

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.

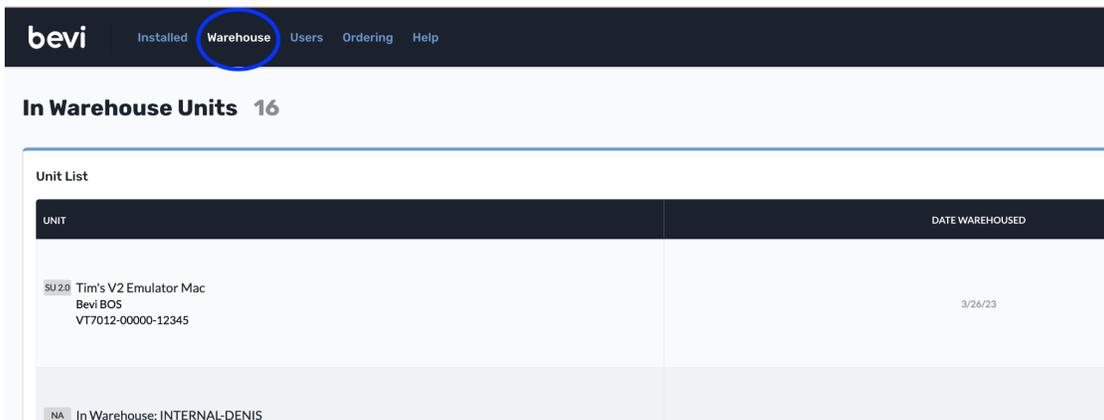
Required Applications (if applicable)

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

Task 1: Marking a Machine “In Warehouse”

Marking a Machine “In Warehouse” from the Well.

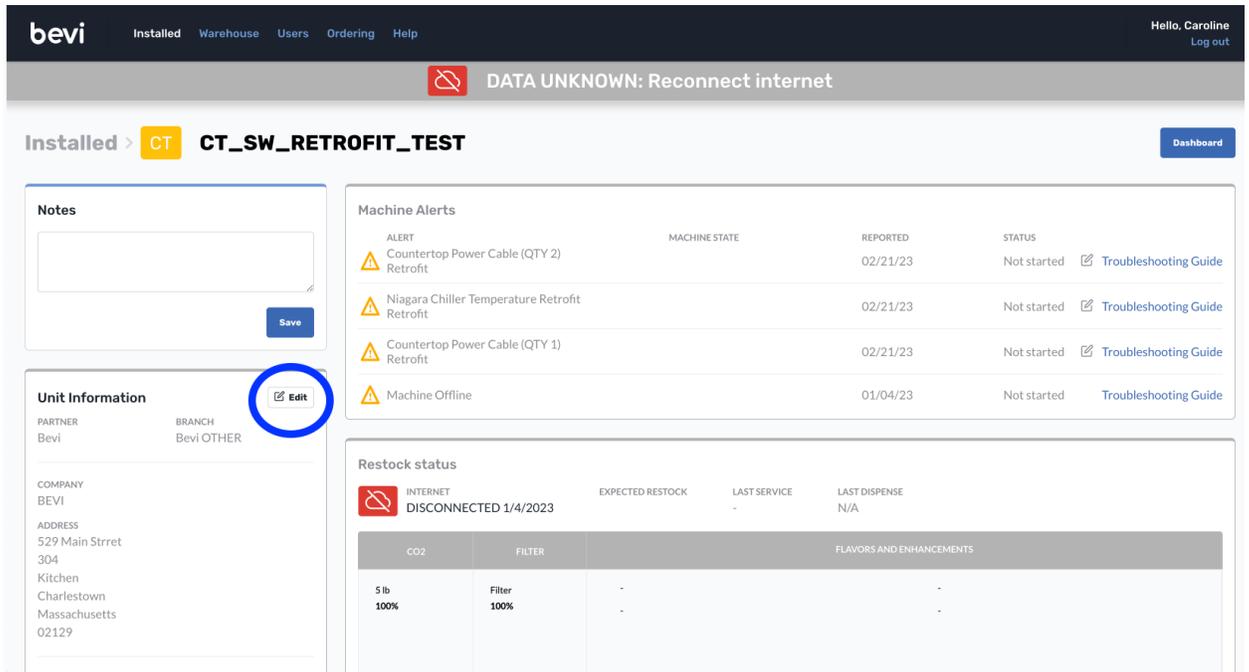
1. Find the unit you are looking to mark as “In Warehouse” either by searching for it on the Install Page or utilizing one of our filters.
 - a. **Note:** If you can’t find the unit on the Install Page, check the “**In Warehouse**” page to make sure it hasn’t already been moved.



