

[Guide] How to Retire a Bevi from **The Well**

Overview

Once a Bevi has been decommissioned after customer end of lease or cancellation, it must be retired from the “The Well” in order to be assigned to a new customer account.

Frequently Asked Questions

Q: After a customer cancels or their lease ends and the Bevi is decommissioned, is there anything else I must do?

A: *Yes! To get the machine ready for redeployment or return to Bevi, the unit must be retired on the “Well” to ensure accurate inventory, data gathering and reporting for the next potential customer.*

Q: Do I need to update “The Well” if I am returning a machine to Bevi?

A: *Yes! You still must retire the Bevi from the “Well” if it is being returned to Bevi.*

Questions Answered in this Document

Q: *How do I retire a Bevi unit from “The Well”?*

Required Tools & Materials

- Access to “The Well” for your organization

Required Applications

- <https://well.bevi.co/portal>

Task 1: Login into “The Well”

1. Navigate to <https://well.bevi.co/portal>
2. Enter your login credentials
3. Press enter to be brought to the home screen

bevi Units Users Ordering Help Hello, Kevin Log out

Inventory 8098/8098

Summary View Plan Ahead Show 4-5 Days until Out or Expired

STATUS	SANITATION REQUIRED	INTERNET	CO2	FLAVORS	FILTER
Out or Expired	1342	3106	822	13809	952
1-3 days before Out or Expired			19	499	13
4 days or more before Out or Expired	6736	4993	6557	15377	6493

Organize Units into Groups
Create groups that fit your workflow; whether it be routes, zones, companies or drivers

Subscribe to Emails
Use your groups and filters to schedule Service Alert and Usage Report emails.

Unit View

UNIT	EXPECTED SERVICE DATE	LAST SERVICE DATE	LAST DISPENSE	INTERNET	CO2	FILTER	SLOT 1	SLOT 2	SLOT 3	SLOT 4
DVP-04 BEVI Bevi Bevi Bevi OTHER	OUT AND EXPIRED	3/8/21			0%	20 lb OUT 2# Filter DUE 6/7/21	27% OUT Pomegranate...	0% OUT AND EXP...	0% OUT Lemon	0% OUT Icy Lime
DVP-11 BEVI Bevi Bevi Bevi OTHER	OUT	3/16/21			0%	10 lb OUT 2# Filter DUE 6/2/22	27% OUT Grapefruit	0% OUT Black Cherry	0% OUT Lemon Lime	0% OUT Electrolytes
Jeff's V2 Emulator Jeff Corporate Corporate Engineering	EXPIRED	12/18/20			100%	5 lb Filter	99% EXPIRED Strawberry C...	100% EXPIRES 6/6/21	100% EXPIRED Lemon Lime	100% EXPIRED Icy Lime
Y1 (Formerly MacFadden) Bellville Warehouse Compass Group USA Compass Group USA Carlsiten - DC	OUT AND EXPIRED	7/24/17			0%	5 lb OUT Filter	0% OUT AND EXP...	0% OUT AND EXP...	0% OUT AND EXP...	0% OUT AND EXP...
CTI (Google) MK 3 2.0					0%		0%	0%	0%	0%

Task 2: Locate the Bevi to be Retired

1. Using the Search Screen, locate the Bevi you have decommissioned (see circle above)
2. Once located Select "Edit" See Circle Below

bevi Units Users Ordering Help Hello, Kevin
Log out

Inventory > SAATI Cafeteria

Notes

[Save](#)

Unit Information [Edit](#)

