate to the Machines Service Panel.
- 2. Once in the Service Panel, click the "Settings" button on the home screen of the Service Panel.





3. Once on the settings page, scroll down to the "Status" section and click the edit icon.

 partners.bevi.co support@bevi.co 866-704-2384 	1M1 Machine	6 SW Test V2 Serial Number: VT-SWTEST1M16	Номе	OPEN DOOR
This Service No actions recorded for this service yet Thursday, 06/01/23 9:20 PM SLOT 3 Caffeine swapped in for Electrolytes	Settings REGISTRATION Machine Serial Number	VT-SWTEST1M16		
Thursday, 06/01/23 9:16 PM	Unit Name	1M16 SW Test V2		
Thursday, 06/01/23 7:27 PM	Location	BEVI 123 Sesame St, Charlestown, MA, 696969		
U 3M filter added	Partner - Branch Status	Bevi OTHER Installed		
Thursday, 06/01/23 7:21 PM	INTERNET			

- b. NOTES & WARNINGS: Make sure that you empty the machine of water and flavor boxes prior to updating status and moving the machine to your warehouse.
 - i. Find **Decommission** Guides on <u>Partners.Bevi.co</u>
 - 1. Search "Decommission" + Bevi model
- c. You will be required to connect the machine to WIFI or cellular prior to changing the status. This ensures it updates the status automatically on the Well.
- 4. You'll have to confirm that you want to mark the machine as In Warehouse and reset the machine.



 partners.bevi.co support@bevi.co 866-704-2384 	1M Machi	116 SW Test V2 Ing Serial Number: VT-SWTEST1M16	HOME	OPEN DOOR
This Service No actions recorded for this service yet Thursday, 06/01/23 9:20 PM	Settings REGISTRATION Machine Serial Number	r VT-SWTEST1M16		
Caffeine swapped in for Electrolytes Chursday, 06/01/23 9:16 PM SLOT 1 Caffeine swapped in for Lemon	Erase unit data an Are you sure you wish to Doing so will erase all cu	d move to "In Warehouse"? move this machine to In Warehouse? stomer and usage data.		
Thursday, 06/01/23 7:27 PM	Location	123 Sesame St, Charlestown, MA, 696969		
SLOT 2 Vitamin Boost swapped in for Watermelon	Status			
Thursday, 06/01/23 7:21 PM	INTERNET			

5. Once you confirm that you want to reset the machine, that will put the machine into Install Mode. You can power down the machine and transport it to your warehouse until you are ready to re-install it elsewhere.

Marking a Machine "In Warehouse" from the Service Panel on 1.x or CT

- 1. Navigate to the Machines Service Panel.
- 2. Once in the Service Panel, click the "Settings" button on the home screen of the Service Panel.



G		Service Panel			Help				Advanced
	((î;	Connected Type: WIFI		CHANGE	UPDAT SOFTWA	TE ARE	C02	10 lb Tank size RESTOCK	97% DUE Left 07/13/2028
Start Service	Flavor 1	89 Blackberry Lime 1 gal, 35:1 RESTOCK	86% Left	EXPIRES 09/26/23	PRIME	HIGH MED LOW	Filter	3M Filter type RESTOCK	93% DUE Left 06/09/2033 CHECK FLOWRATE
Bevi HQ 1M16 CT	Elavor 2	91 Strawberry Lemongrass 1 gal, 35:1 RESTOCK	94% Left	EXPIRES 09/26/23	PRIME	HIGH MED LOW	Detrofite	CHANGE THRESHOLD	CHANGE
SETTINGS		87 Lemon 1 gal, 35:1	96% Left	EXPIRES 09/26/23	PRIME	HIGH	Ketronits	Flavor 1: Flavor 2:	
MACHINE ALERTS	Flavor 3	RESTOCK 97 Black Cherry 1 gal, 35:1	95% Left	EXPIRES 09/26/23		Low	Flavor Request	Flavor 3: Flavor 4: REQUEST N	EW FLAVORS
	Flavor 4	RESTOCK			PRIME	MED	Other	SERVICE NOTES	START INCUBATION

3. Once on the settings page, scroll down to the "Status" section and click the edit icon.

partners.bevi.co ≤ support@bevi.co ≈ 866-704-2384	Bevi HQ 1M16 CT Machine Serial Number: CT_SW_RETROFIT_TEST	BACK
Settings registration		
Machine Serial Number	CT_SW_RETROFIT_TEST	
Touchscreen ID	c444538b909623c2	
Unit Name	Bevi HQ 1M16 CT	
Company Contact	Spoon, Guy 4135198923, spoon@bevi.co	
Location	BEVI, 1m16, 1m 529 Main Street, Charlestown, MA, 02129	
Partner - Branch	Bevi BOS	
Status	Installed	
PREFERENCES		<u> </u>

a. **Note:** if you try to mark a machine as In Warehouse while at the machine, you will be required to connect the machine first prior to changing the status. This ensures it updates the status automatically on the Well.



4. You'll have to confirm that you want to mark the machine as In Warehouse and reset the machine.

 partners.bevi.co support@bevi.co 866-704-2384 	Bevi HQ 1M16 CT Machine Serial Number: CT_SW_RETROFIT_TEST	BACK
Settings		
Machine Serial Nu	Erase unit data and move to "In Warehouse"?	
Unit Name	Are you sure you wish to move this machine to In Warehouse? Doing so will erase all customer and usage data.	
Company Contact	NO, GO BACK YES, RESET MACHINE	
Partner - Branch	Bevi BOS	
Status	Installed	
PREFERENCES		

5. Once you confirm that you want to reset the machine, that will put the machine into Install Mode. You can power down the machine and transport it to your warehouse until you are ready to re-install it elsewhere.

Task 2: Take a machine out of the "In Warehouse" Status

- 1. First, power the machine back on.
- 2. If you immediately see the Install Screen, you can just proceed through the installation process, the status of the machine will automatically change to installed once the Installation process is complete.
- *3.* If you do not see the Install Screen, navigate to the Service Panel of that machine.
- 4. Once in the Service Panel, you should see a pop-up that asks if you are installing the machine or keeping it in your warehouse.
- 5. Select "**Installing the Machine**"; this will prompt the installation process to start. Complete the installation steps on the screen and the status will automatically update to "Installed", and move to your Installed page on the Well.

If you have any further questions please feel free to reach out to our support team at support@bevi.co or 1-866-704-2384