UNIT	DATE WAREHOUSED
SU20 Tim's V2 Emulator Mac Bevi BOS VT7012-00000-12345	3/26/23

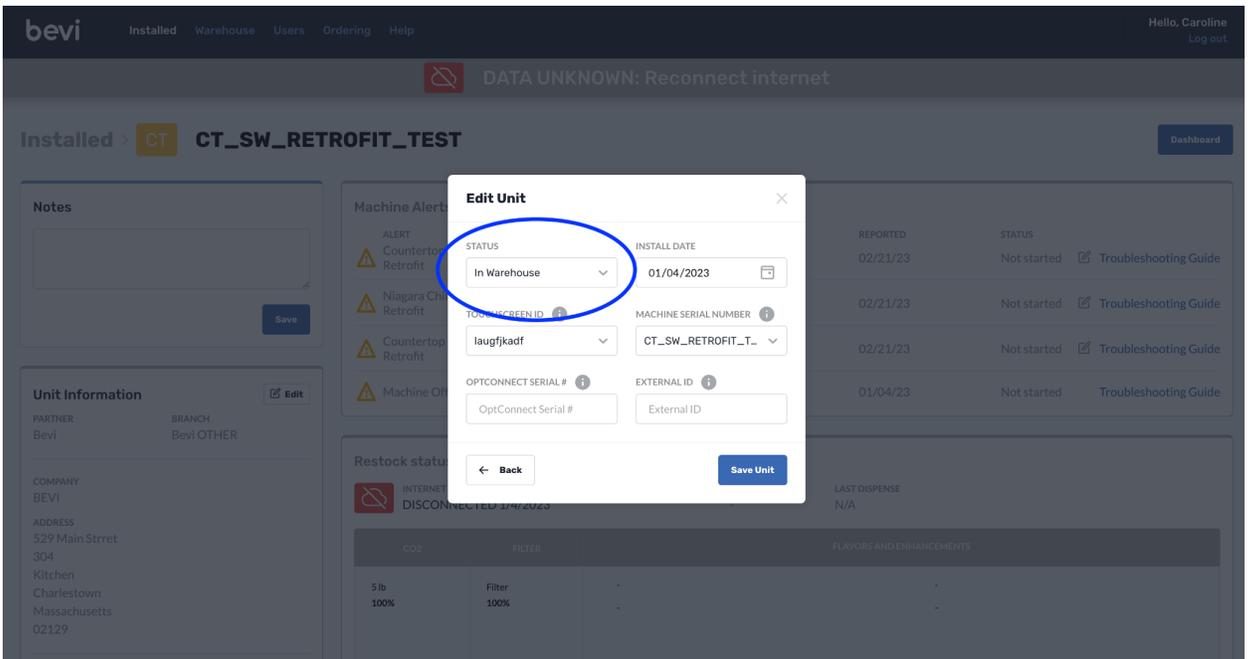
NA In Warehouse: INTERNAL-DENIS

- 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.



The screenshot shows the Bevi dashboard for a unit named 'CT_SW_RETROFIT_TEST'. The 'Unit Information' section on the left contains fields for Partner (Bevi), Branch (Bevi OTHER), Company (BEVI), Address (529 Main Street, 304 Kitchen, Charlestown, Massachusetts 02129), and a circled 'Edit' button. The 'Machine Alerts' section lists several alerts with columns for Alert, Machine State, Reported, and Status. The 'Restock status' section shows 'INTERNET DISCONNECTED 1/4/2023' and a table for CO2 and Filter levels.

