Tech Bulletin: Completing Registration on the Well



Instead of having to manually create a new Unit on the Well, Bevi will do it automatically. This includes automatically entering lengthy IDs associated to the Unit. Operations Managers will only need to search for their newly purchased machines on the Well and finish filling in customer information to accurately and easily keep track of machines. Remember, finishing registration is required to enable the touchless feature.

Step 1

Operations Managers should coordinate with their technicians to determine which machines have been installed at a customer site. Tech should locate Machine Serial Number on the back of the machine and provide it to the Operations Manager.

For V2, it is the 'Machine Serial Number' in the Install Wizard/Service Panel header/Settings).

The Operations Manager can then search with this number on the Well and find the Unit.

mmary View		Plan Alread Show 4-5 Days until Out or Expired	Organize Units into Groups
TATUS	SANITATION REQUIRED INTERNET	CO2 FLAVORS FILTER	Create groups that fit your workslay; whether it be routes, zones, companies or drivers
Dut or Expired	1		Hanage Groups
-3 days before Out or Expired			Subscribe to Emails
I-5 days before Out or Expired			Use your groups and filters to schedule Service Alert and Usage Report emails.
days or more before Out or Expired	4		Harvage Ersails

Step 2

- 1. Once Unit is located on the Well, click on the Unit Name to get to the Unit page.
- 2. From there, click 'Edit' on the Unit Information box:

Unit Information	🗹 Edit	
PARTNER	BRANCH Boyi NVC	
Devi	Devinite	
COMPANY		
Recruitics/Talivity		
ADDRESS		
437 5th Ave FI 6		
NY		
10016-2205		
STATUS	INSTALL DATE	
INSTALLED	2/10/2021	

Step 3

Edit Un

Recruiti COUNTRY United S STREET 437 5th ROOM Room

← Baa

- 1. Once in the 'Edit Unit' pop up, add the Company, Location, & update the Unit Name. Install status & Install Date will be auto-filled in for V2s (based on installation completion), but will need to be manually set for all other machines.
- Click Save Unit to save all changes. This will complete the registration process.

	×		
		Edit Unit	
livity	~	UNIT NAME	
		Updated Unit Name	8
		STATUS	INSTALL DATE
	~	Installed \lor	02/11/2021
_	FLOOR #	TOUCHSCREEN ID	SERIAL NUMBER
B	Floor#	dd68dc769e39fb8c v	SU7009063201024 v
	CITY		
	New York	OPTCONNECT SERIAL #	EXTERNAL ID
	ZIP CODE	OptConnect Serial #	External ID
~	10016-2205		
	Continue	- Back	Save Unit

Tech Bulletin: Pre-Registration on the Well



FAQS

- Q: If I search for a Serial Number and it doesn't show up on the Well, what should I do?
 - A: Please reach out to tech support at <u>support@bevi.co</u> if this happens. The development team will look into if an error occurred. Do not try to register the machine, as this will create a duplicate that will have to be fixed in the future.
- Q: If I search for a Serial Number and there are multiple entries with different names, what should I do?
 - A: You should retire one of the machines to get rid of the duplicate. The previous machine could have been returned from a previous customer and is no longer accurate. The Machine that is called "Registered by Bevi: [SERIAL NUMBER]" is the newest entry and should be the one that you update with the appropriate customer information.
- Q: If I search for a Serial Number and there are multiple entries named "Registered by Bevi: [SERIAL NUMBER]" what should I do?
 - If there are multiple entries with that same naming convention for the Unit Name, please reach out to tech support at <u>support@bevi.co</u> so the development team can see if an error occurred.
- Q: What about machines that have been sold to me previously, will they be auto-registered?
 - This will only work for machines that have been sold to you after **2/22/2021.** All previously sold machines will need to be registered manually.