PARTNER: Compass Group USA BRANCH: Canteen - Greenville

COMPANY: SAATI

ADDRESS: 201 Fairview Street Extension
Fountain Inn
South Carolina
29644

STATUS: INSTALLED INSTALL DATE: 8/3/2020

Retrofit

HISTORY

Unit Status

V15 MACHINE TYPE: STANDUP INTERNET: CONNECTED LAST DISPENSE: 04/14/21 12:01 pm EXPECTED SERVICE DATE: 4/27/21

CO2	FILTER	SLOT1	SLOT2	SLOT3	SLOT4
35% 20 lb DUE 2/28/22	73% 2M Filter DUE 12/1/22	92% Blackberry Lime EXPIRES 9/17/21 STRENGTH: MEDIUM	20% Peach Mango EXPIRES 5/1/21 STRENGTH: MEDIUM	76% Raspberry DUE 5/21/21 STRENGTH: MEDIUM	40% Black Cherry DUE 4/27/21 STRENGTH: MEDIUM


Bottles and Cans Saved

YEAR-TO-DATE: 1,700

MACHINE LIFETIME: 4,800

Monthly Usage History [Generate Report](#)

March 2021

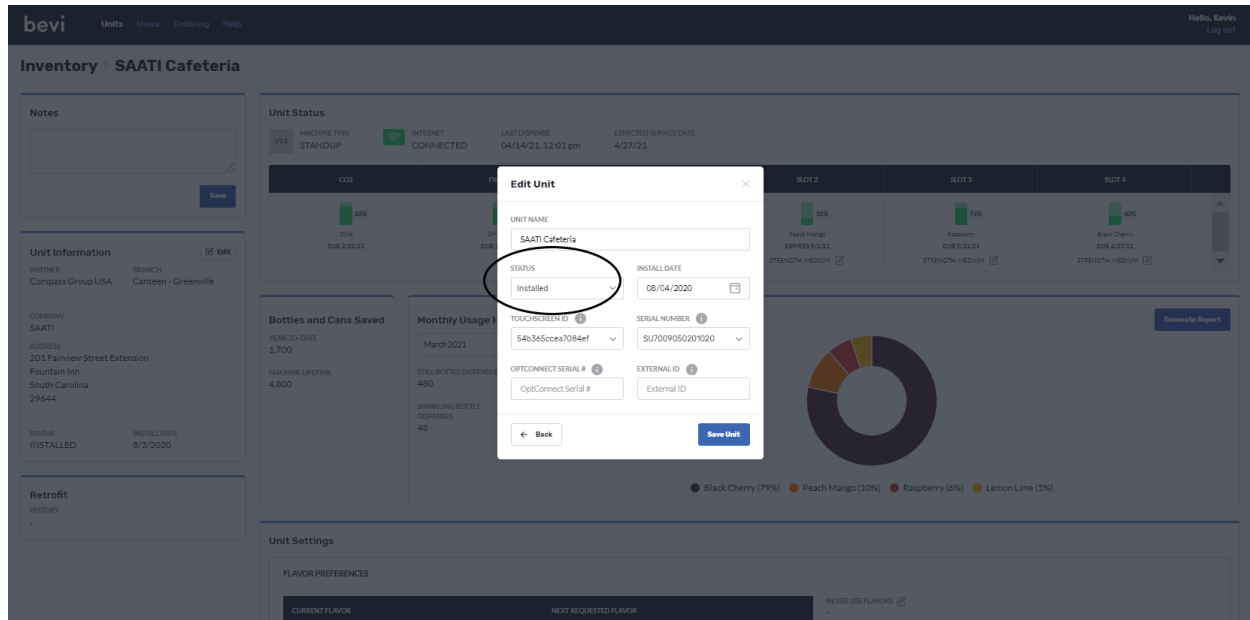


● Black Cherry (79%) ● Peach Mango (10%) ● Raspberry (6%) ● Lemon Lime (5%)

Unit Settings

Task 3 Retire the Bevi Unit

1. After clicking EDIT you will be brought through a series of Edit screens, you can choose to update these or not. Continue to the Unit Name Screen and toggle the "Installed" selection to "Retired"
2. Validate Retire Date
3. Select "Save Unit"



Once completed your Bevi unit is now retired from this customer and can be assigned to another customer upon installation.

As always, if you have any questions please feel free to contact our support team at support@bevi.co.