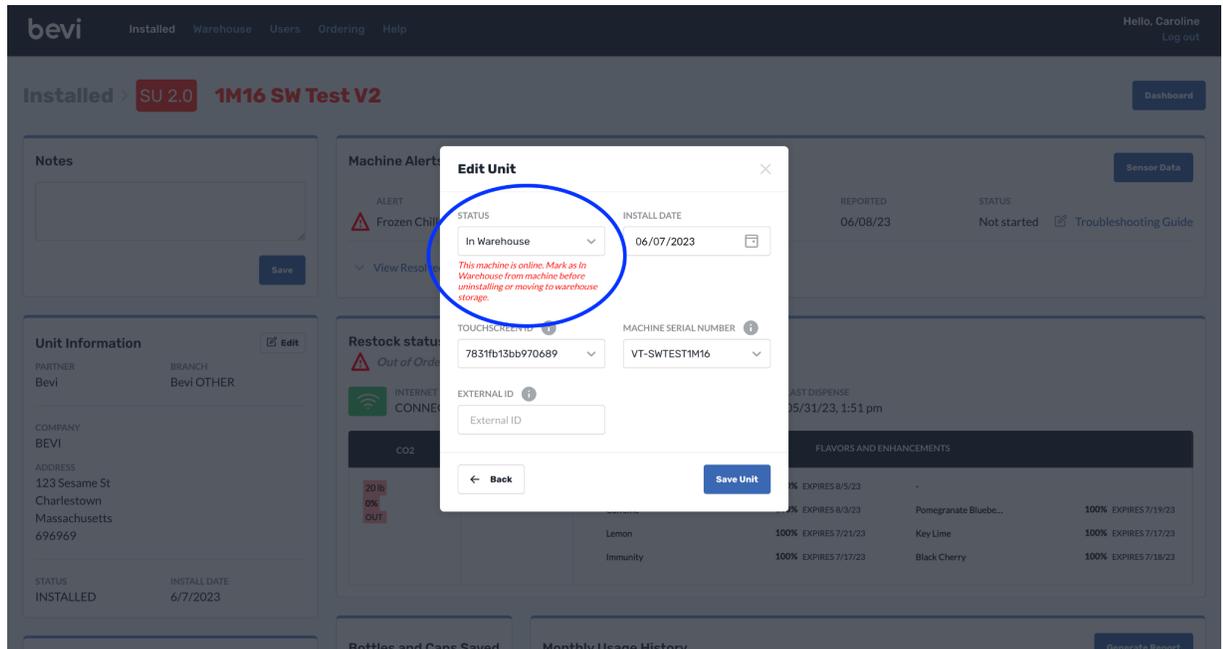
- Click "Continue" in the bottom right corner two times to get to the "Status" step. In the "Status" dropdown, select "In Warehouse".



The screenshot shows the 'Edit Unit' modal with the 'Status' dropdown menu open and 'In Warehouse' selected. Other fields include 'Install Date' (01/04/2023), 'Machine Serial Number' (laugfjkadf), and 'Machine Serial Number' (CT_SW_RETROFIT_T...). The modal also has 'Back' and 'Save Unit' buttons.

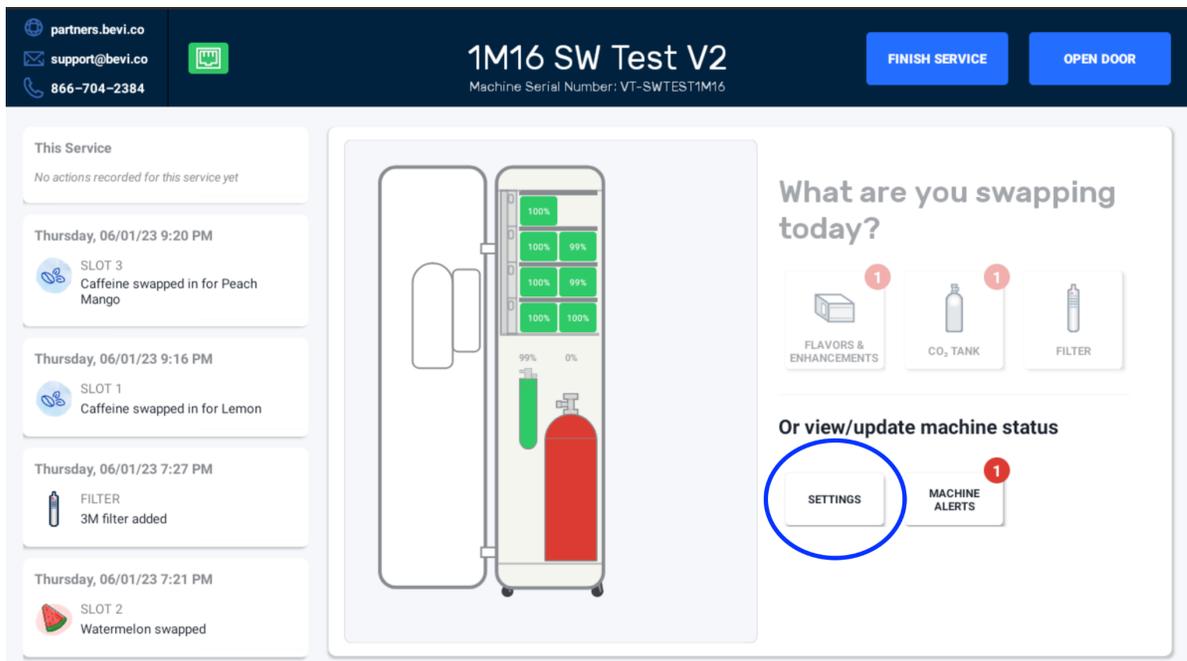
- Click Save to update the status of the unit.
 - Note:** If the unit is online, you will get an error message and the status will not automatically update. Instead, the next time the service panel is

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

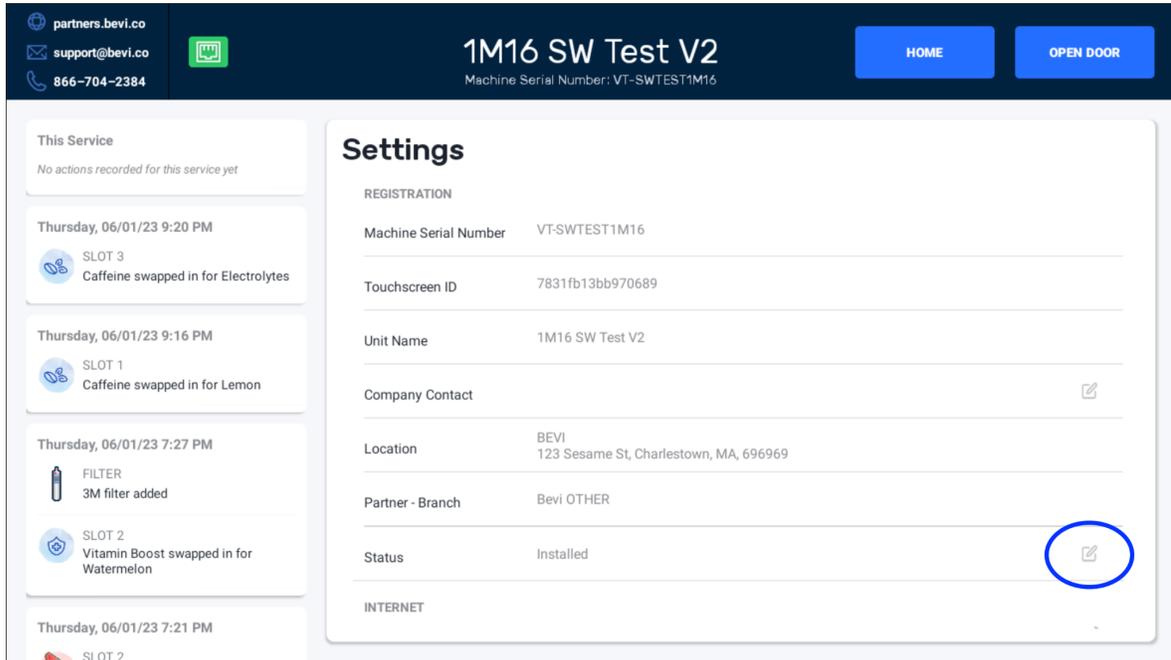


Marking a Machine “In Warehouse” from the Service Panel on 2.0

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.

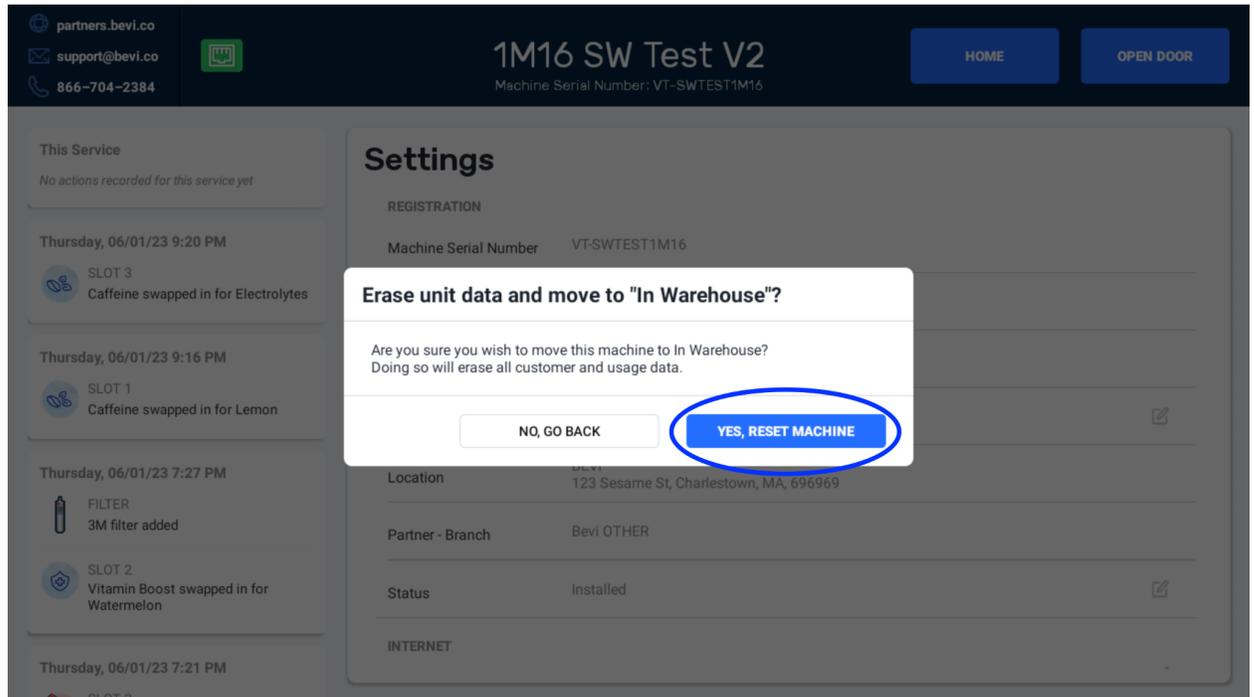


- Once on the settings page, scroll down to the “Status” section and click the edit icon.



The screenshot shows the Bevi partner settings interface. At the top, there's a header with contact information (partners.bevi.co, support@bevi.co, 866-704-2384) and a machine identification section (1M16 SW Test V2, Machine Serial Number: VT-SWTEST1M16). Below this, there are two main panels. The left panel, titled 'This Service', shows a log of recent actions: 'Caffeine swapped in for Electrolytes' (Slot 3), 'Caffeine swapped in for Lemon' (Slot 1), '3M filter added' (Filter), and 'Vitamin Boost swapped in for Watermelon' (Slot 2). The right panel, titled 'Settings', is divided into 'REGISTRATION' and 'INTERNET' sections. The 'REGISTRATION' section contains fields for Machine Serial Number, Touchscreen ID, Unit Name, Company Contact, Location, and Partner - Branch. The 'Status' field is currently set to 'Installed' and has a blue circle around its edit icon.

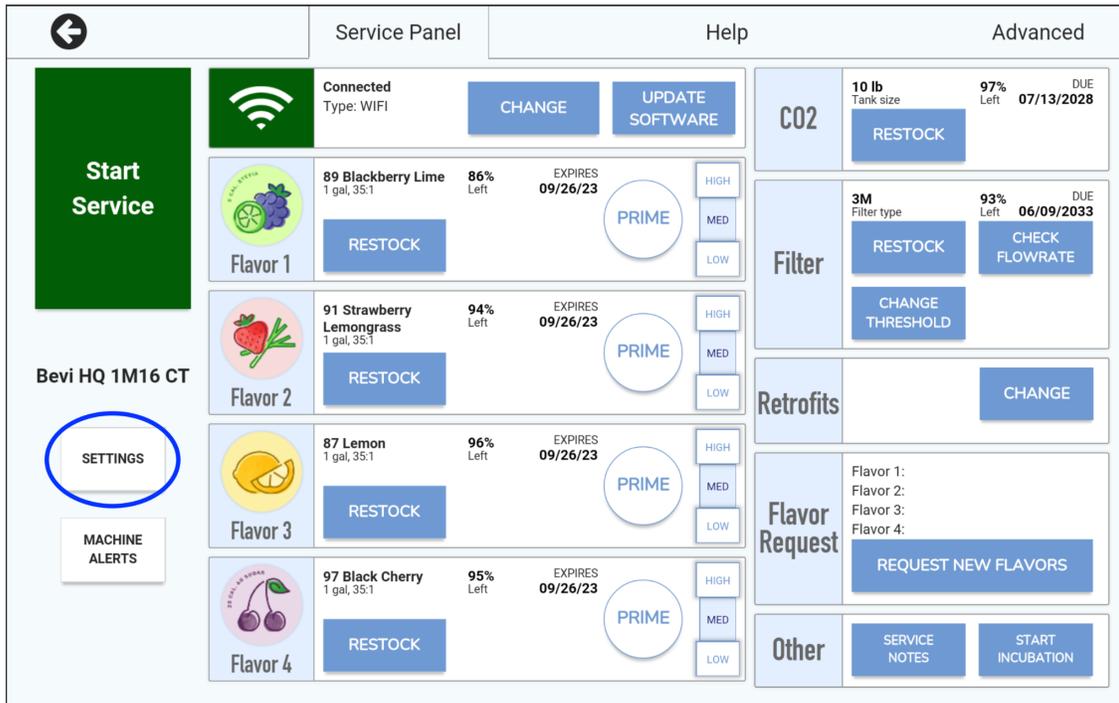
- NOTES & WARNINGS: Make sure that you empty the machine of water and flavor boxes prior to updating status and moving the machine to your warehouse.**
 - Find **Decommission** Guides on Partners.Bevi.co
 - Search “Decommission” + Bevi model
 - You will be required to connect the machine to WIFI or cellular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



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.

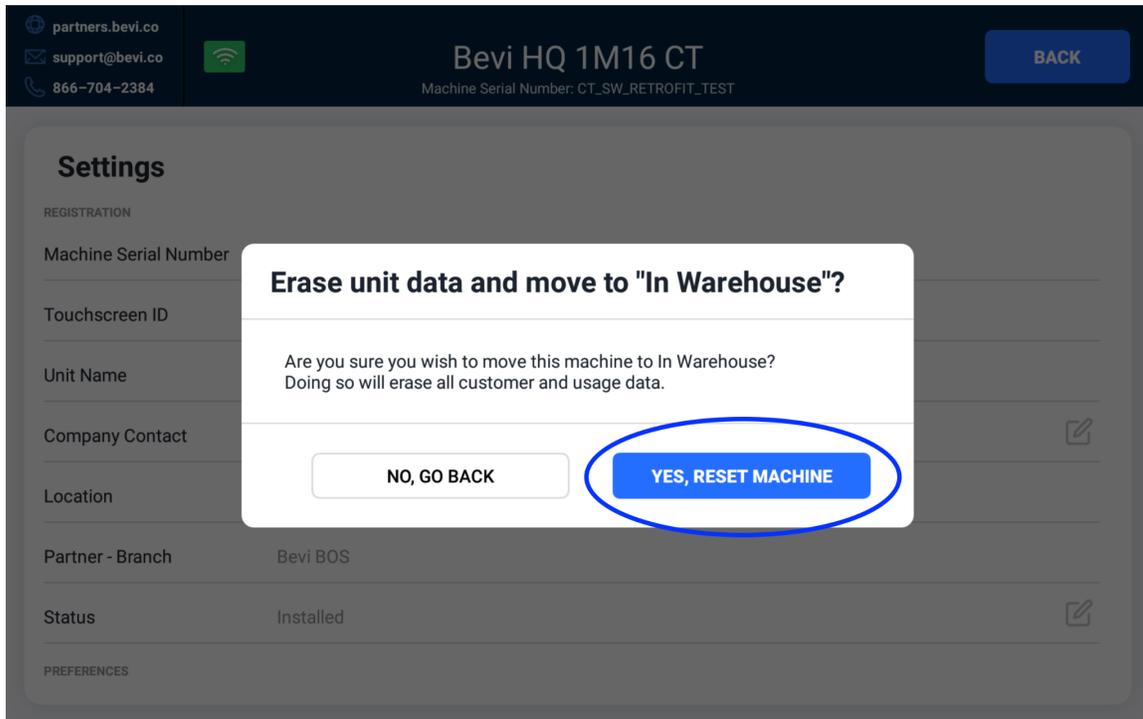


3. Once on the settings page, scroll down to the "Status" section and click the edit icon.



- 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.



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